

# How to use Exchange Online Email and Calendar



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# OFFICE 365 OUTLOOK

## What is Exchange online

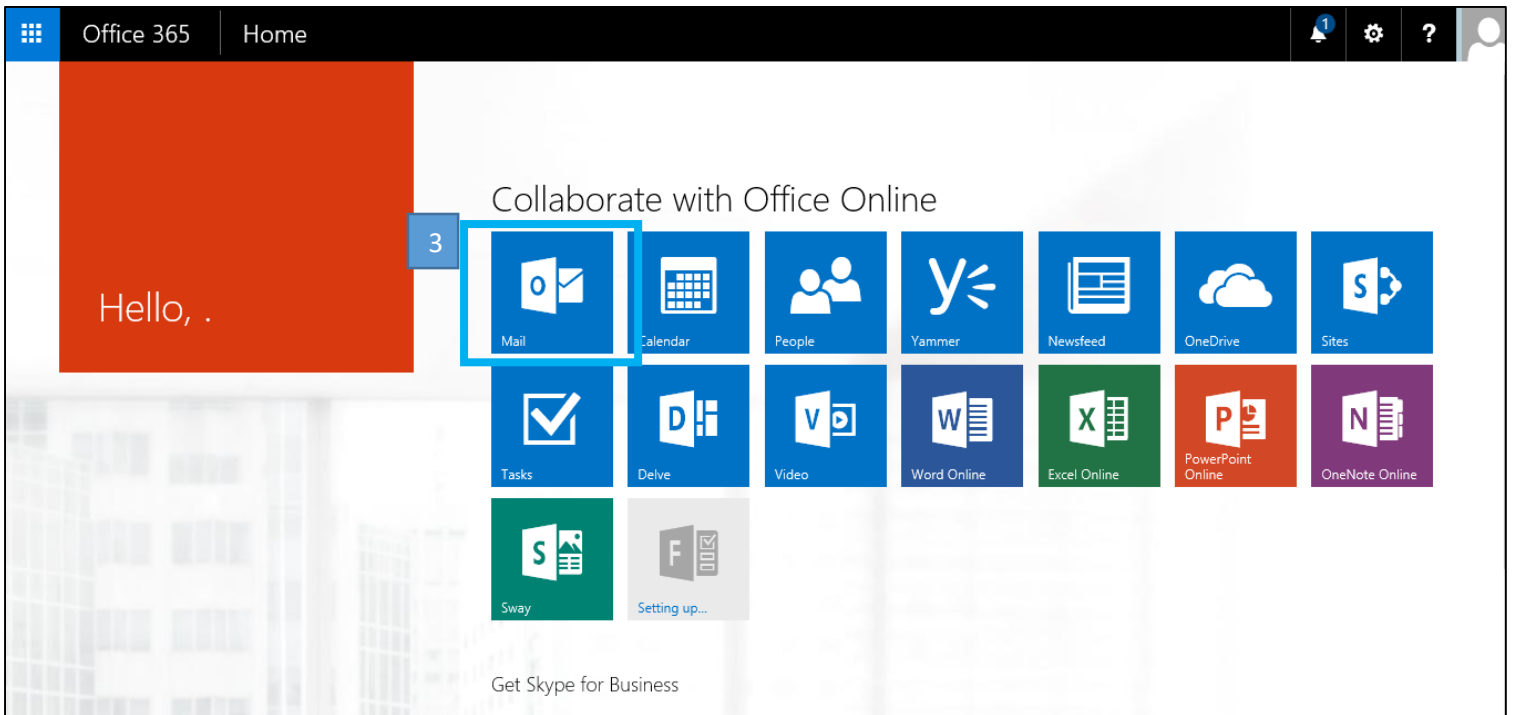
Electronic mail use to share information between users over electronic network using the internet. The exchange online Email is similar to Outlook but with improves and better capabilities.

## How to use e-mail

- 1) Open the Office 365 log in site
- 2) Enter your **account** and **password** on the text box to sign in

The screenshot displays the Office 365 login interface. The browser address bar shows the URL: `login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=1466735024&rver=6.6.6556.0&wp=MBI_SSL&wreply=https%3a%2f%2foutlook.office365`. The page features a background image of a highway with cars and palm trees. On the left, there are several blue boxes with the word 'Connect' in various languages: 'laczyc', 'Connecte', 'Connect', 'Verbinden', and 'povezati'. On the right, the Office 365 logo is displayed above the text 'Work or school account'. Below this, there is a sign-in form with two input fields. The first field contains the email address 'abd.majid@smr2.moe.edu.bn' and the second field contains a masked password. A blue box with the number '2' highlights the sign-in form. Below the form is a checkbox for 'Keep me signed in' and a blue 'Sign in' button. At the bottom, there is a link for 'Can't access your account?' and the Microsoft logo with the text '© 2016 Microsoft' and 'Terms of use Privacy & Cookies'.

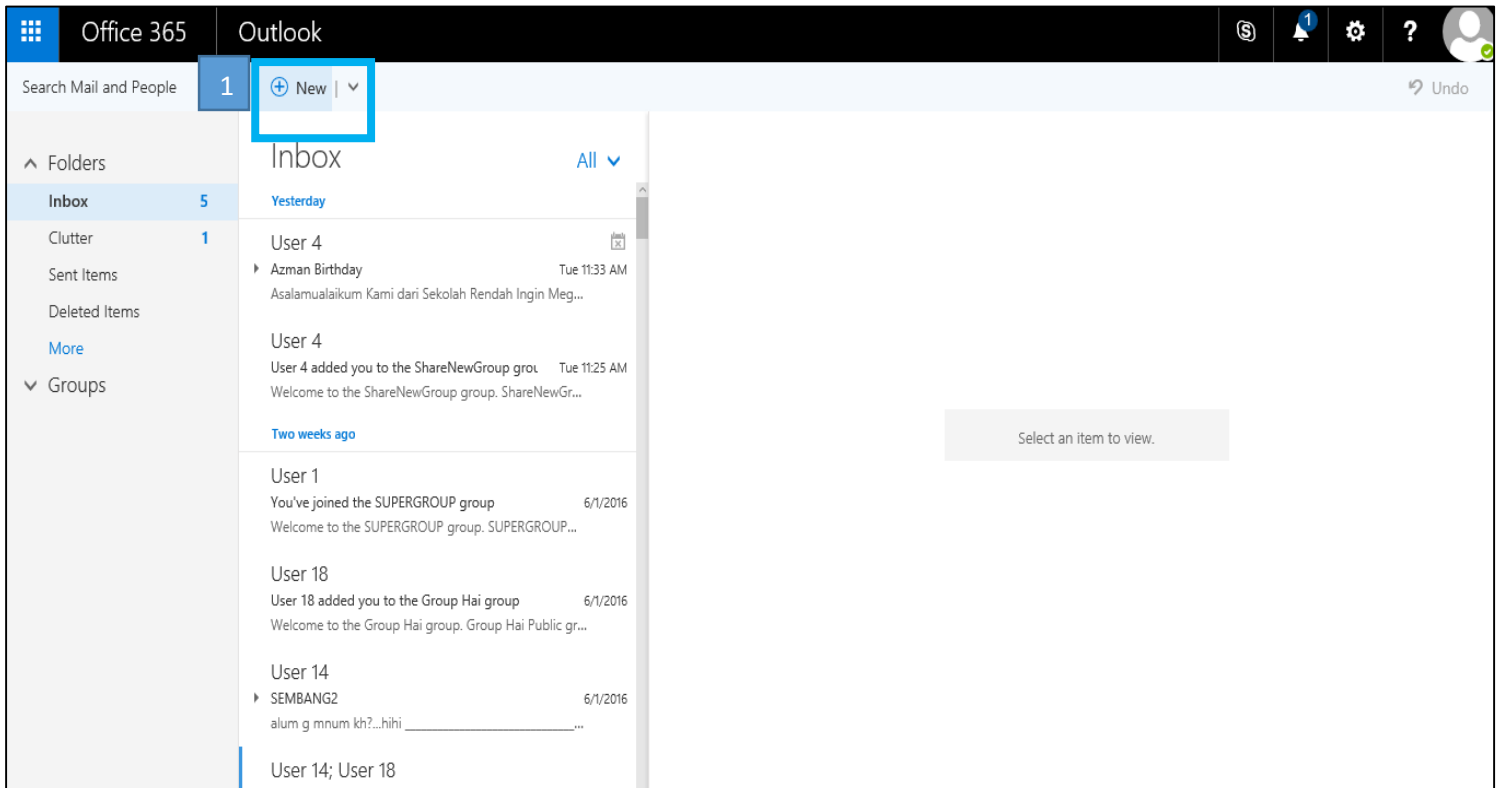
3) Click on the mail menu button

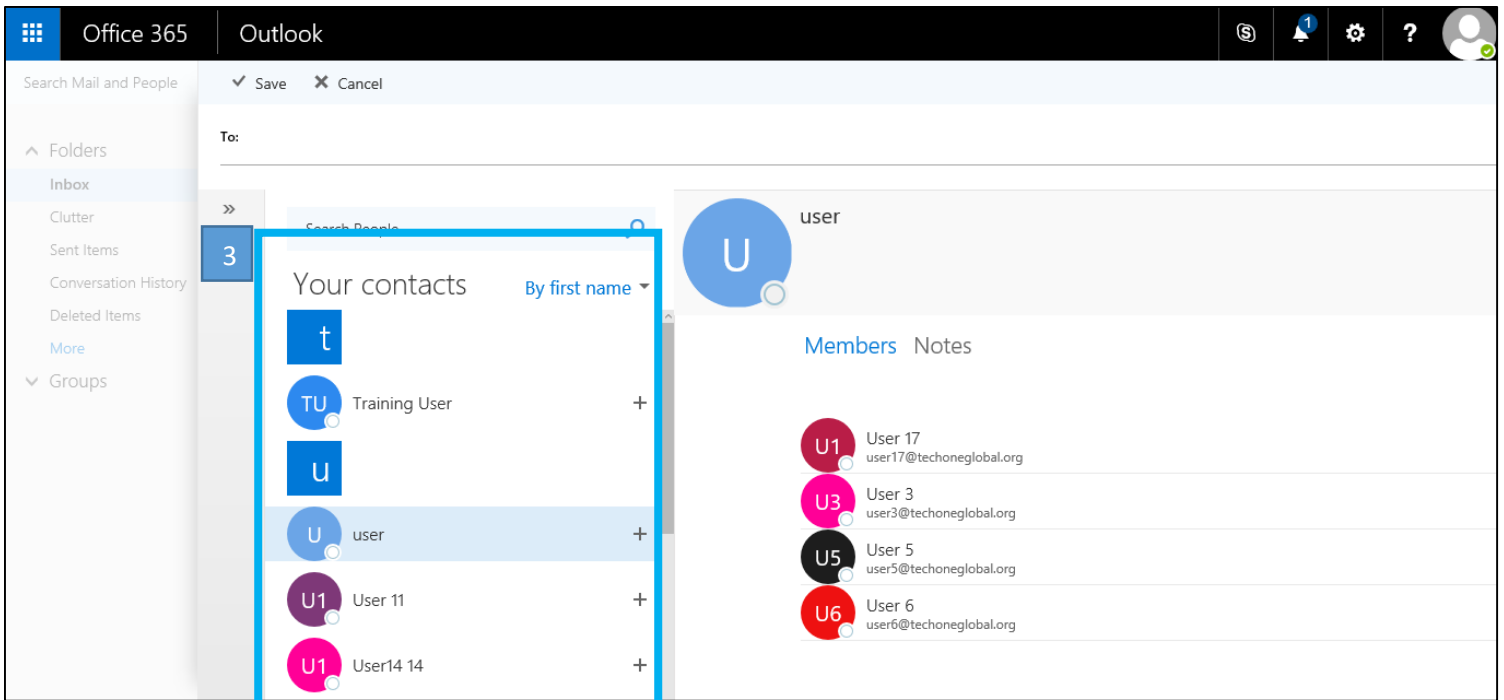
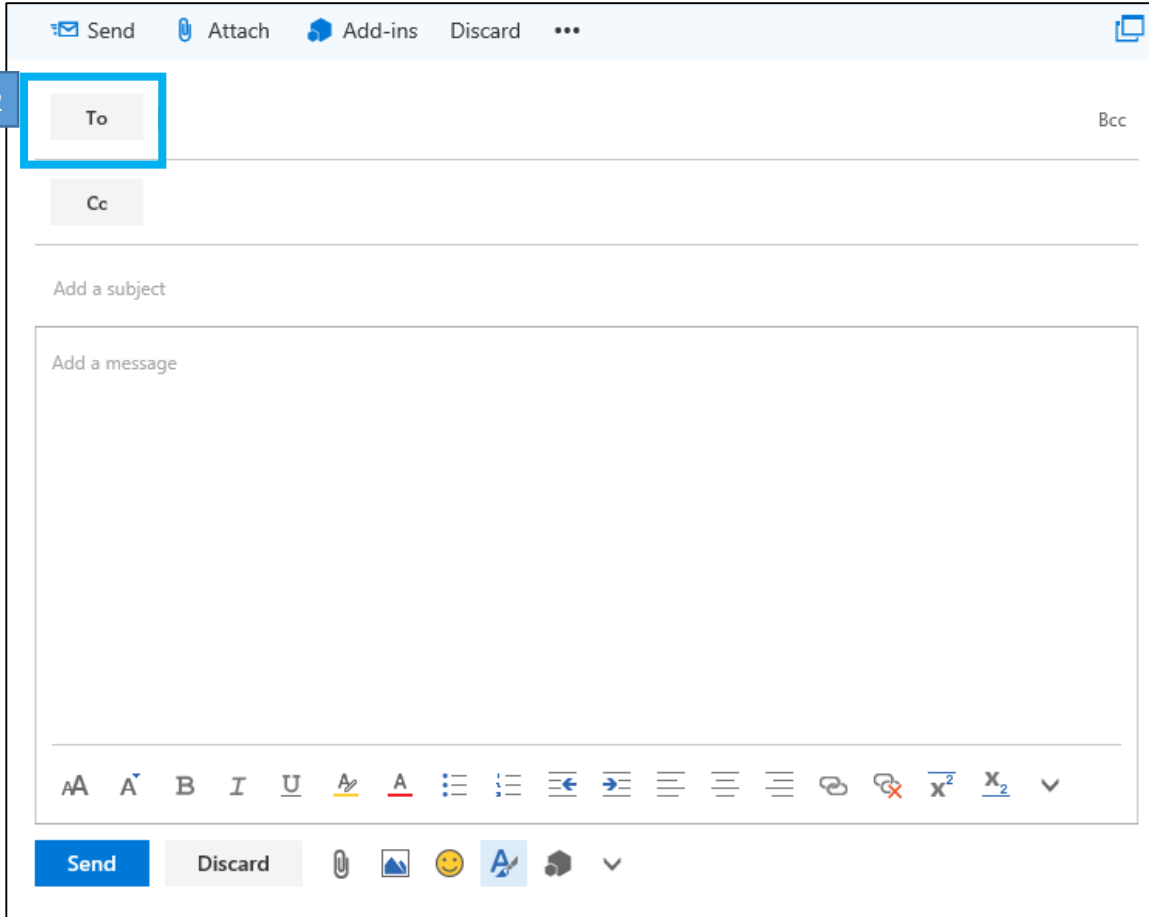


## How to send E-mail

The folders menu consists of several list of sub folders. The inbox folder is where all the incoming mail get stored. Clutter is an email sorting tool. Sent item folder is the collection of all the mail that has been sent. Delete item is where the trash file is stored. To send an email to recipients:

- 1) Click the **New** button
- 2) Press the **'To:'** field button
- 3) Select the recipients that you want to send to then click send

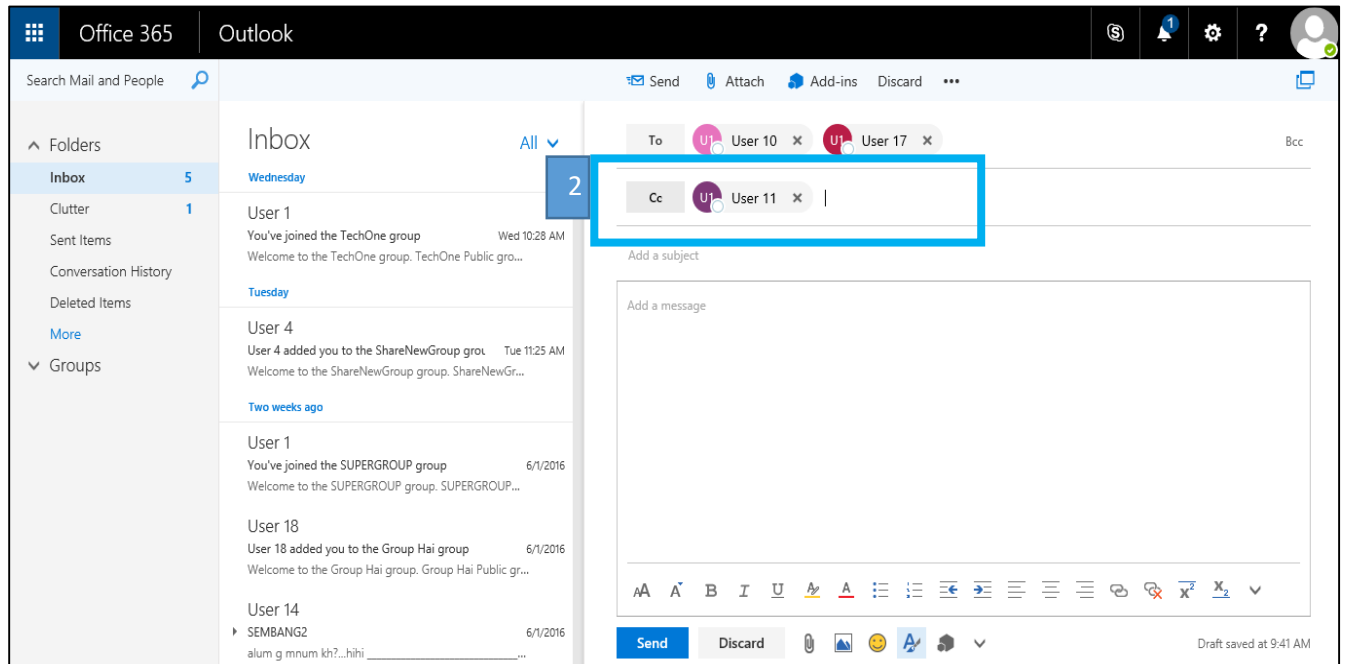
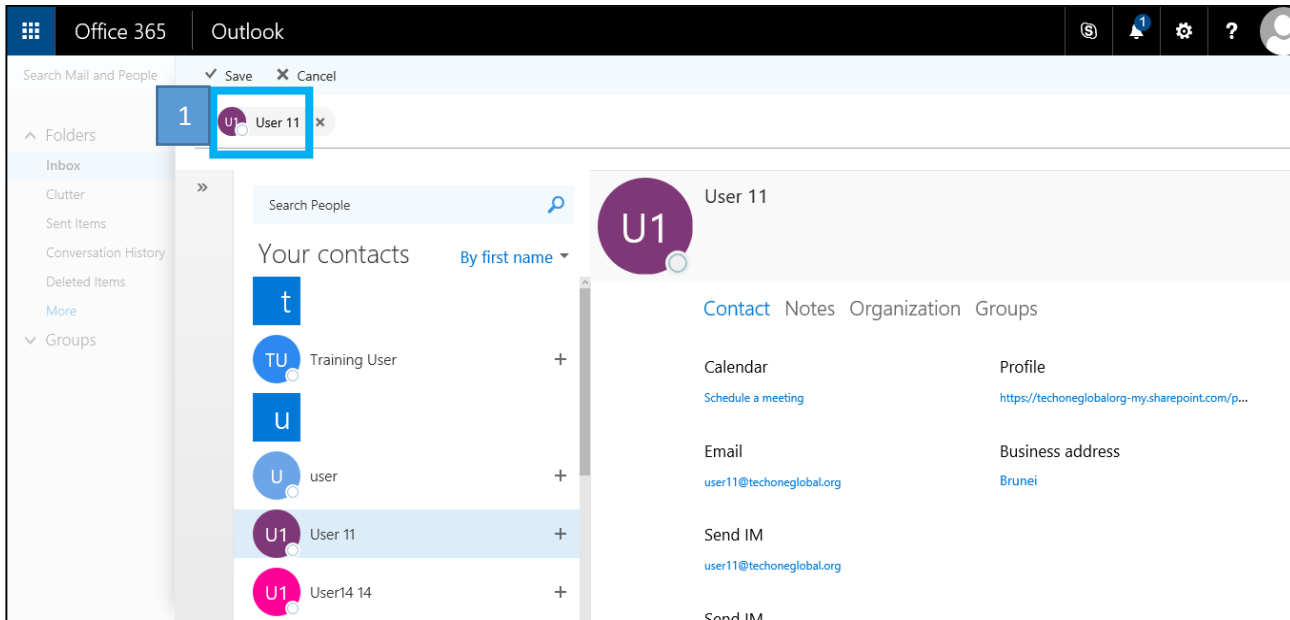




## How to use the Carbon Copy (cc)

The carbon copy (cc) is use to send mail to more than one recipients. If the message is intended for one person but is also relevant to other people as well then Cc is the best way to send mail.

