



Microsoft 365

WEB OFFICE 365

Manual

Prepared By
Naveen Mishra



www.elegantinfosolutions.com 

New Delhi -110059 

Table of Content

1. Introduction	3
2. Getting Started with Web Outlook	3
3. Email Management	4
4. Schedule Send in Outlook	5
5. To delay the delivery of an email in the Outlook app, follow these steps:	6
6. Adding an Email Signature in Web Outlook 365	7
7. To add an email signature in the Outlook app	10
8. How to Set Out-of-Office Autoresponder in Outlook - Office 365	11
9. To set an automatic reply (Out of Office) in the Outlook mobile app	12
10. Steps to Create an Email Rule in Outlook 365 Web	16
11. Calendar Management	20
12. Contacts Management	22
13. Tasks and To-Do Lists	25
14. Microsoft Forms	26
15. What is OneDrive?	30
16. Meetings in Microsoft Teams	32

Office 365 Web Outlook

Your Guide to Mastering Outlook on the Web

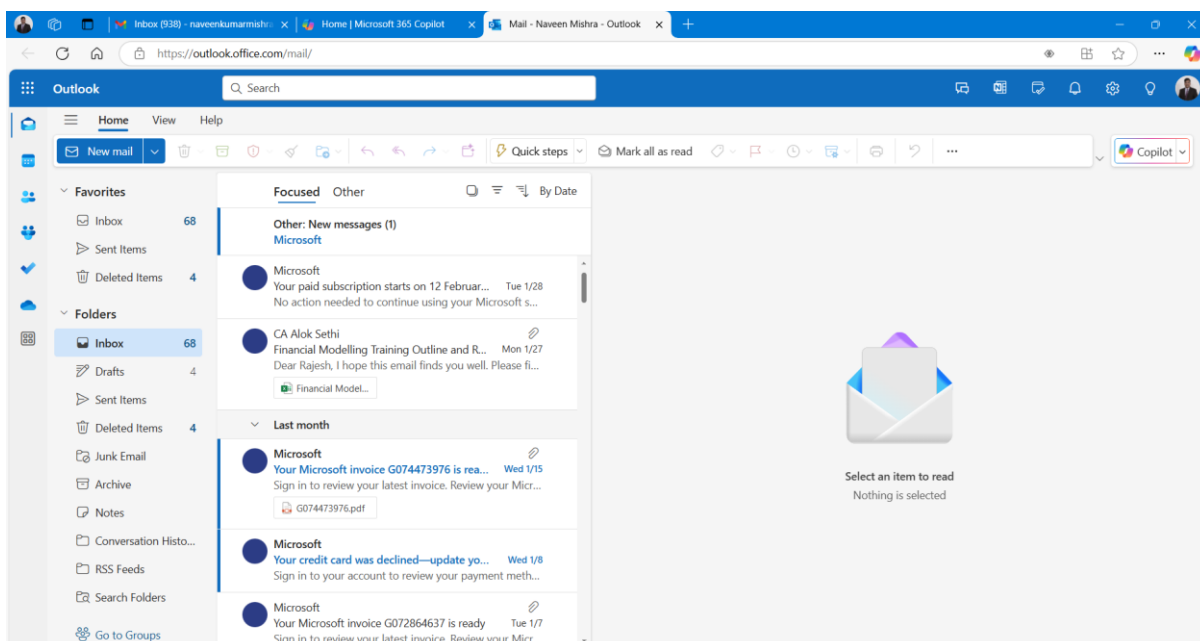
Introduction

Welcome to the comprehensive tutorial on Office 365 Web Outlook. This guide will walk you through the essential features and functionalities of Outlook on the web, helping you manage your emails, calendar, contacts, and tasks efficiently.

Getting Started with Web Outlook

To begin using Office 365 Web Outlook, follow these steps:

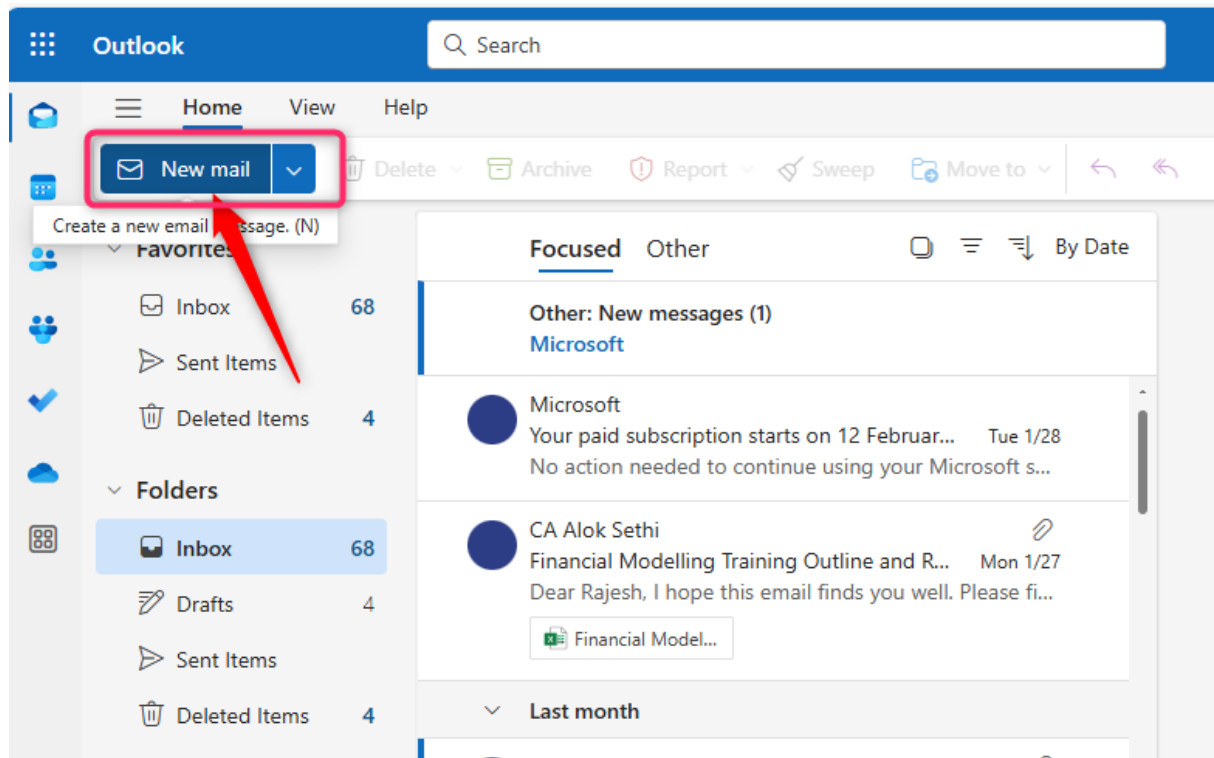
- **Accessing Web Outlook:** Open your web browser and navigate to the Office 365 portal at www.office.com. Sign in with your Office 365 credentials.
- <https://outlook.office.com/>
- **Interface Overview:** Familiarize yourself with the layout, including the navigation pane on the left, the toolbar at the top, and the main content area where your emails, calendar, contacts, and tasks will be displayed.



Email Management

Composing and Sending Emails

- New Email: Click on the "New Message" button to open a new email window. Enter the recipient's email address, subject, and message body. You can format your text, attach files, and insert images as needed.

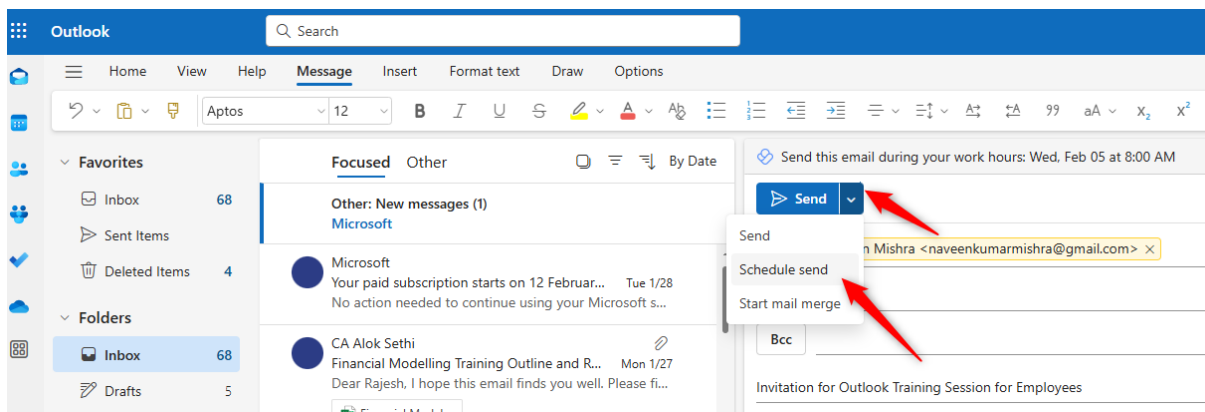


- **Sending Options:** Choose to send the email immediately or schedule it for later. Use the "Send" button to send your email.

