

Microsoft 365 Email

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Email - Access Archive Mailbox

Outlook Web Access

Navigate to the Office365 Outlook Web Access in a web browser of your choice.

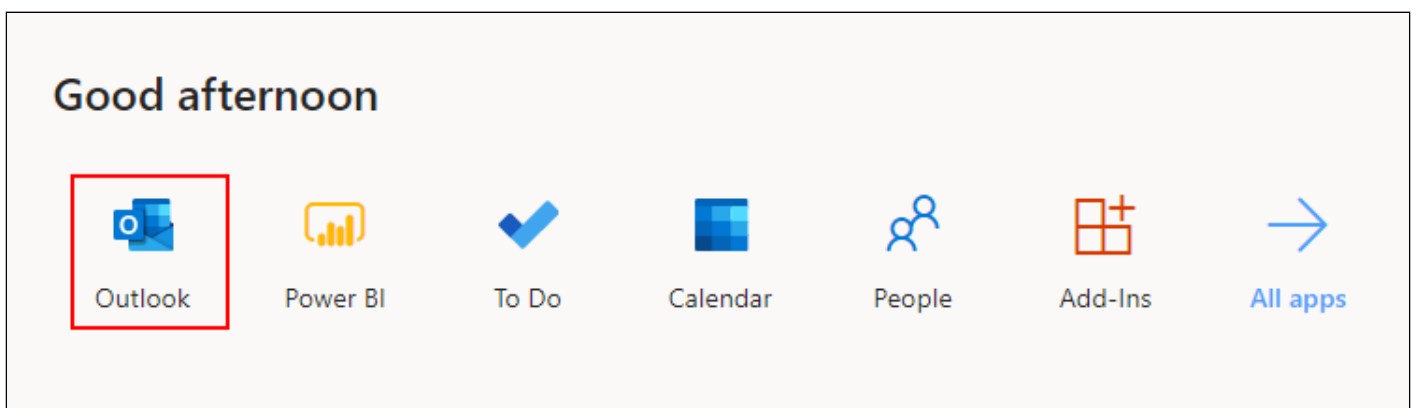
<http://email.folience.com>

Login

Login to your Office365 account using your email address, network login, and two-factor authentication.

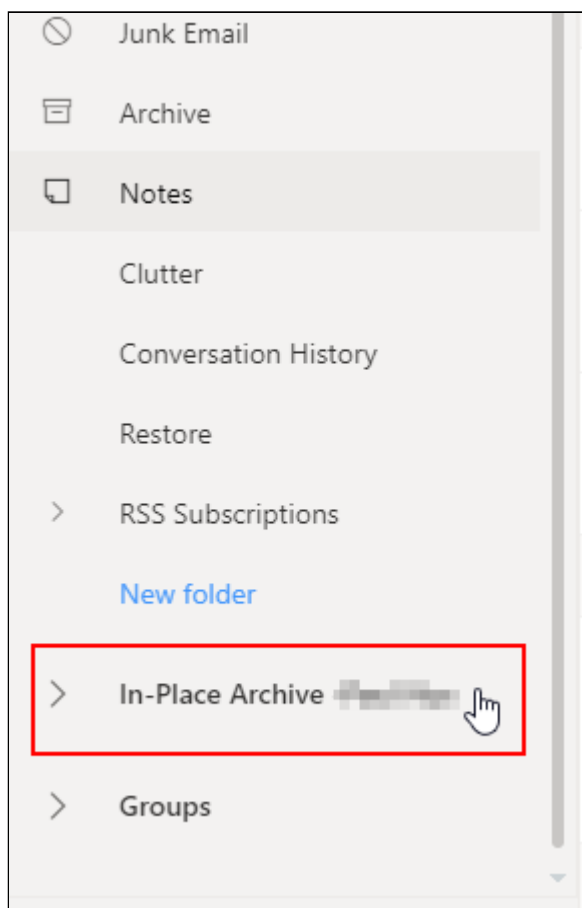
Outlook

Choose Outlook from your available applications.



In-Place Archive

From the left rail, scroll down until you find your "In-Place Archive" mailbox.

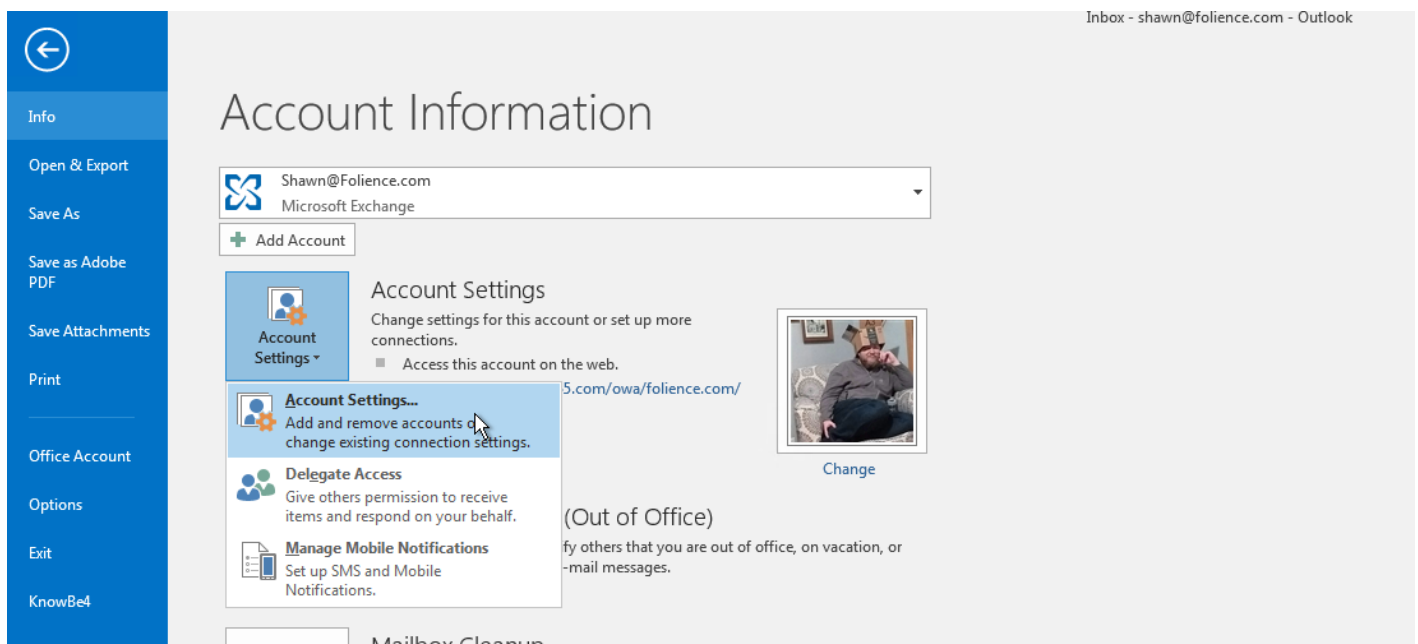


Expand the folder and you will see the contents of your archive mailbox.

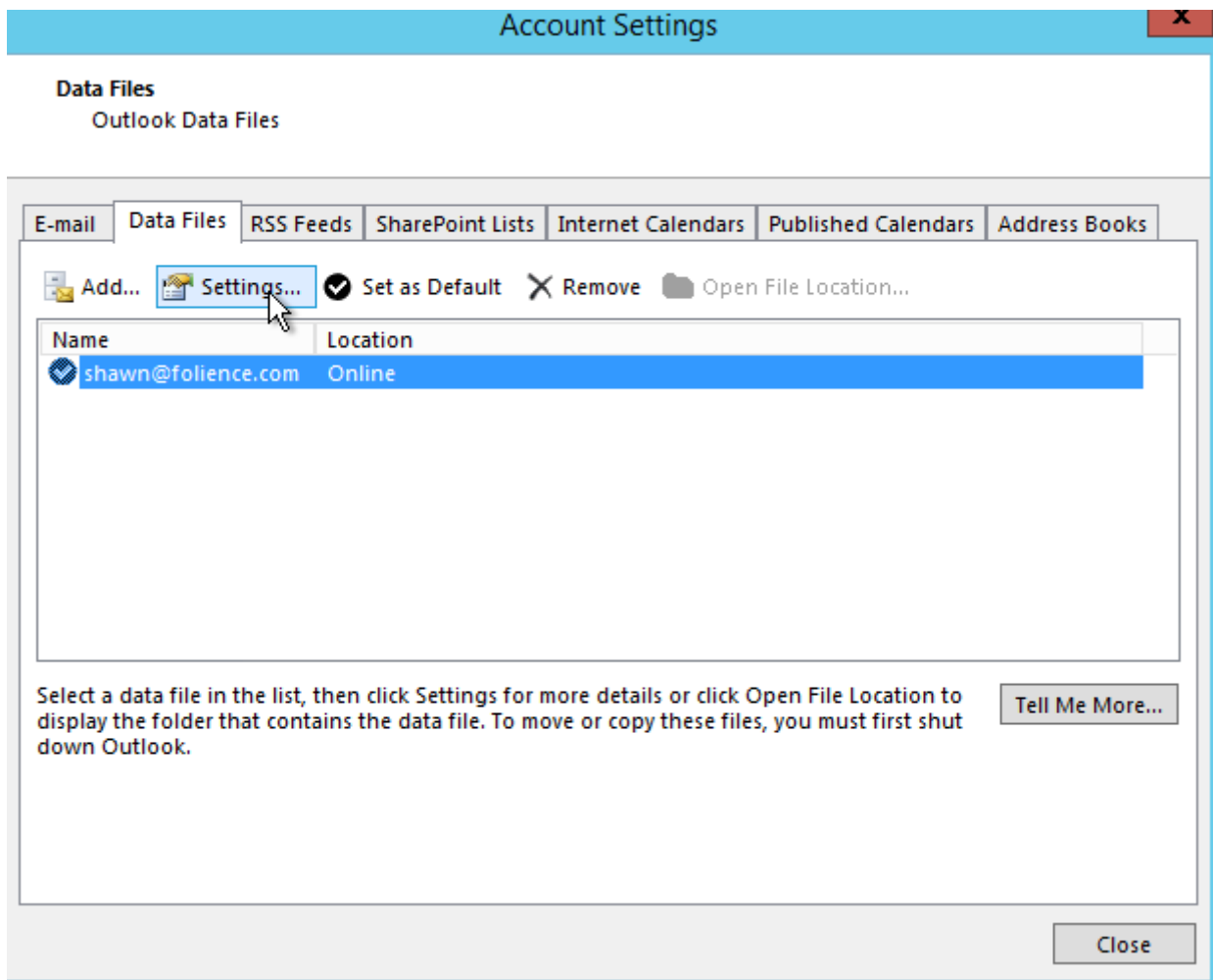
Email - Add a shared mailbox to Outlook and O365

