



User Manual  
For  
UC Davis Department of Human Ecology

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# Access Office 365

Web Browser Access:

Outlook Web App (OWA): <http://outlook.com/owa/ucdavis.edu>

Note: If you go to <http://owa.ucdavis.edu> and login with your ad3\loginid, you will receive a redirect link to the new site. Click on the link to continue.

When logging into your Office365 mailbox, you will need to use your email address instead of your Kerberos account as your login. Your login will be mailid@ucdavis.edu instead of ad3\loginid.

# Access Office 365

Email Client (Outlook, Thunderbird)

	IMAP	SMTP
Server	Outlook.office365.com	Smtp.office365.com
Port	993	587
Encryption Method	SSL	TLS

# Access Office 365

Smartphone/Tablet Setup:



Android Setup:

1. Delete old ucdavis.edu email account if applicable.
2. Settings → Add Account → Microsoft Exchange Active Sync
3. Server: m.outlook.com Domain: ucdavis.edu

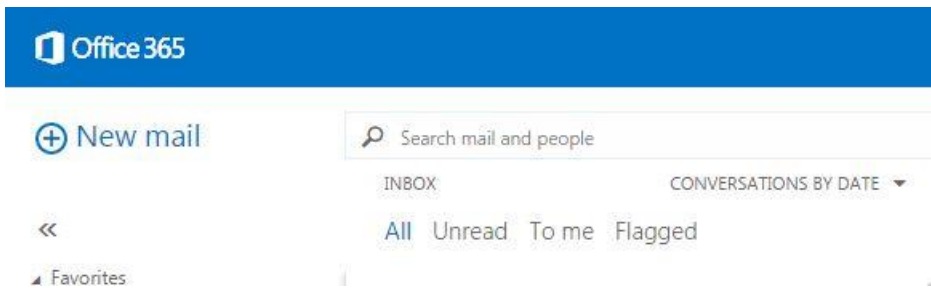


iPhone/iPad:

1. Delete old ucdavis.edu email account if applicable.
2. Settings → Mail, Contacts, Calendars → Add Account → Exchange
3. Server: m.outlook.com Domain: ucdavis.edu

# Outlook Web App

To create a new email click on the 'New Mail' icon in the upper-left.



1. To add recipients, you can type the name of anyone who is in your contacts folder or UC Davis directory.
2. Type the message you want to send in the space provided.
3. To add an attachment, click Insert then Attachment at the top of the screen and browse to the file you want to attach. To embed a picture in the message so that it appears without the recipient having to open it, click Insert, then Picture, and browse to the picture you want to add to your message.
4. When you're done and your message is ready to go, click Send.

# Outlook Web App

Working with drafts:

If you can't finish writing a message right away, or want to wait a bit before you send it, you can click away from it and come back to it later to finish it. Outlook Web App automatically saves your message as you create it and adds it to your drafts folder.

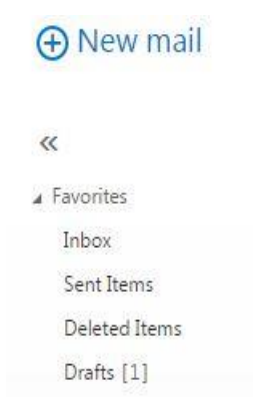
When you're ready to send your message:

Find the Drafts folder in the folder list and click on it.

Click on the message you were working on, and click **Continue editing**


or, if you've decided you don't want to send the message after all, click **Discard**.

If you still want to send the message, finish editing it and click **Send**.



# Outlook Web App

Opening a message in a separate window:

Messages are by default created and read in the 'reading pane', but they can also be opened in a separate window. This is helpful in many circumstances such as needed to view two emails at once. To do this in a new message, or one that you are forwarding or replying to, click on the pop-out icon  in the upper-right of the message.

To open a message you are reading in a separate window, click on the 'extended menu' icon:  and select 'Open in a separate window'.

