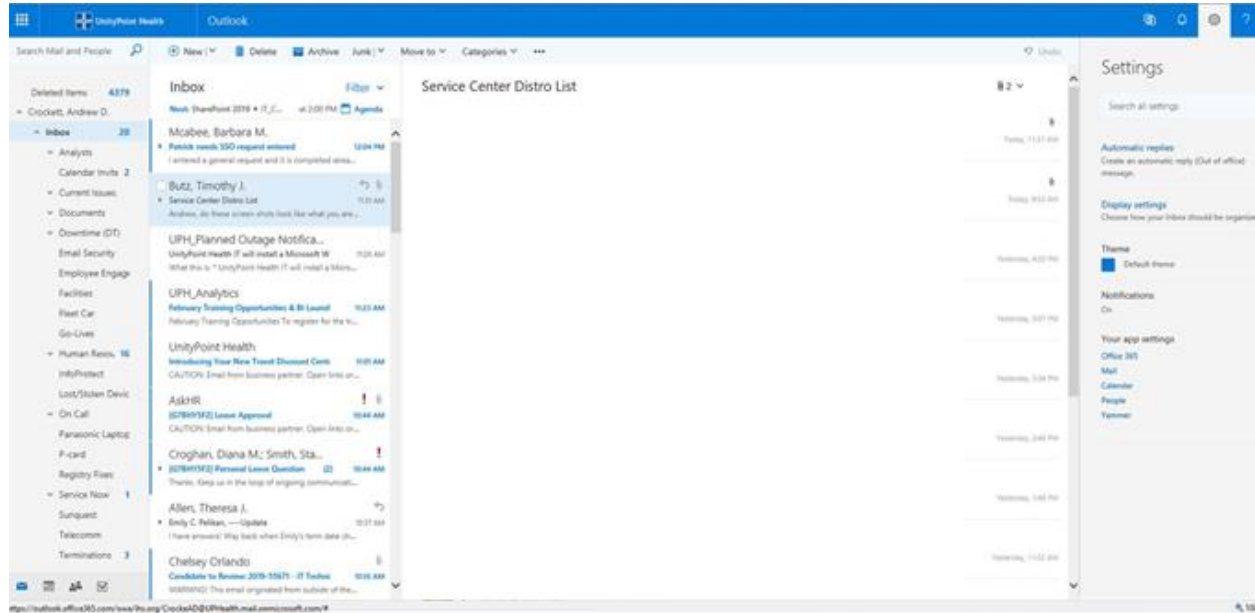


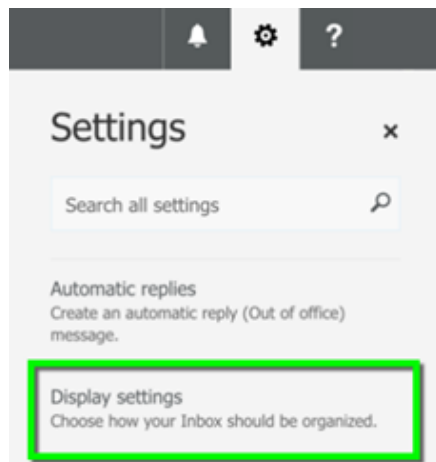
Exchange Online Outlook Web Access Email

Go to outlook.office.com to connect to the webmail login. To login put in your email address and password. Example: First.Last@unitypoint.org

