



Office 365

User Manual

First Baptist Church of District Heights



Please Note: If you forget your password please contact the church email administrator and follow their procedure. First Baptist Church of District Heights or its staff will NOT reset password or give any information to anyone whatsoever in respect to any Office 365 Account.

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1 Table of Contents

Contents

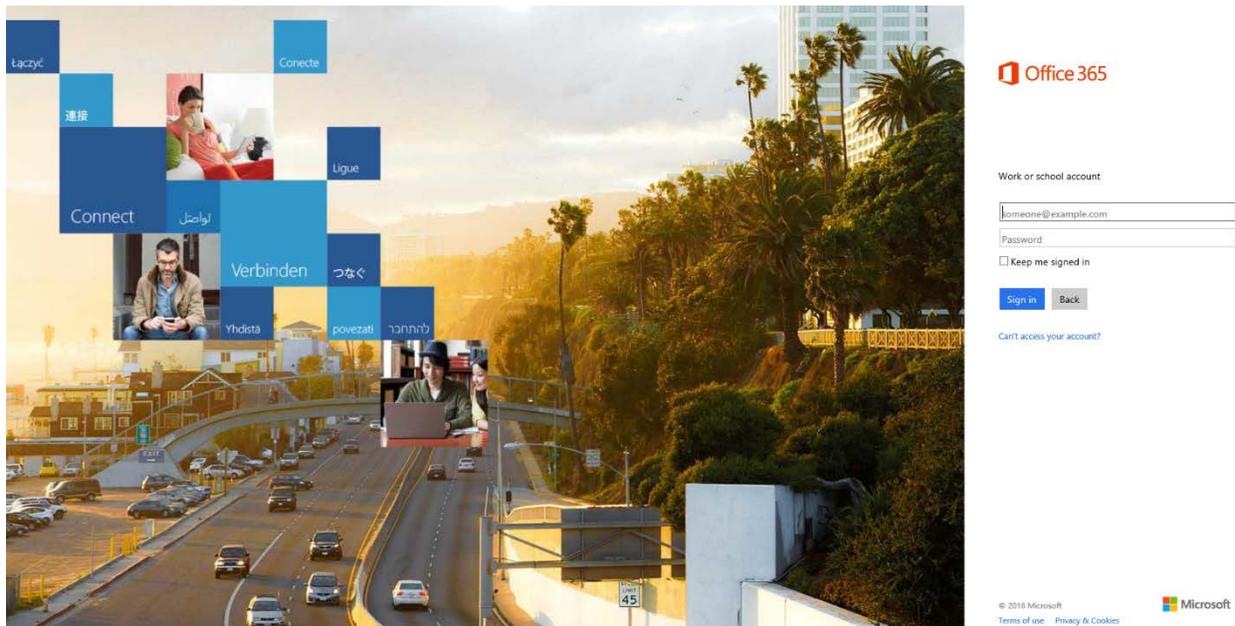
| | |
|--|----|
| 1 Table of Contents..... | 3 |
| 2 Access Office365..... | 4 |
| 2.1 To Access Office 365 use the Following Portal | 4 |
| 3 Outlook (Email) | 5 |
| 3.1 To Create a New Mail Message..... | 5 |
| 3.2 Working with Drafts..... | 6 |
| 3.3 Open a Message in a Separate Window | 7 |
| 3.4 Mail | 7 |
| 3.5 Search and Built-in Filters | 8 |
| 4 People (Contacts) | 9 |
| 4.1 To Create a New Contact, Contact List or Group | 10 |
| 5 Calendar and Appointments | 12 |
| 5.1 Quickly View Event Details..... | 13 |
| 5.2 Creating Calendar Event..... | 14 |
| 5.3 Create an Appointment..... | 14 |
| 5.4 Sharing Your Calendar..... | 16 |
| 6 Newsfeed | 17 |
| 7 OneDrive | 21 |
| 7.1 Create a Document | 21 |
| 7.2 Share a Document..... | 22 |
| 7.3 Accept a Shared Document..... | 23 |
| 7.4 Stop Sharing a Document..... | 24 |



2 Access Office365

2.1 To Access Office 365 use the Following Portal

Go to the following website: login.microsoftonline.com
The screen below appears:



Enter your email account (example: FLast@fbcdh.org) and enter the provided password to you by the church. If this is your first time that you are entering the password, you will be asked to change it.