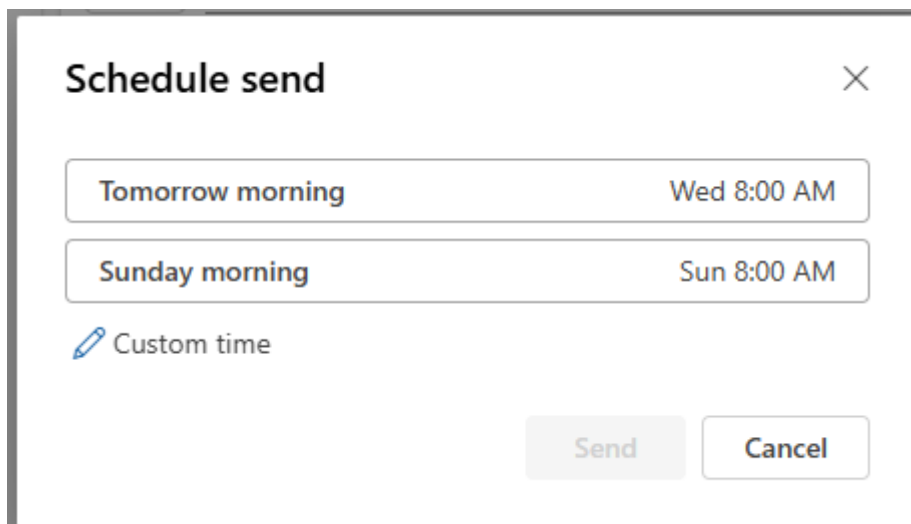
Schedule Send in Outlook

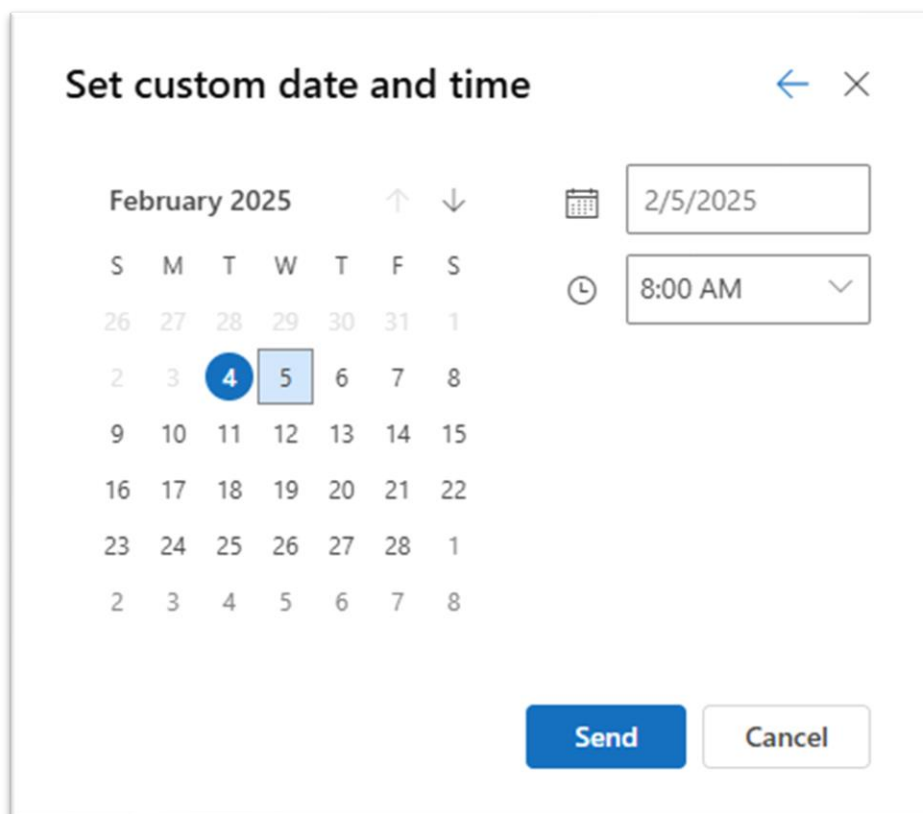
The Schedule Send feature in Web Outlook 365 allows you to compose an email and set a specific date and time for it to be sent. This is particularly useful for sending emails across different time zones, ensuring your email arrives at the most appropriate time for the recipient, or simply planning for better email management.

Steps to Schedule an Email in Web Outlook 365



Set up email scheduling so that you can select a specific time





Select date and time

Confirm Scheduled Send

- Click "Send" or "Schedule" to confirm the scheduled sending time. Your email will be stored in the "Drafts" folder until it is sent at the specified time.

Editing or Cancelling Scheduled Emails:

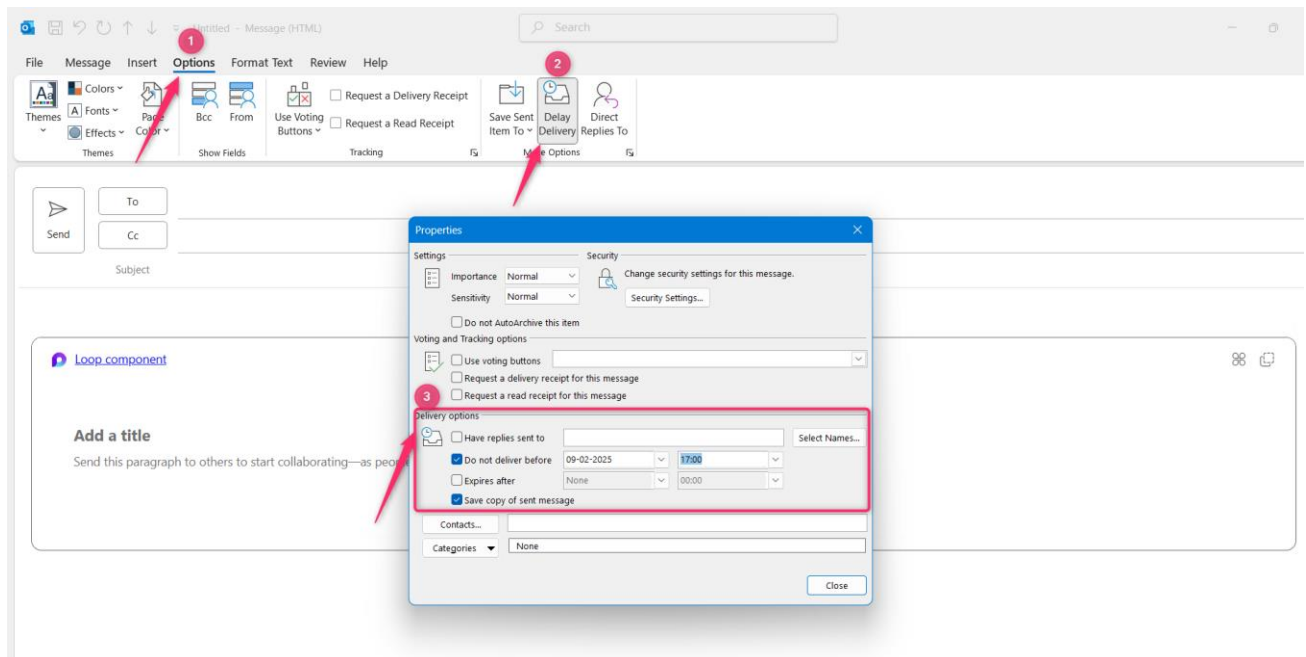
- To edit or cancel a scheduled email, go to the "Drafts" folder, open the email, and make the necessary changes or cancel the scheduled send.

To delay the delivery of an email in the Outlook app, follow these steps:

For Outlook Desktop (Windows or Mac):

1. **Compose a new email** as usual.
2. **Click the "Options" tab** at the top of the email window.
3. **Click "Delay Delivery"** in the More Options group.

4. In the dialog box that appears, under the **Delivery options** section, check the box for **Do not deliver before**, then set the date and time you want the email to be sent.
5. Click **Close**, then send the email. It will remain in your Outbox until the scheduled time.

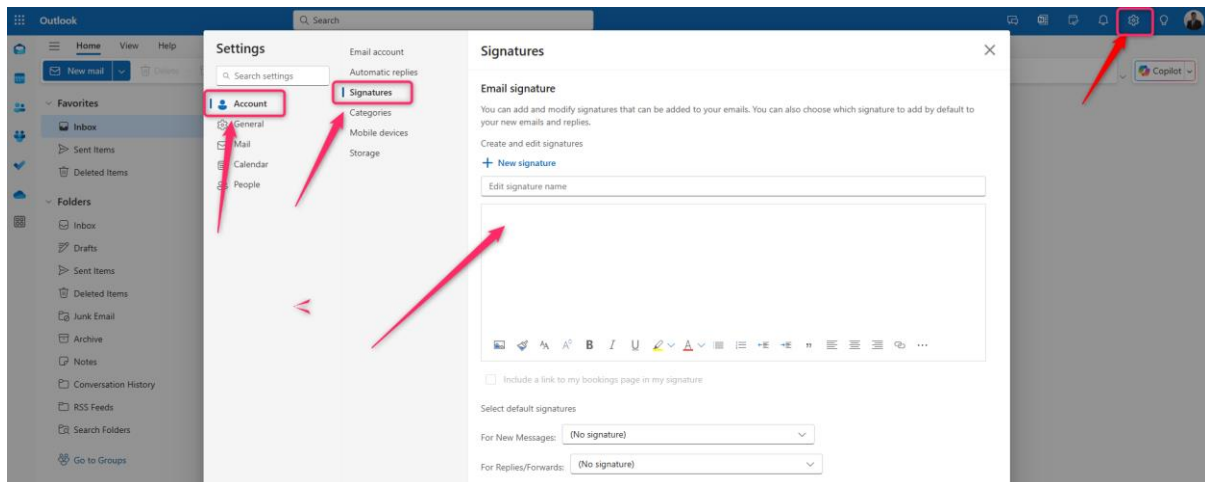


Adding an Email Signature in Web Outlook 365


An **email signature** is a personalized block of text, images, or links that automatically appear at the end of an email message. It typically includes the sender's name, job title, company name, contact details, and sometimes a logo or social media links. Email signatures help maintain professionalism and provide recipients with easy access to important information.

Here are the steps to add an email signature in Web Outlook 365:

1. Go to Settings: Click on the gear icon in the upper-right corner of the Web Outlook 365 interface to open the Settings menu.



Access Signature Settings

- Click on the **gear icon** () in the top-right corner to open **Settings**.
- In the **Search bar**, type "**Email signature**" and select it from the results.

Create a New Signature


1. In the **Email signature** section, type your desired signature in the text box.
2. Use the formatting toolbar to customize the font, size, color, and add links.
3. (Optional) Click on the **image icon** to insert a company logo or other image.

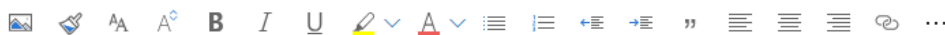
+ New signature

Naveen Mishra

Thanks & Regards

Naveen Mishra
Trainer and Consultant
Elegant Info Solutions





Include a link to my bookings page in my signature

Select default signatures

For New Messages: (No signature) ▼

For Replies/Forwards: (No signature) ▼

Save **Discard**

Apply Signature Automatically (Optional)

1. Check the box **"Automatically include my signature on new messages I compose"** if you want it to appear in every new email.
2. Check the box **"Automatically include my signature on messages I forward or reply to"** if needed.

Include a link to my bookings page in my signature

Select default signatures

For New Messages: Naveen Mishra

For Replies/Forwards: (No signature)
Naveen Mishra

Save Discard

Save and Use the Signature

1. Click **Save** at the bottom.
2. Now, when you compose a new email, your signature will appear automatically (if selected).
3. If not set to auto-apply, you can manually insert it by clicking the three-dot menu (...) in the email editor and selecting "**Insert signature**".

To add an email signature in the Outlook app

follow these steps

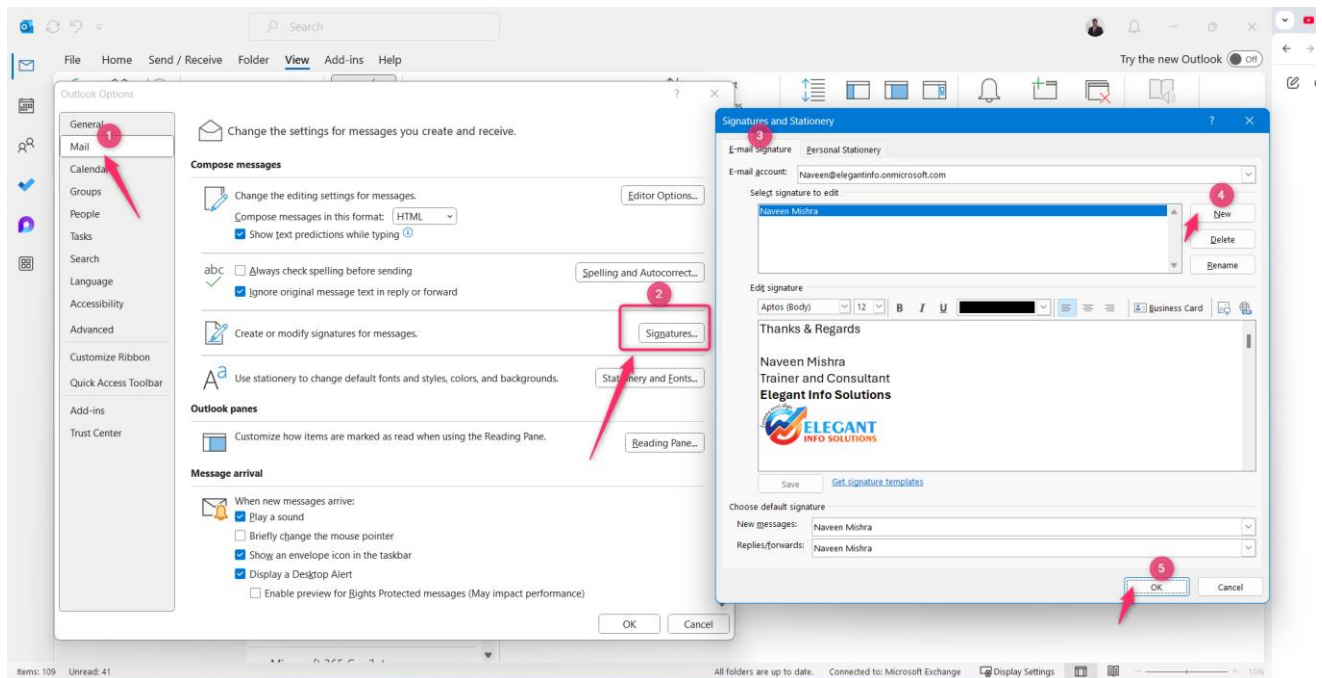
For Outlook Desktop (Windows or Mac)