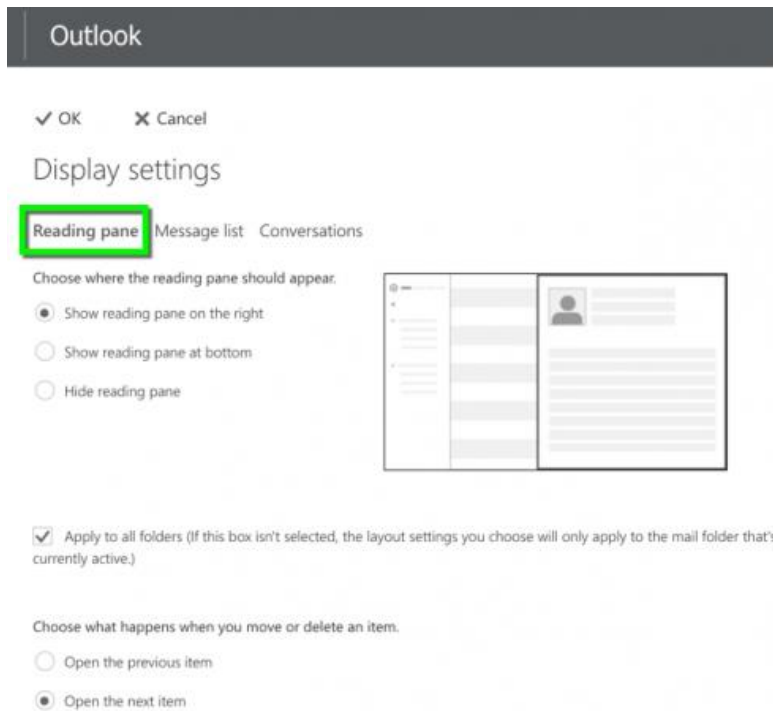


Change Display Settings

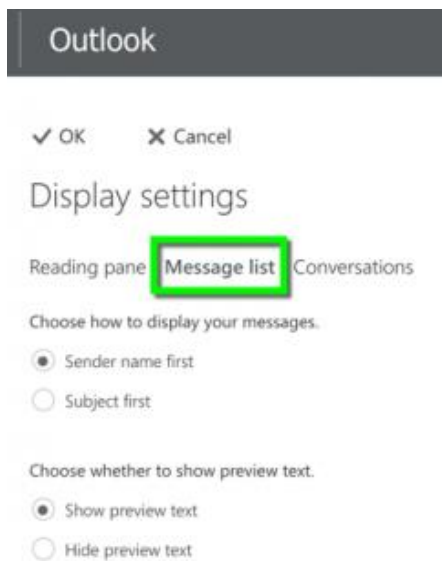
On the top right of the page, click the gear icon and select *Display settings*.



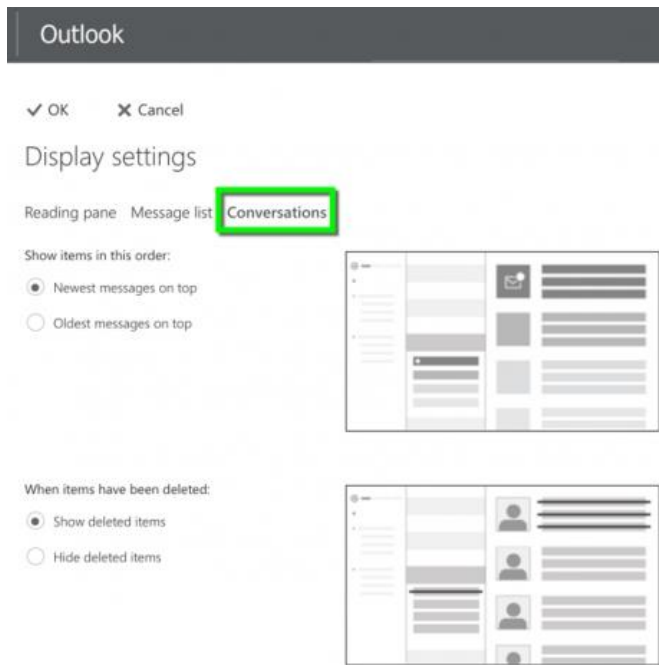
Select *Reading Pane* to view and edit reading pane settings.



Select *Message List* to view and edit how messages are displayed.

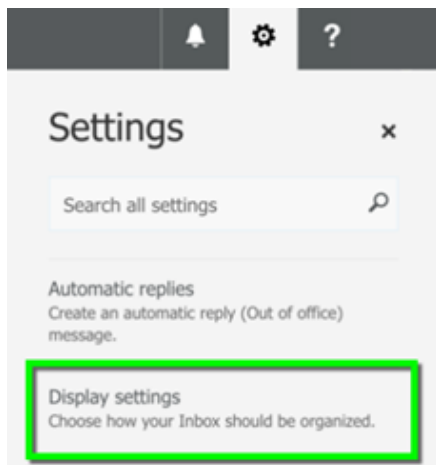


Select *Conversations* to view and edit message conversation settings.