The toolbar below appears. Choose the option you need by clicking on the menu items.

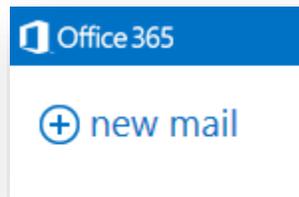




3 Outlook (Email)

3.1 To Create a New Mail Message

1. Click  new mail above the folder list.



2. A new message form will appear in the reading pane.

The screenshot shows the 'Compose' form in the Outlook Web App. At the top, there is a navigation bar with 'Send', 'Attach', 'Add-ins', and 'Discard' buttons. Below this is the 'To' field with a vertical bar on the right and 'Bcc' on the far right. The 'Cc' field is below it. The 'Subject' field is labeled 'Add a subject'. The main body of the form is a large text area with the placeholder text 'Add a message or drag a file here'. At the bottom of the form is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, text color, background color), alignment, and other functions. Below the toolbar are 'Send' and 'Discard' buttons, along with icons for inserting images, emojis, and attachments.

3. To add recipients, you can type the name of anyone who is in your contacts folder or organization's address list, or you can type the email address in the **To:** or **Cc:** field. The first time you enter a particular person's name, Outlook Web App searches for that person's address. In the future, the name will be cached so it will resolve quickly.
4. Add a subject in the **Subject:** field.

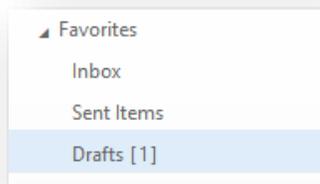


5. Type the message you want to send in the space provided.
6. To add an attachment, click  **Insert** then **Attachment** at the top of the screen and browse to the file you want to attach. For more information, see *Working with attachments*.
7. To embed a picture in the message so that it appears without the recipient having to open it, click  **Insert**, then **Picture**, and browse to the picture you want to add to your message.
8. When you're done and your message is ready to go, click  **Send**.

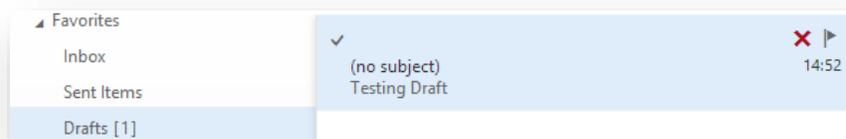
3.2 Working with Drafts

If you can't finish writing a message right away, or want to wait a bit before you send it, you can click away from it and come back to it later to finish it. Outlook Web App automatically saves your message as you create it and adds it to your drafts folder. When you're ready to send your message:

1. Find the Drafts folder in the folder list and click on it.



1. Click on the message you were working on to see it in the reading pane.



2. Click  **Continue editing** or, if you've decided you don't want to send the message after all, click  **Discard**.
3. If you still want to send the message, finish editing it and click  **Send**.



3.3 Open a Message in a Separate Window

By default, you read and create messages in the reading pane, but that isn't always what you need. Sometimes you need to be able to view a message in a separate window.

When you're composing a new message or replying to or forwarding a message that you've received, you can pop it out into a new window by clicking the pop out icon  in the upper corner of the message.

3.4 Mail

3.4.1 Folder list

The folder list will show the default folders that are created for all mailboxes, plus any folder that you create. Depending on the setup in your organization, you may also see Favorites and Archive folders.

| | |
|-----------------------|----------|
| ← Folders | |
| ^ Favorites | |
| Inbox | 5 |
| Clutter | 1 |
| Sent Items | |
| Drafts | 11 |
| ^ Sean Varnado | |
| ▼ Inbox | 5 |
| Clutter | 1 |
| Drafts | 11 |
| Sent Items | |
| Deleted Items | 4 |
| ▼ Conversation Histic | |
| Junk Email | |
| Notes | |

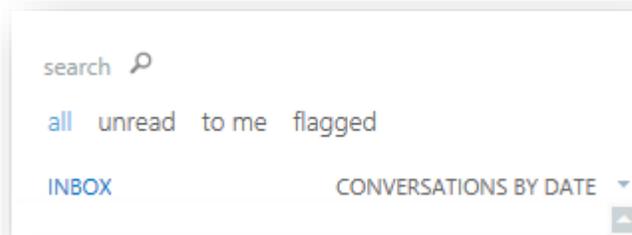


You can close the folder list by clicking the chevron at the top of the list. Click any folder in the list to view its contents.

