

# Office365 User Guide

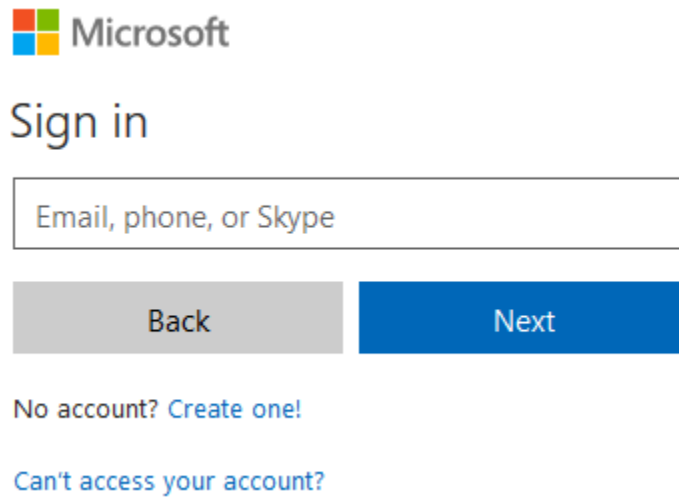
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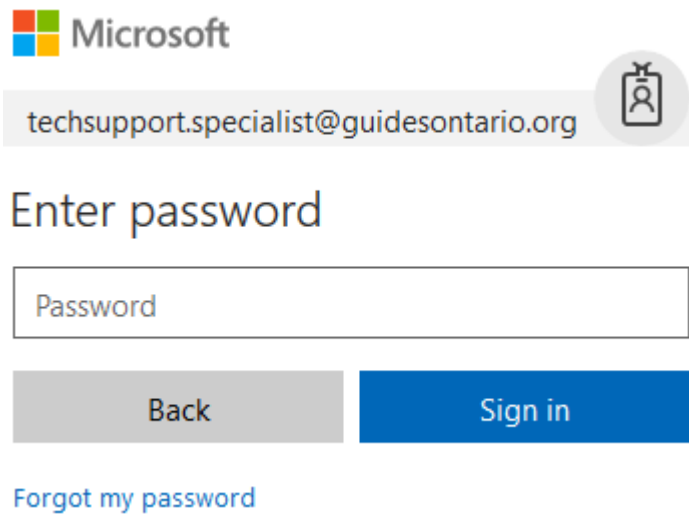
## Accessing Office365

1. Go to <https://login.microsoftonline.com> in your web browser:



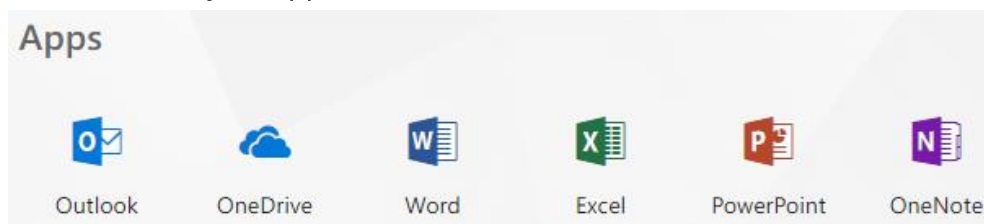
The image shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two buttons: a grey "Back" button and a blue "Next" button. Below the buttons are two links: "No account? Create one!" and "Can't access your account?".

2. Enter your full email address: name@guidesontario.org. Click on **Next** then enter your password.



The image shows the Microsoft "Enter password" screen. At the top is the Microsoft logo. Below it is a text input field containing the email address "techsupport.specialist@guidesontario.org" and a user icon. Below the input field is the text "Enter password". There is a text input field with the placeholder text "Password". Below the input field are two buttons: a grey "Back" button and a blue "Sign in" button. Below the buttons is a link: "Forgot my password".

