Office 365 How-To Guide
For Students
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First Time Logging into Office365 Webmail

1) Log in at rockets.utoledo.edu with your **UTAD credentials**

2) Choose the **language**

3) Choose the Time Zone (**UT is Eastern Time**) and click **save**
Change Outlook Web App Theme

1) Click the **Settings** icon
2) Select **Change theme**
3) Select the theme and click **OK**
Add/Change your account Picture in Office 365

Note-By choosing to upload your photo to Office 365, you are agreeing to the terms and conditions set forth by the University of Toledo’s acceptable computer usage policy found by logging into myutaccount.utoledo.edu and selecting “View Computer Usage Policy”. Individuals with offensive and distasteful images will be referred to the dean of students for disciplinarian action.

1) When logged into Office 365 (Rockets Mail) click on your name in the upper right hand corner of the screen.

2) Click on the Change link.

3) Click on browse button and browse for the photo you wish to upload.

4) Once the photo is selected, it will appear. Click on the save button.

Need Help? Call the IT Help Desk at 419-530-2400
Use Outlook Web App Offline Mode

In Offline Mode, the user can do most of the tasks they can while in online mode only with a few limitations. You must set Offline Mode with an active internet connection. Please be advised of the limitations in Offline mode:

- All folders may not appear in Offline Mode
- Calendar reminders will only go up to 2 months
- Can only view the previous month and future year in Calendar mode
- Messages sent, changes made in the calendar, edit to contacts list and other changes will not be saved to the Exchange Server till Online mode is restored

Information Technology always recommends using Online Mode for full feature support but in the event that the user will not have an internet connection, Offline Mode may be handy.

1) Click on the Settings icon and select Offline Settings

2) Once in Offline Settings, select Turn on offline access and click OK

3) Follow the informational steps 1-4. Step 3 will ask the user to add a bookmark. This can be done by pressing Ctrl + D

4) Once at step 4, click OK

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Configuring Student Email - Outlook 2007/2010/2013

1) If already in outlook, please exit.
2) Click **Start>Control Panel**

1. If in Category mode, please select **Large Icons** or **Small Icons** (upper right portion of the window).

2. Click on the **Mail Icon**.

3. If there is not a default mail profile, the window to create a profile will appear. Type **Office 365** then click **OK**. If you already have a mail profile, please skip to step 6.

4. Click **E-Mail Accounts**.

5. If other accounts are already configured with Outlook, click **New**.
6. **Ensure the E-mail Account radio button is selected.** Enter the following information in:
   - **Your Name:** Your First & Last Name
   - **E-mail Address:** UTADUserName@rockets.utoledo.edu
   - **Password & Re-Type Password:** UTAD Password

7. When the “Allow this Website configure...” appears, **check** Don’t ask me about this website again then click **Allow**.

8. If prompted at the Windows Security login box, please ensure the username is set to UTADUserName@rockets.utoledo.edu and the password is your **UTAD password**. This box may appear more than once. Click **OK** when finished.

9. Once the account has been successfully configured, the windows below should be displayed. Please click **Finished**. Start Outlook and your email should begin to sync from the Office 365 server.

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Configuring Student Email - Mac OSX Mail, Calendar, & Address Book

1) If already in Mail, Calendar & Address book, please exit.
2) Click the Apple Menu>System Preferences.
3) Click Internet Accounts.
4) In Internet Accounts window, select Exchange.
5) In enter the following information:
   Name: YOUR First & Last Name
   Email Address: UTADUserName@rockets.utoledo.edu
   Password: UTAD Password
   Once information is inputted, click Continue.
6) Once the account finishes auto configuring, click Continue.
7) Select the applications (Mail, Contacts, Calendars, Notes, & Reminders) that are to be utilized then click **Done**.
Configuring Student Email - Outlook for Mac 2011

1) Open Microsoft Outlook for Mac 2011. If presented at the “Welcome to Outlook:mac” screen, click Add Account. If not, proceed to step 1.A.

1.A) In Outlook for Mac, click the Outlook menu > Preferences.