You can right-click any item in the folder list to see a menu of things you can do that will affect folders—such as create a new folder, delete an existing folder, or empty the Deleted Items folder.

3.5 Search and Built-in Filters

You'll find a search window and built-in filters at the top of the message list.



- To search, click Search and start typing what you want to look for. A list of suggestions will appear underneath, and you can click on one of those to search for that item. Or else you can finish entering your own search and then press Enter to start your search. To clear your search, click the icon at the right of the search window.
- The built-in filters, *all*, *unread*, *to me* and *flagged*, are a way to quickly choose what to display in the message list.
 - **“all”** shows all messages;
 - **“unread”** shows message that haven't been marked as read;
 - **“to me”** shows all messages where your name appears in the To: or Cc: list;
 - **“flagged”** shows all messages that have been flagged.

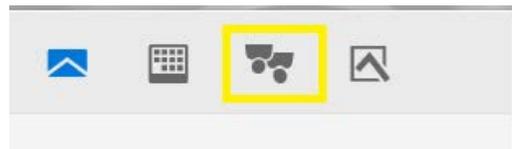


4 People (Contacts)



(Main Menu)

Or



(Bottom of Mail, Calendar, People or Task)

Under the section **people**, you will find the public contacts and public groups (created by the administrator) and you can also create your own contacts or groups.

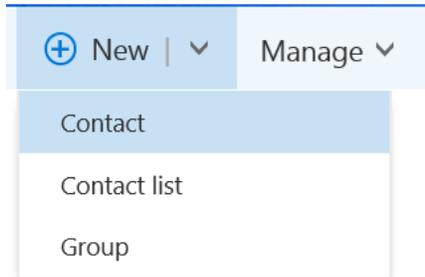




4.1 To Create a New Contact, Contact List or Group



1. Click the icon above (yellow) to create a new contact, contact list or a new group.



2. To create a contact, enter the following details (*all are not required*).

Save Cancel

Add contact

Name

First name

Last name

+ Name

Email

Email

Display as

+ Email

Phone

Business



- To create a List (*or a Class*), enter the following details. Enter the List Name, add members from the existing list and press Save.

 Save  Cancel

List name

Add members

Notes

- To create a Group, enter the following details and press Save. Add members from the existing list and press Add.

 Create  Discard

Create a group

A group provides a space for shared conversations, files, and a group calendar.

Choose a name

Add a description

This can help people decide whether to participate.

Privacy

Public - Anyone can see what's inside ▼

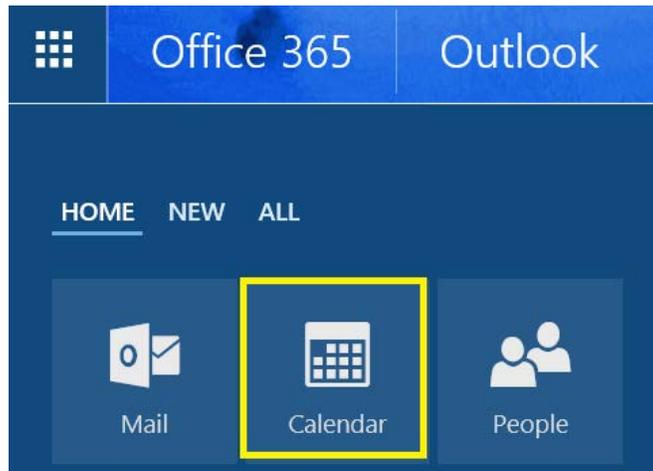
Language for group-related notifications

English (United States) ▼

Subscribe new members so they receive group conversations and calendar events in their inbox. Otherwise, they'll only see them in the group inbox.

