



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Office 365 Training Guide

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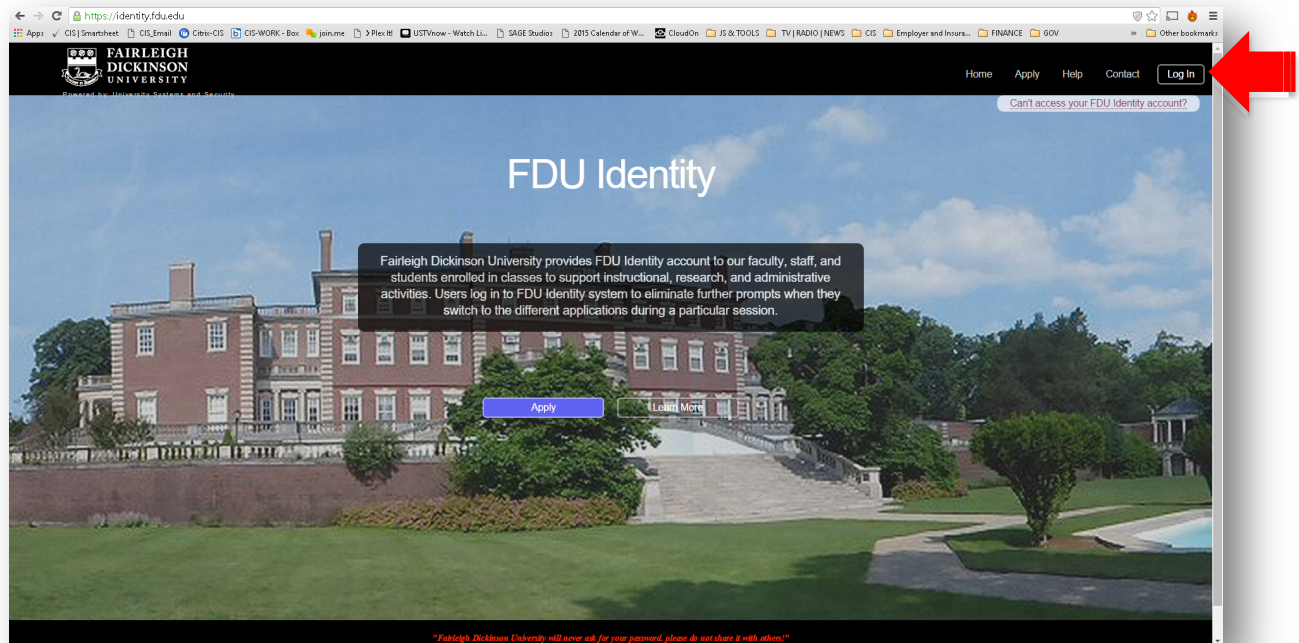
Introduction to Office 365

Fairleigh Dickinson University uses the Office 365 suite of productivity services. This guide is intended to assist you with using your FDU Office 365 email via office365.fdu.edu from a web browser or via a configured mail client such as Outlook or Thunderbird.

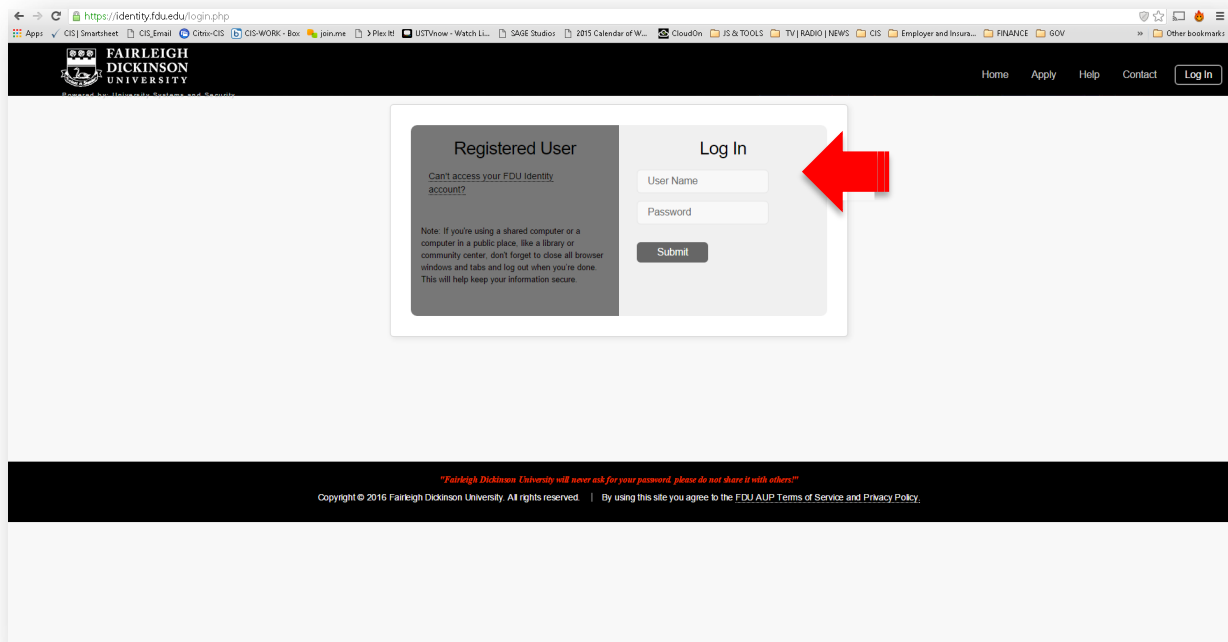
If you have any additional questions, please contact our University Technical Assistance Center (UTAC) 24 hours per day, 7 days per week at (973)443-8822.

Update your Identity and Password

Go to the following site: <https://identity.fdu.edu>



Click on log in to enter the FDU Identity website.



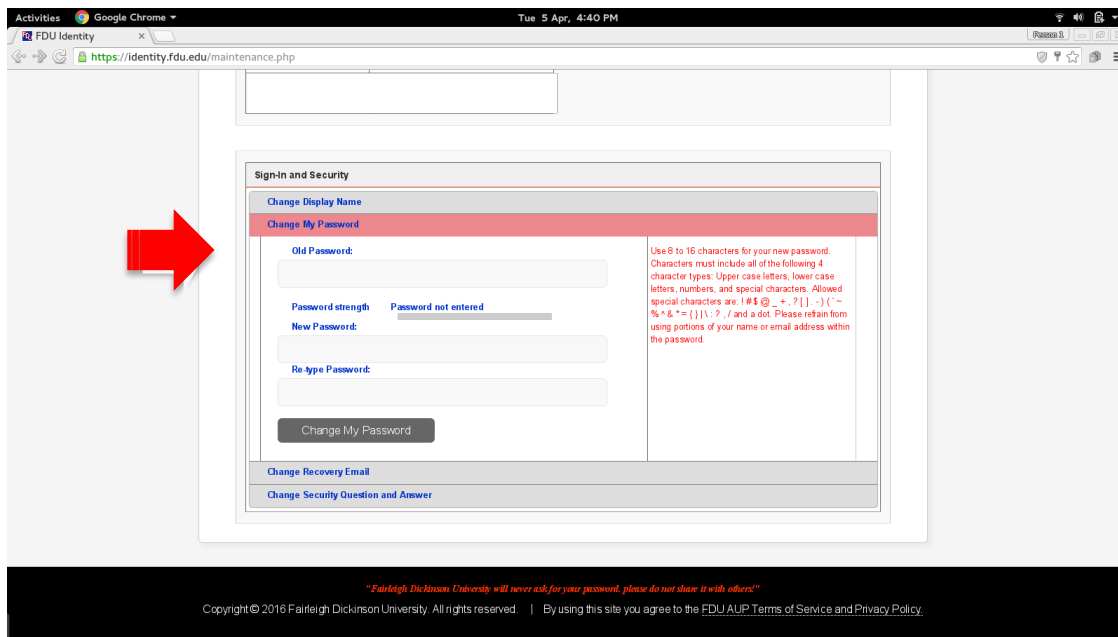
To log in to Identity.fdu.edu, you need to enter your FDU Net ID (formally Webmail login) and password.

Change your NetID Password

Your FDU NetID password will remain valid for 90 days, at which time you will need to change it again. Your new password needs to meet all of the following criteria:

- 8 to 16 characters in length
- Does not use all or part of your first or last name, other personal information, or dictionary words.
- Must have at least 1 upper case letter
- Must have at least 1 lower case letter
- Must have at least 1 number
- Must have at least 1 symbol

To change your password, click on the link “Change My Password”. Here you will be prompted to enter your existing password (your “Old Password”) and your new password twice.



Tips for Choosing a Good Password (Advisory)

The length and complexity requirements may appear to make it hard to choose a password that is easy to remember, but there are a few tricks that can make it easier.

A password that meets the minimum length requirement must be rather complex. You can readily construct such a password from the initial letters of a favorite quotation, song lyric, poem and so on, capitalizing some letters, and substituting a number or special character in an appropriate place.

For example:

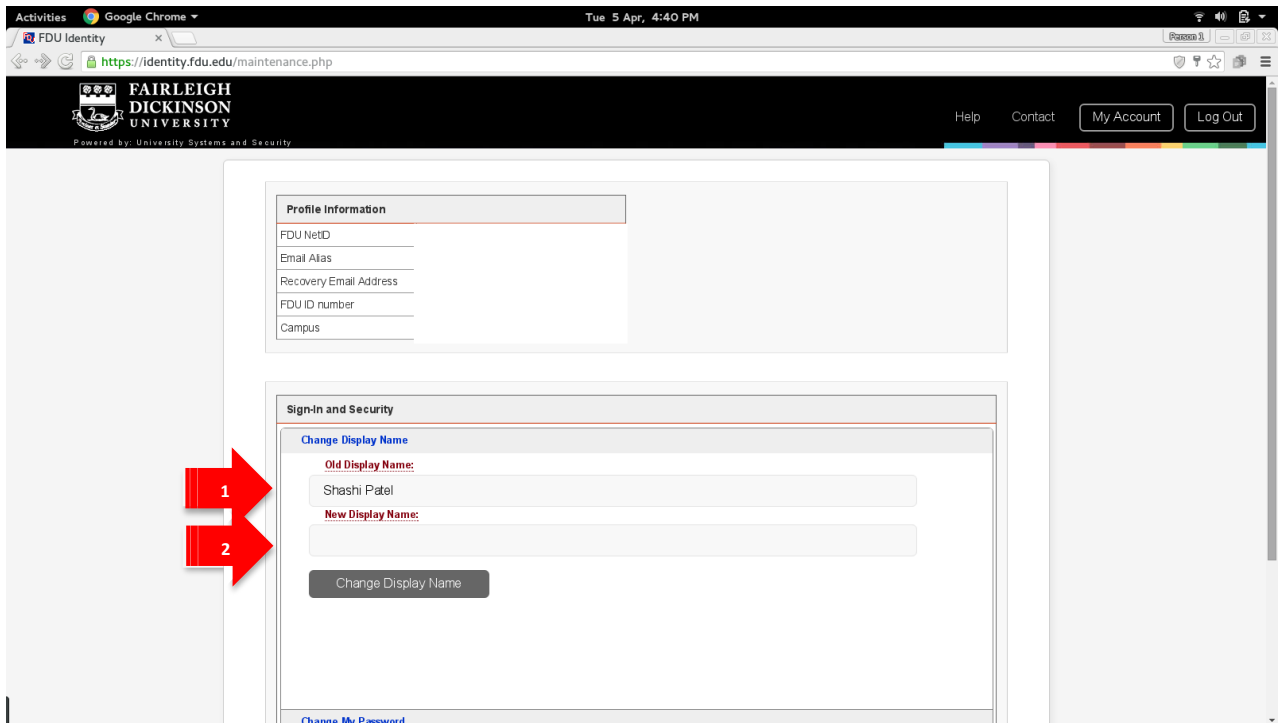
- Ww1dwy? - What would I do without you?
- iTwbtd2@. - In the week before their departure to Arrakis.

A "very long" password can be relatively simpler. Choose three simple words, capitalizing some letters, and link them with a number or special character. For example:

- Gori\$la8banana@SanDiego

Update your Display Name

Your display name is how other people see your name in e-mails and in the address book. By default, your display name will be populated with your entire name (first middle last name). To update this display name, enter your desired “Display Name” and click on button “Change Display Name” to save the changes.



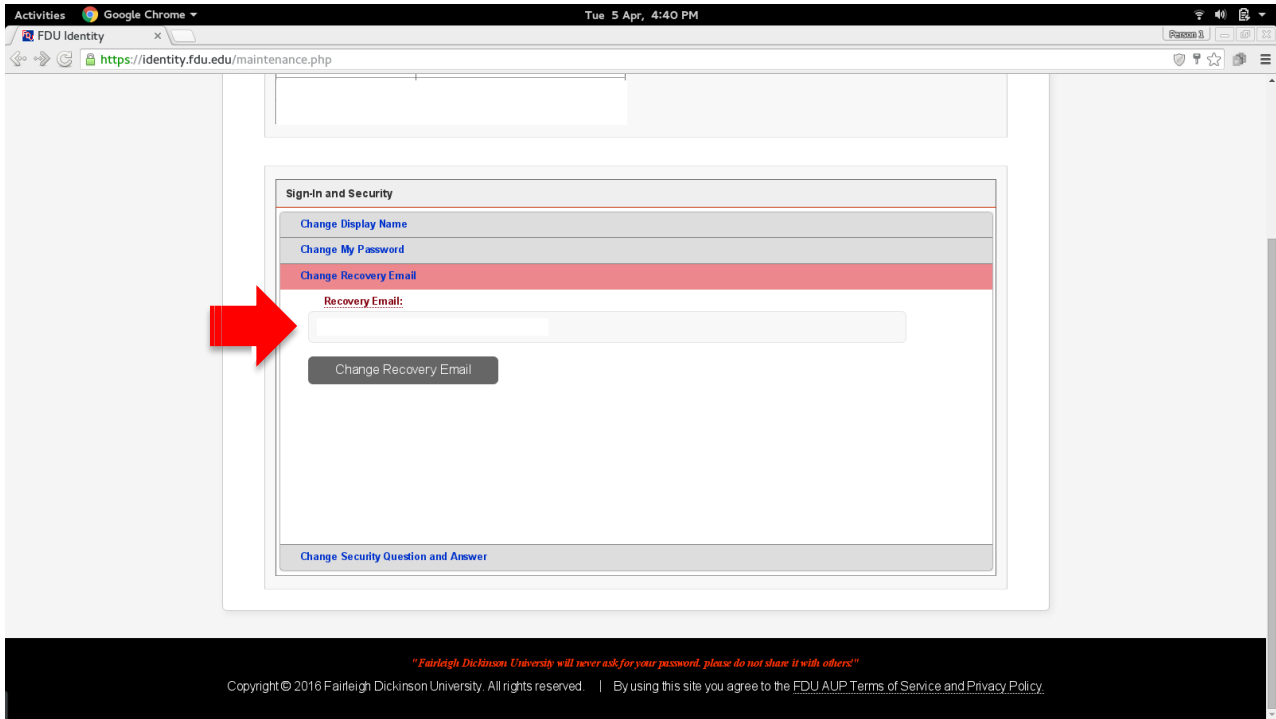
FDU Identity Recovery

If you ever forget your FDU password, there are two options outlined below to change your password.

A. Recovery Email Address

If you set a “Recovery Email Access” for your NetID, you can receive information to an alternate email address to help you reset your FDU password.

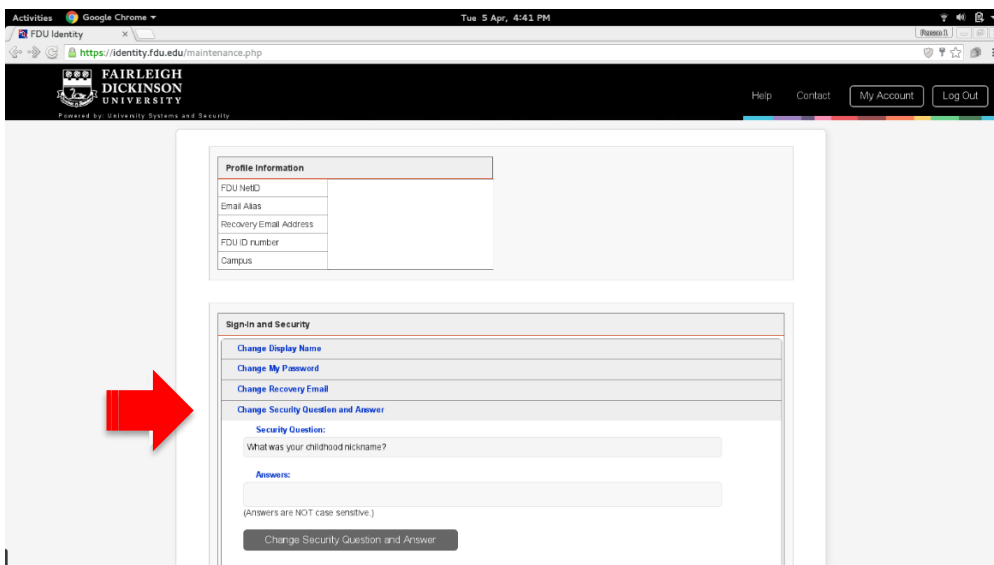
To enable this feature, click on the link “Change Recovery Email”. Enter an alternate email address and click on button “Change Recovery Email” to save the changes.



B. Security Questions and Answers

If you set up “Security Questions and Answers” for your NetID, you can reset your password by answering one or more of these questions.

To enable this feature, click on the link “Change Security Question and Answer”. From the Security Question dropdown menu, select one or more security questions and provide your responses in the answer field below. Click on the “Change Security Question and Answer” button to save the responses.



Using Outlook Web App

Introduction

The **Microsoft Office365 Outlook Web App (OWA)** is a web-based email system for FDU, faculty, and staff. It allows users to access their email, calendar, and contacts from any computer with an Internet connection. This section provides an overview of the Office365 OWA user interface and covers how to perform basic tasks such as sending and receiving messages, creating signatures, turning on automatic replies, managing folders, creating appointments and meetings, and creating contacts and contact lists.

Logging In

You can log in to Office365 OWA using your NetID. If you are using Internet Explorer, you will need to be at Version 9, although Version 10 or higher will provide best results.

To log in to Office365 OWA:

1. Launch a web browser, log in to <https://office365.fdu.edu> with your **NetID** (see figure 1).

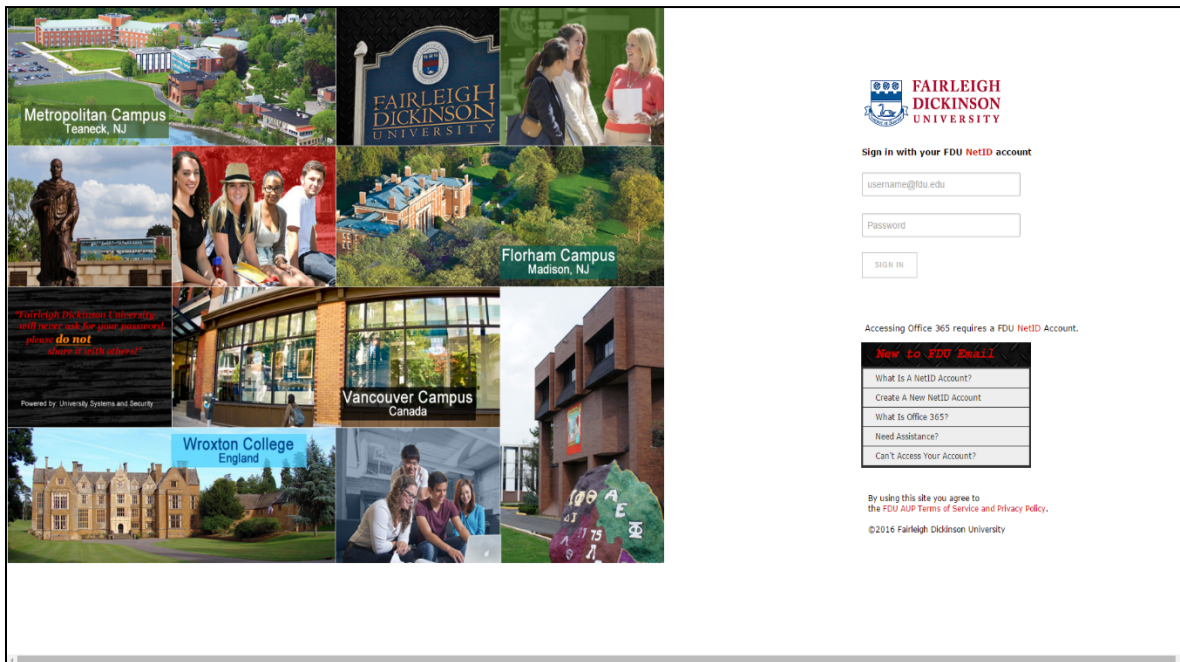


Figure 1 – Login

Navigation Bar





The **Navigation** bar is located at the top of the Office365 OWA user interface and provides quick access to the main components of OWA (see figure 2). Click the **Notifications** icon  to access your notifications, the **Settings** icon  to access and customize your OWA settings, or the **Help** icon  to access online help. To launch other Office365 apps or services (such as Calendar, People, or OneDrive), click the **App launcher**  on the left side of the **Navigation** bar, and then click the desired tile (see figure 3).

Figure 2 – Navigation Bar

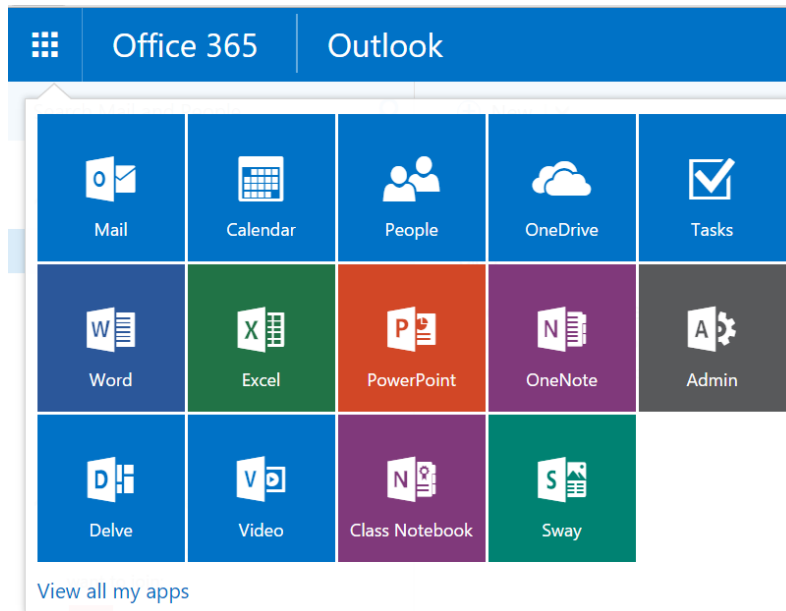


Figure 3 – App Launcher

Mail

The **Mail** app of Office365 OWA provides all the tools you need to send, respond to, organize, filter, sort, and otherwise manage email messages (see Figure 4 and Table 1). When you log in to Office365 OWA, the Mail app launches by default. If you launch another app, you can switch back to the **Mail** app by clicking **Mail** on the **App launcher**.

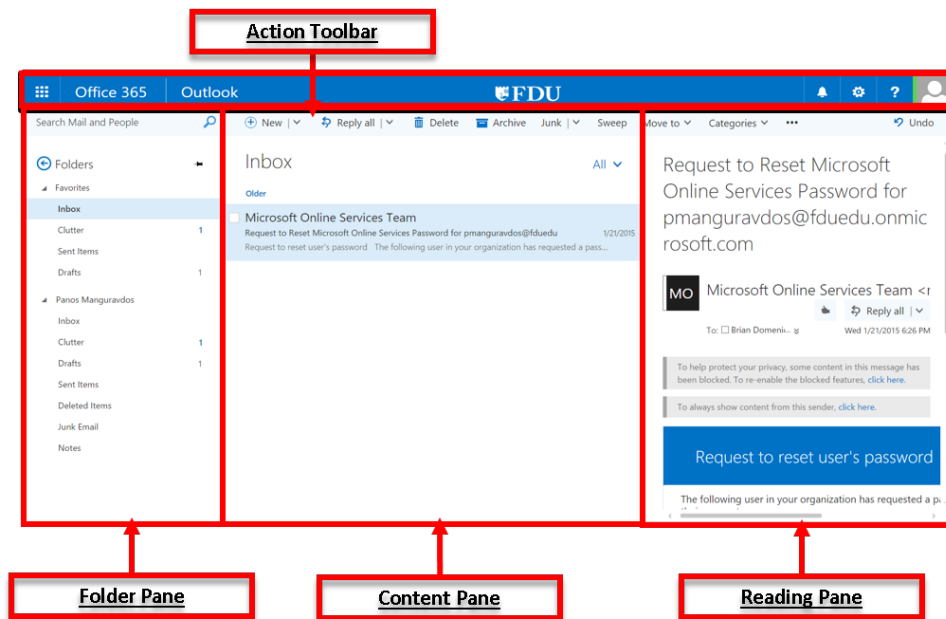





Figure 4 – Mail App

Table 1 – Mail App Elements

Name	Description
Action toolbar	Provides quick access to the most commonly used commands, including search.
Folder pane	Displays the folders in your mailbox. Click the Expand arrow  to show the folder list, or click the Collapse arrow  to hide it. To display all folders, click More at the bottom of the folder list. To expand or collapse a folder that contains subfolders, click the triangle icon  next to the folder name.
Content pane	Displays a list of all the messages in the current folder. Pointing to a message displays icons that you can use to quickly delete, mark as unread, flag, or pin the message. Right-clicking a message displays a menu of actions that you can take.
Reading pane	Displays the contents of the selected message, and allows you to read and compose messages.

Creating Messages

Creating an email message is a relatively simple process. Every message must have at least one recipient. You can direct a single message to multiple recipients by including multiple email addresses in the **To** field or by using the **Cc** or **Bcc** fields.

- The **To** field is for primary message recipients. Usually, these are the people that you want to respond to the message.
- The **Cc** field is for **carbon copy** recipients. These are usually people that you want to keep informed about the subject of the message, but from whom you do not require a response.
- The **Bcc** field is for **blind carbon copy** recipients. These are people that you want to keep informed, but whom you want to keep hidden from other message recipients.

To create a message:

1. In the **Mail** app, click **New** on the **Action** toolbar (see Figure 5). A blank **Message** form displays in the **Reading** pane (see Figure 6).



