

## Microsoft Outlook 365 First Launch User Guide

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Microsoft Outlook 365 First Launch User Guide

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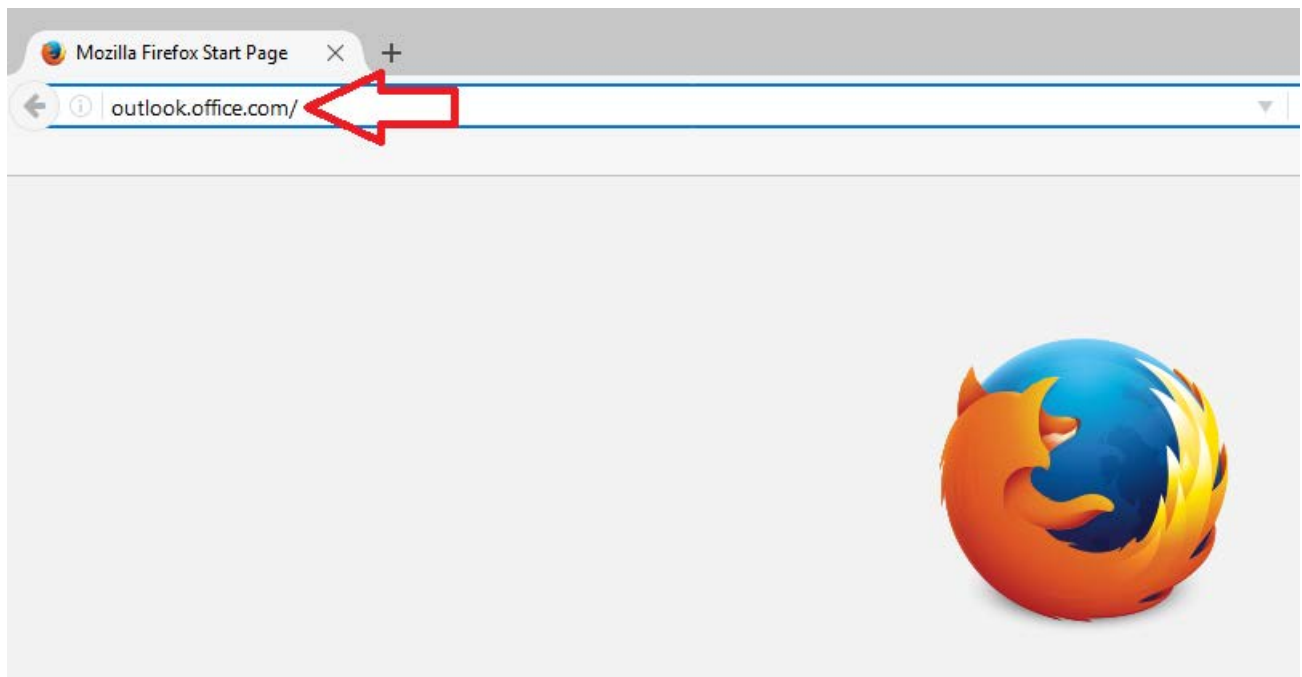
Email address

kj@redspotsolutions.co.uk

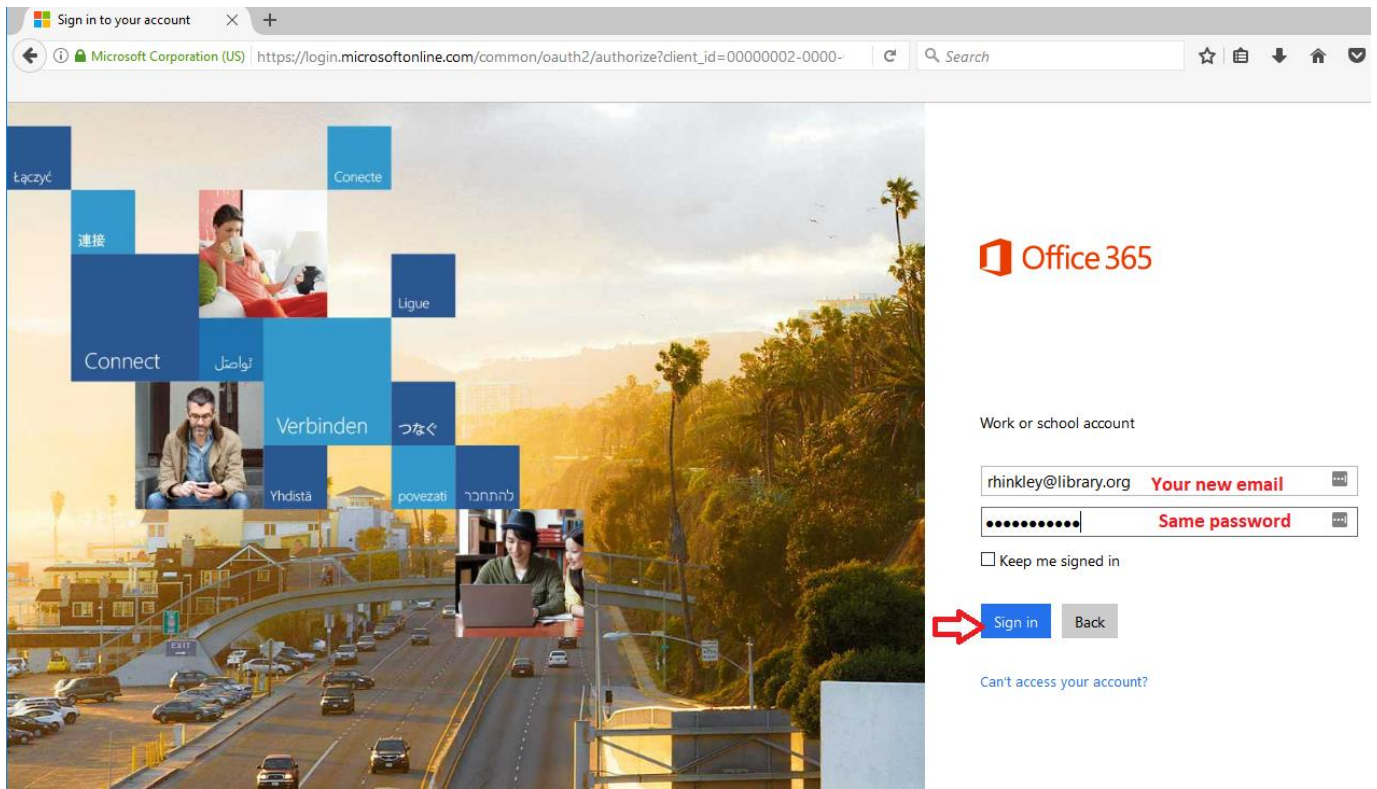
Advanced options ^  
☐ Let me set up my account manually