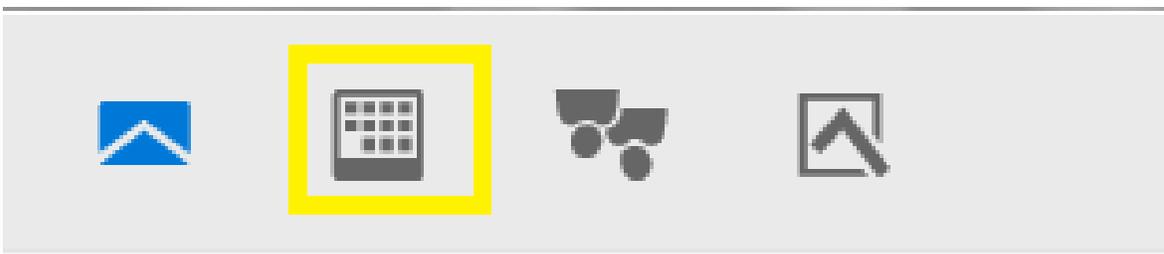


5 Calendar and Appointments



(From the Main Menu)

or



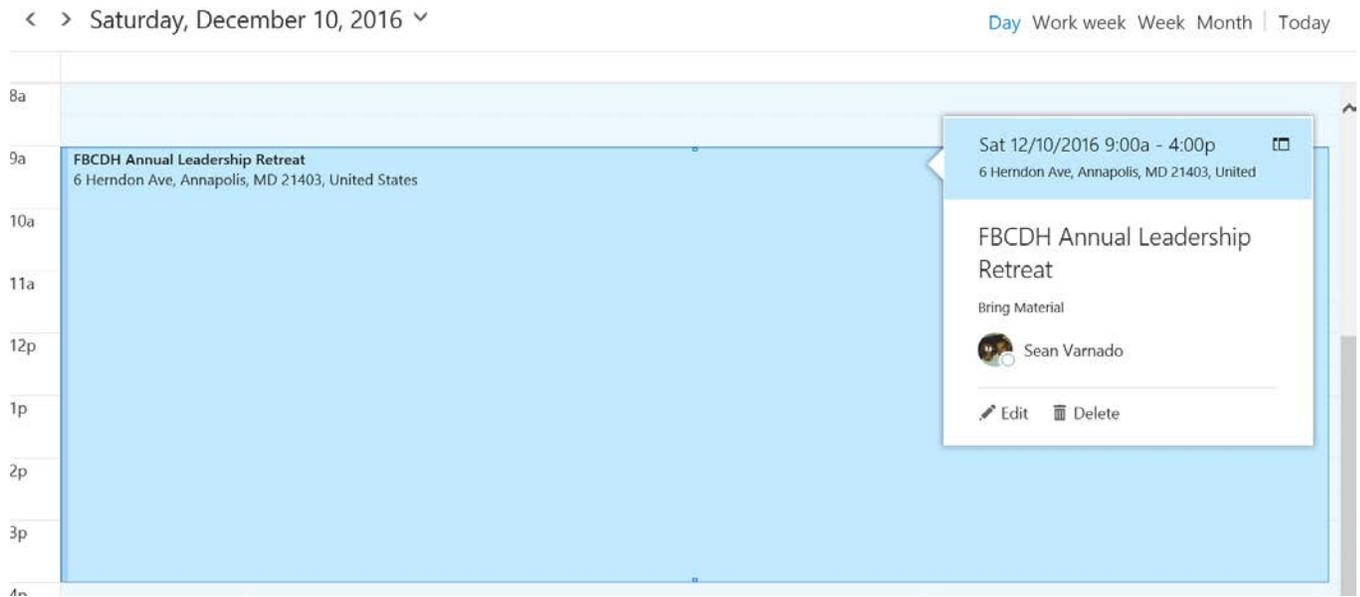
(From Bottom of Mail, Calendar, People or Tasks)



