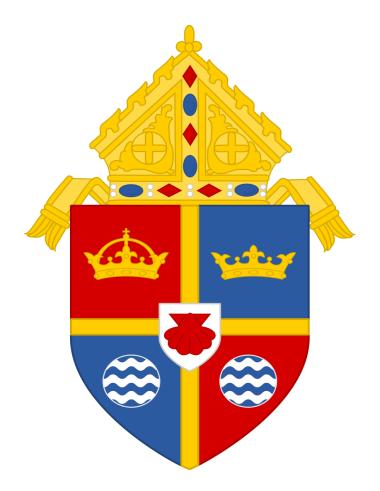
Outlook Web Application (OWA) Training Basics



By: Information Technology November 2019 Version 1.1

Table of Contents

Getting Started with Outlook (OWA)
Outlook OWA Basics
What You will See in Mail5
Creating Messages
Reading Messages
Replying to an Email
Organizing your Inbox
Creating a Folder9
Moving Emails10
Creating Inbox Rules
Getting Started with Calendar
What you will See in Calendar
Accessing Calendar
Making a Calendar Entry13
Authorize Calendar Sharing14
Getting Started with People15
What You will see in People15
Managing Contact and Contact Lists
Changing the Password
Adding an Auto Reply21
Adding a Signature

Getting Started with Outlook (OWA)

The Microsoft Outlook Web App (OWA) is a web-based email system for the RCDOB clergy, principals, DREs and staff. It allows you to access and manage your mail, contacts and calendar from any computer with an internet connection. This handout provides an overview of the Outlook (OWA) user interface and covers how to perform basic tasks such as sending and receiving messages, creating signatures, turning on automatic replies, managing folders, creating appointments and meetings and creating contacts. Each (OWA) email account is provided with 50 GB of email storage.

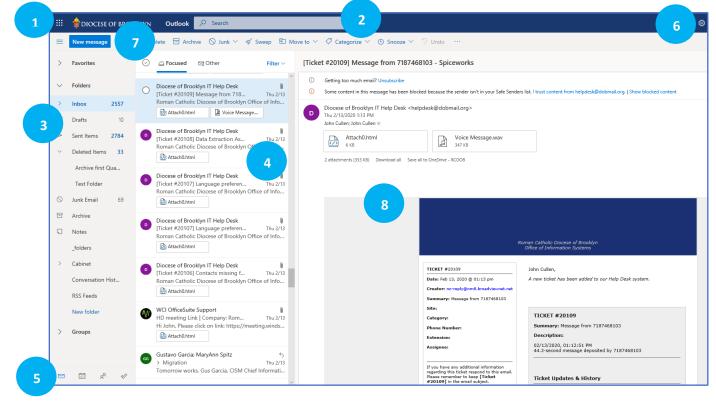
To access this resource, log portal.office.com and click the Outlook icon.

If this is your first time logging in to OWA webmail with this email address, you will be prompted to set the interface language and time zone. Click **Save** to continue.

O Save		Choose your preferred display language and home time zone below. Language: English (United States) () Time zone: Select time zone ()
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Outlook OWA Basics

Microsoft Outlook is a powerful organization tool used to manage emails, calendars and contacts. This is a quick overview of the Outlook Web Application (OWA) landing page for the Clergy at the Roman Catholic Diocese of Brooklyn.



OWA default screen is the mail screen and it is separated into several panes:

- 1. Launcher- Select the launcher to switch between web-based applications.
- 2. Search Bar This is where you can search you email folders or look for people.
- 3. Mail Accounts and Folders Lists all folders and sub folders in your mailbox. Expand and collapse by clicking on the triangle icons next to the folder. Add folder by selecting the plus icon. Right clicking on a folder reveals a drop-down menu with different ways you can manage the folder.
- 4. Message List Pane List the messages in the folder you have currently selected. Right clicking on an email provides you a drop-down menu with different ways to handle the email.
- 5. Navigation Bar Allows you to easily switch between email, calendar, contacts and tasks by clicking on these icons located in the lower left of the window.
- 6. Settings Also known as the "gear" icon . It allows you to change the look and feel of OWA as well as providing actions such as setting your out of office email and setting up your signature.
- Action Toolbar Provides access to common commands such as composing new email or deleting a message.
- 8. Reading Pane Displays the contents of the currently selected email message.

