

Using Office 365 for Email and Calendaring

Microsoft Office 365 is a collection of Microsoft applications that can all be run from a Web browser such as Internet Explorer, Firefox, Chrome, etc. No software needs to be purchased or downloaded to access LTC email and calendars. This document illustrates how to log into the Office 365 system and includes an introduction to using the mail and the calendar applications.

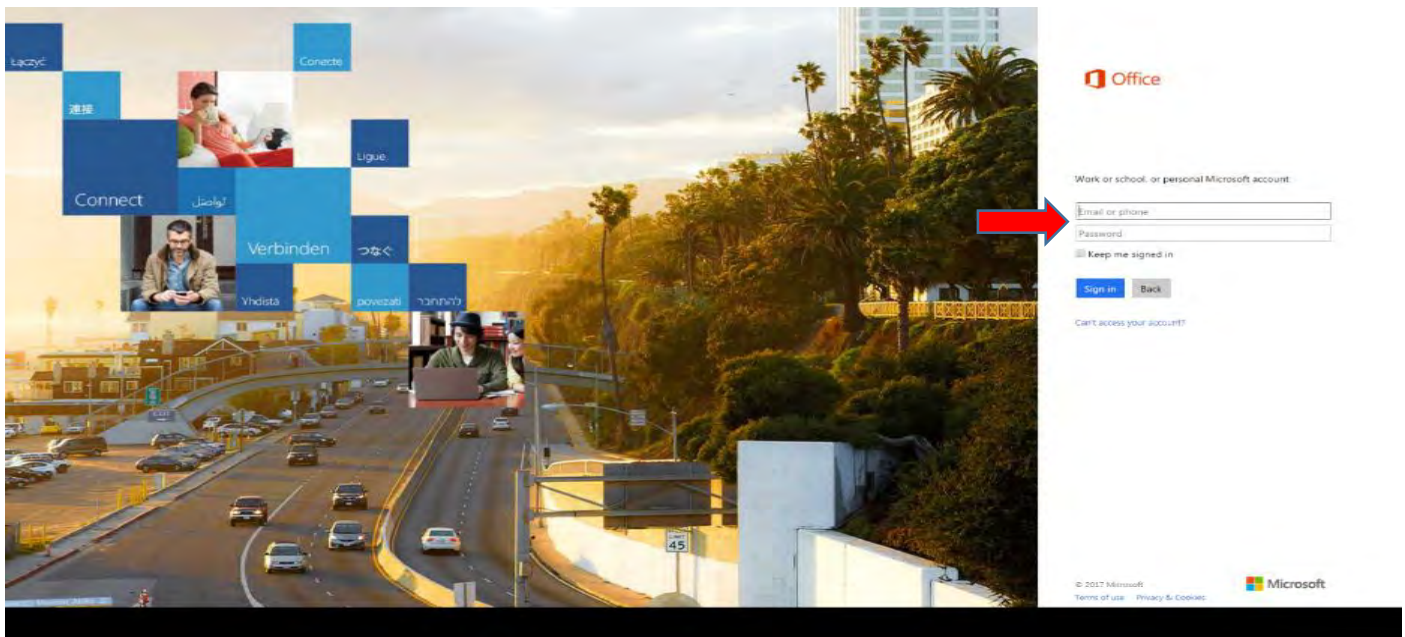
1. Navigate to www.portal.office.com in the Web browser of your choice. (Ex. Internet Explorer, Firefox or Google Chrome).

2. Enter your E-mail address:

For a **student** account: Your email address is your last name plus the last five digits of your student ID number. For example, smith56325@gotoltc.edu.

For a **faculty or staff** account: Your email address is your first name plus a period (".") plus your last name. For example, jane.smith@gotoltc.edu.

You will then need to enter your password. Note that you need to use the same password you would use to login to a LTC computer on campus. If you have not yet logged into a LTC computer, your password is the first two letters in your first name plus the first two letters of your last name plus the last four digits of your social security number. If your password does not work, please call the Help Desk, (877) 446-9582 and request a reset of your LTC domain password.



When on campus, you may receive a second “Authentication Required” or a “Windows Security” pop-up window.

Authentication Required

<https://sts.gotoltc.edu> requires a username and password.

