Office365 End User Training & Self-Service Migration Manual Simplified

Version 1.0

University Systems and Security
5/25/2016
# Table of Contents

## Introduction to Office365 ................................................................. 4

## Update your Identity and Password .................................................. 5
- Change your NetID Password ................................................................. 6
- Update your Display Name ................................................................. 7
- FDU Identity Recovery ....................................................................... 7
  - A. Recovery Email Address ................................................................. 7
  - B. Security Questions and Answers .................................................. 8

## Using Outlook Web App ................................................................. 9
- Introduction ....................................................................................... 9
- Logging In ....................................................................................... 9
- Navigation Bar ................................................................................. 9
- Mail .................................................................................................. 10
- Creating Messages ........................................................................... 11
- Reading Messages ............................................................................ 12
- Replying to Messages ....................................................................... 14
- Forwarding Messages ....................................................................... 15
- Pinning Messages ............................................................................. 16
- Flagging Messages ........................................................................... 17
- Printing Messages ............................................................................ 18
- Deleting Messages ........................................................................... 18
- Moving Messages ............................................................................ 18
- Filtering and Sorting Messages ......................................................... 19
- Managing Folders ............................................................................ 20
- Creating Folders .............................................................................. 20
- Renaming Folders ............................................................................ 21
- Deleting Folders ................................................................................ 21
- Emptying the Deleted Items Folder .................................................. 21
- Creating Signatures ......................................................................... 22
- Turning on Automatic Replies .......................................................... 23
- Calendar .......................................................................................... 24
- Creating Appointments .................................................................... 24
- Editing or Deleting Appointments ...................................................... 25
- Creating Meetings ............................................................................ 26
- Rescheduling or Canceling Meetings ................................................ 27
- Responding to Meeting Invitations .................................................. 28
- Sharing your calendar in Outlook Web App ...................................... 29
  - Share my calendar with people in my organization ....................... 29
  - Change calendar sharing permissions ............................................ 31
  - Add another person’s calendar to my calendar view ....................... 31
People
Creating Contacts
Editing Contacts
Deleting Contacts
Creating and Editing Contact Lists
Logging Out
Introduction to Office365

Fairleigh Dickinson University is deploying a new E-mail system that greatly expands the quota of data stored per user and features enhanced services such as Word Online, Excel online and PowerPoint online. The new service, referred to as Office365, can be accessed via office365.fdu.edu from a web browser, or a configured mail client such as Outlook or Thunderbird.

This manual is intended to assist users with an FDU email address and non-FDU issued equipment to migrate their e-mail account to Office365. The Manual is broken down into two distinct sections:

1. **Update your Identity and Password** – When you migrate, your Display Name, which is the name that appears on the ‘From:’ line of your e-mail, might change. Use these directions to set your Display Name to how you want others to see the ‘From:’ line of your e-mail e.g. Smith, Joanne or Joanne Smith or Smith Dr J, etc. You will also be prompted to change your password, which will now expire every 90 days.

2. **Using Outlook Web App (OWA)** – This section is geared towards training a new user on navigating the interface and features of Office365 from the internet site office365.fdu.edu.

If you have any questions or problems with your migration, please contact our University Technical Assistance Center (UTAC) 24 hours per day, 7 days per week at (973)443-8822.
Update your Identity and Password

Go to the following site: https://identity.fdu.edu

Click on log in to enter the FDU Identity website.

To log in to Indentity.fdu.edu, you need to enter your FDU Net ID (formally Webmail login) and password.
Change your NetID Password

Before connecting to Office365 for the first time, you need to update your FDU NetID password. It will remain valid for 90 days, at which time you will need to change it again. Your new password needs to meet all of the following criteria:

- 8 to 16 characters in length
- Does not use all or part of your first or last name, other personal information, or dictionary words.
- Must have at least 1 upper case letter
- Must have at least 1 lower case letter
- Must have at least 1 number
- Must have at least 1 symbol

To change your password, click on the link “Change My Password”. Here you will be prompted to enter your existing password (your “Old Password”) and your new password twice.

Tips for Choosing a Good Password (Advisory)

The length and complexity requirements may appear to make it hard to choose a password that is easy to remember, but there are a few tricks that can make it easier.

A password that meets the minimum length requirement must be rather complex. You can readily construct such a password from the initial letters of a favorite quotation, song lyric, poem and so on, capitalizing some letters, and substituting a number or special character in an appropriate place.