1. **Open Outlook** on your computer.
2. **Go to Settings:**
 - Click on the **File** tab in the upper left corner.
 - Select **Options** from the menu.
3. **Go to Mail Settings:**
 - In the **Outlook Options** window, click on **Mail** from the left-hand menu.
 - Scroll down to the **Signatures** section and click on **Signatures**.
4. **Create/Edit Signature:**
 - In the **Email Signature** tab, click **New** to create a new signature or select an existing one to edit.
 - Type your signature in the editor. You can format the text, add images, and include hyperlinks.
5. **Set as Default** (optional):

- If you want this signature to be automatically added to new emails or replies/forwards, select it from the **New messages** and **Replies/forwards** dropdown menus.

6. Save:

- Click **OK** to save your changes.



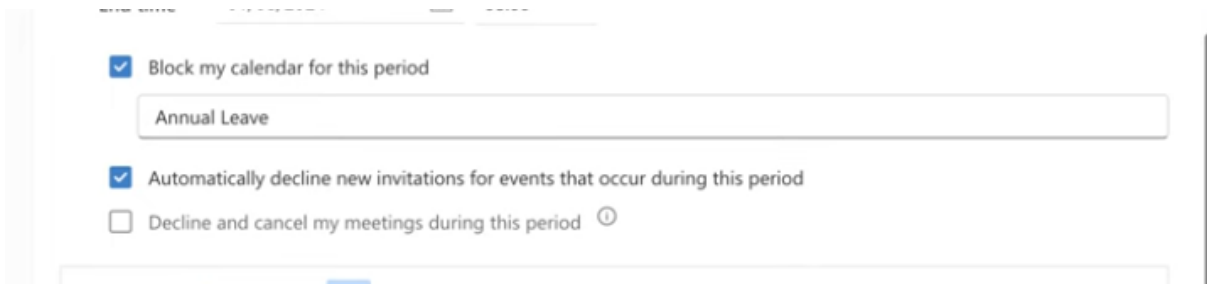
How to Set Out-of-Office Autoresponder in Outlook - Office 365

Access Automatic Replies Settings

1. Click on the **Settings (⚙️)** icon in the top-right corner.
2. Click on **“View all Outlook settings”** at the bottom.

Step 3: Enable Automatic Replies

1. In the **Settings** panel, navigate to **Mail > Automatic replies**.
2. Toggle **“Turn on automatic replies”** to enable the feature.

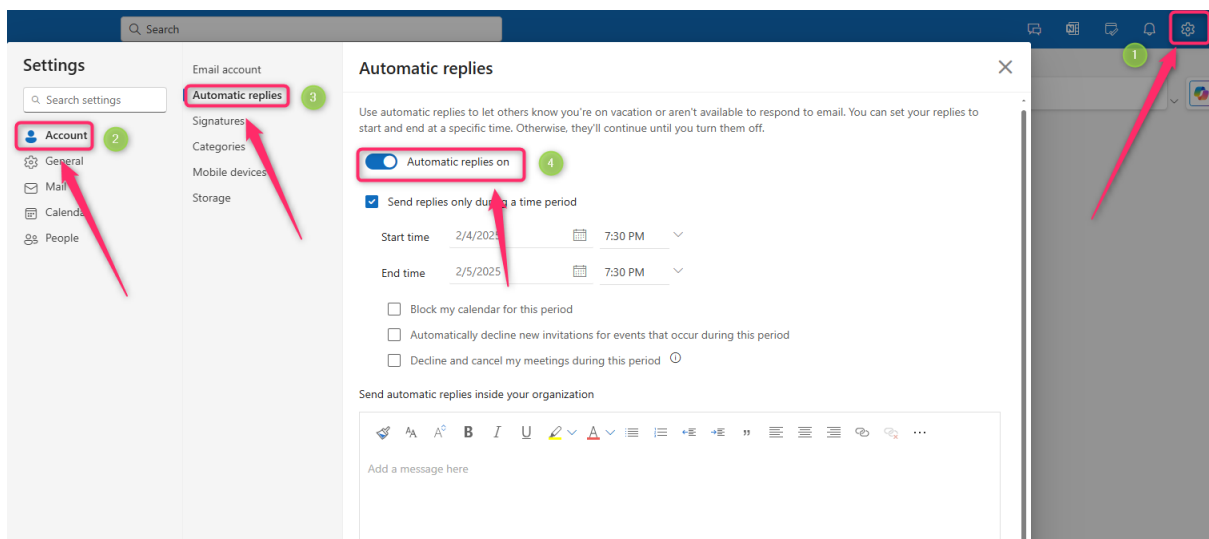


Set Auto-Delcline for New Invitations:

- Check the box labelled “**Automatically decline new invitations for events that occur during this period**”.
- By enabling this option, Outlook will automatically decline any new meeting invitations that are scheduled during your specified absence period.

Save Changes:

- Click “**Save**” to apply the settings.

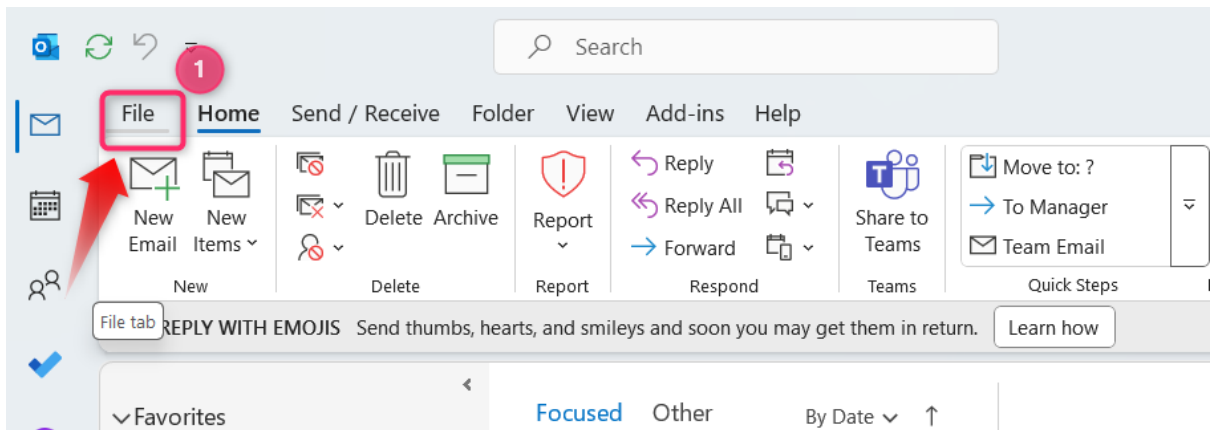


To set an automatic reply (Out of Office) in the **Outlook mobile app**

1. **Open Outlook** on your computer.

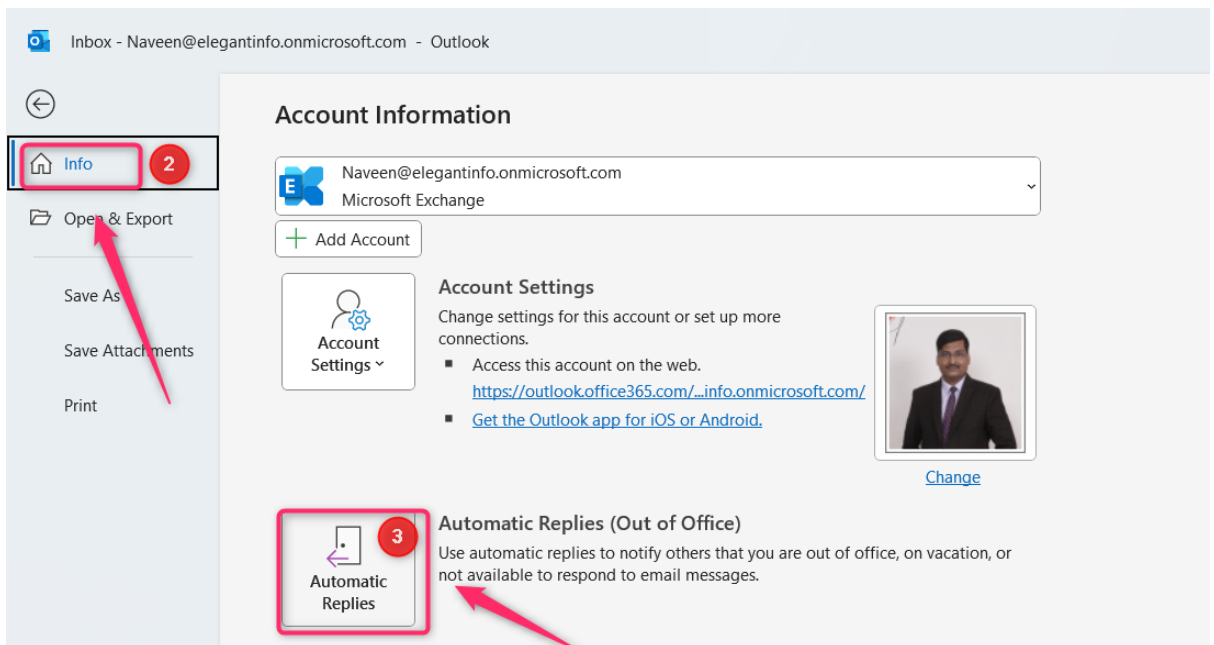
Go to File:

Click on the **File** tab in the top left corner.



