



Office 365 Outlook Overview

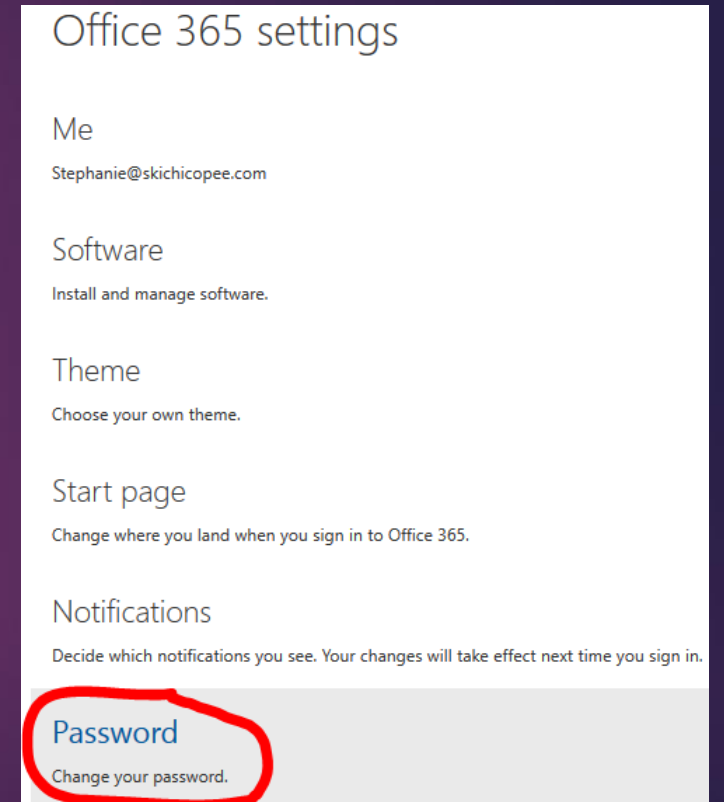
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- ▶ Office 365 is a suite of services offered by Microsoft.
 - ▶ Office 365 is the same Office you already know and use every day, but with a slightly different interface and many more features.
 - ▶ Office 365 is powered by the cloud, so you can access your applications and files from virtually anywhere (desktops, tablets, mobile phones), and they're always up to date.

Outlook Web App

- The **Outlook Web App (OWA)** allows you to check and manage your Outlook from your Web browser, whether you're inside or outside of the office.
- Any changes you make in your OWA will be synced to your Outlook application, and vice versa.
- To **access your OWA**, visit <https://outlook.office365.com> and log in using your credentials.

Change your password

- **Change your password** by clicking on the “gear” icon in your **OWA > Office 365 settings > Password**.
 - Note: When you go to “Office 365 settings”, you are no longer in the OWA but rather in the “Office Portal”. Click on the “Outlook” tab at the top to go back to your OWA.



Office 365 settings

Me
Stephanie@skichicopee.com

Software
Install and manage software.

Theme
Choose your own theme.

Start page
Change where you land when you sign in to Office 365.

Notifications
Decide which notifications you see. Your changes will take effect next time you sign in.

Password
Change your password.



Managing your e-mail

Create e-mail auto-replies

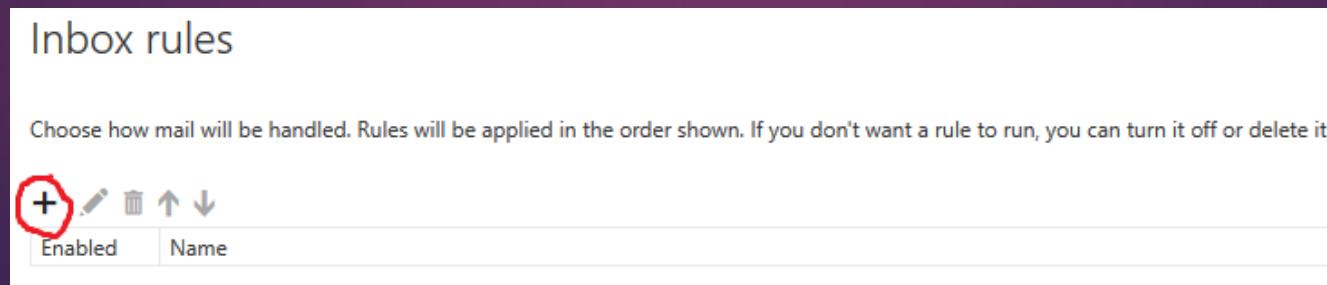
- From your OWA, click on the “**gear**” icon in the top right corner, and select “**Options**”.
- Under the “**Mail**” > “**Automatic processing**” headings, select “**Automatic replies**”.
- You can **customise your auto-reply** so that it sends to users only in your contact list, within your organisation, outside of your organisation, or to everyone.

