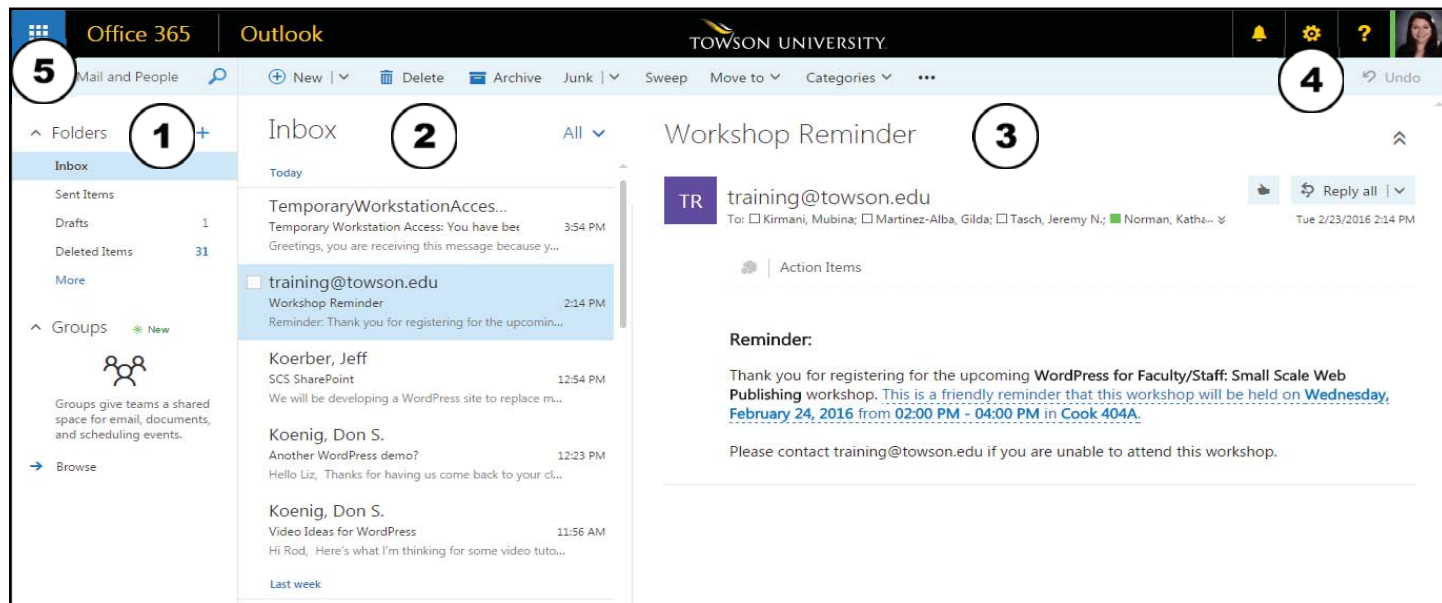


# Office 365





## OUTLOOK ON THE WEB


Office 365 includes Outlook on the Web so you can get to your email whenever you're online, even if you're away from your desk or using your mobile phone or tablet. Outlook on the Web includes Mail, Calendars, People and Tasks (these are all separate tiles). It also includes the ability to communicate online via Skype for Business.




Number	Title	Description
1	Navigation Pane	Contains shortcuts to folders and locations. Click on <b>More</b> to display your entire list of email folders.
2	View Pane	Displays the contents of the selected folder.
3	Reading Pane	Displays the content of the selected email message.
4	Settings Menu (gear icon)	Used to change display and layout options, set automatic replies, and more.
5	App Launcher	The app launcher gives you quick access to all available apps. Please note that Outlook has four apps associated with Outlook on the Web: Mail (create email and folders), Calendar (create appointments and meetings), People (Outlook contacts) and Tasks (create task lists).

  
Mail

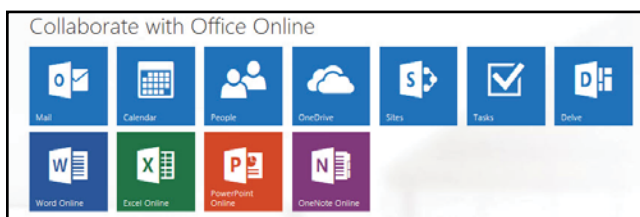
  
Calendar

  
People

  
Tasks

## Login

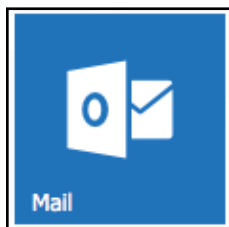
1. Open Internet Explorer and type **office.towson.edu**  
**Note:** You can also continue to go to **outlook.towson.edu**.
2. Enter your primary Towson University email address.
3. Enter the password associated with your NetID.
4. Click the **Sign in** button. You will be taken to your Outlook Mailbox.



