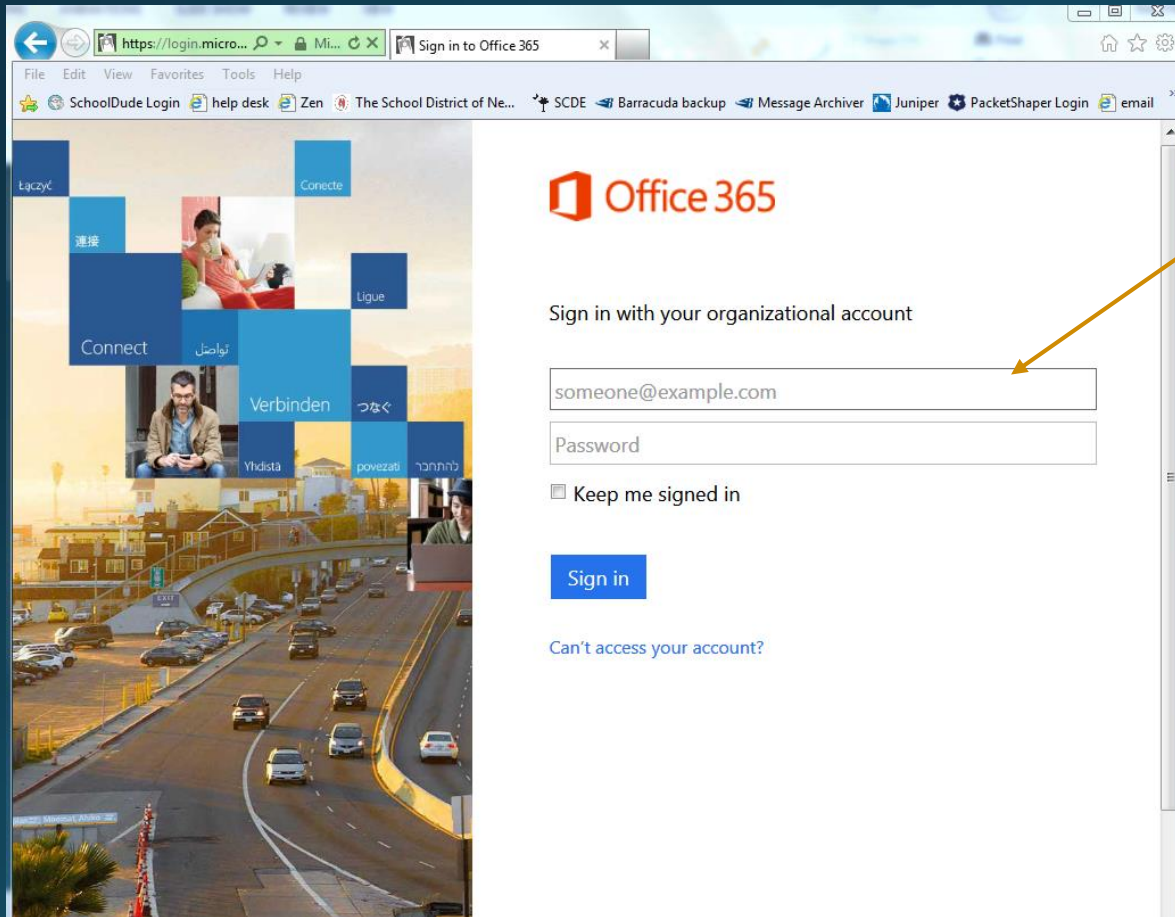


# Introduction to Office 365 Email

# Open Internet Explorer and click here to access the new email.



Put in your complete email address and password.

For example:  
TPalmer@newberry.k12.sc.us

**ALL** email passwords will be reset to a generic password the day before we “go live” with the new email. The new password will be given out to the District prior to the switch over.

