

*Faculty & Staff*  
**Office 365 Outlook Web App:  
Basics**

*Quick Reference Guide*



## REVISION CONTROL

---

**Document Title:** O2013 Outlook PC Basics – Staff - QRG.docx  
**Author:** Campus Training  
**File Reference:**

### Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
6/24/2015	T. Sherman	Created document	<a href="#">Click here to enter Revision Date</a>

### Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)

## Table of Contents

---


1.0	Introduction .....	5
1.1	Office 365 Overview .....	5
1.2	About this Guide .....	6
2.0	Getting Started .....	6
2.1	Accessing your Office 365 Account .....	6
3.0	Mail .....	8
3.1	Accessing the Mail App .....	8
3.2	Creating and Sending Email .....	9
3.3	Attaching files .....	9
3.4	Receiving and Reading Messages .....	10
3.5	Responding to messages .....	11
3.5.1	Replying to Messages .....	12
3.5.2	Forwarding Messages .....	12
3.6	Working with attachments .....	13
3.7	Deleting Messages .....	14
3.8	Restoring Deleted Messages .....	14
3.9	Emptying Deleted Items Folder .....	15
3.10	Printing Messages .....	16
3.11	Creating Signatures .....	16
3.12	Setting up Automatic Replies .....	18
3.13	Turning off Automatic Replies .....	19
4.0	Calendar .....	20
4.1	Accessing the Calendar .....	20
4.2	Viewing your Calendar .....	20
4.3	Scheduling appointments .....	21
4.3.1	Scheduling an Individual Appointment .....	21
4.3.2	Scheduling a Recurring Appointment .....	22
4.4	Updating Appointments .....	23
4.5	Deleting Appointments .....	24
4.6	Scheduling Meetings .....	25
4.6.1	Scheduling Individual Meetings .....	25
4.6.2	Scheduling Recurring Meetings .....	26

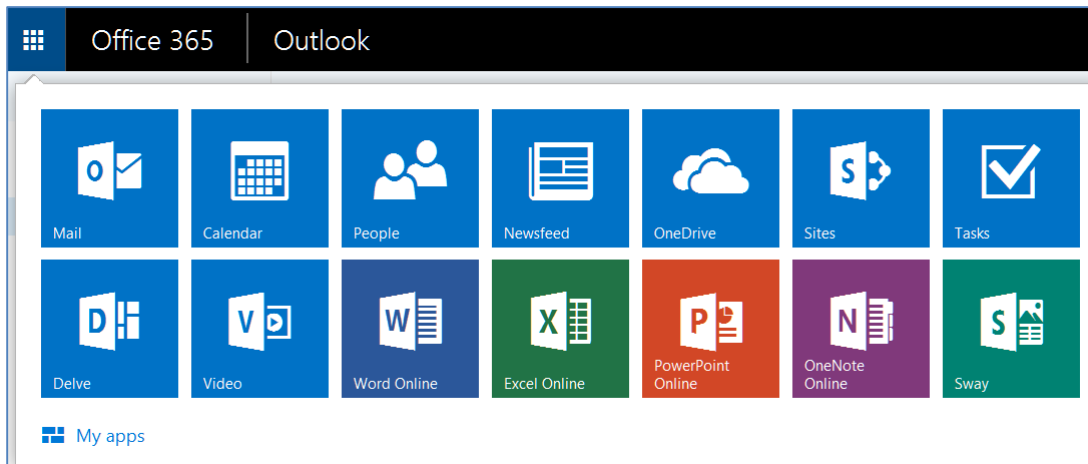
4.7	Updating Meetings .....	28
4.8	Canceling Meetings.....	29
4.9	Responding to Meeting Requests .....	30
4.9.1	Accepting A Meeting Request.....	30
4.9.2	Tentatively Accepting a Meeting Request .....	31
4.9.3	Declining a Meeting Request .....	32
4.9.4	Proposing a New Times .....	33
4.10	Sharing your calendar .....	35
4.11	Printing your calendar .....	36
5.0	Email Related Policies .....	37
6.0	Getting Help .....	37

## 1.0 Introduction

Office 365 is the official email system for CSUB. Office 365 allows you to send and receive messages, schedule appointments, manage tasks, work with your address book, and organize your mailbox. With Office 365, you can access your email and calendar from any place at any time.

### 1.1 Office 365 Overview

Office 365 offers a full suite of applications for increasing your productivity. Using Office 365, you have all your mail, appointments, documents, and files all in one place. The best news is it is accessible anywhere you have an Internet connection. You can move quickly from app to another using the App Launcher, .



#### Summary of Office 365 Applications and Functions

App	Function
<b>Mail (Outlook)</b>	Send and receive email
<b>Calendar</b>	Schedule appointments and meetings
<b>People</b>	Maintain your contacts or address book
<b>Newsfeed</b>	Post and reply to online conversations in your organization
<b>OneDrive</b>	Store and retrieve documents and files in a secure cloud
<b>Sites</b>	Create and share a workspace for collaborative projects
<b>Tasks</b>	Create To Do lists with due dates and much more
<b>Delve</b>	Identify documents of interest based on shared documents
<b>Video</b>	Upload, share, and play videos in your organization
<b>Word Online</b>	Create and edit documents online
<b>Excel Online</b>	Create and edit spreadsheets online
<b>PowerPoint Online</b>	Create and edit presentations online
<b>OneNote Online</b>	Capture and organize ideas, notes, etc in one place
<b>Sway</b>	Create and share interactive documents and presentations

## 1.2 About this Guide

Office 365 offers many applications for your use. However, this guide will focus on the Mail and Calendar functions only. For more information about the other applications, see Microsoft.com.

## 2.0 Getting Started

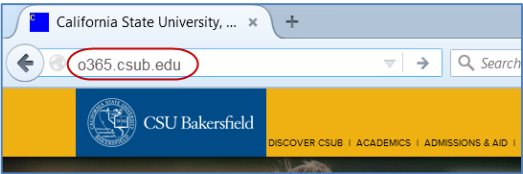
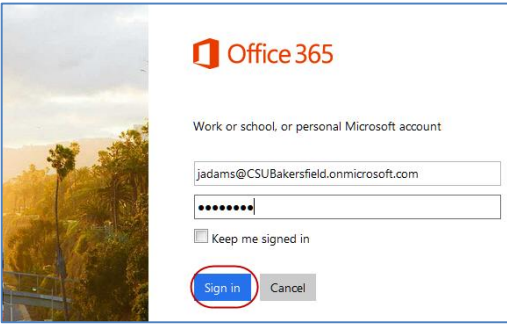
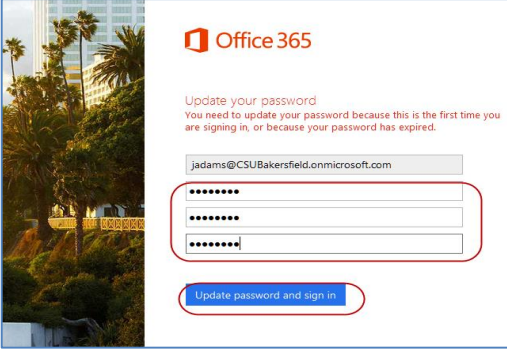
Getting started with Office 365 is a process. The process begins with you setting up your account on Office 365.

### 2.1 Accessing your Office 365 Account

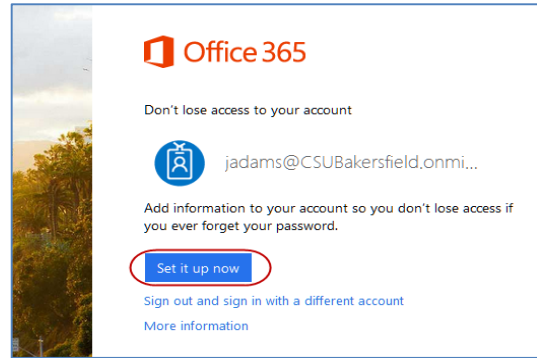
Setting up your Office 365 Account is the first step in the Getting Started process. In this step, you will access your Office 365 account, change your password, provide account recovery information, verify your account, and setup your Office 365 applications.

Before you begin, you should have the following items close by:

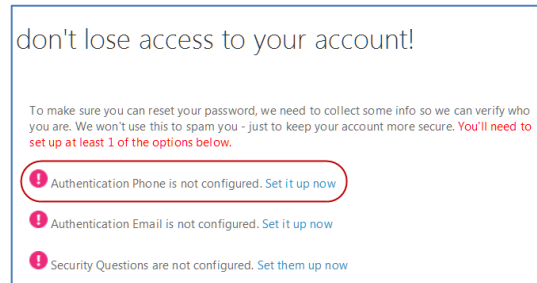
- Your email address
- Temporary password

<p>1. Open your web browser and navigate to: <a href="http://O365.csub.edu">O365.csub.edu</a></p>	
<p>2. On the Office 365 page,</p> <ul style="list-style-type: none"><li>• Enter your email address (<a href="mailto:netid@csub.edu">netid@csub.edu</a>)</li><li>• Enter your password</li><li>• Click Sign In</li></ul>	
<p>3. On the Update Your Password page,</p> <ul style="list-style-type: none"><li>• Enter the temporary password</li><li>• Enter your new password</li><li>• Enter your new password again</li><li>• Click Update password and sign in</li></ul>	

4. On the next screen, click Set it up now

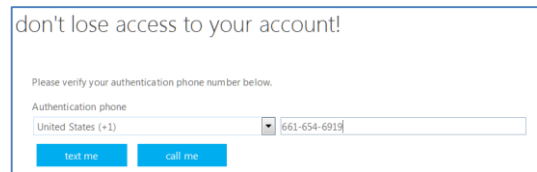


5. On the don't lose access to your account! Screen, you will need to set up at least 1 of the options. For example, you can select the option to authenticate over the phone by clicking Set it up now.

