

Use the browser of your choice

Sign in to your account

Microsoft Corporation (US) https://login.microsoftonline.com/common/oauth2/authorize?client\_id=00000002-0000-

Office 365

Work or school account

rhinkley@library.org **Your new email**

..... **Same password**

Keep me signed in

**Sign in** Back

[Can't access your account?](#)

Your new email address is “your user name” @ “your libraries new domain” .org

In most cases, your user name is the same as it always was (your first initial followed by your last name). However, the old system had a character limitation where some users had to use a shortened form of their last name. The character limitation no longer exists, so all the new accounts have been created with the users first initial followed by their full last name.

The screenshot shows the Outlook settings page for language and time zone selection. The browser address bar shows the URL: `https://outlook.office.com/owa/languageselection.aspx?url=/owa/?bO%3d1#authRedirect=true`. The page features the Outlook logo and a blue sidebar on the left. The main content area contains the following text and controls:

- Text: "Choose your preferred display language and home time zone below."
- Language: A dropdown menu currently showing "English (United States)". A red arrow points to this menu with the text "Already set to this value".
- Time zone: A dropdown menu currently showing "(UTC-06:00) Central Time (US & Canada)". A red arrow points to this menu with the text "Toggle to this value".
- Save: A blue button with a circular arrow icon and the text "Save". A red arrow points to this button.

Office 365 Outlook

Search Mail and People

New

Folders

Inbox

Sent Items

Drafts

More

Groups New

Discover

Create

Focused Other

Filter

Agenda

Next: No events for the next two days.

Undo

Roy Hinkley

**First View**  
**Inbox with 'Focused' and 'Other' message filtering can be easily turned off. Simply click on 'Filter'**

Your Focused inbox is cleared

**User's Display Name**

Office 365 Outlook

Search Mail and People New | v

Undo

Folders

- Inbox
- Sent Items
- Drafts
- More

Groups New

Groups give teams a shared space for email, documents, and scheduling events.


Discover

Create


Focused Other Filter v

Next: No events for the n

- Filter
- All
- Unread
- To me
- Flagged
- Mentions
- Sort by >
- Show as >
- Show Focused Inbox



Turn off 'Focused' filtering here



Your Focused inbox is cleared

Office 365 Outlook

Search Mail and People | New | Undo

^ Folders

- Inbox Filter v  
Next: No events for the next two days. Agenda
- Sent Items
- Drafts
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- ^ Groups New  
  
Groups give teams a shared space for email, documents, and scheduling events.
- Discover
- + Create

You're all caught up.

The image shows the Outlook application interface. At the top, there is a dark navigation bar with the Office 365 logo, the word "Outlook", and a user profile for "Roy Hinkley". To the right of the user profile are three icons: a bell for notifications, a gear for settings, and a question mark for help. A red arrow points directly to the gear icon. Below the navigation bar is a search bar and a "New" button. The left sidebar contains a "Folders" section with a list of folders including "Inbox", "Sent Items", "Drafts", and "Groups". The main content area shows the "Inbox" view with a message icon and the text "You're all caught up." Below the Outlook interface, the text "Many settings here" is written in red, with a red arrow pointing to the settings gear icon in the Outlook header.

Many settings here

Office 365 Outlook

Search Mail and People

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Filter

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Inbox

Next: No events for the next two days.

You're all caught up.

Settings

Search all settings

Automatic replies  
Create an automatic reply (Out of office) message.

Display settings  
Choose how your Inbox should be organized.

Offline settings  
Use this computer when you're not connected to a network.

Manage add-ins  
Turn add-ins from your favorite app vendors on and off.

Manage connectors  
Connect Outlook to your favorite services.

Theme  
Default theme

Notifications  
On

Your app settings  
Office 365  
Mail  
Calendar  
People

Popular settings to get you up and running



Office 365 Outlook
Roy Hinkley

Search Mail and People


New

Folders

- Favorites
- Inbox
- Sent Items
- Drafts
- Roy Hinkley
  - Inbox
  - Drafts
  - Sent Items
  - Deleted Items
  - Archive
  - Junk Email
  - Notes
- Groups
  - Discover
  - Create

Inbox

Next: No events for the next two days.



You're all caught up.

OK Cancel

**Set the orientation of your reading pane and more, in 'Display Settings'**

Display settings

Reading pane Message list Conversations Focused Inbox

Choose where the reading pane should appear.

- Show reading pane on the right
- Show reading pane at bottom
- Hide reading pane

Apply to all folders (If this box isn't selected, the display settings you choose will only apply to the email folder that's currently active.)

Choose what happens when you move or delete an item.

- Open the previous item
- Open the next item

Choose what happens when you sign in.

