Outlook on the web Basic User Manual

August 2018

CONTENTS	
Introduction	2
1. Overview of Outlook on the web	2
2. Mail	3
2.1 Supported Browser Environments	3
2.2 Mailbox Quota	3
2.3 Size Limit for One Email	4
2.4 Limit on Recipients (in the "To" field) per Message	4
2.5 Message Rate Limit for Emails Sent	4
3. Mail Basics	5
3.1 Signing in & Signing out	5
3.1.1 Signing in	5
3.1.2 Signing out	7
3.2 Interface	7
3.3 New Messages	10
3.3.1 Sending New Messages	10
3.3.2 Attaching a File	12
4. Setting up Email Forwarding	13
4.1 Setup via Forwarding	14
4.2 Setup via "Inbox rules"	16
5. Creating an Email Signature	21
6. Inquiries	23

Introduction

This user manual explains the basics of using the university email system (Office 365).

■ As a cloud service provided by Microsoft, Office 365 is a service that can be used not only for email, but also to distribute Office products and the like as tools for collaboration.

■ As Microsoft may make changes to the the layout of Outlook on the web, images found in this manual may at times differ from what you see on the screen.

1. Overview of Outlook on the web

Outlook on the web is a web application that allows you to access your Office 365 mailbox using a web browser, where you can do almost everything you can do on Outlook, including sending and receiving email, managing your address book and contacts, as well as schedule management. It can be accessed and utilized anywhere a web browser can be used, regardless of whether a computer is on or off campus.

« ATTENTION »

Since *Outlook on the web* is a cloud service, it may be expected that system updates by Microsoft will result in additions and deletions to the interface and functionality.

《 NEW TERMINOLOGY 》 About Exchange Online

Exchange Online takes the functionality of Exchange Server, which is equipped with email and groupware provided by Microsoft, and makes it available on the cloud. With Office 365, you can use services such as *Exchange Online* Mail, People, Calendar and Tasks.

2. Mail

The "mailbox" provided to you is where the emails you receive are stored. Each email address is provided with a mailbox. Now let's talk about things to watch out for when using Mail in Office 365.

2.1 Supported Browser Environments

Outlook on the web can be used with the following web browsers:

- Microsoft Edge: Latest version
- > Internet Explorer: Latest version
- Firefox: Latest version
- > Chrome: Latest version
- > Safari: Latest version

2.2 Mailbox Quota

MAILBOX QUOTA WARNINGS

Exchange Online sends the following three types of notifications when mailboxes are approaching their quota.

#	ITEM	EXPLANATION
1	WARNING	When a mailbox approaches its maximum quota, an alert notification is sent
		to the user via email.
		This warning is sent to encourage the user to delete unnecessary emails.
2	SENDING	When a mailbox reaches its maximum quota, a notification prohibiting the
	PROHIBITED	sending of email is sent to the user via email. The user will not be able to
		send out new messages until enough messages are deleted to drop the
		mailbox below its quota.
3	SENDING	When this quota is reached, Exchange Online rejects all incoming email and
	AND	sends a non-delivery report (NDR) to the sender address. The sender may
	RECEIVING	retry sending the email later. Enough messages need to be deleted to drop
	PROHIBITED	the mailbox below the quota before messages can be received again.

MAILBOX QUOTA LIMITS AND NOTIFICATIONS

#	Subject	Mailbox Type	WARNING	SENDING	SENDING AND
				PROHIBITED	RECEIVING
					PROHIBITED
1	Default Quotas	Office 365	49GB	49.5GB	50GB

2.3 Size Limit for One Email

In order to prevent performance problems in the system due to large messages, and so that the messages of all users are delivered promptly, there is a limit on the size of messages.

The size limit on messages sent or received is **35 MB, including attachments**. Messages over this limit will not be delivered, with a non-delivery report (NDR) sent to the email address of the sender.

Your email client may limit the size of individual attachments to a value smaller than this message size limit. Attempting to send an attachment of 5 MB or more using Outlook on the web results in a prompt that asks you to choose whether you want to share it via One Drive or send it as an attachment.

