

Getting Started with @MyHunter (Office365)

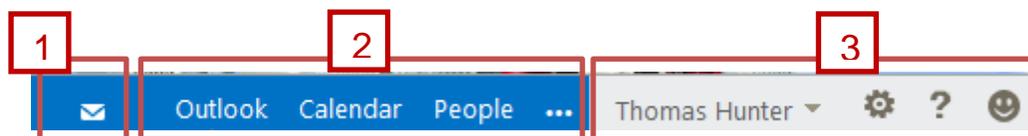


Overview

This document will guide you through the basics for your mail, calendar, and contacts in **@MyHunter** (Office 365). The system has been updated with a new design, but it still has features and functionality that you may have used with other web-based e-mail.

Notifications, navigation, and settings

At the top of **@MyHunter** (Office 365), you'll find a set of links that will take you to the different tools of your **@MyHunter** (Office 365) account. This document focuses on the features that are supported by Outlook Web App.

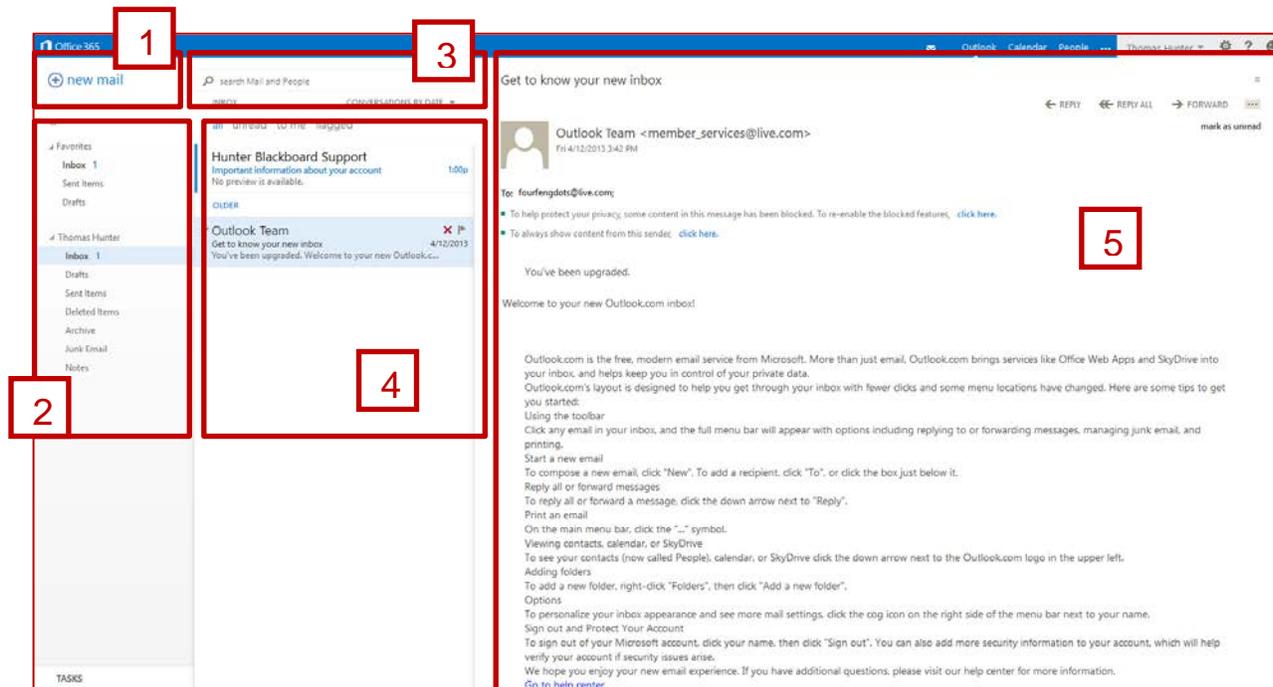


1. This icon will appear when you have a new message, or a calendar reminder. You can click the envelope to see a preview of the latest new message, or the calendar to view and manage calendar reminders. The icons appear only when there is a new message or an active reminder.
2. Click here to switch to other areas of Outlook Web App.

3. Personal information, options, and help. Use this area to change your personal information and sign out of your account.

