

Summary Userguide for UOWmail 365

This is intended as a summary of some of the features of UOWmail Office 365. For a comprehensive overview of the features and support model for your account visit the UOWmail website at www.uow.edu.au/its/uowmail

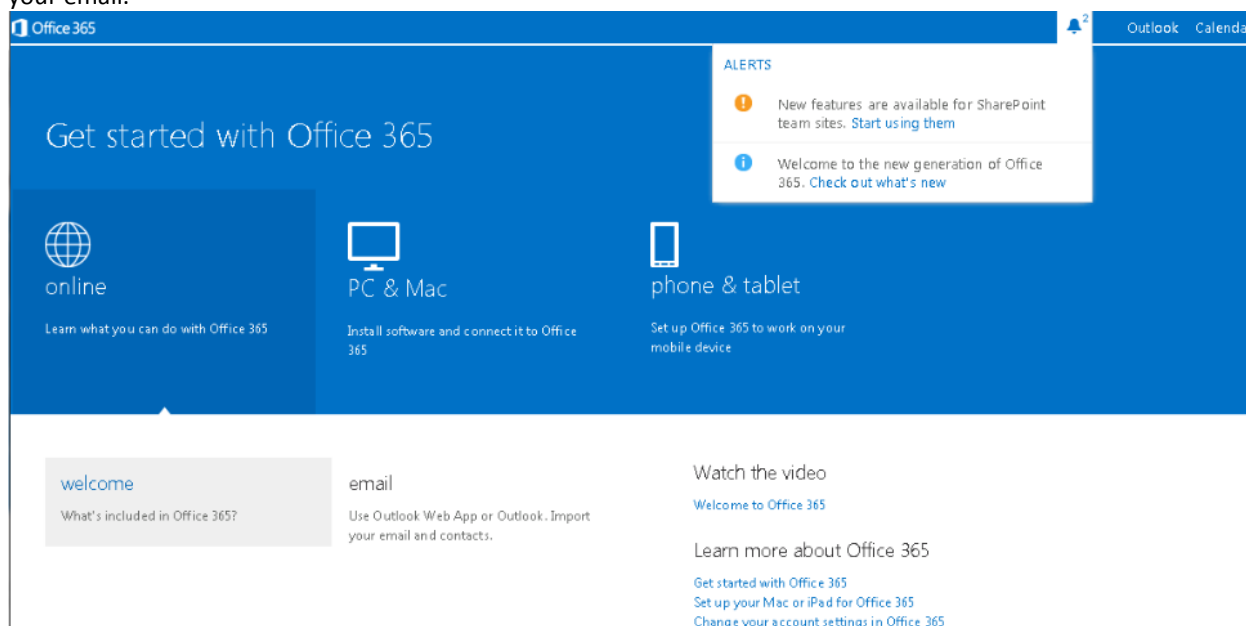
To begin, login at www.uowmail.edu.au

Log in using your username@uowmail.edu.au and password

Tip: If you can't log in, make sure you are typing **username@uowmail.edu.au** NOT username@uow.edu.au

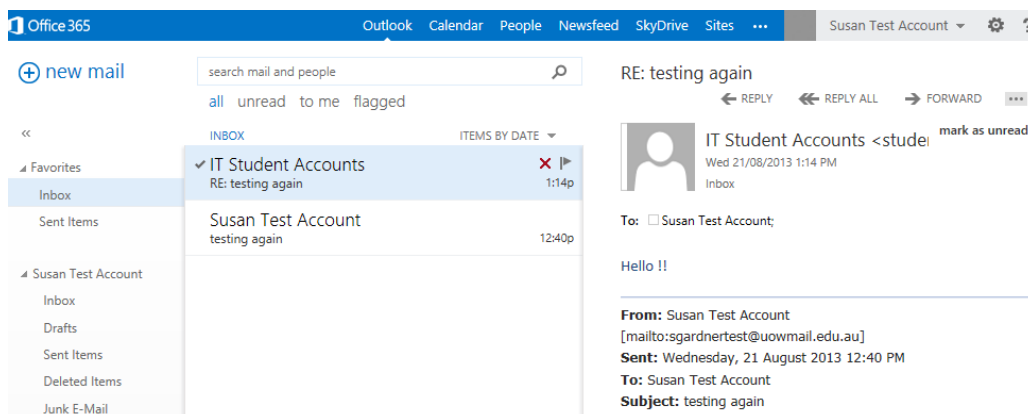
EMAIL

The first time you login to UOWmail, the first window to open will offer you a number of websites to visit for help and instructions for using Office 365 mail. Once you have explored some of these, click Outlook (top right corner) to begin using your email.




After the initial login, any future successful logins will open your Email window as shown here.

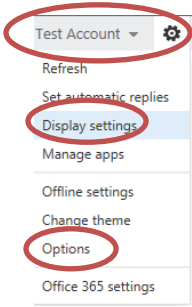
Folders at left (Create new folders by right clicking on the Inbox under your name, choose Create New Folder)



Messages at right.

Before you begin using your new email, take some time to check out the **settings**. With Office365 there are lots of options to personalise your email and make it easier to use.

