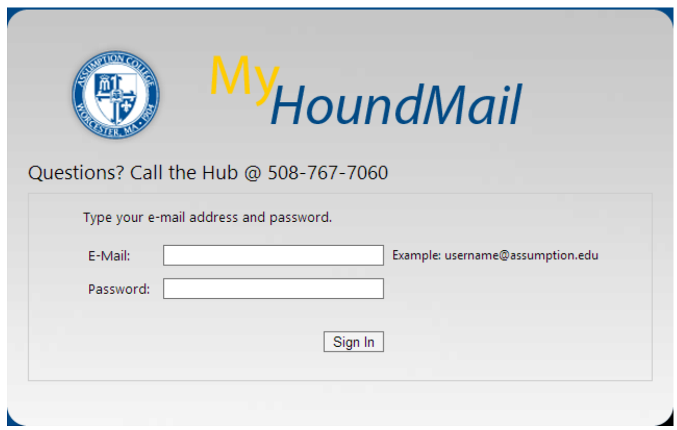
Using the Office 365 Web Interface

Logging in to your account

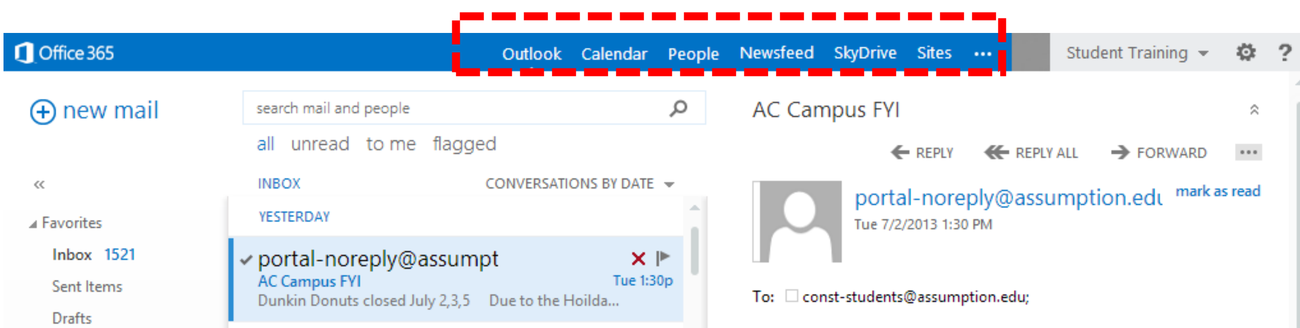
1) Open a web browser (Internet Explorer, Safari, Firefox, or Chrome)
2) Go to houndmail.assumption.edu

3) You will then be asked to choose which log in page you would like to use. Click on “Students and Alumni” (or “Office 365”)



