# MICROSOFT 365

WHAT IS Microsoft 365?

Microsoft 365 is more than a program, It is a **Microsoft hosted environment** used to facilitate document sharing and team collaboration. Unlike traditional programs, It is hosted in the cloud, not on of our local desktops, and we connect to it using an internet browser. Your Microsoft 365 site has several Apps such as Outlook, Calendar, People, and OneDrive to store and share your work in one convenient, secure location.

THE OUTLOOK APP

In a web browser, open mywestern.wwu.edu

and click on Mail. When you first log on, you are in the Outlook App.

Click the settings **gear** and then *View all Outlook settings*. This is where you can change settings like your automatic replies, and where you can install your account on up to 5 devices.
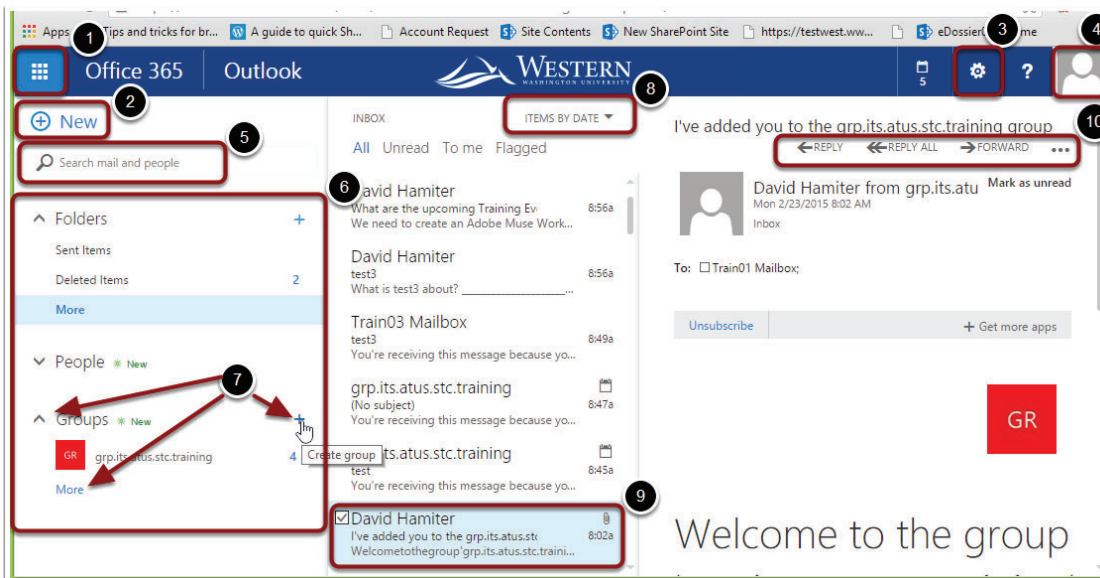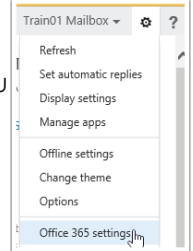
Reply to messages inline. If you decide not to send, click discard.

Click on your **mailbox name** to log out or to access another mailbox that you own.

Select other Apps at the top to change the O365 Application that is currently active.

Your O365 mailbox size is 50 GB.

1. App Launcher
2. Create a new email
3. Settings Gear on Nav Bar set Automatic Replies or Office 365 Setting > Getting Started >Mac & PC >Setup
4. Sign Out or Open Another Mailbox
5. Message list search
6. Nav Pane
7. Expand, More and Plus to create a **new Group**
8. Message list display options
9. Currently selected message
10. Reply, Forward message in line
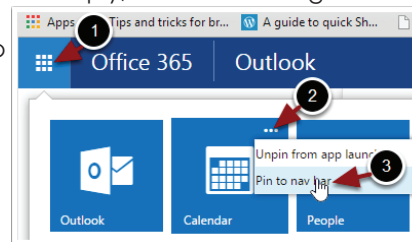
Message and file options can be accessed by **right clicking** on a message or folder.