# Once you log in, it should look similar to this:

The screenshot displays the Office 365 user interface. At the top, there is a blue navigation bar with the Office 365 logo on the left and links for Outlook, Calendar, People, Newsfeed, SkyDrive, and Sites on the right. Below the navigation bar, there are three main sections: 'Learn what you can do with Office 365', 'Install software and connect it to Office 365', and 'Set up Office 365 to work on your mobile device'. The main content area is divided into several sections: 'welcome' (What's included in Office 365?), 'email' (Use Outlook Web App or Outlook. Import your email and contacts.), 'share documents' (Save documents to SkyDrive and use a team site to collaborate with your coworkers.), 'communication' (Use Lync for online meetings, IM, and to share your desktop.), and 'Watch the video' (Welcome to Office 365). Below these sections, there are links for 'Learn more about Office 365', 'Get started with Office 365', 'Set up your Mac or iPad for Office 365', and 'Change your account settings in Office 365'. At the bottom, there is a grey bar with a 'Privacy' link. In the bottom left corner, there is a white dialog box with a close button (X) and the text 'It's all about you', 'Go to Office 365 settings to change your personal settings or download software.', '1 of 3', and a 'Next' button.

Office 365

Outlook Calendar People Newsfeed SkyDrive Sites ...

Learn what you can do with Office 365

Install software and connect it to Office 365

Set up Office 365 to work on your mobile device

welcome

What's included in Office 365?

email

Use Outlook Web App or Outlook. Import your email and contacts.

share documents

Save documents to SkyDrive and use a team site to collaborate with your coworkers.

communication

Use Lync for online meetings, IM, and to share your desktop.

Watch the video

Welcome to Office 365

Learn more about Office 365

Get started with Office 365

Set up your Mac or iPad for Office 365

Change your account settings in Office 365

Privacy

It's all about you

Go to Office 365 settings to change your personal settings or download software.

1 of 3

Next

# Once you select Outlook, it will look similar to this:



## Outlook® Web App

Choose your preferred display language and home time zone below.

Language:

English (United States)

Time zone:

(UTC-05:00) Eastern Time (US & Canada)

[↩ save](#)

# Your new inbox will then appear.

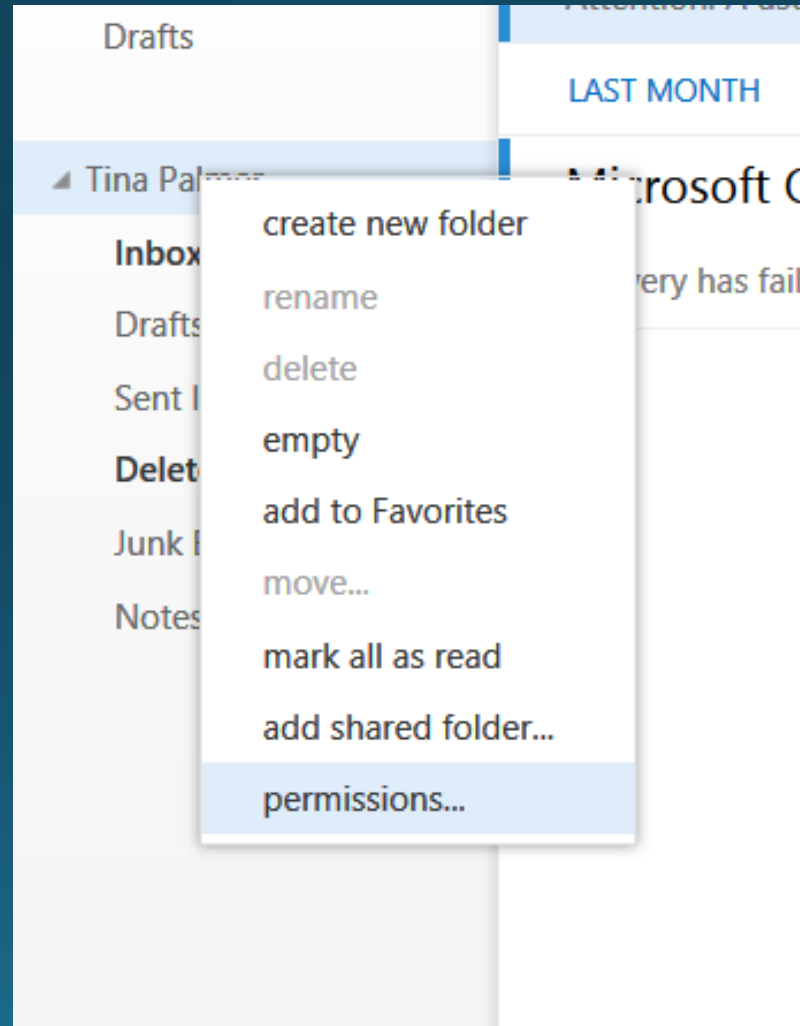
The screenshot displays the Outlook interface within the Office 365 environment. At the top, the navigation bar includes 'Office 365' on the left and 'Outlook', 'Calendar', 'People', 'Newsfeed', 'SkyDrive', and 'Sites' on the right. The main content area is divided into a left-hand navigation pane and a central message view. The navigation pane features a '+ new mail' button at the top, followed by a search bar labeled 'search mail and people'. Below the search bar are filter options: 'all', 'unread', 'to me', and 'flagged'. The left pane is organized into sections: 'Favorites' (containing 'Inbox', 'Sent Items', and 'Drafts'), 'Lindsay Boozer' (containing 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items', 'Junk Email', and 'Notes'), and 'TASKS' at the bottom. The central view is titled 'INBOX' and 'CONVERSATIONS BY DATE'. It contains two grey message boxes: one on the left with a sad face emoji and the text 'There are no items to show in this view.', and one on the right with the text 'There are no items to show in this view.'

