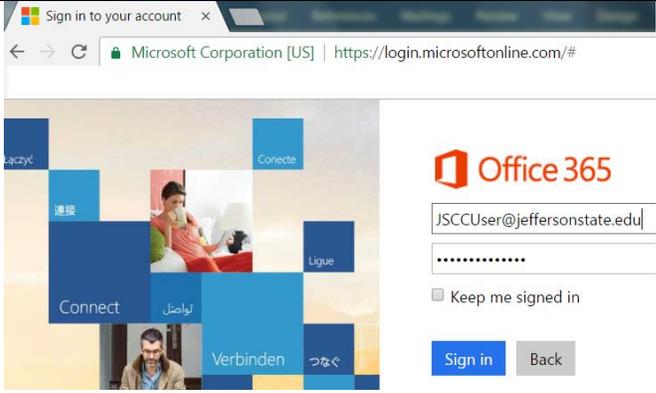
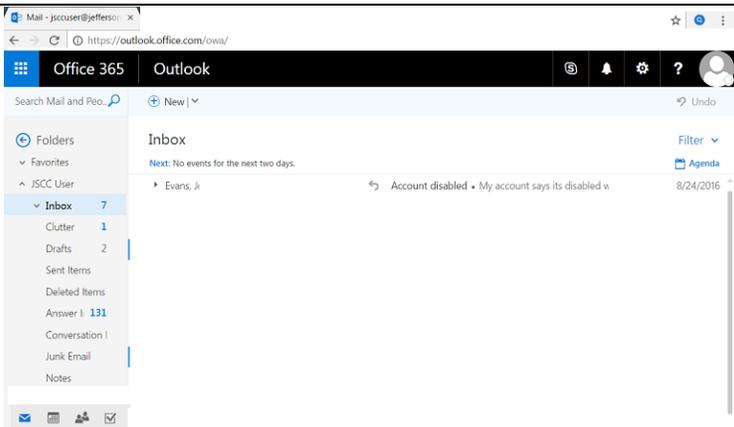
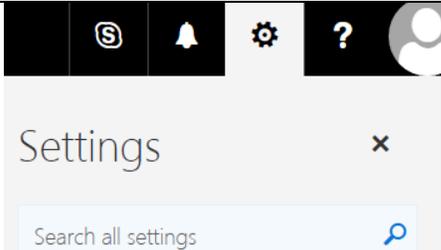


**Office 365 Outlook -- Email features for Outlook Web App (OWA)**

<p>The Microsoft Office 365 Outlook Web App (OWA) allows users to access their mailbox using a web browser from any computer that has an Internet connection.</p> 	<p>Click the links below for an online overview:</p> <p><a href="https://cbtclips.com/office365/Assets/html5/365_overview_v2/365_overview_v2.html">https://cbtclips.com/office365/Assets/html5/365_overview_v2/365_overview_v2.html</a></p> <p><a href="https://cbtclips.com/office365/Assets/html5/365_owa_getting_started_v2/365_owa_getting_started_v2.html">https://cbtclips.com/office365/Assets/html5/365_owa_getting_started_v2/365_owa_getting_started_v2.html</a></p> <p><b>Additional Resources:</b></p> <p><a href="http://www.jeffersonstate.edu/resources-for-instructors-de/">http://www.jeffersonstate.edu/resources-for-instructors-de/</a></p>
<p>Accessing JSCC Office 365</p> <p><a href="http://login.microsoftonline.com">http://login.microsoftonline.com</a></p> <p><a href="http://mail.office365.com">http://mail.office365.com</a></p> <p>Note: User Id + @jeffersonstate.edu (example: helpdesk@jeffersonstate.edu)</p> <p>Note: Enter your network password (the 6 digit login you log in to your local computer provided by IT)</p>	
<p>The initial screen upon login will look similar to the image to the right. There may be slight differences depending on browser used to login and access Office 365 Outlook.</p>	
<p>Settings:</p> <p>Click on the 'gear' icon  to view and update settings – organize Inbox, set Out of Office (through Automatic Replies), theme, notifications, etc.</p>	

## Display Settings:

Select option for email display (Reading Pane) and select 'Ok.'

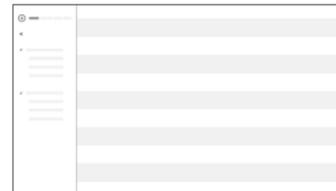
✓ OK   ✕ Cancel

## Display settings

**Reading pane**   Message list   Conversations

Choose where the reading pane should appear.

- Show reading pane on the right
- Show reading pane at bottom
- Hide reading pane



Apply to all folders (If this box isn't selected, the display settings you choose will only apply to the email folder that's currently active.)

Choose what happens when you move or delete an item.

- Open the previous item
- Open the next item
- Return to the view

Choose what happens when you sign in.

## Automatic Replies:

For 'Out of the Office', vacation messages, etc., use the Automatic replies options under Settings.

Select the 'send automatic replies' option and complete information including an Away message.

Check the 'send automatic reply messages to senders outside my organization' box and include an Away message.

Note: Make sure to include message in BOTH text boxes under 'inside my organization' and 'outside my organization.'

## Automatic replies

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

- Don't send automatic replies
- Send automatic replies
  - Send replies only during this time period

Start time: Mon 3/27/2017 10:00 AM

End time: Fri 3/31/2017 10:00 AM

- Block my calendar for this period
- Automatically decline new invitations for events that occur during this period
- Decline and cancel my meetings during this period