2.4 Limit on Recipients (in the "To" field) per Message

So users do not bulk send spam, Exchange Online has limits to prevent users and applications from sending large amounts of email.

Each Exchange Online mailbox can send messages to **a maximum of 10,000 recipients per day** (i.e., email addresses that can be listed in the "To" field). **The maximum for a single email message is 500 recipients** (i.e., email addresses that can be listed in the "To" field). These limits apply to emails sent within the organization, as well as messages delivered to external organizations; and while the maximum limit cannot be changed, the maximum limit of 500 recipients in the "To" field can be exceeded by specifying a *distribution group* with multiple recipients – instead of the recipients themselves directly – in the "To" field.

For example, a distribution group with 10 recipients is listed in the "To" field will be counted as only one recipient.

2.5 Message Rate Limit for Emails Sent

In order to prevent excessive consumption of system resources and illicit use, the rate of email messages that can be sent by a user is limited to **30 per minute**. If a user sends out messages at a rate faster than this limit, the messages will still be delivered by Exchange Online, but will be put in a queue on the server so the rate of delivery can be regulated.

3. Mail Basics

Now let's talk in general about the basics of using Mail in *Outlook on the web*.

3.1 Signing in & Signing out

3.1.1 Signing in

(1) Launch Internet Explorer and go to the Office 365 portal page

(https://portal.office.com/). Upon entering [your email address], a new screen will automatically come up; press "Next".

Microsoft	
サインイン	
xxx@apu.ac.jp	
戻る	次へ
戻る アカウントにアクセスできない場合	次^

(2) When the following screen comes up, enter your password and click "Sign in".



(3) When "Stay signed in?" comes up, click "No".



(4) The Office 365 start screen will come up. Click on [Outlook].

Good morning							
アプリ							
Outlook	OneDrive	Word	X Excel	PowerPoint	OneNote		

(5) When you log in for first time, you will be asked what language and timezone you want to use. Set your [Language] and [Timezone], then click "Save". NOTE: If overseas, choose as you prefer.

0	Choose your preferred display language and home time zone below. English (United States)

3.1.2 Signing out

Once you are done using *Outlook on the web*, take the following steps.

(1) Click the \square on the top right of the screen, then click [Sign out].



(2) The "You're signed out" screen will come up.



3.2 Interface

《 Start Page 》

Upon logging in, the start page will be displayed. This is where tools you use like Mail and People can be accessed, and where you can bring up menus to personalize your settings.



《 Mail Landing Page 》

Launching [Outlook] from the start page will open the Mail landing page. On the landing page, folders listed as favorites are displayed; clicking [Other] takes you to Mail's base page, where all the folders in the mailbox are displayed.



《 Mail's Base Page 》

From the Mail landing page, click [Other] to go to Mail's base page, which displays all the folders in the mailbox. To return to the Mail landing page, click "Folder".

Also, when signing out with Mail's base page open, the next time [Outlook] is launched Mail's base page will come up.



3.3 New Messages

Outlook on the web supports both simple text format and standard internet HTML format in the sending and receiving of messages.

3.3.1 Sending New Messages

Sending a New Message

Messages are created using the New message form. It is the same form used for replying to and forwarding messages.

Follow these steps to create a new message:

(1) Click [+ New message].

(2) In the New message form, specify the recipients (in the "To" and "CC" fields), enter

the subject, and enter the text of your message.

12 Send 🟮 Attach Y Discard •••	C
То	Bcc
Cc	
Add a subject	
Add a message or drag a file here	
^A A A B I U <u>A</u> A ⊟ ⊟ ≡ ≡ ≡ ≡ ≡ = = 20 % x ² X sola ⊨ s1 11. 5 C A m	
Send Discard $\blacksquare \lor \blacksquare$ $\bigotimes t \boxdot$ $\bigstar \lor$	C;

(3) Click [Send].

Specifiying Message Recipients

To specify a message recipient, enter the recipient's name or email address. Multiple names can be separated with a semicolon ("; ").

