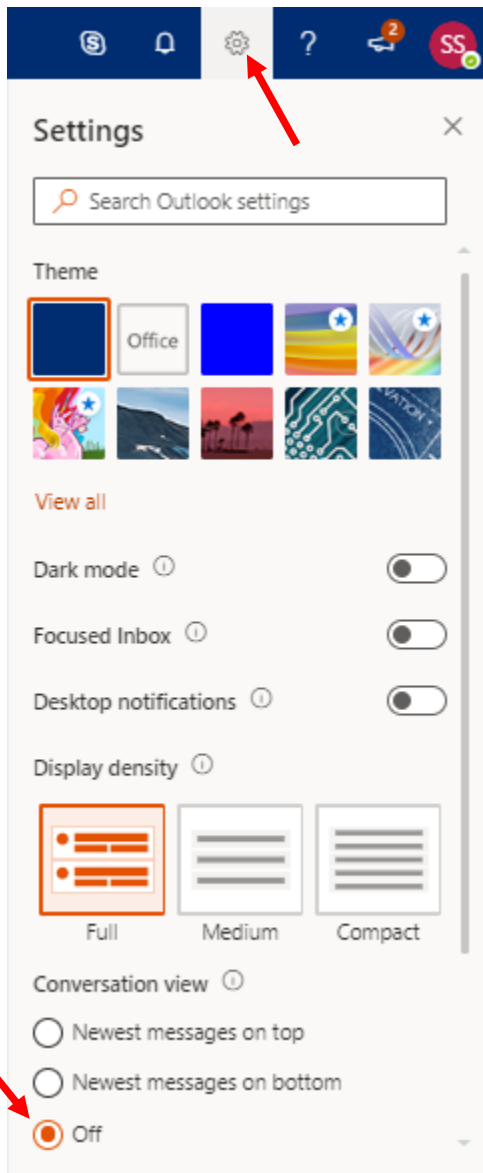


# Outlook Office365 Tips

## Turn Off Conversation Mode

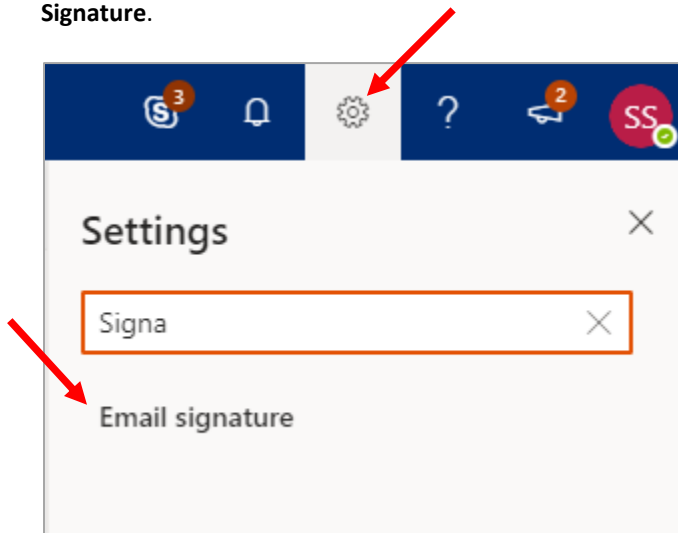
With the release of Outlook 2013, Microsoft added a new email feature into the mix called Conversation View. This feature gives you the ability to group threaded emails together. Conversation mode is on by default in Outlook in Office365. To turn off this feature follow the steps below.

Click on the **gear icon** in the upper right corner of your screen and scroll down to **Conversation view**. Select **Off**.

