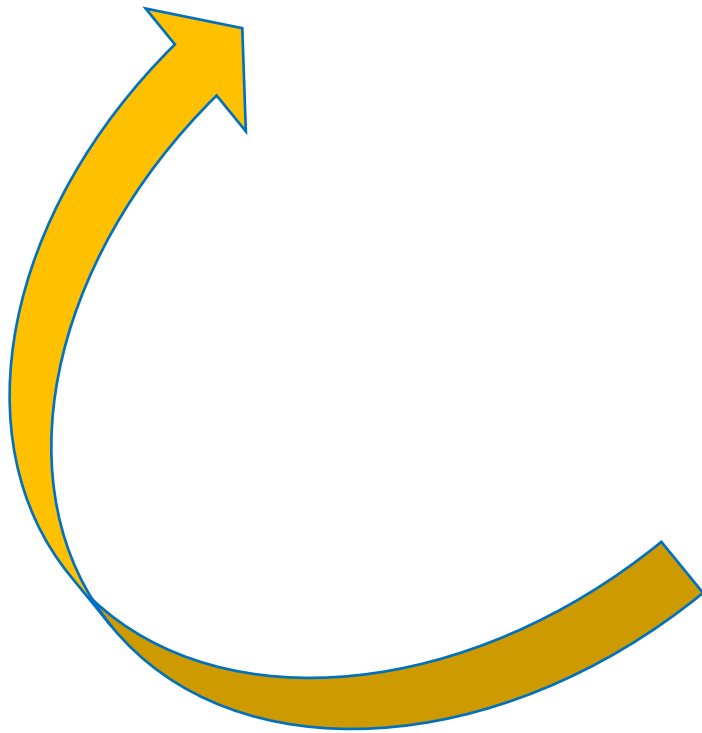
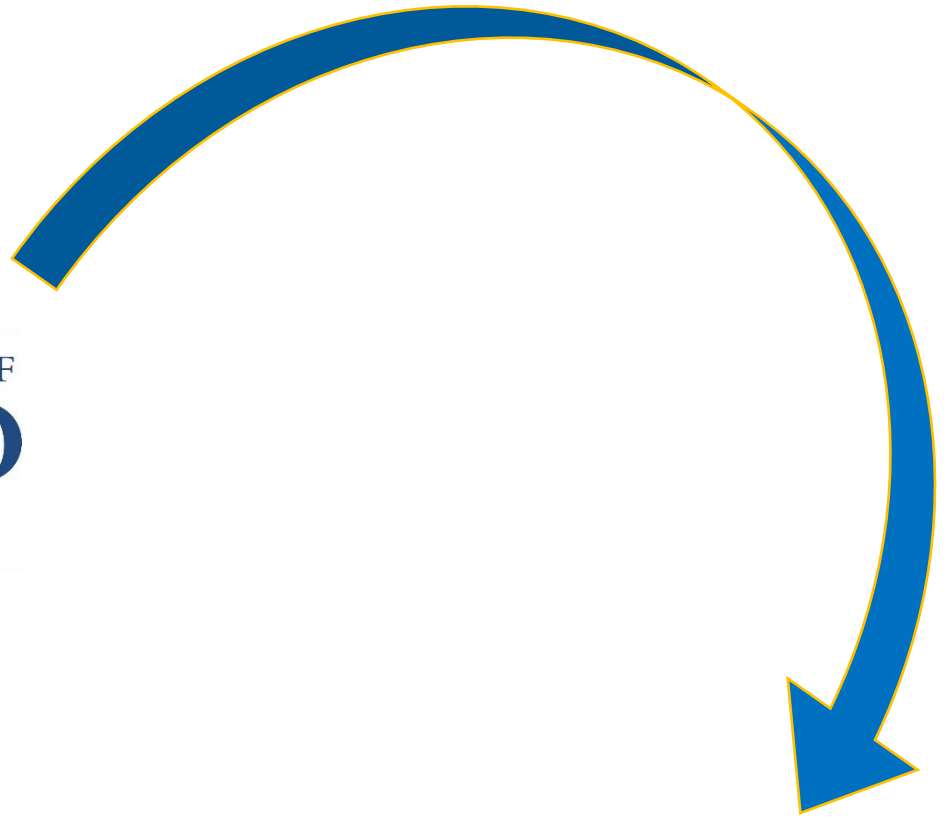


# Office 365 How-To Guide

*For Students*



THE UNIVERSITY OF  
**TOLEDO**  
1872



**Office 365**

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## First Time Logging into Office365 Webmail

- 1) Log in at [rockets.utoledo.edu](https://rockets.utoledo.edu) with your **UTAD credentials**

Sign In



fs.utoledo.edu

Type your user name and password.

User name:  Example: Domain/username  
Password:

Sign In

- 2) Choose the **language**
- 3) Choose the Time Zone (*UT is Eastern Time*) and click **save**

## Outlook® Web App

Choose your preferred display language and home time zone below.

Language:

English (United States) ▾

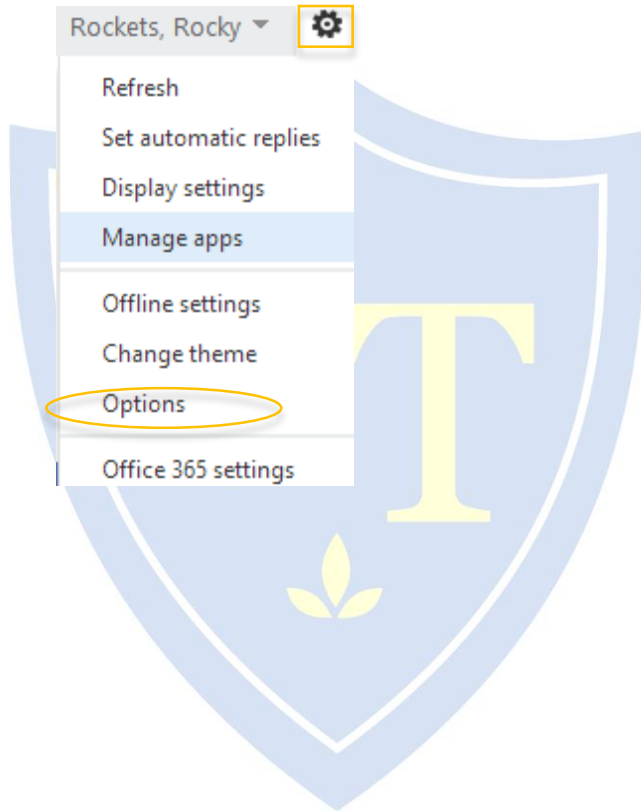
Time zone:

(UTC-05:00) Eastern Time (US & Canada) ▾

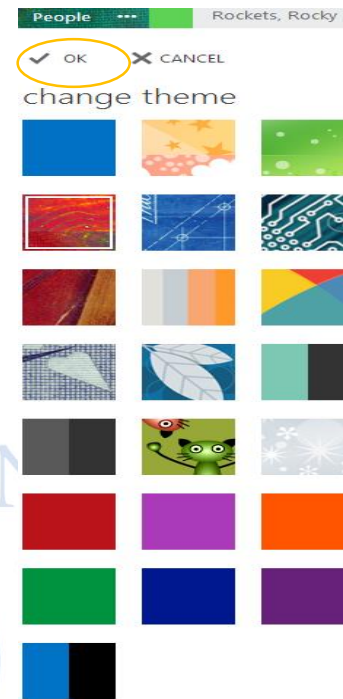
→ save

## Change Outlook Web App Theme

- 1) Click the **Settings** icon
- 2) Select **Change theme**



- 3) Select the theme and click **OK**

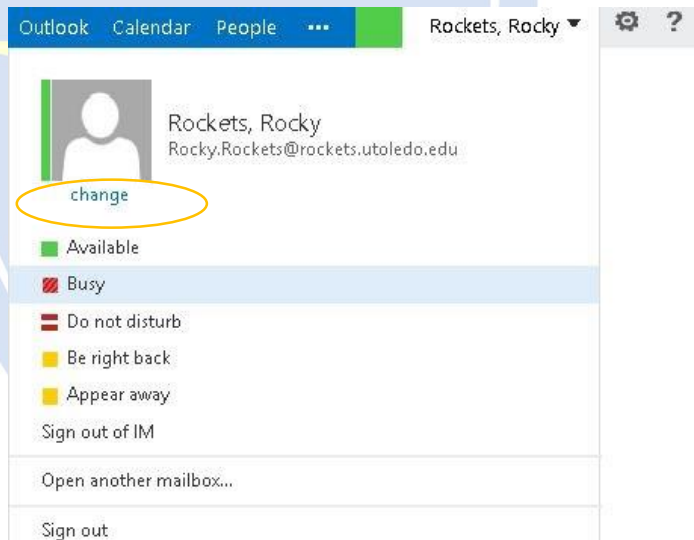


## Add/Change your account Picture in Office 365

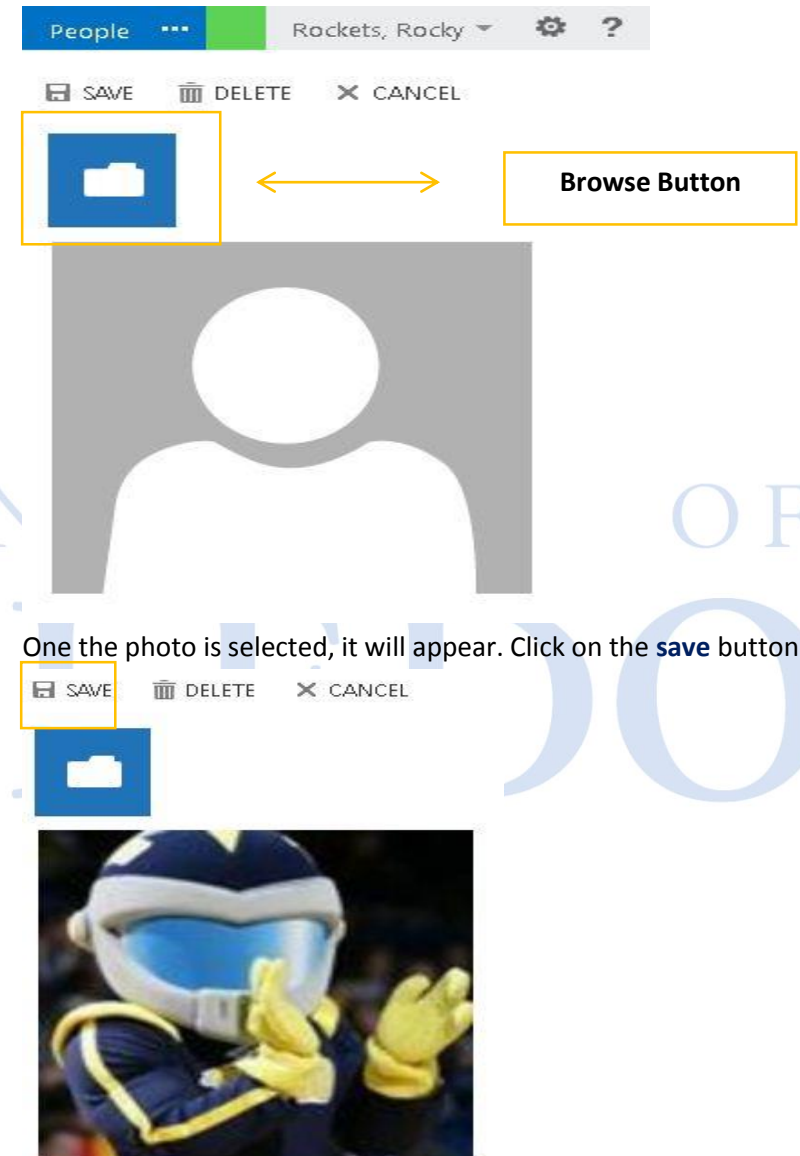
*Note-By choosing to upload your photo to Office 365, you are agreeing to the terms and conditions set forth by the University of Toledo's acceptable computer usage policy found by logging into myutaccount.utoledo.edu and selecting "[View Computer Usage Policy](#)". Individuals with offensive and distasteful images will be referred to the dean of students for disciplinary action.*

1) When logged into Office 365 (Rockets Mail) click on **your name** in the upper right hand corner of the screen.

2) Click on the **Change** link.



3) Click on **browse** button and browse for the photo you wish to upload.



4) Once the photo is selected, it will appear. Click on the **save** button.

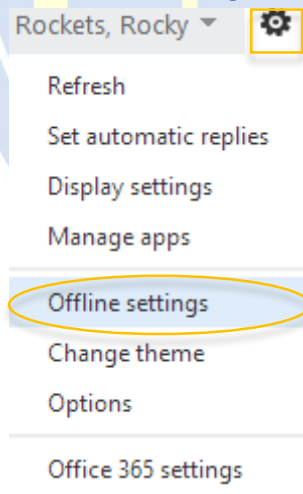
## Use Outlook Web App Offline Mode

*In Offline Mode, the user can do most of the tasks they can while in online mode only with a few limitations. You must set Offline Mode with an active internet connection. Please be advised of the limitations in Offline mode:*

- All folders may not appear in Offline Mode
- Calendar reminders will only go up to 2 months
- Can only view the previous month and future year in Calendar mode
- Messages sent, changes made in the calendar, edit to contacts list and other changes will not be saved to the Exchange Server till Online mode is restored

*Information Technology always recommends using Online Mode for full feature support but in the event that the user will not have an internet connection, Offline Mode may be handy.*

- 1) Click on the **Settings icon** and select **Offline Settings**

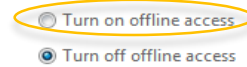


- 2) Once in **Offline Settings**, select **Turn on offline access** and click **OK**

✓ OK    ✕ CANCEL

offline settings

After you turn on offline access, you can use this computer when it's not connected to a network.



- 3) Follow the informational steps 1-4. **Step 3** will ask the user to add a bookmark. This can be done by pressing **Ctrl + D**
- 4) Once at step 4, click **OK**

✓ OK

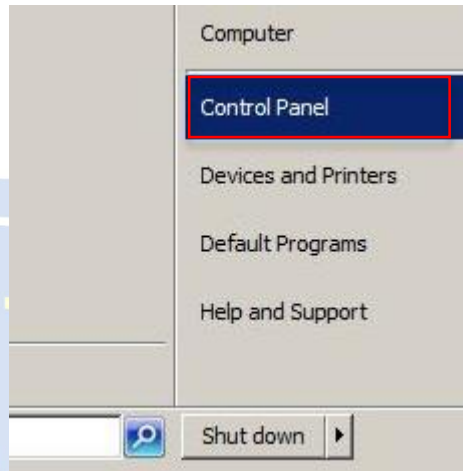
offline settings

Step 4 of 4

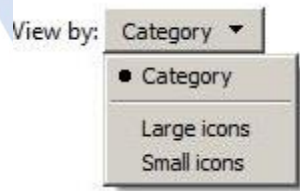
That's it! You can now use Outlook Web App on this computer, with or without a network connection.

## Configuring Student Email - Outlook 2007/2010/2013

- 1) If already in outlook, please exit.
- 2) Click **Start>Control Panel**

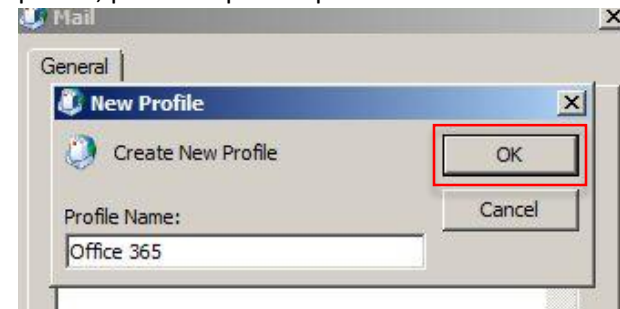


1. If in Category mode, please select **Large Icons** or **Small Icons** (upper right portion of the window).

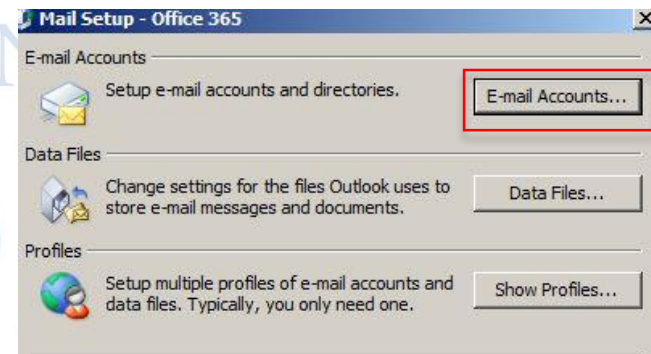


2. Click on the **Mail** icon.

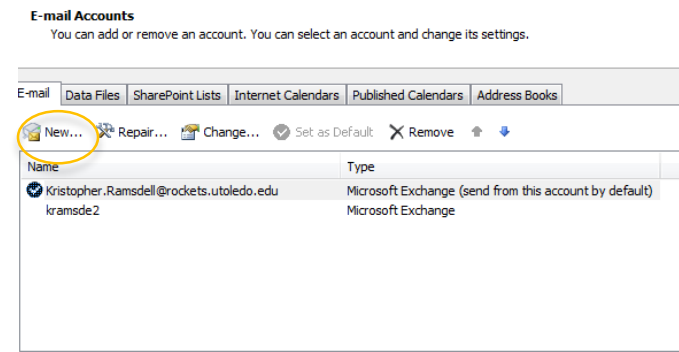
3. If there is not a default mail profile, the window to create a profile will appear. Type **Office 365** then click **OK**. If you already have a mail profile, please skip to step 6.



4. Click **E-Mail Accounts**.



5. If other accounts are already configured with Outlook, click **New**





6. **Ensure the E-mail Account radio button is selected.** Enter the following information in:

**Your Name:** Your First & Last Name

**E-mail Address:** [UTADUserName@rockets.utoledo.edu](mailto:UTADUserName@rockets.utoledo.edu)

**Password & Re-Type Password:** UTAD Password

**Add New Account**

**Auto Account Setup**

Click Next to connect to the mail server and automatically configure your account settings.

**E-mail Account**

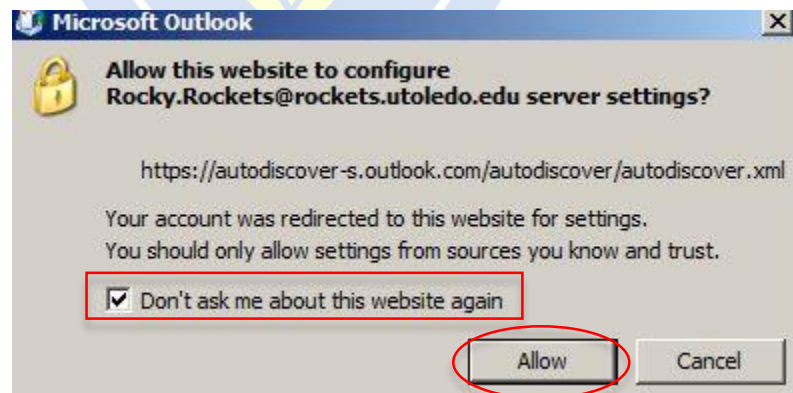
Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:

Type the password your Internet service provider has given you.

