

Office 365 Settings

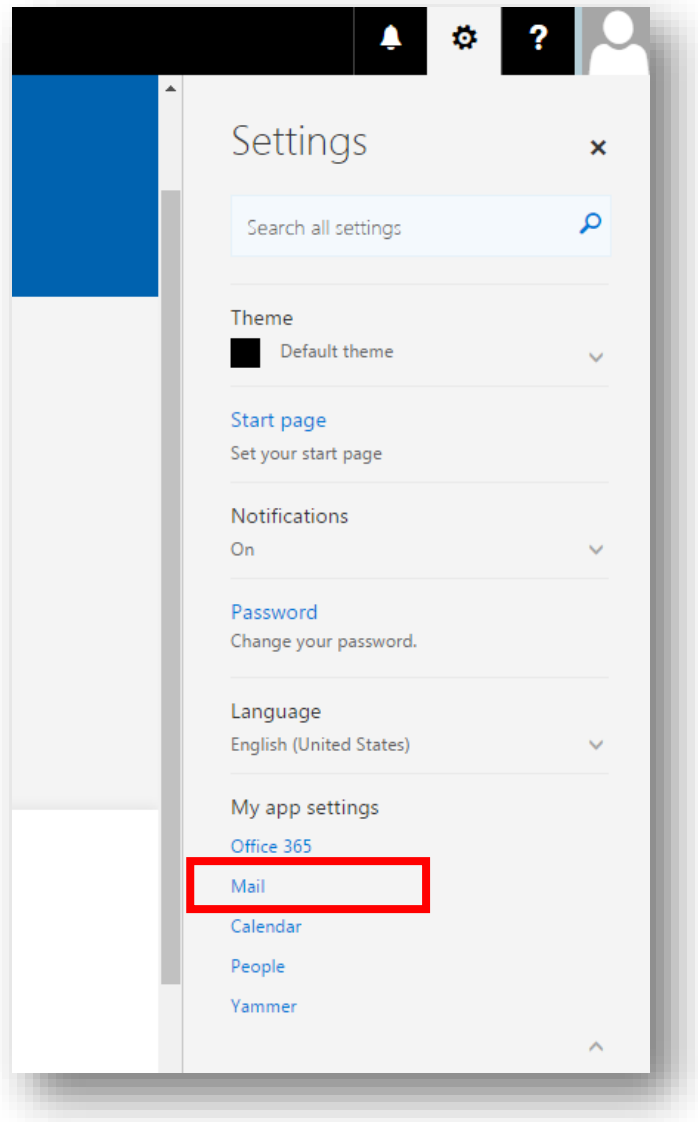
This document will detail all of the Office 365 settings and their functionality.

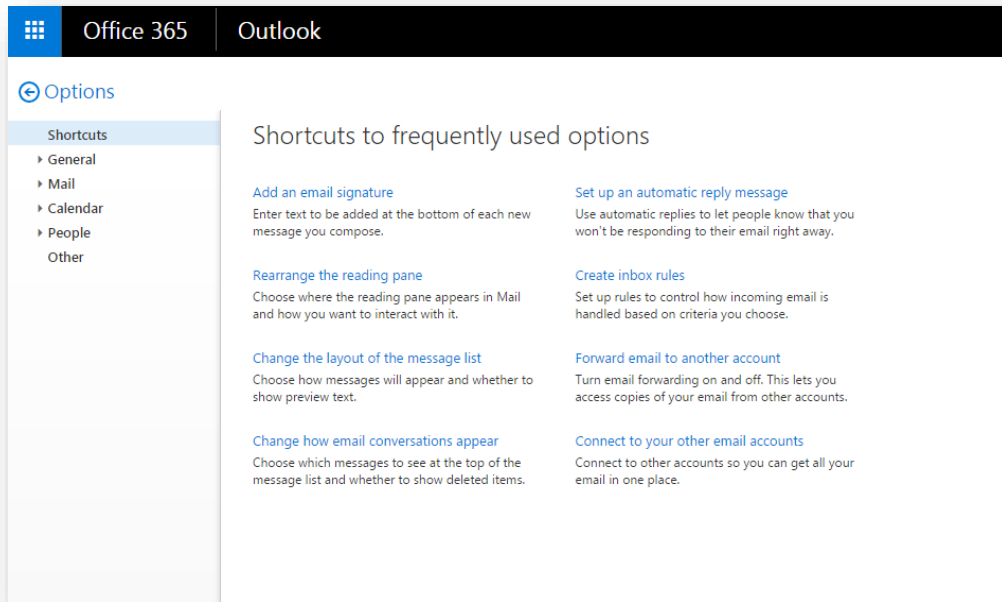
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Once logged into Office 365, click the Settings cog and then click Mail.