The settings are located under the settings icon . It's right next to your name in the top right corner of your mail screen. Check them **all** out if you have time, but here are a few you might find useful.



IMPORTANT: IF YOU CHANGE SETTINGS, CLICK SAVE AT THE BOTTOM OF EACH WINDOW save



Click Display settings to change the way you see your email, eg display a reading pane, work in Conversation view, etc.



Choose Options and then settings for even more choices on organising your email.

Set up rules (under organize email), create distribution groups (under groups). Under settings, you can add a signature, choose a format for your messages, play a sound when messages arrive and many other options. Check out some of the other options and see what additional functionality they can bring to your UOWmail Office 365 experience.

It's **important** to set up your time zone for correct day/times - you can do it here under Regional

options

- account
- organize email
- groups
- site mailboxes
- settings
- phone
- block or allow
- apps



To return to your email, always click or click **Outlook** on the blue toolbar.

Sending mail:

Click **new mail**

Fill in the fields, type your message and click Send.
Click Insert to add an attachment

SEND DISCARD INSERT ...

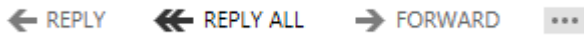
To: | _____ +

Cc: _____

Subject: _____

Replying/forwarding:

Use the buttons above a message received – note has a list of other actions.



Printing: It's under the icon

CALENDAR:

Open by clicking on the Calendar button on the blue toolbar at the top of your mail screen.

View your calendar by Day, Week, Month.

Create an event by clicking New Event or double clicking anywhere in the calendar to make an entry.

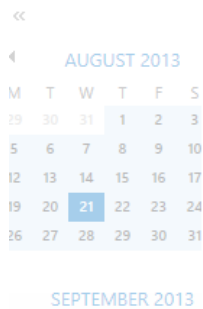
Invite others by typing their email address in the Attendees field

Check their schedule by clicking Scheduling Assistant

Remind yourself by setting up a reminder

Return to your email by clicking **Outlook** on the blue toolbar

new event



SEND DISCARD SCHEDULING ASSISTANT ...

Event: Meeting re training

Location: Training Lab

Attendees: jbloggs@uow.edu.au; |

Start: Duration:

Show as: Reminder:

Need more than One Calendar?

You may like to have several calendars, eg, one for Study, one for Personal Engagements, etc. You can then choose to share one or more of your calendars. To create new calendars, right click My Calendar and choose New Calendar. To share a calendar, right click on the calendar and choose Share Calendar

SKYDRIVE PRO:

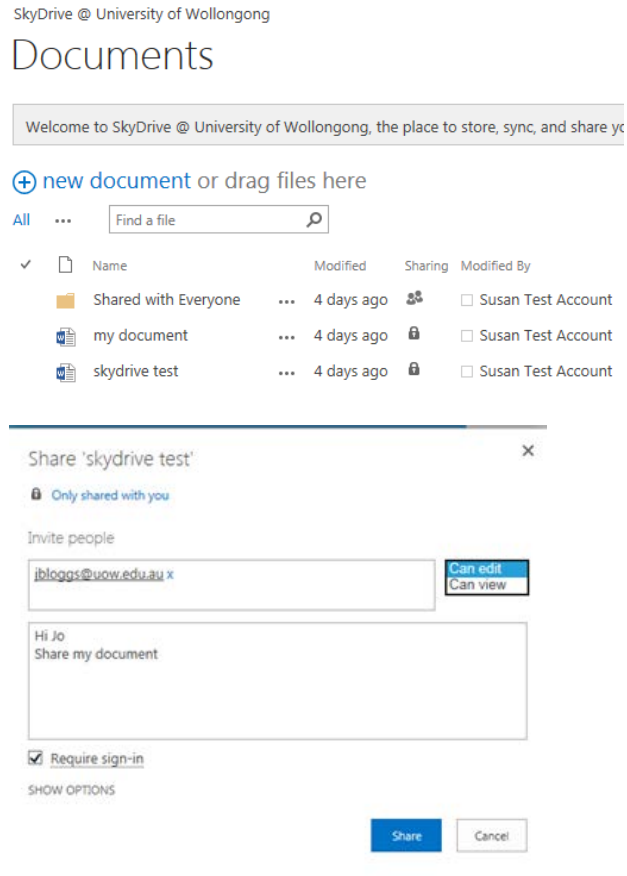
SkyDrive Pro is your personal document library—the place to keep your work documents and other files. Current students have 7GB of cloud storage via SkyDrive Pro. When you store your files on SkyDrive Pro only you can see them, but you can easily share them with other people and access them from your mobile device. The first time you click SkyDrive on the blue toolbar, you will have to wait a few minutes for the set up to be completed. Note: The SkyDrive link on the blue toolbar is an abbreviation of SkyDrive Pro. Those students who had an account prior to 5th July 2013 will still have access to their old SkyDrive storage – you can access this via skydrive.live.com

Click SkyDrive on the blue toolbar

You can see the files you have stored on SkyDrive listed and you can either create new documents or drag documents over to store them on SkyDrive. Current students of UOW have 7GB of cloud storage on SkyDrive Pro

More information on using SkyDrive [Get started with SkyDrive Pro](#).