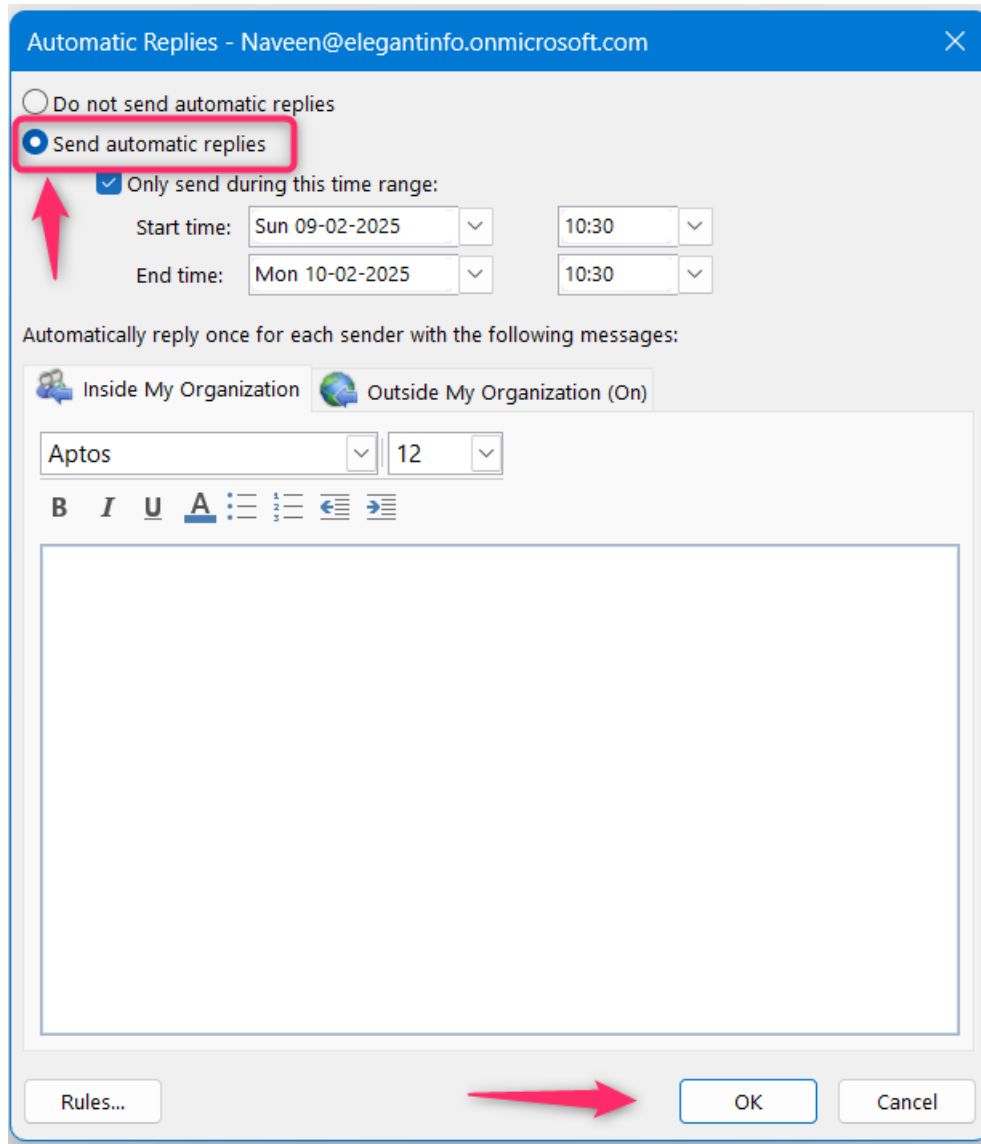
2. Click Automatic Replies:

In the menu that opens, click **Automatic Replies (Out of Office)**.



3. Set Your Automatic Reply:

- In the **Automatic Replies** window, select **Send automatic replies**.
- You can also set a time range by checking **Only send during this time range** and specifying the start and end times.
- Type your message in the **Inside My Organization** tab (for people in your organization) and **Outside My Organization** tab (for people outside your organization).



4. **Click OK** to save.

Organizing Your Inbox

Organizing your emails in Outlook 365 using folders enhances productivity by allowing you to categorize and manage messages efficiently. Folders help declutter your inbox, making it easier to locate specific emails and prioritize tasks.

- **Folders:** Create and manage folders to organize your emails. Right-click on "Inbox" and select "Create new folder."
- **Rules:** Set up rules to automatically sort incoming emails into specific folders based on criteria such as sender, subject, or keywords.
- **Filters:** Use the built-in filters to quickly find emails based on various parameters like date, sender, and importance.

Benefits of Using Folders in Outlook 365:

- **Efficient Organization:** Sort emails by categories such as projects, clients, or topics, reducing clutter.
- **Quick Access:** Locate important emails swiftly without sifting through a crowded inbox.
- **Prioritization:** Focus on urgent emails by segregating them into designated folders.
- **Automated Management:** Set up rules to automatically direct incoming emails to specific folders.

To organize your inbox in **Outlook 365 Web** (Outlook.com or Office 365) and create new folders, as well as set up rules, follow these steps

1. Open Outlook Web:

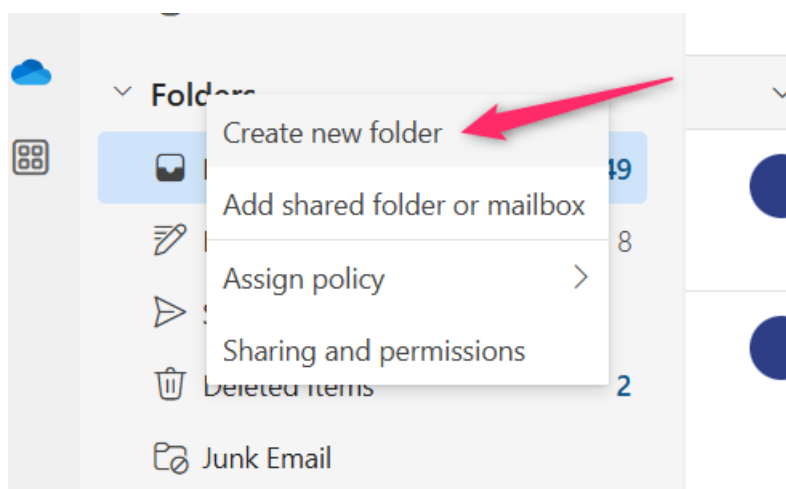
- Go to Outlook.com or your **Office 365** account and log in.

2. Navigate to the Folder Pane:

- On the left-hand side, you'll see your mailbox and existing folders.

3. Create a New Folder:

- **Option 1:** Right-click on your email address or any existing folder where you want to create a new folder.
 - Select "**Create new folder.**"



- **Option 2:** Scroll to the bottom of the folder pane and click on "**New folder.**"

4. Name the Folder:

- Enter a descriptive name for your folder and press **Enter**.

5. Organize Emails:


- Drag and drop emails into the newly created folder.
- Alternatively, right-click on an email, select "**Move**", and choose the desired folder.

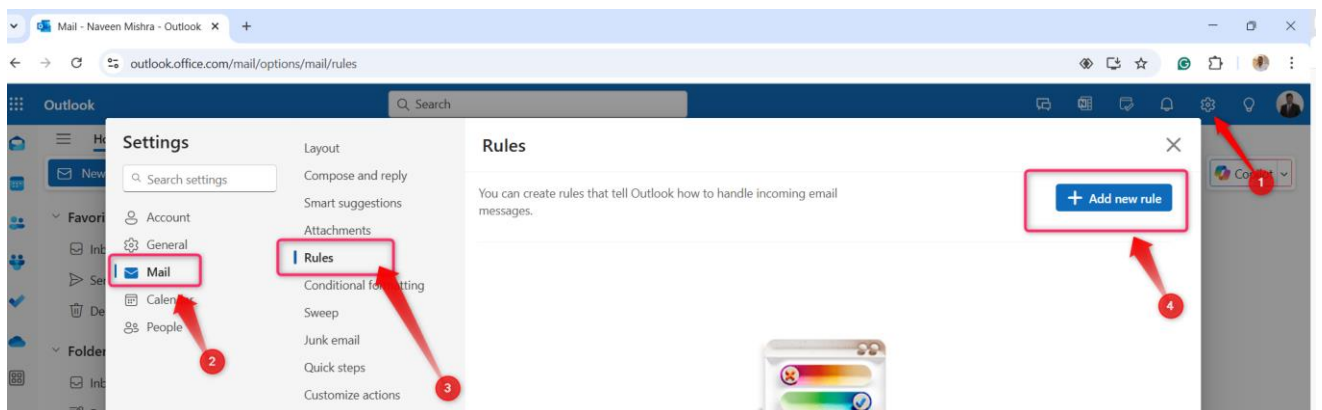
Creating Subfolders: To create a subfolder within an existing folder, right-click on the parent folder and select "**Create new subfolder.**"

Automating Email Organization: Set up rules to automatically move incoming emails to specific folders based on criteria like sender or subject.

Steps to Create an Email Rule in Outlook 365 Web

Step 1: Access Email Rules

2. Click on the  **Settings** (gear icon) in the top-right corner.
3. Click **View all Outlook settings** (at the bottom of the Settings pane).
4. Navigate to **Mail → Rules.**



Step 2: Create a New Rule

5. Click + Add new rule.

6. Give your rule a name (e.g., "Move Emails from HR to HR Folder").

The screenshot displays the Outlook 'Rules' configuration window. On the left, under the 'Rules' header, there is a list of rules. The first rule is 'Move email from DCM Shriram'. Below it, step 2 'Add a condition' is highlighted with a red circle and arrow. A dropdown menu is open, showing 'Subject or body includes' as the selected condition. Below this, there is a link 'Add another condition'. Step 3 'Add an action' is also highlighted with a red circle and arrow, with a dropdown menu showing 'Select an action' and a link 'Add an exception'. On the right side, there is a list of conditions: 'From', 'To', 'Emails received for ot...', 'My name is', 'I'm on the To line', 'I'm on the Cc line', 'I'm on the To or Cc line', 'I'm not on the To line', and 'I'm the only recipient'. Below this list are sections for 'Subject' and 'Subject includes'.

Step 3: Set Rule Conditions

- Under **Add a condition**, choose a rule based on:
 - From** → Moves emails from a specific sender.
 - Subject includes** → Moves emails with certain words in the subject.
 - Has attachments** → Moves emails that contain attachments.
 - To or CC** → Moves emails sent to a specific email address.

Step 4: Choose an Action

- Under **Add an action**, select **Move to**.
- Choose the folder where you want the emails to be moved automatically.

Rules

✓ Move email from DCM Shriram

✓ Add a condition

Subject or body includes DCM

Add another condition

✓ Add an action

Move to DCM Shriram

Add another action

Add an exception

✓ Stop processing more rules

✓ Run rule now

Search for a folder

Inbox

Drafts

Sent Items

Deleted Items

Junk Email

Archive

Conversation History

DCM Shriram

RSS Feeds DCM Shriram

Create new folder

Save Discard

Step 5: Save and Activate Rule


Click **Save** to activate the rule.

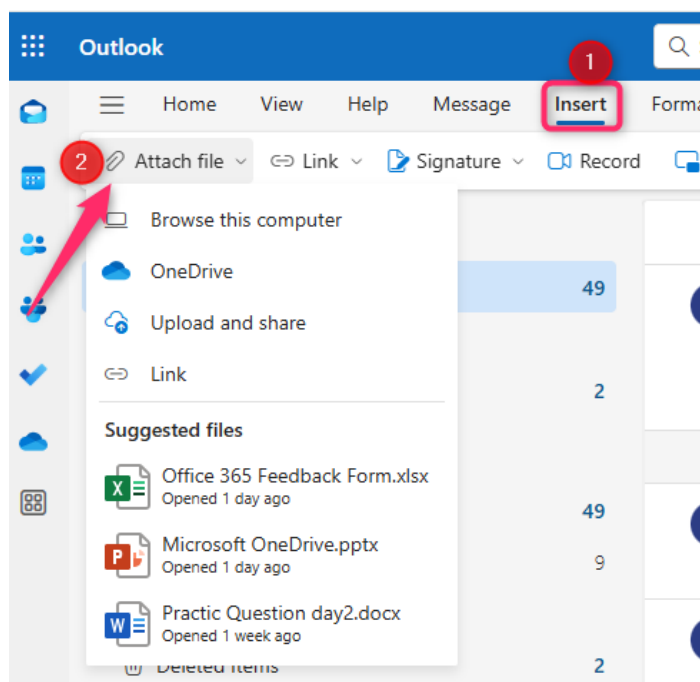
Managing Attachments

- Viewing Attachments: Click on the attachment icon in the email to view or download attachments.
- Attaching Files: When composing an email, use the "Attach" button to upload files from your computer or OneDrive.

