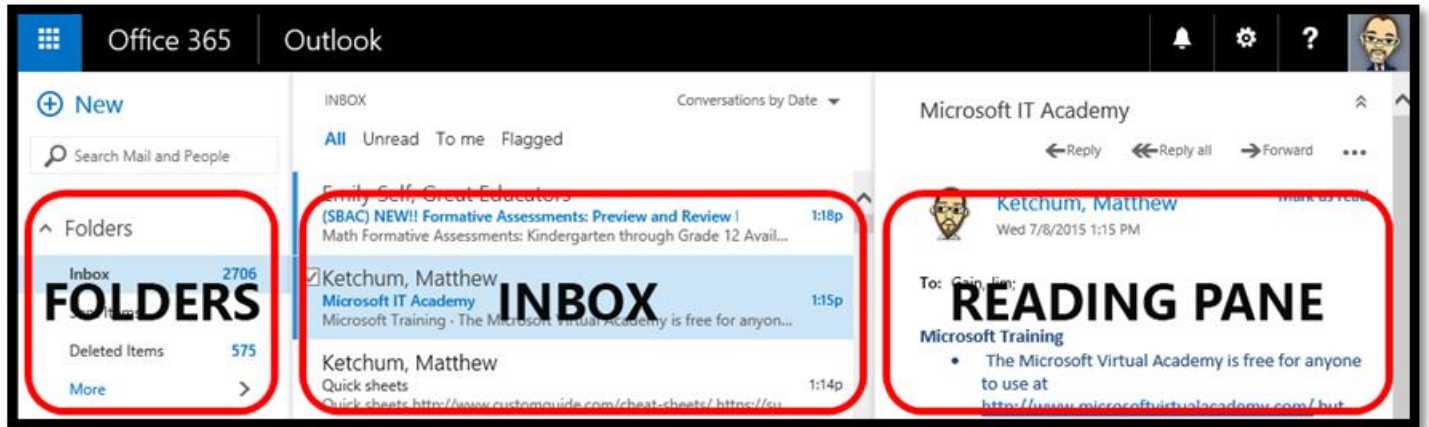




Using Student Email in Office 365

Mail (Outlook)

The Office 365 mail app is initially organized into 3 sections; Folders, INBOX and Reading Pane. The Reading Pane can be switched to appear along the bottom or turned off.



Folders

In addition to the default Inbox, Sent Items, Deleted Items, etc. new folders can be created to help organize user email.

To **create a new folder**, Right-click on the **Inbox** in your Folder list and choose *Create new subfolder*.

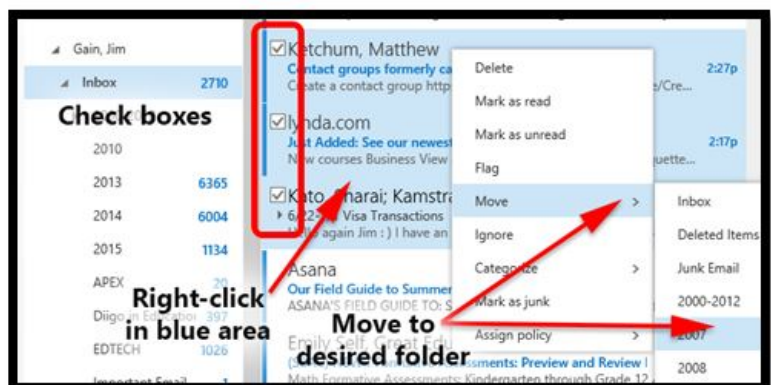
In the new window (with the blinking text cursor) type in the folder name.



Moving email to Folders

Now that you have created new folders, you can move your email into them by:

1. Click the box to the left of each email (one or several at a time) that you want to move to the same folder.
2. **Right**-click anywhere in the blue-shaded area of the selected email, choose Move and then left-click on the appropriate folder.
3. If the folder is not visible, click the Move to a different folder... option at the bottom of the menu. This will give you a window with all folders visible that you have created.