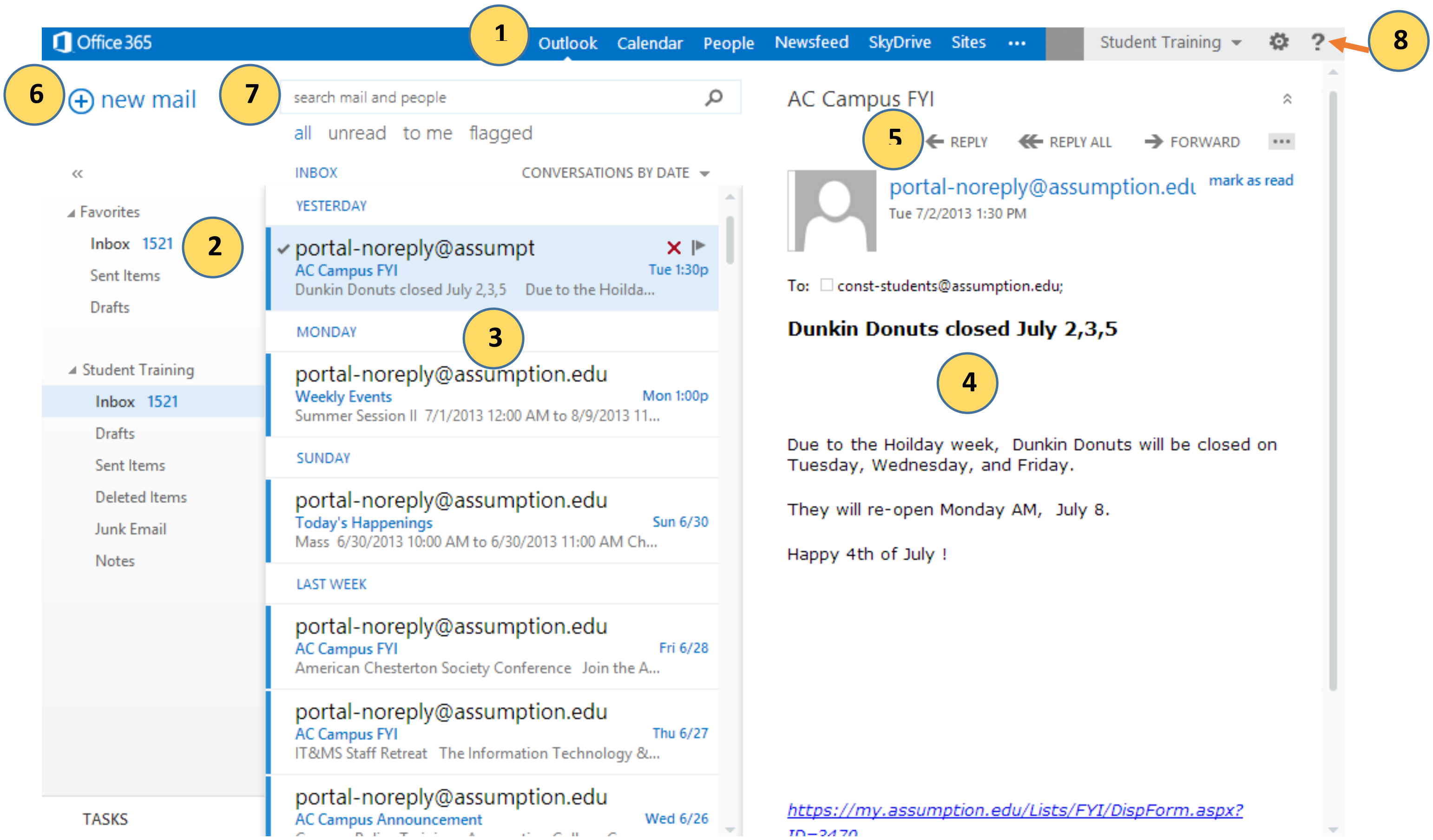
4) Now you will log in to your assumption email account. Make sure to use your **FULL** email address for the username

5) After you have entered your username and password click “Sign In”, and you will be brought to the Office 365 interface and your email
6) To navigate to different sections of your account click the links along the top of the page