**Note:** There are four tiles associated with Outlook on the Web: Mail, Calendar, People and Tasks.

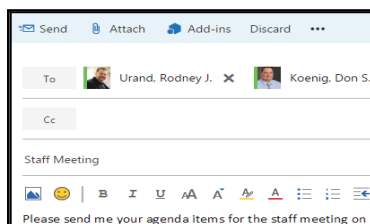
## Mail

From the Office 365 landing page, click the Mail tile.



## Creating a New Message

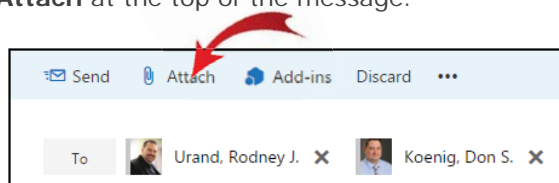
1. Click the **+New** in the left-hand corner of your inbox. The **New Message** form will appear in the **Reading Pane**.
2. Enter the recipient's email address beside **To:** or click on "**To:**" to search for the name in the Towson Global Address Book. You may also send a carbon copy to a recipient by adding their Email address on the **Cc:** line.
3. Type a **Subject** for your message.
4. Type your message in the **Message Box**.
5. Click **Send**.



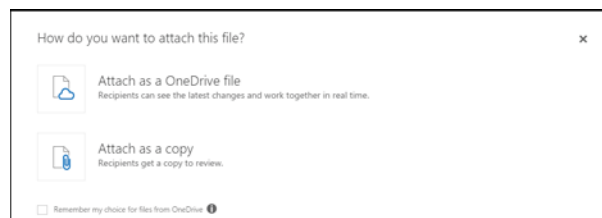
## Attachments

### Attaching a File to an Email Message

1. Create a new email message.
2. After typing your message in the message box, click **Attach** at the top of the message.



3. Choose a file location on the left and then navigate and click on the file from the desired location.
4. Click **Open**.
5. You may either choose to either **Attach as a OneDrive file** (if you wish to collaborate) or **Attach as a copy**.



**Note:** If you chose to attach as a OneDrive file, you will find the document under the OneDrive tile in the email attachments folder.

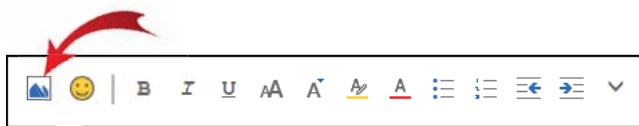
6. Click **SEND**.

## Adding a Maildrop

1. Click on your picture or the silhouette in the upper right hand corner.
2. Click **Open another mailbox**.
3. Begin to type the name of the maildrop. If the maildrop name appears below the text box as you are typing (auto-complete), click on it. If not, click **Search contacts and directory** and click the maildrop name.
4. Click **Open**.
5. The mail drop will open in another tab in your browser.

## Inserting a Picture

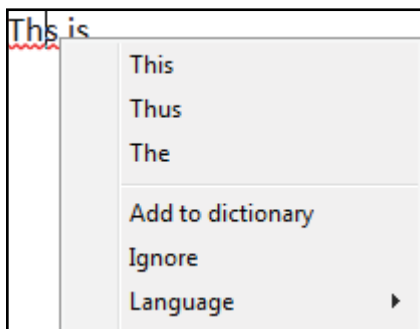
1. Create a new email message.
2. After typing your message in the message box, click the **Insert pictures inline** icon.



3. Navigate to the picture location and click on the file name.
4. Click **Open**.
5. The picture will appear inside the message box.
6. Click **SEND**.

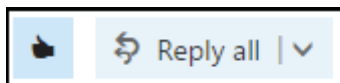
## Checking Spelling

1. Create a new message using the steps above.
2. In the body of the message, any misspelled words will have a red, wavy underline beneath them.
3. Right-click on the misspelled word. A menu of suggestions will appear.
4. Click on the correct spelling of the word.