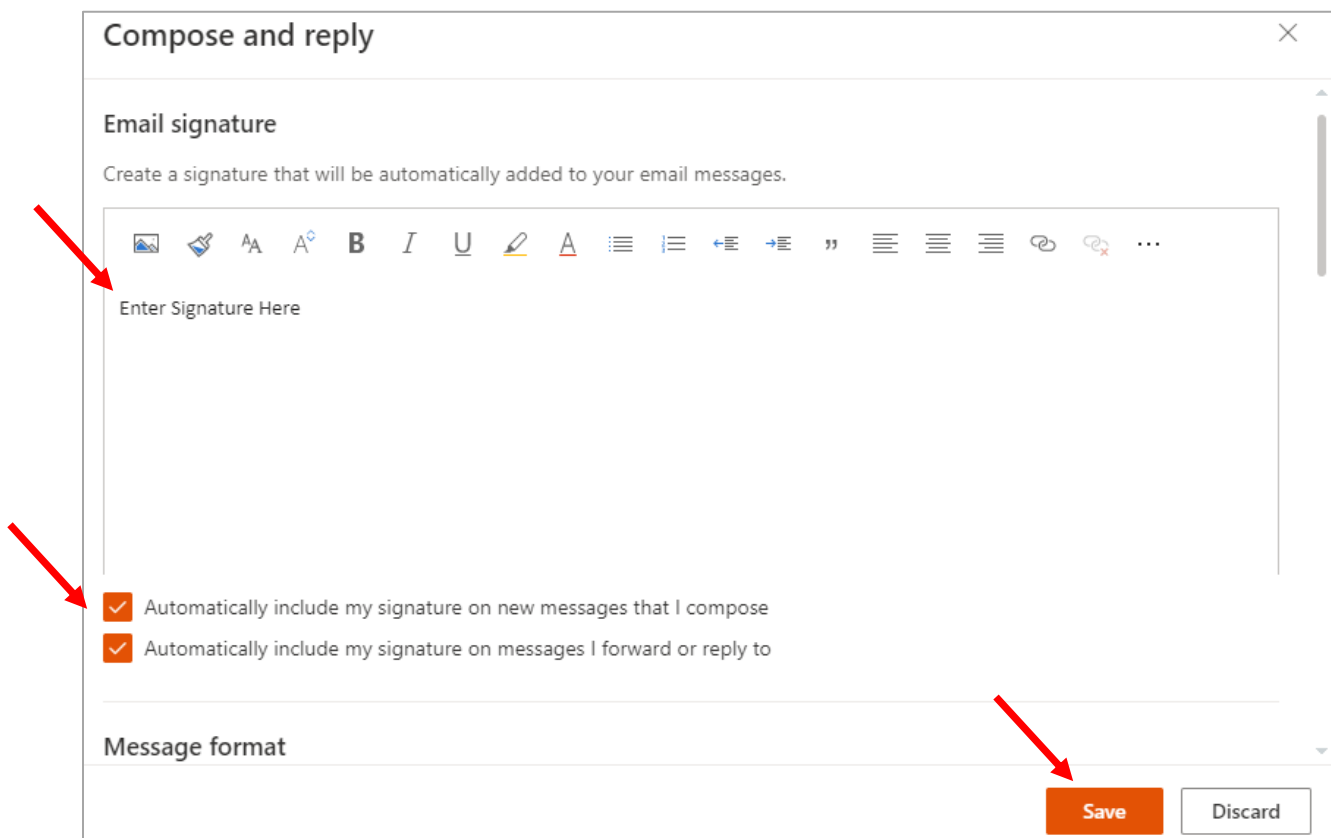


## Creating a Signature

Click on the **gear icon** in the upper right corner and start typing "Signature" in the search field. Click on **Email Signature**.

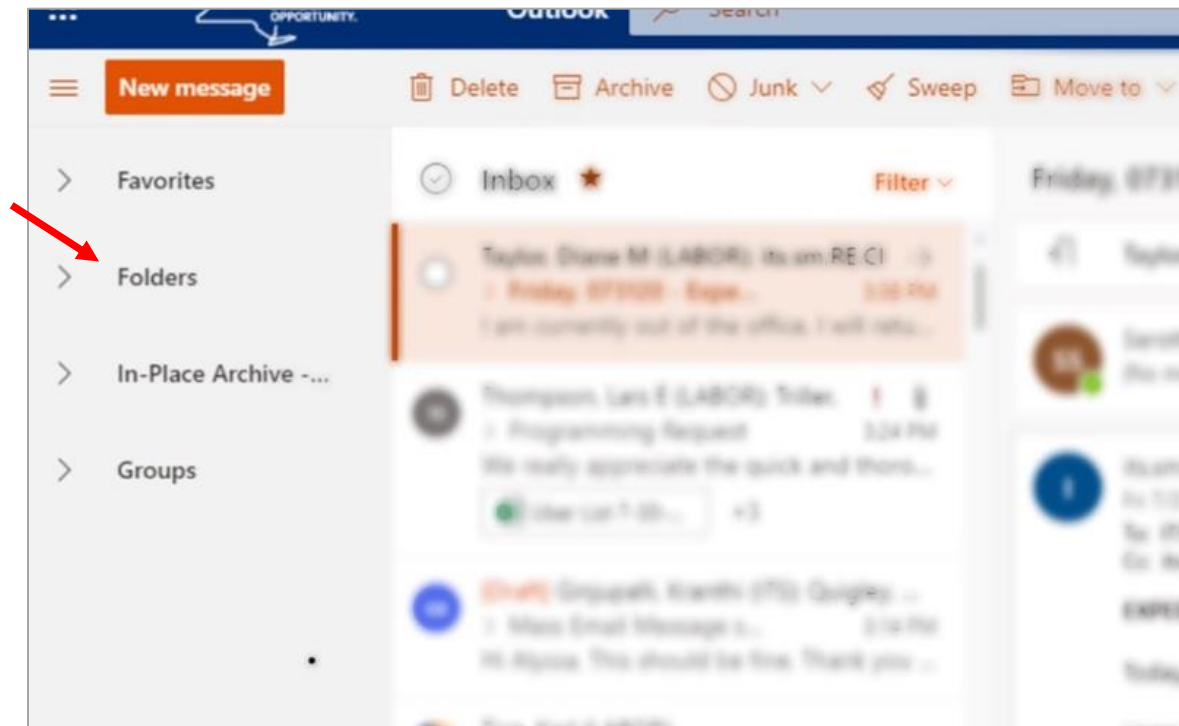


Create a signature, select the checkboxes to automatically include your signature in emails and select **Save**.