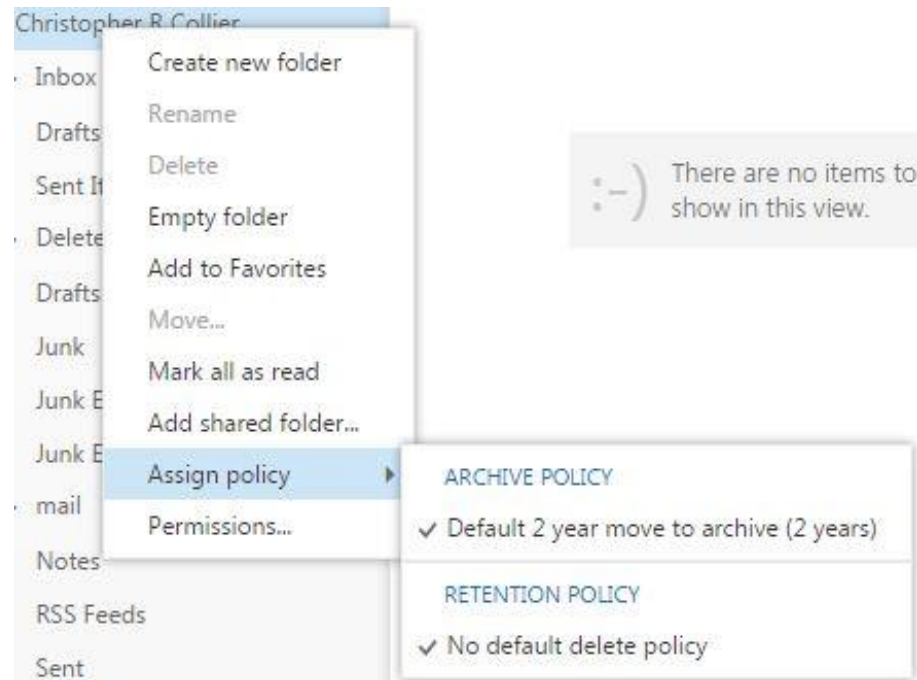


# Outlook Web App

Working with folders:

The default folders include Favorites  
Inbox, Sent Items, Deleted Items,  
Drafts, Junk and Trash.

You can right-click in the folder pane  
to access options to create/delete  
folders and more.



# Outlook Web App

You can hide/view folders by click on the chevron to the left of a parent folder.



# Outlook Web App

## Search:

You can search for messages and people in Outlook Web App by using the search window at the top of the item list in **Mail** and in **People**.

As soon as you start typing, Outlook Web App will show possible options to search for. Your previous searches will affect what appears in the suggestions box. Enter your search and then select **Enter** to begin. To use the suggestions, select a suggestion or use the arrow keys, and then select **Enter** to choose which search to use.

When you begin typing in the search box, the navigation window will change to show search options. By default, **Include messages from** is set to the current folder and **Show these messages** is set to **All**. You can change the scope of your search by selecting other options.

# Outlook Web App

## Search Continued:

You can also use Advanced Query Search, or AQS, to refine your searches. To use AQS, type a keyword followed by a colon, and then what to search for in the search box. For example, to find any message with a subject that contains “tomorrow”, enter **subject:tomorrow** in the search box.

When you use AQS, you can search on multiple search terms. When you enter multiple search terms, you can search on any, all, or an exact phrase.

**Subject: product plan** will find any message with “product” or “plan” in the subject.

**Subject: (product plan)** will find any message with both “product” and “plan” in the subject.

**Subject: “product plan”** will find any message with the phrase “product plan” in the subject.

# Outlook Web App

AQS keyword	Description
From	Searches the <b>From</b> field.
To	Searches the <b>To</b> field.
Cc	Searches the <b>Cc</b> field.
Bcc	Searches the <b>Bcc</b> field.
Participants	Searches the <b>To</b> , <b>Cc</b> , and <b>Bcc</b> fields.
Subject	Searches the subject.
Body or Content	Searches the message body.
Sent	Searches the date sent. You can search for a specific date or a range of dates separated by two dots (..). You can also search for relative dates: Today, tomorrow, yesterday, this week, next month, last week, past month. You can search for the day of the week or month of the year.
Received	Searches for the date received. You can use the same search terms as for Sent.
Category	Searches the <b>Category</b> field.
Attachment	Searches for the specified attachment by title. For example, <b>attachment:letter.doc</b> will find any message with an attachment named letter.doc.
Has	Use <b>has:flag</b> to find items that are flagged. Use <b>has:attachment</b> to find items that have one or more attachments.