Turn Off the Focused Inbox

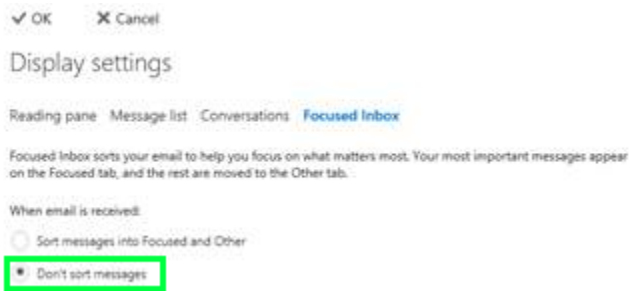
On the top right of the page, click the gear icon and select Display settings.



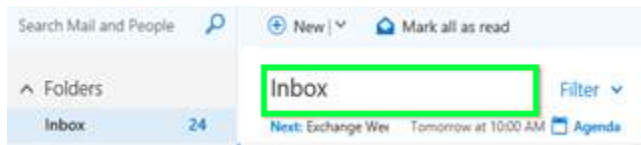
Select Focused Inbox



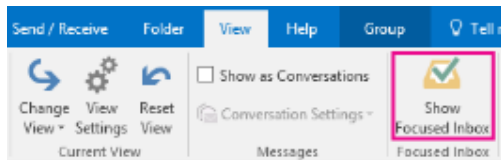
Select *Don't sort messages* and click *OK*



Focused and Other should be gone with just Inbox showing.

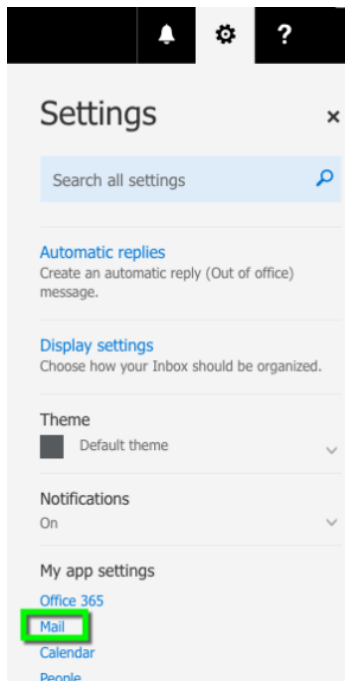


In Outlook full client this can be turned off by going to the View tab

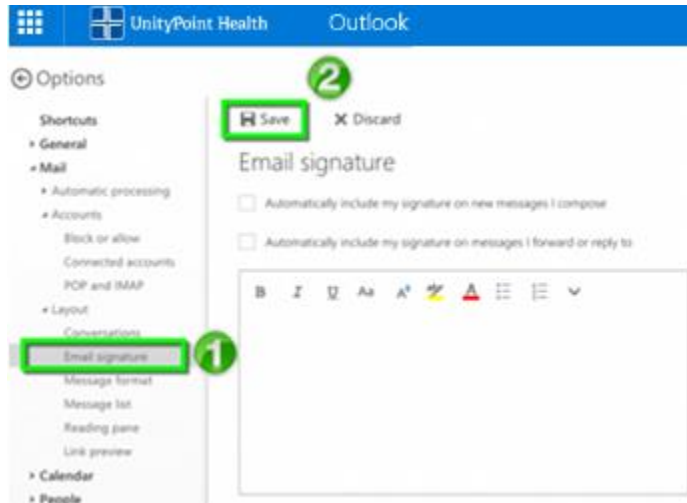


Creating and adding your email signature

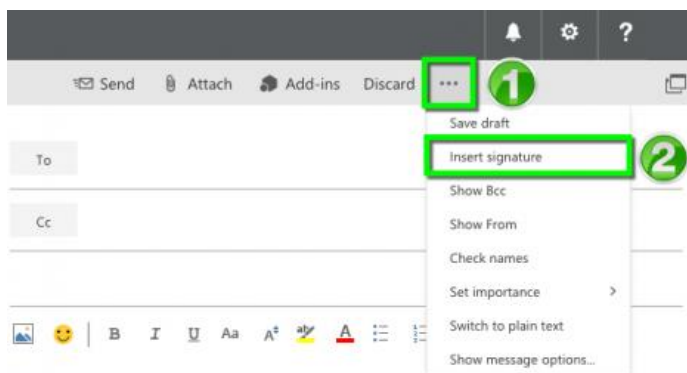
On the top right of the page, click on the Gear icon and under *My app settings* select *Mail*.



