

## ACCESSING OFFICE 365

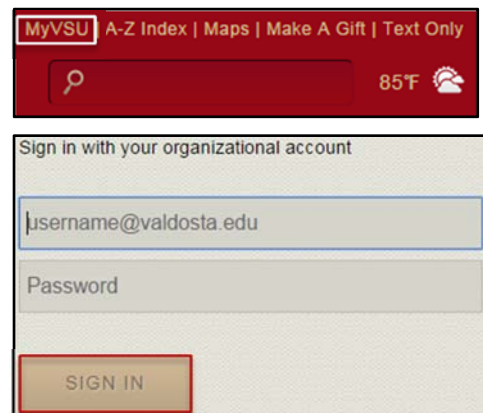
You can access your Office 365 account via MyVSU Portal or Microsoft Outlook Software.

**MyVSU Portal:** Available online using a web browser such as Chrome, IE, Firefox, or Safari

1. Navigate to the VSU Homepage ([www.valdosta.edu](http://www.valdosta.edu))
2. Select **MyVSU** from the upper-right corner of the screen

3. Log in using VSU email address and password > **Sign In**

4. Select **VSU Email**



MyVSU A-Z Index | Maps | Make A Gift | Text Only

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Sign in with your organizational account

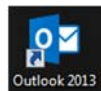
username@valdosta.edu

Password

SIGN IN

**Outlook:** Available through installed Microsoft Outlook Software

1. Open **Outlook** desktop client



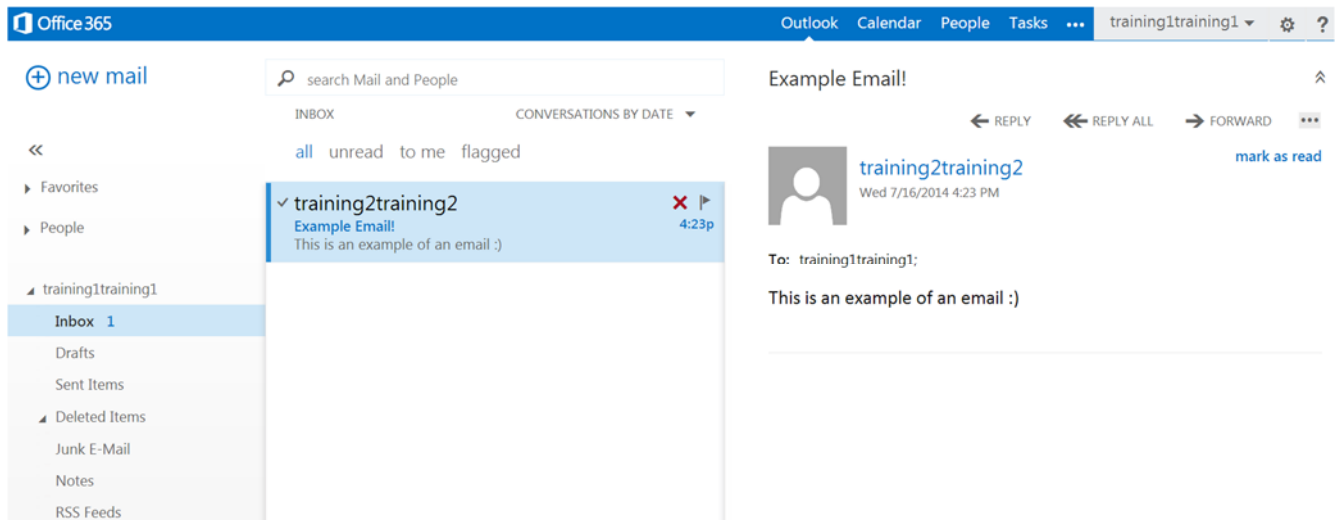
2. Select the **File** tab > Click the link provided under **Access this account on the web**



\*Visit [www.valdosta.edu/helpdesk](http://www.valdosta.edu/helpdesk) for guides on setting up an Outlook account with your VSU email.

