Microsoft

Switch view

Go to your calendar, tasks, or

contacts in one click.

Make the switch Microsoft Outlook 2013 desktop looks different from previous versions, so here's a brief overview of new features and important changes. **Ouick actions on the ribbon** Filter your messages Take action on a message Use the ribbon to quickly act on your messages Find unread messages or messages sent with Reply, forward, or IM the sender all and folders or set options. within the Preview Pane. attachments, high importance, flags, or categories. 📑 🔁 🖞 🖬 💀 ? 🗹 – 🗗 🗙 Inbox - Katiej@Contoso.com - Outlook HOME SEND / RECEIVE FOLDER VIFW € Ignore 📴 Meeting =* Weekly Notes 🐐 Create Nev Search People 🍋 Clean Up 🖲 🛱 To Manage Address Book 2012 Seaso Move Rules OneNote Unread/ Categorize Follow Delete Reply New Reply Forward ✓ Done 🝸 Filter Email 🗸 and Junk 🗸 More Email Items -Read ΔII Up -Respond Quick Steps Find Search Current Mailbox (Ctrl+E 0 Current Mailbox Favorites 📿 Reply 😰 Reply All 🖳 Forward 🖽 IM Use folders Inbox 3 All Unread Newest ↓ By Date (Conversations) * Tue 11/27/2012 12:01 AM Sent Items ▲ Today Robin Counts Create new folders to keep track Deleted Items Belinda Newman **ч** Project update? of your messages by project, 1:09 AM Sports statistics Do you LOVE sports? If so, read on... We are Katio ▲ KatieJ@Contoso.com person, or task. This message was sent with High importance Inbox Pavel Bansky Expense reports 12:38 AM + Get more apps Drafts Bing Maps Suggested Meeting Hi Katie, Have you submitted your expense Sent Items _ <u>I</u>]► Robin Counts Deleted Items We need to have a review about the Northwind Traders progress and discuss the latest project plans Project update? 12:03 AM > Junk Email We need to have a review about the Let's schedule a meeting Friday at 9am at Starbucks near campus. The address is 2020 148th Ave NE, Outbox Redmond, WA 98052. A Monday RSS Feeds Search Folders Alex Darrow Thanks Mon 10:37 PM Northwind Proposa Here is the latest copy of the proposal. Let me Outlook.com Junmin Hao ⊳ Inbox Meeting update Mon 3:54 AM Junk E-mail We have to move the location for our next Outbox

Mon 1:21 AM

Sun 8:57 PM

Katie Jordan Robin Counts - did u attend the worldwide marketing conference this year?

ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE

Zoom in or out

zooming in or out.

Expand or collapse your view by

Dorena Paschke

There will be a detailed legal review of the

in point of contact a

Person in charge at Northwind?

Contract signing

Julian Isla

People Tasks …

∡ Sunda

Search Folders

Mail

Northwind Traders

Online Archive - KatieJ@Contoso.

Calendar

Outlook 2010 to Office 365 for business

What is Office 365 for business?

Just as Office 2010 was a suite of desktop apps, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Office desktop apps. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

How do I use Outlook in Office 365?

You can use the Outlook 2013 desktop app, Outlook Web App, or Office 365 mobile apps to create and edit files.

	Outlook 2013*	Outlook Web App	Outlook mobile apps
Use it if	 Your Office 365 plan includes it. You want offline access. 	You want to work online and use the newest features.	You want the most editing features available on your device.
Runs on	Laptop and desktop computers	Your browser	Specific devices
How to get it	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Always available from your browser.	<u>Windows Phone</u> <u>iPad</u> <u>iPhone</u> <u>Android phone and tablet</u>

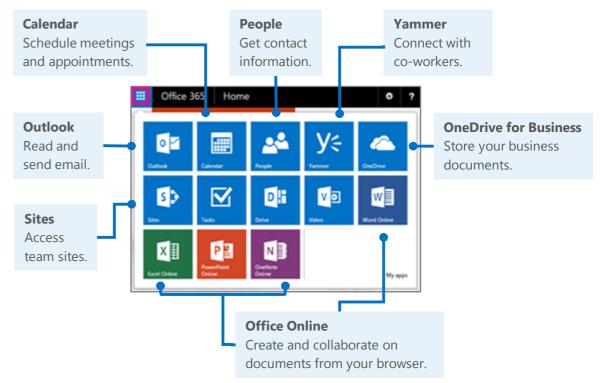
How do I sign in to Office 365?