2) Click Accounts

3) At the lower left hand corner of the Accounts window, click the plus upside-down triangle > Exchange.

4) Enter the following information:
   
   **Email address:** UTADUserName@rockets.utoledo.edu
   **Method:** User Name and Password
   **User name:** UTADUserName@rockets.utoledo.edu
   **Password:** UTAD Password
   **Ensure Configure automatically is checked**

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5) When at “Outlook was redirected to the server....” Ensure “Always use my response for this server” is checked then click Allow.

6) The account should then successfully configure. Once the account has configured successfully, an account summary page will appear. Go ahead and close the Account summary window. All Email will download from the Office 365 Server into Outlook for Mac. The process could several minutes.
Create/Send a New Message

1) At the Office 365 inbox screen, click **new mail**

2) On the right side of the screen, the **reading pane** will turn into the **compose pane**.

3) When finished composing the email, click on the **send** button.
Save a Composed Message as a Draft

1) Click on the **more options menu**
2) Click **save**

Hi Dr. Jones,

Attached you will find my essay project.

See you in class on Monday!

Best,

Rocky

3) **The draft email will save to the draft folder**

The draft email will save to your Drafts folder at 11:12 AM
Reply, Reply All, & Forward a Message

1) **Highlight** the message to reply
2) Click either **Reply**, **Reply All**, or **Forward**

3) Compose your message (if applicable) then click **Send**

Highlighted Message

Compose your message here (if applicable)

From: RAMSELL, Kris
Sent: Saturday, December 14, 2013 4:02 PM
To: Rocky
Subject: Will you be there?

Hi Rocky,

Will you be at the game this Sunday?

Hope to see you there!

Reply- Replies to just the sender
Reply All- Replies to everyone listed on the message
Forward- Forward to existing message to another person
Insert An Attachment

1) Click the **INSERT** button in the message that the attachment is to go into

2) Click either attachment or picture *(depending on the document)*

3) Browse for the attachment

4) *Once* the attachment is uploaded, the attachment will appear below the **Subject** line.

To: [Name]

Cc: 

Subject: Project

[File Attachment] Why I Love UT.docx (12 KB) Preview
1) Display the more **options dialogue menu**
2) Select **Show Message Options...**
3) Checkmark the boxes that are applicable then click **OK** and send the message when ready.
Send Automatic Replies
1) Click the Settings button
2) Click Set automatic replies
3) Select the radio button Send automatic replies
4) Type in the automatic reply message that is to be sent to the senders of the user’s account. Click save when done

Tip: You may have automatic replies turned on and off automatically. Check the box Send replies only during this time period: and customize the time.
Create a Signature

1) Click on the **Settings** icon & select **Options**.

2) Click **Settings**

3) **Edit Signature** and click **Save**

Check “Automatically include my signature on messages I send” if signatures should be applied to all outgoing messages.
Create a Inbox Rule
Rules are highly customizable. An inbox rule can be created to automatically:

- Move the message to a folder
- Mark the message with a category
- Redirect the message to a different email address
- Delete the message
- Send a text message to

1) Click the Settings icon and select **options**

2) Select **organize email** (left-hand side)

3) Ensure **inbox rules** is selected and click the **plus** symbol

4) Select the option that best fits the task that needs completed
5) Name the rule
6) Select the next option that is applicable

7) Enter the email address/or specific words then click OK

8) In the Do the following, choose the applicable option then click save

9) The name and the rule(s) details will appear on the inbox rules dialogue area
Microsoft Outlook Web App Calendar Quick Reference Guide

Create a new calendar event

Current month displayed

Quick month access toolbar

Switch between e-mail, Calendar, and Contacts (People) Mode

Highlighted Box indicates day selected

Search calendaring events

Full month mini calendar

Switch calendar mode by day, work week, full week or month

Other calendars that is OWNED by the user

Print Calendar

Other calendars that the user has access to

Share calendar to another UT Student

Search calendaring events

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Create an Appointment

1) Click on Calendar (top left)