Information on [Sharing your documents on SkyDrive Pro](#)



OFFICE WEB APPS

UOWmail 365 comes with an online version of MS Office applications that you can use to create documents online. You can save these documents to your computer or SkyDrive and choose whether you wish to share them.

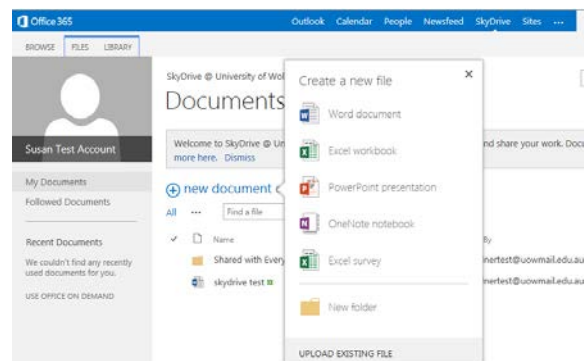
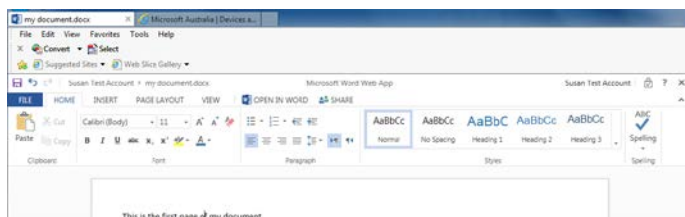
Beginning your document.

Click **SkyDrive** on the blue toolbar

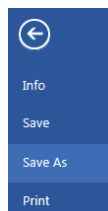
Click **+ new document**



Choose from the list of apps, eg Word, Excel, etc. Below is a screenshot of the Word app.



When you save, it will automatically be saved to your SkyDrive. HOWEVER, If you choose Save As from the File tab, you can save the document to your computer.



Save As



Download

Download a copy of this document to your computer.

To go back to your mail interface, click your username at the top right of the page

More information on using [Office Web Apps](#)

LYNC ONLINE

Lync Online is a conferencing and communications package with support for instant messaging, web conferencing, VoIP calls and video chats. It is a media rich replacement for Windows Messenger. Lync online is available via the "Calendar" link in your UOWmail for setting up online meetings. For web conferencing, video chats, etc, you will need to download the Lync application for your computer or mobile device. More information on using [Lync Online](#).

SHAREPOINT ONLINE

SharePoint Online is a multipurpose server solution used for creating sites, sharing documents and collaborating within the Office 365 SharePoint service. It is available via the "Sites" link in your UOW mail and includes "SkyDrive Pro" which gives you 7GB of cloud based storage. More information on using [SharePoint Online](#)

Using a MOBILE device

You can synch your mobile devices to your account. [More details here](#)

More Settings:

Click the Settings icon and choose Options

In My Account there are shortcuts to other cool things you can do, such as:

- See email from all your accounts in one place
- Set up an automatic reply message
- Connect your mobile phone or device to your account
- Connect Outlook to this account
- Forward your email
- Change your password
- Import your contacts from an existing email account

Click the Settings Icon and choose Options and then click Settings from the list on the left:

Mail:

There are many options here – such as Signature, Message Format, Playing sounds when items arrive, and more.

Other options include handling requests for read receipts and more

When you're done, click Save

Regional

This is where you choose Language and Time zones. Time zone for Wollongong campus should be set to (+10) Canberra, Melbourne, Sydney. Note you can also change the date and time format here as well.

When you're done, click Save

Click **General** for more settings, including Accessibility

When you're done, click Save

Click **Calendar** to set up your calendar view and notifications

When you're done, click Save

To return to your email, always click  or click Outlook on the blue toolbar.

Can't find a command?

Printing: it's under the More Actions icon  or use the keyboard shortcut Ctrl + P

Forwarding: Settings – Options - Account

Rules: Settings - Options – organize email

Auto replies: Settings – Options – organize email

Distribution groups: Settings – Options – Groups

Signature: Settings – Options – settings – mail

Read receipts: Settings – options – settings – mail

Reading pane: Settings: – options – settings – mail

Show bcc/from fields: Settings – Options – settings - mail

HTML or plain text: Settings – options – settings - mail

Message font: Settings – options – settings - mail

Notifications: Settings – options – settings – mail

Empty deleted items – settings – mail

Language: Settings – options – settings - regional

Time zone: Settings - options – settings - regional

Change the date/time: Settings - options – settings – regional

Calendar settings:

All under Settings: Options – Settings – Calendar

Change appearance

Set working hours and your first day of the week

Set reminder options

Set up time increments

Help and Support

This document is intended as a summary of some of the main features of UOWmail Office 365.

If you need further help or support, we strongly suggest that you visit our [UOWMail](#) website, our [FAQ](#) or some of the self-help sites listed on the [Help & Support](#) website

To speak to someone about the **core email and calendar functions**

- Call the IT Service Desk on (02) 42392000
- Email: student-accounts@uow.edu.au
- International Campuses: students should contact their local IT support