Connect

## Web Address



## Login

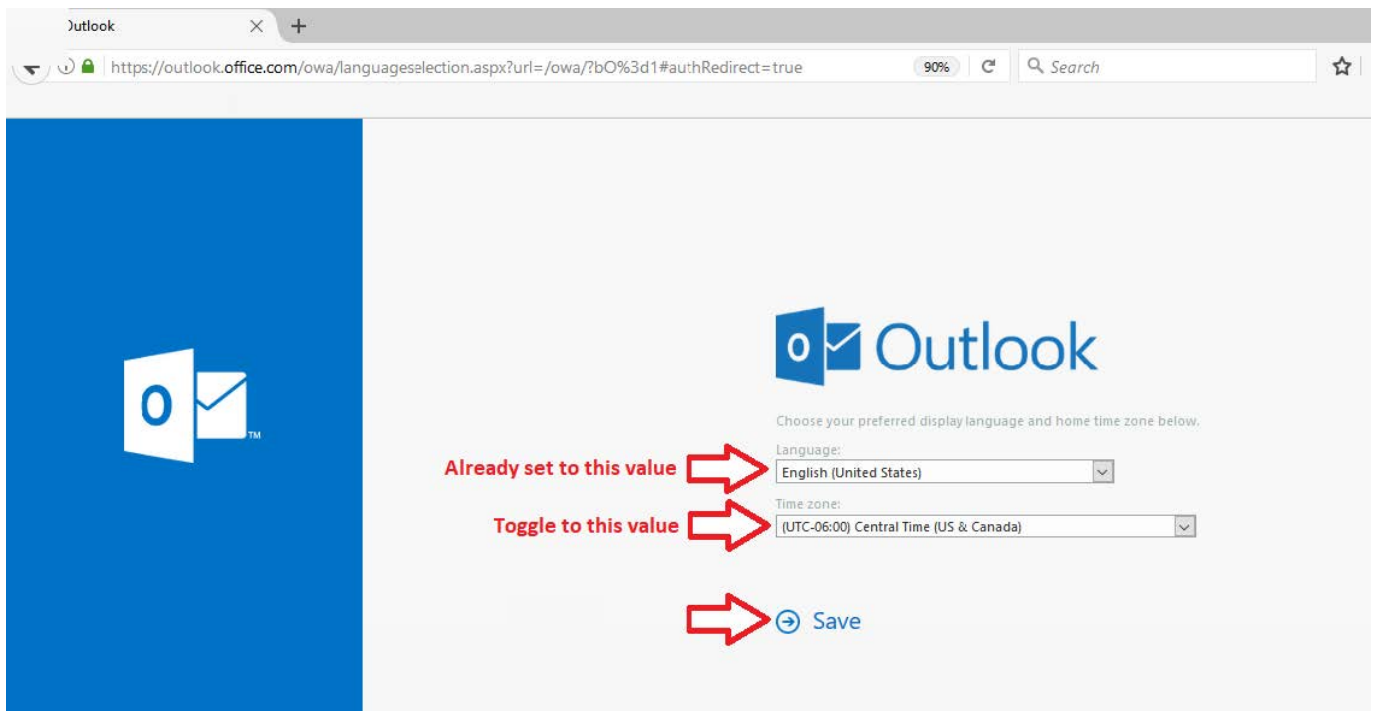


Your new email address is **“your user name” @ “your libraries new domain” .org**

