



Office 365



# Office 365 Basics

# Office 365 Basics Training

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# Office 365 Basics Training

## About Us

CaTS (Computing and Telecommunications Services) provides service and support for all campus technology, including internet access, computer labs, electronic classrooms, telephones, IT security, and administrative and computing resources.

For students, we offer a variety of services ranging from email and 24-hour computer labs to reduced cost software and free laptop rentals. For faculty and staff, we provide phone and voicemail services, an equipment checkout/delivery program to enhance technology use in the classroom, and support for your university-owned computers.

## Resources

Our IT website is a great resource to learn about all of our services, as well as access Atomic Learning where you can watch free video tutorials! Visit [wright.edu/it](http://wright.edu/it) to learn more about CaTS!

## Contact Us

**CaTS Help Desk**

**Phone:** (937) 775-4827

**Location:** 025 Library Annex

**Email:** [helpdesk@wright.edu](mailto:helpdesk@wright.edu)

## Follow Us



Follow us on Twitter @WrightStateIT

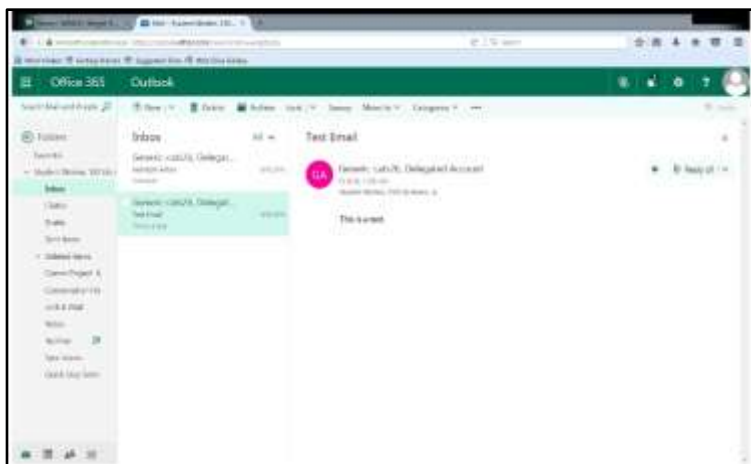
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## Outlook Web App (OWA) vs. Outlook Client

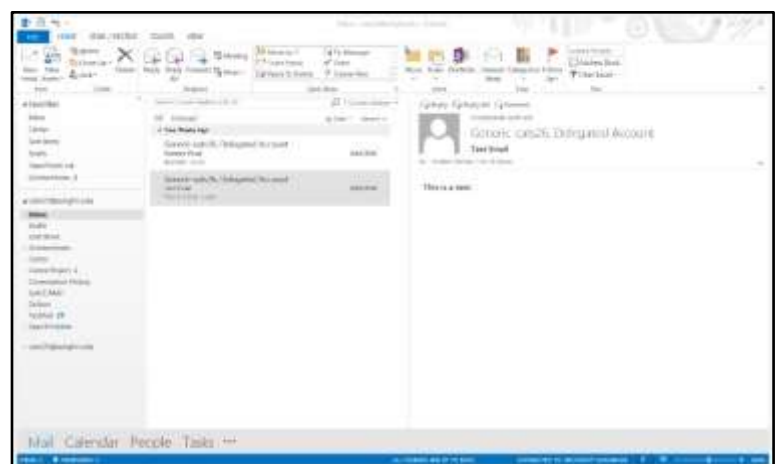
There are two different applications available to access Office365: the Outlook Web App (OWA), and the Outlook Client. This training guide is for use in OWA, but highlights the differences between applications and which app would be better to use for specific tasks.

OWA	Outlook Client (PC)
<b>Available:</b> on the web.	<b>Available:</b> on all Wright State computers and as a free installation to all WSU faculty, staff, and students.
<b>Accessible:</b> through most browsers from your Wright State Wings account.	<b>Accessible:</b> through your computer's applications.
<b>Provides:</b> Quick and easy access to Office 365.	<b>Provides:</b> Complete functionality. Full-featured application with advanced options in Office 365.
<b>Best for:</b> times when you only have access to shared computers.	<b>Best for:</b> when you want full capability of Office 365.
<b>Cons:</b> Requires internet access.	<b>Cons:</b> More advanced than OWA.

OWA



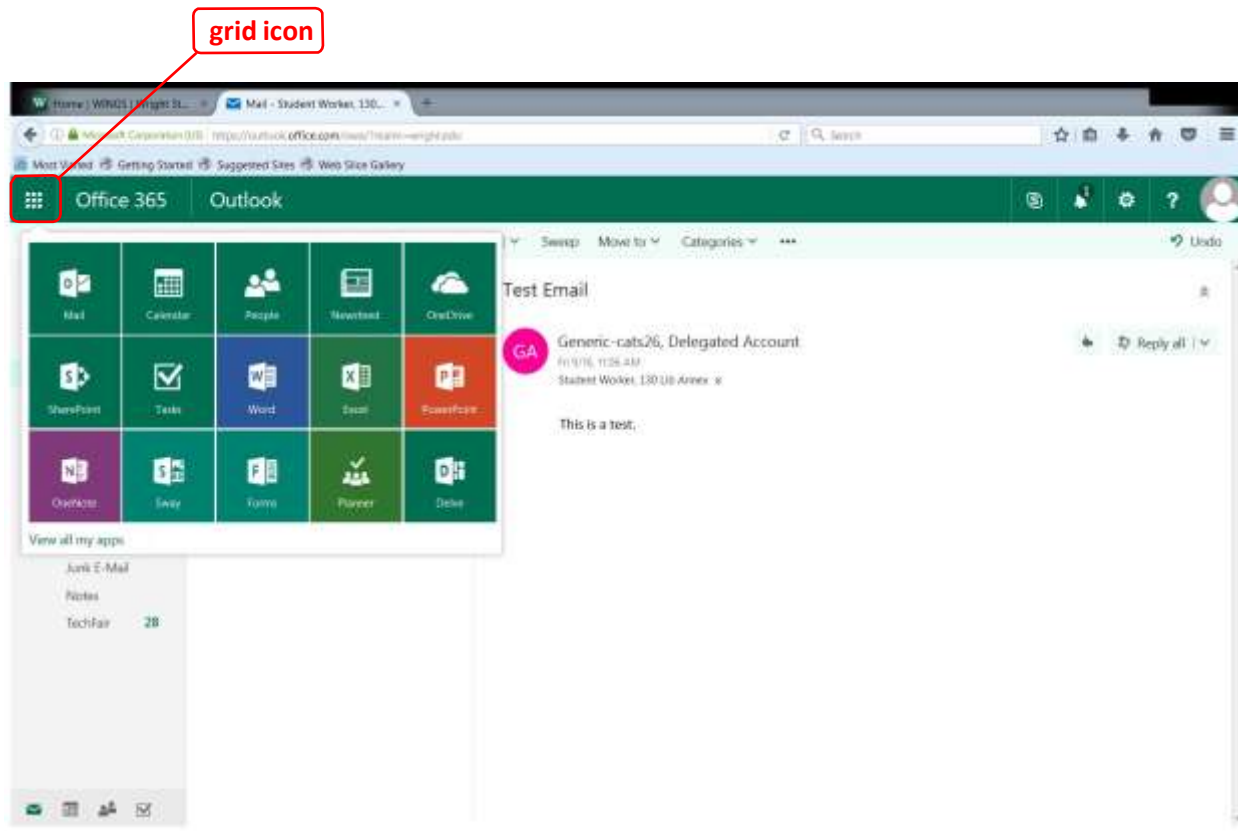
Outlook Client



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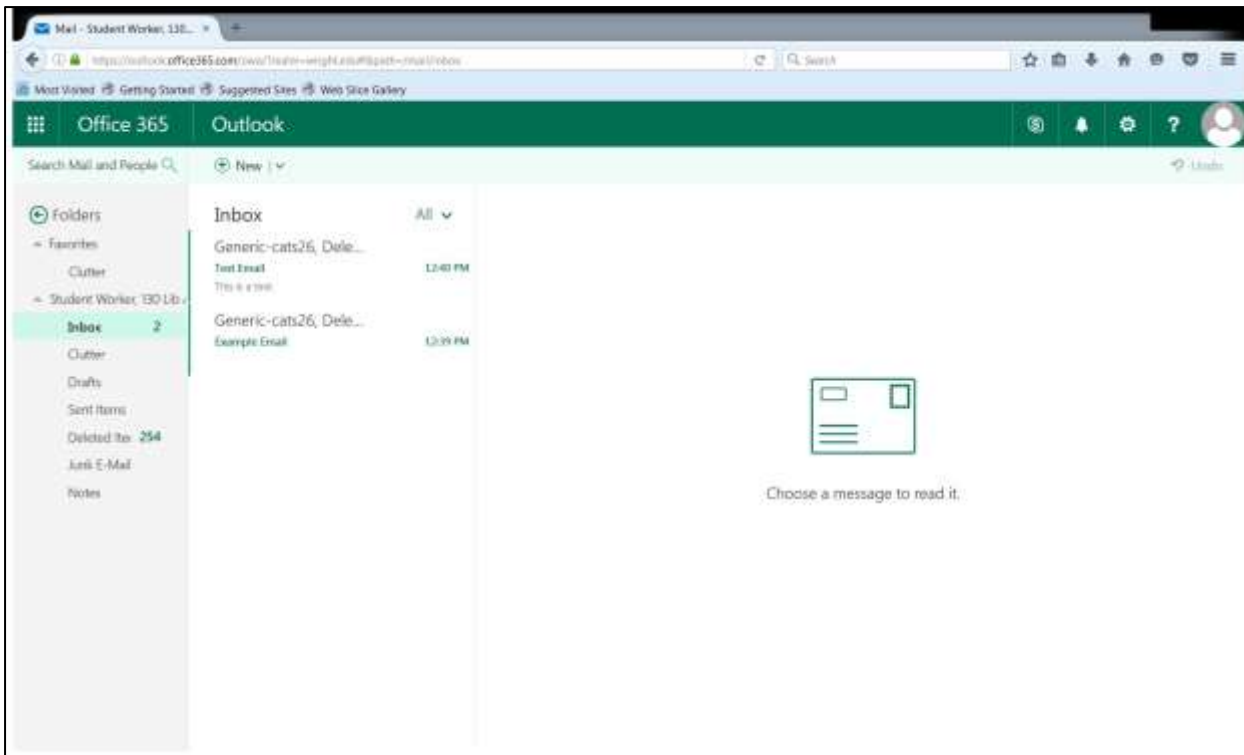
## Accessing OWA Apps

Access to most applications discussed in this manual can be found under the **grid icon**, located in the upper left hand corner of your OWA mail page. After clicking on the **grid icon**, a dropdown menu will appear with different applications to choose from.