Mail

After you've signed in to **@MyHunter** (Office 365), click Outlook to go to your Inbox in Outlook Web App.



This is where you'll find your messages.

1. Create a **new message** by clicking icon **+**new mail.
2. **Folders**. The folder list includes the folders in your mailbox and Favorites. It may include other folders, such as archive folders.
 1. You can hide this pane by clicking the chevron icon at the top.
 2. You can expand and collapse folders in this view by clicking the triangle icons next to the folder names.
3. **Search window**. Type what you want to search for here, such as the name of a person you want to find messages from, or text that you want to search for to find a particular message.

4. **List of messages** in the current folder. Each entry in the list view has additional information, such as how many messages there are in a conversation and how many are unread, or if there is an attachment, flag, or category associated with any messages in the conversation. A conversation can have one or more messages. When a conversation is selected, you can delete it, add a flag, or add a category by clicking the icons. At the top of the list view are filters that you can click to quickly find messages that are unread, that include your name in the To or the Cc line, or that have been flagged. In addition to the filters, you'll see the name of the folder you're viewing and the view that you've selected.
5. The **reading pane**, where the conversation that you've selected is displayed. You can respond to any message in the conversation by clicking the links at the top of the message.

Open an item in a separate window

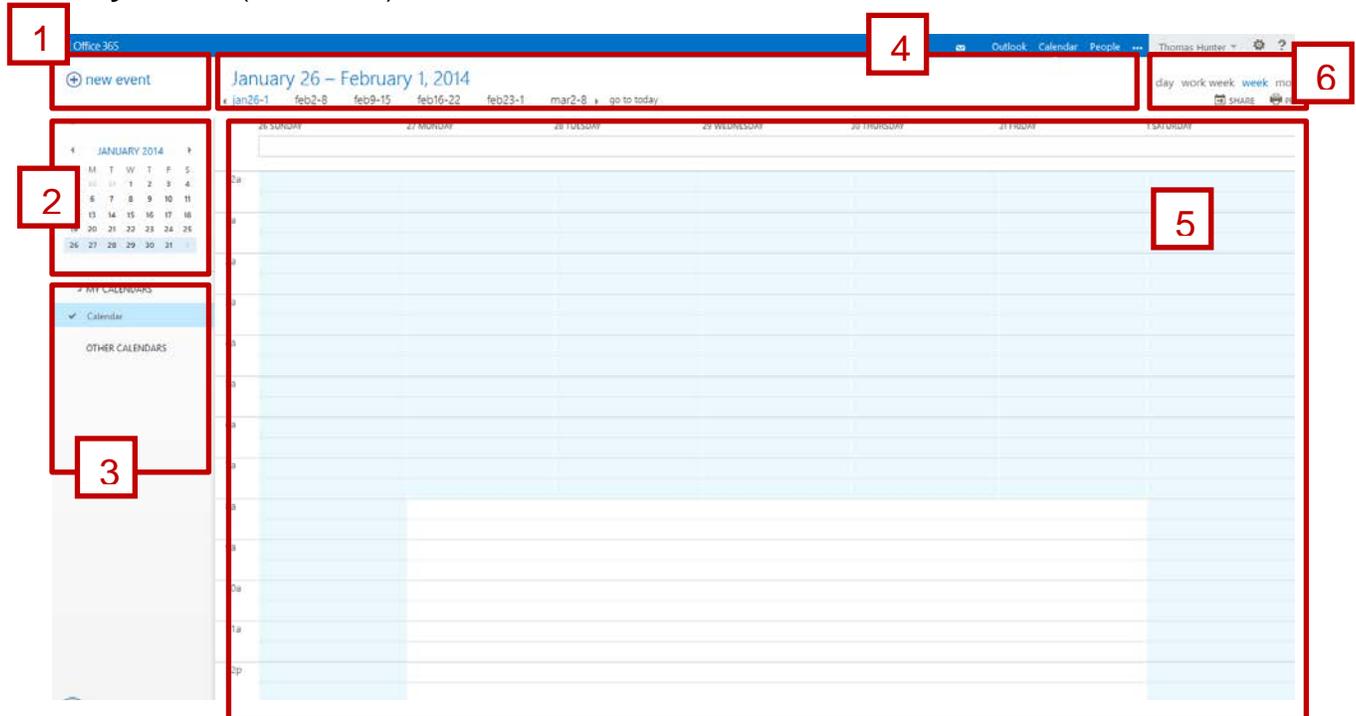
By default, you read and create items in **@MyHunter** (Office365) either in the reading pane, or in a window that overlays the main window.