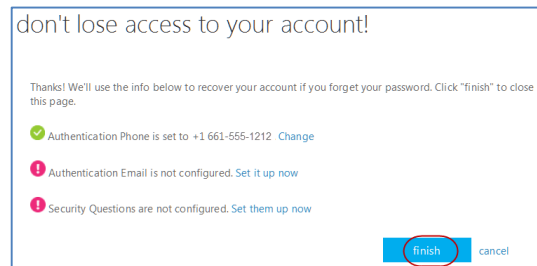


6. On the next screen,

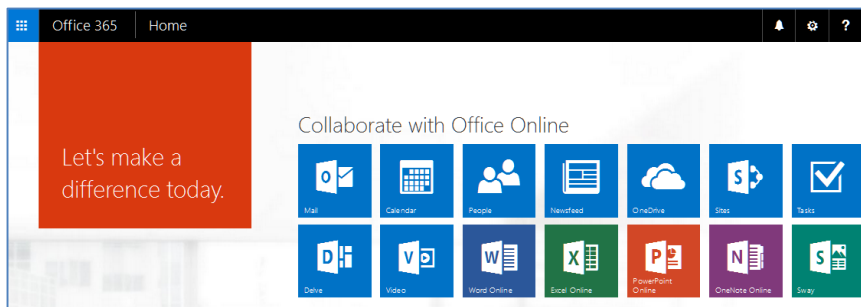
- Select your country, such as United States
- Enter your phone number, including your area code
- Click text me or call me



7. When the verification is complete, click Finish



8. Your Office 365 account opens.



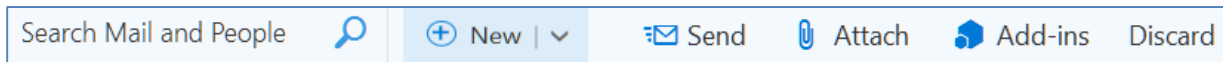
### 3.0 Mail

This section covers the Mail app. From the Mail app, you can send and receive, work with, and manage your emails. Additionally, you can add attachments, set automatic replies, and create email signatures.

The Mail environment consists of the navigation bar, folder pane, content pane, and preview pane.

#### Navigation bar

The navigation bar is the primary method for interacting with the Mail app. It is context sensitive and changes based on the feature in use.



#### Folder pane

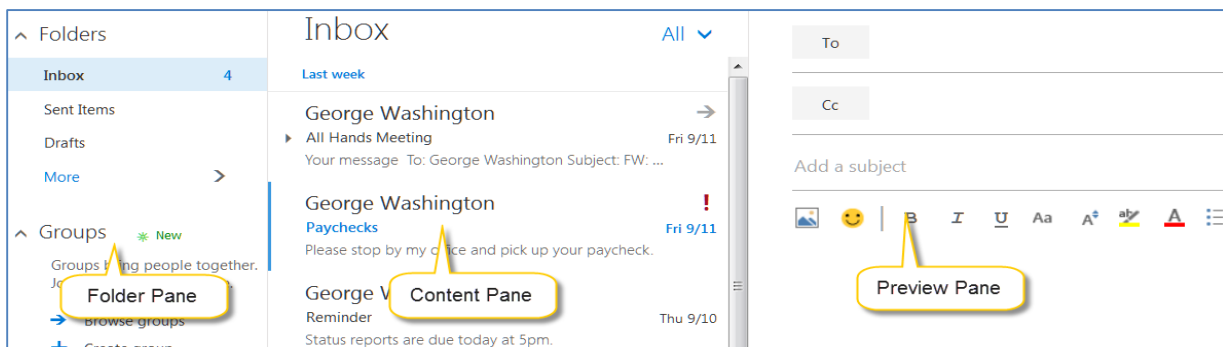
The folder pane is located on the left side. It contains the folders, such as Inbox, Sent Items, Drafts, and more.

#### Content pane

The content pane is located in the center. Depending on your folder selection, it displays the contents of the selected folder.


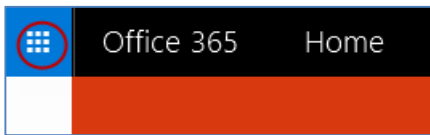
#### Preview pane

The preview pane is located on the right. Based on your selection, it displays the selected email contents or allows you to compose an email.





### 3.1 Accessing the Mail App

To access the Mail app,

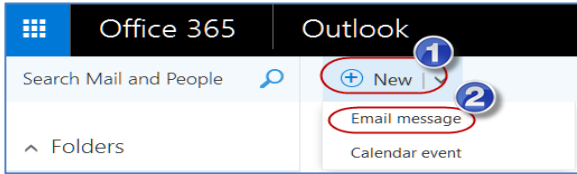
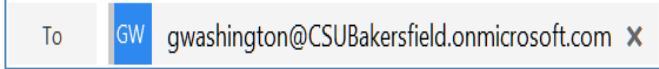


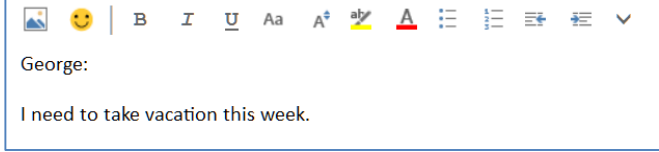

<p>1. Click the App Launcher button, .</p>	 A screenshot of the Office 365 App Launcher. It features a grid of application icons. The "Mail" icon, which is a blue envelope, is circled in red. The text "Office 365" and "Home" is visible on the right side of the launcher.
---	---



<p>2. On the Apps page, click the Mail button</p> 	
---	--


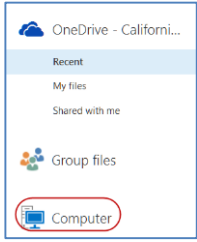
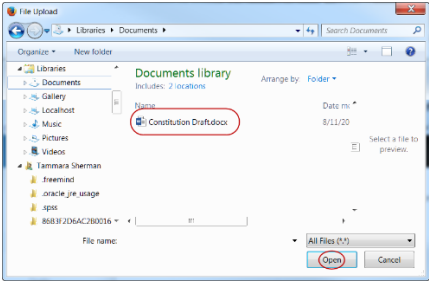
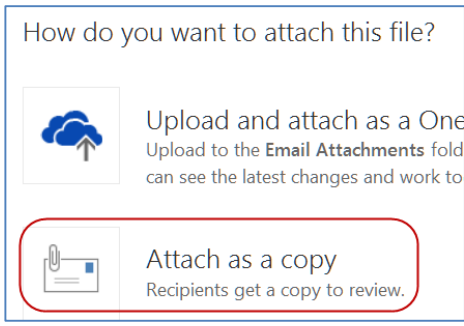
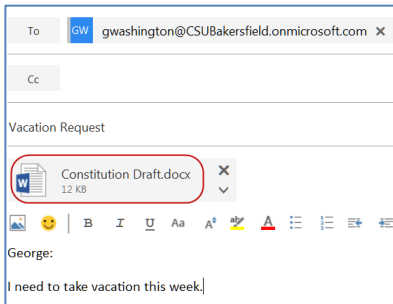
### 3.2 Creating and Sending Email

These instructions will assist you with creating and sending an email.

<p>1. Click <b>New &gt; Email message</b></p>	
<p>2. In the <b>To</b> field, type the person's email address</p> <p><i>You can click the To button to search for their email address. To remove an email address, click the X.</i></p>	
<p>3. (Optional) In the <b>Cc</b> field, type the person's name or email address that you would like to carbon copy.</p> <p><i>You can click the CC button to search for their email address.</i></p>	
<p>4. In the <b>Add a subject</b>, type the subject of your email.</p>	
<p>5. In the body, type your email message.</p>	
<p>6. When satisfied, click the Send button.</p>	

### 3.3 Attaching files

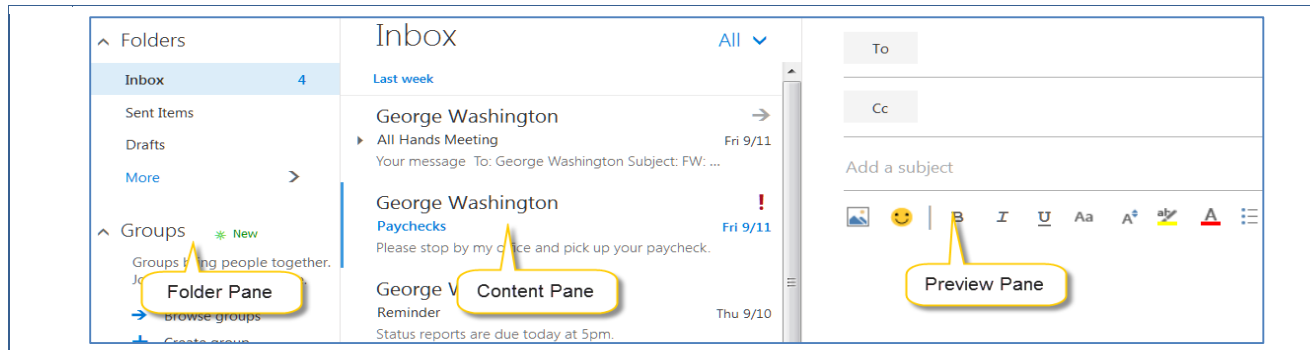
You can easily attach documents to your email. You can either attach a file from OneDrive or from your computer. These instructions will guide you in attaching a file from your computer.

<p>1. From the Navigation bar, click <b>Attach</b></p>	
<p>2. On the next page, click <b>Computer</b></p>	
<p>3. On the <b>File Upload</b> screen,</p> <ul style="list-style-type: none"> <li>• Navigate to the desired file</li> <li>• Select the file</li> <li>• Click Insert</li> </ul>	
<p>4. At <b>How do you want to attach this file?</b></p> <ul style="list-style-type: none"> <li>• Click <b>Attach as a copy</b></li> </ul>	
<p>5. Once the file is attached, you can attach more files, if desired.</p> <p><i>To remove an attachment, click the X.</i></p>	

### 3.4 Receiving and Reading Messages

When you receive messages, they will appear in your Inbox. From your Inbox, you can read and preview your messages. These instructions will guide in receiving and reading your emails.

