



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

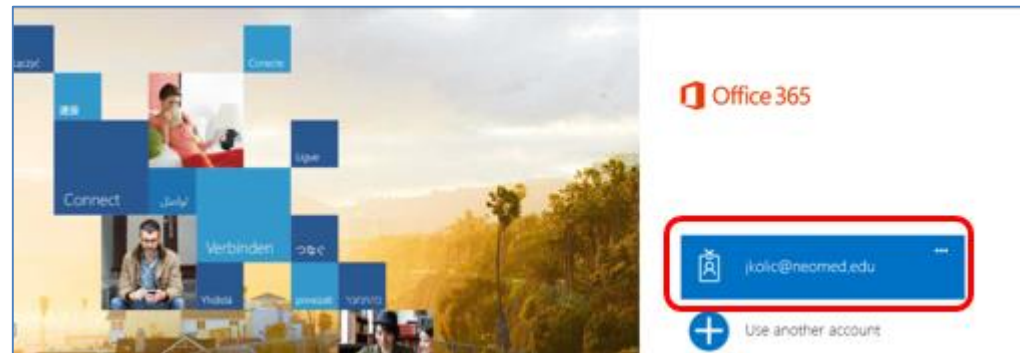
Calendars

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

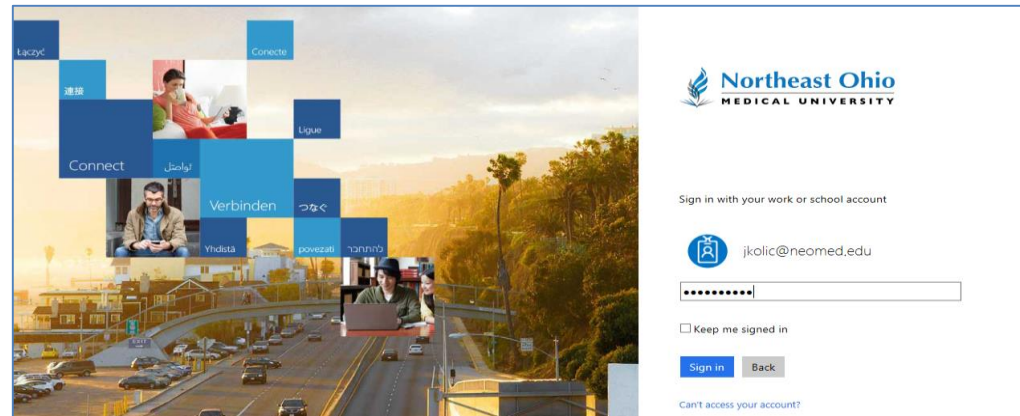


Logging into Email

- <https://outlook.office.com>



- Enter your password and click on 'sign in'





Navigating your Mailbox

Your email will appear. Click on any email.

The screenshot shows the Outlook interface with the following elements:

- Top Bar:** Office 365 Outlook, search icon, New button, and navigation icons (Share, Notifications, Settings, Help, Profile).
- Search Bar:** Search Mail and People, New button, Undo button.
- Left Navigation Pane:**
 - Folders: Inbox (1), Clutter (1), Sent Items, Deleted Items (11), More.
 - Groups: Pharmacy Prac, Student Banne, Experiential Ed, HR-Budget-Fir, OpenEnrollme, Information Te, More.
- Main Content Area:**
 - Inbox:** All (dropdown)
 - Cheri Harris:** Aseel Eid (10:42 AM), Good morning Jackie, We have a new postdoctoral fe...
 - Geri Hein:** Banner Data Standards Topics - Feedback Re... (10:24 AM), Hi Heather – just a few quick notes based on feedbac...
 - Julie Powell:** Office 365 Open Labs (8:41 AM), Perfect – thank you From: Jacquelyn K. Olic Sent: Mo...
 - Last week:**
 - Richard Fawcett:** quick question (Fri 9/9), Hi Jackie, I had a quick question. You had shown me...
 - The Pulse:** Recognizing NEOMED employees | Run a 5k 1 (Fri 9/9), Informing, engaging and promoting relevant news a...

A callout box labeled "click" points to the first email item in the list. A tooltip below it reads: "Select an item to read. Click here to always select the first item in the list".



Navigating Your Mailbox

and the email will open to the right of the inbox

The screenshot displays the Outlook interface within the Office 365 environment. The top navigation bar includes the Office 365 logo, the Outlook title, and various utility icons (Share, Notifications, Settings, Help, Profile). Below this, a search bar and a row of action buttons (New, Delete, Archive, Junk, Sweep, Move to, Categories, Undo) are visible.

The left sidebar shows a 'Folders' pane with 'Inbox' selected, and a 'Groups' pane listing various organizational units like 'Pharmacy Prac', 'Student Banne', and 'Experiential Ec'. The main 'Inbox' pane lists several emails, with the most recent one from 'The Pulse' highlighted in red. This email is titled 'Recognizing NEOMED employees | Run a 5k this Saturday | Penny Smith speaking on women in leadership' and is dated 'Fri 9/9, 2:48 PM'.

