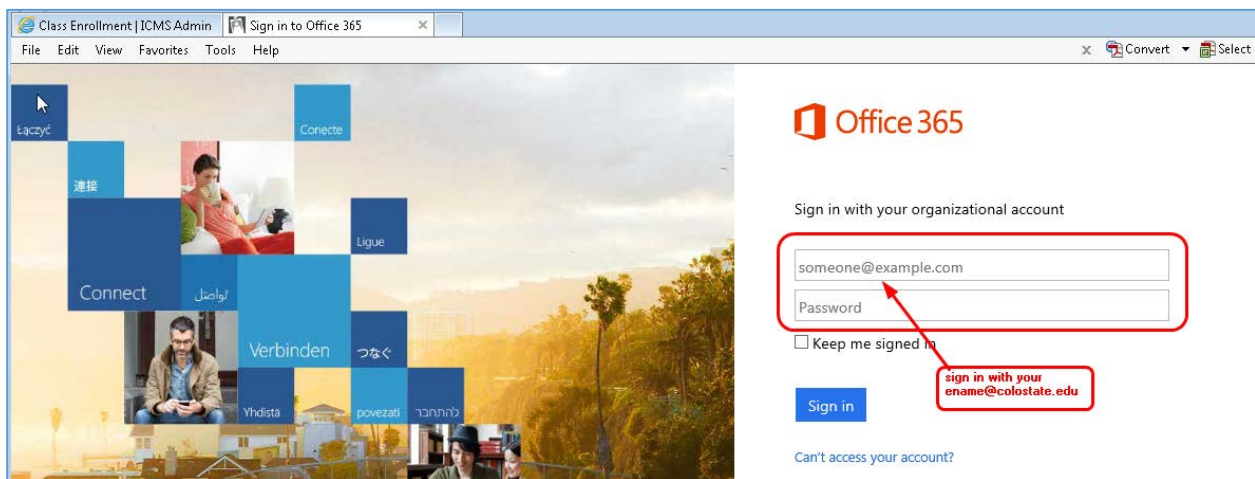


Office 365 Outlook Mail

How to Access the Office 365 Portal for email → Outlook Web App (OWA)

Access the Portal by using a browser and typing the following web address:
<http://portal.office.com>

Sign in with your ename@colostate.edu and type in your eID password in the password field.

