Information Technology Services

Quick Start Guide for Office 365 Outlook Web App
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Outlook Overview (Email)

1. **Navigation Pane** - contains shortcuts to folders and locations, as well as a hierarchical list of all folders. 
   *Tip:* Click on *More* to display your entire list of email folders.

2. **View Pane** - displays the contents of the selected folder.

3. **Reading Pane** - displays the contents of the selected email message.

4. **Settings Menu (Gear Icon)** - to change display, layout options, etc.

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**Employee Message**

**Date:** August 18, 2015

**Subject:** Celebrate Spirit 2015

**To:** employees@listserver.udmercy.edu on behalf of President

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Dear Colleagues:

Thank you to everyone who made yesterday’s President’s Cororation a success. It was a great opportunity to begin the new academic year with a celebration of last year’s accomplishments and a preview of the initiatives and priorities that will require our attention this academic year.

I am writing to invite you to the annual Celebrate Spirit on Thursday, September 10, 2015. The Mass of the Holy Spirit will begin at 11:30 a.m. in Calihan Hall. This liturgical celebration brings together the entire University community and is an opportunity for our diverse community of faith traditions to celebrate UD Mercy’s mission, welcome new members of our community and ask for God’s blessings on our work and service this academic year. Mass will be celebrated by Rev. Tim Hipskind, S.J.

The Guest Speaker is Kerry Weber, Managing Editor of America Magazine. She is also the author of *Mercy in the City: How to Feed the Hungry, Give Drink to the Thirsty, Visit the Inprimized and Keep Your Day Job and Keeping the Faith: Prayer for College Students*.

Ms. Weber frequently appears as a co-host on “America This Week,” a weekly radio program on SiriusXM 129. Her writing and multimedia work have earned several awards from the Catholic Press Association. A graduate of Providence College and the Columbia University Graduate School of Journalism, she has previously worked as an editor for Catholic Digest, a local reporter, a diocesan television producer, and as a special-education teacher on the Navajo reservation in Arizona.

The liturgical celebration is being sponsored by the Institute for Leadership and Service, which is celebrating their 20th Anniversary, and University Ministry.

For additional information about “Celebrate Spirit,” the guest speaker and the McNichols class...
5. Click on the **App Launcher** icon to display a menu of applications, such as Outlook, Calendar, People and Tasks.
   - **Outlook** - takes you to your Mail in Office 365 Outlook Web App
   - **Calendar** - takes you to your Calendar in Office 365 Outlook Web App
   - **People** - takes you to your Outlook contacts
   - **Tasks** - takes you to your tasks in Outlook

6. Pin up to 3 applications (e.g. Outlook, Calendar, People) to the right side of your top navigation bar (Optional)
   - From the menu of applications, hover on the desired app so that an ellipsis (…) displays in the right hand corner of the app name.
   - Click on the ellipsis (…) to display a quick menu of more options
   - From the quick menu, choose **Pin to nav bar**
   - Applications you pin to the navigation bar display as icons on the right of your top navigation bar. This gives you direct access to your most frequently used applications (see below).
Mail Messages

Create New Message
1. In Outlook, click +New in the upper left. A new message form will appear in the reading pane.
2. Enter the e-mail address and type the message. To add an attachment, click Insert (paperclip icon).
   Total message size is limited to 25 MB including attachments.
3. When finished, click Send.

Open or Save an E-mail Attachment
1. Select the email with the attachment.
2. Tap or click the icon for the attachment to open it or to select the Save option.

Add a Signature to Message
1. From the top navigation bar, click the gear icon, then select Options.
2. In the left-hand panel, select “Mail > Layout > Email signature”.
3. Type and format your signature block under the “email signature” section.
4. To automatically apply the signature to each outgoing email message, place a check in the checkbox “Automatically include my signature on messages I send”.
5. When finished, click Save.

Automatic Replies - Out of Office
1. From the top navigation bar, click the gear icon, then select Automatic replies.
2. Select the “Send automatic replies” radio button, as well as setting a date range for the message to send.
3. You can specify messages for Inside My Organization (UDM Office 365) and Outside My Organization (non-Office 365).
4. Enter your message details.
5. When finished, click Save.
Calendar

New Meeting
1. Select Calendar from the app launcher or navigation bar.
2. Click +New or double-click a date on the calendar to open a new calendar item form.
3. Enter the event/appointment details including entering the names of the people you want to invite in the Attendees field. (Event description, location, attendees, date, etc).
4. Select the Scheduling Assistant to show the availability of invited attendees.
5. When finished, click Send (Note: the Save icon changes to Send if you have an attendee).

Manage Events/Appointments/Meetings
- **Edit/Change** - double click the event you wish to change, and click the pen/pencil icon to Edit. Amend any dates, times, etc and then click Send.
- **Delete** - select the appointment on the calendar view and click the pen/pencil icon to Edit.

New Event/Appointment (Just Yourself)
1. Select Calendar from the app launcher or navigation bar.
2. Click +New or double-click the calendar to open a new calendar item form.
3. Enter the event/appointment details (Event description, location, date, etc).
4. When finished, click Save.

Calendar Settings Menu
- In Calendar, click on the gear icon to change calendar appearance, options, etc. **Note**: If you can’t find an option, select Other to view earlier versions of Outlook Web App.

Track Meeting Responses
Meeting organizers can track accepted and declined responses.
1. Double click on the Event/Appointment/Meeting.
2. Select the Attendees option to view responses.
Add a Meeting Room to your Calendar

1. Select Calendar from the app launcher or navigation bar.
2. Right-click on My calendars in the left navigation bar and select New calendar group from the dropdown menu.
3. In the newly opened textbox, type in the word Rooms. Press enter.
4. Right-click on the Rooms calendar group and select Open calendar from the dropdown menu.
5. In the From directory field, type in the name (or part of the name) of the calendar that you would like to add. Click on Search Directory. After selecting the calendar, click the Open button.
   - To request a new room, please create a Help Desk ticket at hd.udmercy.edu. If the room requires a booking delegate, or an individual who approves room requests, please state this request along with the individual’s name in the ticket.