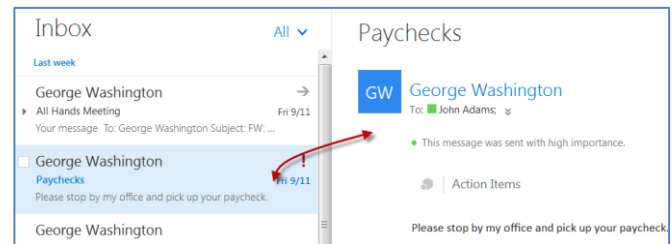
<p>1. Your messages will appear in your Inbox</p>
---



2. There are two methods for reading your emails.

**Method 1**

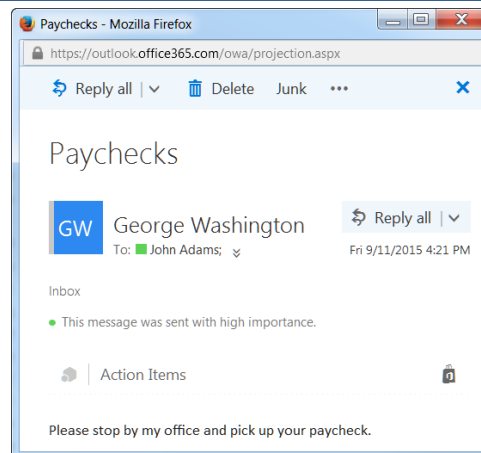
- You can select it and
- Read it from the preview pane



3. **Method 2**

- You can double-click the email and it will open in a different window

*Make sure your pop-up blockers are disabled.*



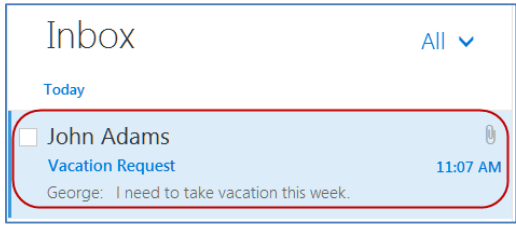
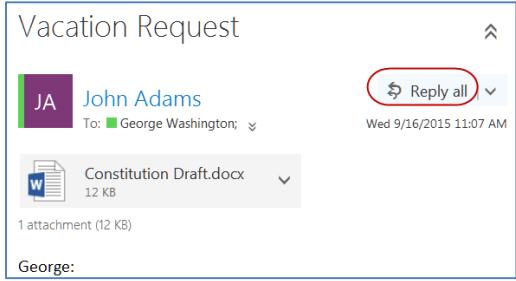
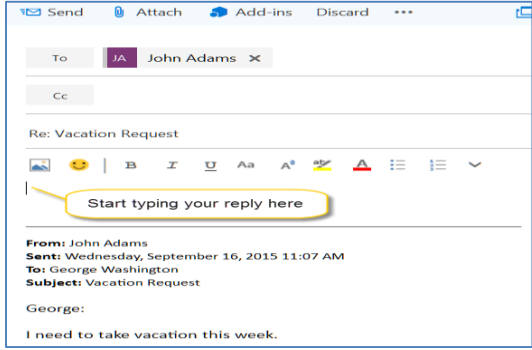

### 3.5 Responding to messages

You can respond to your emails from your inbox by opening the email or from the preview pane. Your options for responding to messages include replying, replying to all, forwarding, and much more. These instructions will guide you in responding from an open email.

- Reply  
Your response is sent to sender
- Reply All  
Your response is sent to everyone addressed on the email
- Forward  
Your response is sent to the person you select.

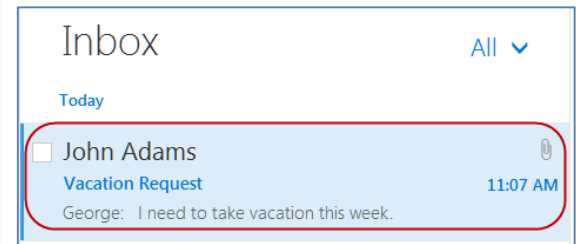
### 3.5.1 Replying to Messages


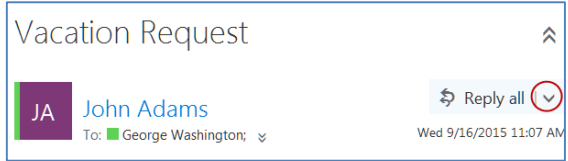
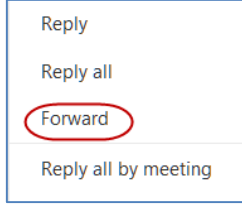
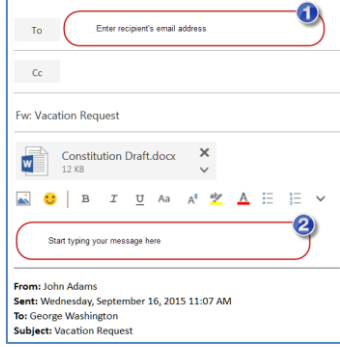

These instructions will guide you in replying to messages.

<p>1. From your Inbox, open the email you want to reply to.</p>	
<p>2. Click Reply All or click the <input type="checkbox"/> to make a different selection</p>	
<p>3. When the new email opens, type your reply in the space above the original message</p>	
<p>4. Click <b>Send</b></p>	

### 3.5.2 Forwarding Messages

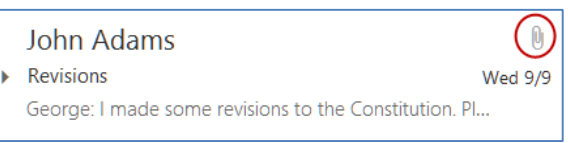
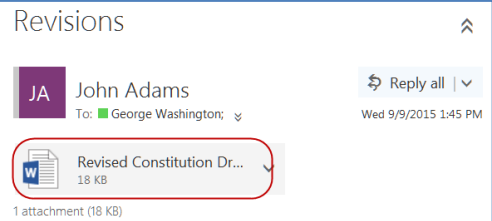
These instructions will guide you in forwarding messages.

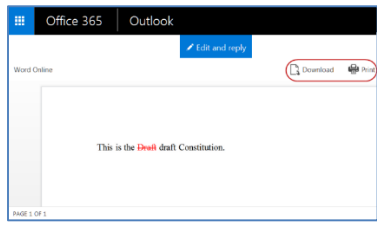
<p>1. From your Inbox, open the email you want to forward.</p>	
--	--

<p>2. Click the </p>	
<p>3. From the menu, click Forward</p>	
<p>4. When the new email opens,</p> <ul style="list-style-type: none"> <li>• In the <b>To</b>, enter the recipient's email address</li> <li>• Type your reply in the space above the original message</li> </ul> <p><i>You can click the To button to search for their email address. To remove an email address, click the X.</i></p>	
<p>5. Click <b>Send</b></p>	

### 3.6 Working with attachments



When you receive an attachment, you can preview, open, quick print, save, copy, or remove it. These instructions will guide in working with attachments.

<p>1. When an email contains an attachment, you will see a paperclip icon. Double-click the email to open it.</p>	
<p>2. From the preview pane, double-click the attachment to open it.</p>	

<p>3. The attachment opens in a new window. From here, you can download, or print the document.</p> <p><i>Depending on the attachment, it will open in the online equivalent. For example, a Word document will open in Word Online.</i></p>	
<p>4. You can also edit an attachment.</p>	

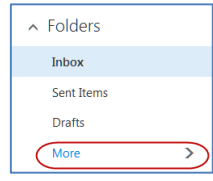
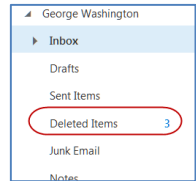
### 3.7 Deleting Messages

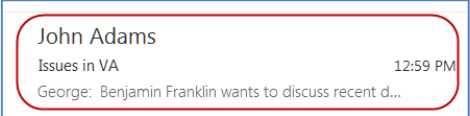

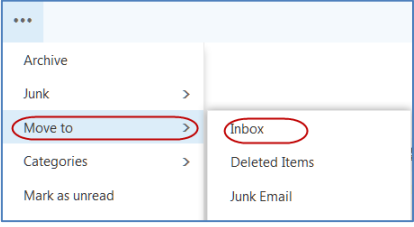
You can delete an email message from your Inbox or while the email is open. These instructions guide you deleting an email from your Inbox.

<p>1. From your Inbox, select the email you would like to delete.</p>	
<p>2. On the Navigation bar, click Delete</p>	
<p>3. The message disappears from your Inbox.</p> <p><i>When you delete an email message, the message is moved to your Deleted Items folder. If you inadvertently delete an email message, you can retrieve it from this folder, provided you have not emptied the folder. Once the Deleted Items folder is emptied, you cannot recover deleted items.</i></p>	

### 3.8 Restoring Deleted Messages

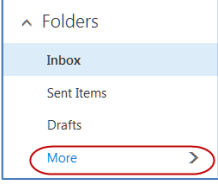
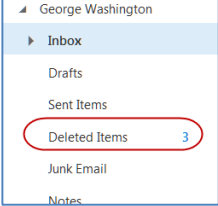

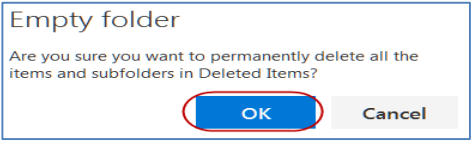
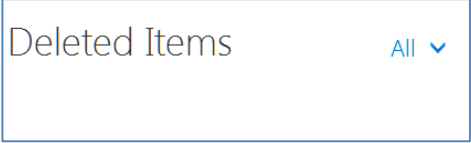
When you delete an email message, the message is moved to your Deleted Items folder. If you inadvertently delete an email message, you can retrieve it from this folder, provided you have not emptied the folder. These instructions will assist you in restoring a deleted email message.