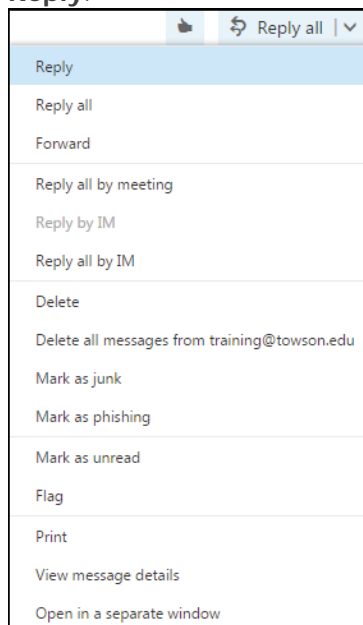


## Replying to a Message

1. Open or select the message.
2. Click the **Reply All** arrows located in the upper right-hand corner of the screen.

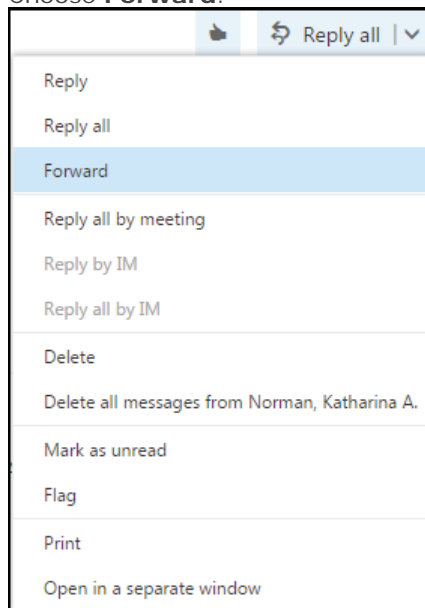


3. If you only want to reply to the sender, click on the down arrow to the right of **Reply All** and choose **Reply**.



## Forwarding a Message

1. Open or select the message.
2. Click the down arrow to the right of the **Reply All** button located in the upper right-hand corner of the screen.
3. Choose **Forward**.



## Draft Messages

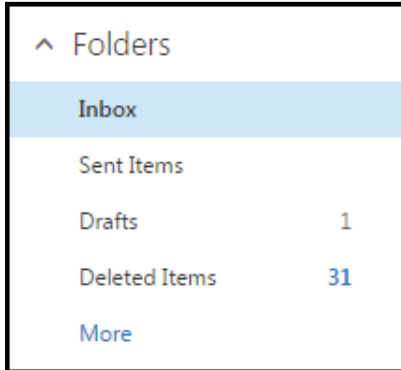
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### Saving a Draft

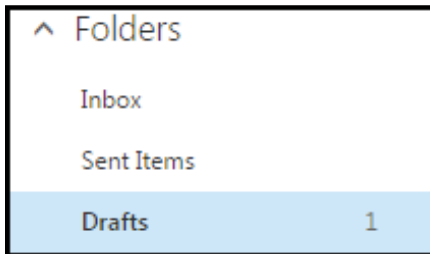
1. Create a new message.
2. Click the **more (...)** button.
3. Click **Save draft**. The message is automatically placed in a folder called **Drafts**.

### Retrieving a Draft

1. Make sure your mail folder is expanded by clicking on the expand button beside your name.



2. Click the **Drafts** folder.

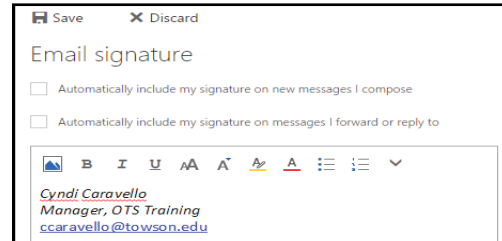


3. Click on the message.
4. Make changes and then click **Send**.

## Email Signature

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1. Click the **gear** in the upper right-hand corner. A menu will appear.
2. Choose **Options**.
3. In the left navigation, choose **Email signature** under **Layout**.
4. Enter your custom signature. Include your full name, title, email address, and possible phone number. Notice that you may format the text.
5. Click beside **Automatically include my signature on messages I send** if you wish.
6. Click **SAVE**.



7. Click the **Back Arrow** in the upper left-hand corner to get back to your Inbox.

## Showing BCC

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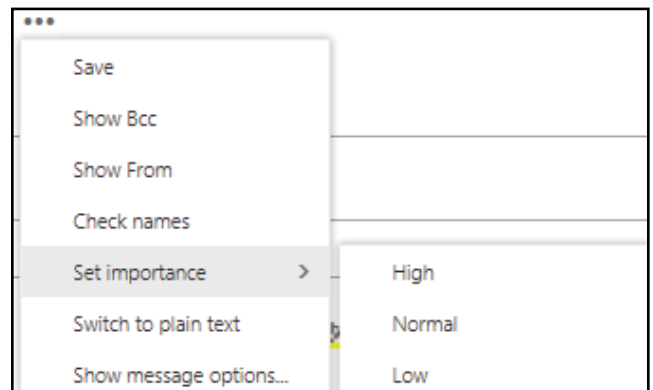
1. Create a new email message.
2. Click the **more (...)** button.
3. Click **Show Bcc**.

## Setting Importance

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The default importance level in Outlook is set to Normal. However, you may wish to change the importance of a message to Low if the message is not urgent or High if it is urgent. This changes how quickly a message is routed to its destination.

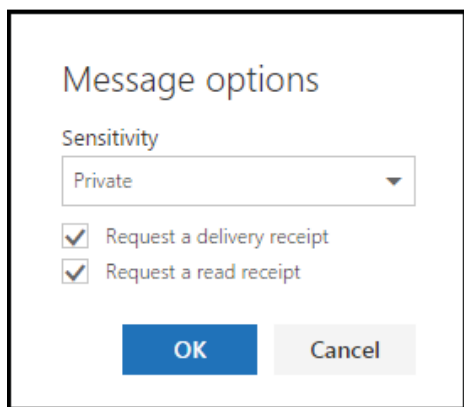
1. Create a new email message.
2. Click the **more (...)** button at the top of the message.
3. Point to **Set importance**.
4. Choose the level.



