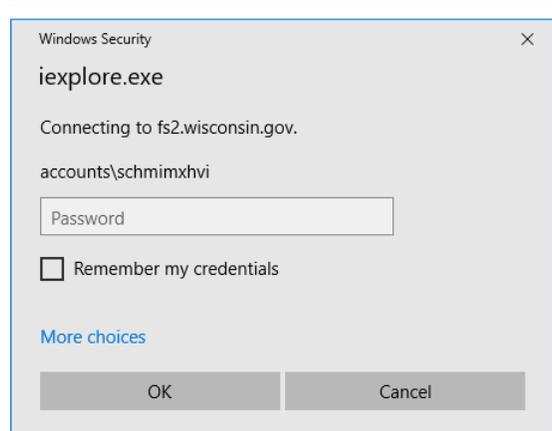


Using Enterprise Outlook on the Web

Logging Into Outlook Web Access

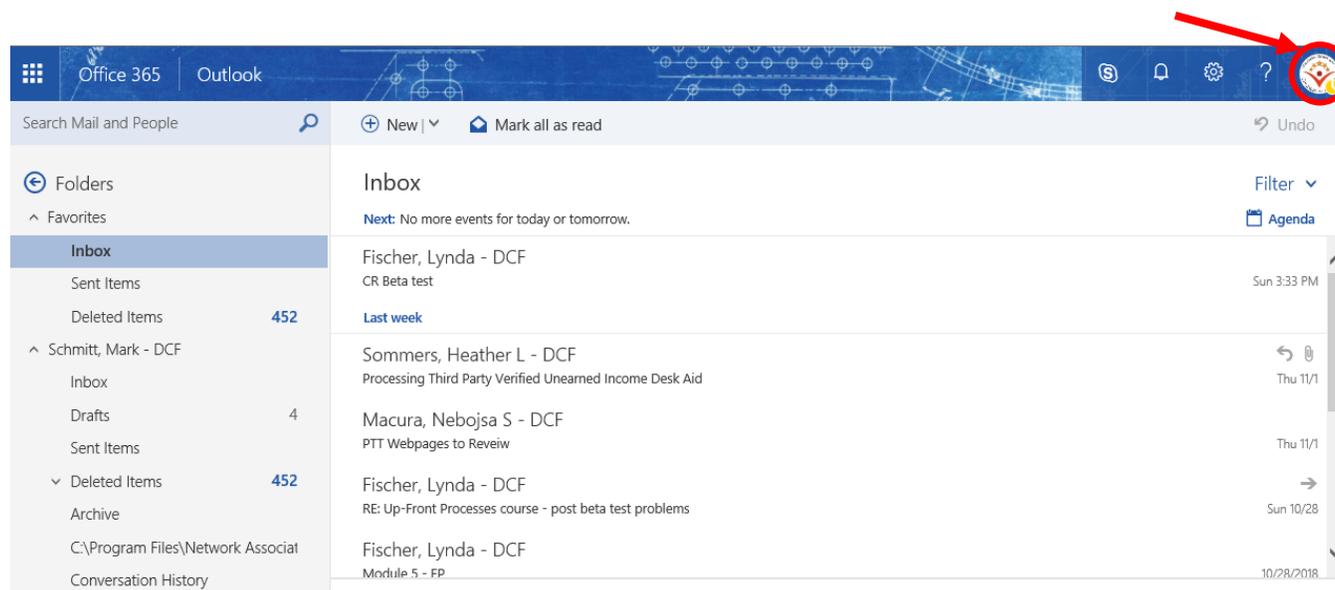
The web address is <https://outlook.office365.com/owa/>

It is a good idea to add this link to your favorites.



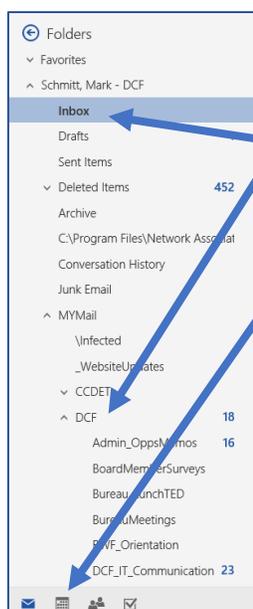
When you click on the link, you will be prompted with a network login box. Fill in the domain\username and password fields.