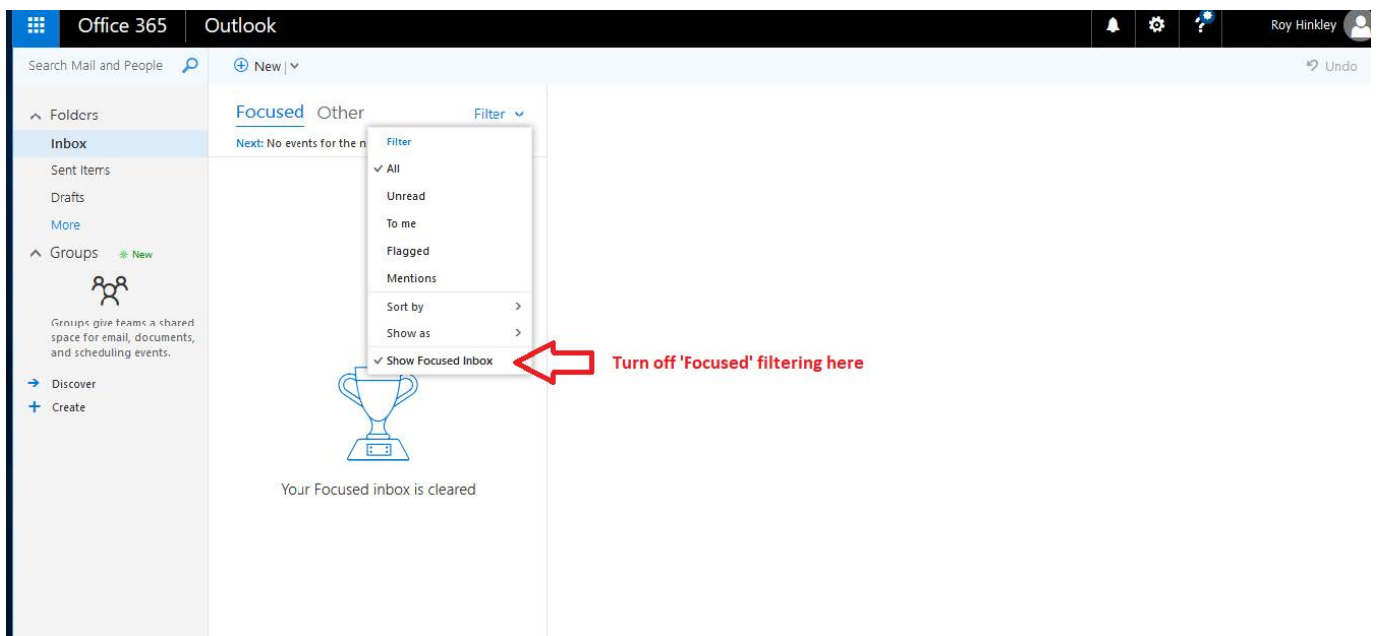
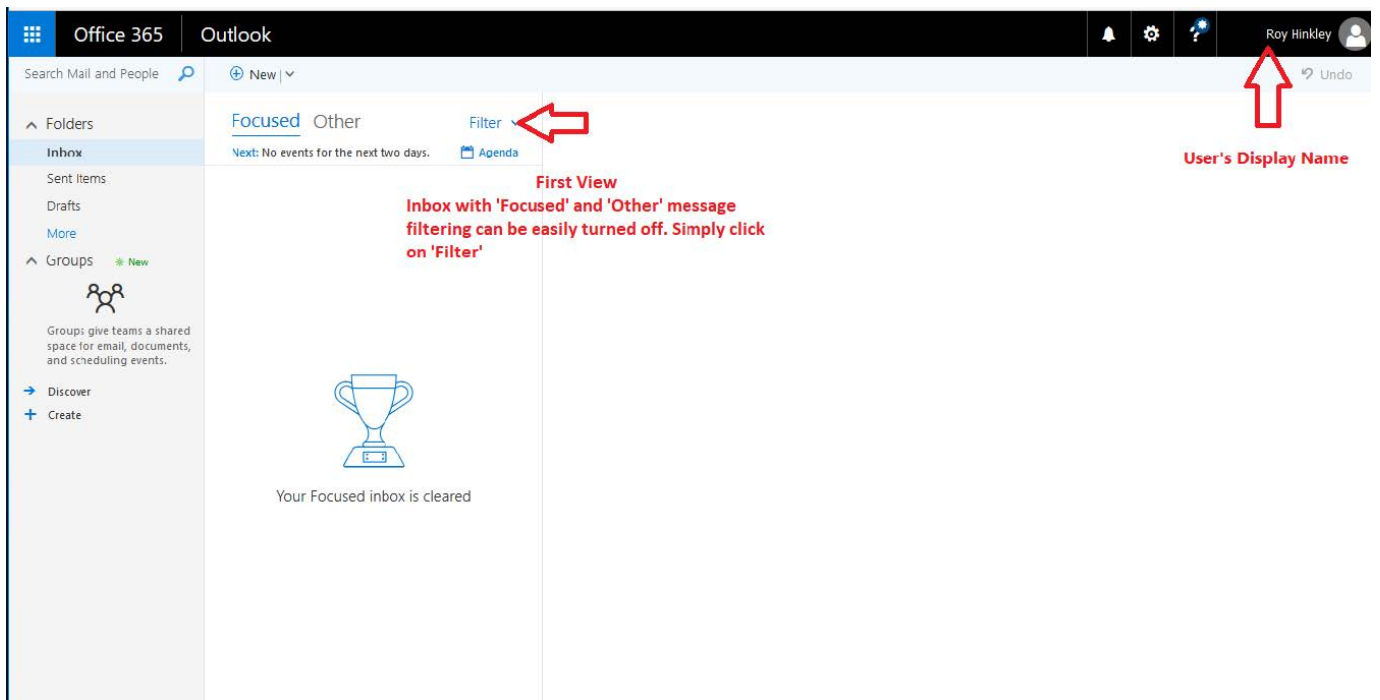
In most cases, your user name is the same as it always was (your first initial followed by your last name).

However, the old system had a character limitation where some users had to use a shortened form of their last name. The character limitation no longer exists, so all the new accounts have been created with the users first initial followed by their full last name.