Adding a shared mailbox to Exchange

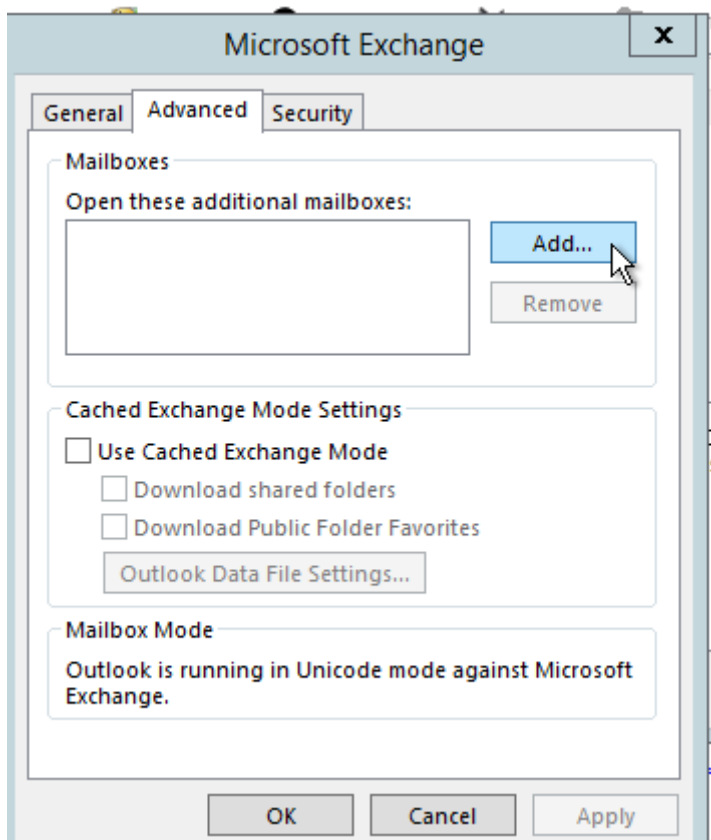
In Outlook, click file and select "Account settings"



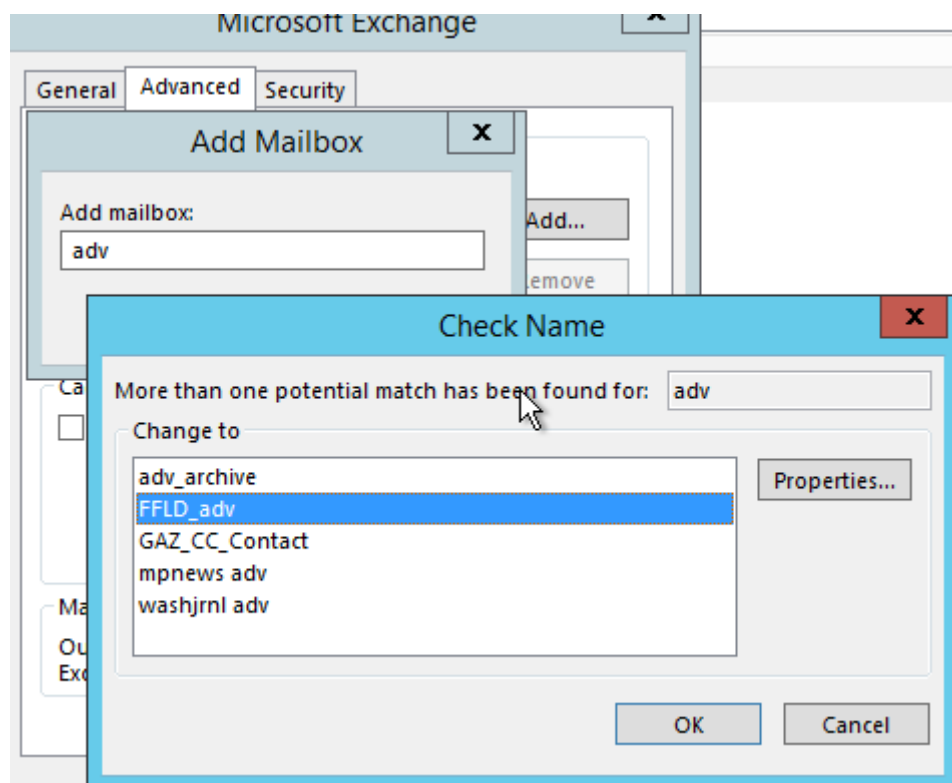
Click on the Data Files tab, select your profile and then hit "settings"



Click on the Advanced tab, then click "add"

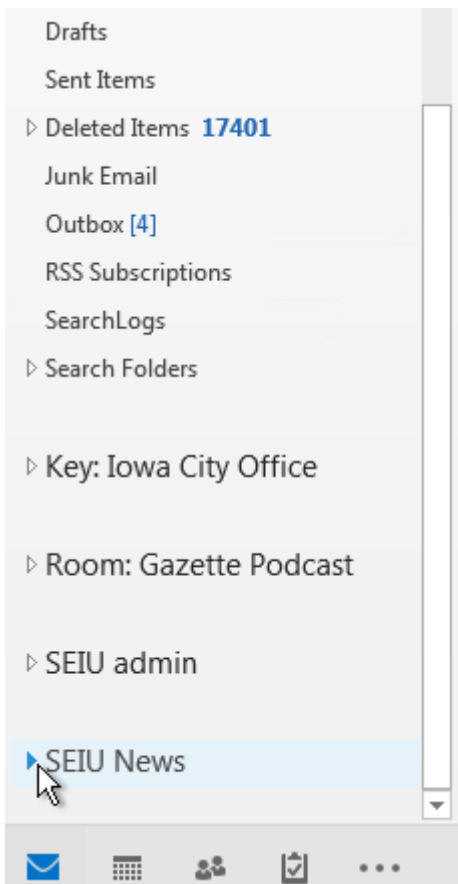


Type in the name or email address of the shared mailbox you'd like to add. Partial searches work as well. If there are more than one result, select the correct one

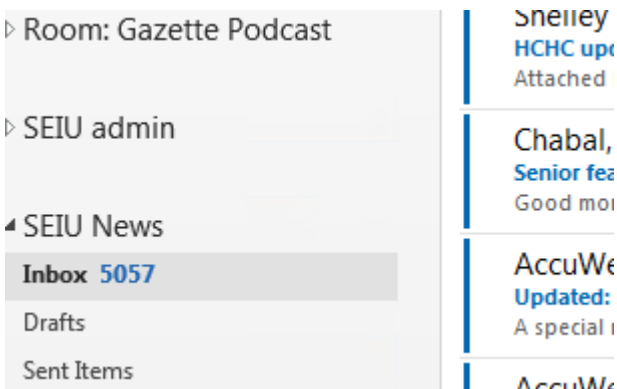


Select "OK" on the open windows and Close the "account settings" window.

Find the shared mailbox you added in the folder list on the left hand side of Outlook. Expand the carrot (>)

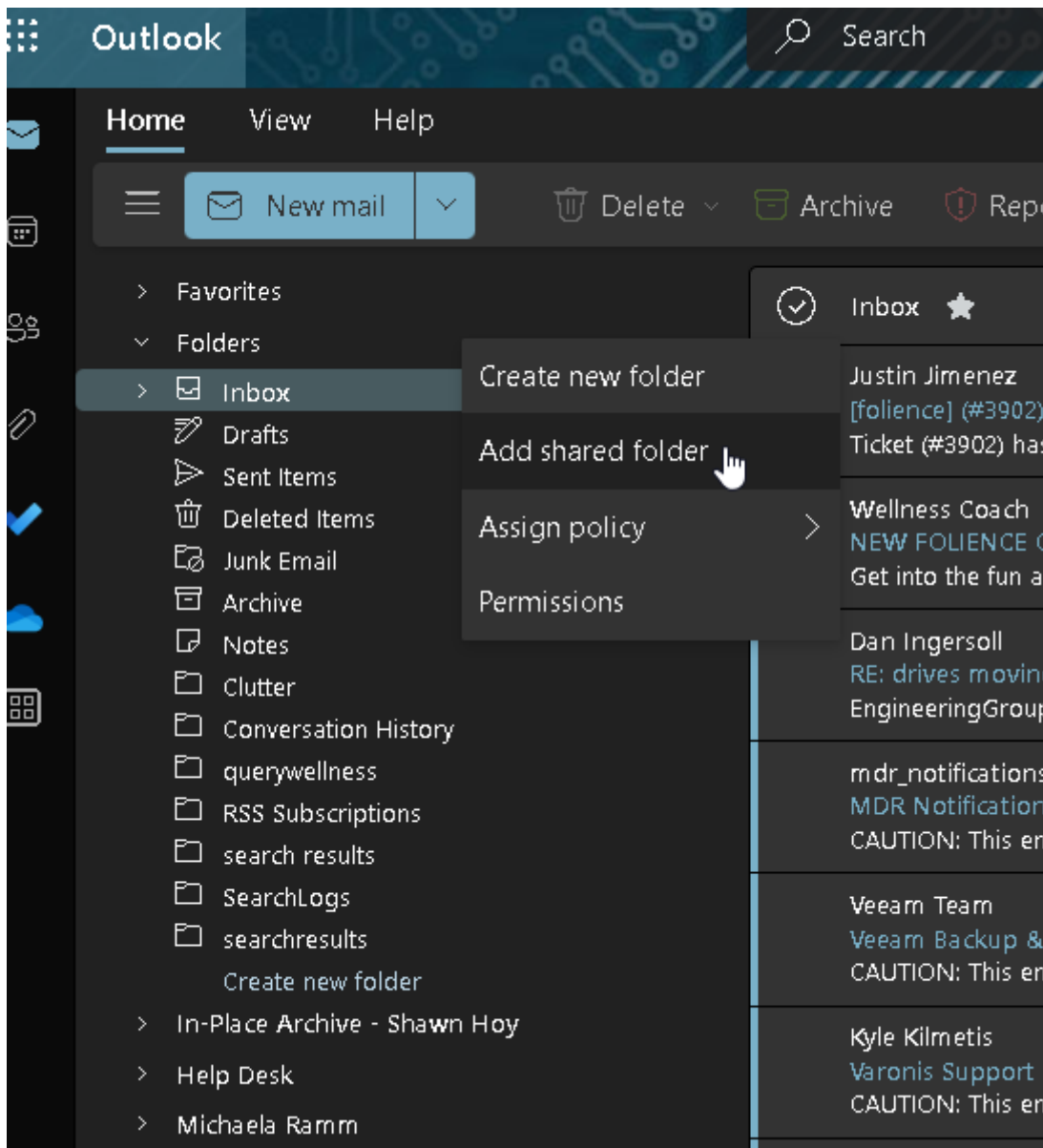


Click on a folder name inside that mailbox to view the contents (Inbox or otherwise)