<p>1. On the Folder pane, click <b>More</b></p>	
<p>2. From the Folder pane, click the <b>Deleted Items</b> folder</p>	

<p>3. From the <b>Deleted Items</b> folder, click the email message you would like to restore</p>	
<p>4. On the Navigation bar, click the ... (ellipsis)</p>	
<p>5. From the menu, click <b>Move To</b> and <b>Inbox</b></p>	
<p>6. Your email message is moved back to your Inbox.</p>	


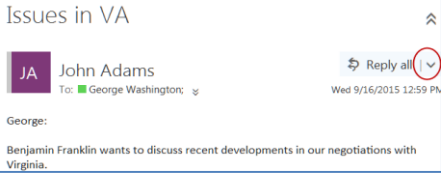
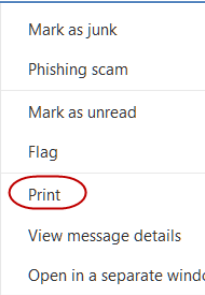
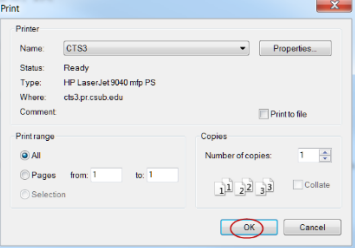
### 3.9 Emptying Deleted Items Folder

Your deleted messages are moved to your Deleted Items folder. They remain in the folder until it is emptied or for thirty days, whichever comes first. Once items are removed from the Deleted Items folder, they are non-recoverable. These instructions will guide you in emptying your Deleted Items folder.

<p>1. On the Folder pane, click <b>More</b></p>	
<p>2. From the Folder pane, click the <b>Deleted Items</b> folder</p>	
<p>3. From Navigation bar, click Empty folder</p>	
<p>4. On the Empty folder message, click OK</p>	
<p>5. The contents of the Deleted Items folder are removed  <i>You cannot recover deleted items, once the folder is emptied.</i></p>	


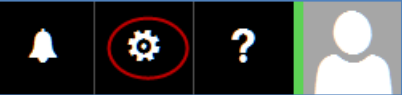
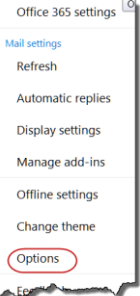
### 3.10 Printing Messages

On occasion, you may want to print an email message. The common method is using the File menu from an open email message. These instructions will walk through this process.

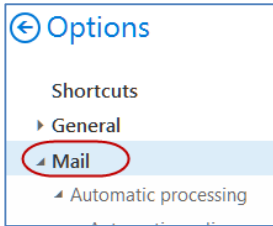
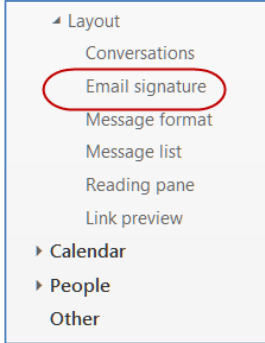

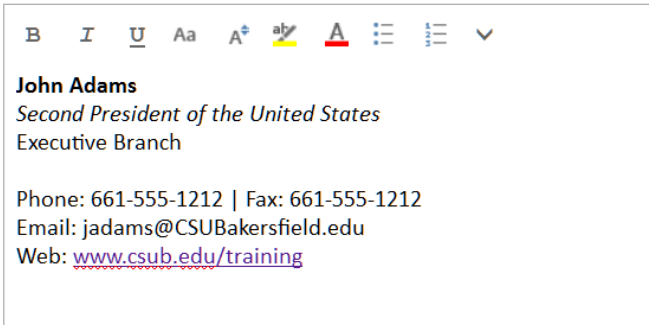
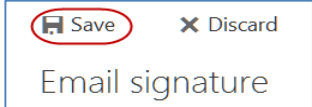
<p>1. From the opened email, click the  button</p>	
<p>2. From the menu, click Print</p> <p><i>It is located near the bottom of the menu.</i></p>	
<p>3. The email will open temporarily in a new window. When the Print dialog appears, click OK.</p>	

### 3.11 Creating Signatures

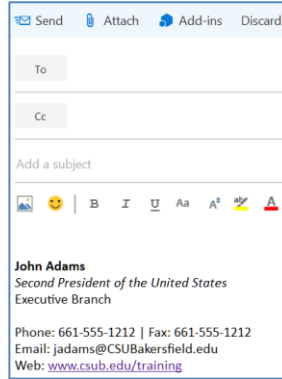
An email signature is the block of text that appears at the end of your email message. Typically, it contains your contact information, such as name, title, department, business address, phone number, fax number, and email address. You can have signatures for new messages and for replies and forwards. These instructions will guide you in creating a signature for new messages.

<p>1. To begin, click the Settings button, .</p>	
<p>2. From the menu, click <b>Options</b></p>	




<p>3. From the Folder pane, click Mail</p>	
<p>4. On the Folder pane,</p> <ul style="list-style-type: none"> <li>• Scroll down until you reach <b>Layout</b></li> <li>• Click <b>Email Signature</b></li> </ul>	
<p>5. On the Email Signature, select one or more options.</p> <p>If you want your email signature added to newly composed emails,</p> <ul style="list-style-type: none"> <li>• Check Automatically include my signature on new messages I compose</li> </ul> <p>If you want your email signature added to emails that you forward and reply to,</p> <ul style="list-style-type: none"> <li>• Check Automatically include my signature on messages I forward or reply to</li> </ul>	
<p>6. In the Edit Signature box,</p> <ul style="list-style-type: none"> <li>• Type your signature text</li> <li>• If desired, use the formatting buttons to change the font, font size, and font style.</li> </ul>	
<p>7. To finish, click Save</p>	

8. The next time you compose an email, your new signature will appear.



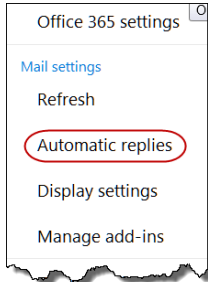
### 3.12 Setting up Automatic Replies

You can set up automatic email replies, such as when you are away on vacation or business. The process involves creating a template and a rule. These instructions cover the steps involved.

1. To begin, click the Settings button, .

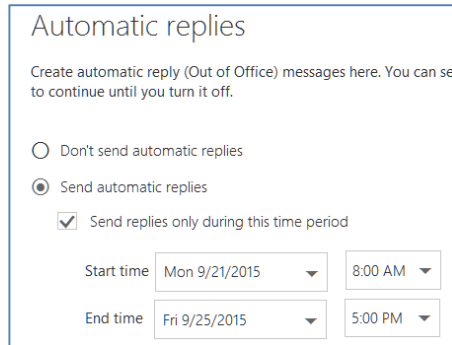


2. From the menu, click **Automatic replies**

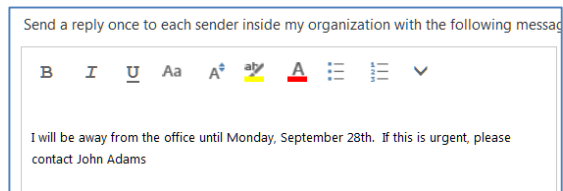


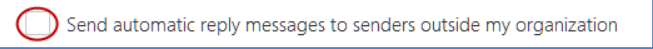
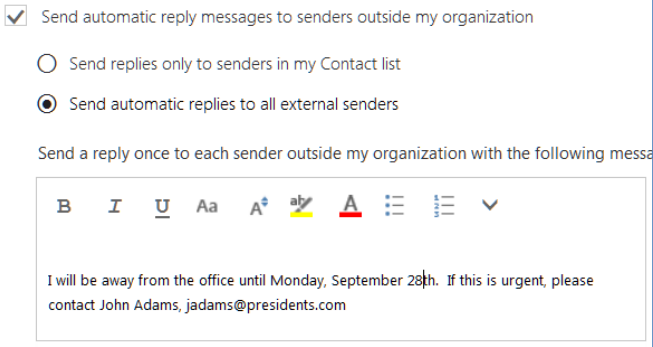

3. On the Automatic Replies page,

- Click Send automatic replies
- Check only send during this range
- Select the start date and time
- Select the end date and time





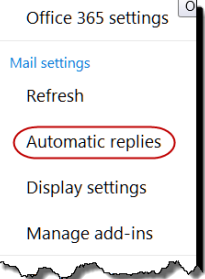
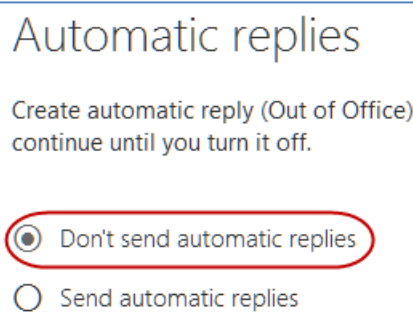
4. In the box, type your message



<p>5. (Optional) If you don't want to reply automatically to email from people outside of CSUB, then</p> <ul style="list-style-type: none"> <li>• Uncheck the Auto-reply to people outside my organization</li> </ul>	
<p>6. (Optional) If you want to reply automatically to email from people outside of CSUB, then</p> <ul style="list-style-type: none"> <li>• Check the Auto-reply to people outside my organization</li> <li>• Check Send replies only to senders in my Contacts list or Send automatic replies to all external users</li> <li>• Type your message</li> </ul>	
<p>7. When you are finished, click OK.</p>	

### 3.13 Turning off Automatic Replies

These instructions cover turning off automatic replies.