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

**B I U A A A A**   **☰ ☷ ☰ ☷**   **↶ ↷**   **▼**

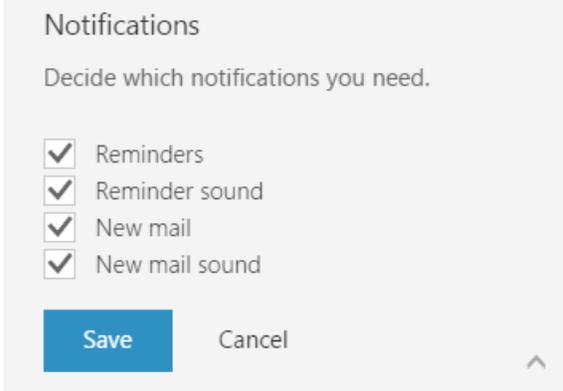
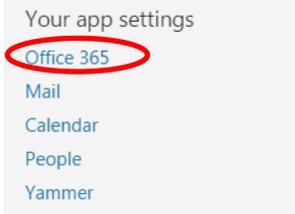
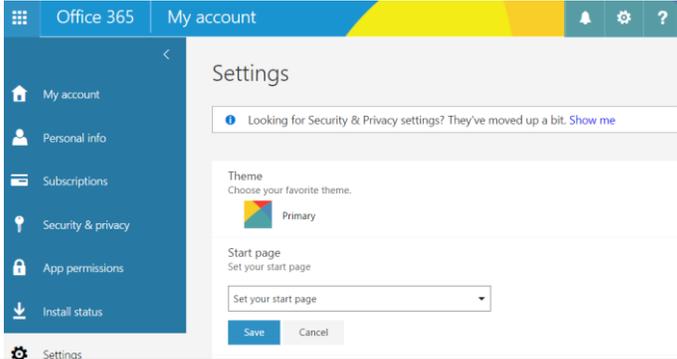
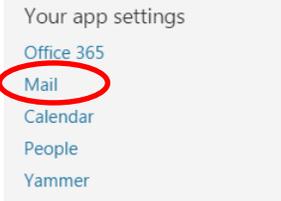
I am currently out of the office. For immediate assistance please contact the Office Manager at \_\_\_\_\_.

- Send automatic reply messages to senders outside my organization
  - Send replies only to senders in my Contact list
  - Send automatic replies to all external senders

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

**B I U A A A A**   **☰ ☷ ☰ ☷**   **↶ ↷**   **▼**

I am currently out of the office. For immediate assistance please contact the Office Manager at \_\_\_\_\_.

<p>Notifications:</p> <p>Select the boxes you want as active.</p> <p>Any 'alerts' will be shown on the top menu bar.</p>	 
<p>Your app settings:</p> <p>Select the 'Office 365' link to view additional settings such as your 'Start Page' and 'Personal information.'</p>	 
<p>Your app settings:</p> <p>Select the 'Mail' link to edit Mail options such as 'Clutter', 'Rules', 'Message Options', 'Email Signature', etc.</p>	

	<p>Shortcuts</p> <ul style="list-style-type: none"> <li>General</li> <li><b>Mail</b> <ul style="list-style-type: none"> <li>Automatic processing           <ul style="list-style-type: none"> <li>Automatic replies</li> <li>Clutter</li> <li>Undo send</li> </ul> </li> <li>Inbox and sweep rules</li> <li>Junk email reporting</li> <li>Mark as read</li> <li>Message options</li> <li>Read receipts</li> <li>Reply settings</li> <li>Retention policies</li> </ul> </li> <li>Accounts           <ul style="list-style-type: none"> <li>Block or allow</li> <li>Connected accounts</li> <li>Forwarding</li> <li>POP and IMAP</li> </ul> </li> <li>Attachment options           <ul style="list-style-type: none"> <li>Attachment preferences</li> <li>Storage accounts</li> </ul> </li> <li>Layout           <ul style="list-style-type: none"> <li>Conversations</li> <li>Email signature</li> <li>Link preview</li> </ul> </li> </ul>	<h3>Mail options</h3> <p>In this section, you can change your email account settings. Email options are organized into the following categories:</p> <ul style="list-style-type: none"> <li><b>Automatic processing</b> — Control how incoming and outgoing email is handled.</li> <li><b>Accounts</b> — Choose how email will flow in and out of your accounts.</li> <li><b>Layout</b> — Customize the look of your inbox and email messages.</li> </ul>
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Your app settings:

Select the 'Calendar' link to edit Mail options such as appearance, notifications, etc.

<p>Your app settings</p> <ul style="list-style-type: none"> <li>Office 365</li> <li>Mail</li> <li><b>Calendar</b></li> <li>People</li> <li>Yammer</li> </ul> <p>Options</p> <ul style="list-style-type: none"> <li>Shortcuts       <ul style="list-style-type: none"> <li>General</li> <li>Mail</li> <li><b>Calendar</b> <ul style="list-style-type: none"> <li>Personalization           <ul style="list-style-type: none"> <li>Calendar appearance</li> <li>Weather</li> </ul> </li> <li>Automatic processing           <ul style="list-style-type: none"> <li>Events from email</li> <li>Invitations</li> </ul> </li> <li>Notifications           <ul style="list-style-type: none"> <li>Reminders</li> <li>Text message notifications</li> </ul> </li> <li>Shared calendars           <ul style="list-style-type: none"> <li>Calendar publishing</li> </ul> </li> <li>Other calendars           <ul style="list-style-type: none"> <li>Birthdays calendar</li> </ul> </li> </ul> </li> </ul> </li></ul>	<h3>Calendar options</h3> <p>In this section, you can change settings for the following Calendar options:</p> <ul style="list-style-type: none"> <li><b>Automatic processing</b> — Control how invitations, responses, and notifications are handled.</li> <li><b>Events from email</b> — Automatically add events to your calendar from email.</li> <li><b>Birthdays calendar</b> — Add a calendar for keeping track of people's birthdays.</li> <li><b>Calendar appearance</b> — Customize the look of your calendar.</li> <li><b>Text message notifications</b> — Send notifications about calendar events to your phone as text messages. (Not supported in some countries)</li> <li><b>Calendar publishing</b> — You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.</li> <li><b>Calendar reminders</b> — Set reminders for items on your calendar.</li> <li><b>Weather</b> — Choose to show or hide weather on your calendar.</li> </ul>
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Your app settings:

Select the 'People' link to view options to connect to social networks and import contacts.

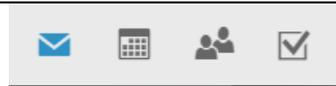
<p>Your app settings</p> <ul style="list-style-type: none"> <li>Office 365</li> <li>Mail</li> <li>Calendar</li> <li><b>People</b></li> <li>Yammer</li> </ul> <p>Options</p> <ul style="list-style-type: none"> <li>Shortcuts       <ul style="list-style-type: none"> <li>General</li> <li>Mail</li> <li>Calendar</li> <li><b>People</b> <ul style="list-style-type: none"> <li>Connect to social networks</li> <li>Import contacts</li> </ul> </li> </ul> </li> </ul>	<h3>People options</h3> <p>In this section, you'll find out how to add contacts from other contact lists.</p> <ul style="list-style-type: none"> <li><b>Connect to social networks</b> — Add contacts from your social networks.</li> <li><b>Import contacts</b> — Add contacts from another email program.</li> </ul>
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A shortcut toolbar is located on the bottom left of the screen that lets you quickly switch between:

Outlook – your email

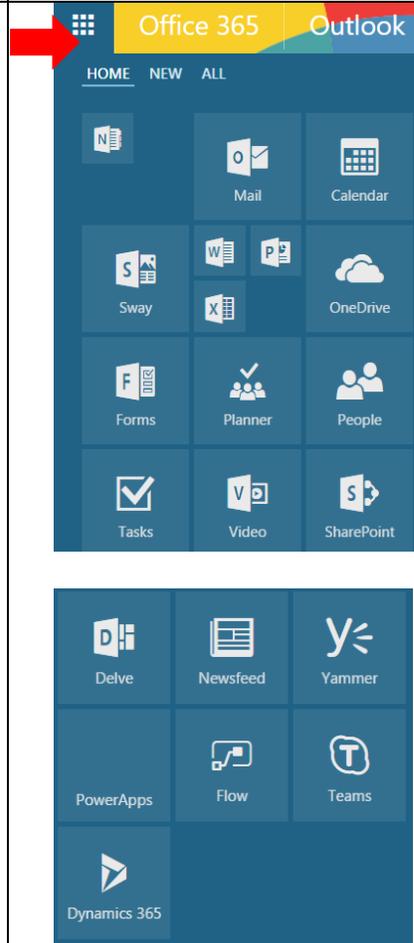
Calendar – your calendar

People – your contacts



The 'tile' icon next to the banner logo allows you to view and access other applications available within Office 365.

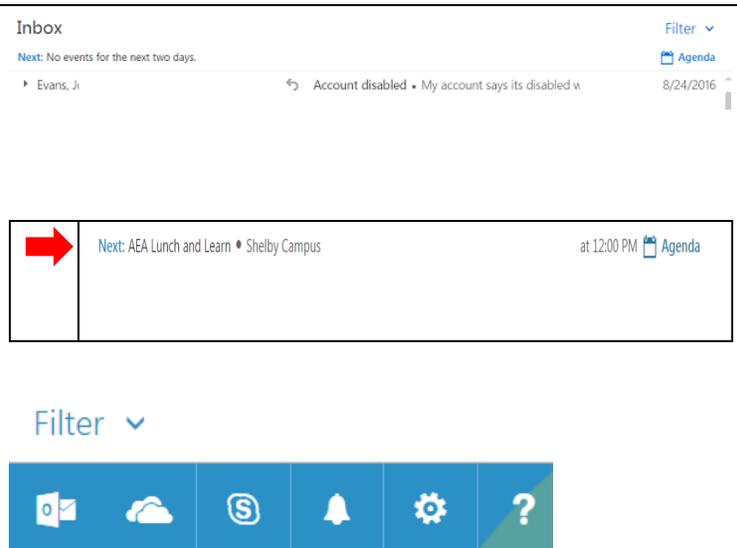
Note: You can right-click the icon/item to view in another tab.



Inbox:

Can filter

Any upcoming items from Calendar will be visible.



By default, your account starts with the following folders:

**Inbox** -- Incoming messages arrive in your Inbox unless you've created an Inbox rule to redirect them to another folder, or they're identified as junk email.

**Clutter** -- Helps you filter mail based on how you handled incoming messages in the past. When turned on, the email server keeps track of messages you read or don't read. Messages you don't read are moved to the Clutter folder.

**Sent Items** -- By default, a copy of every message you send is put in your Sent Items folder.

**Deleted Items** -- When you delete a message, it's moved to the Deleted Items folder.

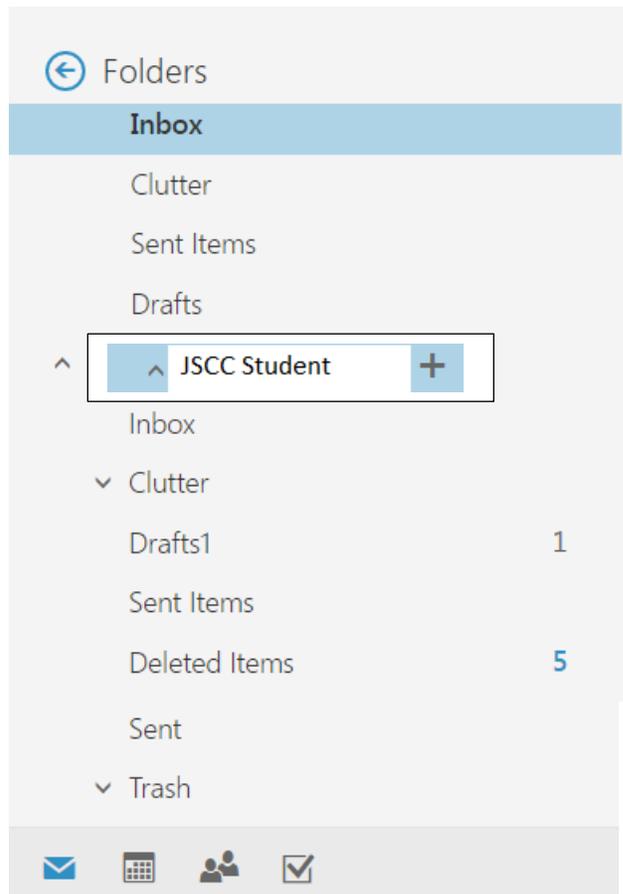
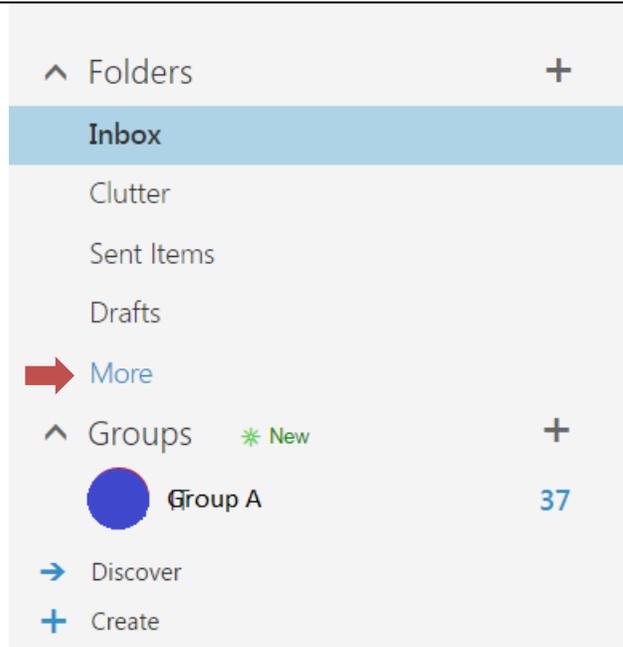
To view all folders/subfolder select the 'More' link. The default folders are organized under Favorites.