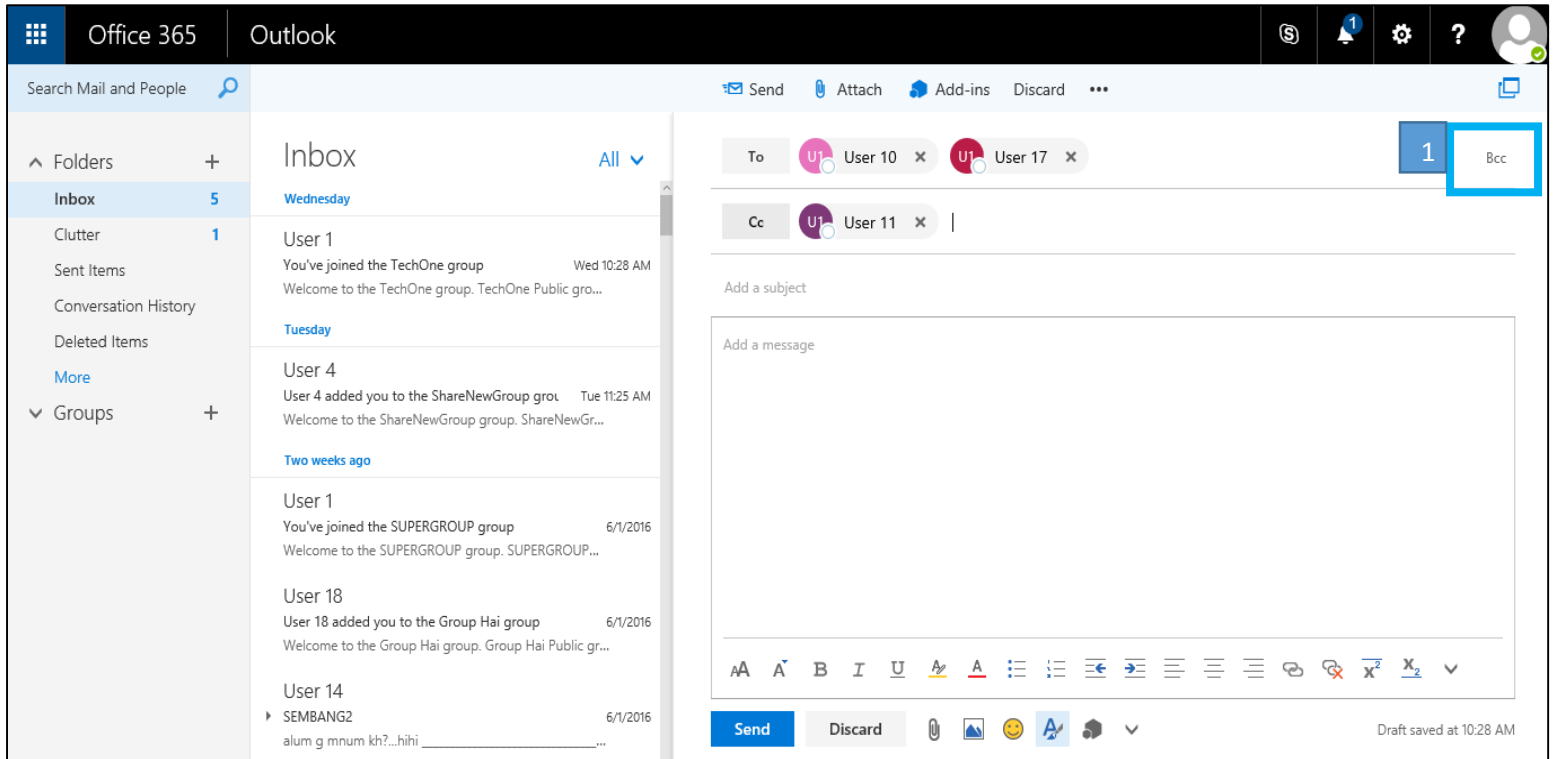
- 1) Press the 'Cc': field, Select the recipients that you want to send to (as in this case **user 11**)
- 2) Click **send** button to send the mail. The Cc: field will send the mail to **user 11** along with **user 10** and **user 17**



## How to use Blind Carbon Copy (Bcc)

Blind carbon copy hides the address from the people in the 'To' and 'Bcc' box. The Bcc enable privacy and prevents spams and virus.

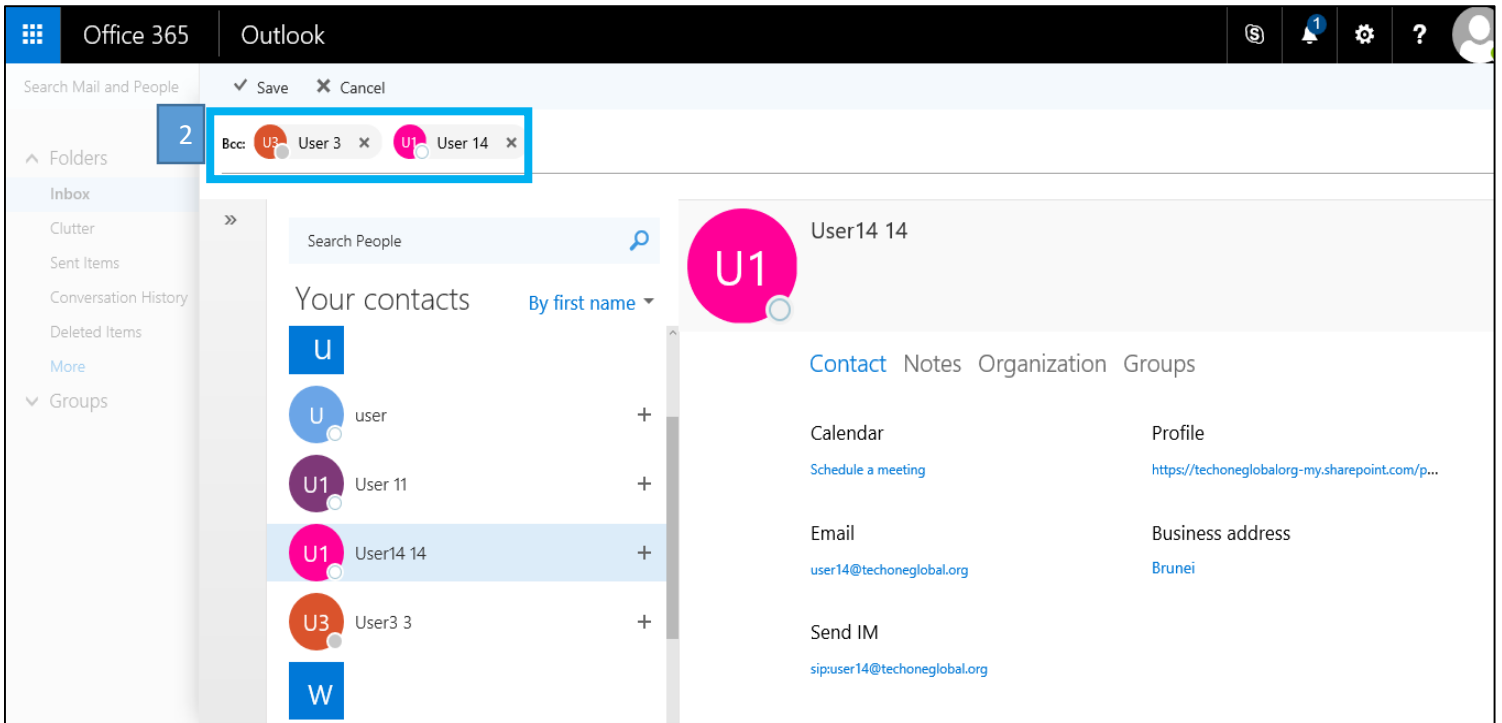
1) Press the Bcc to open the **'Bcc:'** field



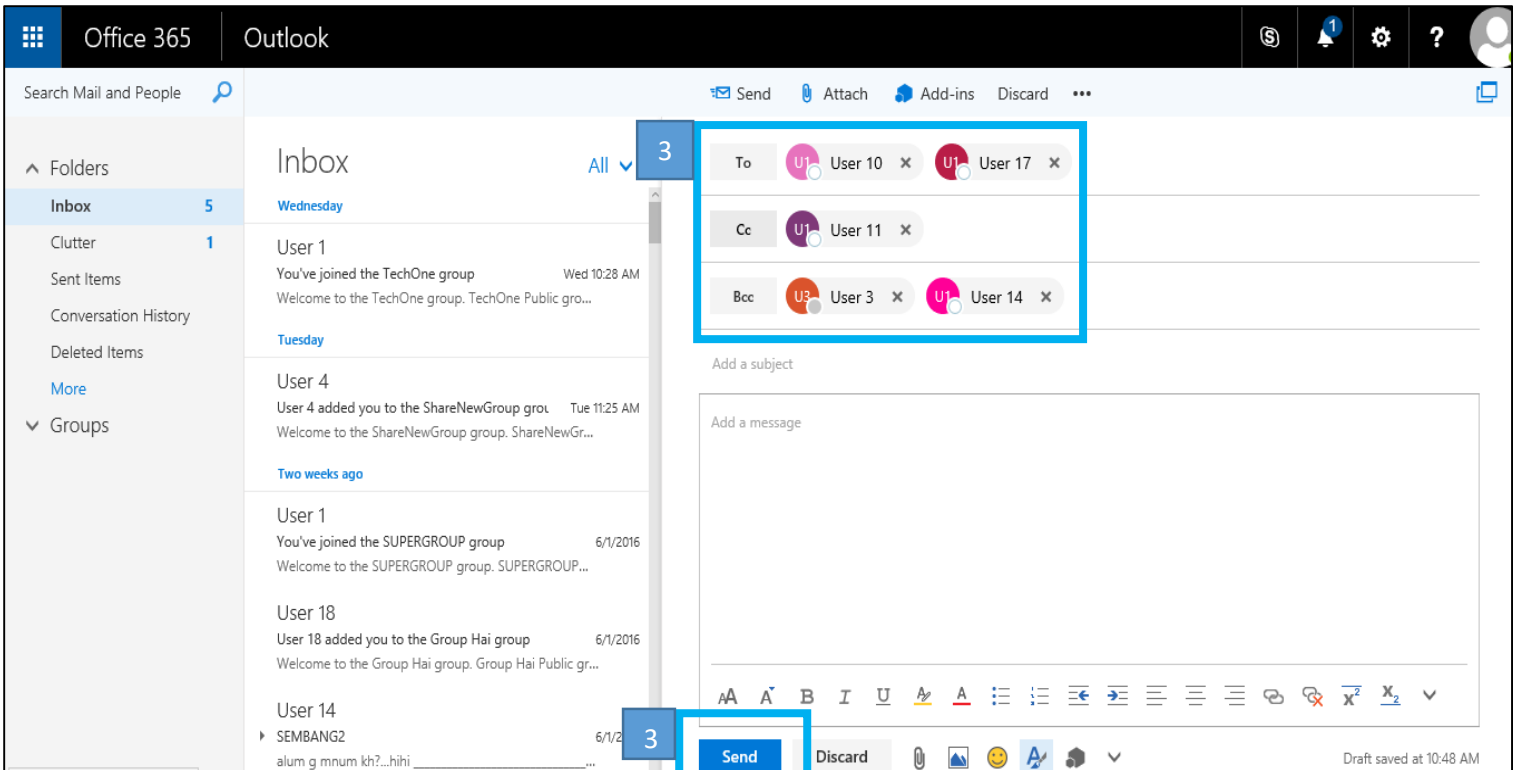
The screenshot displays the Microsoft Outlook interface. On the left, the navigation pane shows 'Folders' (Inbox with 5 items) and 'Groups'. The main area shows the 'Inbox' with several email entries from 'User 1', 'User 4', 'User 18', and 'User 14'. On the right, the 'Compose' window is open, showing the 'To' field with 'User 10' and 'User 17', and the 'Cc' field with 'User 11'. The 'Bcc' field is highlighted with a blue box, indicating it is the focus of the instruction. The 'Send' button is visible at the bottom of the compose window.



2) Select the recipients that you want to send to (as in this example **user 3** and **user 14**)



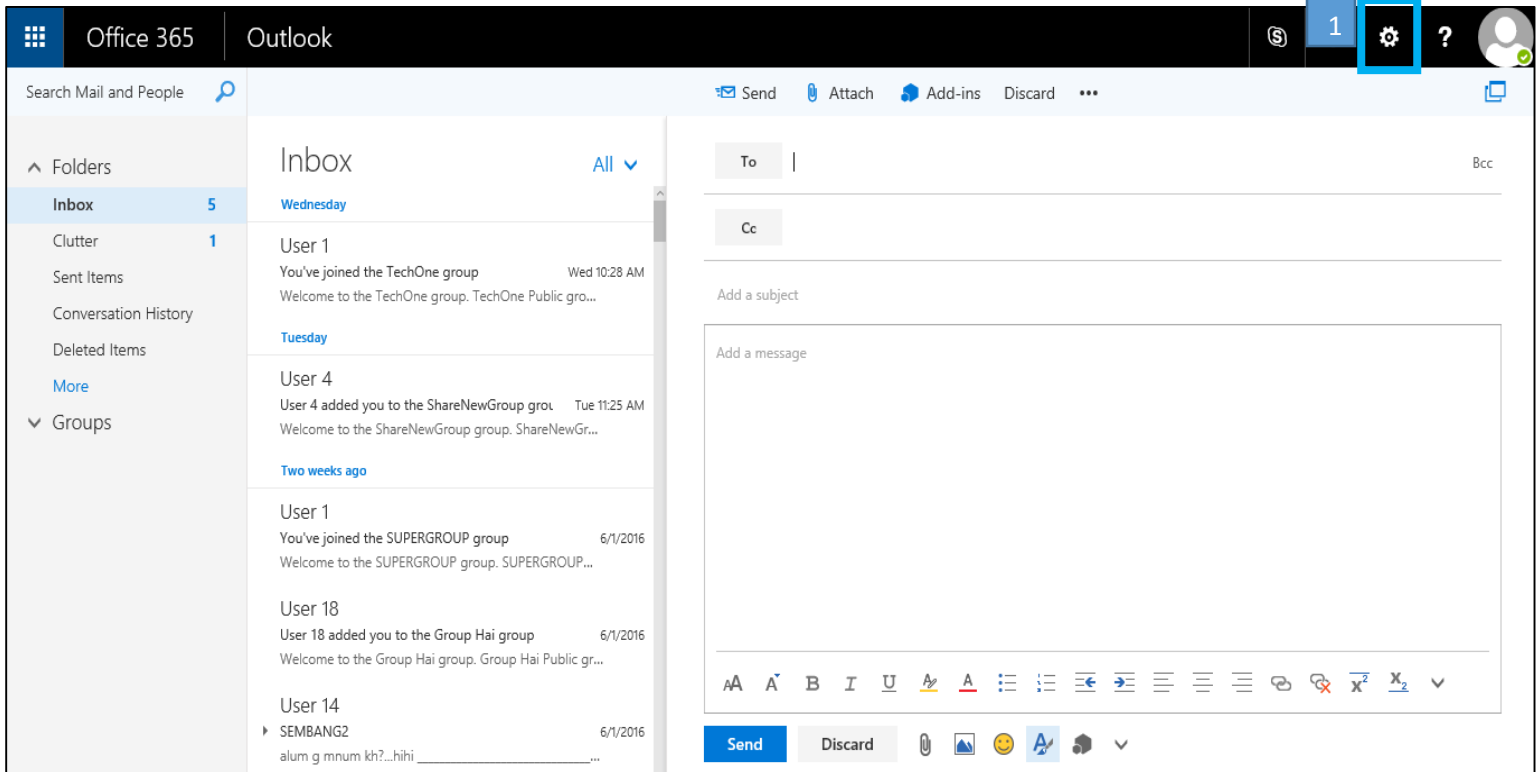
3) Click **Send**. The other users will not be able to know that **user 3** and **user 14** also receives the mail.



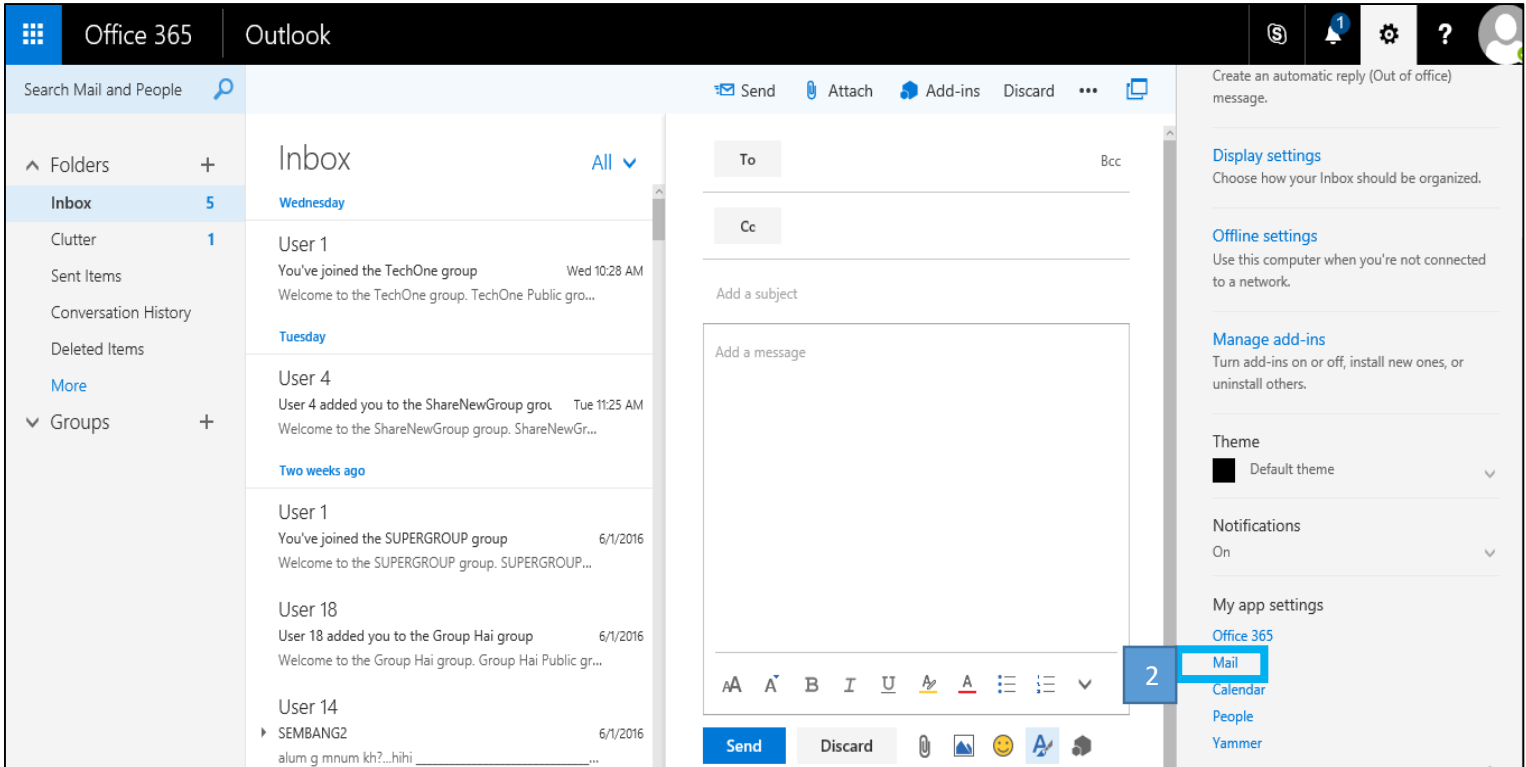
## How to create signature

You may create a signature for your email messages. Your signature can be added automatically to all outgoing messages, or you can choose to add your email signature only to specific messages.

