As we move to AD, Office365 and Outlook from our comfort zone of Novell and GroupWise, remember that you have been using Microsoft for a long time. Yes, Office is a Microsoft product. Since Outlook is a Microsoft product many of the features are the same, you will see ribbons, command groupings, etc...

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#### **Definitions:**

AD – Active Directory – this is the username and password vault that we moving to from the Novell eDirectory vault. The password rules change a bit but are in line with the security compliance now forced on IT. AD=Microsoft eDir = Novell

Office 365 – A Cloud service from Microsoft. O365, as it is called, is a web-based version of Microsoft's Office suite of enterprise-grade applications. Office 365 is delivered to users through the cloud and includes Exchange Online for email, SharePoint Online for collaboration, Lync Online for unified communications, and a suite of Office Web Apps, Web-based versions of the traditional Microsoft Office suite of applications.

**Outlook 2013** – Outlook 2013 is the desktop client for accessing your email, calendar and the O365 Cloud applications.

**Outlook Web App 2013 – OWA** - Gives users full contact and calendar functionality. This will give us access to voicemail, instant messages and SMS messages directly through an inbox in the future. Outlook Web App was revamped and is now supported by all major Web browsers and includes a smoother interface. Other new features include themes, which let users customize their own personal OWA 2013 interface and calendar Web sharing.

### Login to your Outlook Web App via <a href="http://mail.ccp.edu">http://mail.ccp.edu</a>

To login to Office365/OWA, open your browser and type in the URL above in the address line. A new window will appear which represents our first step towards single sign-on. This window will authenticate you to OWA. Note that this window may appear different depending on your browser. The basic information for login and password will always be available.

Type your email address (professor@ccp.edu) and password in the entry boxes provided. Remember that your password must now contain and Uppercase letter and a number and will still require you to change your password every 45 days. Please note that your password may not be your name; the system will reject this setting.

The Password Reset portal link is also available from this page to assist you if you have forgotten your password.

🚖 Favorites	🥖 Sign In		
	Community College of Philadelphia		
	Email: Password:	Example: professor@ccp.edu	
	Forgot password? Click h	ere.	
		🚱 Local intranet   Protected Mode: Off	🖓 🔻 🍕 125% 👻 🛓

Once logged into OWA, you will be presented with the default layout. You may of course change the layout but we will work from the default for the purposes of this Quick Start Guide.

Note that some features are browser dependent. As we move through this guide, we will note these features as OWA Light. Please see the Recommended Browser listing for use when away from the College.



- 1. **Quick New Mail button** Hit the + sign next to the New Mail hyperlink to quickly generate a new message.
- Folder pane Create and Navigate between your Folders. This pane is similar to your GroupWise folder view. You now have a FAVORITES section within this pane. Add folders that you use frequently from your NAME folder listing byt dragging and dropping.
- 3. The Reminder icon Related to your appointments and tasks, this will keep you updated as to where and when to go to meetings. The depicted icon reflects I have 1 reminder. Clicking on the icon reveals the reminder as shown here. You may dismiss, snooze, or dismiss all.



- Selected View pane This pane reflects all the messages currently in your "Selected folder" (the folder currently highlighted). In the screen shot above this would be my Inbox.
- 5. Within the Selected View pane, the message being displayed in the Reading pane will be highlighted. Notice the check mark and the blue bar on the right side of the message. The blue bar indicated an unread message. The check mark indicated that the message is being viewed. You may right-click on any message in this view to reveal the context menu. As shown below, you may delete, move the message to another folder, or set a flag for follow up. The RED X allows you to Delete the message and the FLAG marks the message for follow up.



6. Navigation bar – This is where you will navigate between mail and other features of OWA. OUTLOOK is for your mail, CALENDAR is the calendar or calendars you have access to view, People allows you to create groups for sending messages, Newsfeed will come later, SkyDrive is your Cloud storage space 5G, Sites takes you to SharePoint which we will use later.

The 3-dots take you out of CCP cloud space to the Microsoft.com or the Microsoft Store. YES you <u>purchase</u> apps at the Store but I would suggest not going here at this point in time. Nothing is free.

Jody Bauer 👻 🔅 ?

 To Open another Mailbox or Sign Out of OWA click on your name (Shown as Jody Bauer above). Clicking brings up a drop-down menu which allows you to Sign in to another mailbox (this is the Proxy access we had in GroupWise) or Sign-Out of OWA.



The GEAR icon reveals a drop-down menu for multiple functions. You may Refresh your view, this is analogous to asking OWA to check for new mail messages. Set Automatic Replies is your Out Of Office setting location. The Display

Settings allow you to modify the default view of the OWA layout. Manage Apps – to come later. Change Theme allows you to change the background theme of your OWA window within the browser. Options take you out of your OWA view into a 365 view for setting multiple options on your account.