7. When the “Allow this Website configure...” appears, **check** Don’t ask me about this website again then click **Allow**.



8. **If** prompted at the Windows Security login box, please ensure the username is set to **UTADUserName@rockets.utoledo.edu** and the password is your **UTAD password**. This box may appear more than once. Click **OK** when finished.

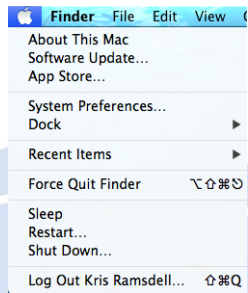


9. Once the account has been successfully configured, the windows below should be displayed. Please click **Finished**. Start Outlook and your email should begin to sync from the Office 365 server.

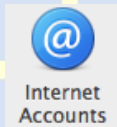


## Configuring Student Email - Mac OSX Mail, Calendar, & Address Book

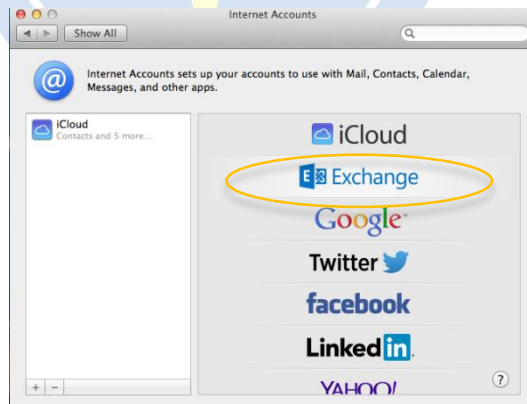
- 1) If already in Mail, Calendar & Address book, please exit.
- 2) Click the **Apple Menu>System Preferences**.



- 3) Click **Internet Accounts**.



- 4) In Internet Accounts window, select **Exchange**.



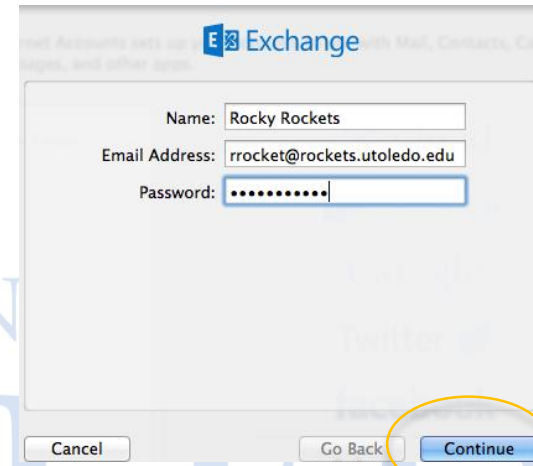
- 5) In enter the following information:

**Name:** YOUR First & Last Name

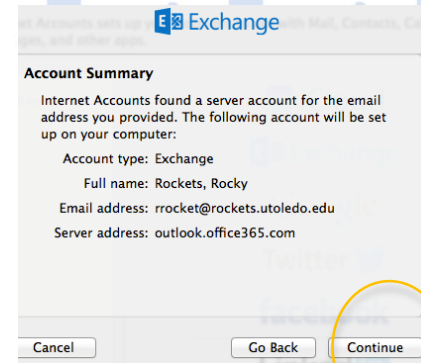
**Email Address:** [UTADUserName@rockets.utoledo.edu](mailto:UTADUserName@rockets.utoledo.edu)

**Password:** UTAD Password

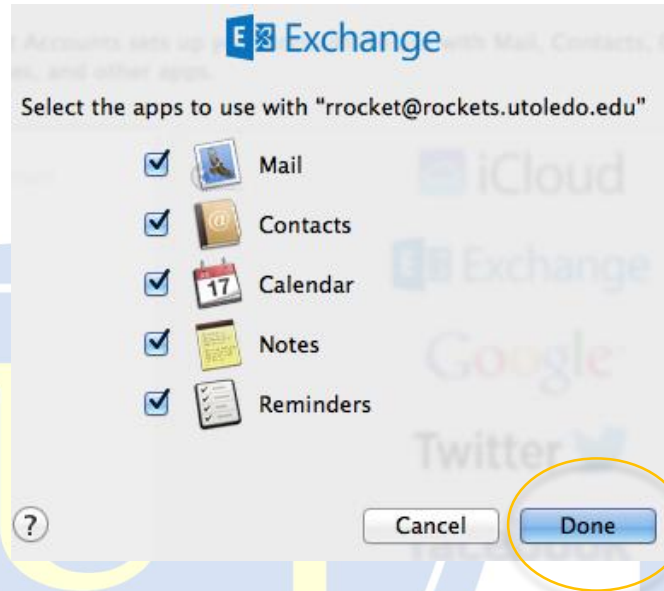
Once information is inputted, click **Continue**.



- 6) Once the account finishes auto configuring, click **Continue**.

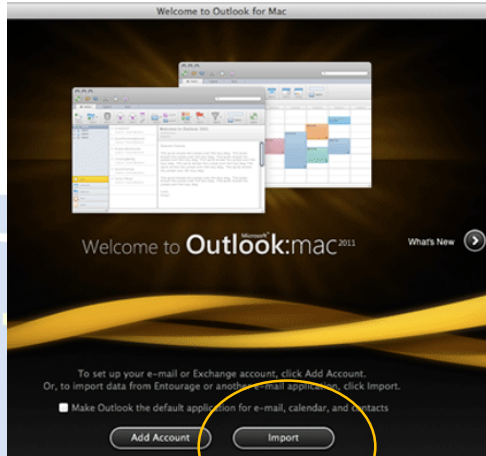


- 7) Select the applications (Mail, Contacts, Calendars, Notes, & Reminders) that are to be utilized then click **Done**.

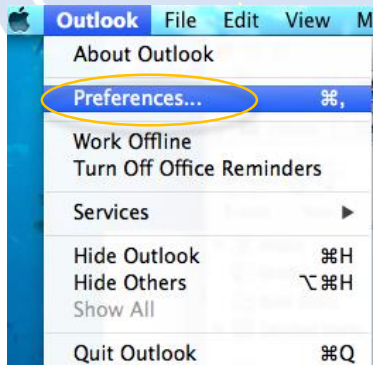


## Configuring Student Email - Outlook for Mac 2011

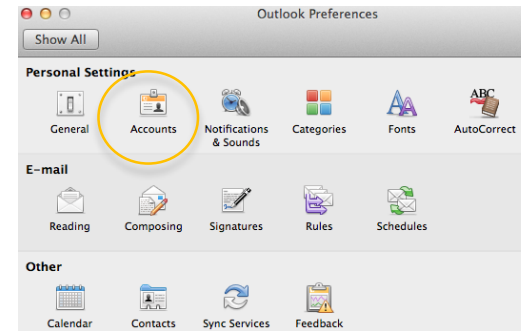
- 1) Open Microsoft Outlook for Mac 2011. If presented at the "Welcome to Outlook:mac" screen, click **Add Account**. If not, proceed to step 1.A.



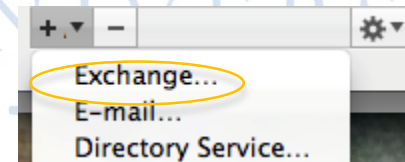
- 1.A) In Outlook for Mac, click the **Outlook menu>Preferences**.



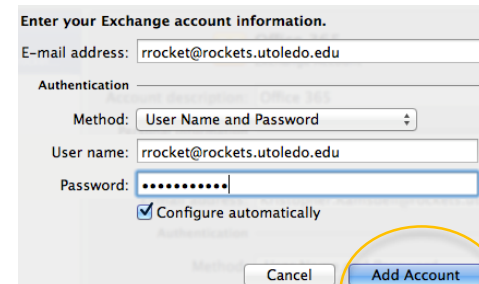
- 2) Click **Accounts**



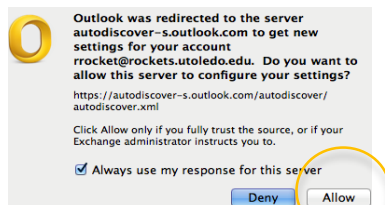
- 3) At the lower left hand corner of the Accounts window, click the **plus upside-down triangle>Exchange**.