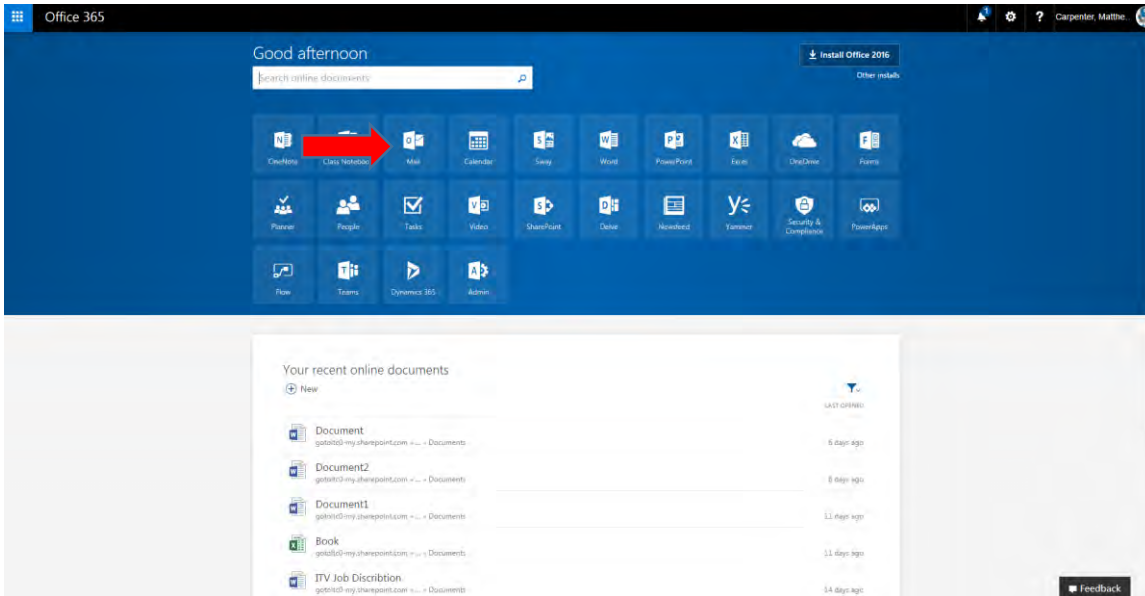
User Name:

Password:

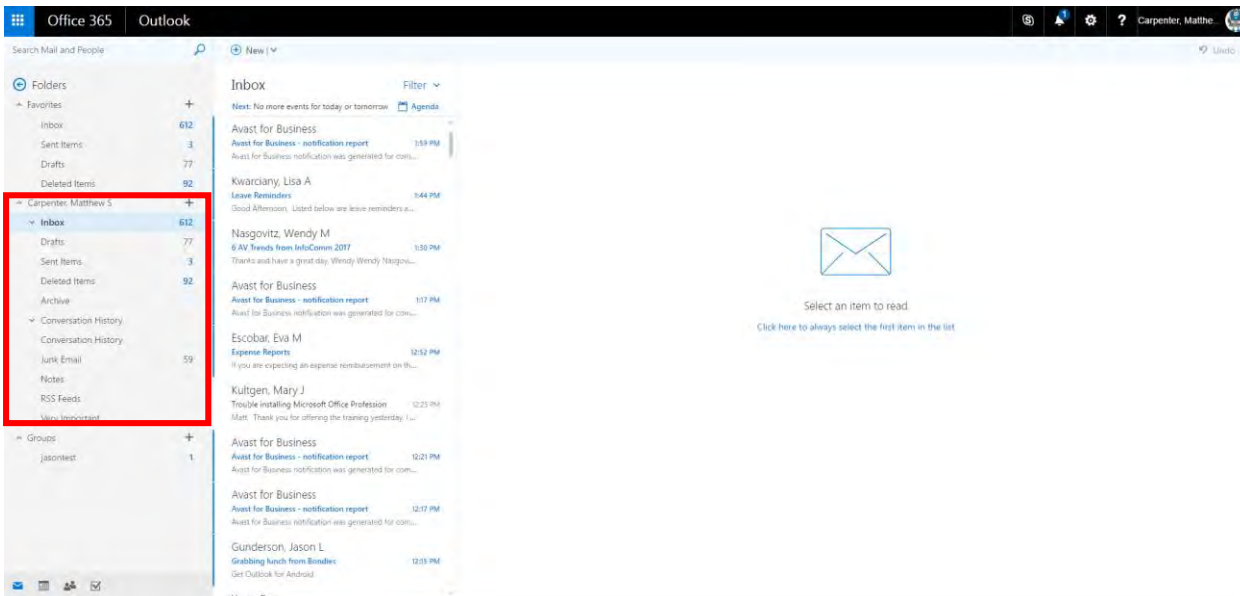
Enter your email address and password a second time in the popup.

