Office 0365

Mail

- Logging into Email
- Navigating your Mailbox:
  - Reading messages
  - New messages
  - New mail folders
  - Reply/Forward/Print/Delete
- Organizing your Mailbox
  - Mark, Flag, Pin messages
  - Filter, Sort, Conversation View
  - Archive or Move messages
  - Mark junk
  - Rules

Mail Settings

- Search
- Setting up signature
- Setting up out-of-office reply
- Changing Default Reply
- Setting alert for incoming mail
- Blocked/Safe list
- Advanced Search
- Display settings

Contacts

- Viewing Contacts
- Finding Contacts
- Adding Contacts
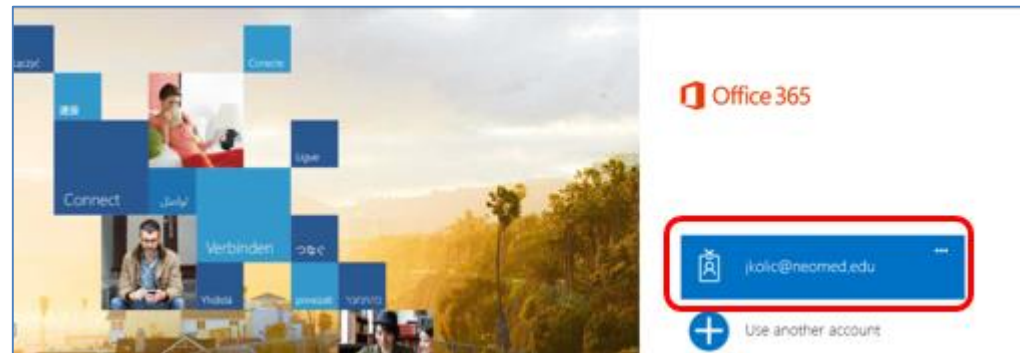- Importing contacts

Calendars

- Viewing calendars
  - Change view
  - Search Calendar
- Sharing calendars (and un-sharing)
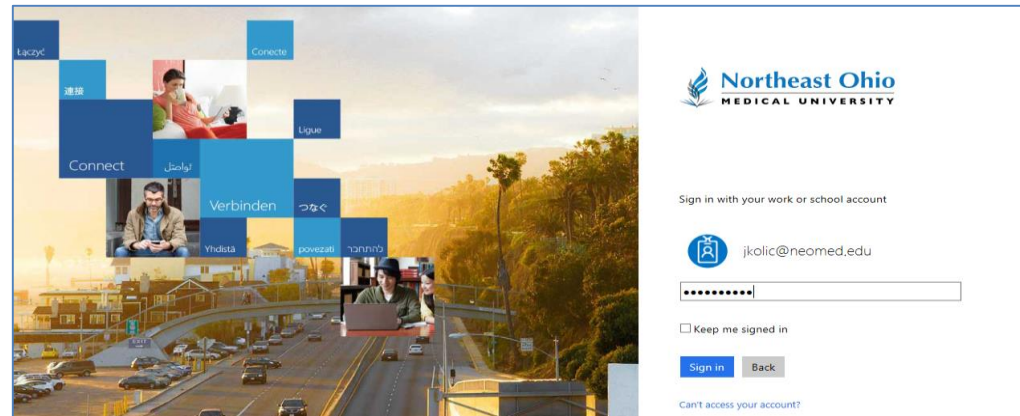- Create event
- Setting up meetings

Logging into Email

- https://outlook.office.com

- Enter your password and click on 'sign in'

Navigating your Mailbox

Your email will appear. Click on any email.

Navigating Your Mailbox

and the email will open to the right of the inbox

Navigating Your Mailbox

Navigating Your Mailbox

The default setting is Reply all (click gear icon to change). Click down arrow to **Reply**, **Forward**, **Print**, **Delete**

Organizing Your Mailbox: *Delete*

Hover over message to: delete, mark as read/unread, flag pin

Organizing your Mailbox: *Archive*

Selecting a message changes your task ribbon along the top. Archiving moves messages from inbox without deleting.