- 4) Enter the following information:  
**E-mail address:** [UTADUserName@rockets.utoledo.edu](mailto:UTADUserName@rockets.utoledo.edu)  
**Method:** User Name and Password  
**User name:** [UTADUserName@rockets.utoledo.edu](mailto:UTADUserName@rockets.utoledo.edu)  
**Password:** UTAD Password  
**Ensure Configure automatically is checked**



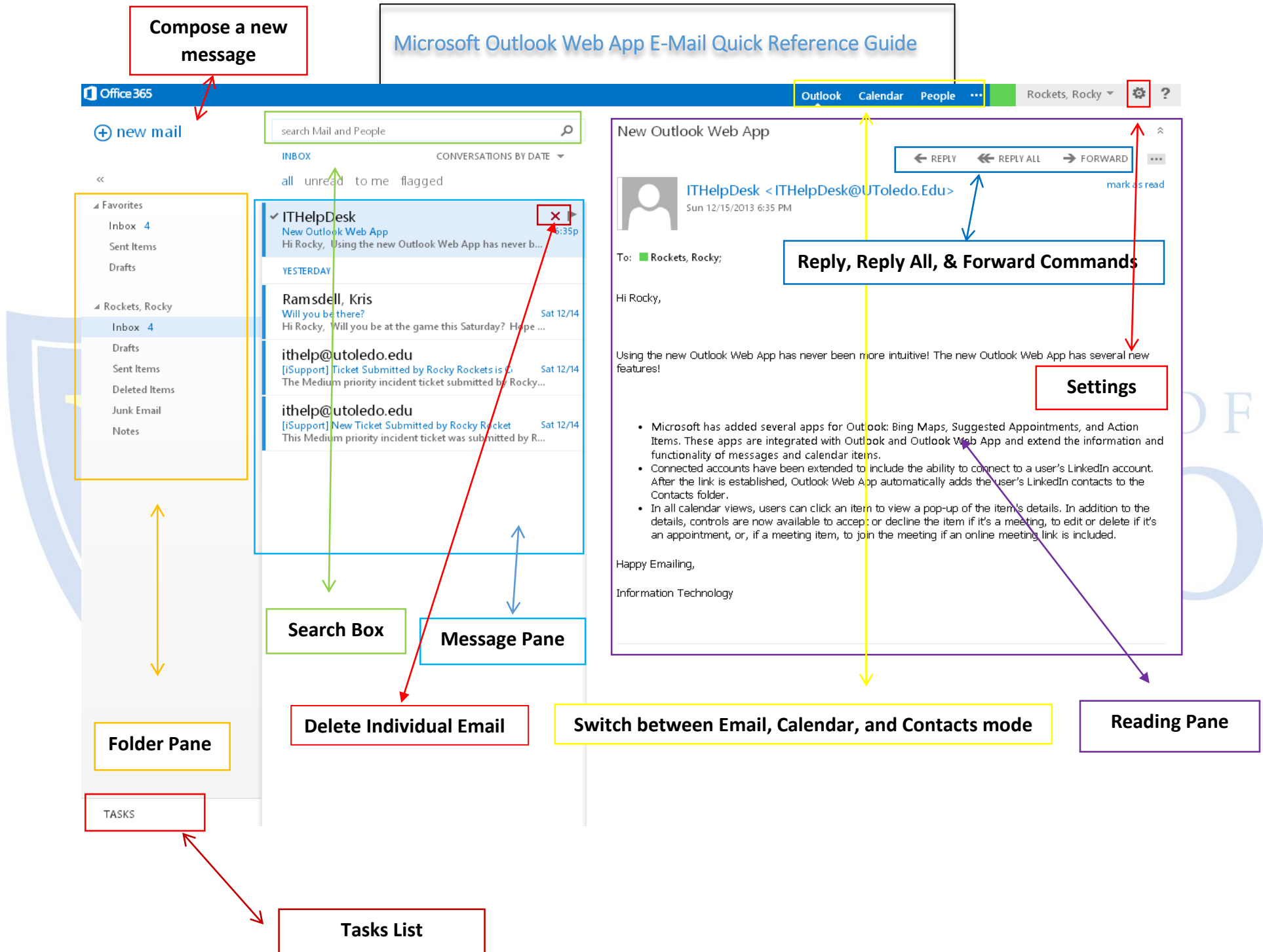
- 5) When at “Outlook was redirected to the server....” Ensure **“Always use my response for this server” is checked** then click **Allow**.



- 6) The account should then successfully configure. Once the account has configured successfully, an account summary page will appear. Go ahead and close the Account summary window. **All Email will download from the Office 365 Server into Outlook for Mac. The process could several minutes.**

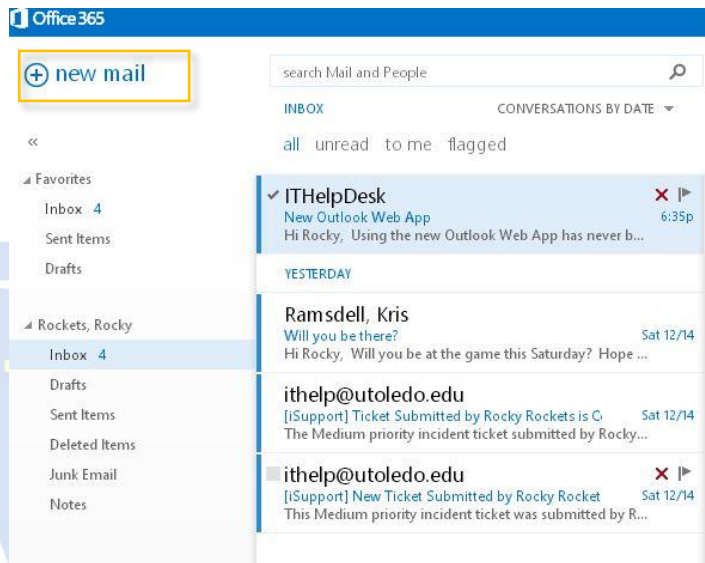
A screenshot of the "Utoledo Exchange Account" summary page. The page has a grey header with the "Utoledo" logo and "Exchange Account" text. Below the header, there are several sections: "Account description:" with a text box containing "Utoledo"; "Personal information" section containing "Full name:" with a text box "Rockets, Rocky" and "E-mail address:" with a text box "rrocket@rockets.utoledo.edu"; and "Authentication" section containing "Method:" with a dropdown menu set to "User Name and Password", "User name:" with a text box "rrocket@rockets.utoledo.edu", and "Password:" with a text box filled with dots.

## Microsoft Outlook Web App E-Mail Quick Reference Guide

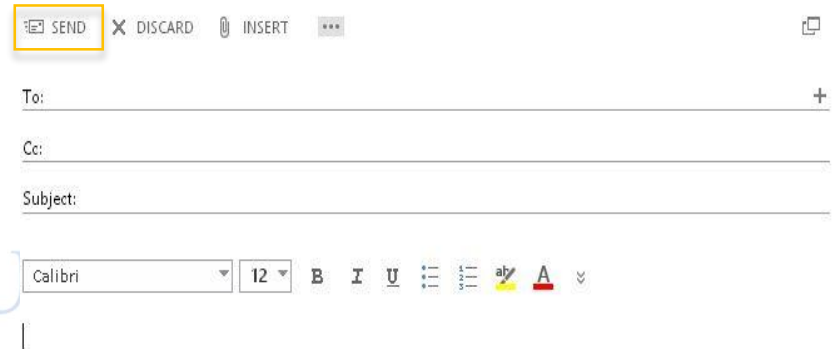


## Create/Send a New Message

- 1) At the Office 365 inbox screen, click **new mail**



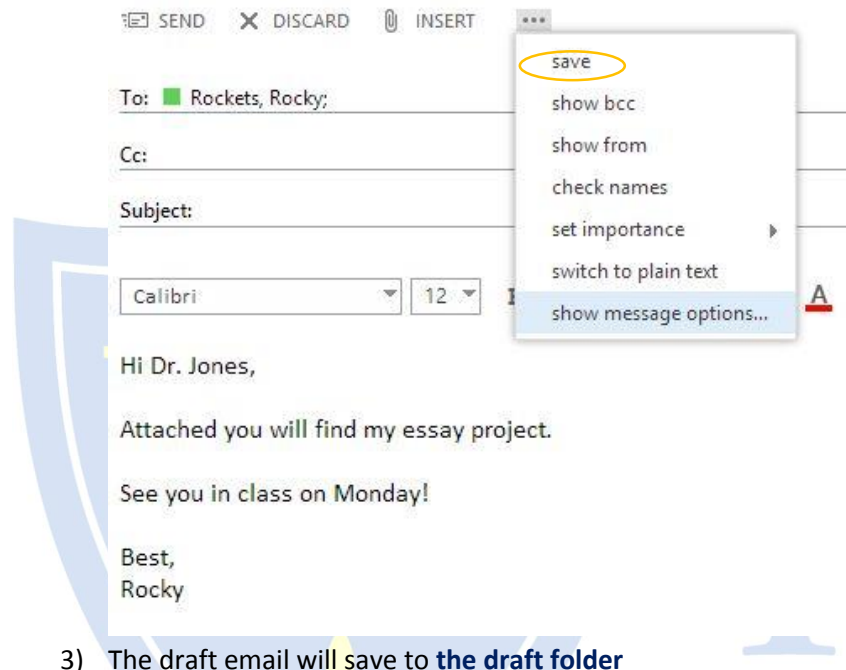
- 2) On the right side of the screen, the **reading pane** will turn into the **compose pane**.
- 3) When finished composing the email, click on the **send** button.