General

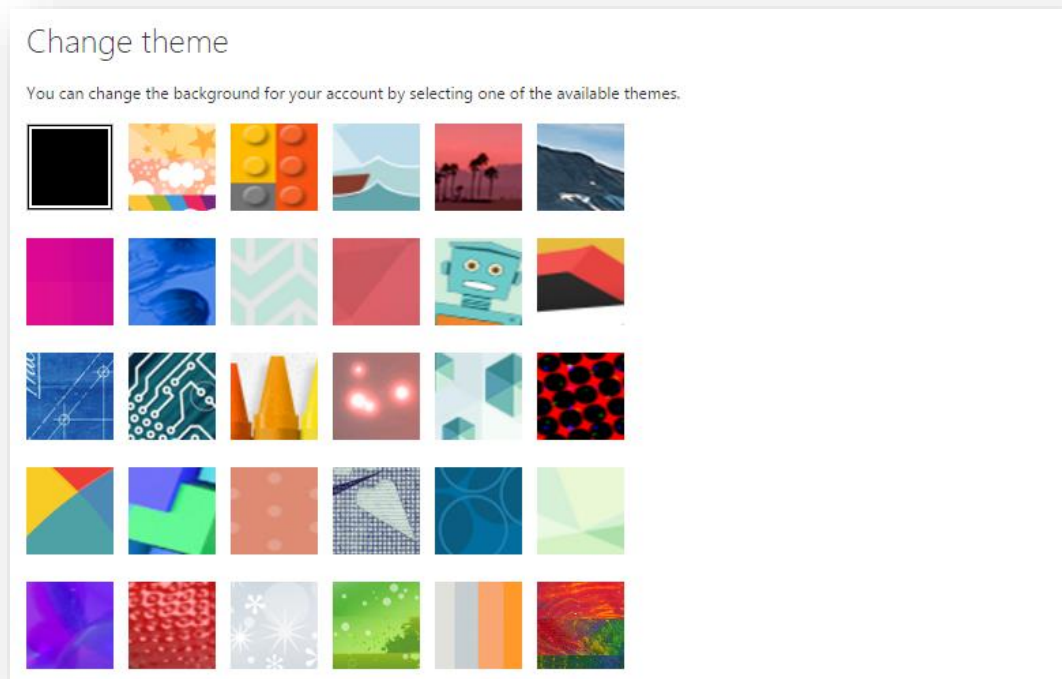
My account

For any personal changes, information should be updated in MyUCF. The data will synchronize to Office 365 and the Address Book within 24-48 hours.

The image shows the 'My account' page. At the top left is a profile picture placeholder with the initials 'MC'. Below it are several input fields: 'First name' (Mark), 'Initials' (empty), 'Last name' (Crowe), 'Display name *' (Mark Crowe), 'User ID' (Mark Crowe), 'Work phone' (empty), 'Fax' (empty), 'Home phone' (empty), and 'Mobile phone' (empty). To the right of these fields are: 'Street' (empty), 'City' (empty), 'State/Province' (empty), 'Zip/Postal Code' (empty), 'Country/Region' (United States), 'Office' (empty), and a 'Mailbox usage' bar showing '315.92 MB used. At 49.50 GB you won't be able to send email.' There is also a link for 'Change your password'.

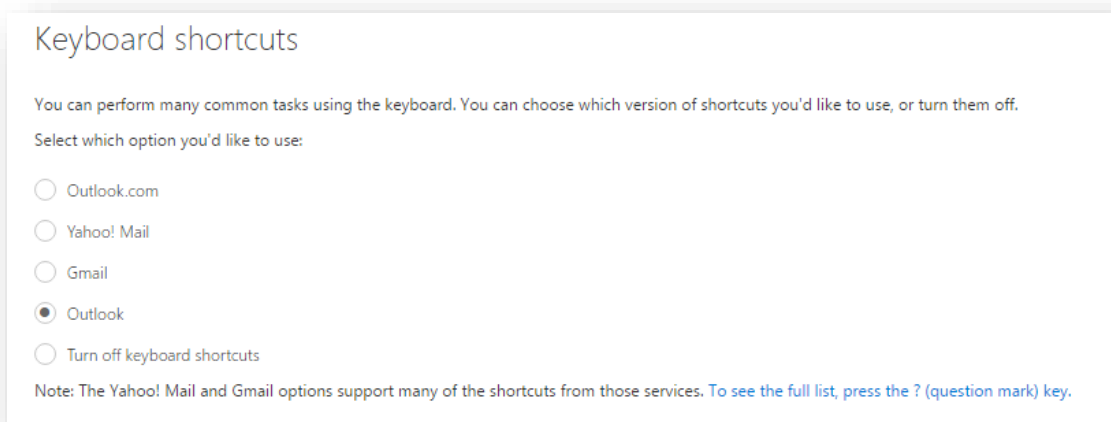
Change theme

Change the background for your account.



Keyboard shortcuts

Set keyboard shortcuts based on specific environments.



Manage add-ins


Explore the option to manage add-ins from the Office Store, a URL, or from a file or turn them off.

