

Email



Quick Start Guide

Quick actions on the ribbon

Use the ribbon to quickly act on your messages and folders or set options.

Filter your messages

Find unread messages or messages sent with attachments, high importance, flags, or categories.

Take action on a message

Reply, forward, or IM the sender all within the Preview Pane.

Use folders

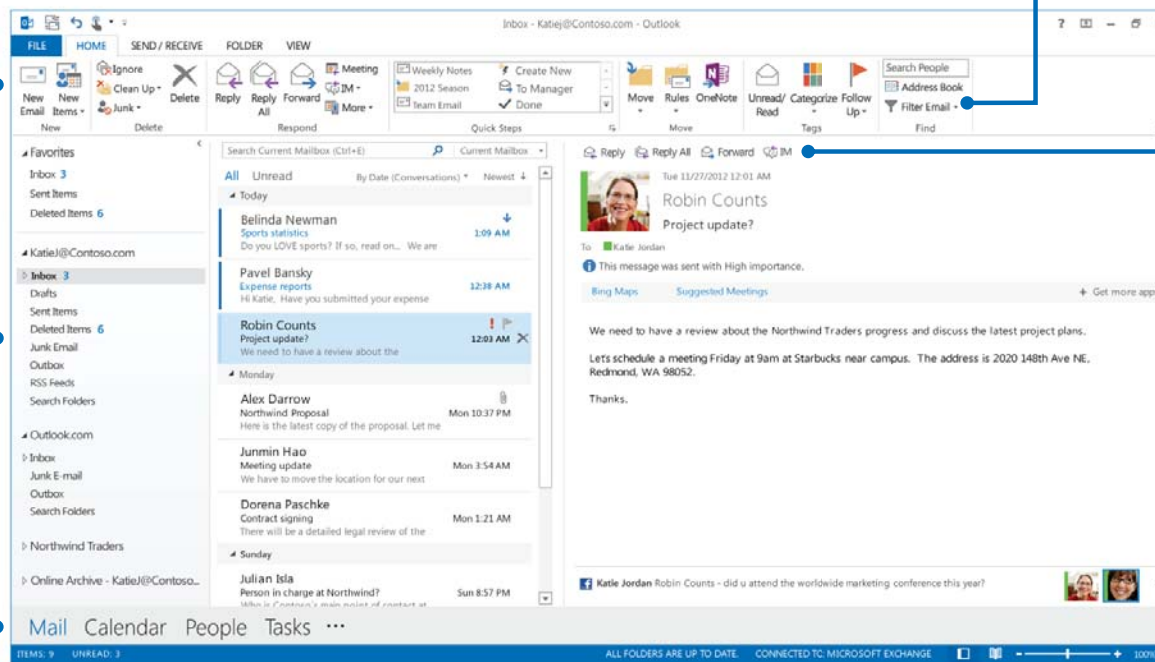
Create new folders to keep track of your messages by project, person, or task.

Switch view

Go to your calendar, tasks, or contacts in one click.

Zoom in or out

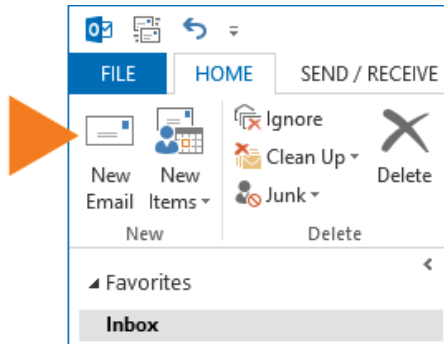
Expand or contract your view by zooming in or out.



Create a new message

Use the ribbon options to choose the type of email you want to send.

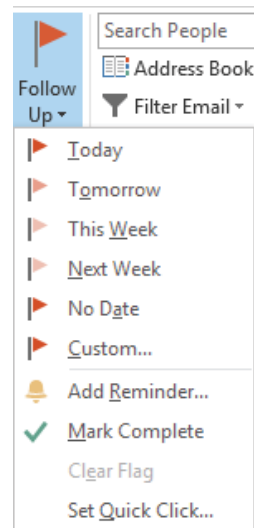
1. Open your Outlook email and on the **Home** tab, click **New Email**. Or, if you want to add stationary or change text formatting, click **New Items**, click **E-mail Message Using**, and then select your option.
2. In the message, add recipients, a subject, and type the body of the message.
3. Click **Send**.



Set importance and reminders

You can let recipients know if your message has a higher or lower priority than usual and alert your recipients to follow up by a certain date and time by setting a flag. By default, messages are sent with normal priority. By adding a flag, your recipients can be asked to respond by a certain date, or you can remind yourself to take action by a certain date and time.

- To set importance, in the email message, under **Tags**, choose **High Importance** or **Low Importance**, and then send the message.
- To set a follow up date and time or a reminder, click **Follow Up**, and then set **Flag for me** or **Flag for Recipients**, and set the reminder date and time.



Create and include a signature

You can create one or more signature and then choose the one you want to use when you send the message.

To create one or more signatures

1. From your Inbox, click **File** > **Options** > **Mail** > **Signatures**. You can create a new signature or change the ones you already created.

To sign a message

1. In your email message, on the ribbon, under **Include**, click **Signature**.
2. Choose the signature you want to use, or choose **Signatures** to create a new one.

Attach a file, item, or hyperlink

Outlook can send several types of files with your message including a business card or a Calendar invitation. In addition, you can include a link, so people can navigate to a location.

To attach a file or another type of item

1. In the email message, under **Include**, click **Attach File**, and use File Explorer to browse for and select the file.
2. To attach another type of item, choose **Attach Item**, and choose the item to include.

To add a hyperlink

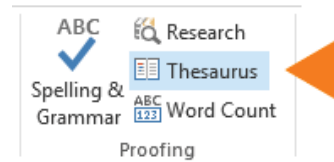
1. On the ribbon, click the **Insert** tab.
2. Under **Links**, click **Hyperlink**.
3. Enter the URL for the link and click **OK**.

Check your spelling, grammar, or use the Thesaurus

Outlook automatically checks the spelling and grammar of your message. To change these options, from your Inbox, click the **File** tab > **Options** > **Mail** > **Spelling and Autocorrect**.

If you're looking for just the right word, Outlook has a built-in Thesaurus.

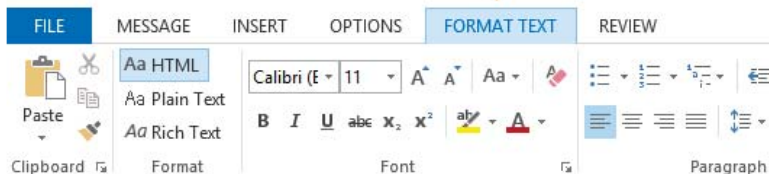
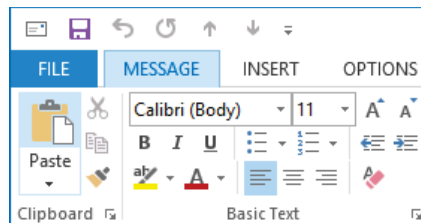
From your email message, in the Ribbon, under **Proofing**, click the Thesaurus icon.



Change the format of your text

To change the font, size, color, and direction of the text in your email message, you can use the **Basic Text** options on the ribbon on the **Message** tab.

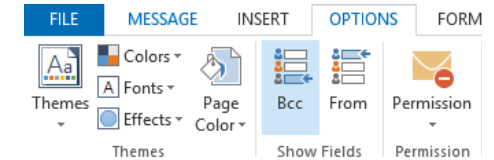
To access more options, click the **Format Text** tab. All of the options on this tab are related to text and are similar to what you might use in Microsoft Word.



Add the Bcc line

You may want to send a message without exposing the recipients on the To or Cc lines. To do this, you use the Bcc, or Blind Carbon Copy, line.

1. In the email message, on the ribbon, click the **Options** tab.
2. Under **Show Fields**, click **Bcc**.



Request a delivery or read receipt

A delivery receipt informs you that your e-mail message was delivered to the recipient's mailbox but not that the recipient has seen it or read it. A read receipt informs you that your message has been opened.

However, do not rely solely on these receipts. In Microsoft Outlook, the message recipient has the option to decline to send read receipts. There are other scenarios where read receipts are not sent, including if the recipient's e-mail program does not support read receipts.

You can choose to track all messages you send or one message at a time.

Track all messages that you send

1. On the **File** tab, click **Options**.
2. Click **Mail**, and then scroll down to **Tracking**.
3. Check the boxes that apply for the read and delivery receipts you want.

Track one message at a time

1. In your new email message, click the **Options** tab.
2. Under **Tracking**, check the box(es) for **Request a Delivery Receipt** or **Request a Read Receipt**, depending on what you want to do.

Email on your browser



Quick Start Guide

Filter your messages

Find unread messages, messages sent directly to you, or with message flags. Use the sort by option to sort by date, from, to, subject, flagged and other options.

Use folders

Create new folders to keep track of your messages by project, person, or task.

Go to Outlook Web App

Go to your email by selecting **Outlook**.

Switch view

Go to your calendar, people, or sites in one click.

Take action on a message

Reply, forward, or IM the sender all within the Preview Pane.

The screenshot displays the Outlook Web App interface. At the top, a navigation bar includes 'Office 365', 'Outlook', 'Calendar', 'People', 'Yammer', 'SkyDrive', 'Sites', and a user profile for 'Molly Dempsey'. Below the navigation bar, there's a search bar and filter options like 'all', 'unread', 'to me', and 'flagged'. The left sidebar shows a folder tree with 'Inbox 41' selected. The main area shows a list of messages, with the selected message from 'Zrinka Makovac' (subject: 'Review quarterly results') highlighted. The right pane shows the preview of this message, including the sender's name, profile picture, and the message body text. Action buttons like 'REPLY', 'REPLY ALL', and 'FORWARD' are visible above the preview pane.

Get started with email in your browser

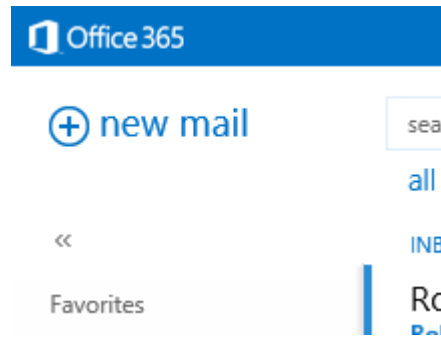
Sign in through your organization's Office 365 portal and choose **Outlook** from the navigation bar.



Create a new message

Use New Mail to create a new message.

1. Select Outlook from the Office 365 screen, click **New mail**.
2. In the message, add recipients, a subject, and type the body of the message.
3. Click **Send**.



Attach a file, picture, or signature

Outlook Web App can send include attached files, embedded images, or a signature in messages that you send.

To attach a file or another type of item

- In the email message, select **Insert**, then select **Attachment** to attach a file or **Picture** to embed an image, then use File Explorer to browse for and select the file or picture.
- To add a signature, select signature.



Create and include a signature

You can create a signature and then choose if you want it to be automatically added to all of your messages, or you can create a signature and add it to individual messages.

To create a signature

1. From Outlook, Calendar, or People, click **Settings > Options > Settings > Mail**. You can create a new signature or change the one you already created. Select **Automatically include my signature on messages I send** to include your signature on all new messages you send.

To sign a message

1. In your email message, at the top, select **Insert > Signature**.

Change the format of your text

To change the font, size, color, and format of the text in your email message, you can select them from the format ribbon in your message.



Add a hyperlink

To add a hyperlink

1. In the message, enter the text that you want to make a hyperlink.
2. Select the down arrows in the text format ribbon.
3. Select Hyperlink.
4. Enter the URL for the link and select OK.

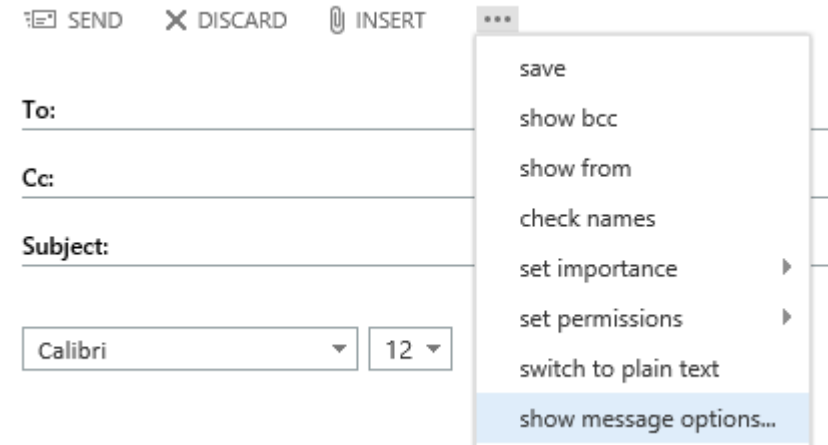
Tip: You can add any items from the format options to the format ribbon by selecting the checkbox next to it.



Set message options

You can let recipients know if your message has a higher or lower priority than usual, set permissions, or show fields that aren't always available (such as bcc and from) by selection the options icon at the top of a new message.

- To set importance, in the email message, select **Set importance**, choose **High Importance** or **Low Importance**, and then send the message.
- To show more message options, such as read or delivery receipts, select **Show message options**.



Set display settings

To quickly adjust the appearance of your email, go to Settings > Display settings. You can use Display settings to choose the layout, if you see preview text or not, how conversation view works, and how the reading pane is used.

✓ OK ✕ CANCEL

display settings

[message list](#) [conversations](#) [reading pane](#) [Outlook Web App version](#)

Layout:

- Sender name on top
- Subject on top

Preview text:

- Show preview text
- Hide preview text

Set mail options

You can use **Settings > Options > Settings > Mail** to configure things like your default signature, what happens when a new email is received, and how read receipts are processed.

The screenshot shows the Outlook 'Mail Options' settings page. The top navigation bar includes 'Office365', 'Outlook', 'Calendar', 'People', 'Yammer', 'SkyDrive', 'Sites', and the user name 'Molly Dempsey'. The left sidebar lists various settings categories: 'options', 'account', 'organize email', 'groups', 'site mailboxes', 'settings' (selected), 'phone', 'block or allow', and 'apps'. The main content area is titled 'mail calendar regional' and 'email signature'. It features a rich text editor with a signature: 'Molly Dempsey', 'Customer Accounts', and 'Contoso Seattle'. Below the editor, there is a checkbox for 'Automatically include my signature on messages I send' which is checked. The 'message format' section has checkboxes for 'Always show Bcc' and 'Always show From', both unchecked, and a dropdown menu for 'Compose messages in this format' set to 'HTML'. On the right, the 'read receipts' section has three radio button options: 'Ask me before sending a response' (selected), 'Always send a response', and 'Never send a response'. The 'reading pane' section has two radio button options: 'Type in the reading pane' (selected) and 'Type in a new window'. Below that, there is a section for 'Choose when items should be marked as read' with a radio button for 'Mark the item as read when the selection changes' (selected) and a 'Wait' field set to '5' seconds. A 'save' button is located at the bottom of the settings area. The footer contains 'Microsoft ©2013 Microsoft Corporation Legal | Privacy' and 'Community | Feedback'.

Quick Start Guide

Schedule a Lync Meeting

Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

Switch views

Use the calendar view that best fits your workflow. Switch as often as you like.

Share your calendar

Open your calendar up to colleagues so they can view your appointments and status.

Current time marker

The line across the middle indicates the current time so you can see what's up next.

Create other calendars

Quickly see the best time to schedule a business meeting or a family vacation.

Plan for the weather

Glance at the forecast for your city and up to four others. When you plan an out-of-town meeting, you'll know what to pack.

Meeting response status

If you haven't yet responded to a meeting invitation, the appointment appears in a lighter color.

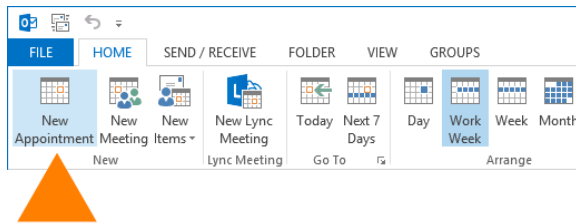
The screenshot shows the Outlook Calendar interface for Sara Davis. The ribbon includes options for 'New Appointment', 'New Meeting Items', 'New Lync Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Calendar Online', and 'Calendar Permissions'. The main view is a weekly calendar for June 18-22, 2012, in Seattle, WA. A horizontal line across the calendar indicates the current time. The 'MY CALENDARS' pane on the left shows 'Calendar' and 'Family Calendar' selected. The 'TEAM: JANET SCHORR' pane shows 'Janet Schorr' selected. The status bar at the bottom indicates 'ALL FOLDERS ARE UP TO DATE' and 'CONNECTED TO: MICROSOFT EXCHANGE'.

Schedule an appointment

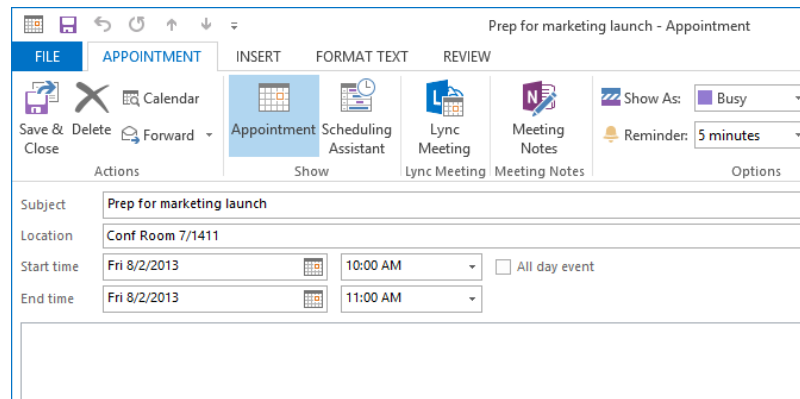
1. Click **Calendar** in the navigation bar.



2. On the ribbon, click **New Appointment**.



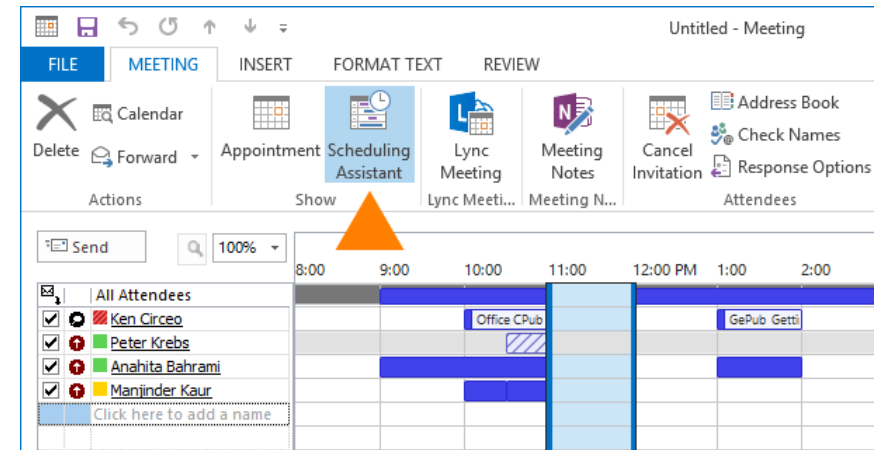
3. Fill in the **Subject** and **Location** boxes.
4. Enter the start and end times.



5. In the **Show As** box, choose a status that shows your availability to others.
6. To make the appointment recurring, click **Recurrence**
7. Choose the frequency (such as daily or monthly) and any options for the frequency (such as every other day or every third month)
8. If you want to change the reminder notice from the default of 15 minutes, click the **Reminder** box and choose a new reminder time.

Schedule a meeting with other people

1. Click **Calendar** in the navigation bar.
2. Click **New Meeting**.
3. Fill in the **Subject** and **Location** boxes, and then enter the start and end times.
4. In the meeting request, type any information you want to share with the recipients. You can also attach files.
5. Click **Scheduling Assistant** to help you find the best time for your meeting by analyzing when recipients and resources (such as meeting rooms) are available.



6. Click **Add Attendees**, and then type the recipients names, email addresses, or resource names (separated by semicolons) in the **Required**, **Optional**, or **Resources** boxes.
7. For Exchange accounts, the **Room Finder** pane contains suggested best times for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.
8. Unless you want to make this a recurring meeting, click **Send**.

Change your calendar work days and the start of your week

1. Click **File > Options > Calendar**.
2. Under **Work time**, do one of the following:
 - To change your work hours, in the **Start time** and **End time** lists, click the start and end time of your work day.
 - To set your work week, check the boxes that are part of your work week. Clear the boxes that aren't part of your work week.
 - To set the first day of the week, click a day in the **First day of the week** list.
 - To set the first week of the year, click an entry in the **First week of the year** list.

Change an appointment, meeting, or event

To change an appointment or meeting

1. Open it in your calendar.
2. If it's part of a recurring series and you want to change just the one instance, in the **Open Recurring Item** dialog box, click **Just this one**, and then click **OK**.
3. If it's part of a recurring series and you want to change all instances, in the **Open Recurring Item** dialog box, click **The Entire Series**, and then click **OK**.
4. Make the changes you want, and click **Save & Close**. For a meeting, click **Send Update**.

To change an event

1. Open it in your calendar, and then click **Event**.
2. Change **Show As** to **Busy**, **Working Elsewhere**, **Tentative**, or **Out of Office**.
3. Click **Save & Close**.

Keep a calendar, your appointments, and meetings always in view

Move your mouse over **Calendar** in the navigation bar, and click the **Dock** button in the upper-right corner of the peek. The calendar, along with the current day's appointments and meetings, will appear in a pane at the right.

Propose, accept, or decline a new meeting time

Instead of declining a request for a meeting you can't attend, you can propose a new meeting time. The meeting organizer can accept or decline the change.

To propose a new time

1. In the open meeting request, click **Meeting**.
2. In the **Respond** group, click **Propose New Time**.
3. Choose a time when all (or most) invitees are available.
4. Click **Propose Time**, and then click **Send**.

If you're the meeting organizer, proposed meeting time changes are sent to you. You decide whether to change the scheduled meeting time.

To accept a proposed new meeting time

1. Open the meeting request.
2. Click **Accept Proposal**.
3. Click **Send Update**.

To decline a proposed new time

1. Open the meeting request.
2. Click **Meeting Response**.
3. In the **Respond** group, click **Reply**, type your message, and then click **Send**.
4. In the meeting request, on the **Meeting Response** tab, in the **Delete** group, click **Delete**.

Share your calendar

To share your calendar with people in your organization who use email with an Exchange server

1. Click **Calendar** in the navigation bar, and then click **Home > Share Calendar**.
2. In the new email message that opens, add the people you want to share your calendar with in the To box.
3. Click **Send**, and then click **OK**.

The recipients get an email notification that you shared your calendar, and your calendar is added to their Shared Calendars list.