- 1. From your web browser, go to https://portal.office.com.
- 2. Enter your work or school account and password, and then choose **Sign in**. For example:

j.doe@contoso.com or j.doe@contoso.onmicrosoft.com

Find your way around

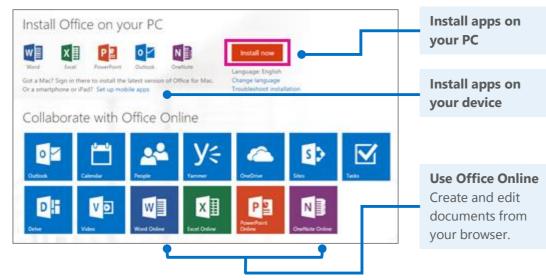
From anywhere in Office 365, click the app launcher \blacksquare for quick access to all services, including all the Office Online apps:



Install Office 2013 desktop apps

If Office is not already on your computer, you can install it from Office 365.

1. Sign in to Office 365, and then choose Install now.



2. Choose Run, and then follow the rest of the installation instructions.

00 you want to run or save Setup.XB6.en-ux,0365ProPhaRetal,ae411x28-e86a-4a16-b401exe (303.53) from c2rsetup.edog.officeupps.live.com?				
	Run	Save	٠	Cancel

For more information, see <u>Install Office using Office 365 for business</u> (<u>http://go.microsoft.com/fwlink/p/?LinkId=272460</u>).

Connect Outlook 2013 to your Office 365 account

Link your accounts to take full advantage of everything Outlook has to offer.

- 1. Start Outlook 2013.
- 2. Choose File > Add Account.
- 3. In the **Add Account** dialog box, enter your name, organizational account, and password, and then choose **Next**.
- 4. When setup is complete, choose **Finish**.
- 5. Restart Outlook and enter your email address and password again.

For more information, see the <u>Set up</u> your Office 365 email in Outlook 2013 (http://go.microsoft.com/fwlink/p/?Li nkld=394274).

)		
b	Acco	unt Information
en & Export	No account avail	lable. Add an e-mail account to enable additional features.
	+ Add Accou	nt
		account or other connection. ial Network Settings
	Account Settings *	Change settings for this account or set up more connections. Connect to social networks.
	_	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.
tions	Cleanup Tools *	manage the size of your manook by emptying betteed items and archiving.

Add Account		X	
Auto Account Setup Outlook can automatically configure many email accounts.			
e-mail Account			
Your Name:	Example: Ellen Adams		
E-mail Address:	Example: ellen@contoso.com		
Password: Retype Password:			
	Type the password your Internet service provider has given you.		
O Manual setup or additional server types			
	< Back Next > Canc	el	

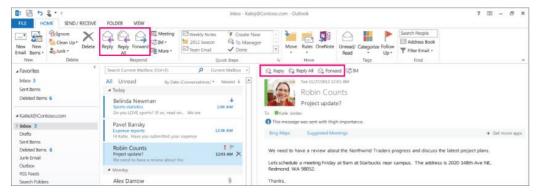
dd Account		
Congratula	ionst	浅
Configuring		
Outlook is a	ompleting the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for jglynn@TreyResearch289.onmicrosoft.com settings	
~	Logging on to the mail server	
Congr	tulations' Your email account was successfully configured and is ready to use.	
🔲 Change ad	count settings	Add another account
	< Back	Finish Cancel

Outlook on your desktop

Office 2013 desktop app has a cleaner and less cluttered look, but it still works like the Outlook you already know. With online file storage, instant messaging, and other online services, Outlook lets you collaborate more seamlessly than ever before.