Manage add-ins

Add-ins are built by third parties and bring additional features to your Outlook experience. The following list shows add-ins that have been installed. [Find more add-ins for Outlook at the Office Store...](#)

+ - ↻

Name	Provider	Installed by	Turned on
Action Items	Microsoft	Default	<input checked="" type="checkbox"/>
Bing Maps	Microsoft	Default	<input checked="" type="checkbox"/>
My Templates	Microsoft	Default	<input checked="" type="checkbox"/>
Suggested Meetings	Microsoft	Default	<input checked="" type="checkbox"/>
Unsubscribe	Microsoft	Default	<input checked="" type="checkbox"/>



Action Items
Version: 1.0
Created by: Microsoft

Shows Action Item suggestions from your email. This add-in will not share your data with any third-party service.

This add-in is installed by default. You can turn it off, but you can't uninstall it.

Permissions: Read/write mailbox
When this add-in is clicked, it will be able to:

- Read, create, and update email in your mailbox
- Read, create, and update events in your calendar
- Read, create, and update tasks in your mailbox
- Read, create, and update contacts in your mailbox
- Send messages or meeting invitations

Mobile devices

View which mobile devices are currently connected to your account.

Mobile devices

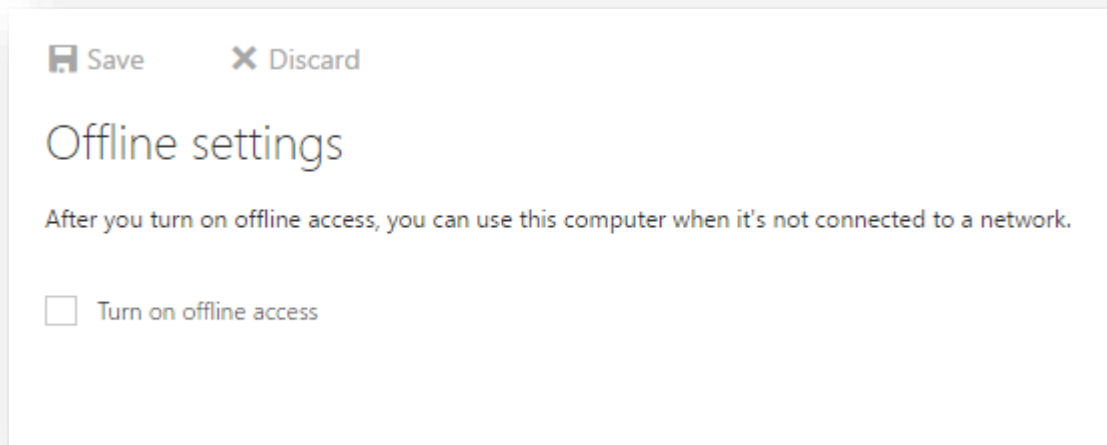
These are the mobile devices that are synchronizing with your mailbox. You can remove a mobile device, access your device recovery password, initiate a remote device wipe, or block your phone if you lose it. When you add a new device and set it up to synchronize with your account, it will appear in the list below. [Learn more](#)

✎ - 📱 ↻

Device	Phone number	Last sync time	Status
OWA for Devices on motorola XT1097		Wednesday, May 18, 2016 9:41:36 AM	OK

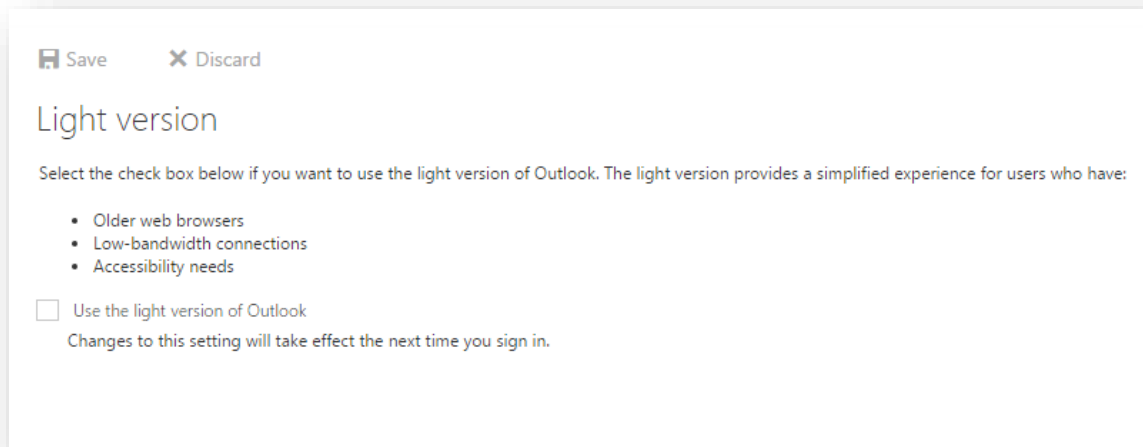
Offline settings

Adjust the offline access to allow you to use email when not connected to a network.