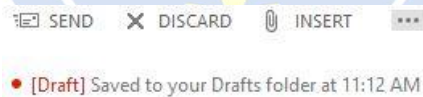


## Save a Composed Message as a Draft

- 1) Click on the **more options** menu
- 2) Click **save**



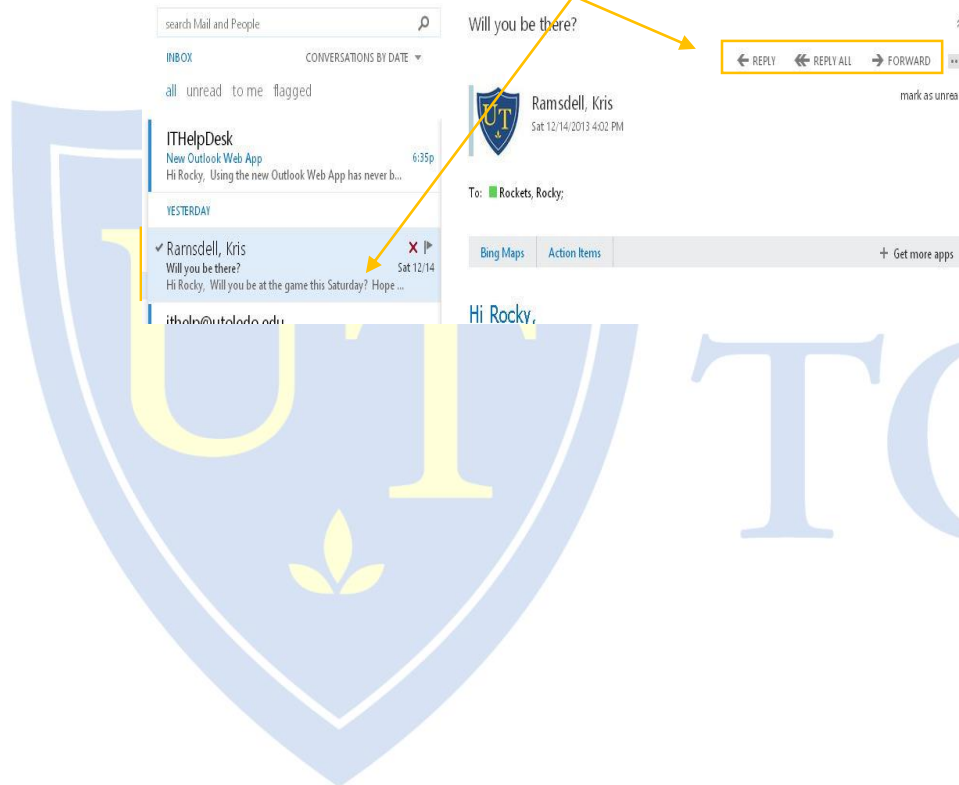
- 3) The draft email will save to **the draft folder**



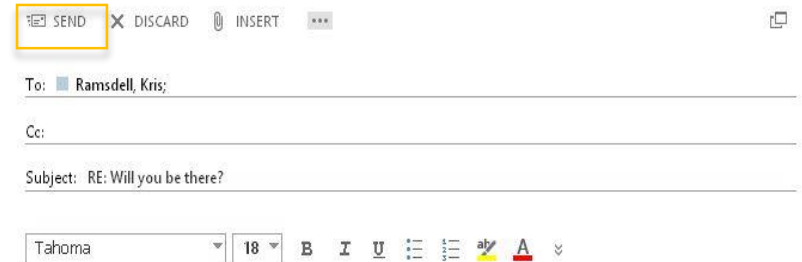
## Reply, Reply All, & Forward a Message

- 1) **Highlight** the message to reply
- 2) Click either **Reply**, **Reply All**, or **Forward**

Highlighted Message



- 3) Compose your message (if applicable) then click **Send**



Compose your message here (if applicable)

**From:** Ramsdell, Kris  
**Sent:** Saturday, December 14, 2013 4:02 PM  
**To:** Rockets, Rocky  
**Subject:** Will you be there?

Hi Rocky,  
Will you be at the game this Sunday?  
Hope to see you there!

**Reply-** Replies to just the sender  
**Reply All-** Replies to everyone listed on the message  
**Forward-** Forward to existing message to another person

## Insert An Attachment

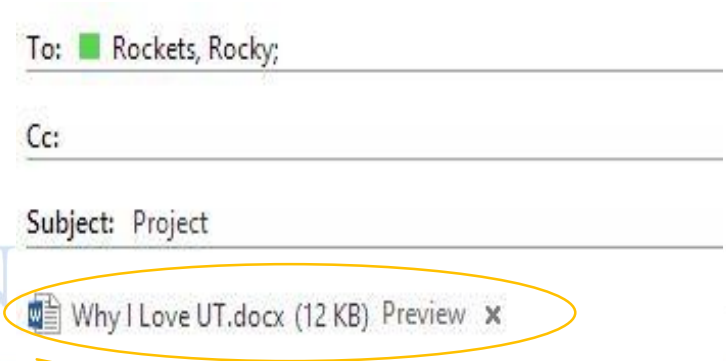
- 1) Click the **INSERT** button in the message that the attachment is to go into



- 2) Click either **attachment** or **picture** (depending on the document)

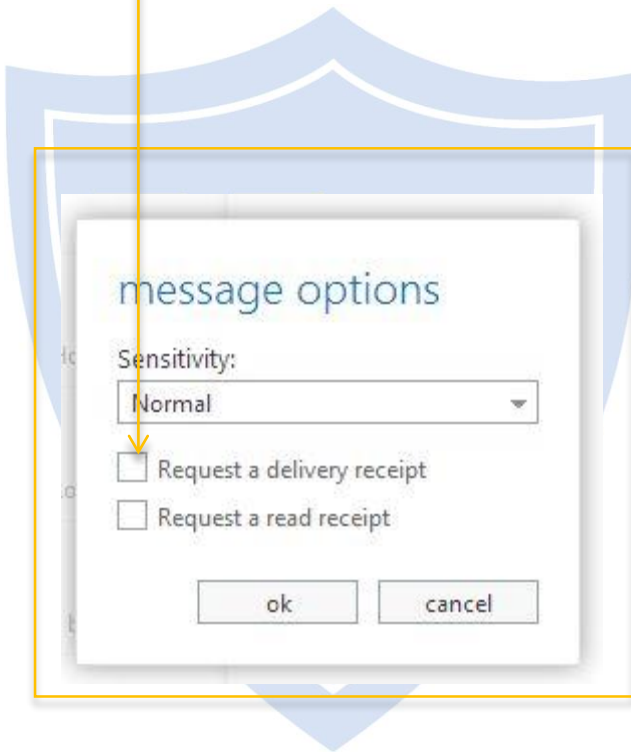
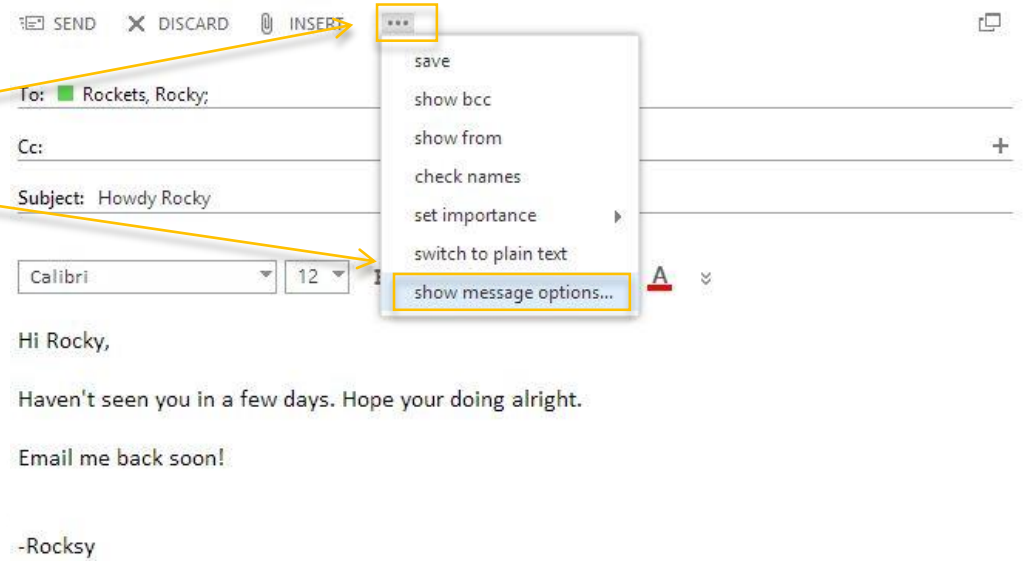


- 3) Browse for the attachment
- 4) Once the attachment is uploaded, the attachment will appear below the **Subject** line.



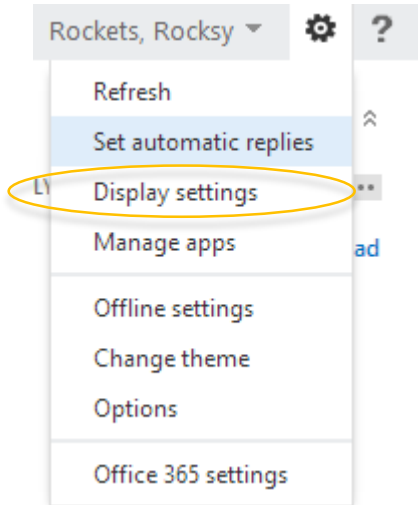
## Request a Delivery and/or Read Receipt

- 1) Display the more **options dialogue menu**
- 2) Select **Show Message Options...**
- 3) Checkmark the boxes that are applicable then click **OK** and send the message when ready.



## Send Automatic Replies

- 1) Click the **Settings** button
- 2) Click Set automatic replies



- 3) Select the radio button **Send automatic replies**

☐ Don't send automatic replies

☒ **Send automatic replies**

☐ Send replies only during this time period:

Start time:

End time:

- 4) **Type** in the automatic reply message that is to be sent to the senders of the user's account. Click **save** when done

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

Calibri 12 B I U abc

I sincerely apologize for the inconvenience however I will be out of the county recruiting new University of Toledo students. I will promptly return to your email once I return.