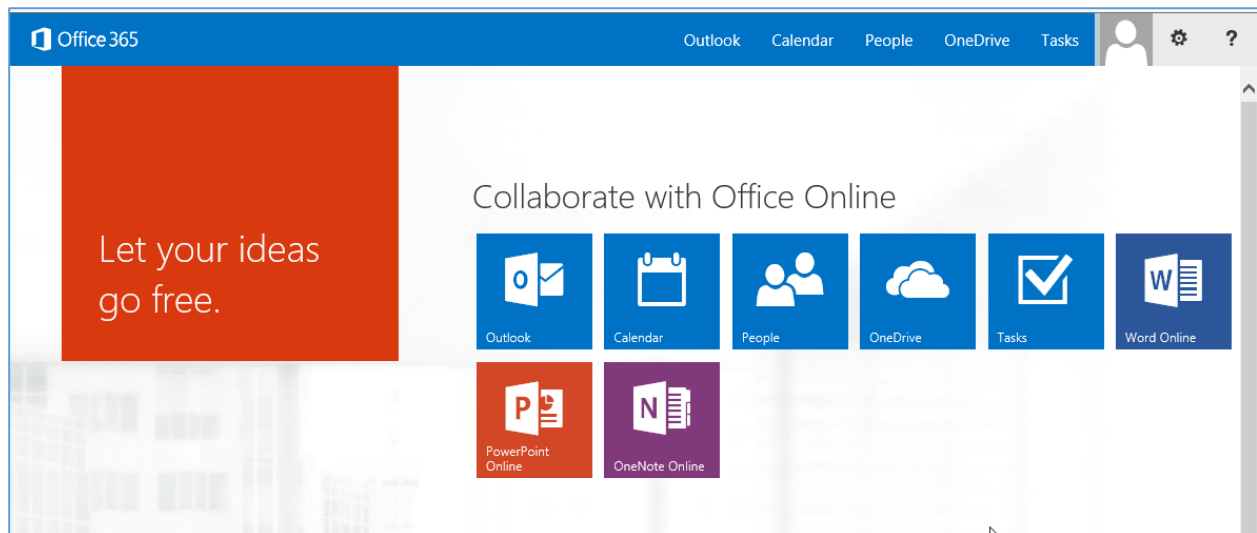


Tip: Save the portal address as a bookmark for future use in IE or Firefox

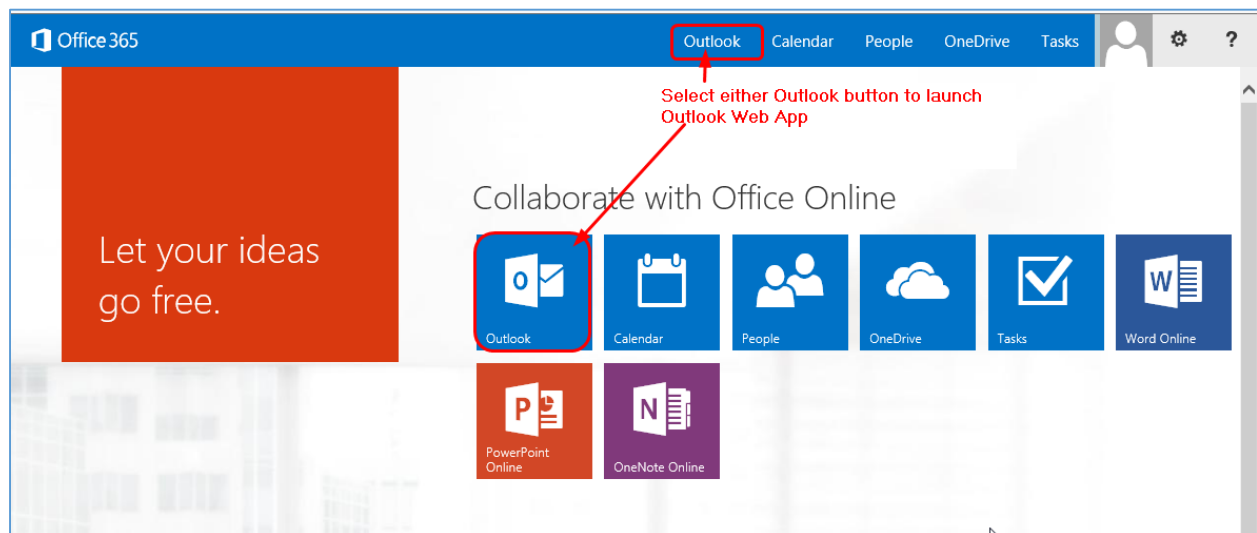
Select the Star icon to the right of the Address Bar, Add to Favorites



Once signed in to the Portal, a screen will display showing icons for all the different applications you have access to use.



Access Outlook by either selecting the Outlook link in the blue Office 365 toolbar at the top of the screen or by selecting the Outlook icon that is located in the middle of the screen.