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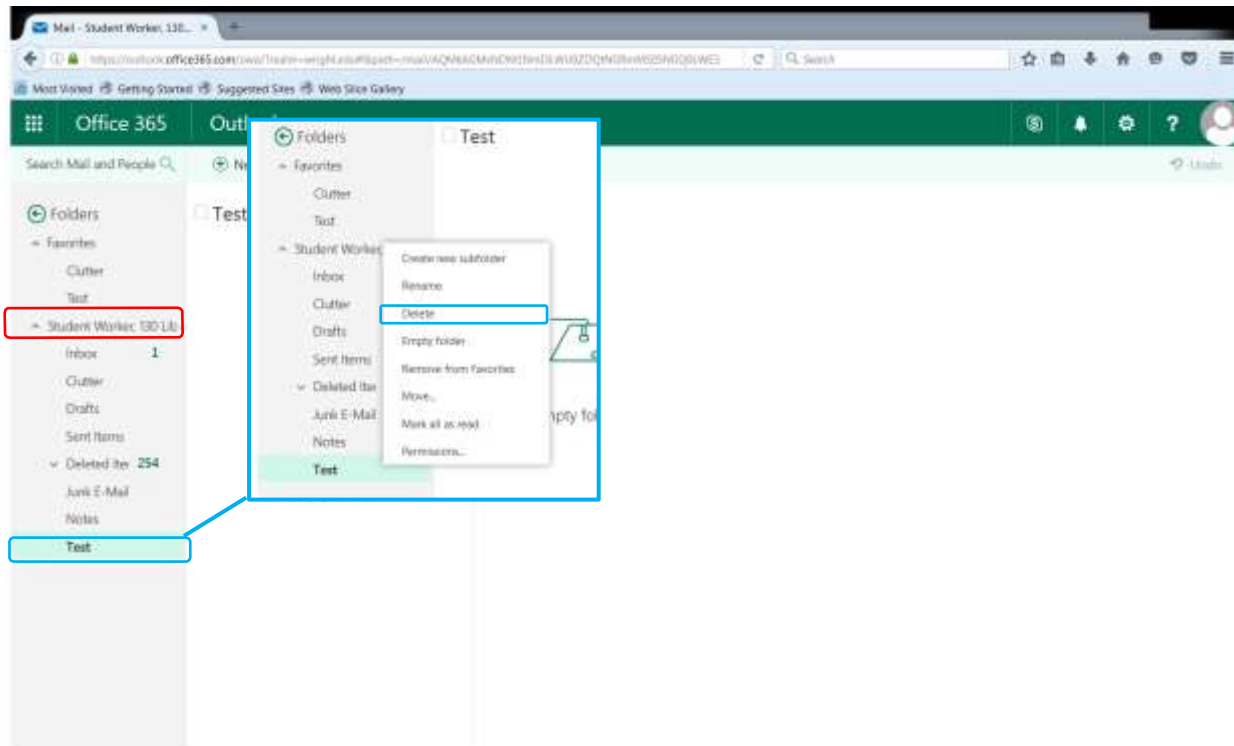
## Mail (Outlook Web App)



To **access your account**, you will need to login to [outlook.wright.edu](https://outlook.wright.edu) with your Wright State email address.

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## Adding/Removing Folders



### Adding Folders

1. Hover your mouse over your name, as shown highlighted in **Red**.
2. Click on the + icon that appears.
3. Type the name of the new folder you would like to create into the Textbox that appears.
4. Press **Enter**.

### Removing Folders

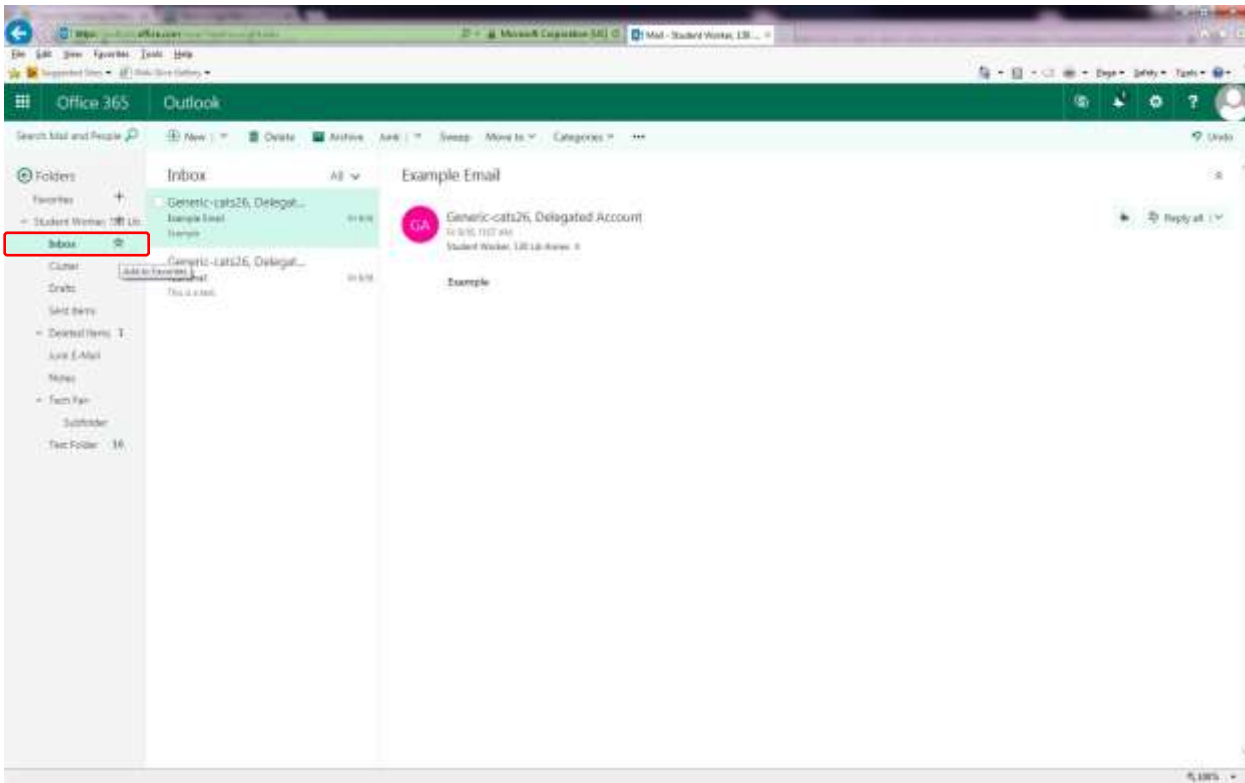
1. Right Click the Folder you would like to remove.
2. Click **Delete**, as shown highlighted in **Blue**.
3. Click **Okay**.

#### TIPS & TRICKS

- ❖ A folder that is stored under **Favorites** cannot be deleted until removed from **Favorites**.

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## Adding/Removing Folders to/from “Favorites”



### Adding Folders to “Favorites”

1. Hover your mouse over the folder you wish to add to your **Favorites** until you see the **star icon**.
2. Click the **star icon** to add the folder into your **Favorites**.

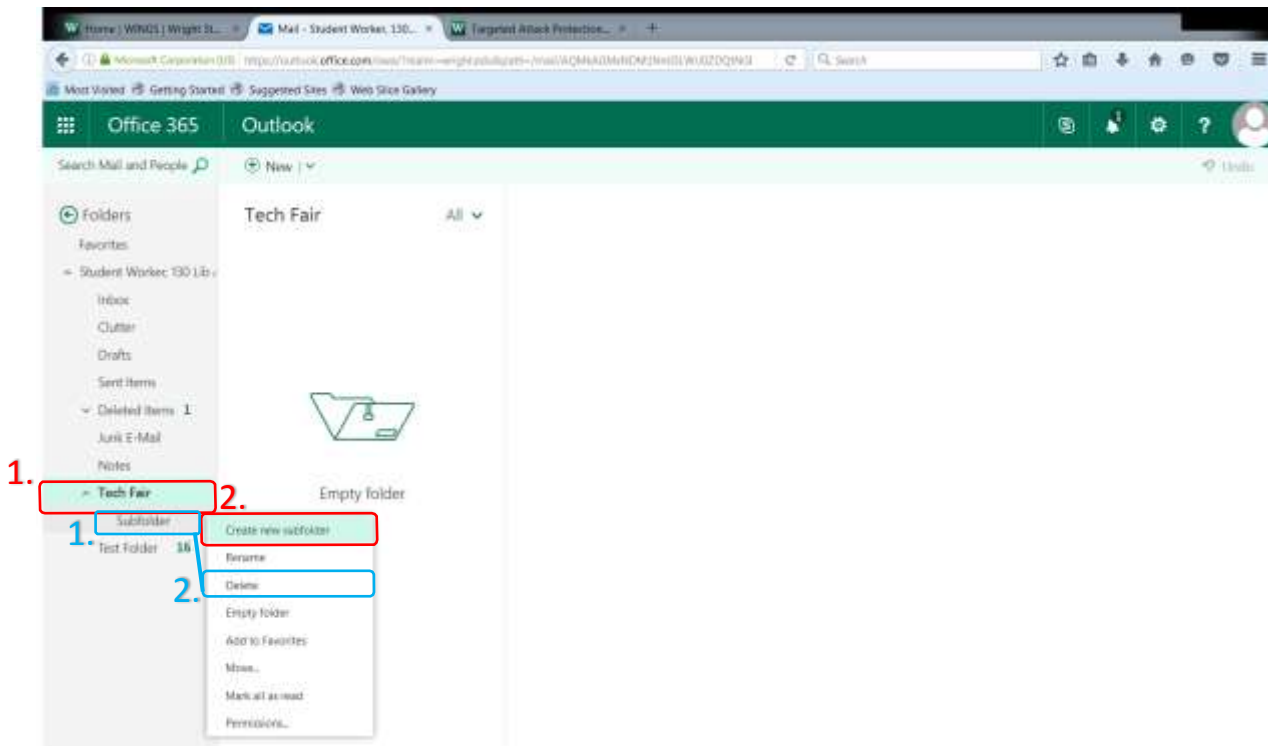
### Removing Folders from “Favorites”

1. Hover your mouse over the folder you would like to remove from **Favorites**.
2. Click the **star icon** to remove it from your **Favorites**.
3. Click **OK**.



