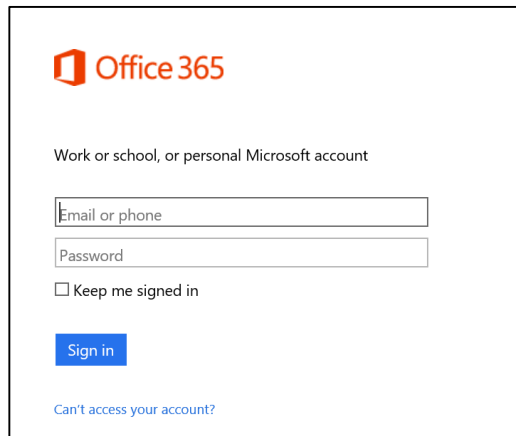## Access Outlook on the Web

To access Outlook on the web, open your web browser and enter the following address in the address line:

portal.office.com
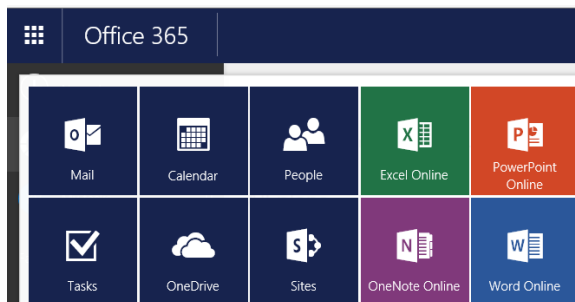
The following will appear

Office 365

Work or school, or personal Microsoft account

Email or phone

Password

☐ Keep me signed in

Sign in

Can't access your account?

1. Enter your E-Mail address and password
2. Press the Sign in button

Navigation

To navigate in Office 365 you can use the Application Launcher or Waffle in the upper left corner of your browser

Office 365

Mail | Calendar | People | Excel Online | PowerPoint Online

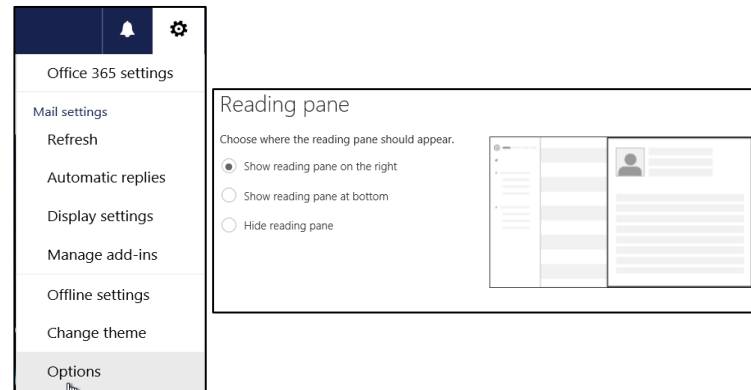Tasks | OneDrive | Sites | OneNote Online | Word Online

Reading Pane

In the upper right corner of the Outlook Web App window, click on the **Settings** button .

2. Choose **Options**.

3. Go to the **Mail** category, **Layout** settings and select **Reading Pane**.

Office 365 settings

Mail settings

Refresh

Automatic replies

Display settings

Manage add-ins

Offline settings

Change theme

Options

Reading pane

Choose where the reading pane should appear.

◉ Show reading pane on the right

○ Show reading pane at bottom

○ Hide reading pane

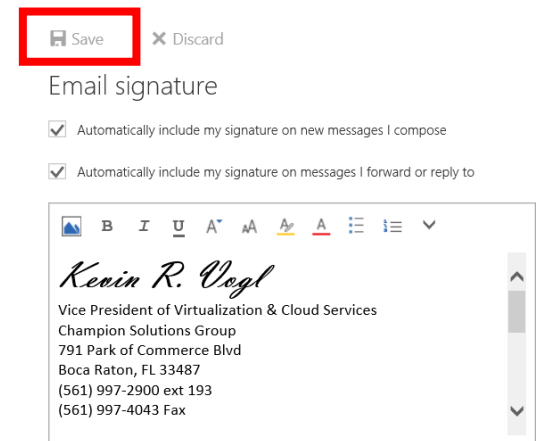4. Choose your preferred settings.