Steps to Attach a File from OneDrive or Hard Drive in Outlook Web 365

Attaching a File from OneDrive

1. Open [Outlook Web](#) and sign in with your Microsoft 365 account.
2. Click on New mail to compose a new email.
3. Click the Insert tab -> Attach File () icon in the toolbar.



4. Select Browse cloud locations from the dropdown.
5. Choose OneDrive from the available options.
6. Locate the file you want to attach and click Next.
7. Choose whether to attach the file as a OneDrive link (recommended for collaboration) or as a copy

(static file).

8. Click Attach to add the file to your email.

Calendar Management

Creating and Managing Events

- **New Event:** Click on the "New Event" button to schedule a meeting or appointment. Enter the event details, including title, location, start and end time, and description.
- **Inviting Attendees:** Add attendees by entering their email addresses. Use the scheduling assistant to find a suitable time for everyone.

Viewing and Navigating the Calendar

- **Calendar Views:** Switch between different views such as day, week, and month to get a better overview of your schedule.
- **Navigation:** Use the navigation pane to move between dates and quickly access your events.

Shared Calendars

- **Accessing Shared Calendars:** View calendars shared with you by colleagues or external contacts. Click on "Add calendar" and enter the email address of the person whose calendar you wish to view.
- **Sharing Your Calendar:** Share your calendar with others by selecting "Share" and entering their email addresses. Set permissions to control what they can see and do.

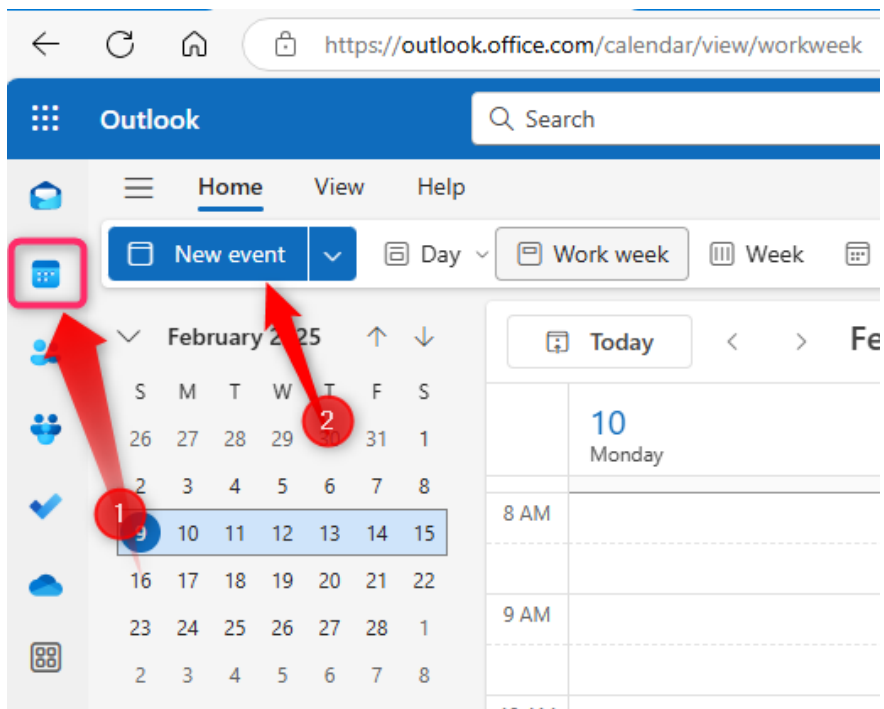
Here's a step-by-step guide on how to create and manage events in Outlook 365 Web

2. Access the Calendar

- Click on the **Calendar** icon from the left navigation panel.

3. Create a New Event

- Click on the **"New Event"** button in the top left corner.

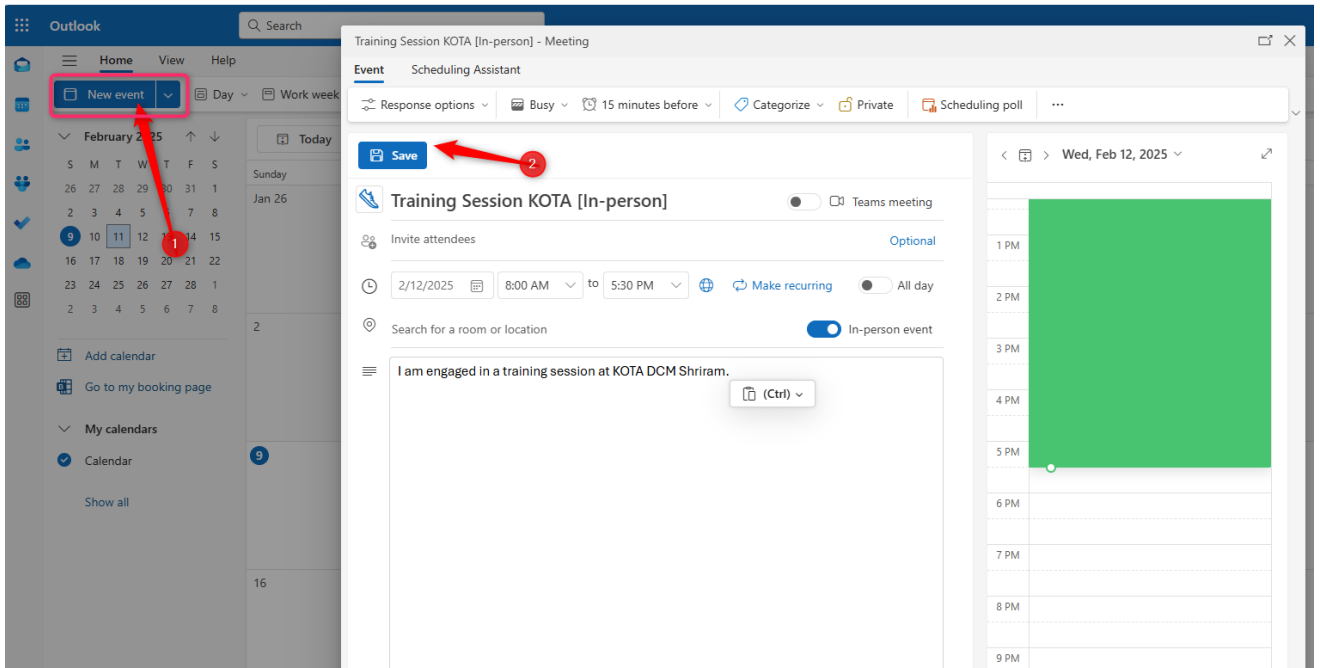


4. Enter Event Details

- **Event Name:** Enter a title for the event.
- **Date & Time:** Set the start and end time.
- **All Day Event:** Toggle this option if it's an all-day event.
- **Repeat:** Choose if you want it to be a recurring event (daily, weekly, monthly, or custom).
- **Location:** Enter the meeting location or select **Microsoft Teams meeting** if it's a virtual event.
- **Attendees:** Add participants by typing their email addresses.
- **Description:** Add any event details or agenda.
- **Reminders:** Set a notification alert before the event.

5. Save or Send Invitation

- Click "**Save**" to add the event to your calendar.
- Click "**Send**" if you want to invite attendees.