The right pane shows the full content of the selected email. It features a blue header with the text 'Informing, engaging and promoting relevant news and events within the NEOMED internal community.' and a link to 'View this email in your browser'. Below this is the logo for 'the PULSE' with the tagline 'NEWS BEATS FOR NEOMED' and navigation links for 'FACULTY & STAFF' and 'STUDENTS'. The main body of the email contains a photograph of a smiling woman in a field.



Navigating Your Mailbox

The screenshot shows the Outlook interface with several callouts:

- Search**: A callout pointing to the search bar at the top of the ribbon.
- New message**: A callout pointing to the 'New' button in the ribbon.
- Right click to create a new folder**: A callout pointing to the 'New' button in the ribbon.
- Folder list**: A callout pointing to the left-hand navigation pane.

The interface includes a ribbon with 'Office 365 Outlook' and 'Search' tabs. The ribbon contains buttons for 'New', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', and 'Categories'. The left-hand navigation pane shows 'Folders' (Inbox, Clutter, Sent Items, Deleted Items) and 'Groups' (Pharmacy Prac, Student Banne, Experiential Ed, HR-Budget-Fir, OpenEnrollme, Information Te). The main pane displays an 'Inbox' with a list of messages, including one from 'The Pulse' with the subject 'Recognizing NEOMED employees | Run a 5k this Saturday | Informing, engaging and promoting relevant news and events within the NEOMED internal community.' The email content includes the 'the PULSE' logo and navigation links for 'FACULTY & STAFF' and 'STUDENTS'.



Navigating Your Mailbox

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

The screenshot displays the Microsoft Outlook interface. The top navigation bar includes 'Office 365' and 'Outlook'. Below this is a search bar and a row of action buttons: 'New', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categories', and 'Undo'. The left sidebar shows a 'Folders' pane with 'Inbox' selected, and a 'Groups' pane with various departmental groups. The main pane shows an email from 'The Pulse' with the subject 'Recognizing NEOMED employees | Run a 5k this Saturday | Penny Smith speaking on women in leadership'. A context menu is open over the email, with the 'Reply all' option highlighted in red. The menu options include: Reply, Reply all, Forward, Change default, Reply all by meeting, Reply by IM, Reply all by IM, Delete, Delete all messages from The Pulse, Move to Clutter, Mark as junk, Mark as phishing, Mark as unread, Flag, Assign policy, Print, View message details, and Open in a separate window.



Organizing Your Mailbox: *Delete*

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

The screenshot displays the Microsoft Outlook interface. At the top, the 'Office 365 Outlook' header is visible. Below it, a search bar and navigation tabs (New, Delete, Archive, Junk, Sweep, Move to, Categories) are present. The left sidebar shows a 'Folders' list with 'Inbox' selected, and a 'Groups' list with various departmental groups. The main area shows an 'Inbox' list with several messages. The selected message is from 'The Pulse' with the subject 'Recognizing NEOMED employees | Run a 5k this Saturday | Penny Smith speaking on women in leadership'. The message content includes a blue banner with the text 'Informing, engaging and promoting relevant news and events within the NEOMED internal community.' and a link to 'View this email in your browser'. Below the banner is the 'the PULSE' logo with the tagline 'NEWS BEATS FOR NEOMED' and navigation links for 'FACULTY & STAFF' and 'STUDENTS'. The bottom part of the message shows a photo of a smiling woman in a field.

Office 365 Outlook

Search Mail and People

New | Delete | Archive | Junk | Sweep | Move to | Categories | Undo

Folders

- Inbox 1
- Clutter 1
- Sent Items
- Deleted Items 11
- More

Groups

- Pharmacy Prac
- Student Banne
- Experiential Ec
- HR-Budget-Fir
- OpenEnrollme
- Information Te
- More

Inbox All

Cheri Harris

- Aseel Eid 10:42 AM
Good morning Jackie, We have a new postdoctoral fe...
- Geri Hein
- Banner Data Standards Topics - Feedback Re... 10:24 AM
Hi Heather – just a few quick notes based on feedbac...
- Julie Powell
- Office 365 Open Labs 8:41 AM
Perfect – thank you From: Jacquelyn K. Olic Sent: Mo...

Last week

Richard Fawcett

- quick question Fri 9/9
Hi Jackie, I had a quick question. You had shown me...
- The Pulse** Fri 9/9
Recognizing NEOMED employees | Run a 5k 1
Informing, engaging and promoting relevant news a...
- Do Not Reply Fri 9/9
IT Account Form Submission - Thomas Klingl

Recognizing NEOMED employees | Run a 5k this Saturday | Penny Smith speaking on women in leadership

The Pulse <thepulse@neomed.edu> Fri 9/9, 2:48 PM
Jacquelyn K. Olic

Reply all

Informing, engaging and promoting relevant news and events within the NEOMED internal community. [View this email in your browser](#)

the PULSE NEWS BEATS FOR NEOMED

FACULTY & STAFF STUDENTS



Organizing your Mailbox: *Archive*

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

The screenshot displays the Outlook interface. At the top, the task ribbon includes buttons for 'New', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categories', and 'Undo'. The 'Archive' button is highlighted with a red box. Below the ribbon, the left sidebar shows the 'Folders' pane with 'Inbox' selected. The main pane shows the 'Inbox' list with several messages. The selected message is from 'The Pulse' with the subject 'Recognizing NEOMED employees | Run a 5k this Saturday | Penny Smith speaking on women in leadership'. The right pane shows the details of this message, including the sender 'The Pulse <thepulse@neomed.edu>', the date 'Fri 9/9, 2:48 PM', and the name 'Jacquelyn K. Olic'. A blue banner at the bottom of the message content reads 'Informing, engaging and promoting relevant news and events within the NEOMED internal community.' Below this is the 'the PULSE' logo with the tagline 'NEWS BEATS FOR NEOMED' and navigation links for 'FACULTY & STAFF' and 'STUDENTS'. A photo of a smiling woman is visible at the bottom of the message content.