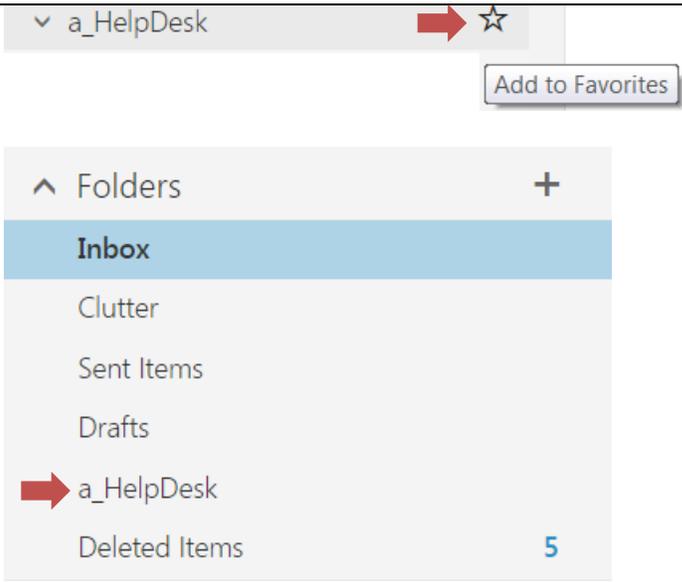
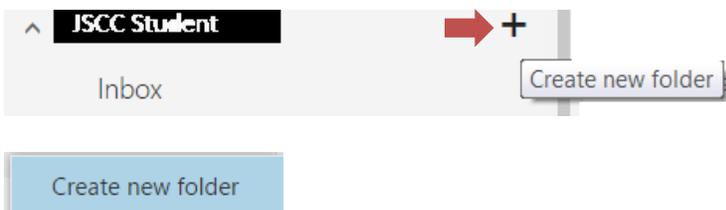
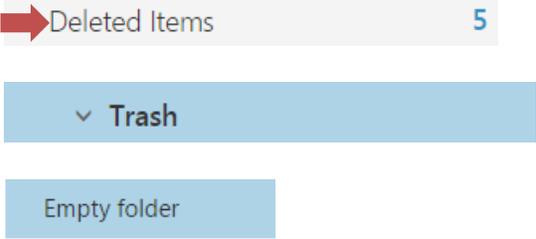
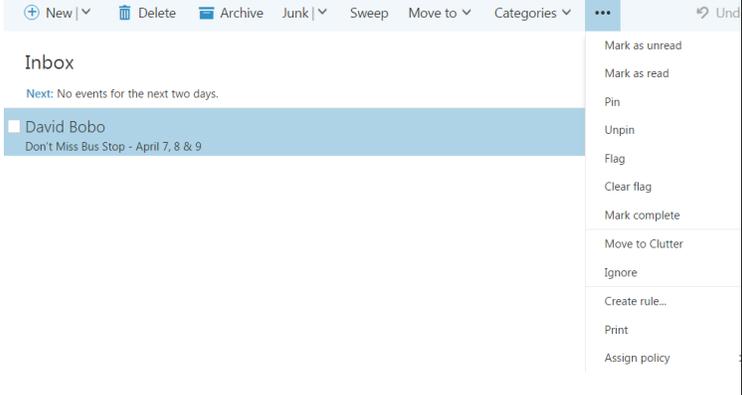
Additional folders:

**Drafts** -- If you create or respond to a message, but can't finish it right away, it will automatically be saved to your Drafts folder. You can come back to the message later to continue editing it, and then send it.

**Junk** -- Email Messages that have junk email characteristics but that aren't blocked by a spam filter before they reach your mailbox will automatically be moved to this folder.

**Notes** -- This is a read-only folder. You must use Outlook to create or edit items in this folder.



<p>To add a 'Favorite' subfolder select the star and 'add to favorite.'</p>	
<p>To add a sub-folder select the plus sign next to user name. You can also right-click to 'create new folder.'</p>	
<p>If you want to permanently delete any emails in a folder you can right click the item and select 'Empty folder.'</p>	
<p>In the Inbox pane there is a 'ribbon' of options – you can create new message, delete message, archive, move to junk or another folder, add a category, or other options.</p> <p>Other shortcuts:  Mark emails as read or unread.  Pin emails so they remain at the top of the email list.  Flag, unflag, or mark complete emails that you want represented as tasks.  Delete messages related to a single conversation by using Ignore.  Create rule</p>	

Color categories can be assigned to messages, contacts, calendar/appointments, tasks, etc.

You can choose from a set of default categories or create your own, and then assign the categories to your Outlook items.

Categories ▾



-  Blue category
-  Green category
-  Orange category
-  Purple category
-  Red category
-  Yellow category

New category

Clear categories

Manage categories...