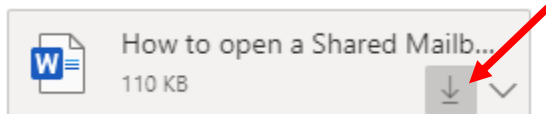
## Outlook Folders

Click on **Folders** to expand folders.

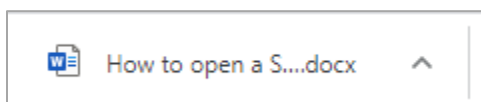


## Opening MS Word/MS Excel Attachments

MS Word and MS Excel attachments open in Office365 by default. To open the attachment in the desktop version of MS Word or MS Excel hover over the attachment and click on the arrow to download the attachment.

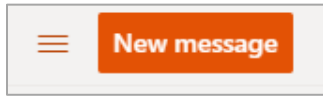


Look in the lower left of your browser for the download and double click to open.

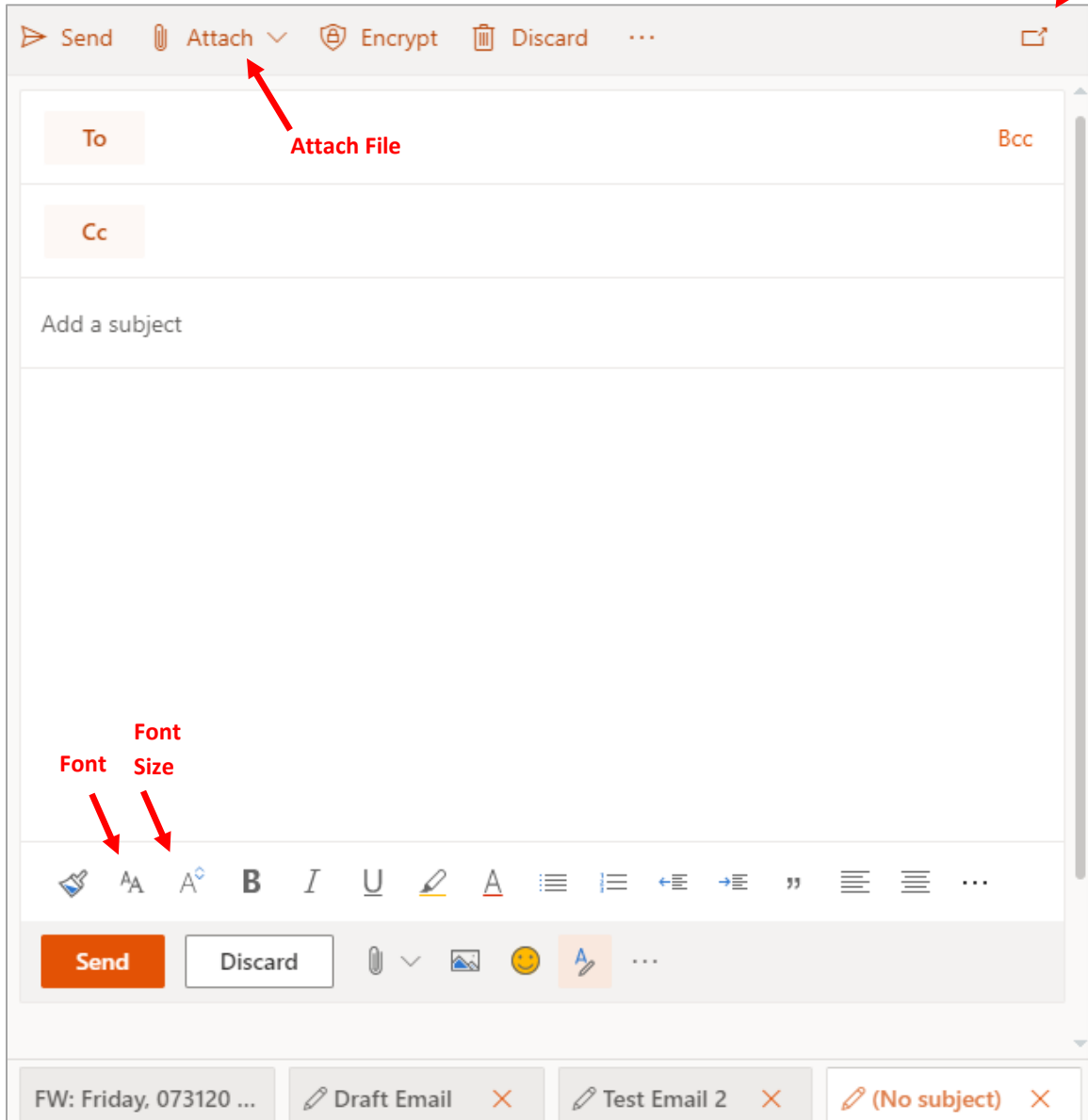


## Compose New Message

Click on the New Message Icon in the upper left corner of your screen



Compose email.