## Setting Message Options

You may set a multitude of options such as sensitivity, request delivery receipt and request read receipt.

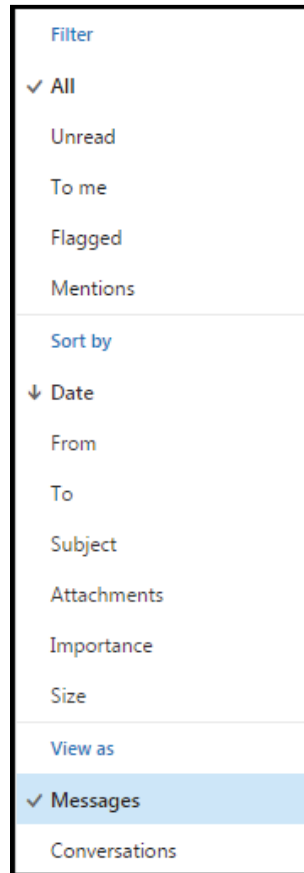
1. Create a new email message.
2. Click the **more (...)** button at the top of the message.
3. Click **Show message options**.
4. Use the down arrow to set the sensitivity (Normal, Personal, Private or Confidential). This conveys to the recipient how sensitive the information being communicated is. This does not prevent a recipient from taking action.
5. Select **Request a delivery receipt** (you will be notified when the message hits the recipient's mailbox), and/or **Request a read receipt** (you will be notified when the recipient opens the message).



6. Click **OK**.

## Disabling conversation view

1. Click the dropdown arrow beside **All**.



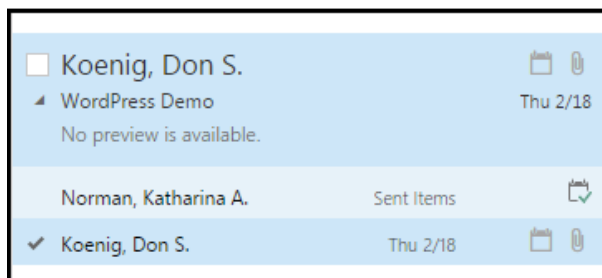
2. Click **Messages** under **View As**.

## Conversation View

Conversation view groups messages by subject regardless of date and time sent. Conversation view is turned on by default; however, you may turn it off.

### Using Conversation View

1. Click the arrow adjacent to the **Subject Heading** in the **Message View**. The list of messages that have the same subject heading will appear in chronological order below the message.

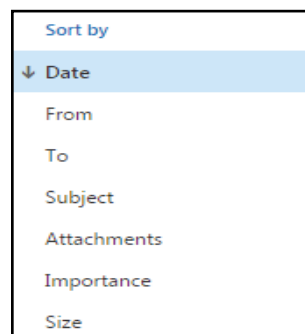


2. Click the arrow again to collapse the message view. Messages will now collapse and appear hidden with just the Subject Heading of the most recent message available.

## Changing the Sort Order of Messages

By default, messages are sorted by date received. You have the option of changing the sort by Date, From, To, Subject, Attachments, Importance and Size.

1. Click the dropdown arrow beside **All**.

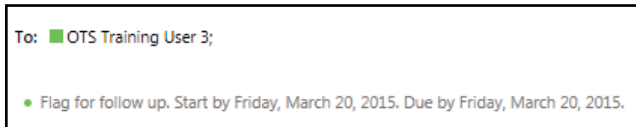


2. Make a selection under **Sort By**. The direction of the arrow will change upon selection, making the order ascending or descending.

## Flagging a Message

You may flag a message in your Inbox to follow up on at a later time. You may add a reminder so the message is not forgotten.

1. Right-click on a message in your inbox you wish to flag.
2. Choose **Flag**. A red flag will appear to the right of the message.
3. Right-click the flag and choose when you wish to set the reminder (**Today**, **Tomorrow**, **This week**, **Next week**, etc.).
4. In the **Message Preview** area, the flag due date will appear (if the message is selected).

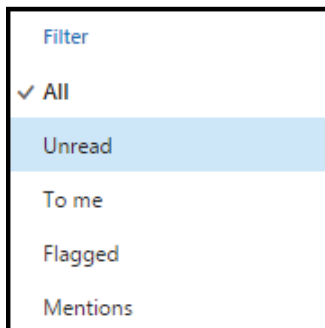


5. Click directly on the flag to mark the due date complete. The flag will turn into a check mark.

## Filter Messages

You may view a subset of messages based on criteria.