For example:
- Ww1dw? - What would I do without you?
- iTwbtd2@. - In the week before their departure to Arrakis.

A "very long" password can be relatively simpler. Choose three simple words, capitalizing some letters, and link them with a number or special character. For example:
- Gori$1a8banana@SanDiego
Update your Display Name

Your display name is how other people see your name in e-mails and in the address book. By default, your display name will be populated with your entire name (first middle last name). To update this display name, enter your desired “Display Name” and click on button “Change Display Name” to save the changes.

FDU Identity Recovery

If you ever forget your FDU password, there are two options outlined below to change your password.

A. Recovery Email Address

If you set a “Recovery Email Access” for your NetID, you can receive information to an alternate email address to help you reset your FDU password.

To enable this feature, click on the link “Change Recovery Email”. Enter an alternate email address and click on button “Change Recovery Email” to save the changes.
B. Security Questions and Answers

If you set up “Security Questions and Answers” for your NetID, you can reset your password by answering one or more of these questions.

To enable this feature, click on the link “Change Security Question and Answer”. From the Security Question dropdown menu, select one or more security questions and provide your responses in the answer field below. Click on the “Change Security Question and Answer” button to save the responses.
Using Outlook Web App

Introduction

The Microsoft Office365 Outlook Web App (OWA) is a web-based email system for FDU, faculty, and staff. It allows users to access their email, calendar, and contacts from any computer with an Internet connection. This section provides an overview of the Office365 OWA user interface and covers how to perform basic tasks such as sending and receiving messages, creating signatures, turning on automatic replies, managing folders, creating appointments and meetings, and creating contacts and contact lists.

Logging In

You can log in to Office365 OWA using your NetID. If you are using Internet Explorer, you will need to be at Version 9, although Version 10 or higher will provide best results.

To log in to Office365 OWA:

1. Launch a web browser, log in to https://office365.fdu.edu with your NetID (see figure 1).

![Figure 1 – Login]

Navigation Bar

The Navigation bar is located at the top of the Office365 OWA user interface and provides quick access to the main components of OWA (see figure 2). Click the Notifications icon to access your notifications, the Settings icon to access and customize your OWA settings, or the Help icon to access online help. To launch other Office365 apps or services (such as Calendar, People, or OneDrive), click the App launcher on the left side of the Navigation bar, and then click the desired tile (see figure 3).
Mail

The Mail app of Office365 OWA provides all the tools you need to send, respond to, organize, filter, sort, and otherwise manage email messages (see Figure 4 and Table 1). When you log in to Office365 OWA, the Mail app launches by default. If you launch another app, you can switch back to the Mail app by clicking Mail on the App launcher.
Table 1 – Mail App Elements

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action toolbar</td>
<td>Provides quick access to the most commonly used commands, including search.</td>
</tr>
<tr>
<td>Folder pane</td>
<td>Displays the folders in your mailbox. Click the <strong>Expand</strong> arrow to show the folder list, or click the <strong>Collapse</strong> arrow to hide it. To display all folders, click <strong>More</strong> at the bottom of the folder list. To expand or collapse a folder that contains subfolders, click the triangle icon next to the folder name.</td>
</tr>
<tr>
<td>Content pane</td>
<td>Displays a list of all the messages in the current folder. Pointing to a message displays icons that you can use to quickly delete, mark as unread, flag, or pin the message. Right-clicking a message displays a menu of actions that you can take.</td>
</tr>
<tr>
<td>Reading pane</td>
<td>Displays the contents of the selected message, and allows you to read and compose messages.</td>
</tr>
</tbody>
</table>

Creating Messages

Creating an email message is a relatively simple process. Every message must have at least one recipient. You can direct a single message to multiple recipients by including multiple email addresses in the **To** field or by using the **Cc** or **Bcc** fields.

- The **To** field is for primary message recipients. Usually, these are the people that you want to respond to the message.
- The **Cc** field is for **carbon copy** recipients. These are usually people that you want to keep informed about the subject of the message, but from whom you do not require a response.
- The **Bcc** field is for **blind carbon copy** recipients. These are people that you want to keep informed, but whom you want to keep hidden from other message recipients.

To create a message:

1. In the Mail app, click **New** on the **Action** toolbar (see Figure 5). A blank **Message** form displays in the **Reading** pane (see Figure 6).