Light version

Switch to the light version of Outlook which will simplify the user experience.



Region and time zone

Adjust the region and time zone settings to reflect your location.

Region and time zone settings

Choose your language, the date and time format to use, and your time zone.
The language you choose will determine the date and time formats for your language.

Language
English (United States) ▼

Rename default folders so their names match the specified language

Date format (For example, September 1, 2016 is displayed as follows)
9/1/2016 ▼

Time format
1:01 AM - 11:59 PM ▼

Current time zone
(UTC-05:00) Eastern Time (US & Canada) ▼

Text messaging

Set up text message notifications for email, calendar or voice mail.

NOTE: Feature depends on provider. Sprint may not send passcode.

Text messaging

Use Text messaging to set up text message notifications to be sent to your mobile device.

Text messaging notifications aren't currently set up for this account.

[Set up text messaging](#)

When text messaging notifications are turned on, you can set up:

- Calendar notifications
- Voice mail notifications
- Email notifications using an Inbox rule

Mail

Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

- **Automatic processing** — Control how incoming and outgoing email is handled.
- **Accounts** — Choose how email will flow in and out of your accounts.
- **Layout** — Customize the look of your inbox and email messages.

Automatic processing

Automatic replies

Set up Out of Office messages by selecting **Send automatic replies** and applying a time period.

Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

- Don't send automatic replies
- Send automatic replies
- Send replies only during this time period
- Start time
- End time
- Block my calendar for this period
- Automatically decline new invitations for events that occur during this period
- Decline and cancel my meetings during this period

Clutter

Turn on or turn off the Clutter feature.

The screenshot shows the Outlook Clutter settings interface. At the top, it says "Clutter". Below that, a summary bar states: "Over the past 7 days, Outlook would have moved 0 items to Clutter. This would have saved you about 0 minutes." Under the heading "When email is received:", there is a checkbox labeled "Separate items identified as clutter" which is currently unchecked. Below the checkbox is a link "Learn more about Clutter". At the bottom, there is a text prompt: "Got a few extra seconds? We'd love to know what you think about Clutter."

Inbox and sweep rules

Manage rules for cleaning your inbox.

The screenshot shows the Outlook "Inbox rules" management page. The title is "Inbox rules". Below the title, it says: "Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it." There are icons for adding (+), deleting (trash), and moving (up/down arrows) rules. Below these icons is a table of rules:

On	Name	
<input checked="" type="checkbox"/>	Move messages from Kohl's	Rule: Move messages from Kohl's After the message arrives and... the message was received from 'Kohls@s.kohls.com' and the message was sent to 'Mark Crowe' Do the following... move the message to folder 'Junk E-Mail' and stop processing more rules on this message This rule is: On
<input checked="" type="checkbox"/>	Move messages from Udacity	
<input checked="" type="checkbox"/>	Move messages from Men's Wearhouse	

Below the rules table is a section for "Sweep rules". It says: "These rules run at regular intervals to keep your inbox clean." There is a trash icon and a table with columns "On" and "Name".

Junk email reporting

Set rules on reporting junk email to Microsoft.

Junk email reporting

Reporting junk email to Microsoft helps improve the accuracy of the junk email filter.

When messages are marked as junk:

- Ask me before sending a report
- Automatically send reports
- Never send reports

Report unwanted email

When you select Mark as junk, Mark as phishing, or Unsubscribe, you can report the message to Microsoft to help improve the accuracy of the junk email filter. With your permission, Microsoft can also share its reports with other companies who fight junk email. This information is never used for marketing or advertising.

- Share reports with other companies who fight junk email.
- Don't share reports with other companies who fight junk email.

Mark as read

Customize how items are marked after they have been opened.

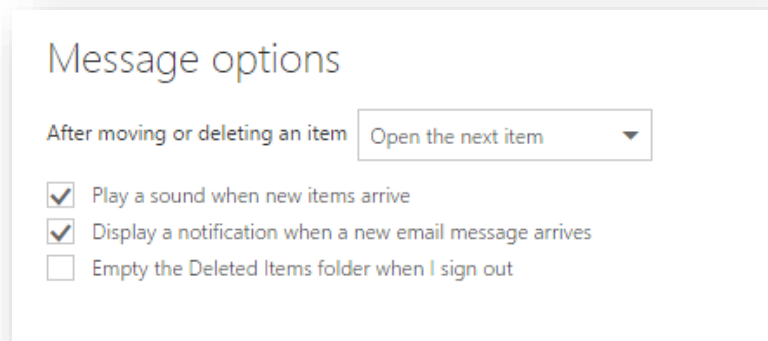
Mark as read

Choose when items should be marked as read.

- Mark displayed items as read
Number of seconds to wait before marking items as read:
- Mark items as read when the selection changes
- Don't automatically mark items as read

Message options

Set how your inbox handles a message.