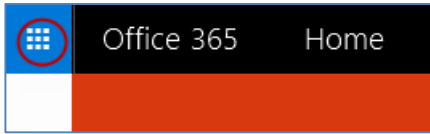
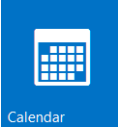

<p>1. To begin, click the Settings button, .</p>	
<p>2. From the menu, click <b>Automatic replies</b></p>	
<p>3. On the Automatic Replies page,</p> <ul style="list-style-type: none"> <li>• Click Don't send automatic replies</li> </ul>	

## 4.0 Calendar

This section covers the Calendar module. From the Calendar module, you can create and manage your appointments. You can view your calendar in daily, weekly, and monthly formats. Additionally, you can create meetings and invite people to attend. The integration between the Calendar and Mail modules allow you to send and forward appointments and to mail your calendar to others.

### 4.1 Accessing the Calendar

To access the Calendar app,

1. Click the App Launcher button,  .	
2. On the Apps page, click the Calendar button,  .	

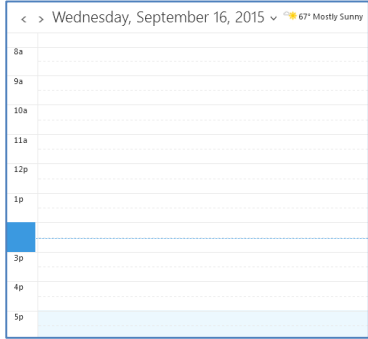
### 4.2 Viewing your Calendar

You can display your calendar in a number of ways. You can display it as a daily, weekly, or monthly view. Additionally, you view it based on the work week or as schedule.

To change your calendar view, click the desired option from the Navigation bar.

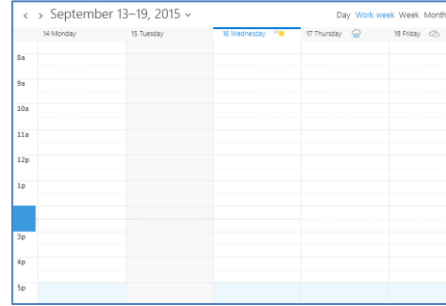


The table below shows the available calendar views.

Calendar Views	Illustration
<b>Day</b> <ul style="list-style-type: none"><li>Displays your appointments by time for the selected day</li></ul>	

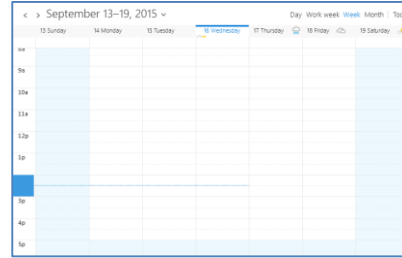
### Work Week

- Displays your appointments by day and time for your work week, such as Monday through Friday



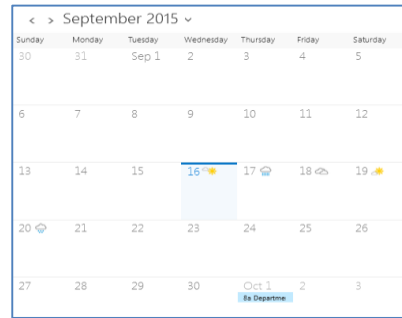
### Week

- Displays your appointments by day and time for the week (Sunday through Saturday)



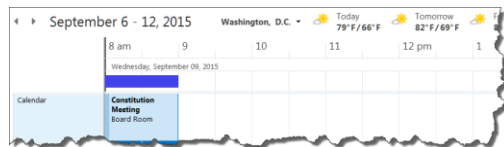
### Month

- Default view
- Displays your appointments for the month including weekends



### Schedule View

- Displays your appointments for the day by time in an horizontal format with an availability status bar
- This view is helpful, when working with more than one calendar



## 4.3 Scheduling appointments

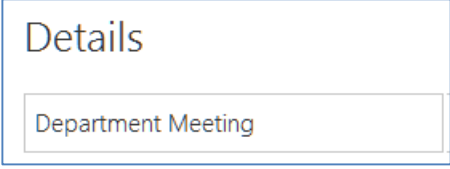

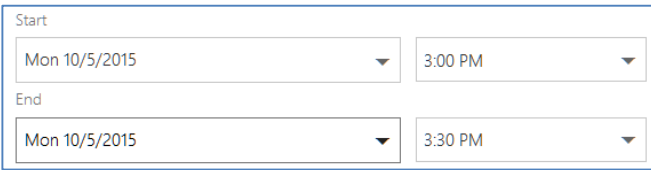
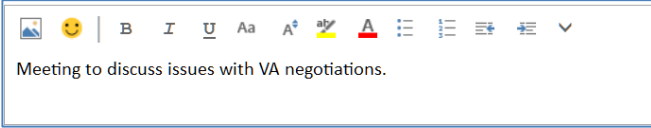
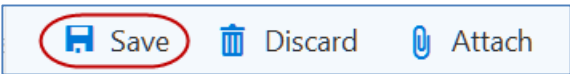
The Calendar module allows you to schedule individual and recurring appointments. You can specify the subject, location, duration, appointment information. Additionally, you choose how the appointment will appear on your calendar and when to be reminded about your appointments.

### 4.3.1 Scheduling an Individual Appointment

An individual appointment creates a single entry on your calendar for an event, such as a meeting, conference, etc. These instructions will help you with creating an individual appointment.


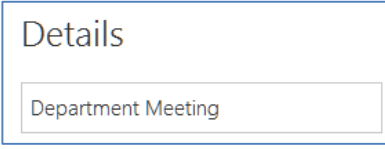

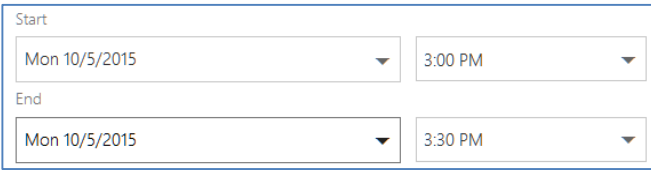
1. From the Navigation bar, click **New**



<p>2. In the <b>Details</b>, type subject of your appointment</p>	
<p>3. In the <b>Add a Location</b> field, type the location for your appointment</p>	
<p>4. In the <b>Start time</b>,</p> <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul> <p>In the <b>End time</b>,</p> <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul>	
<p>5. In the body, type the appointment information, such as purpose and the agenda.</p>	
<p>6. When satisfied, click the <b>Save</b> button.</p>	

### 4.3.2 Scheduling a Recurring Appointment

A recurring appointment creates multiple entries on your calendar for a single event, such as monthly department meetings, vacation, etc. These instructions will help you with creating a recurring appointment.


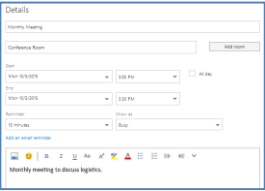
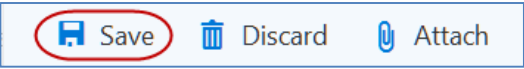
<p>1. From the Navigation bar, click <b>New</b></p>	
<p>2. In the <b>Details</b>, type subject of your appointment</p>	
<p>3. In the <b>Add a Location</b> field, type the location for your appointment</p>	
<p>4. In the <b>Start time</b>,</p> <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul> <p>In the <b>End time</b>,</p> <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul>	

<p>5. In the body, type the appointment information, such as purpose and the agenda.</p>	
<p>6. In the Repeat, click the down arrow</p>	
<p>7. From the menu,</p> <ul style="list-style-type: none"> <li>• Make your selection or click Other... to specify your recurrence pattern</li> </ul>	
<p>8. On the <b>Select Repeat Pattern</b>,</p> <ul style="list-style-type: none"> <li>• In Occurs, use the down arrow to select a frequency, such as <i>The same week each month</i></li> <li>• In the Every, select 1 for every month</li> <li>• In the next box, specify the week of the month, such as <i>first</i></li> <li>• In the next box, specify the day of the week, such as Monday</li> <li>• Click Save</li> </ul>	<p><i>This example creates a meeting for the first Monday of every month.</i></p>
<p>9. For the recurrence range,</p> <ul style="list-style-type: none"> <li>• In the From, use the date selected or select a different date</li> <li>• (Optional) In the To, use the down arrow to select an ending date</li> </ul>	
<p>10. When satisfied, click the <b>Save</b> button.</p>	

#### 4.4 Updating Appointments

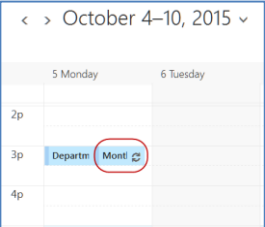
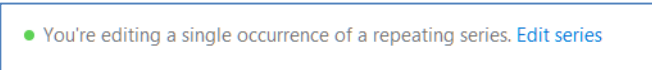
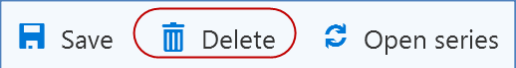
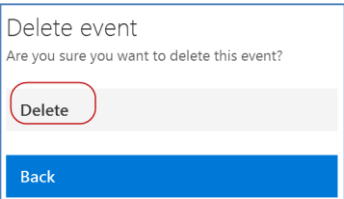
You can quickly update your appointments from your calendar or by opening your appointments. These instructions will guide you in opening your appointments for updating.

<p>1. From your Calendar, double-click the appointment you would like to update.</p>	
--	--

<p>2. If you open a recurring appointment, you will see a message at the top of the screen.</p> <ul style="list-style-type: none"> <li>• If you want to edit the series, click Edit Series</li> <li>• Otherwise continue</li> </ul> <p><i>You can either update the one appointment occurrence or update the entire series.</i></p>	
<p>3. When the appointment opens, make the desired changes.</p>	
<p>4. When satisfied, click the <b>Save</b> button to save your changes.</p>	

## 4.5 Deleting Appointments

From your calendar, you can delete appointments quickly. These instructions will assist you in an appointment from your calendar.

