

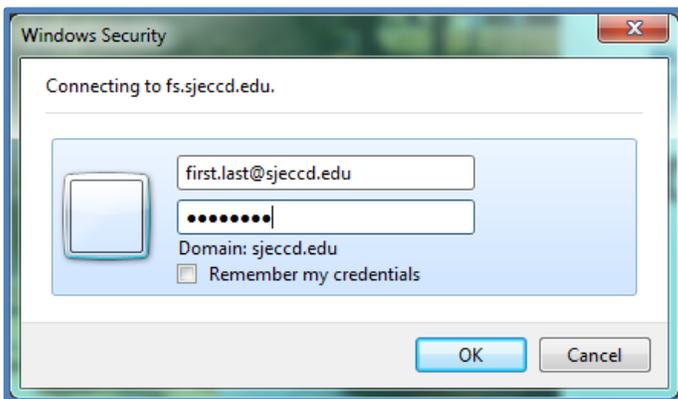
Office 365

Getting Started

Signing in to the Office 365 Portal

To access Office 365, you must sign in.

1. Navigate your web browser to *Outlook.com/sjeccd.edu*, *outlook.com/evc.edu*, *outlook.com/sjcc.edu*.
Supported Browsers - See Office 365 References
2. Enter your User ID and password.
3. Click **Sign In**.



Using the Navigation Bar

The following Apps are available in the Navigation Pane:



- **Outlook** – the main email area where you can read, compose, receive, and send email.
- **Calendar** – the scheduler, or planner, where you can set and manage appointments and tasks.
- **People** – contains your contact list where you can store names, email addresses, and other information.

- **OneDrive** – contains the Office Web Apps and your document list for storing and editing different types of Office files.

- **Sites** – is under development

Other Apps: Word, Excel, Powerpoint Online

Outlook Web App

Changing your Outlook Theme

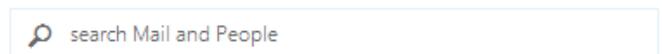
1. Click the **Settings (gear icon)** upper right window.
2. Select **Change theme** from the drop-down menu.
3. Choose a theme from the preview options.
4. Click the **OK** button.



Sending an Email

1. In the Outlook screen, click the **New + Mail** button.
2. Enter email addresses in the **To:** (Separate addresses with a semicolon.)
To select email addresses from your contacts, begin typing the name of the contact in the **To:** select a contact or group you want to send the message to. Click the **OK** button.
3. Enter a **subject** in the Subject space.
4. Enter **message** text in the message space.
5. Click the **Send** button.

To get to the Global Address Book - enter what you want to search for in the search box.



Outlook Web App Continued



Calendar

Scheduling an Event

1. Click the **Calendar** icon on the Navigation bar.
2. Click the **New Event** button.
3. Enter a name for the event in the Event.
4. Enter a **location** for the appointment in the Location: space.
5. Enter a contact name in the **Attendees: Add** contact button and select a contact.
6. Click **add a room** and select a room from the directory.
7. Enter or select a start date in the **Start:** box.
8. Select a duration by clicking the arrow by the **Duration:** box and check a time for the event's duration.
9. Enter details in the text box.
10. **Optional:** To set a reminder for the event, click the arrow on the Reminder: box and check a time to be reminded.
11. **Optional:** To make the event recur, click the arrow on the Repeat: box and check a recurrence option.
12. **Optional:** To mark the event as private, check the Mark as private box.
13. Click the **Save** button when you are finished.

Note: To quickly add an event, double-click the date and time on which you want the appointment to occur.

Scheduling an Online Meeting

1. Click the **Calendar** icon on the Navigation bar.
2. Click the **New Event** button.
3. Enter the information about your event.
4. Click the **Online Meeting** button to insert a link to your online meeting.
5. Click the **Save** button when you are finished.

Sharing your Calendar

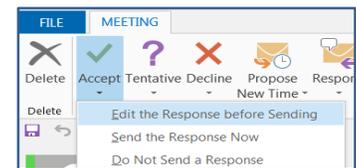
1. Click the **Calendar** icon in the Navigation bar.
2. Click the **Share** button in the upper-right corner of the calendar.
3. Enter the contacts with which you wish to share in the **Share with:**
4. Enter a subject in the **Subject:**

5. Click the arrow at the **Calendar:** space to select the calendar you wish to share.
6. Click the **Send** button.

Responding to a Meeting Request

1. In your **Inbox**, double-click the meeting request to open it or click once on the meeting request to view the request in the **Reading Pane**.
2. To add the meeting to your calendar, click the **Accept** button.
 - To add the meeting to your calendar labeled as tentative, click the **Tentative** button.
 - To decline the meeting request, click the **Decline** button.
3. Click the arrow beside the response you have chosen and select one of the following options:

- To send a response with comments, select **Edit the response** before sending from the resulting menu. Enter comment text and click the **Send** button.