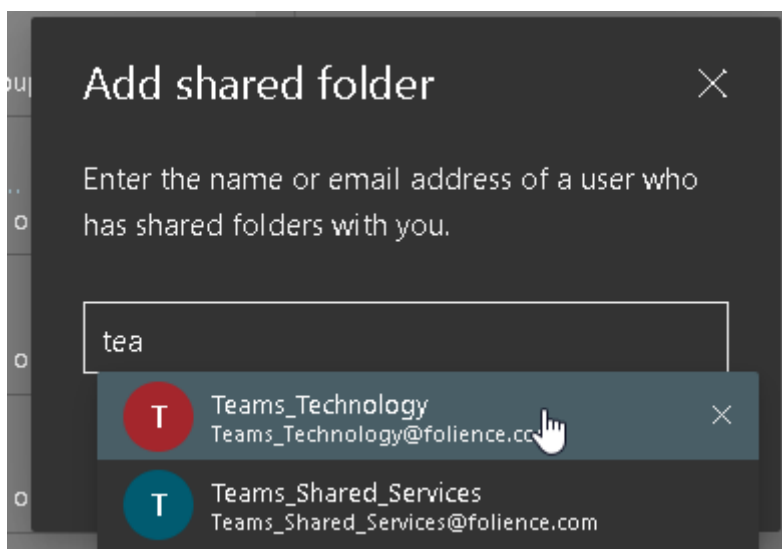


Adding a shared mailbox to O365

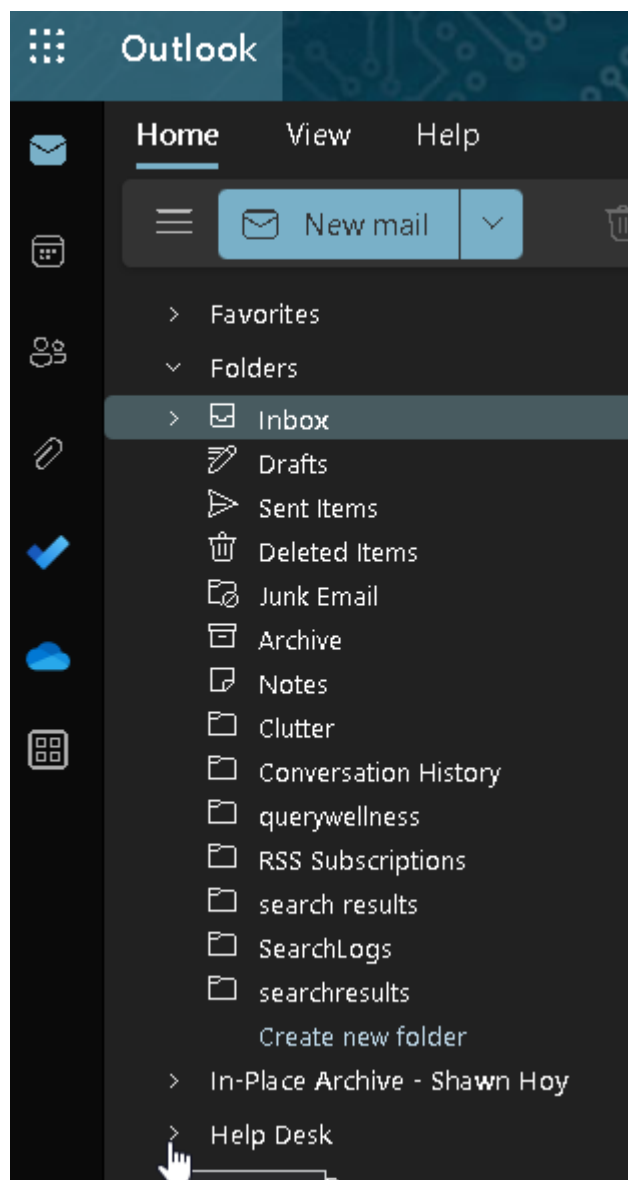
To add a mailbox to the online version of outlook, right click on "folders" and select "add shared folder"



Start typing the name or email address of the mailbox you're trying to add, then select it and click "Add"

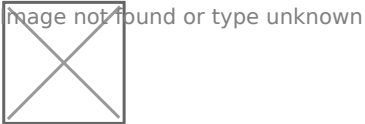


It will then show up under your mailboxes as an expandable option. Click the > carrot to expand.

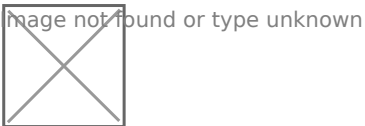


Email - Add Profile Picture

- Find a photo you want to use and store it on your computer.
- Sign into Office365 with your work account at <https://office.com> (typically your email address & network password).
- Select the circle in the upper right hand corner of the page that shows your initials or an icon of a person



- In the "My Accounts" pane, select the circle that shows your initials or icon of a person. Change your photo in the pop-up that appears.

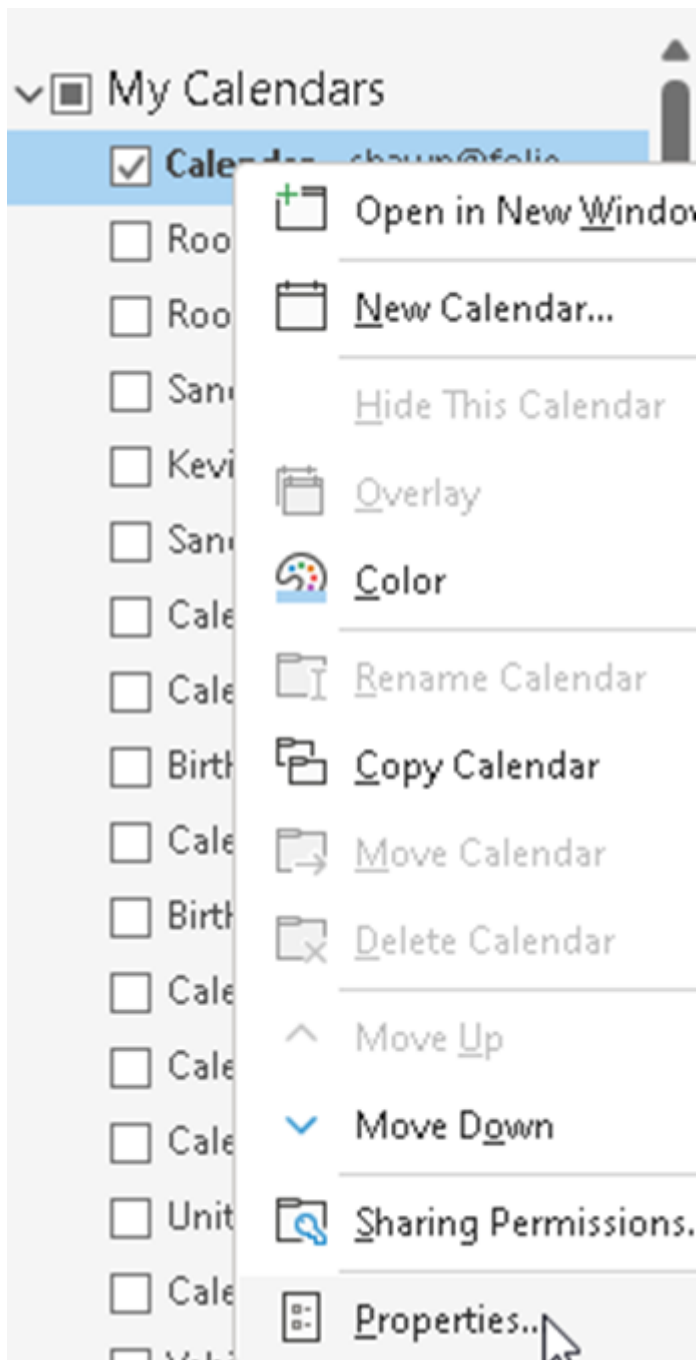


The process to update Outlook images on a local device can take up to 48 hours per Microsoft.

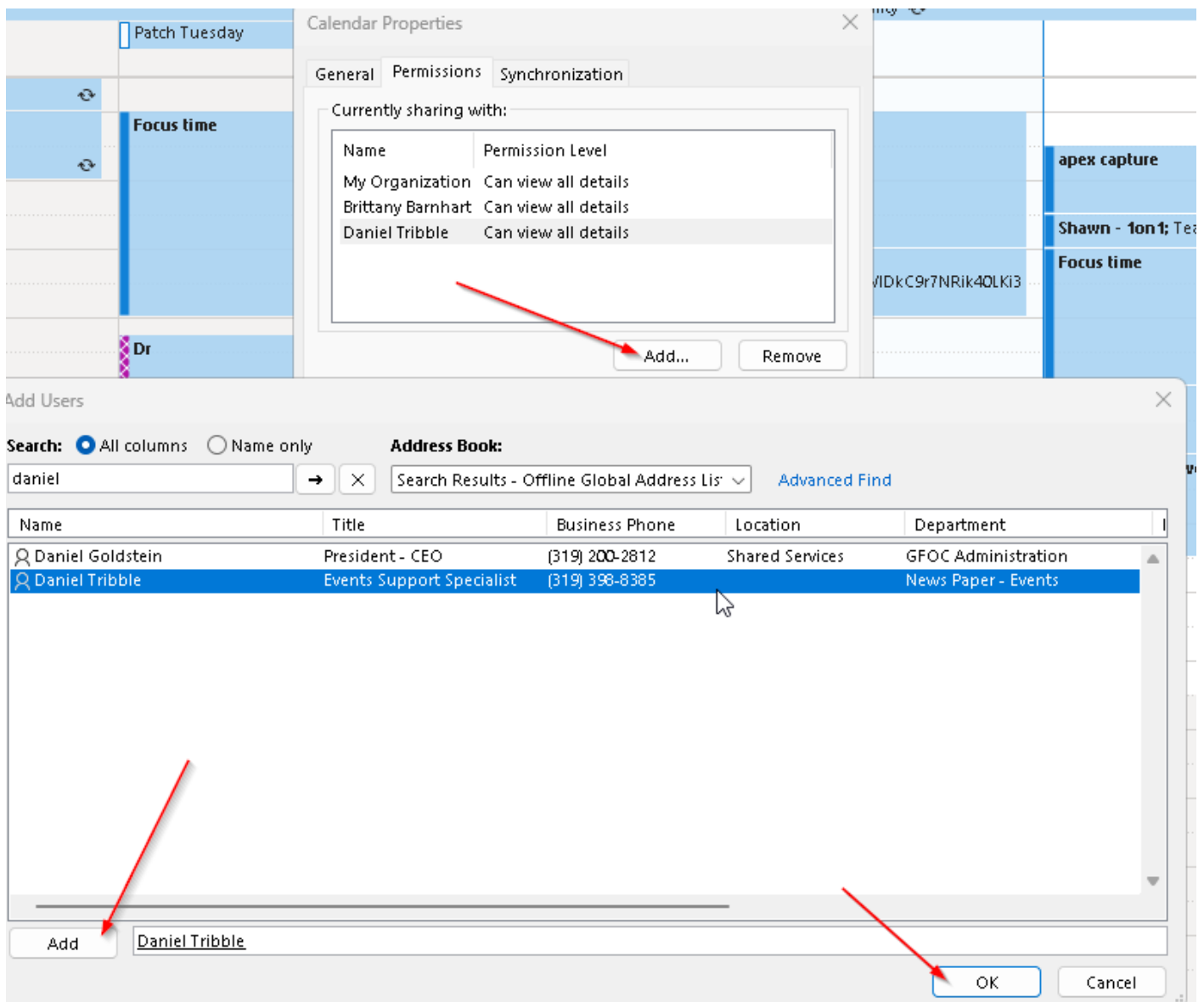
Email - Grant calendar permission to other users

To add permissions to YOUR calendar so that others can view free/busy time, details, or edit your appointments, follow this guide.