To share your calendar with people outside your organization in an email message

1. Click **Calendar** in the navigation bar, and then click **Home > E-mail Calendar**.
2. In the **Calendar** and **Date Range** boxes, pick the calendar and time period you want to share. For example, choose **Today** or **Next 7 days**.
3. Click **OK** to send.

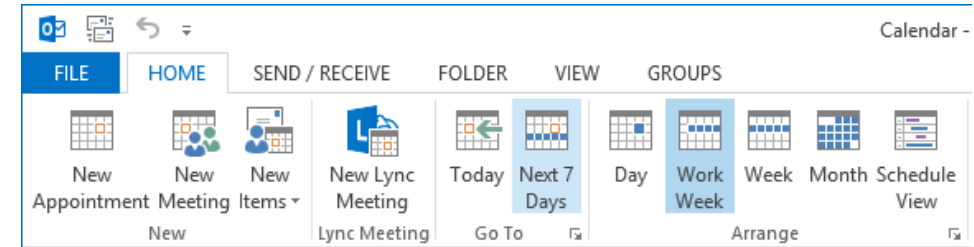
The recipients can now see your calendar in the message and can open the attached iCalendar file in Outlook.

To share your calendar by publishing it online

1. Click **Calendar** in the navigation bar, and then click **Home > Publish Online**.
2. Click **Configure This Published Calendar**. A new web browser page appears, titled **Calendar Publishing – Calendar**.
3. Choose the publishing details, the start and end times, and access restriction.
4. Click **Copy links to the Clipboard** to copy the links for subscribing to the calendar (through an account connected to an Exchange server) or for viewing the calendar in a web browser. Paste the links into a text editor, such as Notepad.
5. Click **Save** to complete the publish operation.
6. Email the links to the users you want, depending on whether they can subscribe to the calendar through their Exchange email account or just view it in the browser.

Customize and navigate calendars

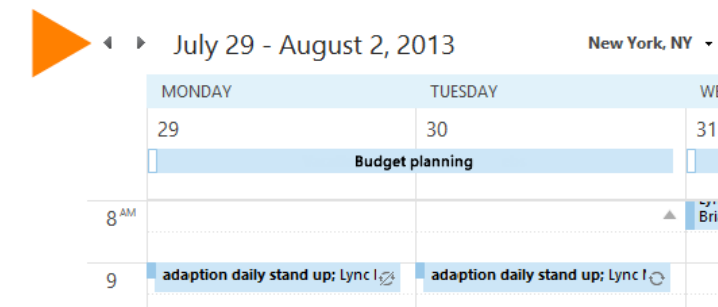
You can go directly to the current day or show the next 7 days.



- To see the current day, in the **Go To** group, click **Today**.
 - To see the calendar for the next 7 days, in the **Go To** group, click **Next 7 Days**.
- You can arrange the calendar view to show a single day, the work week, the 7-day week, or the month.
- In the **Arrange** group, click **Day**, **Work Week**, **Week**, or **Month**.

The Schedule View displays the calendar in a vertical orientation. This view is helpful when multiple calendars are selected. Each calendar is stacked top to bottom.

To move between days, weeks, or months, click the left and right arrows next to the time range at the top of the calendar.



Create additional calendars

1. Click **Calendar** in the navigation bar.
2. Click the **Folder** tab and then click **New Calendar**.
3. In the **Name** box, type a name for the new calendar.
4. In the **Select where to place the folder** list, click **Calendar**, and then click **OK**.

The new calendar appears in the Calendar folder pane.

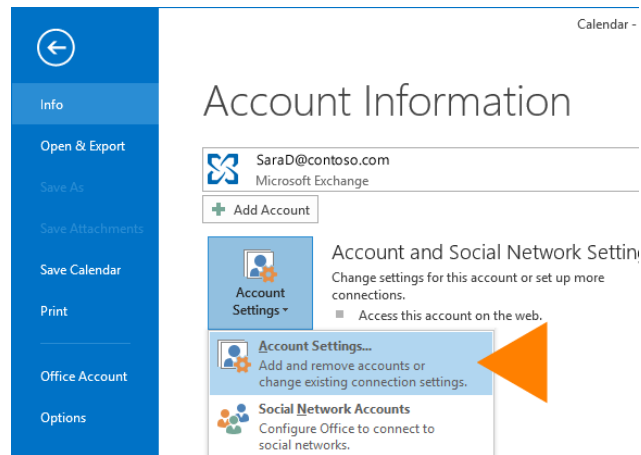
To view a calendar, select the check box next to the calendar.

Manage another person's mail and calendar items

Add the other person's mailbox to your Outlook profile so it opens every time you start Outlook.

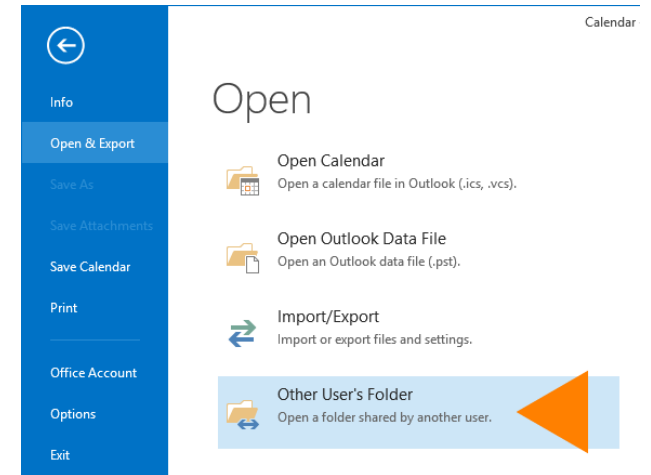
To add another person's mailbox to your profile

1. Click **File > Account Settings > Account Settings**.
2. On the **Email** tab, in the list, click the Exchange account type, click **Change**, and then click **More Settings**.
3. On the **Advanced** tab, under **Open these additional mailboxes**, click **Add**, and then enter the mailbox name of the person whose mailbox that you want to add to your user profile.



To open another person's folders

1. Click **File > Open & Export > Other User's Folder**.
2. In the **Name** box, enter the name of the person who granted you Sharing or Delegate Access permissions, or click **Name** to select from a list.
3. In the **Folder type** list, click the folder that you want to open.



To respond to meeting requests

1. Open the other person's Inbox if the meeting wasn't sent to you directly, and open the meeting request.
2. Click **Accept**, **Tentative**, or **Decline**.

To create or reply to an email message on behalf of another person

1. In Mail, create or open an existing email message.
2. On the **Options** tab, in the **Show Fields** group, click **From**.
3. In the **From** box, type the name of the person on whose behalf you are sending the message. To select the name from a list in the Address Book, click **From**. If you don't see the **From** button and box, click **Options > From**.

Calendar in your browser



Quick Start Guide

Create a new calendar event

Create an all-day event, an appointment for yourself, or request a meeting with other people.

Current time marker

The line across the middle indicates the current time so you can see what's up next.

Create other calendars

Quickly see the best time to schedule a business meeting or a family vacation.

See other calendars

Add calendars that belong to other people. What you see will depend on settings that they control.

Go to your Calendar in Outlook Web App

Select **Calendar** to view your calendar.

Switch views

Use the calendar view that best fits your workflow. Switch as often as you like.

Share your calendar

Open your calendar up to colleagues so they can view your appointments and status.

Meeting response status

Meetings you haven't responded to appear as tentative on your calendar.

The screenshot displays the Outlook Web App calendar interface. At the top, there's a navigation bar with 'Office 365' and various service links like 'Outlook', 'Calendar', 'People', 'Yammer', 'SkyDrive', and 'Sites'. A user profile for 'Molly Dempsey' is shown on the right. Below the navigation bar, the calendar title is 'August 18-24, 2013'. There are navigation options for different views: 'day', 'work week', 'week', and 'month'. A 'SHARE' button and a 'PRINT' button are also visible. The main calendar area shows a grid of events for 'Calendar' and 'Personal stuff'. A 'new event' button is located in the top left corner of the calendar area. A 'SHARE' button and a 'PRINT' button are located in the top right corner of the calendar area. A 'new event' button is located in the top left corner of the calendar area. A 'SHARE' button and a 'PRINT' button are located in the top right corner of the calendar area.

Get started with Calendar in your browser

Sign in through your organization's Office 365 portal and choose **Calendar** from the navigation bar.

Outlook Calendar People Yammer SkyDrive Sites ...

Schedule an appointment

1. Select New event.
2. Fill in the Event box.
3. Enter the start time and duration. To explicitly set the start and end times, choose **Custom** for the duration.
4. In the **Show As** box, choose a status that shows your availability to others.
5. To make the appointment repeating, click **Repeat** and select one of available options, or choose **Other** to create a custom pattern.
6. If you want to change the reminder notice from the default of 15 minutes, click the **Reminder** box and choose a new reminder time.

 new event

SAVE DISCARD SCHEDULING ASSISTANT ...

Event: _____

Location: _____ add room

Attendees: _____ +

Start: Mon 8/19/2013 4:00 PM Duration: 30 minutes

Show as: Busy Reminder: None

Calendar: Personal stuff

Repeat: Never

Mark as private Online meeting

Calibri 12 B I U ...

Schedule a meeting with other people

1. Start with the same steps as scheduling an appointment.
2. Invite people by adding them in the **Attendees** box. Add a **Location** if necessary.
3. In the meeting request, type any information you want to share with the recipients. You can also attach files.
4. Select **Online meeting** to make this a **Lync** meeting.
5. Select Send.

Use the Scheduling Assistant

1. Use Scheduling Assistant to help you find the best time for your meeting.
2. Select **Scheduling Assistant** at the top of the event form.
3. Enter attendees names in **Add attendees**.
4. Find a room by selecting **Add a room**.
5. Select **OK** to save your changes and return to the event form.

OK DISCARD ...

Monday, August 19, 2013 day week

Untitled meeting

When: Mon 8/19/2013 4:00 PM

Duration: 30 minutes

Attendees: add attendees

4 REQUIRED 2 CONFLICTS

Molly Dempsey
Away - Carpool

Sara Davis
Busy

Rob Young
Free

change room

Conf Room Adams
Free

	sun18	mon19	tue20	wed21	thu22	fri23	sat24
12p							
1p							
2p		Project Check-in	Busy		Busy	Tentativ	Free
3p							
4p		Carpool	Busy				
5p							
6p							

Change your calendar work days and the start of your week

1. Select **Settings > Options > Settings > Calendar**.
2. Under **Appearance**, do one of the following:
 - Choose the days to include in your work week under **Show work week as** by checking the days to include and unchecking the day to exclude.
 - To set your work hours, in the **Start time** and **End time** lists, select the start and end times of your work day.
 - To set the first week of the year, click an entry in the **First week of the year** list.
 - To set the first day of the week, click a day in the **First day of the week** list.

Change an appointment, meeting, or event

To change an appointment or meeting

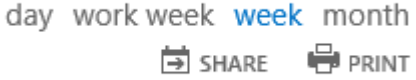
1. Select it in your calendar.
2. If it's an event that you created, select **Edit** to change it, or **Delete** to remove it.
3. If it's part of a recurring series and you'll see an option to select **edit occurrence** or **edit series**.
4. Make the changes you want, then select **Save**. For a meeting, select **Send Update**.

To change your response to a meeting you were invited to

1. Select it in your calendar, and then select Accept, Tentative, or Decline.
2. If it's part of a recurring series and you'll see an option to select **edit occurrence** or **edit series**.
3. If the organizer requested responses, you will have an option to send a response, edit your response before sending, or not send a response.

Share your calendar


To share your calendar with people in your organization who use email with an Exchange server

1. Select **Calendar** in the navigation bar, and then select **Share**.

2. In **Share with** add the people you want to share your calendar with.
3. As you add people, you can set the permission level you want each person to have.
 - **Availability only** shows only your free/busy information.
 - **Limited Details** adds the subject and location.
 - **Full Details** adds any other information, such as attachments and notes.
 - Events marked **Private** will always show as availability only.
4. Change the **Subject** if you want.
5. If you have more than one calendar, you can choose it in **Calendar**.
6. Click **Send**.

The recipients will get an email notification that you shared your calendar, and they can add your calendar to their calendar view.

To share your calendar with people outside your organization

To share your calendar by publishing it online

1. Select **Calendar** in the navigation bar, and then select **Share**.

2. In **Share with** add the people you want to share your calendar with.
3. As you add people, you can set the permission level you want each person to have.
 - **Availability only** shows only your free/busy information.
 - **Limited Details** adds the subject and location.
 - **Full Details** adds any other information, such as attachments and notes.
 - Events marked **Private** will always show as availability only.
4. Change the **Subject** if you want.
5. If you have more than one calendar, you can choose it in **Calendar**.
6. Click **Send**.

The recipients will get an email notification that you shared your calendar, with a link that they can use to either view your calendar in their browser, or add it to their calendar view in an application such as Outlook.

Navigate calendars

- To change the calendar view, select **Day, Work week, Week, or Month**.

August 18–24, 2013

day work week week month
jul28-3 aug4-10 aug11-17 **aug18-24** aug25-31 sep1-7 go to today SHARE PRINT

- To jump to the current day, select **Go to today** at the top of the calendar view.
- The date selection at the top of the calendar adjusts according to the view. In day view, you can select the day to view. In week view, you can select the week, in month view, you can select the month.

Viewing multiple calendars

To create a new calendar

- Select **Calendar** in the navigation bar.
- In the calendar navigation pane, right-click the calendar group that you want to create a new calendar in. My calendars is a good place to create a calendar unless you're going to be creating a lot of calendars.
- Select New calendar.
- Enter a name for your new calendar.
- Press Enter.

To add another person's calendar

- Select **Calendar** in the navigation bar.
- In the calendar navigation pane, right-click and select **Open calendar**.
- Enter the name of the calendar you want to open, or the URL if the calendar is from outside your organization.
- Select New calendar.
- Select Open.

To add a calendar to your view

- In the calendar navigation pane, select the check box next to calendars that you want to view.

MY CALENDARS

Calendar

Personal stuff

OTHER CALENDARS

Sara Davis

Rob Young

Quick Start Guide

Add a new contact

Add people you work with often as contacts. You can see the status of your contacts at a glance and start a conversation with one click.

See if a contact is available

The color next to a contact's picture in your contact list and on a contact card tells you if they are available (green), busy (red), away (yellow), or offline (gray).

Find people

Search for contacts from the search box above your contact list, or search for people to add as contacts by using the Search People box or Address Book.

Create a contact group

If you often start conversations with a group of people, add those people to a contact group, so you can communicate with them easily. Contact groups are listed under My Contacts.

Switch screen

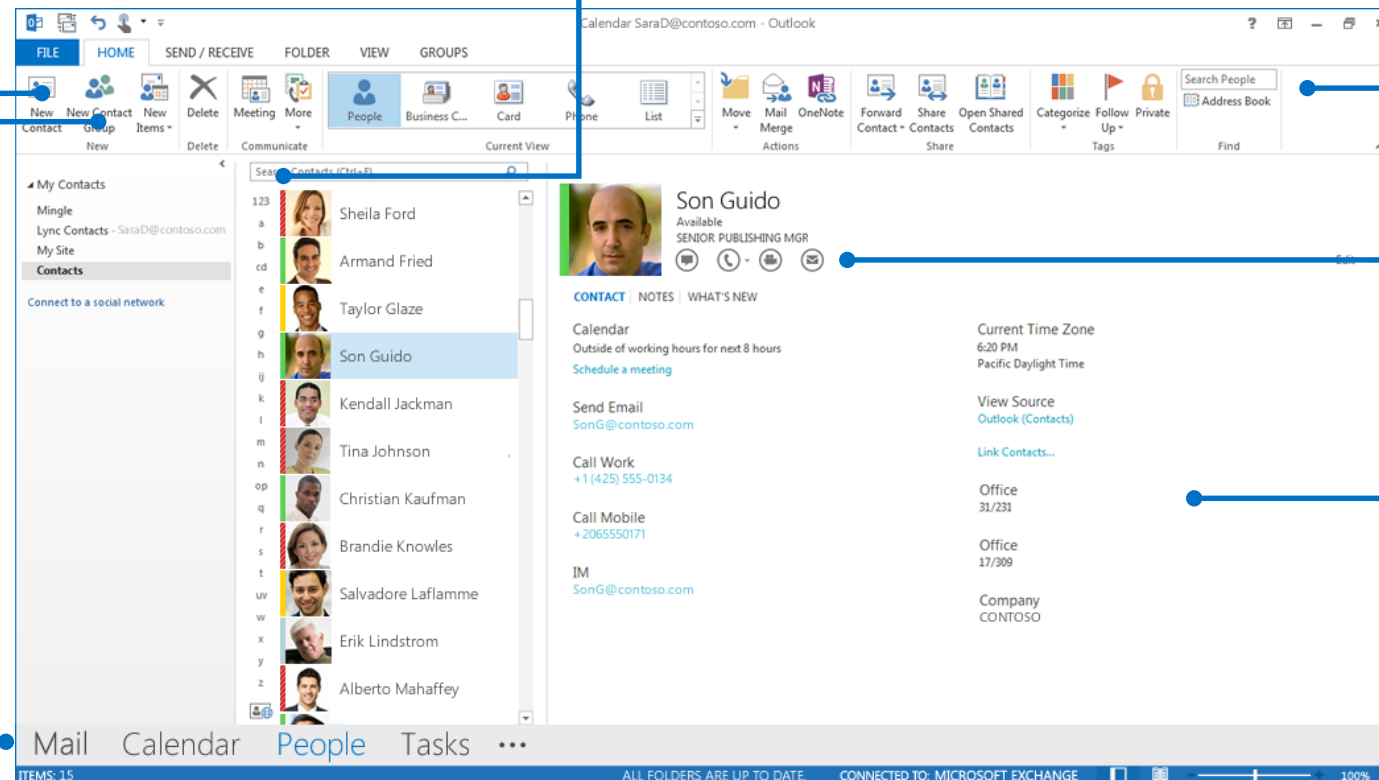
Switch to email, your calendar, or task list.

Start a conversation

Send an instant message, start an audio or video call, or send an email message.

Get information about a contact

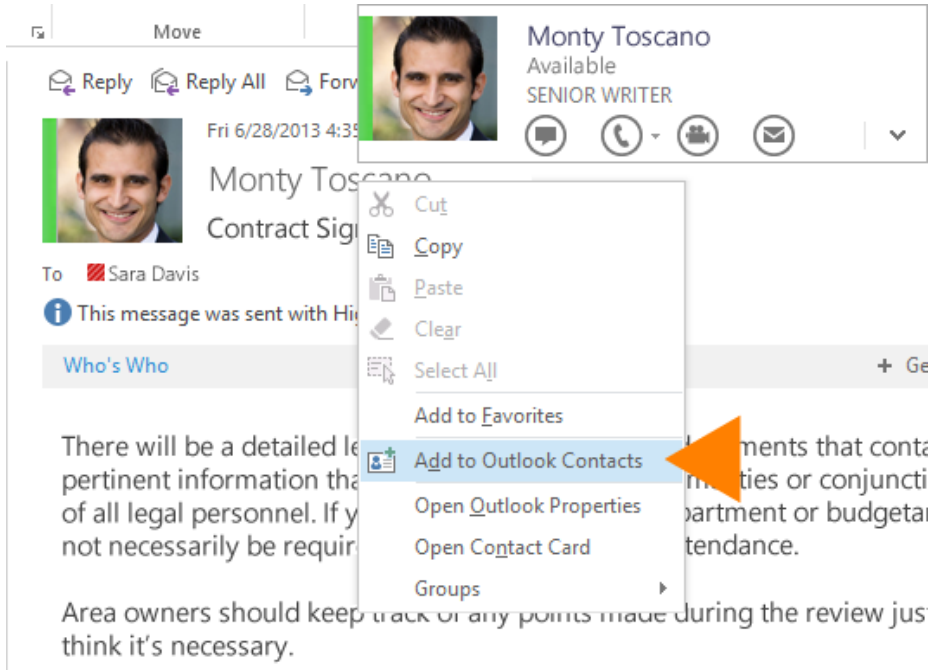
Learn how to find your contact, in their office, by phone, and so on.



Add a contact

To add a contact from an email message

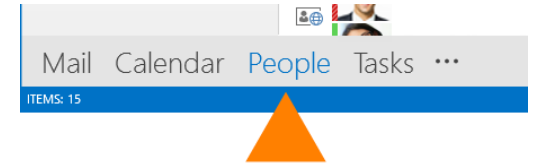
1. Open the email message.
2. Right-click the person's name at the top of the message, and click **Add to Outlook Contacts**.



3. In the contact window that opens, add a name for the person, if it's not already there.
4. Click the plus signs next to any type of information you want to add, like the person's birthday or phone number.

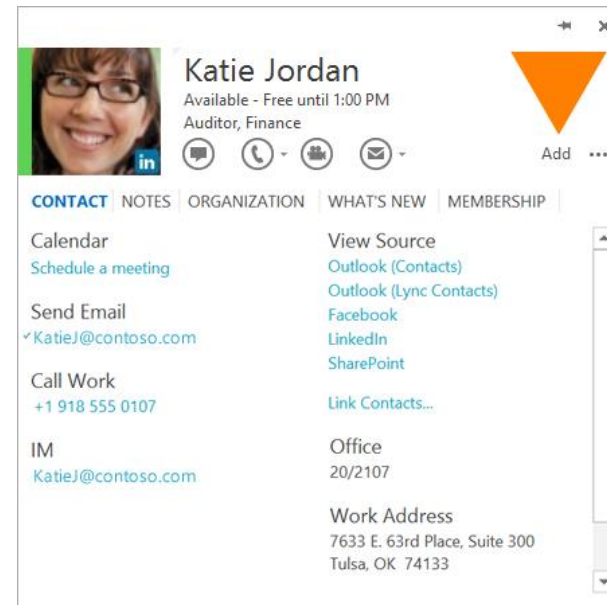
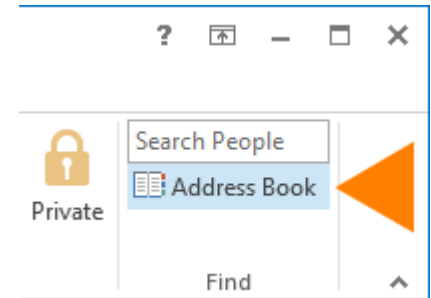
To add a contact from the People screen

1. Click **People** in the navigation bar.
2. In the **New** group, click **New Contact**, or press Ctrl+N.



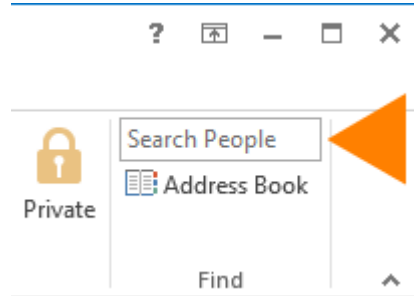
To add a contact from the directory (Global Address List)

1. Click **People** in the navigation bar.
2. In the **Find** group, type the name of the person you want to add in the **Search People** box, or click **Address Book** to look the person up.
3. Click the name of the person you want to add.
3. In the contact card, click **Add**.