# To create a new email: Click on New Mail:

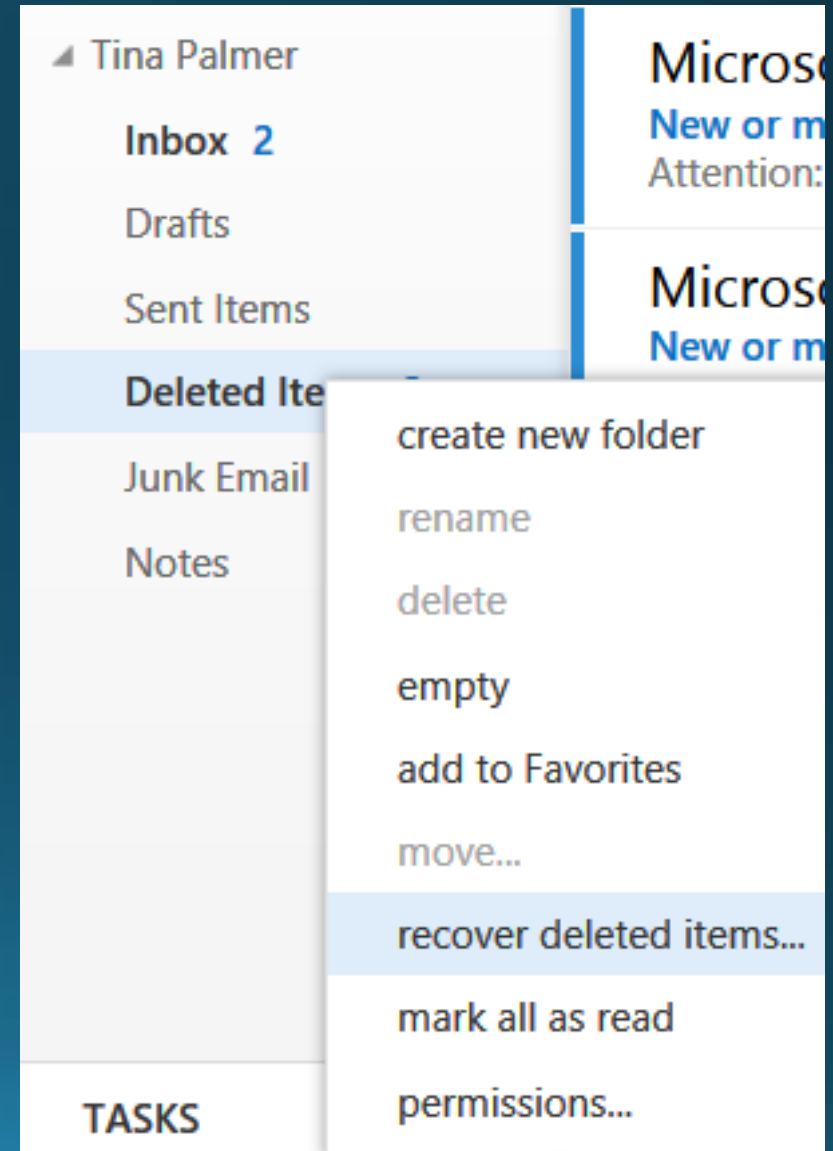
The screenshot shows the Outlook Web App interface. On the left, there is a navigation pane with a 'new mail' button (a blue circle with a plus sign) and a list of folders including 'Inbox 2', 'Sent Items', 'Drafts', and 'Deleted Items 3'. The main area displays a list of emails. The top email is from 'Microsoft Online Services Team' with the subject 'New or modified user account information' and a date of '8/27/2013'. Below the email list, the content of the selected email is shown. At the top of the email content, there are action buttons: 'REPLY', 'REPLY ALL', and 'FORWARD'. The email body contains a message from the Microsoft Online Services Team, dated Tue 8/27/2013 9:39 AM, addressed to Tina Palmer. The message includes a warning about privacy and a link to view the email in a browser. At the bottom of the email content, there is a blue banner with the text: 'A user account has been created or modified. You can now distribute this information to your user'.