1) Select the options button on the right top hand corner.



## 2) Select the mail button



## 3) Select Email signature



- 4) Type in your name on the text box. Select the tick box if you want your assign your signature automatically.

The screenshot shows the Outlook Options window with the 'Email signature' section selected in the left-hand menu. The main area is titled 'Email signature' and contains two checkboxes, both of which are highlighted with a blue box and a blue number '4' next to them. The first checkbox is labeled 'Automatically include my signature on new messages I compose'. The second checkbox is labeled 'Automatically include my signature on messages I forward or reply to'. Below these checkboxes is a text box containing the text 'User 1', which is also highlighted with a blue box and a blue number '4' next to it. The text box has a rich text editor toolbar above it with icons for bold, italic, underline, text color, background color, and list creation. At the top of the main area, there are 'Save' and 'Discard' buttons. The left-hand menu includes categories like 'Shortcuts', 'General', 'Mail', 'Accounts', and 'Layout', with 'Email signature' selected at the bottom.

## How to auto reply (out of office)

Auto Reply let people who send you email messages know that you're not available. It let people who send you email know that you won't be responding to their messages immediately. After automatic replies are turned on, they'll be sent once to each sender.

### 1) Select the **Automatic replies**

The screenshot displays the Microsoft Outlook interface. On the left, the navigation pane shows the 'Inbox' folder selected. The main pane shows a list of emails from various users, including 'User 17', 'User 16', 'User 12', 'User 8', 'User 20', and 'User 19'. The right-hand side of the interface is open to the 'Settings' panel. A blue box with the number '1' highlights the 'Automatic replies' option, which is described as 'Create an automatic reply (Out of office) message.' Below this, other settings categories like 'Display settings', 'Offline settings', 'Manage add-ins', 'Theme', and 'Notifications' are visible.

- 2) Select and tick the **send automatic replies** and choose the best course of options that suits your needs.

Office 365 Outlook

Search Mail and People

Folders: Inbox (6), Clutter (1), Sent Items, Conversation History, Deleted Items

Groups: SUPERGROUP, TechOne, Group Hai, Sharecalendar (1)

Inbox:

- User 17: Dont Read...NoNoNo, Nazib Paintball Operation
- User 16: I M Lost n Da Jungle, yuhuuuuu
- User 16: try yooo, Thank ou
- User 12: LAPAR, No preview is available.
- User 8: Test, Hi, Best Regards,
- User 20: meeting, No preview is available.
- User 19

Automatic replies

OK Cancel

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

Don't send automatic replies

**Send automatic replies**

Send replies only during this time period

Start time: Tue 6/21/2016 10:00 AM

End time: Wed 6/22/2016 10:00 AM

Block my calendar for this period

Automatically decline new invitations for events that occur during this period

Decline and cancel my meetings during this period

Send a reply once to each sender inside my organization with the following message:

**B I U AA A A A** [List Bulleted] [List Numbered] [Reply] [Reply All]

Aku cuti, mun pham bisai. Heheheh...

Settings

Search all settings

Automatic replies: Create an automatic reply (Out of office) message.

Display settings: Choose how your Inbox should be organized.

Offline settings: Use this computer when you're not connected to a network.

Manage add-ins: Turn add-ins on or off, install new ones, or uninstall others.

Theme: Default theme

Notifications: On

Office 365 Outlook

Search Mail and People

Folders: Inbox (6), Clutter (1), Sent Items, Conversation History, Deleted Items

Groups: SUPERGROUP, TechOne, Group Hai, Sharecalendar (1)

Inbox:

- User 17: Dont Read...NoNoNo, Nazib Paintball Operation
- User 16: I M Lost n Da Jungle, yuhuuuuu
- User 16: try yooo, Thank ou
- User 12: LAPAR, No preview is available.
- User 8: Test, Hi, Best Regards,
- User 20: meeting, No preview is available.
- User 19

Automatic replies

OK Cancel

**Send automatic reply messages to senders outside my organization**

Send replies only to senders in my Contact list

Send automatic replies to all external senders

Send a reply once to each sender outside my organization with the following message:

**B I U AA A A A** [List Bulleted] [List Numbered] [Reply] [Reply All]

Aku cuti, mun pham bisai. Heheheh...

Settings

Search all settings

Automatic replies: Create an automatic reply (Out of office) message.

Display settings: Choose how your Inbox should be organized.

Offline settings: Use this computer when you're not connected to a network.

Manage add-ins: Turn add-ins on or off, install new ones, or uninstall others.

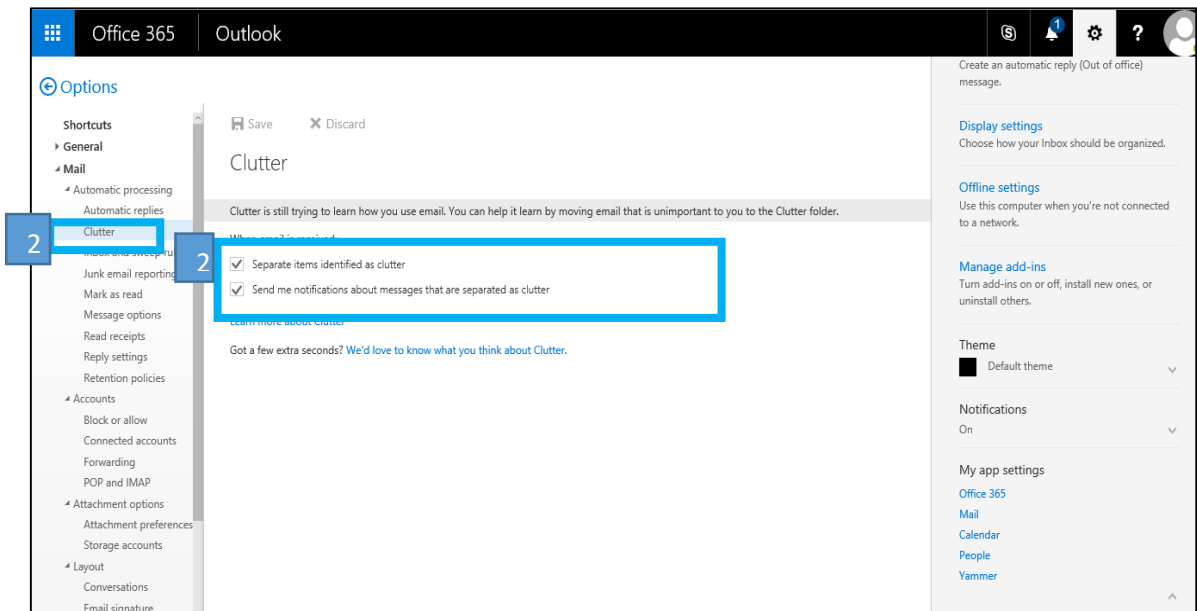
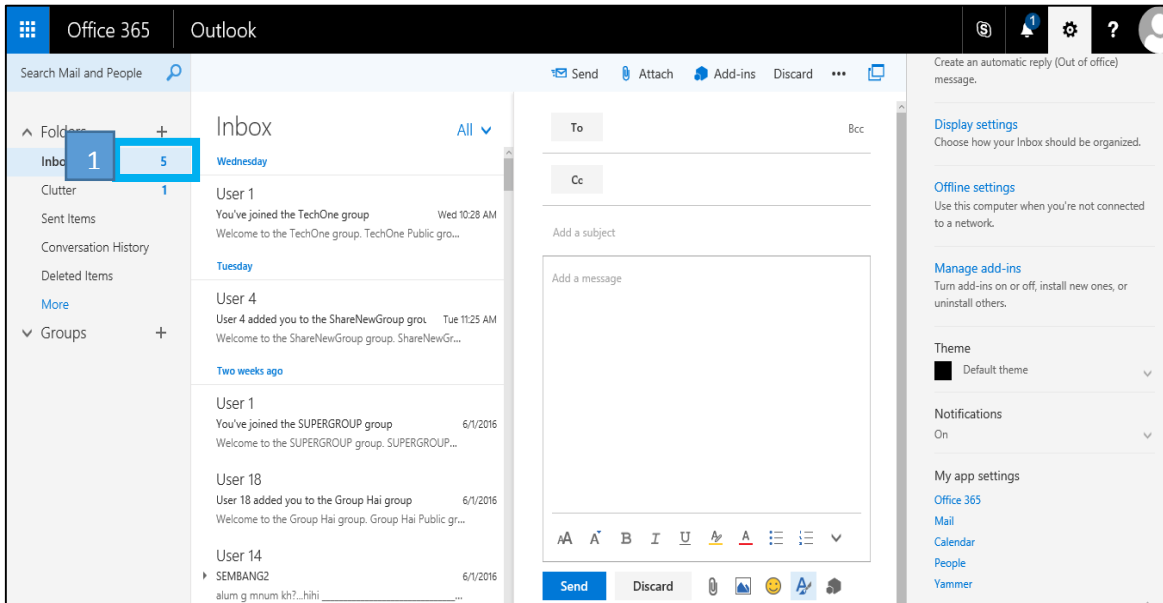
Theme: Default theme

Notifications: On

## Using clutter

Clutter is an Email sorting tool that moves your low priority messages out of your Inbox so you can easily scan for important messages. You have the options to enable or disable clutter

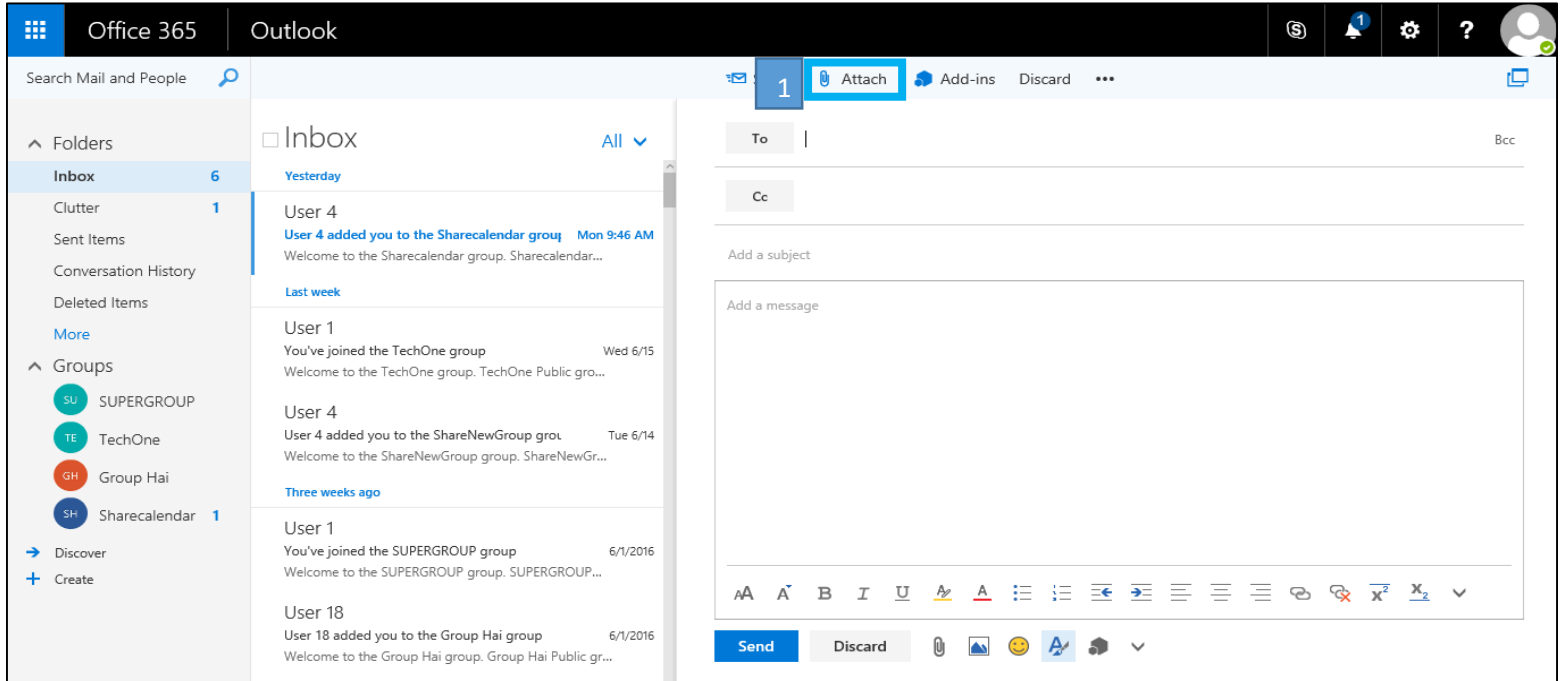
- 1) Select mail on the option menu
- 2) Select clutter. You may select and tick the box to enable or disable clutter.



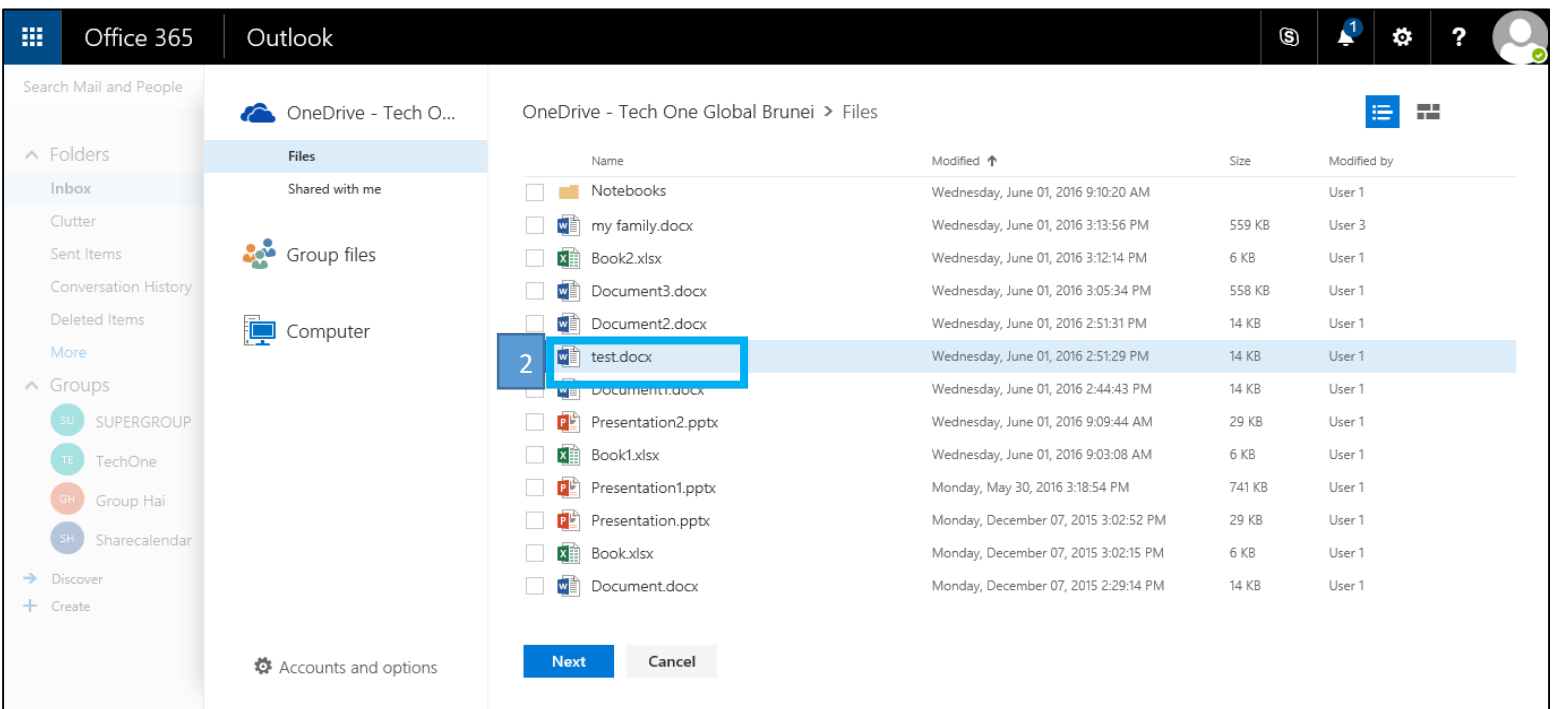
## How to attach files in email

In online exchange you may send mail by attaching files in forms of images, audio and animation. **Note:** **The maximum files are 35 pix. Please use one drive for large data.**

1) Select **Attach** to open the files that you intend to send

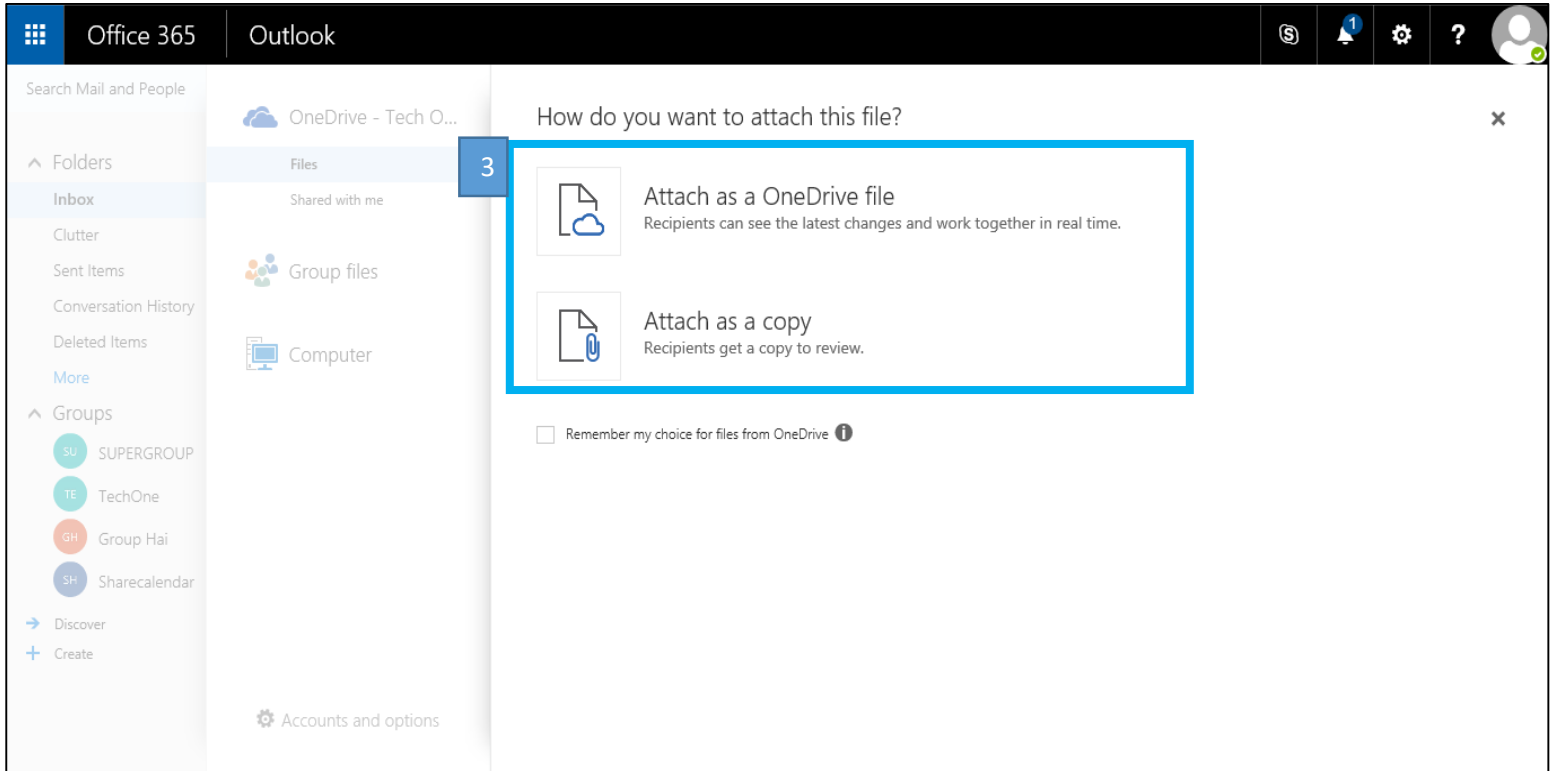


2) Select the documents that you want to attach (as in this example test.docx)





