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 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.

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

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.

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.
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 week, week, 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, categorize 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.

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.

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

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. 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 status is only updated when you are logged into IM services.
THE ONE DRIVE APPLICATION
Select the OneDrive App to access your 50 GB cloud based storage.

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

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.

THE ONE NOTE 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 recognizable 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.