The domain name is - accounts\UserID
(example: Accounts\schmimxhvi)



Logging Off the Outlook Web

To log off the Outlook Web, simply click the DCF Icon in the upper right corner of the screen, and choose, "Sign Out".



- By default, Outlook opens to your Inbox with a list of the folders in your mailbox along the left edge of the screen.
- You can use the icons at the bottom of this list to quickly switch to your Calendar or Contacts listing.

The Inbox Toolbar



At the top of the Inbox window there is a toolbar with the icons for creating new messages, replying to the sender, replying to all and forwarding a message. There are also icons to delete or move a message to another folder, and change the way messages are viewed/previewed.

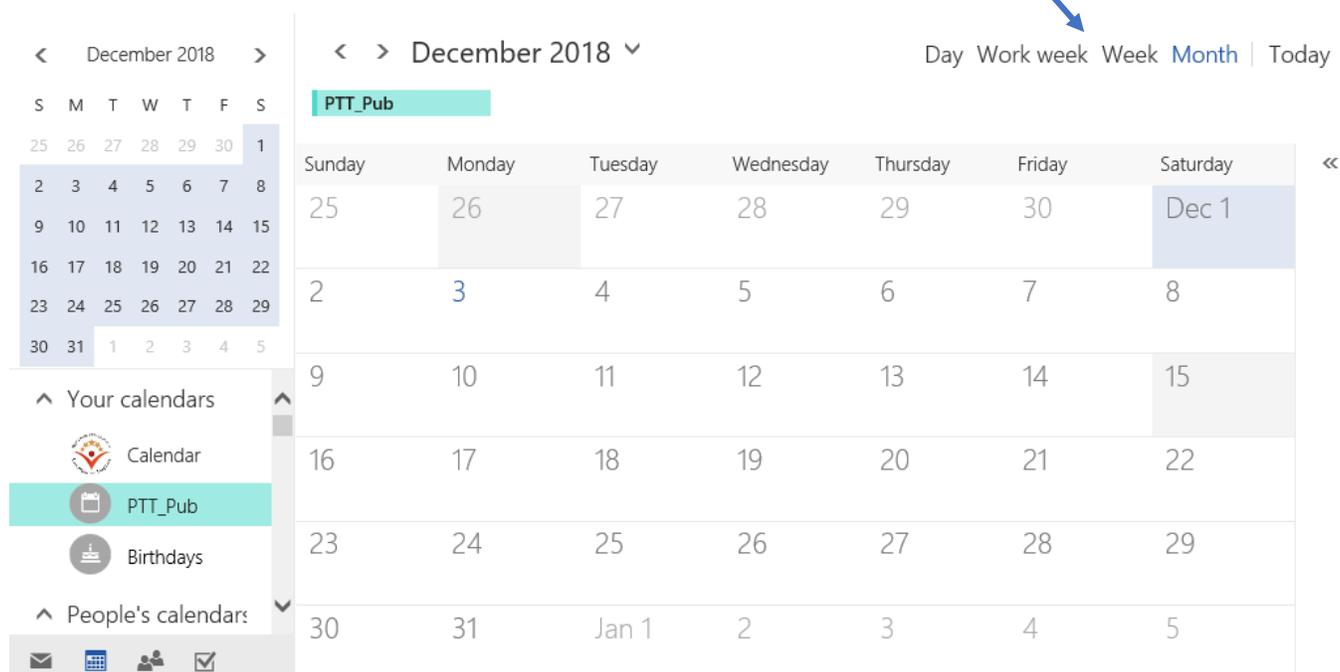
Calendar Overview

The Outlook Web Access Calendar allows you to create and track appointments. You can also organize and schedule meetings with co-workers, then update or modify the information (time, location, attendees) as required. When you use the Calendar to keep track of your meetings and appointments, co-workers can check your availability for their own scheduling purposes.

In addition, all appointments and meetings can be set as recurring, meaning they occur more than one time, on a regular basis.