5. Click **Save**.

Setting Options

1. In the upper right corner of Outlook Web App, click on the **Settings** button .

2. Choose **Options**.

3. Go to the **Mail** category, **Layout settings** and select **Email signature**:

a. Enter your signature in the box.

b. Click in the checkbox to "Automatically include my signature on new messages I compose."

c. Click **Save**.

Save ✕ Discard

Email signature

☑ Automatically include my signature on new messages I compose

☑ Automatically include my signature on messages I forward or reply to

Kevin R. Vogl

Vice President of Virtualization & Cloud Services
Champion Solutions Group
791 Park of Commerce Blvd
Boca Raton, FL 33487
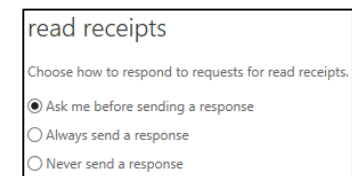(561) 997-2900 ext 193
(561) 997-4043 Fax

c. **Message Format**

a. Set defaults for the formatting of your message here. To turn on the Bcc line, click in the **Always show Bcc** checkbox.

b. Change the font, size, color, or attributes to choose the default.

c. Click **Save**.

read receipts

Choose how to respond to requests for read receipts.

◉ Ask me before sending a response

○ Always send a response
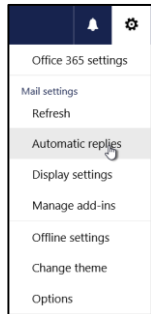
○ Never send a response

Read Receipts

a. Set defaults for the way you prefer to respond to requests for read receipts.

b. If you choose **Always send a response** or **Never send a response**, you will no longer be prompted for individual messages. The system will automatically send or not send a response based on your setting. If you leave the setting as is, you will continue to be prompted for each individual message.

Automatic Replies (Out of Office)

To turn on automatic replies for emails you receive when you are out of the office, do the following:
1. In the upper right corner of the Outlook Web App window, click on the **Settings** button.
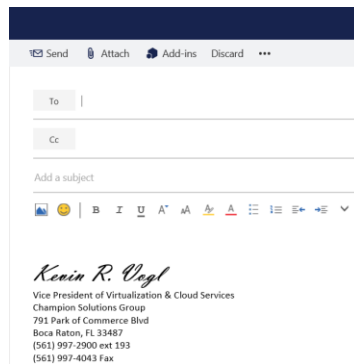
Office 365 settings
Mail settings
Refresh
Automatic replies
Display settings
Manage add-ins
Offline settings
Change theme
Options

2. Select set **Automatic replies**, or…
3. Choose **Send replies only during this time period** and select **a start date/time** and an **end date/time**.
4. Click **Save**.

To Create a New Message

To start a new mail message:
1. Click on the **New** button.
2. Enter recipient name, subject, and message text.
a. Click in the **To** or **Cc** box and enter the recipient's name. If you have addressed this person before, the name will populate automatically.

Send   Attach   Add-ins   Discard   ...

To
Cc
Add a subject

Kevin R. Vogl
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791 Park of Commerce Blvd
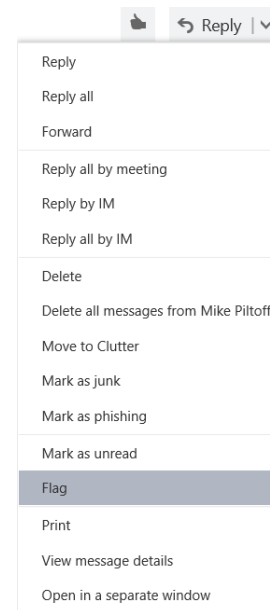Boca Raton, FL 33487
(561) 997-2900 ext 193
(561) 997-4043 Fax

b. If there is more than one match, a list of matching names will appear.
3. Click on the **More commands** button to Save draft, Show Bcc, Set importance to High Priority, Show message options for Read Receipts and Delivery Receipts.
4. Click the **Attach** button to attach a file to the email.
5. Choose Computer and double-click on the file once you locate it.
6. Choose **Attach as Copy**.
7. Click **Send**.