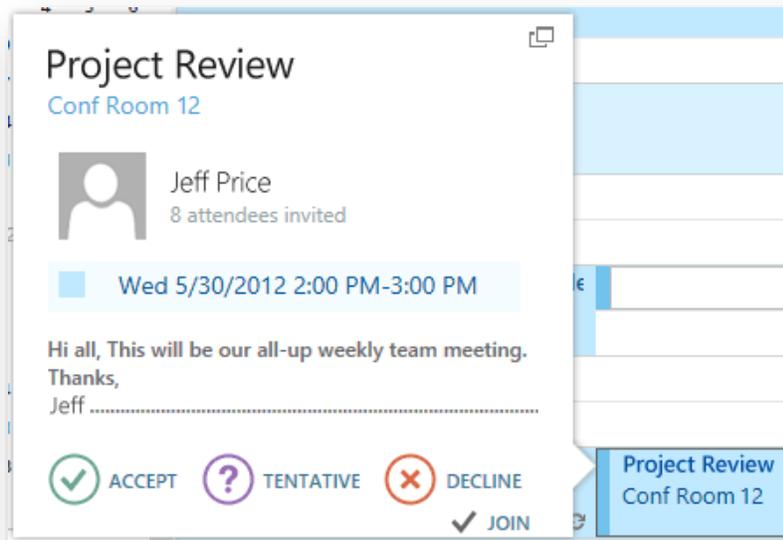
5.1 Quickly View Event Details

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.



5.2 Creating Calendar Event



To open a new calendar item in any view, you can click **+New** or double-click any white space.

In the day, work week, and week view, you can click or drag to select a block of time. Or you can type the subject directly on the calendar.

Double-click the new item to open it and add other details.

5.3 Create an Appointment

Click **+New** or double-click the calendar to open a new calendar item form.



Save ¹¹ Discard Attach Skype meeting Add-ins Charm Categorize

Details

1 |

2 Add a location or a room

Start

3 Thu 12/8/2016 1:00 PM

End

4 Thu 12/8/2016 1:30 PM

All day Private **5**

Repeat

6 Never

Save to calendar

Calendar **7**

Reminder

8 None

Show as

Busy **9**

[Add an email reminder](#)

10

People Scheduling assistant

Add people +



Sean Varnado
Free

1. Enter a short description of the event.
2. Add a location if you want.
3. Select the starting date and time.
4. Select the ending date and time.
5. Use **Show as** to choose how you want the time to appear on your calendar.
6. Set a repeating pattern if you want this event to repeat.
7. If you have more than one calendar, choose which calendar to save it to.
8. Change or turn off the reminder.
9. Mark it as **Private** if you don't want anyone you've shared your calendar with to see the details.
10. Use the **Notes** area to add any other information you want.
11. Click **Save** to save your changes or **Discard** to cancel.



5.4 Sharing Your Calendar

With a few clicks, you can share your calendar with other people in your organization. Start by clicking **Share** at the top of the calendar window.

✓ Done

Share this calendar: Calendar

Send a sharing invitation in email.

1 |

Share

✓ Done

Share this calendar: Calendar

Send a sharing invitation in email.

2



Dr. Robert Manning
Pastor@fbc dh.org

3

- Can view titles and locations
- ✓ Can view when I'm busy
- Can view titles and locations
- Can view all details
- Can edit
- Delegate