Find people and contacts

1. Click **People** in the navigation bar.
2. Above your contacts list, click the **Search People** box.
3. Start typing the person's name or other information you want to search for, like a phone number or company name.
3. Click the person you want from the search results.



Edit a contact

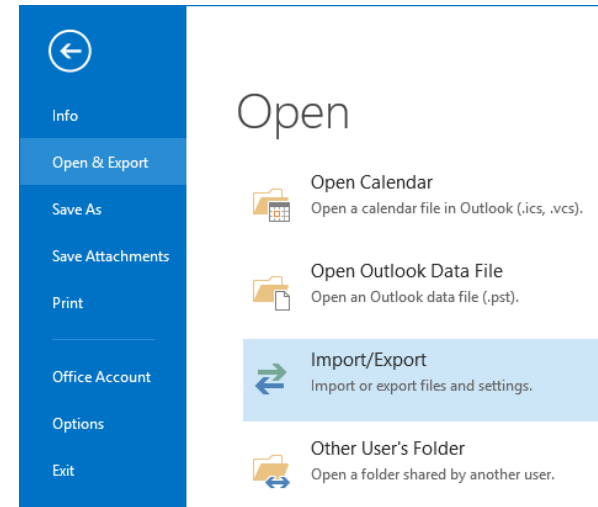
1. Click **People** in the navigation bar.
2. On the **View** tab, in the **Current View** group, click **People**.
3. Click a contact. Information for that contact appears in the **People** pane.
4. Under **View Source**, click **Outlook (Contacts)**.
5. Add or update information for the contact.
6. In the **Actions** group, click **Save & Close**.

Delete duplicate contacts

1. Click **People** in the navigation bar.
2. On the **Home** tab, in the **Current View** group, click the bottom right corner of the views box, and then click **Phone**. This is the best view to scan your contacts list and see the duplicates.
3. In your list of contacts, hold down Ctrl, and click each contact you want to delete.
4. When you've selected all the duplicates, press Delete or Ctrl+D.

Import contacts

1. Click **File > Open & Export > Import/Export**.



2. Choose **Import from another program or file**, and then click **Next**. This starts the Import and Export Wizard, which will walk you through the needed steps.
3. Under **Select the file type to import**, choose the file type you want to import.
4. Choose whether to import from Outlook (**Outlook Data File .pst**) or from another program, which uses a text file separated by commas (**Comma Separated Values**).
5. Click **Next**, and follow the rest of the steps in the wizard.

Assign a task to a person

1. Click **Tasks** in the navigation pane.
2. Click **Assign Task**.
3. Click **To** or, in the **To** box, enter a name or email address.
4. In the **Subject** box, type a name for the task.
5. Enter the **Start date** and **Due date**.
6. In the **Priority** list, you can change **Normal** to **High** or **Low** if you want.
7. In the body, include information about the task.
8. Click **Send**.



Create a contact group from a list of names in an email message

1. Open an email message that was sent to the people you want to include in the contact group.
2. In the **To:** or **Cc:** box, highlight all the names with your mouse.
3. Right-click your selection, and then click **Copy**, or press Ctrl+C.
4. In Outlook (not in the opened email message), click **People**.
5. Click **Home > New Contact Group**.
6. Type a name for your contact group.
7. Click **Add Members > From Outlook Contacts**.
8. In the window that opens, right-click inside the **Members** box, and click **Paste**, or press Ctrl+V.
9. Click **OK**, then click **Save & Close**.

Share a contacts folder with others

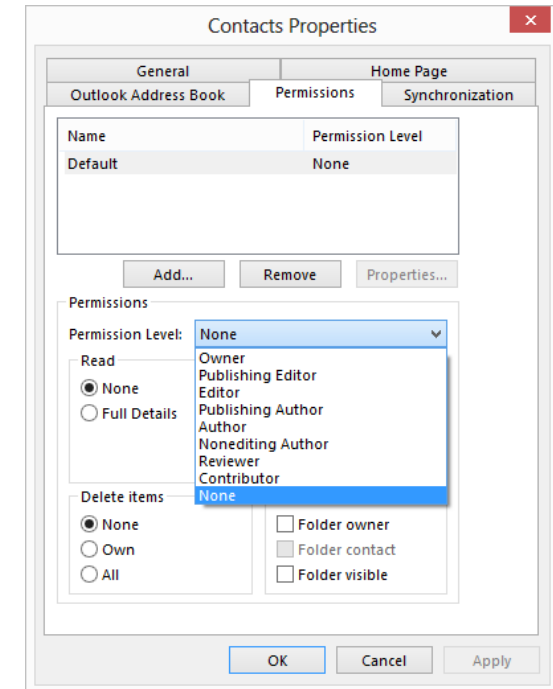
To share with specific people

1. Click **People** in the navigation bar.
2. In the People folder pane, click the contact folder you want to share.
3. Click **Home**.
4. In the **Share** group, click **Share Contacts**.
5. In the **To** box, enter the names of the recipients for the sharing invitation message.
6. Type any information you want to include in the message body, and click **Send**.
7. Review the information in the confirmation dialog box and then click **OK**.



To share a contacts folder with everyone

1. Click **People** in the navigation bar.
2. Click **Folder**, then, in the **Properties** group, click **Folder Permissions**.
3. In the **Name** box, click **Default**.
4. Under **Permissions**, in the **Permission Level** list, click one of the options. There are 9 permission roles, ranging from Owner (with all permissions, including changing permissions for others), to Author (you can read, create, and change/delete items you own), to None (you can't even open the folder).



Manage contacts in the browser



Quick Start Guide

Add a contact

Add people you work with often as contacts. You can see the status of your contacts at a glance and start a conversation with one click.

Find people

Use the search box to find people to add to your contact list.

Open your contact list

Select **People** to open your contact list. Select a contact to open their contact card.

Create a personal group

If you often start conversations with a group of people, add them to a contact group for quicker access. Your contact groups are listed under My Contacts.

Check availability

The color next to a contact's picture tells you if they are available (green), busy (red), away (yellow), or offline (gray).

Start a conversation

Send an instant message, start an audio or video call, or send an email message.

Learn about a contact's organization

Get title and contact information for someone's manager and co-workers.

Get more information about a contact

Learn how to find your contact in their office, by phone, and so on.

The screenshot shows the Office 365 People interface. At the top, there's a navigation bar with 'Outlook', 'Calendar', 'People', 'Newsfeed', 'SkyDrive', 'Sites', and 'Admin'. A search box labeled 'search people' is present. Below the search box, there's a 'MY CONTACTS' section with a list of contacts. The contacts are listed with their names and a small colored square indicating their status: Al McFarland (green), Alexandra Lise (green), Anahita Bahrami (red), Angelo Tindall (green), Antonio Moorman (green), Beau Lamy (yellow), Bellamy Garnier (green), Blaise Plourde (green), Blake Turman (green), and Brandon Conger (green). To the right of the contact list, there's a contact card for Anahita Bahrami. The card shows her profile picture, name, and status (Busy). Below the name, there are icons for email, instant message, and video call. The card also has sections for 'contact notes organization', 'send email' (with email address anahita@contoso.com), 'send IM' (with sip address sip:anahita@contoso.com), 'linked contacts' (SharePoint, Outlook - (Contacts), Directory, Manage...), 'work' (Job title: Content Developer, Department: Content Publishing, Company: Contoso, Office: 5/1120, Outlook - (Contacts)), and 'home address' (United States).

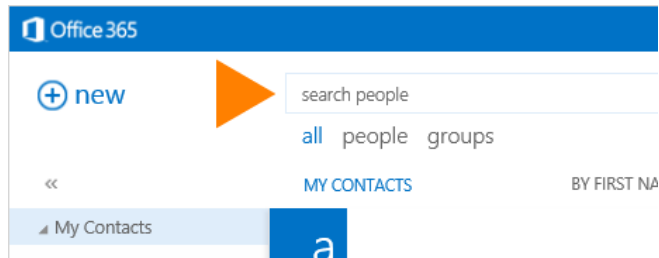
The People tab

The People tab is at the top of your browser window, next to **Calendar**. Select it to see your contact list, find people, and organize your personal contacts.




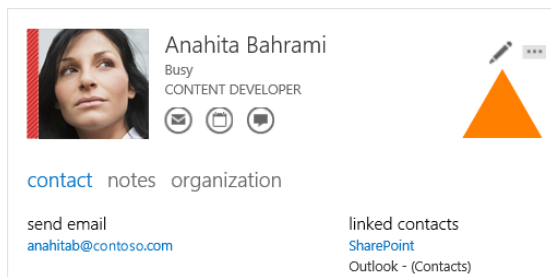
Find people

1. Above your contact list, select the **search people** box.
2. Start typing the person's name or other information you want to search for, like a phone number or company name.
3. Select the person you want from the search results.



Edit a contact

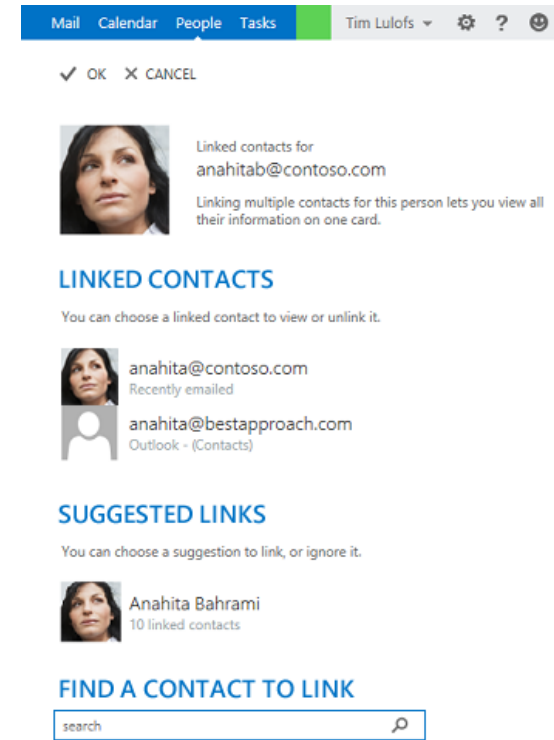
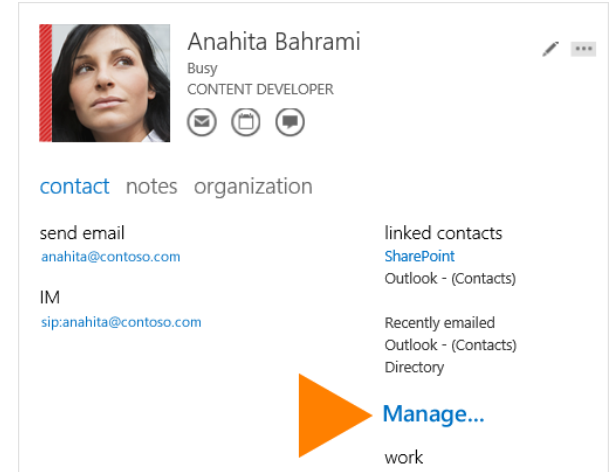
1. Find and select the contact that you want to edit. (You can edit only the contacts in the folders under **My Contacts**.)
2. When you select the contact, you'll see their details in the reading pane. To edit their information, select the **Edit contact** icon .
3. Make your changes, and then select **Save**.



Link and unlink contacts

Outlook detects contacts that have the same or similar display names and links them into a single view.

To see which contacts have been linked, select a contact. In their contact card, under **linked contacts**, select **Manage**. This will display the linked contacts for that card.



In the Linked contacts window:

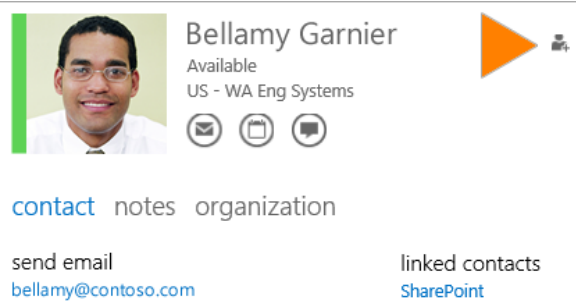
- **LINKED CONTACTS** shows you contacts you've already linked to this contact card. If a link has been added that you want to remove, select it to view it or unlink it.
- **SUGGESTED LINKS** shows links that might match this person.
- **FIND A CONTACT TO LINK** lets you search for additional contacts to link.

Any changes you make are saved automatically as you make them. When you're done, select **OK** to close the window.

Add a contact

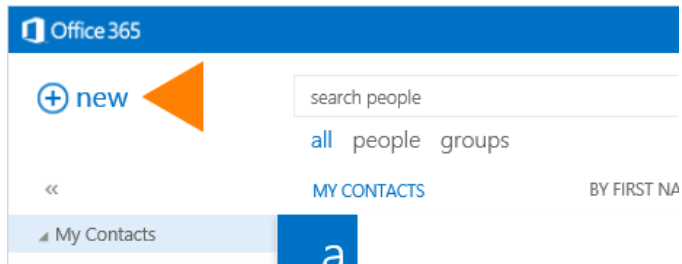
To add a contact from a contact card

1. Find a person to add by browsing in your address list, by using search, or while reading email or working with your calendar.
2. Select the person's name to see their card, select the **Add to Outlook or Lync contacts** icon, then select **Add to contacts**.



To create a new contact from scratch

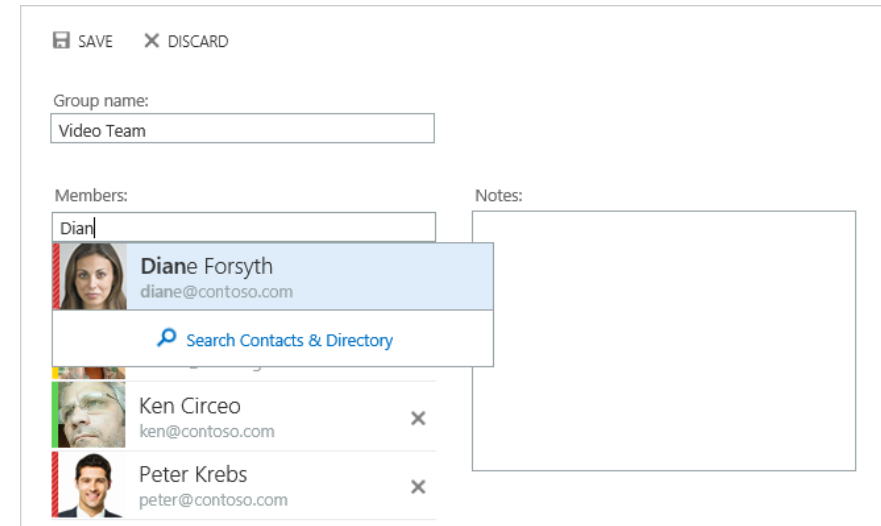
1. In the upper left corner of People, select **New**.
2. Select **Create contact**, then fill in the details and select **Save**.



Create a personal group

Your personal groups are stored in your Contacts folder and are made up of people you choose from your contact list and from your organization's address book.

1. In the upper left corner of People, select **New**.
2. Select **Create group**, then enter the group name and any notes you want to add about the group.
3. Type the names of the people you want to add in the **Members** box. Outlook searches for a match in your contacts and your organization's address book. If a match isn't found, you can search for that person, or type in an email address.



4. Press **Enter** to add your selection to the group.
5. When you're done, select **SAVE**.

Meetings



Quick Start Guide

Make it yours

Customize your calendar. Choose different color schemes and different backgrounds, and synchronize them with your other computers.

Check availability

Make sure invitees are free to meet. If not, move the slider to the best time.

Share your calendar

Email, share, or publish your calendar so co-workers can see details and modify your schedule with your permission.

Meet online

Create a new meeting, appointment, email, task, or contact.

Switch

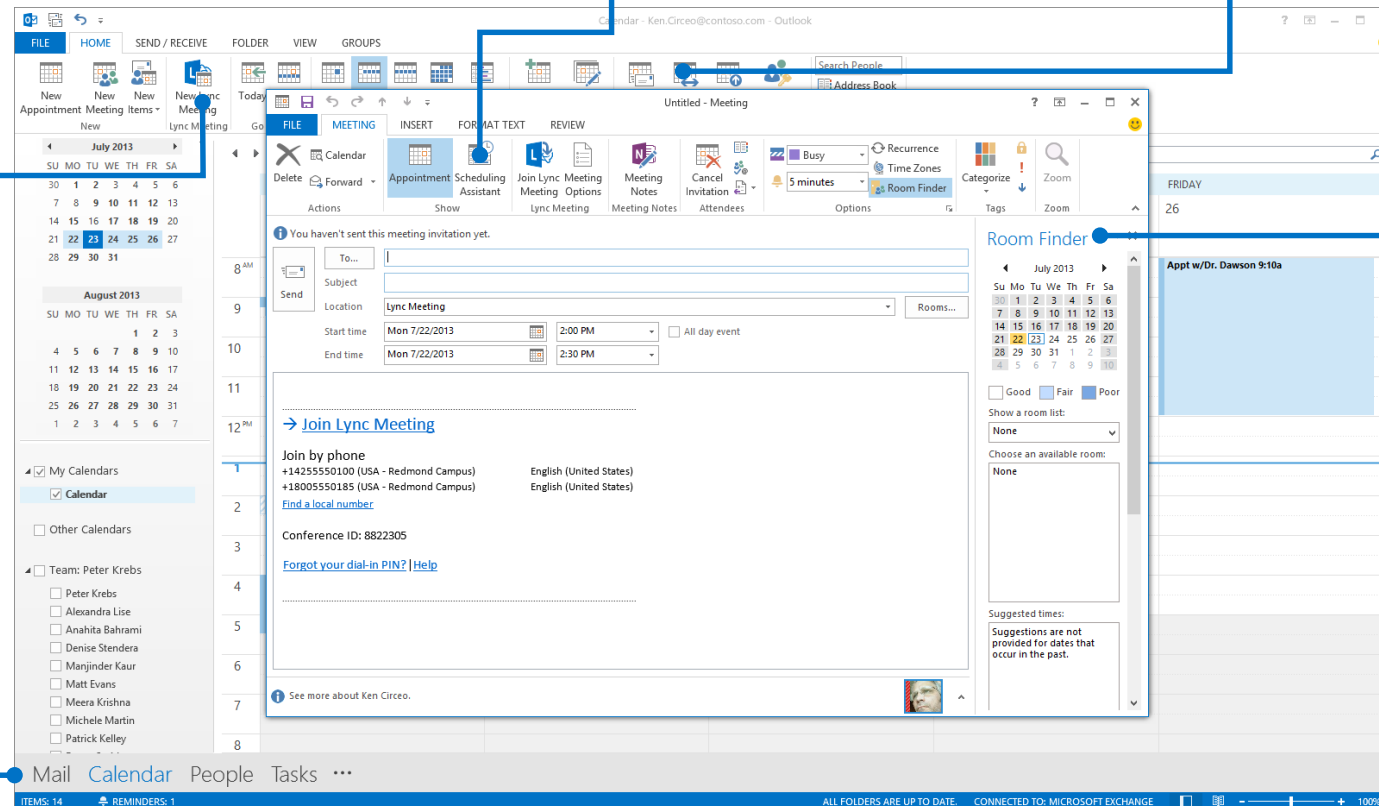
Go to your email, tasks, or contacts in one click.

Find a room

Want to meet in person? Quickly locate an available conference room for onsite attendees.

Zoom

Expand your calendar by zooming in. Or zoom out to see all 24 hours of the day.

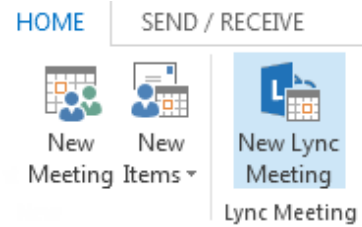


Schedule a Lync Meeting

You can simply schedule an Lync Meeting by using the Outlook add-in for Lync.

1. Open your Outlook calendar and on the **Home** tab, click **New Lync Meeting**.
2. In the meeting request, add recipients, a subject, agenda, and date/time.

The meeting request contains the meeting link and audio information that the participant can use to join the meeting or conference call.

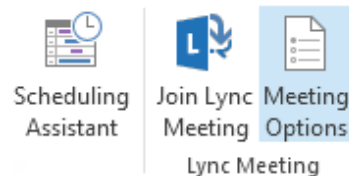


Set meeting options

You can customize your meeting options to fit your requirements, meeting type, and the participants. For example, customize access, presenters, video sharing permissions, and so on.

In the meeting request, click **Meeting Options**, then click **A new meeting space (I control permissions)**.

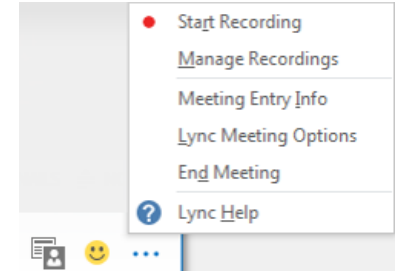
- To control meeting access, select an option under **These people don't have to wait in the lobby**.
- To choose presenters, select an option under **Who's a presenter?**
- To mute all attendees and prevent them from sharing video, use the options under **Do you want to limit participation?**



Recording and Play back

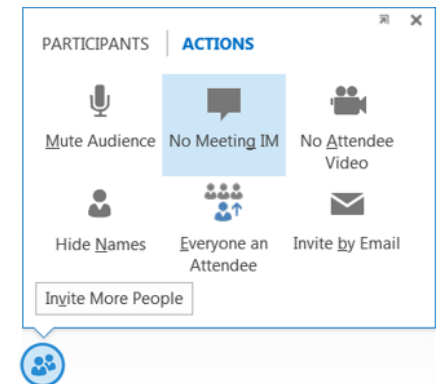
Lync recording captures audio, video, instant messaging (IM), application sharing, PowerPoint presentations, and whiteboard.

1. Click **More options** in the meeting, and then click **Start Recording**.
2. Use the controls at the bottom of the meeting room to pause, resume, or stop the recording.
3. After the recording is stopped, Lync automatically saves it in a format that plays in **Windows Media Player** and **Zune**.
4. Click **Manage Recordings** on the **More Options** menu, and highlight the recording to play, rename or delete.
5. You can also click **Browse** to go to the location the recording and make a copy of the file to post on a shared location for others to view.



Manage participants

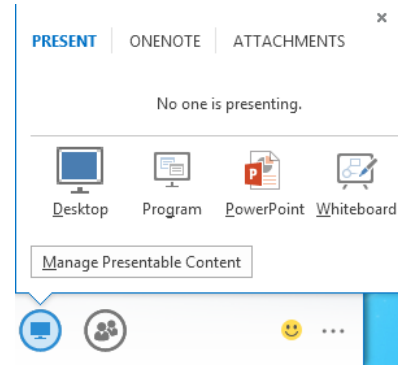
1. Pause on the people icon to manage participants individually or as a group.
2. Under the **Participants** tab, right-click a person's name and use the options to mute, unmute, remove, etc.
3. Click the **Actions** tab, then:
 - **Invite More People** to add participants.
 - **Mute Audience** to eliminate background noise.
 - **No Meeting IM** to turn off IM
 - **No Attendees Video** to block attendees from starting their video.
 - **Hide Names** to hide the names on the pictures.
 - **Everyone an Attendee** if you have too many presenters.
 - **Invite by email** to send email invitations to additional people.