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## Adding/Removing Subfolders



### Adding Subfolders

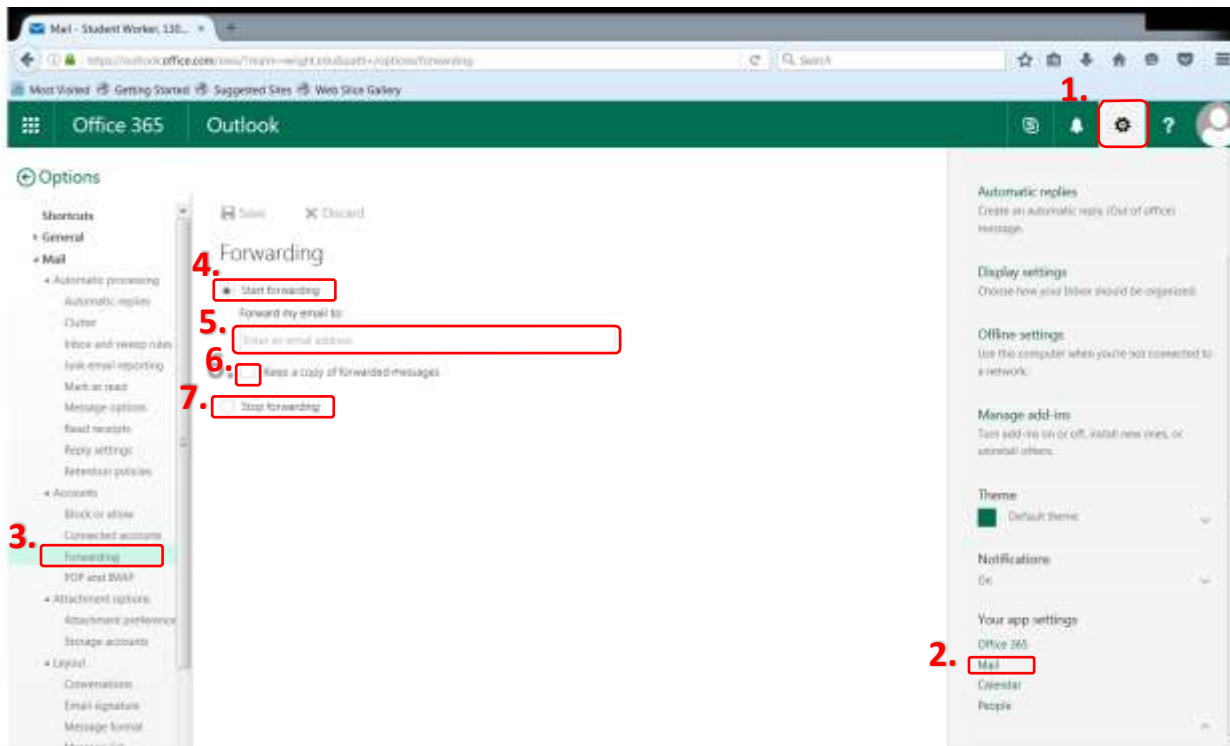
1. Right Click the folder you wish to add a subfolder to.
2. Click **Create new subfolder**.
3. Type the name of your new subfolder into the text box that appears.
4. Press **Enter**.

### Removing Subfolders

1. Right Click the subfolder you wish to delete.
2. Click **Delete**.

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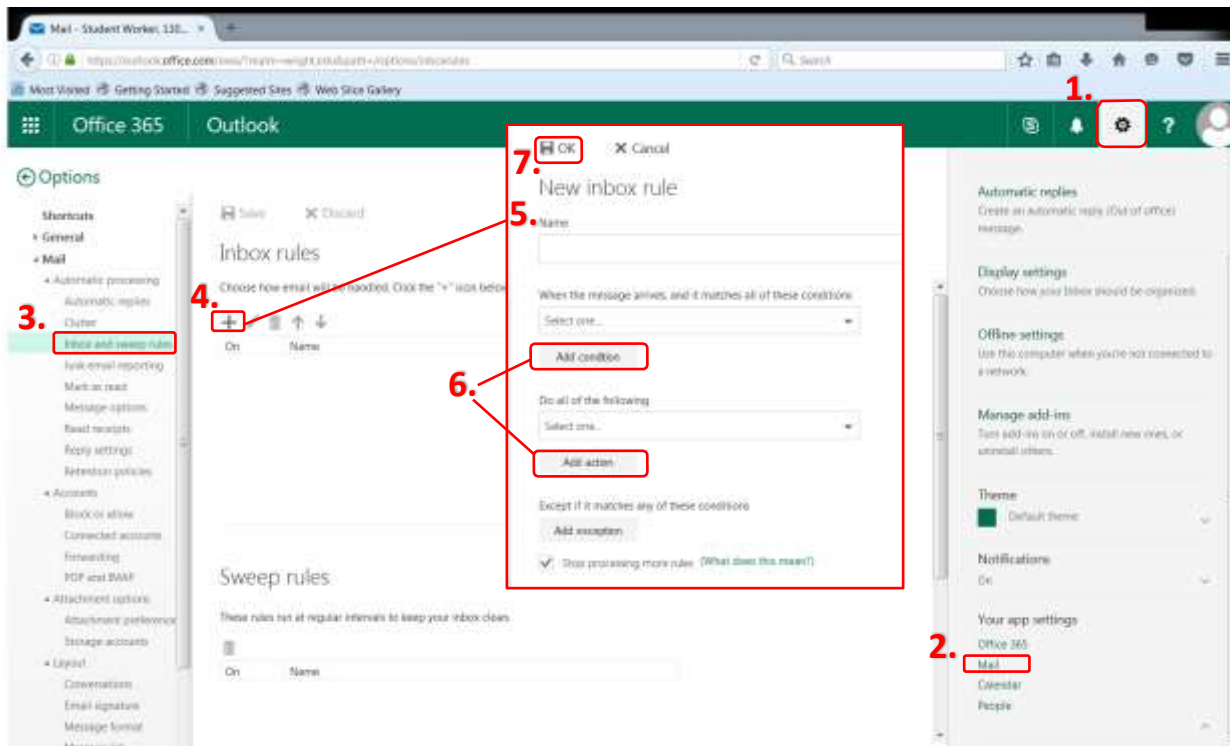
## Automatic Forwarding



1. Click on the **gear icon** in the upper right hand corner of your email.
2. Click **Mail** under **Your app settings** at the bottom of the menu.
3. Click **Forwarding** under the **Accounts** section.
4. Click the circle next to **Start forwarding**.
5. Type in the email you would like your Wright State email to forward to.
6. Click the box next to **Keep a copy of forwarded messages** if you would like a copy of the forwarded email to save in your Wright State email.
7. Click the circle next to **Stop forwarding** to stop the automatic forwarding.

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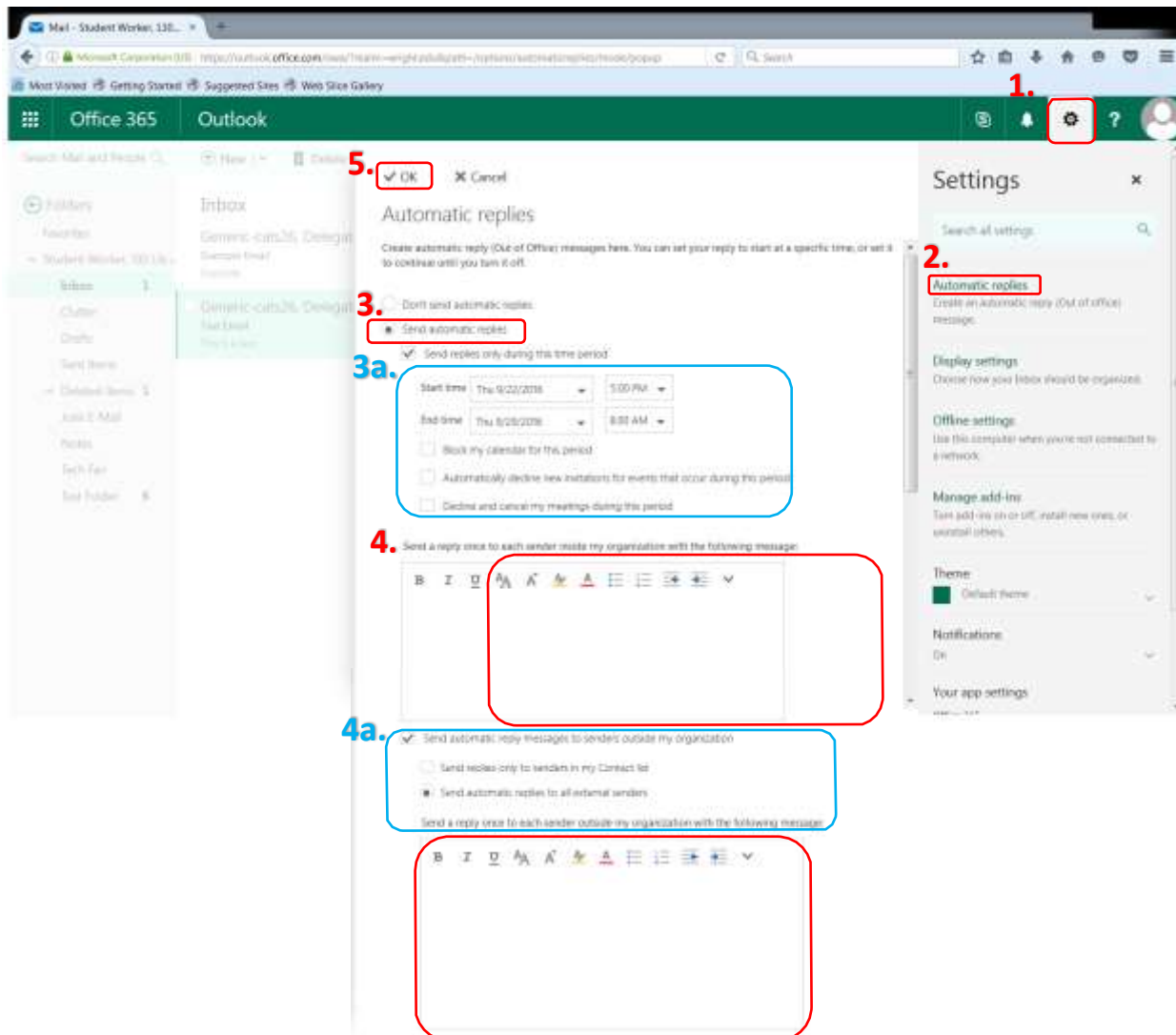
## Filters



1. Click on the **gear icon** in the upper right hand corner of your email.
2. Click **Mail** under **Your app settings** at the bottom of the menu.
3. Click **Inbox and sweep rules** under the **Automatic processing** section.
4. Click the **+** icon.
5. Name the filter.
6. Add your conditions/actions.
7. Click **OK** to save.