## MAIL OVERVIEW

When you log into Office 365, the first thing you'll see is your Inbox. This is where messages sent to you arrive, and this is where you'll probably spend the most time reading and responding to messages.



### Folders

The folder list will show the default folders that are created for all mailboxes, plus any folder that you create.


### Messages

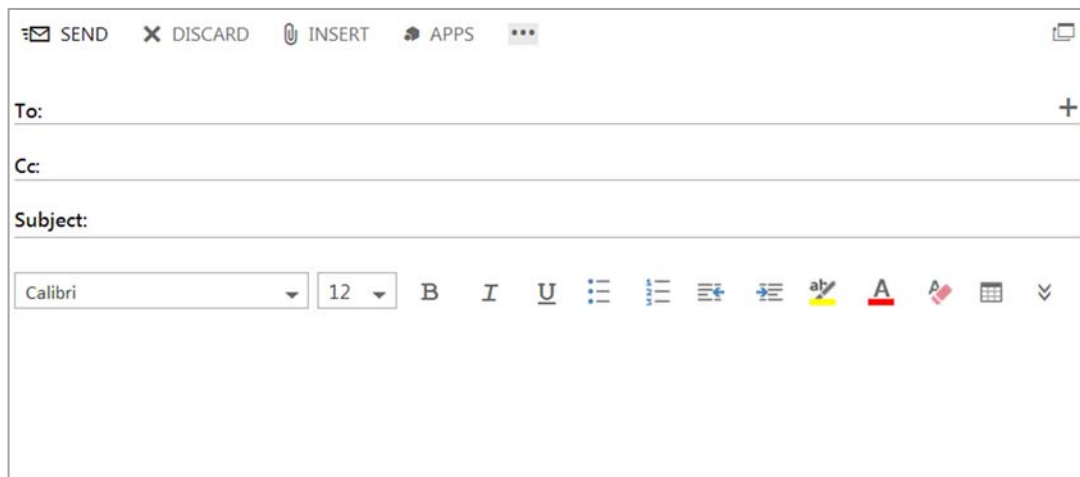
The message list shows the messages in the current folder. The messages displayed can be managed by selecting a filter or using search.


### Reading Pane

The reading pane is where messages are displayed. Not only can you read messages in the reading pane, you can respond to them without opening a new window.




## To Create a New Message:

1. Select **new mail** above the folders list. A new message form will appear in the reading pane.
2. Add recipients in the **To** or **Cc** fields > Add subject in the **Subject** field > Type message.  
To add an attachment: Click  **Insert** > **attachments** > Browse for the item to attach.



3. When your message is ready to go, click  **Send**.

## To Edit a Drafts:

1. Select the **Drafts** folder > Select a message > Click  **CONTINUE EDITING** or  **DISCARD**.
2. If you still want to send the message, finish editing it then click  **Send**.