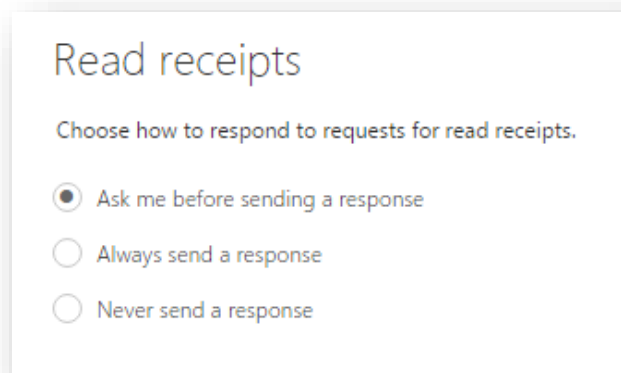
Message options

After moving or deleting an item Open the next item ▼

- Play a sound when new items arrive
- Display a notification when a new email message arrives
- Empty the Deleted Items folder when I sign out

Read receipts

Set how to respond to read receipts.



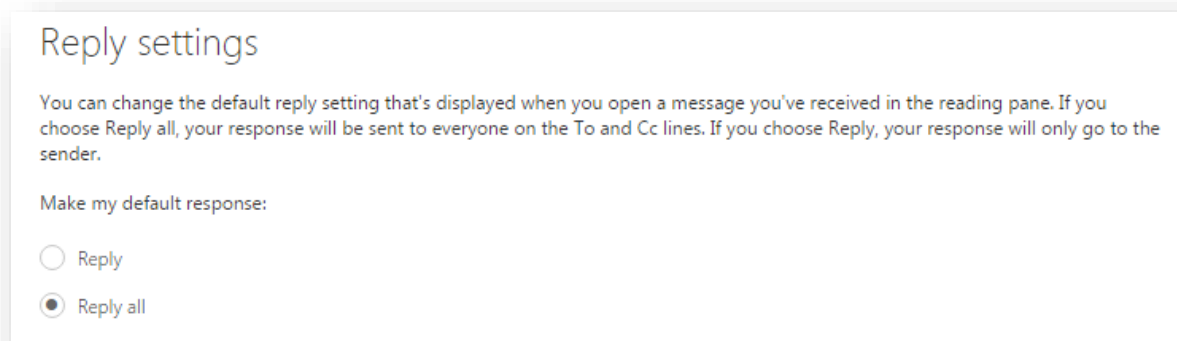
Read receipts

Choose how to respond to requests for read receipts.

- Ask me before sending a response
- Always send a response
- Never send a response

Reply settings

Set your default response to **Reply** or **Reply all**.



Reply settings

You can change the default reply setting that's displayed when you open a message you've received in the reading pane. If you choose Reply all, your response will be sent to everyone on the To and Cc lines. If you choose Reply, your response will only go to the sender.

Make my default response:

- Reply
- Reply all

Retention policies

Set retention and archive policies for your mailbox.

Retention policies

Retention policies let you control how long items in your mailbox will be saved.

The following list shows the retention policies and archive policies that are currently available to you. To use additional policies, click Add.

+ -

Name	Retention action	Retention period
------	------------------	------------------

Accounts

Block or allow

Manage accounts that you have blocked or want to allow mail flow from.



Block or allow

Don't move email to my Junk Email folder

Automatically filter junk email

Safe Senders and Recipients

Don't move email from these senders or domains to my Junk Email folder.



 

Enter a sender or domain here +

Trust email from my contacts

Blocked Senders

Move email from these senders or domains to my Junk Email folder.