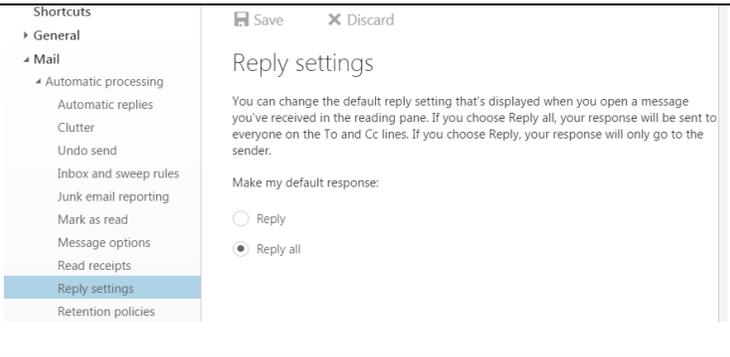
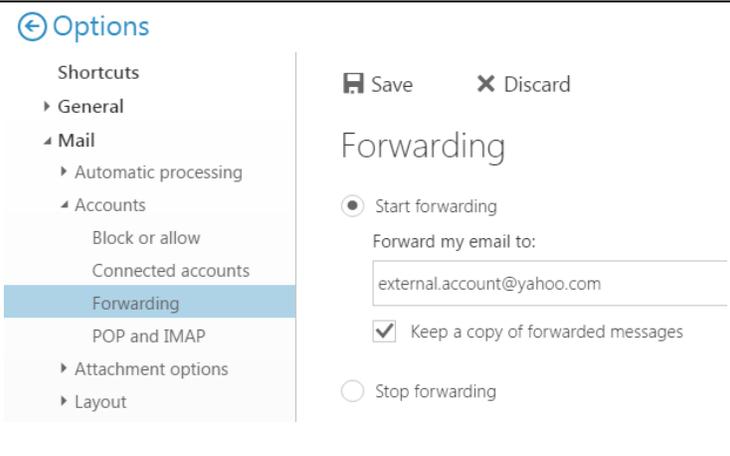
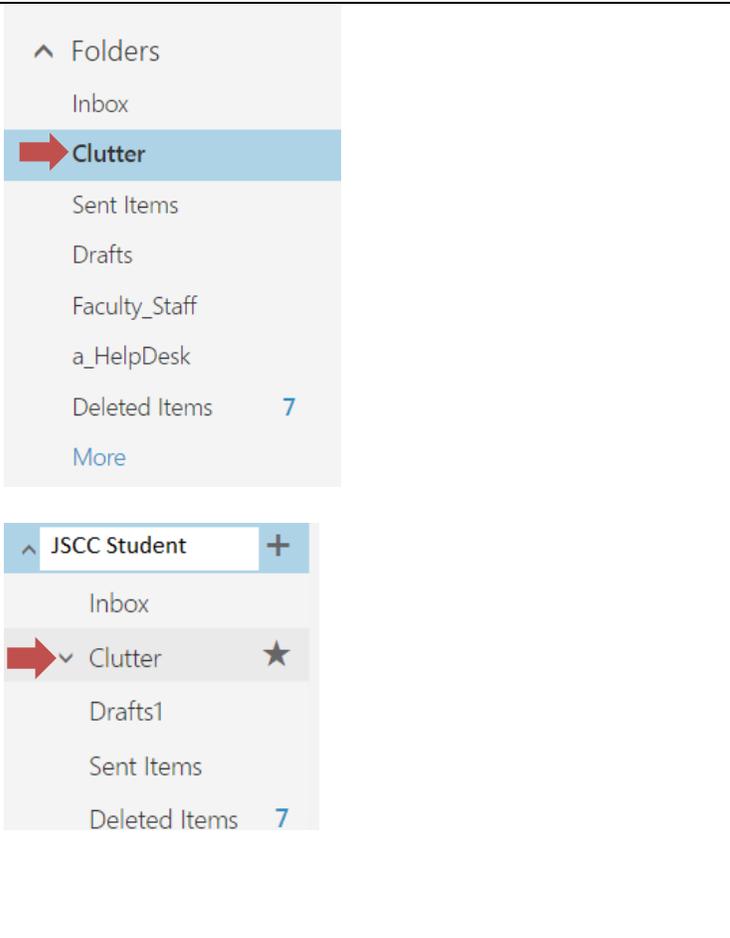
Apply to all from ...

Add new category

 Training

OK

Cancel

<p>Email: Reply Settings</p>	 <p>The screenshot shows the 'Reply settings' page in Outlook. On the left, a navigation pane lists 'Shortcuts' with sub-items: 'General', 'Mail', 'Automatic processing', 'Automatic replies', 'Clutter', 'Undo send', 'Inbox and sweep rules', 'Junk email reporting', 'Mark as read', 'Message options', 'Read receipts', 'Reply settings' (highlighted), and 'Retention policies'. The main content area has 'Save' and 'Discard' buttons at the top. Below is the title 'Reply settings' and a paragraph: 'You can change the default reply setting that's displayed when you open a message you've received in the reading pane. If you choose Reply all, your response will be sent to everyone on the To and Cc lines. If you choose Reply, your response will only go to the sender.' Underneath, it says 'Make my default response:' with two radio buttons: 'Reply' (unselected) and 'Reply all' (selected).</p>
<p>Email: Forwarding</p>	 <p>The screenshot shows the 'Forwarding' options page in Outlook. The left navigation pane shows 'Options' with sub-items: 'Shortcuts', 'General', 'Mail', 'Automatic processing', 'Accounts', 'Block or allow', 'Connected accounts', 'Forwarding' (highlighted), 'POP and IMAP', 'Attachment options', and 'Layout'. The main content area has 'Save' and 'Discard' buttons. The title is 'Forwarding'. There are two radio buttons: 'Start forwarding' (selected) and 'Stop forwarding' (unselected). Below is a text input field labeled 'Forward my email to:' containing 'external.account@yahoo.com'. At the bottom, there is a checked checkbox for 'Keep a copy of forwarded messages'.</p>
<p><b>Clutter</b></p> <p>By default, your account starts with a folder titled 'Clutter' – moves your low priority messages out of your Inbox to a folder called Clutter, where you can review them later as well as filters your email based on how you handled incoming messages in the past. When turned on, the email server keeps track of messages you read or don't read. Messages you don't read are moved to the Clutter folder.</p> <p>The same default folder is also listed under your personal folder.</p> <p>To manage settings – right click on the folder 'Clutter' and select 'Clutter settings' and de-select the box 'separate items identified as clutter.'</p>	 <p>The screenshot shows two views of the Outlook folder list. The top view shows a list of folders: 'Inbox', 'Clutter' (highlighted with a red arrow), 'Sent Items', 'Drafts', 'Faculty_Staff', 'a_HelpDesk', 'Deleted Items' (with a count of 7), and 'More'. The bottom view shows a sub-account named 'JSCC Student' with a '+' icon. Its folder list includes 'Inbox', 'Clutter' (highlighted with a red arrow and a star icon), 'Drafts1', 'Sent Items', and 'Deleted Items' (with a count of 7).</p>

	<ul style="list-style-type: none"> <li>Move up in list</li> <li>Move down in list</li> <li>Remove from Favorites</li> <li>Empty folder</li> <li>Mark all as read</li> <li style="background-color: #0070C0; color: white; padding: 2px;">Clutter settings</li> <li>Assign policy</li> <li>Permissions...</li> </ul> <p>When email is received:</p> <p><input type="checkbox"/> Separate items identified as clutter</p>
--	---

Email Signature (automatically included in messages)

Options

- Undo send
- Inbox and sweep rules
- Junk email reporting
- Mark as read
- Message options
- Read receipts
- Reply settings
- Retention policies
- Accounts
  - Block or allow
  - Connected accounts
  - Forwarding
  - POP and IMAP
- Attachment options
  - Attachment preference
  - Storage accounts
- Layout
  - Conversations
  - Email signature

Save Discard

### Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

**B I U A A**

JSCC Student  
 Jefferson State Community College  
 205.983.0000  
 jscstudent@jeffersonstate.edu

Message List (how to display messages, preview text, and calendar events)

Layout

- Conversations
- Email signature
- Link preview
- Message format
- Message list

Save Discard

### Message list

Choose how to display your messages.

Sender name first

Subject first

Choose whether to show preview text.