Organizing your Mailbox: *Junk*

Sweep to delete or archive batches of emails. Mark **Junk** emails. **Move to** different folder.

Organize your Mailbox: *Rules*

Right-click a message to create a new rule based on this message.

Organize your Mailbox: *Rules*

Right-click a message to create a new rule based on this message.

Name your rule, then add conditions and actions:
- *Narrow*: add more conditions
- *Broaden*: delete conditions
- *Actions*: move to folder, delete, junk, forward, etc.

Hit OK to save.

Mail Settings: *Search*

Begin searching in the search field in the upper-left hand corner. Enter your search term, then hit enter or click the magnifying glass to see advanced search features.

Mail Settings: *Signature*

Click gear, and search "signature" in settings search bar. Click "Email signature", or scroll down to select App Settings for Mail.
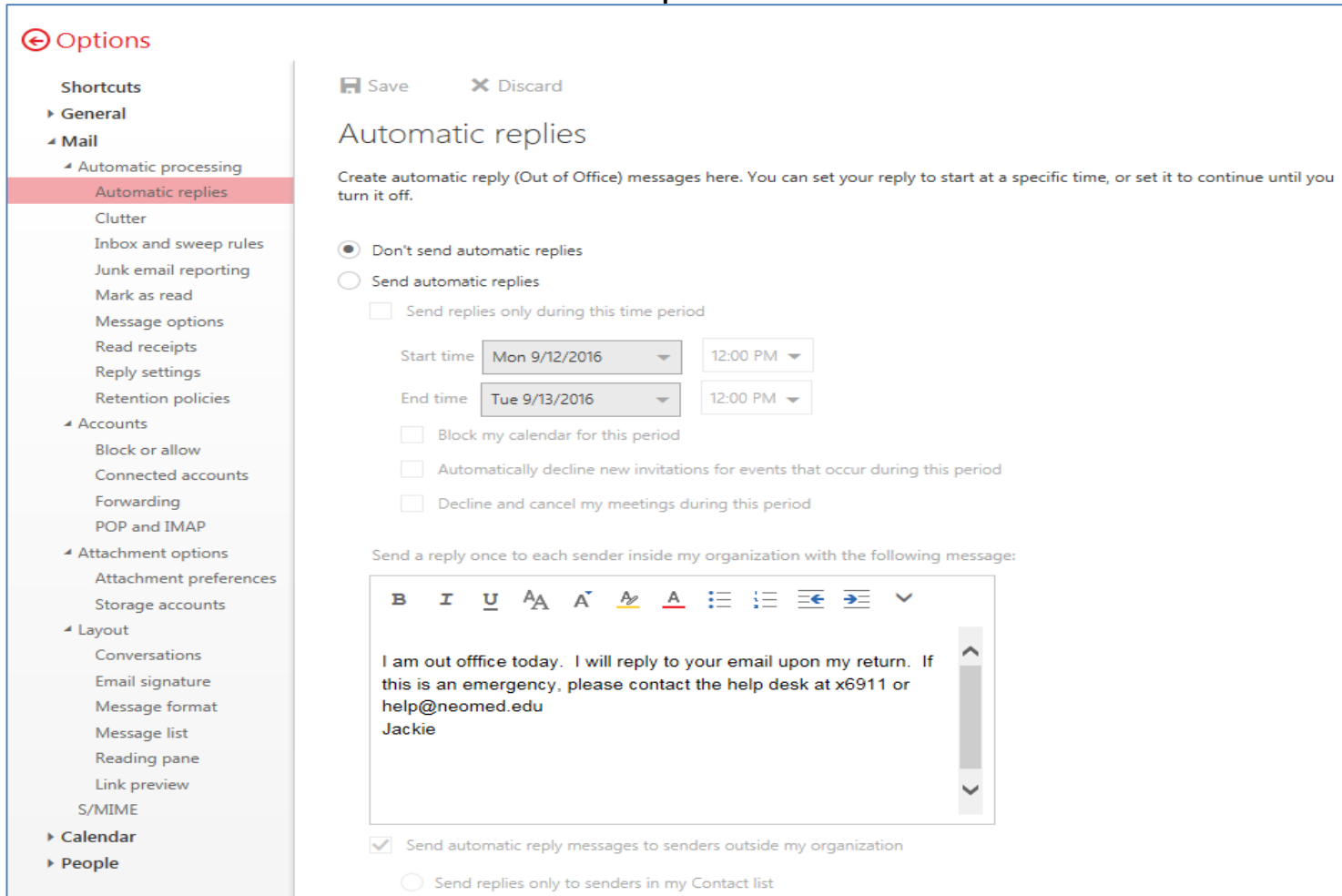
Mail Settings: *Signature*