Figure 5 – New Button on the Action Toolbar

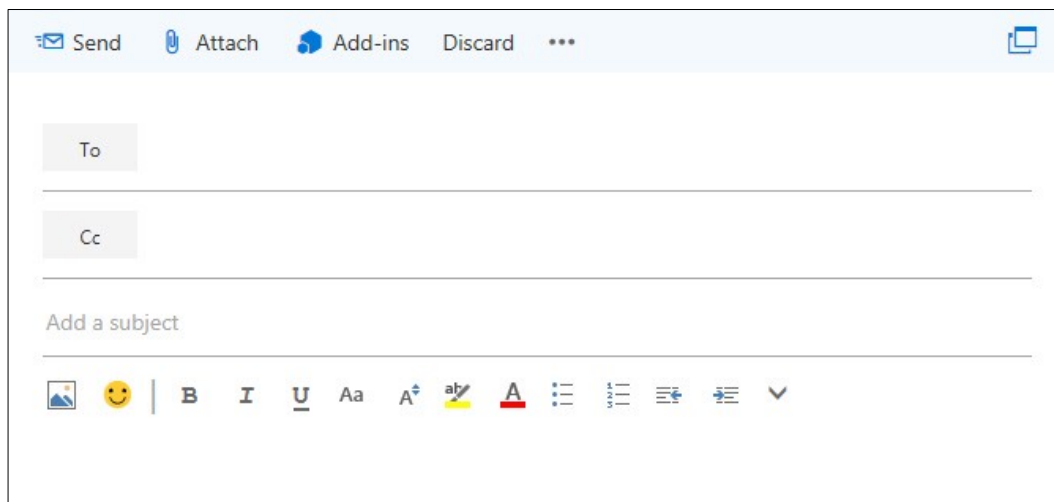





Figure 6 – Message Form


- In the **To**, **Cc**, or **Bcc** field, type the email address of each recipient, and then press the **Enter** key.

NOTE: The **Bcc** field is not displayed by default. You can display it by clicking the **More commands** icon  on the **Action** toolbar, and then clicking **Show Bcc** on the menu.

- In the **Subject** field, type the subject of your message.
- In the **Message** field, type the message that you want to send.
- To change the importance level of the message, click the **More commands** icon , point to **Set importance** on the menu, and then click the desired level (**High**, **Normal**, or **Low**).

NOTE: By default, new messages have their importance level set to **Normal**.

- To request a read receipt, click the **More commands** icon , click **Show message options** on the menu, select the **Request a read receipt** check box in the **Message options** dialog box, and then click the **OK** button (see Figure 7).
- To add an attachment, click **Attach** on the **Action** toolbar, locate and select the file that you want to attach from your **Computer** or **OneDrive**, and then select how you want to attach the file. The attachment appears below the **Subject** field (see Figure 8).

NOTE: You can remove the attachment by clicking the **Delete** button  to the right of the file name.

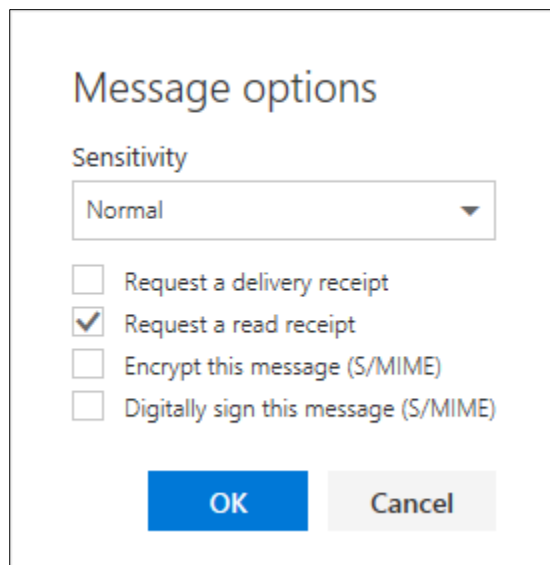


Figure 7 – Message Options Dialog Box

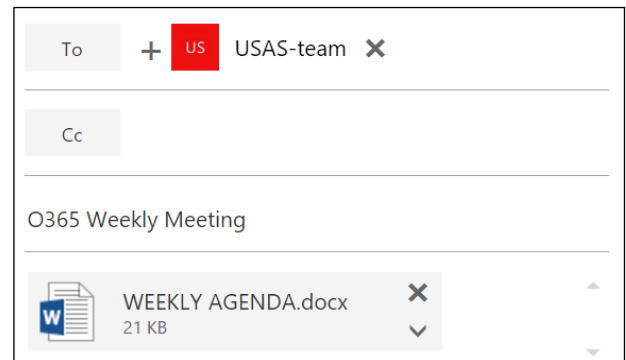



Figure 8 – Email Attachment

- To send the message, click **Send** on the **Action** toolbar.

NOTE: If you want to send the message at a later time, you can save it in the **Drafts** folder by clicking the **More commands** icon , and then clicking **Save draft** on the menu. If you decide not to send the message, click **Discard** on the **Action** toolbar.

Reading Messages

All new messages are automatically delivered to your **Inbox** folder. The number of unread messages in a folder appears next to the folder name in the Folder pane (see Figure 9). Also, a blue bar appears to the left of unread messages in the Content pane (see Figure 10).

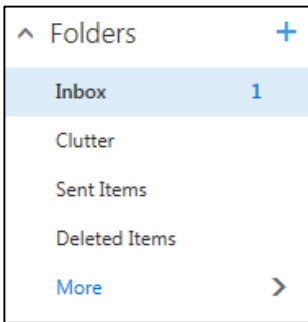


Figure 9 – Folder Pane

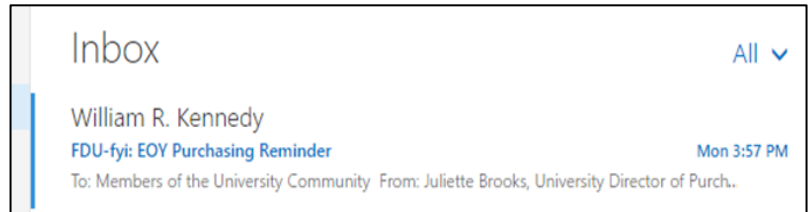







Figure 10 – Unread Message in the Content Pane

The message list in the Content pane displays the header of each message (see Figure 10). The message header provides basic information about a message such as the sender's name or email address, the subject of the message, and the date or time the message was received. Icons displayed in the message header provide additional information about a message.

- A **Reply** icon  indicates that the message has been replied to.
- A **Forward** icon  indicates that the message has been forwarded.
- A **Paper Clip** icon  indicates that the message includes one or more attachments.
- A **Flag** icon  indicates that the message has been flagged for follow up.
- A **Pin** icon  indicates that the message has been pinned, which means it will appear at the top of the content list.

To read a message:

1. In the **Content** pane, select the message that you want to read. The message is displayed in the **Reading** pane (see Figure 11).

NOTE: You can open the message in a separate window by double-clicking it in the **Content** pane.

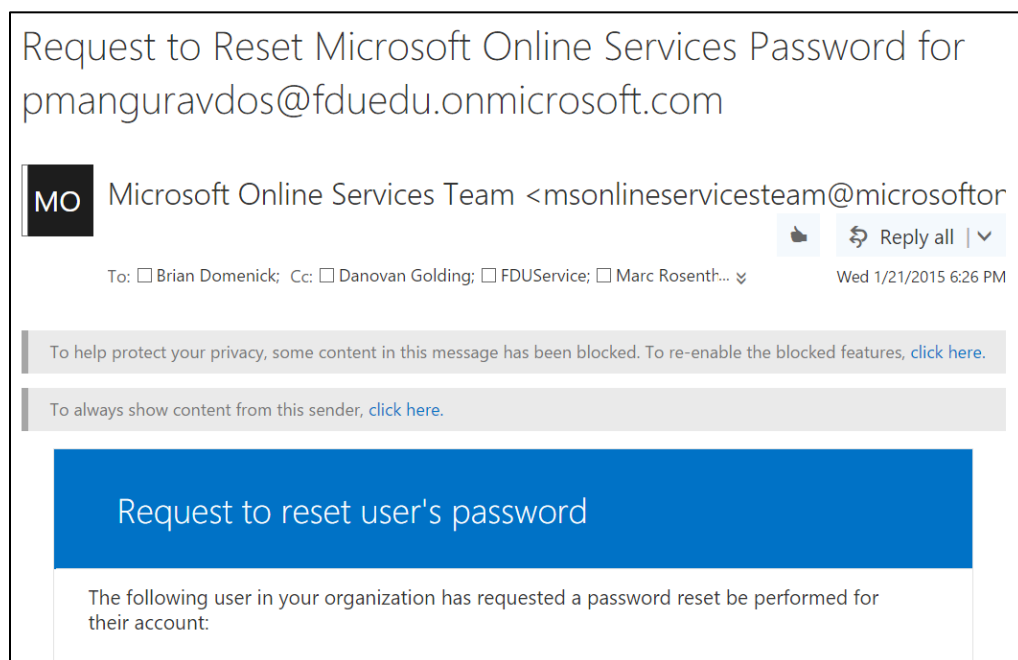



Figure 11 – Message Displayed in the Reading Pane

2. If the message includes an attachment, do one of the following (see Figure 12):
 - To preview the attachment, click the down arrow on the attachment, and then click **View** on the menu. The file opens in the web browser window. When done previewing, click the **Close** button  to close the attachment and return to the email.
 - To download the attachment, click the down arrow on the attachment, and then click **Download** on the menu. The file is saved in the **Downloads** folder on your computer.

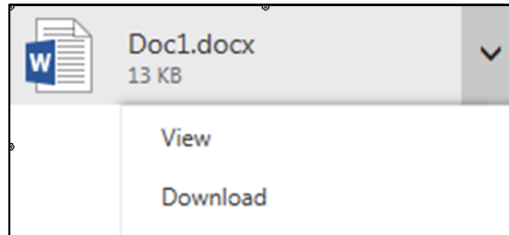



Figure 12 – Attachment Menu

NOTE: It is not recommended to open or save an attachment unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses.

Replying to Messages

When replying to a message, you can reply to the individual sender, or you can reply to the sender of the message and all other recipients. When you reply to a message, the subject is automatically copied from the original message and the **Re:** prefix is added to indicate that the message is a reply. Also, the text of the original message is automatically copied into the new message.

To reply to the sender:

1. In the **Content** pane, select the message to which you want to reply.
2. In the **Reading** pane, click the **More actions** down arrow , and then click **Reply** on the menu (see Figure 13). A **Message** form addressed to the sender displays in the **Reading** pane.
3. In the **Message** field, type your response in the space above the original message.
4. Click **Send** on the **Action** toolbar.

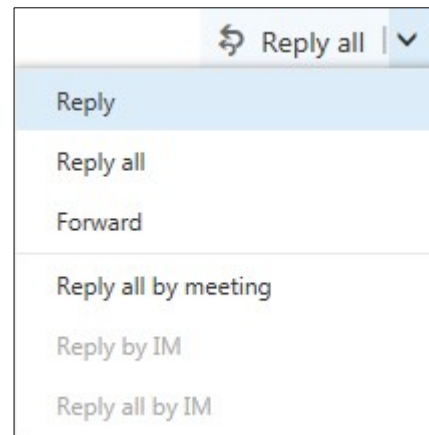



Figure 13 – More Actions Menu


To reply to the sender and all other recipients:

1. In the **Content** pane, select the message to which you want to reply.
2. In the **Reading** pane, click **Reply all** . A **Message** form addressed to the sender and all other recipients displays in the **Reading** pane.
3. In the **Message** field, type your response in the space above the original message.
4. Click **Send** on the **Action** toolbar.

Forwarding Messages

When you receive a message, you can forward it to one or more recipients. When you forward a message, the subject is automatically copied from the original message and the **Fw:** prefix is added to indicate that the message is a forward. Also, the text of the original message is automatically copied into the new message.


To forward a message:


1. In the **Content** pane, select the message that you want to forward.
2. In the **Reading** pane, click the **More actions** down arrow , and then click **Forward** on the menu (see Figure 13). A **Message** form displays in the **Reading** pane.
3. In the **To** field, type the email address of the person that you want to forward the message to.
4. In the **Message** field, type your response in the space above the original message.
5. Click **Send** on the **Action** toolbar.

Pinning Messages

Pins are a great way to keep important messages handy and prevent them from getting buried in a folder. Pinned messages are kept at the top of a folder and are highlighted in yellow (see Figure 14).

To pin a message:

1. In the **Content** pane, select the message that you want to pin.
2. On the **Action** toolbar, click the **More commands** icon , and then click **Pin** on the menu (see Figure 15).

NOTE: You can quickly pin a message by pointing to the message in the **Content** pane, and then clicking the **Pin** icon  that appears. You can unpin a message by clicking the **Pin** icon again.

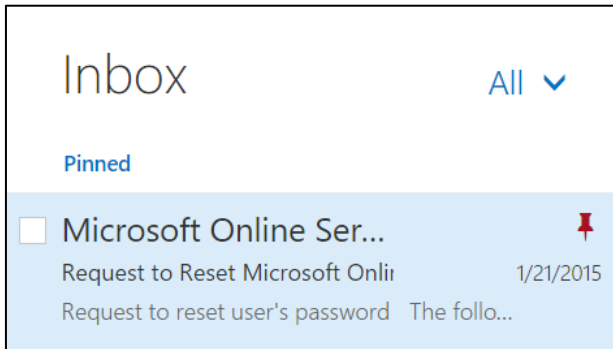


Figure 14 – Pinned Message in the Content Pane

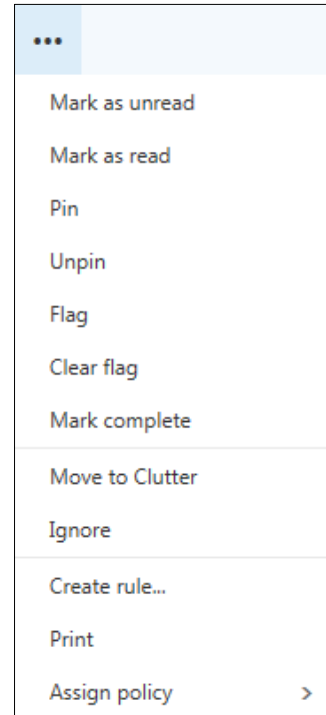




Figure 15 – More Commands Menu

Flagging Messages


You can flag a message to remind yourself to follow up on it later. When you flag a message, **Today** is automatically assigned as the follow-up date. Office365 OWA includes five preconfigured flags (**Today**, **Tomorrow**, **This week**, **Next week**, and **No date**) that you can use. Flagged messages include a **Flag** icon and are highlighted in yellow (see Figure 16). When you no longer need the flag, you can either mark the message as complete or clear the flag.

To flag a message:

1. In the **Content** pane, select the message that you want to flag.
2. On the **Action** toolbar, click the **More commands** icon , and then click **Flag** on the menu.
3. To change the follow-up date, right-click the **Flag** icon on the message, and then click the desired option on the menu (see Figure 17).

NOTE: You can quickly flag a message by pointing to the message in the **Content** pane, and then clicking the **Flag** icon  that appears.

To mark a flagged message as complete:

1. In the **Content** pane, right-click the **Flag** icon on the message, and then click **Mark complete** on the menu (see Figure 17). The **Flag** icon changes to a **Check Mark** icon .

To unflag a message:

1. In the **Content** pane, right-click the **Flag** icon on the message, and then click **Clear flag** on the menu (see Figure 17).

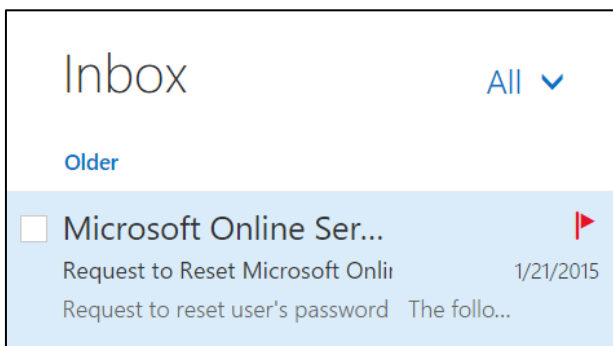
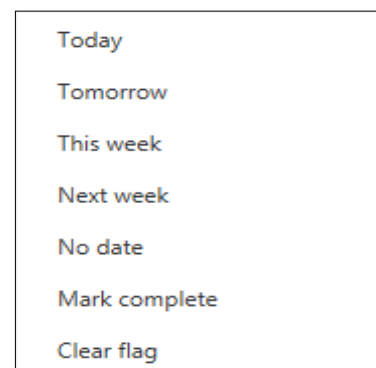




Figure 16 – Flagged Message in the Content Pane

Figure 17 – Flag Menu



Printing Messages

To print a message:

1. In the **Content** pane, select the message that you want to print.
2. On the **Action** toolbar, click the **More commands** icon , and then click **Print** on the menu.
3. A printer-friendly version of the message opens in a new window and the **Print** dialog box opens. Select the desired print options, and then click the **Print** button.
4. Click the **Close** button  in the upper-right corner of the **Message** window.

Deleting Messages


Over time, your mailbox can fill with hundreds of messages. You should delete messages that you no longer need. When you delete a message, it is moved to the **Deleted Items** folder.

To delete a message:

1. In the **Content** pane, select the message that you want to delete.
2. Click **Delete** on the **Action** toolbar (see Figure 18).



Figure 18 – Delete Button on the Action Toolbar

NOTE: You can quickly delete a message by pointing to the message in the **Content** pane, and then clicking the **Delete** icon  that appears. If you want to restore a deleted message, move the message from the **Deleted Items** folder to the desired folder.

Moving Messages

You can organize your messages by moving them from your Inbox folder to other folders.

To move a message:

1. In the **Content** pane, select the message that you want to move.
2. On the **Action** toolbar, click **Move to**, and then click the desired folder (see Figure 19).

NOTE: You can also move a message by dragging it to a different folder.

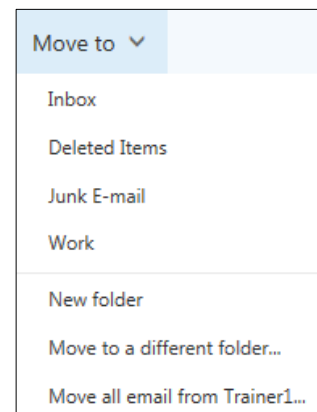



Figure 19 – Move to Menu


Filtering and Sorting Messages

By default, the Content pane displays all the messages in the current folder. The messages are grouped by conversation and are sorted by the date received, with the newest message at the top. You can use filters to show only messages that are unread, messages that are flagged, etc. In addition, you can sort messages by date, subject, size, importance level, etc.

To filter messages:

1. At the top of the **Content** pane, click the down arrow , and then click the desired filter in the **Filter** section of the menu (see Figure 20). Only those messages that meet the selected criteria are displayed in the **Content** pane.

To sort messages:

1. At the top of the **Content** pane, click the down arrow , and then click the field by which you want to sort the messages in the **Sort by** section of the menu (see Figure 20).

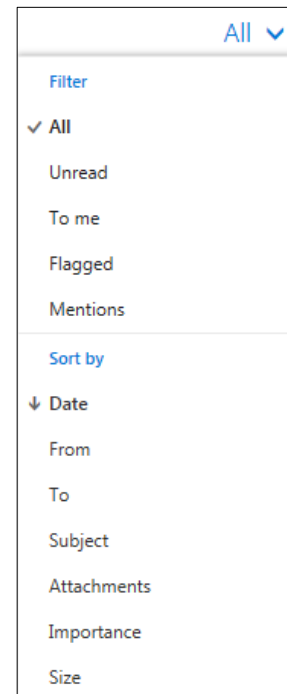


Figure 20 – Filter and Sort Menu

Managing Folders

The **Folders** pane includes a list of folders in your mailbox (see Figure 21). Select any folder in the list to view its contents. By default, only the folders that are added to your **Favorites** are displayed in the pane. You can display the full list of folders by clicking **More** at the bottom of the list. Below is a description of the default folders:

- **Inbox:** All incoming messages are delivered to this folder.
- **Clutter:** Unimportant messages (based on your reading habits) are automatically moved to this folder.
- **Drafts:** A copy of in-progress messages are automatically stored in this folder.
- **Sent Items:** A copy of messages you send is stored in this folder.
- **Deleted Items:** Every item that you delete from your mailbox is moved to this folder.
- **Junk Email:** Incoming messages that are identified as spam are automatically moved to this folder.
- **Notes:** This is a read-only folder. You must use Outlook to create or edit items in this folder.

Right-clicking a folder in the **Folder** pane displays a menu of actions you can take (see Figure 22). These actions include creating, renaming, deleting, emptying, or moving a folder; adding a folder to your **Favorites**; and marking all items in a folder as read.

NOTE: The default folders cannot be renamed, deleted, or moved. When you right-click a default folder, those options appear dimmed on the menu.

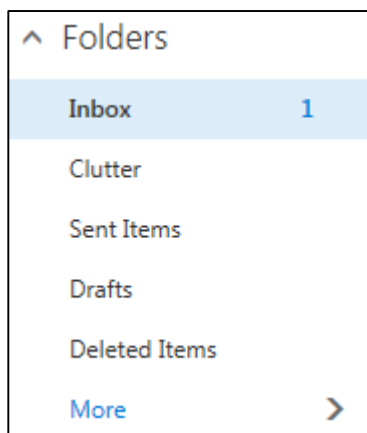


Figure 21 – Folder Pane

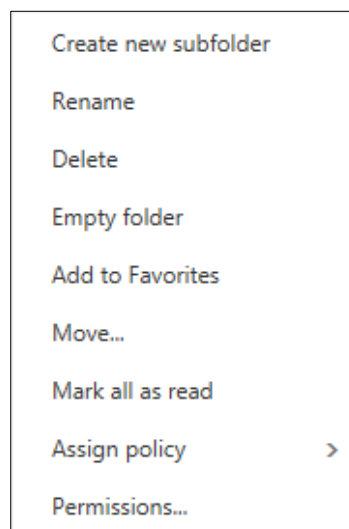



Figure 22 – Folder Shortcut Menu

Creating Folders

In addition to the default folders, you can create your own folders to help you organize your messages in a way that makes the most sense to you. For example, you can create a folder for a specific project or for all messages sent by a particular person.

To create a folder:

1. In the **Folder** pane, right-click the folder in which you want to create the new folder (e.g., **Inbox**), and then click **Create new subfolder** on the shortcut menu.
2. Type a name for the new folder in the box that appears, and then press the **Enter** key (see Figure 23).

NOTE: If you want to create a folder at the same level as your **Inbox** folder, click the **Create new folder** icon  next to the top-level folder.

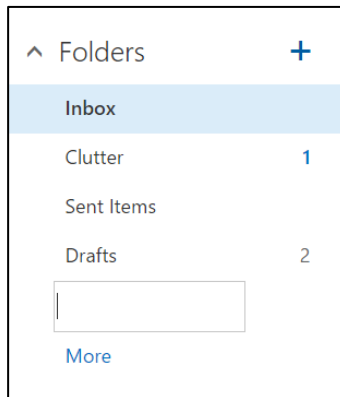


Figure 23 – New Folder Name Box

Renaming Folders

You can rename any folder that you create.

To rename a folder:

1. In the **Folder** pane, right-click the folder that you want to rename, and then click **Rename** on the shortcut menu.
2. Type a new name for the folder, and then press the **Enter** key.

Deleting Folders

You can delete any folder that you create. When you delete a folder, it is moved to the **Deleted Items** folder.

To delete a folder:

1. In the **Folder** pane, right-click the folder that you want to delete, and then click **Delete** on the shortcut menu.
2. The **Delete folder** dialog box opens asking you to confirm. Click the **OK** button (see Figure 24).

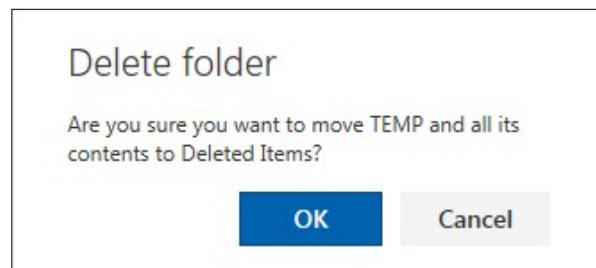


Figure 24 – Delete Folder Dialog Box

Emptying the Deleted Items Folder

By default, every item that you delete from your mailbox is moved to the **Deleted Items** folder. You can permanently delete the item by emptying the Deleted Items folder or by deleting the item individually from the Deleted Items folder.

To empty the Deleted Items folder:

1. In the **Folder** pane, right-click the **Deleted Items** folder, and then click **Empty folder** on the shortcut menu.
2. The **Empty folder** dialog box opens asking you to confirm. Click the **OK** button (see Figure 25).

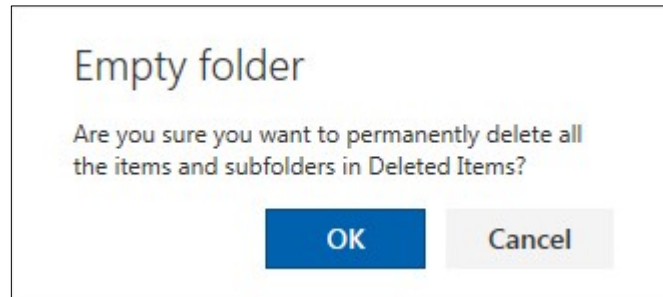



Figure 25 – Empty Folder Dialog Box

Creating Signatures

You can create a signature and have it automatically added to outgoing messages. Signatures can include text and graphics. Business signatures commonly include the signer's name, job title, company name, address, phone number, and email address.

To create a signature:

1. Click the **Settings** icon  on the right side of the **Navigation** bar, and then click **Options** on the menu (see Figure 26).
2. The **Mail options** page displays. In the left pane, under **Mail**, under **Layout**, click **Email signature** (see Figure 27).
3. On the **Email signature** page, select the check boxes that apply.
4. In the **Signature** field, type your signature in the space below the toolbar.
5. Click **Save** at the top of the page.

NOTE: Different browsers could show slightly different renderings.