2) Click on the day of the future appointment then click new event

3) Fill in the required information for your appointment then click SAVE

Delete/Cancel
Create a Meeting

1) Click on Calendar (top left)

2) Click/highlight on the day of the future appointment then click new event

3) Fill in the required information for your appointment

4) Insert the email address of the person you wish to invite to the meeting (must be with another student or staff member with an @rockets.utoledo.edu or @UToledo.edu email address). The user may choose to invite others directly from your private address book or from the University of Toledo Global Address Book.
   A) If the individual user is in the in the private contacts list, locate the user then click the plus symbol.
   B) If the individual user can be found in the Global Address Book, click the chevron to display this various groups then select Directory. Preform the search by Last, First name. Once the person is located and highlighted, click the plus symbol

5) Click OK in the address book then click SEND on the next previous screen to deliver the meeting request to the individuals
Share Your Calendar with another University of Toledo Student

1) Click on the Calendar button (top right)

2) Click the SHARE button (top right)

3) In the Share with field, type the full email address of the student the user wishes to share their calendar with

4) Select the permissions then click SEND

Permissions Definitions

Availability only - Only shows the times of your availability. Location, event name, attendees are NOT shared.

Limited details - Only provides the subject and the location.

Full details - Provides all information on your calendar including the location, event name, attendees, and the time.

Editor - Can create, read, and modify meetings on your behalf.

Delegate - Can create, read, and modify meetings on your behalf. Can also respond to meeting requests on your behalf.
Remove/Change a user’s access to YOUR Calendar

1) Click Calendar (top right)

2) On the left hand side, right click Calendar (under MY CALENDARS) then select permissions

3) On permissions, either edit the user’s permission or click the X to remove access altogether.

4) Click SAVE when done editing or removing permissions

Permissions Definitions

- **Availability only**: Only shows the times of your availability. Location, event name, attendees are NOT shared.
- **Limited details**: Only provides the subject and the location.
- **Full details**: Provides all information on your calendar including the location, event name, attendees, and the time.
- **Editor**: Can create, read, and modify meetings on your behalf.
- **Delegate**: Can create, read, and modify meetings on your behalf. Can also respond to meeting requests on your behalf.

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Create a new contact or contract group.

Outlook Web App Contacts (People) Quick Reference Guide

Search for contacts
Switch between e-mail, Calendar, and Contacts (People) Mode
Search between individual & group contacts
Edit Contact Details
Delete Contact
Send E-mail to contact
Schedule appointment with contact
Send Instant Message to contact

Individual Contact
Group Contact
Sort contacts by criteria

University of Toledo Global Address Book
User’s private contacts

Create a new contact or contact group.

Directory
All Rooms
All Users
All Contacts
All Distribution Lists
Offline Global Address List
Connect to social networks

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Add a New Contact

1) Click on People (top right)

2) Click on new (top left)

3) Select create contact

4) Fill out the contact information then click Save
Add a New Contact Group

1) Click on **People** (top right)

2) Click on **New** (top left)

3) Select **create group**

4) Type the name of the group that is to be created

5) Add members by typing their email address in the members box (Example@Domain.com) and then pushing the Enter button on the keyboard to add them to the group. When finished adding members to the group, click **SAVE** when finished.

To delete a contact, click … and then click **delete**
Modify a Contact

1) Click on People (top right)

2) Select the contact that needs changed and click EDIT

3) Edit the contact as needed then click SAVE

... will allow the option to delete the contact or contact group.
Modify a Contact Group

1) Click on **People** (top right)

2) Select on the Group that needs modified and click **EDIT**

3) Make the necessary changes and click **SAVE**

To remove a contact from a group, click the X next to the member’s name.
Import Contacts

Note-Before importuning contacts into the Outlook Web App, you must already have your contacts exported from your current email program to your local PC in a .CSV (comma separated value) format

1) Click on People (top right)

2) Click on the settings gear > Import Contacts

3) Click Choose File and browse for the specific .CSV file

4) Once the file has been located, click next. The contacts should be imported into Office 365. Depending on the amount of contacts you have, it may take several minutes.