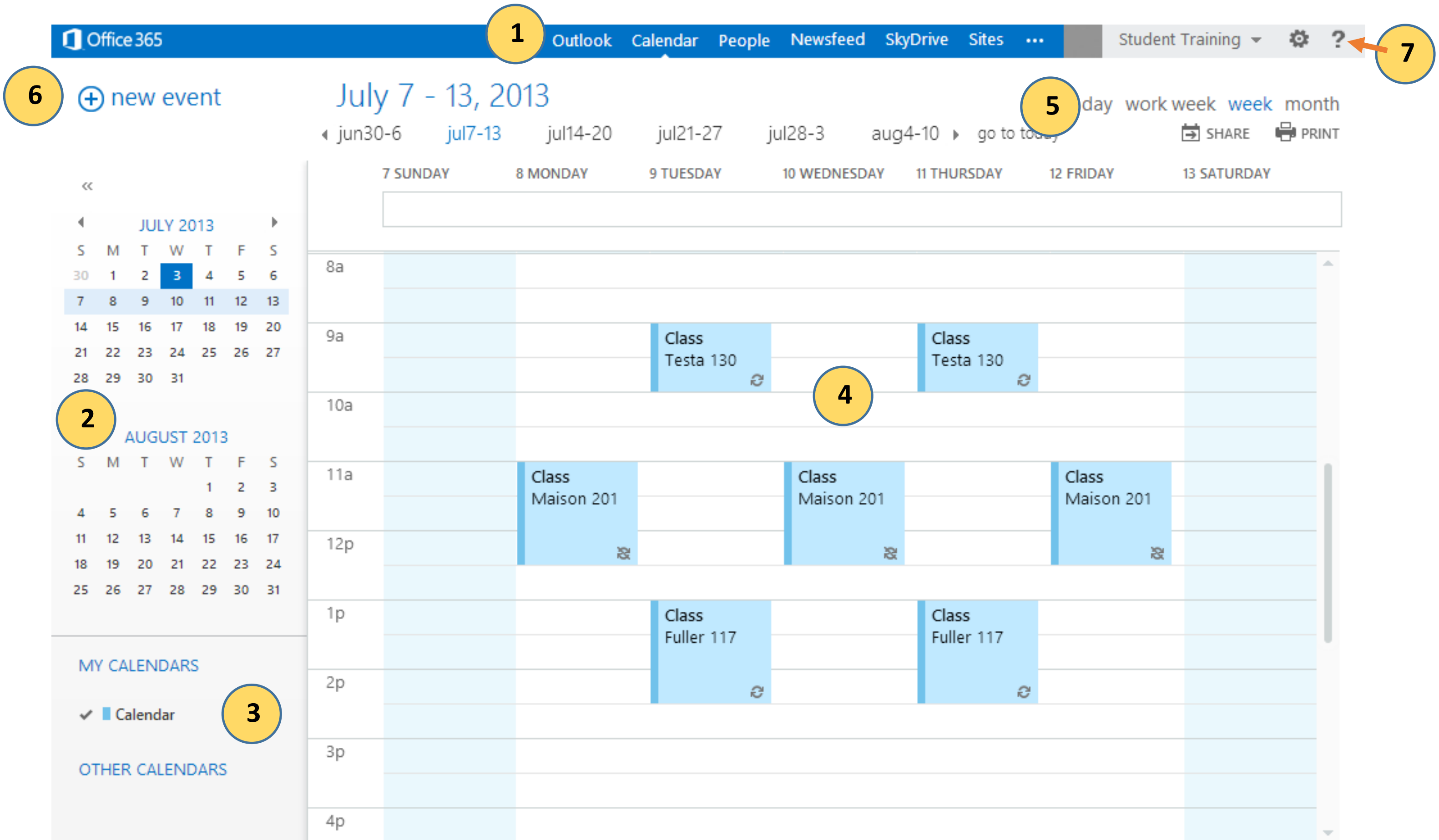
A Tour of the Email Interface:

(1) The Navigation Bar - allows you to jump from place to place in Office 365
(2) Your Folder - where all of your messages are stored
(3) Message List - the list of all of the email messages in the current folder
(4) Message Preview - a preview of the message you currently have selected
(5) Message Controls - allow you to reply, forward, delete, and move a message
(6) New Mail Button - allows you to compose a new email
(7) Search Bar- allows you to search your email and contact for a person, subject, etc.
(8) Help Button - allows you to search through Microsoft's help database for instructions on how to work with Office 365



A Tour of the Calendar Interface:

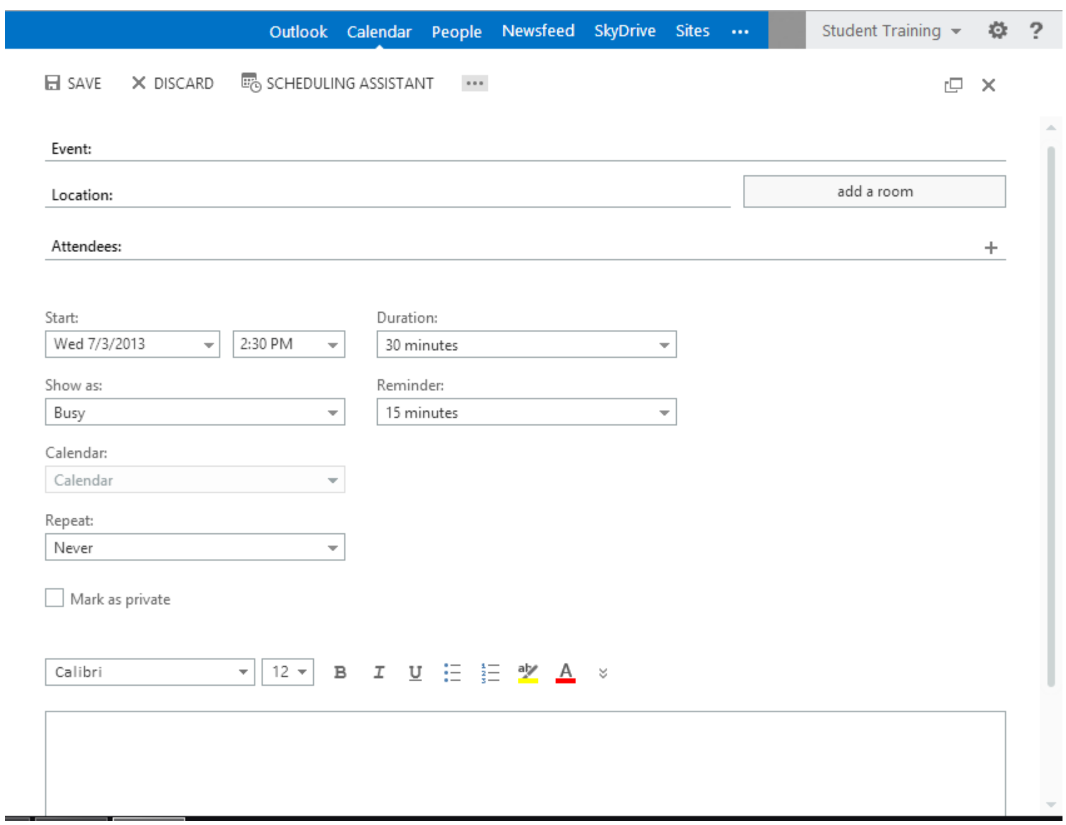
(1) The Navigation Bar - allows you to jump from place to place in Office 365
(2) Your Date Selector - where you can choose what day and week you would like to look at and work with
(3) Your Calendar Selector - allows you to choose which calendar you would like to work with
(4) Calendar - where you can move, delete, and add calendar events
(5) Views - allow you to choose how you would like to look at your calendar such as a daily view, weekly view, or a monthly view
(6) New Event Button - allows you to create a new calendar event
(7) Help Button - allows you to search through Microsoft's help database for instructions on how to work with Office 365