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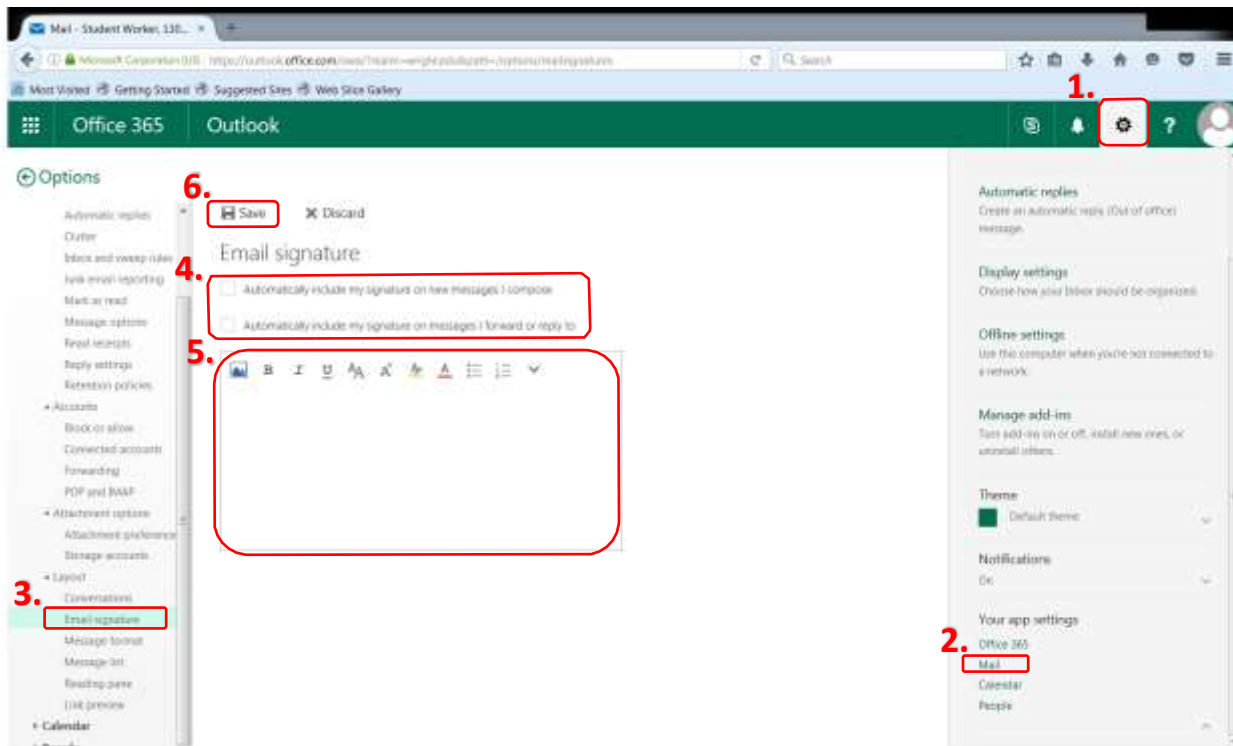
## Automatic Replies



1. Click the **gear icon** in the upper right hand corner of your email.
2. Click **Automatic replies**.
3. Click the circle next to the **Send automatic replies**.
  - a. OWA allows you to assign specific times and actions to your automatic reply.
4. Type the message that you would like to appear in your automatic reply.
  - a. OWA allows you to adjust how senders outside of your organization see your automatic reply.
5. Click **OK** to save.

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## Adding an Email Signature



1. Click on the **gear icon** in the upper right hand corner of your email.
2. Click **Mail** under **Your app settings** at the bottom of the menu.
3. Click **Email signature** under the **Layout** section.
4. Check the box next to "**Automatically include my signature on new messages I compose**, if you would like the signature to appear on new messages. Check the box next to **Automatically include my signature on messages I forward or reply to** in order to have the signature appear on emails you reply or forward to.
5. Type the signature that you would like to appear in your emails.
6. Click **Save** to apply your changes.

### TIPS & TRICKS

- ❖ Your email signature will save as text. Therefore, if there is ever an email you wish to send without your signature, you can simply delete the text, without altering your settings.

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## Mail Security

To protect Wright State Users from emails that could contain malware, CaTS has implemented a protection program from Proofpoint called the Targeted Attack Program (TAP). TAP is an enhancement feature that works alongside the pre-existing spam filtering system. When Proofpoint detects an email that contains a malicious attachment, TAP strips the attachment to prevent phishing and targeted malware attacks.

Some things to note about TAP:

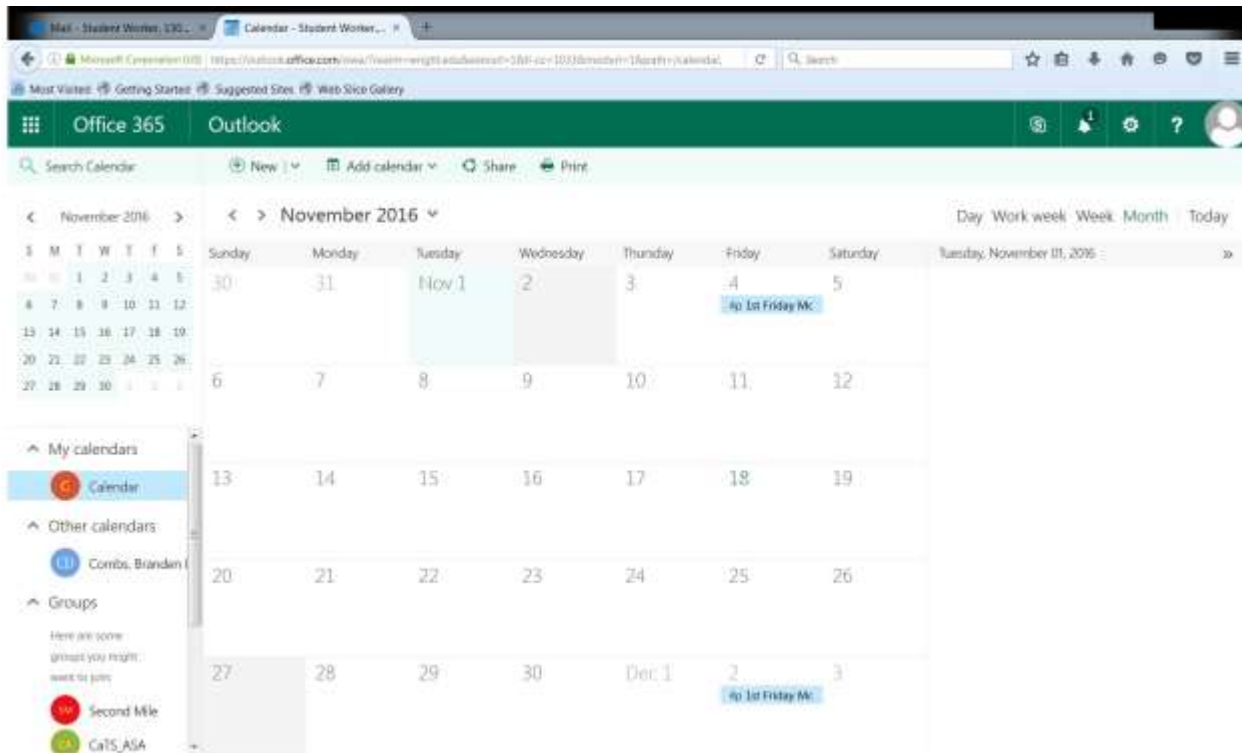
- TAP is automatically implemented through your email, so you do not have to install anything yourself.
- TAP is an enhancement to your email's spam filtering system, **NOT** a replacement.
- With TAP, all URL attachments in emails are rewritten as "proofpoint.com" addresses.
- When you click a URL in an email message, the URL will be redirected to Proofpoint's URL validation service. If the URL is not found to be malicious, you will be redirected to the original URL. If the URL **IS** malicious, the user will see a warning message and the site will be blocked in the browser.



- In most cases, any email sent to you with malware will be removed immediately. Meaning you will not see these emails in your inbox.
- If you click a URL and believe that the site is blocked in error, call the CaTS Help Desk at **(937) 775-4827**, or email [helpdesk@wright.edu](mailto:helpdesk@wright.edu), so that CaTS can further investigate the blocked URL.

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## Calendar



Your OWA Calendar is where you can see the events you are scheduled for and schedule other events. You can also add others' calendars and view their scheduled events.

To **access your Calendar**, you will need to click the **grid icon** in the top left corner of your Mail page, and then click the app that says **Calendar**.

### Best Practices for Calendar

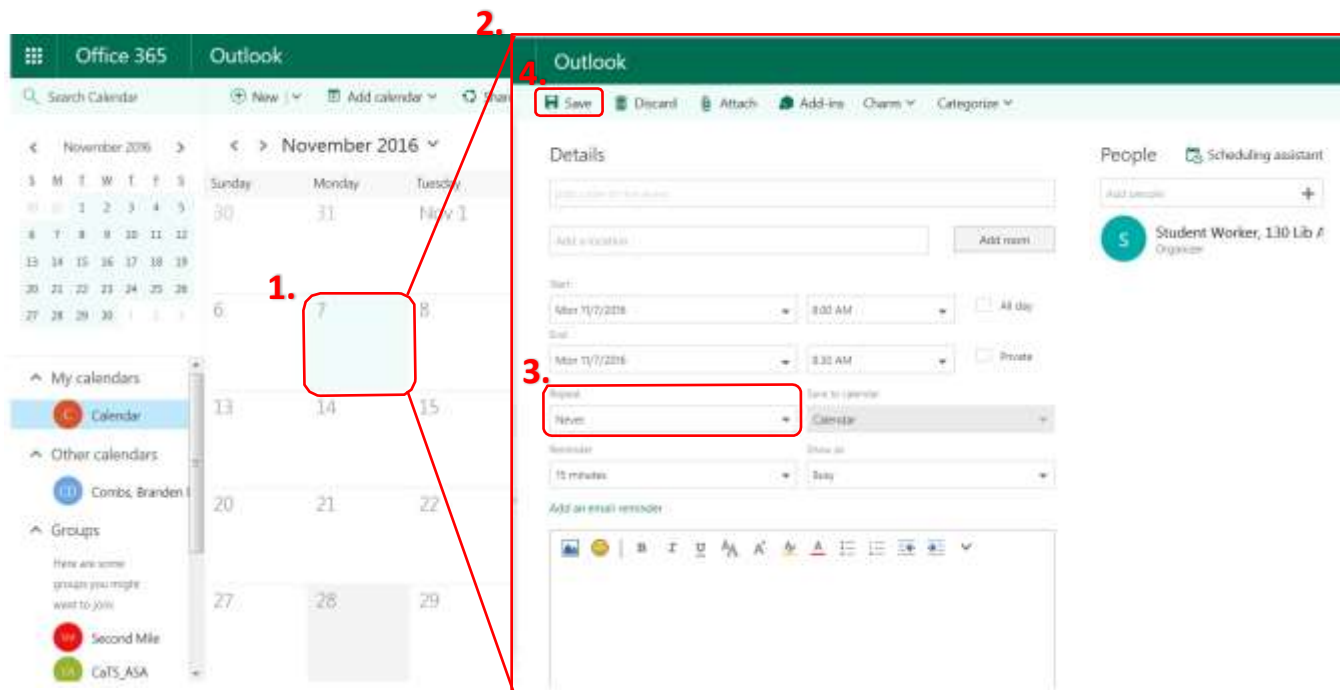
- When inviting people to meetings, check their availability using the **Scheduling Assistant** to be respectful of their time.
- Resource Calendars for several common meeting areas around campus are available. They show the room's availability and you can reserve the room by sending a meeting invite like a regular calendar. If it is accepted, the room will be reserved for your meeting. Not all conference rooms have a calendar associated with them.
- Be sure to respond to all meeting requests and cancellations that you receive by either accepting, rejecting, or suggesting a different time.

#### TIPS & TRICKS

- ❖ You can view your calendar in a variety of ways (**Day**, **Work week**, **Week**, **Month**, or **Today**) by clicking on your preferred view located in the top right of your Calendar page.