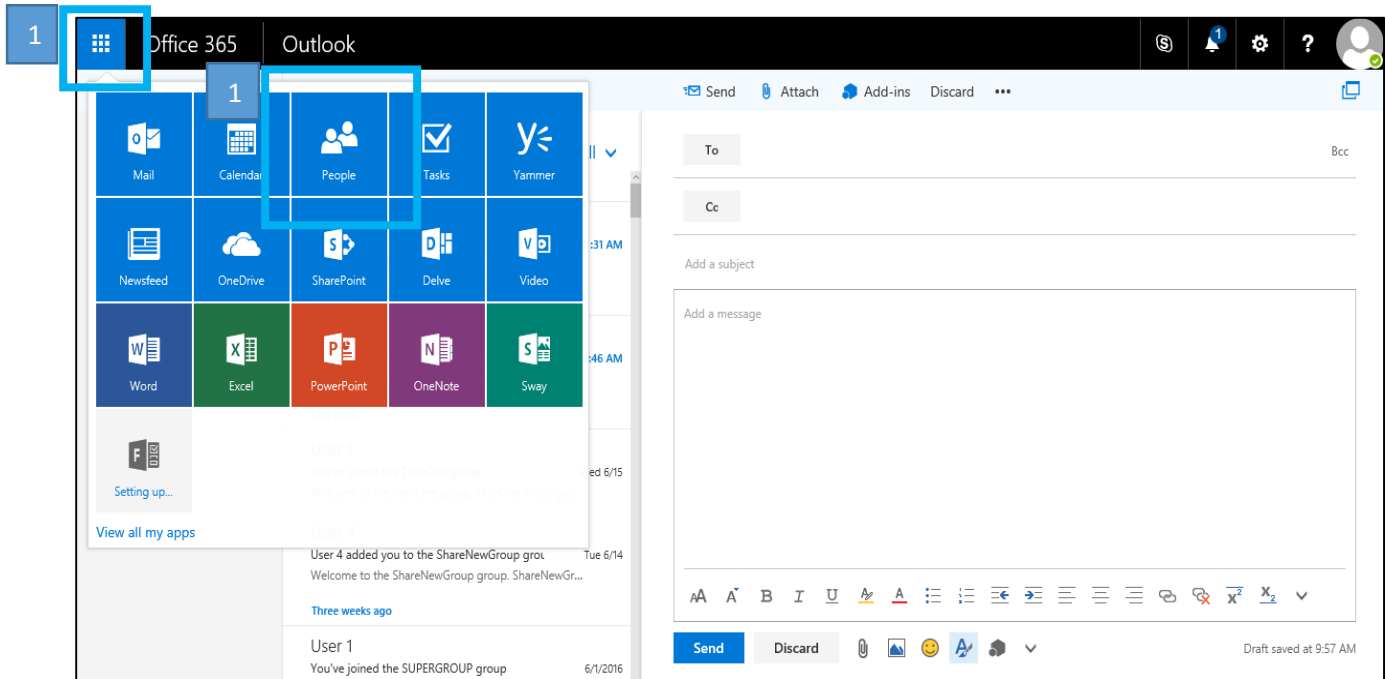
3) You have the options to attach as a **one drive file** or as a **copy**



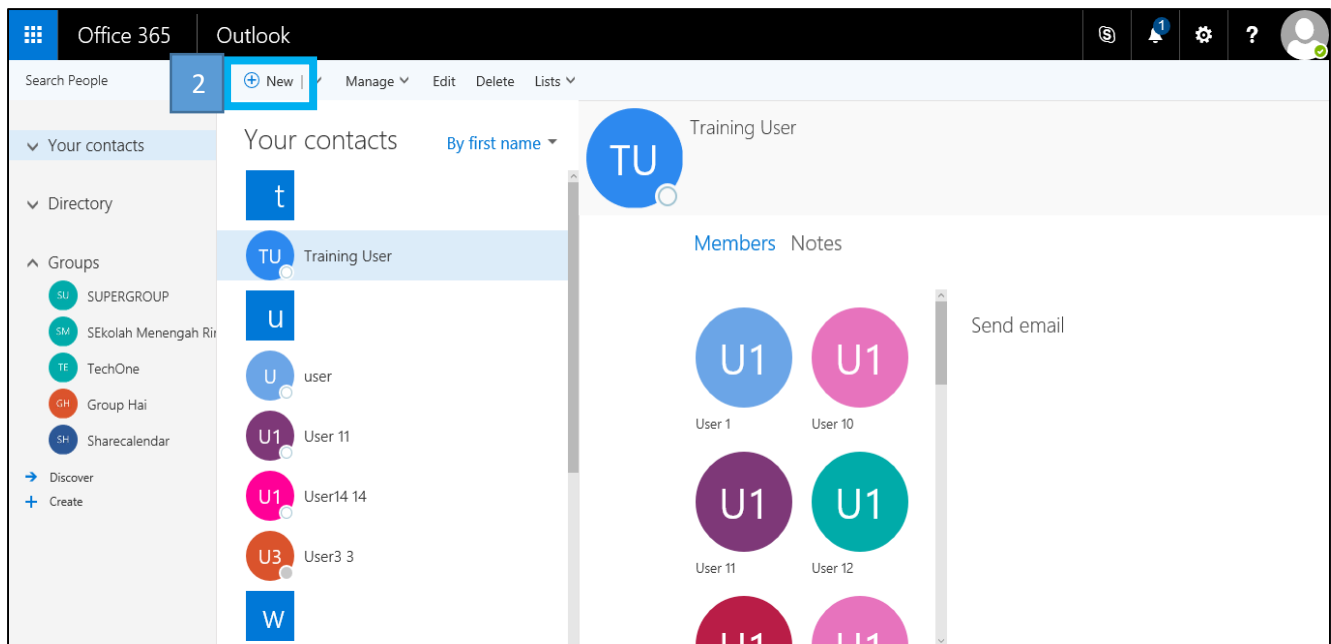
## Create contact

You may create contacts in the address book. Once you've saved someone as a contact, you can type the first few letters of their name into an email, and Outlook will fill in their email address for you. This enables much faster search. Contacts only can be seen by owners whereas group directory may be seen by others.

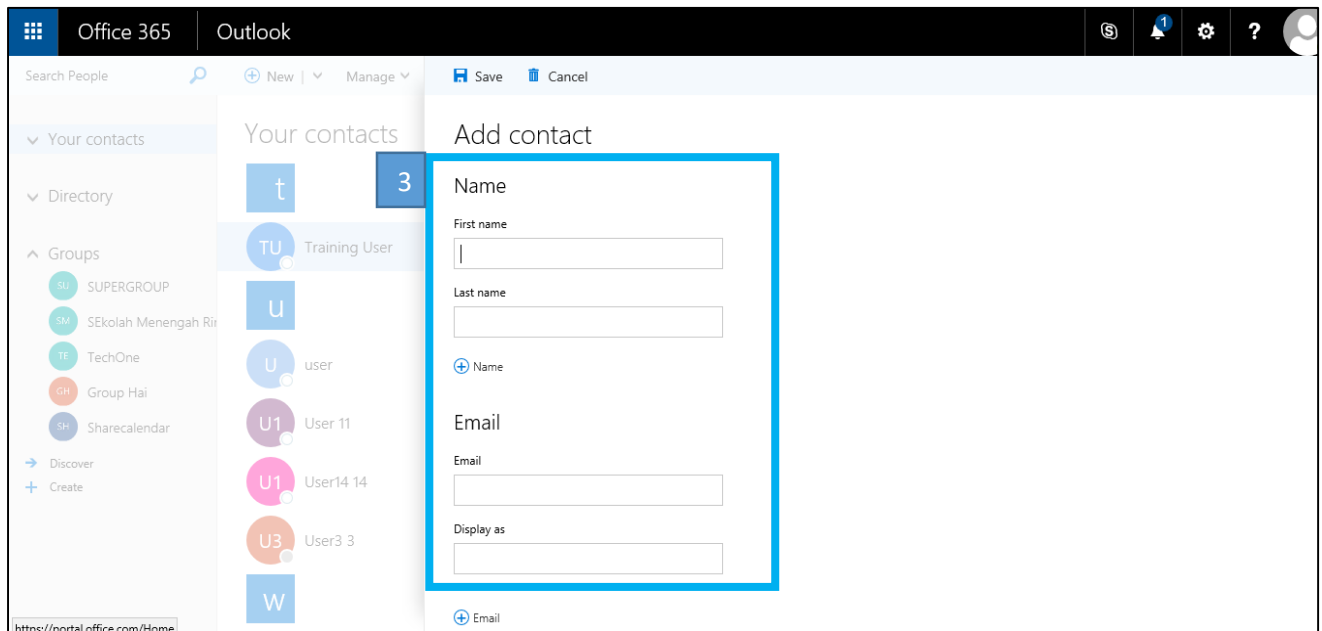
1) Click the menu button on the top left-hand corner to list down the drop down menu. Select **People**



2) Select **New** to create new contacts



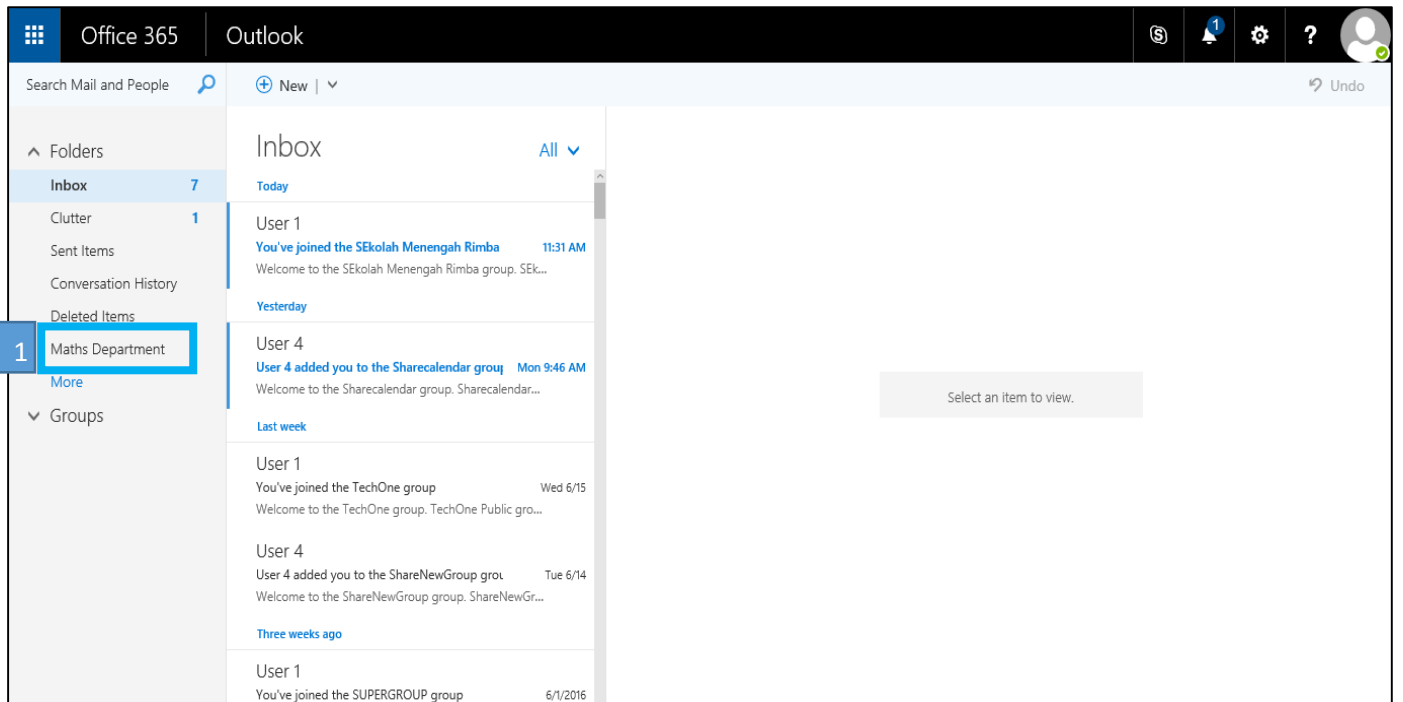
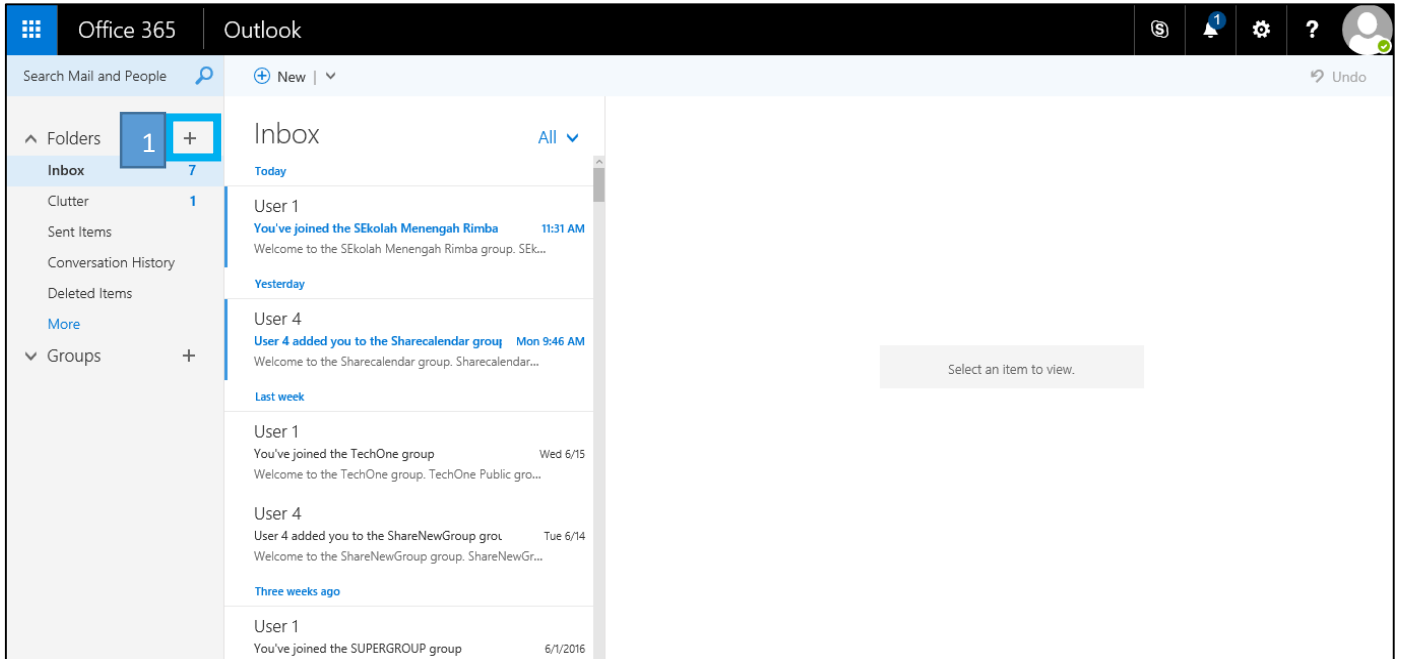
3) Fill in the textbox to add in the name and email for the new contact



## Create new folder

You may create new folder to organize your files in order

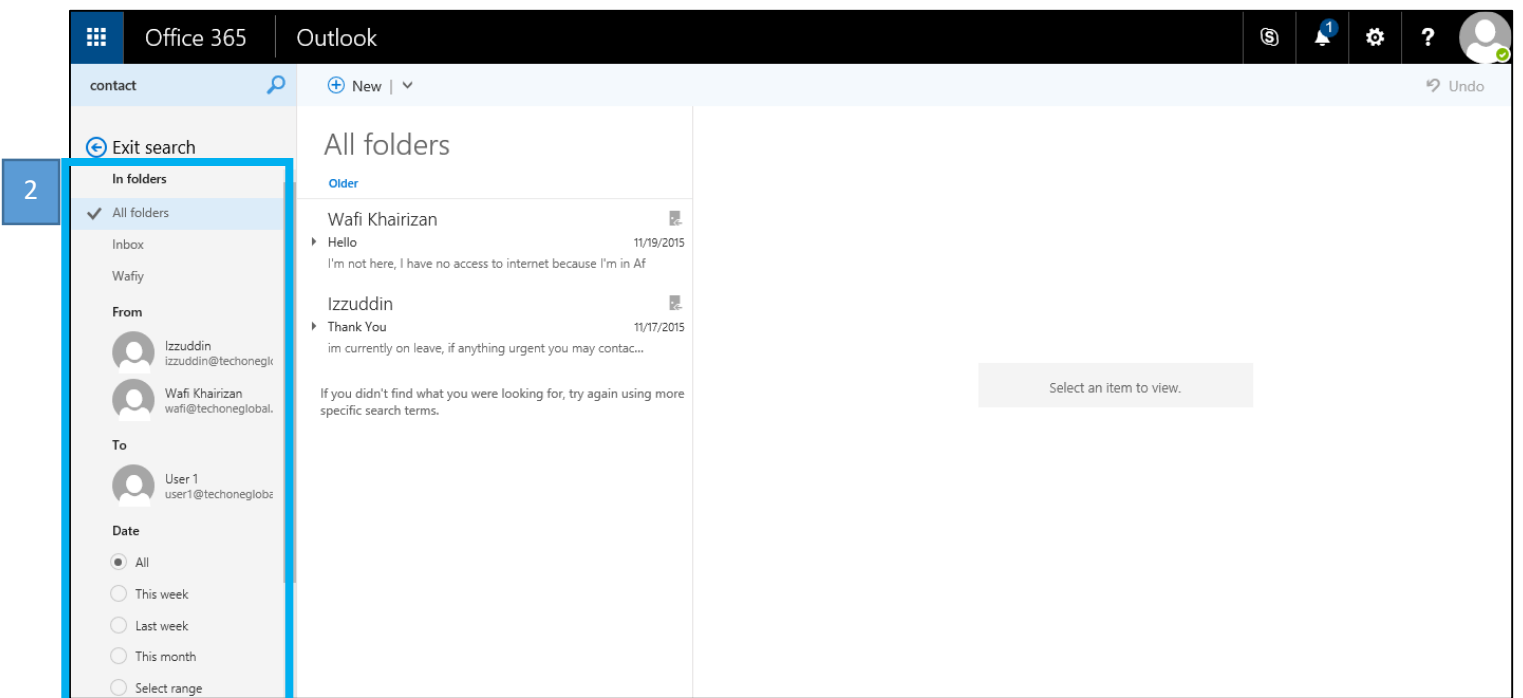
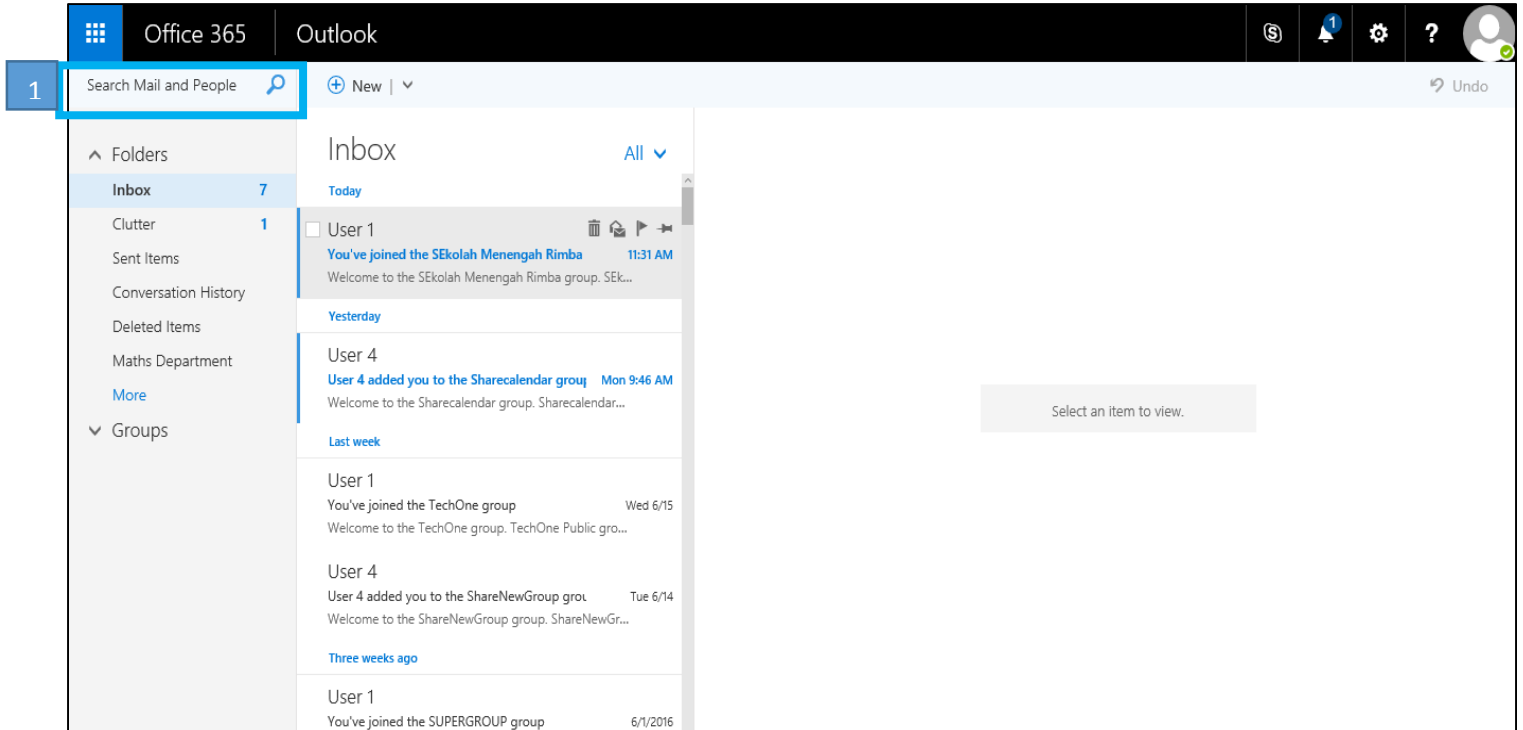
- 1) Select the '+' sign on the folder tab to create new folder. Name the folder (in this example Maths Department)



## Using the search functions

Search function is used to search any keywords being written in the text box.