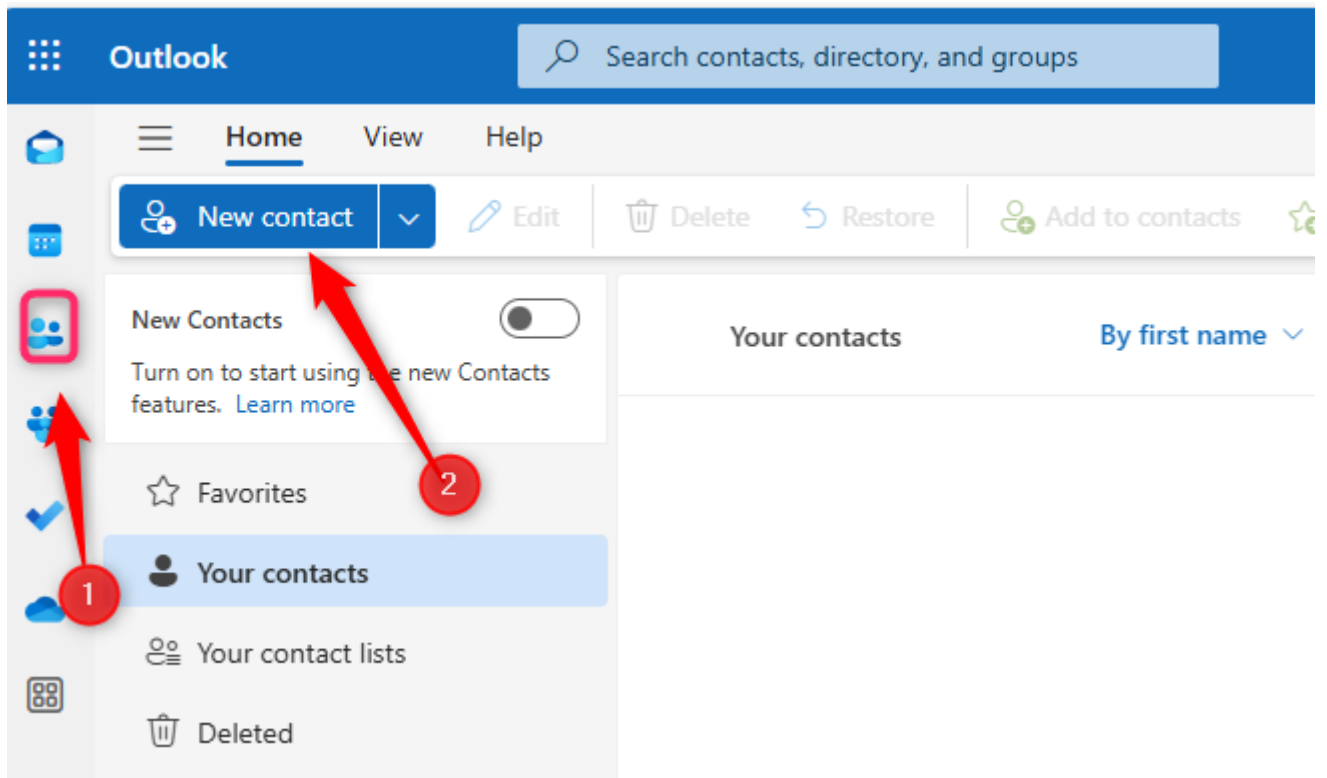


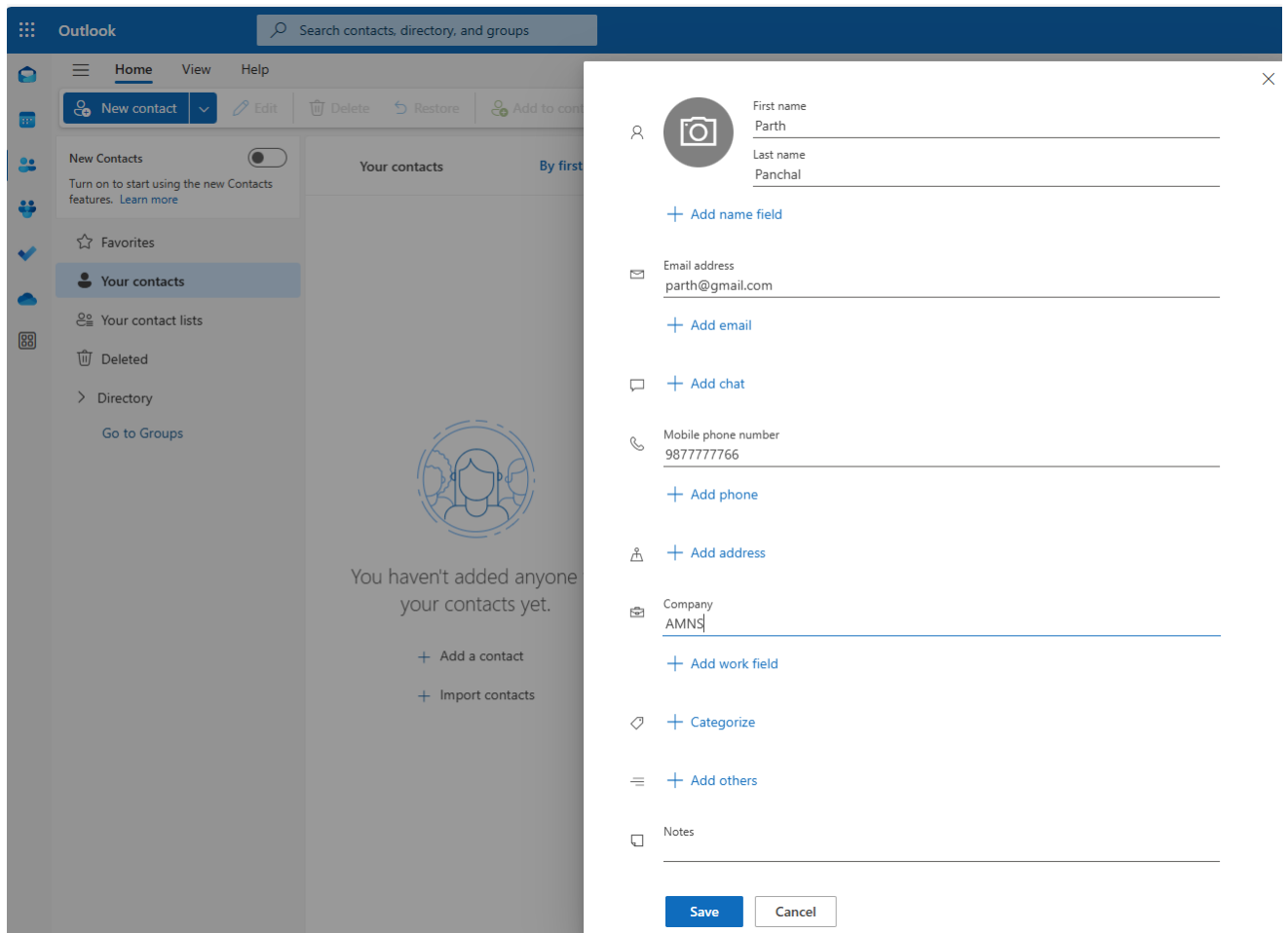
11	12	13	
8 AM Training Session	8 AM Training Session		
18	19	20	

Contacts Management

Adding and Editing Contacts

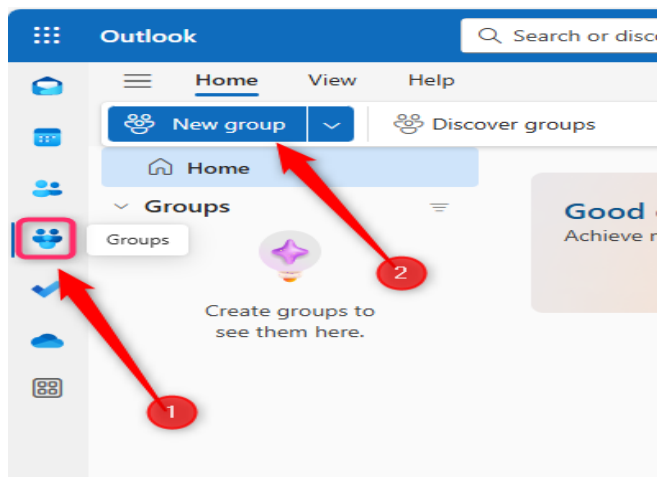
- **New Contact:** Click on "New Contact" to add a new contact. Enter their name, email address, phone number, and other relevant information.
- **Editing Contacts:** Select a contact and click on "Edit" to update their information.





Managing Contact Groups

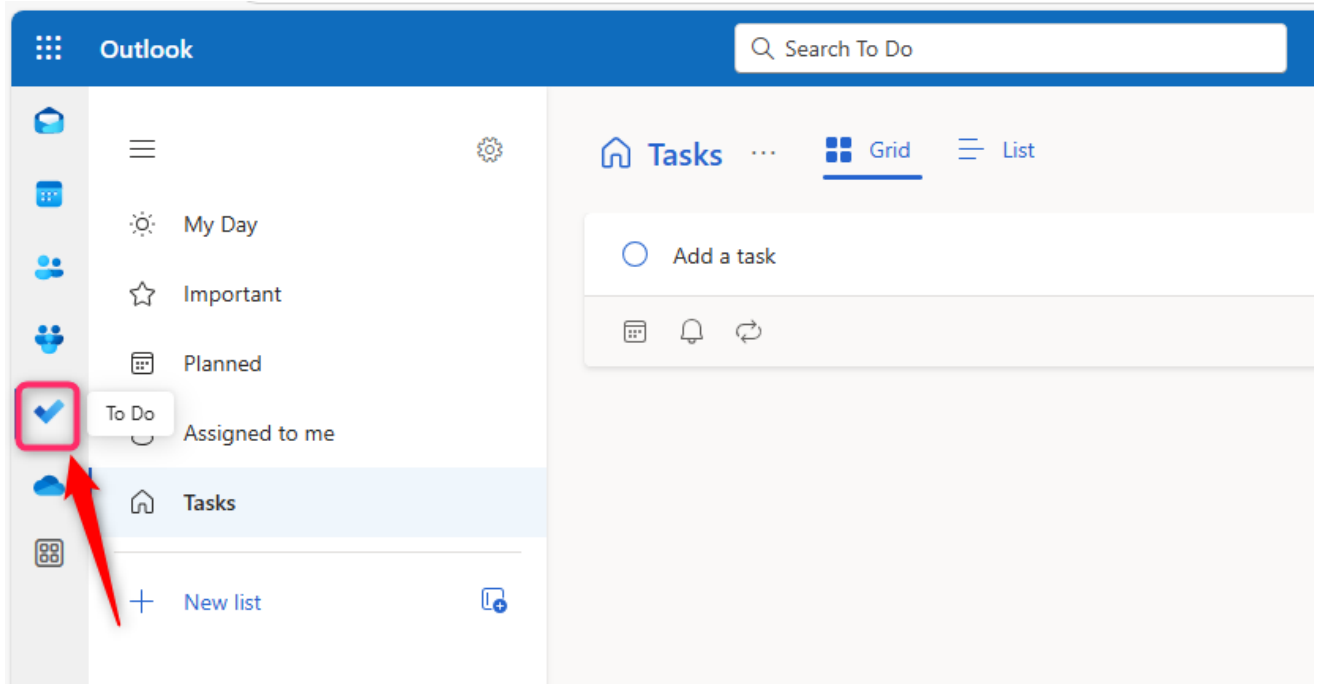
- **Creating Groups:** Create contact groups to organize your contacts into categories such as work, family, and friends. Click on "New Group" and add members to the group.
- **Using Groups:** Send emails to contact groups by entering the group name in the recipient field when composing a new email.



Tasks and To-Do Lists

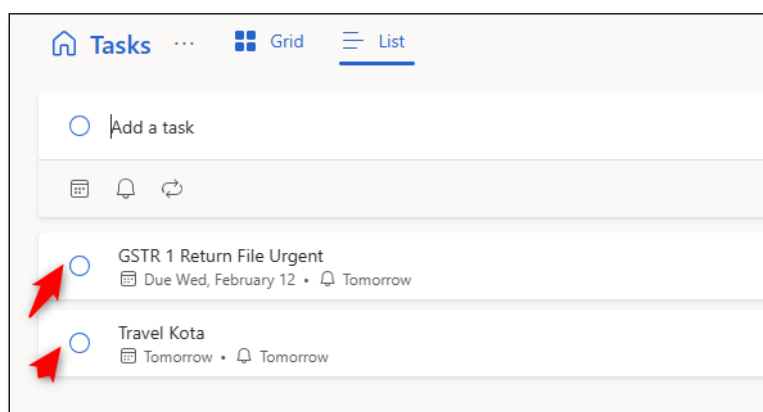
Creating and Managing Tasks

- **New Task:** Click on "New Task" to create a task. Enter the task details, including title, due date, and description.
- **Task Management:** Mark tasks as complete, set priorities, and add reminders to stay on top of your to-do list.



Using To-Do Lists

- **Creating Lists:** Organize tasks into lists based on projects or categories. Click on "New List" to create a list and add tasks to it.
- **Syncing with Other Devices:** Access your tasks and to-do lists across multiple devices by syncing with the Microsoft To-Do app.



Set Task Details

- Click on the task to open details.
- **Due Date:** Set a deadline for the task.
- **Reminders:** Choose when you want a notification.
- **Repeat:** Set recurring tasks (daily, weekly, or custom).
- **Add Steps:** Break the task into smaller steps.
- **Add Notes:** Write important details related to the task.

Search Functionality

- **Using Search:** Use the search bar at the top of the page to find emails, contacts, events, and tasks quickly.
- **Advanced Search:** Narrow down your search results by using advanced search options such as date range, sender, and keywords.

Integration with Other Office 365 Apps

- **OneDrive:** Attach files from OneDrive when composing emails. Access your OneDrive files directly from the Outlook interface.
- **Teams:** Schedule and join Teams meetings directly from the calendar. Use the "Join Teams Meeting" link in your event details to join the meeting.
- **Planner:** Create and manage Planner tasks from within Outlook. Use the "My Day" feature to view and manage tasks from Planner and To-Do.

Microsoft Forms

Microsoft Forms is a web-based application in Office 365 that allows users to create **surveys, quizzes, and polls** easily. It is widely used for collecting feedback, conducting assessments, and gathering information from employees, students, or customers.