3. The welcome screen lists your apps:

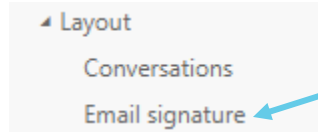


Once in an app, you can access other apps by clicking on the blue navigation button on the top left:



## Adding a Signature

1. After signing in, click on the gear icon in the top right corner then select **Mail**:
2. On the left-hand side under Layout click on **Email signature**:



3. Check the following 2 settings:

### Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to

4. Save the following image to your computer by right clicking on it and selecting **Save as picture**:



5. Next, copy and paste the following signature into the text box and modify to reflect your details:

#### **Your Name | Your Title**

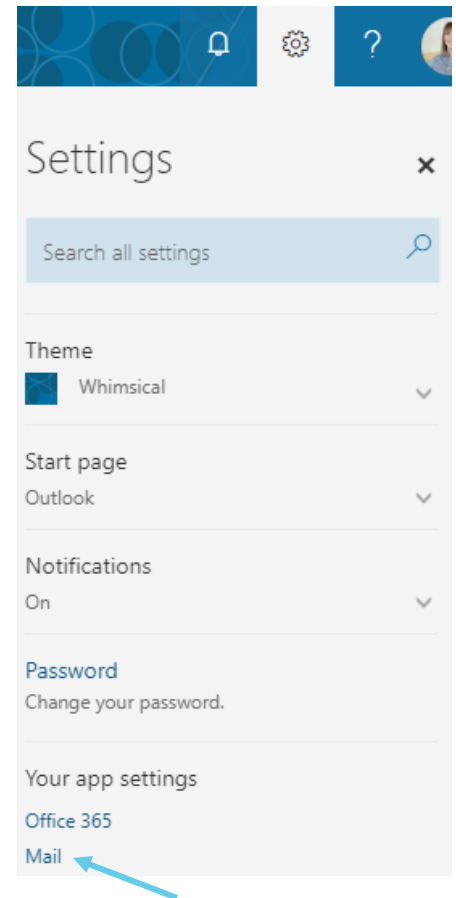
Girl Guides of Canada, Ontario Council  
180 Duncan Mill Rd, Suite 100 | Toronto, ON M3B 1Z6  
Tel: 416.926.2351, ext. 2426 | Toll Free: 877.323.4545, ext. 2426  
Fax: 416.920.1440  
Email: [youremail@guidesontario.org](mailto:youremail@guidesontario.org)



Confidentiality Warning: This message and any attachments are confidential and intended solely for the use of the addressee. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system. Any unauthorized disclosure, copying, distribution or other use of this message and/or any attachments is strictly prohibited. Thank you.

6. Replace the image with the logo you saved to your computer.
7. Click on **Save**.

For instructions on mac, please [visit this link](#).