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## Setting up Calendar Events – Repeating and Single

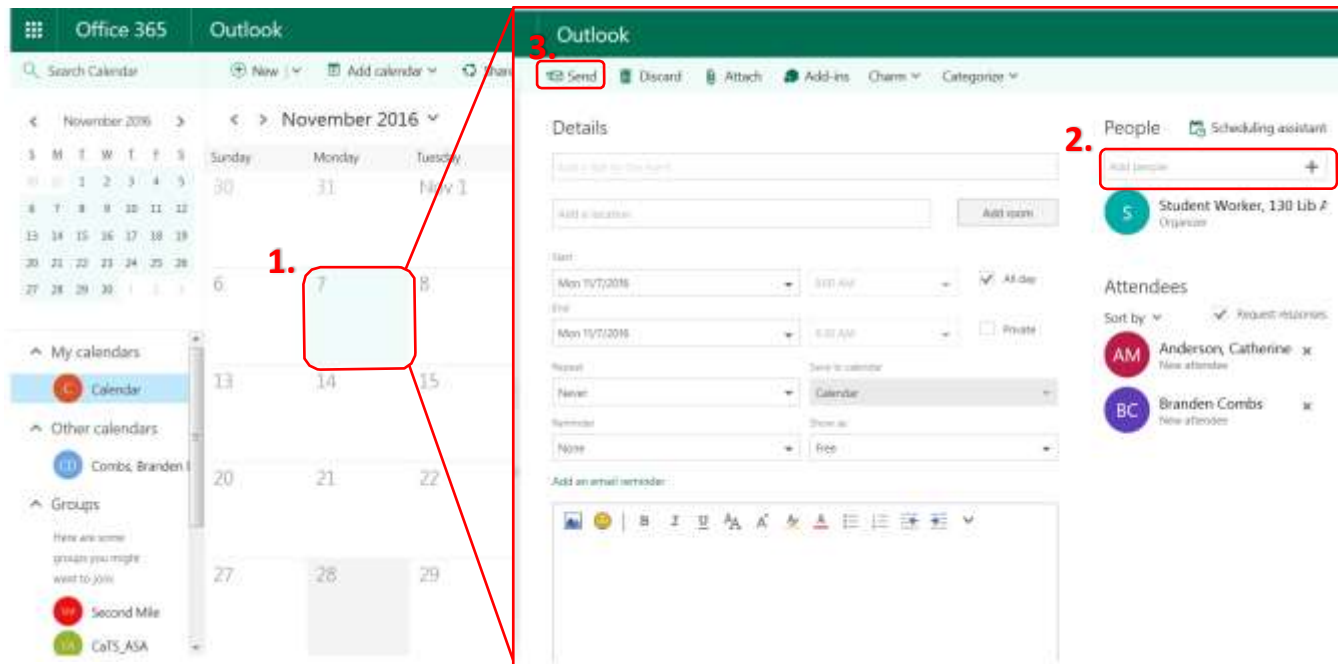


1. Double click on the date you would like the event to occur.
2. Fill out all of the relevant information about your event. For example, a name, the location, duration, and maybe a brief summary of the event.
3. If the event occurs just once, then under the **Repeat** box on the left hand side, select **Never**. Alternatively, if you would like the event to occur repeatedly, select one of the many other options in the drop box, such as, **every day**, **every week**, **every Wednesday**, etc.
4. Click **Save** to schedule your event.



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## Calendar Events Invitations



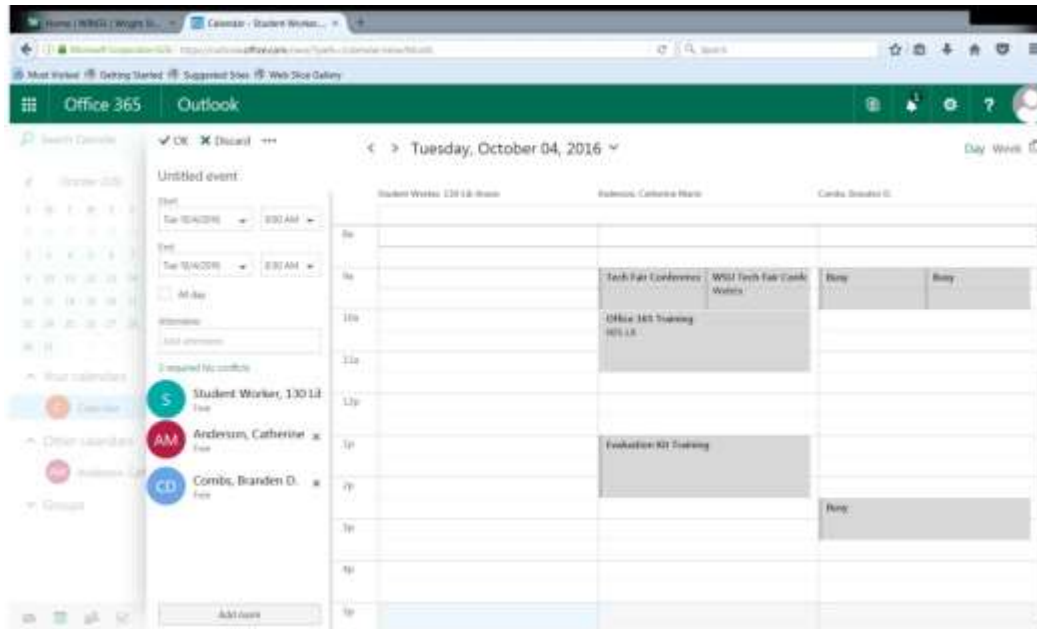
1. Double click on the date you would like the event to occur.
2. Click on the text box on the right side of the page under **People**. People in your contacts will automatically appear, and you can choose to invite them by clicking their name. Alternatively, if the person you wish to invite is not in your contacts simply type their name into the text box and click **Search Directory**.
3. Click **Save** to invite people to your event.

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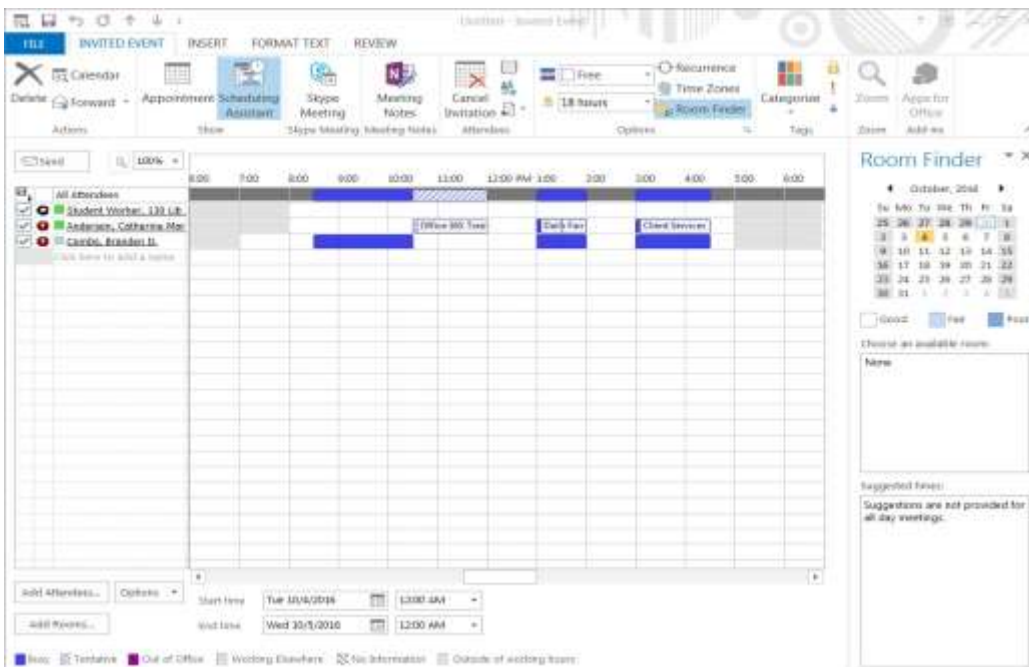
## Scheduling Assistant in OWA vs. Outlook Client

Scheduling Assistant is available on OWA and Outlook Client, but is easiest and most functional on **Outlook Client**. In Scheduling Assistant, you can view attendees' calendars and make sure that they are free *before* you invite them to a meeting.