<p>1. From your Calendar, double-click the appointment you would like to update.</p>	
<p>2. If you open a recurring appointment, you will see a message at the top of the screen.</p> <ul style="list-style-type: none"> <li>• If you want to delete the series, click Edit Series</li> <li>• Otherwise continue</li> </ul> <p><i>You can either update the one appointment occurrence or update the entire series.</i></p>	
<p>3. From the Navigation bar, click the <b>Delete</b></p>	
<p>4. On the Delete Event screen, click <b>Delete</b></p>	



## 4.6 Scheduling Meetings

Scheduling meetings is similar to scheduling appointments. The main differences between scheduling meetings and appointments are the additional tasks for inviting participants and scheduling meeting rooms. Additionally, scheduling a meeting will send a meeting request to the selected attendees. Like appointments, you can schedule individual or recurring meetings.

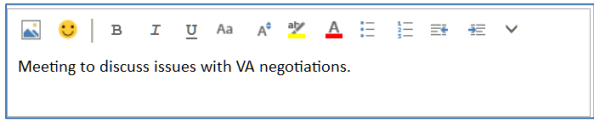
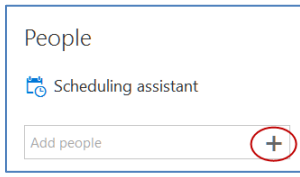
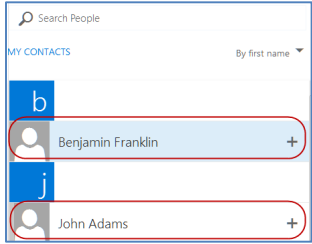
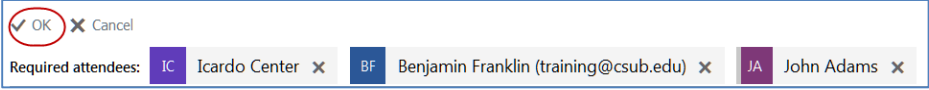
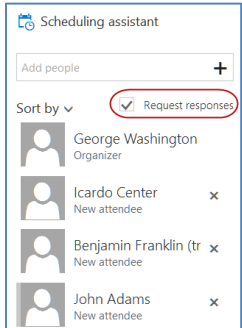



*Please note that 25Live is the primary event scheduling application for reserving rooms, such as class rooms, labs, large venues, and some conference rooms. As such, the meeting rooms referred to in this section are ones that are not used by 25Live, such as private conference rooms i.e. ADM 101, etc.*

### 4.6.1 Scheduling Individual Meetings

An individual meeting creates a single entry on your calendar for an event, such as a meeting, conference, etc. These instructions will help you with creating an individual meeting.

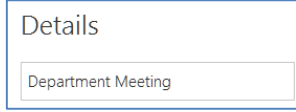
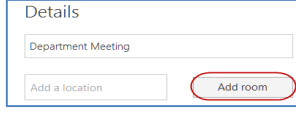
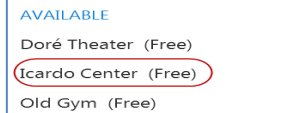
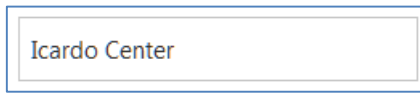
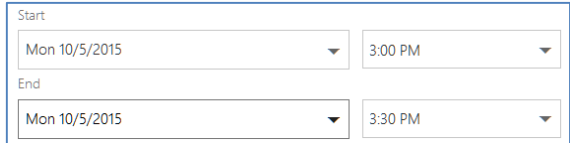
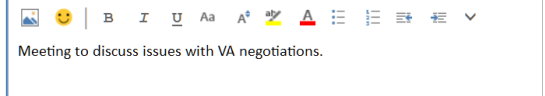

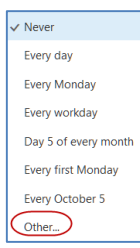
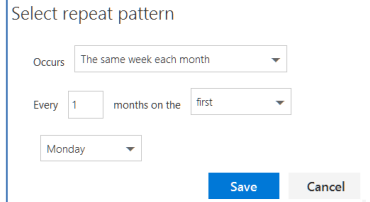
1. From the Navigation bar, click <b>New</b>	
2. In the <b>Details</b> , type subject of your appointment	
3. Click <b>Add room</b>	
4. From the list, make a selection	
5. The <b>Add a Location</b> field will populate automatically with your selection	
6. In the <b>Start time</b> , <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul> In the <b>End time</b> , <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul>	

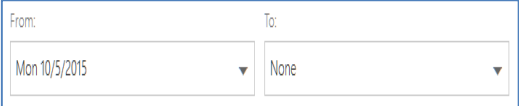
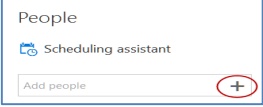
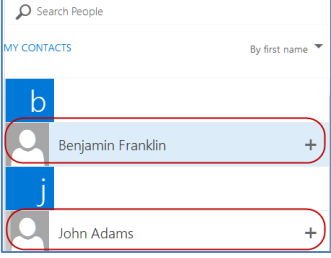

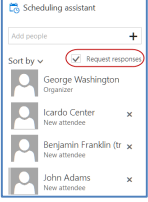

<p>7. In the body, type the appointment information, such as purpose and the agenda.</p>	
<p>8. Under the People Scheduling Assistant, click the + to add people (right-hand side of screen)</p>	
<p>9. To select people,</p> <ul style="list-style-type: none"> <li>• Click the person to add or click Search People</li> <li>• Repeat for each person</li> </ul>	
<p>10. Click OK, when you are finished adding people.</p>	
<p>11. The Scheduling Assistant lists your invitees including the room and you.</p> <ul style="list-style-type: none"> <li>• If you want to request responses, check Request Responses</li> </ul>	
<p>12. When satisfied, click the <b>Send</b> button.</p> <p><i>A meeting request will be sent to the selected participants.</i></p>	

#### 4.6.2 Scheduling Recurring Meetings

A recurring meeting creates multiple entries on your calendar for a single event, such as monthly department meetings, etc. These instructions will help you with creating a recurring meeting.

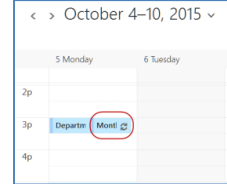
<p>1. From the Navigation bar, click <b>New</b></p>	
---	--

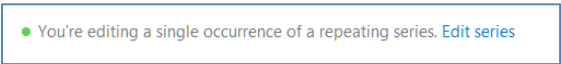
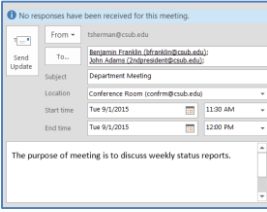
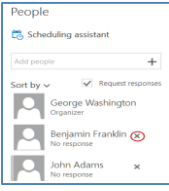
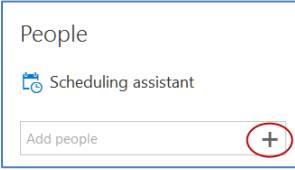

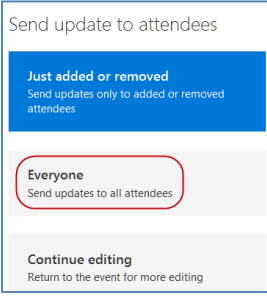
<p>2. In the <b>Details</b>, type subject of your appointment</p>	
<p>3. Click <b>Add room</b></p>	
<p>4. From the list, make a selection</p>	
<p>5. The <b>Add a Location</b> field will populate automatically with your selection</p>	
<p>6. In the <b>Start time</b>,</p> <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul> <p>In the <b>End time</b>,</p> <ul style="list-style-type: none"> <li>• Use the down arrow to select a date</li> <li>• Use the down arrow to select a time</li> </ul>	
<p>7. In the body, type the appointment information, such as purpose and the agenda.</p>	
<p>8. In the Repeat, click the down arrow</p>	
<p>9. From the menu,</p> <ul style="list-style-type: none"> <li>• Make your selection or click <b>Other...</b> to specify your recurrence pattern</li> </ul>	
<p>10. On the <b>Select Repeat Pattern</b>,</p> <ul style="list-style-type: none"> <li>• In <b>Occurs</b>, use the down arrow to select a frequency, such as <i>The same week each month</i></li> <li>• In the <b>Every</b>, select 1 for every month</li> <li>• In the next box, specify the week of the month, such as <i>first</i></li> <li>• In the next box, specify the day of the week, such as Monday</li> <li>• Click <b>Save</b></li> </ul>	 <p><i>This example creates a meeting for the first Monday of every month.</i></p>

<p>11. For the recurrence range,</p> <ul style="list-style-type: none"> <li>In the <b>From</b>, use the date selected or select a different date</li> <li>(Optional) In the <b>To</b>, use the down arrow to select an ending date</li> </ul>	
<p>12. Under the <b>People Scheduling Assistant</b>, click the <b>+</b> to add people (right-hand side of screen)</p>	
<p>13. To select people,</p> <ul style="list-style-type: none"> <li>Click the person to add or click Search People</li> <li>Repeat for each person</li> </ul>	
<p>14. Click OK, when you are finished adding people.</p>	
<p>15. The Scheduling Assistant lists your invitees including the room and you.</p> <ul style="list-style-type: none"> <li>If you want to request responses, check Request Responses</li> </ul>	
<p>16. When satisfied, click the <b>Send</b> button.</p> <p><i>A meeting request will be sent to the selected participants.</i></p>	

## 4.7 Updating Meetings

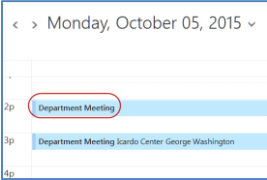
You can quickly update your meetings from your calendar or by opening your meetings. These instructions will guide you in opening your meetings for updating.