What You will See in Mail

Description	Actions
Message	Create a new message by selecting New message .
Folders List	The list includes the folders in your mailbox. It may include other folders, such as Favorites and Archive folders.
	Select Expand $^{\checkmark}$ to show the folders list or select Collapse $^{\wedge}$ to hide it.
	Right-click an existing folder and select Create new subfolder.
Search Box	In the Search box, type the name or email address of a person or a keyword you want
	to search for, and press Enter or select $arphi$
	III Outlook 🖉 Search or type a command 🗔 🖉 🕲 ? P <table-cell> 📲 👔</table-cell>
	😑 🕂 New message 😚 Reply \vee 📵 Delete 🖻 Archive 🚫 Junk 🗸 🍕 Sweep 🕮 Move to 🗸 🐼 Categorize 🗸 …
Message list	Messages in the current folder are listed. There might also be a visual alert that a message is unread, has an attachment, or is flagged.
	At the top of the message list, you can choose how you want to view the list.
	Select Filter and choose from the options All, Unread, To me, Flagged, or Sort by.
	Each message also has a mini toolbar. For each message, you can delete it, mark it as unread, flag the message, or pin it to keep it at the top of your folder.
Reading Pane	The message or conversation that you selected appears in the reading pane. Use the command bar above the reading pane to perform common actions such as deleting, archiving, sweeping, moving emails, or categorizing.
	😑 🕂 New message 🥱 Reply 🖂 💼 Delete 🖻 Archive 🚫 Junk 🗸 🎸 Sweep 🖻 Move to 🗸 🖉 Categorize 🗸 \cdots

Creating Messages

Creating an email message is a relatively simple process. Every message must have at least one recipient. You can direct a single message to multiple recipients by including email addresses in the **To field** or by using the **Cc** or **Bcc fields**.

To create a message:

1. In the mail app, click on New Message on the Action toolbar. Blank message form displays in the reading pane.

New message on the Action toolbar

	💠 diocese c	DF BROOKLYN	Outlook	✓ Search			
≡	New message	🗐 Delete	e 🗖 Archiv	ve 🛇 Junk 🗸	🗹 Sweep	🖆 Move to 🗸	🖉 Categorize 🗸

Blank message form

▷ Send 🔋 Attach ∨ 🕲 Encrypt 🛍 Discard …	ď
То	Bcc
Сс	
Add a subject	
John Cullen Office of Information Systems Roman Catholic Diocese of Brooklyn 310 Prospect Park West Brooklyn, NY 11215 718-965-7300 x1910 Email: jcullen@diobrook.org	

- In the To, Cc or Bcc field, type the email address of each recipient, and then press the enter key.
 Note: The Bcc field is not displayed by default. To display it, click on the Bcc located at the upper right portion of the screen to have it appear below the Cc field.
- 3. In the **Subject** field, type the subject of your message.
- 4. In the Message field, type the message that you want to send.

5. The change the importance level of the message, click the **More commands** icon, point to **Set importance** and click the desired level.

Note: By default, the importance level is set to Normal.

Þ Send 🔋 Attach 🗸 🕲 Encrypt 🗎	Discard		
		Save draft	
То		Insert signature	
Cc		Show From	
		Set importance >	High
Add a subject		Show message options	✓ Normal
		Switch to plain text	Low

6. To request a read receipt, click the **More commands** icon, click **Show message options** on the menu, select the **Request a read receipt** check box in the **Message options** dialog box and click the **OK** button.

Message options $\qquad imes$							
Sensitivity							
Normal \checkmark							
Request a read receipt							
Request a delivery receipt							
Encrypt this message (S/MIME)							
Digitally sign this message (S/MIME)							
OK Cancel							

7. To add an attachment, click the **Attach** on the **Action** toolbar, locate and select the file you wish to attach from **Browse this computer**, **Browse cloud locations** or use one of the suggested attachments.