Pop-out to new Window

Attach File

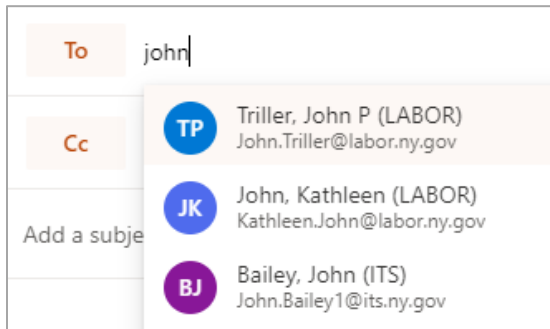
Font  
Font Size

Last Email Selected in Inbox

Draft Emails that have not been sent

## Recent Contacts

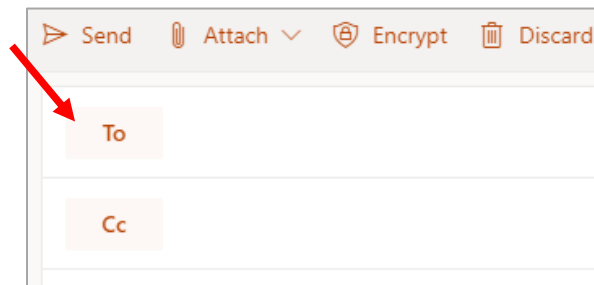
Start typing in the **To** field to find recent contacts to select from.



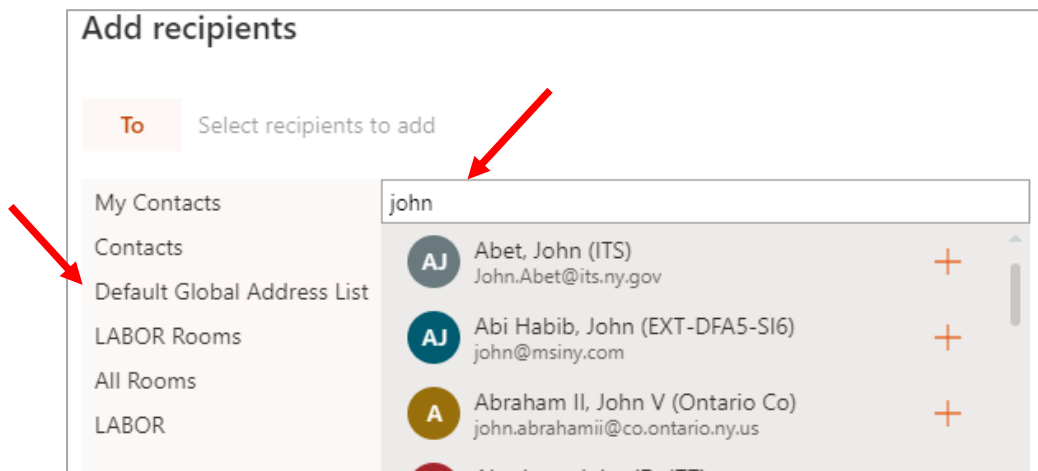
## Address Book

If the contact you wish to send an email to does not come up when you type their name open the Address Book to search for the contact.

Click on **To** in order to open the **Address Book**.

