IT Training - Outlook 365 Web App

The purpose of this training is to help staff understand the changes that have been made to our email using the new Outlook 365 Web Application. Most of the usual stuff is in the same place as before but this will help setup the new app so it works best for everyone.

- The new link for the Outlook Web App is https://outlook.office365.com/. This has been updated on both the internet and intranet pages.
- Once you log in using your username (make sure to add "@vmgma.com" to the end) and your network password you will see the new version of the web app.
- Here you will want to click on the Gear in the upper right hand side of the page and turn off Focused Inbox and if you want, turn on Desktop Notifications. The notifications will show you a small bubble in the bottom right hand side of the browser and play a noise when you get an email. Then click on "View All Outlook Settings" at the bottom.

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View all Outlook settings 13	

In the Settings menu you will be in the Layout section first. Make sure Focused Inbox is checked for "Don't sort my messages" and Message Organization is checked for "Show email as individual messages".

Layout	Layout
Compose and reply	
Attachmenta	Focused Inbox
Rules	Do you want Outlook to sort your email to help you focus on what matters most
Swaar	O Sort messages into Focused and Other
- Annotae	Don't sort my messages.
Junk email	
Customize actions	Message height
Sync email	
Message handling	Choose the height of each message in the message list.
Forwarding	Full
	O Medium
Automatic replies	O Compact
Retention policies	
S/MIME	Management and in the second sec
Groups	message organization
	How do you want your messages to be organized?
	Show email grouped by conversation
	Show email as individual messages

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- To add a signature in the new Web App, in the Settings click on Compose and reply. Here you can add your signature and then check the two boxes underneath so it will automatically load your signature on emails.

Layout	Compose and reply							
Compose and reply								
Attachments	Email signature							
Rules	Create a signature that will be automatically added to your email messages.							
Sweep								
Junk email								
Customize actions	Scott Ackley IT Specialist Valley Medical Group 70 Main St. Florence MA. P. 413-585-5413 F. 413-585-5451							
Sync email	<u>sackley@vmgma.com</u>							
Message handling								
Forwarding								
Automatic replies		m						
Retention policies	Automatically include my signature on new messages that I compose							
S/MIME	Automatically include my signature on messages I forward or reply to							

- Once done, you can close the setting box. On the main page of the Web App you can click on this icon (called My Day) next to the gear for a quick look at your calendar and events.

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2:00 PM Weekly IT Meeting in EHC 1 hour EHC Conference Room C								
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No events scheduled								
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