The attachment appears below the subject field.

То	
Cc	
Add a su	bject
	Test from IT.pdf Anyone in my organization can view

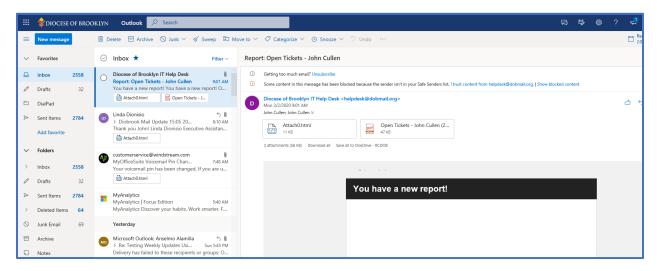
Note: You can remove the attachment by clicking the Delete X to the right of the file name.



8. To send the message, click Send on the action toolbar.

Reading Messages

All new messages are automatically delivered to your inbox folder. The number of unread messages in a folder appears next to the folder name in the folder pane. To read an email, select its folder if necessary. Now click on the email to show its content in the reading section. Unread messages appear in a different color to set them apart from messages that have been read.



Replying to an Email

To reply to an email, click on it first to display it. Then click on the **Reply all (**double arrow). Click the single arrow instead if you only want to reply to the sender of the email (leaving out any recipient who is in copy).

	\$ DIOCESE	E OF BRO	DOKLYN Outlook 🔎 Search		¢	0	?	2	¢,	John Cul
=	New message	•	🗎 Delete 🖽 Archive 🚫 Junk 🗸 🚿 Sweep	🗈 Move to 🗸 🧭 Categorize 🗸 🛞 Snooze 🗸 🦿 Undo \cdots					Cut Ton	over Bishops norrow 9:00 /
~	Favorites	ĺ	🗍 🕑 Inbox ★ 🛛 Fil	 Report: Open Tickets - John Cullen 						
0	Inbox Drafts	2562 2	O Diocese of Brooklyn IT Help Desk Report: Open Tickets - John Cullen Mon 9:0 You have a new report! You have a new report!							
e A	DialPad Sent Items Add favorite	2784	Linda Dionisio > Diobrook Mail Update 15:05 20 Mon 8:1 Thank you John Linda Dionisio Executive Assist @ Attach0.html					4	5 «	> → ·
~	Folders	2562	Customerservice@windstream.com MyOfficeSuite Voicemail Pin Chan Mon 74 Your voicemail pin has been changed. If you are Rtack0.html							
0 A	Drafts Sent Items	2 2784	MyAnalytics MyAnalytics Focus Edition Mon 54 MyAnalytics Discover your habits. Work smarter							
> 0	Deleted Items Junk Email	69	Microsoft Outlook: Anselmo Alamilla > Re: Testing Weekly Updates Usi Sun 54 Delivery has failed to these recipients or groups							
⊟	Archive		Last week							
Q	Notes _folders		 Diocese of Brooklyn IT Help Desk Ticket #20269] Messages quaranti Sw Roman Catholic Diocese of Brooklyn Office of In 							

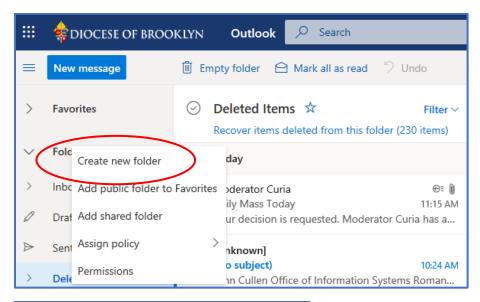
Organizing your Inbox

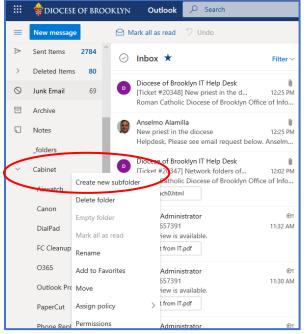
OWA provides several ways to organize your inbox. You can:

- Create folders and sub folders
- Move emails
- Set rules so that actions as performed automatically when a new email is received.