Reply & forward are at top of the email you are reading.

To create a folder, right click on your name and click “create new folder”.



To empty the Deleted Items, right click and click on “empty”. Recover Deleted Items only recovers what is in your Deleted Items folder – it will not recover once you empty the folder.





# Calendar

































Click  
"new  
event"  
to add.

The screenshot shows the Outlook Web App interface for a user named Tina Palmer. The main calendar view is for September 2013, displayed in a grid format. The current date is Monday, September 9, 2013. The interface includes a navigation bar at the top with options like Outlook, Calendar, People, Newsfeed, SkyDrive, and Sites. On the left side, there are navigation options for 'new event', a monthly calendar view for September 2013, and a section for 'MY CALENDARS' with a checked 'Calendar' option. The right side of the interface shows the current date and time, along with 'SHARE' and 'PRINT' buttons. A large, faint '09' is visible in the background on the right side of the calendar view.

For more information on how to perform the basic functions of the webmail such as attachments, forwarding or replying to an email, working in the calendar, please click the link below.

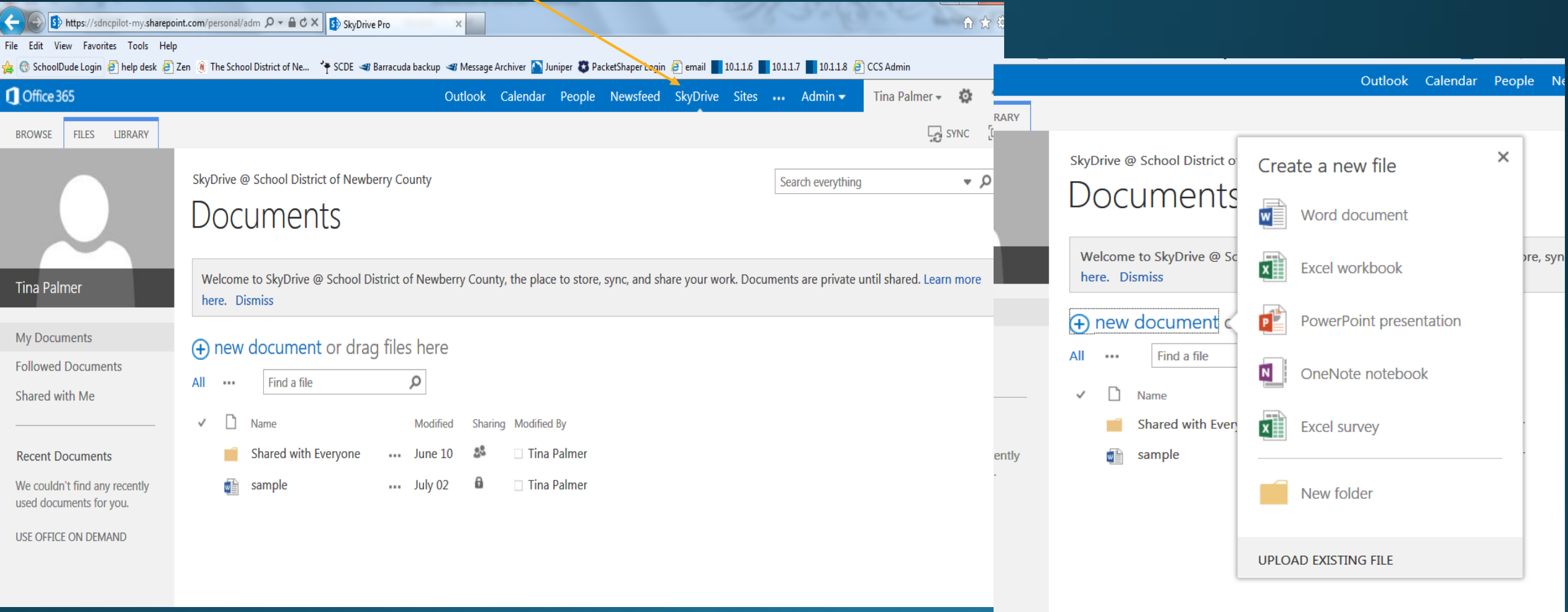
<http://office.microsoft.com/en-us/outlook-help/basic-tasks-in-outlook-2013-HA102835390.aspx>