Show preview text

Hide preview text

Choose whether to show your next calendar event at the top of your message list.

Show next calendar event

Hide next calendar event

## Inbox and Sweep Rules

Use inbox rules to automatically perform specific actions on email messages that come into your inbox. For example, you can create rules that will change the importance level of email messages as they come in, automatically move them to specific folders, or even delete them based on certain criteria.

Use Sweep to quickly delete unwanted emails in your Inbox. Sweep gives you options to automatically delete all incoming email, to keep only the latest email, or to delete email older than 10 days—all from a particular sender.

## Options

### Shortcuts

#### General

#### Mail

##### Automatic processing

Automatic replies

Clutter

Undo send

Inbox and sweep rules

Save Discard

## Inbox rules

Choose how email will be handled. Click the "+" icon below to create a new rule.

+ ✎ 🗑️ ⬆️ ⬇️

On Name

## Sweep rules

These rules run at regular intervals to keep your inbox clean.

🗑️

On Name

To set up a rule:

- Select Inbox rules
- Select Add under Inbox rules.
- Type a name for the rule in the Name box and then select a condition and action from their respective drop-down lists.
- You can add additional conditions or actions by selecting Add condition or Add action.
- Add exceptions to the rule by selecting Add exception and then choosing one from the Add exception menu.
- Either leave the Stop processing more rules check box checked or uncheck it. With this option on, when a message comes in that meets the criteria for more than one rule, only the first rule will be applied. Without selecting this check box, all rules that a message meets the criteria for are applied.

Stop processing rules - You can edit any rule by selecting it and choosing edit to open the rule so that you can change the conditions or actions of the rule.

Note: You can right click on message in Inbox if you want to set up rule for incoming email from sender (i.e. Campus Announcement) and it will prefill conditions and actions.

✓ OK ✕ Cancel

## New inbox rule

Name

Move messages from Campus Announcement

When the message arrives, and it matches all of these conditions

It was received from... Campus Announcement

Add condition

Do all of the following

Move the message to folder... Campus Announcements

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

Campus Announcements

1

## Set up Text Message and Set Rule to Text Message

### Options

#### Shortcuts

##### General

- My account
- Change theme
- Distribution groups
- Keyboard shortcuts
- Manage add-ins
- Mobile devices
- Offline settings
- Accessibility settings
- Light version
- Region and time zone
- Text messaging**

## Text messaging

Use Text messaging to set up text message notifications to be sent to your mobile device.

Text messaging notifications aren't currently set up for this account.

[Set up text messaging](#)

When text messaging notifications are turned on, you can set up:

- Calendar notifications
- Voice mail notifications
- Email notifications using an Inbox rule

## New inbox rule

Name

When the message arrives, and it matches all of these conditions

Select one... ▼

Add condition

Do all of the following

Send a text message to... ▼ [Select one...](#)

Select one...

Move, copy, or delete >

Pin the message >

Mark the message >

**Forward, redirect, or send >**

Forward the message to...

Forward the message as an attachment to...

Redirect the message to...

✓ Send a text message to...

# Calendar

**New Event:** Click to create a new event (Details on next page)

**Calendar View Type:** Click the view you want: day, work week, week, or month

**Calendar List:** Displays the calendars you can access. Click a calendar name to open it in the view pane.

**Quick Nav:** click on this calendar to quickly navigate to a specific month, week, or day.

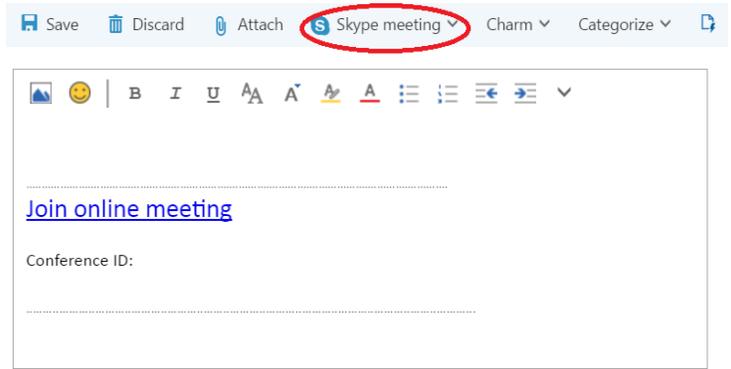
**Switch the period displayed:** click these options to change the calendar period currently displayed.

**Pending invitations:** events shown "grayed out" indicate invitations you have not responded to. Right click on the meeting to accept or decline.

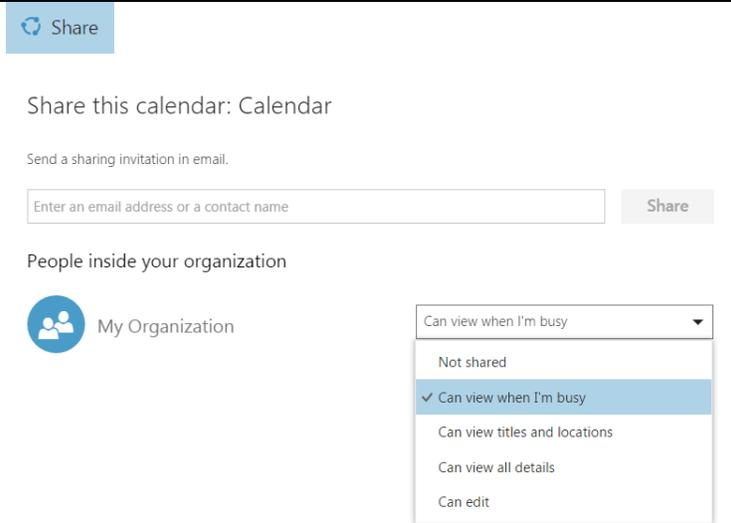
**Share your calendar:** click **SHARE** to create an invitation for another person to share your calendar (Go to Calendar sharing)

<p>Right click on any meeting to open a list of quick actions.</p>	
<p>Use the fields in the New Event window to define the specific details for your event.</p> <ul style="list-style-type: none"> <li>• Event – enter the name of the event</li> <li>• Location – enter the location of the event. Click the add room button to select from a list of rooms available that date and time.</li> <li>• Repeat – if this is a recurring meeting define the pattern here</li> <li>• Text entry field – describe the details of the meeting</li> <li>• More Options – click the button at the top of the window to add an attachment</li> <li>• Send – click the Send link in the top right to send an invitation to the attendees</li> </ul> <p>Scheduling Assistant: click to view availability of the attendees.</p>	

If choose to add 'Skype' to meeting information to join online meeting will be added to text box for attendees.