What are e-mail rules?

- Rules allow you to **automatically sort your incoming and outgoing e-mails into folders**. You can use rules to:
 - Sort incoming messages based on sender and subject
 - Sort sent messages into folders
 - Create desktop alerts
 - Create and filter messages with high importance
 - Add exceptions to rules
 - Flag messages for follow-up
 - Filter flagged messages
 - Add sounds
 - And more
- From your OWA, you can review what a rule does, turn rules on or off, create new rules, edit existing rules, or delete rules.

Create AN E-mail Rule

- From your OWA, click on the “**gear**” icon in the top right corner, and select “**Options**”.
- Under **Mail > Automatic Processing**, select “**Inbox rules**”.
- Click on the “**+**” sign to create a new rule.
- Give your rule a relevant name, and follow the prompts to set up your rule according to the conditions you specify.
- For additional help in creating rules in Outlook, please refer to our video tutorial: <https://www.youtube.com/watch?v=wUqyZ3YT5Gc>



Create AN E-mail Rule - example

Let's create a rule that automatically moves incoming e-mails from Poonam to the "Poonam" folder, unless they're marked with high importance (these will be sent to our regular inbox).

- From the "Inbox rules" page, click on the "+" sign to create a new rule.
- Name the rule "Poonam".
- When the message arrives, select "It was sent or received" > "Received from"
- From our contact list, click on the "+" sign beside Poonam Kaur's name, then click "OK" at the top.
- Under "Do the following", click "Move, copy or delete" > "Move the message to folder"
- Select the "Poonam" folder in our inbox (if necessary, expand the inbox by clicking on the arrow to the left).
- Under "Except if", click "Add exception".
- Select "It's marked with" > "An importance".
- Select "High importance".
- Ensure that the "Stop processing more rules" option is selected.
 - With this option on, when an incoming e-mail meets the criteria for more than one rule, only the first rule will be applied. Without this setting, all rules that the message meets the criteria for are applied.
- Click "OK" at the top.

New inbox rule

Name

When the message arrives, and *

Select one...

Select one...

It was sent or received

It includes these words

My name is

It's marked with

It's

Its size is within the specified range...

It's received within a specific date span...

[Apply to all messages]

Received from...

Sent to...

Received through this account...

[\(what does this mean?\)](#)