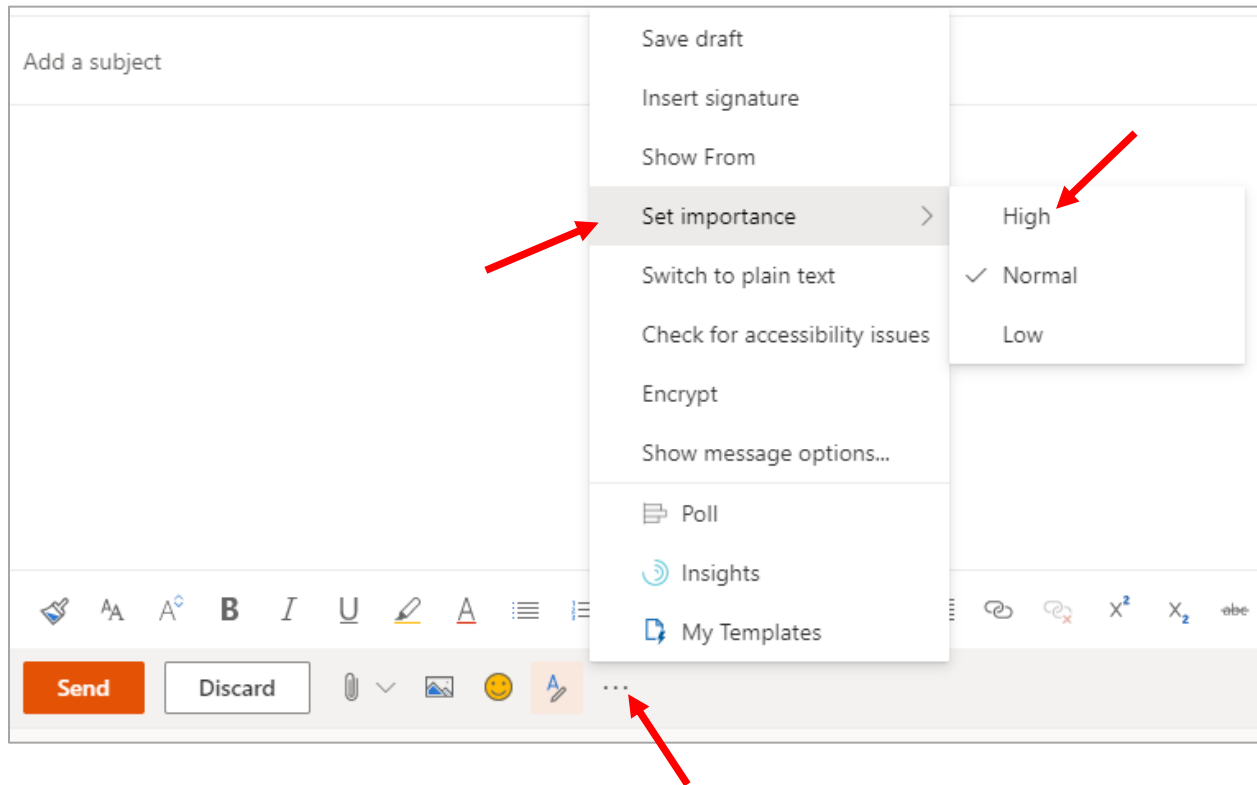


Select **Default Global Address List** and enter a name in the search field.



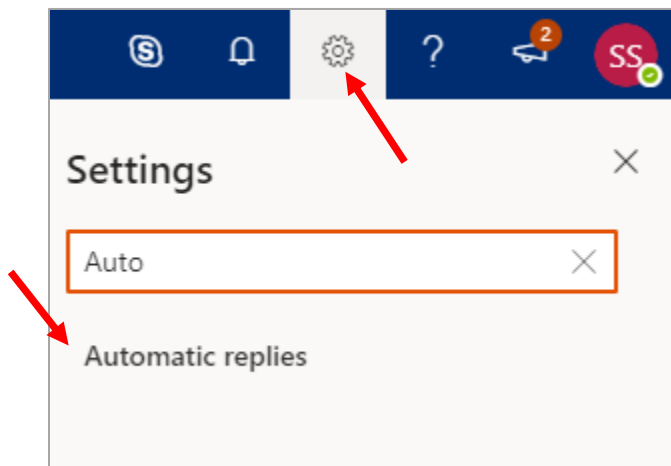
## Mark Emails High Priority

Click on the **Three Dots** at the bottom of the email, hover over **Set Importance** and select **High**.

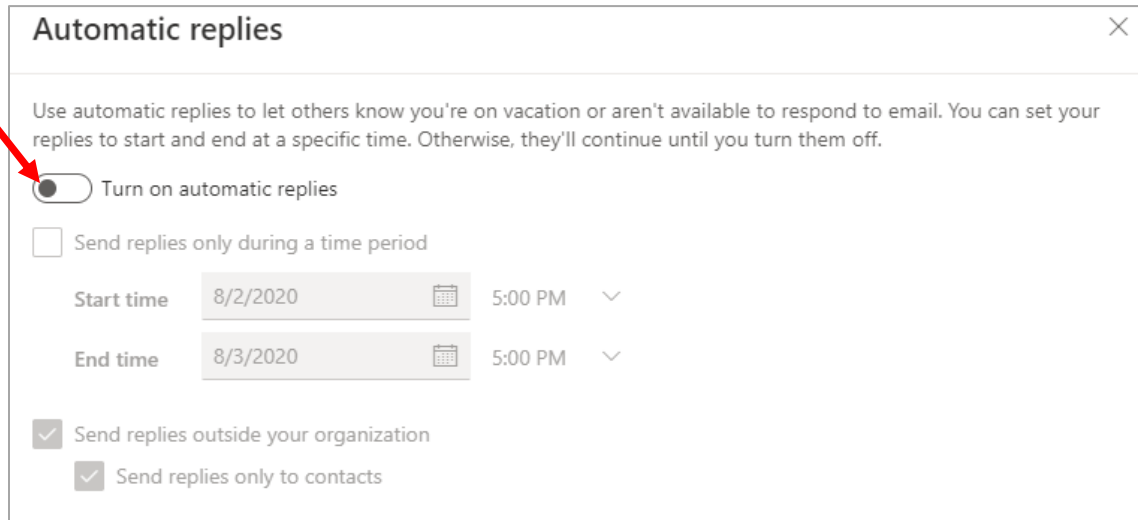


## Out of Office

Click the **gear icon** in the upper right corner and start typing "Automatic". Select **Automatic Replies**.