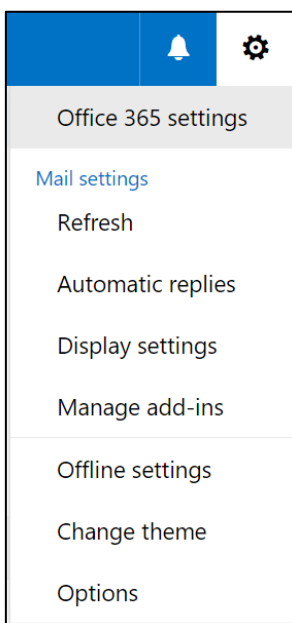


Figure 26 – Settings Menu

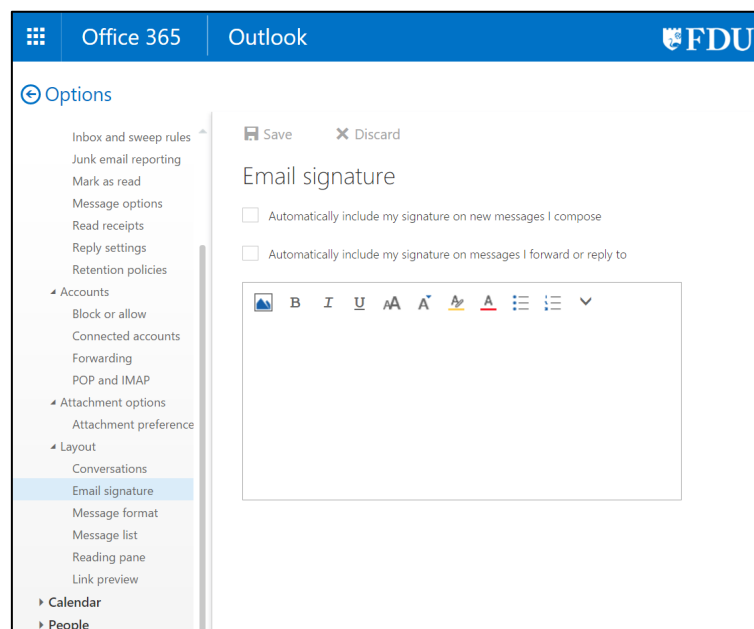



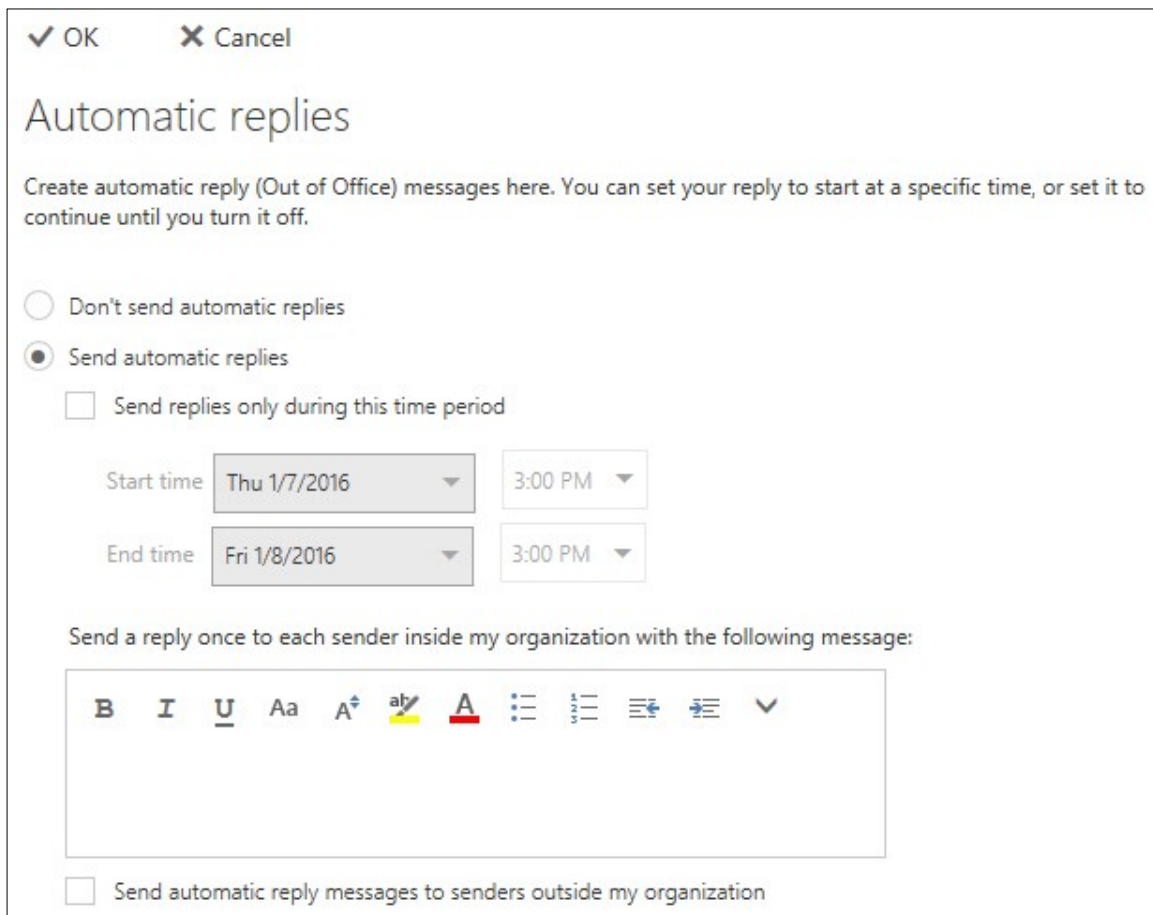
Figure 27 – Email Signature Page

Turning on Automatic Replies

You can use the **Automatic replies** feature to notify people who send you messages that you are not available to respond. Automatic replies are sent once to each sender. You can create different messages to send to people inside FDU and people outside FDU.

To turn on automatic replies:

1. Click the **Settings** icon  on the right side of the **Navigation** bar, and then click **Automatic replies** on the menu (see Figure 28).
2. On the **Automatic replies** page, select the **Send automatic replies** option button (see Figure 28).
3. Type your message in the box labeled **Send a reply once to each sender inside my organization with the following message**.
4. Select or deselect other options as desired, and then click **OK** at the top of the page.



✓ OK ✕ Cancel

Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

Don't send automatic replies






Send automatic replies

Send replies only during this time period

Start time: Thu 1/7/2016 3:00 PM

End time: Fri 1/8/2016 3:00 PM


Send a reply once to each sender inside my organization with the following message:

B **I** **U** Aa A+  **A**     ▼

Send automatic reply messages to senders outside my organization

Figure 28 – Automatic Replies Page

Calendar

The **Calendar** app allows you to create and track appointments and meetings. You can view your calendar in four different ways by clicking **Day**, **Work week**, **Week**, or **Month** in the upper-right corner of the page (see Figure 29). The small calendar in the left pane can be used to navigate from one date to another. The current date is highlighted with a dark blue background. The left and right arrows next to the month name can be used to scroll to another month. You can switch to the **Calendar** app by clicking **Calendar**  on the **App launcher**.

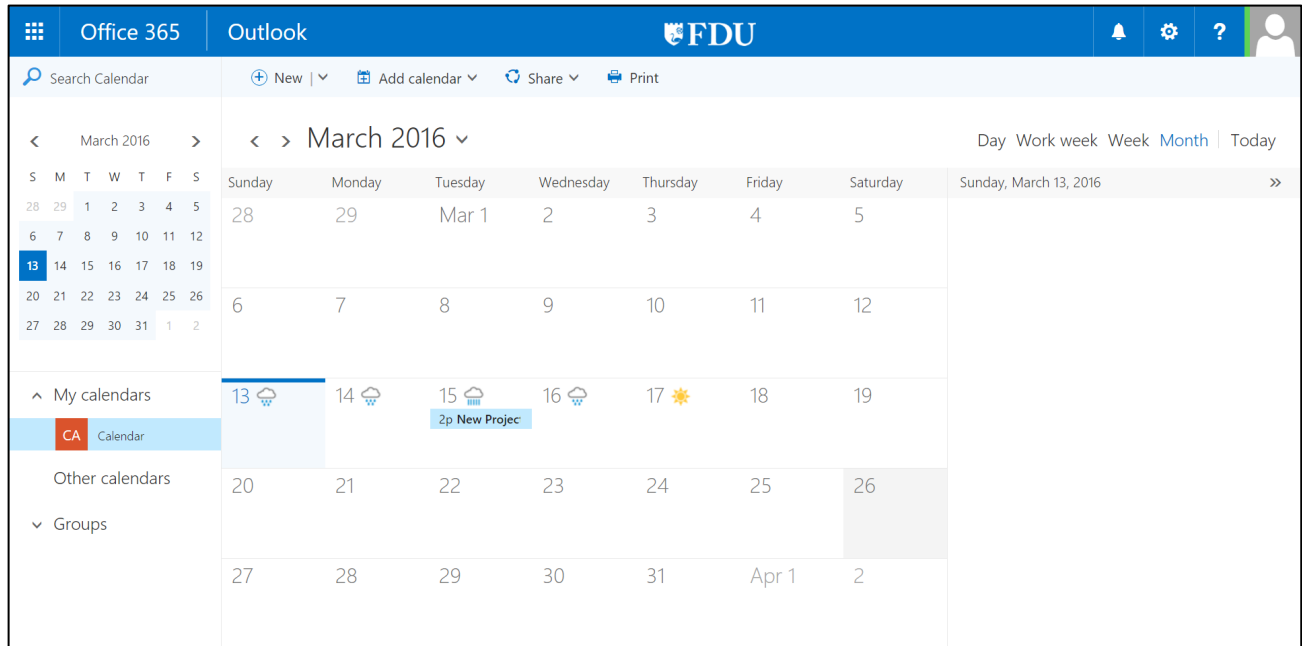


Figure 29 – Calendar App in Month View

Creating Appointments

An appointment is a block of time you mark on your calendar for a specific activity. Appointments can be a single occurrence or can be scheduled to repeat. Appointments appear only on your calendar.

To create an appointment:

1. In the **Calendar** app, click **New** on the **Action** toolbar. A blank **Calendar event** form displays (see Figure 30).

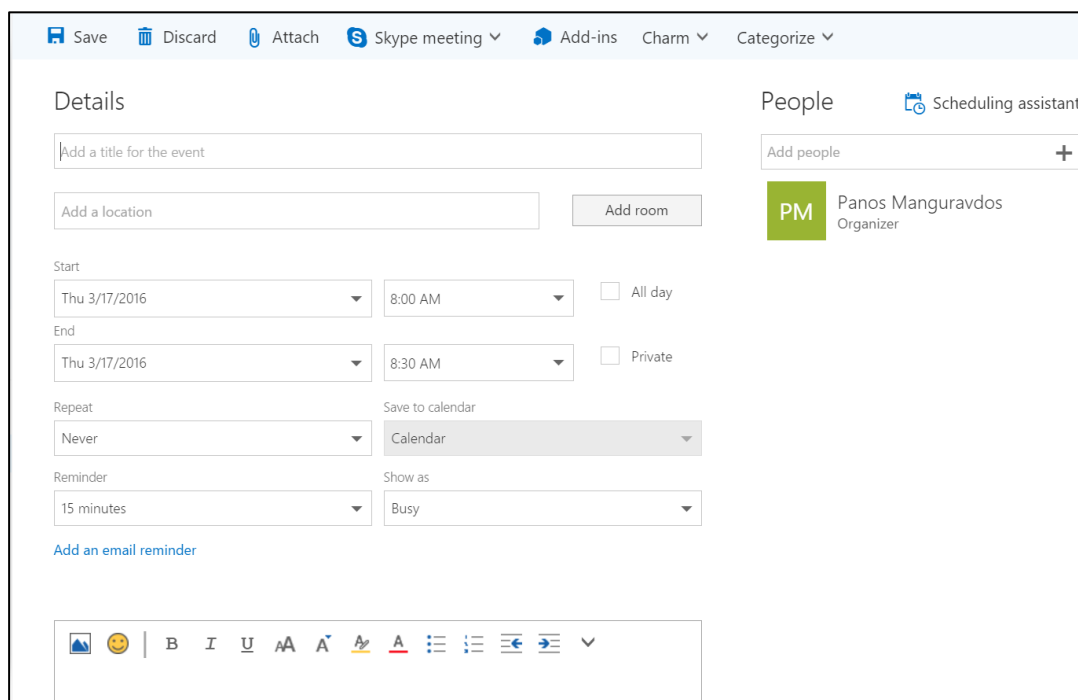


Figure 30 – Calendar Event Form

2. In the **Title** field, type a brief description of the appointment.
3. In the **Location** field, type the location where the appointment will occur.
4. In the **Start** and **End** fields, select the appropriate dates and times.
5. If you want the appointment to repeat, select a repeating pattern from the **Repeat** list.
6. If you have more than one calendar, select which calendar to save the appointment to from the **Save to calendar** list.
7. To change when the reminder appears, select a different option from the **Reminder** list.
8. To change how the appointment appears on your calendar (**Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**), select a different option from the **Show as** list.
9. In the **Notes** field, type any additional information.
10. When you are done, click **Save** on the **Action** toolbar.

Editing or Deleting Appointments

If the information about an appointment has changed since it was created, you can edit the appointment. You can also delete an appointment and remove it from your calendar.

To edit an appointment:

1. On the calendar, click the appointment that you want to edit.
2. In the appointment callout box, click **Edit** (see Figure 31).

NOTE: If you are editing a repeating appointment, when prompted, click **Edit occurrence** to have your changes affect only that occurrence or **Edit series** to edit every event in the series.

3. On the **Calendar event** form, make the desired changes.

- When you are done, click **Save** on the **Action** toolbar.

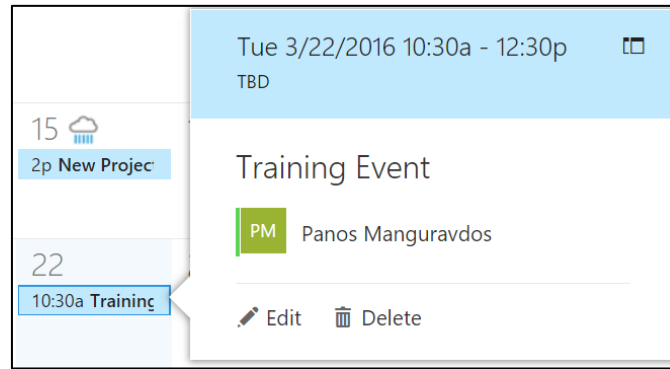


Figure 31 – Appointment Callout Box

To delete an appointment:

- On the calendar, click the appointment that you want to delete.
- In the appointment callout box, click **Delete** (see Figure 32).

NOTE: If you are deleting a repeating appointment, when prompted, click **Delete occurrence** to delete only that occurrence or **Delete series** to delete every event in the series.

- The **Delete event** dialog box opens asking you to confirm. Click the **Delete** button (see Figure 32).

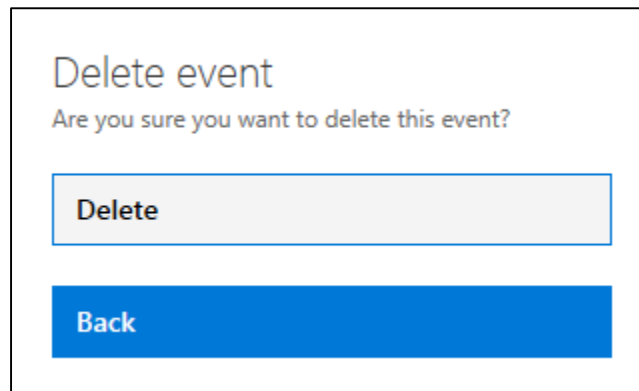


Figure 32 – Delete Event Dialog Box

Creating Meetings

A meeting is an appointment to which you invite other people. Responses to your meeting invitation appear in your Inbox folder. Like appointments, meetings can be a single occurrence or can be scheduled to repeat. You create a meeting the same way you do an appointment, but you invite attendees.

To create a meeting:

- In the **Calendar** app, click **New** on the **Action** toolbar. A blank **Calendar event** form displays (see Figure 30).
- In the **Title** field, type the meeting topic.
- In the **Location** field, type the location where the meeting will be held.
- In the **Add people** field, type the email address of the person that you want to invite to the meeting, and then press the **Enter** key (see Figure 33).

- Repeat step 4 to add additional attendees.

NOTE: After you add all the attendees, you can use the **Scheduling assistant** to check their availability.

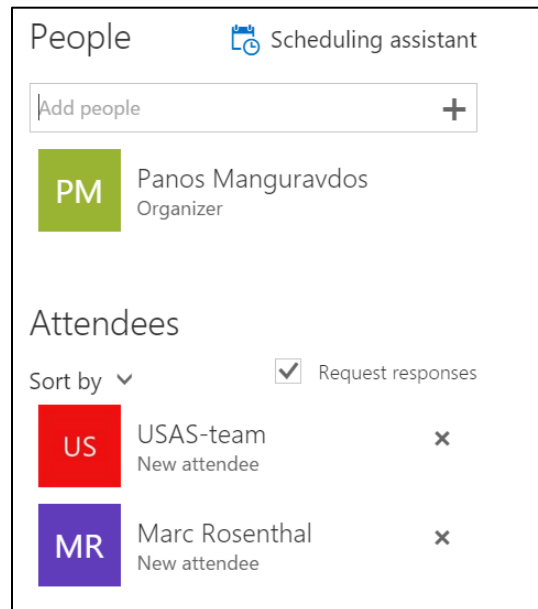


Figure 33 – Meeting Attendees

- In the **Start** and **End** fields, select the appropriate dates and times.
- If you want the meeting to repeat, select a repeating pattern from the **Repeat** list.
- If you have more than one calendar, select which calendar to save the meeting to from the **Save to calendar** list.
- To change when the reminder appears, select a different option from the **Reminder** list.
- To change how the meeting appears on your calendar (**Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**), select a different option from the **Show as** list.
- In the **Notes** field, type any message that you want to include with your meeting request.
- When you are done, click **Send** on the **Action** toolbar. A meeting invitation is sent to each attendee and the meeting is added to your calendar. Each person who receives your meeting invitation can accept, tentatively accept, or decline the invitation.

Rescheduling or Canceling Meetings

You can reschedule or cancel a meeting you previously scheduled.

To reschedule a meeting:

- On the calendar, click the meeting that you want to reschedule.
- In the meeting callout box, click **Edit** (see Figure 34).

NOTE: If you are editing a repeating meeting, when prompted, click **Edit occurrence** to have your changes affect only that occurrence or **Edit series** to edit every event in the series.

- On the **Calendar event** form, make the desired changes.
- When you are done, click **Send** on the **Action** toolbar to send an update to the attendees.

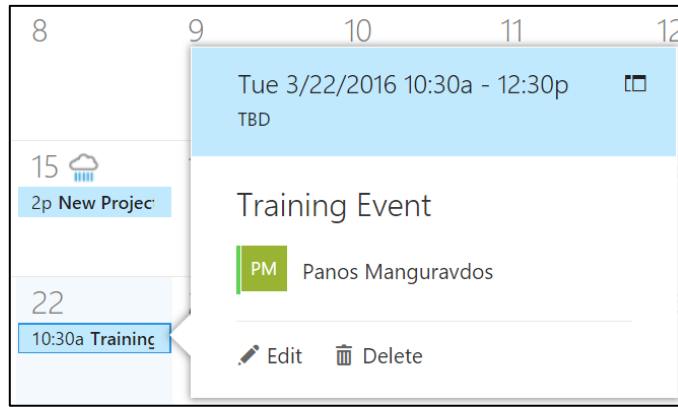


Figure 34 – Meeting Callout Box

To cancel a meeting:




1. On the calendar, click the meeting that you want to cancel.
2. In the meeting callout box, click **Cancel**, and then click **Send the cancellation now** on the menu that appears. A cancellation notice is sent to the attendees.

NOTE: If you want to include a message with the cancellation notice (e.g., the reason you are cancelling the meeting), click the **Edit the cancellation before sending** option on the menu, type your message in the text box that appears, and then click the **Send** button.

Responding to Meeting Invitations

Other people may invite you to meetings. Meeting invitations appear in your Inbox folder. You can respond to a meeting invitation by accepting, tentatively accepting, or declining the invitation. You can also propose a new meeting time. When you accept or tentatively accept a meeting invitation, it gets added to your calendar.

To respond to a meeting invitation:

1. In the **Mail** app, in the **Content** pane, select the meeting invitation to which you want to respond.
2. In the **Reading** pane, click **Accept** , **Tentative** , or **Decline** , and then click the desired option on the menu that appears (see Figure 35).

NOTE: If you click the **Edit the response before sending** option on the menu, type your comment in the text box that appears, and then click the **Send** button.

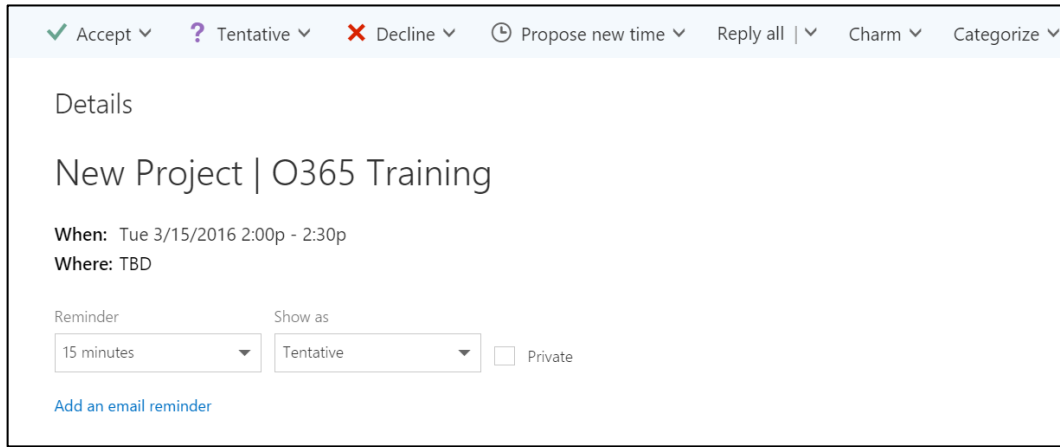


Figure 35 – Meeting Invitation in the Reading Pane

Sharing your calendar in Outlook Web App

Share your calendar with people inside your organization in Outlook or Outlook Web.

When you share your calendar with someone inside your organization, they're able to add it directly to their calendar view in Outlook or Outlook Web App. Depending on the permission you give them, they're able to view your calendar, to edit it, or to act as your delegate for meeting requests. For information about how to share a calendar with other people using Outlook, see [Share an Outlook calendar with other people](#).

NOTE: This document discusses the following:

- Share my calendar with people in my organization
- Change calendar sharing permissions
- Add another person's calendar to my calendar view

Share my calendar with people in my organization

You can share your calendar with people in your organization.

1. Sign in to Outlook Web App. If you're using Office365, sign in to the Office365 portal. Click **Calendar >Share**. (see Figure 36).



Figure 36 – Share

2. Type the *name or email address* of the person you want to share your calendar with in the **Share with** box. This box works like the **To** box in an email message. You can add more than one person to share your calendar with (see Figure 37).

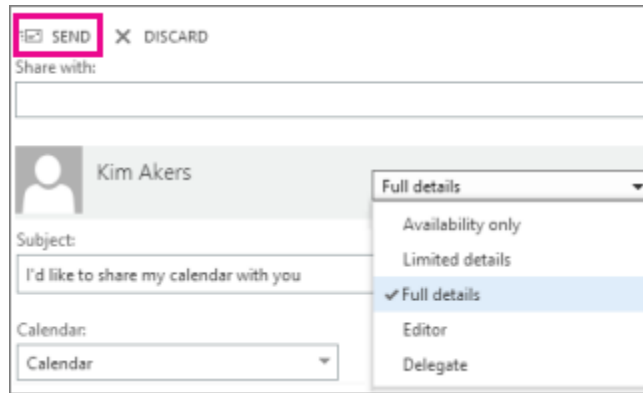


Figure 37 – Calendar Sharing Page

3. After you add who you want to share your calendar with, choose how much information you want them to see. **Full details** shows the time, subject, location, and other details of all items in your calendar. **Limited details** shows the time, subject, and location, but no other information. **Availability only** shows the time of items on your calendar and no other details.
4. You can also give someone permission to edit your calendar by choosing **Editor** or **Delegate**. An editor can edit your calendar. A delegate can edit your calendar, and can send and respond to meeting requests on your behalf. For more information about editor and delegate access, see [Calendar Delegation in Outlook Web App](#).
5. You can edit the **Subject** if you want.
6. By default, your primary calendar is shared. If you created other calendars, you can select one of them to share instead.
7. After you finish adding people to share with, setting their access levels, and choosing which calendar to share with them, choose **Send**. If you decide not to share your calendar right now, choose **Discard**.

NOTE: If you share a calendar—such as a project calendar that you added to your account—other than your primary calendar you can give permission only for **Full details** or **Editor** access to that calendar. Each person in your organization that you share your calendar with is sent an invitation in an email message telling them that you've shared your calendar. The invitation has two buttons—one to add your calendar to the recipient's calendar view, and one for the recipient to share their calendar with you. The invitation also includes a URL that can be used to access the calendar (see Figure 38).

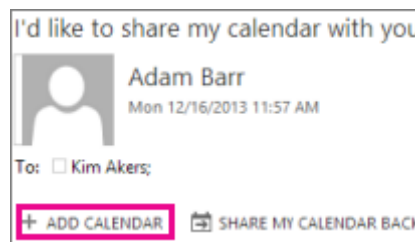


Figure 38 – Shared Calendar Notification

The calendar displays under **People's calendars** (see Figure 39).

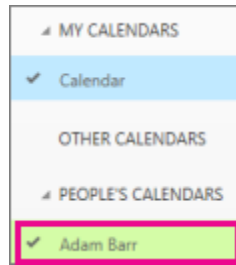


Figure 39 – People’s calendars

NOTE: Calendar items marked Private are protected. Most people you share your calendar with see only the time of items marked Private, and not the subject, location, or other details. The only exception to this is that you can give a delegate permission to see the details of items marked Private.

Change calendar sharing permissions

You can change the permissions you’ve set for a calendar, or revoke them completely, by going to the calendar navigation pane and using the context menu for the calendar name under **My calendars**.

1. Right-click the calendar you want to stop sharing, and then click **Permissions** (see Figure 40).

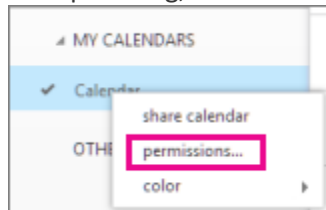


Figure 40 – Calendar sharing permissions

2. To stop sharing your calendar with a person, find the person you want to change permissions for and either choose a new level of permissions or choose **Delete** **X** to remove their permissions.
3. Choose **Save** to keep your changes, or **Discard** to cancel.
4. When you delete a person from the list of people you shared your calendar with, the URL that was sent to them stops working.

Add another person’s calendar to my calendar view

If you receive an invitation to share someone else’s calendar, you can select the link in the invitation to add their calendar to your calendar view.

You also can go your **Calendar** to add other people’s calendars to your view.

1. Right-click in the navigation pane where you see **Other calendars**. Or, touch and hold if you’re using a touch device.
2. Choose **Open calendar**.
3. To add a calendar that belongs to someone in your organization, in the **From directory** box, type their *name*. The **From directory** box works like the **To** box in a new email message. After you type the name, choose **Open** to add the calendar.
4. To add a calendar from outside your organization, in the **Internet calendar** box type the *URL*, and then choose **Open**. The URL probably ends with the .ics file extension.

After you add another calendar, you can select it to add it to, or remove it from, your calendar view. Or use the context menu to rename it, change its color, or delete it from your view.

People




The **People** app provides access to your personal contacts and the campus directory (see Table 2 and Figure 41). You can switch to the **People** app by clicking **People**  on the **App launcher**.

Table 2 – People App Elements

Name	Description
Action toolbar	Provides quick access to the most commonly used commands, including search.
Folder pane	Displays contact folders. Click the Expand arrow  to show the folder list, or click the Collapse arrow  to hide it.
Content pane	Displays a list of all the contacts in the current folder.
Reading pane	Displays the contact card for the selected person.