Organizing your Mailbox: *Junk*

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

The screenshot displays the Outlook interface with the 'Junk' menu highlighted in a red box. The interface includes a top navigation bar with 'Office 365' and 'Outlook' labels, and a search bar. The left sidebar shows folders like 'Inbox', 'Clutter', and 'Deleted Items', along with a 'Groups' section. The main pane shows an email list with details for 'The Pulse' email highlighted. The right pane shows the content of the selected email, including a header with 'Recognizing NEOMED employees | Run a 5k this Saturday | Penny Smith speaking on women in leadership' and a blue banner with the text 'Informing, engaging and promoting relevant news and events within the NEOMED internal community.' Below the banner is the 'the PULSE' logo and navigation links for 'FACULTY & STAFF' and 'STUDENTS'. A photo of a woman is visible at the bottom of the email content.



Organize your Mailbox: *Rules*

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

The screenshot displays the Microsoft Outlook interface. On the left, the navigation pane shows folders like 'Inbox', 'Clutter', and 'Deleted Items', along with a 'Groups' section containing various departmental groups. The main pane shows an 'Inbox' with several messages. A right-click context menu is open over the message 'The Pulse' by Jacquelyn K. Olic. The 'Create rule...' option in this menu is highlighted with a red rectangle. The email content includes a header from 'The Pulse <thepulse@neomed.edu>' and a blue banner with the text 'Informing, engaging and promoting relevant news and events within the NEOMED internal community.' Below the banner is the 'the PULSE' logo and navigation links for 'FACULTY & STAFF' and 'STUDENTS'. A photo of a smiling woman is visible at the bottom of the email content.



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.

The screenshot displays the Outlook web interface. The top navigation bar includes the Office 365 logo, the Outlook title, and various utility icons (Share, Notifications, Settings, Help, Profile). Below this is a ribbon with actions like New, Delete, Archive, and Junk. The main interface is divided into three sections: a left-hand navigation pane, a central inbox list, and a right-hand email preview pane. The search field, labeled 'Search Mail and People', is highlighted with a red box. The inbox list shows several emails, with the most recent one from 'The Pulse' highlighted in pink. The preview pane shows the content of this email, including a blue banner with the text 'Informing, engaging and promoting relevant news and events within the NEOMED internal community.' and a logo for 'the PULSE NEWS BEATS FOR NEOMED'. Below the logo are links for 'FACULTY & STAFF' and 'STUDENTS'. The email content features a photograph of a smiling woman in a field.



Mail Settings: *Signature*

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

The screenshot displays the Outlook web interface. On the left, the navigation pane shows folders like 'Inbox' (1), 'Clutter' (1), and 'Deleted Items' (11), along with groups such as 'Pharmacy Prac', 'Student Baner', and 'Information Te'. The main view shows an email list in the 'Inbox' with entries from Cheri Harris, Geri Hein, Julie Powell, Richard Fawcett, and 'The Pulse'. The 'The Pulse' email is highlighted, with a preview showing the subject 'Recognizing NEOMED employees | Run a 5k' and the sender 'Jacquelyn K. Olic'. A 'Settings' dialog box is open on the right, with 'signature' entered in the search bar. The 'Settings' dialog shows the 'Email signature' section, which includes the instruction 'Include a signature on messages you send.' and the 'S/MIME' section, which includes 'Encrypt and digitally sign email messages and view encrypted content.'