Enter a sender or domain here +

contact@unitedforcare.org

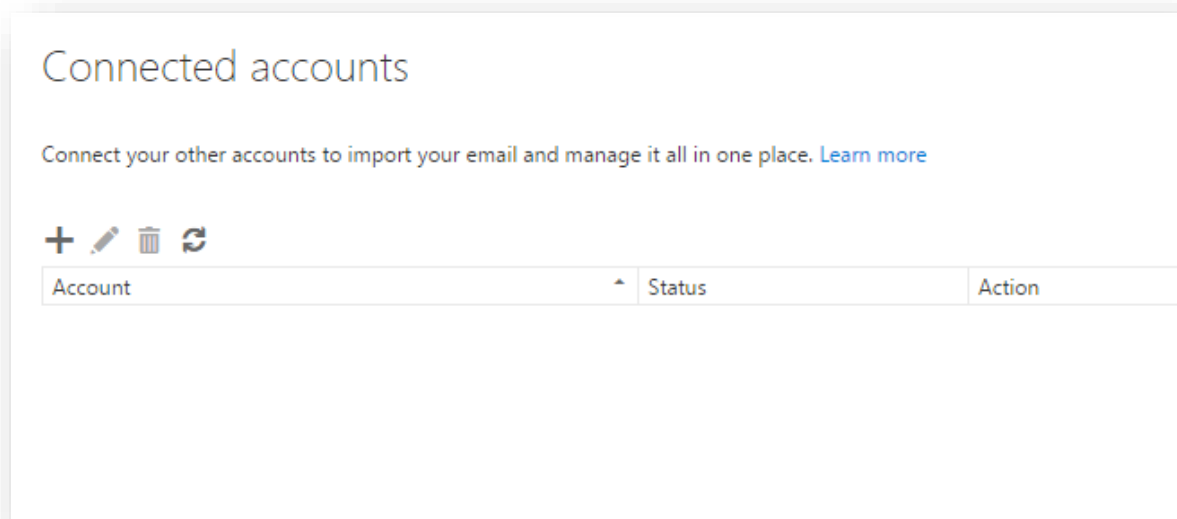
menswearhouse@e.menswearhouse.com

moveon-help@list.moveon.org

Don't trust email unless it comes from someone in my Safe Senders and Recipients list

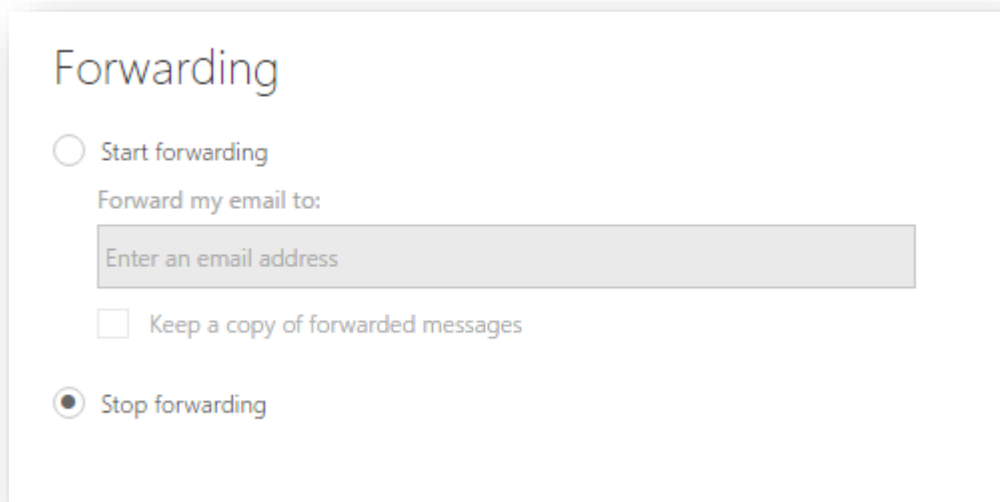
Connected accounts

Connect and manage multiple accounts.



Forwarding

Ensure **Stop forwarding** is selected. UCF does not allow forwarding to another address.



POP and IMAP

Information for setting up your mailbox client with POP or IMAP.

POP and IMAP settings

Use the information on this page if you need to use POP or IMAP to connect your mailbox.

POP setting

Server name: outlook.office365.com

Port: 995

Encryption method: SSL

IMAP setting

Server name: outlook.office365.com

Port: 993

Encryption method: SSL

SMTP setting

Server name: smtp.office365.com

Port: 587

Encryption method: TLS

POP options

- Send event invitations in iCalendar format
- Don't send receipts for messages that have been read

IMAP options

- Send event invitations in iCalendar format
- Don't send receipts for messages that have been read

Attachment options

Attachment preferences

Set how files will be chosen and attached when sending an attachment.

Attachment preferences

For files I choose from my computer:

- Ask me how I want to attach them every time
- Always attach them as OneDrive files
- Always attach them as copies

For files I choose from OneDrive:

- Ask me how I want to attach them every time
- Always attach them as OneDrive files
- Always attach them as copies

For files I choose from group files:

- Ask me how I want to attach them every time
- Always attach them as OneDrive files
- Always attach them as copies


Warn me when I send a message that may be missing an attachment

Storage accounts

Enable attaching files from OneDrive.

Storage accounts

Connect your storage accounts so you can attach files from them.

-  OneDrive - Universi...

Layout

Conversations


Select how you wish messages to be shown in your inbox.

Conversations

Show items in this order:

Newest messages on top


Oldest messages on top



When items have been deleted:

Show deleted items

Hide deleted items




Email signature

Create a signature for your account.