You can create a form in **Microsoft Forms**, which is part of Office 365, by following these steps:

Key Features of Microsoft Forms

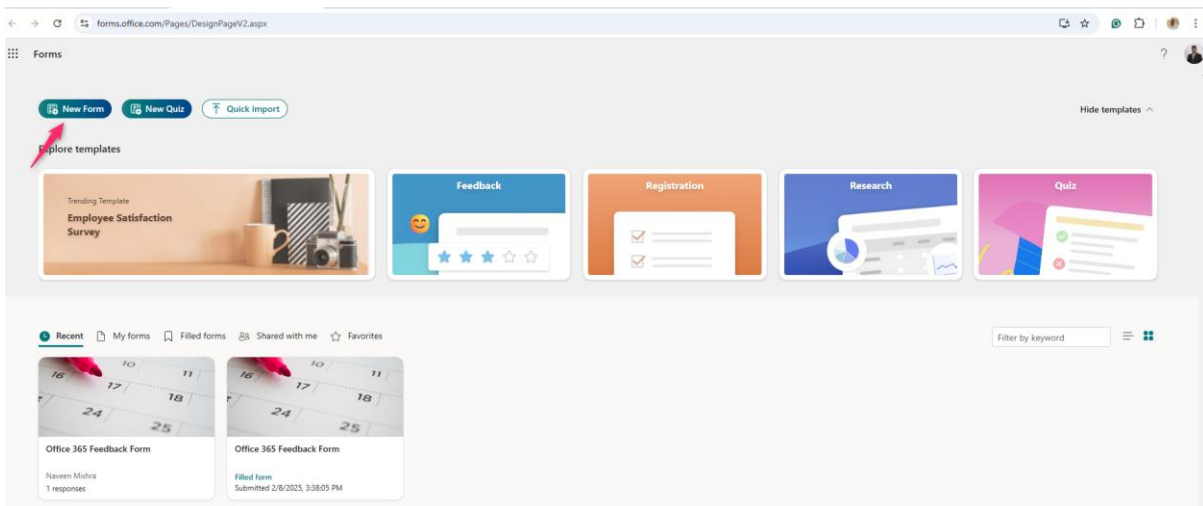
- ✓ **Create Forms & Quizzes** – Design surveys, registration forms, feedback forms, and online tests.
- ✓ **Real-time Responses** – View and analyze responses instantly.
- ✓ **Multiple Question Types** – Supports multiple-choice, text, rating, date selection, and ranking questions.
- ✓ **Customizable Themes** – Personalize the form with colors and images.
- ✓ **Branching Logic** – Direct respondents to different questions based on their answers.

- ✓ **Integration with Excel** – Export data to Excel for deeper analysis.
- ✓ **Collaboration** – Share forms with colleagues for editing and feedback.
- ✓ **Secure Sharing** – Limit responses to specific people or allow public access.

Uses of Microsoft Forms

- ✦ **Employee Surveys** – Collect feedback and suggestions from employees.
- ✦ **Training & Assessments** – Create quizzes for skill evaluation.
- ✦ **Customer Feedback** – Get customer opinions on products/services.
- ✦ **Event Registrations** – Gather participant details for events and webinars.
- ✦ **Polls & Votes** – Conduct quick polls during meetings.

Go to <https://forms.office.com>



Forms Surway form - Saved

[Style](#) [Settings](#) [Preview](#) [Collect responses](#) [View responses](#) [Present](#)

Copilot has suggestions to improve your form.
Make your form easier to use with simple updates. [View >](#)

Surway form

A good subtitle is like a trailer - it's a great chance to let your audience know what the form is about and get better responses.

1. Enter Your Employee ID

Enter your answer

Long answer Required ⋮

[Insert new question](#) [Insert with Copilot](#)

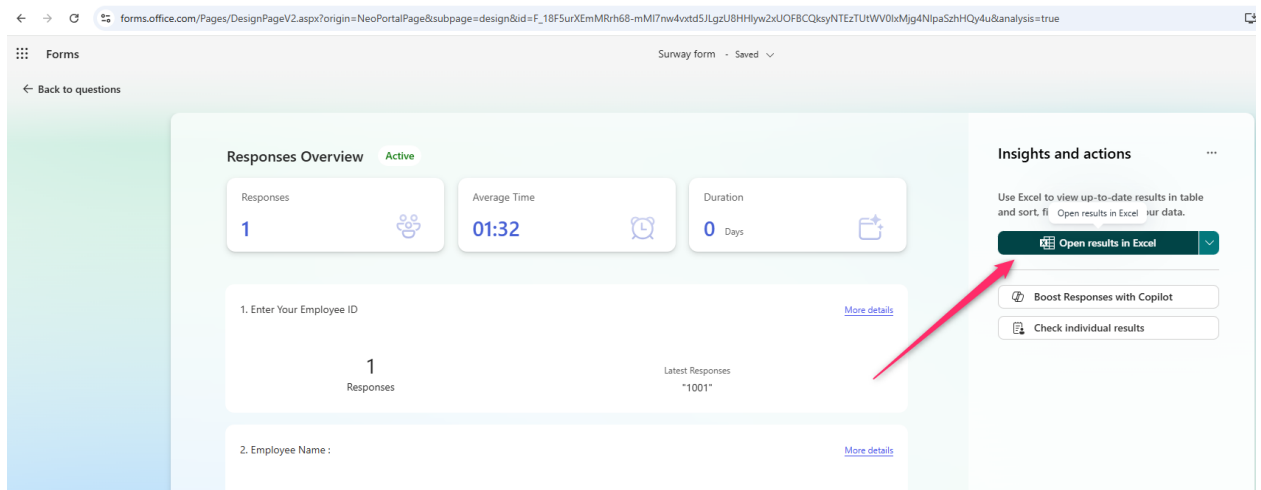
2. Employee Name : *

Enter your answer

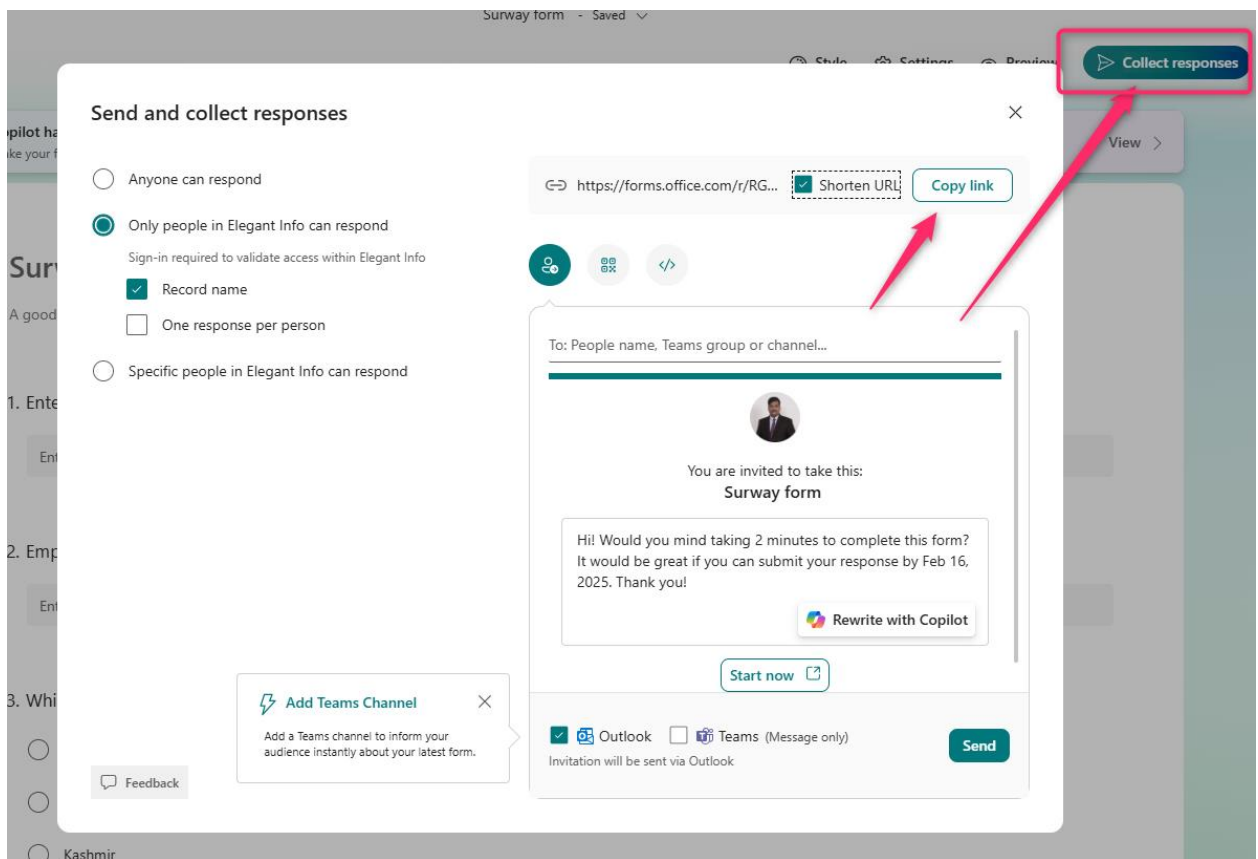
3. Which location you want to go for vacation : *

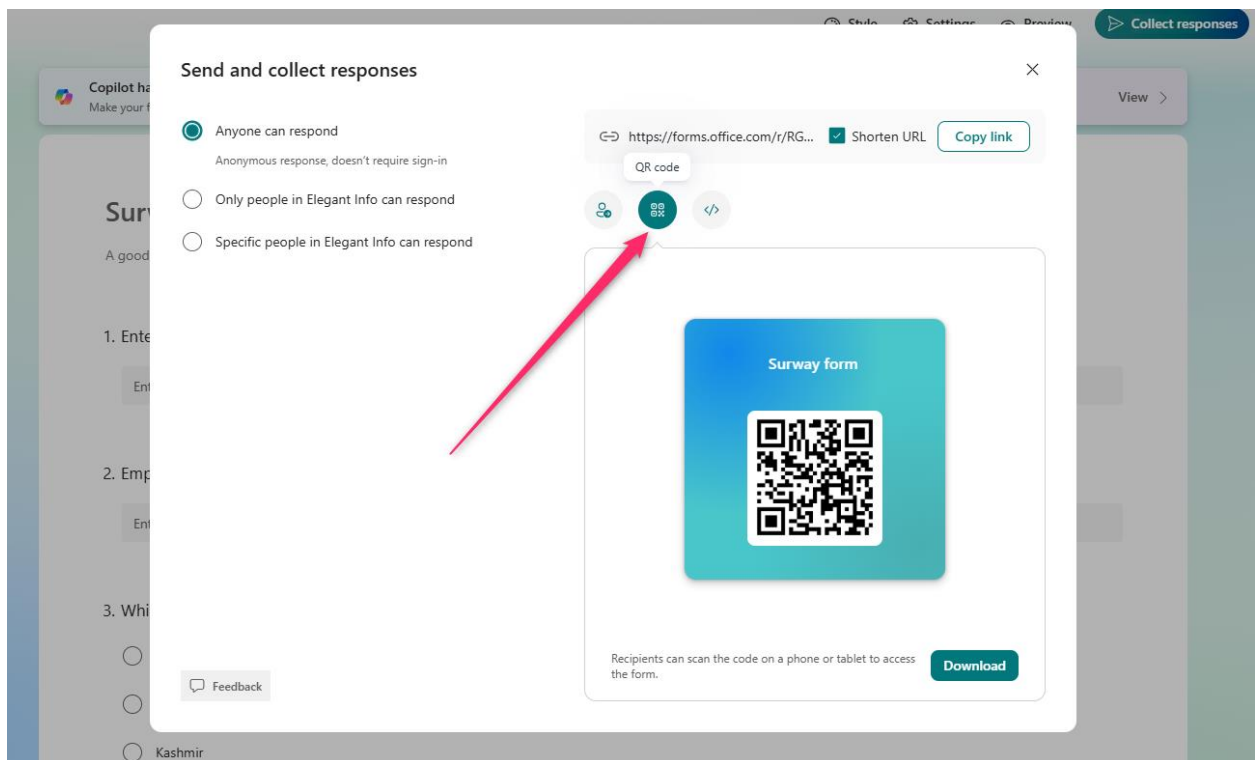
GOA

Click on the View responses



Click on the copy link to copy the response.