Share your desktop or a program

During a Lync Meeting, you can share your desktop, or a specific program.

1. Pause on the presentation (monitor) icon.
2. On the **Present** tab:
 - Click **Desktop** to show the entire content of your desktop.
 - Click **Program**, and double-click the program you want.
3. Click **Give Control** on the sharing toolbar at the top of the screen to share control of your sharing session with another participant.
4. You can take control back at any time by clicking **Give Control**, and then **Take back control**.
5. When you have finished presenting, click **Stop Presenting** on the toolbar.



Share a PowerPoint presentation

1. Pause on the presentation (monitor) icon.
2. On the **Present** tab, click **PowerPoint**, and upload the file in the meeting.
3. To move the slides, click **Thumbnails**, and click the slide you want to show, or use the arrows at the bottom of the meeting room.



4. To see your presenter notes, click **Notes**.
5. Click the **Annotations** button on the upper-right side of the slide to open the toolbar, and then use highlights, stamps, laser pointer, and so on.

Join a Lync Meeting

1. In the meeting request, click **Join Lync Meeting** or click **Join Online** in the meeting reminder.
2. On the **Join Meeting Audio** window, select one of the options:
 - **Use Lync (full audio and video experience)** – You can use computer audio and video with your computer's built-in devices, or a headset and camera.
 - **Call me at** – Lync calls you at a number you provide.
 - **Don't join audio** – Select this if you prefer to call in to the meeting audio with a phone. Use the conference numbers and ID in the invitation to dial in.

Do I need a PIN, work number, or extension?

Not always. Most of the time when you call in to the meeting, you get connected right away. You only need a PIN and extension if:

- You're the leader (Organizer) of the meeting, and calling from a phone that isn't connected to your account; such as a cell phone.
- You're an attendee, but the meeting is secured and you need to be identified before joining, (referred to as Authenticated caller).

When prompted, use your phone dial pad to enter your number and PIN.

If you don't remember your PIN, click **Forgot your Dial-in PIN** in the meeting request and follow the instructions on the page to reset.

Meetings in the browser



Quick Start Guide

Make it yours

Use the Settings menu to customize your calendar. Choose different color schemes and different themes.

Check availability

Make sure invitees are free to meet. If not, move the meeting to the best time.

Switch

Go to your email, tasks, or contacts in one click.

New Event

Create a new event, appointment, or online Lync meeting.

Add a room

Want to meet in person? Quickly locate an available conference room for onsite attendees.

Online Meeting

Make this meeting an Online Lync Meeting.

The screenshot shows the Outlook Web App interface for creating a new event. The top navigation bar includes 'Mail', 'Calendar', 'People', and 'Tasks'. The 'new event' form is displayed with the following fields and options:

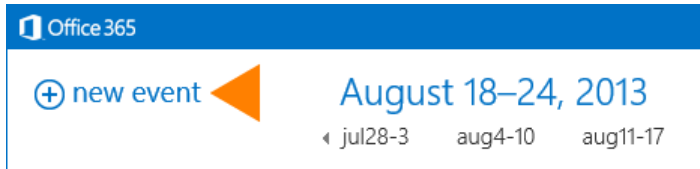
- Event:** A text input field.
- Location:** 'Online Meeting' with an 'add a room' button.
- Attendees:** A text input field with a plus sign to add more attendees.
- Start:** Date and time dropdowns (Mon 8/19/2013, 12:00 PM).
- Duration:** A dropdown menu (30 minutes).
- Show as:** A dropdown menu (Busy).
- Reminder:** A dropdown menu (15 minutes).
- Calendar:** A dropdown menu (Calendar).
- Repeat:** A dropdown menu (Never).
- Mark as private
- Online meeting
- Formatting:** Font face (Calibri), size (11), and bold/italic/underline options.
- Join online meeting:** A blue link.
- Join by Phone:** +14255550123 (USA - Redmond Campus) English (United States)

Callout lines from the text boxes point to the 'new event' button, the 'add a room' button, the 'Online meeting' checkbox, and the 'Join online meeting' link.

Schedule a Online meeting

When you create a new event, you can make it an Online meeting by selecting the **Online meeting** option.

1. From the **Calendar** menu, select **new event**, and add online meeting link by selecting **Online meeting**.



2. In the meeting request, add recipients, a subject, agenda, and date/time.

The meeting request contains the meeting link and audio information that the participant can use to join the meeting or conference call.

Set meeting setting

You can customize your meeting settings to fit your requirements and the participants. For example, customize access of attendee and presenters, lobby settings, and so on.

In the meeting request, click **Online Meeting Settings**, then select the setting you'd like to change.

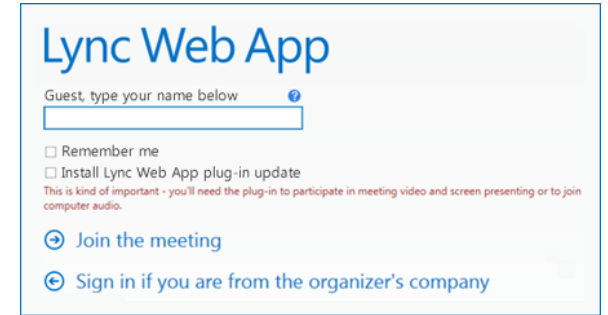


- To control meeting access, select **Access**.
- To control who waits in the meeting lobby, select **Lobby**.
- To choose presenters, select an option under **Presenters**.


Join a Online meeting

If you don't have Lync 2013, you can join a scheduled Lync Meeting from Lync Web App.

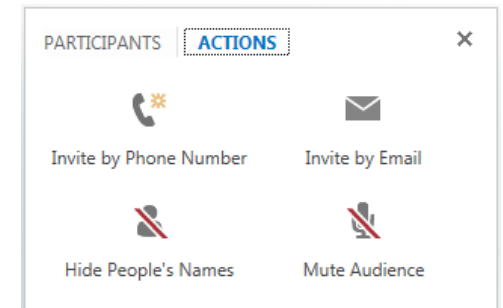
1. In the meeting request, click **Join Lync Meeting**.
2. Type your name in the text box, and make sure the option to install the Lync Web App plug-in update is selected.
3. Click **Join the meeting**. The plug-in is required to use computer audio. After it's installed, you can also share your video and programs.



Manage participants


When you're in a meeting, click  to access the options to manage participants. The **PARTICIPANTS** tab displays the participant list.

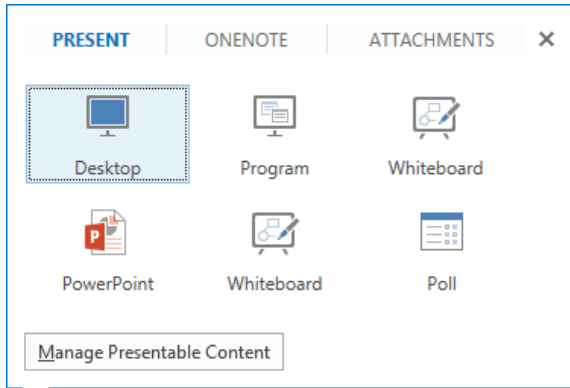
1. If you're a presenter, you can manage participant privileges. Right-click a participant and select **Mute**, **Unmute**, **Remove** or **Make an Attendee**.
2. You can invite additional participants during a meeting. Click **ACTIONS**.
 - To invite using their phone number, click **Invite by Phone Number**.
 - To invite via email, click **Invite by Email**.
3. To hide participant names in videos or pictures, click **Hide People's Names**.
4. To mute all the participants simultaneously, click **Mute Audience**.



Share your desktop or a program



During the meeting, you can share your desktop, or one or more programs.

1. In a meeting, point to .
 - To share your desktop, click **Desktop**. The meeting stage displays **You are currently sharing Desktop**, and the desktop is outlined in yellow.




- To share a program, click **Program** and in the **Present Programs** dialog box, click the program you want and then click **Share**.
2. During a sharing session, a sharing toolbar is displayed at the top of your screen. You can hide or unhide it by clicking the pin icon.
 3. Click **GIVE CONTROL** to share control of your sharing session with another participant. You can take back control at any time by clicking **GIVE CONTROL**, and then **Take Back Control**.
 4. To end the sharing session, click **Stop Presenting** on the toolbar.

Share a PowerPoint presentation

1. Point to .
2. Click **PowerPoint**. In the **Select the PowerPoint you want to present** dialog box, click **Browse** to select and open the presentation to share.
3. Move through the slides by using the arrows below the meeting stage. Click **THUMBNAILS** to select a specific slide, and **NOTES** to see presenter notes.
4. Click  in the upper right corner of a slide to display the annotation toolbar, to use tools such as highlighters, stamps, and laser pointer.
5. The presentation can have embedded hyperlinks. Before you click them during your presentation, you must hide all annotations in the presentation by clicking **Hide Annotations** in the annotation toolbar.

Manage your video display and layout

Lync Web App provides a rich video experience for meetings. If you have a camera connected to your computer, click  to share your video with others in the meeting.

A camera is required only to share your video, not to view the video shared by others. Participants who don't share their video can choose to display a static picture instead. The area of the screen in which the pictures or videos are displayed is called the gallery.



Create a team site



Quick Start Guide

Make it yours

Customize your site by adding new apps, such as a team calendar and mailbox. Make the navigation links just the ones your team requires. If permitted, you can also choose different color schemes and different backgrounds.

Customize the site

The Settings icon is your key to many commands — add an app, create a subsite, and more.

Edit this page

If you have permissions, you can click the **Page** tab to:

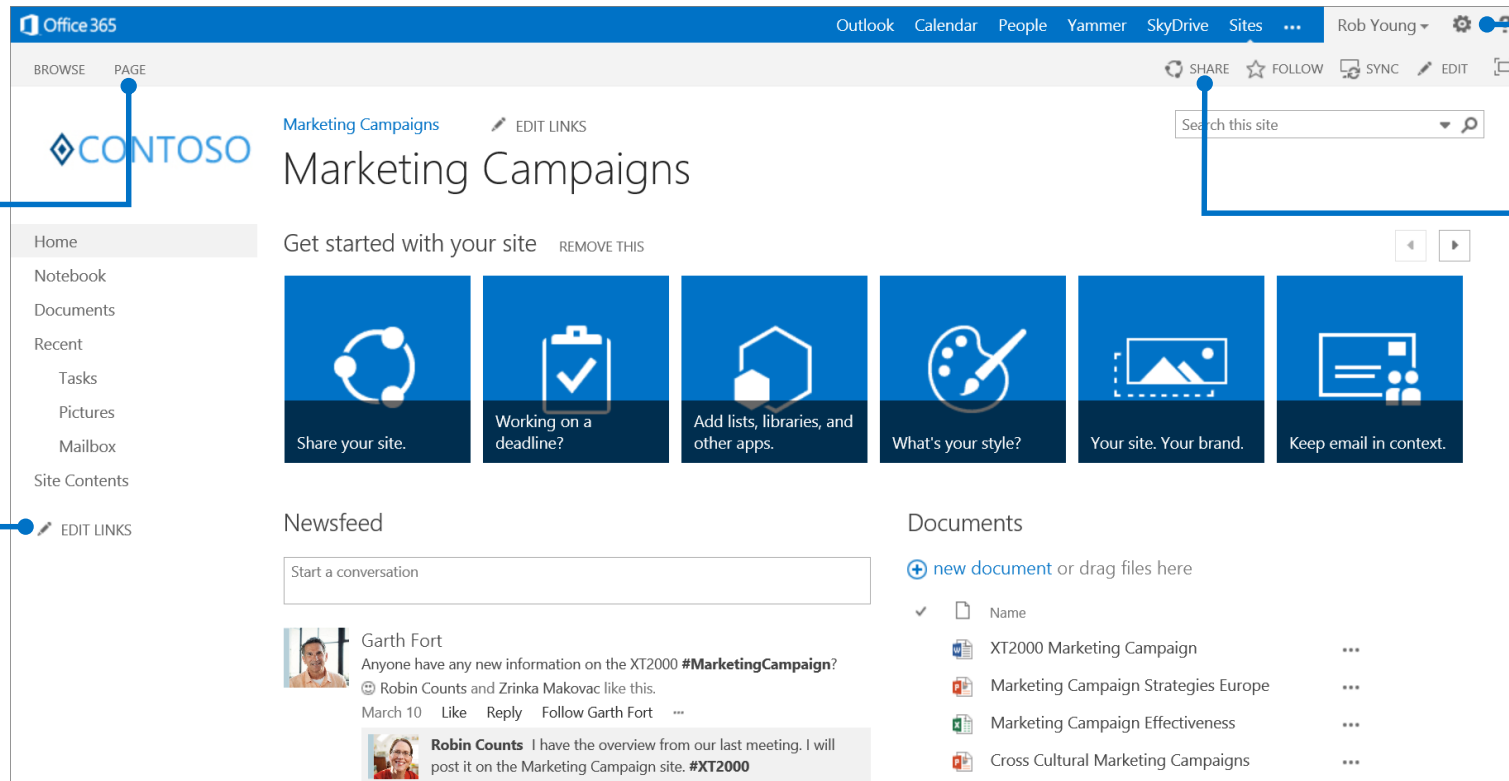
- Add a picture from your computer.
- Insert a table on the page.
- Change text formats.

Edit Links

Go to your email, tasks, or contacts in one click.

Share the site

Invite others to collaborate on this site. In some cases, you can even invite external people.

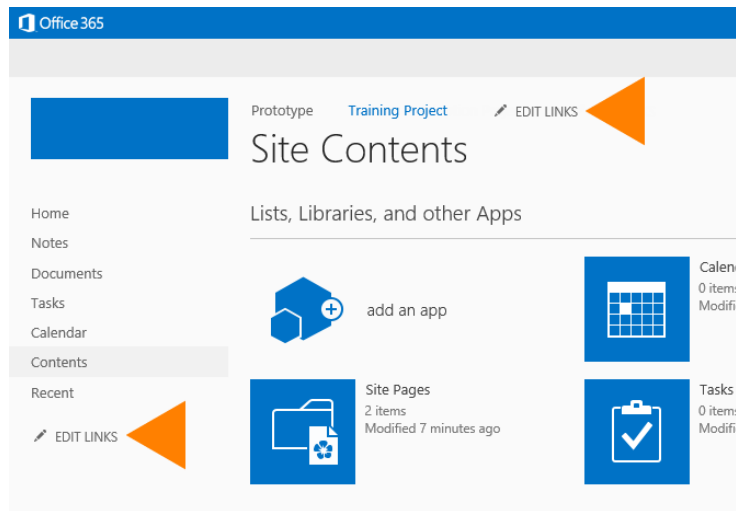


Add a link to the site page

The easiest way to add a link is to drag an app from the Site Contents page to the navigation top links or to the Quick Launch.

Or, you can do the following:

1. Go to the **Site Contents** page: Click **Settings** > **Site Contents**.
2. Click **Edit Links** on the **Quick Launch** or the top navigation, depending on where you want the link.
3. Click the app you want to add, and drag it to where you want it.



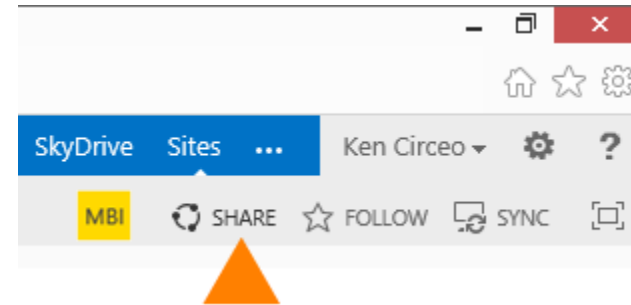
You can also add a link to a URL

1. Click **Edit Links** on the **Quick Launch** or the top navigation, depending on where you want the link.
2. Click **Link**.
3. Enter a display name for the link and the URL. Make sure you start the URL with `http://`.
4. Click **OK**, and then click **Save**.

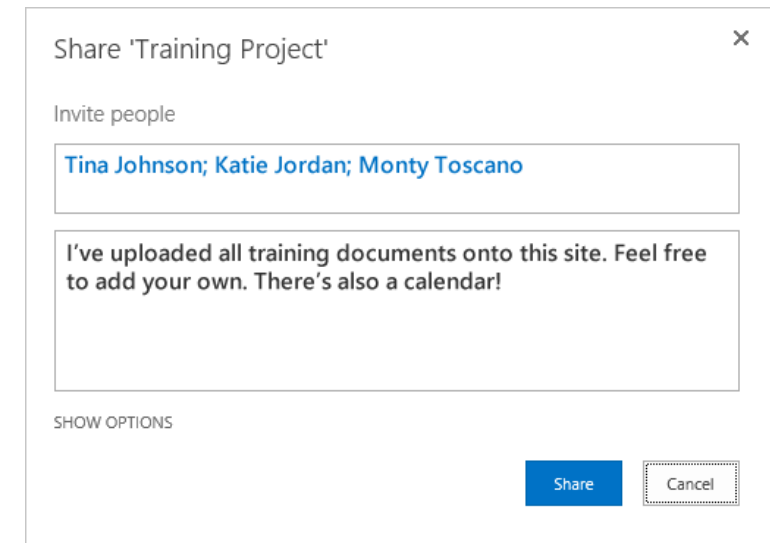
Share a site

You can share a site with other people, and then have Office 365 send them an email with a link to the site.

1. On the site that you want to share, click **Share**.



2. In the **Share** dialog box, type the names of the people in your organization that you want to invite to share your site.
3. Type any message that you want to include with your invitation.
4. Click **Share**.



Quick Start Guide

Organize your information

A SharePoint list is handy for sharing contacts, calendar appointments, tasks, or data with others, and provides the underlying structure for organizing information on your site.

See what you want

Different views of the list appear across the top. More views appear under the ellipses, as well as options to create or modify the view you're looking at.

Need another list?

To create a new list or find a list that's not in the navigation on the site, click the Settings menu.

Find more actions

Click Items to find things you can do with items you have selected. Click List for commands and settings for the whole list.

Add or edit items

Quickly create items or edit items in the list from Quick Edit mode.

Select items

Click next to an item to select it or select multiple items.


Sort and filter

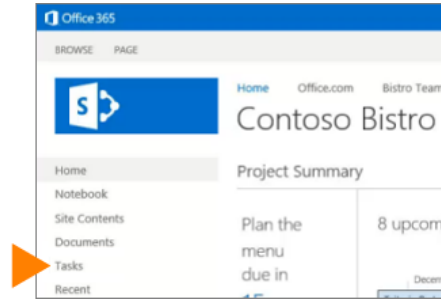
Find what you're looking for more quickly by sorting and filtering the list by column heading.

Local Contacts	Business Phone	Email Address
✓ Last Name First Name Company		
Akselrod Greg Tailspin Toys	425-555-0116	mailto:Greg@tailspintoys.com
Allan Lesley Fourth Coffee	425-555-0131	mailto:Lesley@fourthcoffee.com
Alverca Luis Coho Vineyard	509-555-0106	mailto:Luis@cohovineyard.com
Andersen Thomas Wide World Importers	425-555-0161	mailto:Thomas@wideworldimporters.com
Andrews Ben Alpine Ski House	425-555-0125	mailto:Ben@alpineskihouse.com
Bankov Peter Lucerne Publishing	310-555-0150	mailto:Peter@lucernepublishing.com
Bansky Pavel Northwind Traders	425-555-0101	mailto:Pavel@northwindtraders.com
Berg Karen Alpine Ski House	425-555-0128	mailto:Karen@alpineskihouse.com
Berka Martin Northwind Traders	425-555-0100	mailto:Martin@northwindtraders.com
Campbell Jamie Fourth Coffee	425-555-0132	mailto:Jamie@fourthcoffee.com
Cavaglieri Giorgio Alpine Ski House	425-555-0126	mailto:Giorgio@alpineskihouse.com
Ceckova Lucia Tailspin Toys	425-555-0114	mailto:Lucia@tailspintoys.com

Where can I find a list?

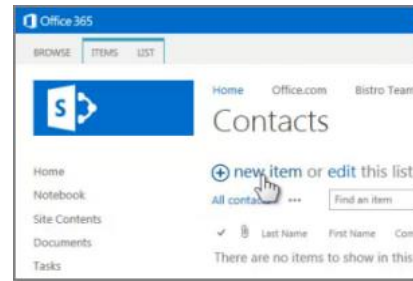
Lists often appear in the navigation. Sometimes you have to look under Site contents.

1. On your team site, look for the name of the list in the navigation, or click **Settings**  > **Site contents**.
2. Click the name of the list to open it.



Add an item to a list

1. In the list where you want to add an item, click **new item**.
2. Enter the information for the list item.
3. Click **Save**.



Add or edit multiple items

When you want to add and edit multiple items all at once, use Quick Edit.

1. At the top of the list you want to edit, click **edit**.
2. Type information in the boxes.
3. When you're finished editing, click **Stop** editing.



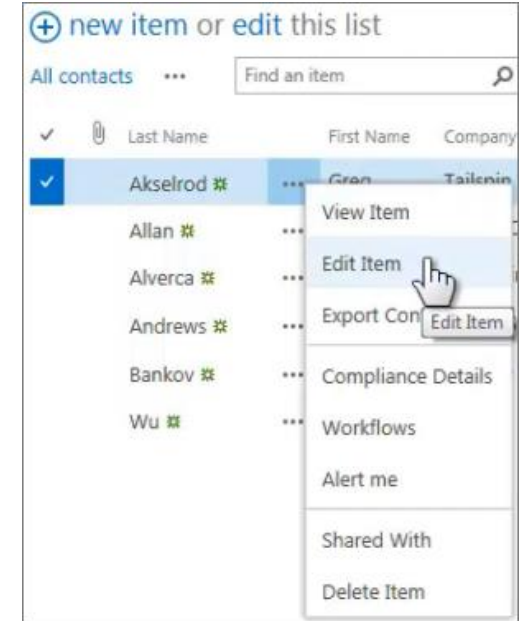
Edit all the details in a list item

Most views of a list don't show all the details in a list item. There's usually more information hidden from view. To edit all the details in a list item, you need to open the individual item for editing.

1. Select the item you want to edit, click the ellipses (...), and then click **Edit Item**.
2. Edit the information in the form that appears.
3. When you're finished editing, click **Save**.

Several other commands appear under the ellipses (...) menu as well, including:

- **Alert me.** You can set an alert and receive an email or text message when an item changes.
- **Share with.** Use this command to share the item with others.