3. If prompted, enter your language preference (Ex. English) and time zone (Ex. Central Time)

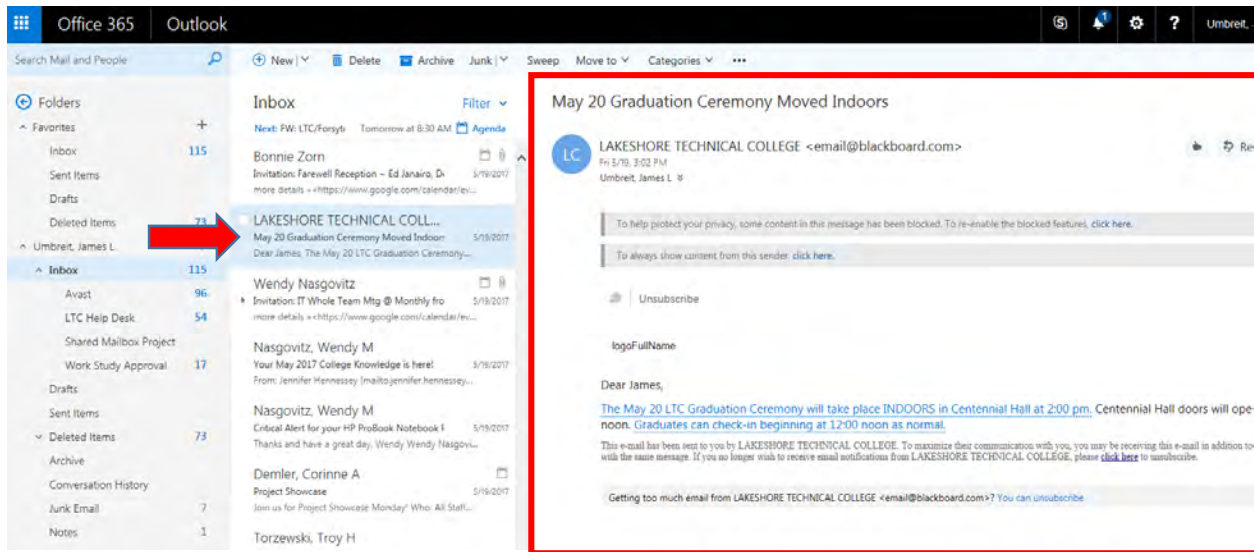
4. Click on the "Mail" tile:



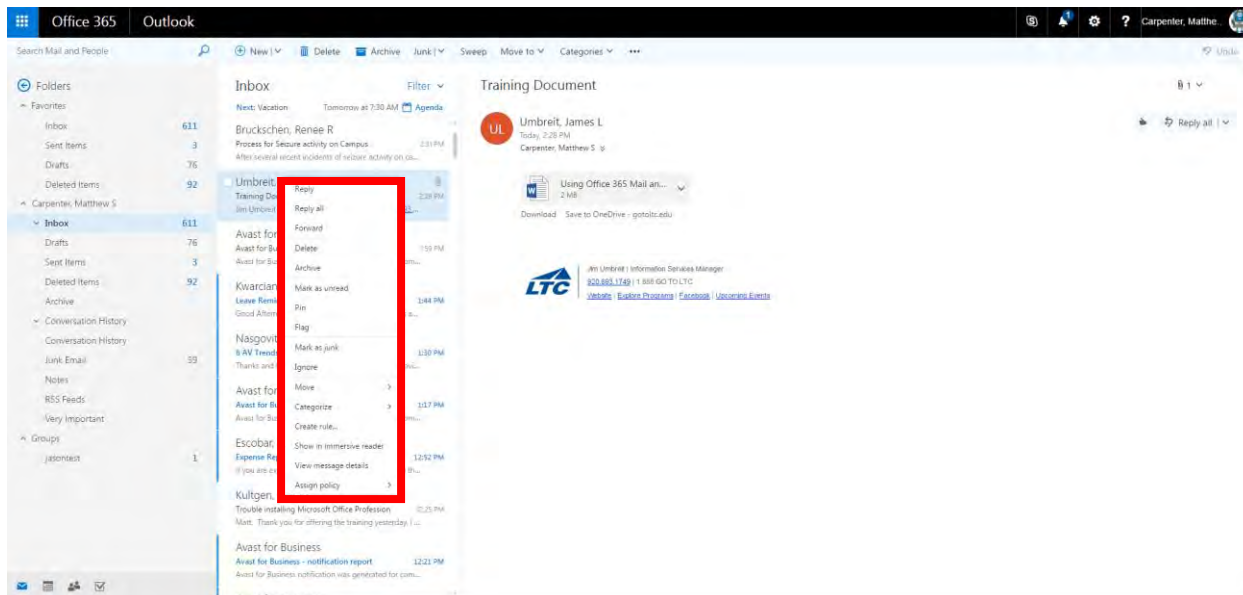
5. On the left hand side of the window in the "Folder" pane, you will note that beneath your name is your Inbox, Draft, Sent Items, Deleted Items, etc. as you would see in most any browser based email application. Clicking on any of these folders will open a listing of the folder contents immediately to the right of the folder pane:



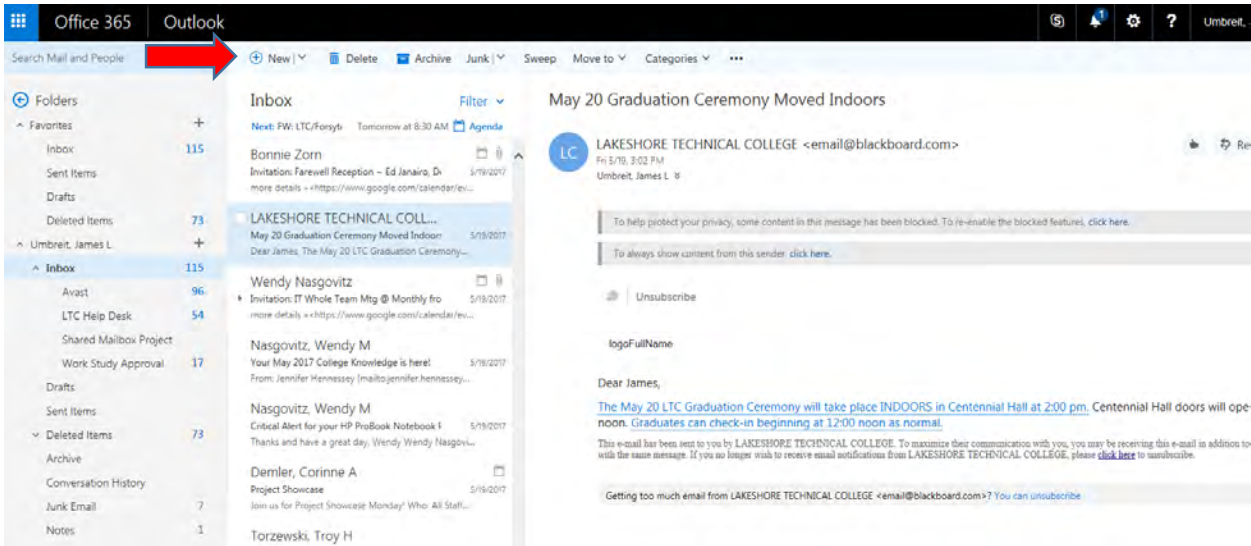
6. Clicking once on a message in the list will open it in the reading pane to the right:



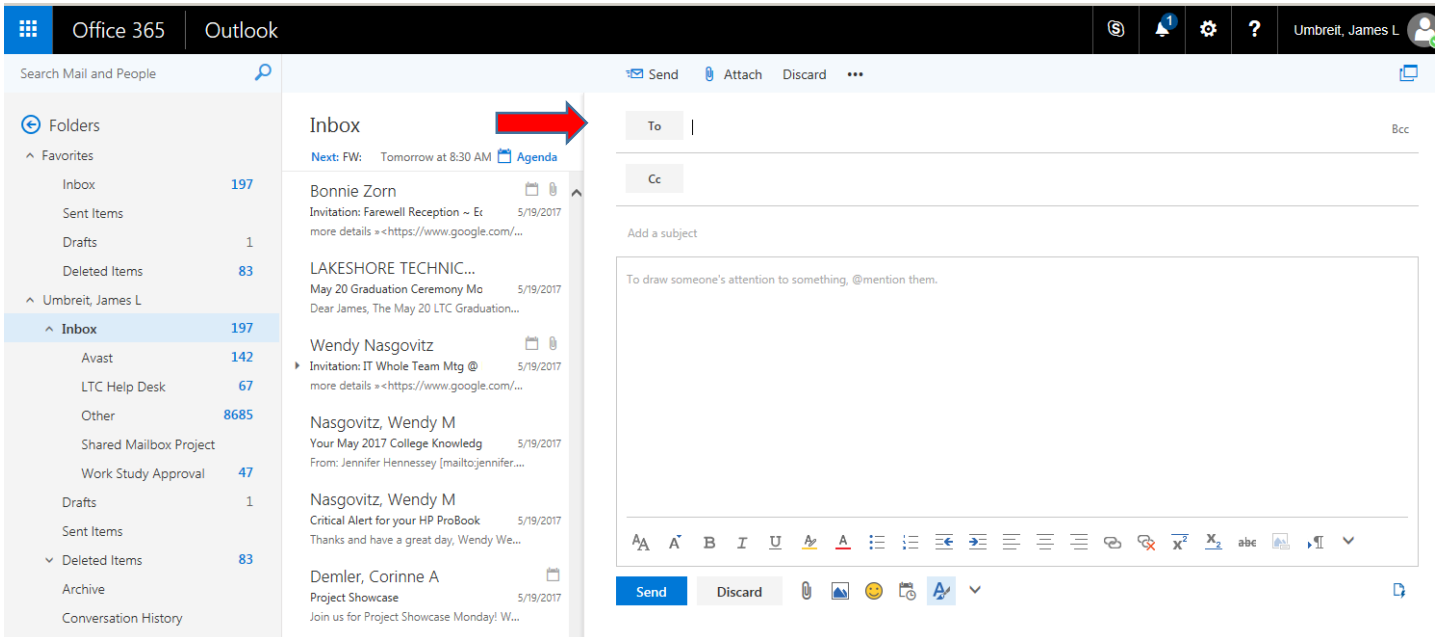
7. Right mouse button clicking once on a message in the list will create a pop-up menu of possible actions for that particular message