Turn on automatic replies to edit your out of office message.



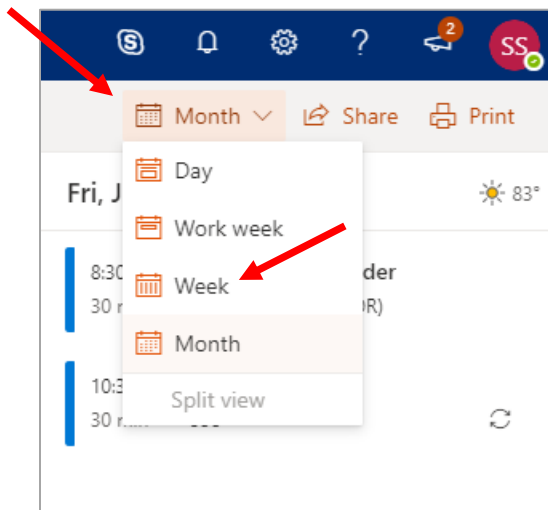
## Calendar

Access your calendar by clicking on the calendar icon in the lower left corner of your screen as you would in the desktop version of Outlook.



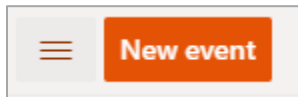
## Change Calendar View to Weekly

Click on **Month** to open the dropdown and select **Week** to change to weekly view.

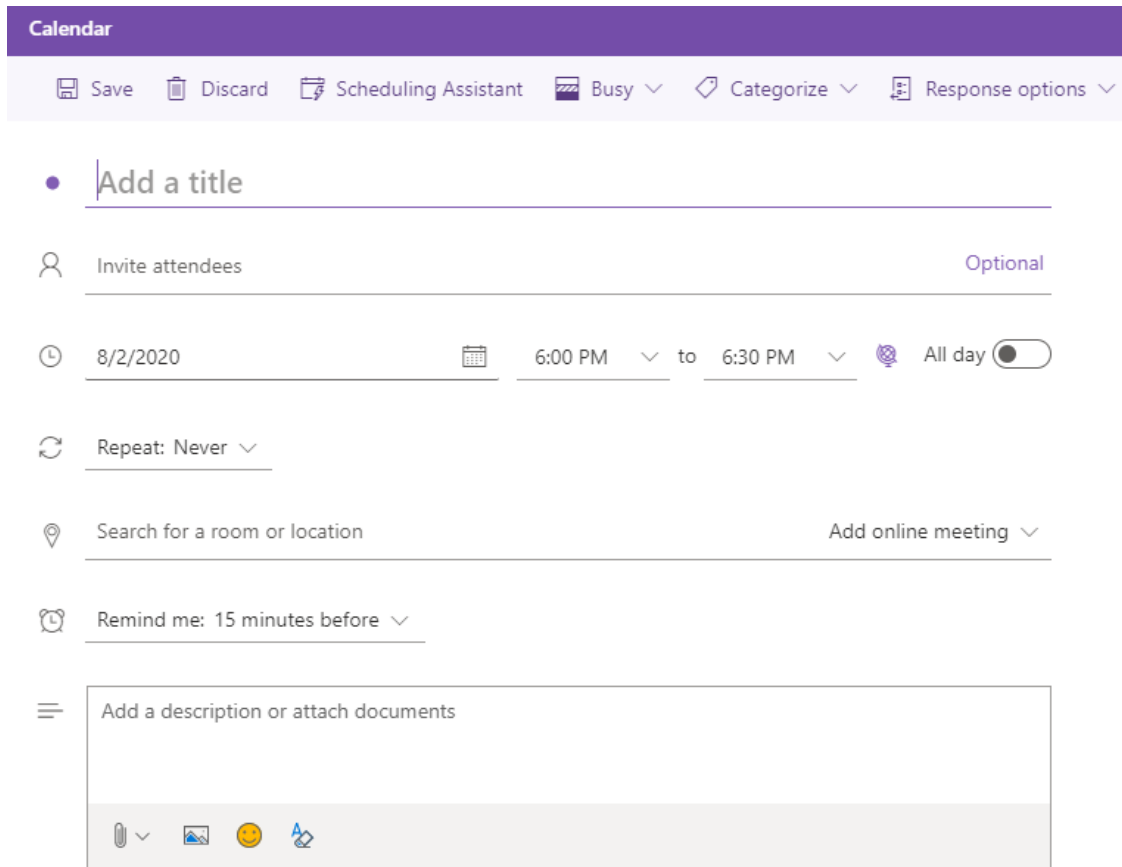


## Schedule a Meeting

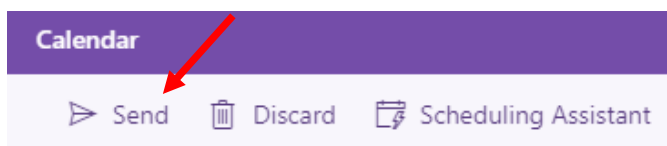
Select **New Event** in the upper left corner.