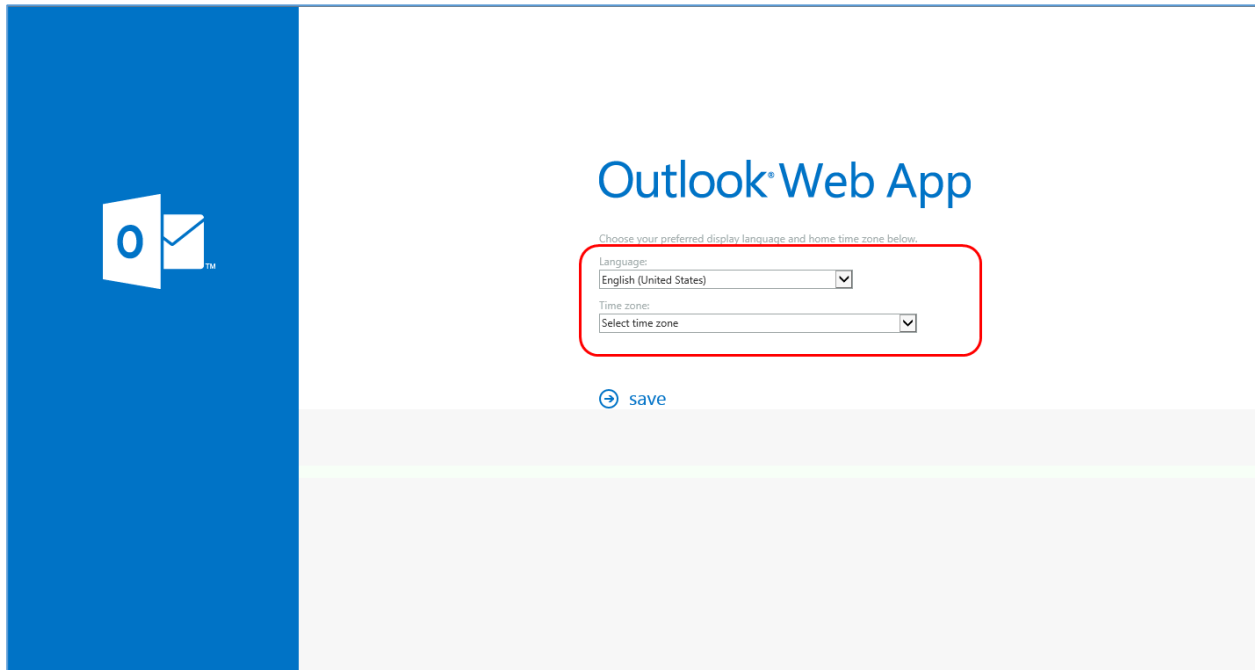


Setting Up Outlook for First Time Use

The language preference and the time zone will need to be set before one can access and use Outlook.

(Note, this step has already been completed in the lab. You will need to complete this step on your personal device.)

The setup screen in Outlook for language and time zone.



Click on the down arrow for each field and select the appropriate information. For example, English for Language and Mountain Time for Colorado Time Zone.

Click on **Save** when finished.

After the language and time zone has been set up, Outlook will display the Inbox and the application is now ready to use.

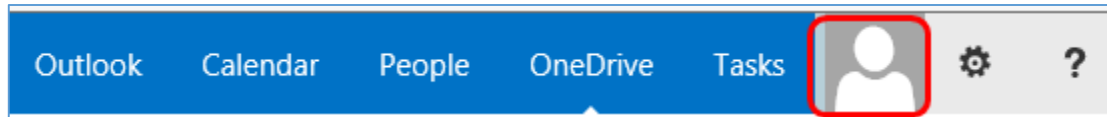
Tools Available in Outlook

In the upper right corner of the screen, the following tools are available to use:



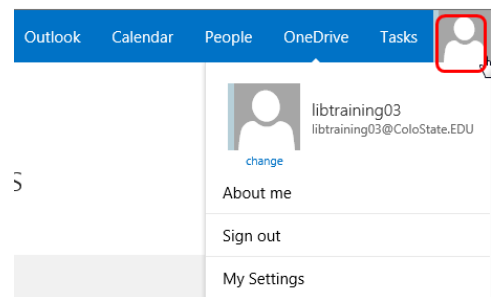
- The Outlook icon is used to read and compose email. The new email quota is 50 GB.
- The Calendar icon is used to schedule meetings and/or events.
- The People icon is used to store and create contacts.
 - Contacts include personal contacts and the CSU Global Address List (GAL).
- The Task icon is used to create an item that you track until its completion.
- OneDrive is an online cloud storage service from Microsoft. The OneDrive quota is 1 TB. OneDrive can also be used as a way to share files with other users.

The Person icon in Office 365



The Person icon in the Office 365 toolbar is used to:

- Edit information About Me
- Sign out
- Edit My Settings



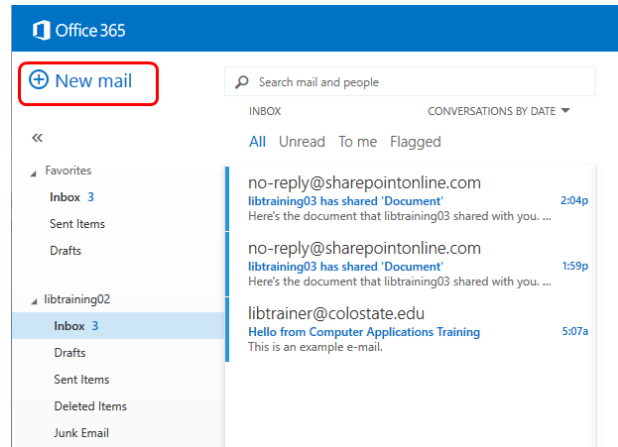
The Gear icon in Office 365



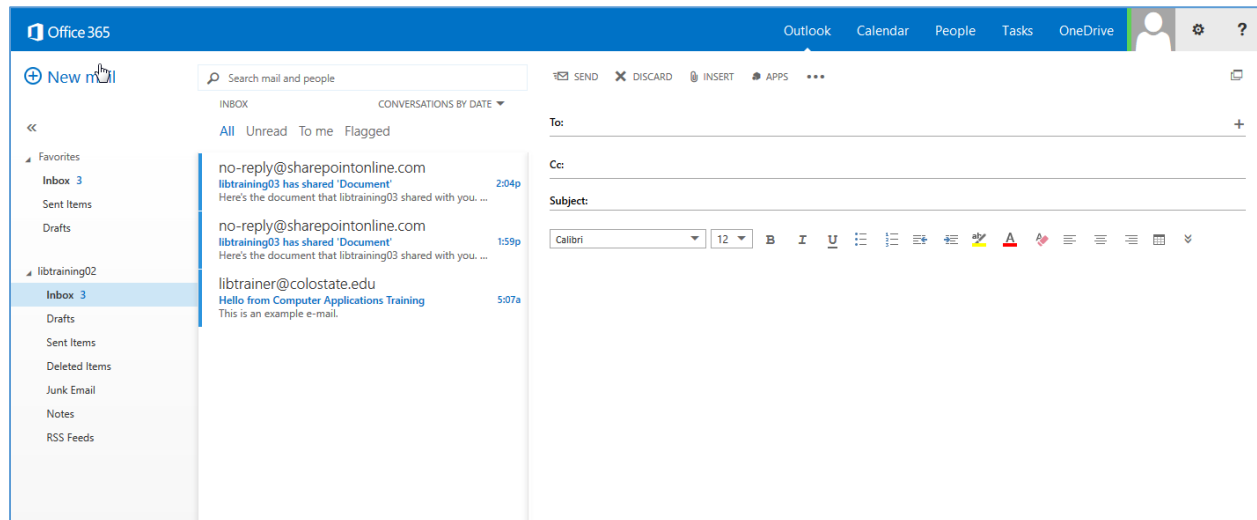
The Gear icon in Office 365 is context sensitive. Meaning, if you have Outlook as the active tool and then click on the Gear icon, options for Outlook will appear. If Calendar is the active tool, then only calendar options will display when the Gear icon is selected.

Compose an Email

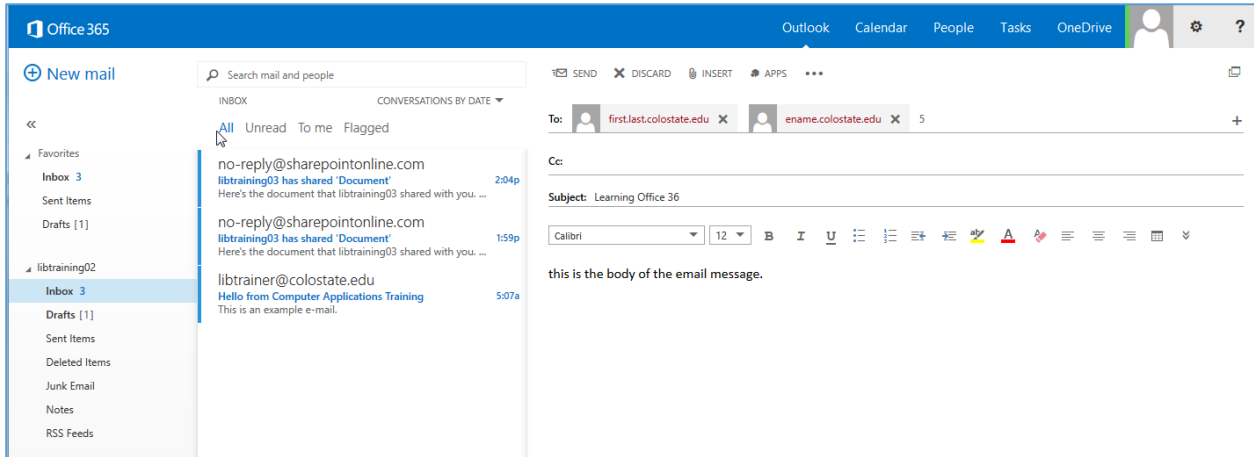
Compose a new email by selecting the Plus sign next to New Mail