Creating a Folder

To create a new folder, right-click on the folder entitled "Folders" and then choose Create new folder. You can create a subfolder in existing folders in the same way (Create new subfolder).





Moving Emails

To move an email, you can simply drag-and-drop it to the target folder or right-click it and select Move. **To move multiple emails** at once, select them by checking their tick boxes and click Move (on the right-hand side) or Move to (in the top section). Then choose the destination folder:

	DIOCESE	OF BROC	KLYN Outlook 🔎 Search				д
=	New message		🗓 Delete 🔁 Archive 🚫 Junk 🗸 🚿	eep 🚦 Move to 🗸 🖉	Categorize 🗸 🕒 Snooze 🗸	り Undo …	
~	Inbox	2561 ^	⊙ Inbox ★	Filter 🗸			
	Receipts		Test from IT.pdf	^			
0	Drafts	2	ystem Administrator	©:			
⊳	Sent Items	2784	 7189657391 Io preview is available. 	11:30 AM			
>	Deleted Items	80	Test from IT.pdf				
0	Junk Email	69	vstem Administrator 718957391	€: 11:27 AM			
8	Archive	- 1	lo preview is available.	1127 800			
Q	Notes	- 1					
	_folders	- 1	O Diane Phelan > March 12 Outlook Training	5 11:19 AM			conversations selected
×	Cabinet	- 1	Great, thank you, John, Diane John Cullen <	cjcullen		Selec	t everything in your Inbox folder
	Airwatch	5	Diocese of Brooklyn IT Help Desk [Ticket #20346] Access to File - Spi	0 10:57 AM			🗓 Delete
	Canon	17	Roman Catholic Diocese of Brooklyn Office	of Info			P ^D Flag
	DialPad	- 1					🖻 Mark as read
	FC Cleanup	- 1	O Thomas Chadzutko Ed.D. Access to File	10:56 AM			🖾 Mark as unread
	O365	20	Good Morning John, I need access to a file	on my			🗈 Move 🗸
	Outlook Proje	ct	C Thomas Chadzutko Ed.D. Monday, March 9, 2020	10:45 AM			× Cancel

Creating Inbox Rules

To manage rules, click on the gear icon at the top, then click on View all Outlook Settings.

	🔶 DIOCESE O	OF BROC	KLYN	Outlook 🔎 Search	ې ع	💿 ? 🔩 🗘 I
=	New message		1	elete 🖻 Archive 🚫 Junk 🗸 🚿 Sweep 🗄	3 Move to ∨ Ø Categorize ∨ © Snooze ∨ ♡ Undo ··· 🛱 Cutowr Bishops Office ?	Settings
~	Inbox	2561	Ø	Inbox 🛧 Filter		Search Outlook settings
	Receipts			Test from IT.pdf		Theme
0	Drafts	2		System Administrator @		
⊳	Sent Items	2784	Ť	> 7189657391 11:30 A/ No preview is available.		
>	Deleted Items	80		Test from IT.pdf		Dark mode
\odot	Junk Email	69	•	System Administrator @ > 718957391 11:27 Al		Focused Inbox
8	Archive			No preview is available.		Display density ①
	Notes			Test from IT.pdf		
	_folders		0	Diane Phelan > March 12 Outlook Training 11:19 Al		
ř	Cabinet			Great, thank you, John, Diane John Cullen <jcullen.< td=""><td>Select everything in your Inbox folder</td><td>Full Medium</td></jcullen.<>	Select everything in your Inbox folder	Full Medium
	Airwatch	5	0	Diocese of Brooklyn IT Help Desk [Ticket #20346] Access to File - Spi 10:57 Al	i Delete	Conversation view
	Canon	17		Roman Catholic Diocese of Brooklyn Office of Info.	F ¹ Flag	Newest messages on top Newest messages on botto
	DialPad			_	🛆 Mark as read	O Off Off
	FC Cleanup		0	Thomas Chadzutko Ed.D. Access to File 10:56 Al	🖾 Mark as unread	Reading pane
	O365	20		Good Morning John, I need access to a file on my	D Move V	 Show on the right
	Outlook Proje	ct	0	Thomas Chadzutko Ed.D. Monday, March 9, 2020 10:45 Al		O Show on the bottom
	PaperCut	18		Good Morning! Just a reminder! There is no forma.		◯ Hide
	Phone Replac.	48	0	Kirstie Carter; MaryAnn Spitz > Next Group for Migration: Grou 10:25 AJ		
	ReValueTech	5		Bkrische - working on generating PSTs Psanchez		View all Outlook settings 53
		-	-	Diocese of Brooklyn IT Help Desk		and a second sec