Mail Settings: *Signature*

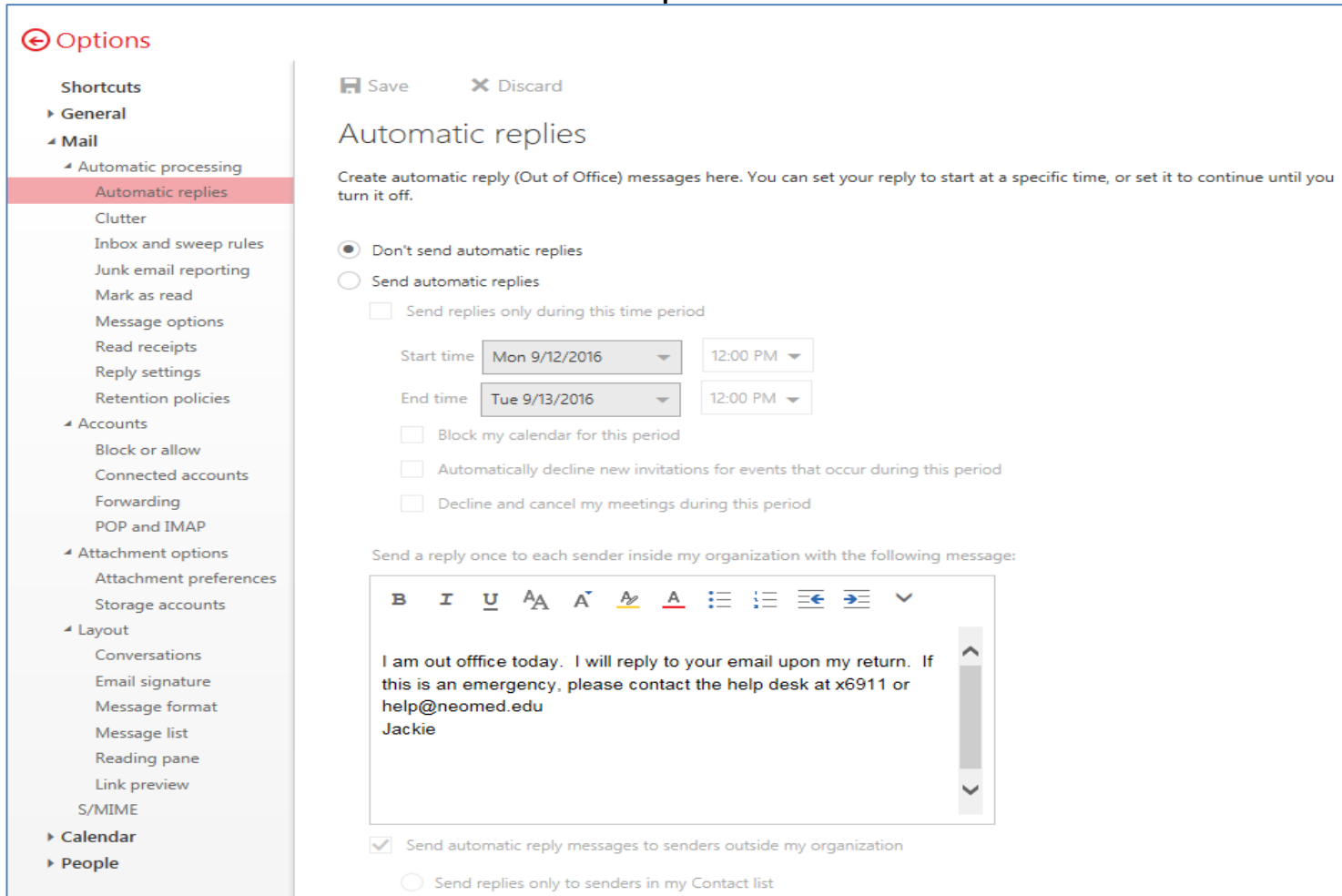
Click gear, and search “signature” in settings search bar. Click “Email signature”, or scroll down to select App Settings for Mail.

The screenshot displays the Outlook application interface. At the top, the title bar shows 'Office 365 Outlook' and various system icons. The left sidebar contains the 'Options' menu, with 'Email signature' highlighted. The main content area is titled 'Email signature' and includes a 'Save' button, a 'Discard' button, and two checkboxes: 'Automatically include my signature on new messages I compose' and 'Automatically include my signature on messages I forward or reply to'. Below these is a rich text editor toolbar with icons for text color, bold, italic, underline, font color, font size, bulleted list, numbered list, and a dropdown arrow. The right sidebar shows the 'Settings' pane with a search bar and several categories: 'Automatic replies', 'Display settings', 'Offline settings', 'Manage add-ins', 'Theme' (set to 'Finger paints'), 'Notifications' (set to 'On'), and 'Your app settings' (listing Office 365, Mail, Calendar, People, and Yammer).



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.



The screenshot shows the Outlook 'Options' window for 'Automatic replies'. The left sidebar lists various settings, with 'Automatic replies' selected under 'Mail'. The main area has 'Save' and 'Discard' buttons at the top. Below the title 'Automatic replies', there is a description: 'Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.' There are two radio buttons: 'Don't send automatic replies' (selected) and 'Send automatic replies'. Under 'Send automatic replies', there are three checkboxes: 'Send replies only during this time period' (checked), 'Block my calendar for this period', 'Automatically decline new invitations for events that occur during this period', and 'Decline and cancel my meetings during this period'. The 'Send replies only during this time period' section includes 'Start time' (Mon 9/12/2016, 12:00 PM) and 'End time' (Tue 9/13/2016, 12:00 PM) dropdowns. Below this, it says 'Send a reply once to each sender inside my organization with the following message:'. A text area contains the message: 'I am out office today. I will reply to your email upon my return. If this is an emergency, please contact the help desk at x6911 or help@neomed.edu Jackie'. At the bottom, there are two checkboxes: 'Send automatic reply messages to senders outside my organization' (checked) and 'Send replies only to senders in my Contact list' (unchecked).



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.