To send an email to a particular group of people, in the TO: box, type in DG\_ and list will pop up for you to chose who you want to send the email to. For example, to send an email to all District Office staff, you would click on DG\_DistrictOffice. To send to MCHS students, click on DG\_MCHS\_Students. The list to the right is a partial list of the email distribution groups (DG).

-  DG\_AllOffice
-  DG\_AllStaff
-  DG\_AllStudents
-  DG\_AllTeachers
-  DG\_AllUsers
-  DG\_BSES\_AllStaff
-  DG\_BSES\_Office
-  DG\_BSES\_Students
-  DG\_BSES\_Teachers
-  DG\_DistrictOffice
-  DG\_GMES\_AllStaff
-  DG\_GMES\_Office
-  DG\_GMES\_Students
-  DG\_GMES\_Teachers
-  DG\_LMES\_AllStaff
-  DG\_LMES\_Office
-  DG\_LMES\_Students
-  DG\_LMES\_Teachers
-  DG\_MCHS\_AllStaff
-  DG\_MCHS\_Office
-  DG\_MCHS\_Students
-  DG\_MCHS\_Teachers
-  DG\_MCMS\_AllStaff
-  DG\_MCMS\_Office
-  DG\_MCMS\_Students
-  DG\_MCMS\_Teachers
-  DG\_MediaSpecialist
-  DG\_NBES\_AllStaff
-  DG\_NBES\_Office
-  DG\_NBES\_Students
-  DG\_NBES\_Teachers
-  DG\_NBHS\_AllStaff

# Skydrive – 25 gigs of online storage!

With Skydrive, you can create & save Office files without having Office installed on your computer.



The screenshot displays the SkyDrive Pro interface in a web browser. The browser's address bar shows the URL <https://sdncpilot-my.sharepoint.com/personal/adm>. The page title is "SkyDrive Pro". The Office 365 navigation bar includes links for Outlook, Calendar, People, Newsfeed, SkyDrive, Sites, and Admin. The user's name, Tina Palmer, is visible in the top right corner. The main content area shows the "Documents" section for "SkyDrive @ School District of Newberry County". A search bar is present with the text "Search everything". A welcome message states: "Welcome to SkyDrive @ School District of Newberry County, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)". Below this, there is a "new document" button and a search bar for files. A table lists documents:

✓	Name	Modified	Sharing	Modified By
	Shared with Everyone	June 10		<input type="checkbox"/> Tina Palmer
	sample	July 02		<input type="checkbox"/> Tina Palmer

A "Create a new file" dialog box is open on the right side of the screen. It lists the following options:

- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Excel survey
- New folder
- UPLOAD EXISTING FILE

# Outlook client on the desktop

- To set up Outlook 2013 (Office 2013 will only work on Windows 7 or 8 computers/tablets):
- Log into the computer as yourself
- Go to Start, then Programs, then Microsoft Office and double click on Outlook.
- By logging in as yourself on the computer, it will automatically set up your account. It recognizes the network for you!
- Directions to set up Outlook 2010 will be emailed once we have all the information from Microsoft on our Domain server.