### Share Calendar

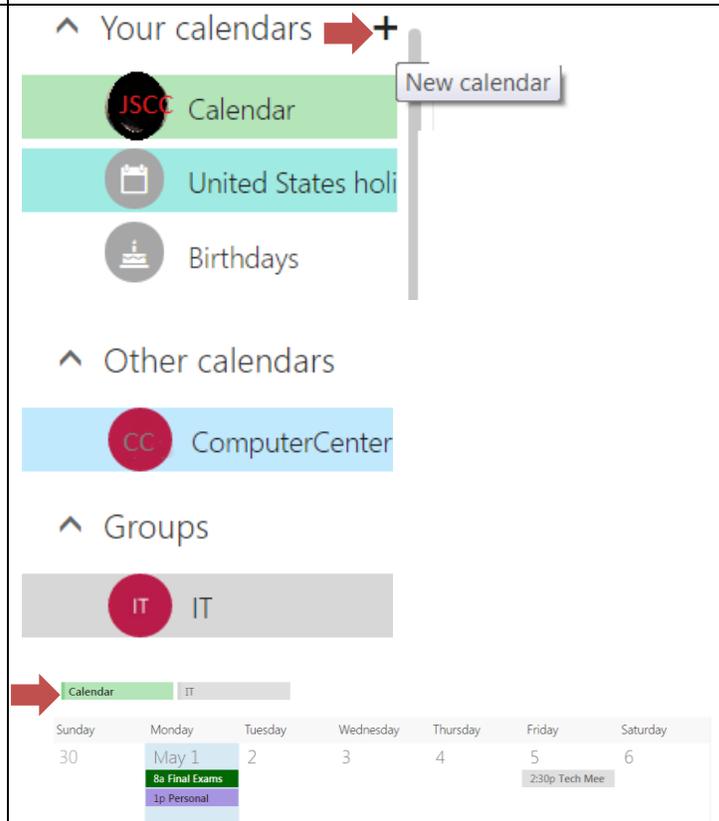


### Add Calendars/View Multiple

You can add new calendar by select the 'plus' sign. Any Group(s) that you accepts may include Calendar.

You can highlight the calendars you wish to view under the 'calendar list' area – you can view individually or multiple. You can remove from view list by selecting the 'x' next to the Calendar item on the top ribbon bar.

You can also categorize by color-coding events in the calendar by right-clicking and select 'categorize.'



People, Contacts, Lists



^ Featured people

- Frequently contacted
- On your calendar
- Favorites
- For follow-up

^ Your contacts

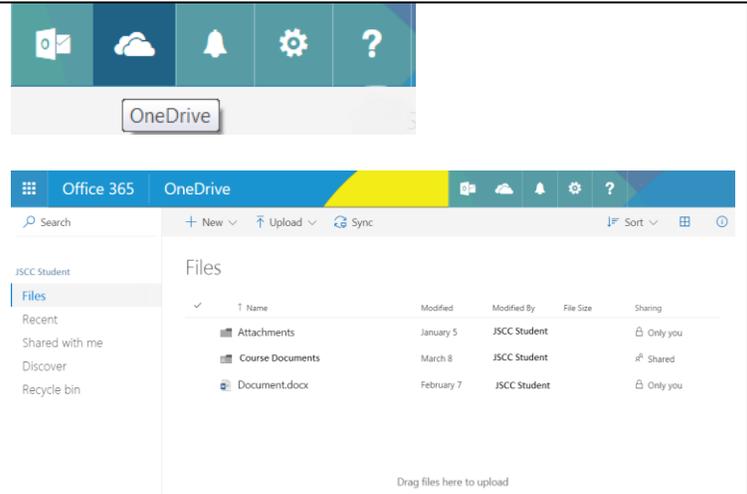
- Contacts
- [Connect to social networks](#)

^ Directory

- All Rooms
- All Users
- All Distribution Lists
- All Contacts
- All Groups
- Offline Global Address List
- Public Folders

## One Drive:

You can create documents, add files and/or folders, and share documents in OneDrive.



Select the  sign (New) icon and then Create document or Create a Folder.

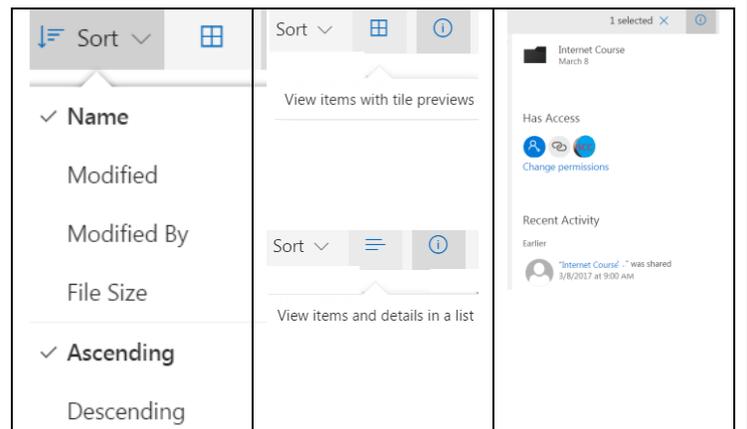
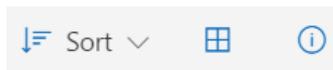
Select the  sign (Upload) icon to Upload document or Folder.

Select the  sign (Sync) icon to Upload document or Folder. When someone shares a folder and gives you edit permissions to it, add the shared folder to your own OneDrive to make it easier to edit and work with the folder and its contents. If you sync the folder to your Windows or Mac computers running the OneDrive app, you can work with the folder offline. If you sync OneDrive to your computer, any shared folder you move is copied to the destination location and then removed from your OneDrive. It is still available in your Shared list.

Note: Shared folders added to your OneDrive do not use any of your OneDrive storage space. They only count against the folder owner's storage space.



The following ribbon provides options to sort items and view/edit permissions.