On the new page that appears, **Mail** is highlighted by default in the left-hand menu. From here, you can create, edit, delete and move rules in the list.

To add a new rule, click the + Add new rule button.

Settings	Layout	Rules ×
Search settings General	Compose and reply Attachments	You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.
Mail Calendar R ^R People	Rules Sweep Junk email Customize actions	+ Add new rule FW: Eventlog Analyzer Reports - Failed Login Attempts HN DC If the message includes specific words in the subject or body 'FW: Eventlog Analyzer Reports - Failed Login Attempts HN DC', move the message to folder 'Failed Login Attempts' and stop processing more rules on this message. ↑ ↓ ℓ 🗎
View quick settings	Sync email Message handling Forwarding	If your rules aren't working, generate a report.

Fill in the requested information depending on the action you want the rule to carry out. Afterwards, click **Save**.

Rules		×
✓ Test		
Add a condition		
From	✓ Gustavo Garcia <ggarcia@email.diob p="" ×<=""></ggarcia@email.diob>	
Add another condition		
 Add an action 		
Mark with importance	 ✓ High ✓ 	
Add another action		
Add an exception		
Stop processing more rules	0	
		Save Discard

Getting Started with Calendar

Keep track of appointments, meetings, or any other event from anywhere. Add, edit, or delete events using daily, weekly, or monthly views.

What you will See in Calendar

Description	Actions
New Event	Create a new event by selecting New event . Then, fill in information about the event.
Your Calendars	Under Calendars, My calendar is the default selection and displays the calendar in Month view. You can move forward or backward through calendar months using the arrows above the calendar.
	You can add other calendars, for example a holiday calendar, by selecting Discover calendars in the left pane. After you add a new calendar, you can choose whether to display it by selecting or clearing the calendar option.
	If you decide you don't want the calendar you created, right-click the calendar and select Remove > Delete.
Other Calendars	You can view more than one calendar at a time, add other calendars and select which to display, and create new calendars.
View Options	Choose your calendar view: Day, Work week, Week, or Month . To return to today's date, select Today on the left side of the command bar above the calendar.
Calendar Pane	Select a specific day in the calendar, and any appointment or event scheduled for that day is listed in this area. You also can select a day or time slot and create a new appointment or event.

Accessing Calendar

Open the calendar by clicking on the calendar icon in the bottom left-hand corner.

In this example, the calendar is opened in the monthly view.

- 1. You can switch to daily or weekly view
- 2. Today's date is March 6
- 3. Use the top bar links to navigate in the calendar

	🔷 diocese of brooki	LYN Outlook						G B	© ? 🚭
=	New event	聞 Today ↑	↓ March 2020 √ 3					1	🛅 Month 🗠
\sim	March 2020 $\uparrow \downarrow$	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fri, Mar 6
	M T W T F S	Mar 1	2	3	4	5	Mar 6 42*	7 🗇	All day Submit
	2 3 4 5 6				10:15a Josue to go to OLQM - C		Submit 2		U
	5 16 17 18 19 20 21				10:152 Josde to go to OLQM - C				
22	2 23 24 25 26 27 28								
	9 30 31 1 2 3 4	8	○ 9	* 10 🛎	11	12	13	14	
5	6 7 8 9 10 11	0		ce - J 10a Outlook Training @ ICC	10a Outlook Training @ ICC	12	Submit Wkly. Attendance 📿	14	
	Add calendar			10a Outlook Training @ ICC 1:30p Outlook Training @ ICC	10a Outlook Training @ICC				
	Import calendar			1:50p Outlook Training @ ICC					
\sim	My calendars								
	Calendar	15	16	17	18	19	20 Submit Wkly. Attendance 📿	21	
	United States holidays						Submit Wkly. Attendance 🧠		
	Birthdays								
	People's calendars	22	23	24	25	26	27	28	
0	Josue Moran						Submit Wkly. Attendance 🛛 📿		
\sim	All Group Calendars								
\sim	Groups								
	Office of the Chancellor	29	30	31	Apr 1	2	3	4	
	Organization Updates	25	50	51	April	2	Submit Wkly. Attendance 🏾 📿	4	
0	Pastors & Admin - Tes								
	≥ ² 1 1 1								