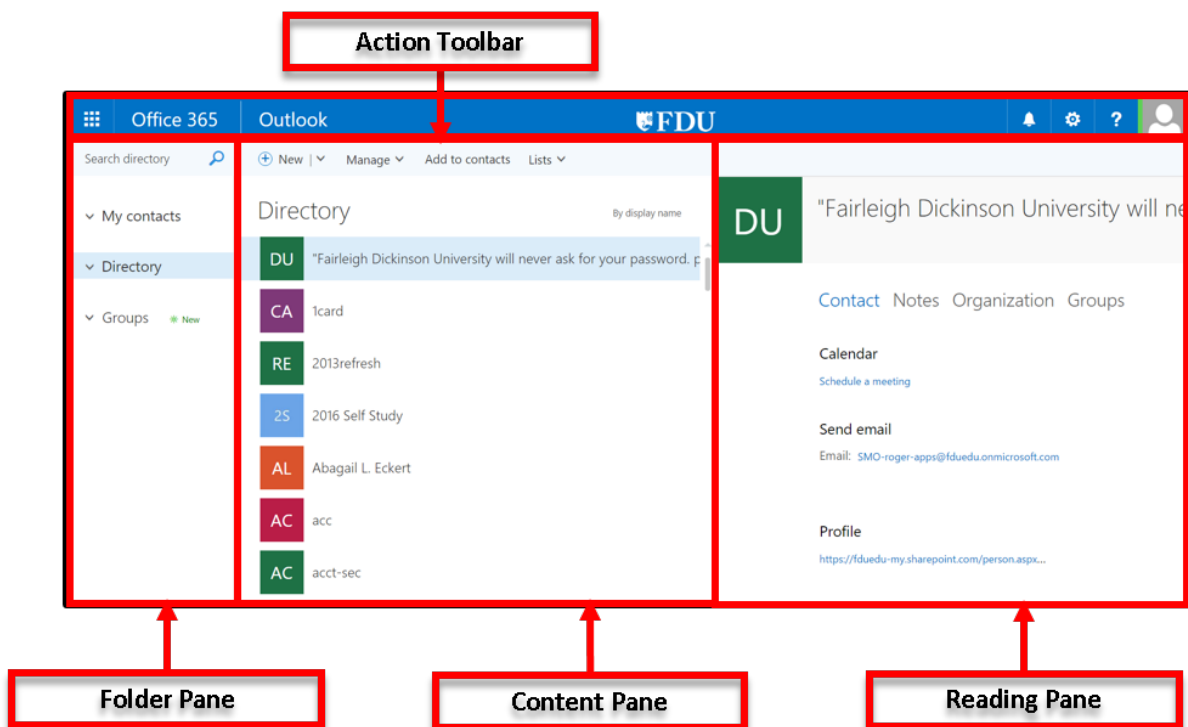



Figure 41 – People App

Creating Contacts

You can create contacts to store information about the people you regularly communicate with, including their name, email address, street address, and phone number.

To create a contact:

1. In the **People** app, in the **Folder** pane, select the folder in which you want to create the contact.
2. Click **New** on the **Action** toolbar. The **Add contact** form displays (see Figure 42).
3. Enter a name and any other information that you want to include for the contact.

NOTE: Click the **Add** icon  next to the desired field to see more options for that field.

4. When you are done, click **Save** on the **Action** toolbar.

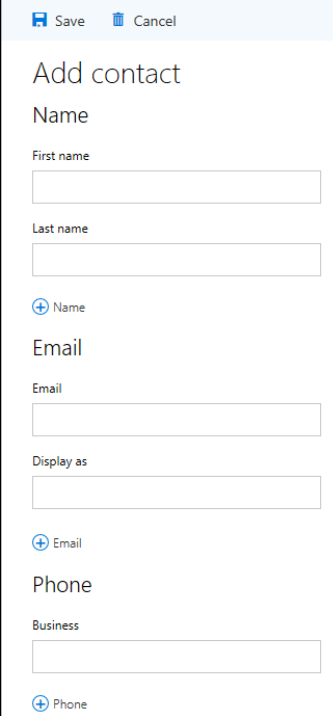


Figure 42 – Add Contact Form

Editing Contacts

If the information about a contact has changed since it was created, you can edit the contact.

To edit a contact:

1. In the **People** app, in the **Content** pane, select the contact that you want to edit. The contact card for the selected person is displayed in the **Reading** pane (see Figure 43).
2. Click **Edit** on the **Action** toolbar.
3. On the **Edit contact** form, make the desired changes.
4. When you are done, click **Save** on the **Action** toolbar.

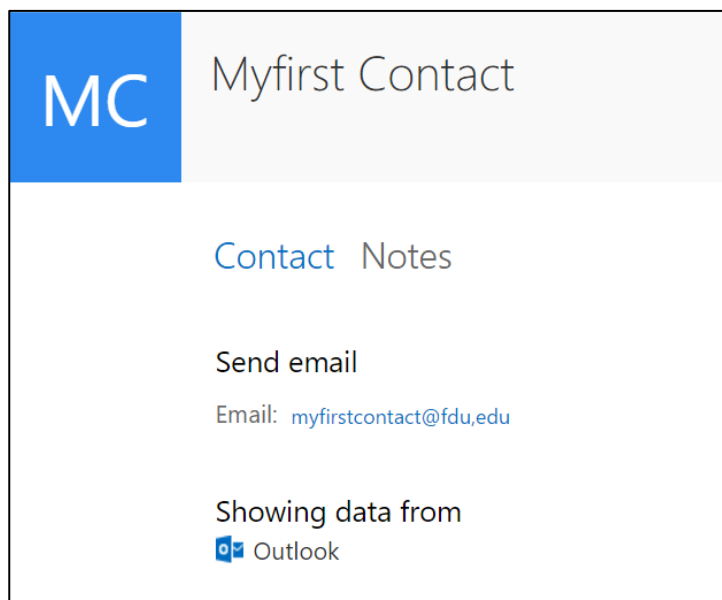


Figure 43 – Contact Card

Deleting Contacts

When you delete a contact, it is moved to the **Deleted Items** folder.

To delete a contact:

1. In the **People** app, in the **Content** pane, select the contact that you want to delete. The contact card for the selected person is displayed in the **Reading** pane.
2. Click **Delete** on the **Action** toolbar.
3. The **Delete contact** dialog box opens asking you to confirm. Click the **Delete** button (see Figure 44).

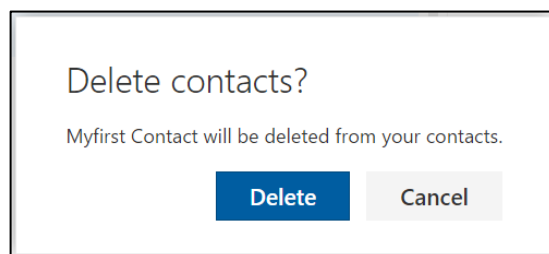


Figure 44 – Delete Contact Dialog Box

Creating and Editing Contact Lists

A **contact list** (also known as a **distribution list**) is a collection of contacts. It provides an easy way to send email messages and meeting invitations to a group of people.

To create a contact list:

1. In the **People** app, in the **Folder** pane, select the folder in which you want to create the contact list.
2. On the **Action** toolbar, click the **New** down arrow, and then click **Contact list** on the menu (see Figure 45). A blank **Contact list** form displays (see Figure 46).

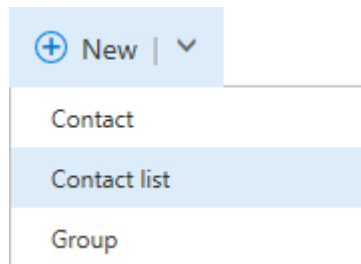



Figure 45 – New Menu in the People App

Figure 46 – Contact List Form

3. In the **List name** field, type a name for the contact list.
4. In the **Add members** field, type the email address of the person that you want to add to the contact list, and then press the **Enter** key.
5. Repeat step 4 to add additional members.
6. In the **Notes** field, type any additional information.
7. When you are done, click **Save** on the **Action** toolbar.

To edit a contact list:

1. In the **People** app, in the **Content** pane, select the contact list that you want to edit. The contact card for the selected list is displayed in the **Reading** pane.
2. Click **Edit** on the **Action** toolbar.
3. On the **Contact list** form, make the desired changes.

NOTE: You can remove a member from a contact list by clicking the **Delete** button  to the right of the member's name (see Figure 47).

4. When you are done, click **Save** on the **Action** toolbar.

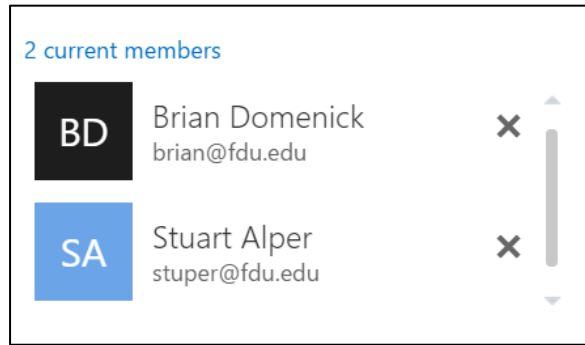


Figure 47 – Contact List Members

Logging Out

Logging out helps prevent someone else from accessing your mailbox. When you are done using Office365 OWA, you should log out and close the web browser window.

To log out of Office365 OWA:

1. Click your profile picture on the right side of the **Navigation** bar, and then click **Sign out** on the menu (see Figure 48).
2. Close the web browser window.

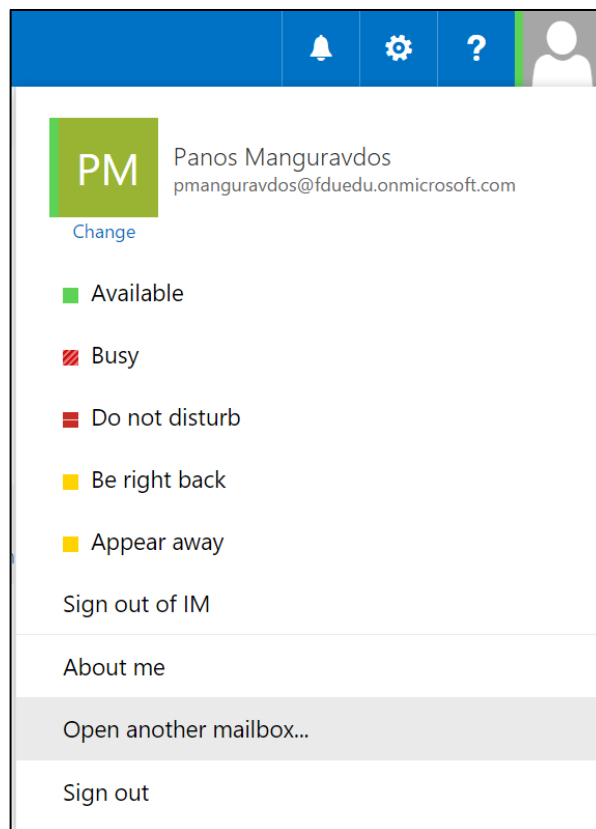


Figure 48 – Profile Menu

Configuring Mobile devices for Office365

You can use mobile devices such as phones and tablets to access Office365. Setup instructions for various mobile devices are available below. Before configuring Office365 on your mobile device, please first connect to the FDU-secure wireless Network.

Set up email on an Android with Office365

Access your email, calendar, and contacts using your work or school account on your Android phone or tablet.

- To use the free Outlook for Android app available from the Google Play Store, see [Set up email using Outlook for Android](#)
- To use the built-in mail app on your Android device, see [Set up email using the Android mail app](#)

Set up an email account using the Android mail app

Set up an Office365 for business Exchange-based email account on an Android

1. Tap **Settings > Accounts > Add account > Exchange**.
2. Type your full email address, for example tony@contoso.com, and your password, and then select **Next**.
3. Enter **Password**, and then select **Next**. Press **OK** for the Re-direct request.
4. On Incoming Server Setting page, click **Next**.
5. On the Remote Security Administration pop-up, click **OK**.
6. As soon as your phone verifies the server settings, the **Account Options** page displays. Select the options for how you want to receive your mail, and then select **Next**.
7. If you see an **Activate device administrator?** page, select **Activate**.
8. Type a name for this account and the name you want displayed when you send e-mail to others.
9. Select **Done** to complete the email setup and start using your account.

NOTE: You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.

Set up email for your work or school account using Outlook for Android

NOTE: Outlook for Android requires a device running Android 4.1 or higher. If the app is incompatible with your device, you can add your work or school account by using the mail app that comes with your device.

See, [Set up email using the Android mail app](#).

1. If you don't have Outlook for Android installed, download it from the [Google Play Store](#).
2. Swipe through the introductions, and then tap **Get Started**.
3. Select the mail account you want to add.
4. Enter your email address. This will re-direct you to an FDU Login page.
5. Click 'Not a Google Account?' at bottom of page.
6. On Next page, click the Office365 icon.
7. On Next page, enter your FDU NetID and password.

Set up email on an iPhone or iPad with Office365

To access your email, calendar, and contacts using your personal, work or school account on an iPhone or iPad, download and set up Outlook for iOS, or add your account to the mail app on your device.

Set up email using the iOS mail app

Set up an Office365 for Business exchange-based email account on an iPhone or iPad

1. Select **Settings > Mail, Contacts, Calendars > Accounts > Add account > Email**.
2. Select **Exchange**.
3. Type your full email address and password, and then tap **Next**.
If the iOS device can't find your settings, you need to add them. If you have an Office365 Exchange email account, in Server, type **Outlook.office365.com**, then add your **Username** and **Password**. This is the same username and password you use for work or school.
4. By default, **Mail, Contacts, and Calendar** information are synchronized. Tap **Save**.
5. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. But you can set up a passcode later in your settings.

Set up email using Outlook for iOS

NOTE: Outlook for iOS requires iOS 8.0 or higher. Using your work or school account your mailbox must also be on the latest version of Office365 for business or Exchange Online (excludes Office365 Home or Office365 Personal). If the app is incompatible with your device, you can add your work or school account by using the mail app that comes with your device. See [Set up email using the iOS mail app](#).

1. If you don't have Outlook for iOS installed, download the app from the [Apple App Store](#).



- 2.
3. Select the mail account you want to add.
4. Enter your email address. This will re-direct you to an FDU Login page.
5. Click 'Not a Google Account?' at bottom of page.
6. On Next page, click the Office365 icon.
7. On Next page, enter your FDU NetID and password.

NOTE: If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

Set up email on a Windows Phone with Office365 for business

To access your email, calendar, and contacts using your work or school account add your work or school account to the mail app on your Windows Phone.

Set up email for your work or school account on a Windows Phone

1. In the App list, tap **Settings > email+account > add an account**. Select the account type. For example, **Outlook**.
2. Type your work or school account, for example user@fdu.edu, and your password. Tap **Sign in**. When the account is set up, tap **Done** (see Figure 48).

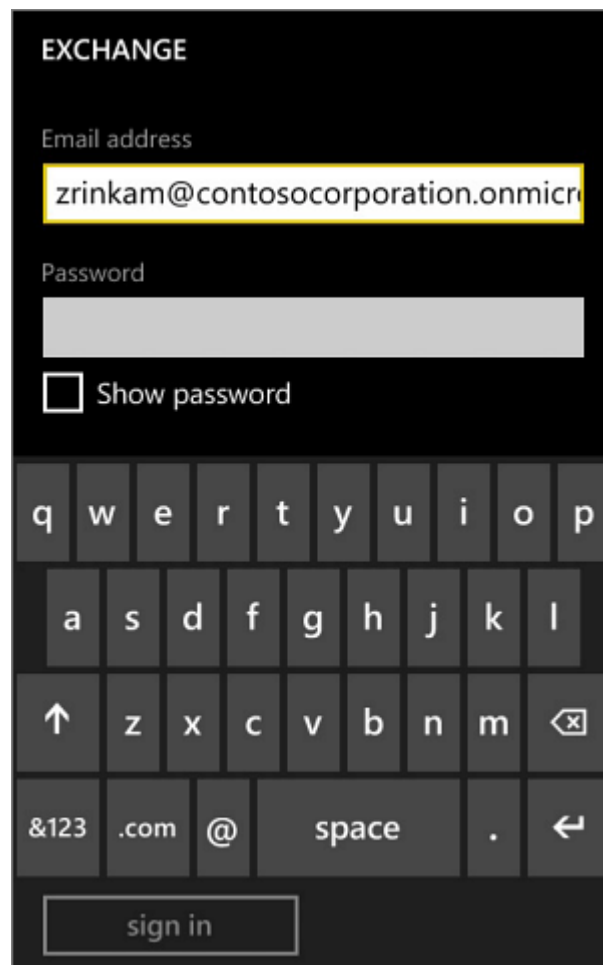


Figure 48 – Windows Phone E-mail Login

1. On the **email + account** screen, tap your account to open it. From the account settings, you can:
2. Rename the account
3. Set how much content to download
4. Make sure check boxes for content—for example, email, contacts, calendar, and tasks—you want to sync are selected (see Figure 49).

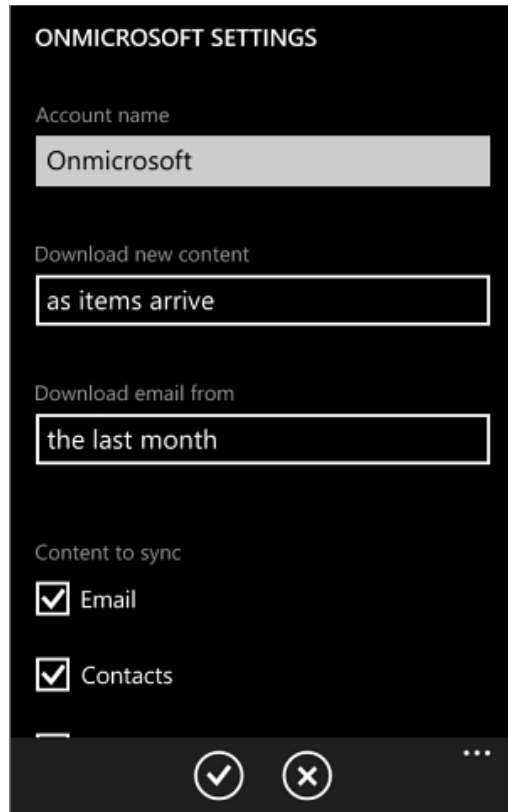


Figure 49 – Windows Phone E-mail Settings

5. Tap **Done** when you're finished.

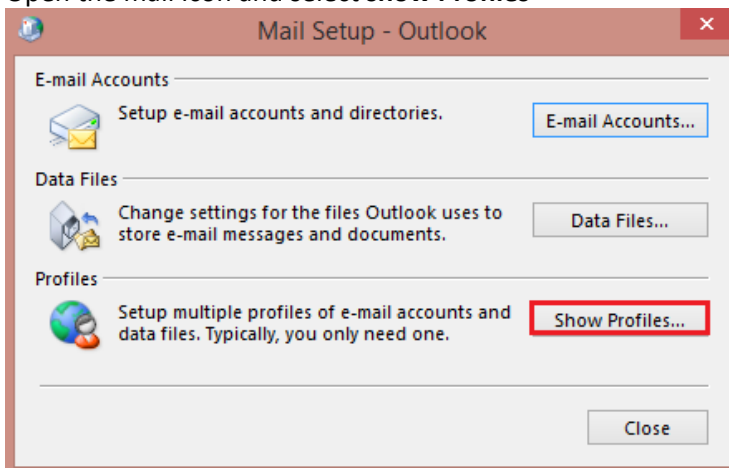
Configuring Outlook for Office365

In order to preserve your existing email settings, you need to create another mail profile in control panel. This will retain access to the original mailbox in the event that it is needed. Below are the steps for Outlook automatic configuration. Manual configuration will also be covered for use in the unlikely event that auto configuration fails.

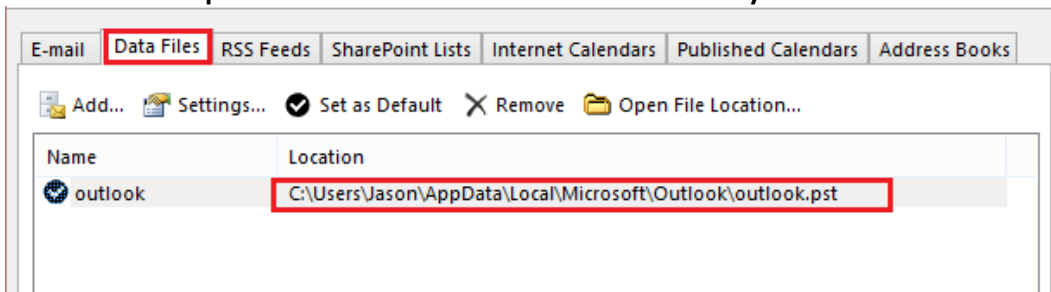
Existing local mailbox considerations

If the mail client is configured to POP /download email locally to email client, there will be a local mailbox on the machine. In this setup the email is not retained on the mail server but on the local hard drive. Before moving to Office365 you will want to document the location of the mailbox (.pst) file. By default, in Outlook 2010 your PST file is located in c:\users\%username%\documents\Outlook file. Before proceeding to the next steps verify and document the location of the .pst file. Below are the procedures for verifying the PST location.

1. Open the start menu and select Control panel.
2. Open the mail icon and select **show Profiles**

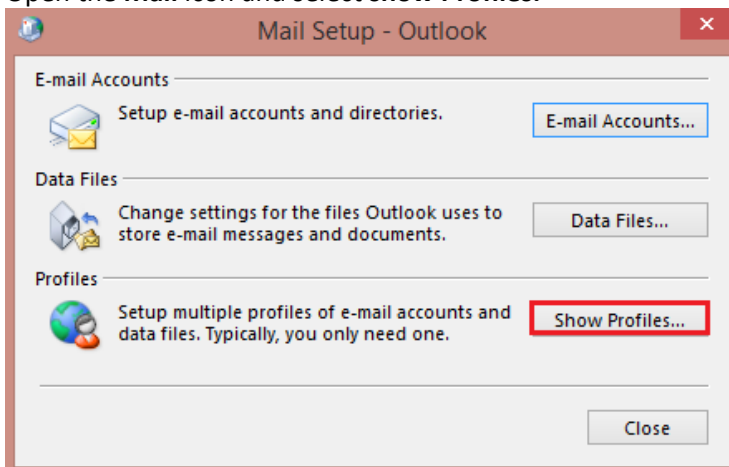


3. Select **Data Files** and document the location. **When your new email profile is completed, the contents of the .pst must be added as an additional folder in your Outlook client.**

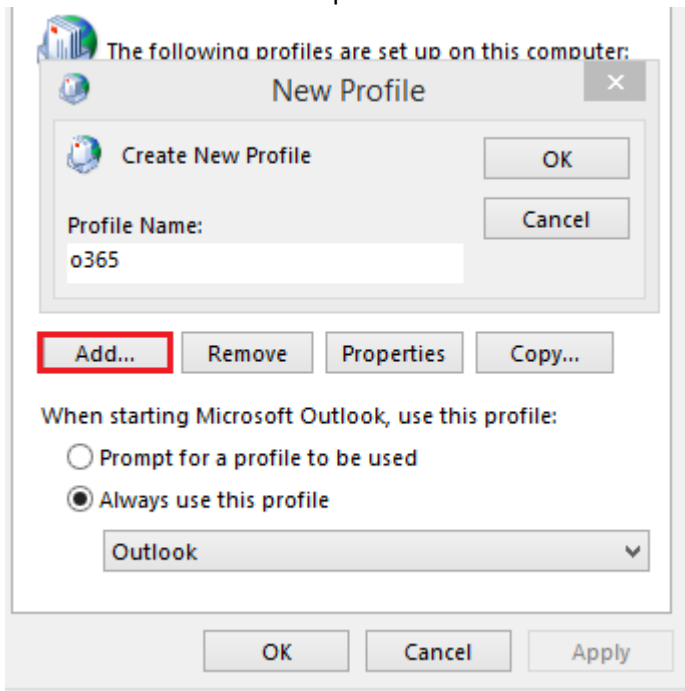


Creating a new mail profile

1. Open the start menu and select control panel.
2. Open the **Mail** icon and select **show Profiles**.



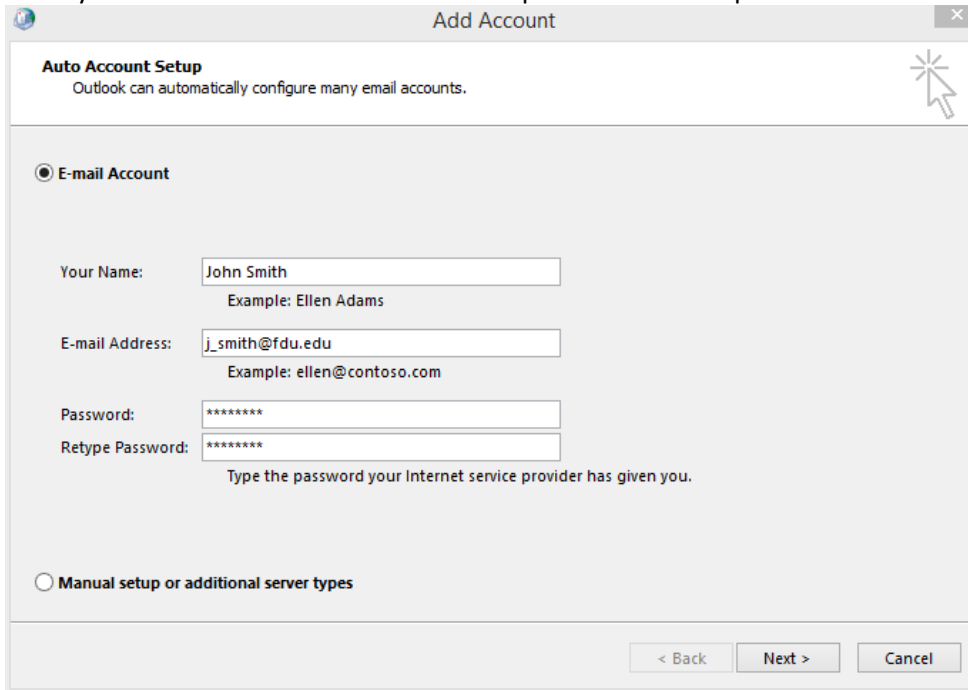
3. Select **Add** to create a new profile and name it **o365** and press OK.



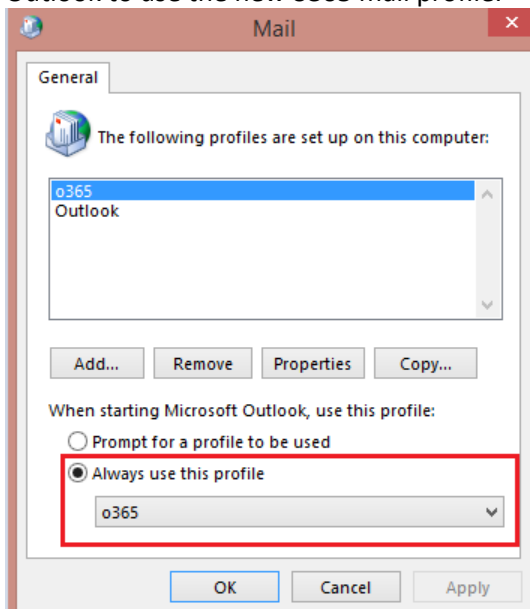
4. At this point the Outlook configuration wizard will launch. Proceed to the Outlook configuration section. Once Outlook is configured you will need to configure which mail profile you want Outlook to use.