![Figure 5 – New Button on the Action Toolbar](image)

![Figure 6 – Message Form](image)
2. In the To, Cc, or Bcc field, type the email address of each recipient, and then press the Enter key. **NOTE:** The Bcc field is not displayed by default. You can display it by clicking the More commands icon on the Action toolbar, and then clicking Show Bcc on the menu.

3. In the Subject field, type the subject of your message.

4. In the Message field, type the message that you want to send.

5. To change the importance level of the message, click the More commands icon, point to Set importance on the menu, and then click the desired level (High, Normal, or Low). **NOTE:** By default, new messages have their importance level set to Normal.

6. To request a read receipt, click the More commands icon, click Show message options on the menu, select the Request a read receipt check box in the Message options dialog box, and then click the OK button (see Figure 7).

7. To add an attachment, click Attach on the Action toolbar, locate and select the file that you want to attach from your Computer or OneDrive, and then select how you want to attach the file. The attachment appears below the Subject field (see Figure 8). **NOTE:** You can remove the attachment by clicking the Delete button to the right of the filename.

8. To send the message, click Send on the Action toolbar. **NOTE:** If you want to send the message at a later time, you can save it in the Drafts folder by clicking the More commands icon, and then clicking Save draft on the menu. If you decide not to send the message, click Discard on the Action toolbar.

### Reading Messages

All new messages are automatically delivered to your Inbox folder. The number of unread messages in a folder appears next to the folder name in the Folder pane (see Figure 9). Also, a blue bar appears to the left of unread messages in the Content pane (see Figure 10).
The message list in the Content pane displays the header of each message (see Figure 10). The message header provides basic information about a message such as the sender’s name or email address, the subject of the message, and the date or time the message was received. Icons displayed in the message header provide additional information about a message.

- A **Reply** icon indicates that the message has been replied to.
- A **Forward** icon indicates that the message has been forwarded.
- A **Paper Clip** icon indicates that the message includes one or more attachments.
- A **Flag** icon indicates that the message has been flagged for follow up.
- A **Pin** icon indicates that the message has been pinned, which means it will appear at the top of the content list.

**To read a message:**

1. In the Content pane, select the message that you want to read. The message is displayed in the Reading pane (see Figure 11).

**NOTE:** You can open the message in a separate window by double-clicking it in the Content pane.
2. If the message includes an attachment, do one of the following (see Figure 12):
   • To preview the attachment, click the down arrow on the attachment, and then click View on
     the menu. The file opens in the web browser window. When done previewing, click the
     Close button to close the attachment and return to the email.
   • To download the attachment, click the down arrow on the attachment, and then click
     Download on the menu. The file is saved in the Downloads folder on your computer.

   ![Attachment Menu](image)

   **Figure 12 – Attachment Menu**

   **NOTE:** It is not recommended to open or save an attachment unless you trust the content and
   the person who sent it to you. Attachments are a common method for spreading computer
   viruses.

### Replying to Messages

When replying to a message, you can reply to the individual sender, or you can reply to the sender of
the message and all other recipients. When you reply to a message, the subject is automatically copied
from the original message and the Re: prefix is added to indicate that the message is a reply. Also, the
text of the original message is automatically copied into the new message.

**To reply to the sender:**

1. In the Content pane, select the message to which you want to reply.
2. In the Reading pane, click the More actions down arrow, and then click
   Reply on the menu (see Figure 13). A
   Message form addressed to the sender displays in the Reading pane.
3. In the Message field, type your response in the space above the
   original message.
4. Click Send on the Action toolbar.

   ![More Actions Menu](image)

   **Figure 13 – More Actions Menu**
To reply to the sender and all other recipients:
1. In the Content pane, select the message to which you want to reply.
2. In the Reading pane, click Reply all. A Message form addressed to the sender and all other recipients displays in the Reading pane.
3. In the Message field, type your response in the space above the original message.
4. Click Send on the Action toolbar.

Forwarding Messages

When you receive a message, you can forward it to one or more recipients. When you forward a message, the subject is automatically copied from the original message and the Fw: prefix is added to indicate that the message is a forward. Also, the text of the original message is automatically copied into the new message.