Share



4

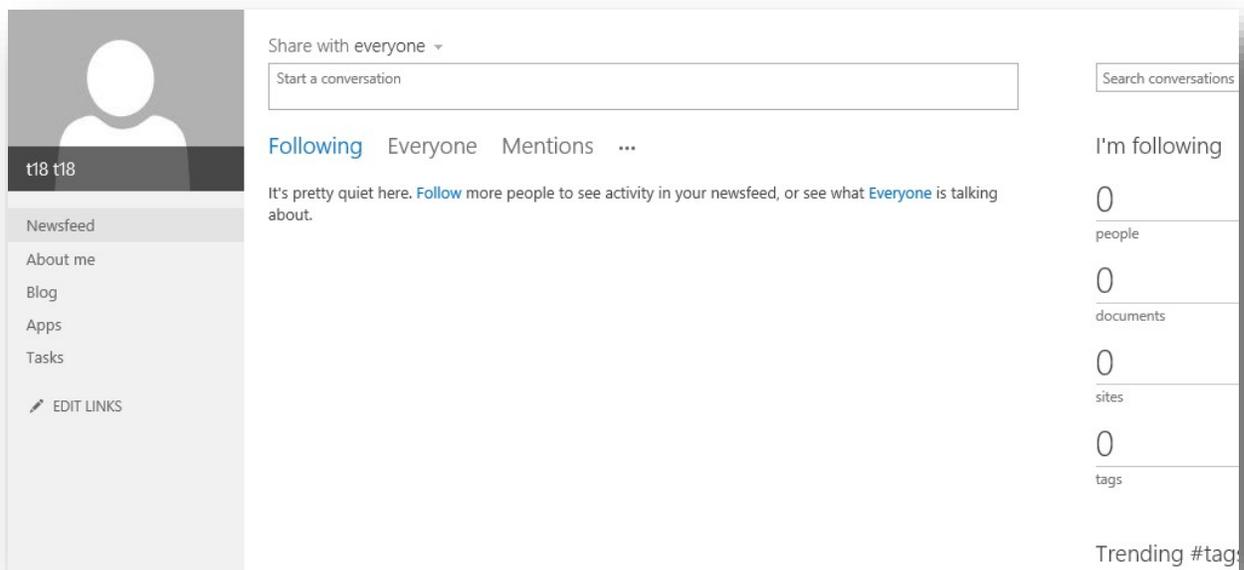
1. Enter the name of the person you want to share your calendar with in the **Share** box. Outlook Web App will automatically search for them in the address book.
2. After they've been found, they'll be automatically added to share with.



3. Choose how much information you want to share: Can **view when I'm busy**, can **view titles and locations**, **Can View all details**, **can edit**, **Delegate**.
4. After you've added the person you want to share the calendar with and what level of access you want them to have, click **SHARE** to send the sharing invitation to the people you've added, or **Delete icon** to cancel.

6 Newsfeed

In this section you can monitor the documents and sites you are following. Also any newsfeed posted in the sites you are following will appear here.