Enter the meeting information.

A screenshot of the "Calendar" form. The form has a purple header with the word "Calendar". Below the header is a toolbar with icons for "Save", "Discard", "Scheduling Assistant", "Busy", "Categorize", and "Response options". The main form area contains several fields: "Add a title" (with a bullet point icon), "Invite attendees" (with a person icon and "Optional" text), "8/2/2020" (with a calendar icon), "6:00 PM" to "6:30 PM" (with dropdown arrows), "All day" (with a toggle switch), "Repeat: Never" (with a dropdown arrow), "Search for a room or location" (with a location pin icon and "Add online meeting" dropdown), "Remind me: 15 minutes before" (with a clock icon and dropdown), and a large text area for "Add a description or attach documents" (with a hamburger menu icon and attachment icons for document, image, emoji, and link).

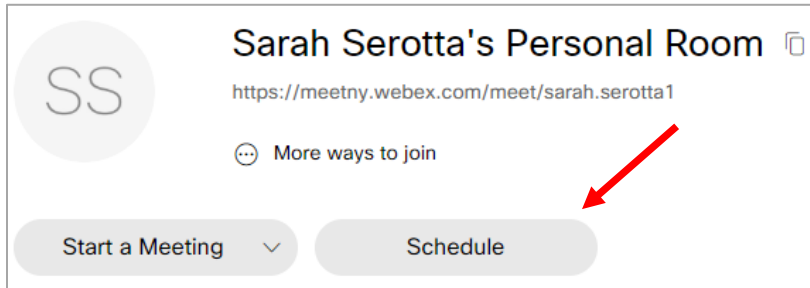
After you have entered the meeting information an option for Send will appear. Select Send to schedule the meeting.







## Schedule a Meeting with a Webex

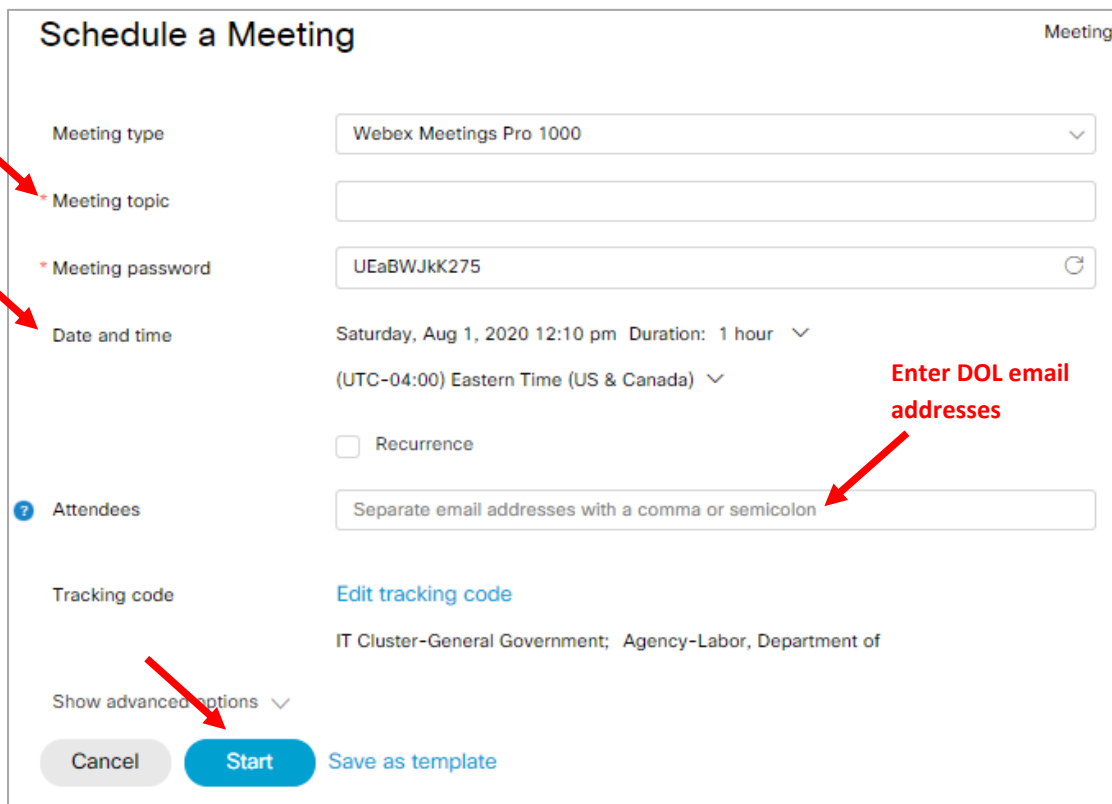
Navigate to [meetny.webex.com](https://meetny.webex.com). Select schedule meeting under your name.