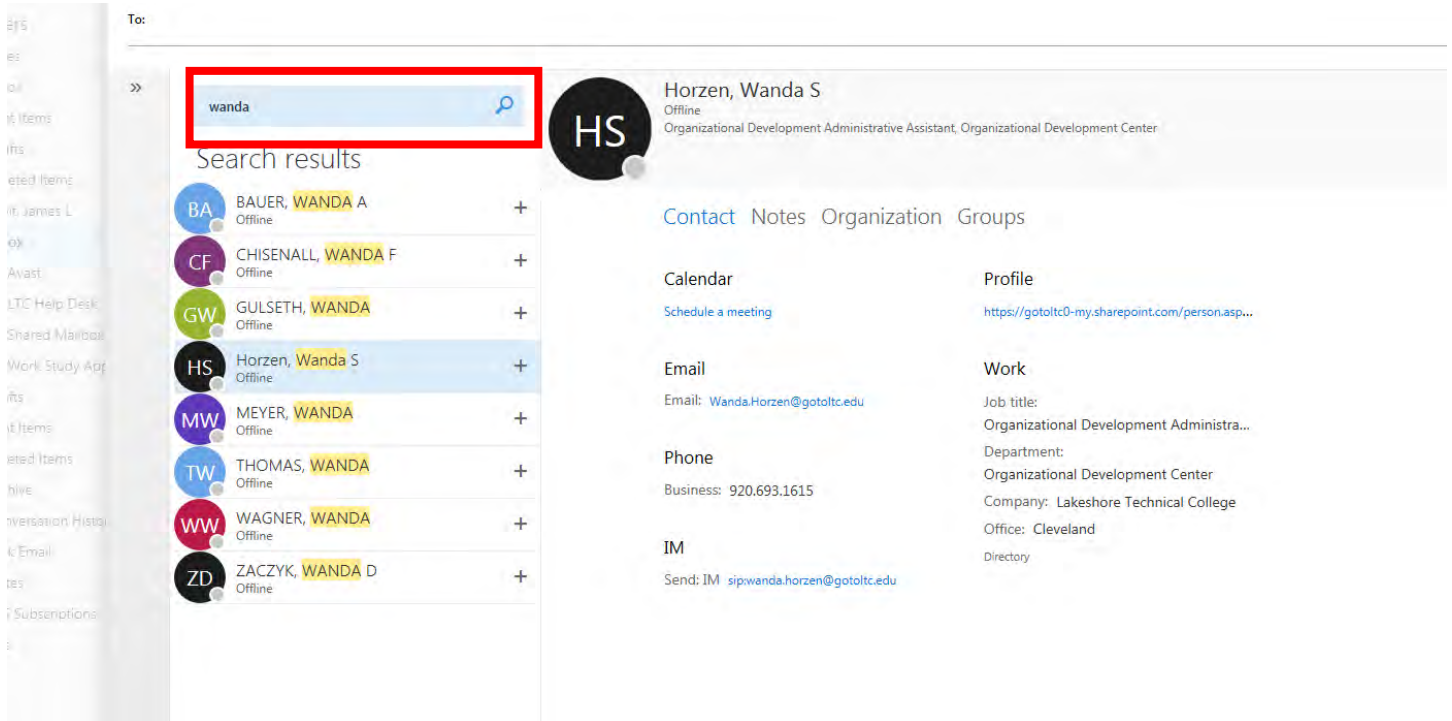
8. To create a new message, click the “New” menu item at the top of the window:



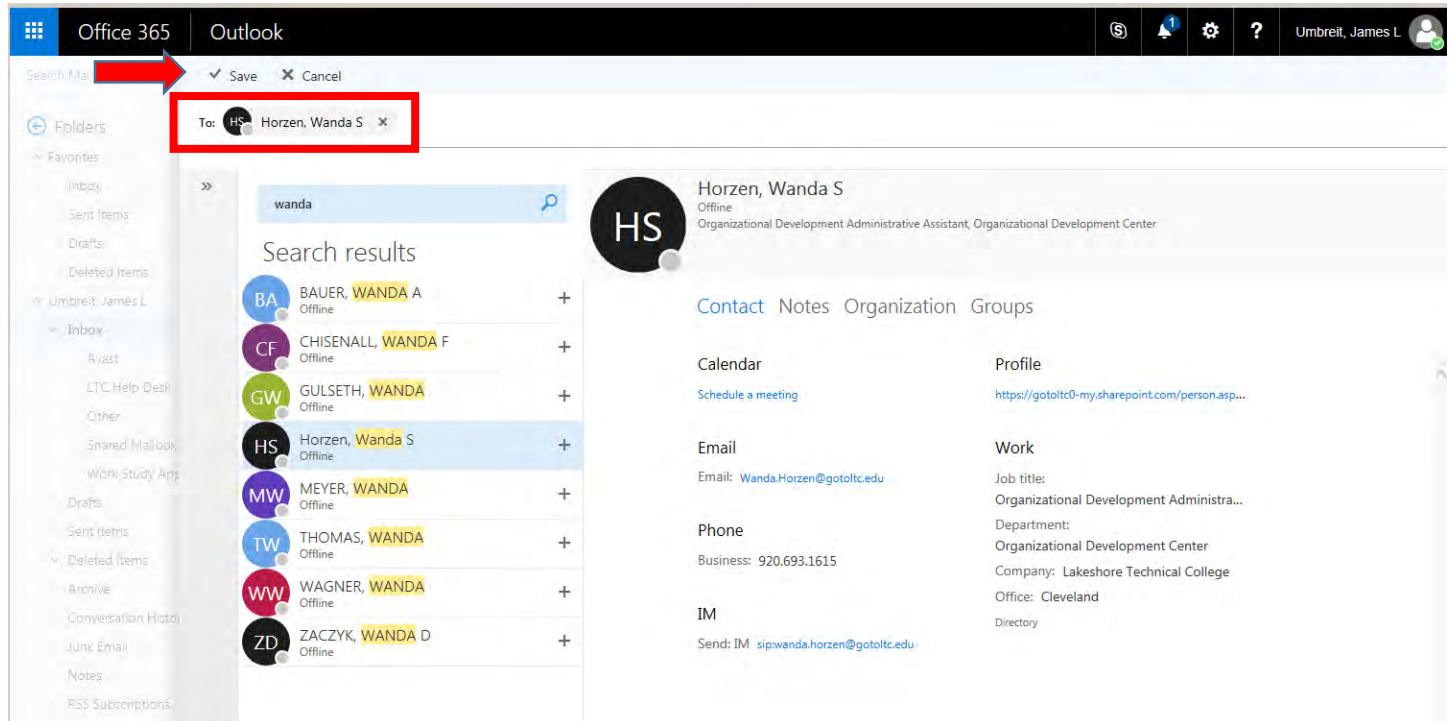
9. In the new message window that opens, click on the “To” button to select one or more recipients:



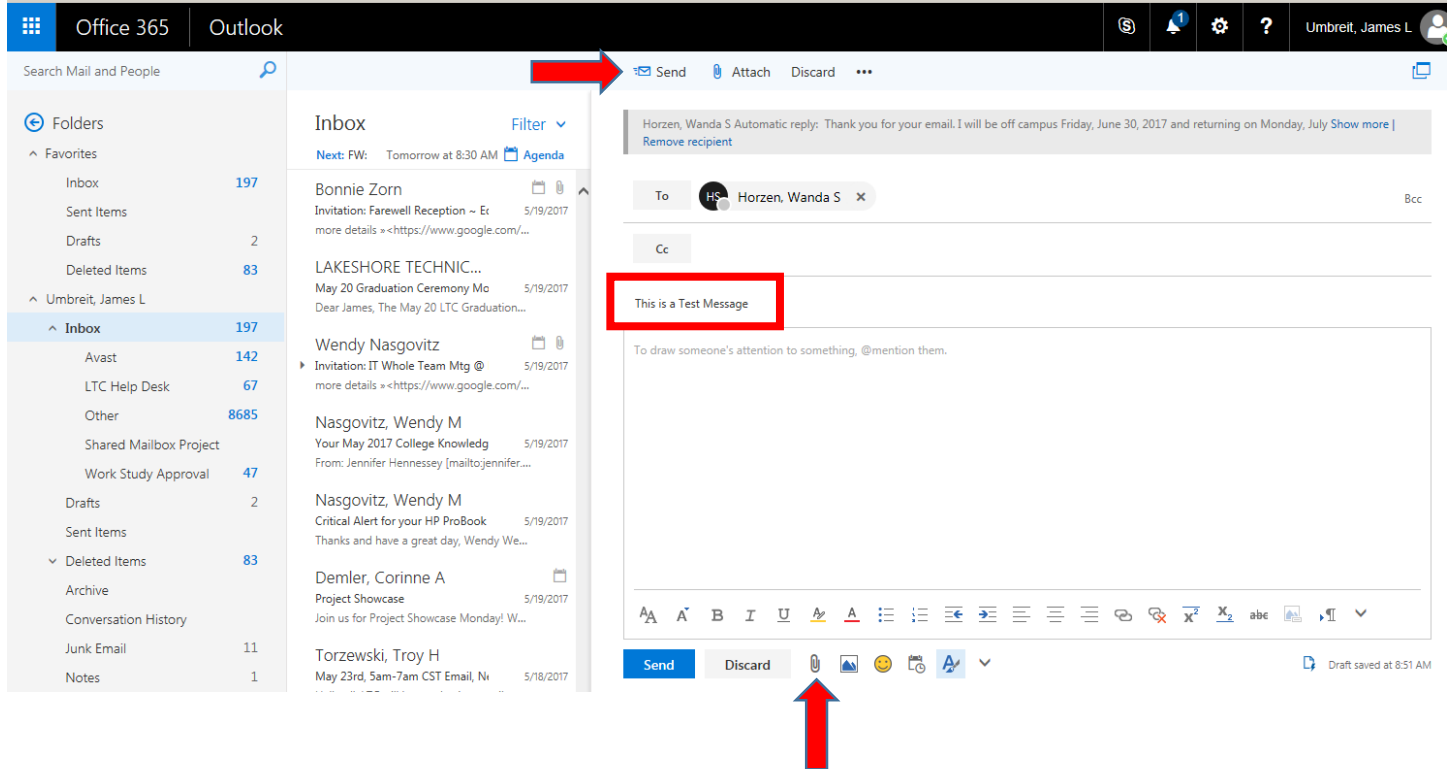
10. In the “Search People” text box you can search for names in the LTC Global Address List. Search criteria can be first and/or last names:



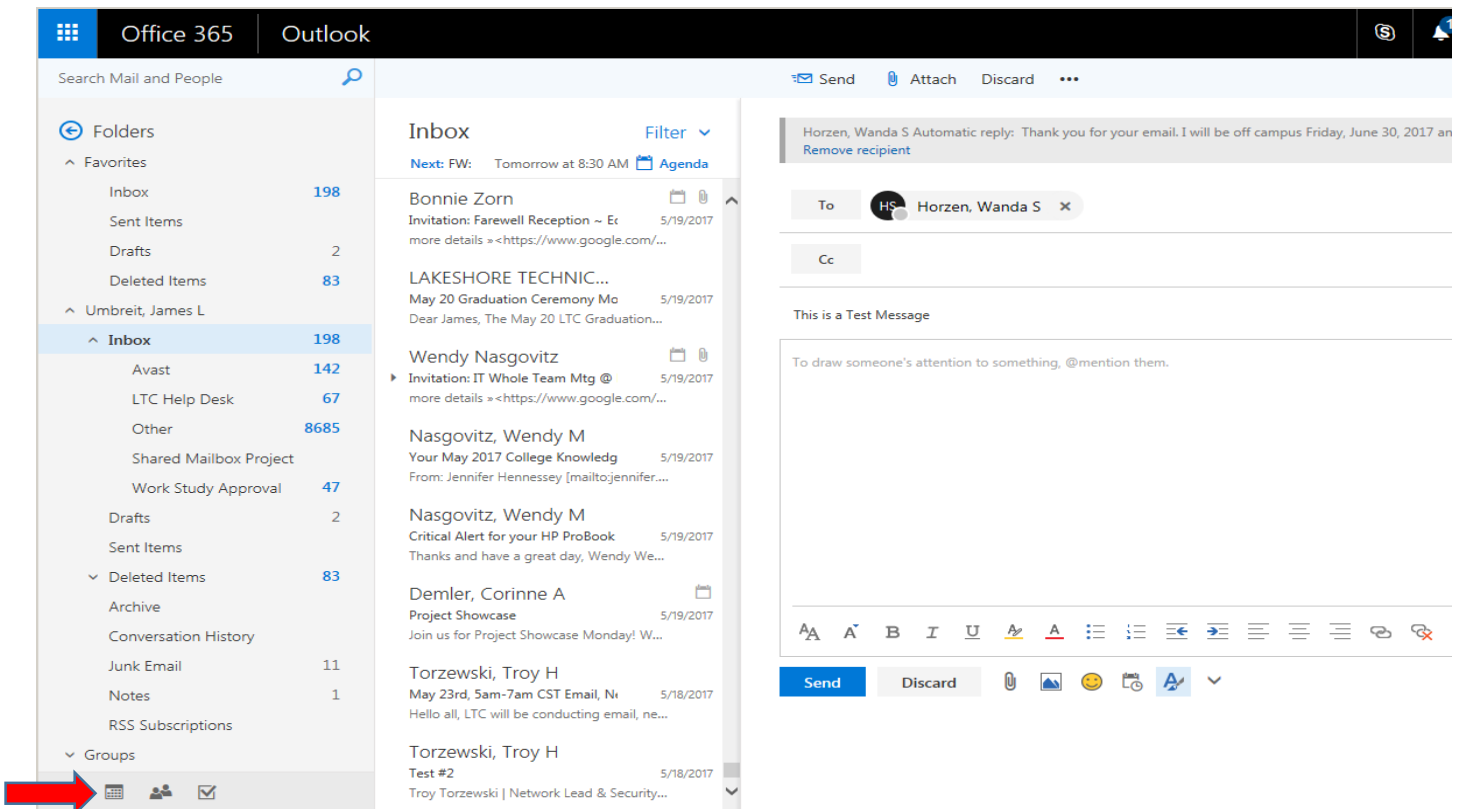
11. Add a recipient to the “To” field by double clicking on the name of the recipient. Add as many recipients as desired and click “Save” to complete the recipient selection and return to the new message. Add recipients for Cc in the same fashion:



12. Add a subject line and a message in the text boxes. Attachments can be added by clicking on the paper clip icon. When complete, click the "Send" button.



13. To open your calendar, scroll to the bottom of the Folder pane and click on the calendar icon:



14. In the calendar window on the left, you will see a calendar for the current month and your available calendars. On the right you will see your scheduled events.

The screenshot shows a calendar application interface. On the left, there is a navigation pane with the following sections: 'Your calendars' (containing 'Calendar'), 'Birthdays', 'Other calendars', 'People's calendars', 'Rooms' (containing 'Centennial Hall West'), and 'Groups'. The main area displays a weekly view for June 18-24, 2017. The days shown are Monday (19), Tuesday (20), Wednesday (21), Thursday (22), and Friday (23). The time slots range from 6a to 4p. Scheduled events are shown as orange blocks with titles and details. Key events include: 'Robert Brown's First Day' on Tuesday; 'Trip to Manitowoc' on Wednesday; 'FW: LTC/Forsyte IT O365 project sync' on Thursday; 'Canceled: Testing and 2nd Interview' on Tuesday; 'Discuss Better Calendaring Method for Sha' on Wednesday; 'Alex Rusch's First Day' on Tuesday; 'FW: Farewell Reception - Rufina Garay' on Monday; 'Printing/Print Manager Meeting Learning' on Tuesday; and 'FW: Board Office 365 Training' on Wednesday. The interface also shows weather icons for each day and a 'Today' button in the top right corner.

15. To edit your calendar:

- Click once on a scheduled event to view the details. For events scheduled by others you will have the options to accept or decline the event.
- Click on the “New” button at the top left hand corner of the calendar to create a new appointment.
- Click on any scheduled event and press the “delete” key on your keyboard to delete the event.