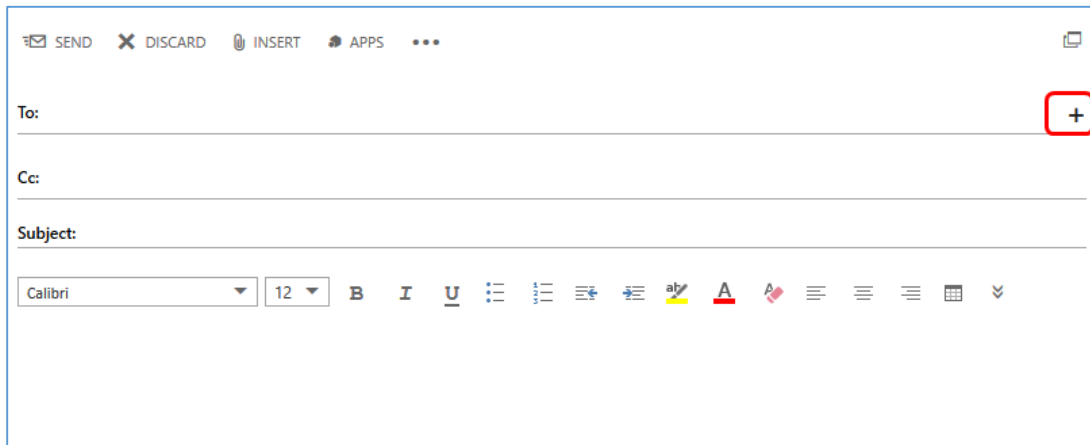
By default, the Outlook screen display will change to show your inbox in the left navigation pane, your messages in the middle navigation pane, and the message to be composed in the right navigation pane.



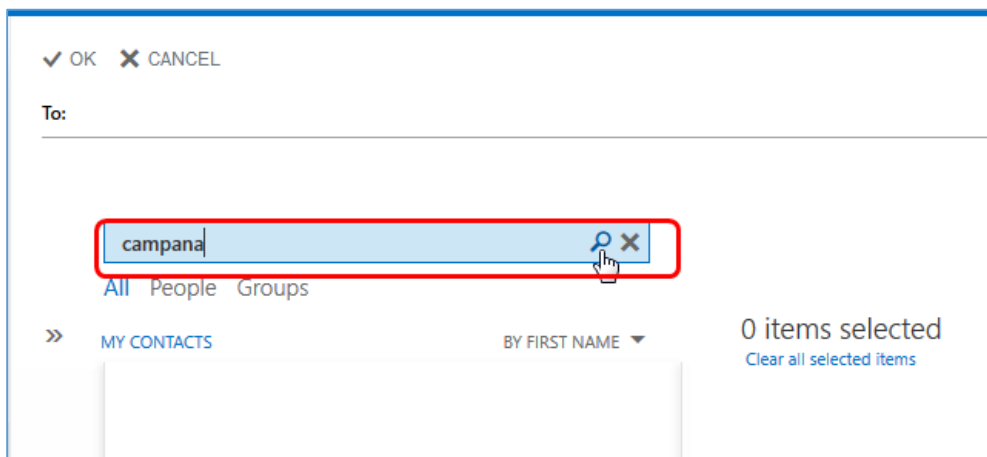
Position the cursor in the To: field and type or search for the end user's email address.



The Personal Address book and/or the CSU Global Address List (GAL) can be accessed by clicking on the Plus icon to the right of the To: field.