In the *Options* menu, select *Email signature* and enter your signature in the text box. It is important to select *Save* after creating your signature. *Note: At this step you have the option to choose if your signature appears on new messages, messages you reply or forward, or select both check boxes for the signature to appear on all outgoing email.

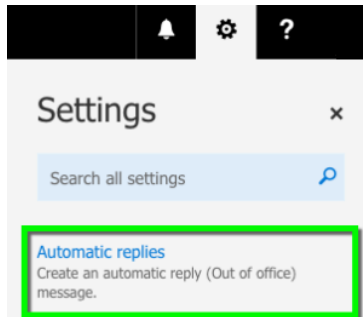


You can also manually place your signature within a single mail item (this is particularly helpful if you utilize multiple signatures). Within a message, click *the More commands icon* and select *Insert signature*. The signature will insert in the message below your cursor.



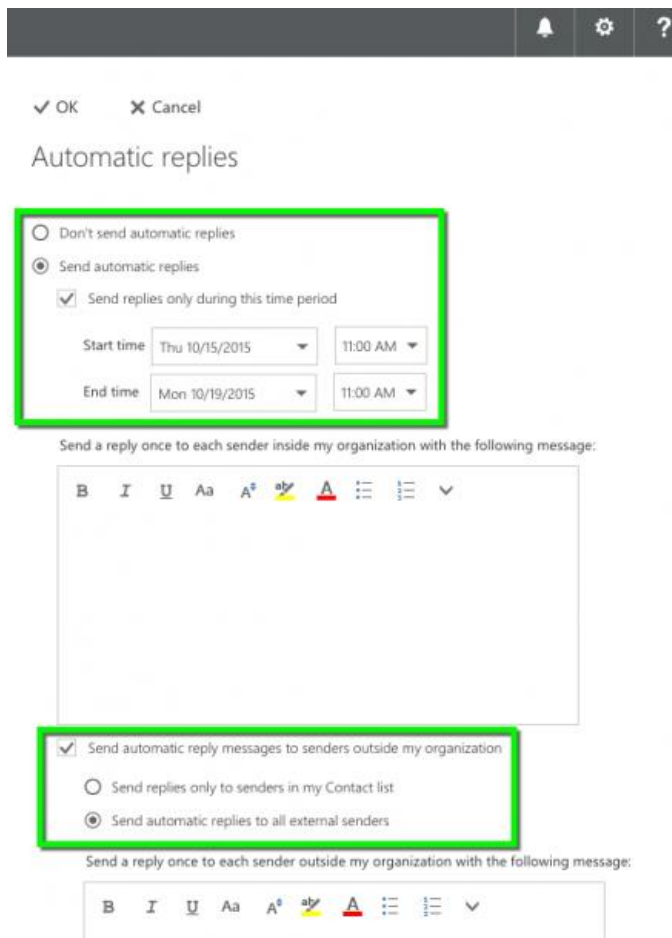
Out of Office Auto-reply

On the top right of the page, click on the Gear icon and then select *Automatic Replies*.



In the *Automatic Replies* window, select *Send automatic replies* then set the conditions of your messages. You can define the dates and times that automatic messages are sent as well as the types of contacts that receive replies. Type your outgoing messages in the text boxes provided.