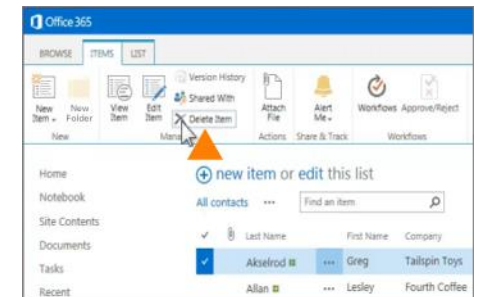


Delete items in a list

There are multiple ways to delete items in a list.

Here's the quickest way:

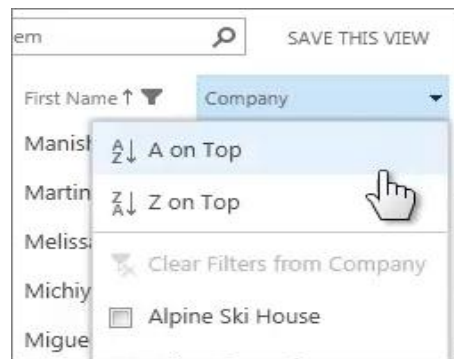
1. Select the items you want to delete.
2. Click **Items** > **Delete Item**.



Sort or filter a list by column heading

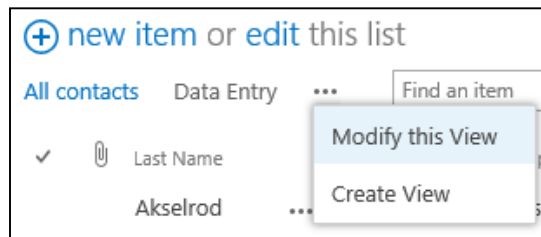
Use the column headings in a list to sort and filter the list. You can then save what you did as a view for the next time you return to the list.

1. In the list, point to the heading you want to sort or filter the list by, and then click the arrow that appears.
2. To sort by the heading, click **A on Top** or **Z on Top**.
3. To filter, select one or more check boxes.
4. To save the view you created, click **SAVE THIS VIEW** at the top of the list near the Search box.



Add an existing column to a view

1. At the top of the list, click the ellipses (...), and then click **Modify this View**.
2. Select the check box for the column you want to add and then click **OK**.



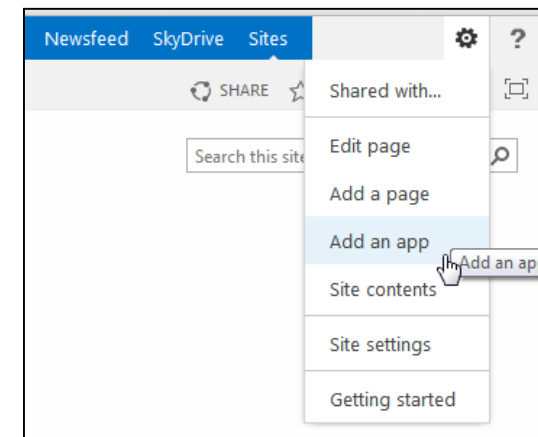
Create a new column

1. At the top of the list, click **edit**.
2. Select the check box for the column you want to add and then click **OK**.



Create a list

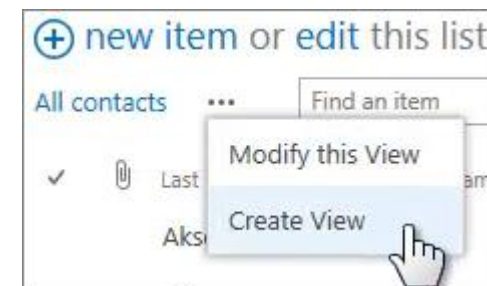
1. Click **Settings** > **Add an app**.
2. Search for the list app you want to use and then click the name of the app to create the list. For example, search for "contacts" and then click the **Contacts** app.
3. Type a name for the list in the **Name** box and then click **Create**.



Create a view of a list

Sometimes a list contains too much (or not enough) information for you. The good news is you can create your own special view that shows just what you want to see and nothing more.

1. At the top of the list, click the ellipses (...) between the view names and the Search box, and then click **Create View**.
2. Choose a view type or start from an existing view.
3. On the Create View page, type a name for the view.
4. To make the view public, select the **Create a Public View** check box. Not everyone has permission to create public views.
5. Select the columns you want to appear, and use the position numbers to set the order of the columns.
6. Set the sorting, filter, and other options, and then click **Save**.



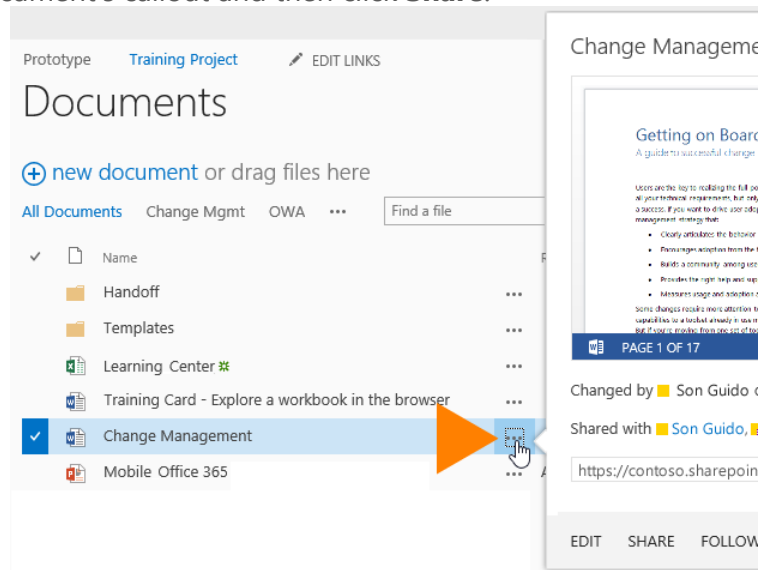
Store and share documents



Quick Start Guide

Share a document

1. Go to the document library you want to share from, click the ellipses (...) next to the document to open the document's callout and then click **Share**.
2. In the Share window, enter the name of each person you want to invite to share the document. As you type each name, SharePoint searches the address book for matches and lists options. When you see the name you want, click it to add it to the invitation list.
3. Select the permission you want to grant invitees from the drop-down menu. You can change the permission for any person later.
4. If you want, type a message to be sent to all invitees in an email. The email includes a link to the shared document.
5. If you do not want to send an email, click **Show Options**, and then uncheck **Send an email invitation**.



Edit documents that are shared with you

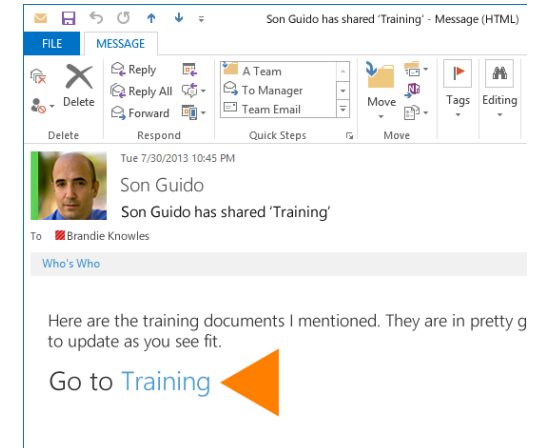
1. Click the document link in the email you received informing you that a co-worker has shared a document with you.
2. If you have edit permission, check out the document if that's required—and then edit the document in Word, PowerPoint, or another Office program.
3. Click **File > Save** to save your changes.

If you don't have edit permission, you won't be able to edit it. Instead, you can review and save any edits separately.

Review a document that someone has shared with you

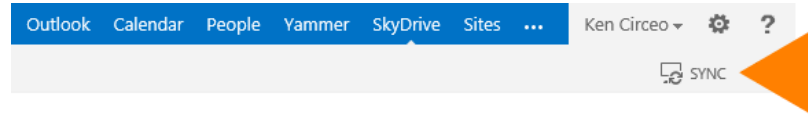
1. Click the document link in the email you received informing you that a co-worker has shared a document with you.
2. Review or edit the read-only document and save any work in a separate file.
3. Send a link to the file in an email message to the document owner and any other coauthors.

If you're granted edit permissions, you can edit the document. If you don't have edit permissions, save your notes and edits to a separate file, and send a link to the document to the document owner and any others who are collaborating with you.



Sync a library to your computer

1. Go to your SkyDrive and then click the **SYNC** button. This opens the Sync Library wizard, and automatically recognizes the name and web address of your SkyDrive library.

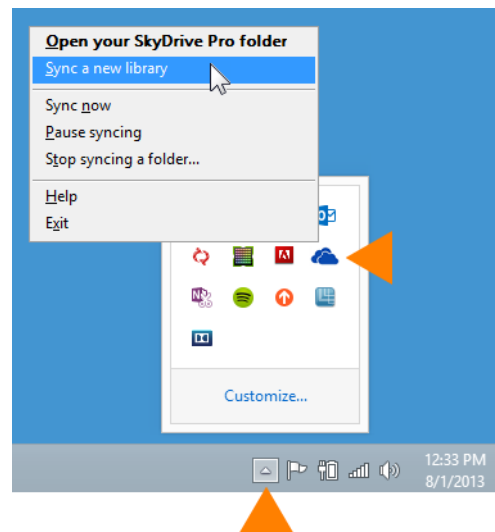
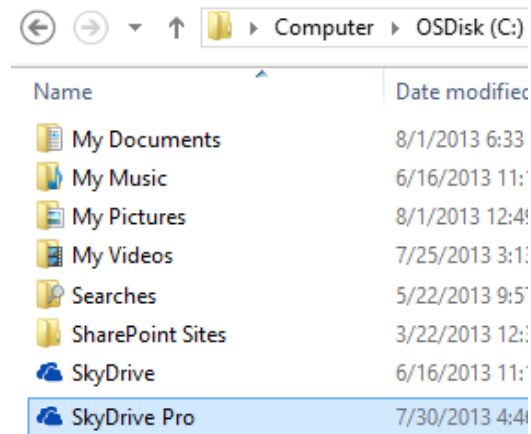


2. Click **Sync Now** to start syncing your SkyDrive. Click **Show my files** in the dialog box to open your synced SkyDrive folder in Windows Explorer. It's listed in your Favorites in a folder named SkyDrive Pro.

You can also start the Sync Library wizard from the SkyDrive Pro menu in your Windows notification area.

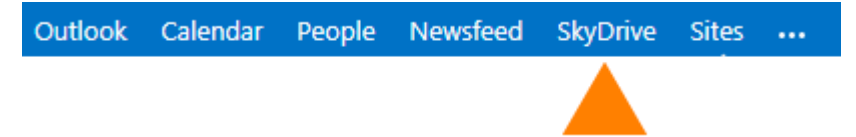
If you have yet to sync any SharePoint libraries to your computer, the Sync Library wizard automatically prompts you to sync your SkyDrive, and references the Web address of your SkyDrive. If you want to sync a different library, you can click Sync a different library instead and then enter the Web address of the SharePoint library you want to sync.

If you've already synced your SkyDrive, the Sync Library wizard prompts you to specify the address of the library you want to sync.



See the edit history of a document in SkyDrive Pro

1. Click SkyDrive in the header at the top of any SharePoint site in your organization.

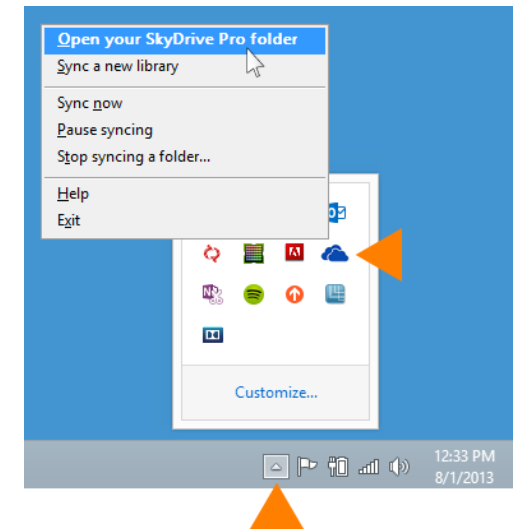


2. Click the ellipsis (...) to the right of the document. The callout window displays the name of the person who last changed the document and the date of the change.

Find libraries you've synced on your computer

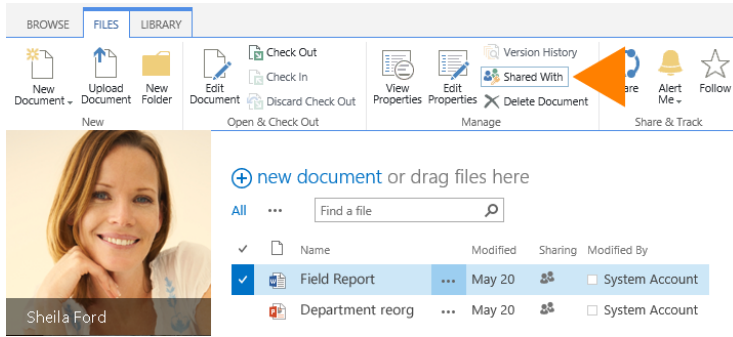
If you sync your SkyDrive to your computer, you can always find it quickly as follows:

1. Click the SkyDrive Pro taskbar icon.
2. Click **Open your SkyDrive Pro folder**.



See who you're sharing a document with

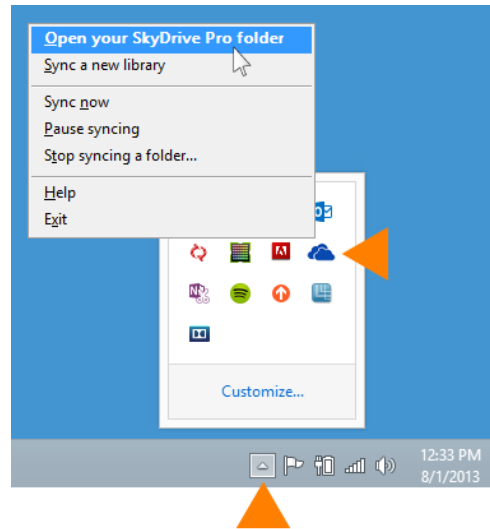
1. Select a document and click **Files > Shared With**.
2. The Shared With window lists all the people currently sharing this document and their permission status.
3. The Shared With dialog box lists who's sharing a document.



Change permissions of people you've shared a document with

If you sync your SkyDrive to your computer, you can always find it quickly as follows:

1. Click the SkyDrive Pro taskbar icon.
2. Click **Open your SkyDrive Pro folder**.
3. Select the document or folder, and then click **Files > Shared With**.
4. In the Shared With window, click the drop-down arrow next to the person whose permissions you want to change, and click the permission you want to assign.



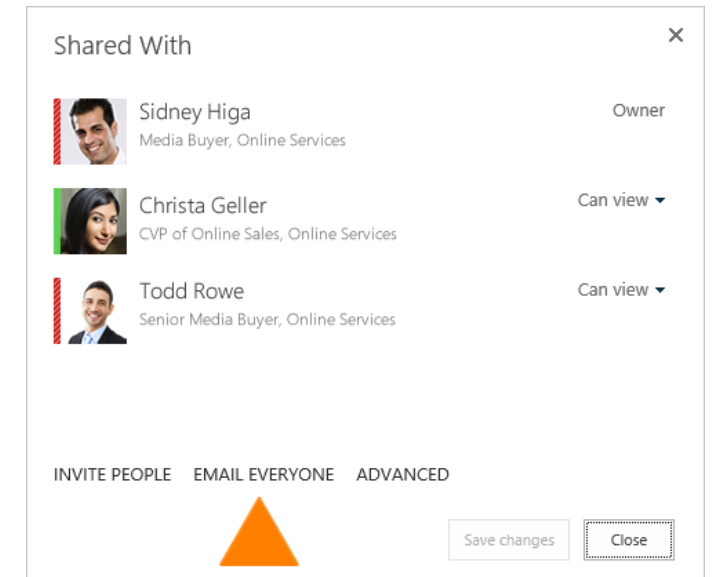
Stop sharing a document or folder

1. Select the document or folder you want to stop sharing, and then click **Files > Shared With**.
2. In the **Shared With** window, click the drop-down arrow next to the person you want to stop sharing with, and then click **Stop sharing**.

Send email to people you're sharing a document with

You can quickly address an email to everyone you're sharing a document with. You might do this if there are details about the document you want them to know about, or if you want to remind them that you've shared the document with them.

1. Select the document you're interested in, and then click **Files > Shared With**.
2. In the **Shared With** window, click **Email Everyone**.
3. If prompted, click **Allow** in the Security Warning dialog box to allow SharePoint to open your email program.
4. Compose and send the email from your email program.



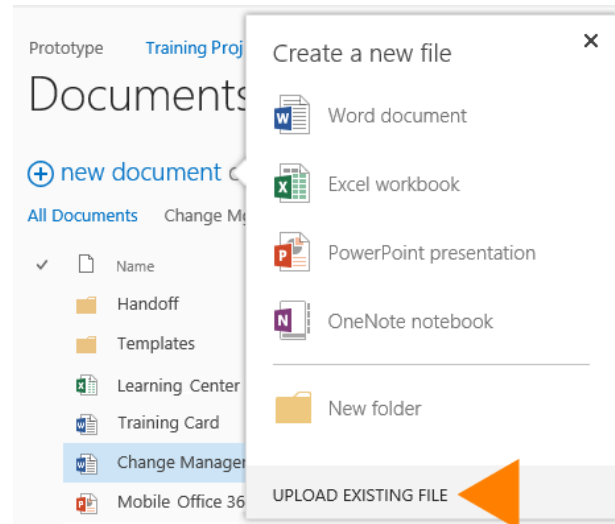
Store and share documents on a team site



Quick Start Guide

Upload a document to a team site

1. Go to the document library on your team site. You can usually do this by selecting the **Documents** link in the left navigation area.
2. Click **New document > Upload existing file**.
3. Browse to the document that you want to upload, select it and click **Open**.
4. Click **OK** on the **Add a document** dialog.



Upload multiple documents to a team site

1. Go to the document library that you want to add documents to.
2. Open File Explorer and adjust the window size so that you can see both your team site library and the Explorer dialog on the screen.
3. Browse for and select the documents you want to upload to the site, and drag them to the team site library. You can move files to library folders as well.

View and edit files on a team site

To view and edit documents in the browser

1. Go to the document library you want to work in.
2. Click the document name, and the file opens in the browser version of the Office application.

You can work as you normally would in your document, and when you save it, it is automatically saved to the documents library you are working in.

To view and edit documents in the application

In the document library you are working in, select the file you want to view or edit, and click **Edit document** on the **Files** tab of the ribbon.

The document opens in the appropriate application of the document type.

Create a new document on a team site

1. Go to the document library that you want to create a document in.
2. Click **New document**. Depending on your environment, you may have the option to create one of several supported Office documents.
3. Click the type of document you want to create, and type a name for the document in the dialog that appears.
4. Click **OK**. The new document opens in the browser version of the Office document type you selected.

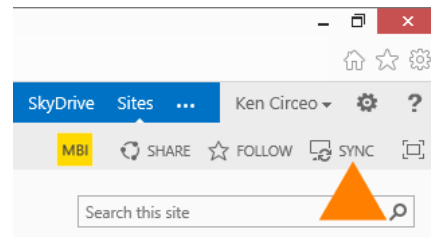
Share a folder or file in a team site library

1. In the document library you are working in, click the **ellipses** (...) next to the item you want to share and then click **Share** on the callout that appears.
2. Enter the email(s) for those you want to share the folder or document with and select whether you want to grant the person read or edit permissions.
3. Click **Share**. An email is sent to the person you are sharing with alerting them that they can access the document or folder on your team site.



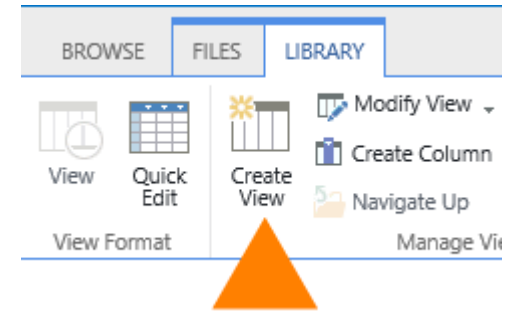
Sync a team site library to your computer

1. Go to the library and then click the **SYNC** button at the top of the page. This opens the Sync Library wizard, and automatically recognizes name and web address of the team site library.
2. Click **Sync Now** to start syncing the library.
3. Click **Show my files** in the dialog box to open your synced library folder in Windows Explorer. In Windows Explorer, the synced library folder is placed in the SharePoint Libraries folder. The synced library folder uses the name of the site library.



Create a view to see specific items in your team site library

1. Go to the library you want to work in. Click **Create View** on the **Library** tab of the ribbon.
2. Click the format, such as **Standard View**, or an existing view that you want to base your view on.
3. In the **View Name** box, type the name for your view. Select **Make this the default view** if you want to make this the default view for the library. Only a public view can be the default view for a library.



Settings > Create View ⓘ

Name

Type a name for this view of the document library. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.

View Name:

Feature View

Make this the default view
(Applies to public views only)

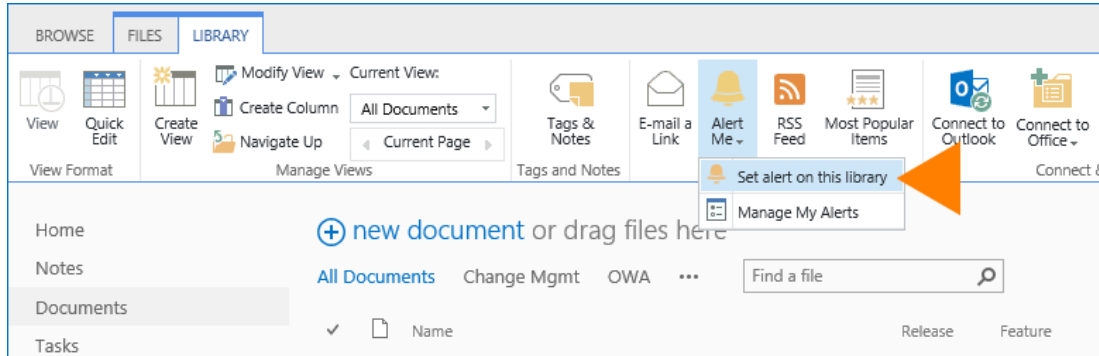
OK

Cancel

4. In the Audience section, under **View Audience**, select **Create a Personal view** or **Create a Public view**.
5. In the **Columns** section, select the columns that you want in the view and clear the columns that you don't want to view. Next to the column numbers, select the order that you want to columns to appear in the view.
6. Configure the other settings for your view, such as **Sort and Filter**, and click **OK**.