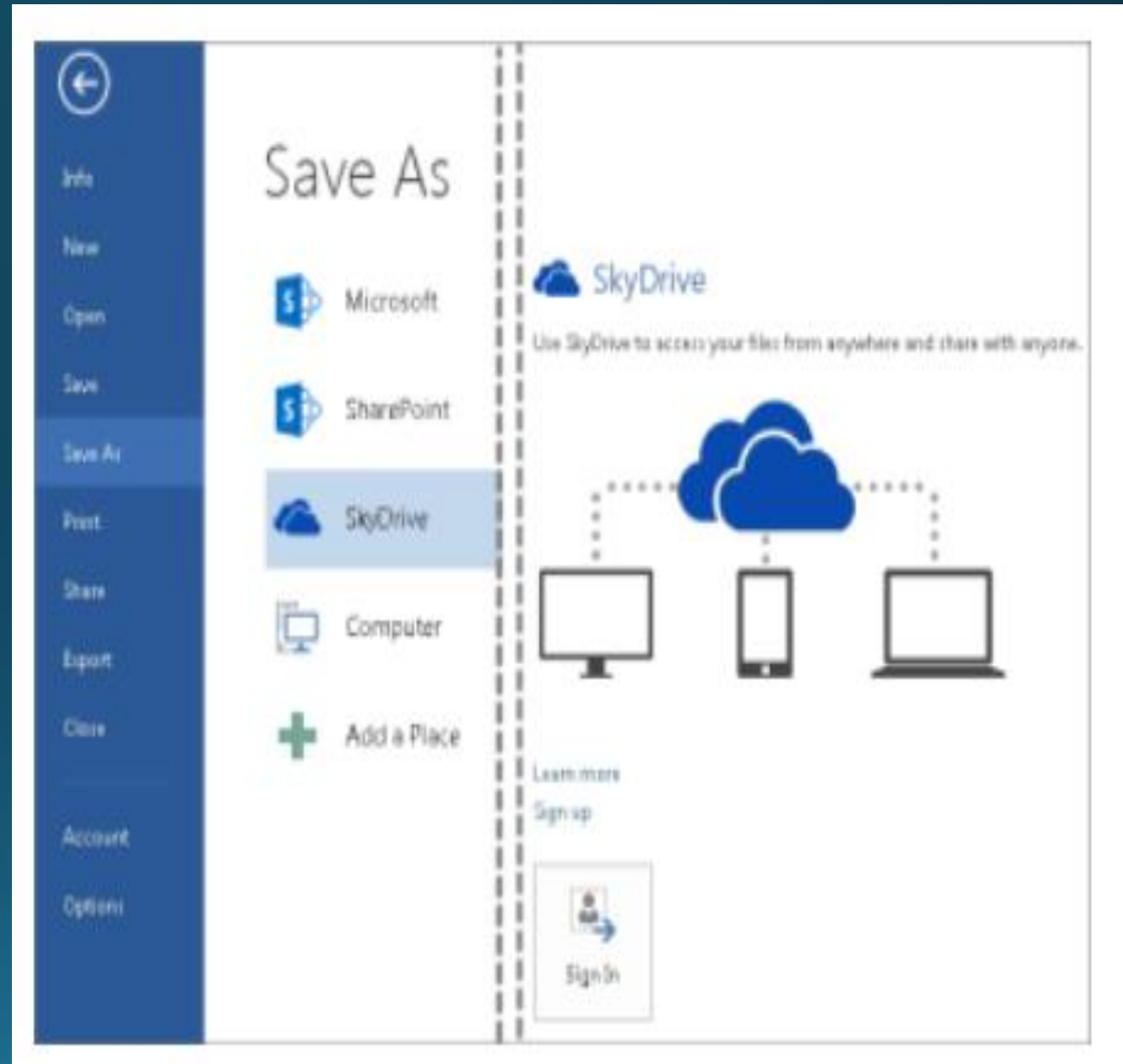
# Save documents online

1. With a document open in an Office program, click File > Save As > SkyDrive.

2. If you haven't signed in, do that now by clicking Sign In.

3. After you sign up or sign in, save your document to SkyDrive.

Click this [link](#) to view a video on how to share your files via Skydrive.