Click gear, and search "signature" in settings search bar. Click "Email signature", or scroll down to select App Settings for Mail.

Mail Settings: *Auto Reply*

Under Mail, open Automatic processing, choose Automatic replies. Hit Save when finished. Click the back arrow next to Options to return.

Mail Settings: *Default Reply*

Under Mail, open Automatic processing, choose Reply settings. Select choice, click Save. Click the back arrow next to Options to return to mailbox.

Mail Settings: *Incoming Mail*

Under Mail, choose Message options. Select preference, click Save.   Click the back arrow next to Options to return to mailbox.

Mail Settings: *Blocked/Safe List*

Under Mail, choose Accounts. Select Block or Allow. Enter a sender or domain, and click plus sign to add to your safe or blocked lists. Emails from those senders or domains will be moved automatically to junk (or never moved to junk for safe senders).

Mail Settings: *Display Settings*

Gear ⟶ Display Settings.

Contacts: *Viewing Contacts*

Contacts are accessed through the People app. Click the App launcher in the upper left (or right on small windows), and choose the People tile.
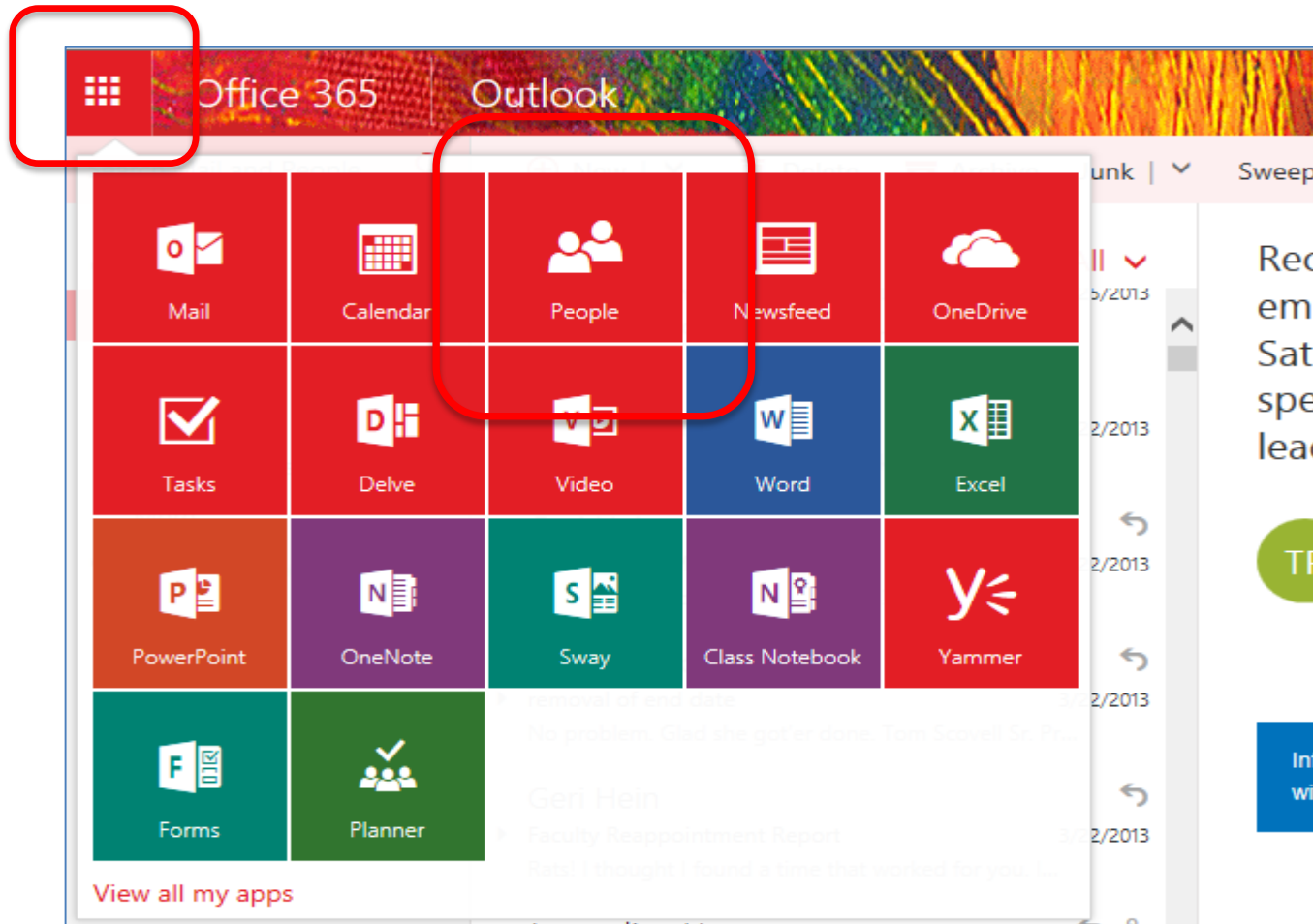
Contacts: *Finding Contacts*

Use Search People to find contacts in the NEOMED active directory. If no search results appear, be sure you are searching the Directory. Add to contacts or a Contact List.

Contacts: *Adding and Importing*

To add a Contact not in the NEOMED Directory, choose ➞ New Contact.
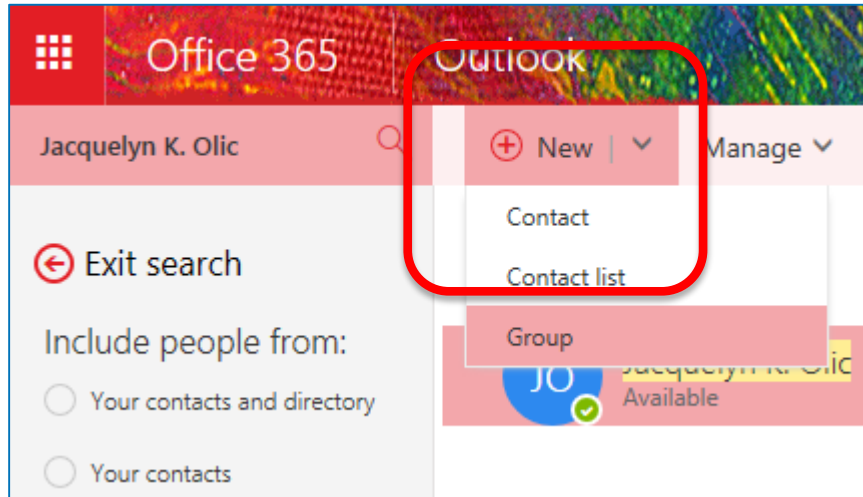
To import contacts from other email accounts, choose Manage ➞ Import contacts.
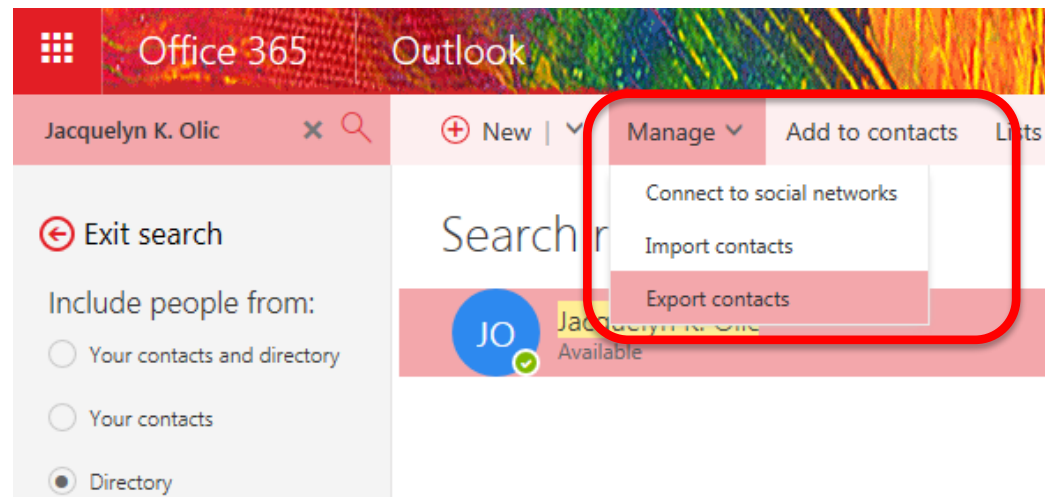
Calendars