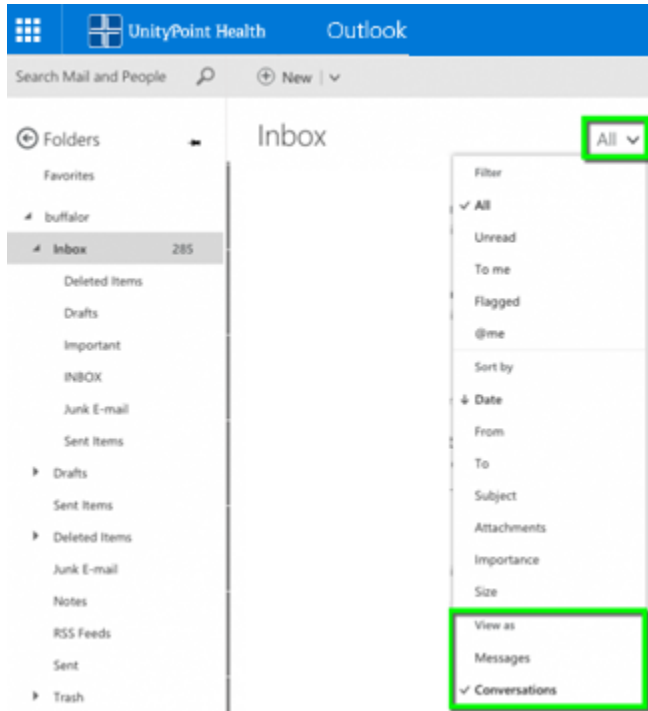
*Note: If you don't specify a *Start time* and *End time*, you will need to revisit this page to manually turn off automatic replies.



Click *OK* at the top of the page to save changes.

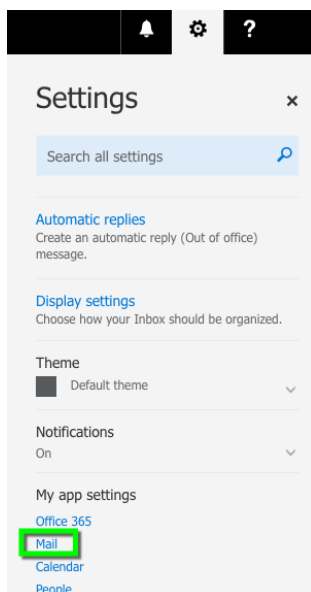
Turn Off Conversation View

Email items are grouped together as conversations by default. In the message pane, turn off conversations by selecting the drop-down arrow labeled *All*, then under *View* select *Messages* to disable the conversation view.

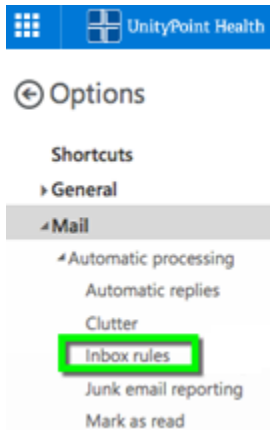


Creating Inbox Rules

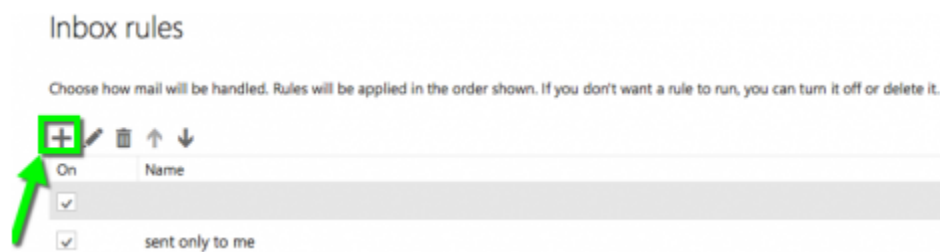
Select the gear icon in the upper-right corner of the screen and under *My app settings*, select *Mail*.



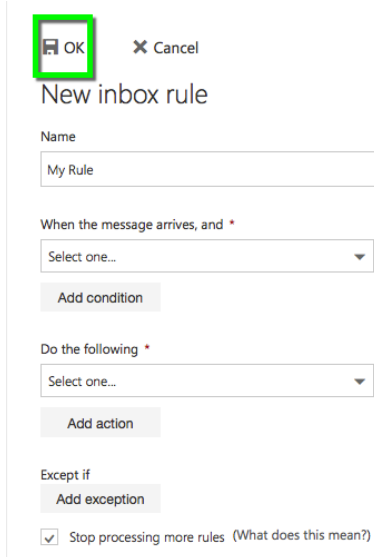
Under the *Automatic processing* heading, select *Inbox Rules*.



Click the plus (+) icon to create a new rule.



Select the appropriate criteria for the rule you wish to implement and select Ok to set the rule.