# Great Youtube videos for further learning:

[SharePoint 101](#)

[Training: Get to know Office 365: Welcome to Office 365](#) (will are not installing Lync yet – that is a project for later this school year)

[Training: Get to know Office 365: Email](#)

[SkyDrive and Office Web Apps: Getting Started](#)

[SkyDrive and Office Web Apps: Sharing Files](#)

If you have never used GCF Learning.org, please check out their website. They offer FREE online tutorials in a wide range of subjects – finances, technology (from computer basics to social media to Office classes), careers, and more. They also post videos on YouTube if you want to search their YouTube site. They have several on Microsoft Office.

<http://www.gcflearnfree.org/>

# Quick Start Guide

Microsoft Outlook 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

## Make it yours

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

## Search

You can search a folder, subfolders, even other mailboxes.

## Manage message tasks in the Message List

Categorize, Flag, or Delete messages right where they live—in the Message List.

## Backstage view

Click the **File** tab to open the Backstage view, where you add account and change settings.

## Reply from the reading pane

Reply and Forward right from the reading pane. Write a reply in the reading pane, too.

## Peek

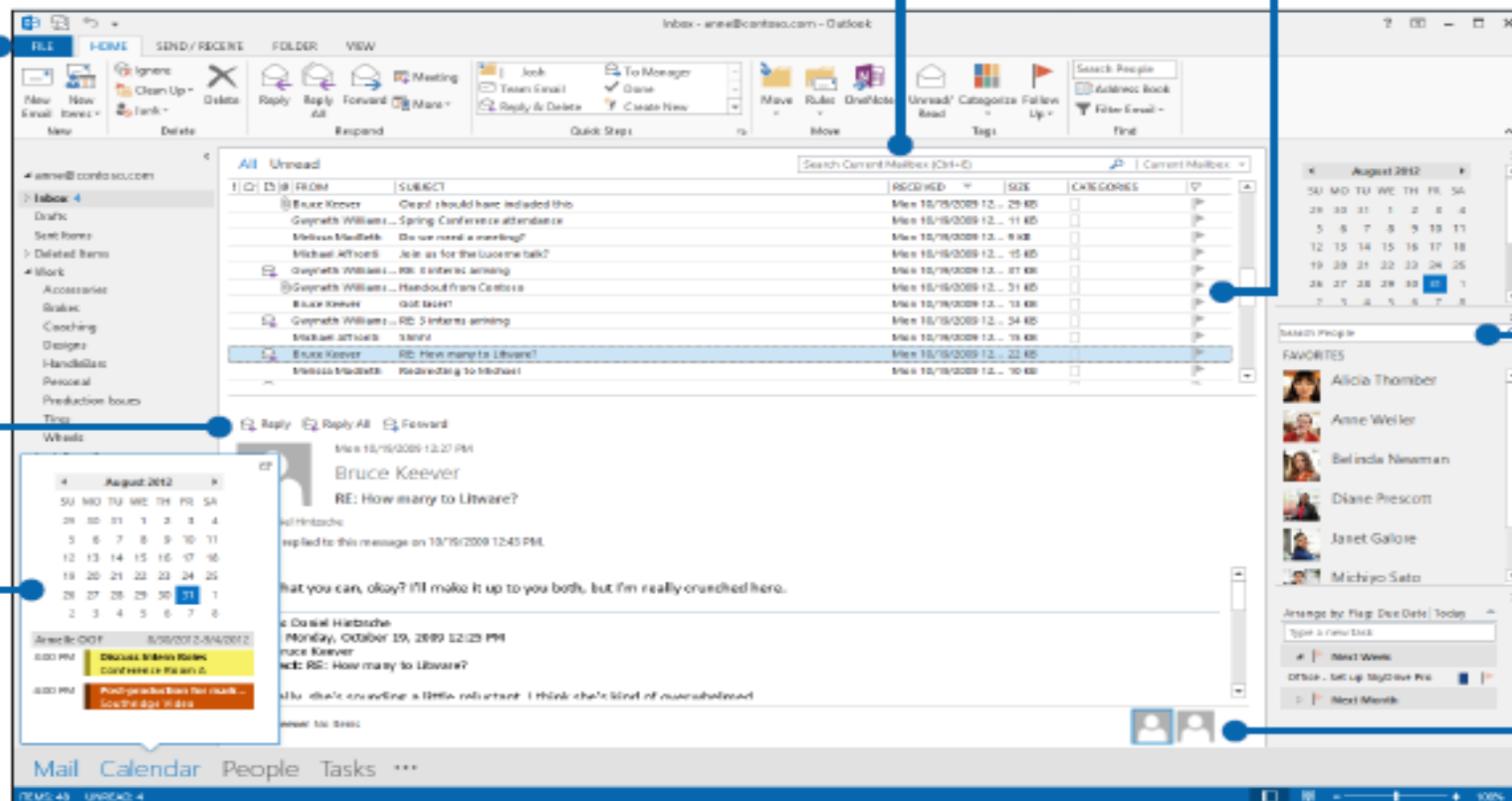
See a quick view of your Calendar, People, and Tasks. Even see upcoming appointments.