Click the App launcher in the upper left (or right for small windows), and choose the Calendar tile.
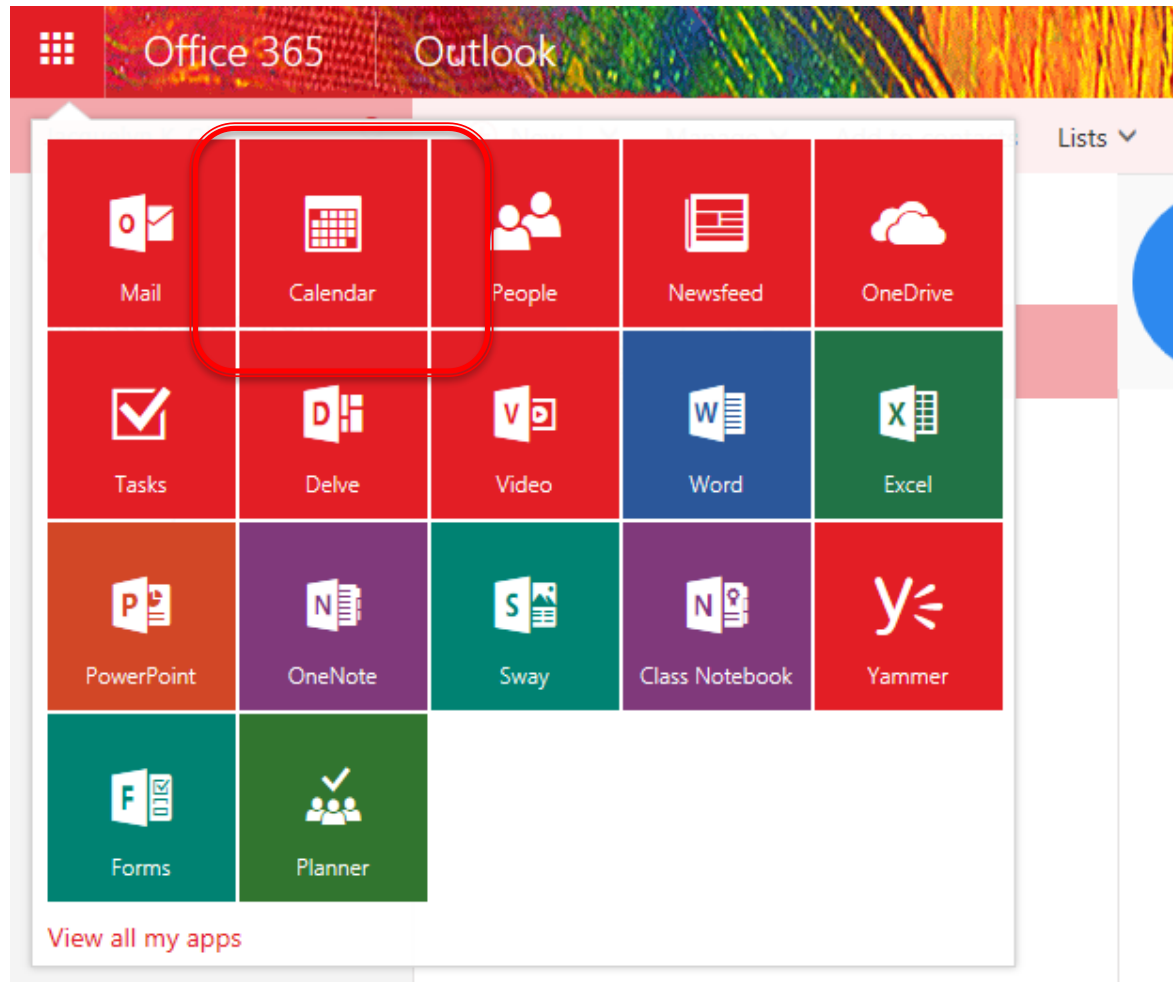
Calendars: *View and Search*