The screenshot shows the 'Options' settings window. On the left is a navigation pane with a red back arrow icon and the title 'Options'. The 'Mail' section is expanded, and 'Reply settings' is highlighted in red. The main content area has a 'Save' button and a 'Discard' button. The title is 'Reply settings'. Below the title is a paragraph explaining that the default reply setting is displayed when opening a message. It states that 'Reply all' sends responses to everyone on the To and Cc lines, while 'Reply' sends only to the sender. Below this is the section 'Make my default response:' with two radio button options: 'Reply' (unselected) and 'Reply all' (selected).

Options

Shortcuts

- General
- Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings**
 - Retention policies
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preferences
 - Storage accounts
 - Layout
 - Conversations
 - Email signature
 - Message format
 - Message list
 - Reading pane
 - Link preview
 - S/MIME
- Calendar
- People

Save Discard

Reply settings

You can change the default reply setting that's displayed when you open a message you've received in the reading pane. If you choose Reply all, your response will be sent to everyone on the To and Cc lines. If you choose Reply, your response will only go to the sender.

Make my default response:

- Reply
- Reply all



Mail Settings: *Incoming Mail*

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

The screenshot shows the Outlook web interface. At the top, there is a navigation bar with 'Office 365' and 'Outlook'. Below this, the 'Options' page is displayed. On the left, a sidebar menu lists various settings categories: Shortcuts, General, Mail, Accounts, Attachment options, and Layout. The 'Mail' category is expanded, and 'Message options' is selected and highlighted in red. The main content area shows the 'Message options' settings. At the top of this area are 'Save' and 'Discard' buttons. Below that, the title 'Message options' is displayed. A dropdown menu is set to 'Open the next item'. Three checkboxes are visible: 'Play a sound when new items arrive' (checked), 'Display a notification when a new email message arrives' (checked), and 'Empty the Deleted Items folder when I sign out' (unchecked).



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).

The screenshot shows the Outlook interface with the 'Options' pane on the left and the 'Blocked or allow' settings on the right. The 'Accounts' section is expanded to 'Block or allow'. The 'Safe Senders and Recipients' list contains: do.not.reply@neomed.edu, ehelp@benefitinformatics.com, employernews@opers.org, and grannyan@yahoo.com. The 'Blocked Senders' list contains: 19@107n.com and 26@134.com. The interface includes 'Save' and 'Discard' buttons at the top of the settings pane.

Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Accounts
 - Block or allow**
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preferences
 - Storage accounts
 - Layout
 - Conversations
 - Email signature
 - Message format
 - Message list
 - Reading pane
 - Link preview
 - S/MIME

Block or allow

Save Discard

Automatically filter junk email

Safe Senders and Recipients

Don't move email from these senders or domains to my Junk Email folder.

Enter a sender or domain here +

- do.not.reply@neomed.edu
- ehelp@benefitinformatics.com
- employernews@opers.org
- grannyan@yahoo.com

Trust email from my contacts

Blocked Senders

Move email from these senders or domains to my Junk Email folder.

Enter a sender or domain here +

- 19@107n.com
- 26@134.com



Mail Settings: *Display Settings*

Gear → Display Settings.

✓ OK ✕ Cancel

Display settings

Reading pane Message list Conversations

Choose where the reading pane is located:

- Show reading pane on top
- Show reading pane on bottom
- Hide reading pane

✓ OK ✕ Cancel

Display settings

Reading pane **Message list** Conversations

Choose how to display your messages.

- Sender name first
- Subject first

Choose whether to show preview text.

- Show preview text
- Hide preview text

✓ OK ✕ Cancel

Display settings

Reading pane Message list **Conversations**

Show items in this order:

- Newest messages on top
- Newest messages on bottom

When items have been deleted:

- Show deleted items
- Hide deleted items

Settings

Search all settings

Automatic replies
Create an automatic reply (Out of office) message.