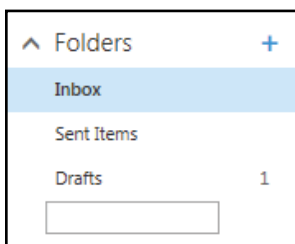
Under the **All** drop down arrow, there are a variety of filter options. Click either **All** (default), **Unread**, **To me**, or **Flagged**.



## Folders

### Creating Folders

1. In the **Folder Pane**, click the + to the right of Folders.



2. Type the name of the folder in the text box and press **Enter**
3. Your folder will appear.

## Moving or Copying Messages into a Folder

Right-click on a message. A menu will appear.

### To Move:

- Click **Move** and then choose the folder from the menu or click **Move to a Different Folder** if your folder is not listed.
- From the box, choose the desired folder by clicking on it.
- Click the **Move** button at the bottom of the box.

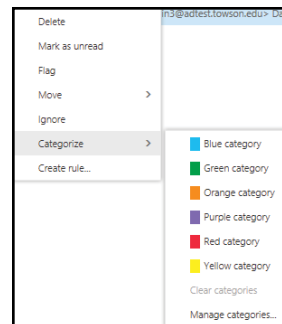
### To Copy:

- Click **Move** and then click **Move to a Different Folder**.
- Choose the desired folder by clicking on it.
- Click beside **Copy this item to the selected folder** to place a check in the box.
- Click the **Copy** box at the bottom.

## Setting Categories

You may create categories to group messages.

1. Right-click on a message.
2. Point to **Categorize**.



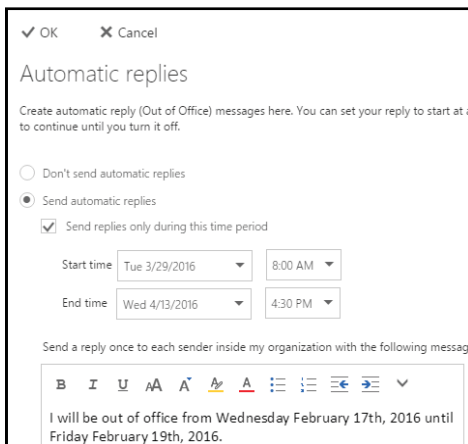
3. Click a category from the menu. A color block will appear beside your message.

**Note:** You may also create a new category by clicking on **Manage categories...**, clicking on **Add new category**, typing a category name and then clicking on **OK** twice.

## Automatic Replies (formally Out of Office Assistant)

### Turning On

1. Click the **gear** in the upper right-hand corner. A menu will appear.
2. Click **Automatic replies**.
3. Select the **Send Automatic replies** radio button.
4. To set a time duration, select **Send replies only during this time period** and then set the times.
5. Type a message that you would like others to receive while you are away in the text box.
6. Scroll down to **Send automatic reply messages to senders outside my organization** and either enter the same message or type a different message.
7. Click **OK** at the top of the screen and then click the **Back** button.



Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a certain time and date to continue until you turn it off.

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time: Tue 3/29/2016 8:00 AM

End time: Wed 4/13/2016 4:30 PM

Send a reply once to each sender inside my organization with the following message:

**B I U A A<sup>2</sup> A<sup>3</sup> A<sup>4</sup> A<sup>5</sup> A<sup>6</sup> A<sup>7</sup> A<sup>8</sup> A<sup>9</sup> A<sup>10</sup> A<sup>11</sup> A<sup>12</sup> A<sup>13</sup> A<sup>14</sup> A<sup>15</sup> A<sup>16</sup> A<sup>17</sup> A<sup>18</sup> A<sup>19</sup> A<sup>20</sup> A<sup>21</sup> A<sup>22</sup> A<sup>23</sup> A<sup>24</sup> A<sup>25</sup> A<sup>26</sup> A<sup>27</sup> A<sup>28</sup> A<sup>29</sup> A<sup>30</sup> A<sup>31</sup> A<sup>32</sup> A<sup>33</sup> A<sup>34</sup> A<sup>35</sup> A<sup>36</sup> A<sup>37</sup> A<sup>38</sup> A<sup>39</sup> A<sup>40</sup> A<sup>41</sup> A<sup>42</sup> A<sup>43</sup> A<sup>44</sup> A<sup>45</sup> A<sup>46</sup> A<sup>47</sup> A<sup>48</sup> A<sup>49</sup> A<sup>50</sup> A<sup>51</sup> A<sup>52</sup> A<sup>53</sup> A<sup>54</sup> A<sup>55</sup> A<sup>56</sup> A<sup>57</sup> A<sup>58</sup> A<sup>59</sup> A<sup>60</sup> A<sup>61</sup> A<sup>62</sup> A<sup>63</sup> A<sup>64</sup> A<sup>65</sup> A<sup>66</sup> A<sup>67</sup> A<sup>68</sup> A<sup>69</sup> A<sup>70</sup> A<sup>71</sup> A<sup>72</sup> A<sup>73</sup> A<sup>74</sup> A<sup>75</sup> A<sup>76</sup> A<sup>77</sup> A<sup>78</sup> A<sup>79</sup> A<sup>80</sup> A<sup>81</sup> A<sup>82</sup> A<sup>83</sup> A<sup>84</sup> A<sup>85</sup> A<sup>86</sup> A<sup>87</sup> A<sup>88</sup> A<sup>89</sup> A<sup>90</sup> A<sup>91</sup> A<sup>92</sup> A<sup>93</sup> A<sup>94</sup> A<sup>95</sup> A<sup>96</sup> A<sup>97</sup> A<sup>98</sup> A<sup>99</sup> A<sup>100</sup>**