- To send a response without comments, select **Send the response now** from the resulting menu.
- If you do not want to send a response, select **Do not send a response** from the resulting menu.

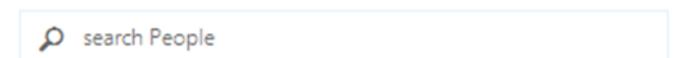
People

Creating a New Contact

1. Click the **People** icon in the **Navigation Bar**.
2. Click the **New Contact** button.
3. Click the **Create Contact** button.
4. Enter a name for the contact in the **First name** and **Last name** boxes. Enter additional contact information.
5. Click the **Save** button.

Creating a Contact from Global Address

Enter the name of the person you want to search for and select Enter. Click **Add** then **Save**.



Outlook Options

Inserting a Signature

1. Click the **Settings** (gear icon) upper right window.
2. Select **Options** from the drop-down menu.
3. In the **e-mail signature** section, enter and format signature text.
4. Optional: Check the **Automatically include my signature on messages I send** box.
5. Click the **save** button.
6. Click the **Back** button to return to your Inbox.

Creating an Automatic Reply

1. Click the **Gear** on the upper right window.
2. Select **Set Automatic replies** from the drop-down menu.
3. Select **Send automatic replies**.
4. Optional: To select a time frame for out of office replies, check the **Send replies only during this time period** box and select start and end times and dates.
5. Enter and format reply text in the message box.
6. Optional: Check the **Send automatic reply messages to senders outside of my organization** box.
7. Click the **save** button.
8. Click the **Back** button to return to your Inbox.

How to Setup Forwarding

1. Click on the **Gear** icon in the upper right corner.
2. Select **Options**.
3. Click on **Forwarding**.
4. Select **Start forwarding**, enter the email address you want, set or clear the **Keep a copy of forwarded messages in Outlook Web App** check box, and then select **Save**.
5. If you ever wish to **Stop the Forward** just log back in through the above instructions and then check the **Stop Forwarding** button and then press **Save**.

How to connect other Email accounts

1. Click on the **Gear** icon.
2. Select **Options**.
3. Click on **Accounts**, then **Connected Accounts**

4. To connect to other email accounts, click **New**.
5. You can connect up to five other accounts.

Showing personal Folders

After logging into OWA. Click on more (Red arrow in Figure 1). Now you should see all your personal folders below your name (Red arrow in Figure 2).

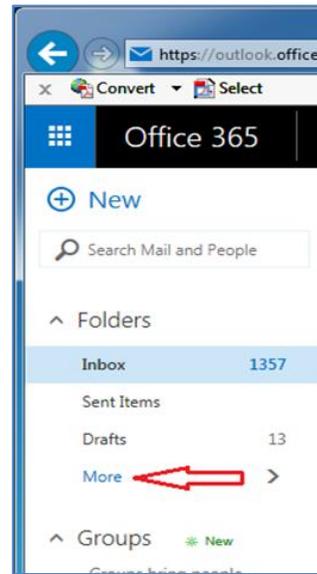


Fig. 1

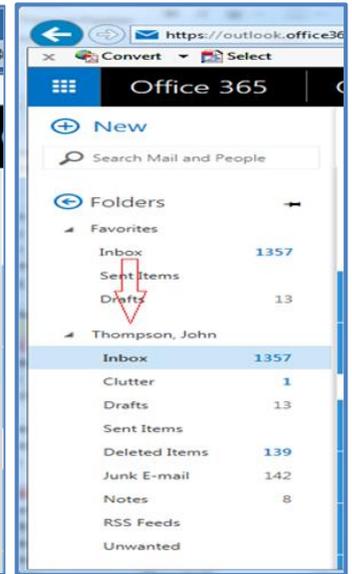


Fig. 2

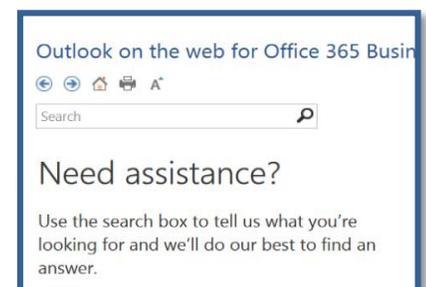
Help & Support

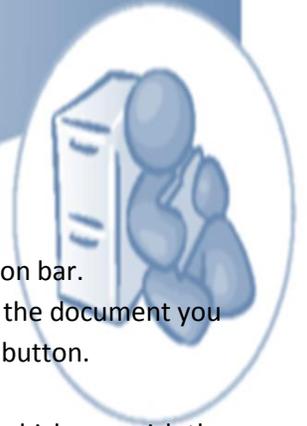
Navigating in the Help Window

1. Click the question mark icon **?** in the upper right window.
2. In the Office 365 **Help** section, click on a topic to view its articles. Do any of the following:

- To navigate through previously viewed topics, click the **Back** and **Forward** buttons.
- To return to the home page, click the **Home** button.
- To increase the text size, click the **Change Text Size** button. Click the **Close** button when you are finished.