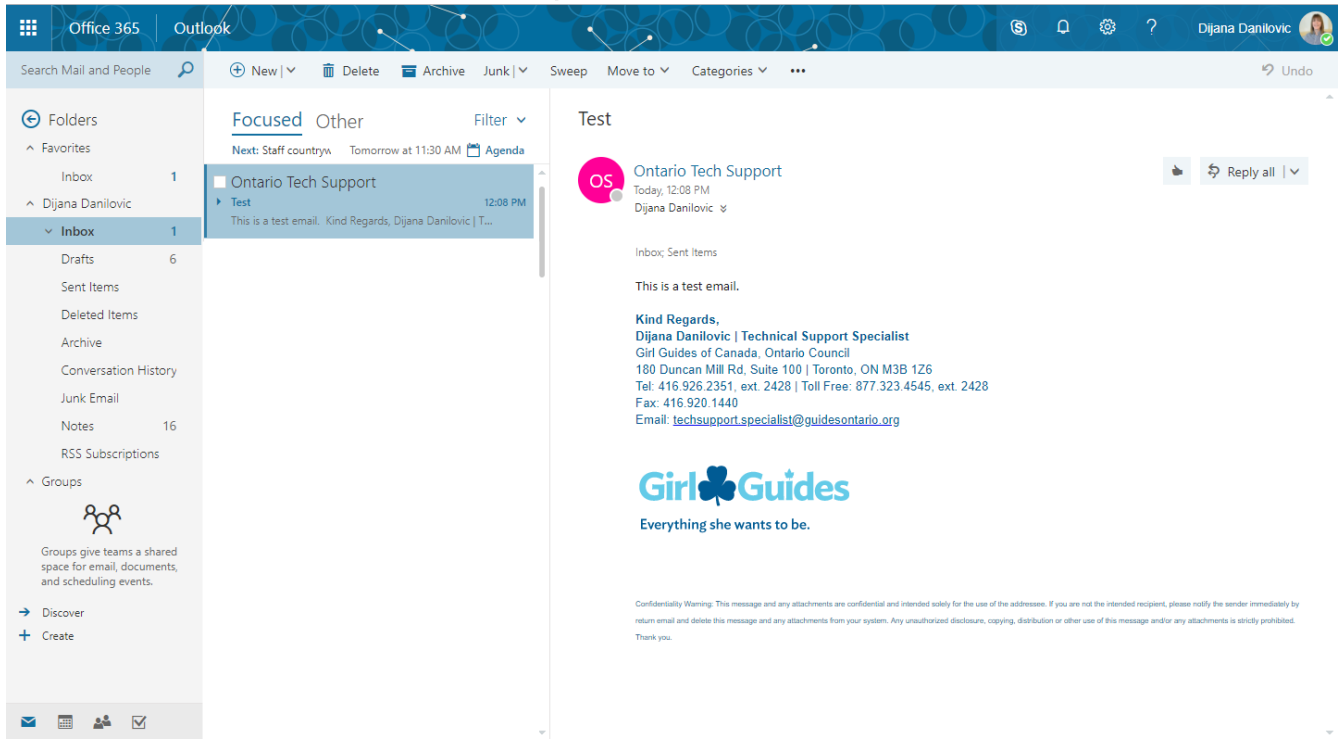


# Outlook

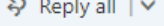
Click on the waffle icon  then Outlook to access your Mail:  Outlook

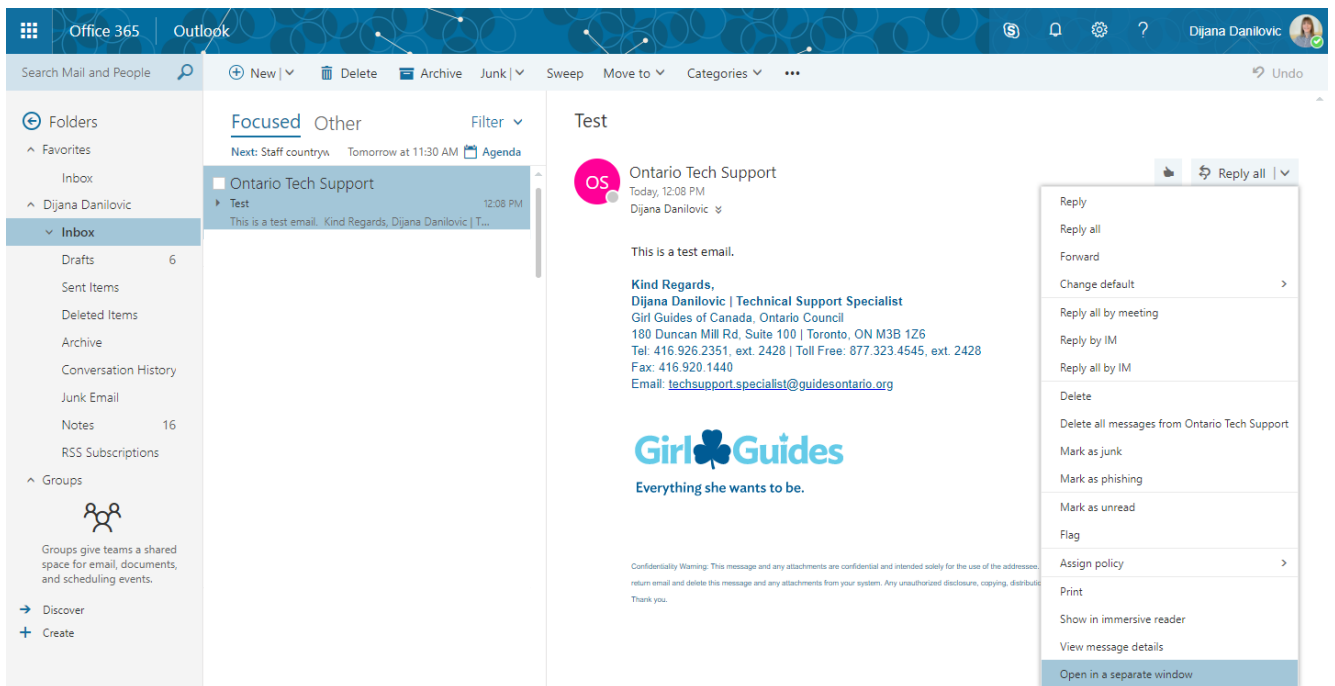
## Reading an Email

- Click on an email, it will open on the right as per the screenshot below:



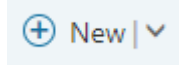
## Replying to an Email

- Click on the reply all button at the top right of the email: 
- For more options, you can click on the drop down "v" beside Reply All:

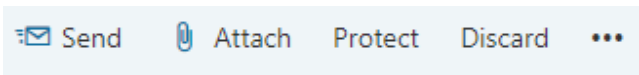


## Composing a New Email

- Click on the **New** button just above your inbox:
- A new email opens up on the right:



- You can format the message with the bottom bar
- You can add attachments with the paperclip icon or images
- You can add **Send** or **Discard** the email
- Similar options are available above the email:

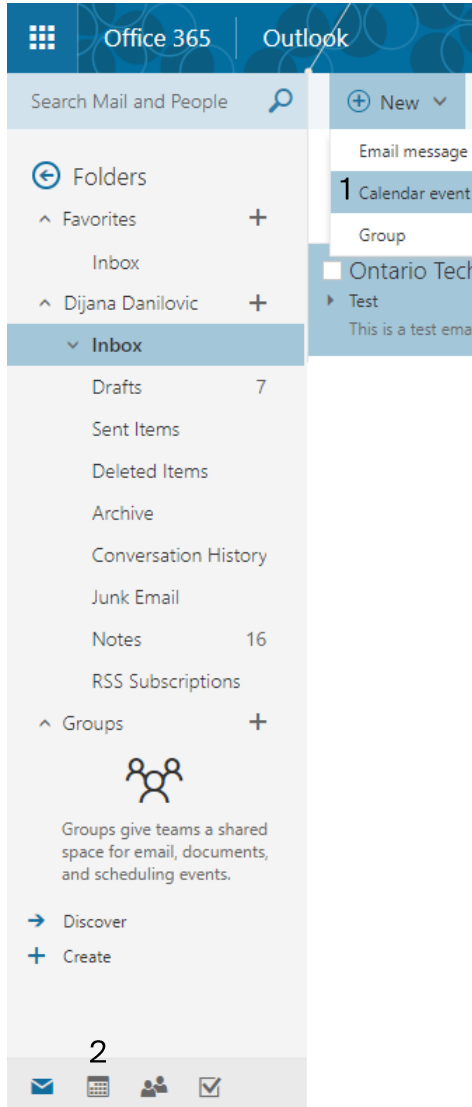


# Calendar

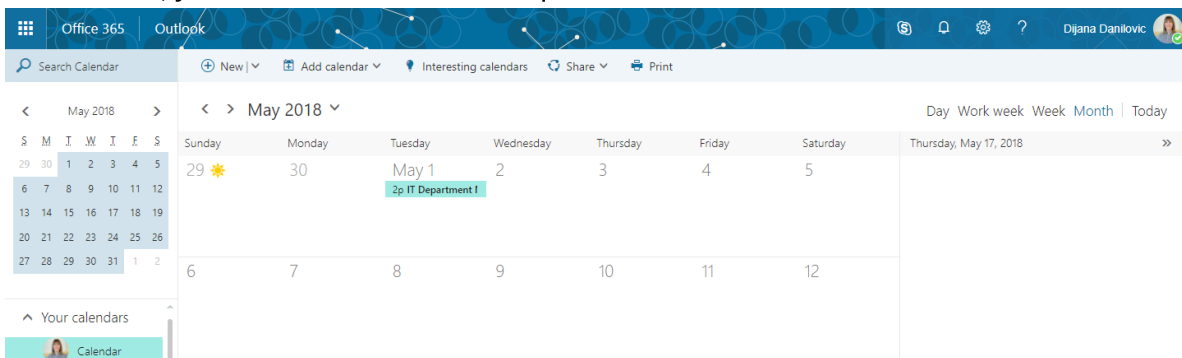
## Accessing the Calendar

There are two different ways you can access the calendar:


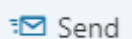
- By clicking on the **New** dropdown menu and selecting **Calendar event** as seen in the image below labelled #1
- By clicking on the Calendar icon on the bottom left as seen in the image below labelled #2




Once in the Calendar, your view will resemble the picture seen below:



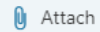

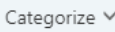



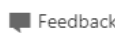
## Creating an Event

Click on  to add an event. A new window will appear where you can fill in the details of the event including the date, time, meeting agenda, and attendees. You can also add attachments. Once you've finished creating your event, click on **Send:** 

**Important Note:** If you did not add any attendees, you will click on **Save** instead:

 Save



 Save  Discard  Attach  Add Skype meeting Charm  Categorize 

**Details** 



Add a title for the event



Add a location or a room



Start



Thu 5/17/2018  8:00 AM   All day

End















Thu 5/17/2018  8:30 AM   Private

 Time zone 

Repeat: Never  Save to calendar: Calendar 

Reminder: 15 minutes  Show as: Busy 



[Add an email reminder](#)

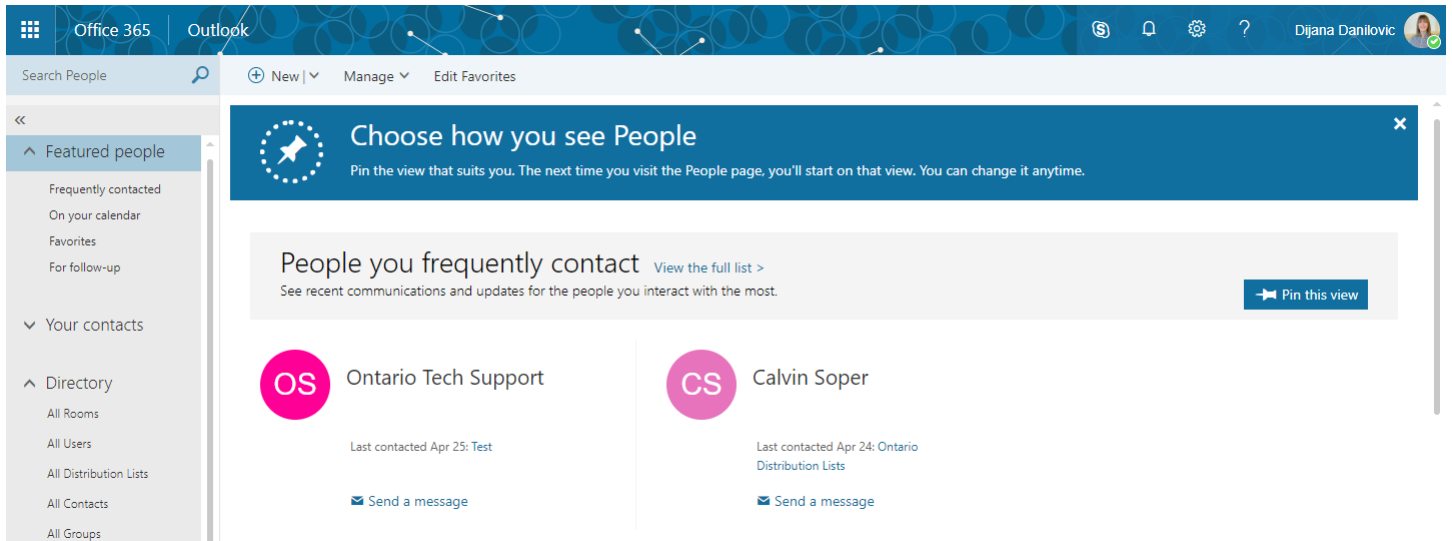
  | **B** **I** U            

Make this event meaningful. [Add an agenda](#)

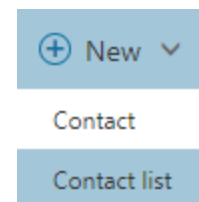


# Contacts

To manage your contacts, click on the blue navigation icon  and select **People**:  People. Here you can manage your contacts, view the entire directory, and see a list of frequently contacted people or people whose emails you've flagged for follow up.