Click [To] or [CC] and you will be able to enter the addresses. Doing this will open your address book. When your address book is opened, by default a window will display where you can also search for addresses in your personal contacts. You can also search from the global address list. Just double-click the name of the message recipient in your address book and the address will be added to the email message.

In addition, you can add addresses to [Bcc] in your message using the following steps:

(1) Click [Bcc] in the New message form.

Send () Attach ✓ Discard •••	D
То	Bcc
Ć¢	
Add a subject	
Add a message or drag a file here	

(2) The Bcc input field will display.

™ Send 🔋 Attach Y Discard •••	C
То	
Ce	
Bcc	
Add a subject	
Add a message or drag a file here	

Likewise, the following steps will allow you to keep the Bcc input field permanently displayed.

- (1) At the top of the screen, click in order $[^{\textcircled{a}}] \rightarrow [Mail]$.
- (2) Click [Mail] \rightarrow [Layout] \rightarrow [Message format].
- (3) On the [Message format] screen, check the [Always show Bcc] checkbox, and click [Save].

NOTE: After saving your settings, click [Options] at the upper left of the screen, which we have framed in a dotted line, to return to your previous page.



3.3.2 Attaching a File

Messages can be sent with attachments from files accessible via your computer or via the network.

Use the following steps to attach a file:

(1) In the New message toolbar, click [Attach] \rightarrow [Computer].

🖾 Send 🛛 🛛 A	Attach 🗸 Discard 🚥	C
To	Computer	Bcc
Cc		
Add a subject		
Add a message or d	rag a file here	

(2) In the dialog box that comes up, select the file you want to attach, then click

[Open].

- · · · · · · · · · · · · · · ·	PC > Desktop	~	ō	Search Desktop	۶
rganize 👻 New folder				B	- II (
📤 OneDrive	Name		C	ate modified	Туре
This PC	📌 report		i	2/18/2017 1:41 PM	Folder Shortcut
	😥 Internet Explorer		1	2/18/2017 1:41 PM	Shortcut
Uesktop	🐘 Office 2016 Language Preferences		1	2/19/2017 10:23	Shortcut
Documents	😝 Region and Language		1	2/19/2017 11:34	Shortcut
🕹 Downloads	📸 Thunderbird Setup 52.8.0.exe		E	/7/2018 8:30 AM	Application
🔮 ftp1.apu.ac.jp	Test.docx		7	/12/2018 1:08 PM	Microsoft Word
💧 Music					
E Pictures					
🔮 report1.apu.ac.jp					
📕 Videos					
🏪 Local Disk (C:)					
a					

You can also drag and drop a file from your PC or another message to attach it to a message.

CAUTION: The drag and drop feature for files on your PC does not work with all browsers.

File Extensions that cannot be Sent or Received as Message Attachments

Exchange Online may block an attached file because of its file extensions.

List of Blocked File Extensions

.ade,.adp,.app,.asp,.bas,.bat,.cer,.chm,.cmd,.cnt,.com,.cpl,.crt,.csh,.der,.diagcab,.exe,.fxp, .gadg et,.grp,.hlp,.hpj,.hta,.inf,.ins,.isp,.its,.jar,.jnlp,.js,.jse,.ksh,.lnk,.mad,.maf,.mag,.mam, .maq,.mar, .mas,.mat,.mau,.mav,.maw,.mcf,.mda,.mdb,.mde,.mdt,.mdw,.mdz,.msc,.msh,.msh1,.msh2,.ms hxml,.msh1xml,.msh2xml,.msi,.msp,.mst,.msu,.ops,.osd,.pcd,.pif,.pl,.plg,.prf,.prg,.printerexport,. ps1,.ps1xml,.ps2,.ps2xml,.psc1,.psc2,.psd1,.psdm1,.pst,.reg,.scf,.scr,.sct,.shb,.shs,.theme,.tmp,. url,.vb,.vbe,.vbp,.vbs,.vsmacros,.vsw,.webpnp,.website,.ws,.wsc,.wsf,.wsh,.xbap,.xll,.xnk

4. Setting up Email Forwarding

Email received to a Ritsumeikan email address can be automatically forwarded to another email address.