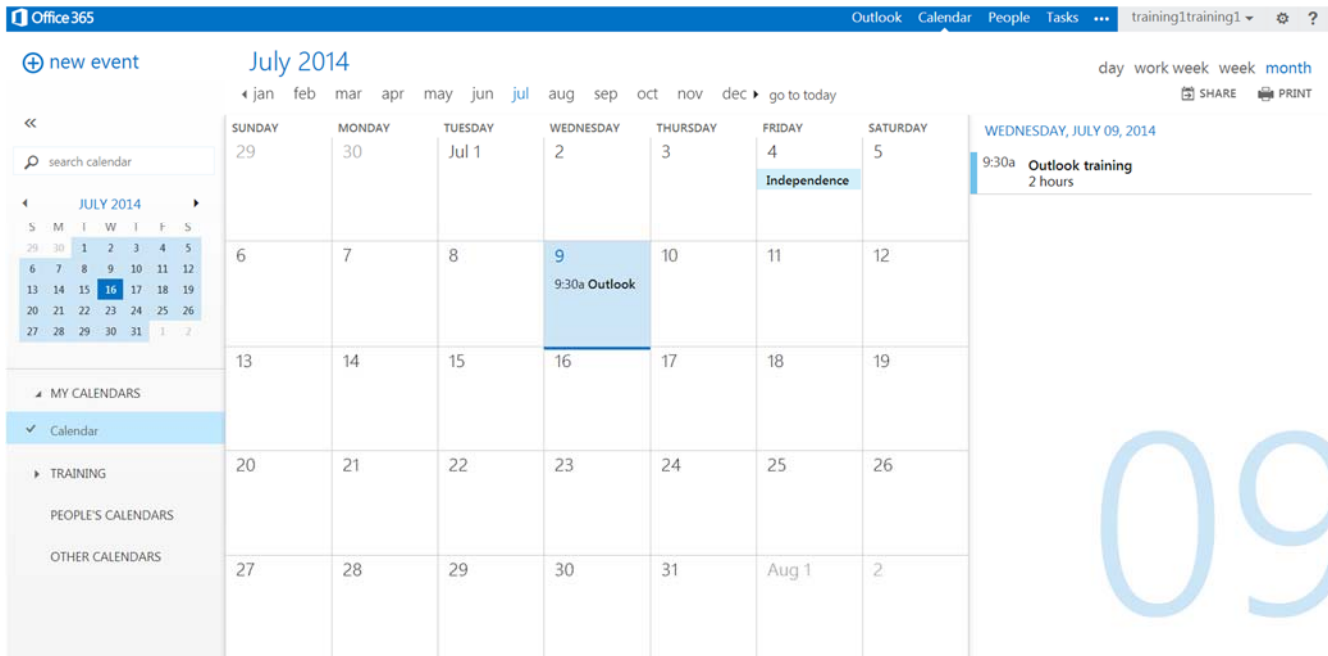
## To Create a Search or Filter:

1. In the **Search Bar**, begin typing what you want to look for. A list of suggestions will appear in the messages section and you can select on one of those to search for that item. Or you can finish entering your own search and then press **Enter** to start your search.
2. To clear your search, click the **X Icon** appearing on the right of your search bar.



## CALENDAR OVERVIEW

Your calendar lets you create and track appointments and meetings. You can create multiple calendars, link to other people's calendars, and even share your calendar with other people in your organization.



The screenshot displays the Office 365 Calendar interface. At the top, there's a navigation bar with 'Outlook', 'Calendar', 'People', and 'Tasks'. Below this, the main area shows a monthly calendar for July 2014. The calendar grid is organized by days of the week (SUNDAY to SATURDAY). A specific event, '9:30a Outlook training', is highlighted on Wednesday, July 9, 2014. The interface also includes a search bar, a sidebar with 'MY CALENDARS' and 'TRAINING' sections, and a large '09' watermark on the right side.

After your Inbox, the calendar is probably where you'll spend the most time when using Office 365.