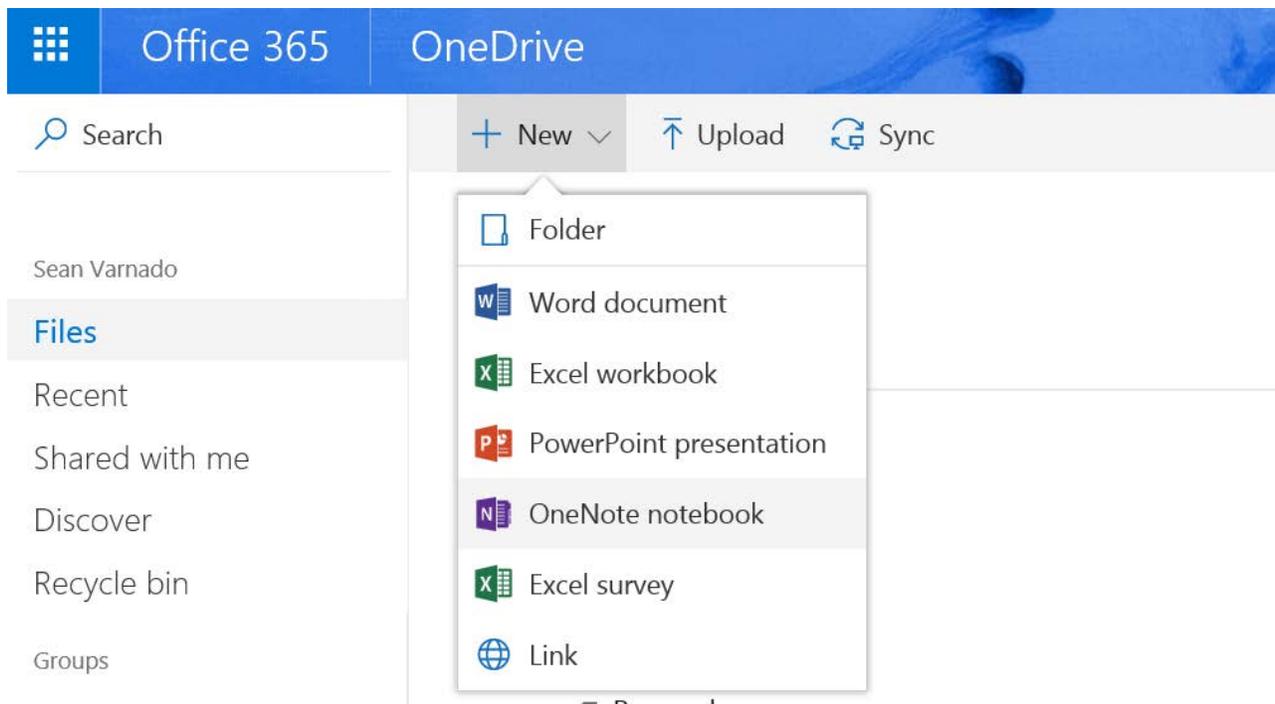




7 OneDrive

7.1 Create a Document

You can create any type of document and store it in OneDrive. Different types of documents are Word Documents, Excel Workbook, Excel Survey, OneNote notebook and Power Point Presentation.



Click the icon above and choose what type of document you want to create.

You can choose from the above options.

Give a name to your document and click ok.



7.2 Share a Document

1. Locate the document that you want to share, in OneDrive.
2. Click on  next to the document name to open more options.
3. Click on **SHARE** at the Top
4. Next choose who you want to share it with and if you want to give them the right to edit or not, and then click **Share**.

Share 'Personal' ×

 Only shared with you

Invite people

Get a link

Shared with

Can edit 

Add a message here

Share everything in this folder, even items with unique permissions.