Making a Calendar Entry

In the calendar, double-click the day for which you want to make an entry.

🗰 🌲 diocese of brook	LYN Outlook 🔎 Search		Calend	lar	2		
E New event	聞 Today 个 ↓ March 2020 ∨		•	Add a title	All day		
\checkmark March 2020 \uparrow \downarrow	Sunday Monday	Tuesday	8	Invite required attendees		Friday	Saturday
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11	Mar 1 2 2p Record OWA Webinar (for F 8	3 10 10a Outlo 10a Outlo		3/6/2020 Search for a room or location Add a description Discard	4:00 PM v to 4:30 PM v	Mar 6 A4 Submit Wkly, Attendance C 13 Submit Wkly, Attendance C	14
Add calendar Import calendar My calendars Calendar	15 16		look Trainir	ng @ ICC 18	19	20 Submit Wkly. Attendance 📿	21
United States holidays Birthdays Boostella calendara							

Authorize Calendar Sharing

Right click on your default calendar named Calendar and select Sharing and Permissions.

New event	┇ Today 个 ↓ Ma	irch 2020 🖂					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4	Mar 1	2 2p Record OWA Webinar (for F	3	4 7:45a MS Outlook 10:15a Josue to go to OLQM - C	5 9a Canceledi Canceledi Cutover	6 Submit Wkly. Attendance 🛛 📿	7
5 6 7 8 9 10 11 Sharing and permissions Color	8	9 Santiago - Work from home 9a Training for schools office - J	10 10a Outlook Training @ ICC 10a Outlook Training @ ICC 10:30a Test Meeting 1:30p Outlook Training @ ICC	11 10a Outlook Training @ ICC 10a Outlook Training @ICC 1p New Meeting			≥ 14 ⊖
Charm Calendar ··· Calendar ··· United States holidays Birthdays	15 🖒	16 *	17	18	19	20 Submit Wkly, Attendance – 📿	21
People's calendars Josue Moran All Group Calendars	22	23	24	25	26	27 Submit Wkly. Attendance 📿	28

In the **Share** field enter the email address of the user you want to share your calendar with. The user must have an exchange account on the same domain.

To confirm your request to share calendars, just click on Share.

Sharing and permissions	×
Calendar	
Send a sharing invitation in email. You ca settings any time.	an choose how much access to allow and change access
GG Gustavo Garcia ggarcia@email.diobrook.org	Can view all details \checkmark Share $\widehat{\blacksquare}$ Can view when I'm busy
Inside your organization	Can view titles and locations
😚 People in my organization	Can view all details \checkmark
Danyery Nunez dnunez@email.diobrook.org	Can edit s v iii
jmoran@email.diobrook.org Sean Roach sroach@email.diobrook.org	Can view titles and locations \checkmark

When the person you shared your calendar with logs in to OWA, he/she will see an email in their inbox from the person.

Getting Started with People

Use the People page to find, view, create, and edit contacts and contact lists.