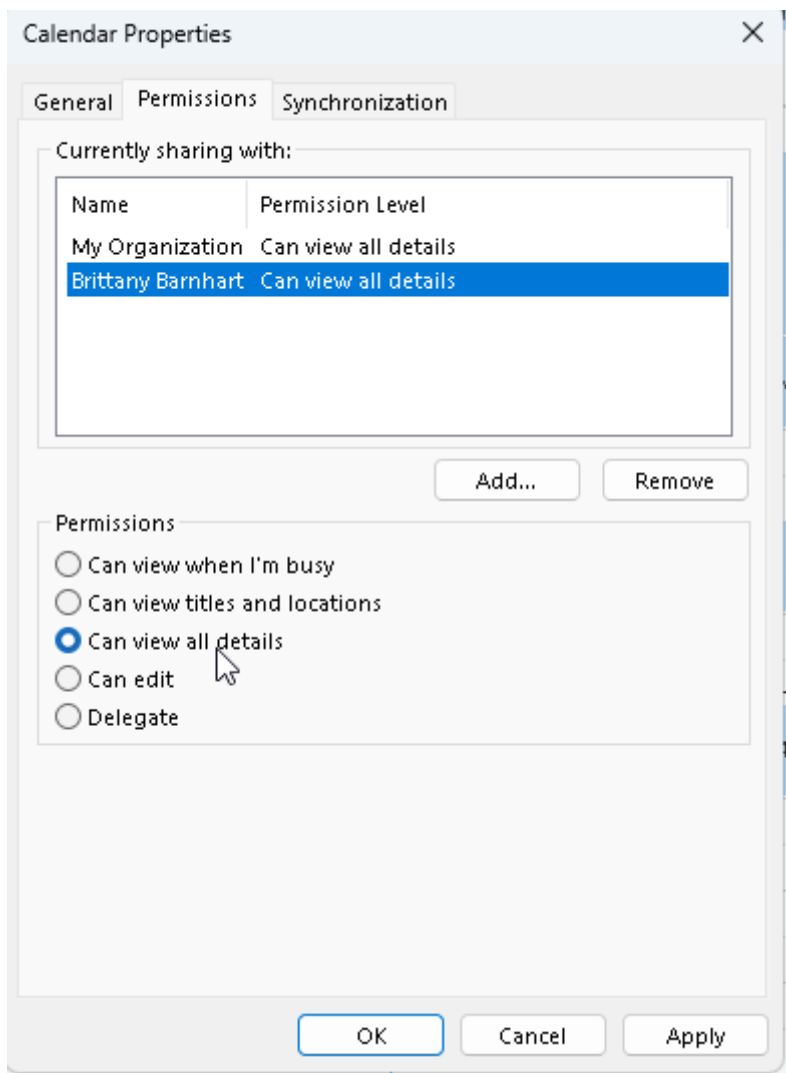
Open Outlook and view your calendar. Right click on your own calendar and select "properties"



Then click ADD and search for their name in the address list and hit ADD / OK to go back to the calendar properties page



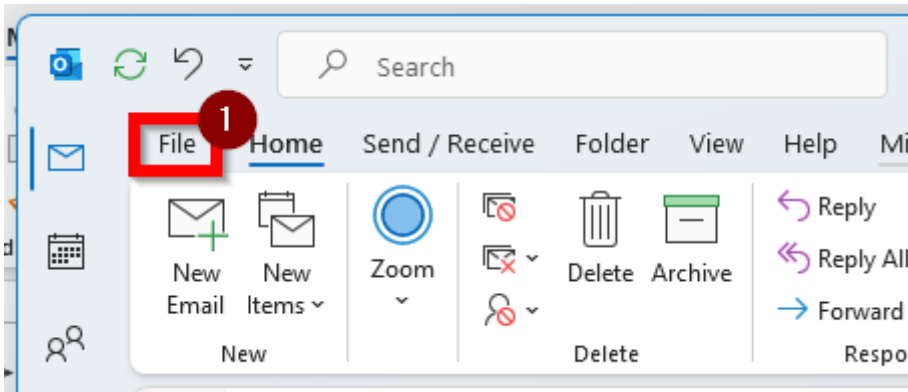
Now click on that person and choose what level of permissions you want them to have on your calendar. Anything beyond “view all” gives the person the ability to change and add calendar appointments right on your calendar, so be careful about that (unless that’s what you want!)



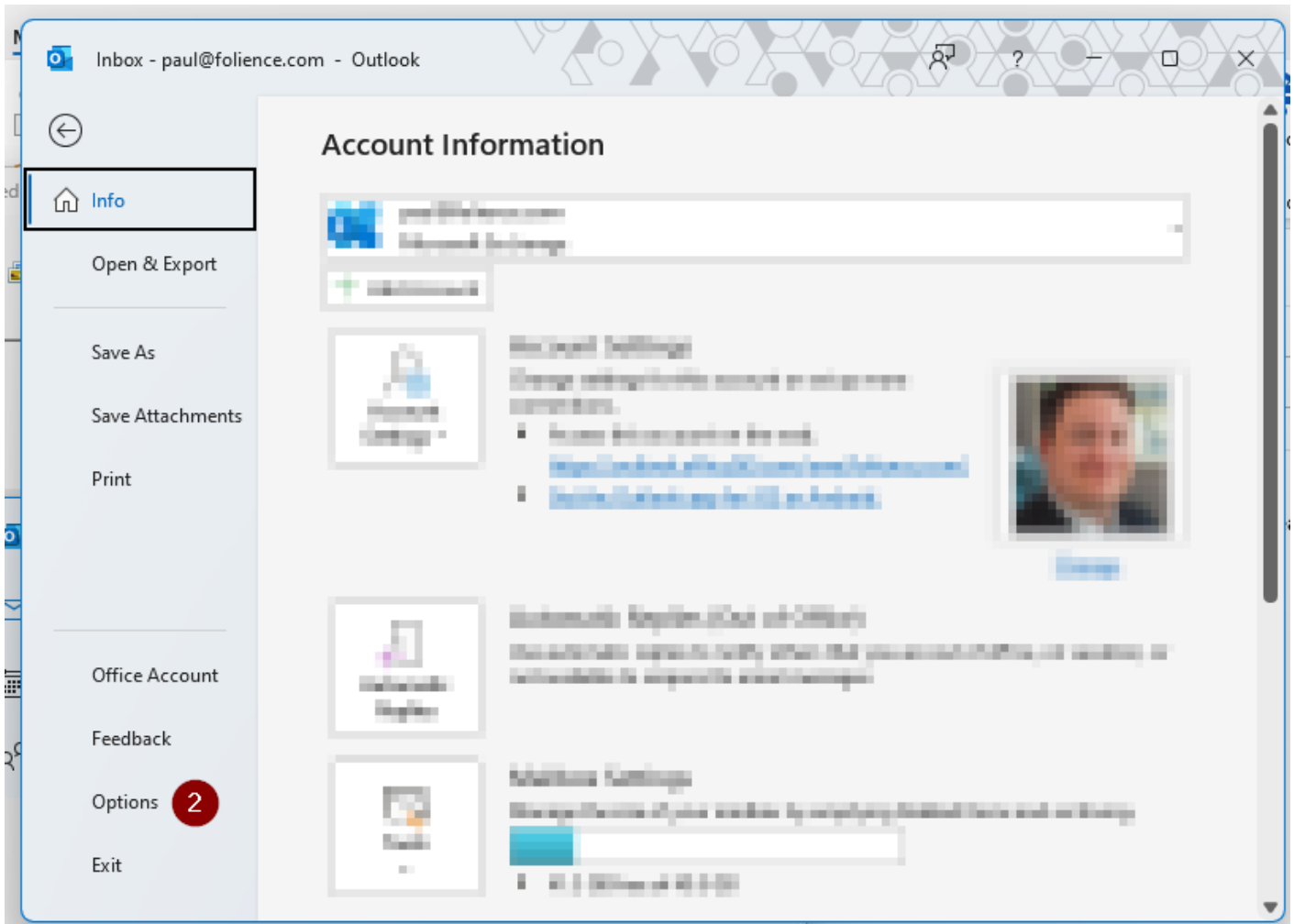
Hit OK/apply- they should now have access to whatever level of permission you gave them.