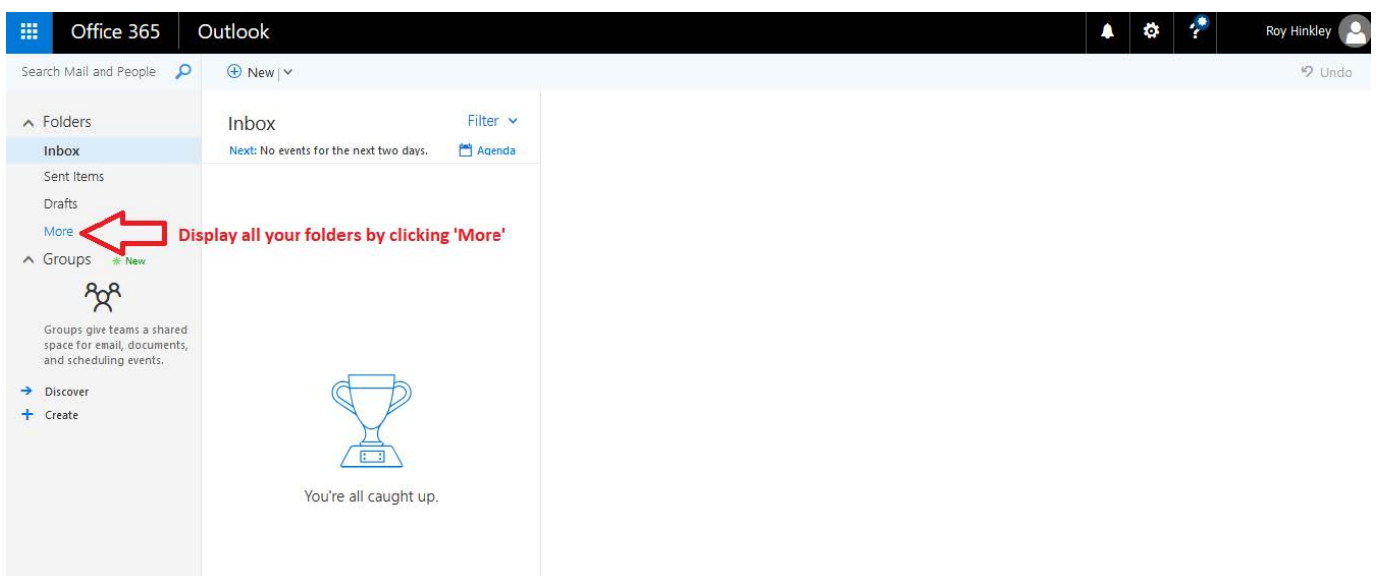
## Set Time Zone



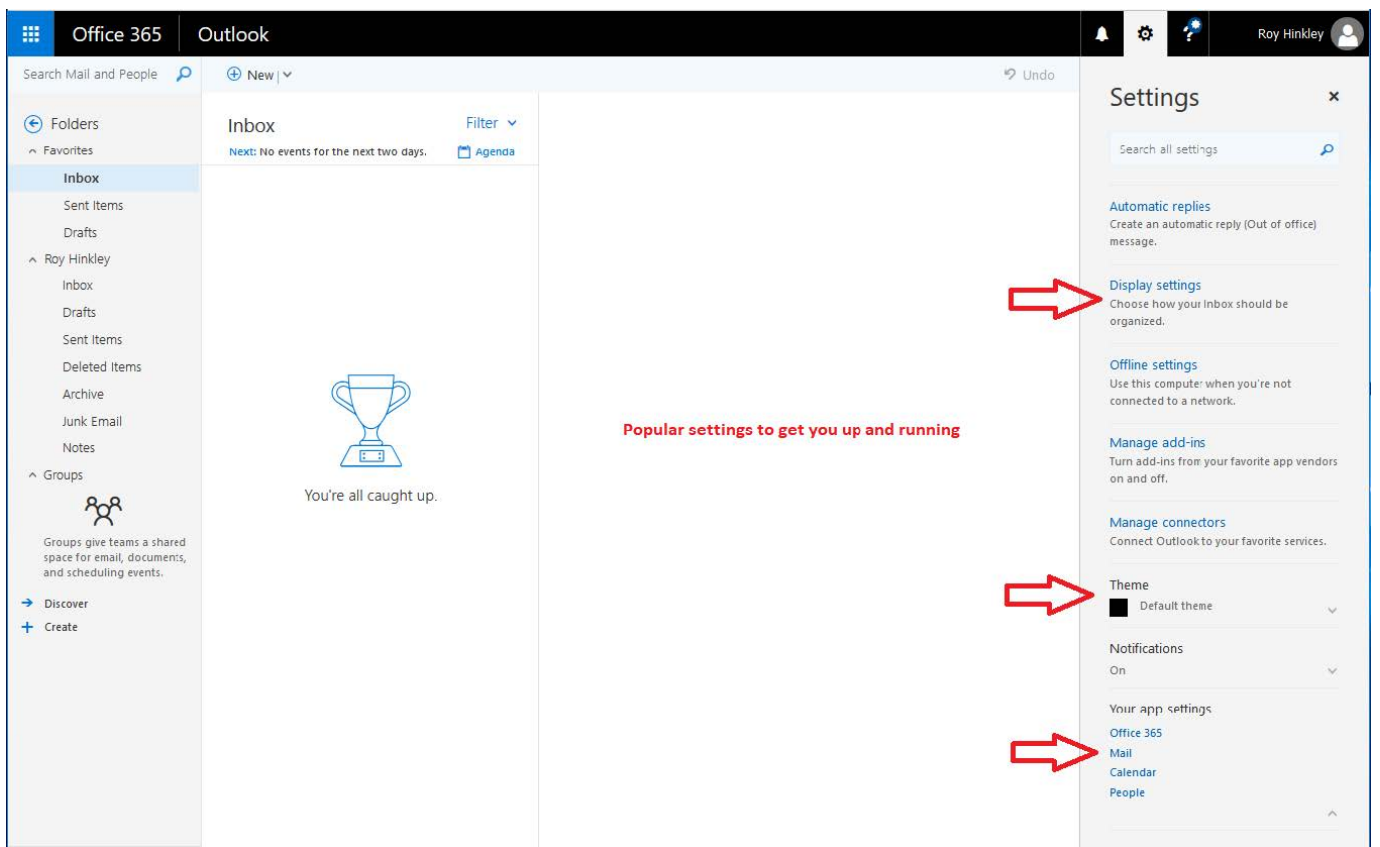
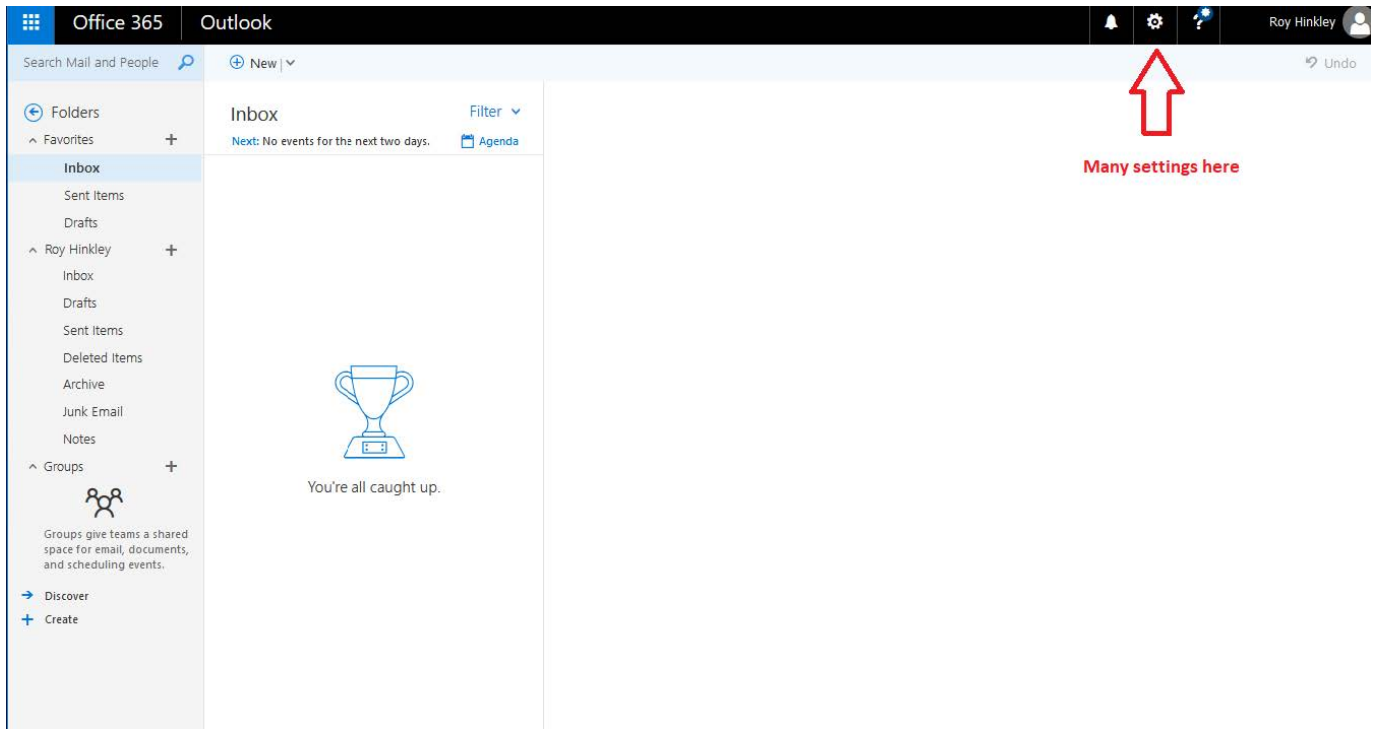
## In Box



## Folders



## Settings



## Viewing Messages

Office 365 Outlook

Search Mail and People | New |

Folders: Favorites, Inbox, Sent Items, Drafts, Roy Hinkley, Groups

Inbox: Next: No events for the next two days.

You're all caught up.

Display settings: Reading pane, Message list, Conversations, Focused Inbox

Choose where the reading pane should appear:

- ☒ Show reading pane on the right
- ☐ Show reading pane at bottom
- ☐ Hide reading pane

Choose what happens when you move or delete an item:

- ☐ Open the previous item
- ☒ Open the next item

Choose what happens when you sign in:

- ☐ Select the first message in the list
- ☒ Let me select the message to read first

Settings: Automatic replies, Display settings, Offline settings, Manage add-ins, Manage connectors, Theme, Notifications, Your app settings

## Themes

Office 365 Outlook

Search Mail and People | New |

Folders: Favorites, Inbox, Sent Items, Drafts, Roy Hinkley, Groups

Inbox: Next: No events for the next two days.

You're all caught up.

Select a 'Theme' here

Theme: Choose your favorite theme.

Theme selection grid:

- Colorful squares and patterns for theme selection.