Reserve a Meeting Room

1. Click +New or double-click the calendar to open a new calendar item form.
2. Select the date and time of your meeting. Click on Add room. All rooms that are available and have been added to your calendar will be displayed in the dropdown menu.
3. You may also click on the Scheduling assistant button to see the availability of each conference room.

4. Add rooms by typing in and selecting the name of the room under Attendees. The availability of each attendee and each possible conference room will be displayed.

5. After choosing one conference room, remove any unneeded room by clicking on the X next to the room name.
Contacts

Create a New Contact
1. Select People from the app launcher or navigation bar.
2. Select +New and select Create Contact.
3. Add the Contact information for your contact (e.g. Name, Display Name, Email, etc).
4. When finished, click Save.

Edit or Delete Contact/Group Contact List
1. Select People from the app launcher or navigation bar.
2. Select the Contact or Contact List to be edited.
3. Select the “Edit” option from the far right park of the screen and make your changes.
4. To delete, click on the ellipsis (...) icon.
5. When finished, click Save (or Delete).

Create a Group Contact List
1. Select People from the app launcher or navigation bar.
2. Select +New and select Create Contact List.
3. Enter the desired contact list name (e.g. Coffee Club)
4. Add members by entering their name or email address.
5. Outlook Web App will search for a match in your Contacts and in UDM’s address book. If a match isn’t found, you can search for that person. You can also type an email address directly in Members.
6. When finished, click Save.

Flags

Add a Flag to a Message
• When you flag a message, the current date is automatically assigned as the follow-up date. To set a different followup date, right-click the flag icon.
• To mark a flagged item as complete, click the flag icon and it changes to a check mark.
• To change a completed item back to not finished, click the check mark icon and it reverts to a flag.
• To remove the flag, right-click the flag icon and select Clear flag.

Categorize (color code) a Message
• Right-click a message, and select Categorize> to display extended menu.
• Select a color category or choose Manage categories to create your own.
Sharing and Delegation Tools

Share Your Calendar

1. In Outlook Web App, select Calendar from the app launcher icon or from the Calendar icon on the navigation bar.
2. Click the Share icon at the top right of the Calendar window, next to the Print icon.
3. A Share request form appears. In the Share with: field, enter the name or email address of the person you want to share your calendar with. Note: Outlook Web App will search for a match in your Contacts and UDM’s address book. If a match isn’t found, you can search for that person. You can repeat this process for as many people on campus, as needed.
4. Next to the person’s name, Full details shows as the default permission level. Full details allows someone to view your Subject, Location, Attendees, and Description. However, any calendar event you marked as Private displays simply as Private Appointment.
5. To select a different permission level of access to your calendar, click on the drop-down arrow.
   - **Availability only:** allows someone to view blocks of time as Free, Busy, Tentative, Away.
   - **Limited details:** allows someone to view your Subject and Location.
   - **Editor:** gives someone permission to read, write and modify your calendar.
   - **Delegate:** gives someone permission to act on your behalf, such as an assistant on behalf of a supervisor. (Refer to Delegate Your Calendar section below).
6. Change the default Subject to something more descriptive, to let the person know what permission level you are granting them. (e.g. Granting you full details to view my calendar).
7. If you have more than one calendar, you will see a drop-down arrow next to the Calendar field. Choose the desired calendar to share. Note: Your Office 365 calendar is labeled simply, Calendar.
8. To send the calendar sharing invitation, click Send, located at the top, left corner of the Share request form.
Delegate Your Calendar

- If you grant someone Delegate access to your calendar, that person will also get email copies of any calendar invitations you receive.
- You can also allow your Delegate to view private events on your calendar, by selecting the box, “Allow viewing of private events.”

After delegating your calendar to someone, you must also specify permissions for how your meeting requests and response messages will be handled.

1. Under My calendars, right-click the calendar for which you assigned a delegate (e.g. Calendar).
2. A quick menu appears. From the quick menu, select Permissions.
3. A Global Delegate Options window displays. By default, your Delegate will receive your meeting requests, while you only receive a notification of a meeting request or response. To select a different notification setting, select the desired Delegate option:
   - **Delegate only**: Only your Delegate will receive meeting requests and notifications. You can only see these items by checking your calendar.
   - **Both my delegate and me**: Both your Delegate and you will receive meeting requests and notifications.
4. To save your Delegate notification options, click Save. (Your calendar screen displays).
Share and Delegate a Folder in your Mailbox

1. Select Outlook from the app launcher icon or from the Email icon on the navigation bar.
2. In Outlook, right-click on the folder that you would like to share under your name (not under Favorites), and from the quick menu, select Permissions.
3. In the window labeled Permissions for the Inbox Folder, click the Plus icon (+) to display an Add Permissions pop-up window. Note: To remove access, click the Garbage can icon.
   - In the Add Permissions pop-up window, enter the name or email address of the person you wish to share your email Inbox with. You can enter as many names as desired.
   - When finished, click Add.
4. In the Permissions for the Inbox folder window, click on the drop-down arrow next to the Permission level, and select the desired level of access (e.g. Reviewer) to grant the individual(s).
5. When finished, click OK.

![Image of Outlook folder permissions]

6. The person receiving the share will need to add the shared folder to their account. After logging in, he/she will need to right-click on their name in the left menu and select Add shared folder...
7. Type in the email address of the mailbox sharing a folder and click Add.
8. The email account with the shared folder will display in the left menu.