	Forwarding ca	an be set up	using two	different approache	es in	Office	365:
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(1) Setup via Forwarding (2)Setup via Inbox rules

If you have only one forwarding destination, use (1) Setup via Forwarding. Follow the steps in 4.1 for this setup.

<u>If you have two or more forwarding destinations</u>, use (2) Setup via Inbox rules. Follow the steps in 4.2 for this setup.

REMEMBER: The following restrictions apply when using email forwarding:

About Restrictions on Office 365 Automatic Forwarding

NOTE: Automatic forwarding in Office 365 has several restrictions. In the following cases, even when a restriction results in a failure to execute automatic forwarding, there will be no error message.

(1) Office 365 automatic email forwarding executed only once.

EXAMPLE: Email recieved in the inbox is set up to automatically forward to an email for personal use, and then email recieved by the email for personal use is set up to automatically forward to a private email. When this occurs, forwarded email from the inbox will arrive to the email for personal use, but will not arrive to the private email.



(2) **Maximum of 10 automatic forwarding destinations for incoming email.** NOTE: Forwarding will not execute when set up for 11 or more forwarding destinations.

(3) If the only address listed in the "To" field for automatic forwarding is the address of the sender, automatic forwarding will not work.



4.1 Setup via Forwarding

- Description
- Meant for those with only one forwarding destination.
- Has to be set up via *Outlook on the web*.
- Has settings for whether email at the source of forwarding is preserved or deleted.
- "From" and "To" in the forwarded email is the same as in the email originally received at the forwarding source.

EXAMPLE: If "office02@apu.ac.jp" is listed as the forwarding destination for "office01@apu.ac.jp", email sent from "soushin@xxx.xxx" to "office01@apu.ac.jp" will result in the following:



(1) Click the on the top right to display the menu, then click [Mail]. (2) Click [Mail] \rightarrow [My account] \rightarrow [Forwarding].

Office 365 Outle	pok	□ ◎ ? (<i>§</i>
Options		Create an automatic reply (Out of office) message.
Concessions Biotrcuts Shortcuts Concessions Automatic replies Indox and sweep rules Automatic replies Indox and sweep rules Automatic replies Read receipts Ready settings: Readresipts Read	Here Voicard Message format Aways show Bcc Aways show From Compose messages in this format HTML Message fort Calibri V U B I U A Sample text	message. Display settings Choose how your inbox should be organized. Offline settings Lise this computer when you're not connected to a retwork. Manage add-Ins Turn add-Int from your favorite app vendors on and off. Manage connectors Connect Outlook its your favorite services. Theme Default theme Volur app settings Vour app setting V
Message format Message list Quick actions		People

- (3) ① Click the [Start forwarding] radio button.
 - **②** Input the address you are forwarding to in [Forward my email to:].
 - ③ Set [Keep a copy of forwarded messages] as you prefer, then reconfirm your setttings.
 - ④ Click [Save].

NOTE: If you save without checking [Keep a copy of forwarded messages], email will not be preserved at the forwarding source. Set this as you prefer to best fit your usage.

III Office 365	Outlook
Ortice 365 Options Shortcuts General Mail Automatic replies Inbox and sweep rule Junk email reporting Mark as read	
Message options Read receipts Reply settings Retention policies Undo send Accounts Block or allow Forwarding Attachment options	Keep a copy of forwarded messages Stop forwarding

(4) Once the font colors of [Save] and [Discard] go from black to grey, setup is complete. To return to the Mail landing page after setup, click [Options] at the top left of the screen, which we have framed in a dotted line.

Office 365 O	utlook	
Options Shortcuts General Mail Automatic processing Automatic replies Inbox and sweep rules Junk email reporting	Save X Discard Forwarding Start forwarding Forward my email to: Wyrdianu srid	×
Mark as read Message options Read receipts Reply settings Retention policies Undo send Accounts Block or allow Forwarding	Keep a copy of forwarded messages Stop forwarding	

Setup for forwarding is now complete.

Upon completing setup, forwarding will start, and from that point on all messages received will forward to the forwarding destination.