You can also create a new contact, contact list, or group using the dropdown:



A **contact list** is a list which contains 2 or more contacts. It is handy if you are frequently emailing a certain group of people as it saves you time from adding each of them separately to an email.





## OneDrive

### Accessing OneDrive:

Click on the waffle icon



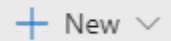
then click on OneDrive:



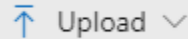
### Uploading documents:

Here you can upload documents and share them with others. You can also share your OneNote notebooks.

To create a new folder or blank document (Word, Excel, etc.), click on the New button:



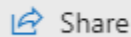
You can upload files or folders by clicking on the Upload button:



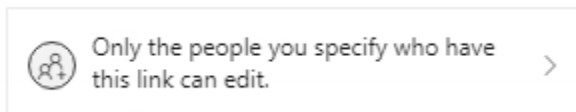
If you would like to upload files or folders directly into a specific folder, click on Folder then click on the Upload button.

### Sharing folders/documents:

You can share folders, documents, and OneNote notebooks using OneDrive. To share, hover over a folder, file, or notebook, and click on the first Share icon. You can also click to the left beside the name to select and then click on Share located on the top row:



Click on:



When sharing, only select the “Specific people” – the other options will not work as they have been disabled. If you would like to allow only viewing rights, uncheck the **Allow editing** checkbox, then click **Apply**.

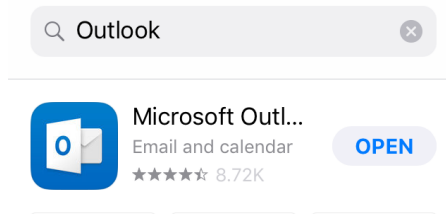
Next, enter the email address(es) of the person/people you’d like to share the document with. You can add a message and then click on **Send** or you can click on **Copy link** if you’d like to send a manual email with the link.



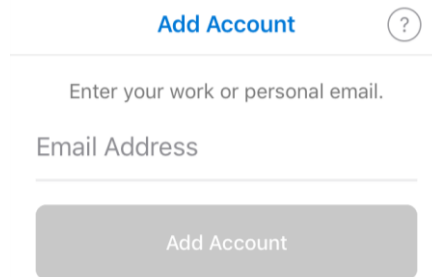
# Setting Up Emails on Your Smartphone:

## Using the Outlook App:

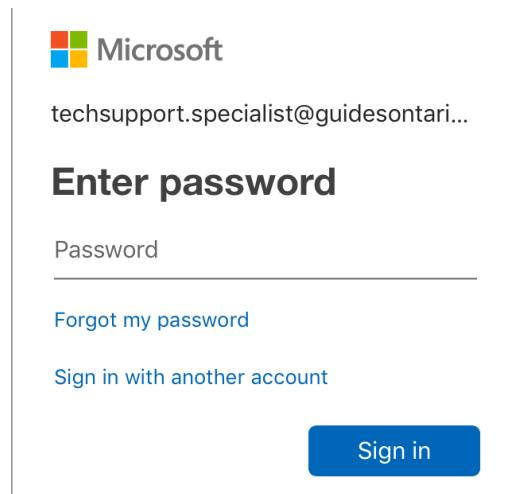
Go to the App Store and download the Outlook mail app:



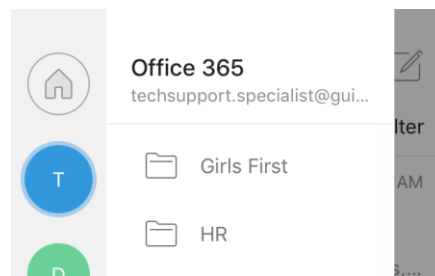
Click on **Add Account** then enter your full email address (e.g.: ac123@guidesontario.org):



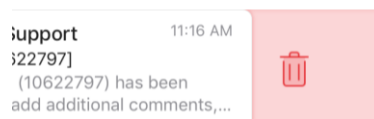
Enter your password then click on **Sign In**:



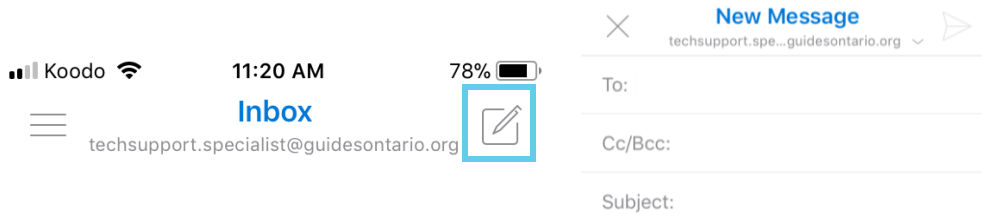
Click on the **Home** icon to view all your folders:



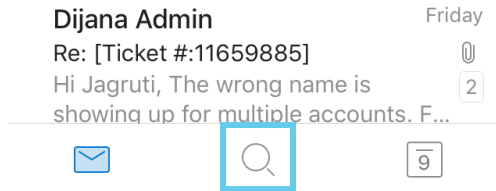
To delete an email, swipe to the left:



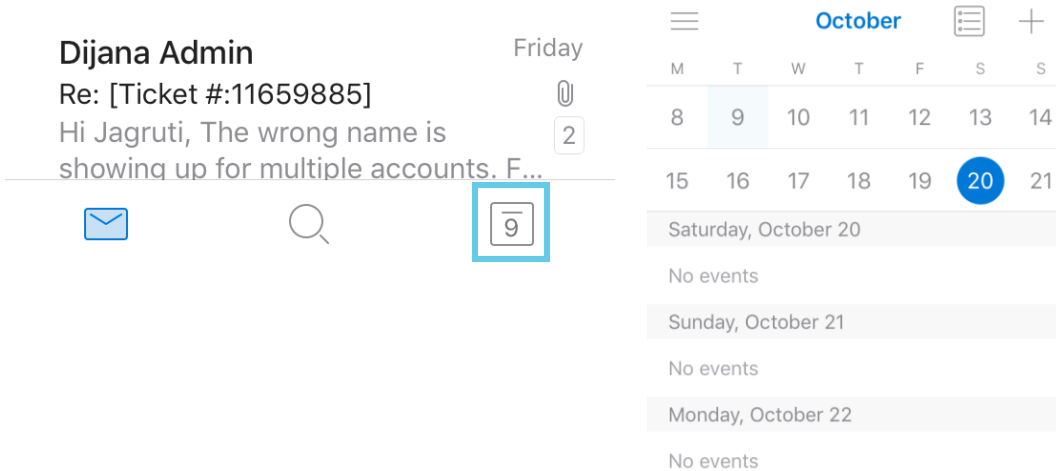
To compose an email, click on the new email icon in the top right:



Click on the search icon on the bottom middle to search for an email:



Click on the calendar icon on the bottom right to view appointments, meetings, and create new ones:



### Using the iPhone Mail App:

For instructions on setting up your Office 365 account on your iPhone mail app, [click here](#).