To forward a message:
1. In the Content pane, select the message that you want to forward.
2. In the Reading pane, click the More actions down arrow, and then click Forward on the menu (see Figure 13). A Message form displays in the Reading pane.
3. In the To field, type the email address of the person that you want to forward the message to.
4. In the Message field, type your response in the space above the original message.
5. Click Send on the Action toolbar.
Pinning Messages

Pins are a great way to keep important messages handy and prevent them from getting buried in a folder. Pinned messages are kept at the top of a folder and are highlighted in yellow (see Figure 14).

To pin a message:
1. In the Content pane, select the message that you want to pin.
2. On the Action toolbar, click the More commands icon, and then click Pin on the menu (see Figure 15).

**NOTE:** You can quickly pin a message by pointing to the message in the Content pane, and then clicking the Pin icon that appears. You can unpin a message by clicking the Pin icon again.

![Figure 14 – Pinned Message in the Content Pane](image)

![Figure 15 – More Commands Menu](image)
Flagging Messages

You can flag a message to remind yourself to follow up on it later. When you flag a message, **Today** is automatically assigned as the follow-up date. Office365 OWA includes five preconfigured flags (**Today**, **Tomorrow**, **This week**, **Next week**, and **No date**) that you can use. Flagged messages include a **Flag** icon and are highlighted in yellow (see Figure 16). When you no longer need the flag, you can either mark the message as complete or clear the flag.

To flag a message:

1. In the **Content** pane, select the message that you want to flag.
2. On the **Action** toolbar, click the **More commands** icon  
   and then click **Flag** on the menu.
3. To change the follow-up date, right-click the **Flag** icon on the message, and then click the desired option on the menu (see Figure 17).

   **NOTE**: You can quickly flag a message by pointing to the message in the **Content** pane, and then clicking the **Flag** icon  that appears.

To mark a flagged message as complete:

1. In the **Content** pane, right-click the **Flag** icon on the message, and then click **Mark complete** on the menu (see Figure 17). The **Flag** icon changes to a **Check Mark** icon  .

To unflag a message:

1. In the **Content** pane, right-click the **Flag** icon on the message, and then click **Clear flag** on the menu (see Figure 17).

---

**Figure 16 – Flagged Message in the Content Pane**

**Figure 17 – Flag Menu**
Printing Messages

To print a message:

1. In the **Content** pane, select the message that you want to print.
2. On the **Action** toolbar, click the **More commands** icon (···), and then click **Print** on the menu.
3. A printer-friendly version of the message opens in a new window and the **Print** dialog box opens. Select the desired print options, and then click the **Print** button.
4. Click the **Close** button in the upper-right corner of the **Message** window.

Deleting Messages

Over time, your mailbox can fill with hundreds of messages. You should delete messages that you no longer need. When you delete a message, it is moved to the **Deleted Items** folder.

To delete a message:

1. In the **Content** pane, select the message that you want to delete.
2. Click **Delete** on the **Action** toolbar (see Figure 18).

![Figure 18 – Delete Button on the Action Toolbar](image)

**NOTE:** You can quickly delete a message by pointing to the message in the **Content** pane, and then clicking the **Delete** icon (Trash) that appears. If you want to restore a deleted message, move the message from the **Deleted Items** folder to the desired folder.

Moving Messages

You can organize your messages by moving them from your **Inbox** folder to other folders.

To move a message:

1. In the **Content** pane, select the message that you want to move.
2. On the **Action** toolbar, click **Move to**, and then click the desired folder (see Figure 19).

**NOTE:** You can also move a message by dragging it to a different folder.
Filtering and Sorting Messages

By default, the Content pane displays all the messages in the current folder. The messages are grouped by conversation and are sorted by the date received, with the newest message at the top. You can use filters to show only messages that are unread, messages that are flagged, etc. In addition, you can sort messages by date, subject, size, importance level, etc.

To filter messages:
1. At the top of the Content pane, click the down arrow , and then click the desired filter in the Filter section of the menu (see Figure 20). Only those messages that meet the selected criteria are displayed in the Content pane.

To sort messages:
1. At the top of the Content pane, click the down arrow , and then click the field by which you want to sort the messages in the Sort by section of the menu (see Figure 20).