# Calendar

Calendar:

Outlook Calendar People Newsfeed OneDrive Sites Tasks


Office 365 syncs email, calendar and contact information across all devices in real time, so any change made from a device will reflect on all others.

**Calendar publishing** creates URLs that users can give to people outside your organization. One URL lets the recipient subscribe to your calendar by using Outlook or Outlook Web App, and the other lets the recipient view your calendar in a Web browser. Each user controls how much detail others can see.

**Calendar sharing** lets users invite people in their organization to see their calendar. Users who share their calendars can specify how much detail the recipients can see. If users don't share their calendars, others in their organization can still see free or busy information; users can give recipients access to more detail when they share their calendar. If others use Outlook or Outlook Web App, they can display your calendar next to theirs.

# Calendar

## Creating Events:

You can create calendar events both by clicking on the  New event button or by left-clicking on the time you would like the event to occur. Once created you can drag-and-drop the event to change the time/date.

Events are considered either an appointment or a meeting. A meeting is an event that includes other people and can include resources such as conference rooms. To schedule a meeting in Outlook, you create a meeting invitation that you send to the invitees. Responses to your meeting invitations appear in your Inbox.

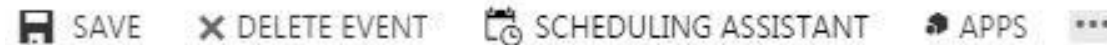
Appointments in Outlook are events that do not involve inviting other people or reserving resources.

# Calendar

A meeting that you've been invited to will show the organizer and include links to respond to the invitation. If the organizer has included an online meeting invitation, you'll see a link to join the meeting.



When creating a meeting you can use the scheduling assistant to check the availability of potential invitees.

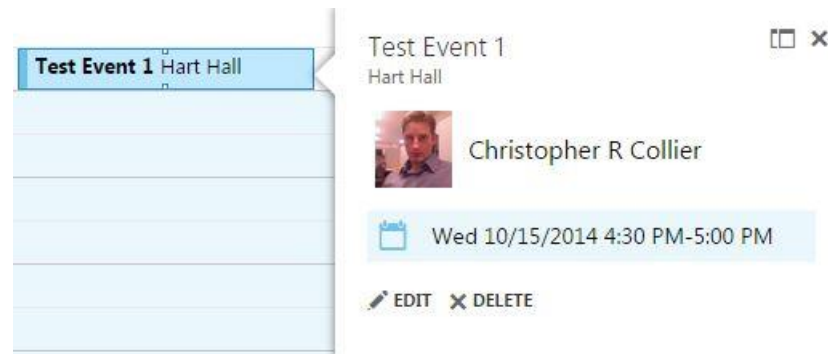




# Calendar

You can click any event in your calendar to see a quick view of that event.

An event that you create will show you as the creator and have a link to edit or delete the event.



# People

Contacts (People):



Contacts that you have added will show up under ‘My Contacts’. You can add anyone you have corresponded with to your contacts by left-clicking on their name/email address in Outlook and selecting ‘Add to contacts’.



In Office 365 we also have access to the global directory, which contains nearly all rooms, users and distribution lists in the University.

# OneDrive

OneDrive (Formerly SkyDrive):

Outlook Calendar People Newsfeed OneDrive Sites Tasks


Included with our Office 365 accounts is a feature called 'OneDrive'.

It functions nearly the same as other cloud storage providers such as Dropbox, Box.com, Google Drive and others, so if you have experience with one of them this should feel familiar.

OneDrive includes an incredible 1024 GB of online storage per account.