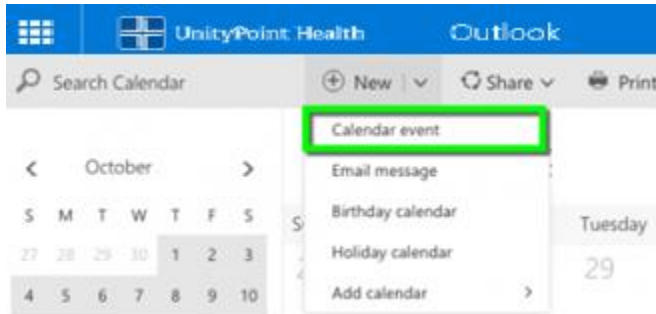


Creating a Calendar Event

Open the App Launcher in the upper left-hand corner of the window and select *Calendar*.

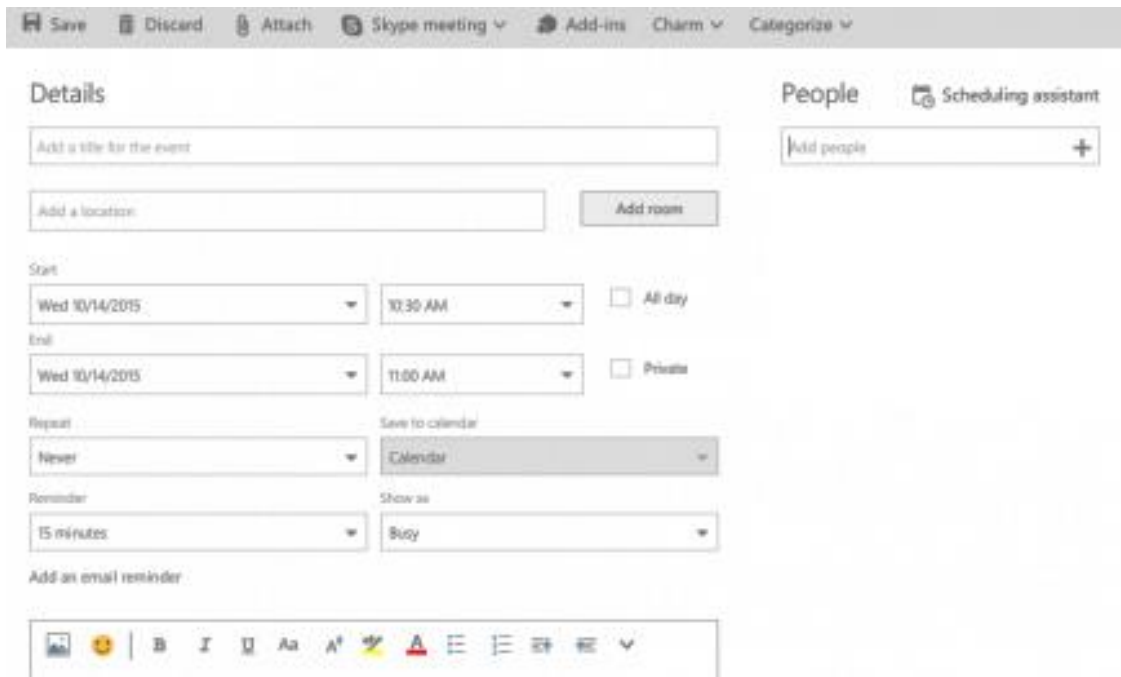


Click the *New* drop-down arrow and select *Calendar event*.