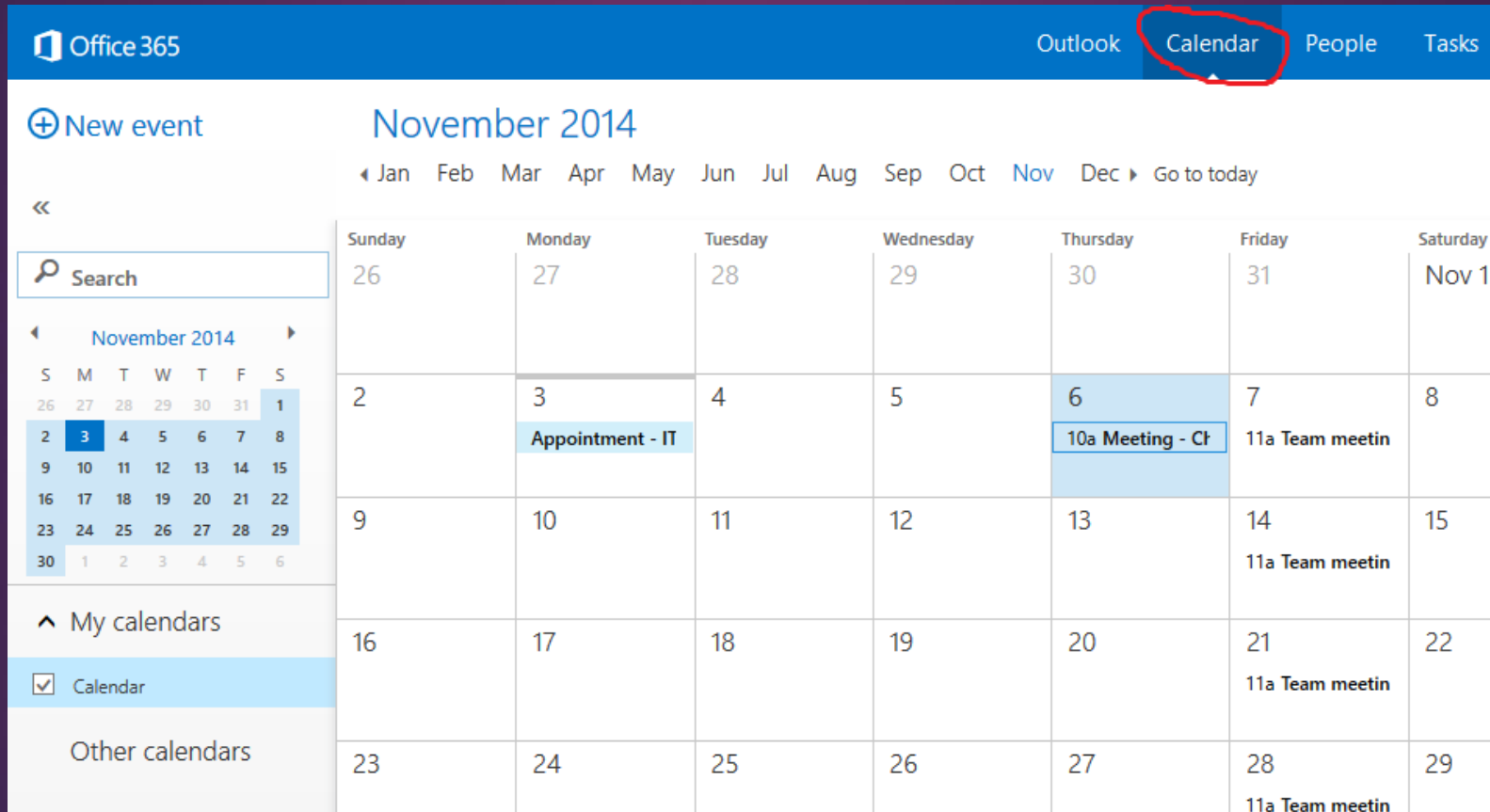
Managing your calendar

Manage your calendar

- You can use your calendar to **create and track appointments, and create reminders**.
- Appointments can be **single occurrences** or **repeated occurrences** (e.g., team meeting every Friday).
- You can create multiple calendars, link to other people's calendars, and share your calendar with other people in your organization.

VIEW your calendar

- From your OWA, click on the “Calendar” heading at the top of the screen.

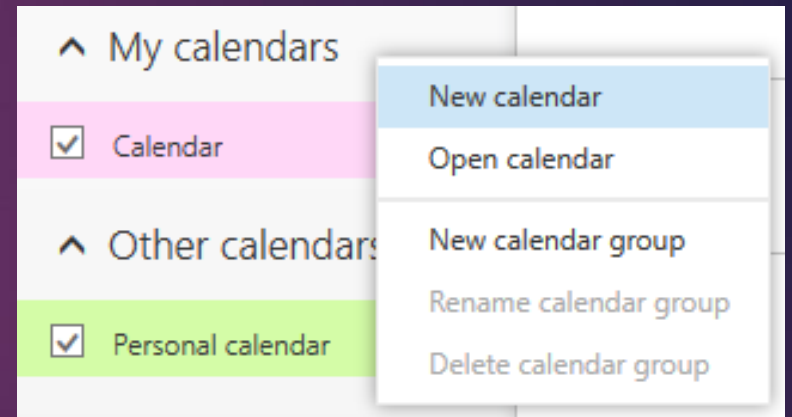


The screenshot displays the Office 365 Outlook interface. At the top, the navigation bar includes 'Office 365', 'Outlook', 'Calendar' (highlighted with a red circle), 'People', and 'Tasks'. Below the navigation bar, the main content area shows the calendar for November 2014. The left sidebar contains a 'New event' button, a search box, a mini calendar for November 2014, and a 'My calendars' section with a checked box for 'Calendar'. The main calendar grid shows events for November 3rd ('Appointment - IT') and November 6th ('10a Meeting - Cf').