Note: Check App Launcher for new Apps.

EDITING A MESSAGE

When editing a message inline, at the top right you have the option to **send** or **discard the message**.

You can also insert a file or access other mail options such as the **BCC**, **Message Importance** and **Check Names**.

On the top right you have an option to edit the message in its own window.
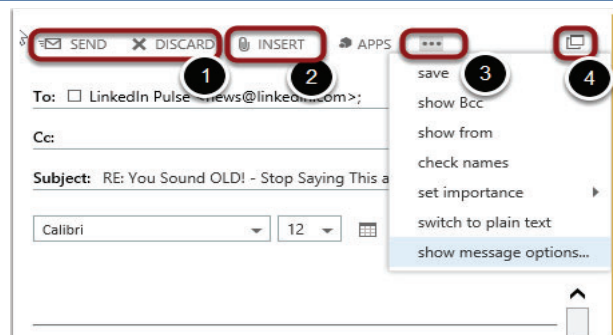
1.   Send or discard message
2.   Insert an attachment
3.   Message options
4.   Open in new window

THE CALENDAR APPLICATION

Selecting the Calendar at the bottom left allows you to view and modify your calendars. Right clicking a calendar allows you to share it.

In the top right you can change the view to a **day**, **work wee**k **wee**k or **month** view. You can also **share** or **print** your calendar.
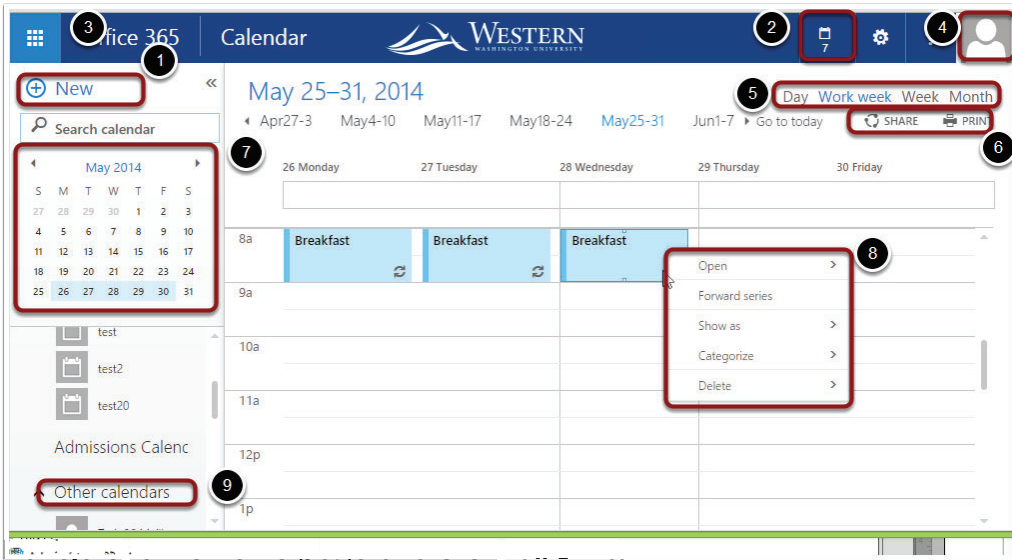
The **Date Navigator** on the left allows you to change the month or the day that is being displayed.

Right clicking an appointment allows you to **open**, **forward**, **catagorize** or **delete** an event.

Clicking on **Other Calendars** at the bottom left allows you to display other calendars that have been shared with you.

Clicking anywhere on the open calendar allows you to add a **new appointment**.

1. Create a new event
2. Show reminders
3. Switch between app views
4. Open Shared mailboxes,log out
5. Change calendar views
6. Share or print your calendar
7. Date Navigator
8. Current time marker
9. Right click a message to modify it
10. View others calendar

THE PEOPLE APPLICATION

Select the People App, by clicking on the people icon at the bottom left, to find or create contacts or groups.