Outlook configuration: Outlook Auto Configuration

1. Enter your email account information as depicted below and press next.

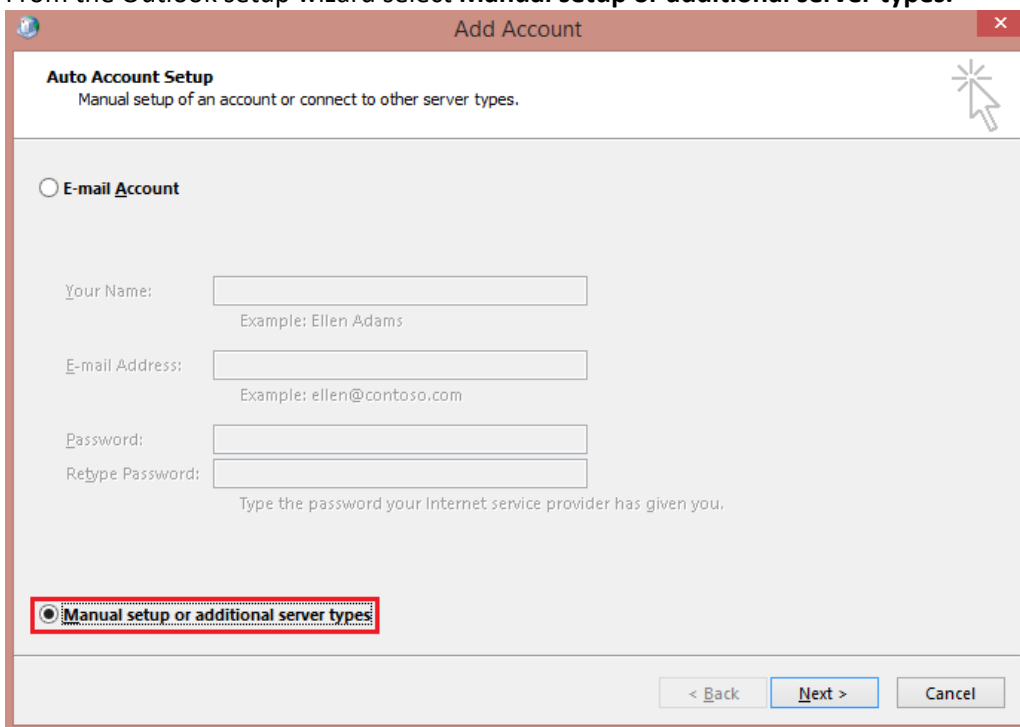


2. Click Next and then Click Finish
3. Outlook should automatically find your email server and complete the configuration. Lastly configure Outlook to use the new **o365** mail profile.

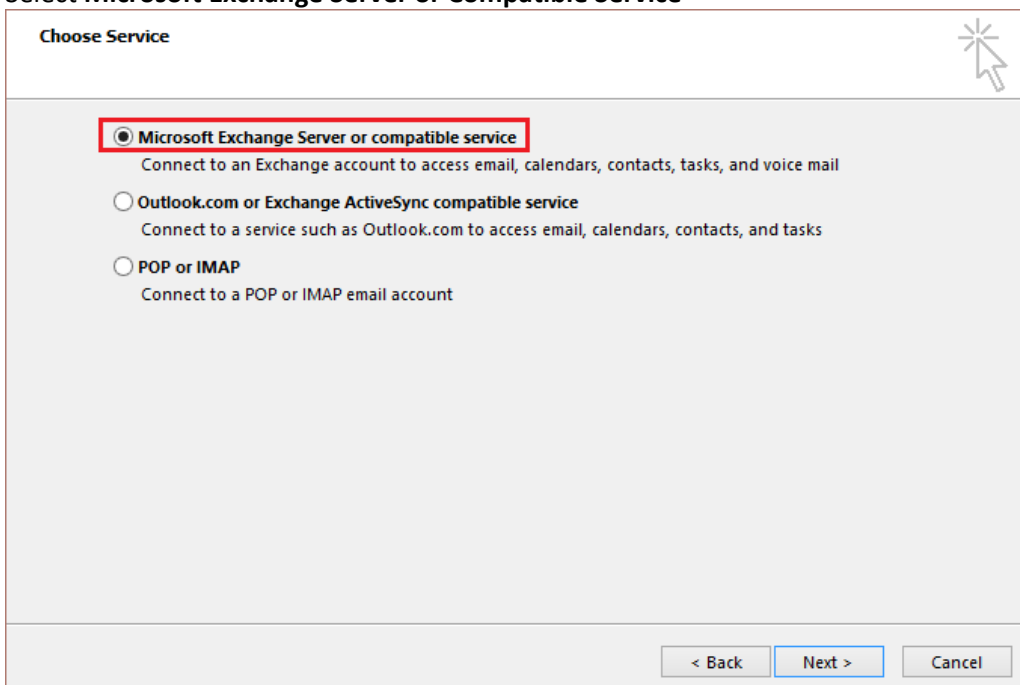


Outlook configuration: Manual Configuration

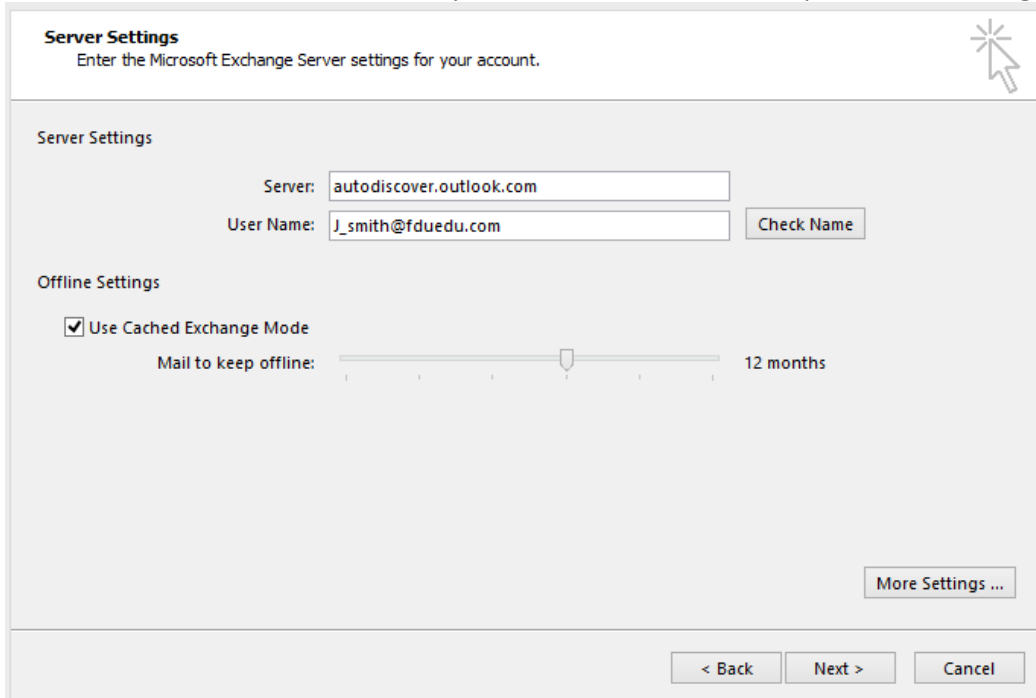
1. From the Outlook setup wizard select **Manual setup or additional server types**.



2. Select **Microsoft Exchange Server or Compatible Service**

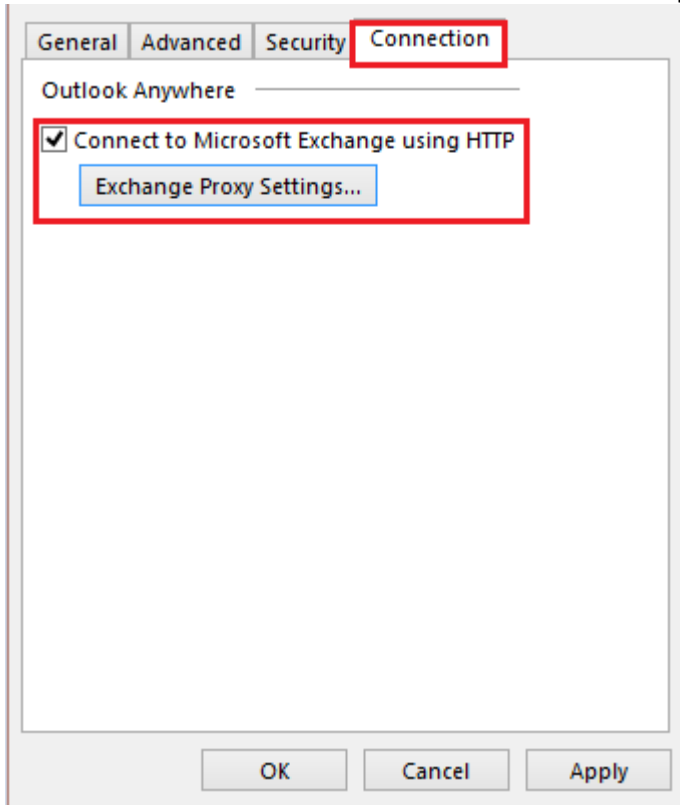


3. Enter autodiscover.Outlook.com and your email address, and then press **More Settings**.



The screenshot shows the "Server Settings" dialog box. At the top, it says "Server Settings" and "Enter the Microsoft Exchange Server settings for your account." Below this, there are two input fields: "Server:" with the value "autodiscover.outlook.com" and "User Name:" with the value "J_smith@fduedu.com". A "Check Name" button is to the right of the User Name field. Under "Offline Settings", there is a checked checkbox for "Use Cached Exchange Mode" and a slider for "Mail to keep offline:" set to "12 months". A "More Settings ..." button is at the bottom right. At the very bottom, there are "< Back", "Next >", and "Cancel" buttons.

4. On the connection tab make sure HTTP is selected and open the **Exchange Proxy Settings**.



The screenshot shows the "Connection" tab of the "Outlook Anywhere" settings. The "Connection" tab is highlighted with a red box. Below the tab, there is a section titled "Outlook Anywhere" with a checked checkbox for "Connect to Microsoft Exchange using HTTP". Below this checkbox is a button labeled "Exchange Proxy Settings...". At the bottom of the dialog, there are "OK", "Cancel", and "Apply" buttons.

5. Make sure that proxy settings are configured as shown below.

Microsoft Outlook can communicate with Microsoft Exchange over the Internet by nesting Remote Procedure Calls (RPC) within HTTP packets. Select the protocol and the identity verification method that you want to use. If you don't know which options to select, contact your Exchange Administrator.

Connection settings

Use this URL to connect to my proxy server for Exchange:
https://

Connect using SSL only

Only connect to proxy servers that have this principal name in their certificate:

On fast networks, connect using HTTP first, then connect using TCP/IP

On slow networks, connect using HTTP first, then connect using TCP/IP

Proxy authentication settings

Use this authentication when connecting to my proxy server for Exchange:

Add original PST files to Outlook

If Outlook was configured to use POP, the emails will reside in the local PST file and not the online mailbox. Add the additional mailboxes by clicking **File > open > Outlook data file** and adding the original mailbox PST and the archive PST if present. It is recommended to disable the Outlook reading pane and auto archive.

Enable Outlook Signature

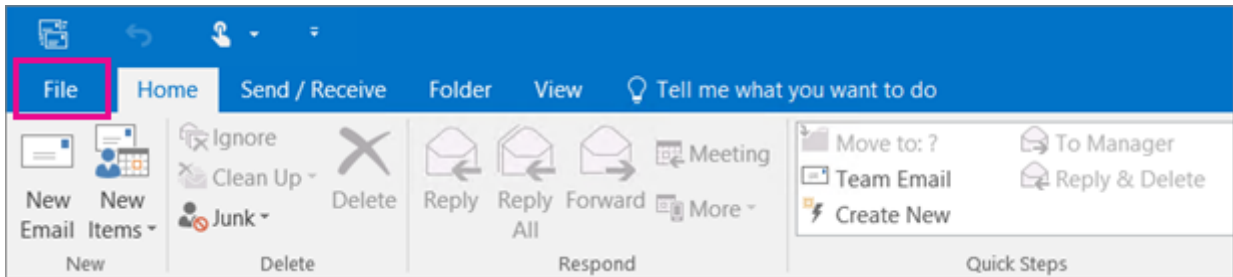
The Outlook signature will be unlinked after creating a new Outlook profile. To enable the signature, open Outlook and the **Outlook options** from the file menu. The signature configuration will be under the MAIL tab. The original signature should be available from the drop down list. If it is not, recreate the signature based on an email from the Sent Items folder.

Migrating your Outlook Contacts and Calendars

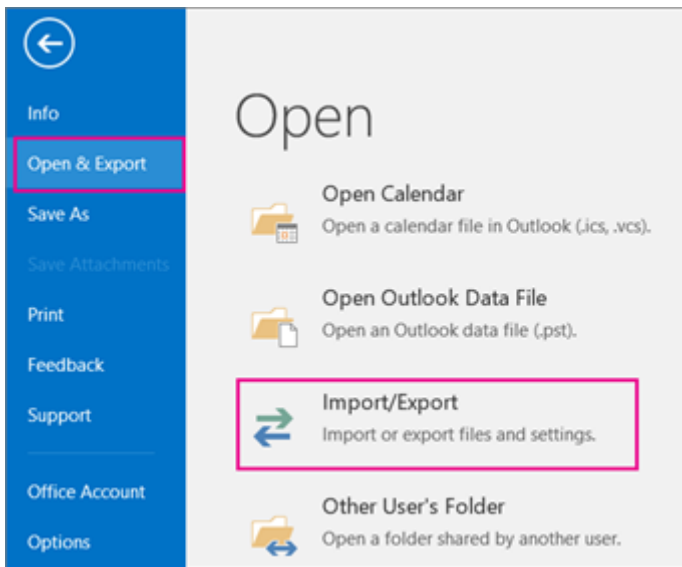
Follow these instructions if you have Outlook 2013 installed

Export or backup contacts and calendars to an Outlook 2013 .pst file

1. At the top of your Outlook ribbon, choose **File**.

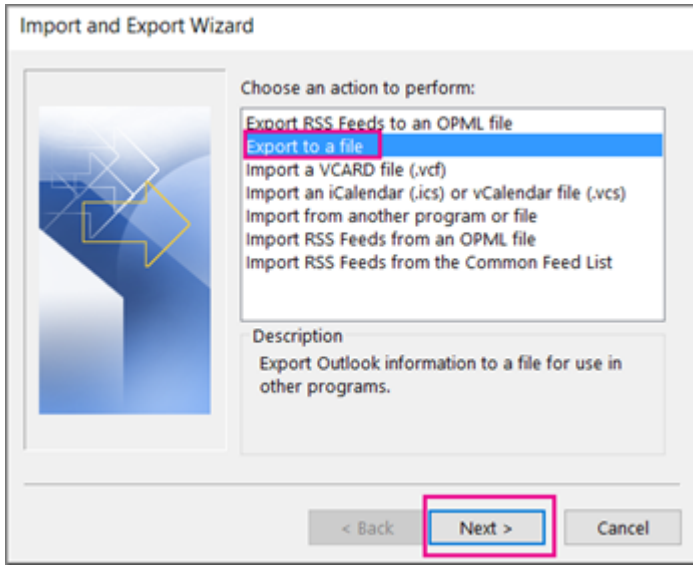


2. Choose **Open & Export > Import/Export**.

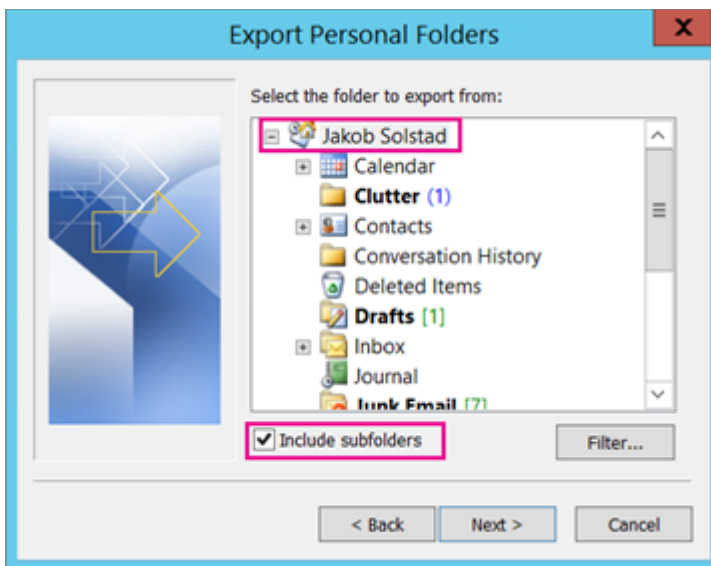


Follow this instructions if you have Outlook 2013 installed

3. Choose **Export to a file**.



4. Click **Outlook Data File (.pst)**, and then click **Next**.
5. Select the name of the email account to export, as shown in the picture below. Only information for one account can be exported at a time. Make sure that the **Include subfolders** check box is selected. This way everything in the account will be exported: Calendar, Contacts, and Inbox. Choose **Next**.



6. Click **Browse** to select where to save the Outlook Data File (.pst). Type a *file name*, and then click **OK** to continue.

Note: If you've used export before, the previous folder location and file name appear. Type a *different file name* before clicking **OK**.

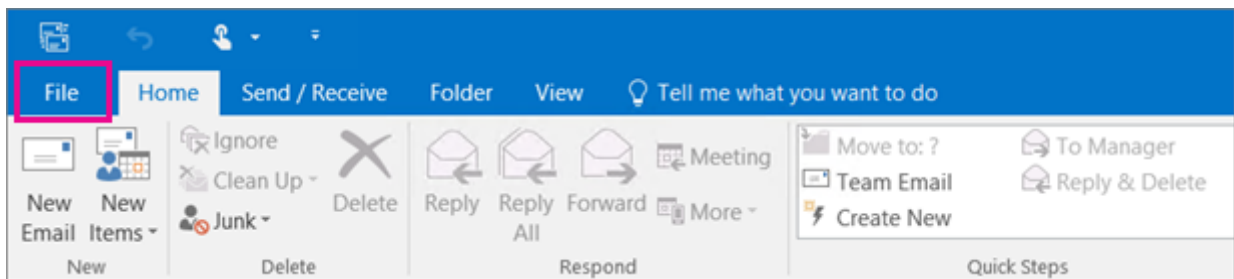
7. If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file.
8. Click **Finish**.

9. Outlook begins the export immediately unless a new Outlook Data File (.pst) is created or a password-protected file is used.
 - If you're creating an Outlook Data File (.pst), an optional password can help protect the file, however it is not required. When the **Create Outlook Data File** dialog box appears, type the *password* in the **Password** and **Verify Password** boxes, and then click **OK**. In the **Outlook Data File Password** dialog box, type the *password*, and then click **OK**.
 - If you're exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, type the *password*, and then click **OK**.

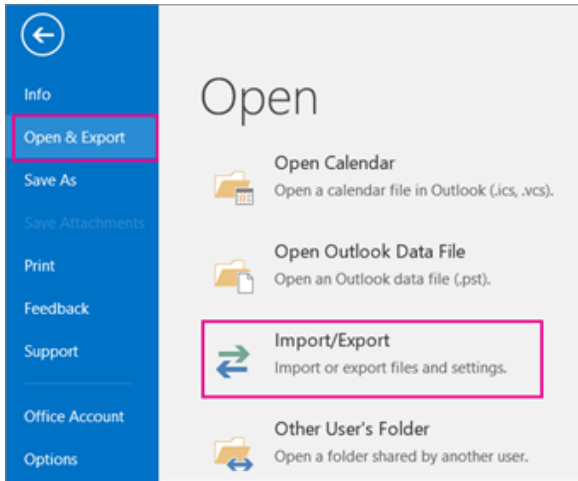
Import contacts and calendar from an Outlook 2013 .pst file

These instructions assume you've already [exported](#) your Outlook contacts, and calendar from another instance of Outlook, and now you want to import them to your Office365 mailbox.

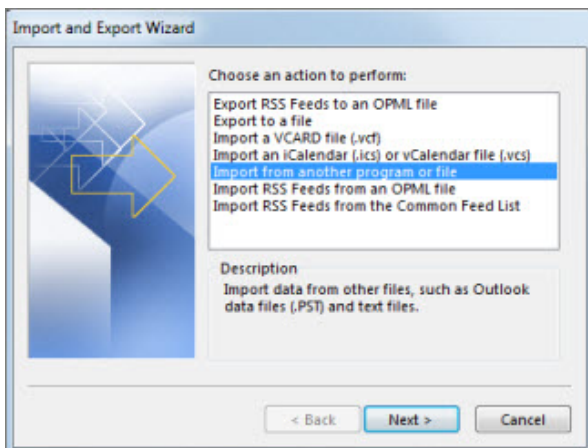
1. At the top of your Outlook 2013 or 2016 ribbon, choose **File**.



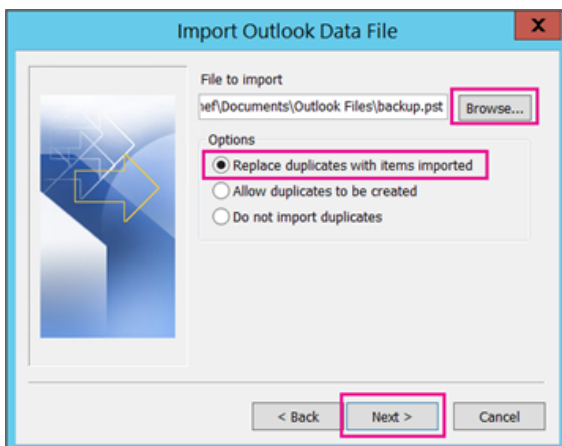
2. Choose **Open & Export > Import/Export**. This starts the wizard.



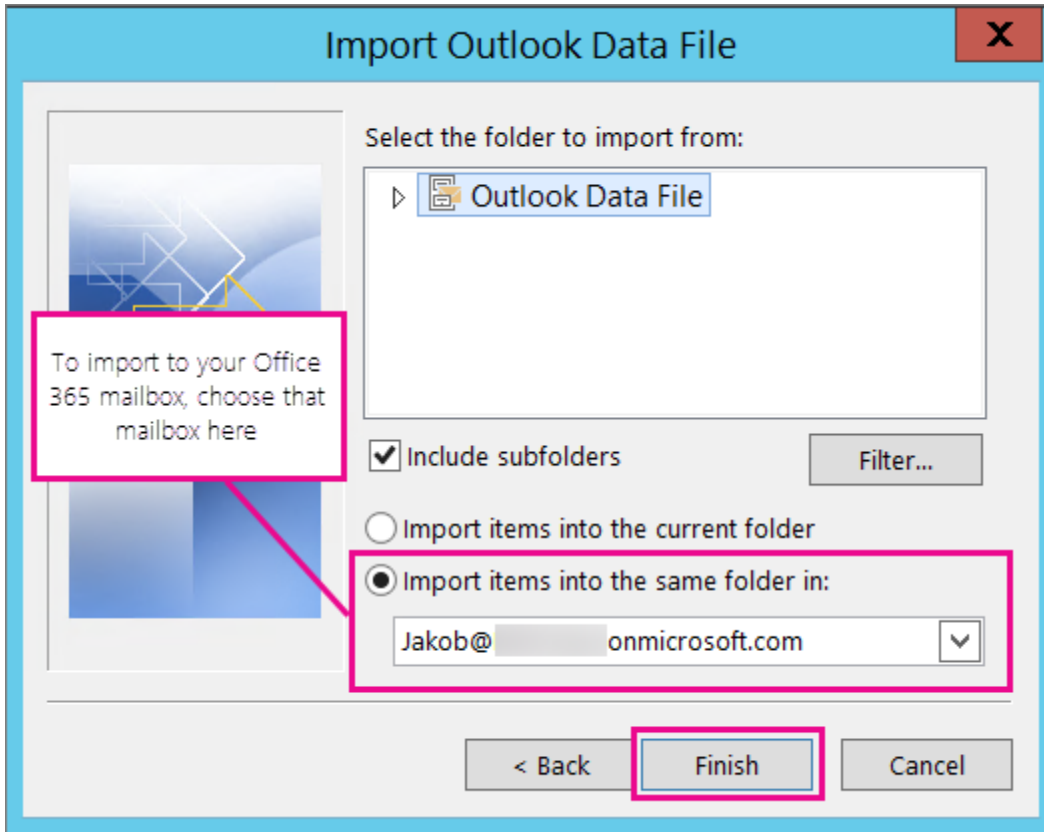
3. Choose **Import from another program or file**, and then click **Next**.



4. Choose **Outlook Data File (.pst)** and click **Next**.
5. **Browse** to the .pst file you want to import. Under **Options**, choose how you want to deal with emails and contacts, then choose **Next**.



6. If a password was assigned to the Outlook Data File (.pst), enter the password, and then click **OK**.
7. To import the contents of your .pst file into your Office365 mailbox, choose that mailbox here.



8. Choose **Finish**. Outlook starts importing the contents of your .pst file immediately. It's finished when the progress box goes away.

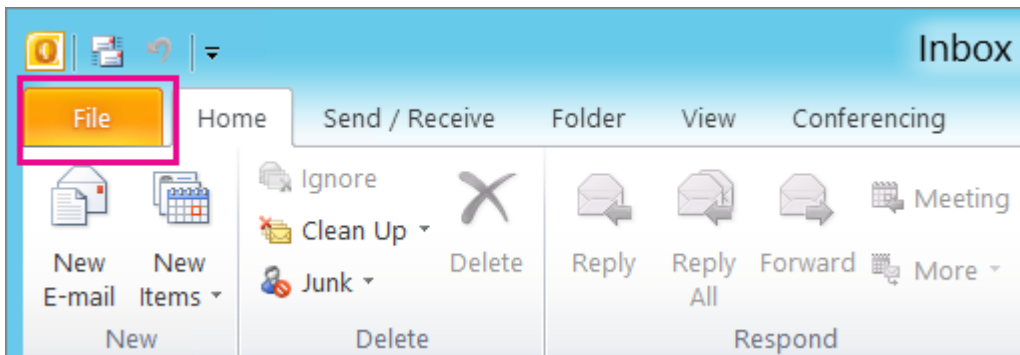
If you're importing your .pst file to your Office365 mailbox, you may see a message that it's trying to connect with Office365. This happens when the Internet connection is interrupted, even for a moment. Once your Internet connection is re-established, Outlook will continue importing the .pst file.

NOTE: please do not move/delete original .pst file

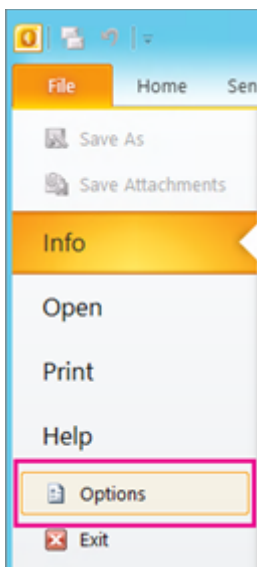
Export or backup email, contacts and calendar to an Outlook 2010 .pst file

Follow these instructions if you have Outlook 2010 installed.