I will be out of office from Wednesday February 17th, 2016 until Friday February 19th, 2016.

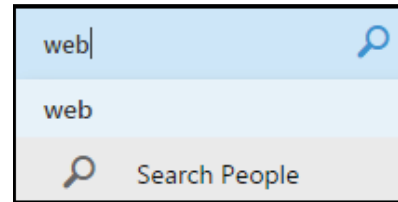
### Turning Off

If an end time and date were set, you will be prompted to turn off the out of office assistant. If not, you must turn it off manually.

1. Click the **gear** in the upper right hand corner.
2. Click **Automatic replies**.
3. Select **Don't send automatic replies**.
4. Click **OK** at the top of the screen.

## Searching

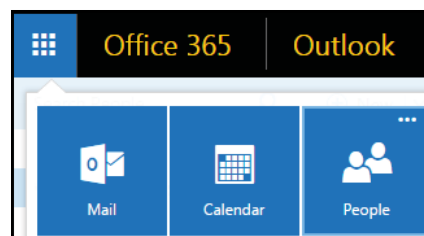
1. From the folder list, click on the folder you would like to search.  
**Note:** If all folders are not in view, click **More**. You may also need to expand your Inbox.
2. Click in the **Search mail and people** box and type the text you are searching for.
3. Suggestions will come up, you may click on one of these or press ENTER on your keyboard



4. Messages with the searched text will be highlighted.
5. You may also narrow down your search by choosing an option on the left, including: **In folders**, **From**, **Options**, and **Date**.

## People (Formerly Contacts)

From your **Inbox**, click on the **App Launcher** in the upper left hand corner of your screen. Click on the **People** tile.



### Creating a Contact

1. Click **New** in the upper left hand corner. The Add a Contact form will appear.
2. Complete information fields. Click the + beside the categories for additional information.
3. Click **Save** at the upper left-hand corner of the form.

### Editing a Contact

1. Click on the contact name.
2. Click **Edit** in the upper right-hand corner of the screen.



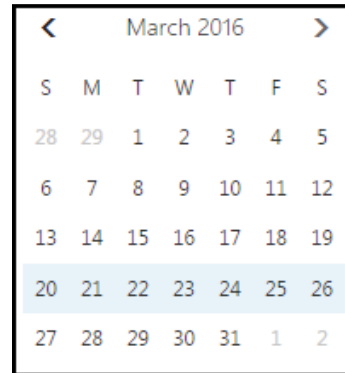
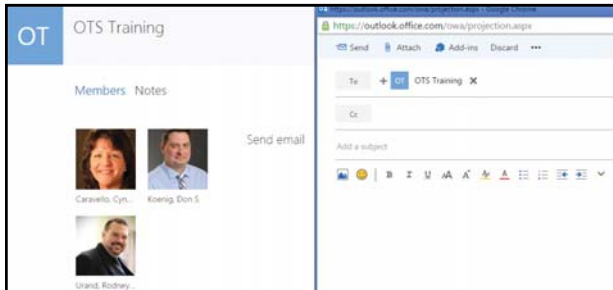
3. Make desired changes and then click **Save**.

### Creating a Contact List (Personal Distribution List)

1. Click the arrow next to **New** in the upper left-hand corner.
2. Click **Create contact list**.
3. Give the list a name in the **Contact list name** box.
4. Click in the **Add Members** box and begin typing an email address. Select the person by pressing **Enter**. Repeat as needed.
5. Click **Save**.
6. The list will appear under **My Contacts**.

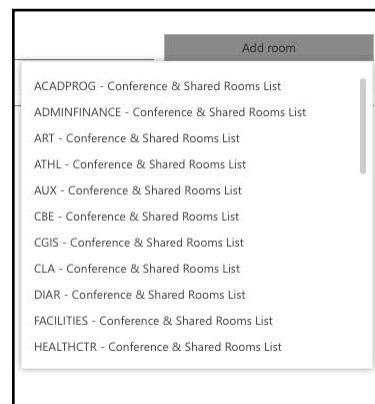
## Sending an Email to a Contact List

1. Click on **My Contacts**.
2. Click on the name of the list.
3. Click the **send email** text. A new mail message form will open.
4. Fill in the message content and then send the message.