Figure 20 – Filter and Sort Menu
Managing Folders

The **Folders** pane includes a list of folders in your mailbox (see Figure 21). Select any folder in the list to view its contents. By default, only the folders that are added to your **Favorites** are displayed in the pane. You can display the full list of folders by clicking **More** at the bottom of the list. Below is a description of the default folders:

- **Inbox**: All incoming messages are delivered to this folder.
- **Clutter**: Unimportant messages (based on your reading habits) are automatically moved to this folder.
- **Drafts**: A copy of in-progress messages are automatically stored in this folder.
- **Sent Items**: A copy of messages you send is stored in this folder.
- **Deleted Items**: Every item that you delete from your mailbox is moved to this folder.
- **Junk Email**: Incoming messages that are identified as spam are automatically moved to this folder.
- **Notes**: This is a read-only folder. You must use Outlook to create or edit items in this folder.

Right-clicking a folder in the **Folder** pane displays a menu of actions you can take (see Figure 22). These actions include creating, renaming, deleting, emptying, or moving a folder; adding a folder to your **Favorites**; and marking all items in a folder as read.

**NOTE**: The default folders cannot be renamed, deleted, or moved. When you right-click a default folder, those options appear dimmed on the menu.

Creating Folders

In addition to the default folders, you can create your own folders to help you organize your messages in a way that makes the most sense to you. For example, you can create a folder for a specific project or for all messages sent by a particular person.

**To create a folder:**

1. In the **Folder** pane, right-click the folder in which you want to create the new folder (e.g., **Inbox**), and then click **Create new subfolder** on the shortcut menu.
2. Type a name for the new folder in the box that appears, and then press the **Enter** key (see Figure 23).
NOTE: If you want to create a folder at the same level as your Inbox folder, click the Create new folder icon next to the top-level folder.

![Folder List]

**Figure 23 – New Folder Name Box**

**Renaming Folders**

You can rename any folder that you create.

**To rename a folder:**
1. In the Folder pane, right-click the folder that you want to rename, and then click Rename on the shortcut menu.
2. Type a new name for the folder, and then press the Enter key.

**Deleting Folders**

You can delete any folder that you create. When you delete a folder, it is moved to the Deleted Items folder.

**To delete a folder:**
1. In the Folder pane, right-click the folder that you want to delete, and then click Delete on the shortcut menu.
2. The Delete folder dialog box opens asking you to confirm. Click the OK button (see Figure 24).

![Delete Folder Dialog Box]

**Figure 24 – Delete Folder Dialog Box**

**Emptying the Deleted Items Folder**

By default, every item that you delete from your mailbox is moved to the Deleted Items folder. You can permanently delete the item by emptying the Deleted Items folder or by deleting the item individually from the Deleted Items folder.
To empty the Deleted Items folder:
1. In the Folder pane, right-click the Deleted Items folder, and then click Empty folder on the shortcut menu.
2. The Empty folder dialog box opens asking you to confirm. Click the OK button (see Figure 25).

![Figure 25 – Empty Folder Dialog Box](image)

Creating Signatures
You can create a signature and have it automatically added to outgoing messages. Signatures can include text and graphics. Business signatures commonly include the signer’s name, job title, company name, address, phone number, and email address.

To create a signature:
1. Click the Settings icon on the right side of the Navigation bar, and then click Options on the menu (see Figure 26).
2. The Mail options page displays. In the left pane, under Mail, under Layout, click Email signature (see Figure 27).
3. On the Email signature page, select the check boxes that apply.
4. In the Signature field, type your signature in the space below the toolbar.
5. Click Save at the top of the page.

NOTE: Different browsers could show slightly different renderings.

![Figure 26 – Settings Menu](image)  ![Figure 27 – Email Signature Page](image)
Turning on Automatic Replies

You can use the Automatic replies feature to notify people who send you messages that you are not available to respond. Automatic replies are sent once to each sender. You can create different messages to send to people inside FDU and people outside FDU.

To turn on automatic replies:

1. Click the Settings icon on the right side of the Navigation bar, and then click Automatic replies on the menu (see Figure 28).
2. On the Automatic replies page, select the Send automatic replies option button (see Figure 28).
3. Type your message in the box labeled Send a reply once to each sender inside my organization with the following message.
4. Select or deselect other options as desired, and then click OK at the top of the page.

![Figure 28 – Automatic Replies Page](image-url)
Calendar

The Calendar app allows you to create and track appointments and meetings. You can view your calendar in four different ways by clicking Day, Work week, Week, or Month in the upper-right corner of the page (see Figure 29). The small calendar in the left pane can be used to navigate from one date to another. The current date is highlighted with a dark blue background. The left and right arrows next to the month name can be used to scroll to another month. You can switch to the Calendar app by clicking Calendar on the App launcher.