## Mail Options

Office 365 Outlook

Options

- Shortcuts
- General
- Mail
  - Automatic processing
    - Automatic replies
    - Clutter
    - Unco send
    - Inbox and sweep rules
    - Junk email reporting
    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
    - Retention policies
  - Accounts
    - Block or allow
    - Connected accounts
    - Forwarding
    - POP and IMAP
  - Attachment options
    - Attachment preferences
    - Storage accounts
  - Layout
    - Conversations
    - Email signature
    - Focused inbox
    - Link preview
    - Message format
    - Message list
    - Quick actions
    - Reading pane
- Calendar
- People

Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

- Automatic processing — Control how incoming and outgoing email is handled.
- Accounts — Choose how email will flow in and out of your accounts.
- Layout — Customize the look of your inbox and email messages.

Settings

Search all settings

Automatic replies

Create an automatic reply (Out of office) message.

Display settings

Choose how your inbox should be organized.

Offline settings

Use this computer when you're not connected to a network.

Manage add-ins

Turn add-ins from your favorite app vendors on and off.

Manage connectors

Connect Outlook to your favorite services.

Theme

Default theme

Notifications

On

Your app settings

Office 365

Mail

Calendar

People

Opens up left sidebar with many Mail Options

## Undo Send

Office 365 Outlook

Options

- Shortcuts
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    - Undo send
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    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
    - Retention policies
  - Accounts
    - Block or allow
    - Connected accounts
    - Forwarding
    - POP and IMAP
  - Attachment options
    - Attachment preferences
    - Storage accounts
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    - Conversations
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    - Message list
    - Quick actions
    - Reading pane
- Calendar
- People

Save Discard Always save your changes

Undo send

If you turn on Undo send, you can cancel an email message you've sent for up to 30 seconds. To turn it on, select Let me cancel messages I've sent, then choose a time period.

☐ Don't let me cancel messages I've sent

☒ Let me cancel messages I've sent for:

30 seconds

'Undo Send' - option to set the amount of time that passes before actually sending, up to 30 sec, to give you a window of time in case you forgot something, or included too much

Note: If you close your browser or put your computer to sleep during the period you've chosen for canceling your message, the message won't be sent.

Settings

Search all settings

Automatic replies

Create an automatic reply (Out of office) message.

Display settings

Choose how your inbox should be organized.

Offline settings

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## Signature file



Office 365 Outlook

Options

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    - Connected accounts
    - Forwarding
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  - Attachment options
    - Attachment preferences
    - Storage accounts
  - Layout
    - Conversations
    - Email signature**
    - Focused inbox
    - Link preview
    - Message format
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    - Quick actions
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  - Calendar
  - People

Email signature

Save Discard

☐ Automatically include my signature on new messages I compose

☐ Automatically include my signature on messages I forward or reply to

Dr. Roy Hinkley, PhD

The Professor  
Gilligan's Island

Select signature file options

Create your signature file

Settings

Search all settings

Automatic replies

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## Link preview settings

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    - Mark as read
    - Message options
    - Read receipts
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    - Block or allow
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  - Attachment options
    - Attachment preferences
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  - Layout
    - Conversations
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    - Link preview**
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  - Calendar
  - People

Link preview

When you open a message that contains a hyperlink or add a link to a message, Outlook inserts a preview of the website. If you don't want to see previews, clear the check box below.

[Learn more](#)

☐ Preview links in email

Uncheck so no link previews appear in message window

Links in sender's email can be previewed in message window

Settings

Search all settings

Automatic replies

Display settings

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Manage add-ins

Manage connectors

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## Reply To settings



Office 365 Outlook

Options Click on 'Options' to close sidebar and return to user view

Shortcuts

- General
- Mail
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    - Automatic replies
    - Clutter
    - Undo send
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    - POP and IMAP
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    - Attachment preferences
    - Storage accounts
  - Layout
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    - Focused inbox
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    - Reading pane
- Calendar
- People

Save Discard

### Reply settings

You can change the default reply setting that's displayed when you open a message you've received in the reading pane. If you choose Reply all, your response will be sent to everyone on the To and Cc lines. If you choose Reply, your response will only go to the sender.

Make my default response:

☒ Reply **Reply Setting- change the default of 'Reply All' to 'Reply' if you wish**

☐ Reply all

Settings Click on 'x' to close Settings pane

Search all settings

[Automatic replies](#)  
Create an automatic reply (Out of office) message.

[Display settings](#)  
Choose how your Inbox should be organized.

[Offline settings](#)  
Use this computer when you're not connected to a network.

[Manage add-ins](#)  
Turn add-ins from your favorite app vendors on and off.

[Manage connectors](#)  
Connect Outlook to your favorite services.

Theme  
Default theme

Notifications  
On

Your app settings  
[Office 365](#)  
[Mail](#)  
[Calendar](#)  
[People](#)

## Sender's contact info

Office 365 Outlook

Search Mail and People

New Delete Archive Junk Sweep Move to Categories Undo

Folders

- Favorites
  - Inbox 1
  - Sent Items
  - Drafts
- Roy Hinkley
  - Inbox 1
  - Drafts
  - Sent Items
  - Deleted Items
  - Archive
  - Junk Email
  - Notes
- Groups
  - Groups give teams a shared space for email, documents, and scheduling events.
  - Discover
  - Create

Inbox

Filter Agenda

Next: No events for the next two days.

John Luke  
Sample Message 10:10 AM  
Sample Message John Luke ILS/Technology Coordinato...