Email - Outlook Opening Links in Edge

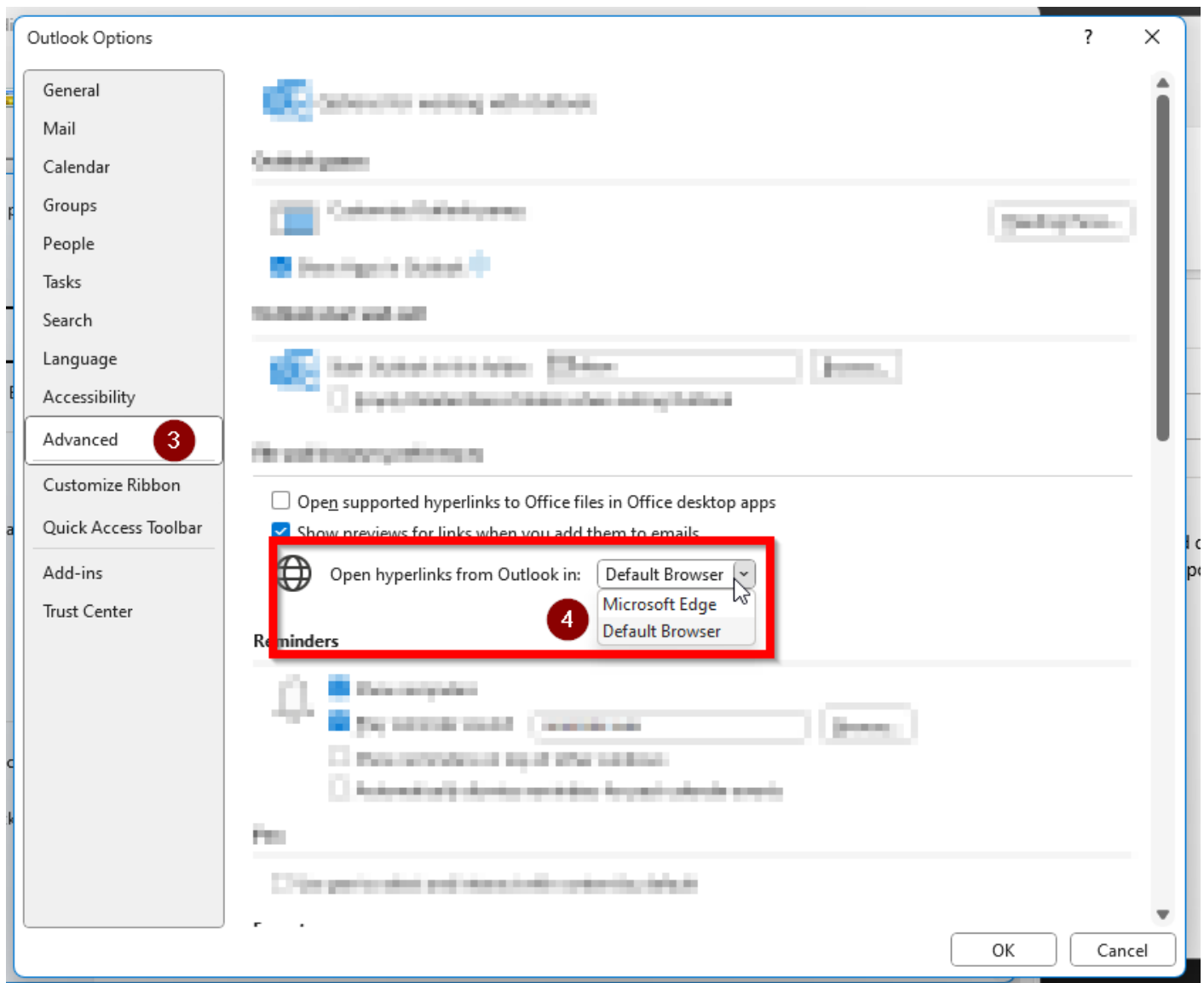
Click "File" to open additional options.



Click "Options"



Click "Advanced" and choose "Default Browser" when opening hyperlinks.



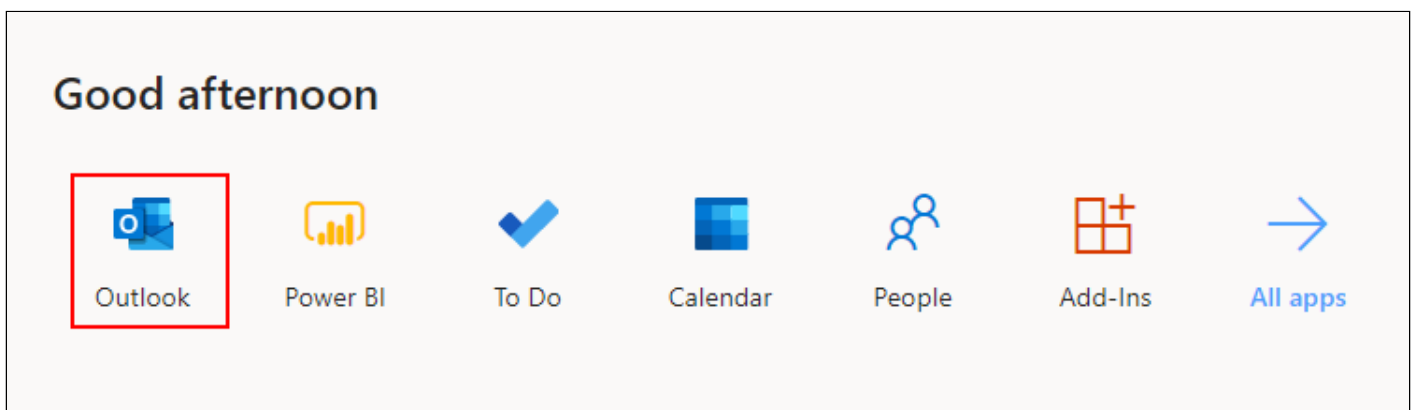
Email - Outlook Web Access (OWA) - Open Mailbox

Outlook Web Access

Office365 for Outlook has the ability to access mailboxes via a web browser without using an Outlook mail client installed on a machine. To access this feature, you can navigate to <https://office.com> and login using your work email address and network password to gain access.

Outlook App

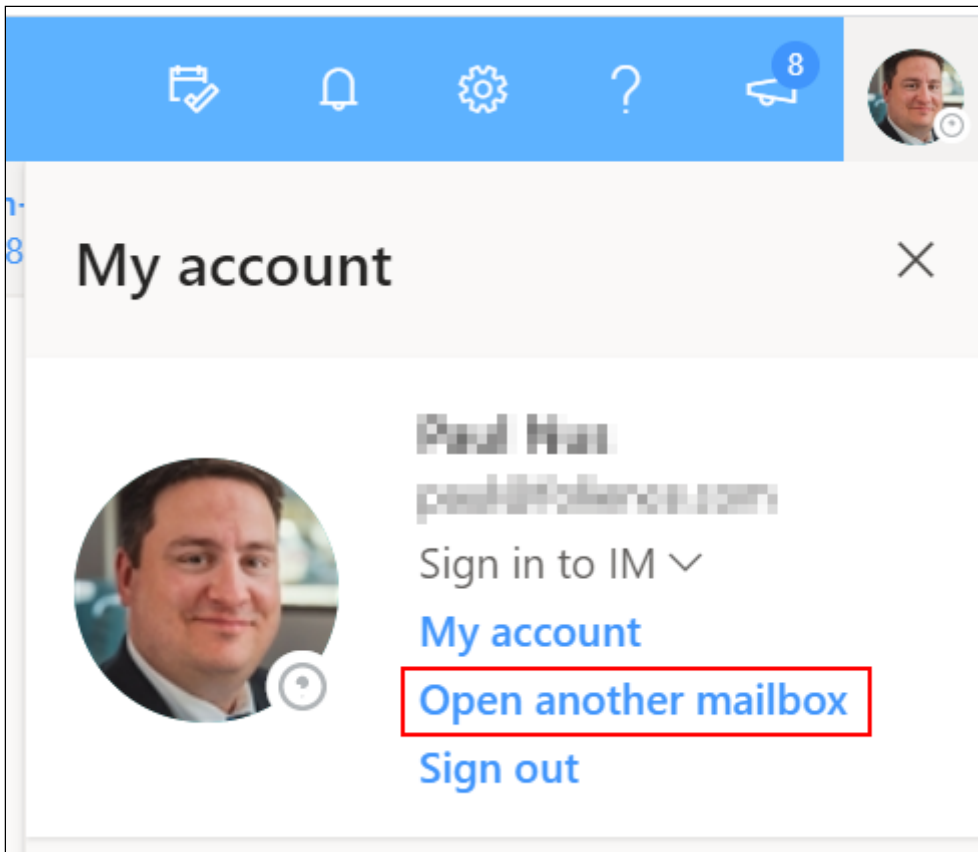
Choose the Outlook application.



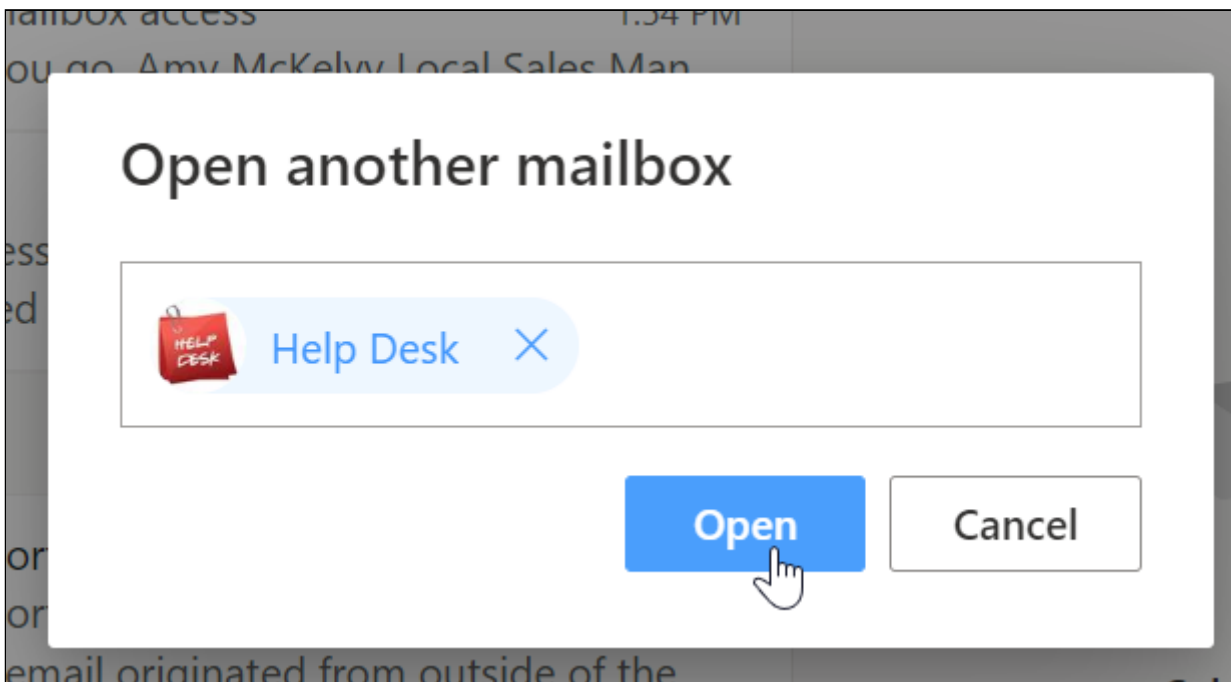
From this option you can read, review, and respond to emails in your mailbox.

Open Another Mailbox

If you need to open a mailbox of someone else you have rights to or a shared mailbox **without adding it to your primary inbox view**, you can do so by going to the top right on your avatar and choosing "Open Another Mailbox..."