☒ Send automatic reply messages to senders outside my organization

☐ Send replies only to senders in my Contacts list

☒ Send replies to all external senders

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

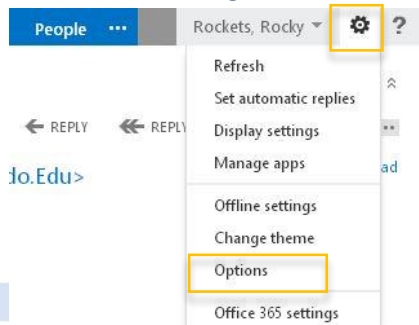
Calibri 12 B I U abc

save

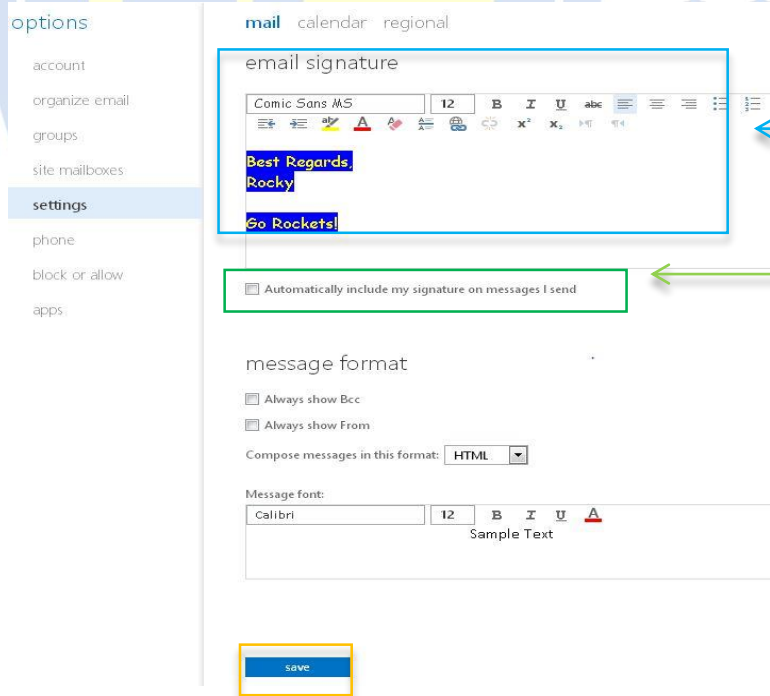
Tip: You may have automatic replies turned on and off automatically. Check the box **Send replies only during this time period:** and customize the time.

## Create a Signature

- 1) Click on the **Settings** icon & select **Options**.



- 2) Click **Settings**
- 3) Edit **Signature** and click **Save**



Signature Pane

Check "Automatically include my signature on messages I send" if signatures should be applied to all outgoing messages.

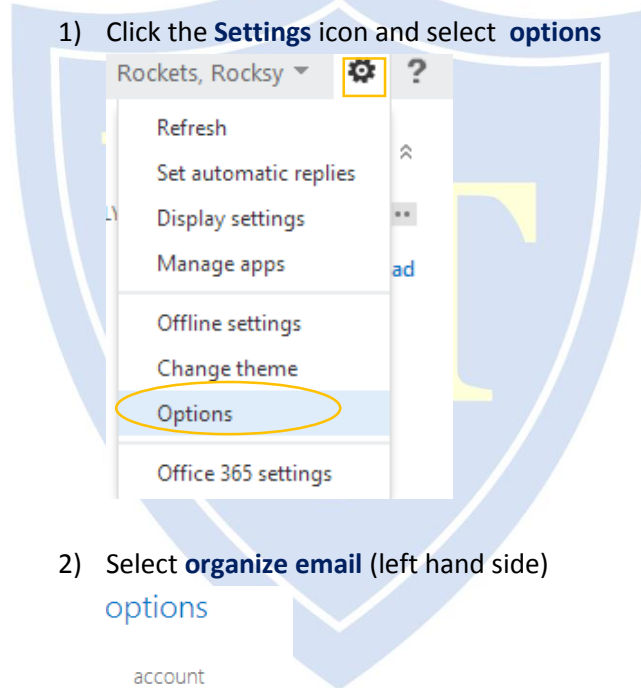


## Create a Inbox Rule

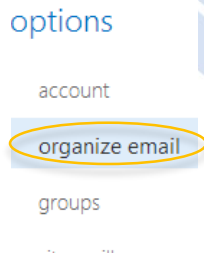
Rules are highly customizable. An inbox rule can be created to automatically

- Move the message to a folder
- Mark the message with a category
- Redirect the message to a different email address
- Delete the message
- Send a text message to

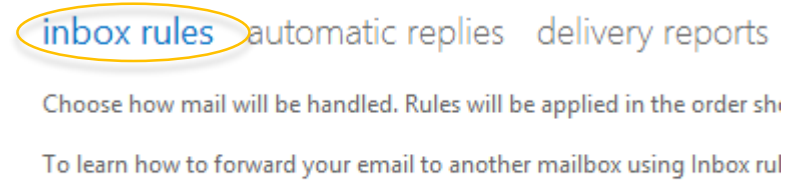
1) Click the **Settings** icon and select **options**



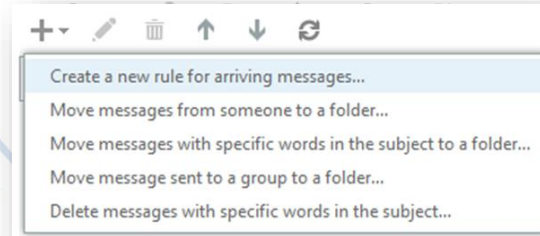
2) Select **organize email** (left hand side)



3) Ensure **inbox rules** is selected and click the **plus** symbol



4) Select the option that best fits the task that needs completed



- 5) Name the rule
- 6) Select the next option that is applicable

'When the message arrives, and:

It was sent to...

Select one

It was received from...

**It was sent to...**

It includes these words in the subject...

It includes these words in the subject or body...

It includes these words in the sender's address...

My name is in the To or Cc box

[Apply to all messages]

\*Select people.

\*Select one...

- 7) Enter the **email address/or specific words** then click **OK**

- 8) In the **Do the following**, choose the applicable option then click **save**

Do the following:

Move the message to folder...

Select one

**Move the message to folder...**

Mark the message with a category...

Redirect the message to...

Delete the message

Send a text message to...

- 9) The name and the rule(s) details will appear on the **inbox rules** dialogue area

On	Rule
<input checked="" type="checkbox"/>	Received from 'Rocky.Rockets@Rockets.UToledo.edu'

Received from 'Rocky.Rockets@Rockets.UToledo.edu'

After the message arrives and...

the message was received from 'Rockets, Rocky'

Do the following...

apply the following category: "Red category"

and stop processing more rules on this message

**Microsoft Outlook Web App Calendar Quick Reference**

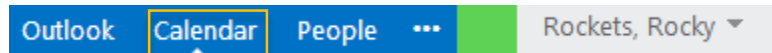
The screenshot shows the Outlook Web App Calendar interface with the following callouts:

- Create a new calendar event**: Points to the "new event" button in the top left.
- Current month displayed**: Points to the "July 2014" header.
- Quick month access toolbar**: Points to the month navigation bar (jan, feb, mar, apr, may, jun, jul, aug, sep, oct, nov, dec).
- Switch between e-mail, Calendar, and Contacts (People) Mode**: Points to the top navigation bar (Outlook, Calendar, People, Newsfeed, OneDrive, Sites).
- Highlighted Box indicates day selected**: Points to the blue box on Saturday, July 5, 2014.
- Search calendaring events**: Points to the search bar on the left.
- Full month mini calendar**: Points to the mini calendar in the left sidebar.
- Other calendars that is OWNED by the user**: Points to the "MY CALENDARS" section in the left sidebar.
- Other calendars that the user has access to**: Points to the "OTHER CALENDARS" section in the left sidebar.
- Switch calendar mode by day, work week, full week or month**: Points to the mode switcher (day, work week, week, month) on the right.
- Share calendar to another UT Student**: Points to the "SHARE" button on the right.
- Print Calendar**: Points to the "PRINT" button on the right.

05

## Create an Appointment

- 1) Click on **Calendar** (top left)



- 2) Click on **the day of the future appointment** then click **new event**



- 3) Fill in the required information for your appointment then click **SAVE**

Event: |

Location:

Attendees:  +

Start:   Duration:

Show as:  Reminder:

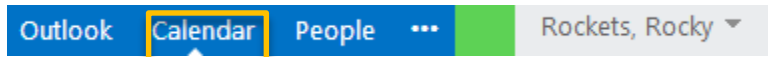
Calendar:

Repeat:

☐ Mark as private ☐ Online meeting

## Create a Meeting

- 1) Click on **Calendar** (top left)

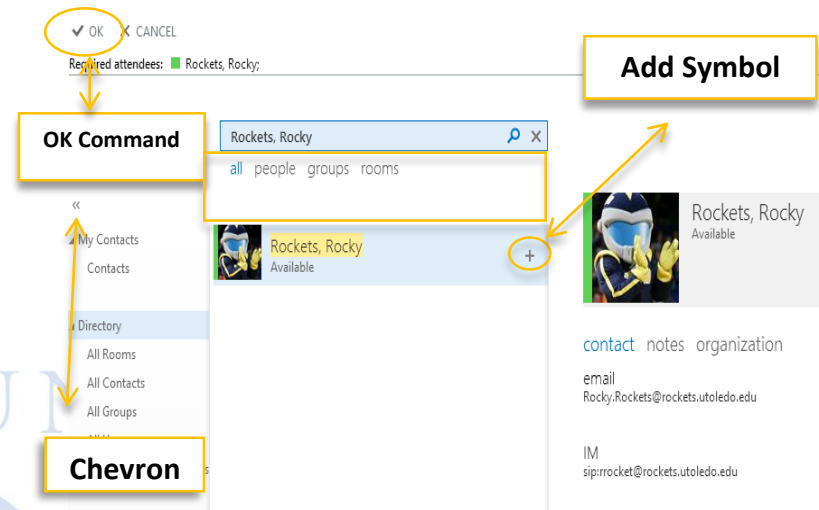


- 2) Click/highlight on **the day of the future appointment** then click **new event**