Printing

To print a message, open the message or read it in the reading pane:
1. Click on the dropdown arrow to the right of the **Reply** button to print the current message you are reading.
2. From the menu, select **Print**

Reply
Reply all
Forward
Reply all by meeting
Reply by IM
Reply all by IM
Delete
Delete all messages from Mike Piltoff
Move to Clutter
Mark as junk
Mark as phishing
Mark as unread
Flag
Print
View message details
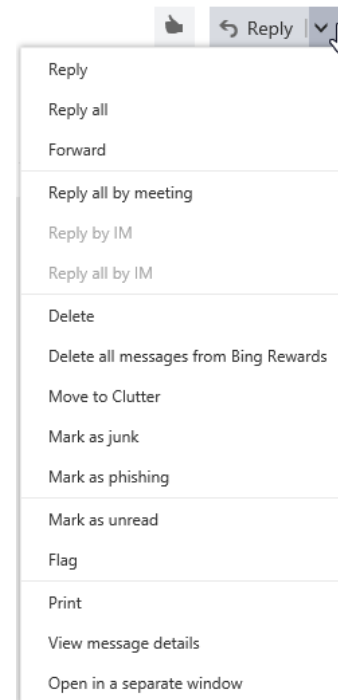Open in a separate window

Delete Message

To delete a message:
1. Click on the dropdown arrow to the right of the **Reply** button to delete the existing message you are reading.
2. From the menu, select **Delete**.

Replying to Mail

When replying to an email, if the message has any attachments, they will be omitted. (To include attachments use **Forward** instead of **Reply** and select recipients.)
1. **Open** or **select message**.
2. Click on **Reply** button to reply to sender, or…
3. Click on the dropdown arrow to the right of the **Reply** button and select **Reply to All** to reply to everyone in which the message was originally sent.

Reply

Reply
Reply all
Forward
Reply all by meeting
Reply by IM
Reply all by IM
Delete
Delete all messages from Bing Rewards
Move to Clutter
Mark as junk
Mark as phishing
Mark as unread
Flag
Print
View message details
Open in a separate window

Calendar

Views

To select a view from the Calendar view, go to the upper right corner of the window and click on the view you prefer.

Day Work week Week Month | Today

Schedule Appointment/ Meeting

1. Click **New** in Calendar.
2. Enter a name for your event.
3. If the event is a meeting, click **Invite Attendees**. (Appointments do not include invitees.)
4. Type the names of the people who you are inviting for the meeting. Use the **Resources** box to specify a conference room or special equipment that might be needed during the meeting. (Skip this step for appointments.)
5. Select the correct date and time from the list. If the meeting is scheduled to occur regularly, select **Repeat**.
6. Click the **Scheduling Assistant** button to view the invitees schedules. (Skip this step for appointments.)
7. Make any necessary changes.
8. In the **Show as** list, select how you want your schedule to appear for the duration of the meeting. You can select **Busy**, **Free**, **Tentative**, or **Away**. What you select here as the status will be visible to other people when they view your schedule.

9. Select the **Reminder** check box to be reminded about this meeting. This also reminds all recipients of the meeting request if they have reminders enabled on their calendars.
10. Choose the **Categorize** button to color code the meeting on your calendar. Keep in mind this is only for your calendar. If this is the first time you are selecting the category, you will be prompted to give the category a name. Type a name.
11. Click **OK**.
12. Once the meeting invite (or appointment) is complete, click **Send** for meeting or **Save** for appointment**.**

Groups

Office 365 groups allow users to collaborate through the use of conversations, file sharing and group calendars. You can add members internally and externally. To create a group, open your calendar or OneDrive.

4. Choose your preferred settings.
5. Click **Save**.

Setting Options

1. In the upper right corner of Outlook Web App, click on the **Settings** button .
2. Choose **Options**.
3. Go to the **Mail** category, **Layout settings** and select

Email signature:

a. Enter your signature in the box.
b. Click in the checkbox to "Automatically include my signature on new messages I compose."
c. Click **Save**.

Groups

Office 365 groups allow users to collaborate through the use of conversations, file sharing and group calendars. You can add members internally and externally. To create a group, open your calendar or OneDrive.