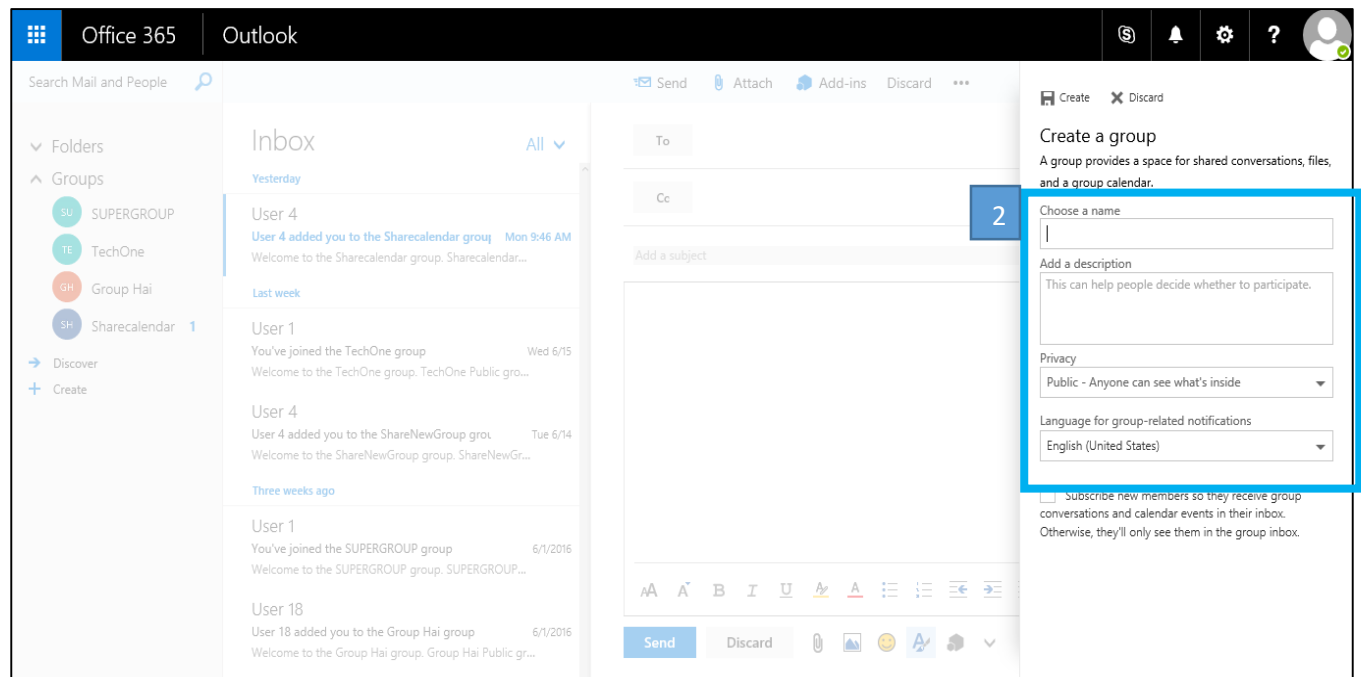
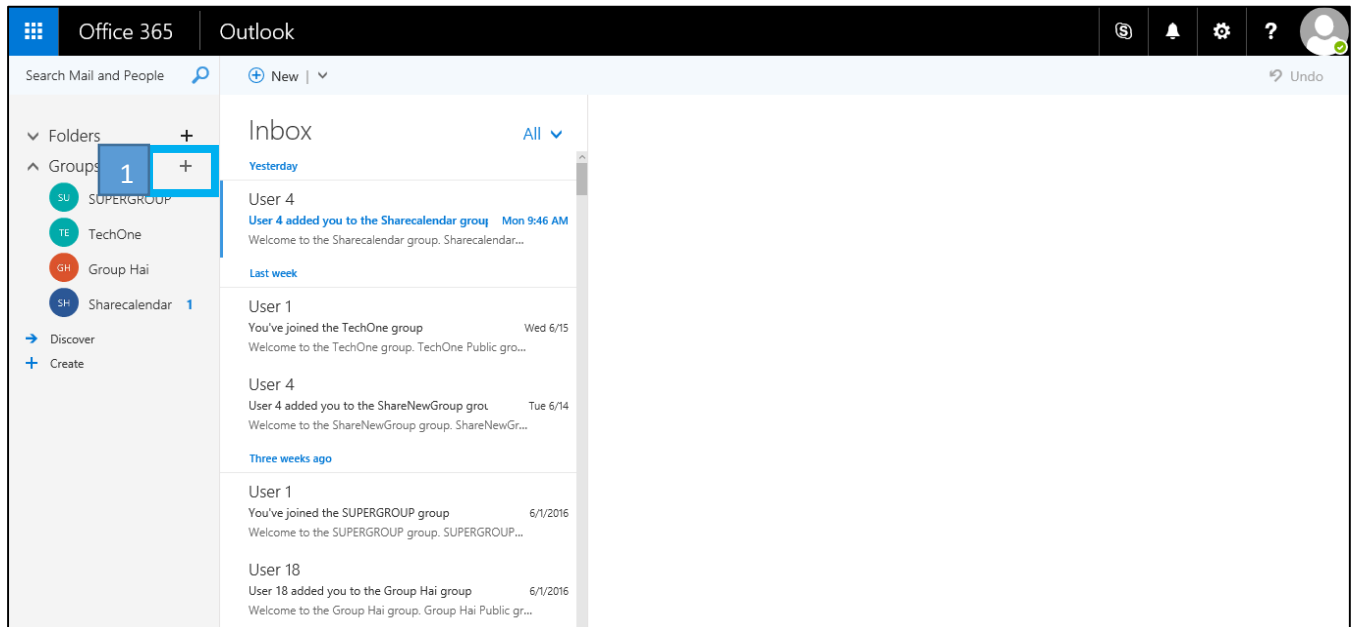
- 1) Type keywords in the text box as in this example **'contact'**
- 2) You may use the filter options to minimize your search

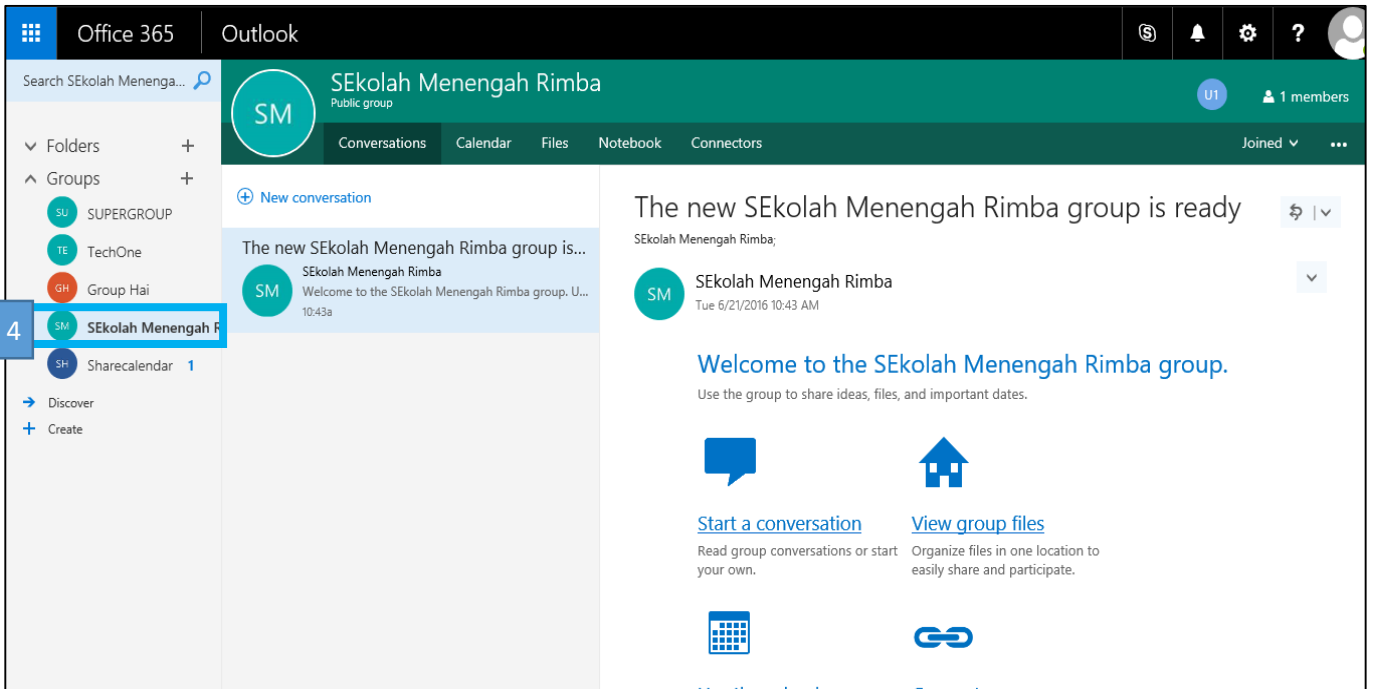
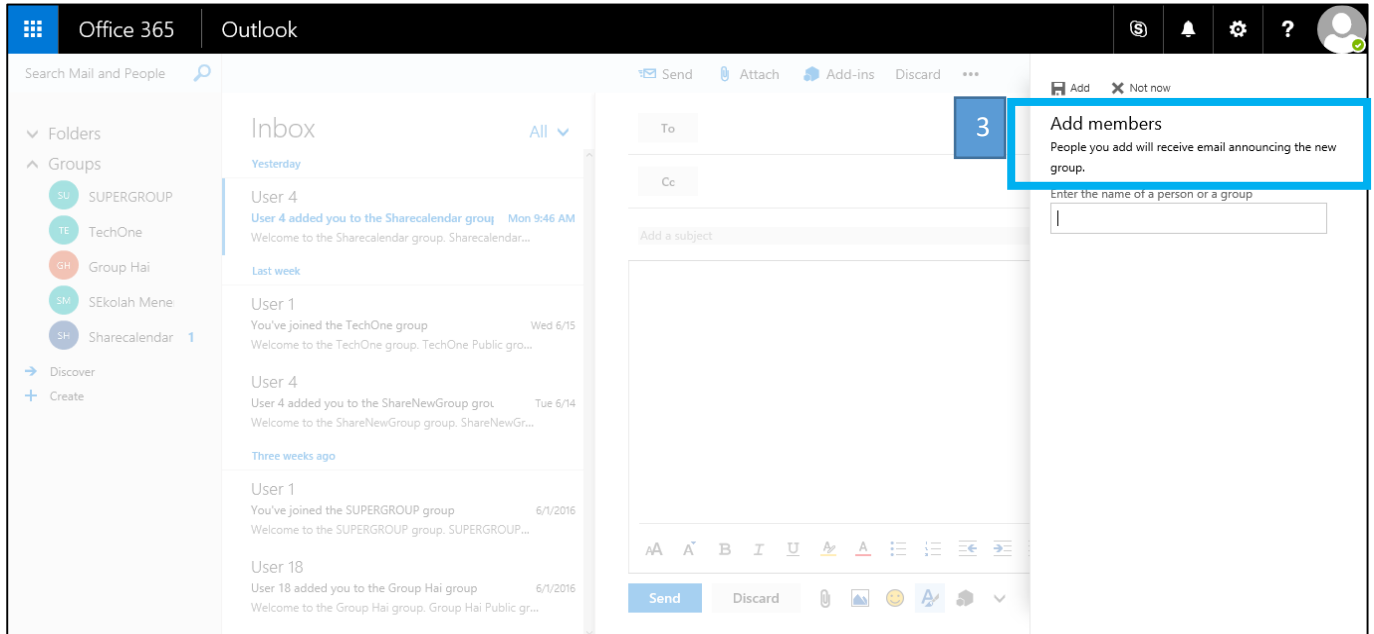


## How to create Groups

Groups enable collaboration among people. It allows people to work as a team.

- 1) Select the '+' symbols on groups tab
- 2) Fill in the **Name**, **Description**, **Privacy settings** and **language** then click create.
- 3) You may choose the contact person that you want to add in the group
- 4) The new groups will be automatically added on the group list





## Conversation in Groups

You may have conversation between recipients in the groups. This is suitable if you need to be replied on time

1) Select on the new conversation

The screenshot displays the Microsoft Outlook interface for a group named "SEkolah Menengah Rimba". The interface is divided into several sections:

- Top Bar:** Shows "Office 365" and "Outlook" on the left, and notification, settings, and help icons on the right.
- Search Bar:** Contains the text "Search SEkolah Menenga...".
- Group Header:** Features the group name "SEkolah Menengah Rimba" (Public group) and a "1 member" indicator.
- Navigation Tabs:** Includes "Conversations", "Calendar", "Files", "Notebook", and "Connectors".
- Left Sidebar:** Lists "Folders" and "Groups". Under "Groups", a "New conversation" button is highlighted with a blue box and the number "1". Other groups listed include "SUPERGROUP", "TechOne", "Group Hai", "SEkolah Menengah R", and "Sharecalendar".
- Main Content Area:** Displays a welcome message: "The new SEkolah Menengah Rimba group is ready". Below this, it says "SEkolah Menengah Rimba, Welcome to the SEkolah Menengah Rimba group. U... 10:43a". There are two main action buttons: "Start a conversation" (with a speech bubble icon) and "View group files" (with a house icon). Below these are icons for a calendar and a link.



2) You may write on the text box to start your conversation then click send

The screenshot displays the Microsoft Outlook interface for a group chat titled "SEkolah Menengah Rimba". The interface includes a top navigation bar with "Office 365" and "Outlook" labels, and a search bar on the left. The group chat header shows the group name, a "Public group" label, and a "1 members" indicator. Below the header, there are tabs for "Conversations", "Calendar", "Files", "Notebook", and "Connectors". The main chat area shows a list of messages, with the most recent one highlighted. A blue box with the number "2" is placed over the "New conversation" button. The chat content area is currently empty, showing a text input field with the placeholder text "Good Morning, Welcome to SEkolah Menengah Rimba Group". Below the input field are "Send" and "Discard" buttons, along with icons for attachments, emojis, and other chat features. The status bar at the bottom indicates "Saved to your Drafts folder at 11:49 AM".

## How to leave group

You may leave the group if you do not intend to be part of the group anymore

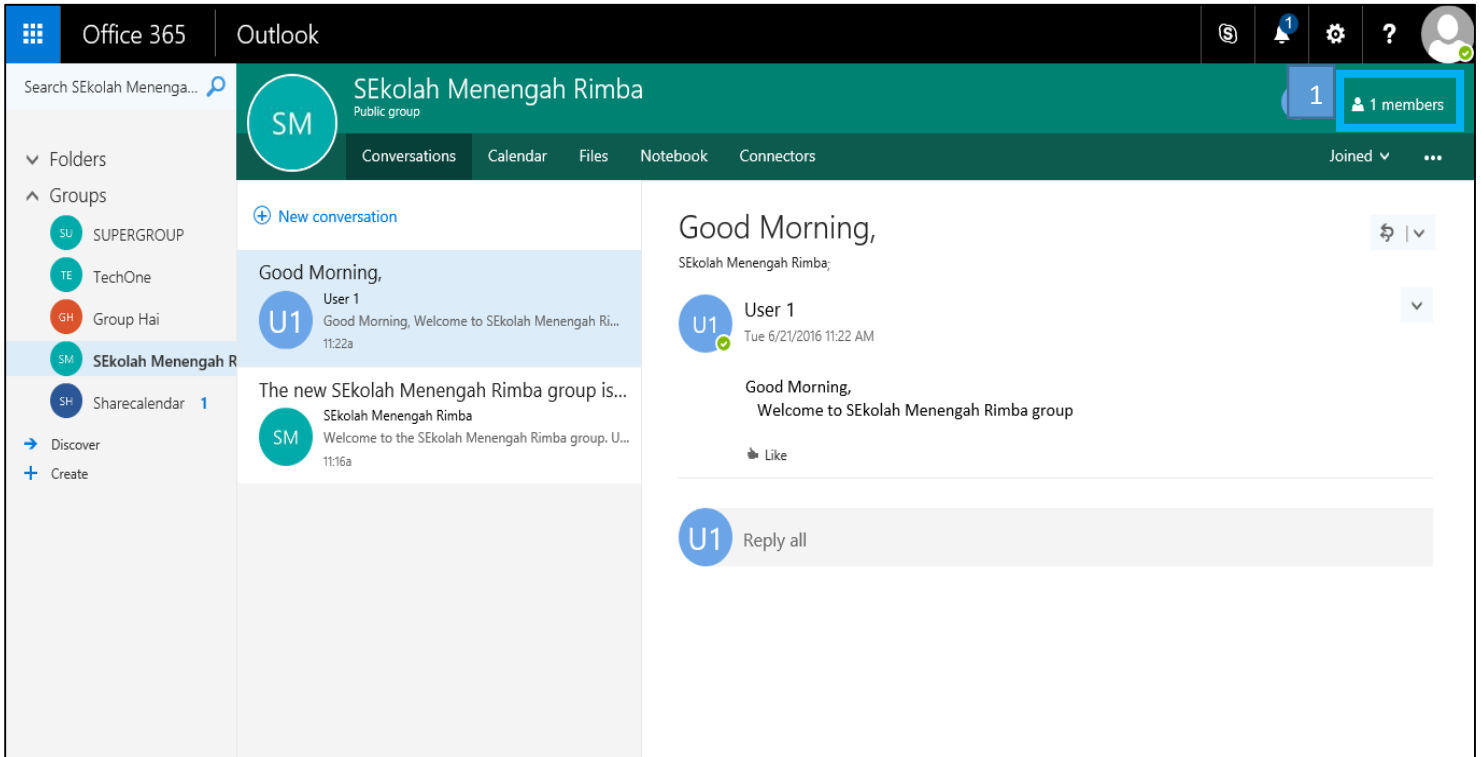
- 1) Select the **Join** command to open the list then click leave group

The screenshot displays the Outlook interface for a group named "SEkolah Menengah Rimba". The top navigation bar includes "Office 365" and "Outlook". The group header shows "SEkolah Menengah Rimba" as a "Public group" with "1 member". Below the header, there are tabs for "Conversations", "Calendar", "Files", "Notebook", and "Connectors". A blue box highlights the number "1" in the "Joined" button. A dropdown menu is open, showing options: "Subscribe to this group by email" and "Leave group". The main content area shows a "Good Morning" message from "User 1" and a "Welcome to the SEkolah Menengah Rimba group" message. The left sidebar shows a list of groups, including "SUPERGROUP", "TechOne", "Group Hai", "SEkolah Mene", and "Sharecalendar".

