Getting Started with Office 365

First Steps

Welcome to Office 365!

Create a Desktop Shortcut to the Office 365 Website

1. Right-click your desktop and choose New → Shortcut
2. In the table below, copy the Shortcut Path for your preferred browser

Browser	Shortcut Path
Internet Explorer	"C:\Program Files (x86)\Internet Explorer\iexplore.exe" http://mail.scls.info
Firefox	"C:\Program Files (x86)\Mozilla Firefox\firefox.exe" -p "default" http://mail.scls.info
Chrome	"C:\Program Files (x86)\Google\Chrome\Application\chrome.exe" http://mail.scls.info

3. Paste the Shortcut Path in the "Type the location of the item" field and click Next

4. Type a name for your new shortcut (ex. O365 Email) and click Finish
5. Your new shortcut will appear on your desktop

Log In and Change Password

1. Go to mail.scls.info (use your favorite browser)
2. Enter your email address and password (provided by SCLS) then Sign In
3. Enter the password provided by SCLS in the Old password field and then enter the password you wish to use in the next two fields.
   a. 8-16 characters
   b. Combine at least three of the following: Upper-case letters, lower-case letters, numbers and symbols
4. Click Save
5. You will be brought back to the login screen and will need to log back in with your new password.

### Turn off Conversation View

By default email conversations are grouped and arranged by date. Most people don't like this. Conversation view can only be turned off one folder at a time. Follow these steps to turn off conversation view. The following steps must be done on EACH folder to turn off conversation view.

1. On the left pane select the folder to turn off conversation view (Example: Inbox)
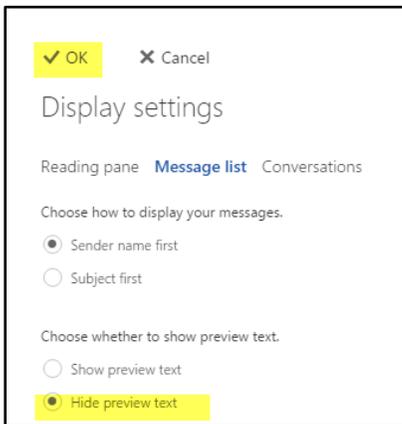2. Click on the **All** dropdown
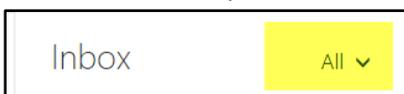
3. Under **View as**, click on **Messages**
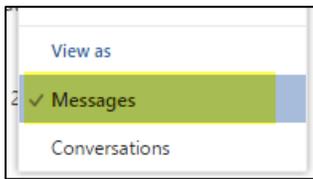
Hide Preview Text for Messages

To gain screen real estate, you may wish to hide preview text for messages.

1. Click the Gear in the upper-right of the web page and then select **Display settings**
2. In the Message list tab under Choose whether to show preview text select **Hide preview text** and click OK
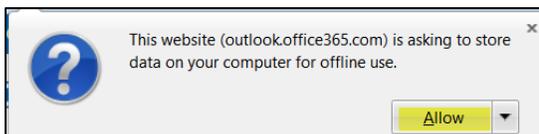

3. Click the Gear again to return to your email

Browser Messages

As you're working in Office 365 you may receive some messages in your browser.

- If you see the following message click: Allow
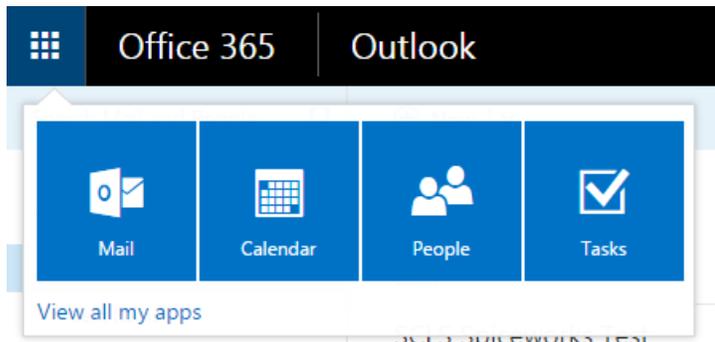

- If you see the following message click: Yes

Pop-Ups

If you get messages about pop-ups while in Office 365, make sure to always allow them.