Click QR to generate QR code.

What is OneDrive?

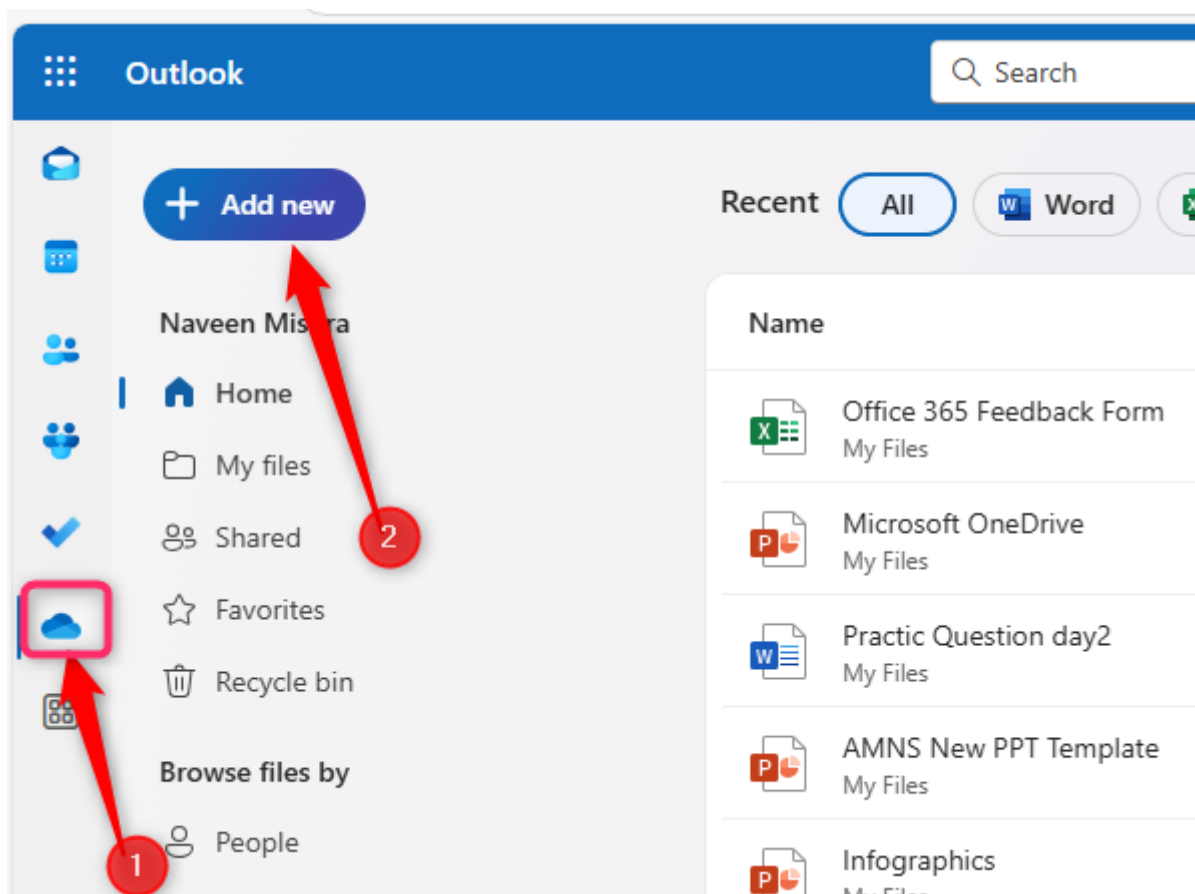
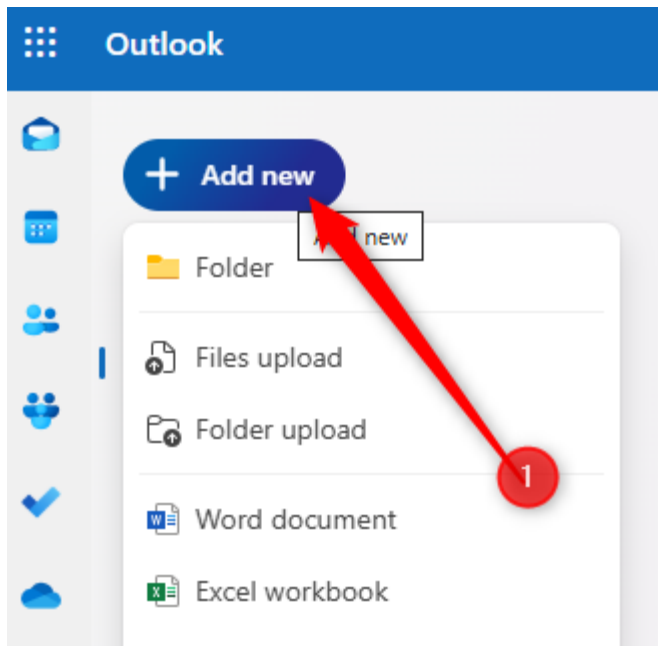
OneDrive is Microsoft's cloud storage service that allows you to store, access, and share files from anywhere. It is integrated with Microsoft 365, including Outlook 365, to make file sharing and collaboration easier.

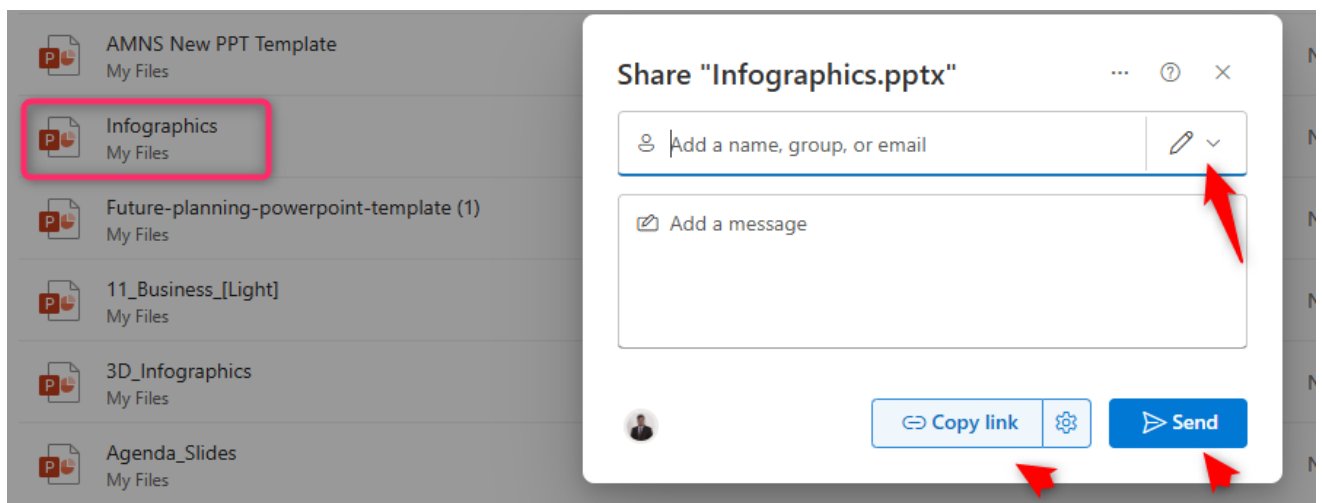
Key Features of OneDrive:

- ✓ Store files securely in the cloud.
- ✓ Access files from any device.
- ✓ Share files and collaborate in real time.
- ✓ Sync files with your PC or mobile.
- ✓ Automatically back up important files.

1. Attach Files from OneDrive in Emails

- Click **New Email** in Outlook.
- Click **Attach** (paperclip icon).
- Select **Browse Cloud Locations** > Choose **OneDrive**.
- Select the file and choose **Share as a OneDrive link** or **Attach as a copy**.





Meetings in Microsoft Teams

Microsoft Teams allows you to host and join **online meetings** with video, audio, and screen sharing capabilities.

Types of Meetings:

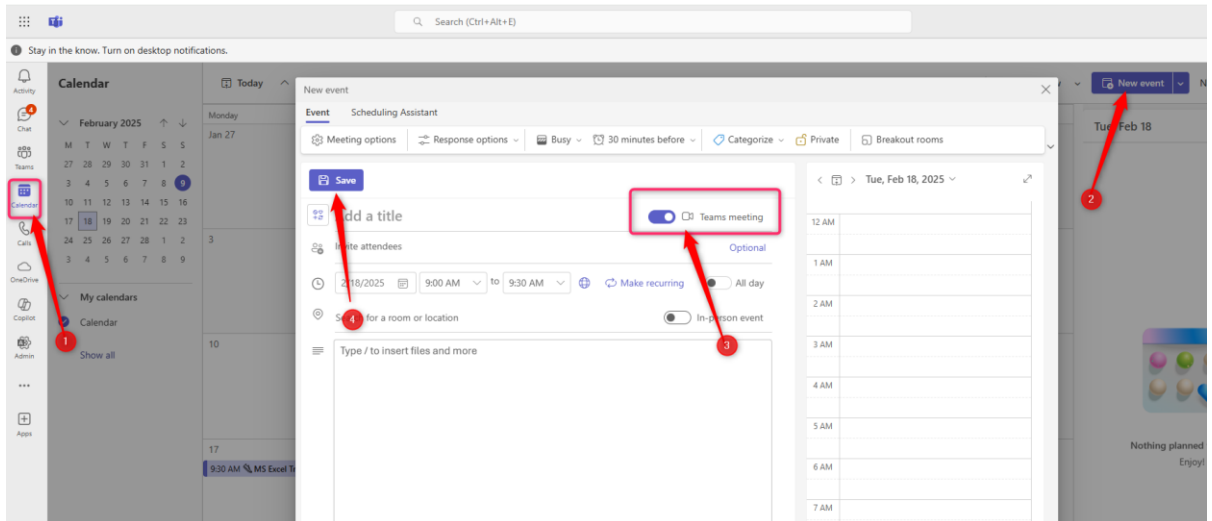
1. **Instant Meetings** – Start a quick meeting from chat or a channel.
2. **Scheduled Meetings** – Plan meetings using the Teams or Outlook calendar.
3. **Webinars** – Host interactive sessions with registration and Q&A.
4. **Live Events** – Broadcast large events with a controlled audience.

<https://teams.microsoft.com/>

How to Schedule a Meeting:

Open **Microsoft Teams** (<https://teams.microsoft.com/>)

1. and go to the **Calendar** tab.
2. Click on **New Event**.
3. Add a **title**, Invite Attendees / **participants**, **date & time**.



4. Click **Send** to schedule the meeting.

Teams have channels

Teams are made up of **channels**, which are the conversations you have with your teammates. Each channel is dedicated to a specific topic, department, or project.

Channels are where the work gets done. They are where text, audio, and video conversations open to the whole team happen, where files are shared, and where apps are added.

Channel conversations are public; **chats** are between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

Teams can be public or private

- Public teams are visible to everyone in an organization.
- Private teams require the team owner's permission to join.