- Select the first message in the list
- Let me select the message to read first

Settings

Search all settings

Automatic replies

Create an automatic reply (Out of office) message.

Display settings

Choose how your Inbox should be organized.

Offline settings

Use this computer when you're not connected to a network.

Manage add-ins

Turn add-ins from your favorite app vendors on and off.

Manage connectors

Connect Outlook to your favorite services.

Theme

Default theme

Notifications

On

Your app settings

- Office 365
- Mail
- Calendar
- People

Office 365 Outlook

Search Mail and People | New | Undo

Connect Outlook to your favorite services.

**Theme**  
Choose your favorite theme.

**Select a 'Theme' here**

**Inbox** Filter | Agenda  
Next: No events for the next two days.

You're all caught up.

Groups give teams a shared space for email, documents, and scheduling events.

Discover  
Create

Office 365 Outlook

Roy Hinkley

### Options

- Shortcuts
- General
- Mail**
  - Automatic processing
    - Automatic replies
    - Clutter
    - Undo send
    - Inbox and sweep rules
    - Junk email reporting
    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
    - Retention policies
  - Accounts
    - Block or allow
    - Connected accounts
    - Forwarding
    - POP and IMAP
  - Attachment options
    - Attachment preferences
    - Storage accounts
  - Layout
    - Conversations
    - Email signature
    - Focused inbox
    - Link preview
    - Message format
    - Message list
    - Quick actions
    - Reading pane
- Calendar
- People

## 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.

### Settings

Search all settings

- Automatic replies**  
Create an automatic reply (Out of office) message.
- Display settings**  
Choose how your Inbox should be organized.
- Offline settings**  
Use this computer when you're not connected to a network.
- Manage add-ins**  
Turn add-ins from your favorite app vendors on and off.
- Manage connectors**  
Connect Outlook to your favorite services.
- Theme**  
Default theme
- Notifications**  
On
- Your app settings**
  - Office 365
  - Mail
  - Calendar
  - People

Opens up left sidebar with many Mail Options



Office 365 Outlook

Roy Hinkley

### Options

- Shortcuts
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    - Attachment preferences
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Save Discard **Always save your changes**

## Undo send

If you turn on Undo send, you can cancel an email message you've sent for up to 30 seconds. To turn it on, select Let me cancel messages I've sent, then choose a time period.

Don't let me cancel messages I've sent

Let me cancel messages I've sent for:

30 seconds

**'Undo Send' - option to set the amount of time that passes before actually sending, up to 30 sec, to give you a window of time in case you forgot something, or included too much**

Note: If you close your browser or put your computer to sleep during the period you've chosen for canceling your message, the message won't be sent.

### Settings

Search all settings

- Automatic replies
  - Create an automatic reply (Out of office) message.
- Display settings
  - Choose how your Inbox should be organized.
- Offline settings
  - Use this computer when you're not connected to a network.
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Office 365 Outlook

Roy Hinkley

### Options

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Save Discard

### Email signature

Automatically include my signature on new messages I compose

Automatically include my signature on messages I forward or reply to

**Select signature file options**



Dr. Roy Hinkley, PhD

The Professor  
Gilligan's Island

**Create your signature file**

### Settings

Search all settings

[Automatic replies](#)  
Create an automatic reply (Out of office) message.

[Display settings](#)  
Choose how your Inbox should be organized.

[Offline settings](#)  
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Office 365 Outlook

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Save Discard

### 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

**Uncheck so no link previews appear in message window**

**Links in sender's email can be previewed in message window**

Settings

Search all settings

- Automatic replies
  - Create an automatic reply (Out of office) message.
- Display settings
  - Choose how your Inbox should be organized.
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  - Use this computer when you're not connected to a network.
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  - Turn add-ins from your favorite app vendors on and off.
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Options Click on 'Options' to close sidebar and return to user view

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- Calendar
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Save Discard

### 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

Reply Setting- change the default of 'Reply All' to 'Reply' if you wish



Settings Click on 'x' to close Settings pane

Search all settings

- Automatic replies
  - Create an automatic reply (Out of office) message.
- Display settings
  - Choose how your inbox should be organized.
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  - Use this computer when you're not connected to a network.
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Office 365 Outlook

Search Mail and People

New Delete Archive Junk Sweep Move to Categories Undo

**Inbox** Filter

Next: No events for the next two days. Agenda

John Luke  
Sample Message 10:10 AM  
Sample Message John Luke ILS/Technology Coordinato...

**Sample Message**

**John Luke**  
Today, 10:10 AM

**John Luke**  
ILS/Technology Coordinator • Outagamie ...

Click on a message to display in reading pane

Hover cursor over colored dot to reveal contact info



The screenshot displays the Microsoft Outlook interface. On the left is the navigation pane with folders like 'Inbox' and 'Sent Items'. The main area is split into two panes: 'Inbox' and 'Sample Message'. The 'Sample Message' pane shows an email from John Luke. A red arrow points to the envelope icon in the message header, and a text box below it contains the email address 'Send email message to jluke@owlsweb.org'.

