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								
	taliff@mail.wvu.edu								
	Microsoft Exchange Add Account								
Save as Adobe PDF	Account Settings								
	Account Change settings for this account or set up more Account connections.								
	Access this account on the web. http://outlook.office/65.com/owa/mail.wvu.eda/								
	Change								
Options	Automatic Replies (Out of Office)								
	Use automatic replies to not#y 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.

Autom	natic Replies - tali	ff@mail.wvu.edu	23
O Do	o not send autom	atic replies	
Ser	nd automatic repl	ies	
Λ	Uniy send du	File (20) (2017	
ት ስ	Start time:	PH 9/29/2017 • 8:00 AM	
LL.	End time:	Fri 9/29/2017 • 5:00 PM •	
Auton	matically reply one	e for each sender with the following messages:	
R	Inside My Orga	nization 🚱 Outside My Organization (On)	
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- 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 & De Close	K ि Calendar Jete ⊖ Forward → Actions	Appointment Scheduling Assistant	Skype Meeting Skype Meeting Notes	Invite Attendees Attendees	tes Recurrence Zone	Categorize	Private High Importance Low Importance Tags	Zoom Add	s for ice -ins		^
Subject	INSERT	SUBJECT HERE									
Location	INSERT	LOCATION HERE		INVITE ATTENDEE HEI	RE						-
Start time	Tue 9/26/2017	3:30 PM	✓ All day event								
End time	Tue 9/26/2017	4:00 PM	*								
		\hat{U}	ADJUST DATE & TIM HERE	E							

- 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.