Figure 29 – Calendar App in Month View

Creating Appointments

An appointment is a block of time you mark on your calendar for a specific activity. Appointments can be a single occurrence or can be scheduled to repeat. Appointments appear only on your calendar.
To create an appointment:
1. In the Calendar app, click New on the Action toolbar. A blank Calendar event form displays (see Figure 30).

Figure 30 – Calendar Event Form

2. In the Title field, type a brief description of the appointment.
3. In the Location field, type the location where the appointment will occur.
4. In the Start and End fields, select the appropriate dates and times.
5. If you want the appointment to repeat, select a repeating pattern from the Repeat list.
6. If you have more than one calendar, select which calendar to save the appointment to from the Save to calendar list.
7. To change when the reminder appears, select a different option from the Reminder list.
8. To change how the appointment appears on your calendar (Free, Working elsewhere, Tentative, Busy, or Away), select a different option from the Show as list.
9. In the Notes field, type any additional information.
10. When you are done, click Save on the Action toolbar.

Editing or Deleting Appointments
If the information about an appointment has changed since it was created, you can edit the appointment. You can also delete an appointment and remove it from your calendar.

To edit an appointment:
1. On the calendar, click the appointment that you want to edit.
2. In the appointment callout box, click Edit (see Figure 31).
   
   **NOTE:** If you are editing a repeating appointment, when prompted, click Edit occurrence to have your changes affect only that occurrence or Edit series to edit every event in the series.
3. On the Calendar event form, make the desired changes.
4. When you are done, click **Save** on the **Action** toolbar.

![Figure 31 – Appointment Callout Box](image)

**To delete an appointment:**

1. On the calendar, click the appointment that you want to delete.
2. In the appointment callout box, click **Delete** (see Figure 32).

   **NOTE:** If you are deleting a repeating appointment, when prompted, click **Delete occurrence** to delete only that occurrence or **Delete series** to delete every event in the series.

3. The **Delete event** dialog box opens asking you to confirm. Click the **Delete** button (see Figure 32).

![Figure 32 – Delete Event Dialog Box](image)

**Creating Meetings**

A meeting is an appointment to which you invite other people. Responses to your meeting invitation appear in your Inbox folder. Like appointments, meetings can be a single occurrence or can be scheduled to repeat. You create a meeting the same way you do an appointment, but you invite attendees.

**To create a meeting:**

1. In the **Calendar** app, click **New** on the **Action** toolbar. A blank **Calendar event** form displays (see Figure 30).
2. In the **Title** field, type the meeting topic.
3. In the **Location** field, type the location where the meeting will be held.
4. In the **Add people** field, type the email address of the person that you want to invite to the meeting, and then press the **Enter** key (see Figure 33).
5. Repeat step 4 to add additional attendees.

**NOTE**: After you add all the attendees, you can use the *Scheduling assistant* to check their availability.

![Figure 33 – Meeting Attendees](image)

6. In the **Start** and **End** fields, select the appropriate dates and times.
7. If you want the meeting to repeat, select a repeating pattern from the **Repeat** list.
8. If you have more than one calendar, select which calendar to save the meeting to from the **Save to calendar** list.
9. To change when the reminder appears, select a different option from the **Reminder** list.
10. To change how the meeting appears on your calendar (**Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**), select a different option from the **Show as** list.
11. In the **Notes** field, type any message that you want to include with your meeting request.
12. When you are done, click **Send** on the **Action** toolbar. A meeting invitation is sent to each attendee and the meeting is added to your calendar. Each person who receives your meeting invitation can accept, tentatively accept, or decline the invitation.

**Rescheduling or Canceling Meetings**

You can reschedule or cancel a meeting you previously scheduled.

**To reschedule a meeting:**
1. On the calendar, click the meeting that you want to reschedule.
2. In the meeting callout box, click **Edit** (see Figure 34).

   **NOTE**: If you are editing a repeating meeting, when prompted, click **Edit occurrence** to have your changes affect only that occurrence or **Edit series** to edit every event in the series.