For most items, to open them in a separate window, simply double-click the item in the **List** pane.

To open a message that you're reading in a separate window, click the extended menu icon  and select **open in separate window**.

Calendar

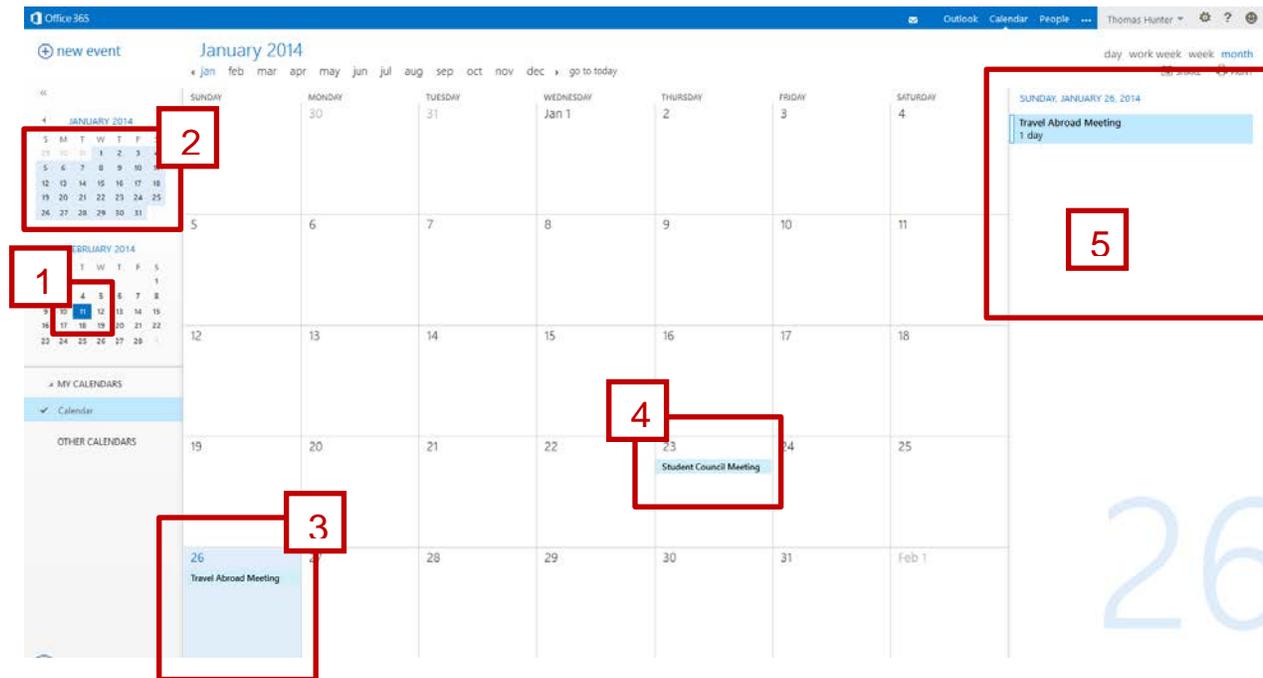
After your Inbox, the Calendar is probably where you'll spend the most time when using @MyHunter (Office365).



1. Create a new event by clicking **+new event**. An event can be an appointment, a meeting, or an all-day event.
2. Use the mini calendar to navigate from one date to another. Shading will show you what week you're currently viewing and darker shading marks the current date. You can use the calendar icon at the top to collapse or expand this side of the calendar view.
3. You can view more than one calendar at a time. This section lets you add other people's calendars and select which to display.
4. This is another area that you can use to navigate from one day to another. Click any of the dates to jump to that date. Or click the arrows on either end to see the dates before or after what's displayed.
5. The main window, where calendars will be displayed.
6. Select the view you want, and share or print your calendar.