4.2 Setup via "Inbox rules"

Explanation

- Meant <u>for those who want to forward to 2 or more destinations</u> (Maximum destinations possible for forwarding is 10).
- Needs to be set up via *Outlook on the web*, or Outlook (on a PC).
- Email is preserved at the forwarding source.
- The "From" address varies in email received at the forwarding destination depending on whether the forwarding method is set to "redirect" or "forward".

a) Using "Redirect" for Forwarding

"From" and "To" in forwarded email remain unchanged compared to email received at the forwarding source.

EXAMPLE: If "office02@apu.ac.jp" is listed as a forwarding destination of "office01@apu.ac.jp", when an email is sent from "soushin@xxx.xxx" to "office01@apu.ac.jp", the following results:



b) Using "Forward" for Forwarding

In forwarded email, the "From" is changed to the email address of the forwarding source, and the "To" is changed to the email address of the forwarding destination.

EXAMPLE: If "office02@apu.ac.jp" is listed as a forwarding address for "office01@apu.ac.jp", when an email from "soushin@xxx.xxx" is sent to "office01@apu.ac.jp" the following results:



Let's use an example now to guide you through the steps of setting up a redirect. If you would prefer to use "Forward" in your setup, just replace "Redirect" in the following steps with "Forward" as you proceed.

If forwarding has already been started using the "Forwarding" function described in No. 4.1, "Redirect" (and "Forward") in "Inbox rules" will not be executed.

NOTE: Even when forwarding is started using the "Forwarding" function, settings for "Redirect" (and "Forward") can still be set up in "Inbox rules". However, even when set up, email will not "Redirect" (or "Forward"), nor will an error display, so be sure to confirm that forwarding via the "Forwarding" function is turned off.

[Steps in Setup]

- (1) Click the 🍄 on the top right to display the menu, then click [Mail].
- (2) Click [Mail] \rightarrow [Automatic processing] \rightarrow [Inbox and sweep rules].
- (3) Click the [+] to add to the rules.

Office 365 Outle	ook		۾ ? 🔕
Options Soncus Soncus Soncus Automatic processing Automatic processing Automatic processing Maia and sweep nulee Junk email reporting Mark as read Message options Read receipts Reply sattings Reterion policies Undo send Accounts Block or allow Forwarding Attachment preference Storage accounts Automatic reporters Storage accounts Storage accounts Storage accounts	Inbox rules Choose how email will be handled. Click the "+" koon below to create a new rule. Image: Sweep rules		Create an automatic reply (Out of office) message. Display settings Choose how your inhow should be organized. Offline settings Use this computer when you're not connected to a network: Manage add-ins Turm add-ins from your favorite app vendors on and off. Manage connectors Connect Outlook to your favorite services. Theme Default theme v Notifications On v
Conversations Email signature Focused inbox Link preview Message format Message list Ouick actions	These rules run at regular intensits to keep your inbox clean.	~	Your app settings Office 365 Mail Calendar People

(4) Enter a "Name" for your rule, then set a "Condition".

NOTE: Enter a "Name" as you prefer, then select a "Condition".

NOTE: In the example below, the name is "Redirect Setting", and the condition is "Apply to all