3. On the **Calendar event** form, make the desired changes.
4. When you are done, click **Send** on the **Action** toolbar to send an update to the attendees.
To cancel a meeting:
1. On the calendar, click the meeting that you want to cancel.
2. In the meeting callout box, click **Cancel**, and then click **Send the cancellation now** on the menu that appears. A cancellation notice is sent to the attendees.

   **NOTE:** If you want to include a message with the cancellation notice (e.g., the reason you are cancelling the meeting), click the **Edit the cancellation before sending** option on the menu, type your message in the text box that appears, and then click the **Send** button.

### Responding to Meeting Invitations

Other people may invite you to meetings. Meeting invitations appear in your Inbox folder. You can respond to a meeting invitation by accepting, tentatively accepting, or declining the invitation. You can also propose a new meeting time. When you accept or tentatively accept a meeting invitation, it gets added to your calendar.

**To respond to a meeting invitation:**
1. In the **Mail** app, in the **Content** pane, select the meeting invitation to which you want to respond.
2. In the **Reading** pane, click **Accept**, **Tentative**, or **Decline**, and then click the desired option on the menu that appears (see Figure 35).

   **NOTE:** If you click the **Edit the response before sending** option on the menu, type your comment in the text box that appears, and then click the **Send** button.
Sharing your calendar in Outlook Web App

Share your calendar with people inside your organization in Outlook or Outlook Web. When you share your calendar with someone inside your organization, they’re able to add it directly to their calendar view in Outlook or Outlook Web App. Depending on the permission you give them, they’re able to view your calendar, to edit it, or to act as your delegate for meeting requests. For information about how to share a calendar with other people using Outlook, see Share an Outlook calendar with other people.

NOTE: This document discusses the following:
- Share my calendar with people in my organization
- Change calendar sharing permissions
- Add another person’s calendar to my calendar view

Share my calendar with people in my organization

You can share your calendar with people in your organization.

1. Sign in to Outlook Web App. If you’re using Office365, sign in to the Office365 portal. Click Calendar >Share. (see Figure 36).

   ![Figure 36 – Share]

2. Type the name or email address of the person you want to share your calendar with in the Share with box. This box works like the To box in an email message. You can add more than one person to share your calendar with (see Figure 37).
3. After you add who you want to share your calendar with, choose how much information you want them to see. **Full details** shows the time, subject, location, and other details of all items in your calendar. **Limited details** shows the time, subject, and location, but no other information. **Availability only** shows the time of items on your calendar and no other details.

4. You can also give someone permission to edit your calendar by choosing **Editor** or **Delegate**. An editor can edit your calendar. A delegate can edit your calendar, and can send and respond to meeting requests on your behalf. For more information about editor and delegate access, see [Calendar Delegation in Outlook Web App](#).

5. You can edit the **Subject** if you want.

6. By default, your primary calendar is shared. If you created other calendars, you can select one of them to share instead.

7. After you finish adding people to share with, setting their access levels, and choosing which calendar to share with them, choose **Send**. If you decide not to share your calendar right now, choose **Discard**.

**NOTE:** If you share a calendar—such as a project calendar that you added to your account—other than your primary calendar you can give permission only for **Full details** or **Editor** access to that calendar.

Each person in your organization that you share your calendar with is sent an invitation in an email message telling them that you've shared your calendar. The invitation has two buttons—one to add your calendar to the recipient's calendar view, and one for the recipient to share their calendar with you. The invitation also includes a URL that can be used to access the calendar (see Figure 38).

![Figure 38 – Shared Calendar Notification](image)

The calendar displays under **People's calendars** (see Figure 39).
NOTE: Calendar items marked Private are protected. Most people you share your calendar with see only the time of items marked Private, and not the subject, location, or other details. The only exception to this is that you can give a delegate permission to see the details of items marked Private.

**Change calendar sharing permissions**

You can change the permissions you’ve set for a calendar, or revoke them completely, by going to the calendar navigation pane and using the context menu for the calendar name under My calendars.

1. Right-click the calendar you want to stop sharing, and then click Permissions (see Figure 40).

2. To stop sharing your calendar with a person, find the person you want to change permissions for and either choose a new level of permissions or choose Delete to remove their permissions.

3. Choose Save to keep your changes, or Discard to cancel.

4. When you delete a person from the list of people you shared your calendar with, the URL that was sent to them stops working.

**Add another person’s calendar to my calendar view**

If you receive an invitation to share someone else’s calendar, you can select the link in the invitation to add their calendar to your calendar view.