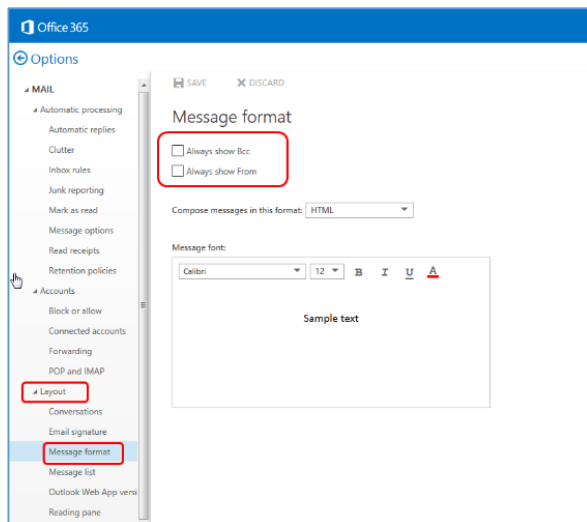
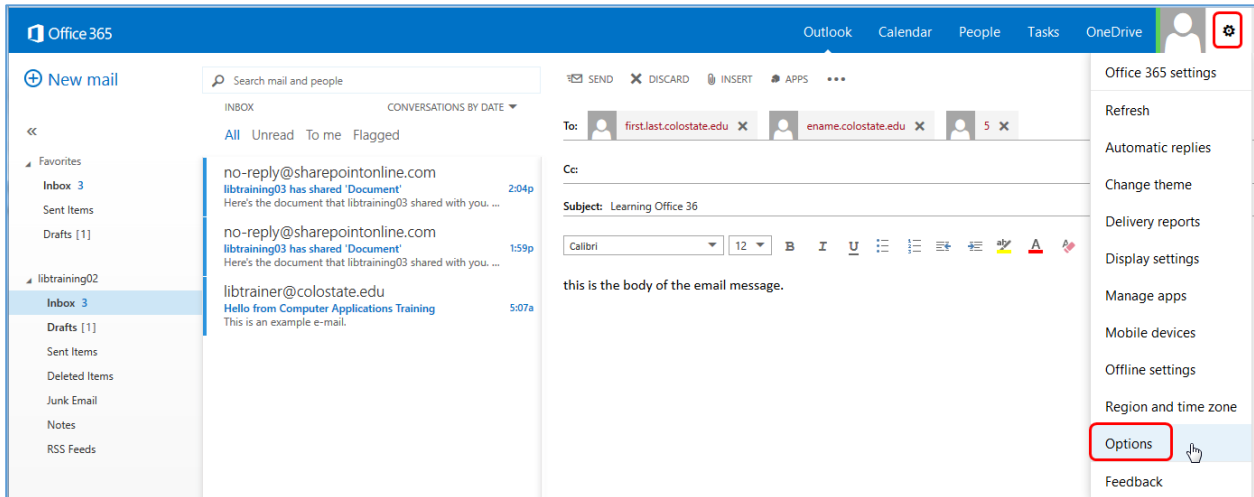


Search for a user in the GAL or your personal address book by positioning the cursor in the Search people field and typing in part or all of the user's name. Select the email address from the search results.



Tip: The Lamar address book did not migrate over to O365.

Tip: The Bcc option is turned off by default. To display the Bcc: field select the Gear icon and select Options.

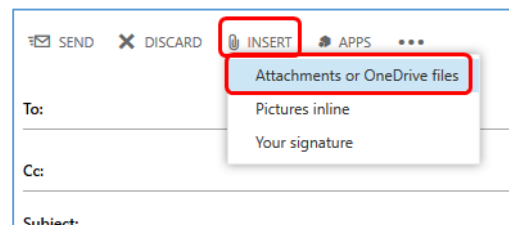
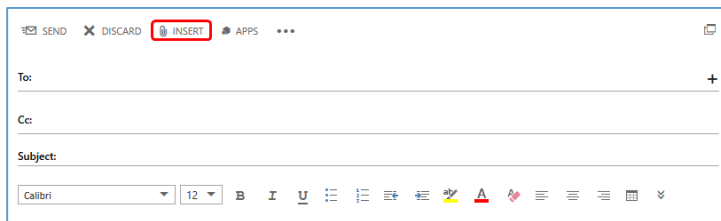


From the options window, expand the Layout option, select Message Format.

Next, select the check box for Always show Bcc and/or Always show From

Email Attachments

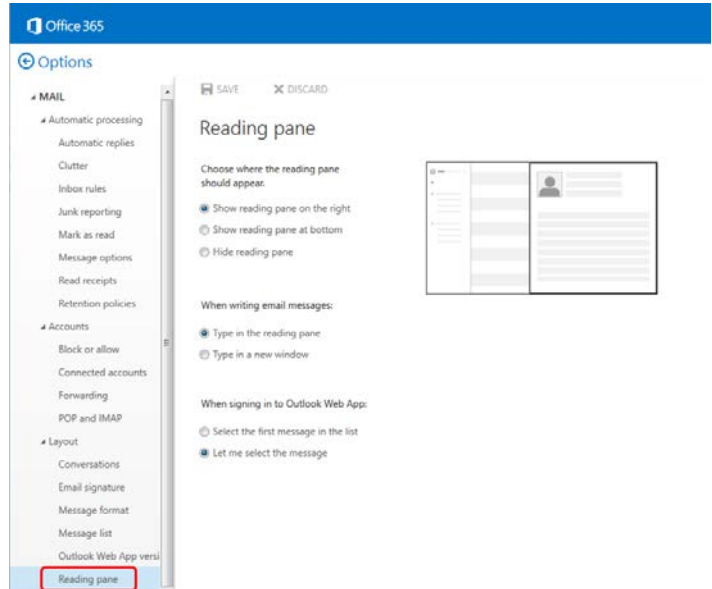
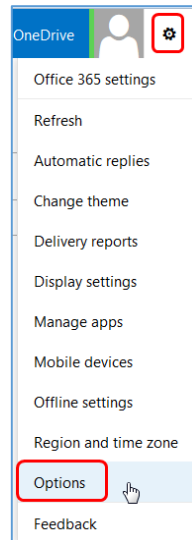
Attach files to any email being composed by selecting the Insert link at the top of the message window and selecting Attachments or OneDrive files. Browse your computer and select the file to attach.