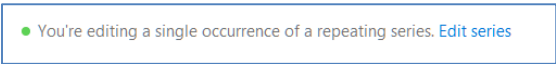
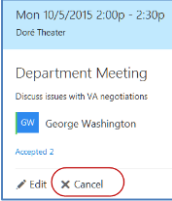
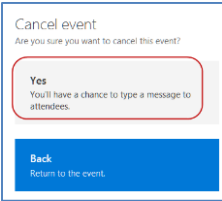
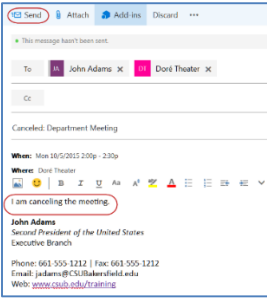
<p>1. From your Calendar, double-click the meeting you would like to update.</p>	
--	--

<p>2. If you open a recurring meeting, you will see a message at the top of the screen.</p> <ul style="list-style-type: none"> <li>• If you want to edit the series, click Edit Series</li> <li>• Otherwise continue</li> </ul>	 <p><i>You can either update the one meeting occurrence or update the entire series.</i></p>
<p>3. When the meeting opens, make the desired changes</p>	
<p>4. If you need to remove people, click the X beside the person's name</p>	
<p>5. If you need to add people,</p> <ul style="list-style-type: none"> <li>• Under the People Scheduling Assistant, click the + to add people (right-hand side of screen)</li> </ul>	
<p>6. When satisfied, click the <b>Send</b> button.</p>	
<p>7. On the Send update to attendees, make a selection</p> <p><i>The options displayed will depend on your changes. The selected participants will receive a meeting request, depending on your response.</i></p>	

## 4.8 Canceling Meetings

From your calendar, you can cancel meetings quickly. These instructions will assist you in cancelling a meeting from your calendar.

<p>1. From your Calendar, click the meeting you would like to cancel.</p>	
---	--

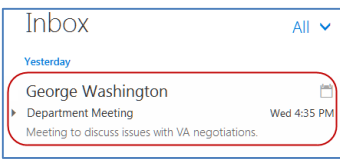
<p>2. If you open a recurring appointment, you will see a message at the top of the screen.</p> <ul style="list-style-type: none"> <li>• If you want to delete the series, click Edit Series</li> <li>• Otherwise continue</li> </ul>	 <p><i>You can either update the one appointment occurrence or update the entire series.</i></p>
<p>3. From the pop-up window, click <b>Cancel</b></p>	
<p>4. On the <b>Cancel event</b>, click <b>Yes</b></p>	
<p>5. On the message screen,</p> <ul style="list-style-type: none"> <li>• Add your reason for canceling the meeting</li> <li>• Click Send.</li> </ul> <p><i>The invitees will receive a meeting request showing that the meeting was canceled. It will include your reason.</i></p>	

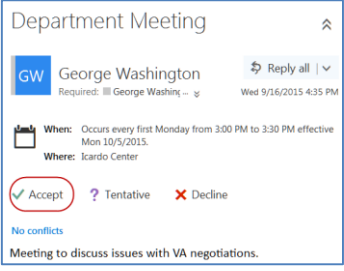
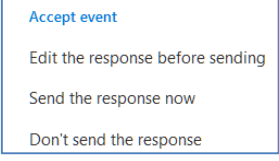
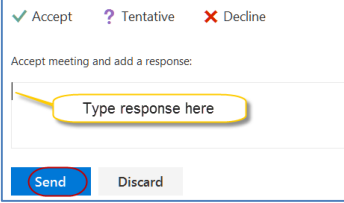
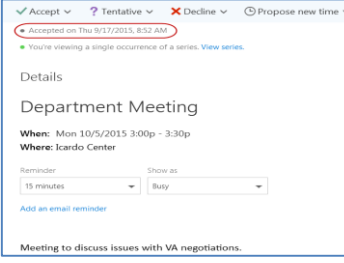

## 4.9 Responding to Meeting Requests

Meeting requests will appear in your Office 365 Inbox. You can quickly respond to the message from your preview pane. You have several options when responding to meeting requests. You can accept, accept tentatively, and decline. Additionally, you can accept tentatively and propose a new time or decline and propose a new time.

### 4.9.1 Accepting A Meeting Request

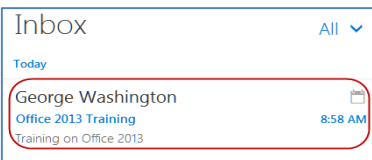
You can accept a meeting request from your preview pane. When responding you will have the choice to make a comment before sending, to send the response immediately, or not to send a response. These instructions will guide you in tentatively accepting a meeting request.

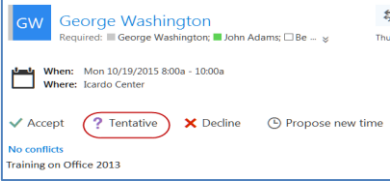
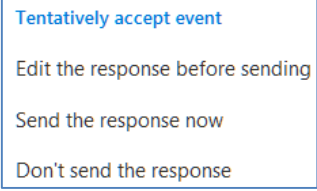
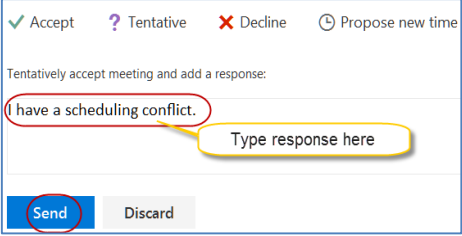
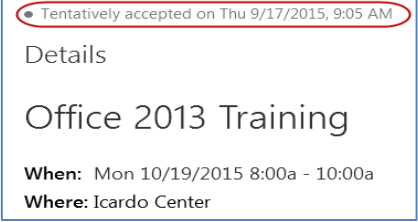
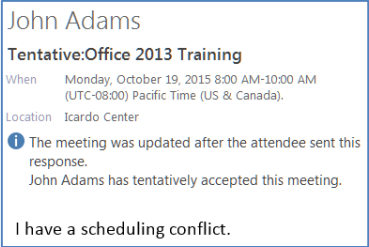
<p>1. From your Inbox select the meeting request you would like to respond to.</p>	
--	--

<p>2. From the Preview Pane, select Accept</p>	
<p>3. From the Accept event menu, select the desired option.</p>	
<p>4. If you selected, Edit the response before Sending,</p> <ul style="list-style-type: none"> <li>• Add your comments</li> <li>• Click Send</li> </ul>	
<p>5. After responding, the meeting request will disappear from your Inbox. The meeting will appear on your calendar, showing the date and time of your acceptance.</p>	
<p>6. The meeting initiator will receive your response in their Inbox.</p>	

### 4.9.2 Tentatively Accepting a Meeting Request

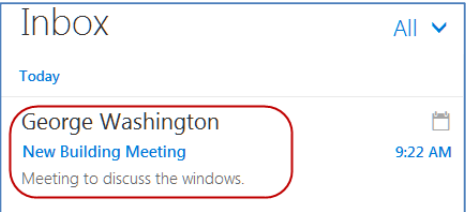
You can tentatively accept a meeting request from your preview pane. When responding you will have the choice to make a comment before sending, to send the response immediately, or to not send a response. These instructions will guide you in accepting a meeting request.

<p>1. From your Inbox select the meeting request you would like to respond to.</p>	
--	--

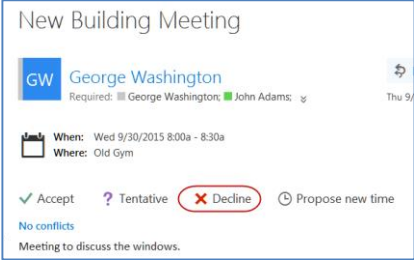
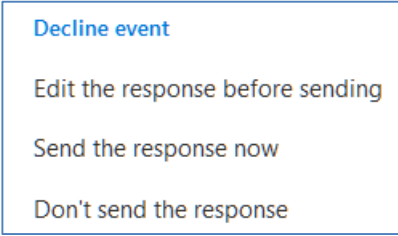
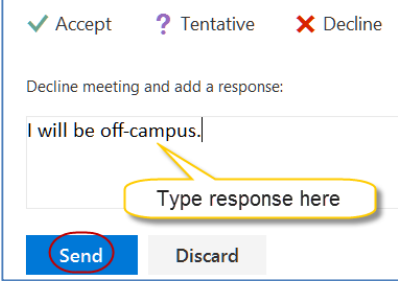
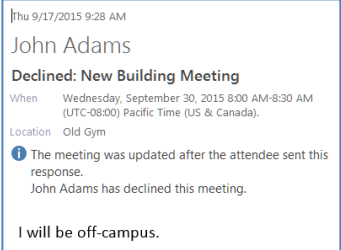
<p>2. From the Preview Pane, select Tentative</p>	
<p>3. From the <b>Tentative accept event</b> menu, select the desired option</p>	
<p>4. If you selected, <b>Edit the response before sending</b>,</p> <ul style="list-style-type: none"> <li>• Add your comments</li> <li>• Click Send</li> </ul>	
<p>5. After responding, the meeting request will disappear from your Inbox. The meeting will appear on your calendar, showing the date and time of your tentative acceptance.</p>	
<p>6. The meeting initiator will receive your response in their Inbox.</p>	

### 4.9.3 Declining a Meeting Request

You can decline a meeting request from your preview pane. When responding, you will have the choice to make a comment before sending, to send the response immediately, or not to send a response. These instructions will guide you in declining a meeting request.