Click on a message to display in reading pane

Sample Message

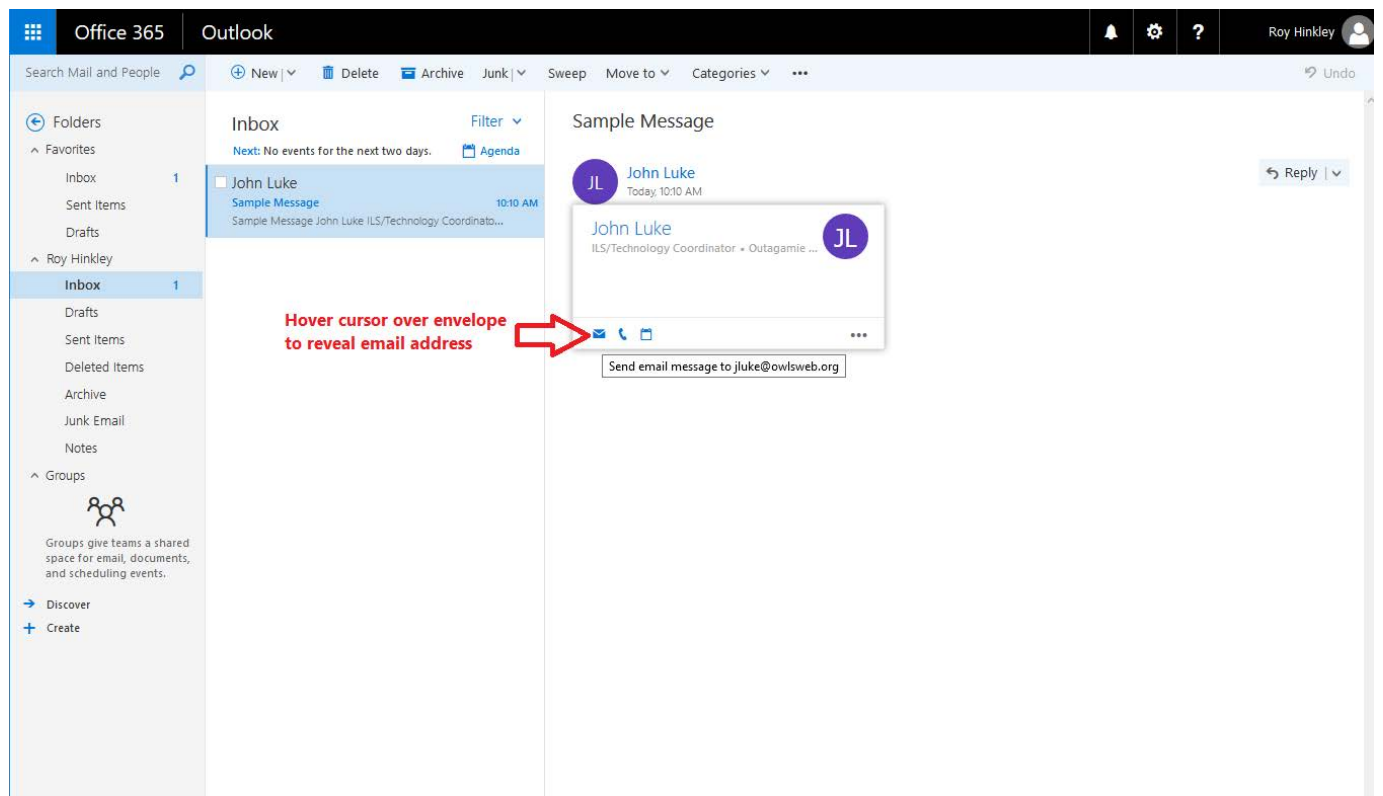
John Luke  
Today, 10:10 AM

John Luke  
ILS/Technology Coordinator • Outagamie ...

Hover cursor over colored dot to reveal contact info

Reply

## Sender's email address



## Expand messages

ArchiveJunk | ▾SweepMove to ▾Categories ▾...

Filter ▾

desk Tomorrow at 2:00 PM

9:20 AM  
2017 4:47 PM To: Rachel Hi...

itionGroup Wed 7/19  
ick with this? I want to see wh...

Outlook) Tue 7/18  
se moving all email account o...

AM, John Luke wrote: Evan, ...

Questions 7/12/2017  
bject: Re: [tech-a-talk-a] Offic...

!... 7/12/2017  
bject and our new user creat...

7/12/2017  
bject: our scripts Date: Tue, 11 ...

ny 7/7/2017  
when your test "Sync" is com...