Reading Pane

There are different display options for the reading pane. Options include show reading pane on the right, which is the default; show reading pane at the bottom of the window; or hide the reading pane.

To change the display of the reading pane, select the Gear icon, Options, Reading Pane.

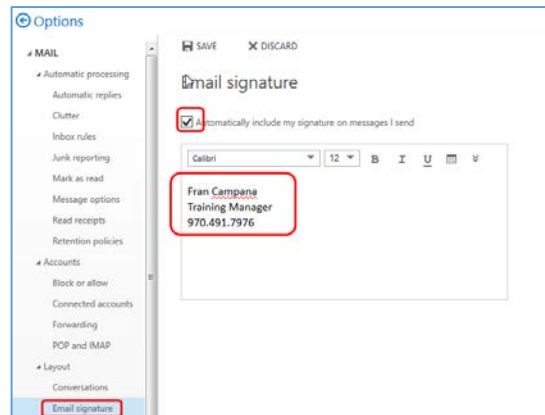
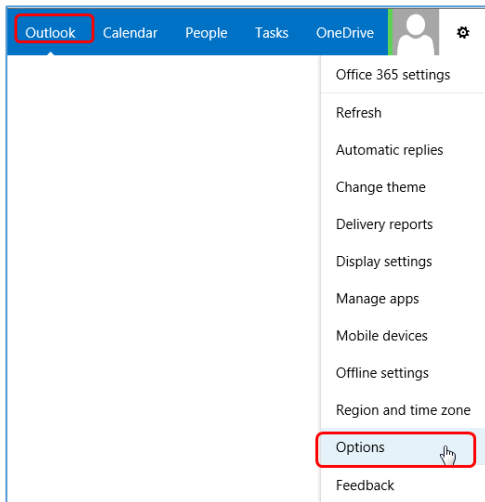


Email Signature

Create and set the email signature by selecting the Outlook icon and then the Gear Icon, Options:

Once in the Options menu, select Email Signature and type in the signature to be used.

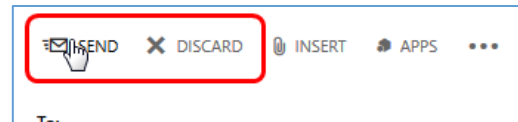
Tip: Be sure to check the box to automatically include my signature on messages I send or you will have to manually insert the signature from the Insert attachment icon..



Send Message/Discard Message

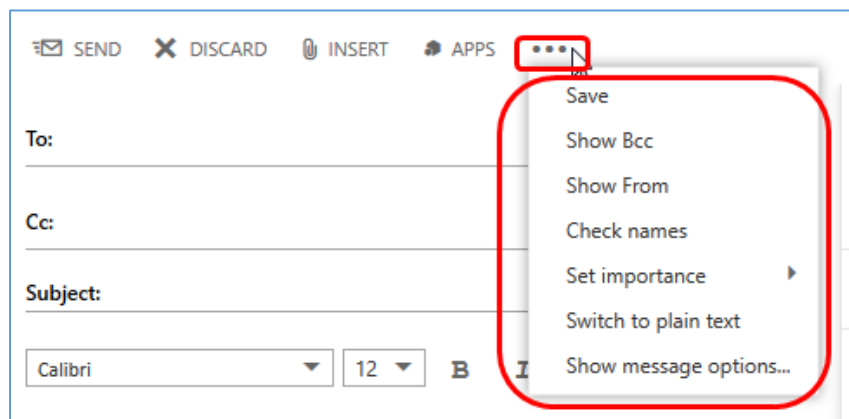
Select the Send icon when ready to send the email.

Press the Discard icon to delete the email.