Send an email invitation

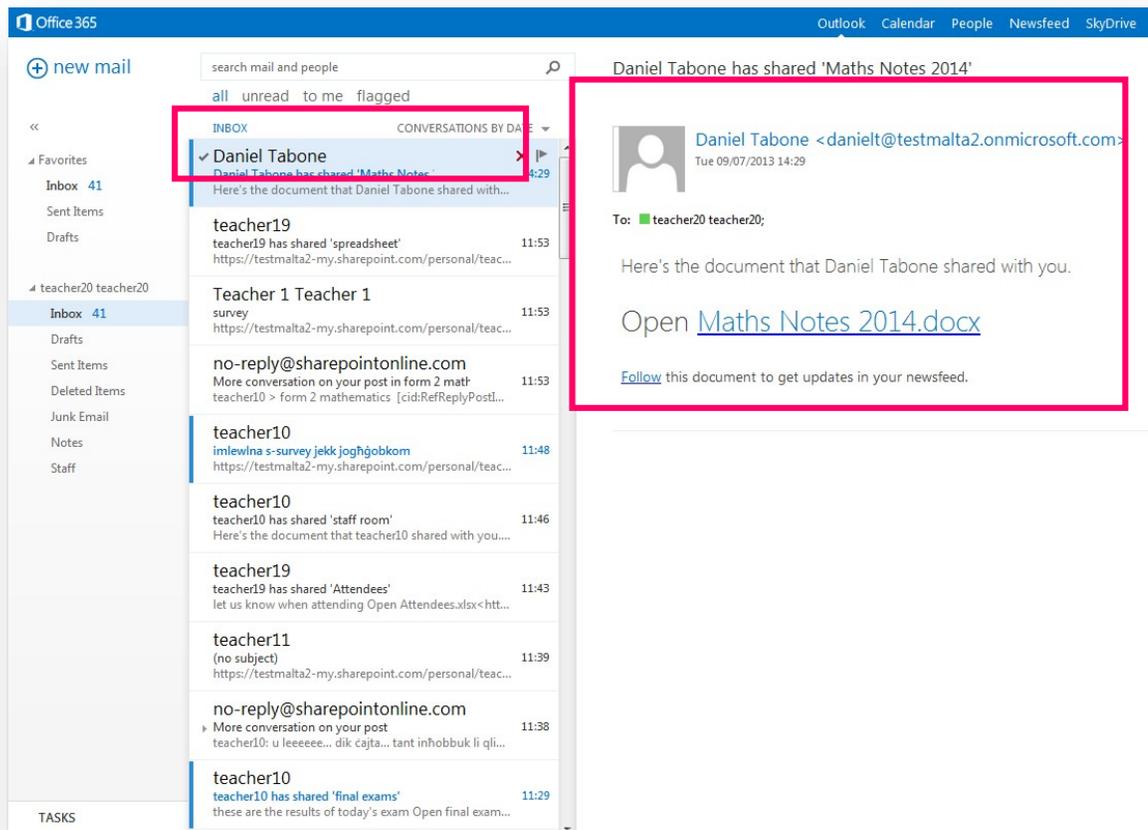
Share



7.3 Accept a Shared Document

In this scenario, the administrator has shared a document with a teacher.

1. Open Outlook to find an email saying that Daniel Tabone (The administrator) has shared a document with you.



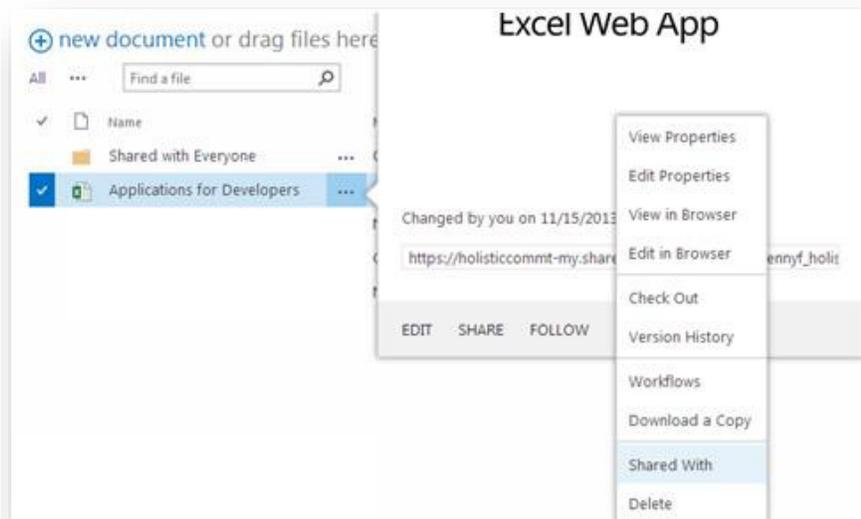
2. Click on **Follow** if you want to add the document to your OneDrive or click on the document's name if you want to open the document but not add it to OneDrive.
3. If you clicked on **Follow** you will be redirected to your OneDrive, where you can see that the shared document is now visible.
4. In this example, the teacher can edit this document because the administrator gave the teacher edit permissions.

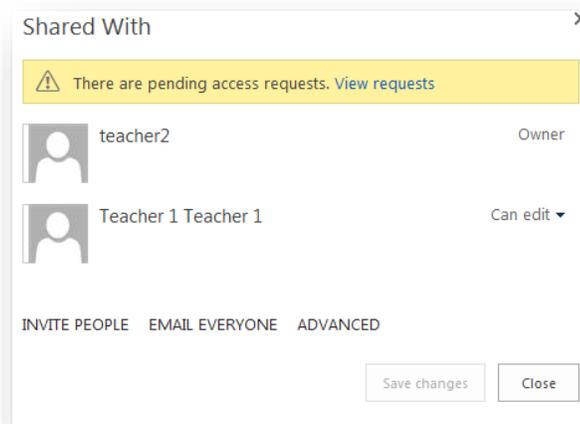


7.4 Stop Sharing a Document

If you shared a document with someone and you don't want to give them access to the document anymore:

1. Locate the document on your OneDrive.
2. Click on  next to the document name to open more options.
3. Click on  next to the document name to open even more options.
4. Click on **Shared with**.





5. Click on the dropdown next to the person you want to stop sharing it with.
6. Click **Stop sharing**.
7. Click **Save changes**.
8. Next time the other person tries to access the document; OneDrive will deny access.