You also can go your Calendar to add other people’s calendars to your view.

1. Right-click in the navigation pane where you see Other calendars. Or, touch and hold if you’re using a touch device.

2. Choose Open calendar.

3. To add a calendar that belongs to someone in your organization, in the From directory box, type their name. The From directory box works like the To box in a new email message. After you type the name, choose Open to add the calendar.

4. To add a calendar from outside your organization, in the Internet calendar box type the URL, and then choose Open. The URL probably ends with the .ics file extension.

After you add another calendar, you can select it to add it to, or remove it from, your calendar view. Or use the context menu to rename it, change its color, or delete it from your view.
The **People** app provides access to your personal contacts and the campus directory (see Table 2 and Figure 41). You can switch to the **People** app by clicking **People** on the **App launcher**.

**Table 2 – People App Elements**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action toolbar</td>
<td>Provides quick access to the most commonly used commands, including search.</td>
</tr>
<tr>
<td>Folder pane</td>
<td>Displays contact folders. Click the <strong>Expand</strong> arrow to show the folder list, or click the <strong>Collapse</strong> arrow to hide it.</td>
</tr>
<tr>
<td>Content pane</td>
<td>Displays a list of all the contacts in the current folder.</td>
</tr>
<tr>
<td>Reading pane</td>
<td>Displays the contact card for the selected person.</td>
</tr>
</tbody>
</table>

![Action Toolbar](Image)

![Folder Pane](Image)

![Content Pane](Image)

![Reading Pane](Image)

**Figure 41 – People App**
Creating Contacts

You can create contacts to store information about the people you regularly communicate with, including their name, email address, street address, and phone number.

To create a contact:
1. In the People app, in the Folder pane, select the folder in which you want to create the contact.
2. Click New on the Action toolbar. The Add contact form displays (see Figure 42).
3. Enter a name and any other information that you want to include for the contact.
   
   NOTE: Click the Add icon next to the desired field to see more options for that field.
4. When you are done, click Save on the Action toolbar.

Figure 42 – Add Contact Form
Editing Contacts

If the information about a contact has changed since it was created, you can edit the contact.

To edit a contact:
1. In the People app, in the Content pane, select the contact that you want to edit. The contact card for the selected person is displayed in the Reading pane (see Figure 43).
2. Click Edit on the Action toolbar.
3. On the Edit contact form, make the desired changes.
4. When you are done, click Save on the Action toolbar.

![Figure 43 – Contact Card](image)

Deleting Contacts

When you delete a contact, it is moved to the Deleted Items folder.

To delete a contact:
1. In the People app, in the Content pane, select the contact that you want to delete. The contact card for the selected person is displayed in the Reading pane.
2. Click Delete on the Action toolbar.
3. The Delete contact dialog box opens asking you to confirm. Click the Delete button (see Figure 44).

![Figure 44 – Delete Contact Dialog Box](image)
Creating and Editing Contact Lists

A contact list (also known as a distribution list) is a collection of contacts. It provides an easy way to send email messages and meeting invitations to a group of people.

To create a contact list:

1. In the People app, in the Folder pane, select the folder in which you want to create the contact list.
2. On the Action toolbar, click the New down arrow, and then click Contact list on the menu (see Figure 45). A blank Contact list form displays (see Figure 46).

![Figure 45 – New Menu in the People App](image)

![Figure 46 – Contact List Form](image)

3. In the List name field, type a name for the contact list.
4. In the Add members field, type the email address of the person that you want to add to the contact list, and then press the Enter key.
5. Repeat step 4 to add additional members.
6. In the Notes field, type any additional information.
7. When you are done, click Save on the Action toolbar.

To edit a contact list:

1. In the People app, in the Content pane, select the contact list that you want to edit. The contact card for the selected list is displayed in the Reading pane.
2. Click Edit on the Action toolbar.
3. On the Contact list form, make the desired changes.

NOTE: You can remove a member from a contact list by clicking the Delete button to the right of the member’s name (see Figure 47).
4. When you are done, click Save on the Action toolbar.
Logging Out

Logging out helps prevent someone else from accessing your mailbox. When you are done using Office365 OWA, you should log out and close the web browser window.

To log out of Office365 OWA:
1. Click your profile picture on the right side of the Navigation bar, and then click Sign out on the menu (see Figure 48).
2. Close the web browser window.