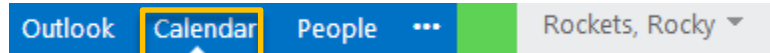
- 3) Fill in the required information for your appointment
- 4) **Insert the email address** of the person you wish to invite to the meeting *(must be with another student or staff member with an @rockets.utoledo.edu or @UToledo.edu email address)*. The user may choose to invite others directly from your private address book or from the University of Toledo Global Address Book.
  - A) If the individual user is in the in the private contacts list, locate the user then click the **plus symbol**.
  - B) If the individual user can be found in the Global Address Book, click the **chevron** to display this various groups then select **Directory**. Perform the search by **Last, First** name. Once the person is located and highlighted, click the **plus symbol**

- 5) Click **OK** in the address book then click **SEND** on the next previous screen to deliver the meeting request to the individuals

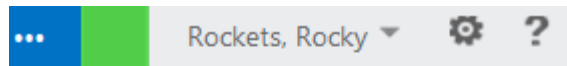


## Share Your Calendar with another University of Toledo Student

- 1) Click on the **Calendar** button (top right)



- 2) Click the **SHARE** button (top right)



day work week week month

 **SHARE**  **PRINT**

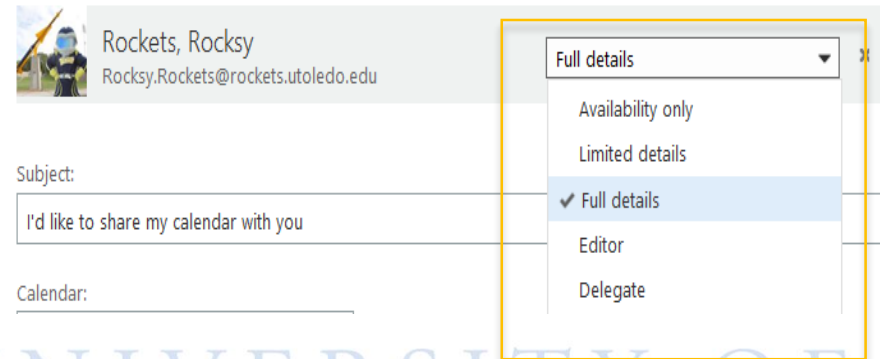
- 3) In the **Share with** field, type the full email address of the student the user wishes the share their calendar with

 **SEND**  **DISCARD**

Share with:

Rocksy.Rockets@rockets.utoledo.edu

- 4) Select the permissions then click **SEND**



### Permissions Definitions

**Availability only**-Only shows the times of your availability. Location, event name, attendees are NOT shared.

**Limited details**-Only provides the subject and the location.

**Full details**-Provides all information on your calendar including the location, event name, attendees, and the time.

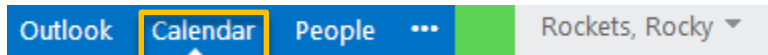
**Editor**- Can create, read, and modify meetings on your behalf.

**Delegate**-Can create, read, and modify meetings on your behalf. Can also respond to meeting requests on your behalf.

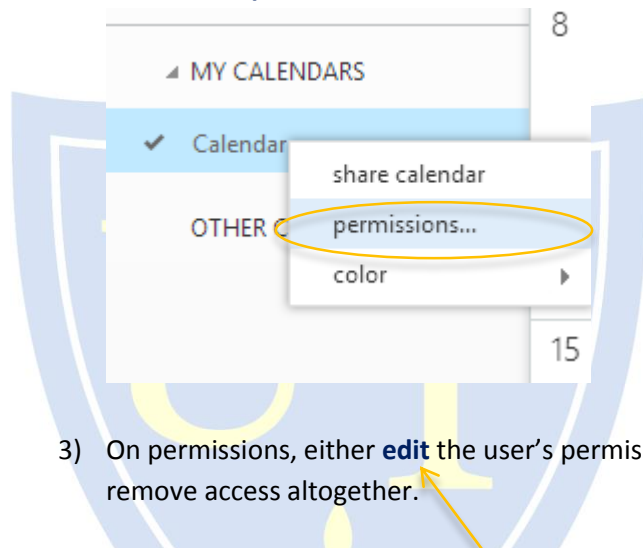


## Remove/Change a user's access to YOUR Calendar

- 1) Click **Calendar** (top right)



- 2) On the left hand side, right click **Calendar** (under MY CALENDARS) then select **permissions**

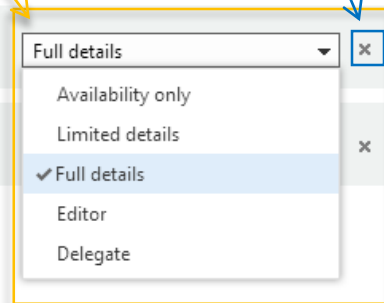
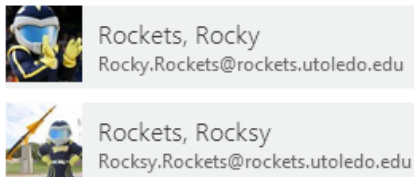


- 3) On permissions, either **edit** the user's permission or click the **X** to remove access altogether.

SAVE DISCARD

### Calendar

#### INSIDE ORGANIZATION



### Permissions Definitions

**Availability only**-Only shows the times of your availability. Location, event name, attendees are NOT shared.

**Limited details**-Only provides the subject and the location.

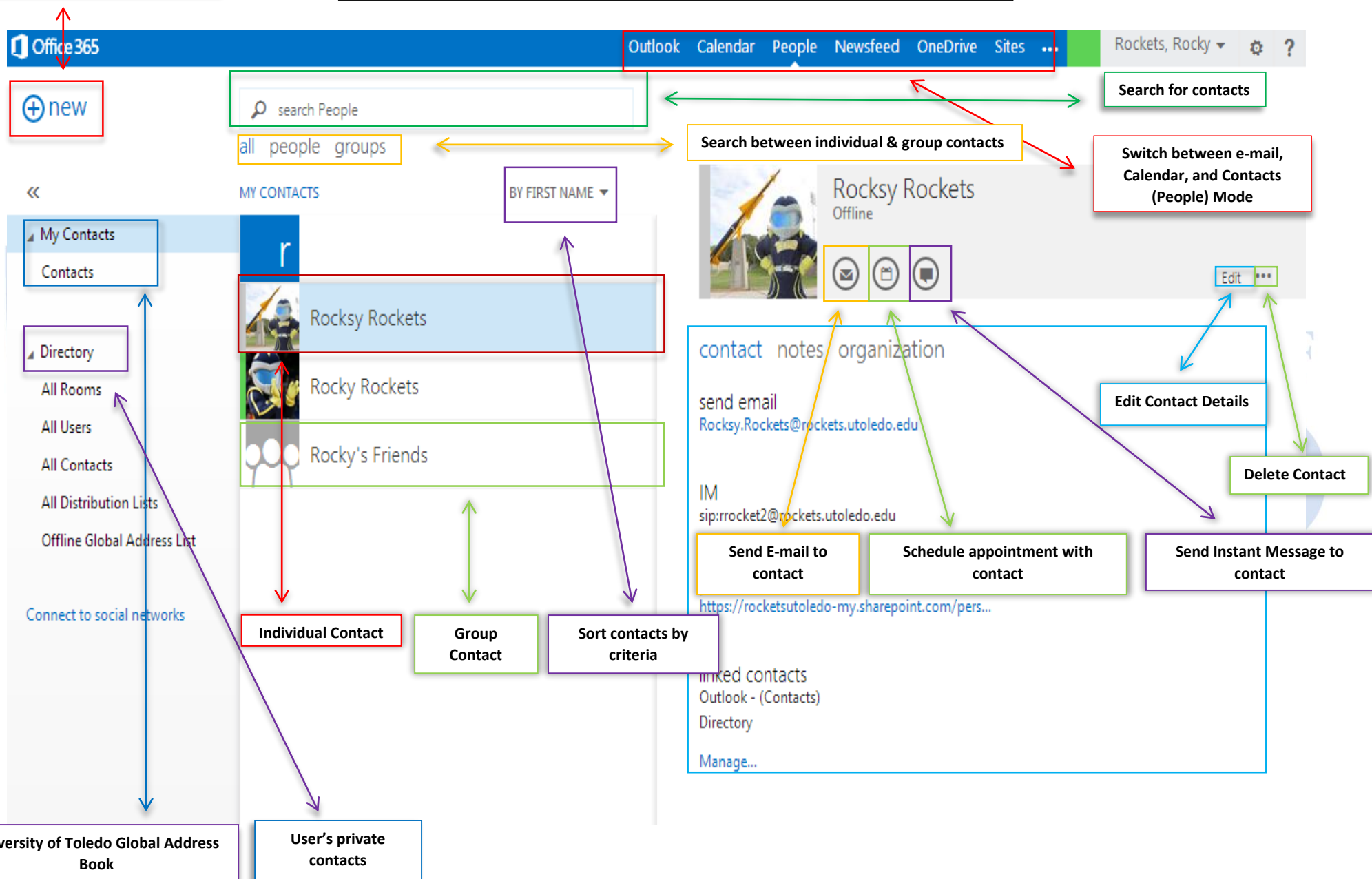
**Full details**-Provides all information on your calendar including the location, event name, attendees, and the time.

**Editor**- Can create, read, and modify meetings on your behalf.

**Delegate**-Can create, read, and modify meetings on your behalf. Can also respond to meeting requests on your behalf.

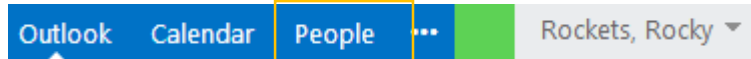
Create a new contact or contract group.