Get notified when a document changes

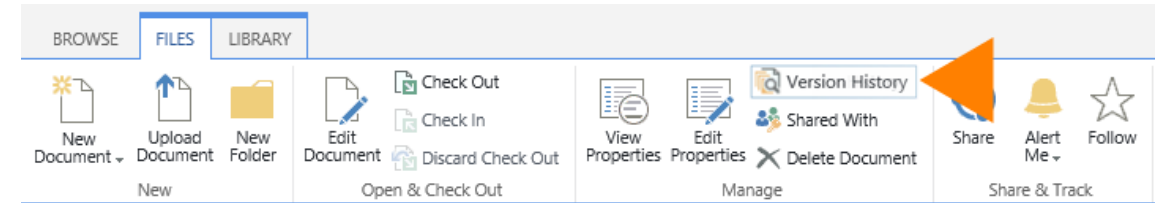
1. In the library where you want to create the alert, click the Library tab on the ribbon.
2. Click **Alert Me > Set alert on this library**.



3. On the New Alert page, in the **Alert Title** section, change the title for the alert if you want. The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
4. If the **Send Alerts To** section is available, enter the user names or email addresses of people you want alerts to be sent to.
5. In the **Delivery Method** section, select the method you want for your alerts.
6. If the **Change Type** section is available, choose the types of changes that you want to be notified about.
7. In the **Send Alerts for These Changes** section, specify whether you want to be alerted for all types of changes, or for specific changes, such as when someone changes an item that you created or recently changed.
8. In the **When to Send Alerts** section, choose how frequently you want to receive the alerts, such as immediately or in a daily or weekly summary, and at what day or time.
9. Click **OK**.

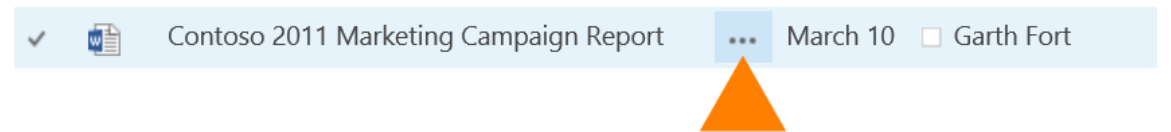
See a previous version of a document

1. Select the document in the library you want to see previous versions of.
2. If there are previous versions of the document and versioning is enabled on your system, click **Version History** on the **File** tab of the ribbon.



See the edit history of a document

Click the **ellipsis (...)** next to the document in a library. The callout window displays the name of the person who last changed the document and the date of the change.



Collaborate on documents



Work on documents simultaneously

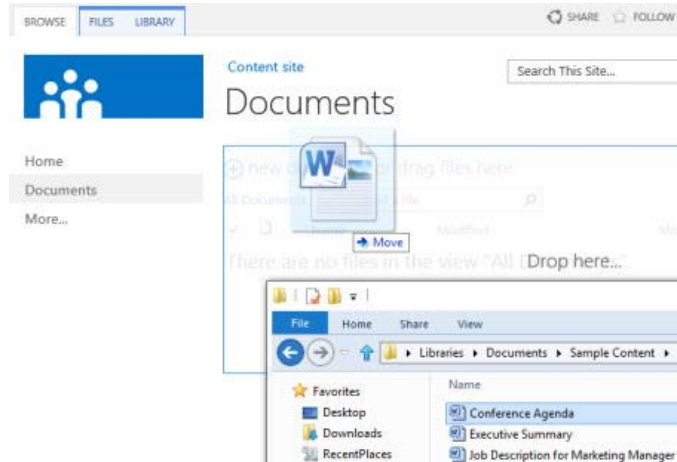
When Word, Excel, PowerPoint and OneNote documents are stored in your Office 365 libraries, you can work together on them using Office Web Apps, which open the documents in a web browser.

Your teammates can then open and work on documents at the same time, without having to wait for someone else to finish. For advanced features, you can open the same documents in the desktop programs.

Upload files or create files in a library

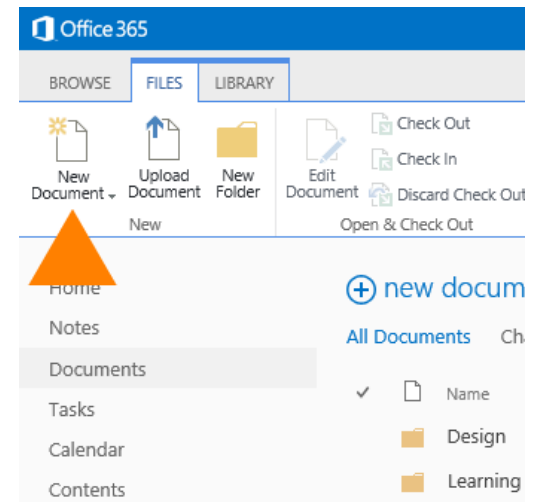
You can upload documents by dragging them from your computer to a library on your team site.

1. Open the library on your site.
2. Find and select the documents on your computer that you want to upload.
3. Then drag them to the space in your library where it says, **drag files here**.



Create a new file in a library

1. Go to your site library, then click **new document**.
2. Select the type of file you want to create, name it and fill in other information if necessary.
3. The file opens in the appropriate program. Add the information that you want to your file.
4. When you save the file, it's added to the library and appears in the list of files.
5. Click a document's name to open it in Office Web Apps.



Share a document with specific people

You can share documents and folders with people in your organization, and give them permissions to view or edit.

1. Click the ellipses (...) next to the document, then click **Share**.
2. In the **Share** window, enter the name of each person, then click it to add it to the invitation list.
3. Select the permission you want to grant invitees from the drop-down menu.
4. Write a message if you want and then click **Share**.

Share documents



Share a document with “Everyone”

Sometimes you may want to share a document with everyone in your organization, which helps people to discover it easily by searching.

1. Click the ellipses (...) next to the document, then click **Share**.
2. Type **Everyone** in the **Invite People** box.
3. If you see more than one match, select the one you want. For example, **Everyone Except external users**.
4. If you're sending an email with the invitation, enter text in the text box and click **Share**.

Tip When sharing a document with everyone in a large company, it's a common practice to skip sending an email with the invitation.

Share 'QA Monitoring Form' ×

⚠ This site may be shared with external users.

🔒 Only shared with you (includes external users)

Invite people

Everyone Can edit ▾

Everyone except external users ional).

HIDE OPTIONS

Send an email invitation

Share **Cancel**

Share documents with people outside your company

You may need to share documents with vendors, clients, or customers. In that case you can require them to sign in to your site to view the document, or send them a guest link, which they can use to either view or edit the document without signing in.

1. Go to the document you want to share, then click the ellipses (...), then **Share**.
2. Type the e-mail addresses of the external users.
3. In the drop-down list, select the permission level you would like to grant.
4. Type a message providing invitation recipients with any necessary instructions for their task.
5. Select the **Require sign-in** if you want, then click **Share**.

Stop sharing a document or folder

You can stop sharing a document or folder with all or selected people.

1. Select the document or folder you want to stop sharing, and then click **Files** > **Shared With**.
2. In the **Shared With** window, click the drop-down arrow next to the person you want to stop sharing with, and then click **Stop sharing**.

Can edit ▾

Can edit

Can view

Stop sharing

Save changes **Close**

Collaborate in Word



Coauthor documents

When your Word document is saved on SkyDrive Pro or SharePoint library, people can work on it in Word Web App, if they have permission.

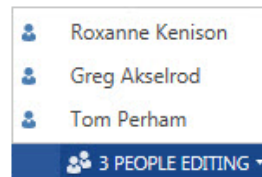
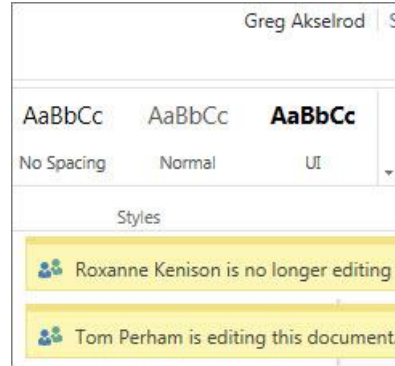
1. Click a document in the library to open it in Web App.
2. Click **Edit Document** > **Edit in Word Web App**.
3. When someone else opens the document, Word alerts you. Click the notification to see who's working with you.

Your edits become available to the other people who are working on it, when you save.

You can also see who is currently working in the document by clicking the status bar at the bottom of the Web App window.

Word Web App displays a dotted blue bracket to show you the paragraph you're working on, and other authors will see that you are working on this paragraph.

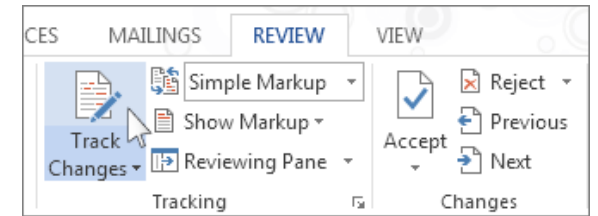
When you save the document Word Web App notifies the others writers. Content that other authors changed, is displayed with a colored background.



Track changes

Turn on **Track Changes**, to see who's changing what in your document. Changes to the document are marked by a line near the margin.

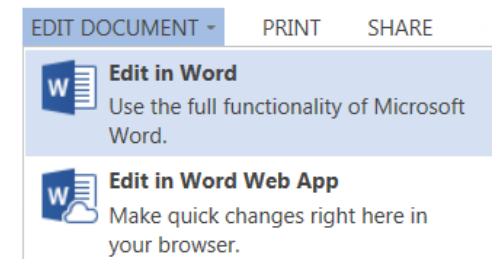
- Click **Review** > **Track Changes**.
- To see the changes and comments, click the line or the balloon, that shows someone's made a comment.
- If you'd rather see all the comments, but not all the changes, click **Show Comments**.
- On the toolbar, click **Review** > **Next** > to **Accept** or **Reject** a change.
- To turn off **Track Changes**, click the **Track Changes** button again.



Work in Word desktop application

If you want to make changes that require features of the Word desktop application, such as table of contents or a bibliography, click **Edit document** > **Edit in Word**.

For more information, see [Differences between using a document in the browser and in Word](#).



Collaborate in OneNote



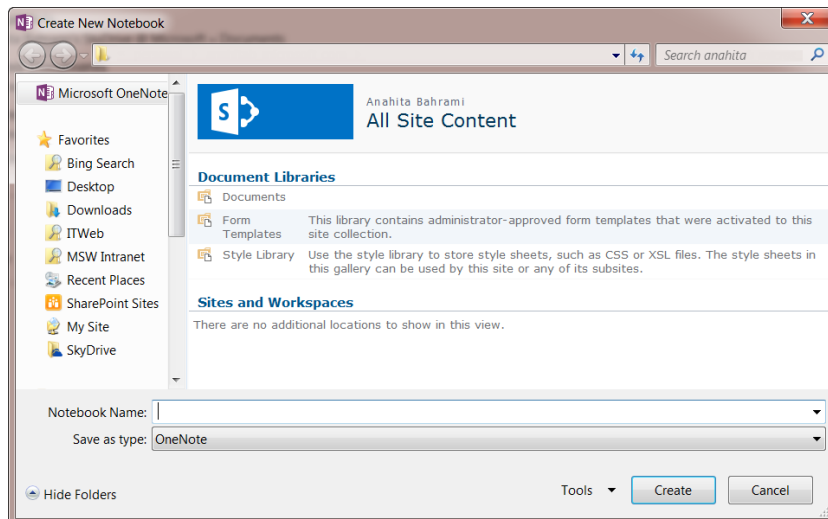
Share a notebook on a SharePoint site

You can store your OneNote notebooks in a library for your whole team. Whenever you or someone you work with changes the content in a notebook, OneNote automatically saves and syncs the notes on SharePoint. Note that people need read/write permission on the library.

1. In OneNote, click **File > New > SharePoint**.
2. On the right side, under **SharePoint**, click **Browse**.
3. Go to the document library on our SharePoint site where you want to store your team notebook.
4. Type a name into the **Notebook Name** box and then click Create.

After you create the notebook, you can email teammates and colleagues a link to the notebook.

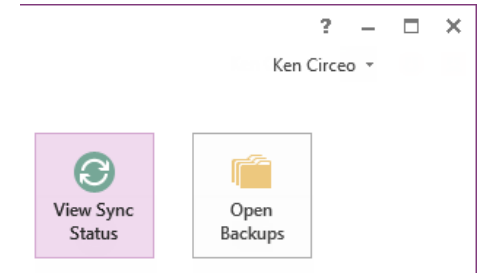
Anyone with write permissions on the SharePoint site will be able to view and edit.



Sync shared notebooks

OneNote automatically synchronizes shared notebooks at regular intervals. But sometimes, you may want to sync a shared notebook manually.

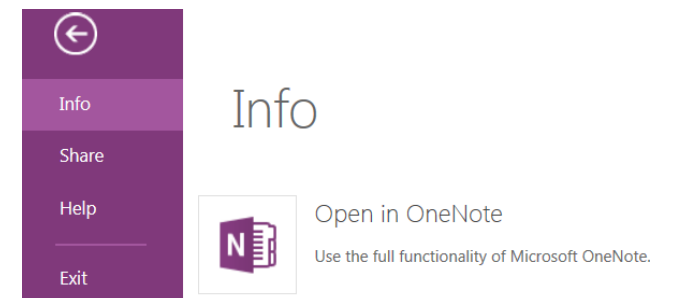
1. In OneNote, click **File > Info > View Sync Status**.
2. In the **Shared Notebook Synchronization** dialog box, do either of the following:
 - Click **Sync All** to sync all of your shared notebooks.
 - Click **Sync Now** next to the specific notebook that you want to sync.



Work in OneNote desktop application

OneNote Web App lets you take notes and organize note pages in a web browser. For more advanced editing features, got to **File > Info > Open in OneNote**.

When you save the notebook in OneNote, it is saved on the website where you opened it in the web app. For more information, see [Differences between using a notebook in the browser and in OneNote](#).



Collaborate in Excel



Work with others in Excel Web App

If you make your workbook available for others to edit, they can work on it at the same time as you. This works well for workbooks where you are collecting information from a group of people, such as a list of information or a group project.

While you are editing the workbook, Excel Web App shows you whether others are also working on the workbook.

Share a workbook

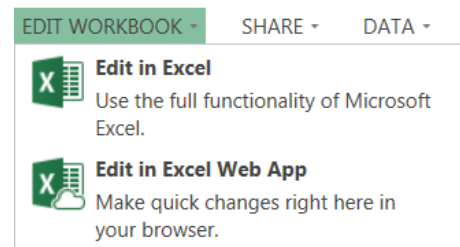
Because your workbook is online, you can share it by sending a link instead of an email attachment. People can read it in their web browser or mobile device. They can view all the worksheets, sort and filter data, and drill into the details of PivotTables.

1. Click **File > Share > Share with People**.
2. Add the email addresses of the people who will be working on the workbook.

Edit an Excel workbook in the browser

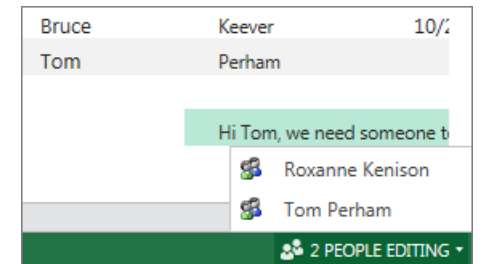
Click **Edit Workbook > Edit in Excel Web App** to edit the workbook in your browser. Enter data, set up a formula, add charts, and apply basic formatting.

Excel Web App saves your work automatically. For more advanced editing click **Edit in Excel**. For more information, see [Differences between using a workbook in the browser and in Excel](#)



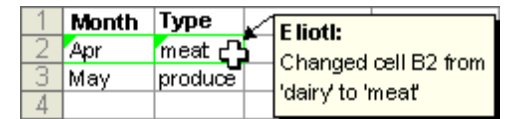
Work together on the same spreadsheet

Excel Web App shows you who is working in the file, and you can see updates right away, if they are working in Excel Web App (not in the Excel desktop application).



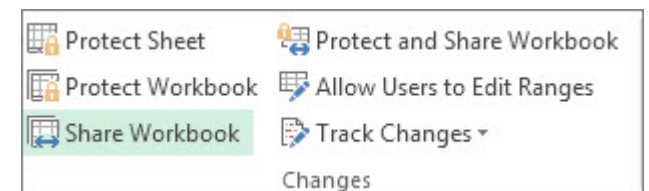
Track changes

By using change tracking, you can track, maintain, and display information about the changes that are made to a shared workbook.



1. On the **Review** tab, in the **Changes** group, click **Share Workbook**.
2. In the **Share Workbook** dialog box, on the **Editing** tab, select the **Allow changes by more than one user at the same time** check box.
3. Click the **Advanced** tab.
4. Under **Track changes**, click **Keep change history** for and type the number of days of change history that you want to keep.

For more information, see [Track changes in a shared workbook](#).



Collaborate on a team site



Quick Start Guide

Get the latest news

Post announcements to keep everyone up to date.

Post to a blog

Share new information with your team right away.

See what the team is doing

Find out what's being worked on now.

Find out what people want

Find out what team members think with a team survey.

Switch

Go to your email, calendar, contacts, or documents in one click. Just click once to join a discussion on Yammer or see all the sites that you're following.

Search

Find documents, meetings, and events quickly through search.

Create a team calendar

Keep team events and meetings on a team calendar, and view that calendar from Outlook.

Co-author documents

Share a document with a team member, and then work on the same document at the same time.

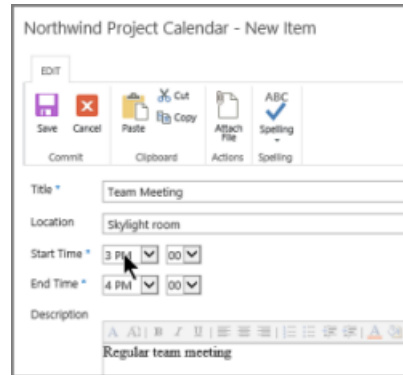
The screenshot shows the Office 365 interface for the 'Northwind Team Site'. The top navigation bar includes Outlook, Calendar, People, Yammer, SkyDrive, and Sites. The main content area is divided into several sections: 'Northwind Project News' with a 'new announcement or edit this list' link and a table of news items; 'Northwind Project Calendar' showing a calendar for July 2013; and 'Documents' with a 'new document or drag files here' link and a message 'There are no documents in this view.' The left sidebar contains navigation links for Home, Notebook, Documents, Project Calendar, Team Mailbox, Northwind Blow-by blog, Recent, Northwind Project News, Summer Event Survey, and Site Contents. Blue callout boxes with lines pointing to specific elements provide instructions for various actions like posting news, switching views, searching, and creating documents.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Add an event to a team calendar

You can add an event to a team calendar to help track team milestones and events.

1. From the Team Site home, go to the calendar.
2. Click the date that you want in the calendar, then click **Add**.
3. Type in the name of the event, and then enter times, description, and any other important information.
4. When you finish, click **Save**.



Co-author a document in Word

You can collaborate on a team document with another team member by working directly in Word.

1. In the team Documents library, open the document that you want to work on with another team member. It's important to just open the document—do not check it out. If you check out a document, you have exclusive use of it.
 2. Make the changes that you want to, and then save your changes. The other person does the same thing.
 3. To see the changes that the other person made and saved, refresh the page.
- You can also co-author presentations in PowerPoint and workbooks in Excel Web App. Note that only one person at a time can edit a workbook in Excel 2013.

Note The specific apps that you can use on your Team Site depend on how your team designed the site.

Make a news announcement

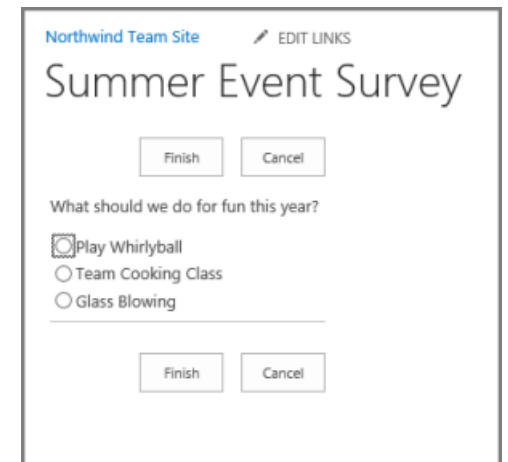
1. On the Team Site, click **Announcements**.
2. In the dialog box, type a title, and then enter the announcement information in the **Body** box.
3. Click **Save**.



Respond to a survey

You can create a survey to learn what people think. Your team members can respond quickly and easily.

1. From the Team Site home, click the name of the survey.
2. On the survey page, click **Respond to this survey**.
3. Make your selections and click **Finish**.



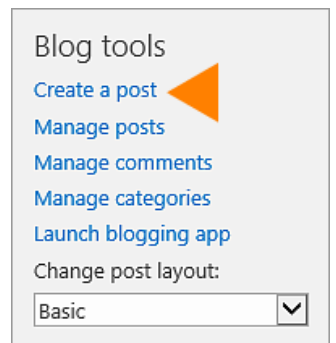
Post an entry on a team blog

You can make a comment to a blog post that someone else posted, or create a new blog entry.

To make a new blog entry, go to the blog page.

1. In the **Blog tools** box, click **Create a post**.
2. Give your post a title, and then type the contents.
3. When you finish, click **Publish**.

You can add also an image, an audio file, or a video.



Set up Office 365 on your Windows Phone



Quick Start Guide

Check email

Set up your Windows Phone to send and receive mail from your Office 365 account.

Check your calendar wherever you are

Always know where you have to be by syncing your Office 365 calendar items to your Windows Phone.

Sync your contacts

Keep your O365 contacts on your phone to make it easier to share documents, send email, or schedule meetings with colleagues.

Access all your OneNote notebooks

Easily access any OneNote notebooks stored on a SharePoint team site or your SkyDrive Pro site.

View and edit your documents on the go

Use the pre-installed Office Mobile app to view and edit documents right from your Windows Phone.