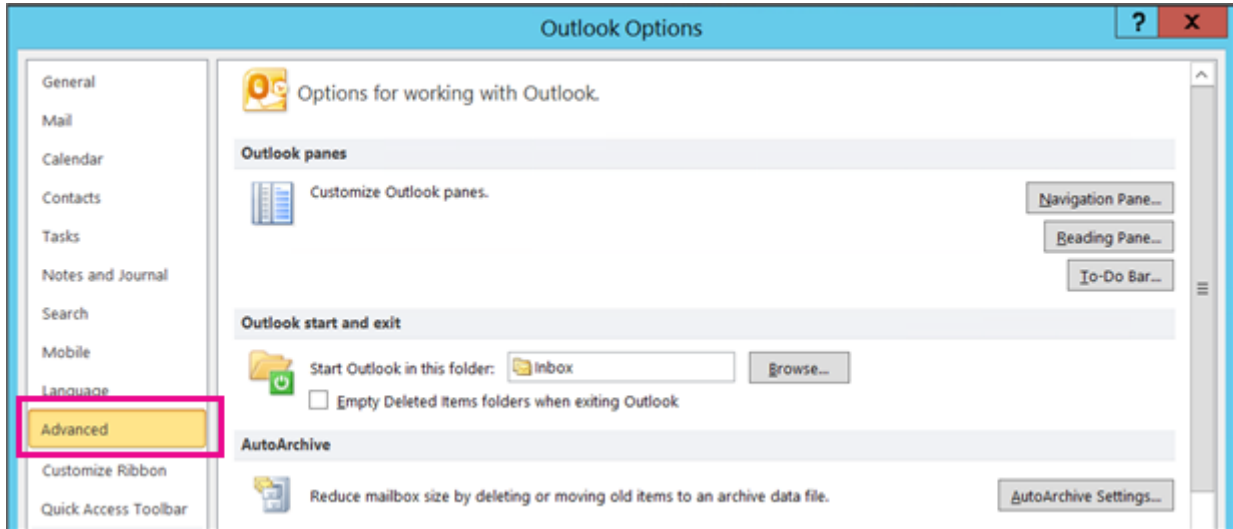
1. At the top of your Outlook ribbon, choose the **File** tab.



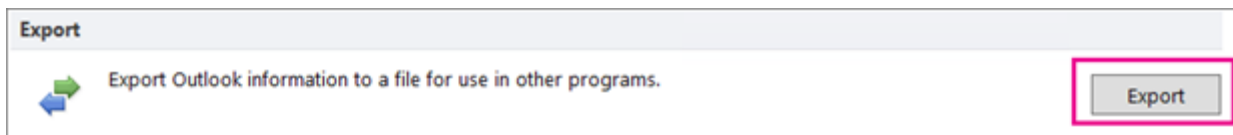
2. Choose **Options**.



3. In the Outlook Options box, choose **Advanced**.

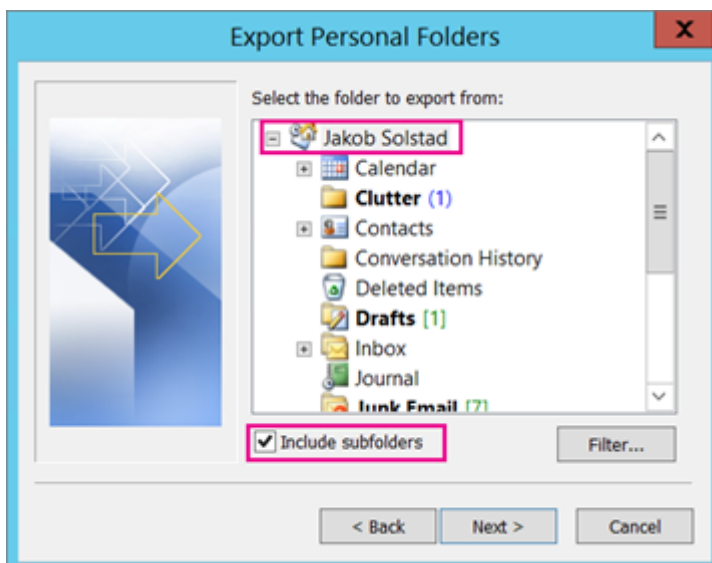


4. Under the **Export** section, choose **Export**.



5. Click **Export to a file**, and then click **Next**.
6. Click **Outlook Data File (.pst)**, and then click **Next**.

Select the name of the email account to export, as shown in the picture below. Only information for one account can be exported at a time. Make sure that the **Include subfolders** check box is selected. This way everything in the account will be exported: Calendar, Contacts, and Inbox. Choose **Next**.



7. Click **Browse** to select where you want to save the Outlook Data File (.pst) and to enter a file name. Click **OK** to continue.

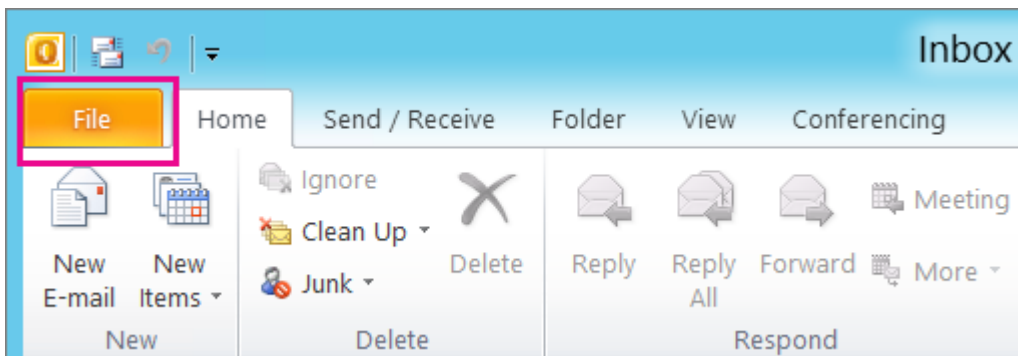
Note: If you have previously used the export feature, the previous folder location and file name appear. Make sure that you change the file name if you want to create a new file instead of using the existing file.

8. If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file.
9. Click **Finish**.
10. The export begins immediately unless a new Outlook Data File (.pst) is created or the export is to an existing file that is password protected.
 - o If you are creating a new Outlook Data File (.pst), an optional password can help protect the file. When the **Create Outlook Data File** dialog box appears, enter the password in the **Password** and **Verify Password** boxes, and then click **OK**. In the **Outlook Data File Password** dialog box, enter the password, and then click **OK**.
 - o If you are exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, enter the password, and then click **OK**.

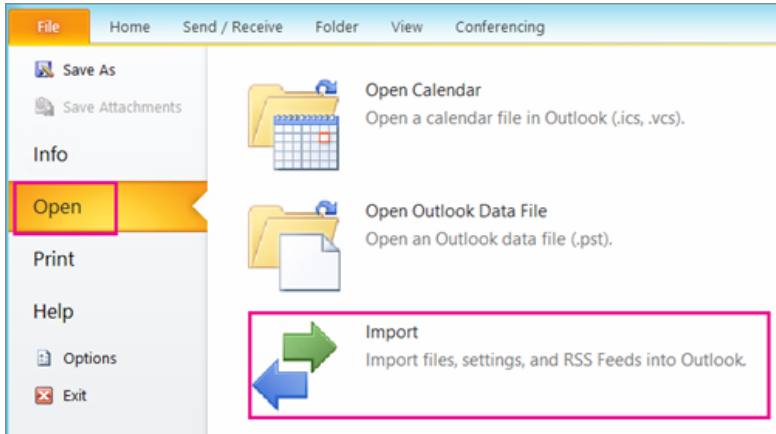
Import email, contacts and calendar from an Outlook 2010 .pst file

These instructions assume you've already [exported](#) your Outlook contacts, and calendar from another instance of Outlook, and now you want to import them to your Office365 mailbox.

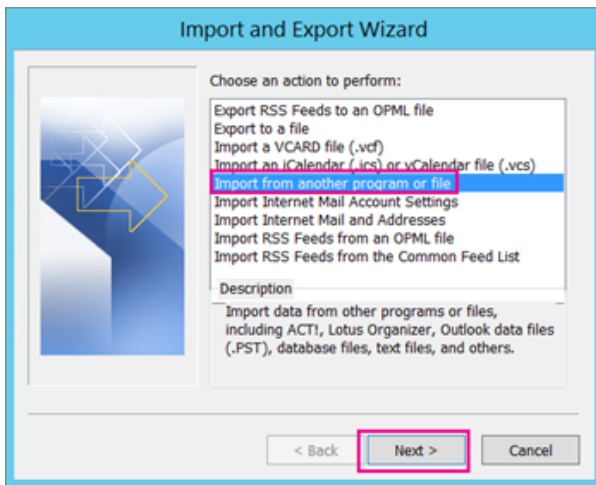
1. At the top of your Outlook ribbon, choose the **File** tab.



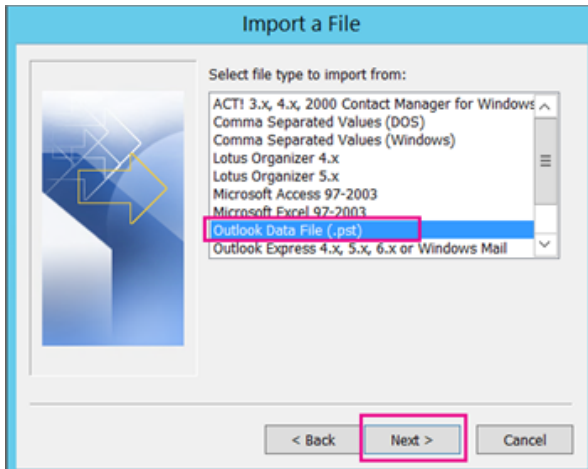
2. Choose **Open > Import**. This starts the wizard.



3. In the **Import and Export Wizard**, click **Import from another program or file**, and then click **Next**.

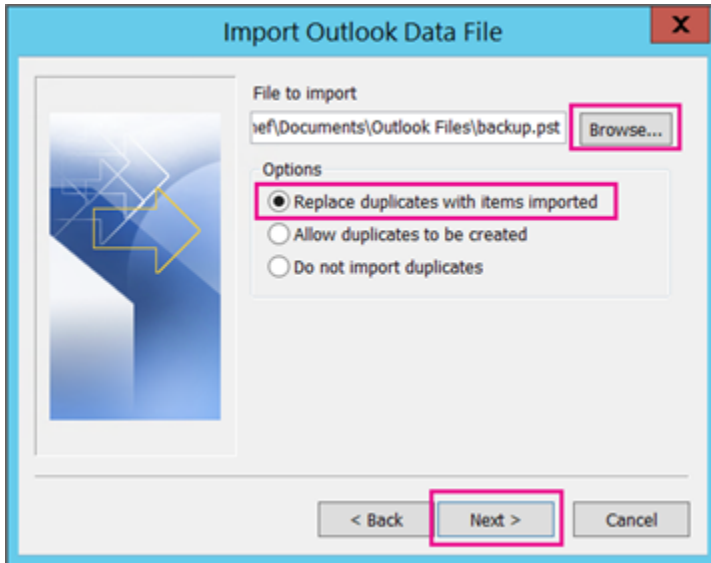


4. Select **Outlook Data File (.pst)**, and then click **Next**.



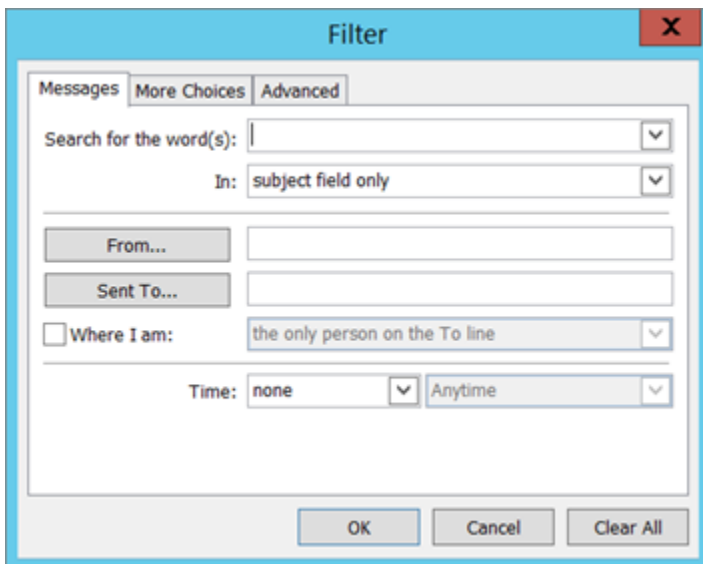
5. Choose **Browse**, then choose the .pst file you want to import, and choose **Next**.

Notes: Under **Options**, if you want the imported information to replace duplicate items already in Outlook, choose that. Otherwise, choose **Do not import duplicates**.



6. If a password was assigned to the Outlook Data File (.pst), you are prompted to enter the password, and then click **OK**.
7. Set the options for importing items. Choose **Filter** if you want to only import certain emails. Choose the **More Choices** tab if you want to only import emails that are read or unread.

The default settings usually don't need to be changed. The top folder — usually **Personal Folders**, **Outlook Data File**, or your email address — is selected automatically.



8. **Include subfolders** is selected by default. All folders under the folder selected will be imported.

9. Select one of the destination options:
 - **Import items into the current folder** - this imports the data into the folder currently selected.
 - **Import items into the same folder in** - this imports the data into the destination folder of the same name as the source folder, e.g., from Inbox to Inbox. If a folder doesn't exist in Outlook, it will be created.
10. Choose **Finish**. Outlook starts importing your data immediately. You'll know it's finished when the progress box closes.

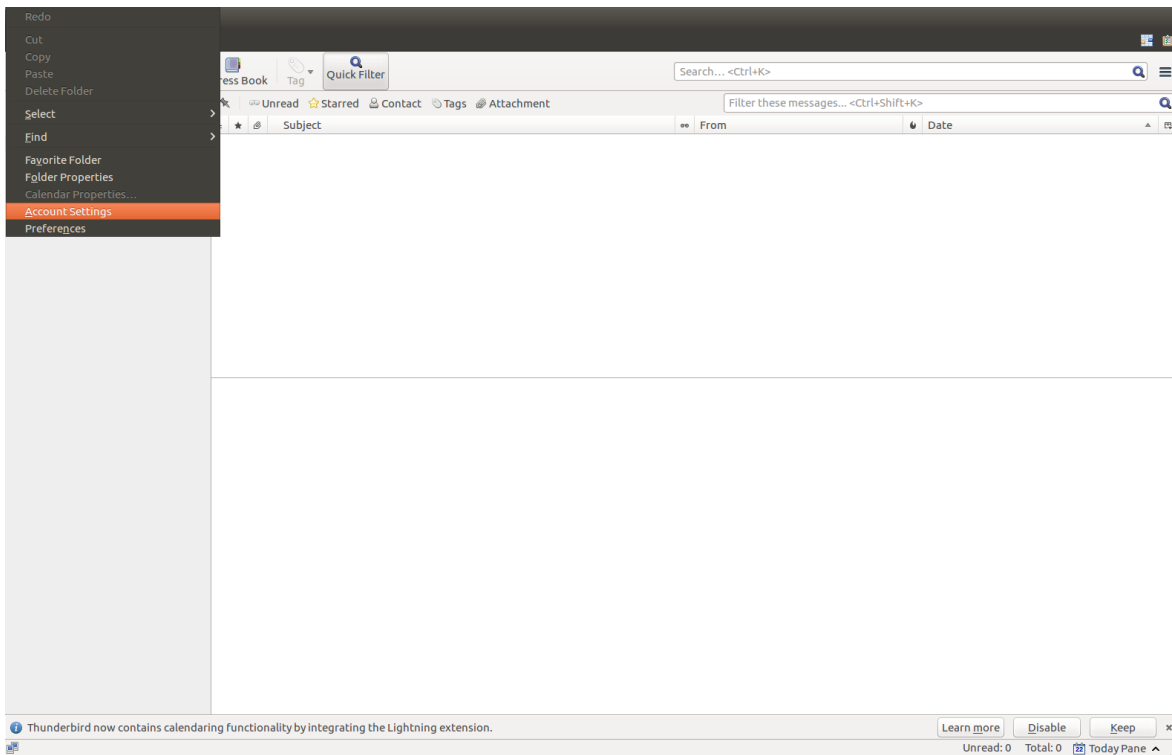
Tip: If you want to retrieve only a few emails or contacts from an Outlook Data File (.pst), you can [open](#) the Outlook Data File, and then, in the navigation pane, drag and drop the emails and contacts from .pst file to your existing Outlook folders.

Configuring Thunderbird for Office365

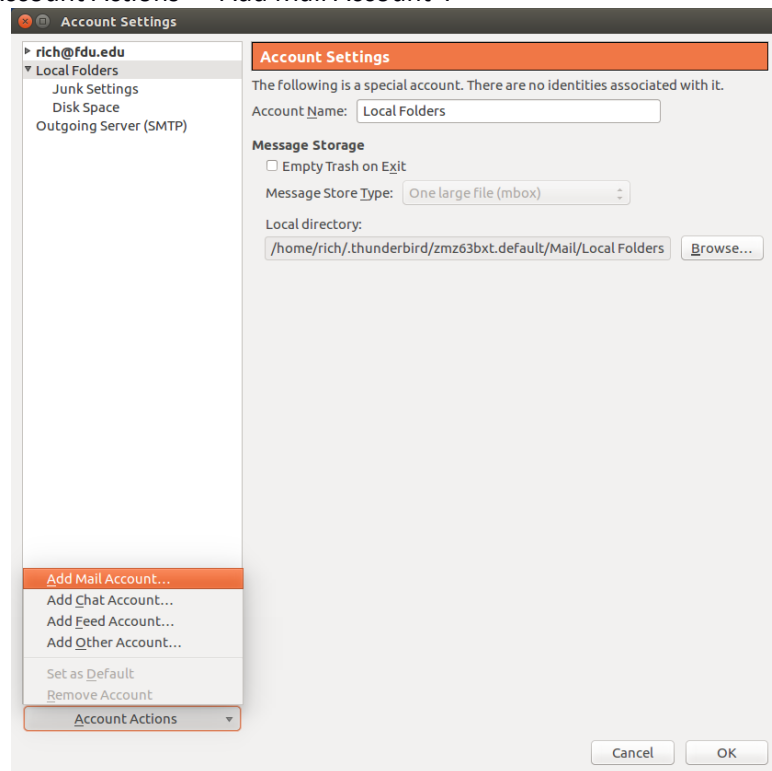
Setting up Office365

Thunderbird can be setup to access your Office365 e-mail using IMAP and SMTP. Please follow the procedure below to set up your e-mail.

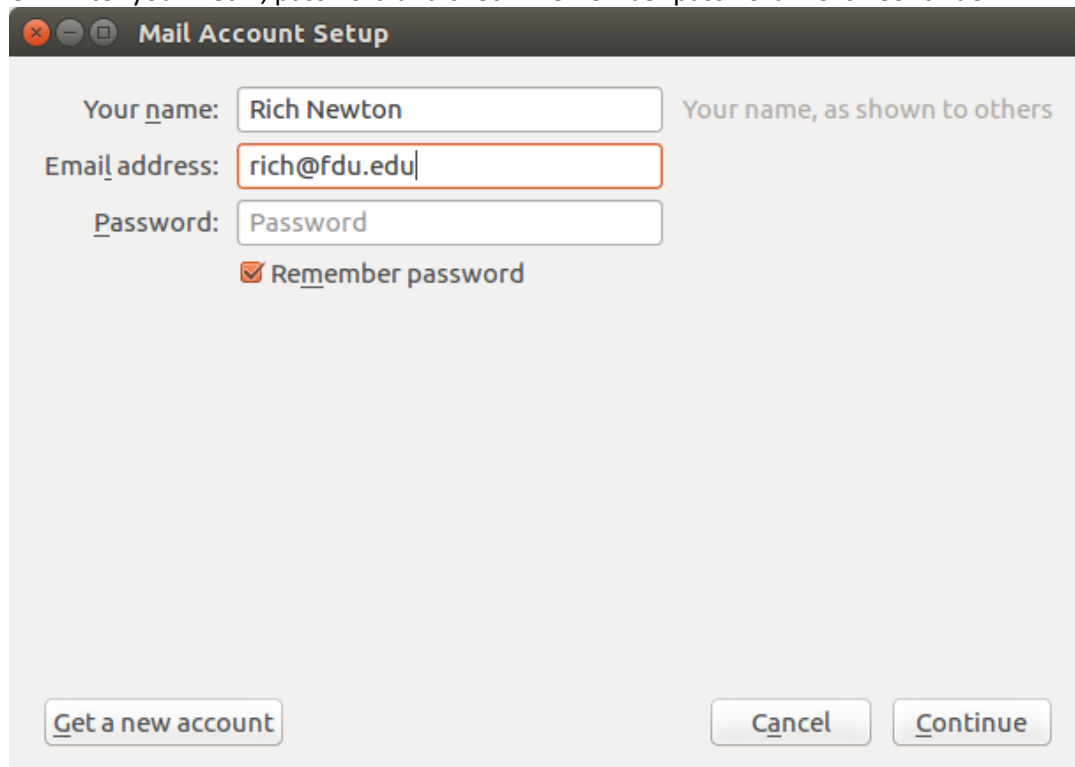
1. Launch Thunderbird and select Edit – Account Settings.



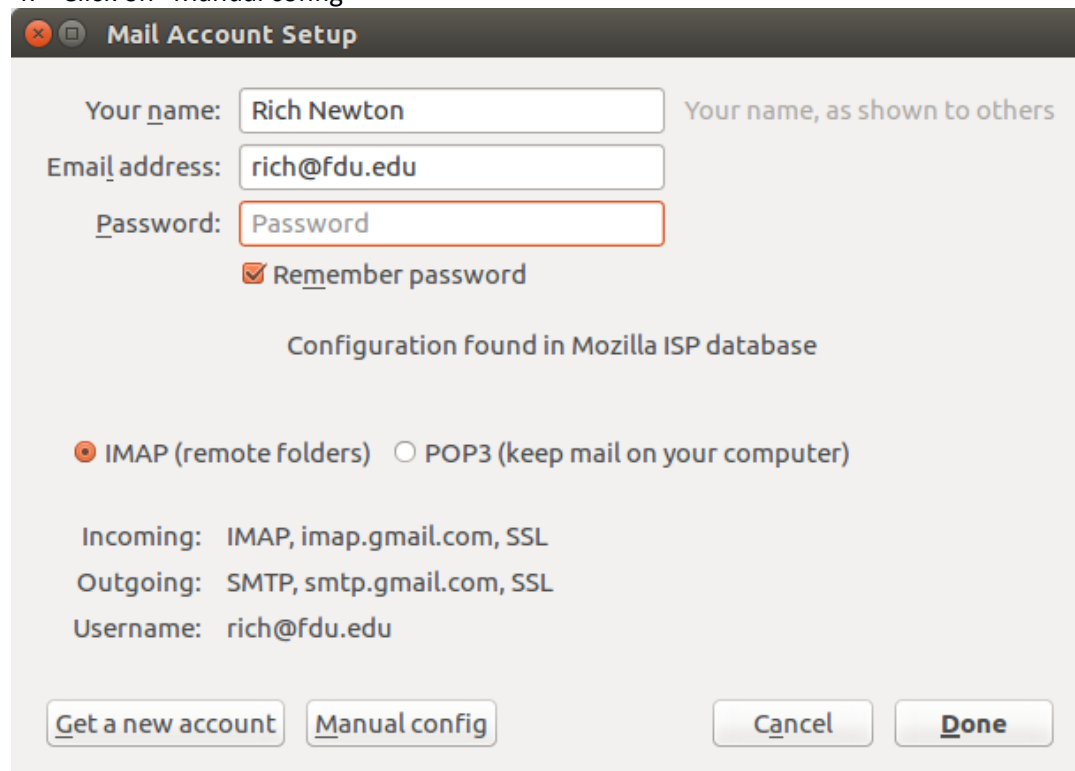
2. Select Account Actions – “Add Mail Account”.



3. Enter your NetID, password and check “Remember password”. Click Continue.



4. Click on "Manual config"



The image shows a "Mail Account Setup" dialog box with the following fields and options:

- Your name:** Rich Newton (with a tooltip: "Your name, as shown to others")
- Email address:** rich@fdu.edu
- Password:** Password
- Remember password
- Configuration found in Mozilla ISP database
- IMAP (remote folders) POP3 (keep mail on your computer)
- Incoming: IMAP, imap.gmail.com, SSL
- Outgoing: SMTP, smtp.gmail.com, SSL
- Username: rich@fdu.edu

Buttons at the bottom: "Get a new account", "Manual config", "Cancel", and "Done".

5. Update the server settings as follows...
- Incoming: IMAP
Server hostname: outlook.office365.com
Port: 993
SSL: SSL/TLS
Authentication: Normal password
- Outgoing: SMTP
Server hostname: smtp.office365.com
Port: 587
SSL: STARTTLS
Authentication: Normal password

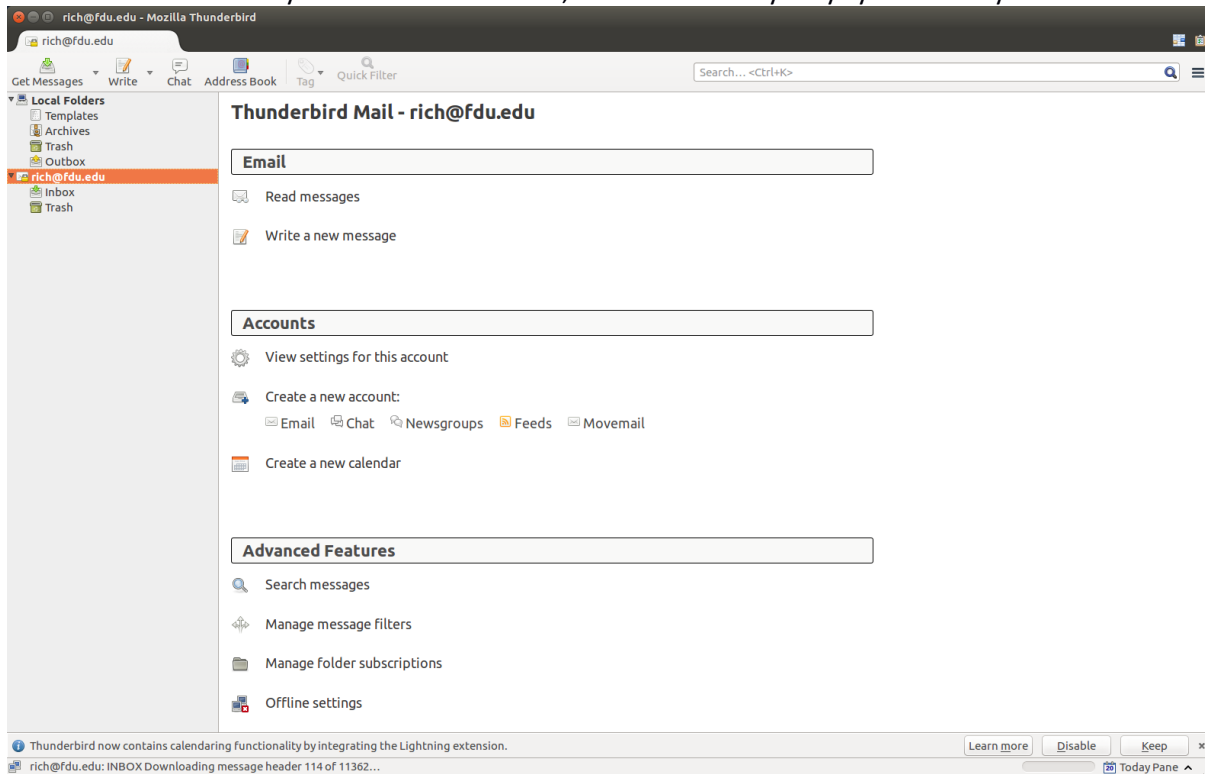
The screenshot shows the 'Mail Account Setup' window. At the top, it displays the user's name as 'Rich Newton' and the email address as 'rich@fdu.edu'. The password field is currently empty and highlighted with a red border. Below the password field, there is a checked checkbox for 'Remember password'. A message states: 'The following settings were found by probing the given server'. Below this message, there are two rows of settings for Incoming and Outgoing mail. The Incoming settings are: IMAP, outlook.office365.com, 993, SSL/TLS, and Normal password. The Outgoing settings are: SMTP, smtp.office365.com, 587, STARTTLS, and Normal password. At the bottom, there are buttons for 'Get a new account', 'Advanced config', 'Cancel', 'Re-test', and 'Done'. The 'Re-test' button is highlighted.