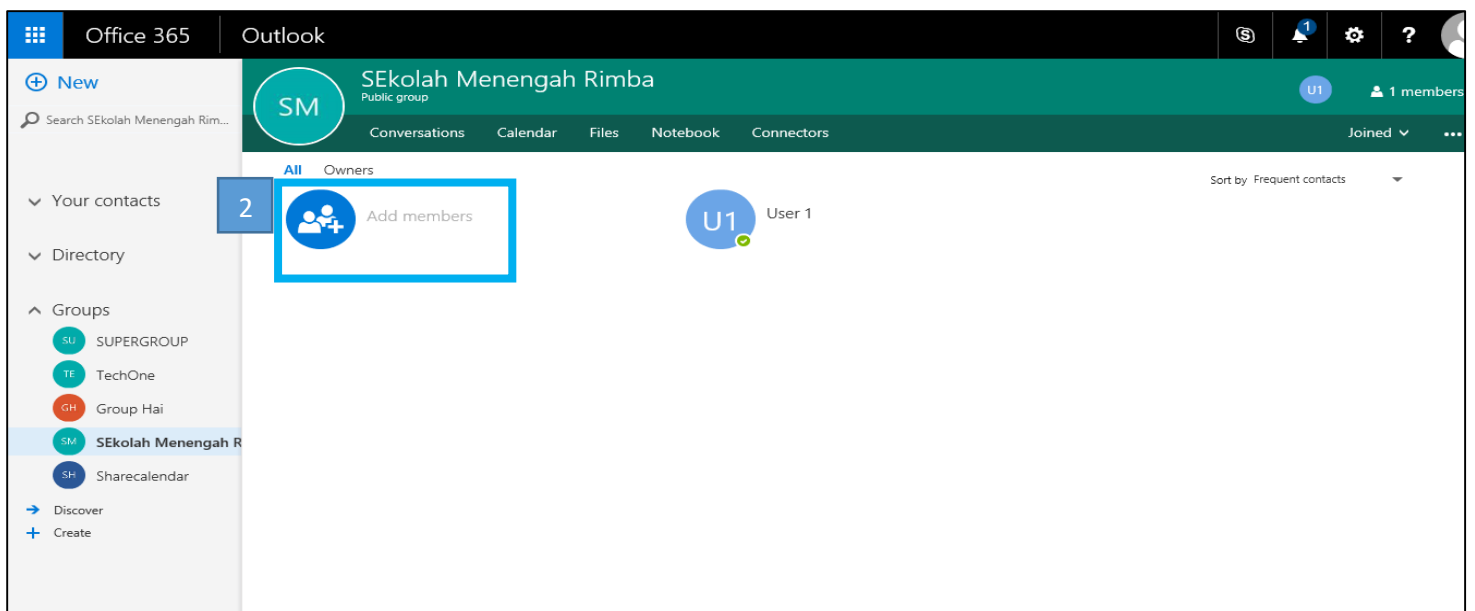
## How to add members

You may add several recipients to you group.

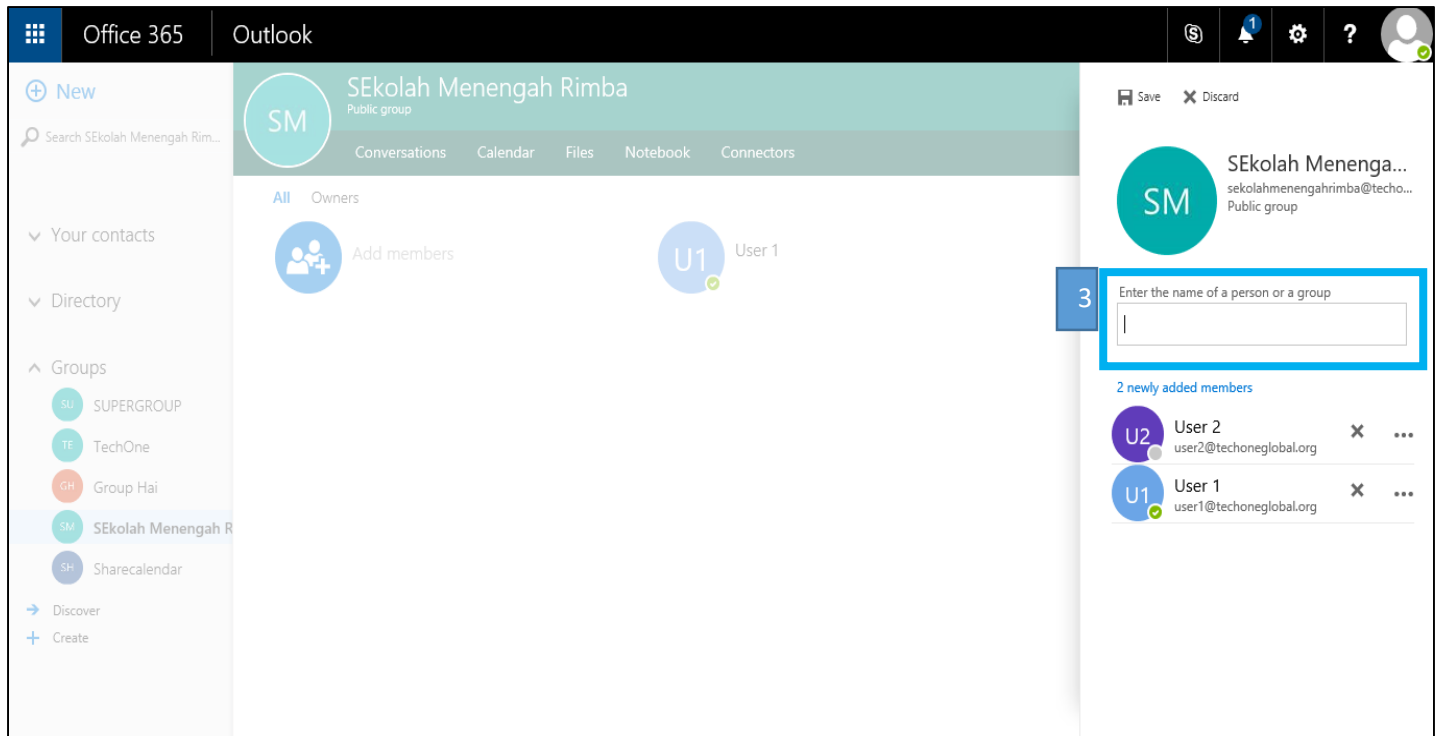
- 1) Select members on the top right hand corner



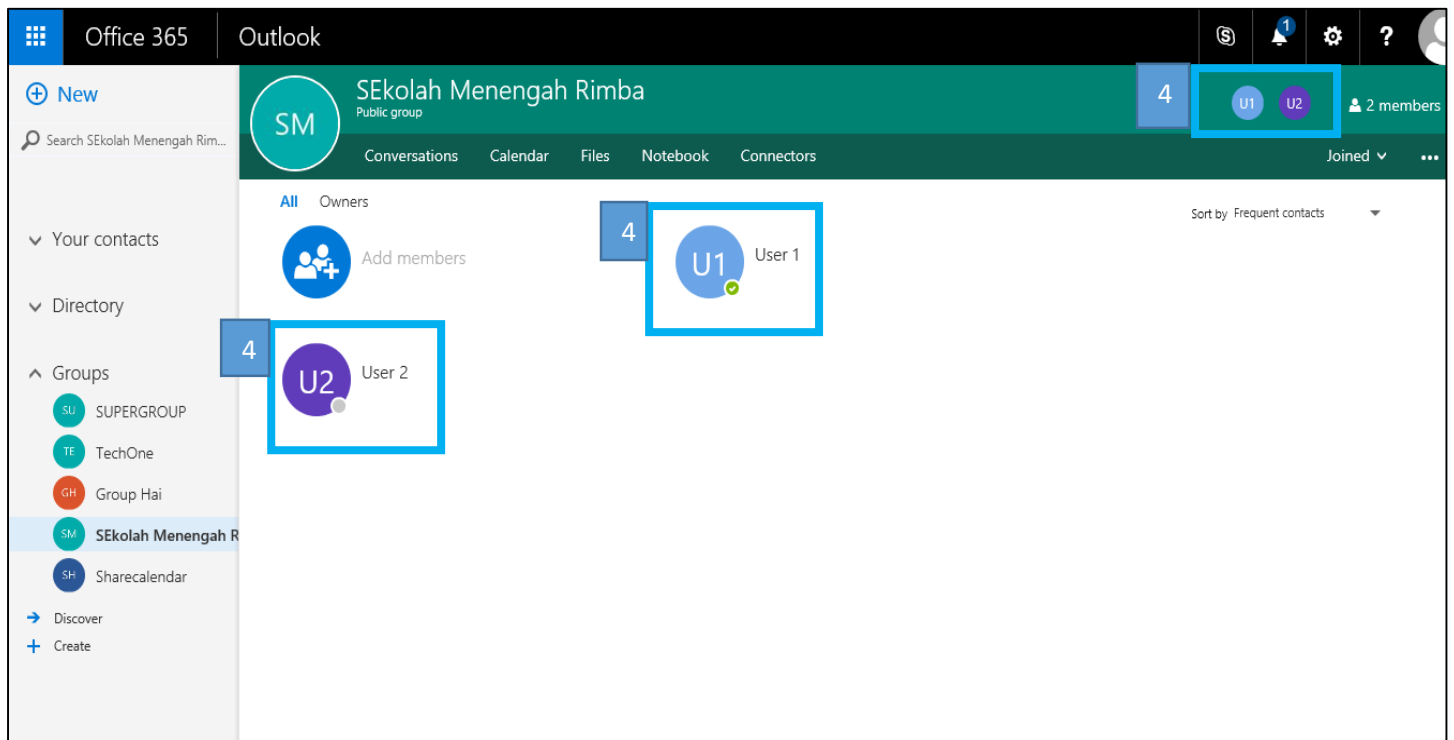
- 2) Select the **Add members** to add new recipients



- 3) Enter the name of the recipients on the text box (as in this example **user 2** and **user 1**) then click save



- 4) The new user is added to this group



# OFFICE 365 CALENDAR

## WHAT IS CALENDAR FOR MICROSOFT 365?

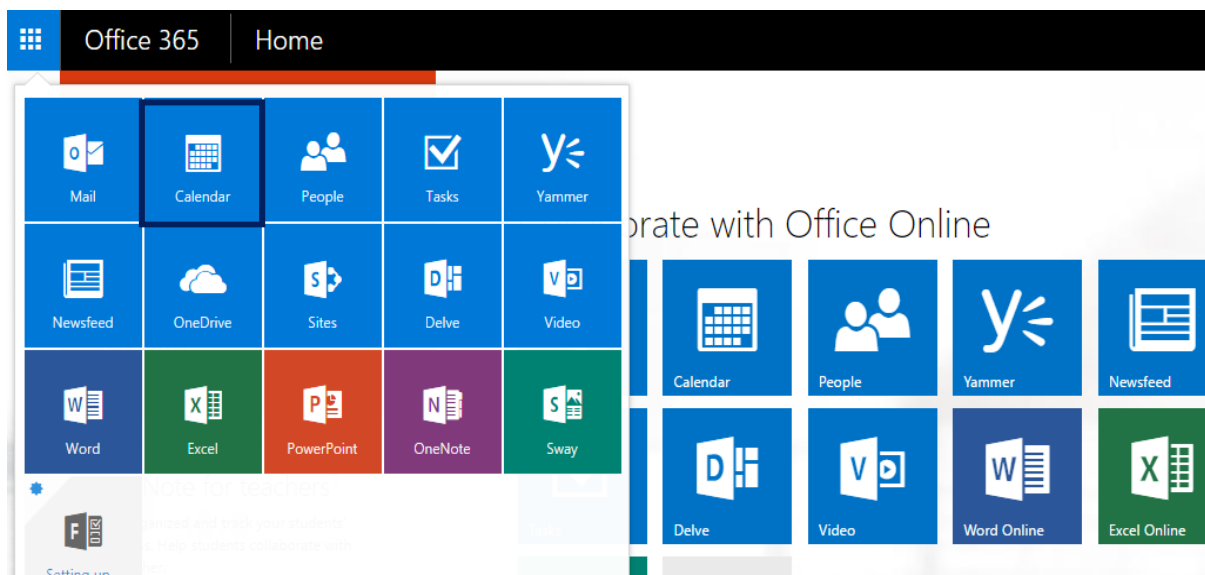
Save date schedule, for reminder and notify. Add meeting, appointment and other event to your calendar in Outlook Web App track and share with others.

What teachers need in the Calendar?

- Holiday date
- Exam date
- Meeting date
- Report date
- Graduation date
- Event date.
- Birthday date
- Personnel date.

Where we can find the Calendar button in the Microsoft 365?

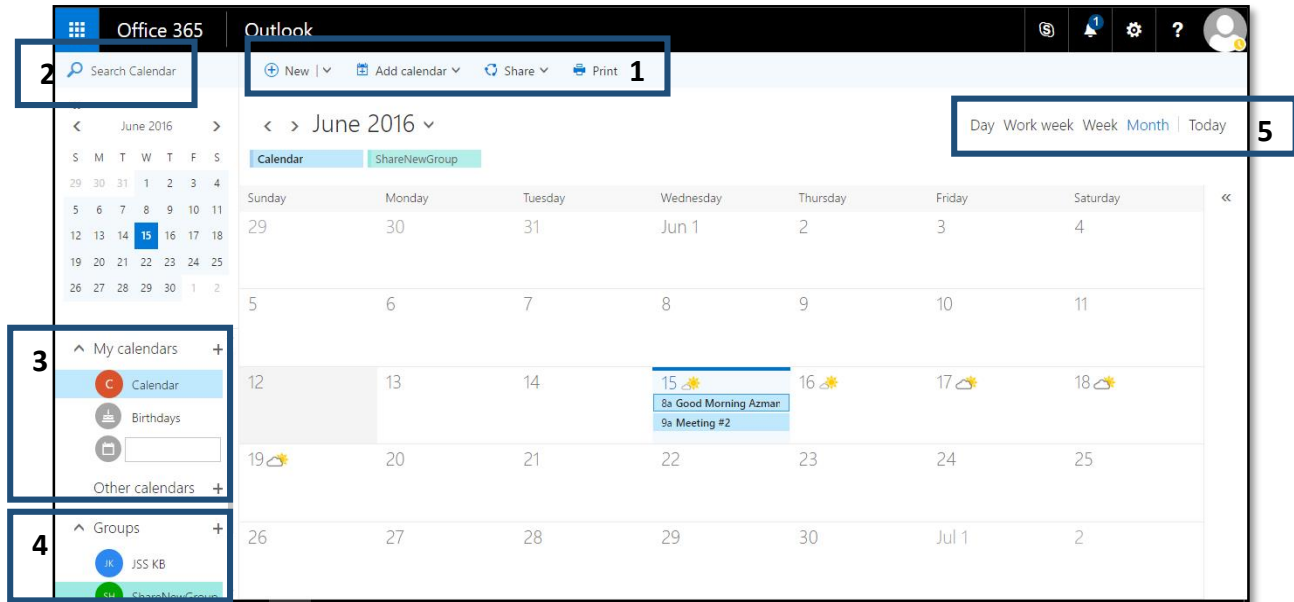
Press at the menu site, then will show the button of the calendar.



What are the function in the Calendar Microsoft 365? And how to use each function describe?

1. Add Schedule
2. Delete Schedule
3. Create own calendars
4. Create group to share calendars
5. Share calendars.
6. How to add member in the group.
7. Search function.

## Interface office 365 Calendar.

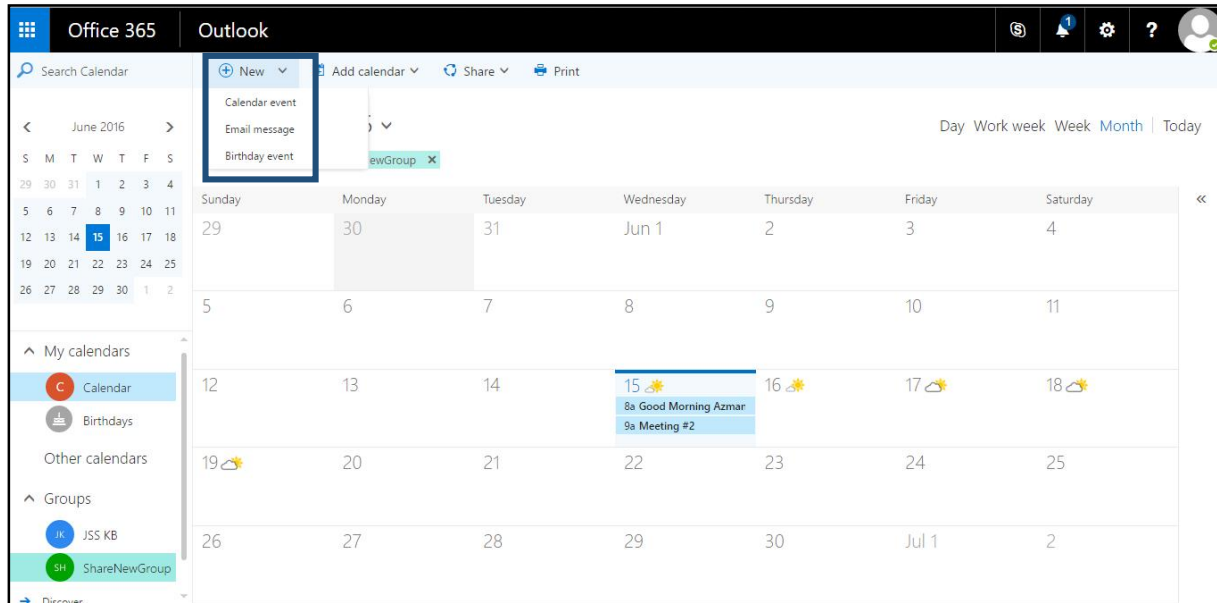


### Description

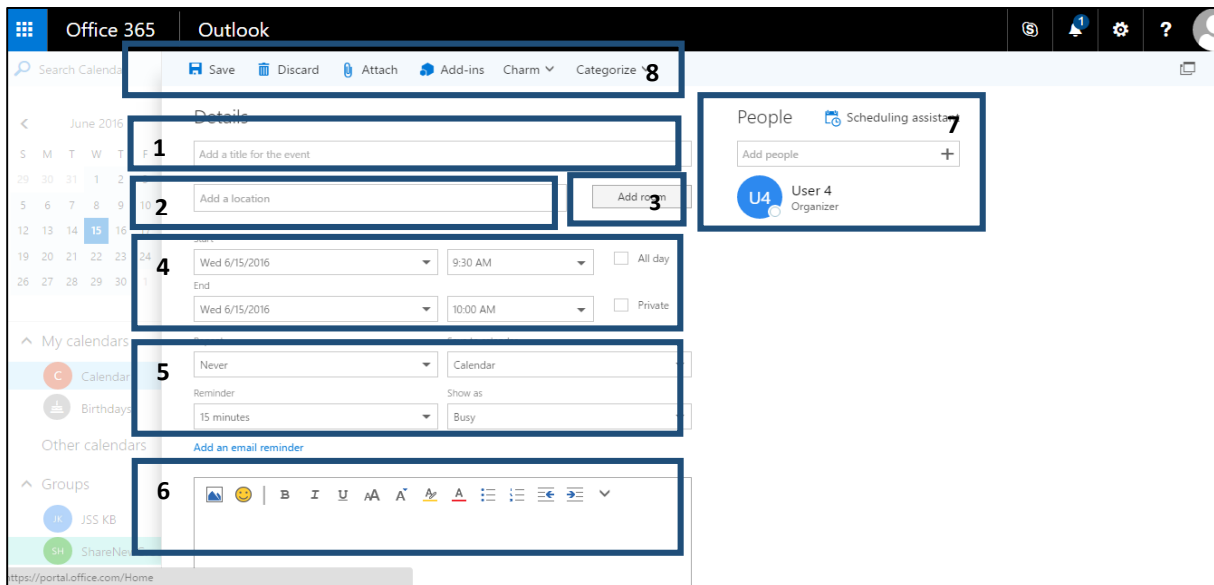
1. Drop down menu
  - New for add new schedule (meeting, appointment etc.)
  - Add calendars
  - Share (with other member inside and outside organization)
2. Search Function
3. Categories of calendars
4. Categories of groups
5. The different view for calendar

## ADD SCHEDULE AT THE CALENDAR

Press **New** drop down then click **Calendar event** to add new schedule.