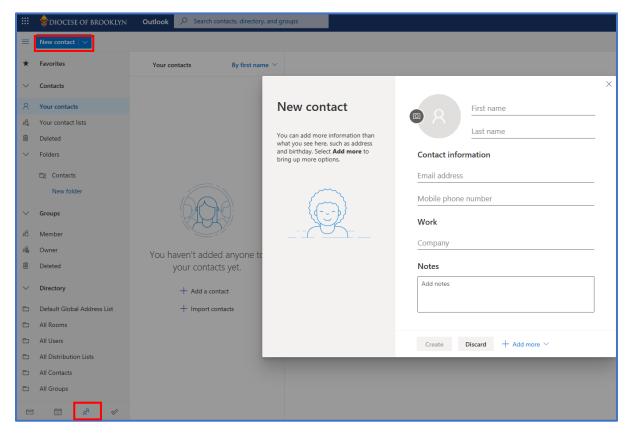
Description	Actions							
Search Box	Start typing in the search box to find a contact or contact list.							
Search Box Toolbar	 Start typing in the search box to find a contact or contact list. iii Outlook							
My Contacts in the left nav pane	 duplicate contacts, select an option from the Manage menu. Favorites: Shows contacts you've added as favorites, either in People or in Mail. All contacts: Shows your contacts from all folders. All contact lists: Shows your contact lists from all folders. Suggested: Suggested contacts, based on messages you've sent or received from addresses not in your contacts. Contacts under Folders: This is the default folder for contacts and contact lists. 							
	Select New folder to create more folders.							
Contacts or Contacts lists	Shows contacts or contact lists depending on what you selected in the left pane. Select a contact or contact list to view details in the contact card on the right. You can also select multiple contacts—for example, to send an email to the selected contacts. You can select Filter in the upper right to select what to display in the list and how to sort.							
Contact Card	See or edit information about the contact or contact list.							

What You will see in People

Managing Contact and Contact Lists

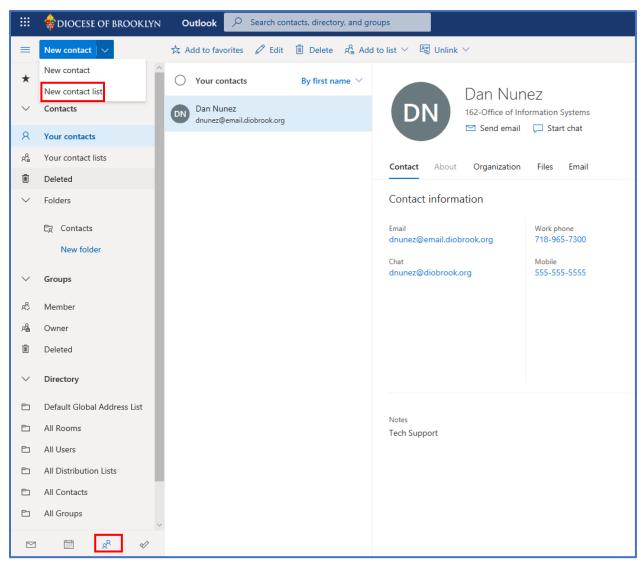
To add a contact, click the **People** icon located on the Navigation bar at the bottom of the screen. Click the **New Contact** button at the top, then click **New Contact** from the drop-down list.

Complete the information in the New Contact form, then click Create.



After you click Create, your new contact appears in your list.

	💠 DIOCESE OF BROOKLYN	ODOCESE OF BROOKLYN Outlook Outlook Search contacts, directory, and groups									
=	New contact	📩 Add to favorites 🖉 Edit 📋 Delete	e R Add to list ∽ 🗄 Move to	o ∽ 🔄 Unlink ∽							
*	New contact	Contacts By first r	name 🗸								
	New contact list			Dan Nunez							
\sim	Contacts	Dan Nunez dnunez@email.diobrook.org		162-Office of Information Systems							
8	Your contacts			🖂 Send email 🛛 💭 Start chat							
R	Your contact lists		Contact About	Organization Files Email							
Û	Deleted			5							
\sim	Folders		Contact informa	tion	🖉 Edit contact						
	Eg Contacts		Email dnunez@email.diobr	Work phone 718-965-7300	Name Danyery Nunez						
	New folder										
\sim	Groups		Chat dnunez@diobrook.or	rg 555-555-5555	Name Dan Nunez						
æ	Member				Company rcdob						
扁	Owner				Department 162-Office of Information Systems						
Û	Deleted										
\sim	Directory				Business address Brooklyn						



To create a contact list, click the down-arrow button select New Contact List, then click Contact List.