SS Sarah Serotta's Personal Room   
<https://meetny.webex.com/meet/sarah.serotta1>  
More ways to join

Start a Meeting  Schedule

Enter a **Meeting Topic, Date and Time, Attendees** and select **Start**.



Schedule a Meeting Meeting

Meeting type Webex Meetings Pro 1000

\* Meeting topic

\* Meeting password UEaBWJkK275

Date and time Saturday, Aug 1, 2020 12:10 pm Duration: 1 hour  
(UTC-04:00) Eastern Time (US & Canada)

Recurrence

Attendees Separate email addresses with a comma or semicolon

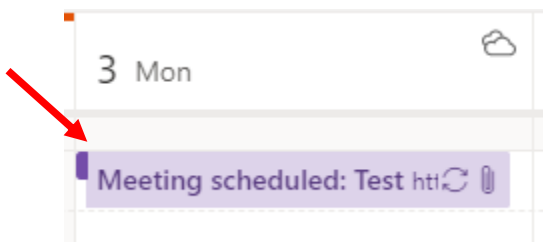
Tracking code [Edit tracking code](#)  
IT Cluster-General Government; Agency-Labor, Department of

Show advanced options

Cancel Start Save as template

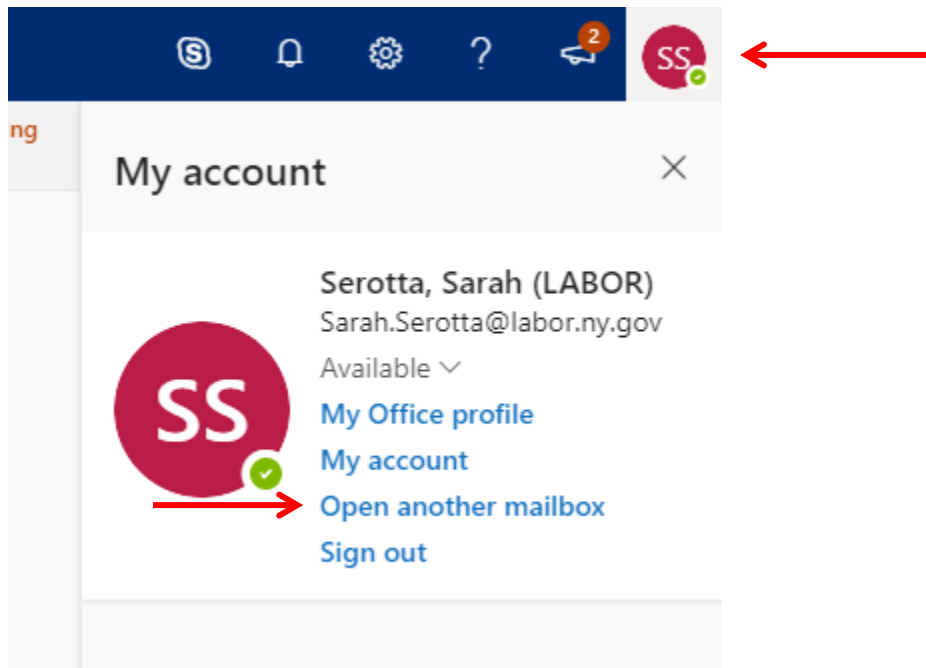
Enter DOL email addresses

The meeting scheduled at [meetny.webex.com](https://meetny.webex.com) will automatically appear in your Outlook calendar and be sent to attendees. Double click on the meeting to view the details. You can update the meeting details and add attachments if needed and send an update to attendees.



## Add a Shared Mailbox

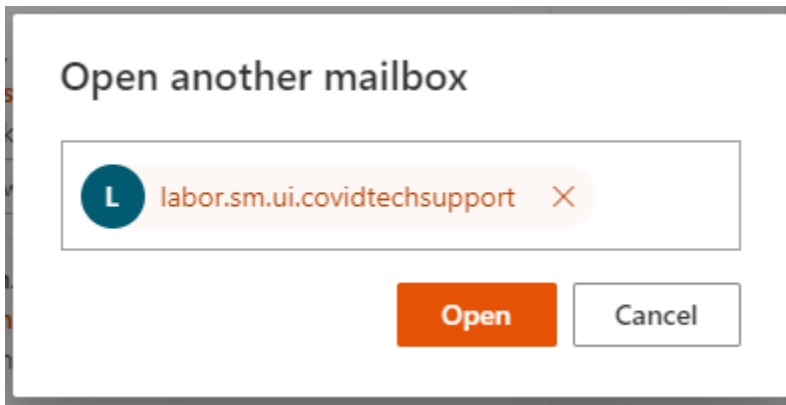
Once logged into the Outlook Web App, click your initials/profile picture in the top-right corner and select **Open another mailbox**.



Search for the shared mailbox that you wish to open. If the mailbox name does not appear in the drop-down list click **Search Directory**.



Once the mailbox is selected, click **Open**.



The shared mailbox will open in a new tab in the Outlook Web App.