## Outlook Web App Contacts (People) Quick Reference Guide

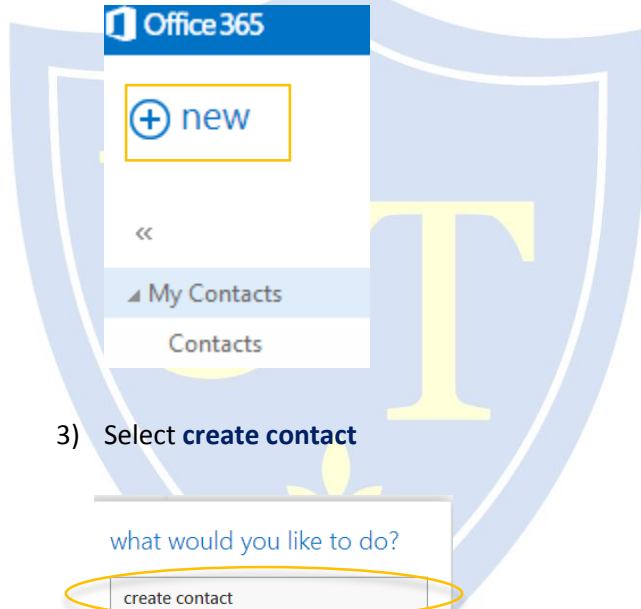


## Add a New Contact

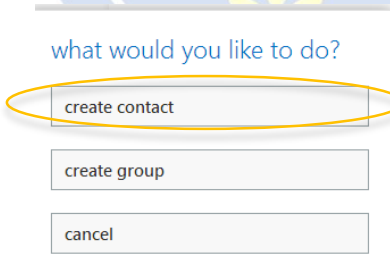
- 1) Click on **People** (top right)



- 2) Click on **new** (top left)



- 3) Select **create contact**



- 4) Fill out the contact information then click **Save**

**SAVE** **DISCARD**

First name:  Middle name:

Last name:

**email** Email:   
Display as:

**work**

**address**

**other**

**phone**

**IM**

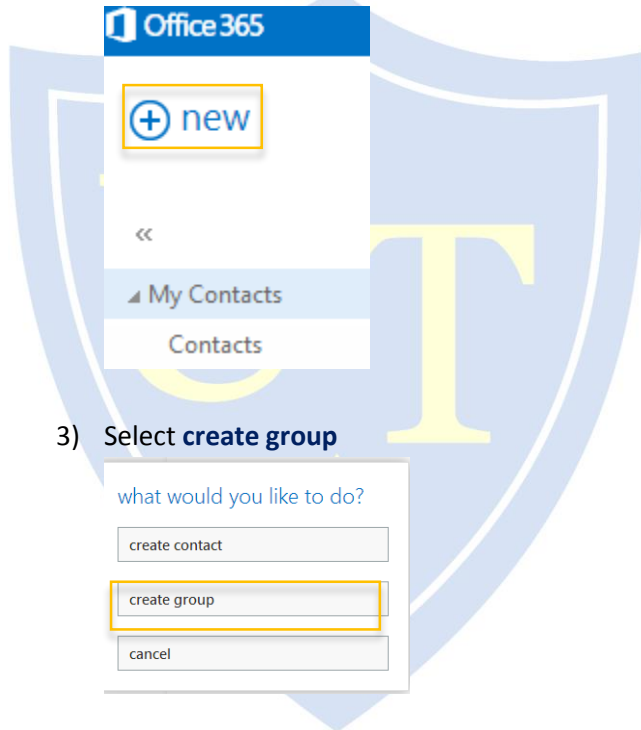
**notes**

## Add a New Contact Group

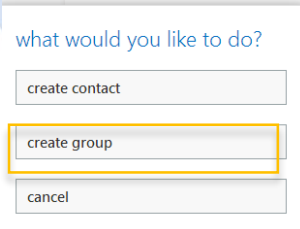
- 1) Click on **People** (top right)



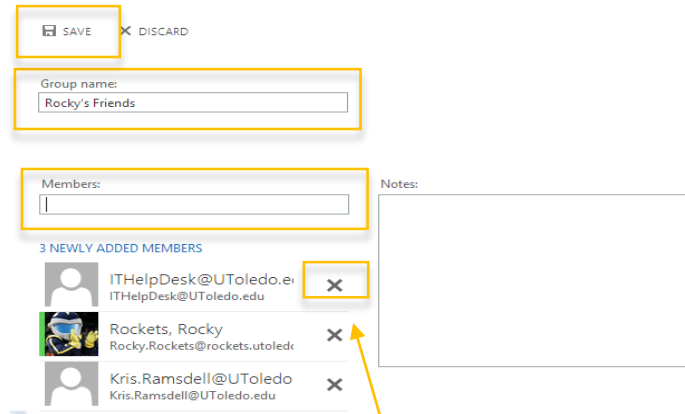
- 2) Click on **New** (top left)



- 3) Select **create group**



- 4) Type the name of the group that is to be created



- 5) Add members by typing their email address in the members box ([Example@Domain.com](#)) and then pushing the Enter button on the keyboard to add them to the group. When finished adding members to the group, click **SAVE** when finished.

To delete a contact, click ... and then click **delete**

## Modify a Contact

- 1) Click on **People** (top right)



- 2) Select the contact that needs changed and click **EDIT**

... will allow the option to delete the contact or contact group.

- 3) Edit the contact as needed then click **SAVE**

SAVE DISCARD

First name: Rocky Middle name:

Last name: Rockets

+ email Email: Rocky.Rockets@rockets.utoledo.edu Display as: Rocky.Rockets@rockets.utoledo.edu Directory

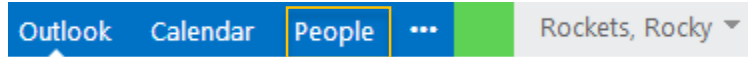
+ work

+ address

+ other

## Modify a Contact Group

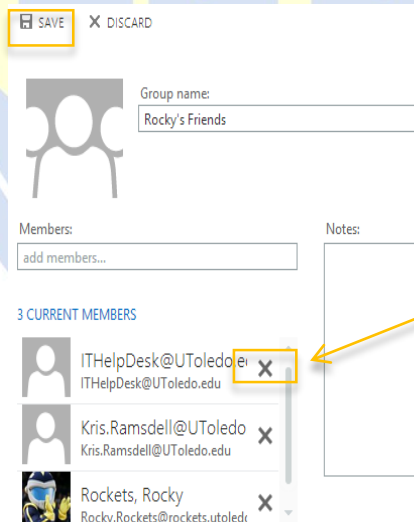
- 1) Click on **People** (top right)



- 2) Select on the Group that needs modified and click **EDIT**



- 3) Make the necessary changes and click **SAVE**



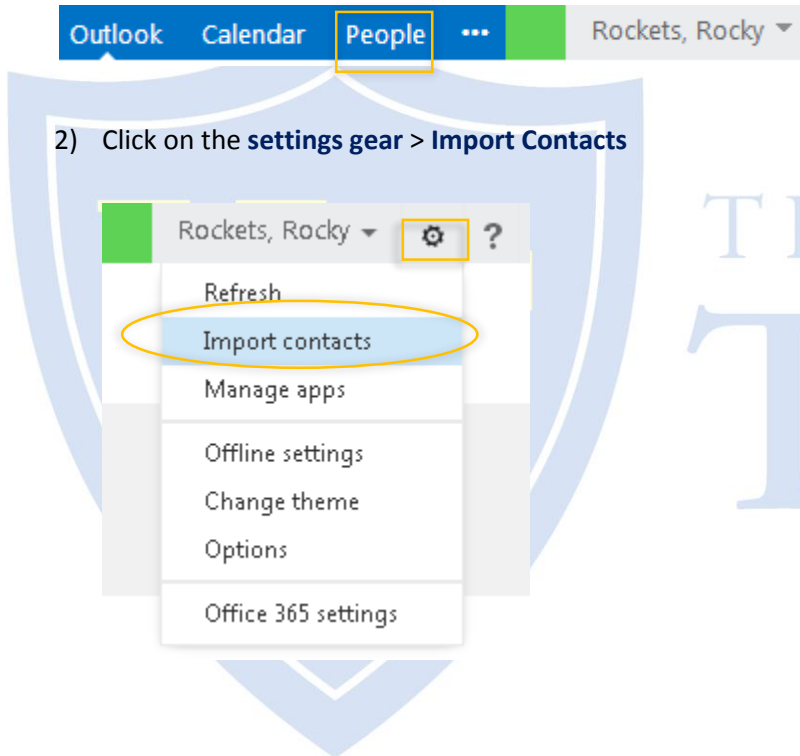
To remove a contact from a group, click the X next to the member's name.



## Import Contacts

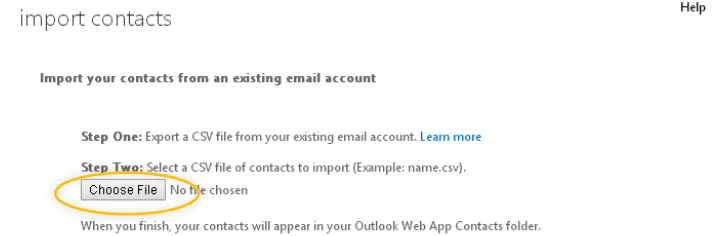
Note-Before importuning contacts into the Outlook Web App, you must already have your contacts exported from your current email program to your local PC in a .CSV (comma separated value) format

- 1) Click on **People** (top right)



- 2) Click on the **settings gear > Import Contacts**

- 3) Click **Choose File** and browse for the specific .CSV file



- 4) Once the file has been located, click **next**. The contacts should be imported into Office 365. Depending on the amount of contacts you have, it may take several minutes.