Collaborate with your team

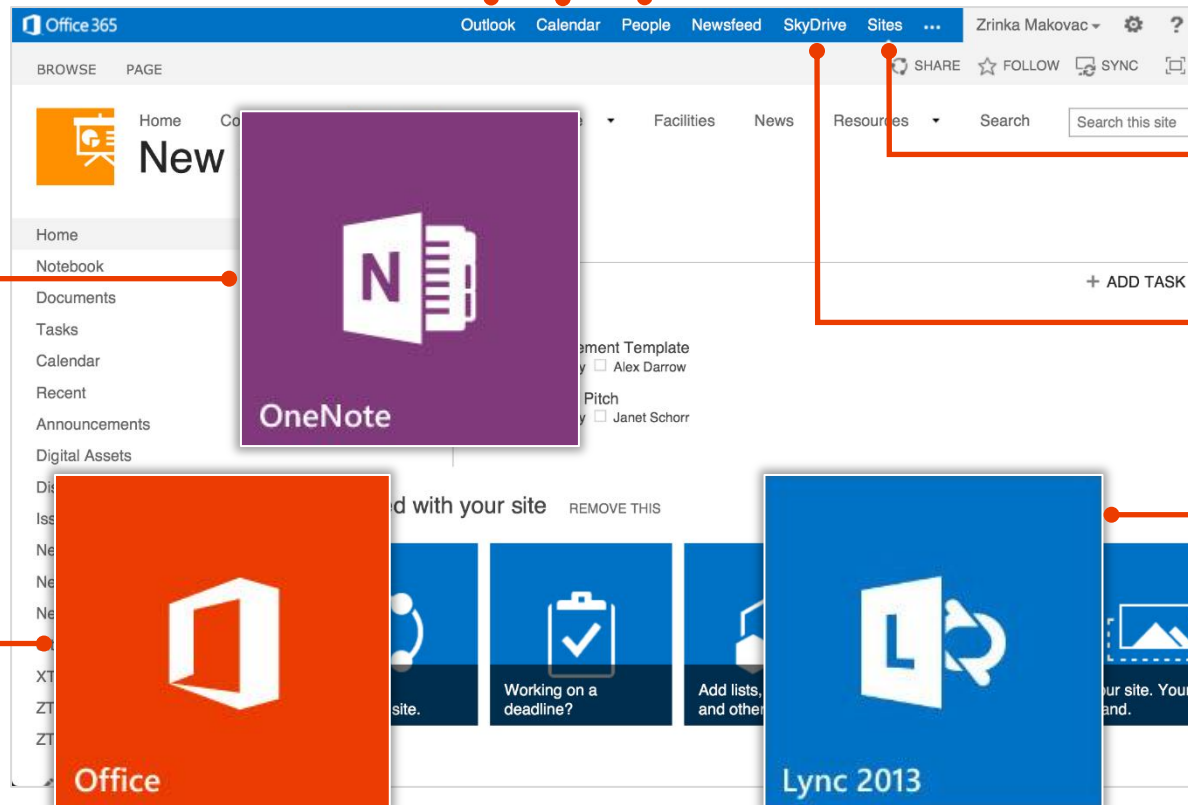
Access your team sites and share or edit files stored there.

Work on your documents

Access your SkyDrive Pro site and share or edit any documents stored there.

Join a meeting face-to-face

Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues and stay connected even when you're not in the office.



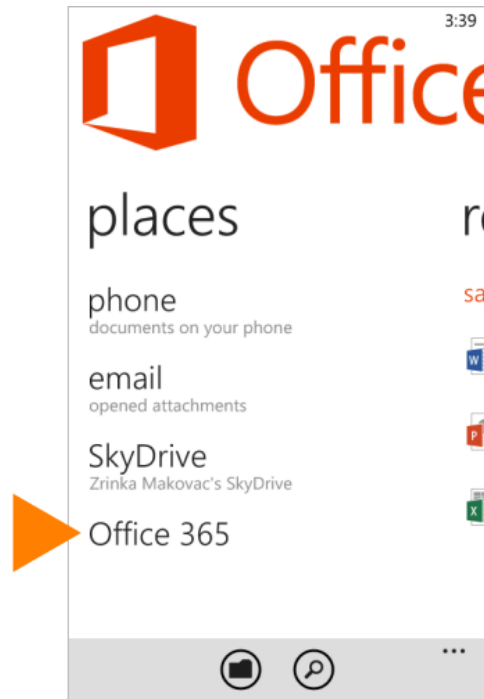
Set up the Office Mobile app

Windows Phone is pre-installed with the Office Mobile app. Office Mobile is where you create new Office Word, Excel, and PowerPoint documents and where you can view and edit documents stored on SkyDrive Pro or SharePoint sites.

How you choose to set up the Office Mobile app depends on whether you've already added your Office 365 email account to your phone. Follow the procedure that best matches what you need to do.

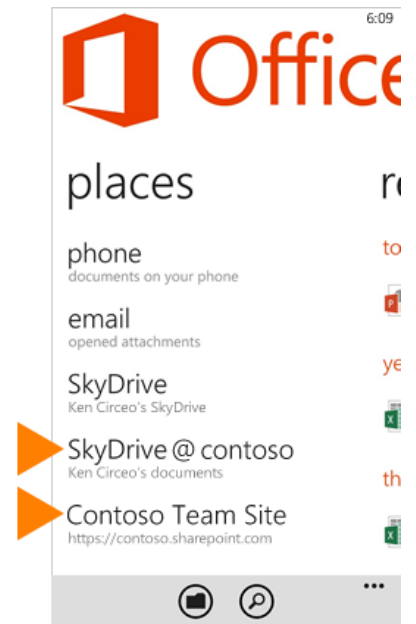
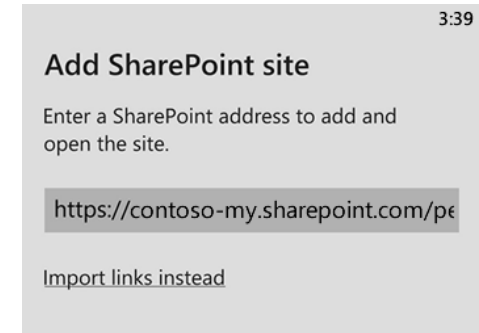
I need to set up my Office 365 email account and the Office Mobile app for the first time

1. In the App list, tap **Office**.
2. On **Places**, tap **Office 365 > Set up**.
3. On **Add an Account**, tap **Outlook**. Type your full Office 365 email address, for example tony@contoso.com and tap **sign in**. Your account takes a few minutes to set up.
4. Your mail, calendar, contacts, and SkyDrive Pro account are set up by default on your phone. Tap **done**.
5. On the Office 365 page, sign in with your Office 365 username and password. Check **Keep me signed** if you don't want to sign in each time you open an Office 365 document. Tap **Sign in**. Your SkyDrive Pro and team site are now added to **Places**.




I've already added my Office 365 email account, but I want to add my SkyDrive Pro site and other team sites to the Office Mobile app

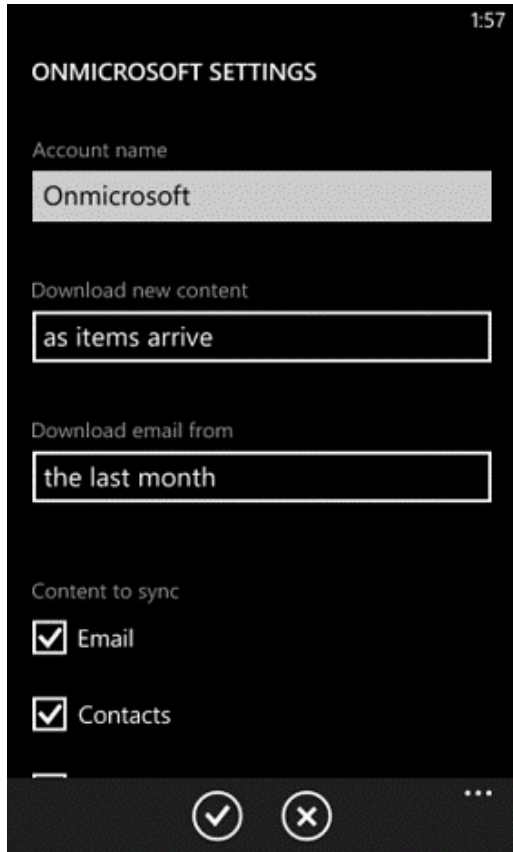
1. In the App list, tap **Office**.
2. On **Places**, tap **new**.
3. On the Add a SharePoint site screen, type the URL for your SkyDrive Pro site. For example, `https://contoso-my.sharepoint.com/personal/<YourUserName>_contoso_onmicrosoft_com` is how the URL for a personal site like SkyDrive Pro may look.
4. You may be prompted to sign in with your Office 365 username and password. Check **Keep me signed** if you don't want to sign in each time you open an Office 365 document. Tap **Sign in**. Your SkyDrive Pro and team site are now added to places.
5. Repeat step 2 to add a SharePoint team site. For a team site, your URL may look something like `https://contoso.sharepoint.com/sites/contoso`. (Replace contoso in the URL with your organization's domain name.)
Note If you're unsure what the URL is for your SkyDrive Pro site or team site, navigate to it from your computer's browser and note the URL in the address window, or email it to yourself so you can copy and paste it.



Manage your email, calendar, and contacts


If you followed the procedures for setting up Office Mobile on the previous page, your Office 365 email, calendar, and contacts information are automatically synced. You can make changes to your Office 365 account from the **Settings** menu.

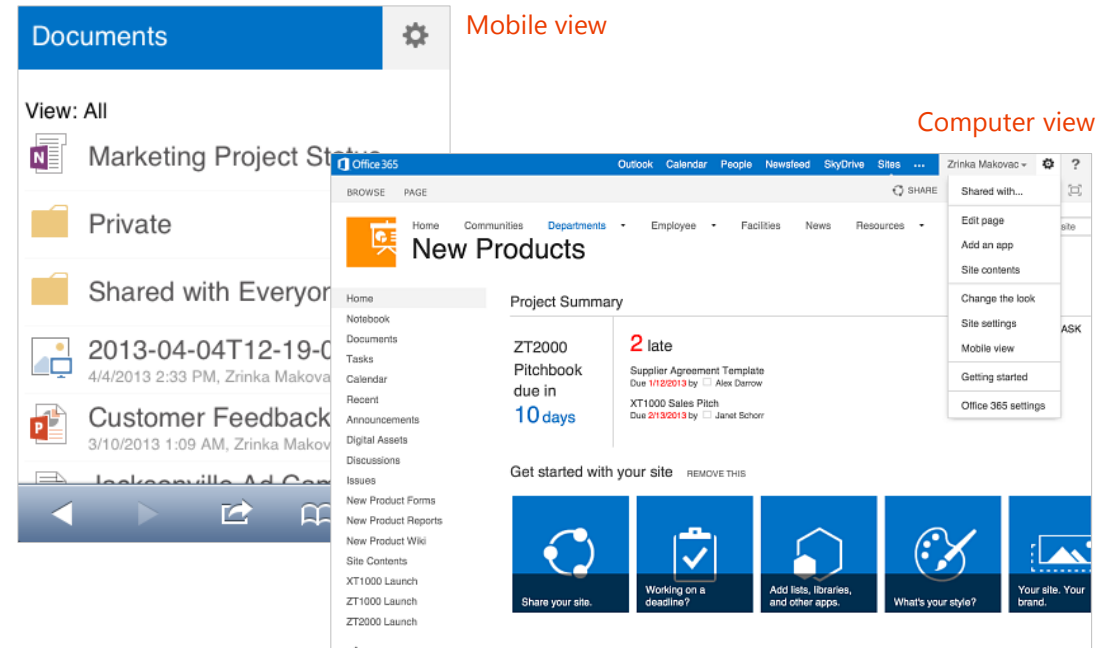
1. In the App list, tap **Settings > email+accounts**.
2. Tap your Office 365 account.
3. From the account's settings, you can:
 - Rename the account
 - Set when you want new content to download
 - Set how far back you want to download emails
 - Uncheck any items such as email, contacts, calendar, and tasks that you don't want to sync
4. When you're finished making your changes, tap **Done** 



Access SharePoint sites and SkyDrive Pro from Internet Explorer

You can also access SharePoint Online sites and SkyDrive Pro files using the Internet Explorer browser on your Windows Phone.

1. Open Internet Explorer, and type the URL for your site in the address bar of the browser. For example, **https://contoso-my.sharepoint.com/personal/<YourUserName>_contoso_onmicrosoft_com** is how the URL for a personal site like SkyDrive Pro may look. For a team site, your URL may look something like **https://contoso.sharepoint.com/sites/contoso**. (Replace "contoso" in the URL with your organization's domain name.)
2. When the Microsoft Office 365 login screen appears, type your user name and password, and then tap **Sign In**. You can navigate between the mobile view and PC View by tapping **Settings** .

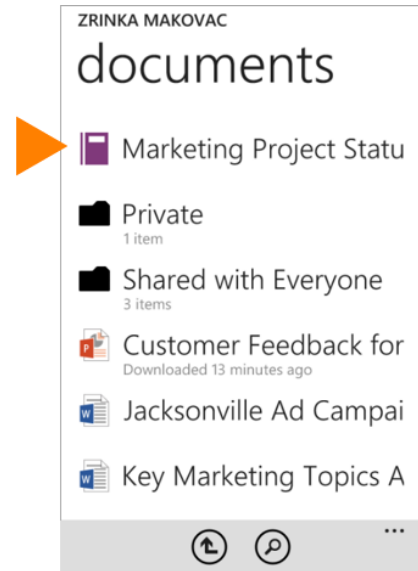
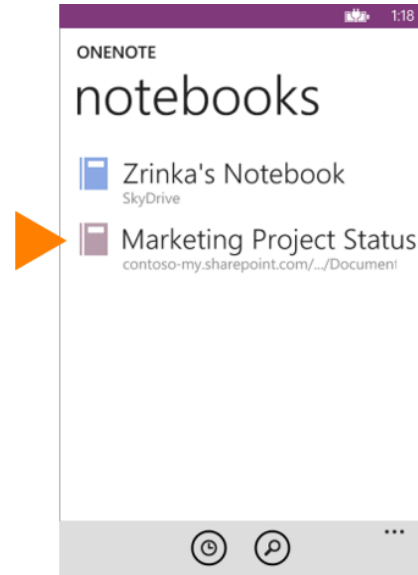


Set up the OneNote app

Like Office Mobile, other Windows Phone apps can make it easier to collaborate and working on the go. The OneNote app gives you instant access to notebooks in your SkyDrive Pro library and team sites.

OneNote is pre-installed on Windows Phone. To get started, all you need is a Microsoft account.

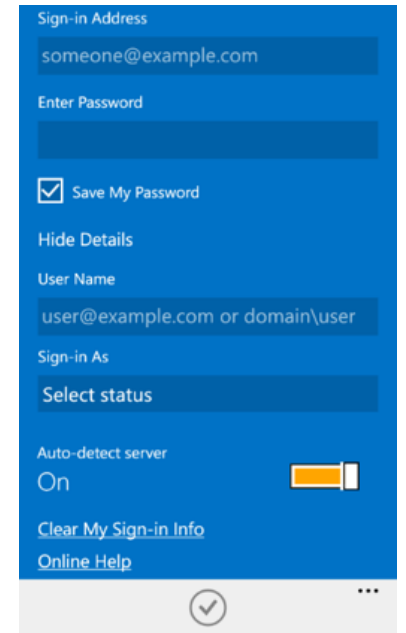
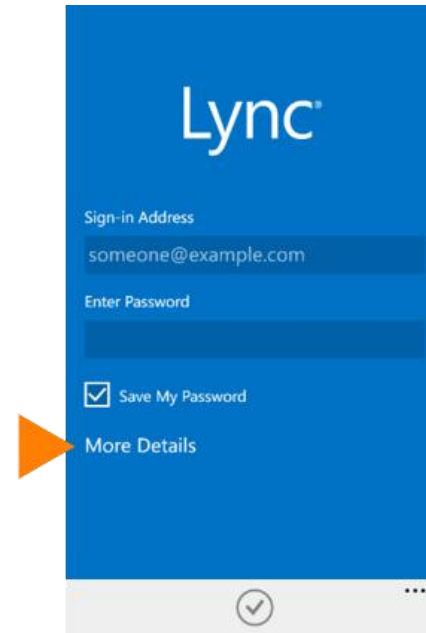
1. In the App list, tap **OneNote**. It automatically syncs with the OneNote notebook on your personal SkyDrive. (Your personal SkyDrive is included with a Microsoft account, such as Outlook.com or Hotmail.com.)
2. To access a OneNote notebook on Office 365, in the App list, tap **Office**.
3. Tap the OneNote notebook you want to view from the Office Hub. The notebook opens in OneNote.
4. In the OneNote app, tap **Notebooks** at the top of the screen. The Notebook you launched from the Office Hub is now added to the list of notebooks in the app. You can now access it directly from the OneNote app any time.



Install the Lync app

With the Lync 2013 for Windows Phone app you can choose from several ways to communicate with others, including IM, audio calls, and video calls, using either Wi-Fi only or your cellular data connection when you're not connected to Wi-Fi.

1. In the App list, tap **Store**, and search for **Lync 2013**.
2. Tap **Install**. As soon as the app is installed, it appears on your phone.
3. To sign in, use your sign-in address (name@domain.com) and password. In some instances a user name should be provided in the **More Details** area. If you haven't used Lync on your desktop computer and this is the first time you're using Lync, you need to have a Lync account created and a sign-in address. If you don't know this information, contact your workplace technical support. You cannot create a new Lync account from the Lync 2013 for Windows Phone app.



Set up Office 365 on your Android phone



Quick Start Guide

Check email

Set up your Android phone to send and receive mail from your Office 365 account.

Check your calendar wherever you are

Always know where you have to be by syncing your Office 365 calendar items on your Android phone.

Sync your contacts

Keep your O365 contacts on your phone to make it easier to share documents, send email, or schedule meetings with colleagues.

Access your team's OneNote notebook

Easily access any OneNote notebooks stored on a SharePoint team site or your SkyDrive Pro site by using the OneNote app for Android.

View and edit your documents on the go

Use the Office Mobile for Office 365 Subscribers app to view and edit documents directly from your Android phone.

Collaborate with your team

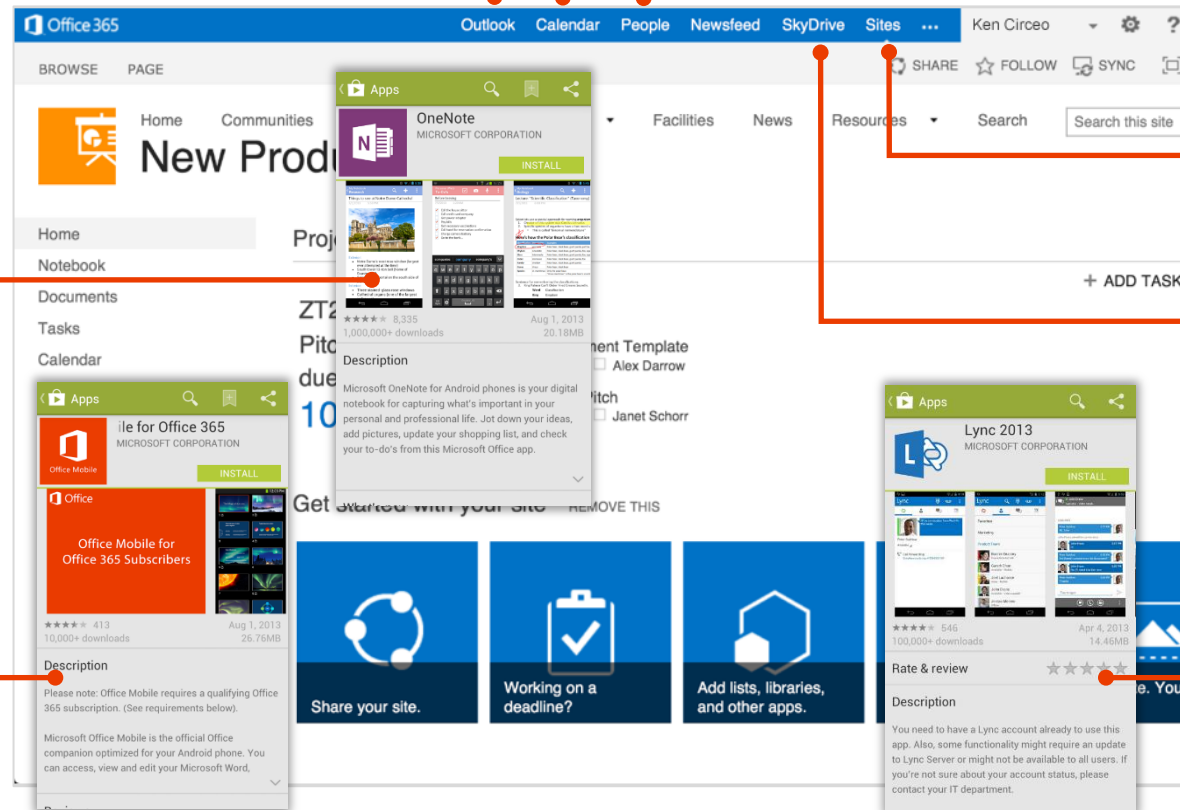
Access your team sites, and share or edit files stored there.

Work on your documents

Access your SkyDrive Pro site, and share or edit any documents stored there.

Join a meeting face-to-face

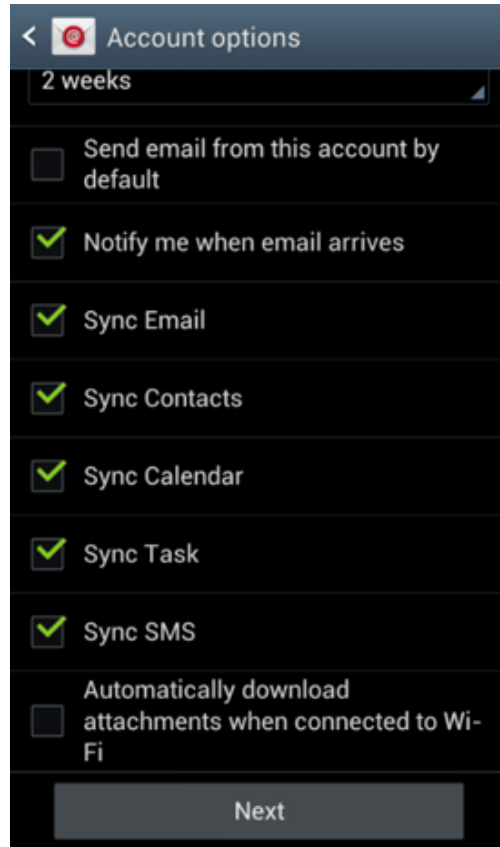
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues, and stay connected even when you're not in the office.



Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an Android phone. When you set up an Exchange account on your phone, you'll be able to access and synchronize your email, calendar, and contacts.

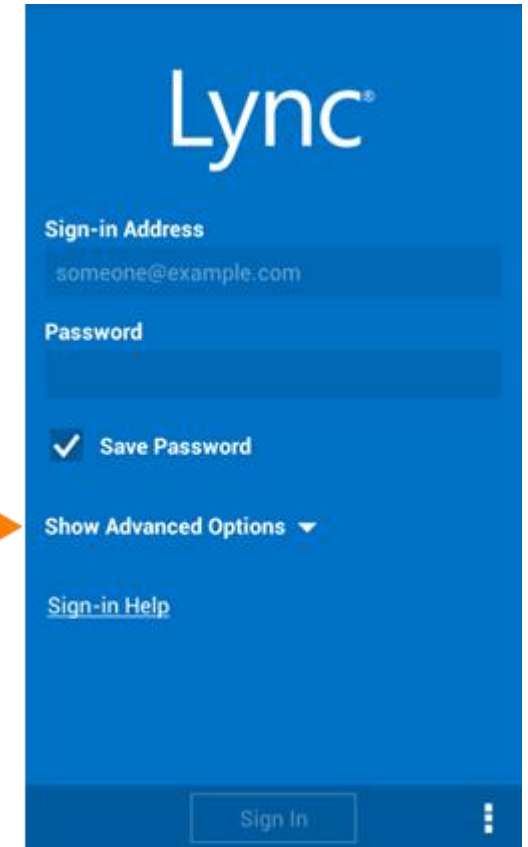
1. From your phone, select **Apps > Settings > Accounts and sync > Add account > Email**.
2. Type your Office 365 email, for example tony@contoso.com, and your password, and select **Next**.
3. Select **Microsoft Exchange ActiveSync**.
4. If you get a remote security administration warning, select **OK**.
5. On the next screen, in the **domain\username** field, type your domain and full email address. For example if your email address is tony@contoso.com, type contoso.com\tony@contoso.com. Your user name is your full email address.
6. As soon as your phone verifies the server settings, the **Account options** screen displays. Select from the available options, and then select **Next**. Sync email, calendar, and contacts are selected by default.
7. Type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.



