

WEB OFFICE 365

Manual

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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 <u>www.office.com</u> 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.

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• 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

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

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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.

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	Close	

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.

 Outlook	Q, Sea	rch			GQ	6	Ð	Q 8	ର ହ	
Home View Help Image: View Help Image: View Help Image: View Image: View Image: View Image: View <th>Q. Sex Settings Sech settings Calendar Calendar 3. People</th> <th>ch Email account Automatic reples Categories Mobile devices Storage</th> <th>Signatures Email signature You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your eemails. You can also choose which signature to add by default to your eemails. You can also choose which signature to add by default to the synthese states and edit signatures Crate and edit signatures It is granture name Image: Set of added a link to my bookings page in my signature Setect default signatures</th> <th>×</th> <th></th> <th></th> <th></th> <th></th> <th>Bi Q</th> <th></th>	Q. Sex Settings Sech settings Calendar Calendar 3. People	ch Email account Automatic reples Categories Mobile devices Storage	Signatures Email signature You can add and modify signatures that can be added to your emails. You can also choose which signature to add by default to your eemails. You can also choose which signature to add by default to your eemails. You can also choose which signature to add by default to the synthese states and edit signatures Crate and edit signatures It is granture name Image: Set of added a link to my bookings page in my signature Setect default signatures	×					Bi Q	
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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.

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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 signatu	res		
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For Replies/Forwards	(No signature)		
ror replies/rorwards	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.

~	Block my calendar for this period
	Annual Leave
~	Automatically decline new invitations for events that occur during this period
	Decline and cancel my meetings during this period \bigcirc

Set Auto-Decline 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.

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Settings	Email account	Automatic replies	×		1	1
 Q. Search settings Account (2) (2	Automatic replies 3 Signatures Categories Mobile devices Storage	Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies start and end at a specific time. Otherwise, they'll continue until you turn them off. Image: Automatic replies on ④ Image: Send replies only during a time period ● Image: Send replies only during a time period ● Image: Send replies only during a time period ● Image: Send replies only during a time period ● Image: Send replies only during a time period ● Image: Send replies only during a time period ● Image: Send replies only during a time period ● Image: Send replies only during this period ● Image: Send replies only during this period ● Image: Block my calendar for this period ● Image: Decline and cancel my meetings during this period ● Send automatic replies inside your organization ● Image: Send A. A ⁰ B. I. U. A ⁰ × A × Image: Send ** ** ** Image: Send ** ** ** Add a message here	s to			

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.

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2. Click Automatic Replies:

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

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	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.

- 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).

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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.
- Foldor
 Create new folder
 Add shared folder or mailbox
 Add shared folder or mailbox
 Assign policy
 Sharing and permissions
 Column Email
- 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** \rightarrow **Rules**.

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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").



Step 3: Set Rule Conditions

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

Step 4: Choose an Action

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

ules		>
Move email from DCM Shriram		
Add a condition		
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Add another condition		
Add an action		
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Add an exception	⊡ Inbox	
	₹⁄9 Drafts	
Stop processing more rules (i)	➢ Sent Items	
Run rule now	🔟 Deleted Items	
	ිට Junk Email	
	⊡ Archive	
	Conversation History	
	DCM Shriram	
	C 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 <u>Outlook Web</u> 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.



(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.

\leftarrow	C 🛱 https://outlook.office.com/calendar/view/workweek												
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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.



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			Contacts Management
18	19	20	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.



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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.

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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.
- **Provide an experience of the set of the set**
- **Polls & Votes** Conduct quick polls during meetings.

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Click on the View responses

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Click on the copy link to copy the response.

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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**.

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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.

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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.