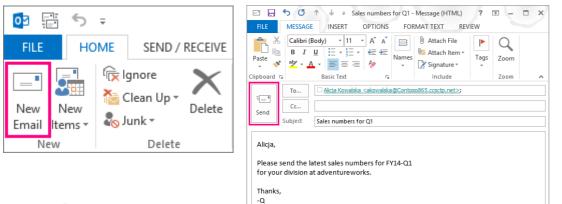
Read and reply to email

You can use the buttons that you already know, or you can reply directly in the email.



Create and send a new email

Just choose New Email and you'll be on your way to sending a new message.

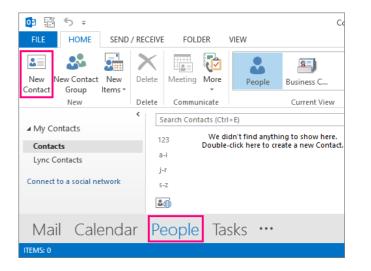


Add a contact

You can stay connected with people by adding their contact information.

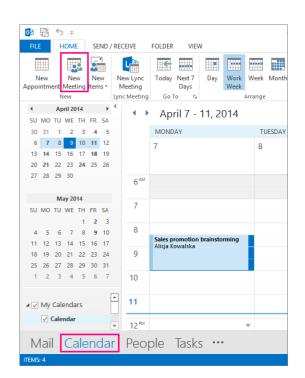
- 1. Choose People.
- 2. Choose New Contact.

Or you can add contact information directly from any email you receive.



Schedule a meeting

In your Calendar, add a new meeting with a quick click or select the time directly from your calendar. Add others and you can see their schedule to help you plan better. Want to include remote colleagues? Schedule an online Lync meeting.



Things you might be looking for in Outlook 2013

Use the list below to find some of the more commonly used tools and commands in Outlook 2013.

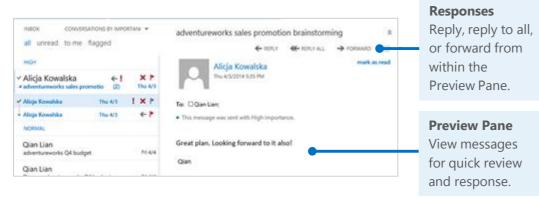
Task	In Outlook 2010	In Outlook 2013
Get account information	Choose File > Account Settings. Account Settings -	Choose File > FILE Account Account Settings.
Send automatic replies when you're out of the office (requires a Microsoft Exchange Server account)	Choose File > Automatic Replies > Send automatic replies, and then choose your options. Automatic Replies	Choose File > Automatic Replies > Send automatic replies, and then choose your options.
Set up rules and alerts	Choose File > Manage Rules and Alerts and set up the rules and manage alerts.	Choose File > Manage Rules & Alerts.
Change between your email, calendar, and contacts	Choose Mail , Calendar , or Contacts from the left menu.	Choose Mail , Calendar , or People from the bottom menu.
Add holidays to your calendar	Choose File > Options. On the Calendar tab, choose Calendar Options > Add Holidays.	Choose File > Options > Calendar > Add Holidays.
Create and add a signature to your email	On the Message tab, Choose Signature > Signatures .	Choose File > Options > Mail > Signatures. Signatures. Signatures.

Outlook on the web

Your Office 365 subscription includes Outlook Web App—giving you online access to your email, calendar, and contacts. To open Outlook Web App from any computer or device with an Internet connection, sign in to Office 365, select the app launcher \blacksquare , and then choose **Outlook**.