Note: ? question mark is available in all apps.





OneDrive App

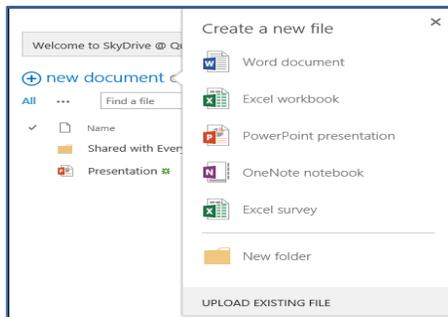
Office Web Apps are online versions of the popular Office programs that allow you to create, access, and edit documents anywhere, whether or not you have the Office Suite installed on your current computer. Your documents will be stored in your **OneDrive**, which you can sync to your local files on your computer to keep everything up to date.

Uploading a File

1. Click **OneDrive** on the **Navigation** bar.
2. Click the **Upload** Document button.
3. Select a file from your computer.
5. Click **Open**.
6. Click **OK**.

Creating a Document

1. Click **OneDrive** on the **Navigation** bar.
2. Click the **New** document button.
3. Select the type of file you would like to create from the dropdown menu, including *Word document*, *Excel workbook*, *PowerPoint presentation*, *OneNote notebook*, and *Excel survey*.
4. Enter a name for your document in the **Document Name** box.
5. Click **OK**. Your document will open in your browser.



Sharing a Document

1. Click **OneDrive** on the **Navigation** bar.
2. Hover your mouse cursor over the document you wish to share and click the **More** button.
3. Click **Share**.
4. Enter the names of users with which you wish the share the document in the **Invite** people box.
5. Optional: To only allow other users to view the document without making changes, click the arrow at the **Can edit** box and select **Can view**.
6. Optional: To include a message, enter text in the space.
7. Click **Share**.

Creating a Folder

1. Click **OneDrive** on the **Navigation** bar.
2. Click the **new document** button.
3. Select the **New Folder** button from the drop-down menu.
4. Enter a name for your new folder in the **Name*** box.
5. Click **Save**. Your new folder will appear in your Documents list.

Note: To add items to your folder from your Documents list, click and drag the items onto the folder.

Opening a Document in the Full Program

Office web apps contain the basic functions of the program in the browser format. However, some features are only available in the full version of the program. To open the document in full, hover your mouse cursor over the document and click the **More** button. Click **Edit**. Click the **Open in...** tab.





Lync

Lync is a communication program that allows you to instantly message other users within Office 365. You can make voice and video calls, share content, schedule and hold online meetings, and check the availability of contacts. Office Suite 2013 includes Lync app.

Adding a User Picture

1. Click the **Tools > Options** button.
2. Click **My Picture**.
3. Click the **Show my picture** button.
4. Click **Edit or remove picture**.
5. Click **Browse** and select a photo from your files.
6. Click **Open**.
7. Click the **Save** button.

Setting your Personal Note and Status

You can display a brief message and show your online availability to your contacts.

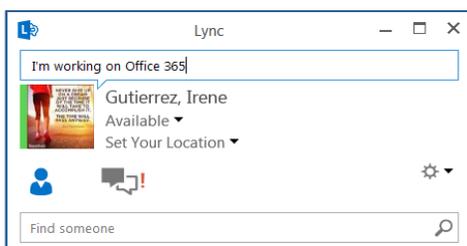
1. In the Personal Note area, enter your custom status message. Click out of the area to save it.
2. Click the Status arrow to open the status options. You can select:
 - **Available:** You are online and free to talk.
 - **Busy:** You are busy but can still receive conversation alerts.
 - **Do Not Disturb:** Only alerts from your Workgroup contacts will appear

Be Right

Back: You have stepped away and will return soon.

• **Off Work:** You are not at work.

• **Appear Away:** Your computer is set to away



Setting your Location

You can display your current location to your contacts.

1. Click **Set Your Location**.
2. Enter your current location into the box.

3. Optional: Click the arrow to select a custom location you have already used.

Note: You can also check or uncheck the **Show Others My Location** box to determine if your contacts can view your current location.

Adding Contacts

1. Click the **Add Contact** button.
2. Select one of the following options from the drop-down menu:
 - To add a new contact from your organization, click **Add a Contact in My Organization**.
 - To add the new contact group, click **Create a Group**. Enter a name for the group in the **New Group** box and click the **Enter** key. Drag contacts into the group.

Adjusting your Lync Display Options

1. Click the **Add a Contact** button.
2. Click **Display options**.
3. Click the buttons to toggle the display and order options to suit your preferences.
4. Optional: Check options in the **Show this information:** section to show or hide details.
5. Click **OK**.

Sending an Instant Message

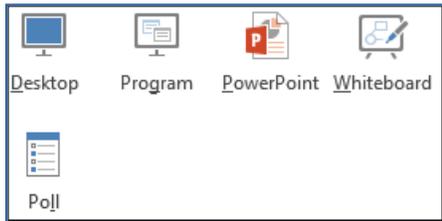
1. Double-click on the contact you wish to instant message.
2. Type your message into the text box provided and press the **Enter** key to send.
3. Optional: To place a call through **Lync**, hover over the **Call** button and select **Lync Call**. Click **Call**.
4. Optional: To place a video call through Lync, click the Video button.
5. Optional: To invite a contact to an on-going conversation, hover over the **Participants** button. Select a recent contact or click **Invite More People** to choose from your contacts.

Presenting Content through Lync

One of the most powerful features in Lync is the ability to directly present content to your contacts.

1. Double-click on the contact with which you wish to share to open a conversation window.
2. Click the **Present** button. From here, you can share one of the following:

- **Desktop:** displays your entire desktop screen.
- **Program:** displays your work in a selected program.
- **PowerPoint:** displays a complete PowerPoint file.
- **Whiteboard:** displays a writing slate.

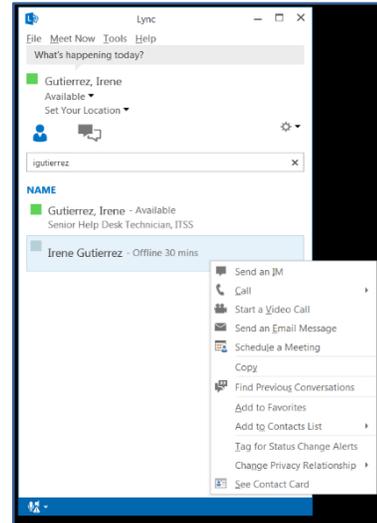


- **Poll:** displays a poll that your contact can participate in.
3. Click Stop **Presenting** to end the sharing session and return to your private screen.

*Note: When you are presenting in Lync, your status will automatically change to **Presenting**. No instant messages or calls will come through. You should also make sure any sensitive or private information is closed on your desktop before you begin sharing.*

Scheduling a Meeting in Lync

1. In your **Lync** window, right-click the contact with which you wish to schedule a meeting.
2. Click **Schedule a Meeting**.
3. Enter the details of the meeting such as **Subject, Location, Start Time, and End Time**.
4. Click the **Send** button.



Joining a Meeting

1. Open the meeting invite.
2. Click Join **Lync Meeting**.
3. Select an audio connection option from the **Join Meeting Audio** window.

Office 365 References

Supported Browsers

<https://support.office.com/en-za/article/Supported-browsers-in-Office-2013-and-Office-365-ProPlus-57342811-0dc4-4316-b773-20082ced8a82>

Office 365 Video introductions

<http://office.microsoft.com/en-us/office365-suite-help/welcome-to-office-365-VA103133069.aspx>

Microsoft Office and Office Online (Web Apps)

https://www.youtube.com/watch?v=F20_oQdq1d8

Email and More

<https://www.youtube.com/watch?v=uD46tugldXE>

Get the free Office apps on the devices

<https://products.office.com/en-us/mobile/office>

Install Office on your PC

<https://support.office.com/en-us/article/Download-and-install-Office-using-Office-365-for-business-on-your-PC-72977511-dfd1-4d8b-856f-405cfb76839c?ui=en-US&rs=en-US&ad=US>

Office 365 for business training

<https://support.office.com/en-us/article/Office-365-for-business-training-e990f8ff-56d7-450e-ad9f-74ae8718ef09>

Outlook 2013 training courses, videos and tutorials

<https://support.office.com/en-us/article/Outlook-2013-training-courses-videos-and-tutorials-f83e8e60-0bab-47eb-8f6e-c2ecb73124d8?ui=en-US&rs=en-US&ad=US>

Outlook 2016 for Mac training

<https://support.office.com/en-us/article/Outlook-2016-for-Mac-training-bdb79e7d-7a7f-4265-b7a5-75bf416e382e>

Word 2013 training courses, videos and tutorials

<https://support.office.com/en-us/article/Word-2013-training-courses-videos-and-tutorials-14807f76-d2b5-44d6-af11-9c880c44e551?ui=en-US&rs=en-US&ad=US>

Excel 2013 training courses, videos and tutorials

<https://support.office.com/en-us/article/Excel-2013-training-courses-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a?ui=en-US&rs=en-US&ad=US>

ITSS Office 365 Resources

<http://www.sjeccd.edu/district-services/ITSS/help-desk>

ITSS - Irene Gutierrez ext. 6411