When Adding a New Event:

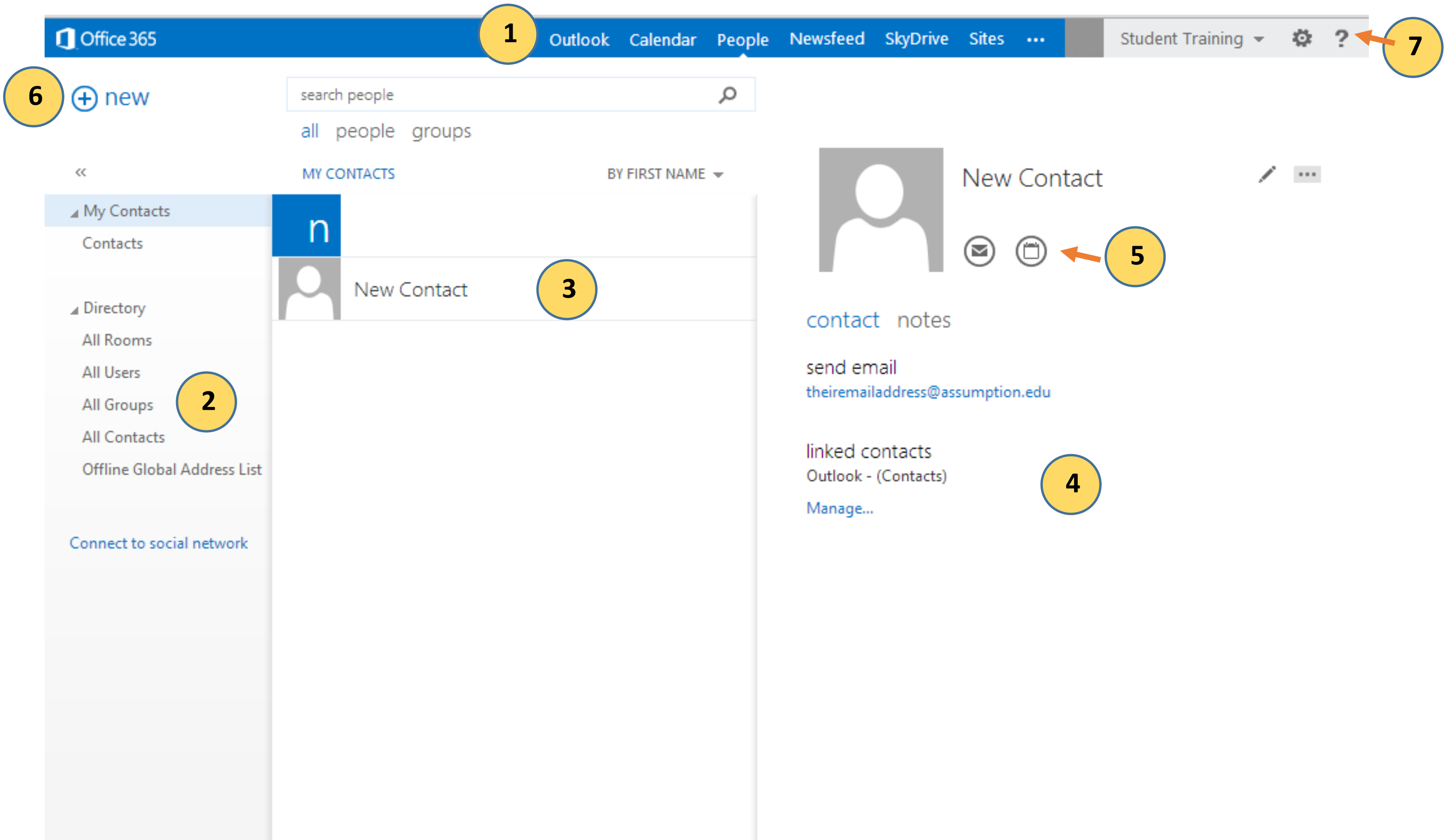
When you click on the "New Event" button you will be presented with a form to fill out for the particular event. In this form you can add locations, repeat an event, invite other attendees, and even add additional notes about the event.