## OWA

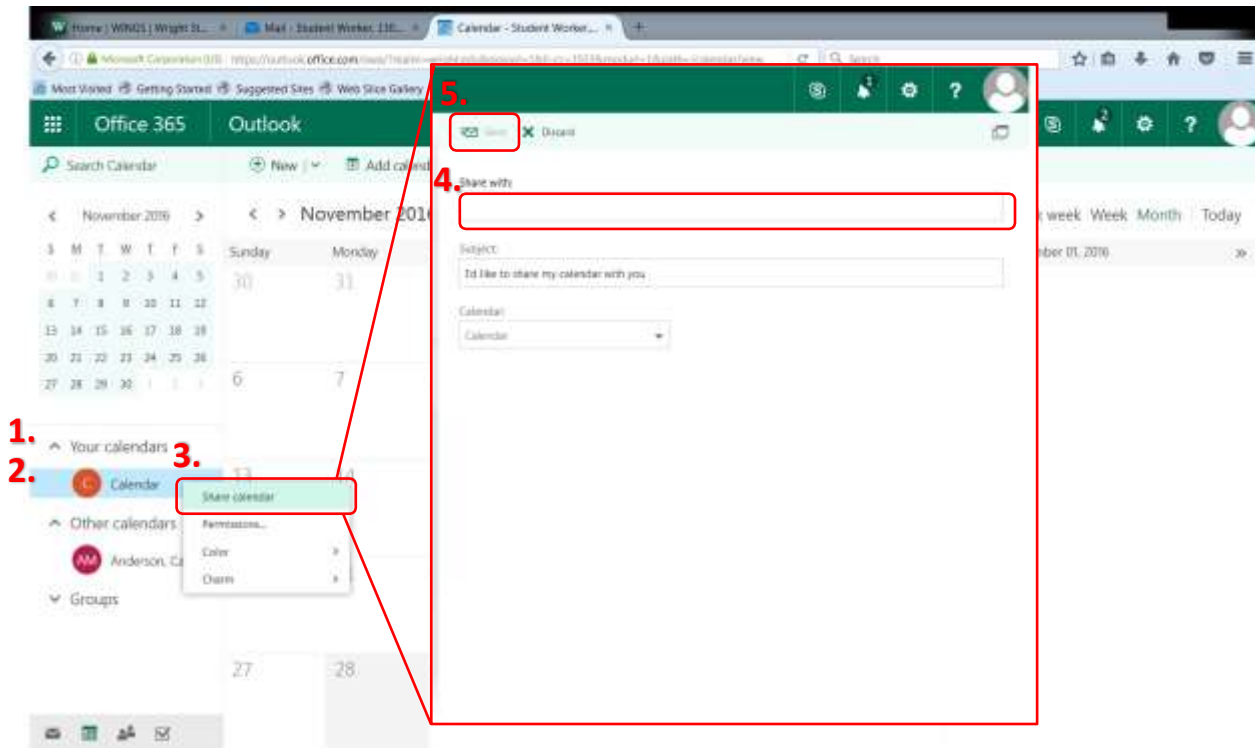


## Outlook Client



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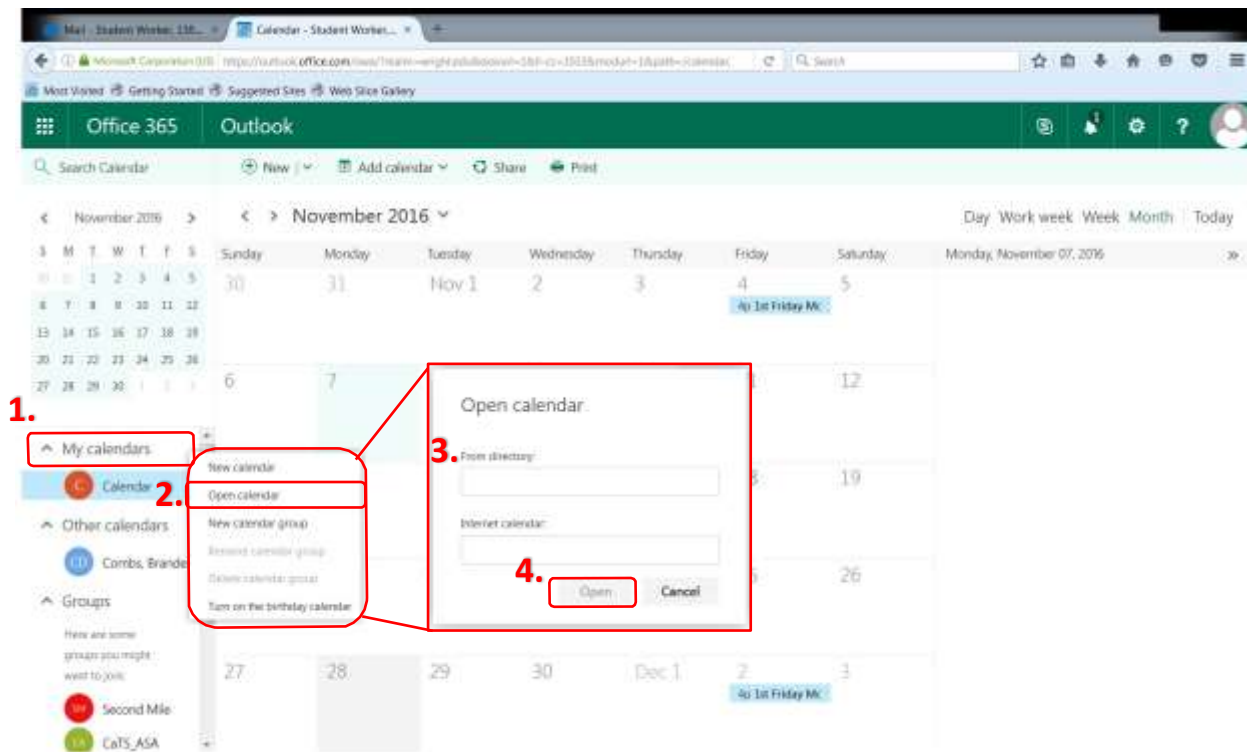
## Sharing Your Calendar



1. Find **Your calendars** on the left hand side of the **Calendar** page.
2. Right Click the calendar you would like to share.
3. Click **Share Calendar**.
4. Type the name of the person you would like to share the calendar with into the text box provided under **Share with**.
5. Click **Send**.

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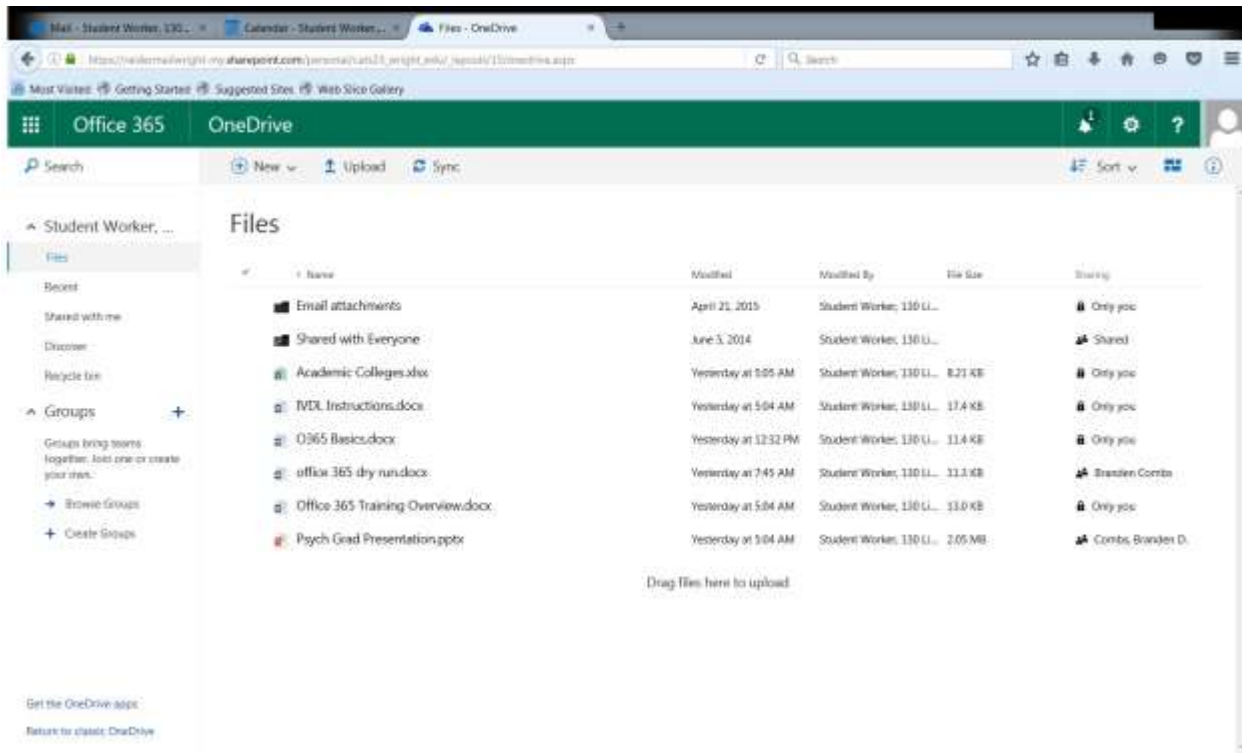
## Adding Others' Calendars



1. Right click **My calendars**.
2. Click **Open calendar**.
3. Type in the name of the person's calendar you wish to view into the text box provided.
4. Click **Open**.

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## OneDrive for Business



OneDrive is a cloud-based storage space for you to save and store your files. Because your files are saved in the cloud, and not onto the computer itself, you will have access to any files you save there from any device that has internet access.

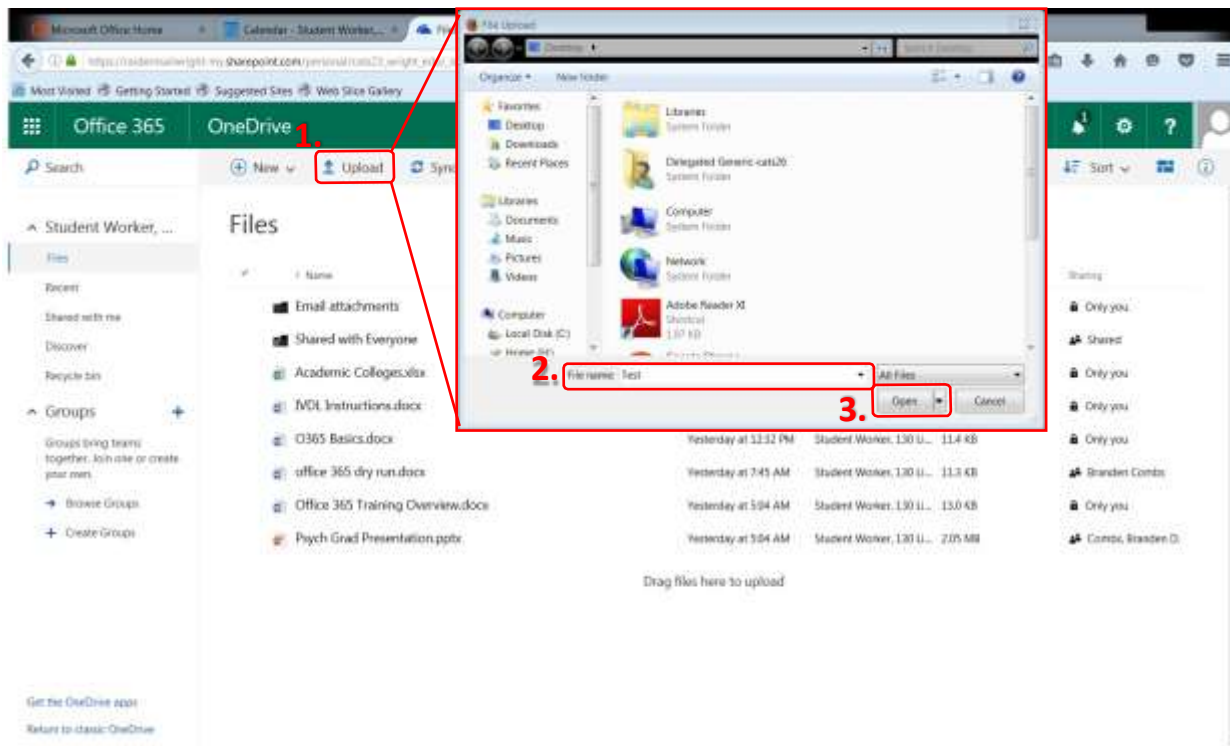
To **access OneDrive**, you will need to click the **grid icon** in the top left corner of your Mail page, and then click the app that says **OneDrive**.

### Best Practices for OneDrive

- OneDrive is not to be used to save sensitive University material.
- OneDrive has a folder titled **Shared with Everyone** which is accessible by everyone in the university. Therefore, you should be mindful of what you upload into that folder.

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## Uploading Files onto OneDrive



1. Click **Upload**.
2. Select **Files**.
3. Choose the file you would like to upload and click **open**. Alternatively, if your file is already open, you can simply drag the file you would like to upload, into the **Files** space.

### TIPS & TRICKS

- ❖ You can store up to 1 TB of data on your OneDrive.
- ❖ The maximum file size you can upload is 10 GB.
- ❖ Any file type can upload to OneDrive.
- ❖ When editing a document in OneDrive, it automatically saves for you.