Viewing Your Schedule

You can customize the calendar view by clicking one of the following buttons on the Calendar toolbar. This determines how many days will be visible at one time.

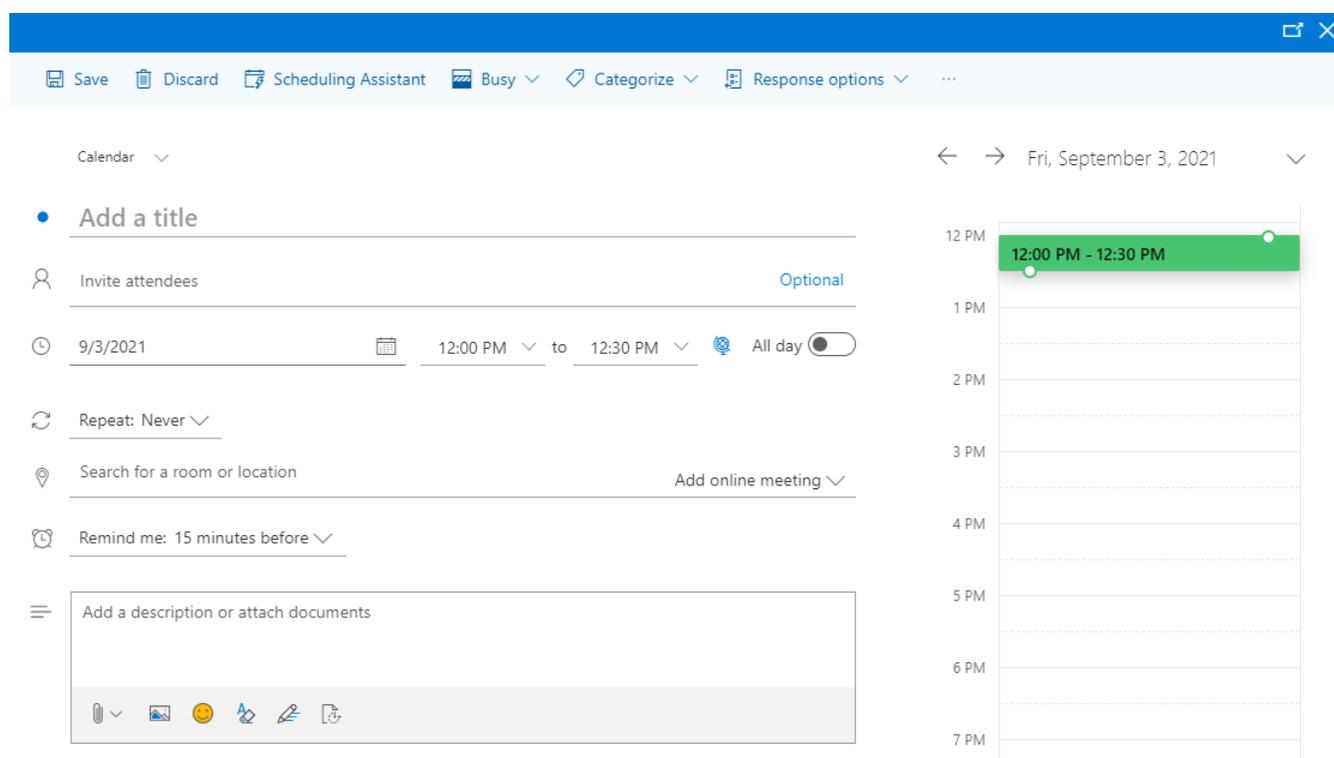


When viewing your calendar, double-click a meeting or appointment to open it. Once an item is open, you will be able to view details or make changes.

Creating Appointments

To create a new calendar event appointment:

1. In Calendar, click **New Event** on the toolbar.
2. In the **Details** field, type a brief description of the appointment.
3. In the **Start Time** and **End Time** drop-down lists, select the appropriate dates and times. **NOTE: Click the “All Day” checkmark if there isn’t a start and end time.**
4. You can type in a **location** for the event, or choose the “Online Meeting” option to make this event a virtual event, and add a Teams or Zoom link.
5. In the **Busy** drop-down list, choose how you want your schedule to appear for the duration of the appointment. Your selection (**Busy, Tentative, Free, Away** or **Working Elsewhere**) is what others will see when they view your schedule.
6. If necessary, type any additional information in the space provided, such as a list of necessary materials to take to the meeting.
7. Click **Save** in the toolbar.