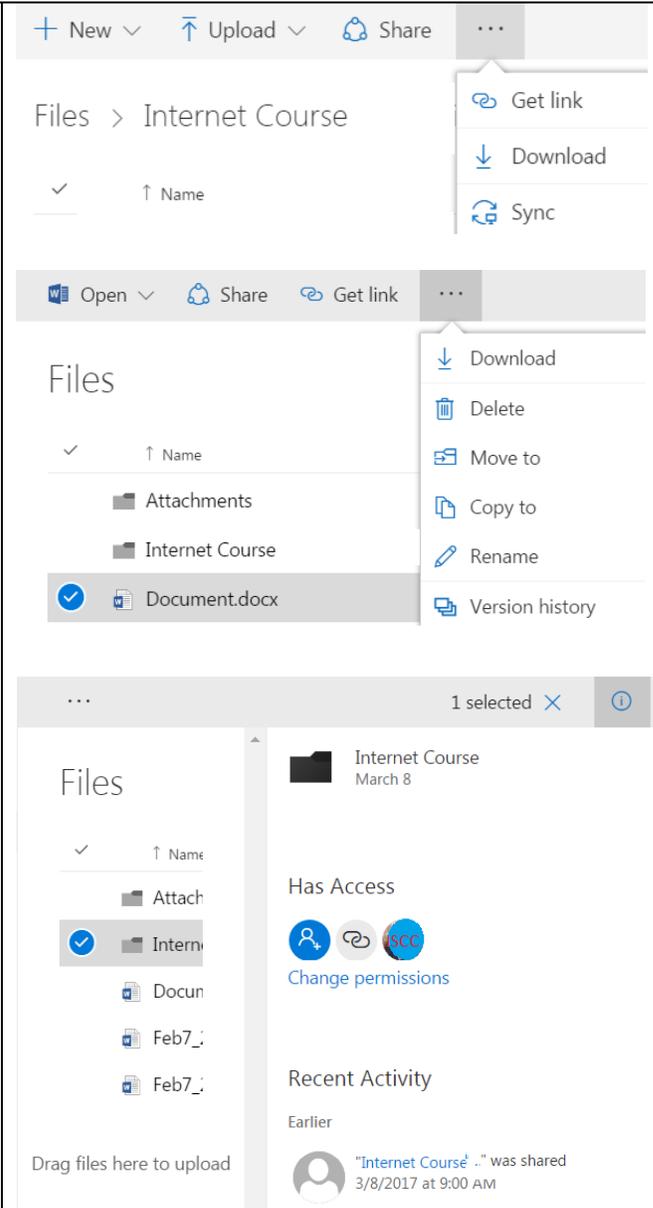


Files: You can select the file and open to view and/or make edits. You can also share, get a link to send, download, and sync.

Note: If you want the file to be shared as read-only, select View Only before you choose how to share.

Note: Be careful when moving folders, as it can affect the folder's sharing permissions. If you move a shared folder into another folder, it takes the permissions of the destination folder. This means people can access it only if they also have permissions to the destination folder - if the destination folder isn't shared, then the folder you moved is also not shared anymore.

Note: If you don't want the folder contents to sync and be shared, you can click Download. This copies the folder and its contents to your computer, not to your OneDrive. The files are available for you to edit offline, but you would not see updates made by others, and they would not get updates you make.

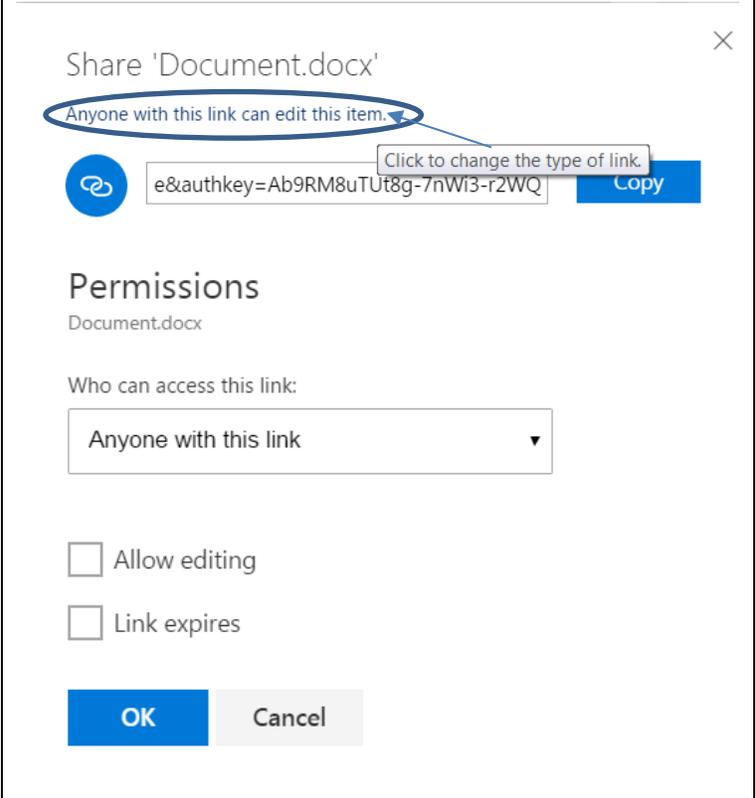
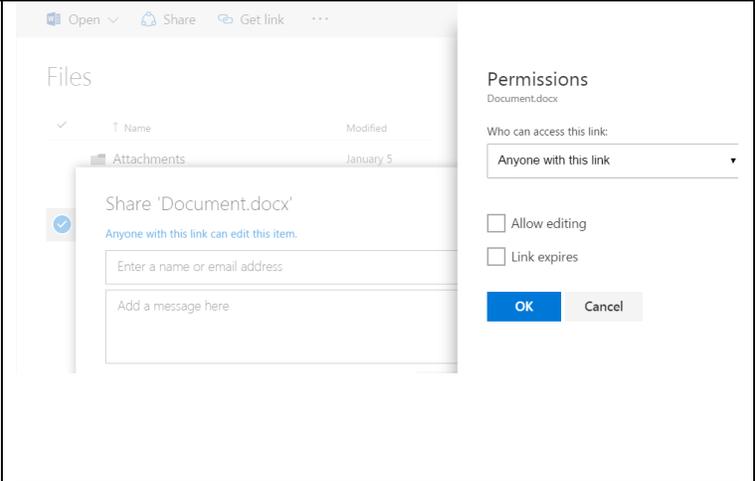


**'Read-only' sharing:**

To reset permissions to view only, click the arrow next to Anyone with this link can edit this item and clear the Allow editing check-box.

**Get a Link:** When you share items with this type of link, people can view, copy or download your items without signing in. They can also forward the link to other people. To reset permissions to view only, click the arrow next to Anyone with this link can edit this item and clear the Allow editing check-box.

If you pick Allow editing and a recipient forwards the message, anyone who receives it will also be able to edit the item you're sharing. People with edit permissions can also invite others to have edit permissions to the item.



Files deleted from OneDrive are kept in the OneDrive Recycle Bin for 30 days. The files can be restored to OneDrive before then, or you can permanently delete them from your OneDrive.