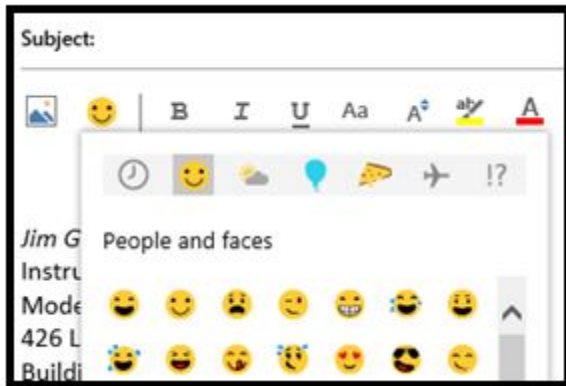




New Email

To create a new email in O365 Outlook, click the New button. The new email will automatically pop up in the Reading Pane area.

EMOJI - An interesting addition to the O365 Outlook is the emoji button.



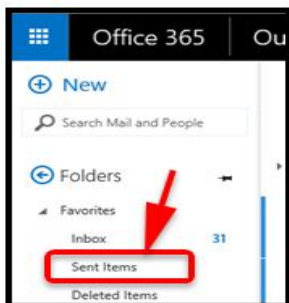
Replying to/Forwarding Email

The buttons to reply to or forward an email can be found at the upper right of the email, just below the Alert/Gear/Help icons.



Sent

The Sent email folder can be found in the left-most Folder section, just below the Inbox.

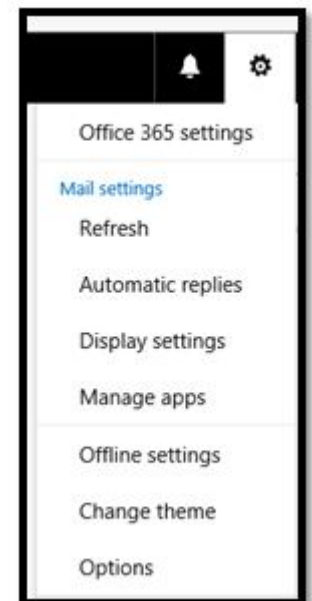


Mail Settings & Options

Office 365 Outlook has many more settings and options features than the previous Web Access.

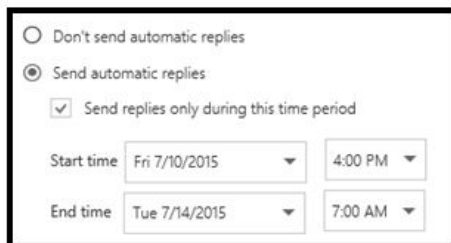
Automatic Replies

Click on the settings gear icon and choose Automatic replies.



As you proceed through the Automatic reply process, a new feature with Office 2013 and

Office 365 is the ability to set separate internal (MCS only) auto-replies vs external email.



The first step is to check the radio button to Send automatic replies. Another new feature is to set a specific start and end time for this auto-reply. This allows users to setup the auto-reply early in the day without having everyone think you are already out of the office.



Once you have checked Send automatic replies you have the option of setting a start time and end time for this auto-reply to be in effect.

Conversations

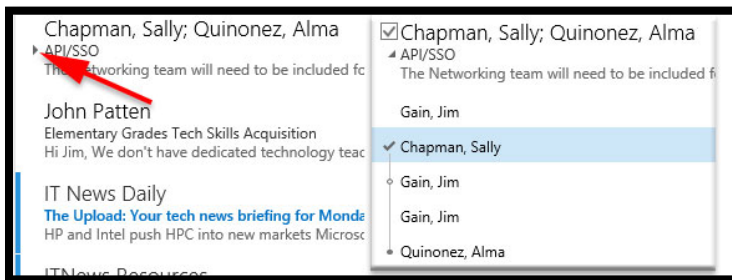
By default, Outlook Web App uses Conversation view in all e-mail folders whenever the Reading Pane is turned on.

How do I use Conversation view?