### Quickly View Event Details

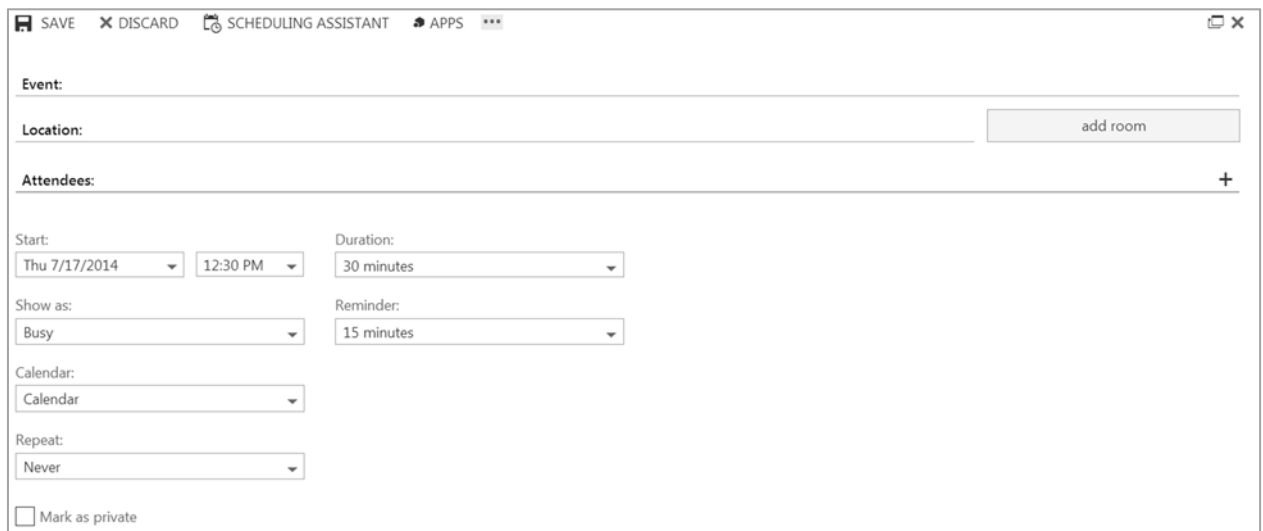
You can click any event in your calendar to see a quick view of that event. An event that you create will show you as the creator and have a link to edit or delete the event. A meeting that you've been invited to will show the organizer and include links to respond to the invitation. If the organizer has included an online meeting invitation, you'll see a link to join the meeting.

### Calendar Views

You can view your calendar by day, work week, or month by using the options in the upper right corner.

## To Create a New Event:

1. Select **new event** or double-clicking in the calendar.  
*\*An event can be an appointment, a meeting, or an all-day event.*
2. Enter name in **Event:** field > **Location** (optional) > Select **Attendees** (for meetings) > **Start Date, Time,** and **Duration** (for all day events, select All day for the Duration).
3. You can also add a reminder for the event, set the event to repeat, and include a description in the content body- however these features are optional.



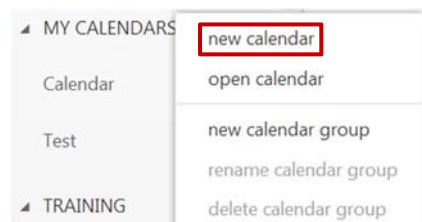
The screenshot shows the 'SCHEDULING ASSISTANT' window with the following fields and options:

- Event:** Text input field.
- Location:** Text input field with an 'add room' button.
- Attendees:** Text input field with a '+' icon.
- Start:** Date (Thu 7/17/2014) and Time (12:30 PM) dropdowns.
- Duration:** Text input field (30 minutes).
- Show as:** Dropdown menu (Busy).
- Reminder:** Text input field (15 minutes).
- Calendar:** Dropdown menu (Calendar).
- Repeat:** Dropdown menu (Never).
- Mark as private

4. Once you're done editing your event, select **SAVE**.

## To Create a New Calendar:

1. Right-click over the **MY CALENDARS** section and select **new calendar**.
2. Type the name of your new calendar, then press Enter on your keyboard.

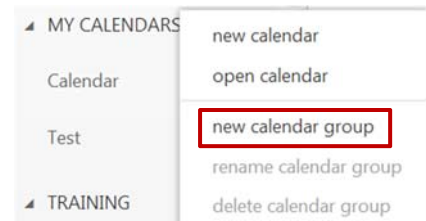


## To View Multiple Calendars:

To view multiple calendars, select all the calendars you wish to view in the **MY CALENDARS** section. Once selected, a small check mark will appear next to the calendar's name and that calendar will show up on your calendar view.

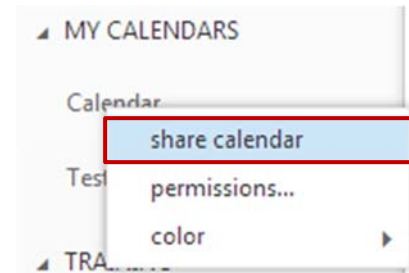
## To Create a New Calendar Group:

1. Right-click over the **MY CALENDARS** section and select **new calendar group**.
2. Type the name of your new calendar group, then press Enter on your keyboard.