Coffice 365	
€	
options	
account	
organize email	
groups	
site mailboxes	
settings	
phone	
block or allow	
apps	

The Options menu item takes you out of the OWA view into the 365 view. This new window allows you to organize email, create groups, and BLOCK or ALLOW messages (Junk mail settings). The Right pointing arrow in the circle takes you back to

the OWA view. Semember this symbol it will always take you back. Think of it as your Back Button on your browser.

#### Creating a New Message or Replying to a message



NOTICE: The information contained in this e-mail may contain confidential and/or proprietary information intended only for the use of the Individual(s) or Entity(ies) named above. If you are not the intended recipient of this e-mail, or the employee or agent responsible for delivering this e-mail to the intended recipient, you are hereby notified that any unauthorized use, dissemination or copying of this e-mail is strictly prohibited. If you have received this e-mail nerror, notify the sender by replying to this message and delete the e-mail from your system. When responding to this communication, remember that it could be lost in transit and



The message to the right has been selected and is shown in the Reading pane of OWA. Clicking REPLY, REPLY ALL, or FORWARD allows you to perform those actions on this message.

To REPLY ALL to this message, CLICK the <u>REPLY ALL</u> command. The Reading pane will be replaced with a REPLY message, awaiting your input. As shown below.



To gain more access to commands, Click the Window button in the upper right corner of the Reply

message.

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This will open a new browser window which will contain only your message reply. Note the SEND, DSICARD and INSERT commands available.

RE: NWRC - Windows Internet Explorer	
https://pod51042.outlook.com/owa/#viewmodel=IMailComposeViewModelFactory&wid=97&ispopout=1	
TE SEND X DISCARD 🛛 INSERT	
From VJBAUER@ccp.edu	
To:	
Cc	
Bcc:	
Subject: RE: NWRC	
1	
I Jody Bauer, VP ITS & CIO	i
jbauer@ccp.edu via O365	
Community College of Philadelphia	
215-751-8060 (O)	
215-416-7897 (C)	
215-972-6384 (F)	
From: Deforio Barlow	
Sent: Friday, May 03, 2013 11:29 AM To: David Williams Fordinand Tolohis: Bill Bromlow, Jody Bouer	
e 🕒 Internet i Protect	ed Mode: On 🛛 🖓 👻 🔍 125% 🔻

#### **Recommended Browser listing**

# Using Outlook Web App on desktop and laptop computers

For the best experience with Outlook Web App, use one of the operating system and browser combinations labeled "Best". Outlook Web App is supported by other operating system and web browser combinations, but not all features will be available. Some browsers will support only the light version of Outlook Web App.

- Best: All features will work.
- **Good**: Most features will work.
- Light: The browser will display the light version of Outlook Web App.

#### Windows operating systems

WEB BROWSER	WINDOWS XP AND WINDOWS SERVER 2003	WINDOWS VISTA AND WINDOWS SERVER 2008	WINDOWS 7	WINDOWS 8
Internet Explorer 7	Light	Not available	Not available	Not available
Internet Explorer 8	Good	Good	Good	Not available
Internet Explorer 9	Not available	Best	Best	Not available
Internet Explorer 10 or later versions	Not available	Not available	Best – plus offline access	Best – plus offline access
Firefox 17 or later versions	s Good	Good	Best	Best
Safari 5 or later versions	Light	Light	Light	Light
Chrome 24 or later versions	Good – plus offline access	Good – plus offline access	Best – plus offline access	Best – plus offline access

NOTE In previous versions, Outlook Web App had built-in spell checking. In the latest release, Outlook Web App relies on the web browser for spell checking, which Internet Explorer prior to version 10 doesn't provide.

#### Other operating systems

WEB BROWSER MAC OS X V10.5 MAC OS X V10.6 AND V10.7 LINUX	
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Firefox 17 or later versions	Best	Best	Best
Safari 6 or later versions	Best – plus offline access	Best – plus offline access	Not available
Chrome 24 or later versions	Best – plus offline access	Best – plus offline access	Best – plus offline access

# Using Outlook Web App on smartphones and tablets

You can use the web browser on your device to sign in to Outlook Web App.

- **Best**: All features for smartphones and tablets will work.
- Light: The browser will display the light version of Outlook Web App.

DEVICE	APPLICATION	SUPPORT
Windows 8 tablet	Web browser	Best
iOS 6 or later versions for iPhone4s or later versions	Web browser	Best
iOS 6 or later versions for iPad2 or later versions	Web browser	Best
All other smartphones and tablets	Web browser	Light