Conversation view shows all messages in a conversation, no matter what folder they're stored in. For example, if you've replied to a message in your Inbox, you'll see both the original message and your reply in Conversation view.

In the INBOX view, use the arrow next to a conversation to expand or collapse the conversation. The INBOX view will show:

- The subject at the top of the conversation.
- The person who sent each message.
- What time the message was received, if it's stored in the current folder.
- What folder the message is in, if it's not the current folder.
- The relationship of the message to other messages in the conversation, indicated by a vertical line and dots.

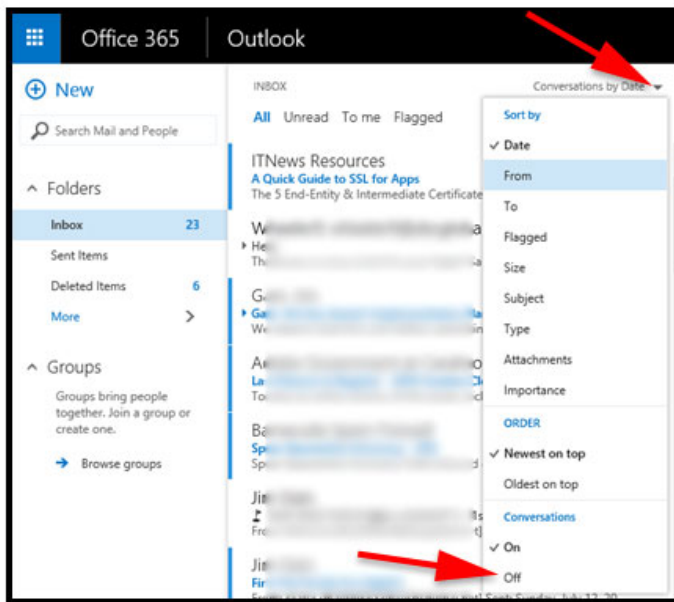


You can click any message in Conversation view to see it in the Reading Pane.

The Reading Pane will show:

- The subject at the top of the Reading Pane.
- The sender of each message.
- When each message was received.

If you do not want to see all emails grouped together, follow these instructions to turn off conversation view. This will show all emails separately in your Outlook mailboxes.



1. Click the triangle next to Conversations by Date to get the SORT BY drop down menu exposed.
2. Under the Conversations heading at the bottom, select OFF.
3. The SORT BY setting is now ITEMS BY DATE.



Signatures

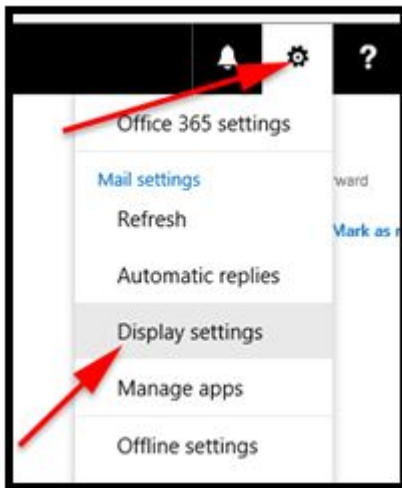
If you have an Office 365 work or school account, you can create a signature for your email messages. Your signature can be added automatically to all outgoing messages, or you can choose to add your email signature only to specific messages.

Create a signature

1. While logged in to Office 365, click on the Settings (gear) icon and choose Options.
2. Under Options, choose MAIL > Layout > Email signature
3. Under Email signature, in the text box, type the signature you want to use. Use the formatting mini toolbar to change the appearance of the signature.
4. If you want your signature to display at the bottom of all outgoing items, including replies and forwards, select Automatically include my signature on messages I send. If you don't select this option, you manually can add your signature to any message.

Reading Pane

The reading pane is where messages are displayed. You not only can read messages in the reading pane, but also can respond to them without opening a new window. The Reading Pane can be set to display on the Right, Bottom or it can be set to Hide.



To adjust the Reading Pane settings

While logged in to Office 365, click on the Settings (Gear) icon and choose Display Settings.

Select either Right, Bottom or Hide.