## Do more in the To-Do Bar

The To-Do Bar displays the date navigator, your appointments, people, and your task list.

## People pane

See details about everyone in the **To**, **From**, or **Cc** lines for each message.



# Outlook 2013 operates much like 2003 Outlook – some function locations have changed.

[YouTube video on the changes in Outlook 2013](#)

The screenshot displays the Outlook 2013 interface. The title bar reads "cio security reports - TPalmer@newberry.k12.sc.us - Outlook". The ribbon includes "FILE", "HOME", "SEND / RECEIVE", "FOLDER", and "VIEW". The "HOME" ribbon is active, showing options like "New Email", "Clean Up", "Delete", "Reply", "Forward", "Meeting", "New e-mail to...", "To Manager", "Reply & Delete", "Move", "Rules", "OneNote", "Unread/Read", "Categorize", "Follow Up", "Search People", "Address Book", "Filter Email", and "Run AVG User Interface".

The left sidebar shows the "Favorites" pane with folders like "Inbox", "Sent Items", "Deleted Items 498", "H2Desk", "cio security reports", and "new tech plan committee". Below it is the "TPalmer@newberry.k12.sc.us" account section with folders like "Inbox", "Drafts [2]", "Sent Items", "Deleted Items 498", "AT&T weekly report", "AVG Virus Vault", "Barracuda logs", "blinking monitors", "budget needs", "cio security reports", "construction", "co-workers", "Erate", "faculty list 2011-12", "Faculty list 2012-13", "grants", "how to docs", "Junk E-mail", and "lat st2e".

The main pane shows a list of emails from "State CIO" with the subject "FW: Daily Security R...". The selected email is from "State CIO <securityalerts@newberry.k12.sc.us>" with the subject "FW: Daily Security Report - Newberry SD". The message content includes:

**From:** [sc-isac@cio.sc.gov](mailto:sc-isac@cio.sc.gov) [SMTP:SC-ISAC@CIO.SC.GOV]  
**Sent:** Monday, September 09, 2013 1:03:07 AM  
**To:** [sc-isac@cio.sc.gov](mailto:sc-isac@cio.sc.gov); State CIO  
**Subject:** Daily Security Report - Newberry SD  
**Auto forwarded by a Rule**

**Report Description:**

The "Critical Events" section of the report contains events with the following terms: TROJAN, VIRUS, Bot (botnet), WORM, BACKDOOR, CURRENT (current events), and IRC, but ignores SMTP events. These have proven to be reliable indicators for critical security events. The "Malicious / Suspicious" section is filtered by the SIEMS categories DOS, Exploit, Malware, or Potential Exploit. The "Top IDS Events" section is simply the top IDS events by event count and is most useful for tuning your reports.

The right sidebar shows a calendar for "September 2013" with the 9th highlighted. Below the calendar, it says "You have nothing scheduled today."

The bottom status bar shows "Mail People Tasks Calendar ...".



## Important information!!!!

The target “go live” date will be sometime in the first two weeks of November. I will be sending out more information as the time gets closer.

Directions on how to set up the new email system on your phones and other mobile devices will be emailed when we convert to the new system.

Student email will be available by the end of November for grades 3-12. They will access via the District Website using their network login and password. For example, John Smith with student ID 001234 would log in as `jsmit1234@newberry.k12.sc.us` and his birthday. Student email will be filtered through the same filters as our email.

If you have any questions, please do not hesitate to get in touch with the Technology Department!