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	Nov 1
2	3 Appointment - IT	4	5	6 10a Meeting - Cf	7 11a Team meetin	8
9	10	11	12	13	14 11a Team meetin	15
16	17	18	19	20	21 11a Team meetin	22
23	24	25	26	27	28 11a Team meetin	29

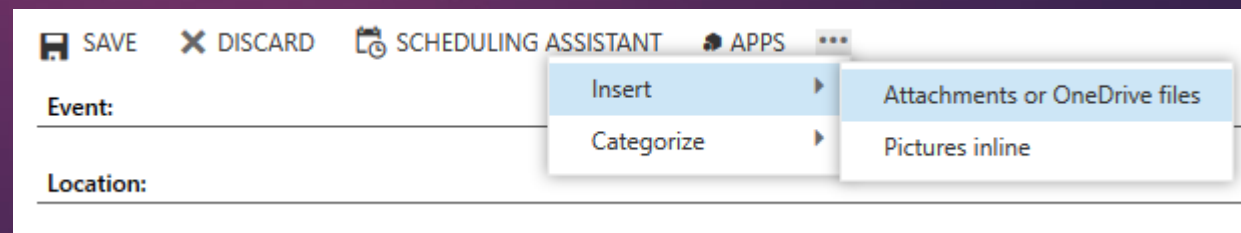
Managing multiple calendars

- You can **create other calendars**, such as one to track personal appointments.
 - Right-click on “**My calendars**” or “**Other calendars**” to create a new calendar.
- You can **view more than one calendar** at a time by selecting the check-boxes beside the calendar(s) you wish to view. If you select multiple calendars to display, they’ll be merged into a single view with each calendar given a different colour.
 - **Change the colour of a calendar** by right-clicking on it, and select “**Colour**”.



Create a calendar event

- From your calendar, right-click on the date you wish to create an event and select “**New**”. Alternatively, click “**+ New Event**” in the top left corner.
- Complete the fields as indicated.
- To turn a calendar item into an **invitation** (e.g., for a meeting), enter the names of people you want to invite in the “**Attendees**” field. Attendees will receive an e-mail invitation to your event.
- To create a **recurring event** (such as a team meeting), select the recurrence under the “**Repeat**” menu.
- **Attach files** to your appointment by clicking on the “...” button at the top. Select “**Insert**” > “**Attachments or OneDrive files**”, then browse to the file you wish to attach.

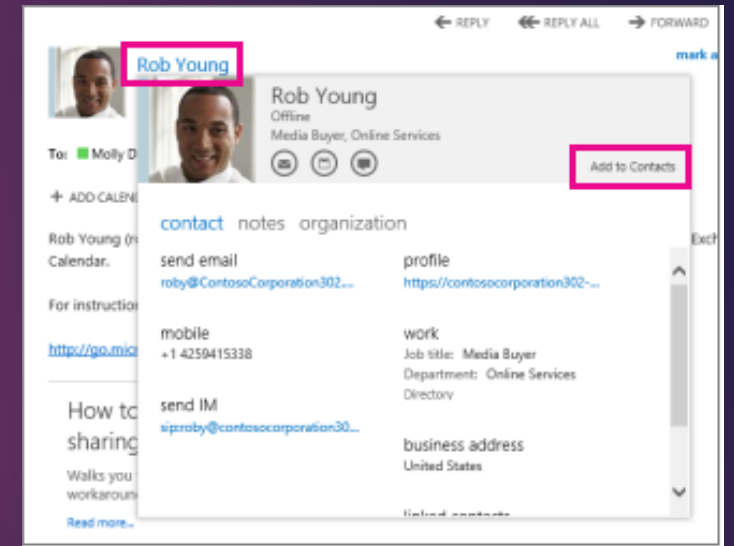




Managing your contact list

MANAGE YOUR CONTACTS

- View and manage your contacts from the “**People**” tab at the top.
- From here, you can **add contacts** by clicking “**+ New**” at the top left.
- You can also **add contacts from an e-mail message** to your contact list.
 - **Select the name** to see the contact card.
 - Click “**Add to Contacts**”.
- Your “Directory” will show you your list of **contacts at your organisation**.