Give it a name, add contacts to it, then click **Create**.

Г

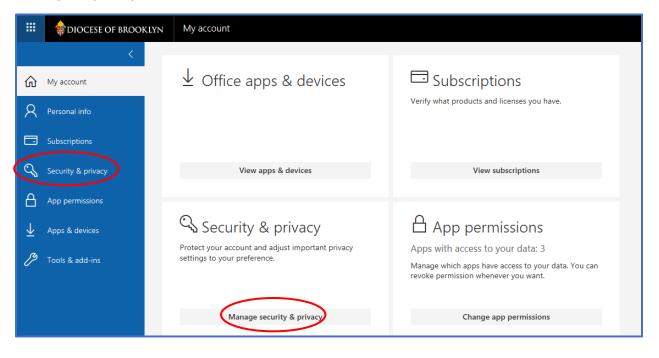
lew contact list	Contact list name	
reate a list of email addresses to end email to many people at a time.	OIS Team	
lote: The email addresses in a ontact list are not connected to your aved contacts.	Add email addresses	
	Type a name or an email address	Add
	GG Gustavo Garcia ggarcia@email.diobrook.org	×
	MaryAnn Spitz mspitz@email.diobrook.org	×
	Danyery Nunez dnunez@email.diobrook.org	×
	Josue Moran jmoran@email.diobrook.org	×
	SR Sean Roach sroach@email.diobrook.org	×
	Description	
	Help Desk OIS team Members	

Changing the Password

On the web page, on the top right side, then click your name then My Account.



On the **My Account** page, click **Security and privacy** link on the left side of the page or click **Manage security and privacy** link.



..... My account 😸 DIOCESE OF BROOKLYN < Security & privacy ഹ My account assword Q Personal info hange your password Contact preferences Subscriptions On -Manage how and why you are contacted. Organization Privacy Statement 0 Security & privacy View your organization's Privacy Statement А Additional security verification App permissions Add or change your security verification settings. $\overline{\mathbf{h}}$ Apps & devices Microsoft's Privacy Statement View Microsoft's Privacy Statement. Tools & add-ins

On the Security and privacy page, click **Password/**Change your password.

The change password page displays. **Enter Old/Current password, Create new password and Confirm new password** respectively on the space provided. Click **Submit** to change to your new password.

change passw	vord
Strong password required. En include common words or na letters, lowercase letters, num	mes. Combine uppercase
User ID jcullen@diobrook.org	
Old password	
Create new password	
Password strength	
Confirm new password	
submit cancel	

Adding an Auto Reply

In OWA, you can create an automatic reply on your email address to not leave emails unanswered during absences. To do this, click the gear icon at the top, then click View all Outlook settings.

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In the window that appears, select the option Automatic replies. Next, Turn on automatic replies. You can then set the auto-responder to fit several criteria: - send auto-reply emails for a fixed time interval, or continuously until it is manually disabled - define which senders will receive auto-reply emails (internal senders, only to contacts, only or include external senders).

Now, fill in the requested information depending on the action you want it to carry out. Once you have done so, click **Save**.

Layout	Automatic	replies								×
Compose and reply	Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.									
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Adding a Signature

To add an email signature, click the gear icon at the top, then click View all Outlook settings.

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In the window that displays, click **Mail**, then click **Compose and reply.** Compose your email signature in the editor box. You can specify whether you want to include the signature by default in new emails only or in replies and forwarded emails as well. Once you have finished, click **Save** to confirm.

Settings	Layout	Compose and reply ×
 ✓ Search settings ✓ General ✓ Mail ✓ Calendar K^A People View quick settings 	Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME Groups	Email signature Create a signature that will be automatically added to your email messages. Image:
		 Automatically include my signature on new messages that I compose Automatically include my signature on messages I forward or reply to Message format Choose whether to display the From and Bcc lines when you're composing a message. Always show Bcc Always show From Compose messages in HTML ∨ format Calibri ∨ 12pt ∨ B I <u>U</u> <u>A</u> Messages you write will look like this by default. You can also change the format of your messages in the new message window.
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