	Server hostname	Port	SSL	Authentication	
Incoming:	IMAP	outlook.office365.com	993	SSL/TLS	Normal password
Outgoing:	SMTP	smtp.office365.com	587	STARTTLS	Normal password

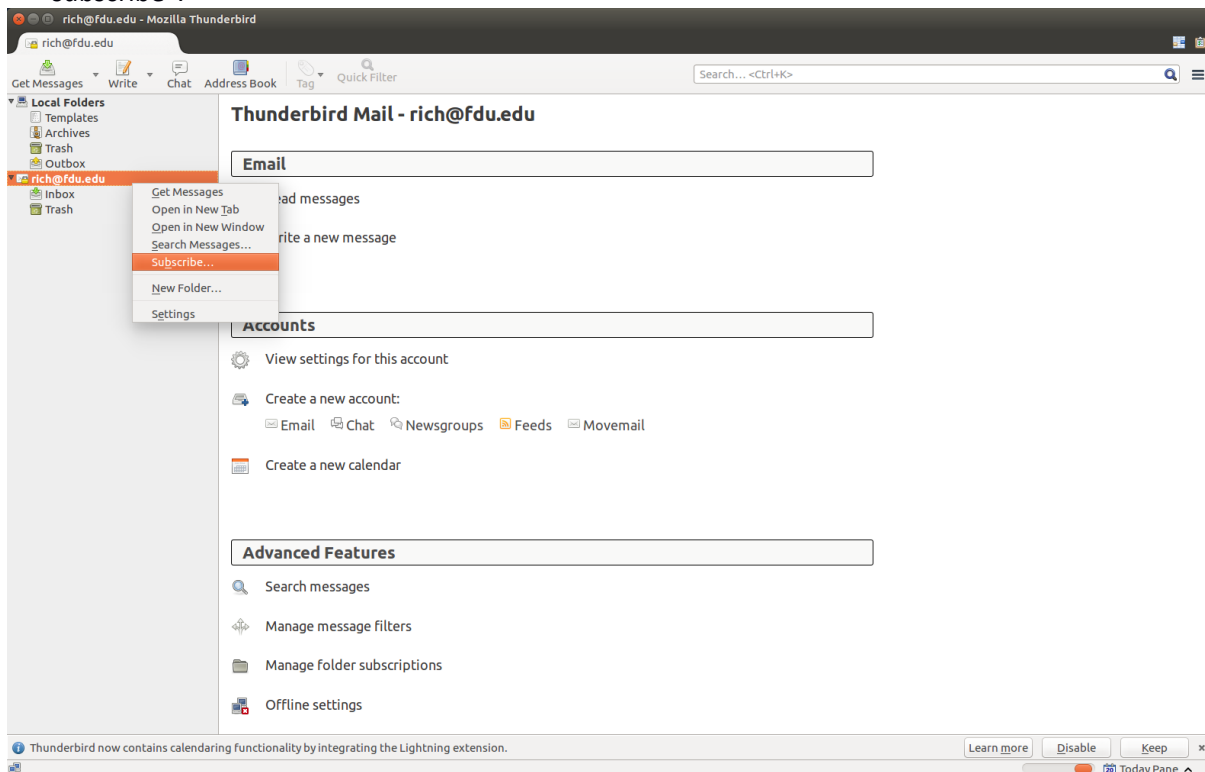
Username: Incoming: rich@fdu.edu Outgoing: rich@fdu.edu

6. Click "Re-test". If you have entered your information correctly, you will see the message "The following settings were found by probing the given server" (see above). Then click Done.

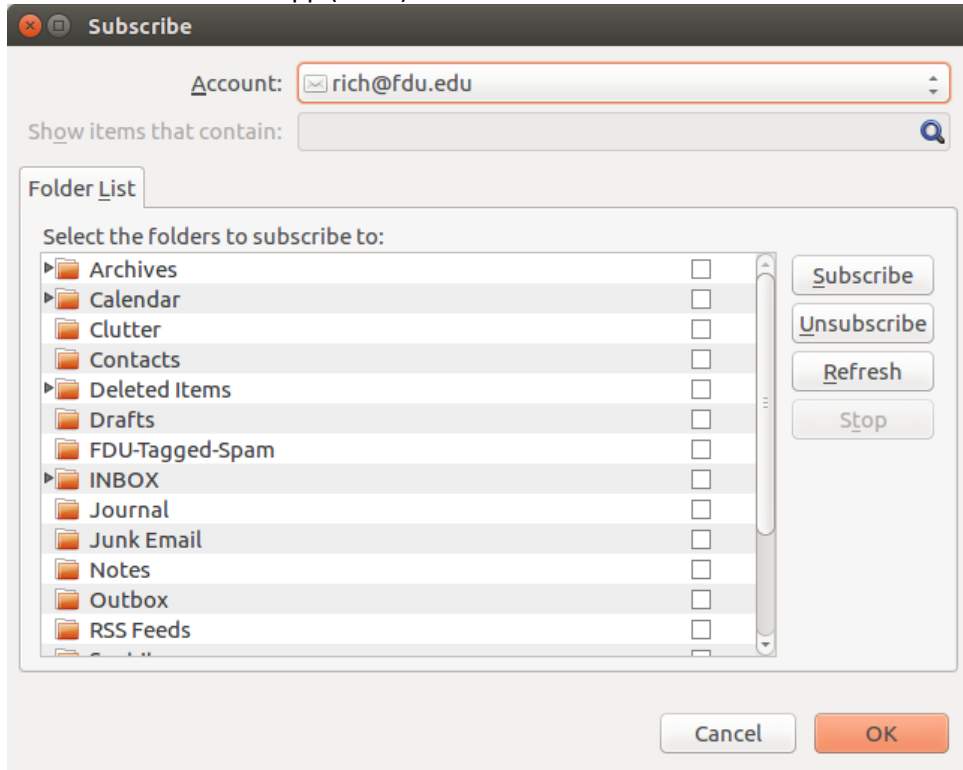
7. You will then see your Office365 mailbox, but it will initially only synchronize your Inbox and Trash.



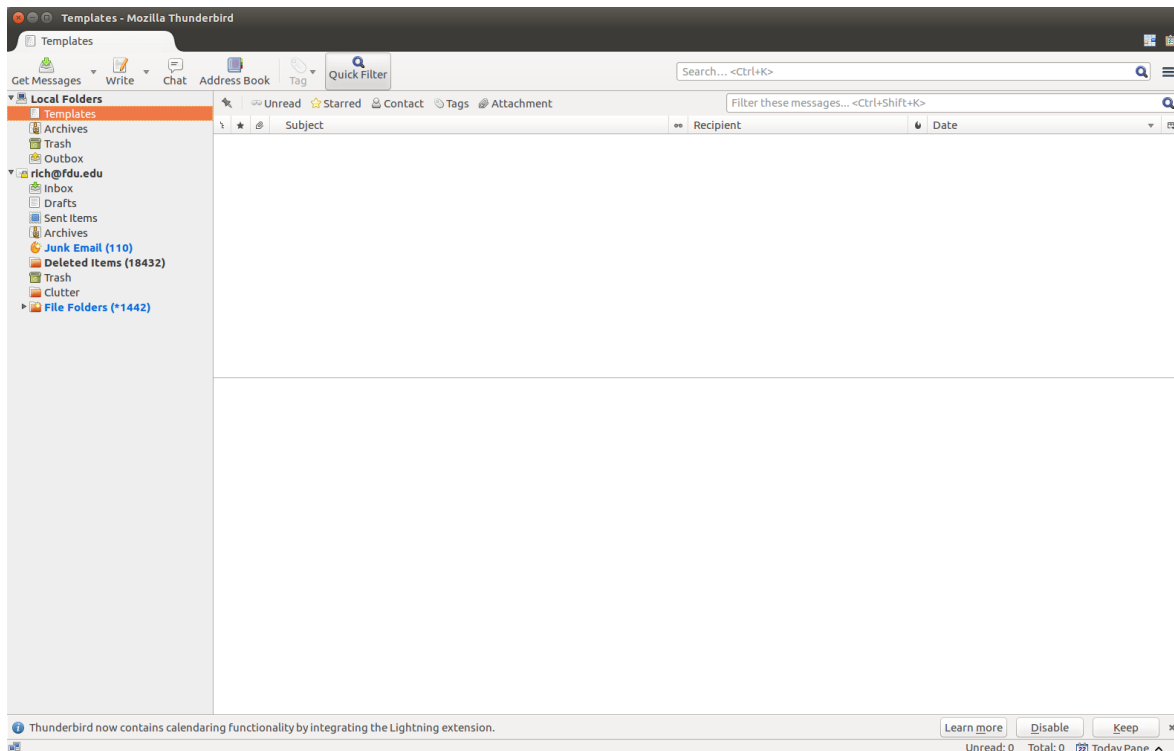
8. Next, we will “synchronize” additional folders you have in your Office365 mailbox. This will allow our email to be available for searching, filing and replying in Thunderbird. Right click your NetID and click “subscribe”.



9. This will pop-up a window listing all of your Office365 folders. Put a check in the box next to the folders you want to download and click OK. Any folders you do not synchronize will still be available via Outlook Web App (OWA).



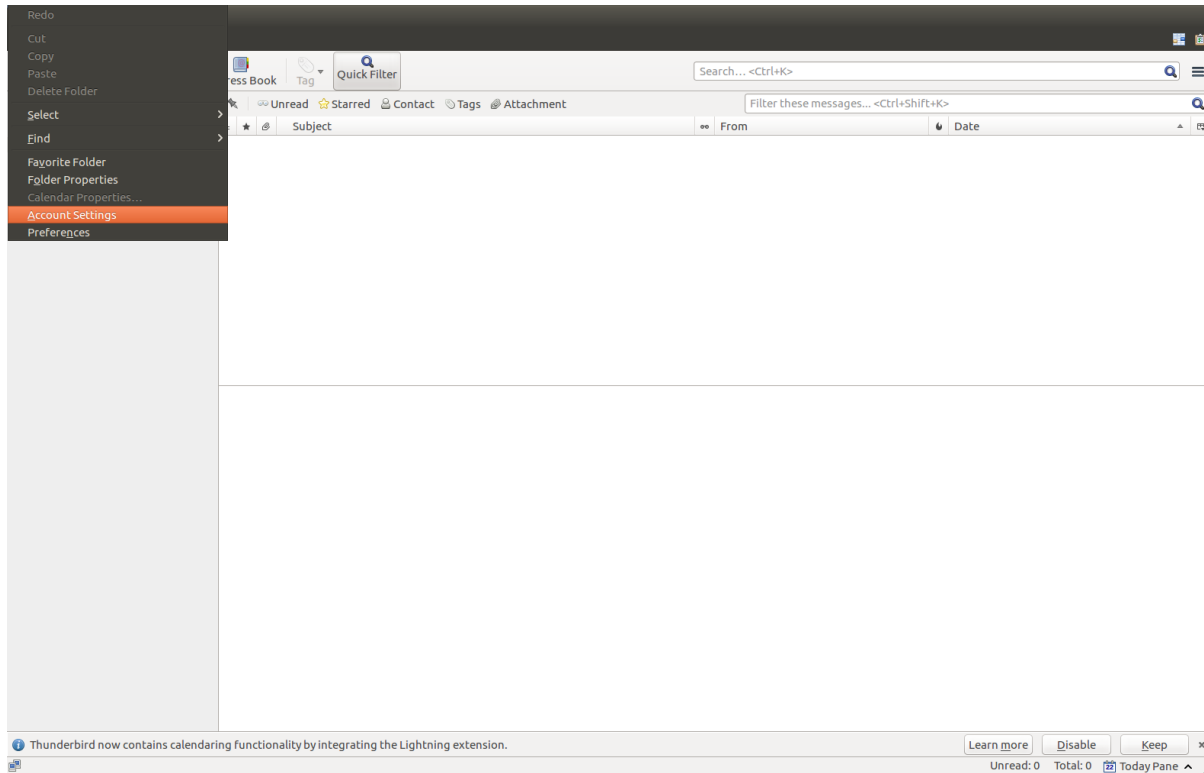
10. You will see the additional folders in the list on the left and Thunderbird will download the contents.



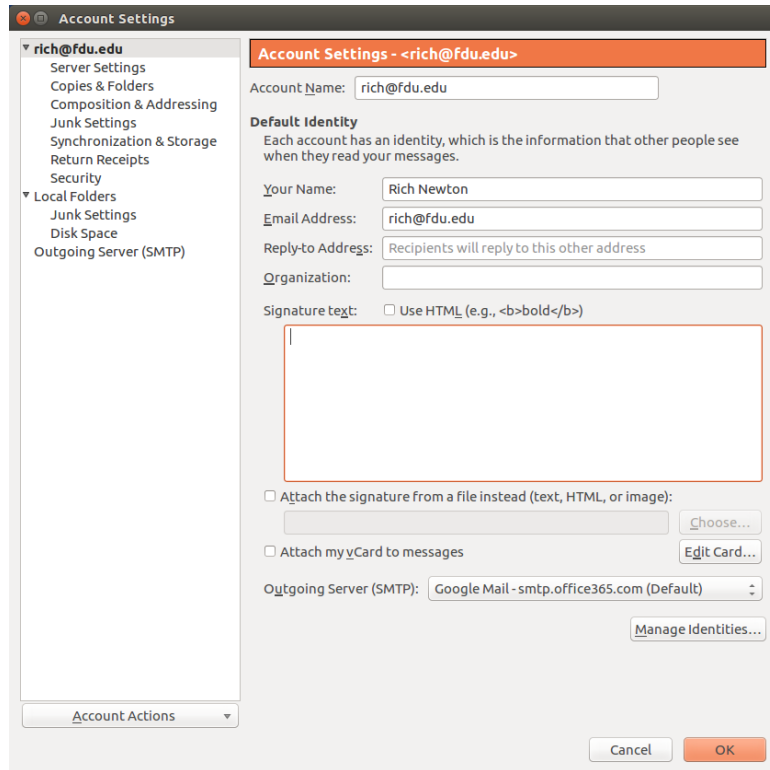
Enabling and Customizing Email Signature in Thunderbird

To setup an e-mail signature for your Office365 account in Thunderbird, do the following:

1. Go to Edit – Accounting settings.



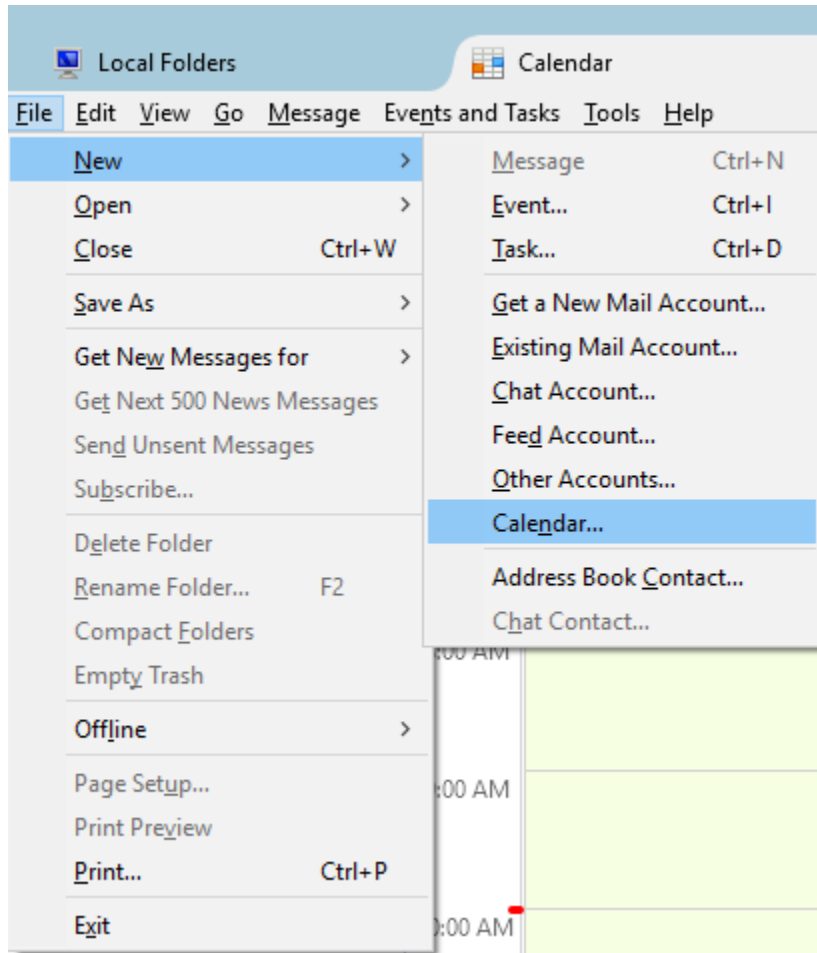
2. Click on your NetID and update your email signature in the “Signature text” box.



Displaying Office365 Calendar in Thunderbird

To access your Office365 Calendar from Thunderbird, do the following:

1. Go to File – New - Calendar.



2. Select “On the Network” and click Next

Create New Calendar

Create a new calendar

Locate your calendar

Your calendar can be stored on your computer or be stored on a server in order to access it remotely or share it with your friends or co-workers.

On My Computer

On the Network

< Back Next > Cancel

3. Select “Format: Microsoft Exchange 2007/2010/2013” and click Next.

Create New Calendar

Create a new calendar

Locate your calendar

Provide info about what is needed to access your remote calendar

Format: iCalendar (ICS)

CalDAV

Sun Java System Calendar Server (WCAP)

Microsoft Exchange 2007/2010/2013

Location:

< Back Next > Cancel

4. Enter a Name and select your NetID next to “E-Mail”. Select the box next to “Show Reminders” if you would like appointment reminders to pop-up.

Create New Calendar ×

Create a new calendar
Customize your calendar

You can give your calendar a nickname and colorize the events from this calendar.

Name:

Color:

Show Reminders:

E-Mail:

5. On the next Screen enter the following and then click “Check server and mailbox”
Leave this UnChecked: “Use Exchange’s autodiscovery function.”
Server URL: <https://outlook.office365.com/EWS/Exchange.asmx>
Primary email address: {this should already show your NetID}
Username: {Enter your NetID}
Domain name: {this should become “grey” when you enter @fdu.edu in Username}
Share Folder Id: {Leave blank}

Create New Calendar

Create a new calendar

Exchange/Windows Active Directory settings

Use Exchange's autodiscovery function.

Server URL:

Primary email address:

Username:

Domain name:

Share Folder Id:

Folder base:

Path below folder base: /

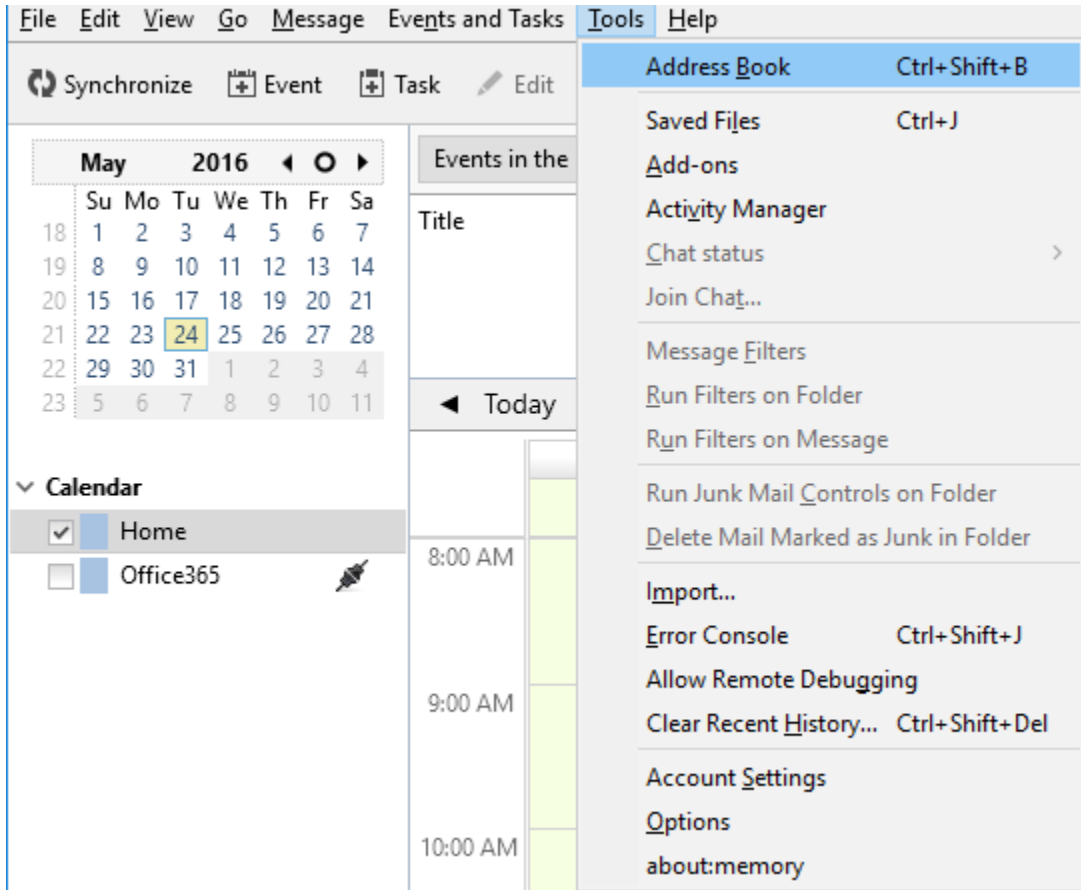
< Back **Next >** Cancel

6. Finally, click Next and Finish.

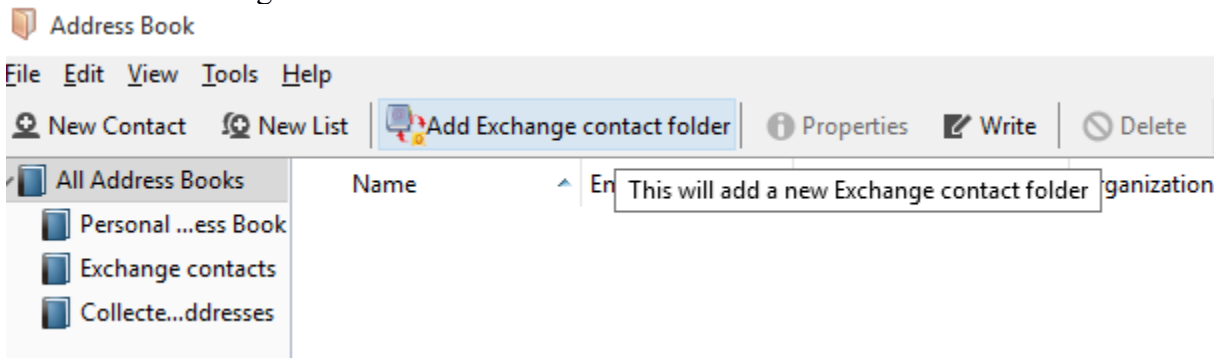
Displaying Office365 Contacts in Thunderbird

To access your Office365 Contacts from Thunderbird, do the following:

1. Go to Tools – Address book.



2. Click “Add Exchange contract folder”



3. In the window that pops up, enter the following:
Name in list: {Enter a name you will remember such as Office365}
Refresh interval in seconds: {Leave at the default of 300}
Add global address list to search result: Check
Use Exchange's autodiscovery function: UnChecked
Server URL: <https://outlook.office365.com/EWS/Exchange.asmx>
Primary email address: {Enter your NetID}
Username: {Enter your NetID}
Domain name: {this should become "grey" when you enter @fdu.edu in Username}
Share Folder Id: {Leave blank}

Exchange Contact Settings

Name in list: Office365

Refresh interval in seconds: 300

Add global address list to search results.

Use Exchange's autodiscovery function.

Server URL: fice365.com/EWS/Exchange.asmx

Primary email address: rich@fdu.edu

Username: rich@fdu.edu

Domain name: [disabled]

Share Folder Id: [empty]

Check server and mailbox

Cancel

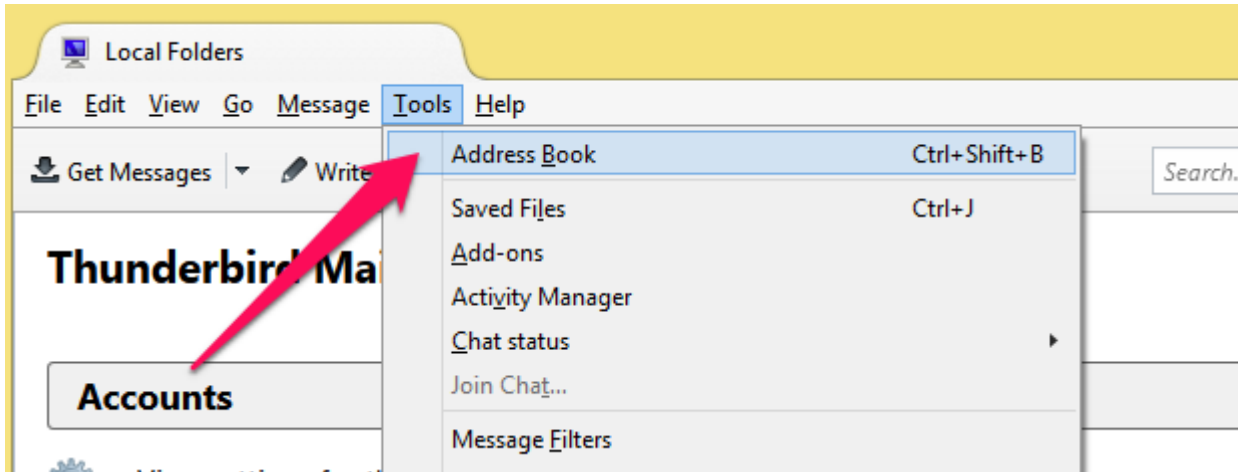
4. Click "Check server and mailbox" and then click "Save".