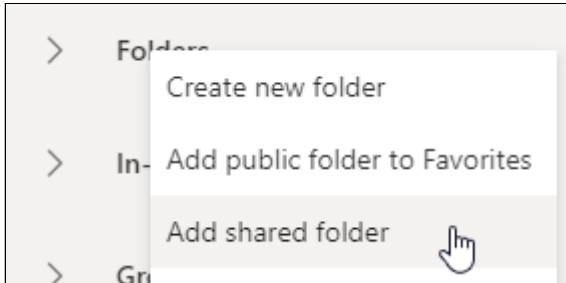
Search for the mailbox you want to open and click open.



Add Shared Folder

This section is **OPTIONAL** if you only want to view a **folder** of another mailbox (such as the inbox folder) inside your personal mailbox.

To add a shared mailbox to your primary inbox on Outlook Web Access (OWA). Right-click the "Folder" navigation item and choose "Add shared folder". Find the mailbox and add the one you have access to and it will add another folder in your web application.

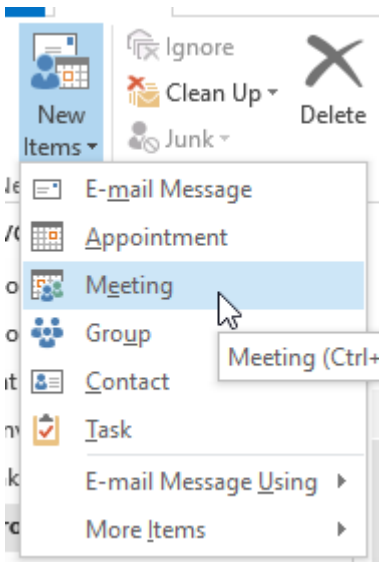


Email - Schedule Shared Resource

How to Schedule A Shared Resource in Outlook

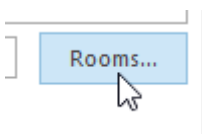
Start Meeting or Appointment

In Outlook, you can start a new meeting or new appointment with the intention of reserving a resource such as a conference room.



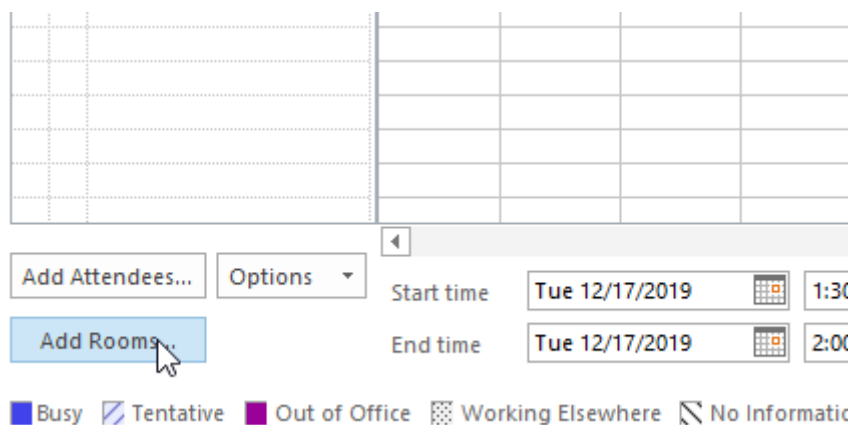
Rooms...

If you are adding a room with a "Meeting", you can simply click the "Rooms" button to get a list of room resources.



Scheduling Assistant

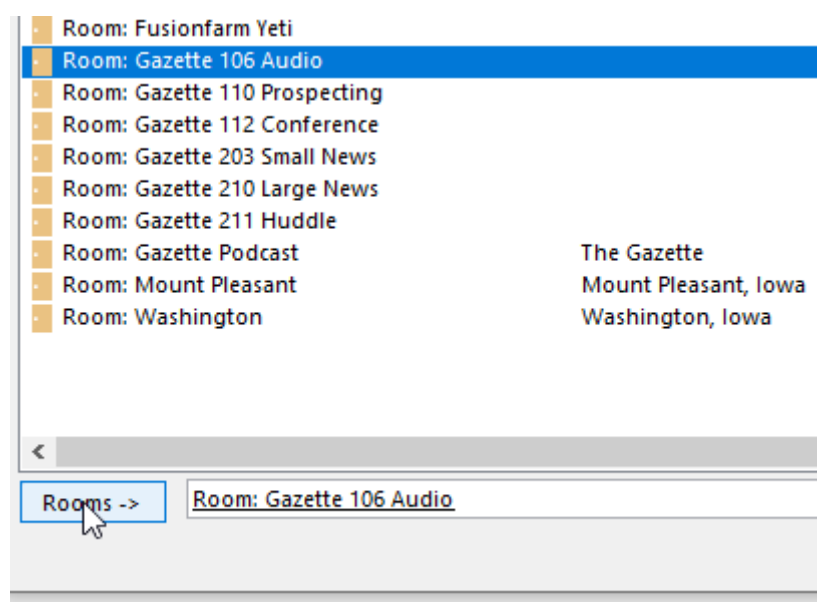
If you are in an "Appointment" or "Meeting" you can use the scheduling assistant to also add the rooms.



Add Attendees... Options Start time Tue 12/17/2019 1:30
 Add Rooms End time Tue 12/17/2019 2:00

■ Busy ■ Tentative ■ Out of Office ■ Working Elsewhere ■ No Information

Choose the rooms you want and click the "Rooms ->" button to add.



Room: Fusionfarm Yeti
 Room: Gazette 106 Audio
 Room: Gazette 110 Prospecting
 Room: Gazette 112 Conference
 Room: Gazette 203 Small News
 Room: Gazette 210 Large News
 Room: Gazette 211 Huddle
 Room: Gazette Podcast
 Room: Mount Pleasant
 Room: Washington

The Gazette
 Mount Pleasant, Iowa
 Washington, Iowa

Rooms -> Room: Gazette 106 Audio

Add Attendees...

It is also possible from the scheduling assistant to search for and add a "Resources ->", such as a vehicle, to the invitation.

Select Attendees and Resources: Offline Global Address List

Search: ☒ Name only ☐ More columns **Address Book**

vehil Offline Global Address List - paul@folienc

Name	Title	Business Phone	Location	Department	E-mail Address
Vehicle - Folience Rav4					rav4@folience.co
Vehicle 13 - Toyota Rav 4 - White					Vehicle13@thege
Vehicle 14 - IC Prius - Black					Vehicle14@thege
Vehicle 16 - CR Prius - Black					Vehicle16@thege
Vehicle 17 - Toyota Corolla					Vehicle17@thege
Vicki Ney	Supervisor Sales Support	(319) 368-8670	Supervisor Sales Sup...	News Paper - Ga...	Vicki.Ney@thege
Vicki Tillis	Reporter	641-209-4163		Fairfield News	Vicki.Tillis@south
Vicky Snell	PT Night Packager			Newspaper Pack...	vicky.snell@color
Victoria Fish	Graphic Designer III	(319) 368-8618	Marketing & Creativ...	News Paper - Cr...	victoria.fish@the
Victoria Morrow	Packager - Night			CWP - Newspap...	Victoria.Morrow@
Videography					Videography@th
VPN Users					vpnusers@folien
Walter Wilson	Press Operator II	(319) 265-6926		CWP - Pressroom	walter.wilson@co
WASH_Accounting					accounting@was
WASH_Everyone					everyone@wash
WASH_FAX					fax_notify@wash
WASH_Legals					legals@WASHJR
Washington Coordinators					coordinators@W
washjrnl adv					adv@washjrnl.co
Waterloo Bundle Size					WOObundleSize
Waterloo CWP Group					WOOCOLORWebM
Waterloo Layout Insert					WOOLayoutInser
Waterloo Mail					wcf_mail@colorv
Web Apps Developers					webapps@fusior

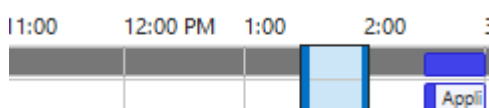
Required ->

Optional ->

Resources ->

Verify Open

The scheduling assistant will also show you meetings on the calendar that you or others have scheduled to avoid conflicts. Meetings marked as "Private" will not publicly show the details but will show as blocked off from scheduling.



Rejections

Most resources that are setup for scheduling will reject the meeting and send notice if there is a conflict. Please pay special attention to any failures to reserve a resource. The meeting will still be accepted on YOUR personal calendar but rejected on the resource calendar. This can cause some awkward situations where a room is double booked and both attendees know they reserved the room. The first person to reserve the room gets the reservation.

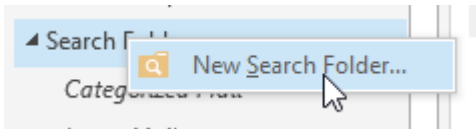
Email - Search Folder - 'PersonMetaData'

About

There is an issue in Outlook for Search Folders that shows blank emails. This is a known issue with searches and requires a work-around to continue to use this for stuff such as "Unread Mail". There is no known ETA when this will be fixed by Microsoft.

Work-Around

To manually fix this you will need to create a custom search. Right-click "Search Fields" in Outlook and choose "New Search Folder..."



Scroll to the bottom and choose "Create a custom Search Folder"