Additional options:

- If you are meeting with others, you can add their names to the “Invite Attendees” field
- Click the **Busy** dropdown and select “Private” to make the appointment private.
- A recurring appointment can be set by using the “Repeat” dropdown box.
- A reminder can be set by using the “Reminder” dropdown box.

View Availability of Other DCF Staff

To check a person's availability:

Click the **Scheduling Assistant** icon in the calendar event appointment form.

The screenshot displays the Scheduling Assistant interface. At the top, there's a blue header with 'Scheduling Assistant' and buttons for 'Done' and 'Discard'. Below that, the date '9/8/2021' is shown along with time filters (8:00 AM to 8:30 AM) and an 'All day' toggle. The main area is a calendar grid for Tuesday, September 14, 2021, and Wednesday, September 15, 2021. The grid shows time slots from 8 AM to 12 PM. The 'Required attendees' list on the left includes Schmitt, Mark - DCF; Sommers, Heather L - ...; and Fischer, Lynda - DCF. A blue arrow points to the 'Attendees' field in the list. The calendar grid shows various events for each attendee, such as 'Neurolo', 'W-2 QRO: All Staff (Qu)', 'Child Support Essentia', 'Heal', and 'Kick'.

1. Enter names in the **Attendees** field to view the person's calendar(s).
2. Review the times each attendee has available, or is busy, to choose the best time to schedule the event.

Responding to Meeting Requests

When other people in your group want to invite you to a meeting, they will send you a meeting request. A meeting request arrives in your Inbox. To respond to a meeting request:

1. Click the “RSVP” button in the meeting request email.
2. Add a message to the organizer, if you choose, allowing you to give more information, or to explain your decision further.
3. Choose whether or not to email the organizer of your decision.
4. Choose the “Yes”, “Maybe” or “No” to record your decision.

1 PM
Course Update Meeting Mark Schmitt

2 PM

3 PM

4 PM

RSVP to this event Email organizer

Add a message to Mark Schmitt (optional)

✓ Yes ? Maybe ✕ No

Setting Your Out of Office Message Replies

1. Click the **Settings** button in the top right corner of the Outlook window.
2. Select the **“View all Outlook settings”** link option at the bottom of the dialog box.
3. Select the **Mail** option from the left navigation bar.
4. Select the **Automatic Replies** option from the mail navigation menu.
5. Turn on Automatic Replies
6. Use the two message areas to type a message you want people from inside and outside the DCF network to see when they get your automatic reply.
7. Click the **Save** button to save your changes.