Install the Lync 2013 app

With the Lync 2013 for Android app you can choose from several ways to communicate with others, including IM, audio calls, and video calls, using either Wi-Fi only or your cellular data connection when you're not connected to Wi-Fi.

1. From your phone, go to the Play Store and search for **Lync 2013**.
2. Select **Install > Accept & download**.
3. Open the app, and sign-in using your address (name@domain.com) and password. In some instances a user name should be provided in the **Show Advanced Options**. If you haven't used Lync on your desktop computer and this is the first time you're using Lync, you need to have a Lync account created and a sign-in address. If you don't know this information, contact your workplace technical support. You cannot create a new Lync account from the app.



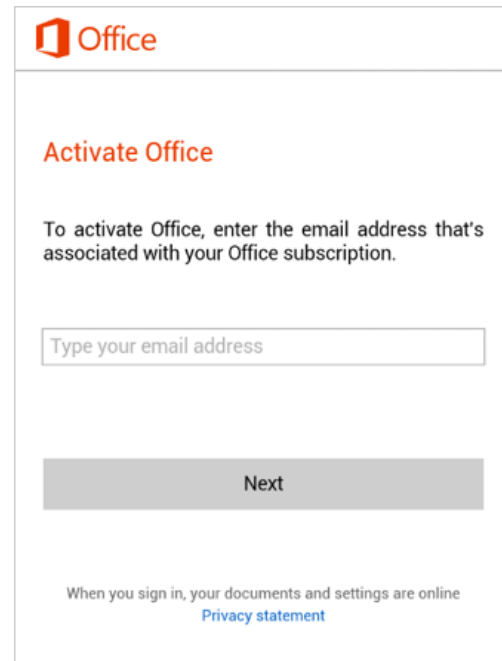
Install the Office Mobile app

Install the Office Mobile for Office 365 Android app (available from the Play Store) to your Android phone, so you can edit documents. The Office Mobile app lets you create and edit Office Word, Excel, and PowerPoint documents.

Before you install Office Mobile, [check the system requirements](#) to make sure your phone can run it.

1. From your phone, go to the Play Store and search for **Office Mobile for Office 365**.
2. Select **Install**. On the App permissions screen, select **Accept**.
3. After installing the app, open it on your device. On the **Use Terms** screen, select **Accept**.
4. Select the arrow until you get to the **Activate** screen, select **Activate**, and sign in with your Office 365 user name and password.

Once installed, you can create new or view existing documents on your SkyDrive Pro or SharePoint team sites.



Office

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

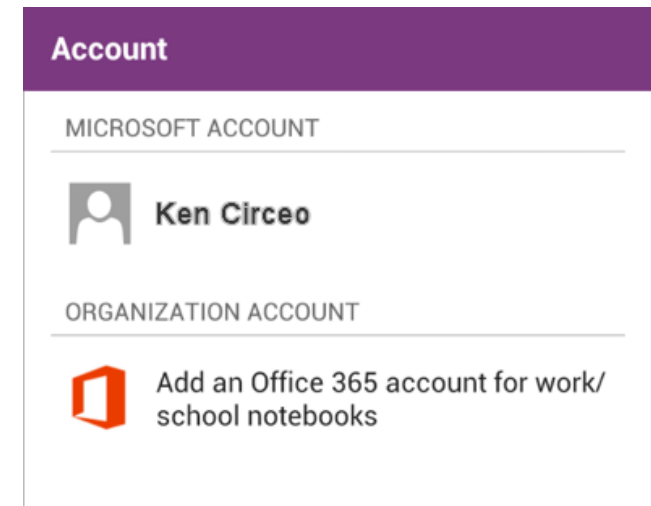
Next

When you sign in, your documents and settings are online
[Privacy statement](#)

Install and set up the OneNote app


Microsoft OneNote for your Android phone gives you instant access to your notebooks on SkyDrive and SharePoint. To get started, all you need is a Microsoft account.

1. If you're installing OneNote for the first time, from your Android, go to the Play Store, and search for **OneNote**.
2. Select the **Install** button in the app, and on the **App permissions** screen, select **Accept**.
3. On the **Use Terms** screen, select **Accept**, and select the arrow keys until you get to the Sign in screen. Then, select **Sign in**.
4. To sign in, use your Microsoft account, such as a Hotmail or Outlook.com.
5. Next, add your work-related Office 365 account. Open the **OneNote app** on your Android phone.
6. If you have a notebook open, select **Notebooks**.
7. Select **Settings**.
8. Select **Accounts > Add a Service > Office 365 SharePoint**.
9. Enter your Office 365 email address and password, and select **Sign In** to add the account.
10. Close **OneNote Settings**.
11. Select **Open notebooks**. A list of any recently opened Office 365 notebooks now appears under **Other Notebooks**.




Account

MICROSOFT ACCOUNT


 **Ken Circeo**

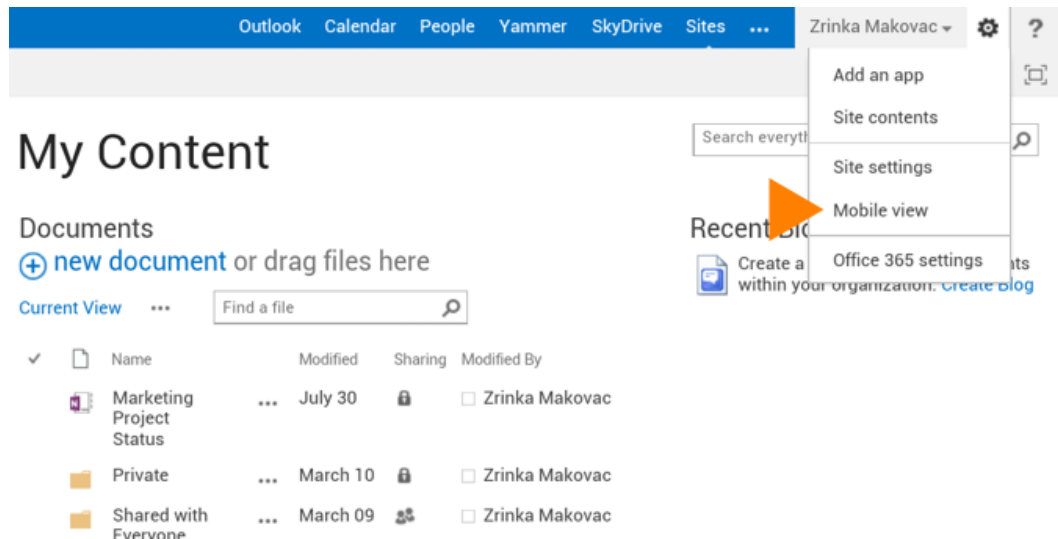
ORGANIZATION ACCOUNT

 Add an Office 365 account for work/school notebooks

Access your SkyDrive Pro site or SharePoint Online team sites from your phone's browser


You can also access your SkyDrive Pro site or SharePoint Online team site using the browser on your device.

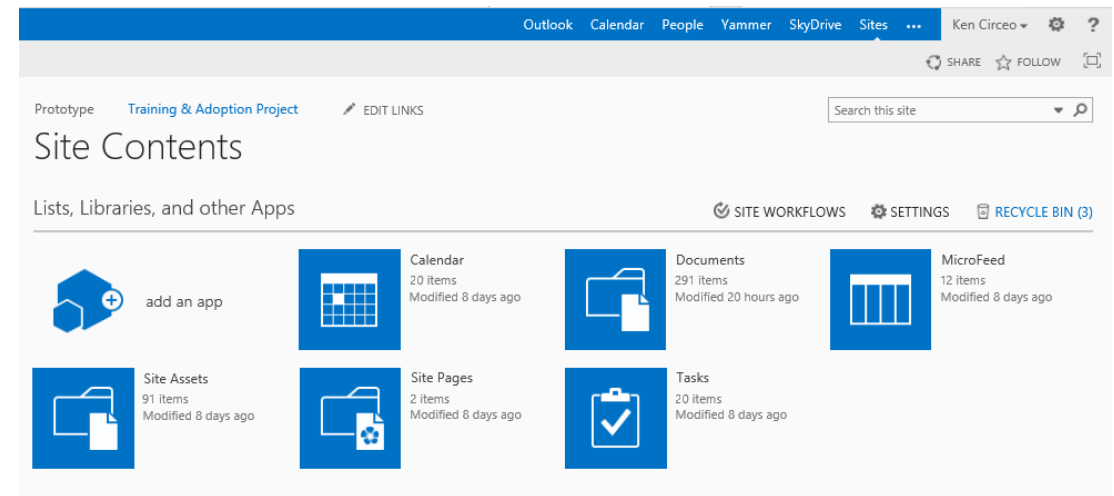
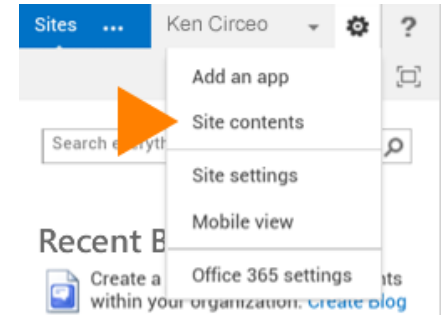
1. Open the browser, and type the URL for your site in the address bar of the browser. For example, **https://contoso-my.sharepoint.com/personal/<YourUserName>_contoso_onmicrosoft_com** is how the URL for a personal site like SkyDrive Pro may look. For a team site, your URL may look something like **https://contoso.sharepoint.com/sites/contoso**. (Replace contoso in the URL with your organization's domain name.)
2. When the Microsoft Office 365 login screen appears, type your user name and password, and then select **Sign In**. The site may open in a mobile view. To switch to the PC view, in the far-right corner, select **Settings**  > **Switch to PC View**. To switch back to the mobile view, select **Settings** > **Mobile view**.



3. You can easily navigate between your SkyDrive Pro site or any team site you're following by selecting **SkyDrive** or **Sites** from the navigation header in the PC view.



4. If you're in the mobile view select **Settings**  > **Site contents** to see a list of the site's content such as documents, calendars, and tasks.



Set up Office 365 on your iPhone or iPad



Quick Start Guide

Check email

Set up your iPhone or iPad to send and receive email from your Office 365 account.

Check your calendar wherever you are

Always know where you have to be by syncing your Office 365 calendar items to your iPhone or iPad.

Sync your contacts

Keep your O365 contacts on your iPhone or iPad to make it easier to share documents, send email, or schedule meetings with colleagues.

Access your team's OneNote notebook

Easily access any OneNote notebooks stored on a SharePoint team site or your SkyDrive Pro site using the OneNote app for iPhone or iPad.

View and edit your documents on the go

Use the Office Mobile for Office 365 Subscribers app to view and edit documents directly from your iPhone.

Collaborate with your team

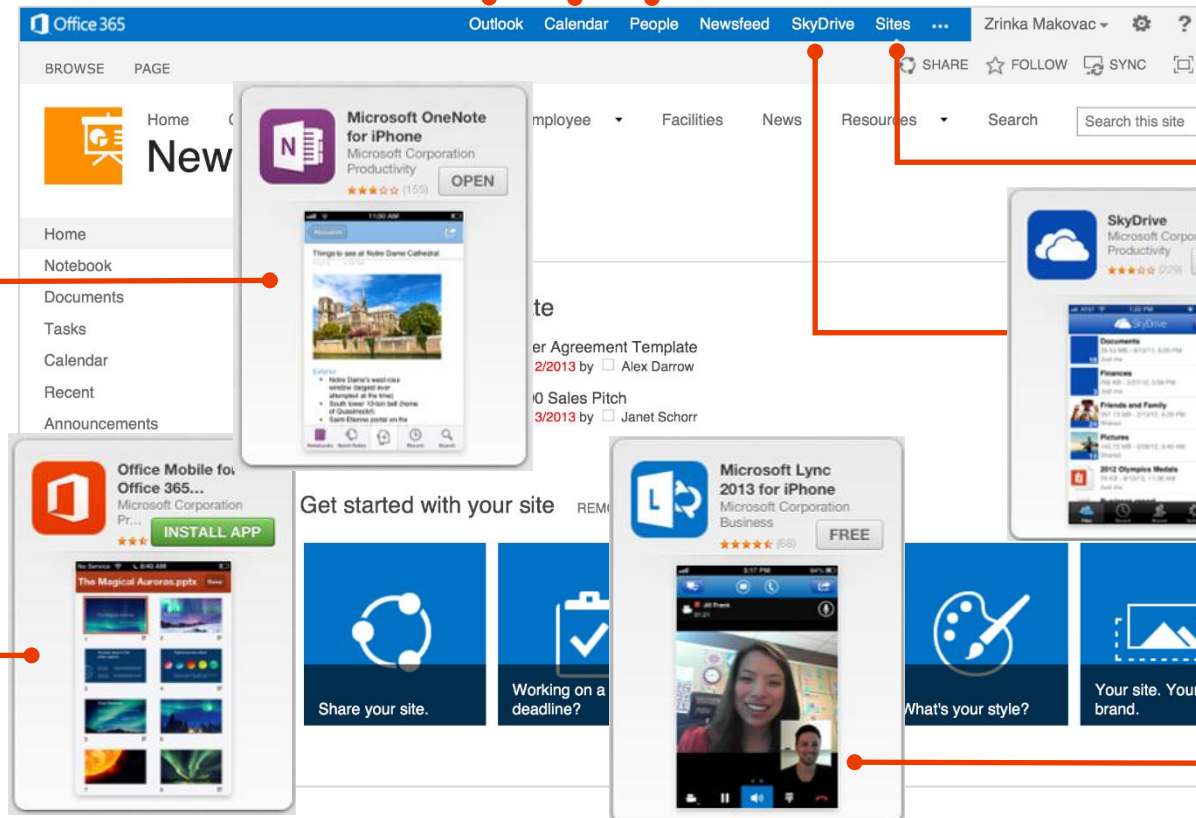
Access your team sites, and share or edit files stored there.

Work on your documents

Use the SkyDrive Pro app to work on or share any documents on your SkyDrive Pro site.

Join a meeting face-to-face

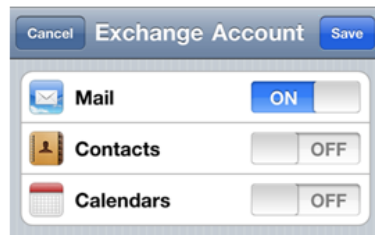
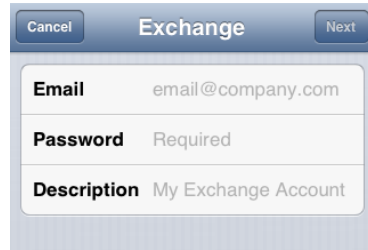
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues and stay connected even when you're not in the office.



Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an iPhone or iPad. When you set up an Exchange account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.

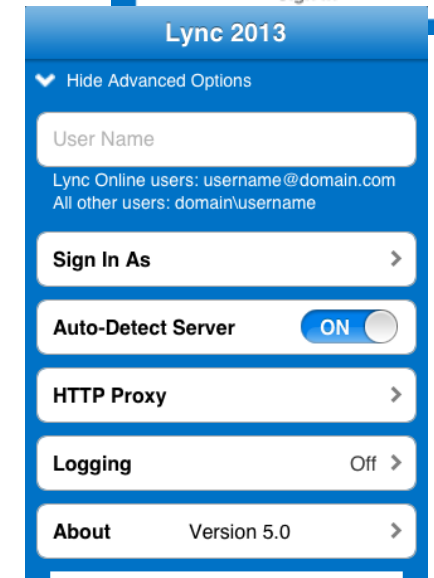
1. If this is the first email account on your iPhone, select **Mail**. Otherwise, select **Settings > Mail, Contacts, Calendars > Add Account**.
2. Select **Microsoft Exchange**.
3. Enter your full email address, for example tony@contoso.com, and your password. Then select **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Skip to step 5 if your mail program finds your settings.
4. If your iPhone can't find your settings, you'll need to manually enter your server name. If you're connecting to your Office 365 email, in **Server**, enter **outlook.office365.com**.
5. Choose the type of information you want to synchronize between your account and your device, and then select **Save**. By default, Mail, Contacts, and Calendar information is synchronized.
6. If you're prompted to create a passcode, select **Continue**, and enter a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone.



Install the Lync 2013 app

With the Lync 2013 for iPhone app you can choose from several ways to communicate with others, including IM, phone calls, and video calls, using either Wi-Fi only or your cellular data connection when you're not connected to Wi-Fi.

1. From your phone, go to the App Store, and search for **Microsoft Lync 2013 for iPhone**.
2. Select the **Free** button in the app, select **Install**, and then enter your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.
3. To sign in, use your sign-in address (name@domain.com) and password. In some instances a user name should be provided in the **Advanced Options**. If you haven't used Lync on your desktop computer and this is the first time you're using Lync, you need to have a Lync account created and a sign-in address. If you don't know this information, contact your workplace technical support. You cannot create a new Lync account from the Lync for iPhone app.



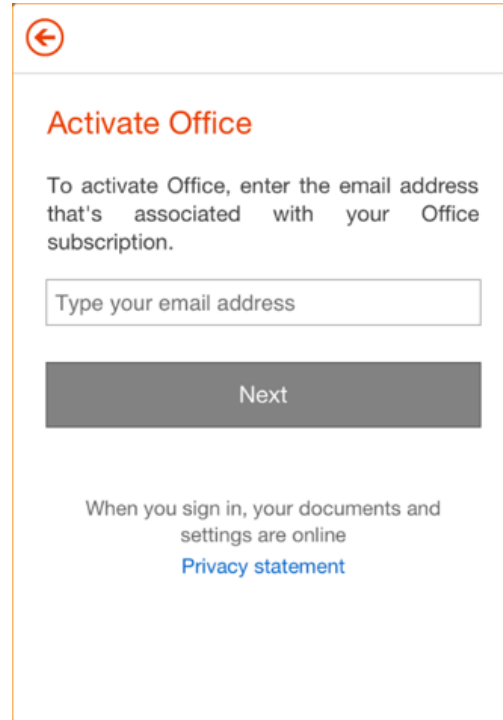
Install the Office Mobile app

Install the Office Mobile for iPhone app (available on iTunes) on your iPhone, so you can edit documents. The Office Mobile app lets you access and edit Office Word, Excel, and PowerPoint documents. It is optimized for the screen size of an iPhone.

Before you install Office Mobile, [check the system requirements](#) to make sure your phone can run it. Then:

1. Select App Store on your iPhone, and search for **Office Mobile for Office 365 subscribers**.
2. After installing the app, sign in with your Office 365 user name and password.

Once installed, you can create new documents or view existing ones on your SkyDrive Pro or SharePoint team sites.



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Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

Next

When you sign in, your documents and settings are online
[Privacy statement](#)

Install and set up the OneNote app

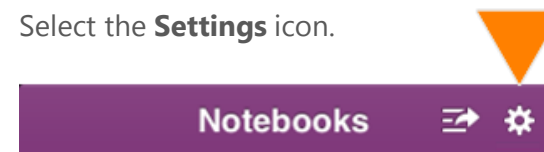
Microsoft OneNote for iPhone or iPad gives you instant access to your notebooks on SkyDrive and SharePoint team sites. To get started, all you need is a Microsoft account.

1. If you're installing OneNote for the first time, from your iPhone or iPad, go to the App Store, and search for **OneNote for iPhone** or **OneNote for iPad**.
2. Select the **Free** button in the app, and then select **Install**.
3. Enter in your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.
4. To sign in, use your Office 365 user name and password.

To sync your notebooks

If you already have OneNote installed with a personal Microsoft account (such as a Hotmail or Outlook.com account) you can add your work-related Office 365 account to access any of your Office 365 notebooks.

1. Open the **OneNote app** on your iPhone or iPad.
2. Select **Notebooks**.
3. Select the **Settings** icon.

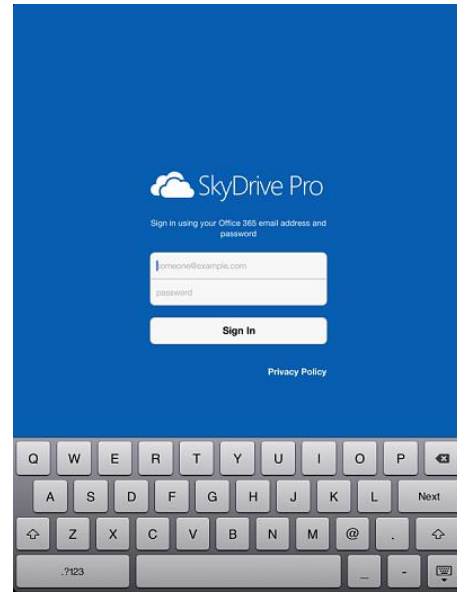


4. Select **Accounts > Add a Service > Office 365 SharePoint**.
5. Enter your email address and password, and select **Sign In** to add the account.
6. Close **OneNote Settings**.
7. Select **More Notebooks**. Your notebooks appear under **Recent**.

Install the SkyDrive Pro app


Use the SkyDrive Pro app on an iPhone, iPad, or iPod Touch to store, access, and share work documents and other files in the cloud.

1. From your iPhone or iPad, go to the App Store, and search for **SkyDrive Pro for Office 365 subscribers**.
2. Select the **Free** button in the app, and then select **Install**, and enter your App Store Apple ID and password. As soon as the app is installed, it appears on your home screen.
3. To sign in, use your Office 365 username and password.



Access SharePoint sites and SkyDrive Pro from the Safari browser

You can also access a SharePoint Online site and your SkyDrive Pro files using the Safari browser on your iPhone or iPad.

1. Open Internet Explorer, and enter the URL for your site in the address bar of the browser. For example, **https://contoso-my.sharepoint.com/personal/<YourUserName>_contoso_onmicrosoft_com** is how the URL for a personal site like SkyDrive Pro may look. For a team site, your URL might look something like **https://contoso.sharepoint.com/sites/contoso**. (Replace "contoso" in the URL with your organization's domain name.)
2. When the Microsoft Office 365 login screen appears, enter your user name and password, and then select **Sign In**. You can navigate between the mobile view and PC View by selecting **Settings** .

3. To access SkyDrive Pro or a team site, select **SkyDrive** or **Sites** from the navigation header.



4. To switch back to the mobile view, select **Settings**  > **Mobile view**.