Change Calendar view in upper right. Search Calendar events in upper left. Share with others (full details or just availability).

Calendars: *Sharing*

Sharing: Click Share twice. Enter email address(es) in Share with: (just type name to search NEOMED directory or contacts). Customize subject line. Choose permission level. Chose with Calendar. Hit Send.

Calendars: *Un-sharing*

Un-sharing: Right-click on your calendar. Choose Permissions….

Change permission level or click 'x' to remove altogether. Save or Discard changes.

Calendars: *Create an Event*

Under **Details**, add a title, location, and start and end dates and times.

- If it's an all day event, select the **All Day** check box
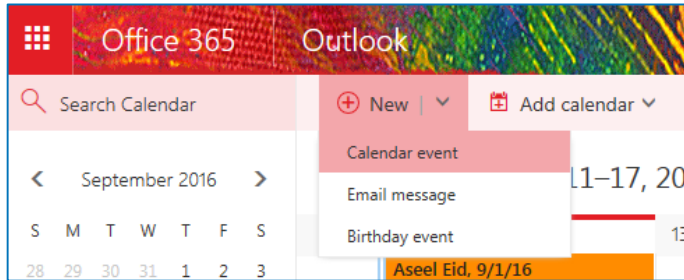- When you don't want others to see the details of the calendar event, select the **Private** check box.
- To make this a recurring meeting (a series), in the **Repeat** list, pick how often you want it to take place, and in the **From** and **To** boxes, set the dates that you want the recurring appointments to span, for example, repeat this meeting every Wednesday from March 4th to May 6th.

In the **Reminder** box, set the lead time to remind the participants of the approaching appointment

NOTE: Use the **Email reminder** and **Send reminder to** boxes to send an email reminder to yourself or to other participants. Fill out the reminder message box, and click Save.

Calendars: *Create an Event*

Follow steps for creating a calendar event. Add people. Add room to search room calendar.

Scheduling assistant allows you to view availability of meeting participants and rooms.

Questions?

Need Technical Help?

If you are unable to access your Office 0365 account or if you have other issues with your Gmail migration, contact support at: (888) 890-6272 or via email at: servicedesk@mcpc.com

Need Training?

If you would like additional training for Office 0365, contact: Jackie Olic at (330) 325-6725 or via email at: jkolic@neomed.edu