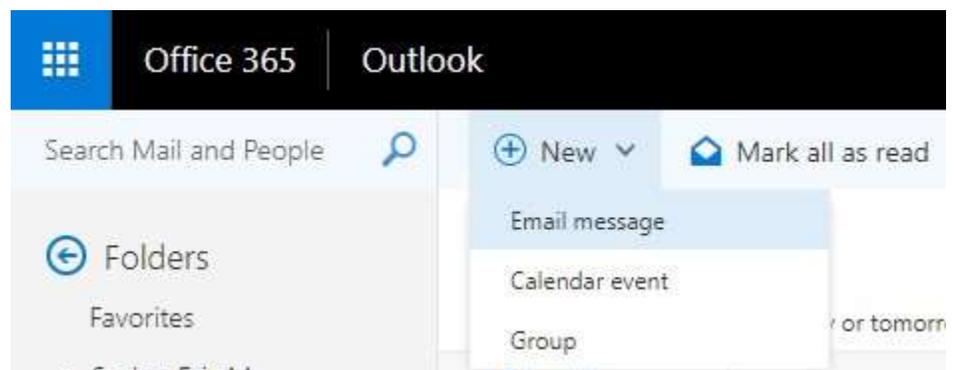


# Office365 Outlook Online

## CREATE AND SEND EMAIL

1. Go to [office365.utoledo.edu](https://office365.utoledo.edu).
2. Click on the Outlook icon.
3. Click **New > Email Message**.



4. Enter the email recipient or click the **TO** button to select from the address book. Compose your email, attach files by dragging and dropping onto the message box. Click **Send**.



# Division of Technology and Advanced Solutions

Send Attach Protect Discard ...

To | Bcc

Cc

Add a subject

Add a message or drag a file here

AA A<sup>~</sup> B I U *A* A v

Send Discard v

Draft saved at 10:36 AM

## CREATE SIGNATURE

1. Select Settings > Mail > Layout > Email signature.
2. Type the signature you would like to have on your emails.
3. Select Automatically include my signature on messages I compose.
4. Select **Save**.

 Save     Discard

## Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

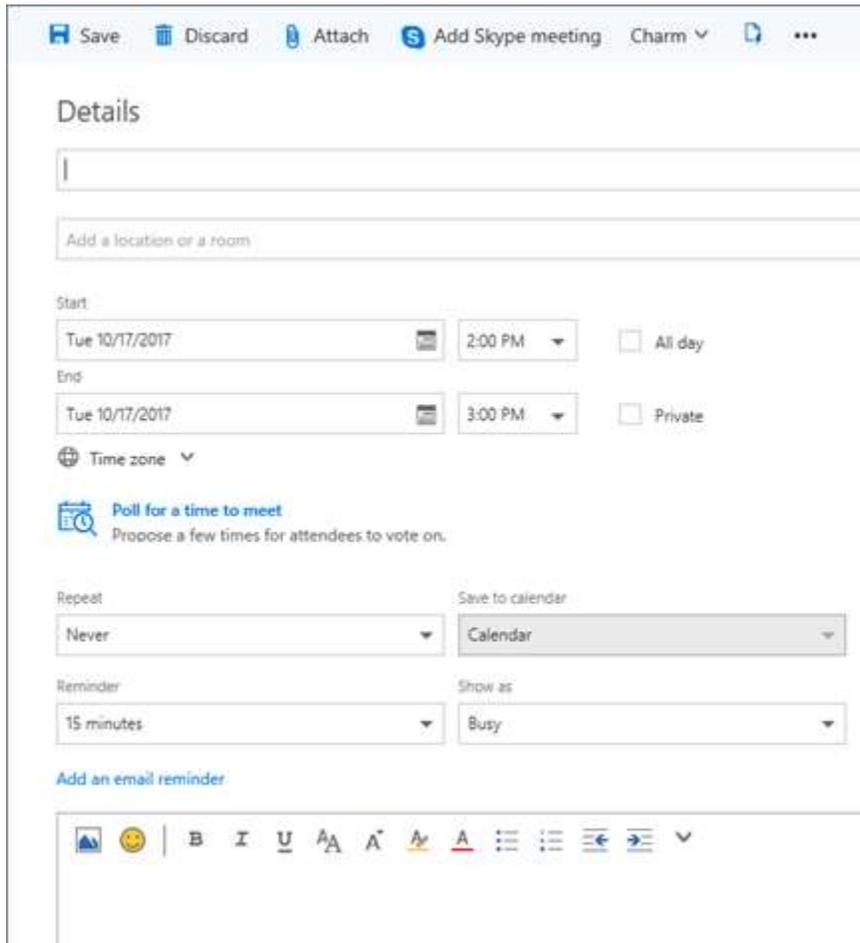
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 **B**   **I**   U   **A** **A**   **A**   **A**       

Sent from [Outlook](#)

## SCHEDULE A CALENDAR EVENT OR MEETING

1. Select New > Calendar event. Enter the details, location, start time and end time.
2. If this is a meeting, add the names or email addresses of the people you want to invite.  
Select  Scheduling assistant to see everyone's free/busy times (Exchange users).
3. Select  Add Skype meeting if you want people to be able to call in.
4. To make this a recurring meeting, select the Repeat box, and choose how often.
5. Select **Send**.



The screenshot shows the 'Details' section of an Outlook meeting. At the top, there are action buttons: Save, Discard, Attach, Add Skype meeting, Charm, and a menu icon. Below these is a text input field for the meeting title. Underneath is a field for 'Add a location or a room'. The 'Start' section includes a date and time selector (Tue 10/17/2017, 2:00 PM) and an 'All day' checkbox. The 'End' section includes a date and time selector (Tue 10/17/2017, 3:00 PM) and a 'Private' checkbox. There is also a 'Time zone' dropdown. A 'Poll for a time to meet' section with a calendar icon and the text 'Propose a few times for attendees to vote on.' is present. The 'Repeat' section has a dropdown set to 'Never'. The 'Save to calendar' section has a dropdown set to 'Calendar'. The 'Reminder' section has a dropdown set to '15 minutes'. The 'Show as' section has a dropdown set to 'Busy'. At the bottom, there is a link 'Add an email reminder' and a rich text editor toolbar with icons for image, emoji, bold, italic, underline, text color, background color, link, unlink, and list.

## SHARE A FILE TO COLLABORATE ON ATTACHMENTS

1. Select New > Email message.
2. Select **Attach**.
3. Choose which files to share and select Next.
4. Select Share as a OneDrive link.
5. To share a file on your C: drive:

Select Upload and share as a OneDrive link to upload the file to OneDrive and share the link.

How do you want to share this file?



Share as a OneDrive link

Recipients can see the latest changes and work t



Attach as a copy

Recipients get a copy to review.

Remember my choice for files from OneDrive 