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## Cloud Storage Options

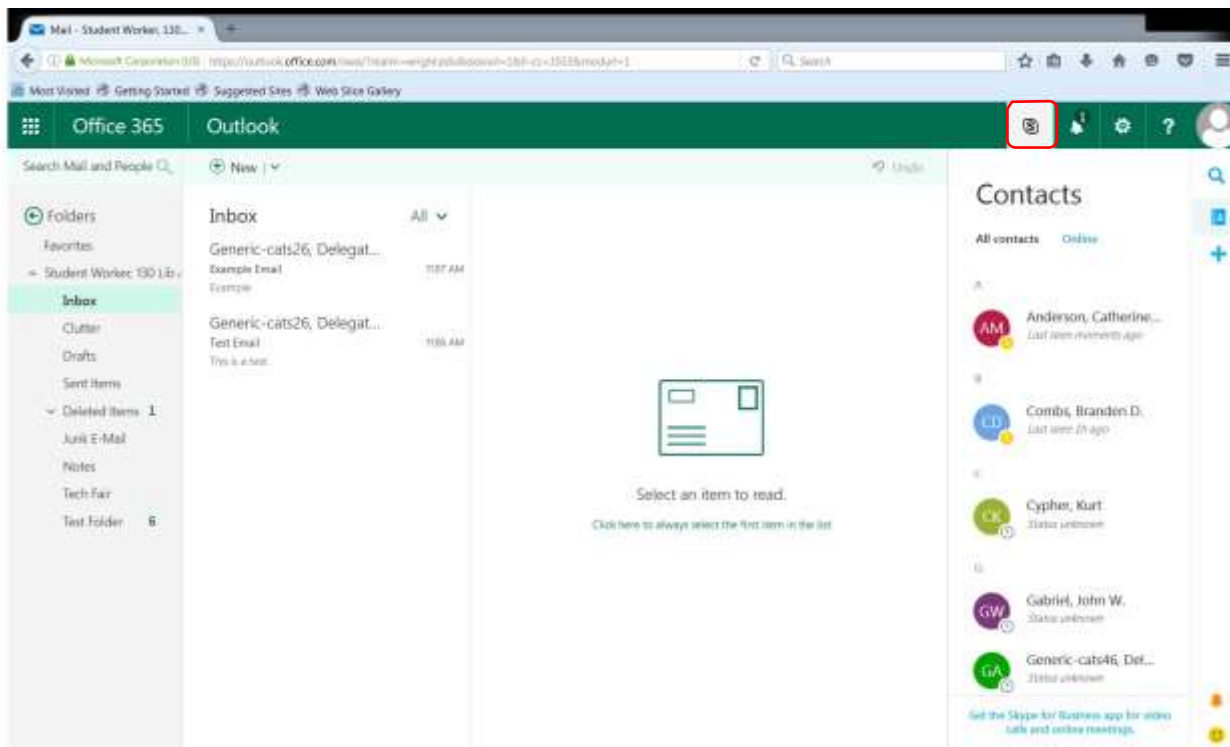
	OneDrive for Business	WSU H:/ Drive	Google Drive	Dropbox	Box	iCloud
Amount of Free Storage	1 TB	5 GB	15 GB	2 GB	10 GB	5 GB
File Size Restrictions	10 GB	5 GB	15 GB	2 GB	250 MB	5 GB
OSes Supported	Windows, Mac, Android, iOS, Windows Phone	Windows, Mac	Windows, Mac, Android, iOS	Windows, Mac, Linux, Android, iOS, Windows Phone, Kindle Fire	Windows, Mac, Android, iOS, Windows Phone	Windows, Mac, iOS

### Notes:

- For each service listed (except OneDrive for Business and the WSU H:/ Drive), the information given is for the free version of the service. Storage space and file size restrictions differ when using paid versions of said service.
- OneDrive for Business storage is only available through your Office 365 account. If you sign up for OneDrive outside of your WSU Office 365 account, free storage space is significantly reduced.
- The WSU H:/ Drive is only available to faculty/staff.

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## Skype for Business



Skype for Business is Office365's messaging tool. It allows you to instant message anyone in your contacts.

To **access Skype for Business**, click the **S** in the top right of your Wright State email.

### **TIPS & TRICKS**

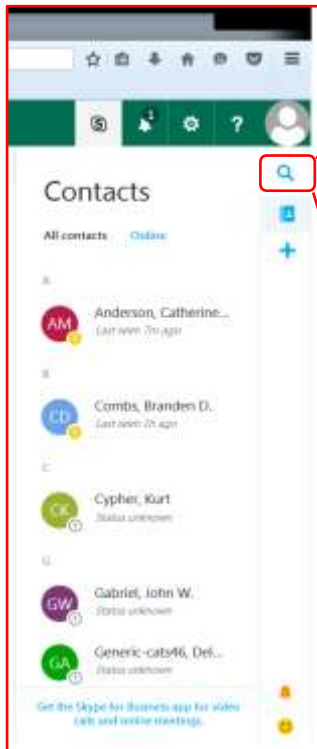
- ❖ You can only instant message those in your contacts on **OWA**.
- ❖ If you would like to use Skype for Business to its full capability (for things like video chatting), you should use **Outlook Client**.



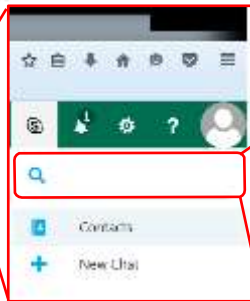
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## Adding a Contact

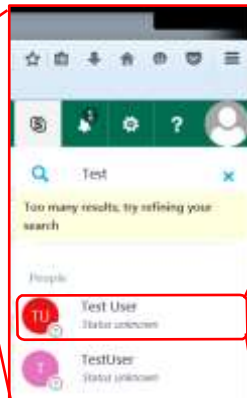
1.



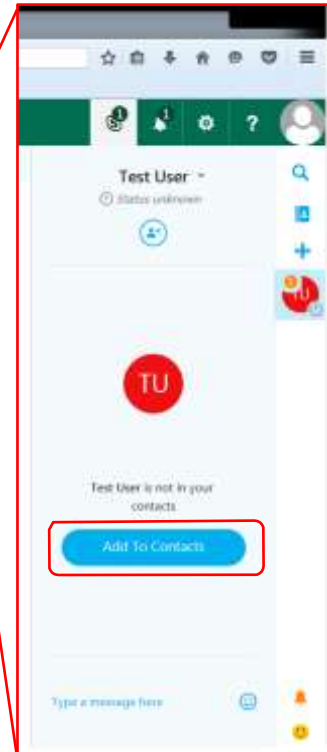
2.



3.



4.

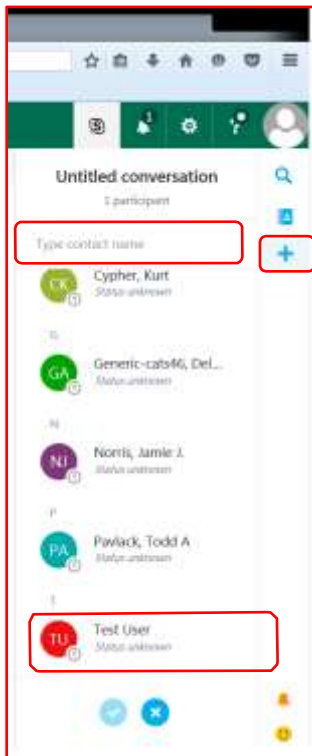


1. Click the blue **search icon** on the right of the page.
2. Type the contact's name into the textbox provided.
3. Select the contact's name.
4. Click the blue **Add To Contacts** button.

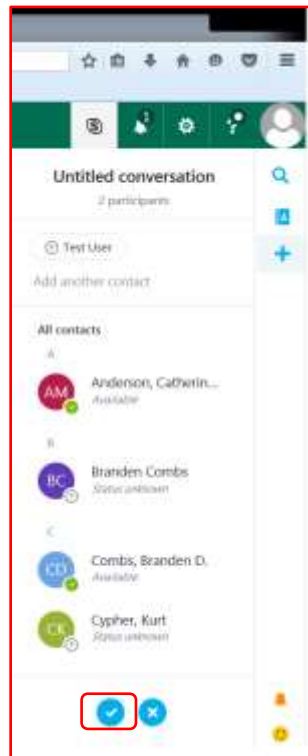
# Office 365 Basics Training

## Messaging

1.



2.



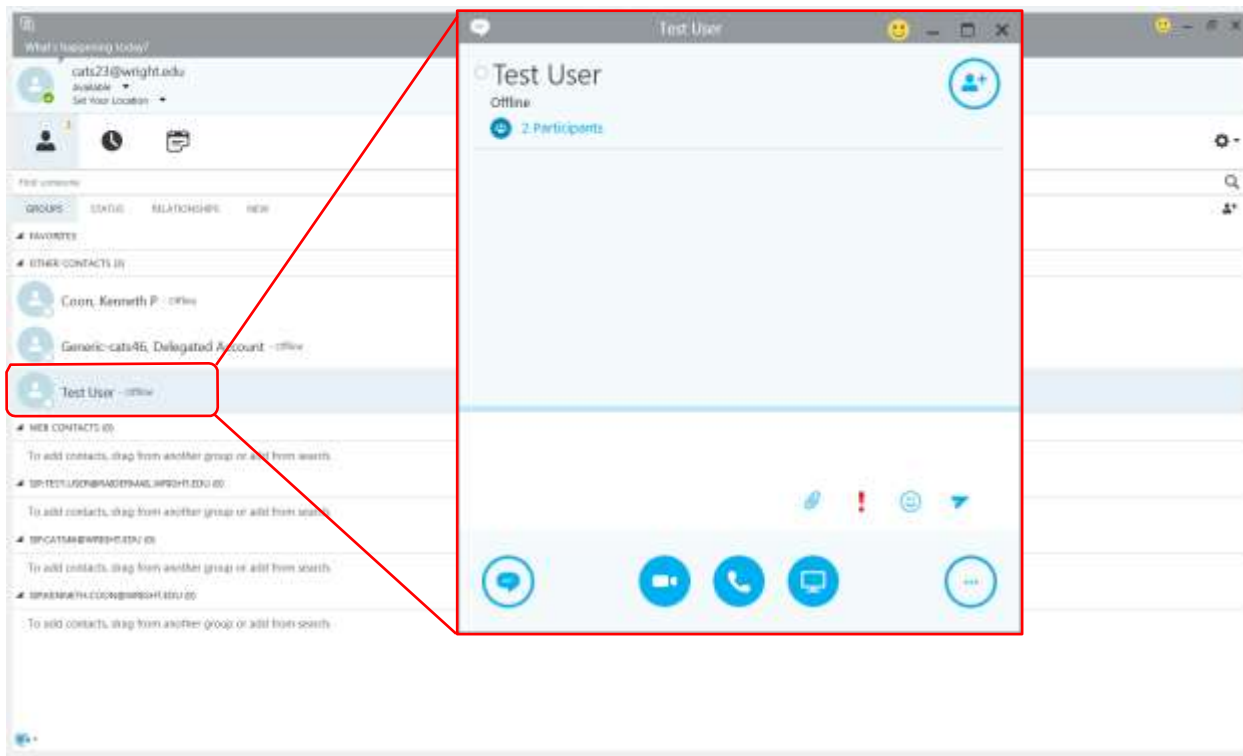
3.