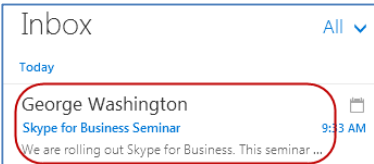
<p>1. From your Inbox select the meeting request you would like to respond to.</p>	
--	--

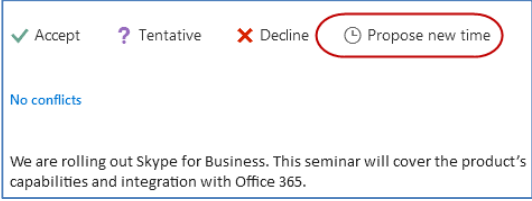
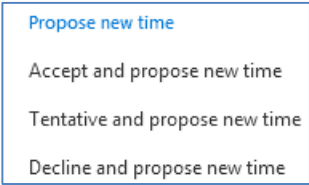
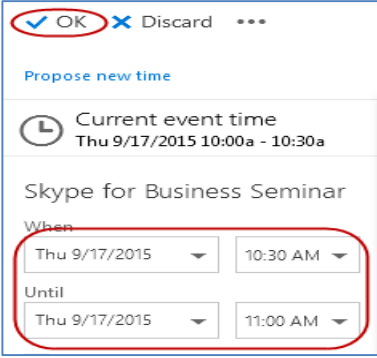
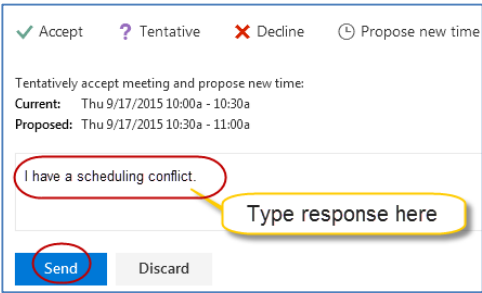
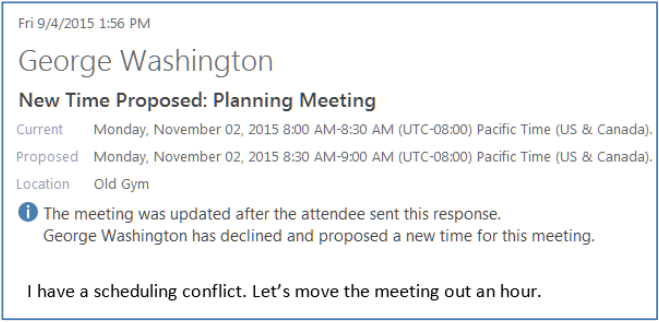


<p>2. From the Preview Pane, select <b>Decline</b></p>	
<p>3. From the <b>Decline event</b> menu, select the desired option.</p>	
<p>4. If you selected, <b>Edit the response before sending</b>,</p> <ul style="list-style-type: none"> <li>• Add your comments</li> <li>• Click Send</li> </ul>	
<p>5. When you decline a meeting request, the request disappears from your Inbox and it does not appear on your calendar.</p>	
<p>6. The meeting initiator will receive your response in their Inbox.</p>	

### 4.9.4 Proposing a New Times



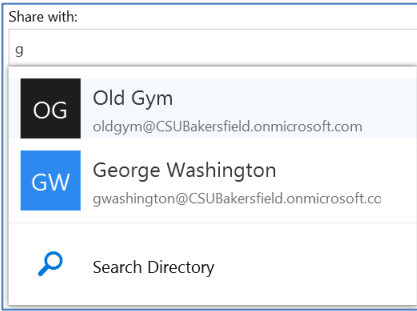
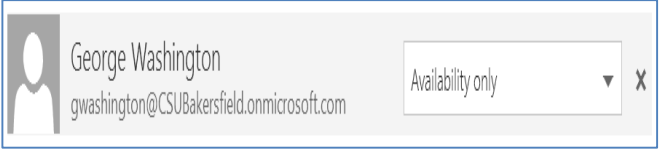
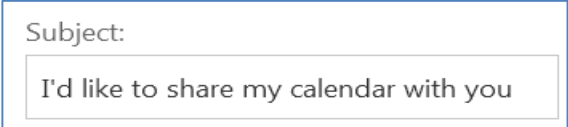
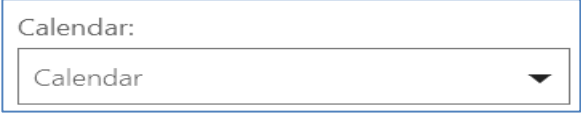

You can respond to your meeting requests from your preview pane. When responding, you propose a new time, while accepting, accepting tentatively or declining. These instructions will guide you in proposing a new time.

<p>1. From your Inbox, select the meeting request.</p>	
--	--

<p>2. In the preview pane, select <b>Propose New Time</b>.</p>	
<p>3. From the <b>Propose New Time</b> menu, select the desired option.</p>	
<p>4. On next screen,</p> <ul style="list-style-type: none"> <li>• Make your changes</li> <li>• Click OK</li> </ul>	
<p>5. Next,</p> <ul style="list-style-type: none"> <li>• Add comments, if desired</li> <li>• Click <b>Send</b></li> </ul>	
<p>6.</p> <ul style="list-style-type: none"> <li>• <i>If you declined the request and proposed a new time, the meeting request will not appear on your calendar.</i></li> <li>• <i>If you accepted or accepted tentatively and proposed a new time, the meeting request will appear on your calendar.</i></li> </ul>	
<p>7. The meeting initiator will receive your response in their Inbox.</p>	


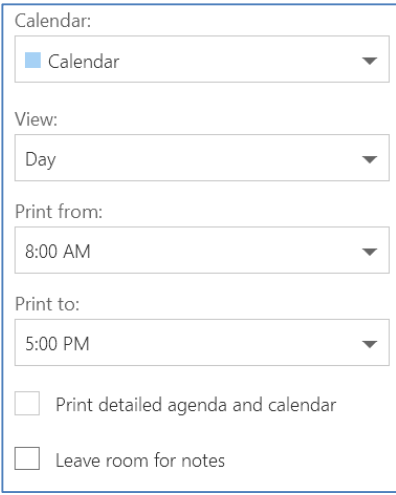
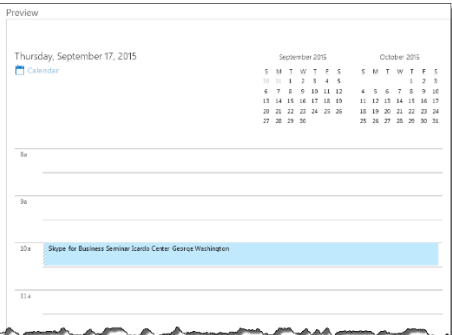

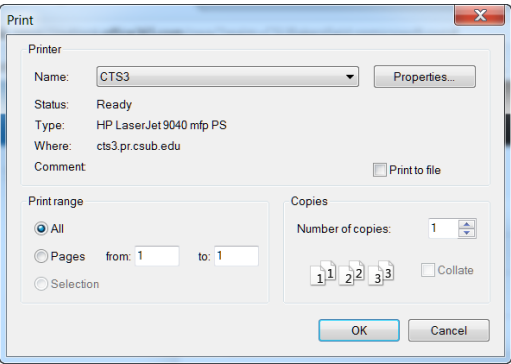
## 4.10 Sharing your calendar

You can share your calendar with other people at CSUB. You also can specify how much of your calendar to share.

<p>1. From the Navigation bar, click <b>Share</b></p>	
<p>2. From the menu, click <b>Calendar</b></p>	
<p>3. In the <b>Share With</b> box,</p> <ul style="list-style-type: none"> <li>• Start typing the person's name</li> <li>• Select the person from the search results or click Search Directory to search for the person</li> </ul>	
<p>4. In the box beside the person's name, click the down arrow to select how much you want to share with them.</p> <p>Your options are:</p> <ul style="list-style-type: none"> <li>• Availability only</li> <li>• Limited details</li> <li>• Full details</li> <li>• Editor</li> <li>• Delegate</li> </ul>	
<p>5. In the <b>Subject</b>, type subject of your appointment or leave the default information</p>	
<p>6. In the <b>Calendar</b> field, select the calendar you want to share</p>	
<p>7. When satisfied, click the <b>Send</b> button.</p>	
<p>8. Shared calendars appear in the Folder pane of the Calendar app.</p>	

## 4.11 Printing your calendar

You can print your calendar from any view. To print your calendar, follow these instructions.

<p>1. From the Navigation bar, click <b>Print</b></p>	
<p>2. From the menu,</p> <ul style="list-style-type: none"> <li>• Select the calendar to print</li> <li>• Select the view to print</li> <li>• Select the Print From</li> <li>• Select the Print To</li> <li>• If desired, check Print detailed agenda and calendar</li> <li>• If desired, check Leave room for notes</li> </ul> <p><i>The options for printing your calendar will change based on your selections.</i></p>	
<p>3. The Preview shows how the calendar will print out.</p>	
<p>4. When finished, click <b>Print</b> on the Navigation bar</p>	
<p>5. On the Print screen, make your selections and click OK</p>	

## 5.0 Email Related Policies

---

CSU Bakersfield has several policies that relate to email, messaging, and other sensitive data. A partial list of the policies involved with email is shown below.

- Email Policy  
<http://www.csub.edu/its/about/security/supplemental/email/index.html>
- Email Blocking Policy and Procedures  
<http://www.csub.edu/its/about/policies/tech/emailblock/index.html>
- Confidentiality of Email Policy  
<http://www.csub.edu/its/about/policies/tech/emailpolicy/index.html>
- Instant Messaging Policy  
<http://www.csub.edu/its/about/security/supplemental/instantmessage/>

For more information, visit the Information Security website at:

<http://www.csub.edu/its/about/security/index.html>

## 6.0 Getting Help

---

If you are unsure or need assistance, please refer to the resources below:

- Resources on the Web  
[Office 365 How-To Information](#)  
[Office 365 Resources](#)
- For questions and assistance with Office 365  
Email [office365@csub.edu](mailto:office365@csub.edu)
- For general training questions or information  
Tammara Sherman, Ed.D.  
Campus Training  
661-654-6919  
[tsherman@csub.edu](mailto:tsherman@csub.edu)  
[www.csub.edu/training/index.html](http://www.csub.edu/training/index.html)
- For help with computer-related Issues  
Help Desk  
661-654-2307  
[helpdesk@csub.edu](mailto:helpdesk@csub.edu)