



Microsoft®

Office 365: Key Features

Updated for 2015





Microsoft Office 365 is an integrated service designed to enable users to get the most out of their office software, whether they're at their office desk or on the move. With great importance placed on connectivity and collaboration, and all of the Office tools are conveniently grouped together as tiles on the Home page, and accessible from the Applications menu in the corner of the window so that you can quickly navigate from one tool to another. Similarly, the ability to access Office Online apps from a SharePoint Site libraries gives users the option of opening, editing, and sharing documents in a browser window or with the desktop versions of Office software. This is great when you want to edit or share a document with someone who isn't currently using a version of Office.

Introducing Outlook in Office 365


Outlook Web App in Office 365 allows you stay in touch with contacts, schedule meetings, manage your calendar and much more from any location with Internet access.

Personalizing OWA's Functions and Appearance

There is a wide range of display and mail handling options that you can set and save as part of your profile.

Click the Settings button  in the top-right corner of the window, and choose an option from the menu (e.g., **Change theme**), or click **Options** for advanced mail, calendar, and other settings. When finished, click the Back arrow  on the left.

The Navigation Bar

Links to Outlook, Mail, the Calendar, and People (Contacts) are located in the Applications tile  at the top left of the browser window.

The Folders List

The Folders list on the left side of the window displays your main Inbox folder, with default subfolders for drafts, deleted messages and other items. You can create other folders as need, and then drag messages into them.

To create a new folder: click + to add a new folder. Name the folder and press ENTER.

To move a folder into another folder: click and drag it on top of an existing folder.

To rename or remove a folder: right-click it and choose **Rename** or **Delete**.

Note: Default folders (e.g., **Sent Items**) can't be deleted, renamed, or moved.

The Mail Message List


Messages appear automatically in the Message List as they are received. Use the filters above the Message List (e.g., **Unread**, **To me**) to quickly filter for unread or flagged messages, or messages sent to you.

Viewing Messages

Click a message to view it, or double-click the message to open it in a new window.

To reply to or forward a message: click  **Reply**,  **Reply All**, or  **Forward** above the message in the Reading Pane.

Sorting and Flagging Messages

To sort messages: click the sorting menu  above the Message List and choose an option (e.g., **From**, **Flagged**) from the menu.

To flag a message for follow-up: mouse over a message, then click the flag icon. If you want to receive a reminder, right-click the flag icon and choose a follow-up day or period.

Conversation View

Messages from a single conversation are grouped together, allowing users to quickly pick out the most recent message in a thread. Messages remain grouped together even when individual messages are moved to different folders, allowing you to continue to manage, move, or delete conversations as a whole.

To remove an entire conversation from the Inbox: right-click the conversation header message and choose **ignore**. Click **OK** in the dialog box that opens. The conversation, along with all future replies, will be moved to the **Deleted Items** folder.



To restore an ignored conversation to the Inbox: open the **Deleted Items** folder, right-click the conversation header message and choose **Stop ignoring** from the menu. Click **OK**.

To disable/enable conversation view: click the sorting menu  above the Message List and set **Conversations** to **Off**.

Inbox Rules

Use Inbox Rules to determine how messages you send or received are organized in your Folder List. For example, you can create a rule to automatically send messages from a specific recipient to a selected folder.

To create a new rule:

1. Click the Settings button  **Options**.
2. In the **Options** list, click **Mail** **Automatic Processing** **Inbox Rules**.
3. Click the Add icon .




4. On the Inbox rules page, create a name for the rule. Use the drop-down menus to set rule actions, if needed, and click the **Add condition** and **Add action** buttons to select the people, groups, or folders that the rule will apply to.

Tip: Click **Add exception** to add conditions and exceptions to the rule.

5. Select **People**, and choose from the menu options in the window that opens.
6. When finished, click **OK**. The new rule will appear in the **Inbox rules** list.

To disable a rule: clear the box next to the rule in the **Inbox rules** list.

To edit a rule: select the rule and click the Edit button . Make changes as needed and click **Save**.


To delete a rule: select the rule and click the Delete button .


To create a rule based on a selected message: right-click the message in the Message List and choose **create rule**. In the window that opens, name the rule and make adjustments to the rule's actions, as needed. When finished, click **Save**.

Creating New Messages

Click  **New** to create a new message.

Formatting Message Text

When composing a message, select text and use the formatting buttons on the message toolbar to change the appearance of text and message layout. Click the **Customize** button  to add or remove formatting options on the toolbar.

Note: For additional formatting options, click the Settings button  **Options**. On the **Options** screen, click **Layout**. Set options as needed and click **Save**.