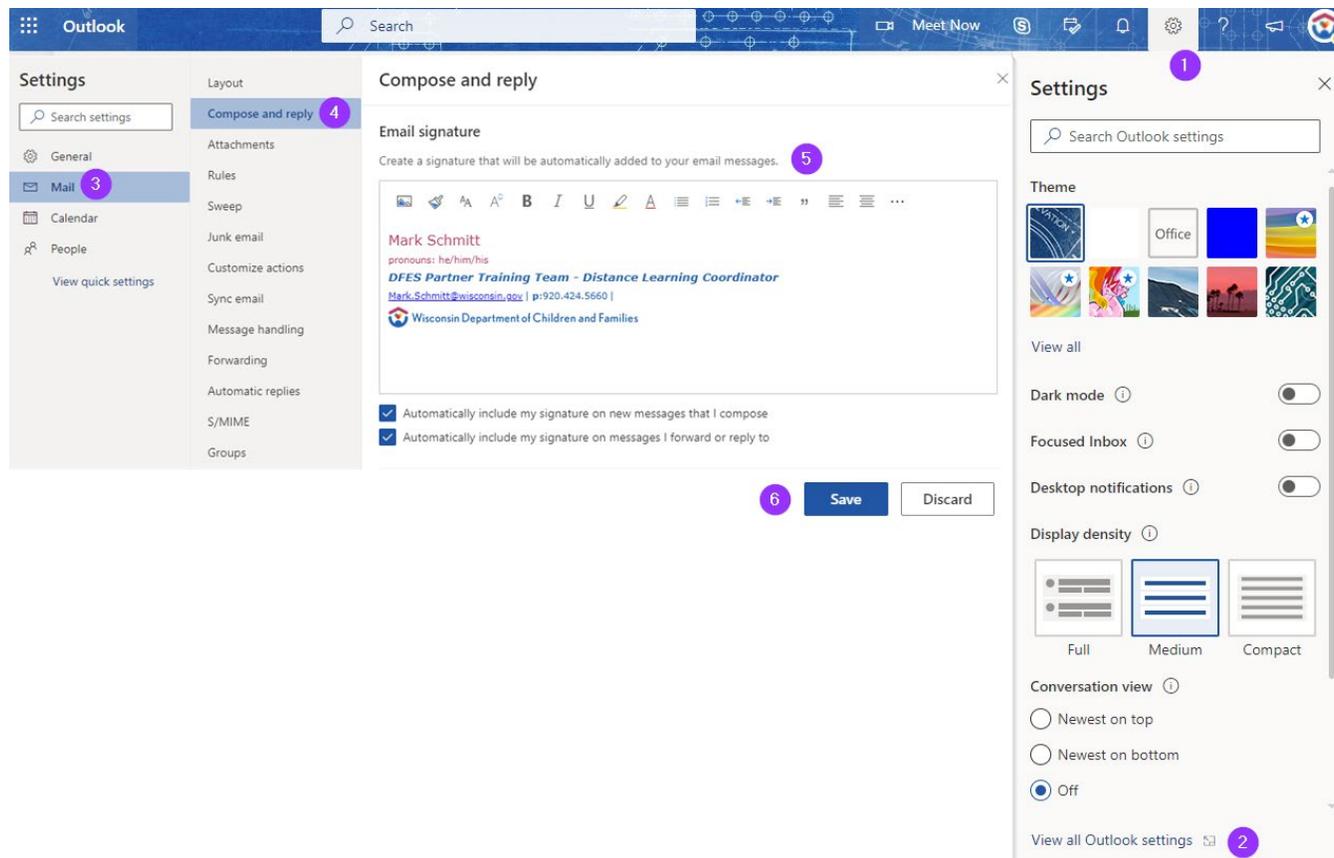
The screenshot displays the Outlook settings interface for configuring automatic replies. The main window is titled "Automatic replies" and includes the following elements:

- Settings Panel (Left):** Shows the "Mail" category selected, with "Automatic replies" highlighted in the sub-menu.
- Automatic replies Section:**
 - Toggle for "Automatic replies on" is turned on.
 - Option for "Send replies only during a time period" is unchecked.
 - Start time is set to 9/3/2021 at 1:00 PM.
 - End time is set to 9/4/2021 at 1:00 PM.
 - Two text input areas for composing replies are provided, one for "Send automatic replies inside your organization" and one for "Send automatic replies outside your organization".
 - The "Send replies outside your organization" checkbox is checked.
- Bottom Panel:** Includes "Save" and "Discard" buttons.
- Settings Dialog (Right):** Shows the "Settings" dialog with "View all Outlook settings" at the bottom right.

Create a Standard Email Signature

You can create a standard email signature that is added to all outgoing messages.

1. Click the **Settings** button in the top right corner of the Outlook window.
2. Select the **“View all Outlook settings”** link option at the bottom of the dialog box.
3. Select the **Mail** option from the left navigation bar.
4. Select the **Compose and Reply** option from the mail navigation menu.
5. Type your signature text the way you want it to appear. (See examples/format below)
6. Click the **Save** button to save your changes.



Examples/Format

Name

pronouns: INSERT (Optional)

DFES Partner Training Team – Job title

[Email address](#) | p:000.111.2222 | [t](#) [f](#)



(Roboto Lt, 12 point)

(Roboto Lt 8 point)

(Roboto – Bold and Italic, 10 point)

(Roboto - Regular, 10 point)

(Roboto Lt, 8 point)