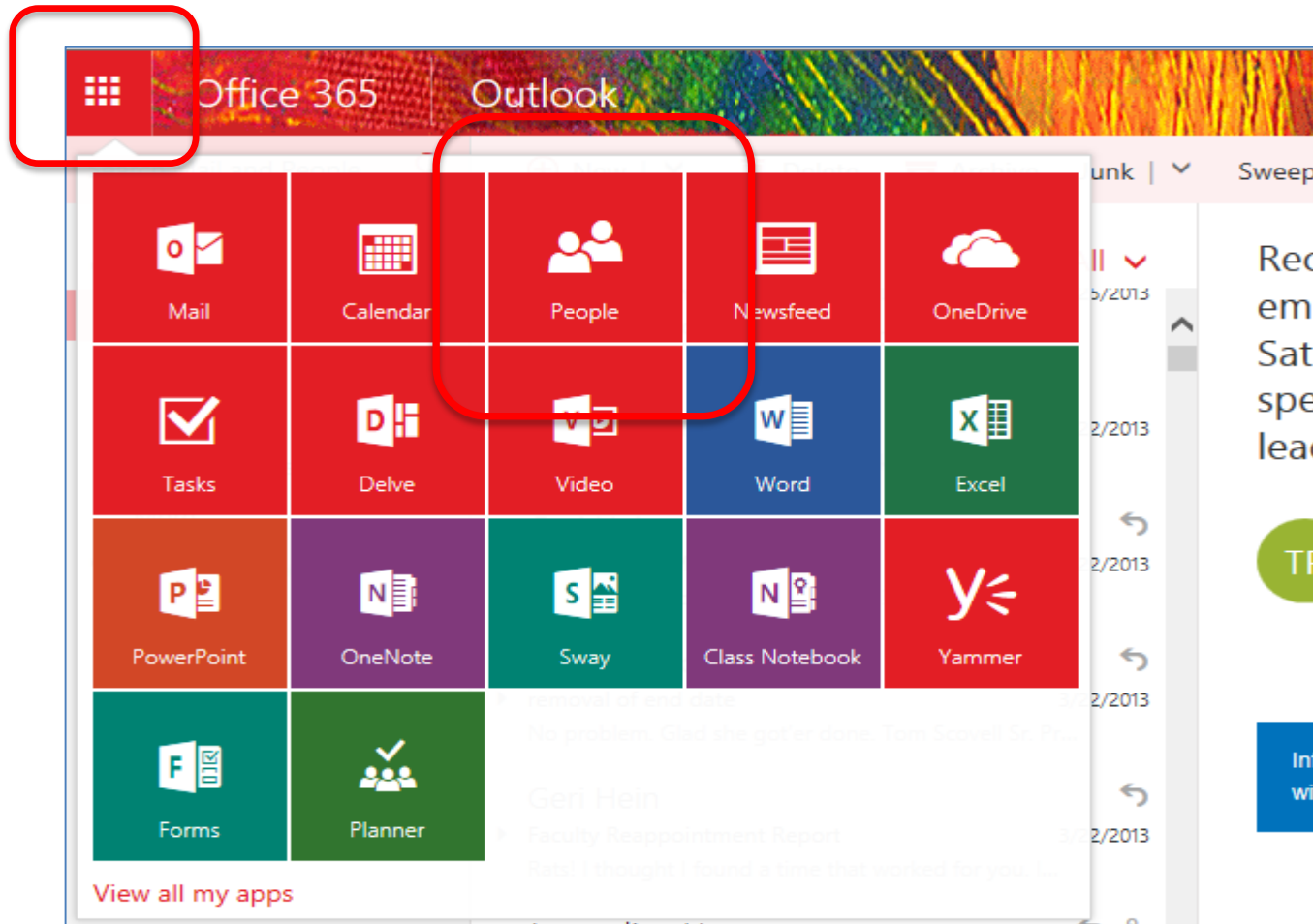
Display settings
Choose how your Inbox should be organized.

Offline 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*

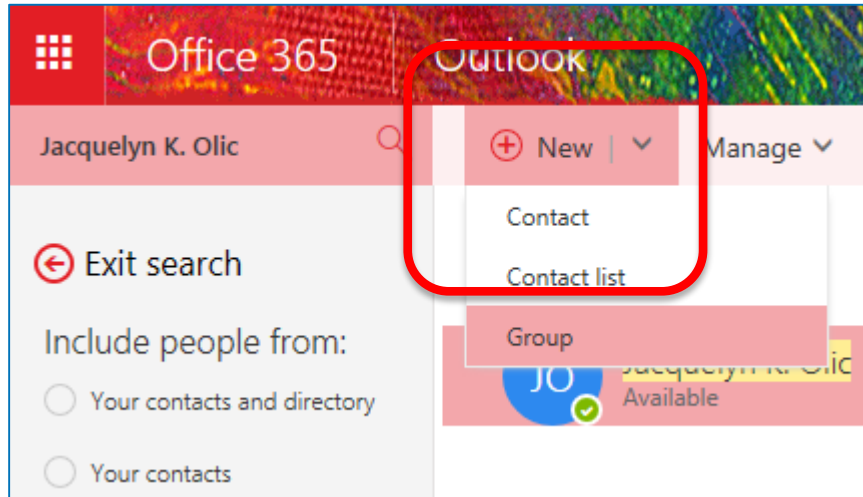
Use Search People to find contacts in the NEOMED active directory. If no search results appear, be sure you are searching the Directory. Add to contacts or a Contact List.

The screenshot shows the Outlook interface with the search bar at the top. The search bar contains the text "Jacquelyn K. Olic" and is highlighted with a red box. To the right of the search bar, the "Add to contacts" button is also highlighted with a red box. Below the search bar, the search results for "Jacquelyn K. Olic" are displayed. The results include a profile card for Jacquelyn K. Olic, who is available. The profile card shows a blue circular avatar with the initials "JO" and a green checkmark. Below the profile card, there are tabs for "Contact", "Notes", "Organization", and "Groups". The "Contact" tab is selected. Under the "Contact" tab, there are sections for "Calendar" (with a "Schedule a meeting" link), "Send email" (with an email address "jkolic@neomed.edu"), "Phone" (with a business number "6725"), and "IM" (with an IM address "sipjkolic@neomed.edu").