Email signature

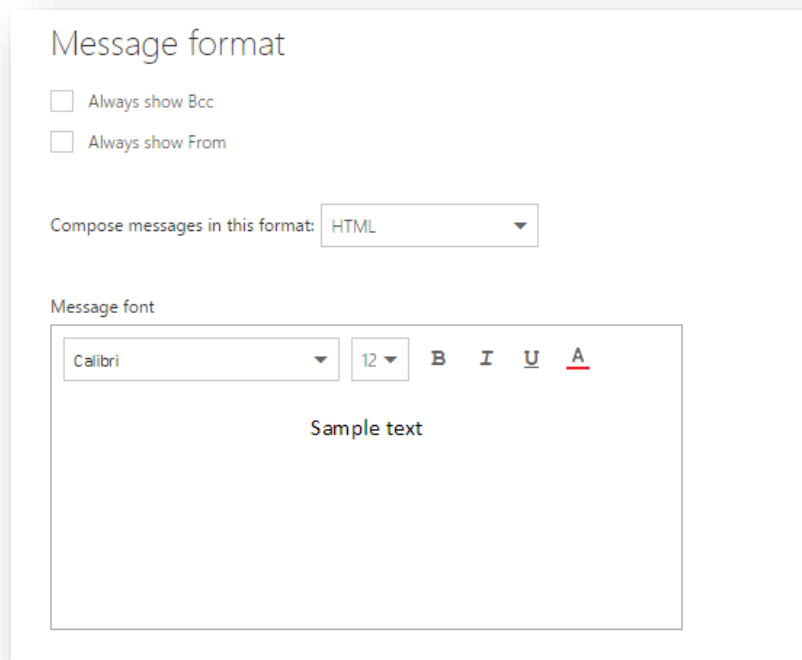
Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to



Message format

Set how you can compose email messages.



Message format

Always show Bcc

Always show From

Compose messages in this format: HTML

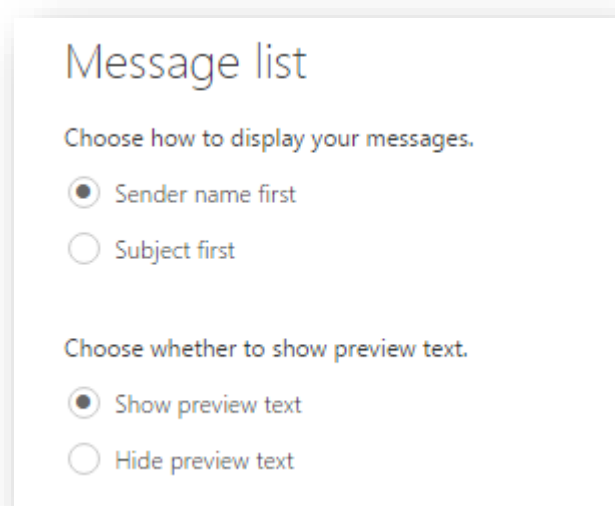
Message font

Calibri 12 **B** *I* U A

Sample text

Message list

Manage how you want your messages displayed in your inbox.



Message list

Choose how to display your messages.

Sender name first

Subject first

Choose whether to show preview text.

Show preview text

Hide preview text

Reading pane

Set how you want your inbox to appear.

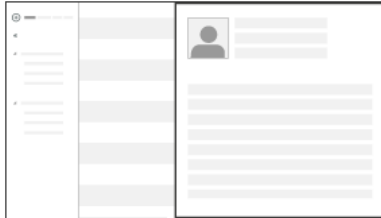
Reading pane

Choose where the reading pane should appear.

Show reading pane on the right

Show reading pane at bottom

Hide reading pane



Choose what happens when you move or delete an item.

Open the previous item

Open the next item

Choose whether to write email messages in the reading pane or a new window.

Type in the reading pane

Type in a new window

When signing in:

Select the first message in the list

Let me select the message to read first

Link preview

Decide whether or not you want links previewed within a message.

Link preview

When you open a message that contains a hyperlink or add a link to a message, Outlook inserts a preview of the website. If you don't want to see previews, clear the check box below.

[Learn more](#)

Preview links in email

Calendar

Automatic processing

Set how you want invitations and notifications regarding the calendar are processed.

Automatic processing

Control how invitations, responses, and notifications are handled.

- Delete invitations and responses that have been updated
- Delete notifications about forwarded events

Birthday calendar

Allow for your contacts' birthdays to be shown on your calendar.

Birthday calendar

Add a calendar for keeping track of people's birthdays.

- Turn on the birthday calendar
- Turn off the birthday calendar

Calendar appearance

Build how you wish your calendar to appear.

Calendar appearance

Choose how your calendar should look.

Show work week as:

Sun Mon Tue Wed Thu Fri Sat

Set your working hours.

Start time End time

Note: Current time zone is (UTC-05:00) Eastern Time (US & Canada)

Show week numbers in Month view

Start the first week of the year on the:

Show the first day of the week as:

Show hours in:


15-minute increments

30-minute increments

Show calendar in:

Bright colors

Light colors



Notifications

Set calendar notifications that will be sent to your phone. See the text messaging option under **General** to set up.

Notifications

Send my phone:

Notifications about changes to events that occur within the following number of days: 1 ▼

Only during work hours

Notifications for event reminders

Only during work hours

Daily calendar agendas

Send at: 8:00 AM ▼

Text messaging notifications aren't set up for you yet.

[Set up notifications](#)

Publish calendar

Publish a calendar for others to see.