Click on a **contact** for options to start an instant chat, share a calendar or event, and send an email.

Create a **group** for collaboration support such as file sharing, mass emails, and sending calendar events.

If you are the group creator, you are the **owner** and have access to changing permissions for other members.
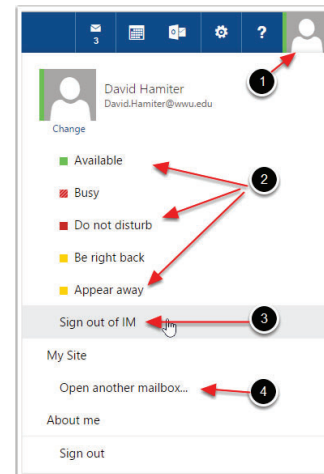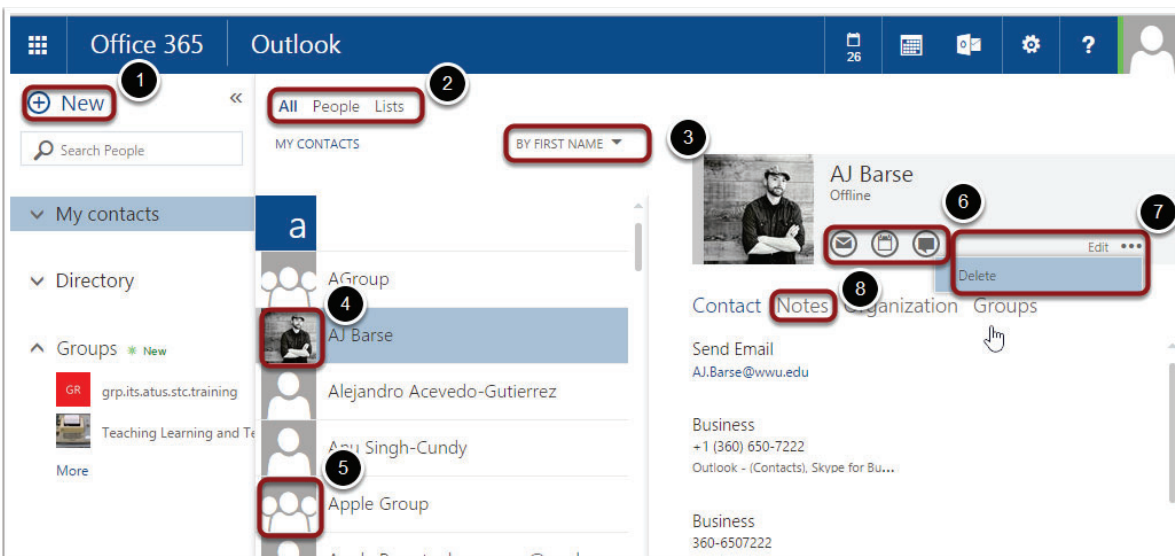
1. User Icon
2. Select your Status
3. Sign out of IM and status logging
4. Open another Mailbox

The status is only updated when you are logged into IM services.

1. New contact, list or group
2. Enter search text
3. Contact display options
4. Contact Icon
5. Contact list icon
6. Mail, Event, IM
7. Edit or delete
8. Notes about Contact

THE ONEDRIVE APPLICATION

Select the OneDrive App to access your **50 GB** cloud based storage.