1. Click "+" to the right of Groups.
2. Enter a name.
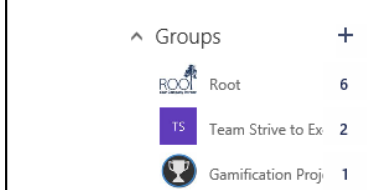
3. Select a privacy (**Private** or **Public).**
4. Click in the checkbox "Subscribe new members so they receive group conversations Skins and calendar entries in their inbox. . ."
5. Click **Create**.
6. When the add people box appears, enter the name of the person you would like to add and select. Repeat until all members have been selected.
7. Click **Add** button when finished..

Sharing Calendars
1. From the Calendar view, make sure your calendar is active.
2. Click **Share** button and from the dropdown menu, select **Calendar**.
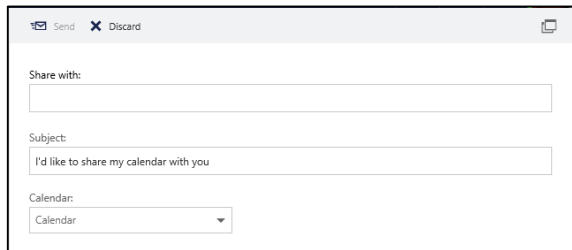
3. When the dialog box appears, type the name of the person you would like to share your calendar with. To share your calendar with a user, he or she must be in the company's global address list.
4. Select the level of details recipient(s) will be able to view in calendar events.
5. Click **Send**.
6. Confirm permissions by clicking **Yes** or **No**.
Viewing Multiple Calendars in the Overlay Mode
You can view multiple calendars with each user's calendar overlaying another user's. Calendars must be displayed in the Day view.
1. From the calendar view, click the **Day** view.
2. From the navigation pane, click to open all calendars.
3. To open additional calendars, select **Enter name** for group calendars.
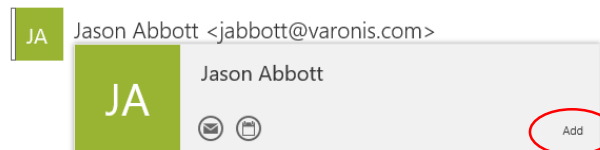
People (Contacts)

You can capture information about people by creating contacts. Contacts are like electronic business cards that store information.
Add New Contact Manually
1. Click on the **App Launcher** and select the **People** tile.
2. Click on the **New** button.
3. Enter contact information.
4. Click **Save**.

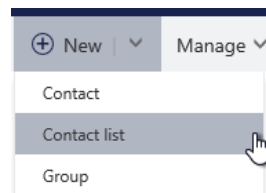**Add New Contact Automatically**
1. From an email, in the reading pane or an open email, Click on the person's name you would like to add as a contact.

2. Click on add and then add any additional information and click save.
Create Contact List
1. From the People, click on dropdown arrow to the right of **New**.
2. Select **Contact List**.

3. Enter a name for the list, i.e. Project Team.
4. Click in the member's field and type name.
5. Select name from list.
6. Once all names have been entered, click **Save** when finished.

Web Apps

1. To access the web apps in Office 365, click on the App Launcher, and select the app.
2. Click on the online Web App
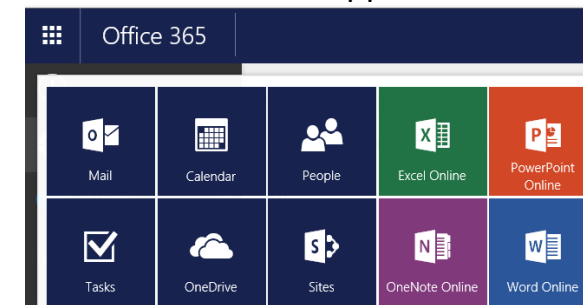
Filing Documents in Specific Folders on OneDrive
1. Click on the **App Launcher** and select **OneDrive.**
2. Select the folder in which you want to store your document.
3. Click on the **New** button and choose the online web app.
4. The app launches.
5. When finished, name the file by double-clicking in the title bar on the default name.
6. You can click the **Back** button to return to OneDrive and you will see your file in OneDrive.