|--|

 Options Shartas: General Mail Antomatic reports Indoar and reports Ank ensal reports Reprint and reports Reprint and	Office 365	Outlook	
Sharcuts General Mail Adoundic processing Adoundic in processing Adoundic in processing Marka sead India danage options Marka sead Marka sead) Options	R OK × Cancel	
▲ Mail Automatic processing ▲ Automatic replets Index and merce profile ▲ Automatic replets Index and merce profile ▲ Automatic replets Market email reporting ■ Massage options Belet one ■ Massage options Select one ■ Replets Belet one ■ Replets Bill (House service) ■ Replets Bill (House service) ■ Automatic profiles It includes these words ■ Automatic profiles It is size is within the specified trange ■ Automatic profiles It's marked within ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's reelved within a specific date spant ■ Automatic profiles It's	Shortcuts • General	New inbox rule	
Automatic reginal Automatic reg	 Mall Automatic processing 	Name	
And sensitive products Mark as read Marsage options Read receptors Reply setting: Retension policies Undo and Accounts Block or allow Formanding Accounts Block or allow Formanding Attachment policies Attachment policies Attachment policies Englishing Conversations Engli spitule Formati Spitule	Automatic replies	Test	
Mark as read Marks as read Marks as read Massage options Read receipts Reply satisfys Reply satisfys Redended to received within a specified range. Storage accounts Redend Reply to all messages) Redended to receive Redended to rec	Inbox and sweep rul Junk email reporting	When the message arrives, and it matches all of t	hese conditions
Bad modelpti Selectione	Mark as read Message options	Select one	-
Returbion policies It includes these words Undo send My name is Accounts My name is Block or sitow It's marked with Fonwarding K's Actachment polifering K's Storage accounts Its size is within the specified range Actachment polifering K's necevied within a specifie date spin Conversations It secaves Fonuel injurature [Appoint in the specified range.] Message inst [Appoint in the specified range.]	Read receipts Reply settings	Select one	
Accounts Accounts Block or allow Fornwarding It's Accounts Accounts It's marked with Accounts Account	Retention policies	It includes these words	
Biodc or allow It's marked with Forwarding It's Attachment politions It's received within a specific date span Attachment politions It's received within a specific date span Storage accounts It's received within a specific date span Lipout [Apply to all messages] Conversations Focused labox Lick preview Message format. Message isit Storage isit	- Accounts	My name is	÷
Anadoment options Anadoment preference Storage accounts Its size is within the specified range It's received within a specific date span Layout, Conversations Ensal algorature Fortase laboa Link preview Message format, Message ist	Block or allow Forwarding	It's marked with	
Storage accounts It's received within a specific date span Layout. [Apply to all messages] Format lightwise Founded Indox Link preview Message format. Message for	 Attachment options Attachment prefere 	Its size is within the specified range	
Layout. [Apply to all message] Conversations Enail ignature Fossed inbox Unk preview Message format. Message list	Storage accounts	It's received within a specific date span	mean?)
Email signature Focused inbox Unit providew Message format. Message list	4 Layout Conversations	[Apply to all messages]	
Focused inbox Unit providev Message format. Message fits	Email signature		
Link preview Nessage Format Message for	Focused Inbox		
Message format Message list	Link preview		
	Message format		
	Message list		

(5) Select [Forward, Redirect, or Send] in [Do all of the following], and select [Redirect the message to].

III Office 365 O	utlook
9 Options	R OK X Cancel
Shortcuts	New inbox rule
A General	New Index rule
A Automatic procession	Name
Automatic ranifer	Test
Inhov and support nular	
Junk email reporting	When the message arrives, and it matches all of these conditions
Mark as read	These and an annual second
Message options	[Apply to all messages]
Read receipts	Add conc リダイレクト設定
Reply settings	
Retention policies	Do all of the following
Undo send	Select one
# Accounts	
Block or allow	Select one
Forwarding	Move, copy, or delete >
Attachment options	Pin the message tions
Attachment preferenc	
Storage accounts	Mark the message >
4 Layout	Forward, redirect, or send > Forward the message to
Conversations	Forward the message as an attachment to
Email signature	
Focused inbox	Redirect the message to
Link preview	
Message format	
Message list	
Quick actions	

(6) Click to the right of "Redirect messages to..." so the cursor ("|") flashes; directly enter your "Redirect" address, and click [Save]. (Multiple entries permitted)



NOTE: In the example below, the redirect destination address is set to "XXXX XXXX".

(7) Finally, complete by setting "Stop processing more rules" as you require. Reconfirm there are no errors in the settings you have entered, then click [OK]. NOTE: If two or more rules – including settings for forwarding – are listed in "Inbox rules", the results of processing will vary according to the order of priority between rules, as well as the setting for "Stop processing more rules".