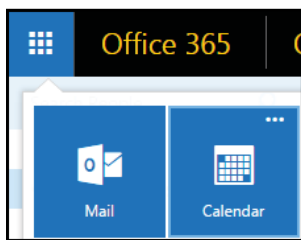
## Creating an Appointment

1. Click the **New** button in the upper left-hand corner of the screen. The **New Appointment** form will appear.
2. Enter a title or brief description under **Details**.
3. Click the **Add Room** button and select the desired room from the drop-down list.



## Calendar

From your inbox, click on the **App Launcher** in the upper left hand corner of your screen. Click on the **Calendar** tile. Or, click the **Calendar** tile from the Office 365 landing page.

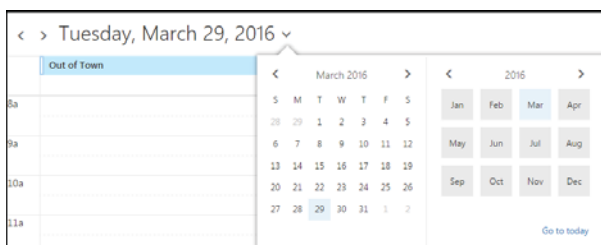


## Changing Views

1. Click **Day, Work week, Week, Month** or **Today** in the upper right-hand corner.

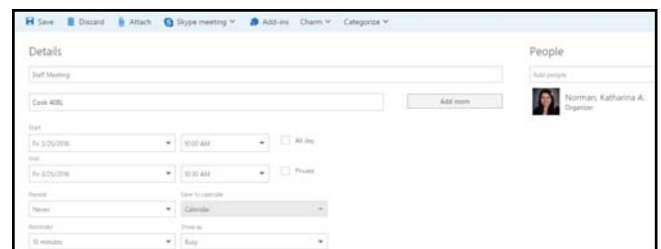


2. Click **Today** at the top right of the screen to always return to today's date.
3. Click the right and left arrows beside the month name to move from month to month (located in the left panel).
4. Click on the down arrow to the right of the month name to go to a specific month and date.



5. Click on a specific day, week or month (depending on the view chosen) on the mini calendar on the left.

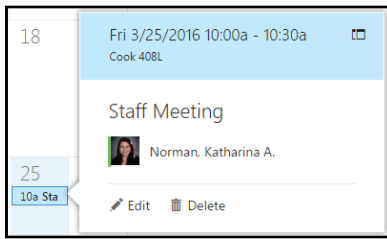
4. Specify a **Start** date and time as well as an **End** date and time.
5. Click the **SAVE** button in the left-hand corner.





## Editing a Calendar Entry

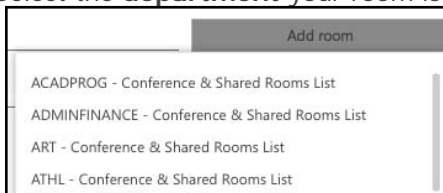
1. Click on the calendar entry.
2. Click **EDIT**.



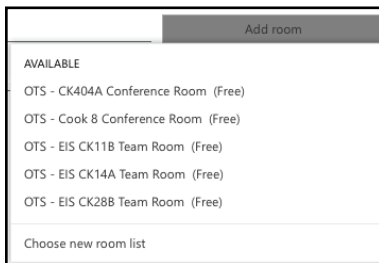
3. Make desired changes.
4. Click **SAVE**.

## Scheduling a Meeting

1. Click the **New** button in the upper left-hand corner of the screen. The **New Appointment** form will appear.
2. Enter a description beside **Event**.
3. Click the **Add Room** button. A list of **Departments** will appear.
4. Select the **department** your room is in.



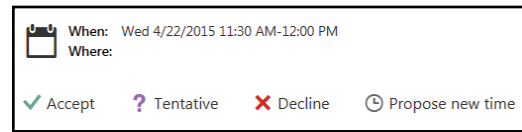
5. A list of rooms within that department will appear.
6. Select the desired room.



7. Add **People** by typing their email addresses on the right hand side (or click the + sign and choose from the Global Address Book).
8. Specify a **Start** date and time, as well as an **End** date and time.
9. When finished, click **SEND**.

## Responding to a Meeting Request

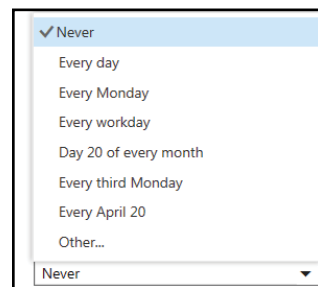
1. Open or select the message from **Mail**.
2. Choose one of the following responses.



3. If you wish to comment on your response, click **Edit the response before sending**. A response email will appear. Add information and click **SEND**.
4. If you do not wish to add a comment, click either **Send the response now** or **Don't send the response**.