Publish calendar

You can publish a calendar. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

Select a calendar

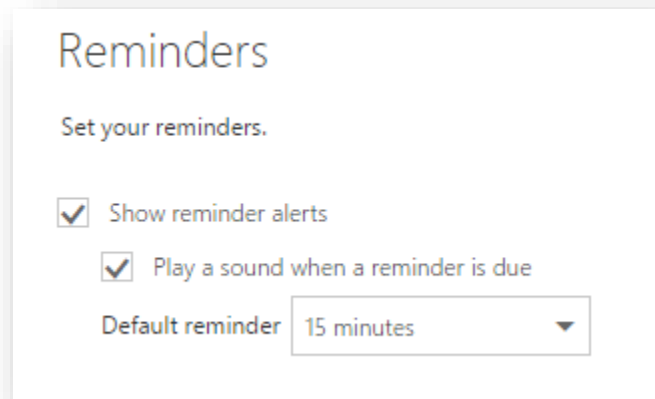
Calendar ▼

Select permissions

Not shared ▼

Reminders

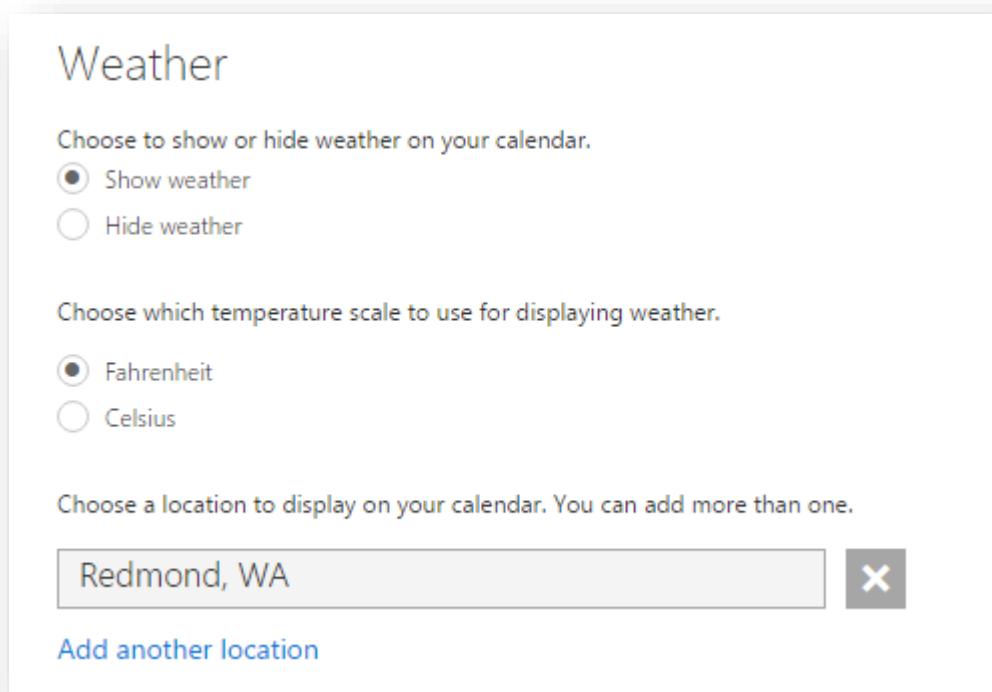
Set your reminders.



The screenshot shows a settings window titled "Reminders". Below the title is the instruction "Set your reminders." There are two checked checkboxes: "Show reminder alerts" and "Play a sound when a reminder is due". Below these is a "Default reminder" dropdown menu currently set to "15 minutes".

Weather

Customize the weather feature paired with your calendar.

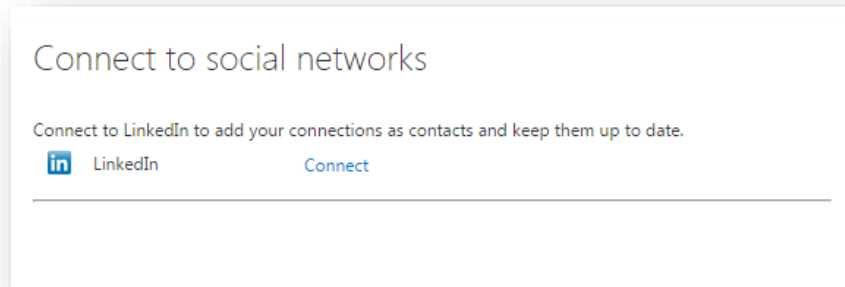


The screenshot shows a settings window titled "Weather". Below the title is the instruction "Choose to show or hide weather on your calendar." There are two radio button options: "Show weather" (selected) and "Hide weather". Below this is another instruction: "Choose which temperature scale to use for displaying weather." There are two radio button options: "Fahrenheit" (selected) and "Celsius". Below this is a third instruction: "Choose a location to display on your calendar. You can add more than one." There is a text input field containing "Redmond, WA" and a close button (X) to its right. Below the input field is a blue link that says "Add another location".

People

Connect to social networks

Connect your email contacts to LinkedIn.



Import contacts

Import your contacts from other places.