Site Settings ▸ Storage Metrics ⓘ

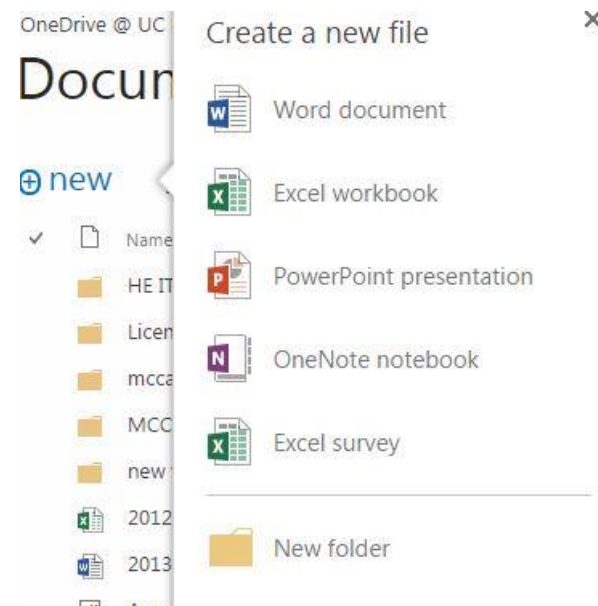
 Site Collection

984.71 GB free of 1024.00 GB 


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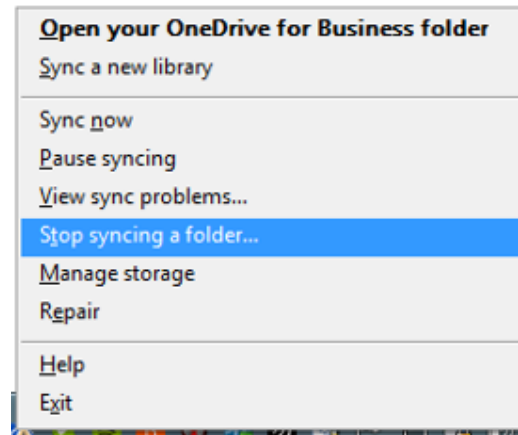
# OneDrive

The one advantage that OneDrive has over all others however is the integration of Office, as OneDrive is a Microsoft product. This means you can create and edit Word, Excel, PowerPoint documents and more via Office Online.




# OneDrive

OneDrive offers a syncing app that once downloaded and installed creates a folder on a computer in which all contents automatically get synced to the OneDrive cloud storage. This not only provides redundancy and version history, but it allows a user to access all of their files anywhere they have internet access. The OneDrive for Business app  will sit in your icon tray and provide these right-click options:

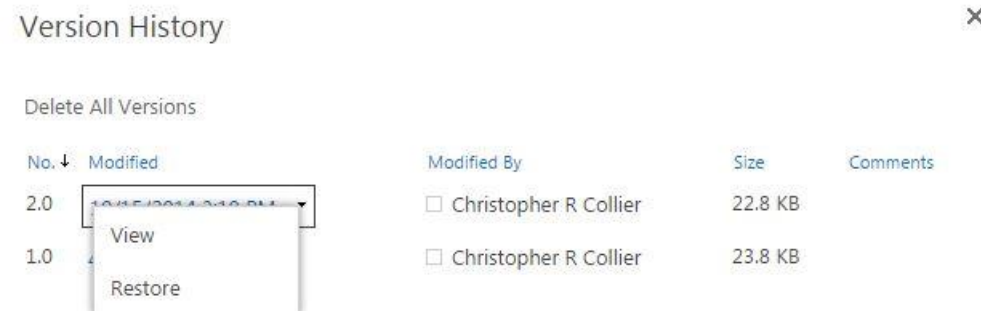


# OneDrive

To install the app click on  [sync](#) and follow the prompts for your version of Windows/Office. Depending on how many files you have in your OneDrive for business folder and your internet bandwidth the initial sync might take a long time. Once the initial sync is complete all subsequent syncs should occur in near real-time.

# OneDrive

Office 365 offers many options for sharing, editing and restoring files. OneDrive users will be able to access the last 25 versions of a synced file with Version History and be able to restore any of the previous versions.



# OneDrive

OneDrive is build on Microsoft SharePoint technology so it has advanced sharing and collaboration features. One such feature gives the user the ability to 'Check In' and 'Check Out' a file. This allows a user to lock a shared file from being edited by others while checked out.