Month View

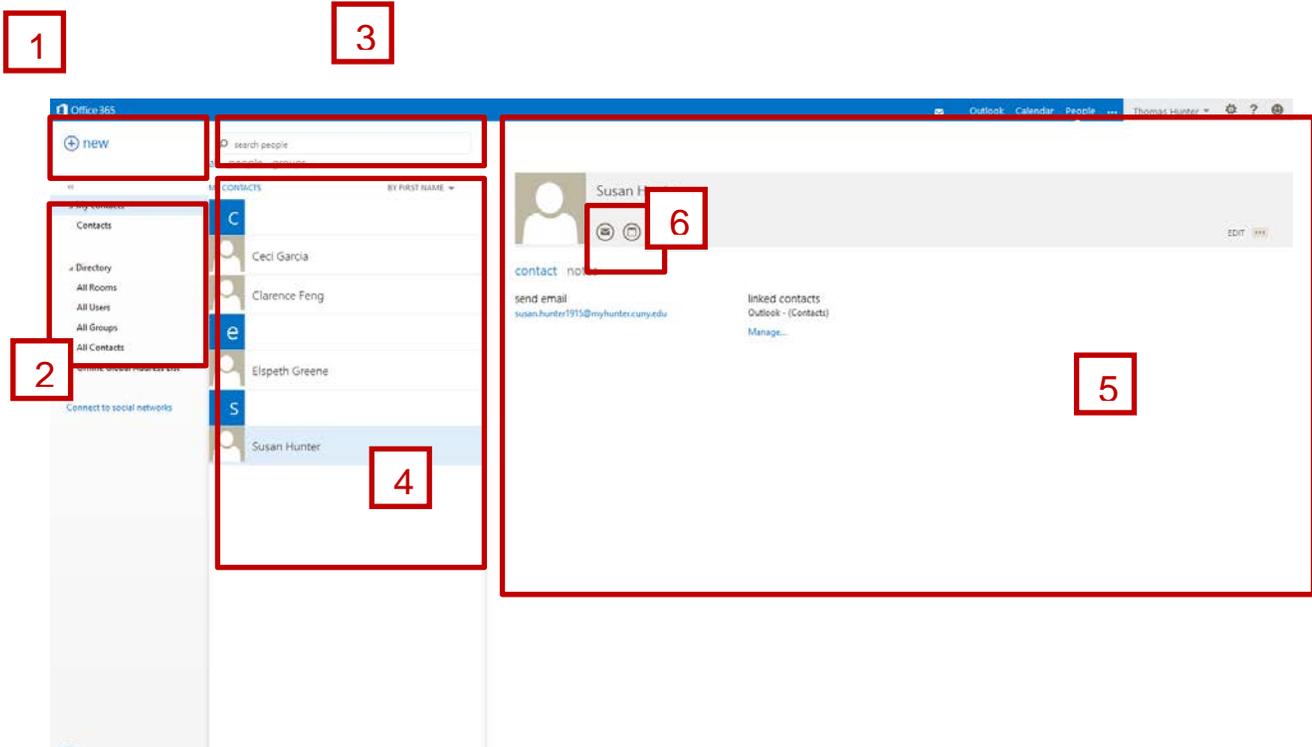
The month view can be very crowded. To make it more usable, there's now an agenda displayed for the selected day:



1. Shading shows the current date.
2. Slightly lighter shading shows the selected month.
3. Shading shows the selected day and the number tells how many non-displayed items there are on each day. Double-click an item to open it. You can create a new event on any date by double-clicking the white space on that date.
4. Shaded item is an all-day event.
5. The agenda for the selected day. You can create a new item on the current date by double-clicking the white space in the agenda.

People

This is where your contacts are stored. From here, you can find, create, and edit your contacts. Also, you can search for contacts in your organization's directory.



1. Create a new contact by clicking **+new contact**.
2. All the places you can find contact information.
3. Search. Type a person's name here to search for them in your contacts and in your organization's directory.
4. List of all contacts in the current folder.
5. The contact card for the selected person.
6. Actions you can take directly from the contact card. Click the icons to send a message or create a meeting request.