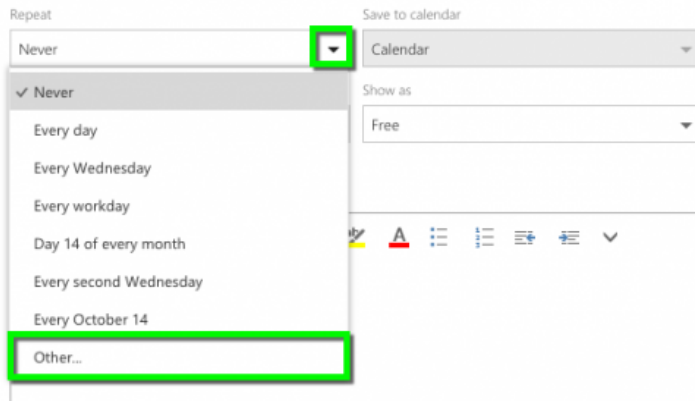


The *Details* window is where you set the specifics of the event, including the time, place, attendees, and more. Click on the *Start* and *End* drop down arrows to choose the date of your event from a calendar. You can type or use the drop-down arrows to fill in the time fields, but selecting the *All day* box will gray out the time fields. Selecting the *Private* box will hide all event details from others looking at your calendar. Selecting the *Reminder* drop down arrow gives you default options for a reminder that your meeting is taking place.

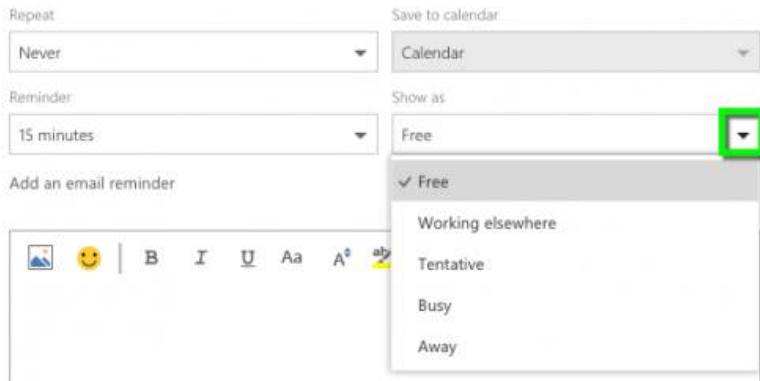
*Note: Calendar events default to a 15-minute reminder. You can change this default in Calendar Options.



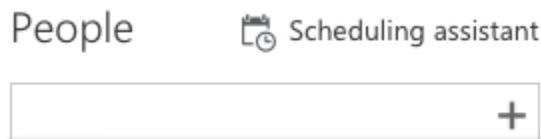
Selecting the *Repeat* drop down arrow allows you to set up a recurring event. You have several default options to choose from (weekly, monthly, etc.), or you can select *Other* to further customize your meeting recurrence.



Select the *Show as* drop-down arrow to communicate to others your availability during the event.



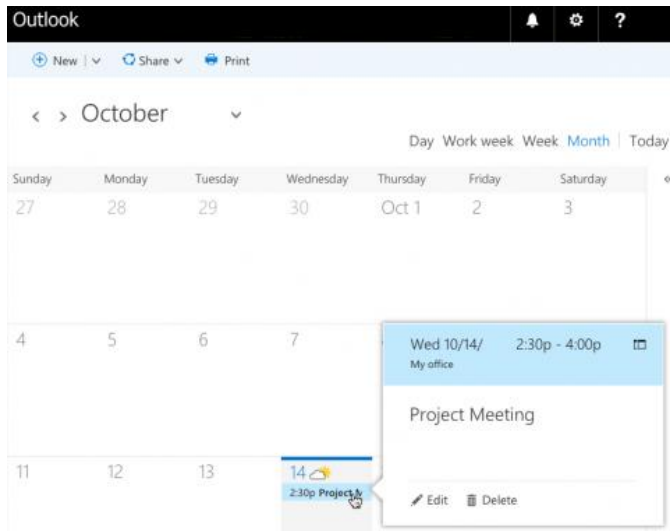
To invite people to an event, search for attendees in the *People* text field, and click on their name to add. Under *People* is where you will be able to see your contacts and directory items like rooms, resources and distribution lists. You can also click the plus (+) icon in the text field to add attendees from your contact list.



Individuals receiving an invite will appear under *Attendees*. Select *Sort By* to change the order of display. To remove an attendee from the list, click the X right of their name.

When finished adding details select *Save* in the top left of the message and the event will be on your calendar. The event will appear on your calendar. Click on it to see details, edit, or delete.

Modify or delete a calendar event by selecting the event on your calendar to bring up the event callout and select *Edit*. Or select the event on your calendar to bring up the event callout and select *Delete*.



You can view your calendar four different ways: Day, Work week, Week, and Month.

Day Work week Week **Month**