/LS) 7/6/2017

New Email

John Luke  
Today, 10:35 AM  
Evan Bend

👍 ↩ Reply | ▾

Hi Even,

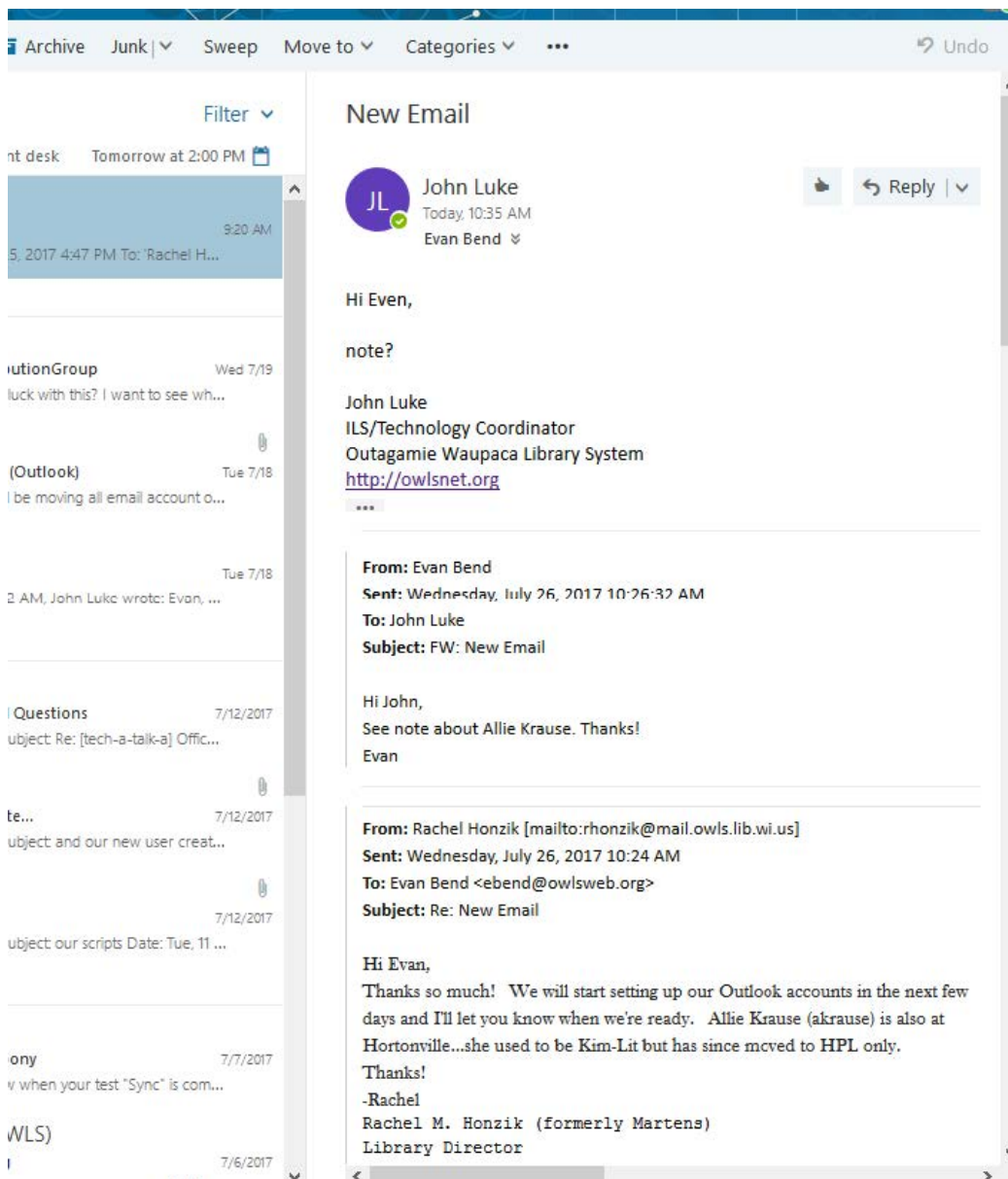
note?

John Luke  
ILS/Technology Coordinator  
Outagamie Waupaca Library System  
<http://owlsnet.org>  
...

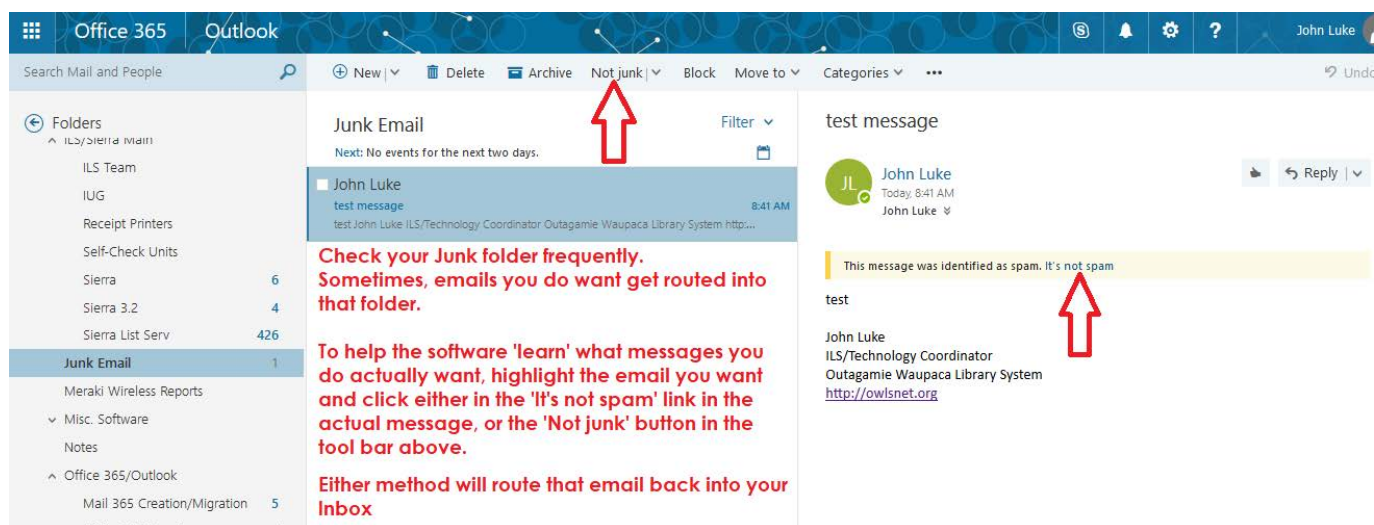
Evan Bend  
Hi John, See note about Allie Krause. Thanks! Evan  
Today, 10:26 AM

Evan Bend  
(No message text)  
Today, 9:20 AM

Click the three dots to expand and collapse messages



## Dealing with Spam/Junk



### Report as not junk

Do you want to send a copy of this message to Microsoft to help the research and improvement of email protection technologies?

Report

Don't report

**How you reply to this dialog box is up to you.  
There is no official OWLSNet policy.**

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[Manuals+.](#)