## Creating a Recurring Appointment

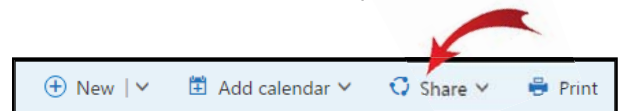
1. Create a new appointment.
2. Fill in all pertinent information including data, time, location, etc.
3. Under **Repeat**, click the down arrow beside **Never** and choose an option.



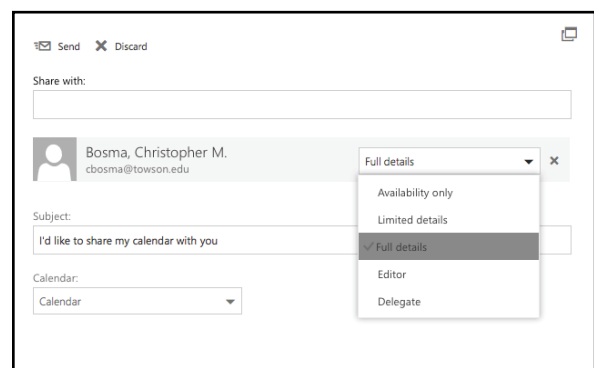
4. If you have a custom pattern, click **Other**.
5. From the **Select repeat pattern** box, set your custom options and click **Save**.
6. Click **SAVE** in the upper left-hand corner.

## Sharing a Calendar

1. Click the **Share** icon at the top of the screen



2. The **Share Window** will open. In the **Share With:** section, enter the name of the person that you want to share your calendar with.



Click the drop-down menu and select what viewing permissions you wish to give to that person:

- **Availability Only:** Only show the individual your available times.
- **Limited Details:** Only show the subject and location of an appointment.
- **Full Details:** Show all information about Calendar events.
- **Editor:** Give the individual the ability to read, write, and modify your calendar.

3. Click **Send**.

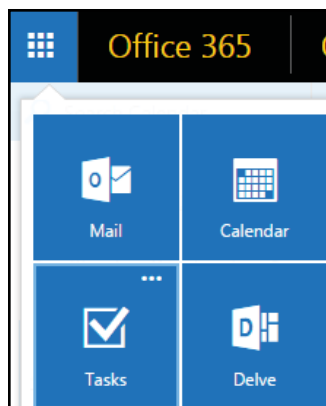
## Creating a Skype Meeting

1. Click the **New** button in the upper left-hand corner of the screen. The **New Appointment** form will appear.
2. Enter the information as you would for a standard meeting.
3. Click **Skype meeting** at the top of the form. The Skype for Business meeting information will be added to the message box.
4. Click **Send**.



## Tasks

From the Office 365 landing page, or the **App Launcher**, click on the **Tasks** tile.



## Displaying Tasks Views

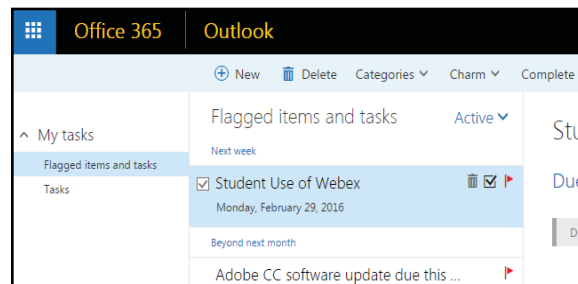
Tasks can be displayed in four different viewing options under the drop down menu next to "Flagged items and tasks": **All**, **Active**, **Overdue**, and **Completed**.

## Create a New Task

1. Click **New**.
2. Enter the **Subject** and **Due** date.
3. For more advanced options, such as **Start** date and **Status**, click **Show more details**.
4. Click **Save**.

## Marking a Task Complete

1. Locate the task that has been completed.
2. Click the completed check box.



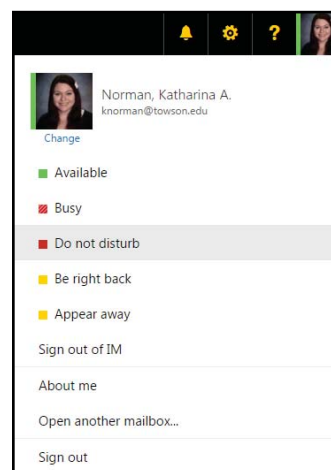
## Instant Messaging

### Starting an Instant Message

1. Click on the individual's name or picture from either the **People** tile or from your **Inbox**.
2. Click the **instant message icon**.
3. The instant message window will appear. Type your message and press the **Enter** key.

### Changing Your Instant Message Presence

1. From any **Outlook on the Web** tile, click your picture.
2. Click the desired chat presence.



### Signing Out Of Instant Message

1. From any **Outlook on the Web** tile, click your picture.
2. Click **Sign out of IM**.