Use the **search bar** to search through all items that are yours or shared with you for content.
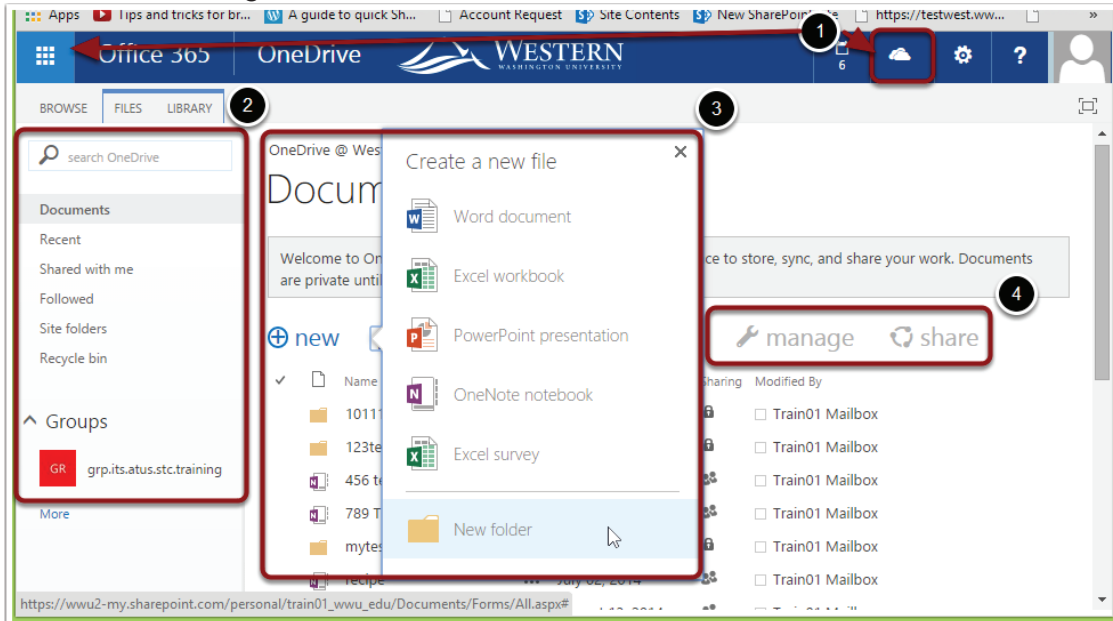
Add **new** online items (with apps such as Word, Excel, or PowerPoint) and **edit** them using your browser.

Collaborate with up to 10 people by sharing or sending them a link and working with a browser based editor.
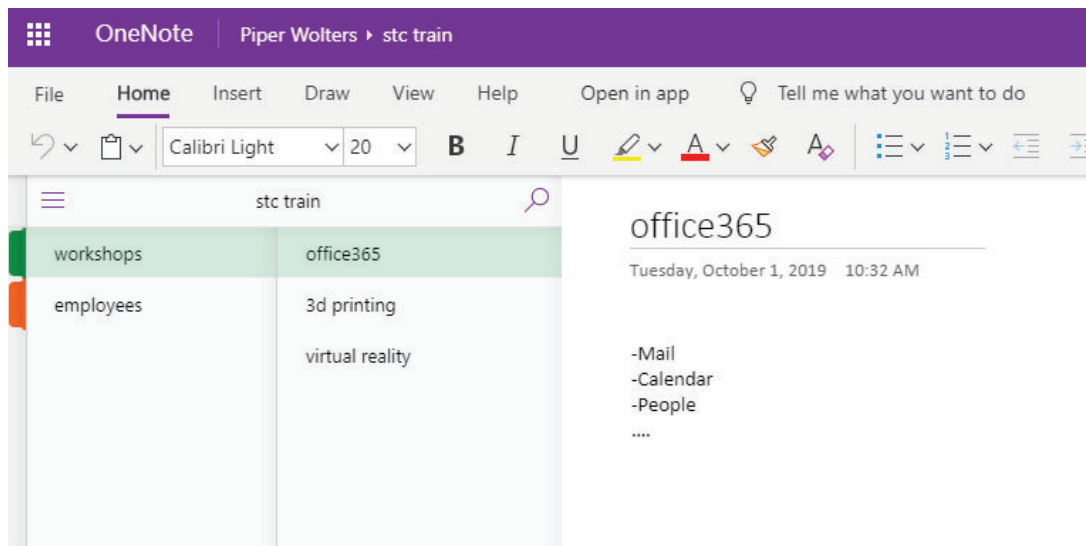
Sync your items to your local device so that you can work offline.