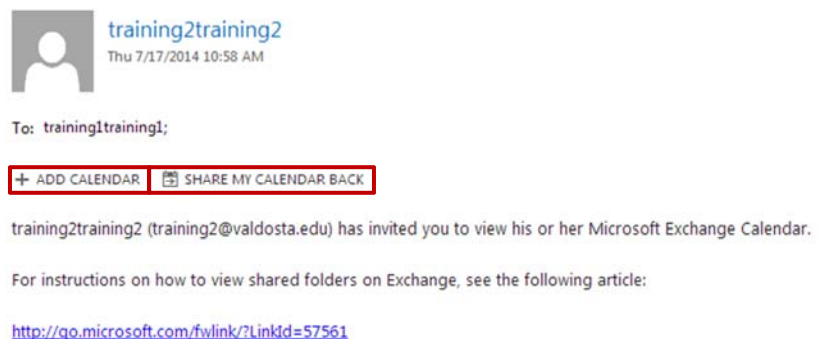
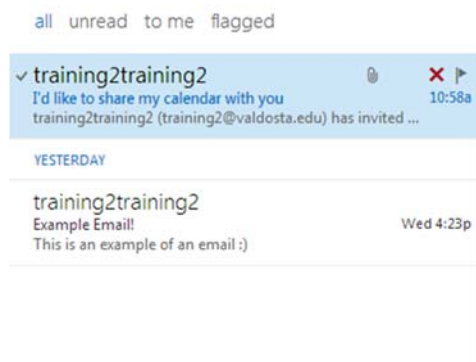
## To Share a Calendar:

1. Right-click over the calendar you wish to share.
2. Enter the name of the person, or people, you would like to share with and set the calendar permissions. Once you are ready to share, select **SEND**.



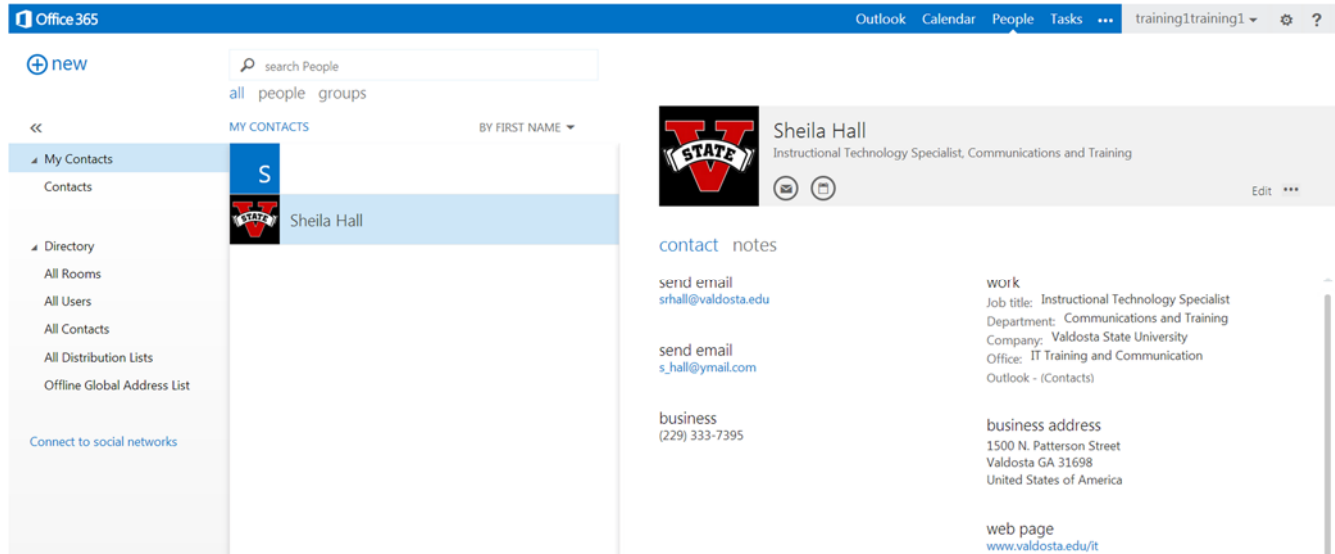
## To Add a Shared Calendar:

1. After someone sends you a request to share their calendar, you will receive a message in your inbox.
2. When you open the message, select **ADD CALENDAR**. You will also have the option to share your calendar in return by selecting **SHARE MY CALENDAR BACK**. Once you have added the calendar, it will appear in your **MY CALENDARS** section.