1. Select the user from your contacts, or search their name using the blue **+** icon on the right of the page and typing their name into the textbox that says **Type contact name**.
2. Click the blue **check mark** at the bottom of the page.
3. Type your message into the textbox at the bottom of the page.
4. Press **Enter** to send your message.

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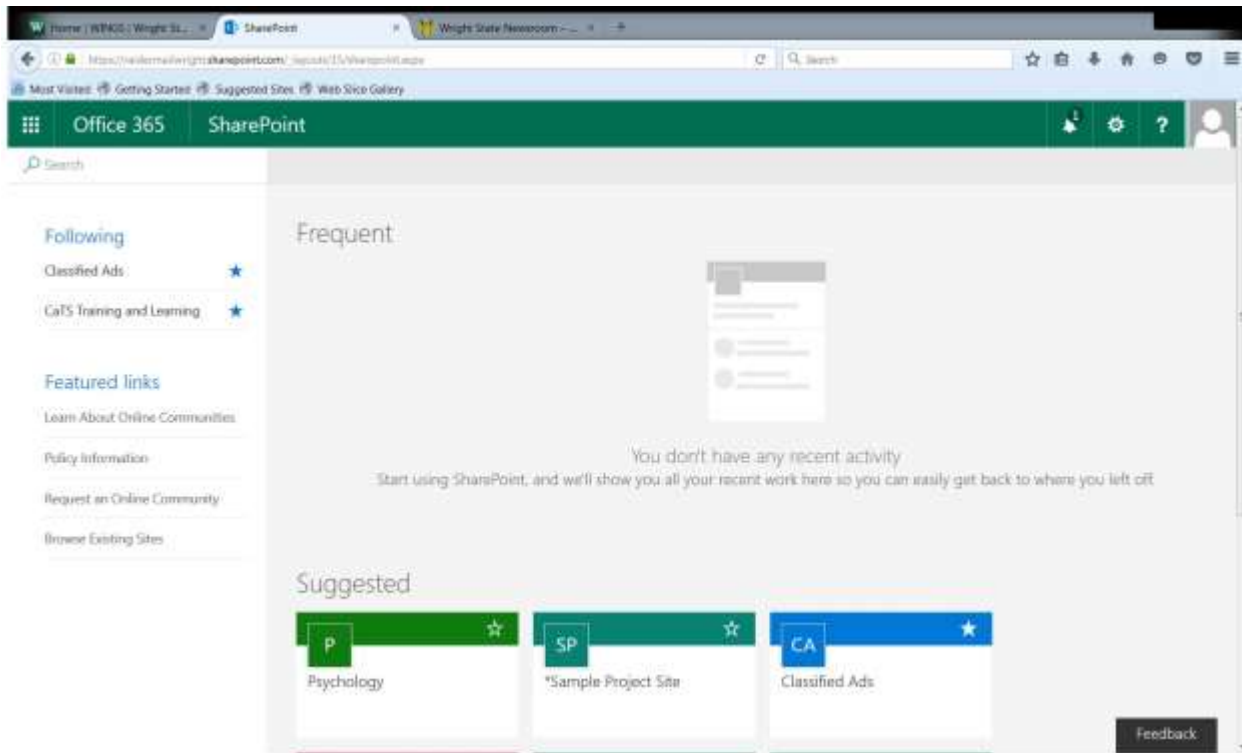
## Skype for Business in Outlook Client



Skype for Business in Outlook Client offers features than in OWA. You can schedule Skype meetings, instant message, call, and video call with other Skype users. Unlike in OWA, where you can only instant message. If you want full capability of Skype for Business, you should use Outlook Client.

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## SharePoint



SharePoint is a cloud-based site for collaboration. Within each site, followers can share files, collaborate on documents, manage content, and stay up to date with what other members of the site are working on.

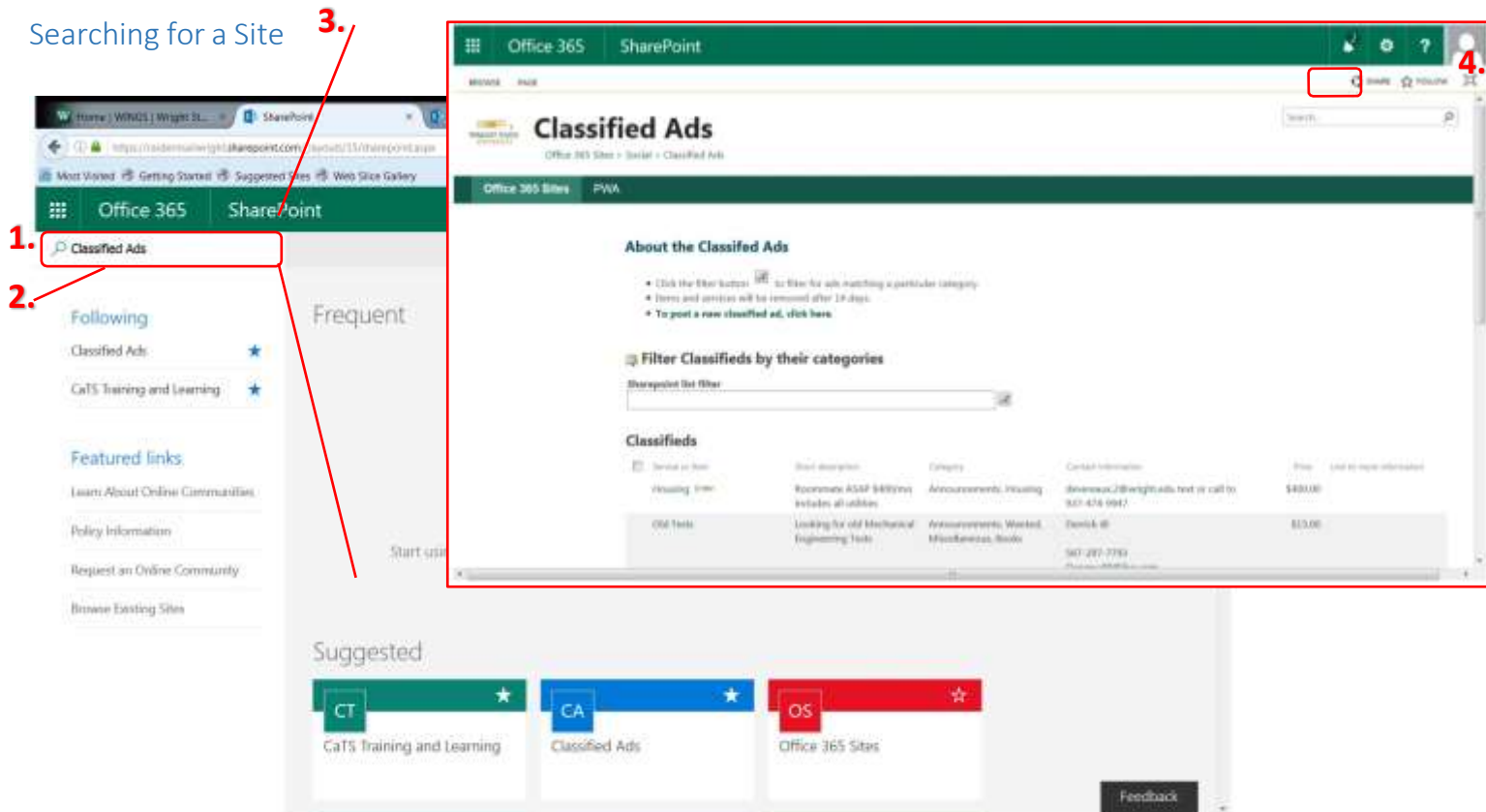
To **access SharePoint**, you will need to click the **grid icon** in the top left corner of your Mail page, and then click the app that says **SharePoint**. This is the same used to access your **Calendar** and **OneDrive**.

### **TIPS & TRICKS**

- ❖ When you edit a document through SharePoint, it automatically saves your changes back to SharePoint, so others can view your edits in real time.

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## Searching for a Site



1. Click the **search icon** located in the top left of the page, under the **grid icon**.
2. Type in the name of the site you are looking for into the textbox provided.
3. Click on the site. This will open the site in a new tab.
4. To avoid searching for the site each time, **Follow** the site by clicking the **star icon** that says **Follow** in the upper right hand corner of the site's page.

# Office 365 Basics Training

## ProPlus



As a Wright State student, faculty, or staff member, you can download Office 365 ProPlus on up to five personally owned devices. This includes, computers, tablets, phones, etc. You can use this subscription for as long as you are an active member of the Wright State community. Office 365 ProPlus includes Word, Excel, PowerPoint, Outlook, and OneNote.

## Installing ProPlus

1. Log in to your Wright State email account.
2. Click on the **gear icon** in the upper right corner of the screen.
3. Click **Office 365** located under **My app settings** at the bottom of the page. This will take you to [wright.edu/office365](http://wright.edu/office365).
4. Select **Settings**
5. Click on **Software**.
6. Click the **Install** button to begin installation. The site will automatically detect your system (PC or Mac). The default is set to 32-bit as the recommended version. If preferred, click the **arrow** to select 64-bit.
7. **Save and Run** the installation file and follow the prompts to complete the installation.

## Atomic Learning



If you have additional questions, would prefer video tutorials, or require additional tutoring on any of the things covered in this training guide, you can access Atomic Learning through our website ([wright.edu/it](http://wright.edu/it)) under **Training**. Atomic Learning offers video tutorials on current and popular software titles, including Microsoft Office and products from Adobe. All university faculty, staff, and students have access to the full library of videos included in Atomic Learning. To access Atomic Learning, you will need your **w** username and password.

If you need help accessing Atomic Learning, please call our Help Desk at (937) 775-4827.

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## Other Office 365 Apps

In addition to the apps discussed in this training manual, Office365 offers many other applications that you can find under the **grid icon** of your Mail page. These apps include:

**Planner** – Planner offers a simple way to organize teamwork, create new plans, organize and assign tasks, share files, chat about what you are working on, and get updates on progress.

**OneNote** – OneNote is an electronic way of taking notes. You can draw, write, type, take screengrabs, and record audio, all on one platform. OneNote is a great tool for those who are visual note takers, or just like to keep their notes stored digitally. You can even share your notes with other OneNote users.

**Delve** - Delve shows you documents no matter where they are stored, whether in your OneDrive for Business or SharePoint Sites. Delve never changes any permissions, so you see files already shared with you, while others cannot see files you have kept private.

**Forms** - Forms is a new part of Office 365 Education that allows you to create custom quizzes, surveys, questionnaires, registrations, and more.

**Tasks** – Tasks is like a To-Do List for things you do not want to put onto your calendar. You can create new tasks, assign their due dates, and categorize them, without sharing that information with other people.

**Sway** - Sway is a presentation application that allows users to pull content from local devices or internet sources such as Facebook, OneDrive, and YouTube.