III Office 365 O	utlook	ې ? ا
Options	R oK × Cancel	Create an automatic reply (Out of office) message.
> General ≠ Mail	New inbox rule	Display settings Choose how your Inbox should be organized.
Automatic processing Automatic replie Inbox and sweep rule Junk email reporting	Test When the provide and it matches all of these conditions	Offline settings Use this computer when you're not connected to a network:
Mark as read Message options Read receipts	[Apply to all messages] Add condition	Manage add-Ins Turn add-ins from your favorite app vendors on and off.
Reply settings Retention policies Undo send	Do all of the following Redirect the message to	Manage connectors Connect Outlook to your favorite services.
Block or allow Forwarding	Add action Except if it matches any of these conditions	Theme Default theme V
Attachment preferenc Storage accounts	Add Stop processing more rules (What does this mean)	Notifications On V
Conversations Email signature		Your app settings
Focused inbox Link preview		Mail Mail Calendar
Message list Ouldkactions		People

(8) Confirm that the rules you have set up come up in the "Inbox rules" list.

NOTE: After setup, click [Options], which we have framed in a dotted line, to return to the previous page.

Options Shorcuts General Mail Automatic processing Automatic replies Inbox and sweep nules	Save X Discard Inbox rules Choose how email will be handled. Rules will be applied in	the order shown. If you don't want a rule to run, you can turn it off or delete it.	^	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.
Junk email reporting Mark as read Message options Read receipts Retention policies Undo send Accounts Biock or allow Eroneution	On Name	Rule: Test After the message arrives and (Apply to all message) Do the following redirect the message to and stop processing more rules on this message This rule is: On		Manage add-ins Tum add-ins from your favorite app vendors on and off. Manage connectors Connect Outlook to your favorite services. Theme
A trachment profess Attachment profess Storage accounts Layout Conversations Email signature Footsad inbox Link preview Message format Message list	Sweep rules These rules run at regular intervals to keep your inbox clear On Name		,	Default theme Notifications On Your app settings Office 365 Mail Calendar People

Setup for redirect is now complete.

Upon completing setup, forwarding will start, with all received messages from that point being forwarded to the forwarding destination (Employee 8 [0365t308] in the manual example).

5. Creating an Email Signature

Creating a signature allows you to set up a boilerplate signature that can be automatically added to all messages, or that can be added manually to individual outgoing messages. *Outlook on the web* allows only one signature to be listed for each account. Signatures created in *Outlook on the web* will not show up in Outlook.

A signature can be created using the following steps:

- (1) Click [⁽¹⁾] then [Mail] on the upper part of the page.
- (2) Click [Mail] \rightarrow [Layout] \rightarrow [Email signature].
- (3) Enter your signature in the form on the [Email signature] screen, and format it as you prefer.

Office 365 Outle	vok	P 🙆 ? (
Options		Create an automatic reply (Out of office) message.
Analy Automatic processing Automatic processing Automatic repeiles Indox and sweep rules Junic email reporting Mark as read Message options Read receipts Reply settings Retention policies Undo send Accounts Block or allow Forwarding Attachment options Lisyout Conversations Conversations Lisyout Ling review Markan from	Save X Discard Email signature Automatically include my signature on new messages I compose Automatically include my signature on newsages I forward or reply to B I U A A A A A A A E E E Y Ritsumetkan Asia Pacific University XXXX XXXX Ritsumetkan Asia Pacific University XXX Ritsumetkan Asia	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 Vour app settings Office 385
Message format Message list Quick actions		Office 305 Mail Calendar People

(4) Check the checkboxes for [Automatically include my signature on new messages that I compose] and [Automatically include my signature on messages I forward or reply to] as you require; then click [Save].

NOTE: After setup, click [Options], which we have framed in a dotted line, to return to the previous page.



Specifying a Signature in the New Message Form

(1) Open the New message form and click $[...] \rightarrow [signature]$ in the toolbar.



6. Inquiries

Inquiries regarding email migration or how-tos can be addressed in person or by email.

■ Inquiries in Person

Information Systems Administrative Office, 3F Building D HOURS: Monday to Friday, 10:00am to 4:30pm

■ Inquiries via Email

Please inquire at: <u>system@apu.ac.jp</u> NOTE: Please bear in mind replies to email inquiries may take some time.

■ Frequently Asked Questions

Office 365 Usage Guide Page http://www.apu.ac.jp/home/ct/office365/