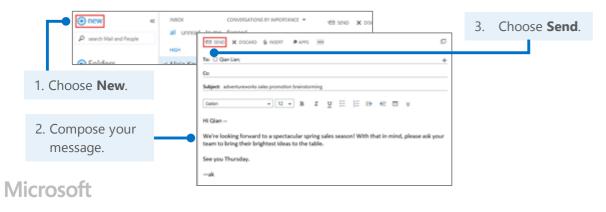
Read and reply to email

Receive and reply to messages from nearly anywhere, on practically any device.



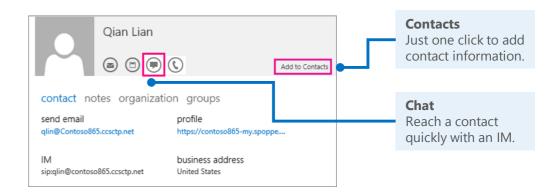
Create and send a new email

With just a few steps, your new message will be on its way.



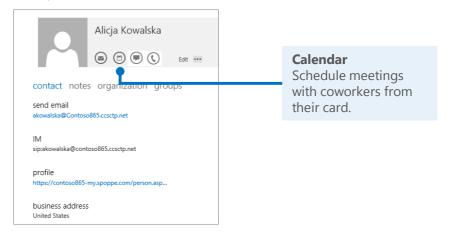
Add a contact

If you get an email from someone, you can quickly add their contact information. Plus, you can start a chat, call, or email right from their card.



Schedule a meeting

While you have your contact's information open, you can also schedule a meeting directly from there.



Things you might be looking for in Outlook Web App

Use the list below to find some of the more commonly used tools and commands in Outlook Web App.

Task	In Outlook 2010	In Outlook Web App
Get account information	Click File > Account Settings. Settings •	Alicja Kowalska ~ Image: Alicja Kowalska ~ Refresh Set automatic replies Display settings Manage apps Change theme Options Office 365 settings Office 365 settings
Send automatic replies when you're out of the office (requires a Microsoft Exchange Server account)	Click File > Out of Office Assistant > Automatic Replies > Send automatic replies, and then choose your options.	Choose > Set automatic replies > and then choose your options.
Set up rules and alerts	Click File > Manage Rules and Alerts and set up the rules and manage alerts.	Choose > Options inbox rules Organize email > account Choose how mail v Inbox rules. organize email To learn how to fo
Change between your email, calendar, and contacts	Click Mail , Calendar , or Contacts from the left menu.	Choose the app launcher III, and then choose Outlook , Calendar , or People .
Create and add a signature to your email	On the Message tab, click Signature > Signatures .	Choose > Options = Settings > Mail.

Syncing Outlook with your phone

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Marc Boyer

Brian Goldstein

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Anytime you're on the go, get your Office 365 email, calendar, and contacts from your Windows Phone, Android device, iPad, or iPhone.

All you need is to access your Office 365 account on your device. Now you can keep up with email threads and changes to appointments and meetings, and add contact information right on your phone or tablet.

Set up your device

For mobile, it's all about the apps and adding the work or school account you use for Office 365 for business to your device. Find and install the right app for your device from your device's app store. For step-by-step instructions, see:

- <u>Set up a mobile device using Office 365 for business</u> (http://go.microsoft.com/fwlink/p/?LinkId=396709)
- Set up Office 365 for business on your:

Microsof

- <u>Windows Phone (http://go.microsoft.com/fwlink/p/?LinkId=396654)</u>
- iPhone (http://go.microsoft.com/fwlink/p/?LinkId=396655)
- iPad (http://go.microsoft.com/fwlink/p/?LinkId=524315)
- Android phone and tablet (http://go.microsoft.com/fwlink/p/?LinkId=525632)

Need more info?

- Check out the <u>Office 365 for business learning center</u> (<u>http://go.microsoft.com/fwlink/p/?LinkId=392570</u>) for additional quick start guides and how-to videos.
- Find more tips for <u>switching to Office 365</u> (<u>http://go.microsoft.com/fwlink/p/?LinkId=398049</u>).