## PEOPLE OVERVIEW

*People is where your personal contacts are stored and where you can view any address books or directories that have been set up for your organization.*



The screenshot shows the Office 365 People interface. At the top, there's a navigation bar with 'Office 365' and tabs for 'Outlook', 'Calendar', 'People', and 'Tasks'. Below this is a search bar for 'People' and a list of 'all people groups'. On the left, there's a sidebar with 'My Contacts' selected, showing a list of contacts including 'Sheila Hall'. The main area displays the contact profile for Sheila Hall, including her name, title 'Instructional Technology Specialist, Communications and Training', and various contact details like email addresses, phone numbers, and a web page.


**Contacts:** You can create contacts and personal contact groups in Office 365.

**To Create a Contact:** Select **new > create contact >** Enter the data fields appropriately **> SAVE.**

**To Create a Contact Group:** Select **new > create group >** Enter **Group name > Add Members > SAVE.**






This screenshot shows the 'Create Contact Group' form. It includes fields for 'Group name', 'Members' (with an 'add members...' button), and 'Notes'. There are 'SAVE' and 'DISCARD' buttons at the top.



This screenshot shows the 'Create Contact' form. It includes fields for 'First name', 'Middle name', and 'Last name'. Below these are sections for 'email', 'work', 'address', 'other', 'phone', 'IM', and 'notes', each with a plus sign icon to add or edit information. There are 'SAVE' and 'DISCARD' buttons at the top.



**Distribution Groups:** You can also join, leave, and create distribution groups.


## To Join a Distribution Group:

1. Select **Settings**  > **Options** > **groups** > **distribution groups I belong to**.
2. Select **Join**  > Choose the group you want to join > Select **Join**  again.



distribution groups I belong to



   

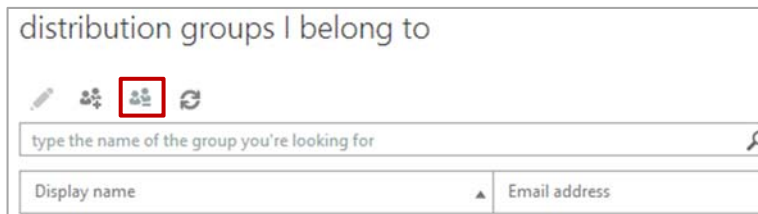
type the name of the group you're looking for 

Display name	Email address





**Note:** Some groups may be closed to join requests.


## To Leave a Distribution Group:

1. Select **Settings**  > **Options** > **groups** > **distribution groups I belong to**.
2. Select the distribution group you want to leave > **Leave** .



distribution groups I belong to



   

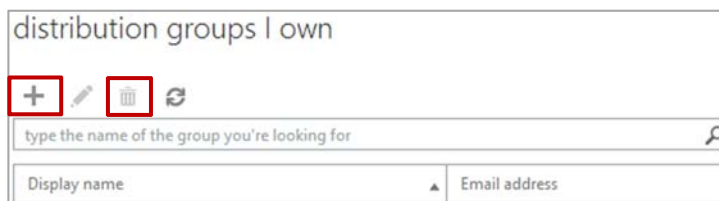
type the name of the group you're looking for 

Display name	Email address





**Note:** Some groups cannot be left.


## To Create a Distribution Group:

1. Select **Settings**  > **Options** > **groups** > **distribution groups I own**.
  2. Select **New +** > **Edit the data fields appropriately** > **save**.
- To delete a group that you own, find it in the list and select **Delete** .



distribution groups I own

type the name of the group you're looking for 

Display name	Email address