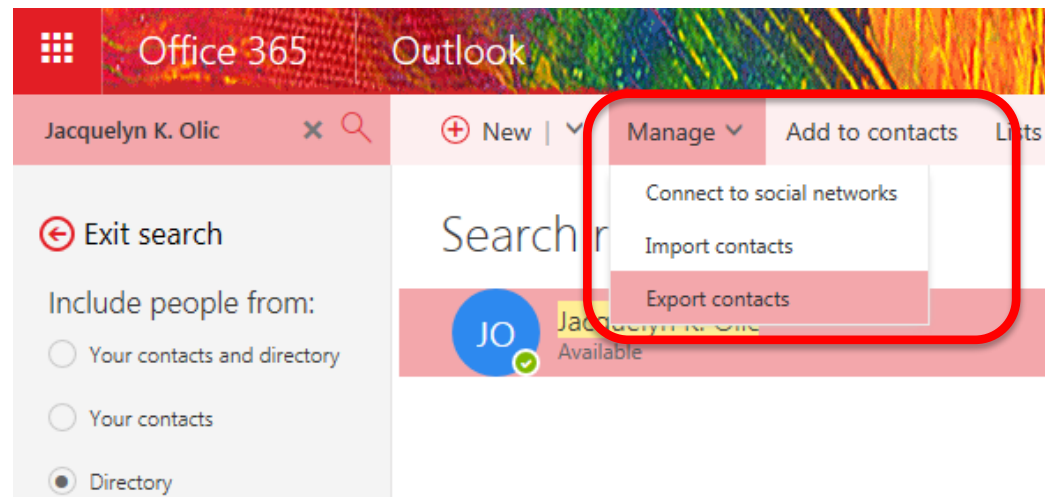


Contacts: *Adding and Importing*

To add a Contact not in the NEOMED Directory, choose → New Contact.



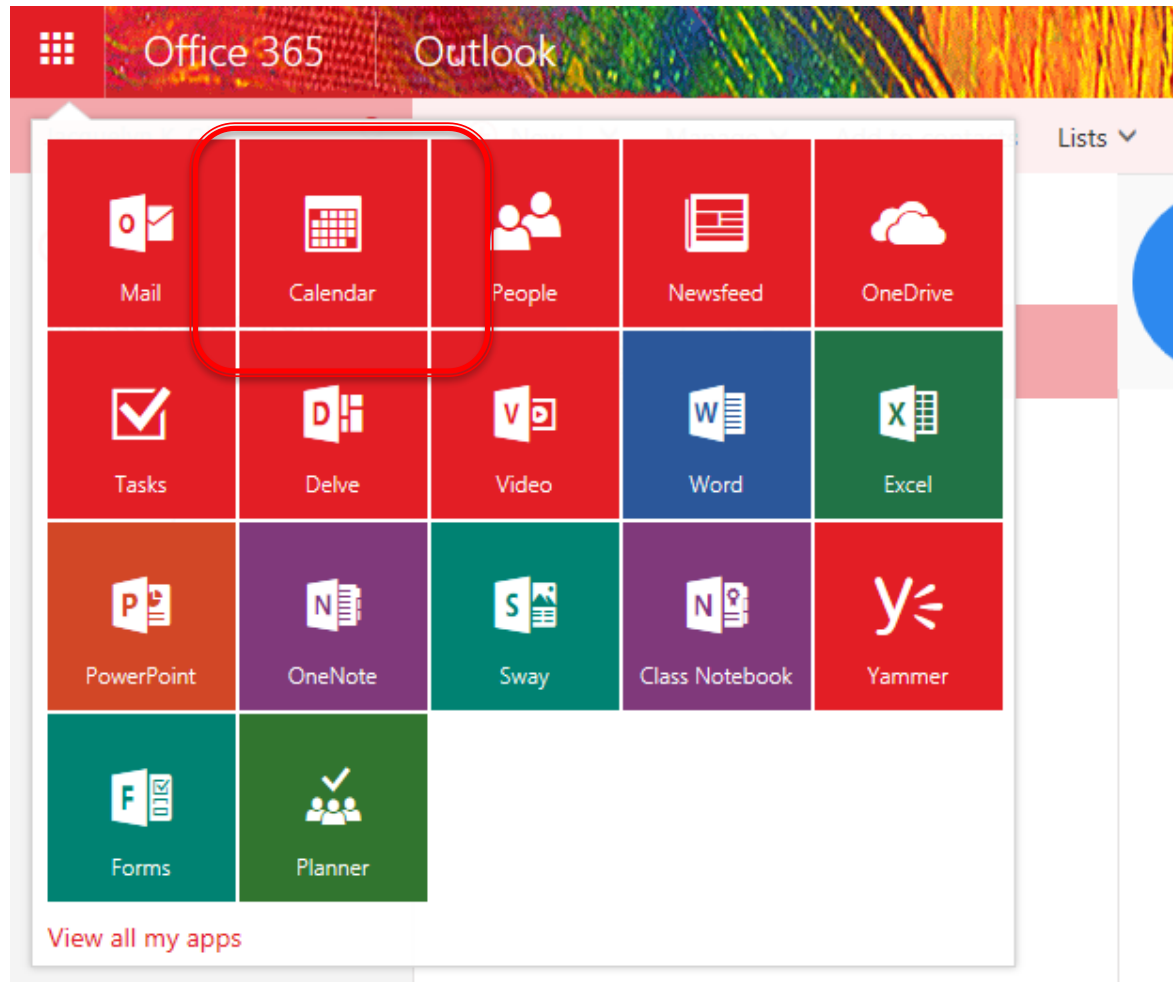
To import contacts from other email accounts, choose Manage → Import contacts.