The outcome of new schedule, fill in the detail of your schedule.



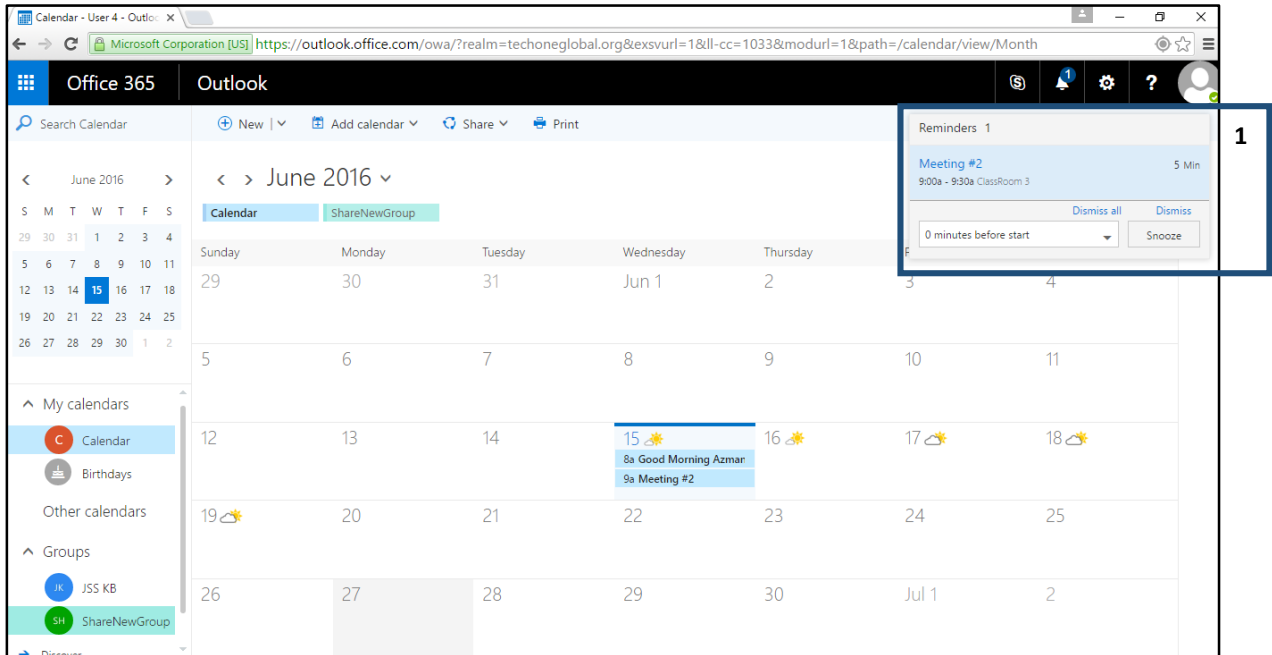
### Description

1. Add the title for the event
2. Add location for the event
3. Add room – list room in the directory
4. Choose a start time and duration, and adjust the time of reminder notification if you need to.
5. Show as list, choose how you want the appointment to appear on your calendar: Free, Etc.
6. You can fill in all detail description of the event

7. To add other member to share the calendars.
8. To save, discard, attach and add-link the calendar.

\*There is another way to make add new schedule in calendar which is double click the date box inside the calendar.

## Notification and reminder by office 365 Calendar.



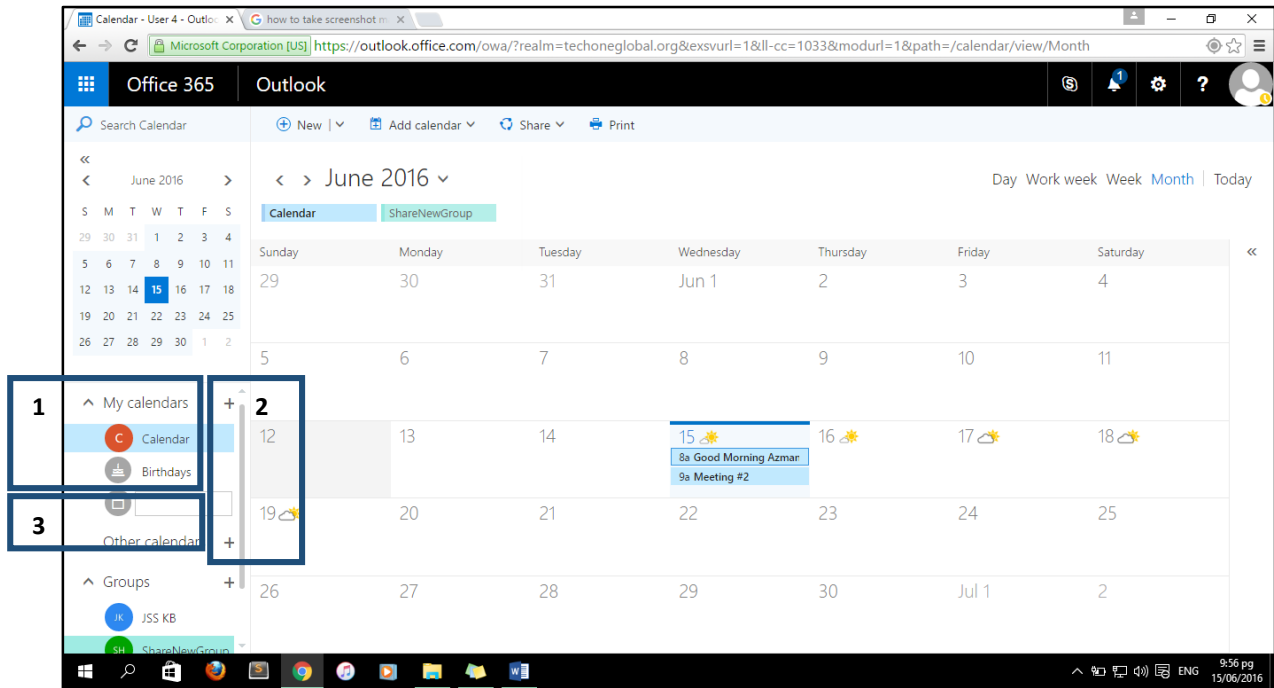
### Description

1. The reminder will be pop up before the event happen.



## CREATE OWN ANOTHER CALENDAR AND SECONDARY CALENDAR

To create your own calendar in **My Calendar** on the left side there is category name **My Calendars** then just press the Plus (+) sign, then there will be textbox to fill in to add new own calendar.



### Description

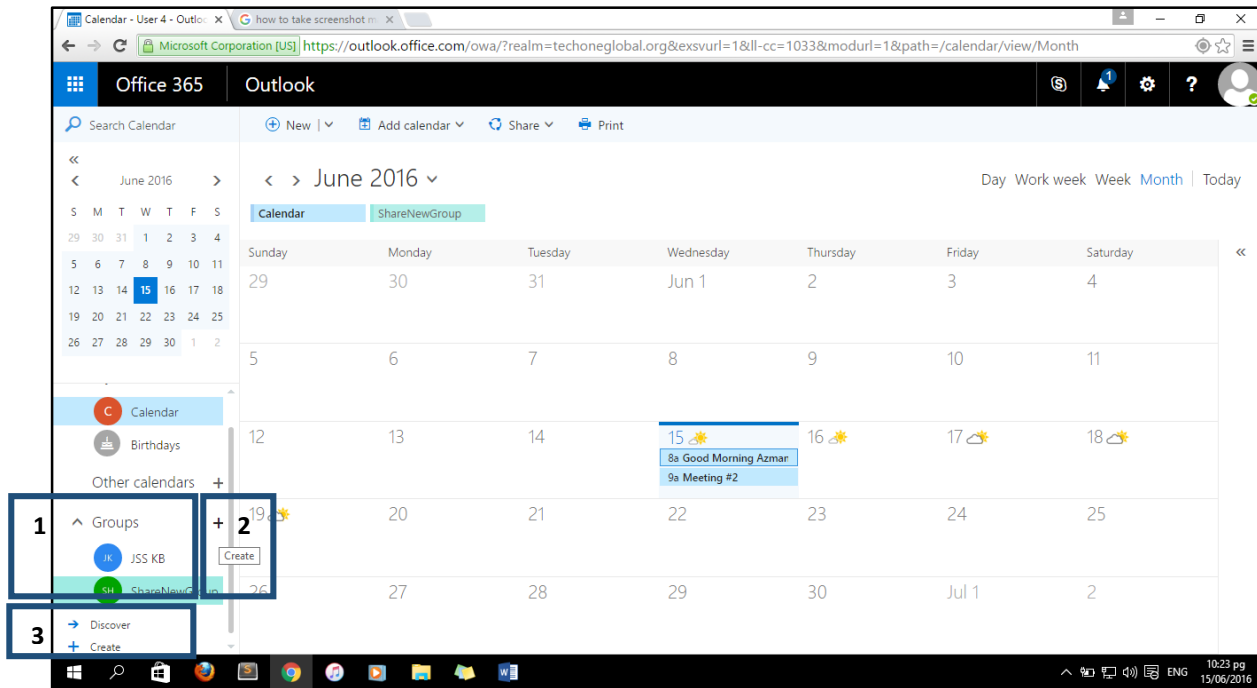
1. The category of My Calendar group
2. The plus (+) sign to add new own calendar
3. The text box to fill in the new calendar that you can to create

\*For additional the other Calendar is an optional to use it.

## CREATE GROUP TO SHARE CALENDARS

What is group share calendars in Microsoft 365?

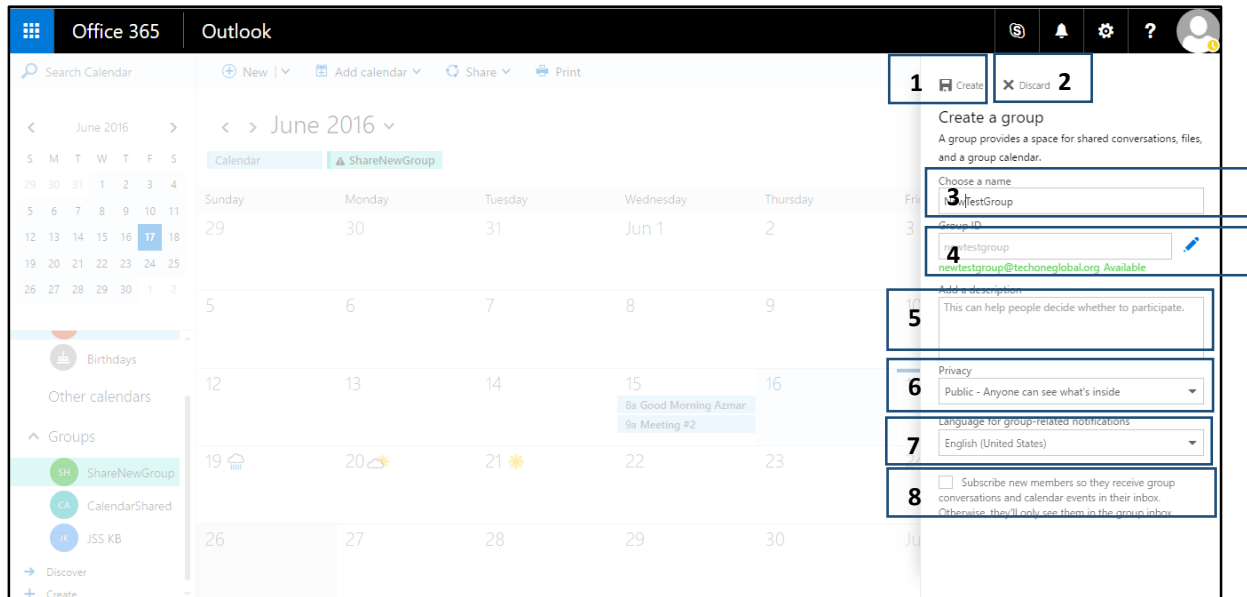
To get start to create new group just press the Plus (+) button at the left side Group then you need to fill in some detail.



### Description

1. The group category that is available on the list
2. The Plus (+) to add new group on the list
3. Discover is you can join other group calendar, and create is another way to create calendar.

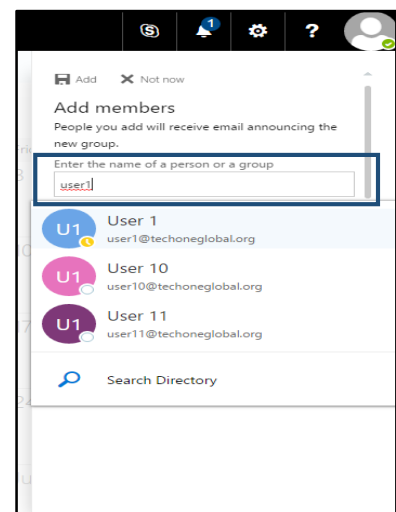
On the Right side there will be pop up to fill in detail of the new group.



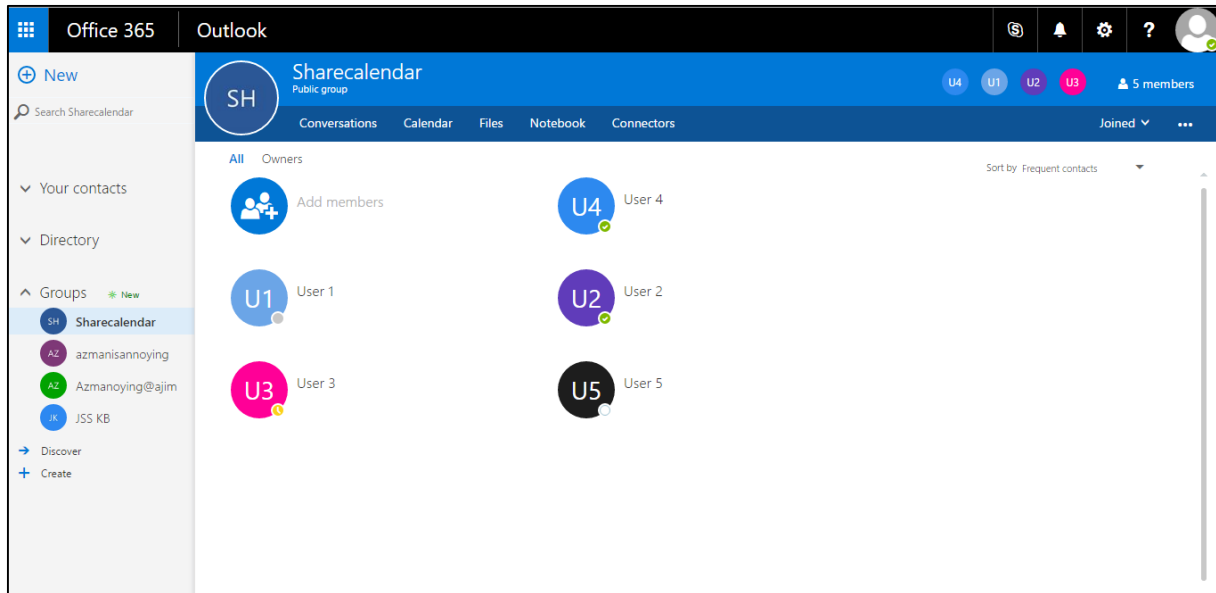
## Description

1. After you fill in all the detail then you press the create button to conform the new group.
2. Discover is undo to create new group.
3. Fill in the name for the new group with unique name.
4. The ID will automatically fill in with the name.
5. The description and detail of the group.
6. Privacy there is two option which is public and private
  - Public – anyone can see what's inside
  - Private – only approved members can see what's inside
7. Language to use.
8. To subscribe new members so they receive group conversation and calendar event in their inbox. Otherwise, they'll only see them in the group inbox.

Then after you fill in all the detail of the group you can add member that you want to add. To be safe at the text box "Enter the name of a person or group" fill in the email instead eg. User1@techoneglobal.org.

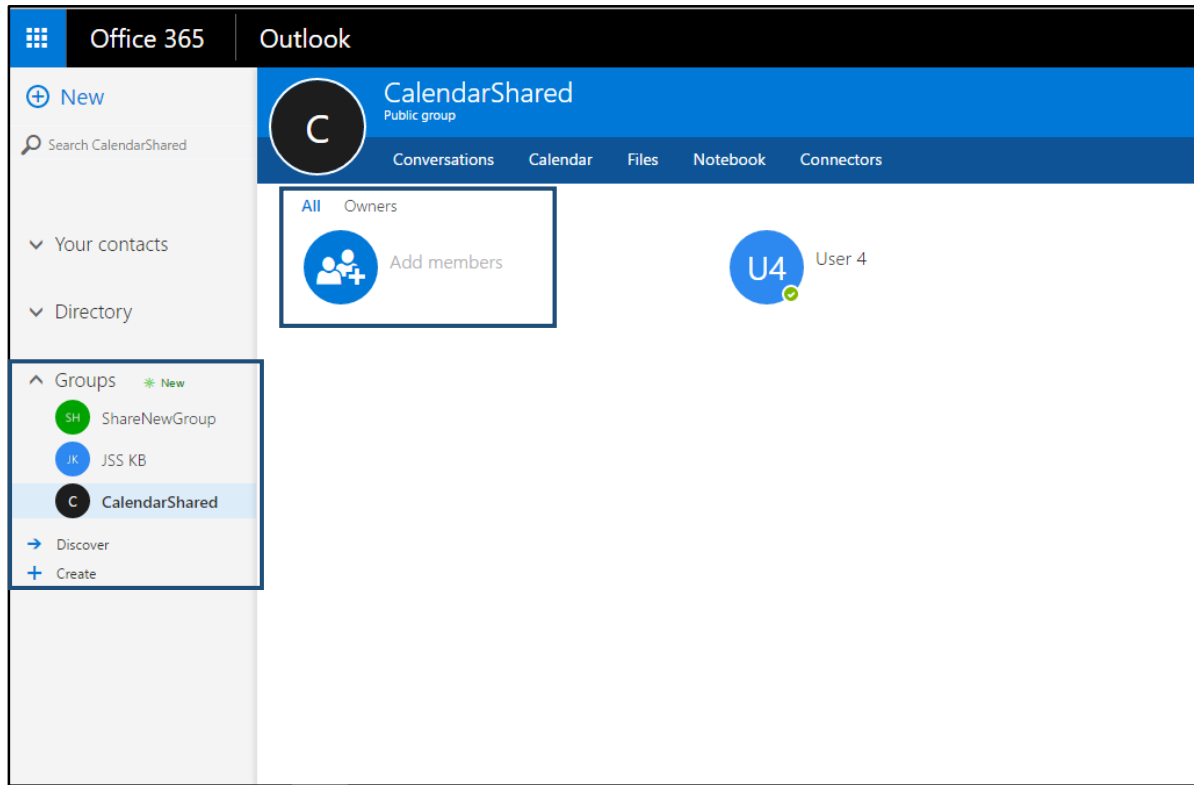
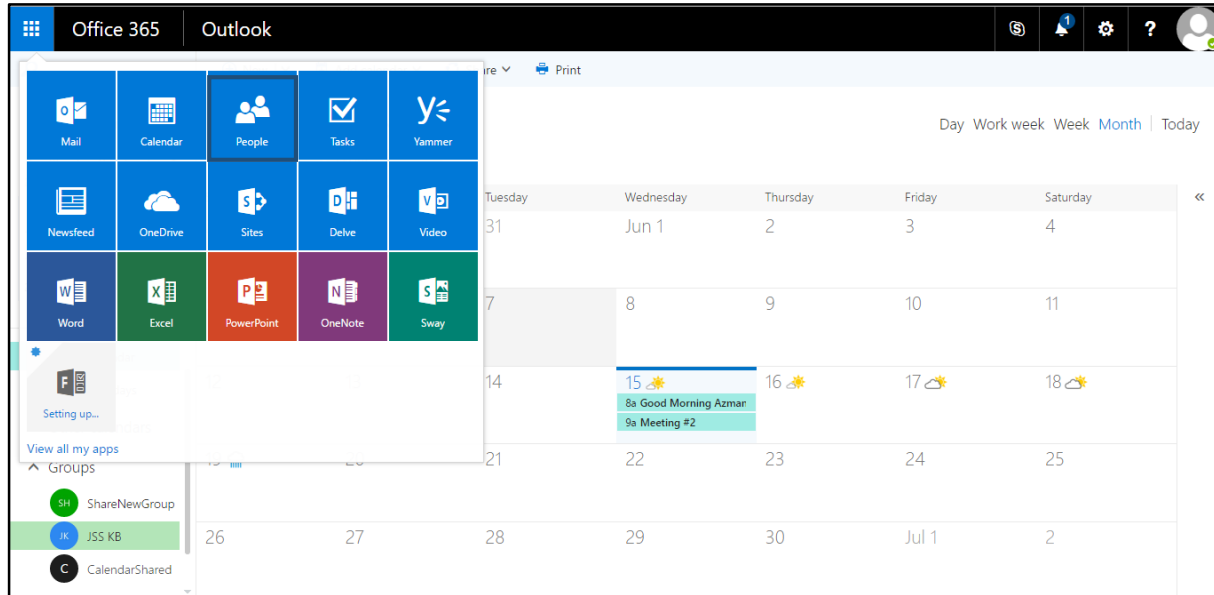


Result after adding user into the group in calendar.

