OUTLOOK EMAIL AND CALENDAR INSTRUCTIONS

GETTING STARTED

• You can either login to your email account via a web browser at <u>login.microsoftonline.com</u> or the Outlook shortcut on your computer.

SETTING UP AUTOMATIC RESPONSES

- 1. Click on the blue **File** tab in the upper-left corner.
- 2. Click on the box that reads Automatic Replies.

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	Account Information									
	tolff@millumu.edu Microsoft Exchange Add Account									
Save as Adobe PDF	Account Settings									
	Account connections.									
	Settings* = Access this account on the web. https://outlook.office/85.com/owa/msil.wvu.edu/									
	Change									
Options	Automatic Replies (Out of Office)									
	Use automatic replies to notify others that you are out of office, on vacation, or Automatic Replies									
	Canaro Ganaro Toolo - 402 C68 free of 405 C68									
	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.									
	Slow and Disabled COM Add-ins Manage COM add-ins that are effecting your Outlook experience.									
	Manage Add-ins Manage Add-ins Manage Add-ins for Outlook.									

- 3. ! Click on the Send automatic replies option.
- 4. ! Click on the Only send during this time range option.

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	automatic repl								
∧ ≝	Start time:	Fri 9/29/2017		8:00 AN	_				
4 i			-						
U	End time:	Fri 9/29/2017	•	5:00 PN	•				
Automatically reply once for each sender with the following messages:									
🍇 In	nside My Orga	nization 🔇	Outside N	/ly Orgar	ization (Dn)			
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Rules						_	OK		ancel

- 5. ! Select the time range boxes to create the time you will be gone.
- **6.** Write a message or greeting that you want others to receive while you're gone. **Note:** You can change the greeting for individuals inside/outside of your organization.
- 7. ! Click OK.

SETTING UP/EDITING CALENDER INVITES

- 1. ! Click on the Calendar tab in the bottom-left corner of your screen.
- 2. ! To schedule a meeting, click on the desired date. Then click **New Appointment** in the top-left corner of your screen.
- 3. ! Fill out the appointment page by inserting a subject, location, date and time.

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FILE	APPOINTMENT	INSERT FORMAT TEX	T REVIEW										
Save & D Close	ete 🕞 Forward 👻	Appointment Scheduling Assistant		Invite Attendees Attendees	Z Show As: Busy Reminder: 15 minutes Options	* Recurrence T		itegorize	Private High Importance Low Importance Tags	Zoom Zoom	Apps for Office Add-ins		^
Subject	INSERT	SUBJECT HERE											
Location	INSERT	LOCATION HERE		INVITE	ATTENDEE HERE								-
Start time	Tue 9/26/2017	3:30 PM	✓ All day event										
End time	Tue 9/26/2017	4:00 PM	*										
ADJUST DATE & TIME HERE													

- 4. ! To invite a person to the meeting, click Invite Attendees and type in his/her name.
- 5. ! Click Save & Close in the top-left corner of the calendar entry.