Outlook 365 – for user's previously on Exchange Quick Reference Guide

Using Outlook on your PC with Office 365

When you open Outlook the first time after your account has been moved to Office 365 you need to follow these steps:

➤ When you launch **Outlook** on your computer the first time it will prompt you for your credentials. Put your **FULL email address** in the User Name field and use your normal password and **check the box** to remember the password

➤ If you have your email account on any other device such as a phone or tablet, the account must be REMOVED and added back. You cannot change the settings. You should only have to enter your **Full email address** and **password** when re-adding the account, however some devices may require the server address which is **outlook.office365.com**

Logging in to Office 365 on the web

➤ Open a web browser and go to
http://office365.houstonisd.org
➤ Log in with your **FULL** email address (JDOE3@houstonisd,org)
➤ Your password is not required when you are on an HISD network.
➤ When working remotely you will be prompted to login through the HISD remote login page with your network credentials
➤ The first time you will see the standard Home page where you can access other Office Apps online. To Open email click the Mail icon
➤ Should you with to make email your default home page then:

1. Click on the **Gear/Cog** icon in the top right of the page
2. Click on **Set your start page** drop down
3. Select **Mail** from the selections and click the **Save** button

Navigating Outlook 365

Outlook 365 Navigation Bar:

🔔	**Notifications Menu**: This is where the user receives calendar and task alerts.
⚙	**Settings Menu**: This is where the Office 365 user settings are controlled.
?	**Help Menu**: Users can find answers to various questions and seek support from Microsoft here.
👤	**Profile Menu**: Users are able to change their avatar, access the "About Me" section, open another mailbox, or sign out here.

Outlook 365 Quick Tips

☐ Outlook rules are actions automatically taken on arriving or sent emails that meet the conditions specified in the rule.

☐ To create rules in Outlook 365, right-click any email, then click **Create Rule**.

☐ If a rule stops working for some reason an easy fix is to delete and recreate the rule.

☐ If a mobile device is used for email the **Outlook app** available from your app store provides the functionality and views that are most similar to the Outlook client on your PC.

☐ If you have Outlook 2010 you will need to contact the Service Desk at servicedesk@houstonisd.org or **(713) 892-7378 (option 3)** to have your PC updated, as Office 365 will not work with Outlook 2010.

Differences Between Outlook 2013 and Outlook 365

| Outlook 365	Outlook 2013
Outlook 365 doesn't contain the **File, Home, Send/Receive, Folder,** and **View** menus found in Office 2013.	Outlook 2013 contains a Ribbon with tabs the **File, Home, Send/Receive, Folder,** and **View** menus.
The storage limit for user mailboxes is 50 GB, 100 times the storage limit for user mailboxes in Outlook 2013.	The storage limit for user mailboxes is 500 MB
The inbox view is set to **Conversations** by default, which groups emails between the same people together instead of displaying each individual email.	The default inbox view is set to **Messages,** which displays each individual email instead of grouping them together.
Email rules can be created by right-clicking an email, then clicking **Create Rule.**	Email rules can be created by right-clicking an email, then clicking **Create Rule,** or by clicking the **File** tab, then clicking the **Manage Rules and Alerts** icon.

Outlook 365 How-To

- ☐ To change the inbox view from Conversations, which is the default setting, to Messages, click on the **All** dropdown menu and select **Messages** at the bottom.
- ☐ In Outlook 365 email rules can only be created by right-clicking the email then clicking **Create Rule**.
- ☐ Add-ins can be disabled in the **Settings/Manage Add-ins** menu when working in Outlook 365
- ☐ Outlook 365 address book also shows student email addresses so use caution when selection someone to be sure they are the staff member you are wanting to email. You can set your default to HISD Staff list using the steps in the below box
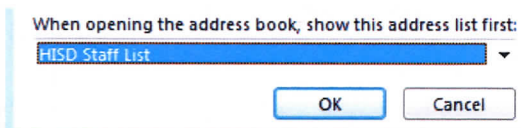
Outlook 365 Address Book Default

To reset the default address book to HISD Staff List use the following steps

- ☐ Click on **Address Book** on your Outlook toolbar 📇 Address Book
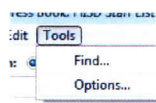
- ☐ Click on **Tools / Options**
- ☐ At the foot of the pop up window, select **HISD Staff List** from the drop down

> When opening the address book, show this address list first:
> HISD Staff List ▼
> [OK] [Cancel]

- ☐ Click **OK**
- ☐ Close the Address Book window using the X

You can contact the HISD IT Service Desk on
713-892-SERV (7378) – Option 3
https://servicedesk.houstonisd.org