### Using the Android Mail App:

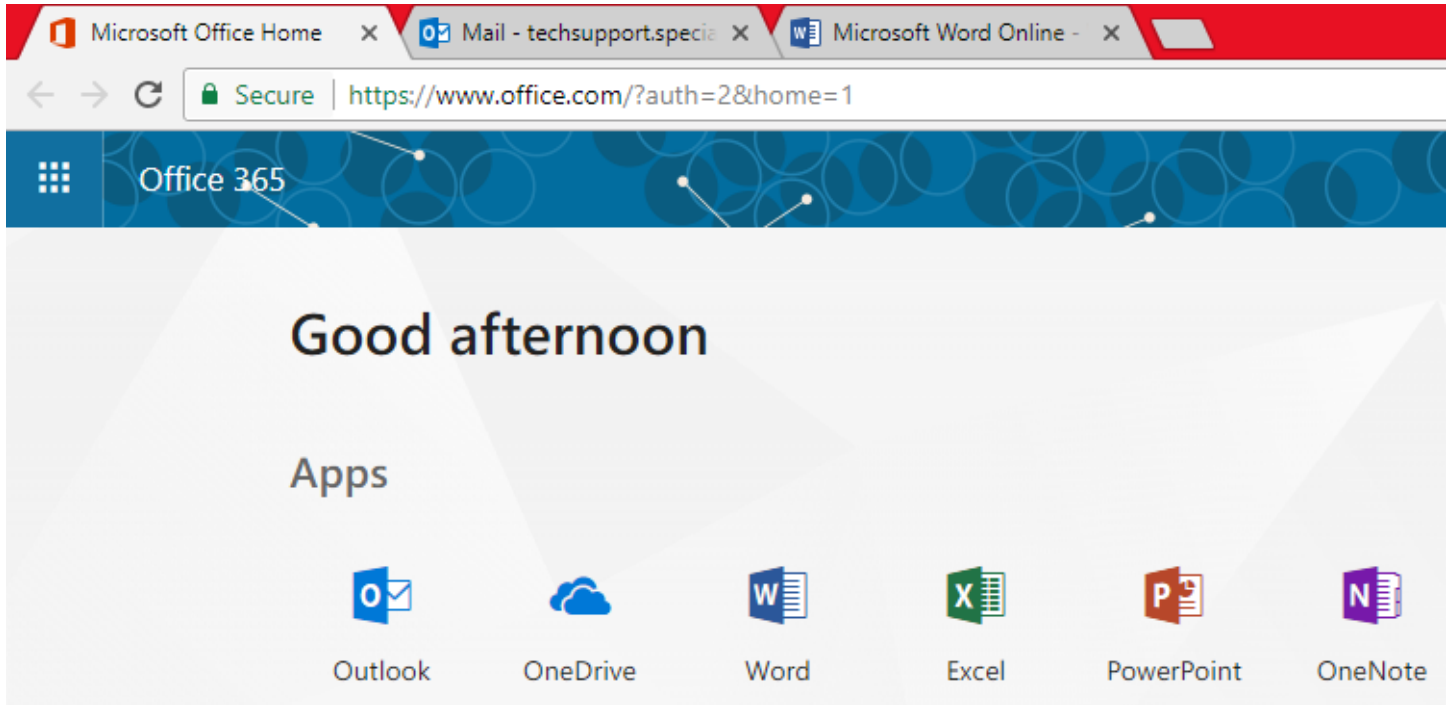
For instructions on setting up your Office 365 account on your Android phone, [click here](#).



## Tips

### Tabbed Browsing:

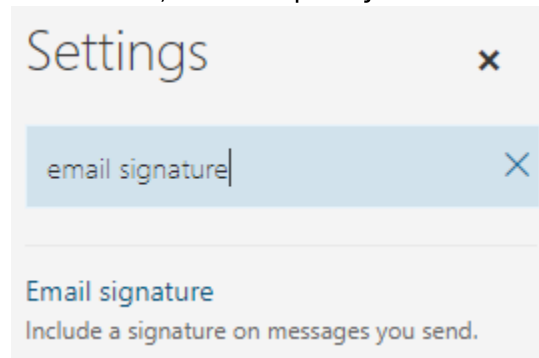
When you first sign into Office365, the tab will be titled **Microsoft Office Home**. Use this tab to access your other apps. Each time you click on an app, it will open in a new tab (except for Outlook which opens in the same tab). This way, switching between online apps, your calendar and email is as easy as switching between tabs.




### Managing Settings:

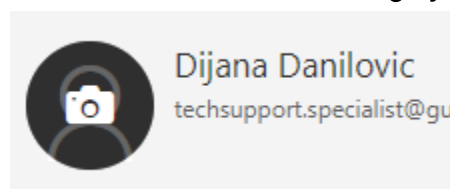
Click on the settings gear on the top right to manage your settings: 

A list of commonly managed settings appear for your Mail, Calendar, People, and Office365 apps. You can also search for settings using the search bar, for example – you can search for email signature:



### Setting a Profile Picture:

To change your profile picture, click on the contact icon on the top right corner next to your name:   
Hover over the contact icon and click on the camera icon to change your picture:



## Technical Support

If you are experiencing technical problems, need additional resources/training, or have any questions, please contact:

Dijana Danilovic, Technical Support Specialist  
Girl Guides of Canada, Ontario Council  
Business Hours: 8 AM – 4 PM  
Email: [techsupport.coord@guidesontario.org](mailto:techsupport.coord@guidesontario.org)  
Tel: 416.926.2351, ext. 2428  
Toll free: 877.323.4545, ext. 2428