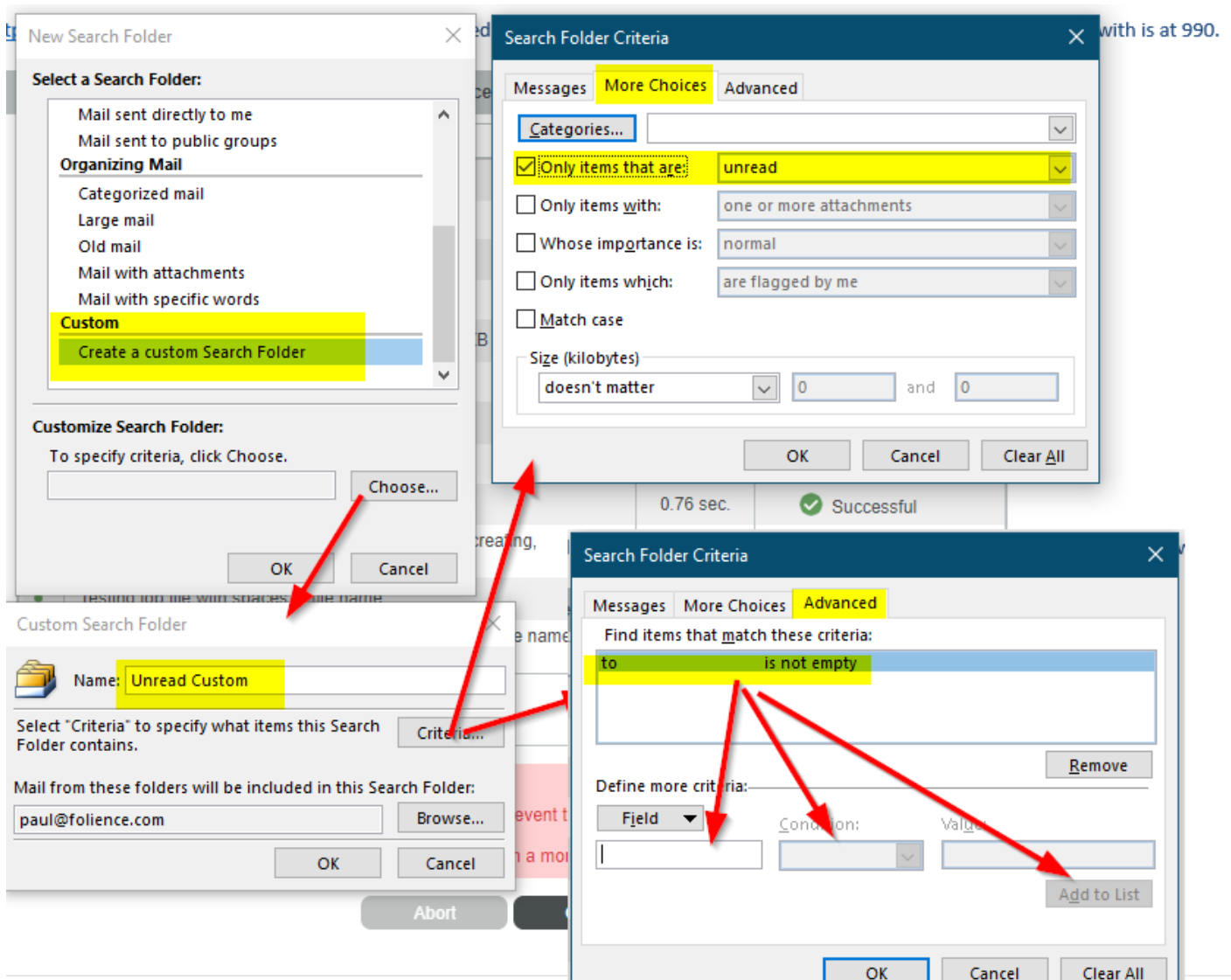
Click "Choose..."

Give it a Name, such as "Unread Custom"

Click "Criteria"

Click "More Choices" tab and select "Only items that are:" and "unread"

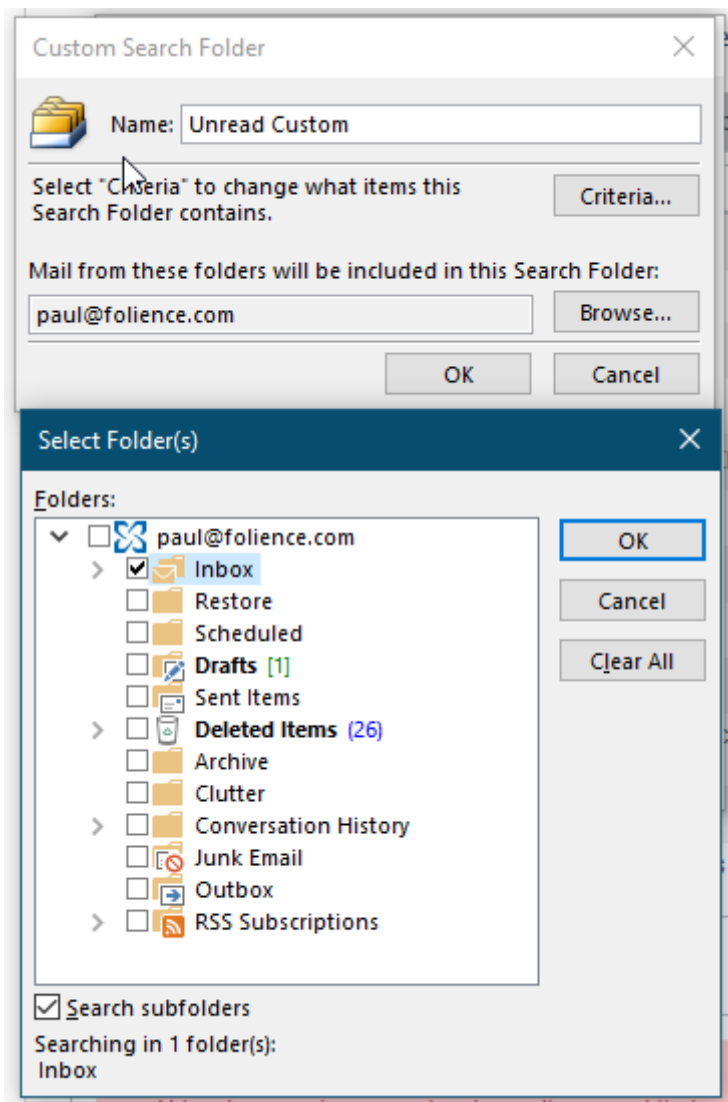
Click on "Advanced" tab and choose the "To" field where "is not empty" and "Add To List"



Choose "Browse..." to limit the search criteria.

Choose "Inbox" instead of everything which will ignore deleted items.

Make sure "Search subfolders" remains selected.



Email - Shared Mailbox on iOS

Summary

How to add a Shared Mailbox on your iOS device (iPhone, iPad)

Step-by-step

1. Go to **Settings > Mail > Add account** (in iOS 11 go to **Settings > Accounts & Passwords > Add account**).
2. Select **Other** from the list of types.
3. Tap **Add Mail Account**.
4. Enter a name for the mail account (e.g. SU Shared Mailbox)
5. Enter the email address of the shared mailbox
6. Enter the password of a mailbox that has access to the shared mailbox (e.g. your own password)
7. Enter a description for the mailbox (e.g. Shared Departmental Mailbox)
8. Tap **Next**.
9. Select **IMAP**
10. Fill in the following:
 - Under Incoming Mail Server**
 - Host Name:** outlook.office365.com
 - User Name:** mailbox@domain.com
 - Password:** ***Your email's password***
 - Under Outgoing Mail Server**
 - Host Name:** smtp.office365.com
 - User name:** mailbox@domain.com
 - Password:** ***Your email's password***
11. Tap **Next**, then tap **Save**.
12. In the next screen, choose which items to sync (generally just emails)
13. Tap **Save**.
14. Exit Settings and start the Mail app.

Email - Signature Builder & Outlook Update

This documentation describes how to build an email signature from a template builder website and add a signature in Outlook.

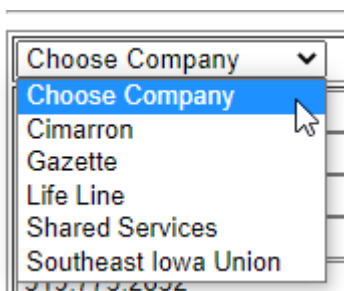
This documentation only focuses on Outlook for Windows. The online or Mac version of Outlook will not be addressed in this documentation.

URL

Navigate to the signature builder page at <https://signature.folience.services>.

Choose Company

By default, all company signatures are shown on the landing page. Choose your company in the dropdown box.



Fill Out & Copy

The information that is built into the signature is different between companies. Some fields are taken away or added based on the company selection. You will fill in the information of the requested fields (Name Title, Email, Phone, etc...) for the company you have selected.

Gazette	▼
Paul Nus	
CTO	
paul@folience.com	
319.200.2881	
319.775.2852	<input checked="" type="checkbox"/>
Enable COY: <input checked="" type="checkbox"/>	

You may also choose to include pronouns by adding them after your name. *Ex. John Doe (He/Him)*

The check box to the immediate right of the fields allows you to add/remove that field if you desire.

The information in the signature will update in real-time as you type so you can see what it will look like.

It is possible that when the signature is copied & pasted into Outlook, some of the formatting will be slightly changed. While it will be close, it is difficult to replicate a signature in Outlook from a web page exactly as it is shown.

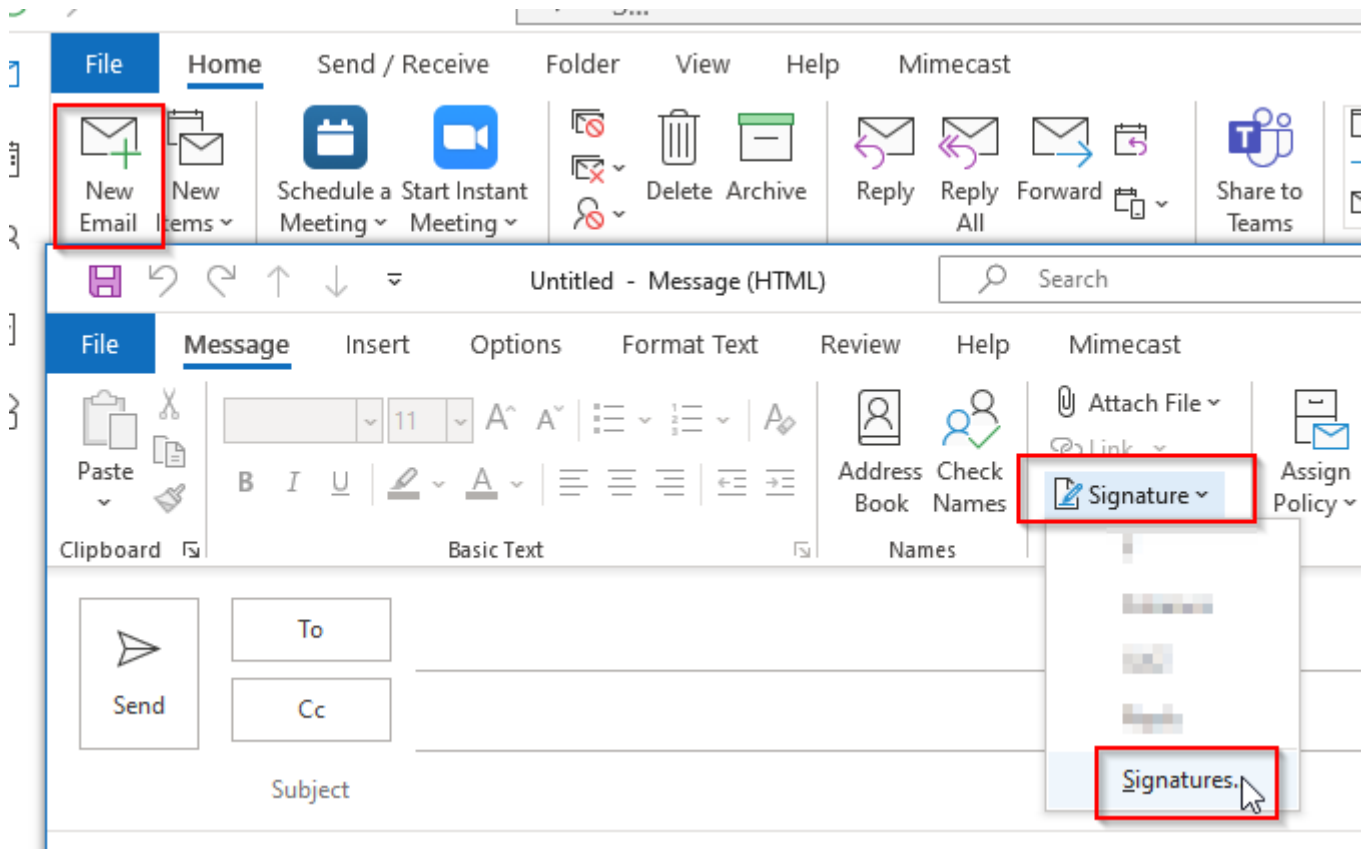
Once you have completely filled out the information, you will choose "Copy Signature To Clipboard" directly above the signature you want to copy into your clipboard.