Other Options

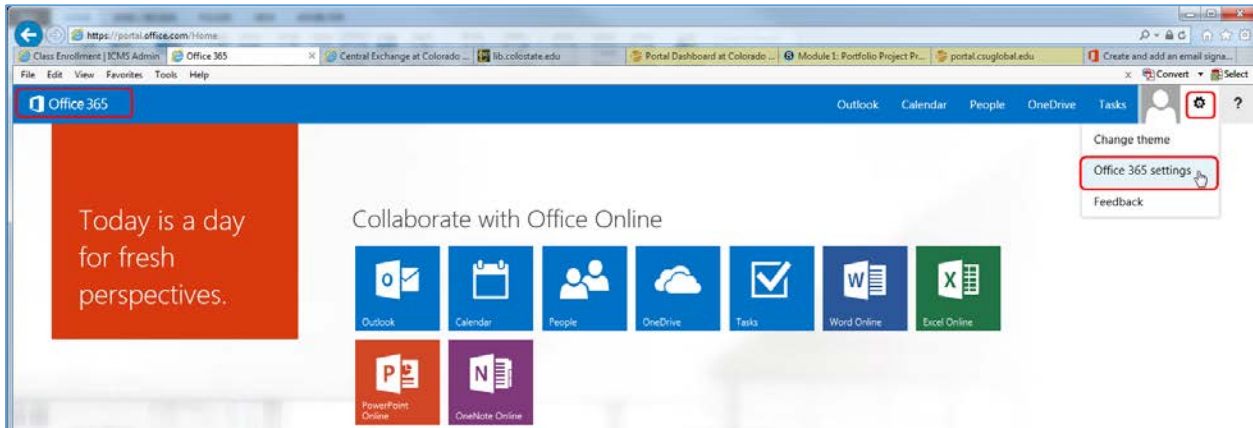
Other email options such as Save, Show From, Set Importance, Switch to Plain text appear in the eclipse (three little dots) option to the right of the Send/Discard/Insert menu.



Where do I Download the Microsoft Office Software?

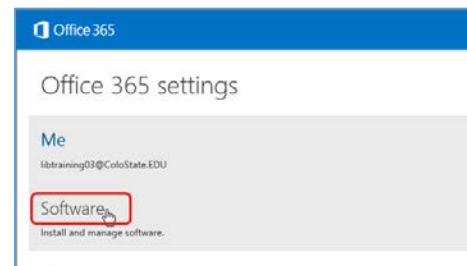
Microsoft Office is available for CSU students and most CSU faculty and staff by logging onto the Office 365 portal at <https://portal.office.com> using your eID in the format **enname@colostate.edu**.

Once in the portal, click on the Gear icon in the upper right corner. From the menu, select Office 365 Settings.



From the Office 365 Settings window, select the Software link on the left side.

Follow the instructions on the screen to complete the Office install.



Note: Qualifying accounts are allowed to install 5 instances of Microsoft Office on the Windows and/or Mac computers of their choosing.

Delete and Junk Folder Retention

The Junk folder will hold items for 30 days before it is delete. To empty the Junk folder, right click the mouse on the folder and select Empty Folder.

The Delete folder will hold items for 30 days before items are automatically deleted. To empty the Delete folder, right click the mouse on the folder and select Empty Folder.

Tip: When items are deleted from the Delete Folder, they will move to a Recovery folder. The items in the Recovery folder will delete after 14 days.

Other Training Documents and Information for O365

ACNS information on O365

<http://help.mail.colostate.edu>

CAT training handouts and videos:

<http://lib.colostate.edu/cat/training-handouts>

Getting Started with OneDrive

<http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial>

Getting Started with Lync

<https://support.office.com/en-us/article/Watch-online-79b726d8-0363-4c57-a734-d3a1ee174e82>

Instructions for Setting up a Mobile Device to Work with O365

https://support.office.com/en-us/article/Set-up-email-on-an-Android-phone-or-tablet-886db551-8dfa-4fd5-b835-f8e532091872?ui=en-US&rs=en-US&ad=US#__toc354585472.

Instructions for Setting up IMAP for an Alternate Email Program (ex: Thunderbird)

https://support.office.com/en-us/article/Settings-for-POP-and-IMAP-access-for-Office-365-for-business-or-Microsoft-Exchange-accounts-7fc677eb-2491-4cbc-8153-8e7113525f6c?ui=en-US&rs=en-US&ad=US#__toc383167843