Getting Oriented

1. In the upper left of the web page, you'll see some squares. Click on the squares to navigate in Office 365.

   a. Mail is your email
   b. Calendar is the calendar
   c. People is where your contacts are stored

2. In the upper right of the web page, you'll see some additional icons.

   a. Your user profile picture is where you sign out of your account
   b. The gear icon is where your settings are located
   c. The ? icon provides help

A Little Housekeeping

Change Your User Profile Picture

1. Click the user profile picture in the upper-right of the web page and then select Change
2. Click on Upload photo
3. Navigate to the desired picture and then select Open
4. Click Save when done
5. Wait a few seconds for the picture to populate

Create a Signature

1. Click the Gear in the upper-right of the web page and then select Mail
2. Under Mail…Layout, on the left side of the screen, select Email signature
3. In the Email Signature section, enter and format your signature
4. Check the box to "Automatically include my signature on messages I send"
5. Click Save
6. Click Options in the upper-left of the web page
7. Click on the Gear in the upper right to return to Office 365

Working with Email (Outlook Menu Option)

To view your email, click on the squares in the upper left of the webpage and select Mail. By default, Outlook is organized into three vertical panes:

1. The left pane contains your folder list
2. The middle pane contains a list of messages in the current folder
3. The right pane is the reading pane where the message you have selected is displayed

Sending an Email

1. Click + New mail at the upper left of your screen
2. Enter the email address of the recipient, a subject, type your message, click send
   a. Enter semicolons between recipients
   b. You can begin to type the name of the recipient and click on "Search Directory" to show a list of possible matches

Receiving an Email

Office 365 constantly checks for new email and does NOT have a "check email button."

Printing Email

1. Select the message that you want to print
2. In the reading pane, click on the drop-down arrow and select Print
3. The message will open in a new window, and a print menu will open on top of your message
4. Select the printer and options you want, and then select OK
5. Close the message window

Organizing Email

Creating Folders

1. In the left pane, right-click your name and select Create new folder
2. Type a name for your folder and hit enter

Creating Inbox Rules

If you wish to create inbox rules, take a look at the Inbox Rules section on our www.scls.info/technology/O365/gettingstarted.html page.

Calendar

The Office 365 calendar is a very powerful tool with many options. On our www.scls.info/technology/O365/gettingstarted.html page we created a calendar section. The calendar section has links to very helpful documents and videos.

People (Contacts)

Office 365 divides contacts into two sections: My Contacts (your personal contacts) and the Directory (global contacts). The following steps are related to the My Contacts section.

Add a contact

1. Click on the squares in the upper left of the page and select People
2. Click on + New at the upper left of your screen
3. Fill in the contact's information. Click on the + to expand sections for additional fields.
4. When finished, click Save at the top of the screen

Edit or delete a contact

1. Click on the squares in the upper left of the page and select People
2. Select the contact you'd like to edit
3. At the top of the page,
   a. Click Edit to edit the contact   – OR –
   b. Click Delete to delete the contact.

Add a contact list

1. Click on the squares in the upper left of the page and select People
2. Click on the drop-down arrow next to + New and select Contact list
3. Enter a List name that is meaningful to you
4. Enter Members. As you type, Office 365 will autocomplete. You can also Search Directory.
5. Contact list members must be in the Office 365 directory or in your personal contacts in order to be added to a contact list.

Would you like to know more?

For additional help on all things related to Office 365 head on over to this page:
www.scls.info/technology/O365/gettingstarted.html. You will find links to the latest documents and videos. It's worth a look!