CREATE AND MANAGE A GROUP

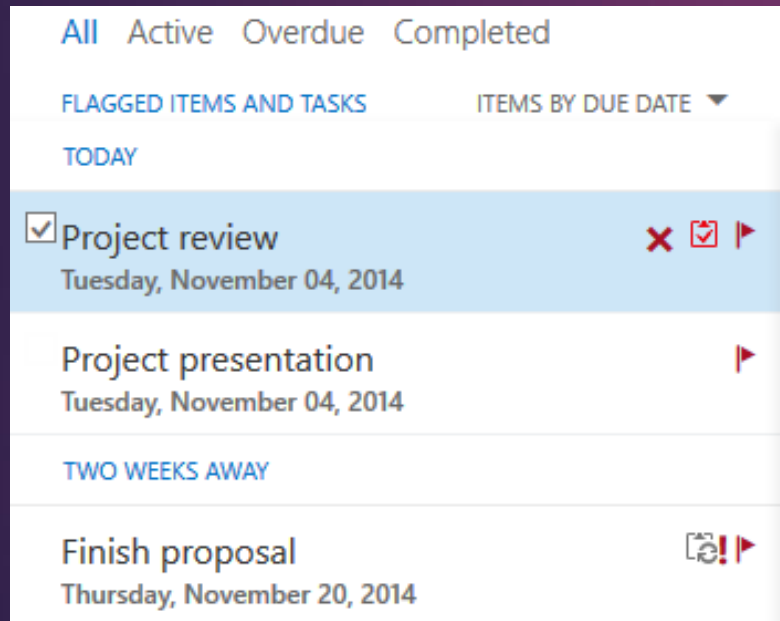
- You can create two types of groups in OWA: personal groups and shared groups.
- **Personal groups** are stored in your Contacts folder and can contain entries from your personal Contacts and from your organization's address book.
- **Shared groups** are called "**Distribution groups**" and they appear in your organization's address book.
 - You can create, join, or leave distribution groups that are in your company's address book.
 - Example: You may have a "Guest Services" group, whereby e-mails sent to Guest Services get e-mailed to only members within the group.

Managing your tasks

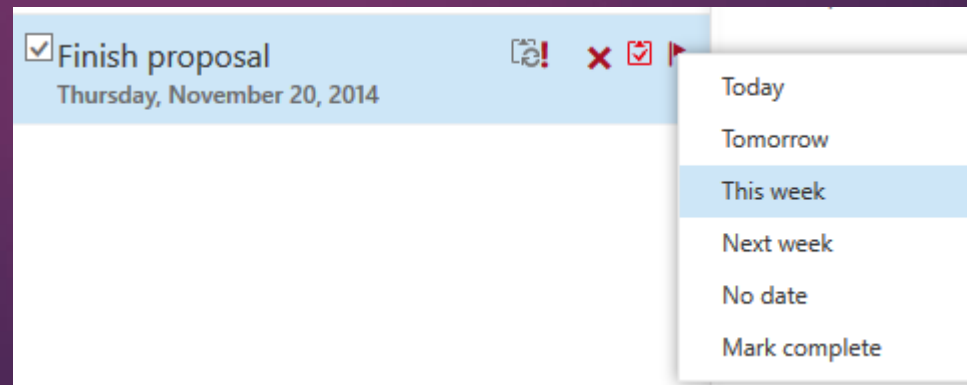
WHAT ARE TASKS?

- You can use tasks to **keep track of things that you need to do** but don't necessarily want to put on your calendar.
- From the “**Tasks**” panel, you'll see:
 - Tasks that you create
 - Tasks that are sent to you
 - Messages you've flagged.

- **View and manage** your tasks from the “**Tasks**” heading in your OWA.
- **Create a task** by clicking “**+ New task**” in the top left corner.
- **E-mails you flag** will automatically be added to your tasks list.
- View your **active, overdue and completed tasks** from the task pane.
- Right-click on the “**flag**” button beside a task to **change the deadline or mark it complete**.
- **Create reminders** for tasks when you create them, or by clicking on an existing one to update the task information.



MANAGE YOUR TASKS



CREATE A TASK - EXAMPLE

✓SAVE ✕DISCARD @INSERT

● Due in 9 days.

Subject:
Finish proposal

Due:
Fri 11/14/2014

Show fewer details

Start date:
Wed 11/5/2014

Date complete:
None

Status:
In progress

% complete:
70

Priority:
High

Reminder
Tue 11/11/2014 10:30 AM

Mark private

Repetition:
Every workday

From:
Tue 11/11/2014

To:
Thu 11/13/2014

Total work:
16 hours

Actual work:
0 hours

Mileage:

Billing:

Miscellaneous

- **Change the theme** on your OWA by clicking on the “**gear**” icon > **Change theme**. You may have to refresh the page for your new theme to apply.
- **Add a photo of yourself** to your account by clicking on your **profile image** and select “**Change**”.
- Update your **e-mail signature** by clicking on the “**gear**” icon > **Options** > **Layout** > **E-mail signature**.
- To **sign out** of your OWA, click on your **profile image**, and select “**Sign out**”.