1. Select the OneDrive App.
2. Search your items or shared.
3. New online Item or Folder.
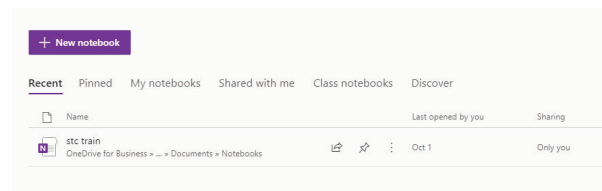4. Sync or Share item or folder.

THE ONENOTE APPLICATION

Select the OneNote App to create and store documents such as handbooks or recipe books.

Notebooks are organized by *Sections* and *Pages*.

**Share notebooks with others** and collaborate on documents.

Any notebooks that are **shared with you** will appear on the OneNote homepage under *Shared With Me*.

SHAREPOINT

SharePoint is a web-based collaborative platform that integrates with Microsoft Office, and is used as a document management and storage system.

O365 is a tighter, cleaner, more recognizeable version of SharePoint.
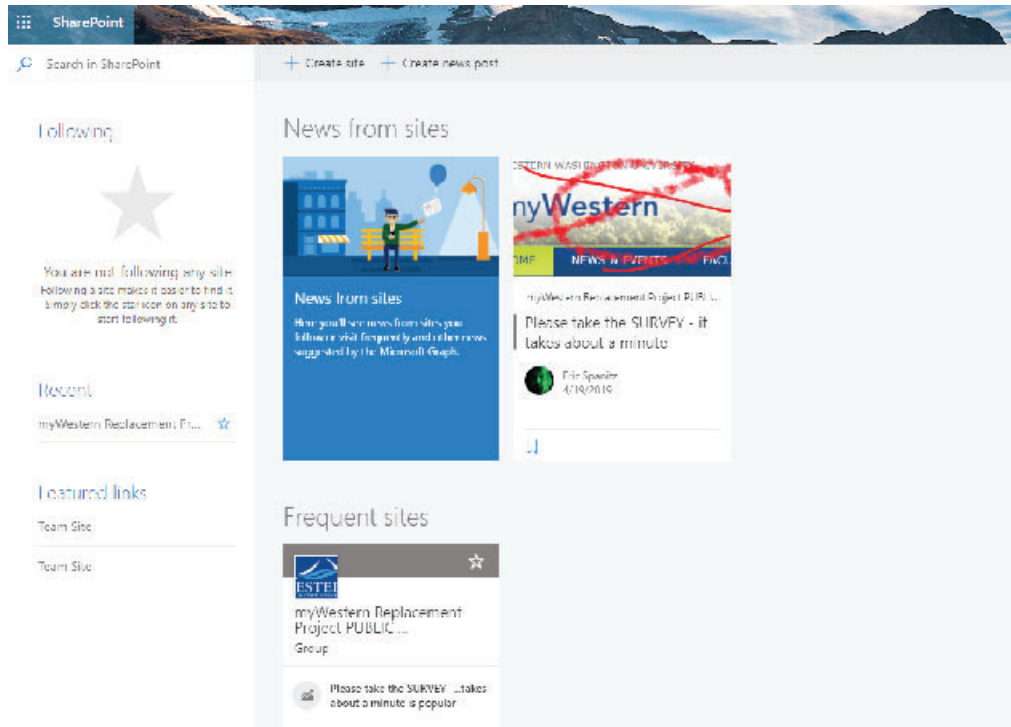
If you are the **leader of a major group** (in terms of size), SharePoint may be a better place to host it than your OneDrive account.