**Hover cursor over envelope to reveal email address**

Send email message to [jluke@owlsweb.org](mailto:jluke@owlsweb.org)

Archive Junk | Sweep Move to Categories ... Undo

Filter

nt desk Tomorrow at 2:00 PM

9:20 AM  
2017 4:47 PM To: Rachel H...

tionGroup Wed 7/19  
ick with this? I want to see wh...

Outlook Tue 7/18  
e moving all email account o...

Tue 7/18  
AM, John Luke wrote: Evan, ...

Questions 7/12/2017  
bject: Re: [tech-a-talk-a] Offic...

7/12/2017  
bject: and our new user creat...

7/12/2017  
bject: our scripts Date: Tue, 11 ...

ny 7/7/2017  
v when your test "Sync" is com...

/LS) 7/6/2017

**New Email**

John Luke  
Today, 10:35 AM  
Evan Bend

Hi Even,

note?

John Luke  
ILS/Technology Coordinator  
Outagamie Waupaca Library System  
<http://owlsnet.org>

Click the three dots to expand and collapse messages

Evan Bend  
Hi John, See note about Allie Krause. Thanks! Evan  
Today, 10:26 AM

Evan Bend  
(No message text)  
Today, 9:20 AM

Archive Junk | Sweep Move to Categories ... Undo

Filter

nt desk Tomorrow at 2:00 PM

9:20 AM  
5, 2017 4:47 PM To: Rachel H...

tionGroup Wed 7/19  
luck with this? I want to see wh...

(Outlook) Tue 7/18  
I be moving all email account o...

Tue 7/18  
2 AM, John Luke wrote: Evan, ...

Questions 7/12/2017  
subject Re: [tech-a-talk-a] Offic...

te... 7/12/2017  
subject and our new user creat...

7/12/2017  
subject: our scripts Date: Tue, 11 ...

ny 7/7/2017  
v when your test "Sync" is com...

WLS) 7/6/2017

**New Email**

John Luke  
Today, 10:35 AM  
Evan Bend

Hi Even,

note?

John Luke  
ILS/Technology Coordinator  
Outagamie Waupaca Library System  
<http://owlsnet.org>

**From:** Evan Bend  
**Sent:** Wednesday, July 26, 2017 10:26:32 AM  
**To:** John Luke  
**Subject:** FW: New Email

Hi John,  
See note about Allie Krause. Thanks!  
Evan

**From:** Rachel Honzik [mailto:rhonzik@mail.owls.lib.wi.us]  
**Sent:** Wednesday, July 26, 2017 10:24 AM  
**To:** Evan Bend <ebend@owlsweb.org>  
**Subject:** Re: New Email

Hi Evan,  
Thanks so much! We will start setting up our Outlook accounts in the next few days and I'll let you know when we're ready. Allie Krause (akrause) is also at Hortonville...she used to be Kim-Lit but has since moved to HPL only.  
Thanks!  
-Rachel  
Rachel M. Honzik (formerly Martens)  
Library Director

Office 365 Outlook

Search Mail and People

New | Delete | Archive | **Not junk** | Block | Move to | Categories

Folders

- ILS/Technology main
  - ILS Team
  - IUG
  - Receipt Printers
  - Self-Check Units
  - Sierra 6
  - Sierra 3.2 4
  - Sierra List Serv 426
  - Junk Email 1**
  - Meraki Wireless Reports
  - Misc. Software
  - Notes
  - Office 365/Outlook
    - Mail 365 Creation/Migration 5
    - Office 365 Email 1

**Junk Email** Filter

Next: No events for the next two days.

John Luke  
test message 8:41 AM  
test John Luke ILS/Technology Coordinator Outagamie Waupaca Library System http...

**Check your Junk folder frequently. Sometimes, emails you do want get routed into that folder.**

**To help the software 'learn' what messages you do actually want, highlight the email you want and click either in the 'It's not spam' link in the actual message, or the 'Not junk' button in the tool bar above.**

**Either method will route that email back into your Inbox**

test message

John Luke  
Today 8:41 AM  
John Luke

This message was identified as spam. **It's not spam**

test

John Luke  
ILS/Technology Coordinator  
Outagamie Waupaca Library System  
<http://owlsnet.org>

Report as not junk

Do you want to send a copy of this message to Microsoft to help the research and improvement of email protection technologies?

**Report** Don't report

**How you reply to this dialog box is up to you. There is no official OWLSNet policy.**