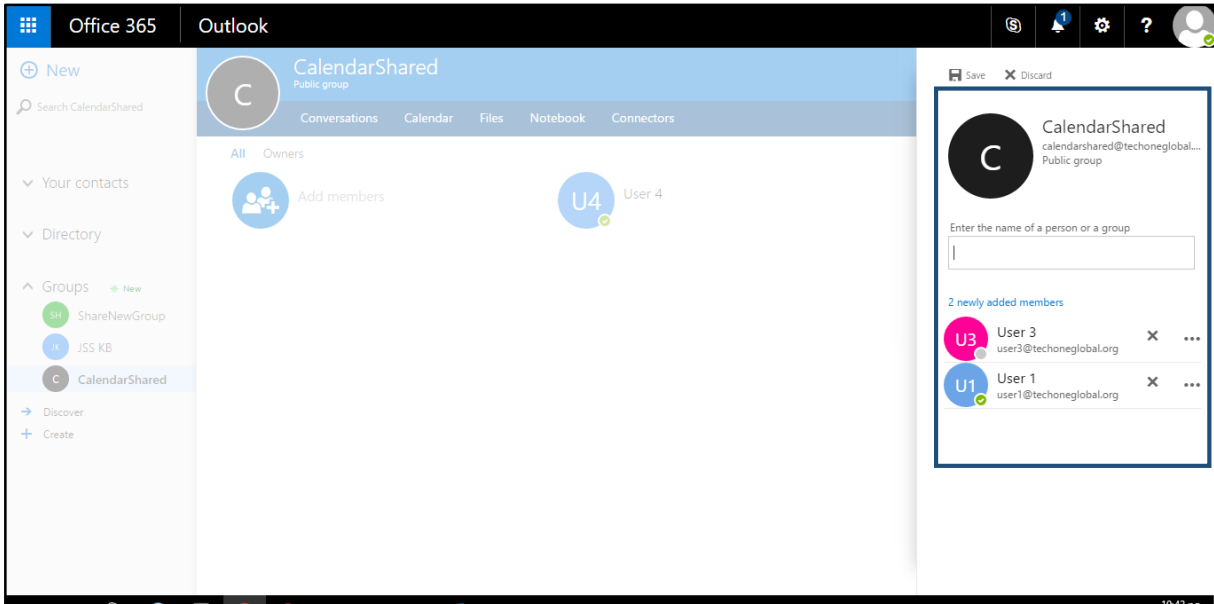


After you already created the new group, then if you want to add new member in the group press the menu button then Click **People**.

Press the menu the choose People to add member.

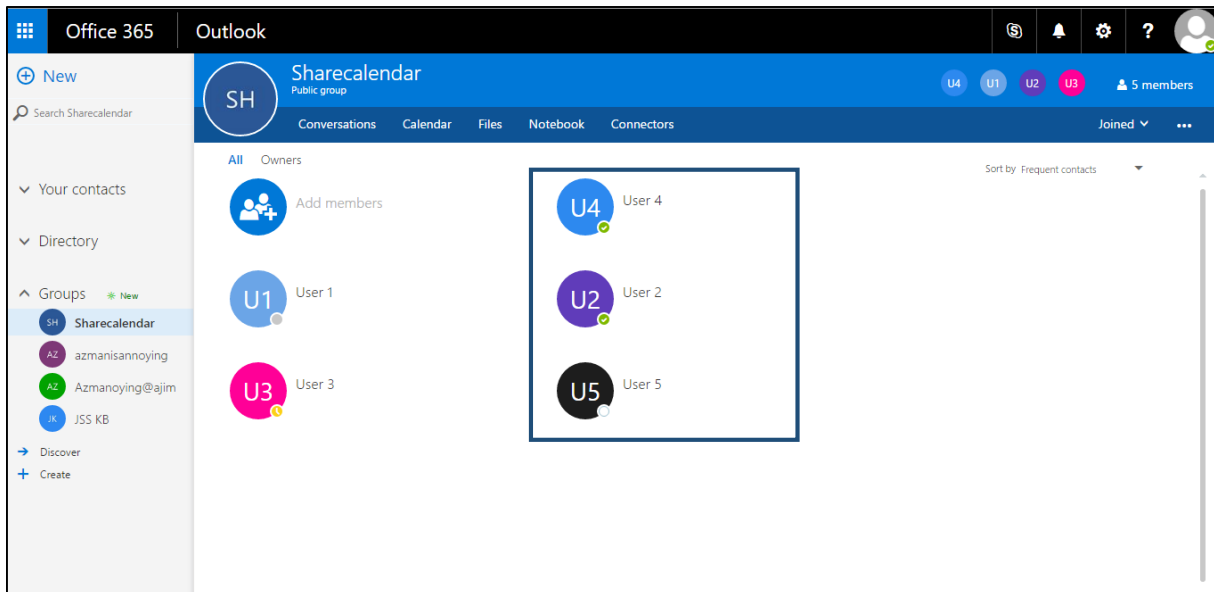


Press the group that you want to add new member. Press the Add member.

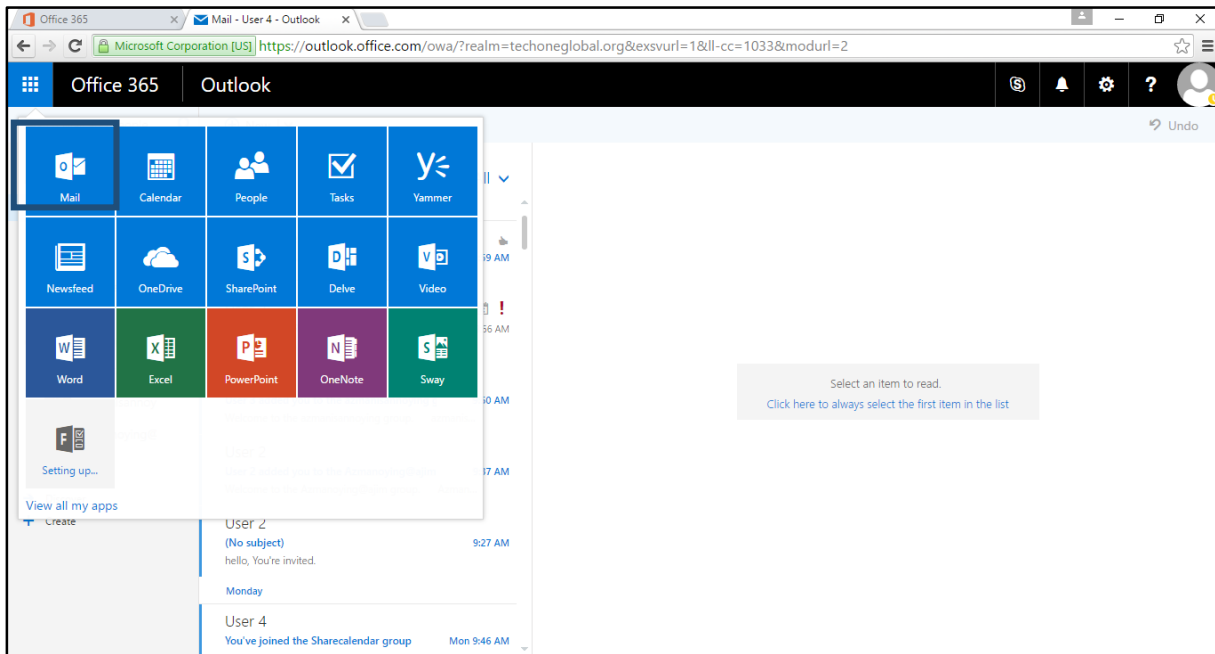


Choose the new member to add in the group.

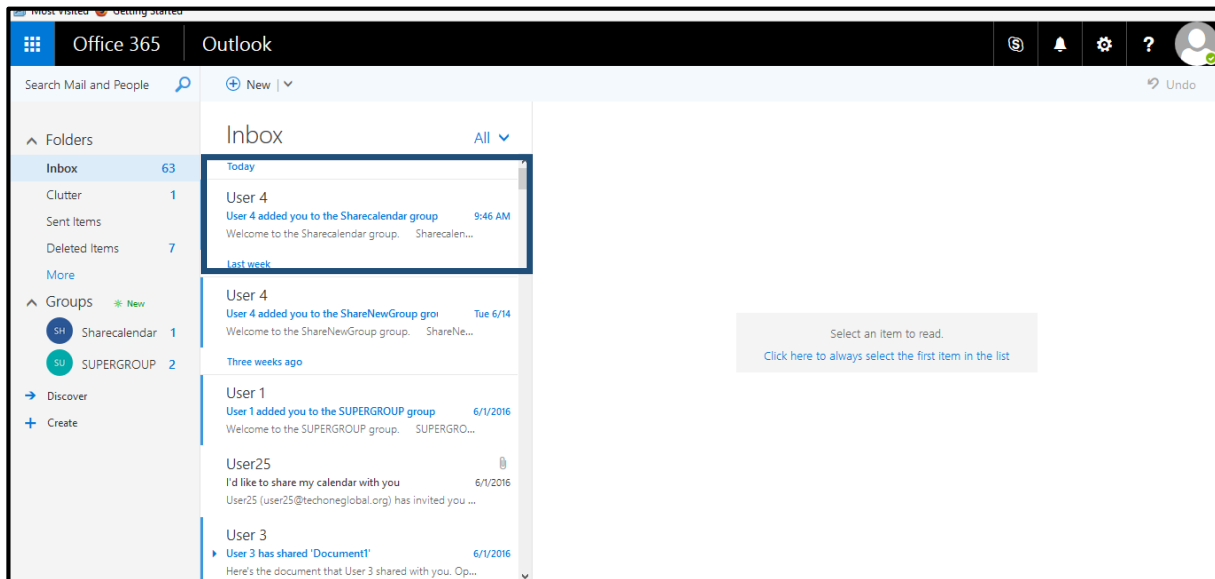
The result after adding the new members.



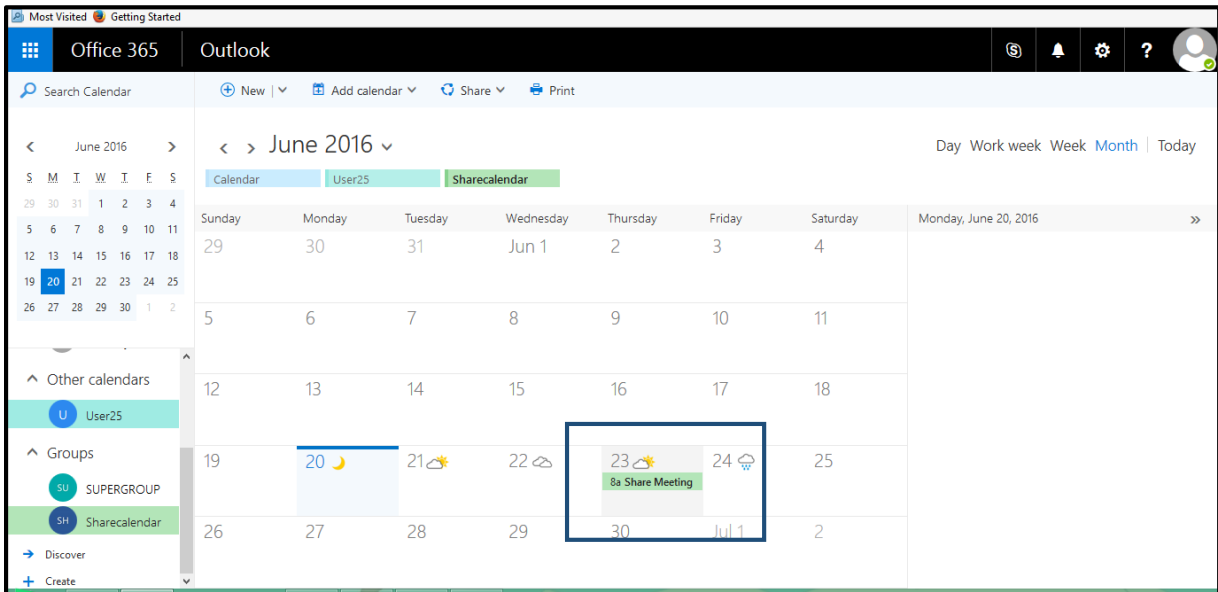
Go home button> click email.



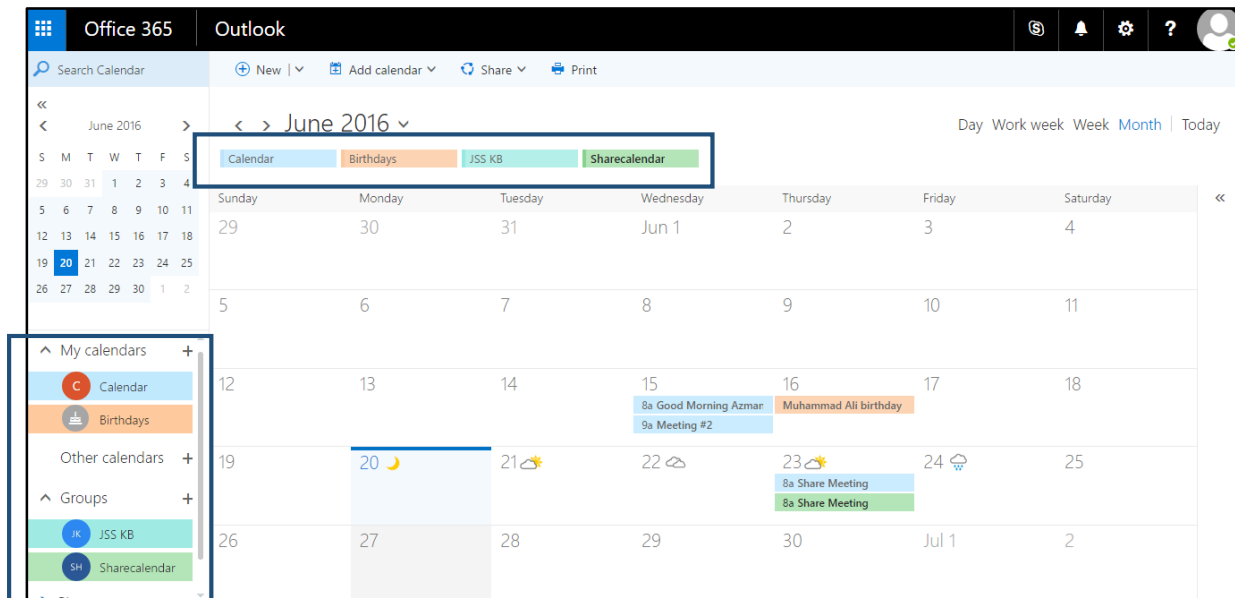
Once the new user added to the group then will notify the user by email



The view of share calendar with other user.



Different section within the calendar. To see this function, you need to click the calendar section where it is at the right side of the screen. In addition, you can set different color for each event by pressing right click at the calendar section.





## SEARCH FUNCTION

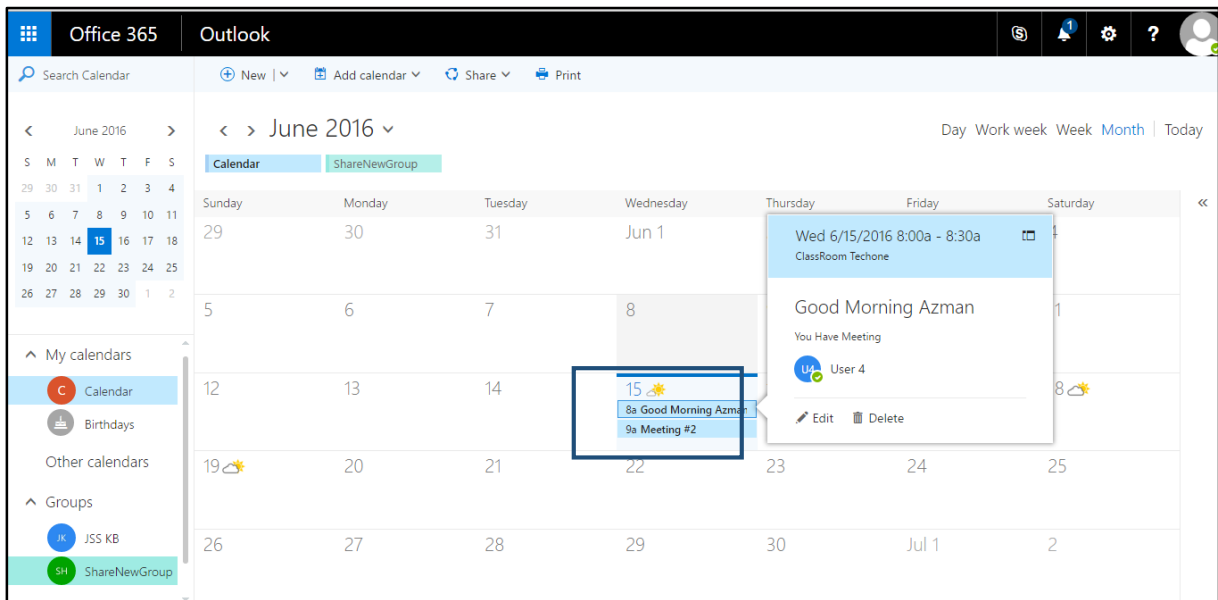
Make easy way to find your meeting or appointment in the calendar.

The screenshot displays the Microsoft Outlook calendar interface. At the top, the 'Office 365 Outlook' header is visible. Below it, a search bar labeled 'Search Calendar' is highlighted. The main calendar area shows a monthly view for June 2016. The calendar grid includes days of the week and dates. A search bar is positioned above the grid, and a dropdown menu shows 'ShareNewGroup' as the selected calendar. The calendar view shows several appointments: '8a Good Morning Azmar' and '9a Meeting #2' on Wednesday, June 15th. The interface also includes navigation controls like 'New', 'Add calendar', 'Share', and 'Print' at the top, and a sidebar on the left with options for 'Birthdays', 'Other calendars', and 'Groups'.

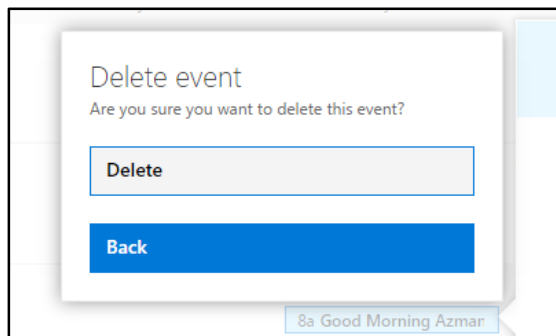
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Jun 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 8a Good Morning Azmar 9a Meeting #2	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Jul 1	2

## DELETE SCHEDULE AT THE CALENDAR

To remove the meeting and appointment in the calendar.



Right click the meeting at the calendar that you want to delete. There are two option which is edit and delete. Press delete to remove the meeting or appointment at the calendar.



Confirmation to delete will be ask by the applications.