Copy Signature to Clipboard

 <p>FOLIENCE® Invest in Different.</p>	<p>Paul Nus CTO Employee Owner</p> <p>Phone 319.200.2881</p> <p>Mobile 319.775.2852</p> <p>Email paul@folience.com</p> <p>Web www.folience.com</p> <p>Growth Compliance Ownership</p> <p>230 2nd St SE #100 • Cedar Rapids, IA 52401</p>
<p>2022 EMPLOYEE OWNED COMPANY OF THE YEAR</p>	<p> Schedule time on my calendar</p>

Paste Into Outlook Signature

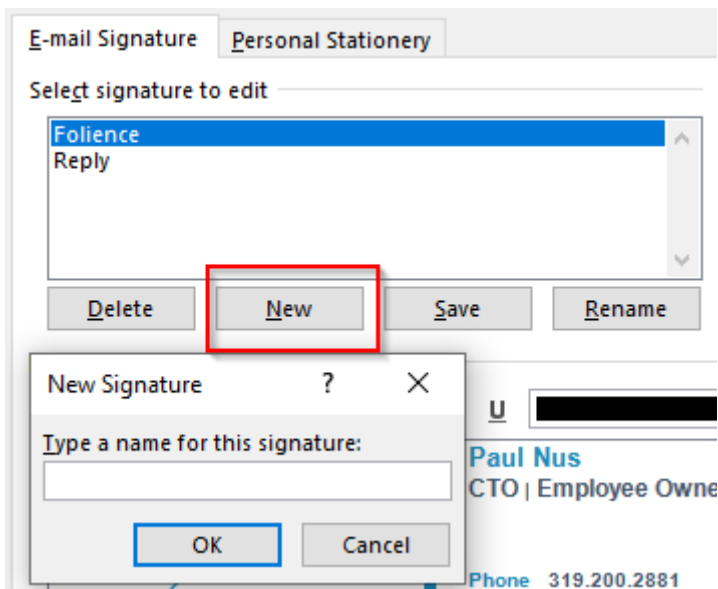
The easiest way to get to your signatures is to start a new email to bring up the option to get to your signatures options.



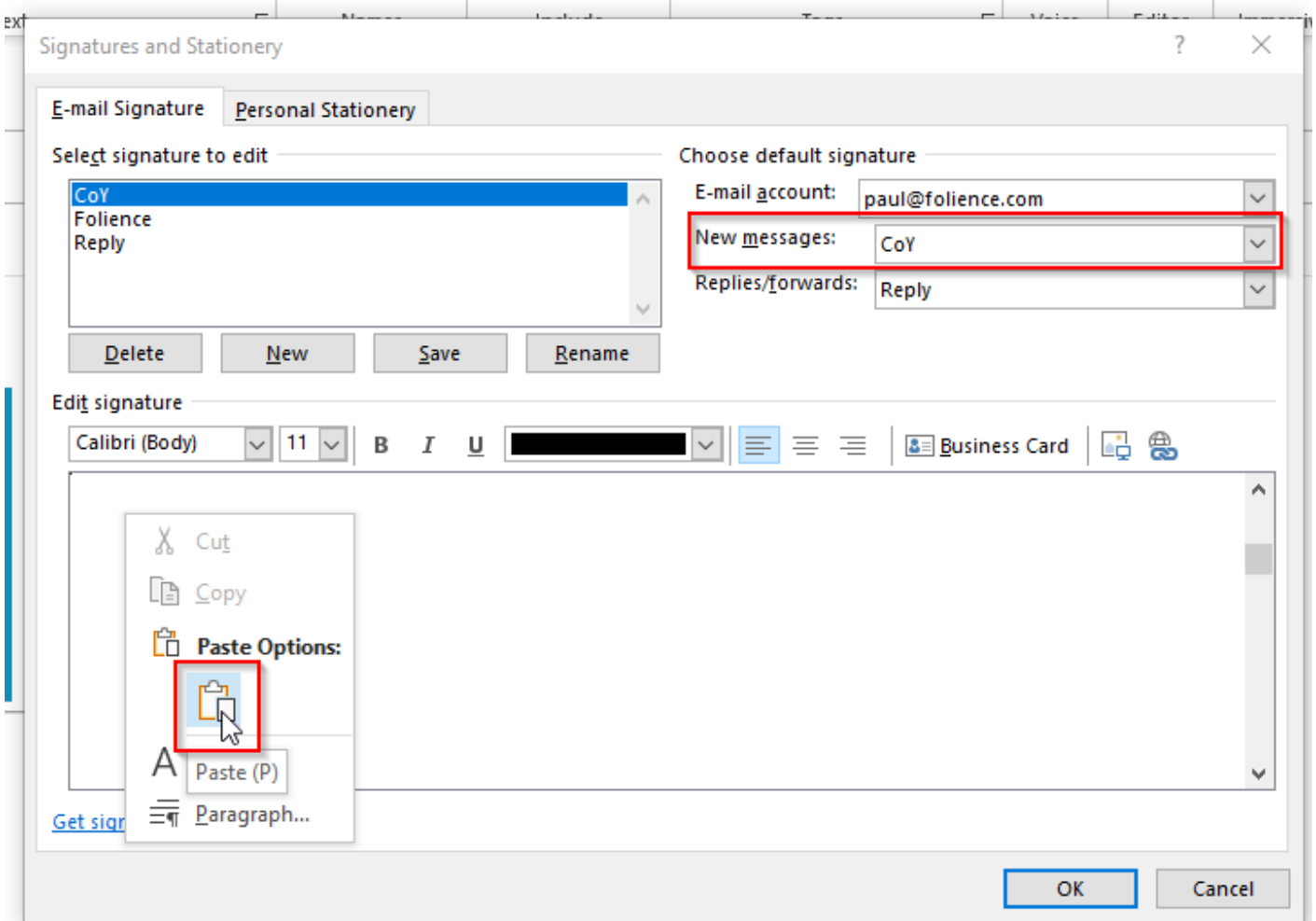
New

You may choose to clear out your existing signature and paste (CTRL+ALT+V) from your clipboard if you have an existing email signature you would like to overwrite.

Due to ease of creating new signatures and issues that may occur when deleting old information, our recommendation is to create a new email signature and give it a new name. *Ex: CoY*



Change your "New messages" signature to the name you just created and paste (CTRL+ALT+V) or (Right-Click - Paste) into the signature field from what is saved in your clipboard.



Click "OK" to complete the change.

[e.com](#)

ar Rapids, IA 52401

on my calendar

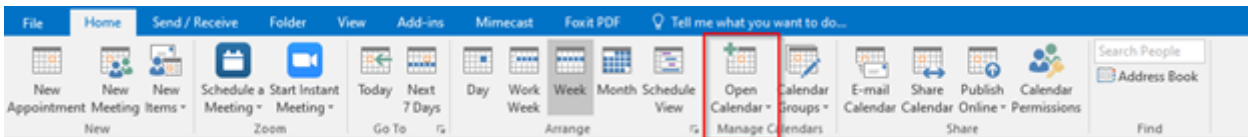
OK

Cancel

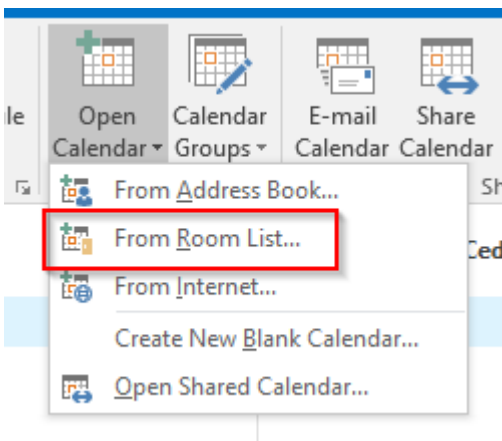
Email - View Shared Resource Calendar

Viewing a Shared Resource to Outlook

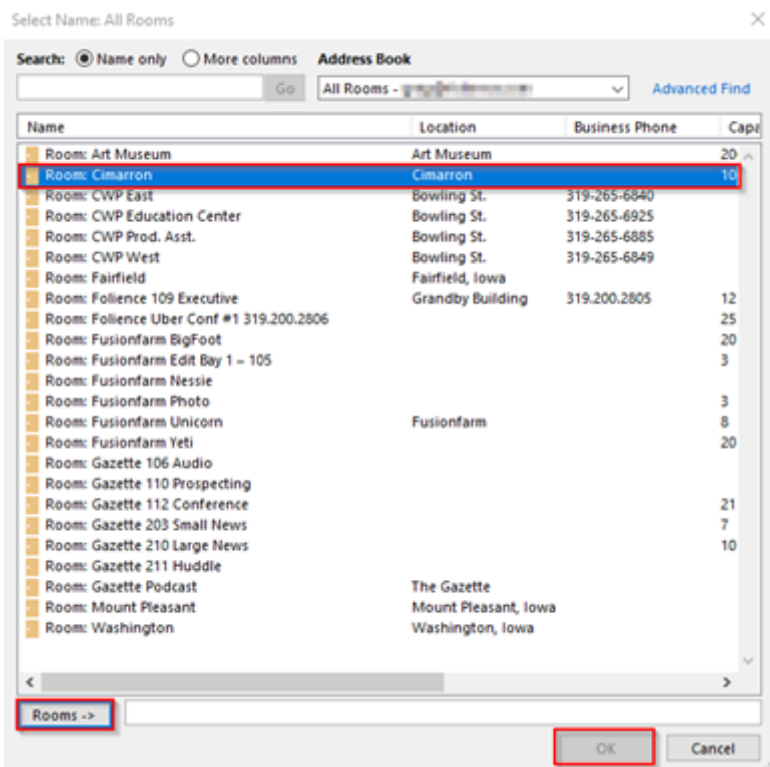
In Outlook, go to the Calendar View and click on **Open Calendar** in the Ribbon:



In the drop down, select **From Room List...**



Find the Room calendar you would like to add to your Outlook profile, **click on it**, click **Rooms ->** and click OK



The calendar should now show up on the left of your Outlook Calendar View:

