Office 365

What is Office 365?

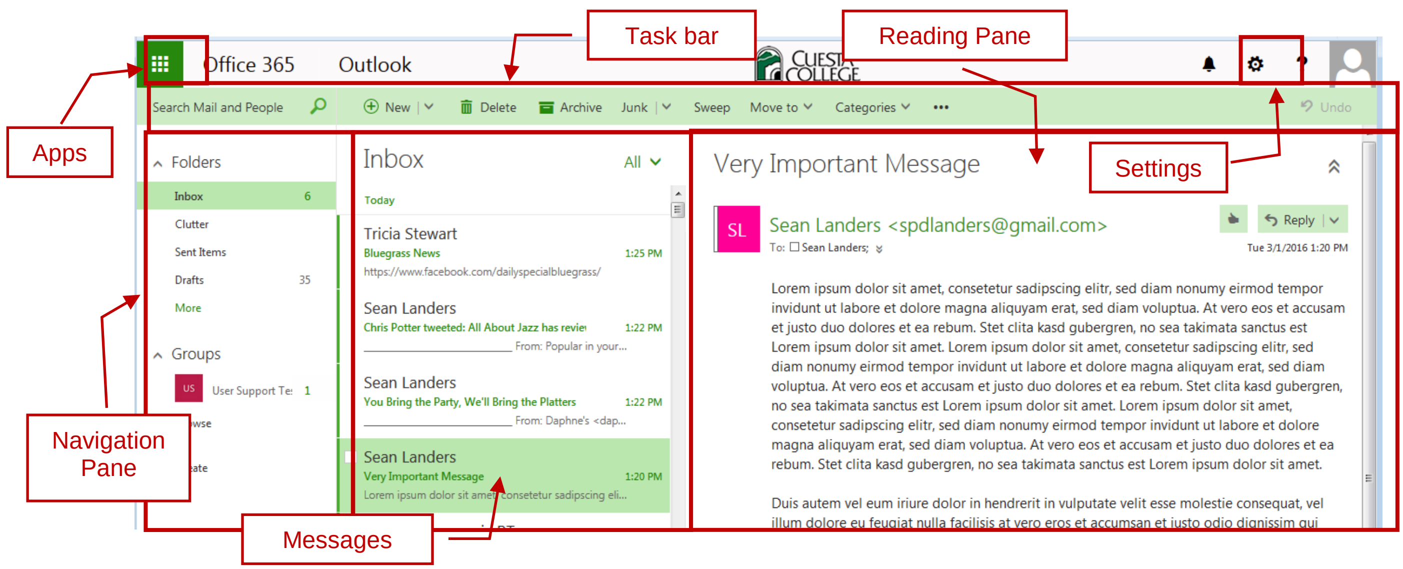
Office 365 is a web-based version of Microsoft's Office suite, consisting of Outlook Online (OWA), Word Online, Excel Online, PowerPoint Online, OneDrive and more. Office 365 is accessible from any internet-enabled computer.

Log off Office 365

- Click the avatar (upper-right) and select **Sign out**.

Access Office 365

1. Launch a browser and go to **https://outlook.office365.com**
   If necessary, first log off other Office 365 accounts!
2. Do one of the following:
   - Enter your Cuesta *e-mail address*
   - Click your e-mail on the screen
3. Enter your Cuesta password and click **Sign in**.



Outlook Online (OWA)

Create a new e-mail

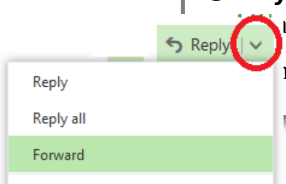
- In OWA, click the **New** button on the Task bar.

Read an e-mail

1. Select an e-mail in the Messages window.
2. View message in the Reading Pane (on right).

Respond to an e-mail

1. Select an e-mail.
2. In the Reading Pane, click the dropdown arrow to the right of the Reply button.
3. Select **Reply**, **Reply all**, or **Forward**.
4. Complete and send e-mail.



Delete an e-mail

- Select an e-mail and click **Delete** on the Task bar.

Undo Last Action

- Click the **Undo** button on the Task bar.

Key Concept - Managing E-mail

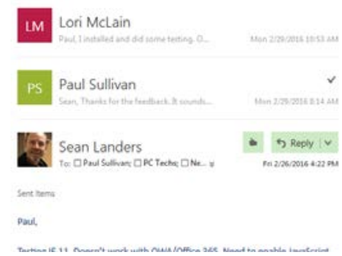
...n e-mail, and then select an action from the Task bar.

...e **More commands** button ••• to view additional commands.

2. Click **More commands** ••• on the Task bar.
3. Select **Print** from the dropdown list.
   A new window will open, followed by a Print dialog box.
4. Click **OK**.

☝ Key Concept - Message Thread

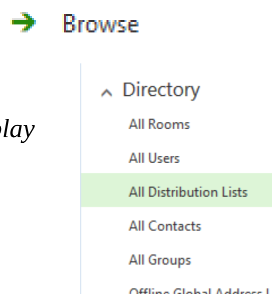
All related e-mail (with the same Subject) appear together chronologically in the Reading Pane. To act on a specific message, select the message, click the arrow to the right of the Reply button and choose from the dropdown list.



Distribution Lists

A distribution list (formerly "e-mail list") is a collection of employee addresses under one name.

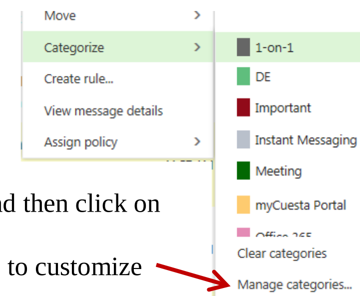
1. If necessary click the Apps button and then select **Mail**.
2. In the Folders pane, click **Browse**. *The pane will display directories.*
3. Click **All Distribution Lists**. *Available distribution lists will display in the center pane.*
4. Select the desired distribution list. *The distribution list members will display in the right pane.*
5. Click **Send email** in the right-most pane. *A new e-mail window will open.*
6. Complete and send the e-mail.



Apply a Category

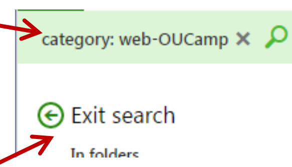
Categories allow you to flexibly "group" and identify email messages and calendar events.

- Right-click on an email or event, point at **Categorize** and then click on the desired category.
- Select **Manage categories…** to customize names/colors.



View by Categories

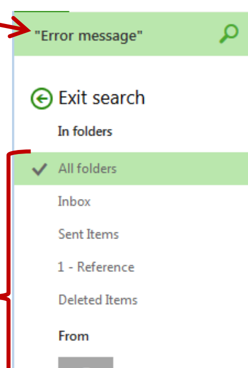
- Type "**category:** ***xxx***" in the Search field, where "*xxx*" is the name of a category. *Results will appear in the Messages pane.*
- Click **Exit search** to return to normal view.



Search / Automatic Replies

Search

1. Click in the "**Search**…" area, above the Navigation Pane.
2. Type a word or words to search for.
   NOTE:
   - If multiple words, *any* are searched for (i.e. *this OR that*)
   - Put text string in quotes for an exact search
3. Press the **[Enter]** key to begin the search. *The results will appear in the Messages area.*
4. Refine search by selecting options in the Navigation Pane.



Exit Search

- Click **Exit Search**, top of the Navigation Pane.

Activate Automatic Replies

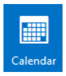
1. Click the **Settings** button, on the Task bar.
2. Select **Automatic replies** from the dropdown list.
3. Select **Send automatic replies**.
4. Optional: Click the check box, "**Send replies only during this time period**" and then select start & end times.
5. Type a message for e-mail received from Cuesta employees.
6. Optional: Click the check box, "**Send automatic reply messages to senders outside my organization**" and then…
   - Select "**Send replies only to senders in my Contact list**" (RECOMMENDED) or "Send automatic replies to all external senders" (NOT recommended)
   - Type a message for e-mail received outside Cuesta.
7. Click **OK**.

Deactivate Automatic Replies

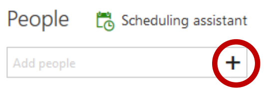
1. Click the **Settings** button, on the Task bar.
2. Select **Automatic replies** from the dropdown list.
3. Select **Don't send automatic replies**.
4. Click **OK**.

Calendar

Select Calendar

1. Click the **Apps** button. 
2. Click **Calendar**. 

Add an event



1. Click **New**.
2. Complete the on-screen form.
3. Create a meeting by clicking the plus (+) and selecting attendees.
4. Select **Repeat** options to create a recurring appointment.
5. Click **Save** when complete.

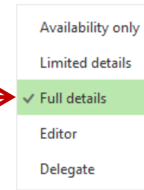
Delete an event

- Click event and select **Delete** from detail window.

Navigate the calendar

- Select range by clicking **Day**, **Work week**, **Week**, or **Month**.
- Use arrows < / > to move back/forth through calendar.

Share your calendar



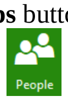
1. Select **Share** > **Calendar** from Task bar.
2. Type the name with whom to share.
3. Select level of access from dropdown list.
4. Click **Send**.

Add shared calendar

1. Select **Add calendar** > **From directory** from Task bar.
2. Enter all or part of a name in “From directory” field.
   A user list will appear as you type.
3. Select the name from the list and then click **Open**.
4. Click name under “**My Calendars**” on left to toggle on/off.

People / Contacts

Select Contacts (People)

1. Click the **Apps** button. 
2. Click **People**. 

Add a contact

1. Click **New**.
2. Complete the on-screen form.
   Click the plus symbol ⊕ for additional entry options.
3. Click **Save** when complete.

Edit a contact or contact list

1. Locate and select the contact or contact list.
2. Click **Edit** from the Task bar.
3. Edit the contact.
4. Click **Save** when complete.

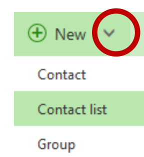
Delete a contact or contact list

1. Locate and select the contact or contact list.
2. Select **Delete** from the Task bar.
3. Click **Delete** in the confirmation window.

Find a contact

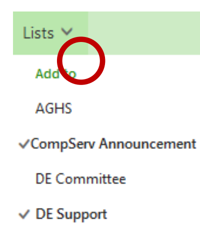
- *See “Search” above (page 2).*

Create a contact list



1. Click the down arrow to the right of **New**.
2. Select **Contact list** from the dropdown menu.
3. Type a name in the **List name** field.
4. Enter all or part of a name in the **Add members** field.
   A user list will appear as you type.
5. Select the desired name from the list.
6. Repeat steps 4 & 5 to add more names.
7. Click **Save**.

Add or remove a contact to/from a contact list



1. Locate and select the contact.
2. Click the arrow to the right of **Lists** on the Task bar.
3. Click on the desired list to select/deselect.
   A check will appear by lists on which the contact is a member.
4. Repeat steps 2 & 3 as desired.
   Note: You can also edit a contact list to add the contact.

Miscellaneous – Outlook Online

Change Reply default

By default, Reply is set to "reply all". This should be changed.

1. Select the **Mail** app.
2. Click the **Settings** button.
3. Select **Options**.
4. Select **Reply Settings** (under Mail > Automatic processing).
5. Under "Make my default response", select **Reply** and then click **Save**.
6. Click the **Back** button Options to return to OWA.

Mark Junk/Phishing e-mail

1. Select the unwanted e-mail in your Inbox.
2. Click **Junk** on the Task bar.
   Optional: Click the arrow to the right of Junk and select "Junk" or "Phishing".
3. Click **Report** at the "Report as junk" screen.

Mark Not Junk

1. Select the legitimate e-mail in your Junk Email folder.
2. Click **Not Junk** on the Task bar.
3. Click **Report** at the "Report as not junk" screen.

[Click for details on Junk/Not Junk]

Signatures

1. Select the **Mail** app.
2. Click the **Settings** button.
3. Select **Options**.
4. Select **Email signature** (under Mail > Layout).
5. Complete the onscreen form and then click **Save**.
6. Click the **Back** button Options to return to OWA.

Archive

1. Select the desired email.
2. Click **Archive** on the Task bar.
   If necessary, an Archive folder will be automatically created.

Create Rule

1. Select an e-mail upon which to create rule.
2. Click the **More commands** button ••• on the Task bar.
3. Select **Create rule…** from the dropdown menu.
4. Complete the onscreen form and then click **OK**.

Create Sweep Rule

Sweep auto-deletes or archives e-mail from a specific user.

1. Select an e-mail upon which to create sweep rule.
2. Click **Sweep** on the task bar.
3. Select the desired option.
   Click the arrow by "Delete" to change to "Archive".
4. Click **Sweep**.

Modify Rule

1. If necessary, click the Apps button and select **Mail**.
2. Click the **Settings** button.
3. Select **Options**.
4. Under Mail > Automatic processing, select **Inbox and sweep rules**.
5. Create or modify rule and then click **Save**.

Word / Excel / PowerPoint Online

Launch the Online Application

1. Click the **Apps** button.
2. Click the desired application. Word Excel PowerPoint
3. Do one of the following:
   - Create a new file from a template (e.g. "New blank…")
   - Open a file from the "Recent" list
   - Click "Open from OneDrive for Business" to select any file saved on OneDrive

Save Document

- Files are saved automatically to OneDrive and, unless done otherwise, are given a generic name.

Rename Document

1. Click the file name at the top center of window.
2. Type a new name and then press [**Enter**].

Print Document

1. Click the **File** tab and then click **Print.**
2. Click the **Print** button.
   A PDF copy of the document will be generated.
3. If necessary, click **Open** to continue.
   A Print dialog should appear.
4. Click the **Print** button.
   The document should be printed.
5. Close the preview window.

Share Document

1. Click the **Share** button**.** Share
2. Select the name(s) or email address(es) to whom to share.
3. Select the access type (i.e. "Can edit" or "Can view").
4. Optional: Type a message.
5. Click the **Share** button.
   The shared document will appear in your coworkers' "Shared with me" folder in OneDrive.