Migrating your Thunderbird Contacts and Calendars

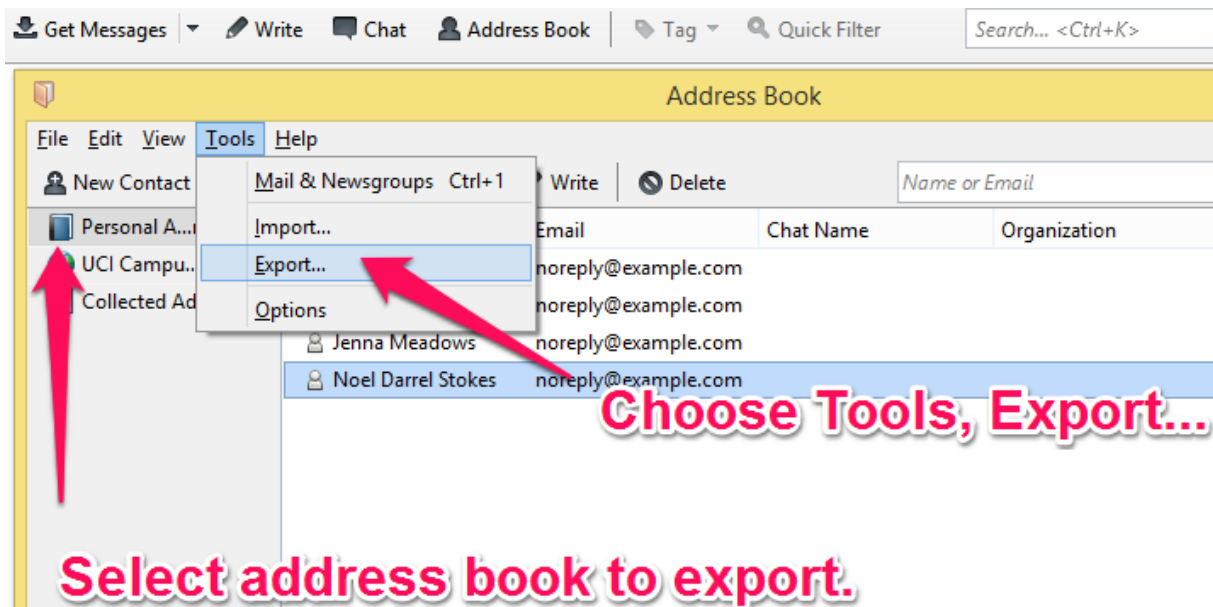
Note: Only individual contacts can be imported into Office365. Groups of contacts must be manually re-created in Office365.

Export contacts from Thunderbird

1. In Thunderbird, go to Tools and select Address Book

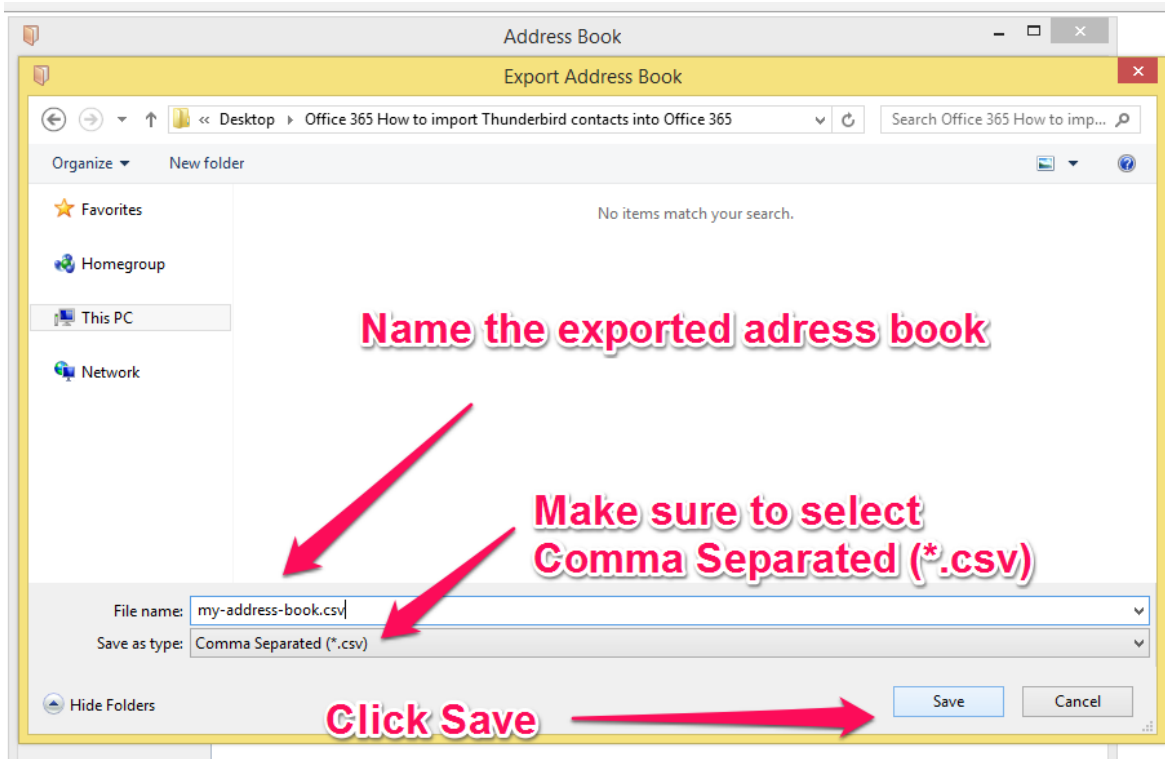


- 2. Select the address book you want to export. (The Personal Address Book is the default.)
- 3. Click Tools from the menu and select Export.



4. Save the file to your desktop

- 4.1. Name the file: my-address-book.csv
- 4.2. Change “Save as Type” to Comma Separated (*.csv)
- 4.3. Click Save



Fix your exported contacts in Microsoft Excel

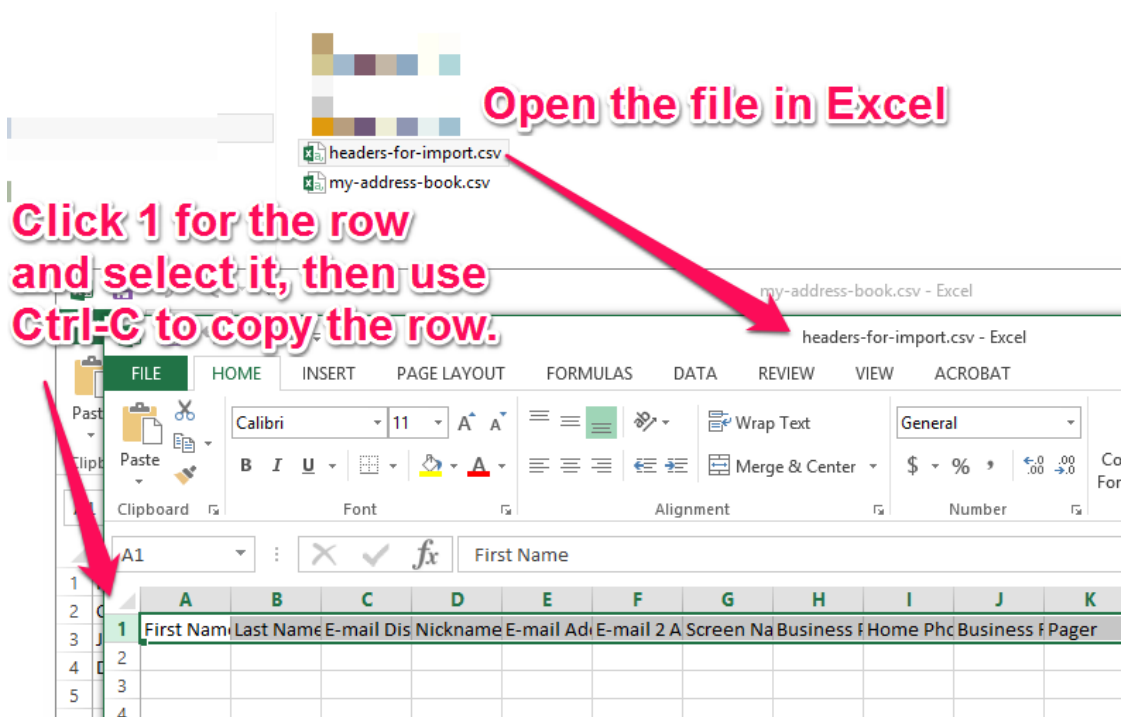
Before you can bring your Thunderbird contacts into Office365 you'll need to replace the header row of your my-address-book.csv file.

1. Click the link below and select "Save target as..." or "Save link as...". Save the file to your desktop.

<https://computing.soceco.uci.edu/sites/default/files/headers-for-import.csv>

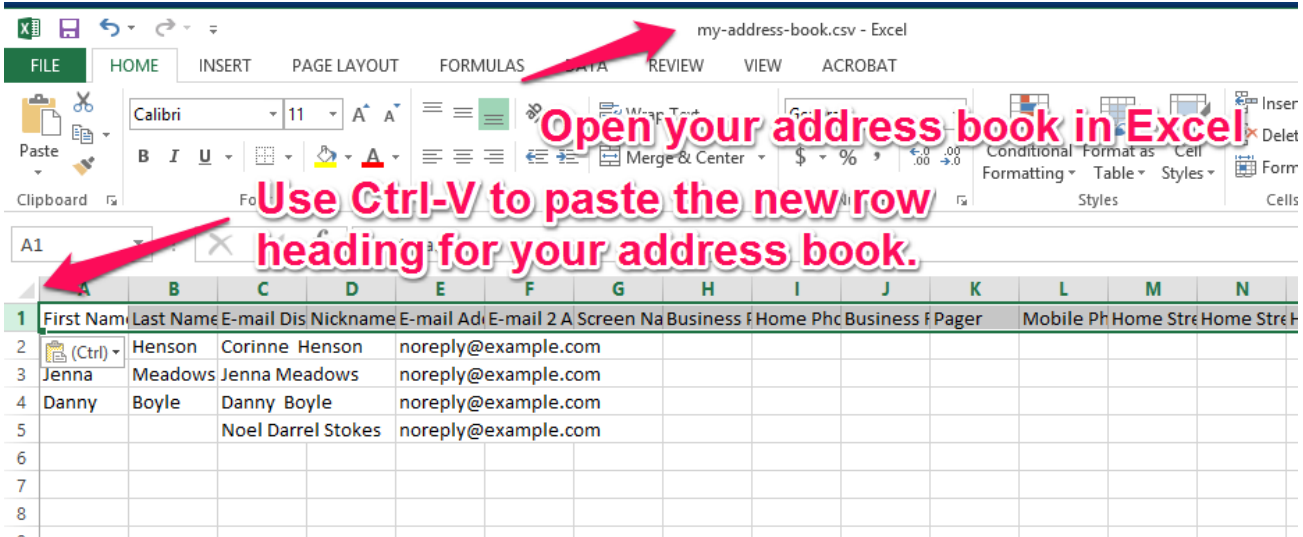
2. Open the file "headers-for-import.csv" from your desktop

- 2.1. Click on the number 1 to the left of the first row to select it
- 2.2. Hold down the Ctrl button and press C to copy this row

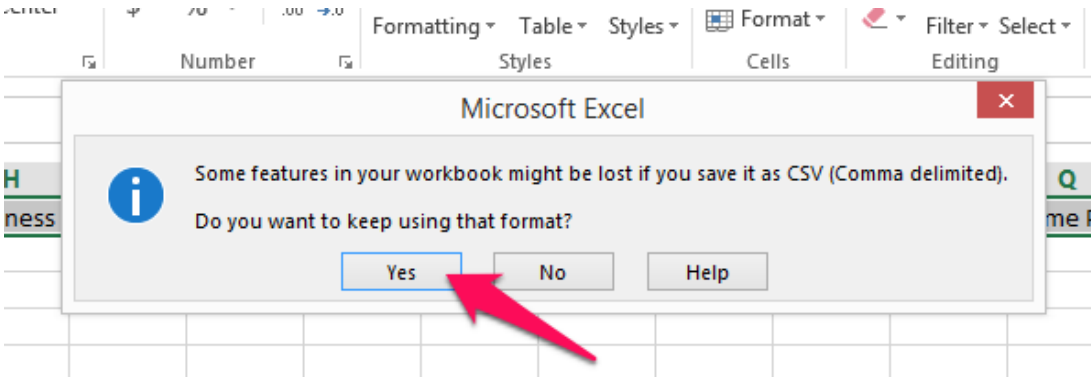


3. Open my-address-book.csv from your desktop. The file should open in Excel.

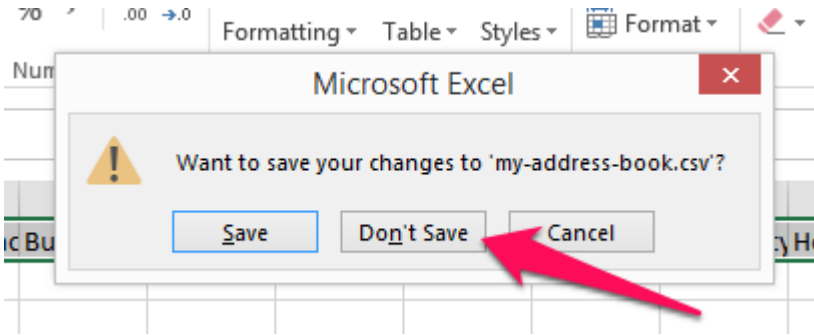
- 3.1. Click on the number 1 to the left of the first row to select it
- 3.2. Hold down the Ctrl button and press V to paste the copied row over the top



4. Delete any rows for contacts you no longer need.
5. Fill in any missing information for the First Name, Last Name and E-mail Display Name fields.
6. Save the file.
7. Click the Yes button when asked "Do you want to keep using that format?"

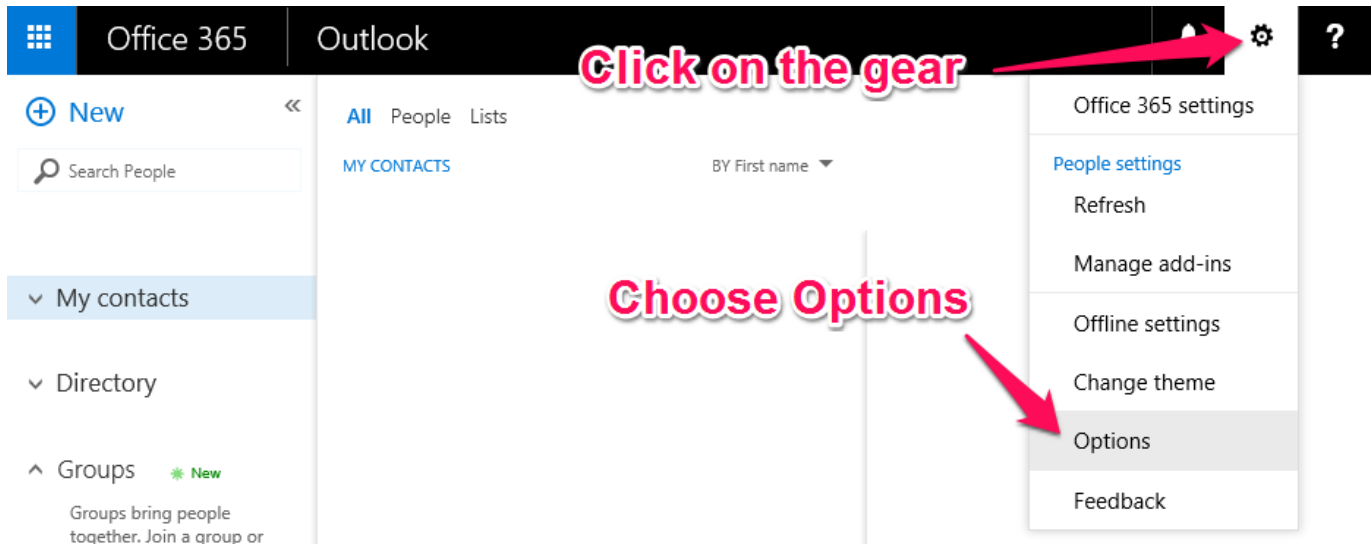


8. Close the file.
9. Click the Don't Save button when asked "Do you want to save the changes you made to 'my-address-book.csv'?"

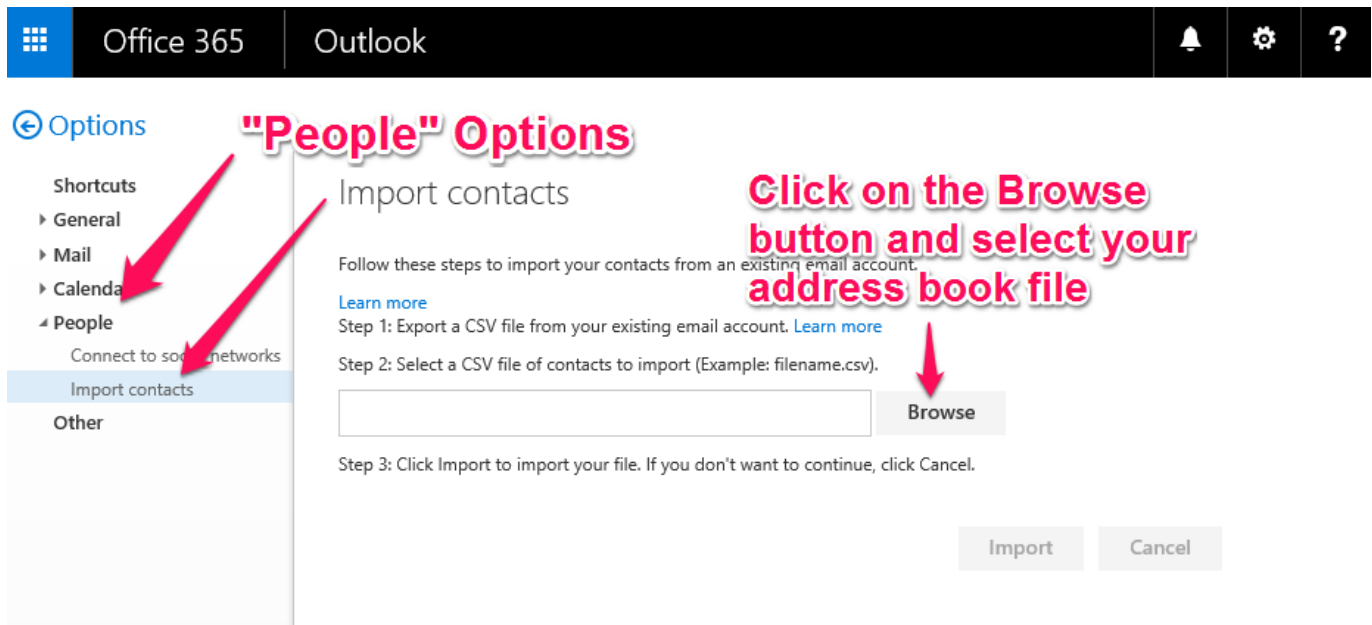


Import the exported address book into Office365

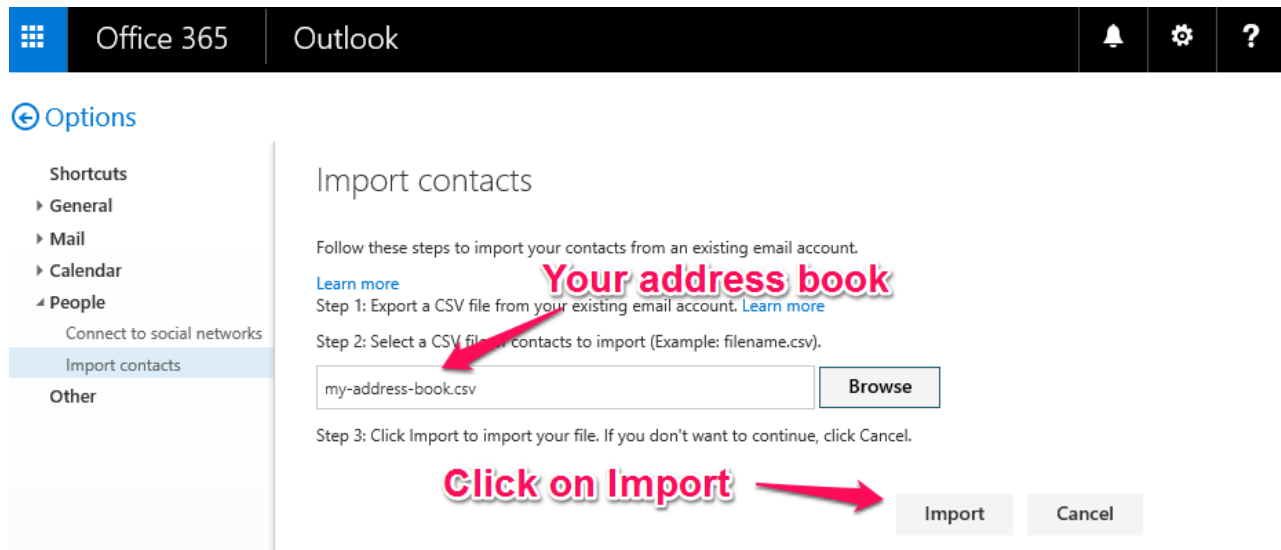
1. Log into your Office365 account
2. Click on the gear in the top right of your web browser next to the bell and question mark and choose "Options".



3. Select "People" in the left column under "Options" and click on "Import contacts".
4. On the "Import contacts" screen, click on "Browse".



5. Navigate to the CSV file you have prepared for import. (my-address-book.csv)
6. Click "Import"

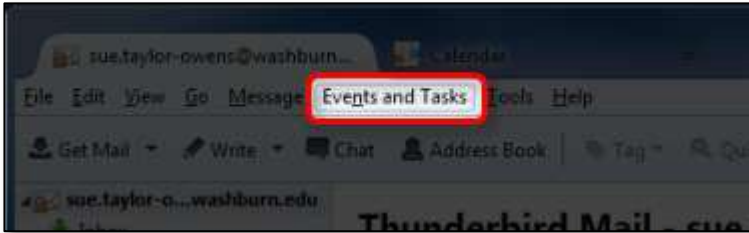


You should see a message that says that your contacts were successfully imported and the number of contacts imported.

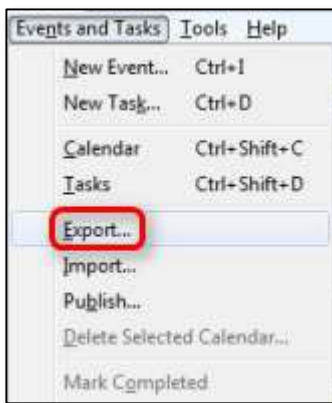
To check, click on the top left corner where there is a grid. Click on "People" and you'll see your imported addresses in "My contacts".

Moving a calendar from Thunderbird to Office365

1. Open Mozilla Thunderbird
2. Click the **Events and Tasks** menu



3. Select the **Export** menu item



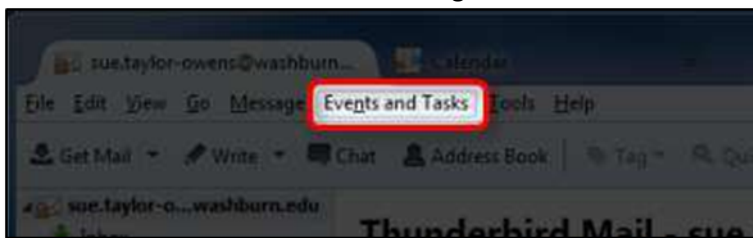
4. Choose the **calendar you want to export**
5. Click the **OK** button



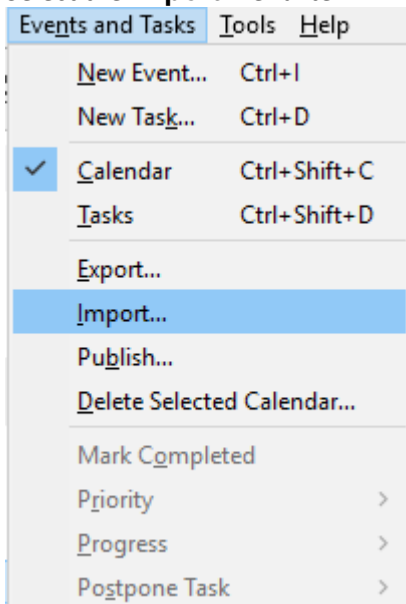
6. **Save the file** in a location you can find later



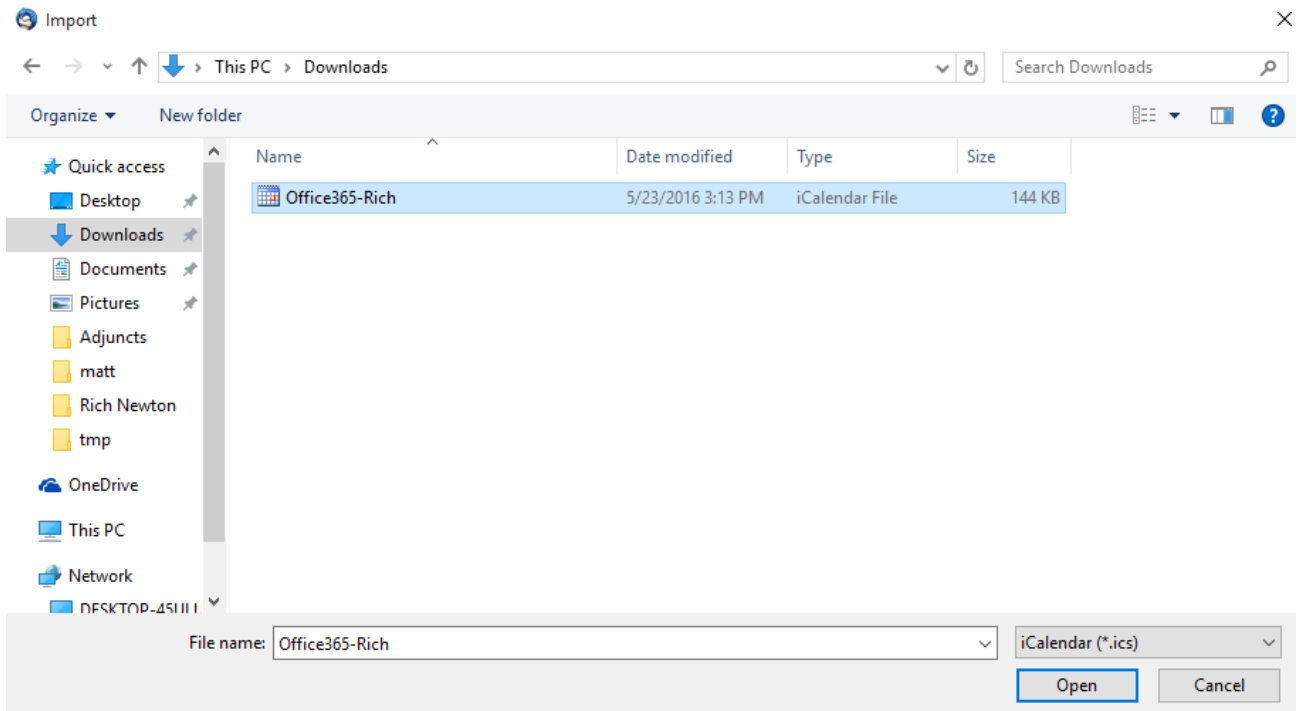
7. Click the **Events and Tasks** menu again



8. Select the **Import** menu item



9. Select the file you saved in step 6 above.



10. Select which calendar you would like to import the items into.