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).

The screenshot shows the Outlook calendar interface. A red box highlights the 'Search Calendar' input field in the top left. Another red box highlights the 'Share' button in the top center. A third red box highlights the view selection buttons ('Day', 'Work week', 'Week') in the top right. The calendar is currently displaying a week view for September 11-17, 2016. The left sidebar shows navigation options for 'Rooms', 'My calendars', 'People's calendars', and 'Other calendars'. The main calendar area shows events for Monday, September 12, 2016, including 'Aseel Eid, 9/1/16', 'Dana Goehring, 7/25/16', 'Diane McKinney, 9/12/16', and 'Victor Torres, 9/1/16'. The time slots on the left range from 12p to 3p.



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.

The screenshot shows the Outlook calendar interface. The 'Share' button is highlighted with a red box. A sharing dialog is open, showing a list of contacts with 'Geri Hein' selected. A dropdown menu is open over Geri Hein, showing permission options: 'Delegate' (selected), 'Editor', 'Full details', 'Limited details', and 'Availability only'. The subject line is 'I'd like to share my calendar with you' and the calendar type is 'Calendar'.

Day	Event
12 Monday	Aseel Eid, 9/1/16
13 Tuesday	Dana Goehring, 7/25/16
14 Wednesday	Diane McKinney, 9/12/16
15 Thursday	Victor Torres, 9/1/16
16 Friday	
17 Saturday	
18 Sunday	
19 Monday	
20 Tuesday	
21 Wednesday	
22 Thursday	
23 Friday	
24 Saturday	
25 Sunday	
26 Monday	
27 Tuesday	
28 Wednesday	
29 Thursday	
30 Friday	
31 Saturday	

Rooms

My calendars

People's calendars

Other calendars

12p

1p

2p

3p

Aseel Eid, new employee trail L-213 - in the library

Send Discard

Share with:

GH Geri Hein ghein@neomed.edu

Subject: I'd like to share my calendar with you

Calendar: Calendar

Delegate

Availability only

Limited details

Full details

Editor

Delegate



Calendars: *Un-sharing*

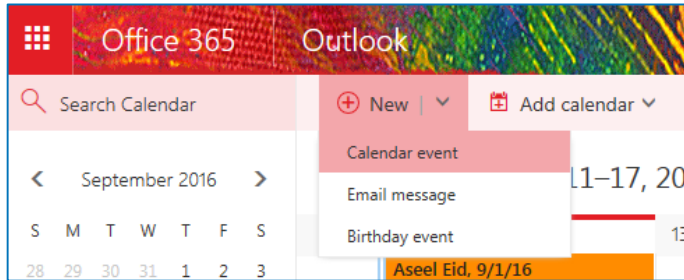
Un-sharing: Right-click on your calendar. Choose Permissions....

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

The screenshot displays the Outlook interface for Office 365. The main window shows a calendar view for September 2016, with a detailed view for September 11-17, 2016. A red circle highlights the 'My calendars' section in the left-hand navigation pane, where a right-click context menu is open. The menu options are: 'Share calendar', 'Permissions...', 'Color', and 'Charm'. The 'Permissions...' option is highlighted. On the right side of the calendar, a 'Calendar' sharing settings pane is visible. It includes a 'Save' button and a 'Discard' button. Below these, it lists 'People inside your organization' and 'People outside your organization'. Under 'People inside your organization', the user 'it' (it@neomed.edu) is listed with a 'Full details' dropdown and a close 'x' button. Under 'People outside your organization', a 'Public calendar' is listed with a 'Not shared' dropdown.



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.

The screenshot displays the Microsoft Outlook interface for creating a calendar event. The top navigation bar includes 'Office 365' and 'Outlook'. The main area is divided into three sections: a left sidebar with a calendar grid for September 2016, a central 'Details' form, and a right sidebar for 'People'.

Details Section:

- Title:** A text input field.
- Add a location:** A text input field with an 'Add room' button.
- Start:** Date: Mon 9/12/2016, Time: 2:00 PM, All day.
- End:** Date: Mon 9/12/2016, Time: 2:30 PM, Private.
- Repeat:** Never.
- Save to calendar:** Calendar.
- Reminder:** 15 minutes.
- Show as:** Busy.
- Buttons:** 'Add an email reminder'.
- Rich Text Editor:** Includes icons for image, emoji, bold, italic, underline, text color, background color, link, unlink, left-align, right-align, and a dropdown arrow.

People Section:

- People:** Scheduling assistant.
- Add people:** A button with a plus sign.
- Participant:** Jacquelyn K. Organizer (with profile picture 'JO').

Callout Box: A light blue speech bubble pointing to the 'Scheduling assistant' icon, containing the text: 'Scheduling assistant allows you to view availability of meeting participants and rooms.'



Questions?

Need Technical Help?

If you are unable to access your Office 365 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 365, contact: Jackie Olic at (330) 325-6725 or via email at: jkolic@neomed.edu