*Remember to click "Save" at the top left of the form when you are finished adding the event.

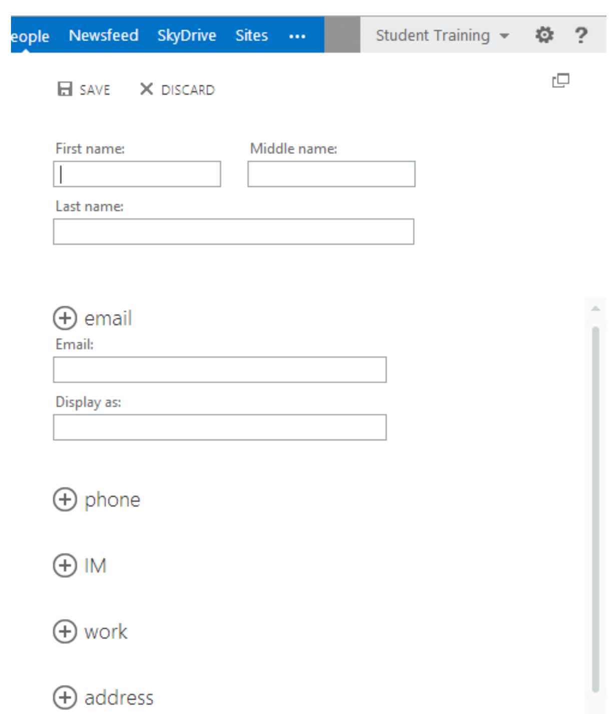


A Tour of the Contacts Interface:

(1) The Navigation Bar - allows you to jump from place to place in Office 365
(2) Group Selector - allows you to choose what group of contacts you would like to work with
(3) Contact List - shows a list of all the contacts in the selected group
(4) Contact Summary - shows all the available information about the contact you have selected
(5) Email Button - allows you to email the contact you have selected
(6) New Button - allows you to create a new contact
(7) Help Button - allows you to search through Microsoft's help database for instructions on how to work with Office 365



When Adding a New Contact:

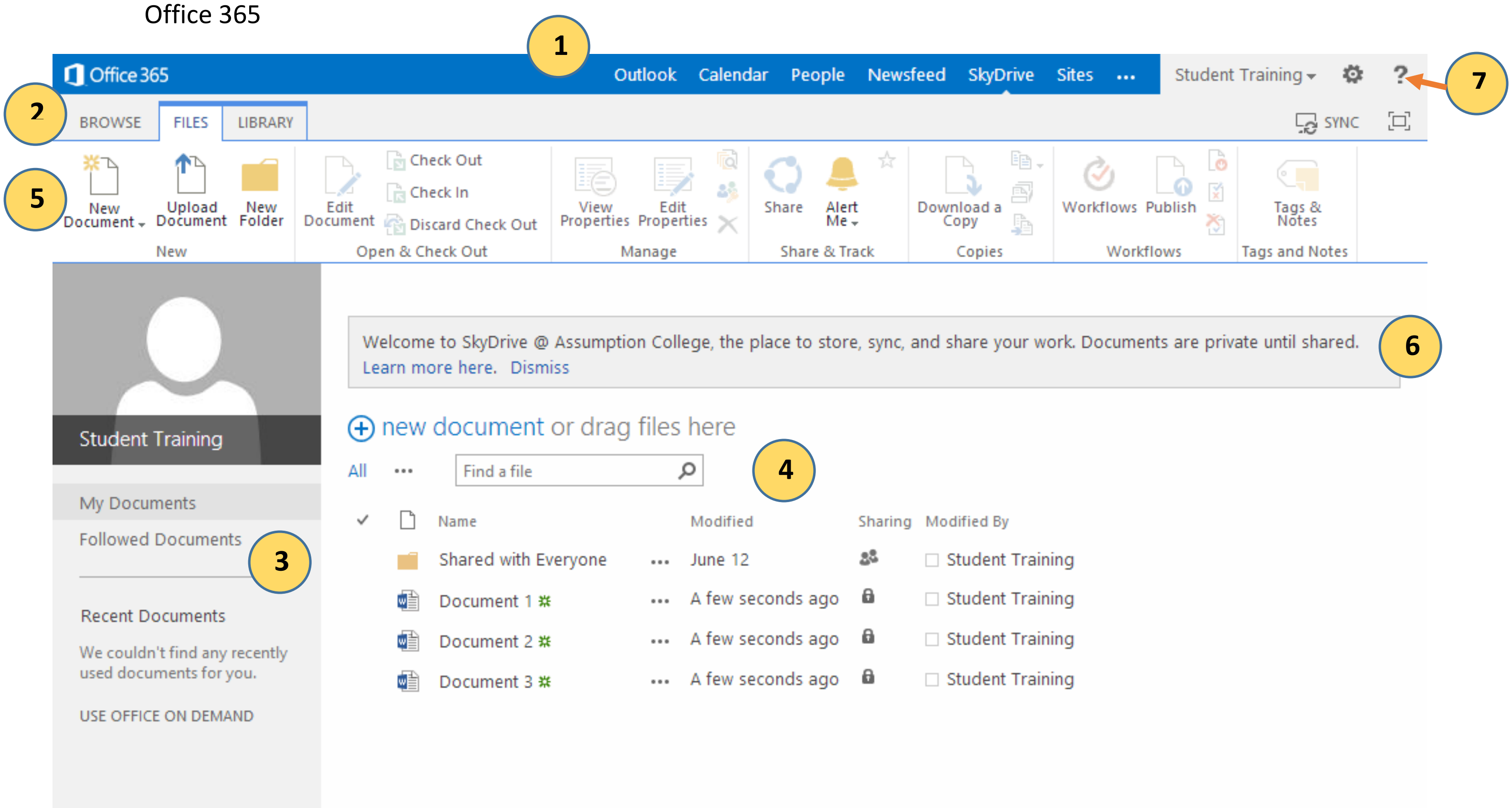


When you click on the "New" button you will be presented with a form to fill out for the particular contact. In this form you can additional information about the person or company such as their website, additional email addresses, phone number, etc.

*Remember to click "Save" at the top left of the form when you are finished adding information to the contact.

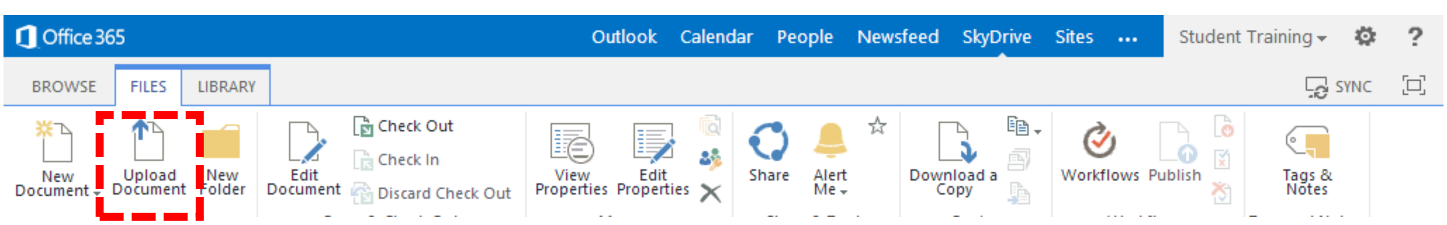
A Tour of the SkyDrive Interface:

(1) The Navigation Bar - allows you to jump from place to place in Office 365
(2) Tabs - allow you to choose if you would like to browse your files, or work with your files
(3) Location List – allows you to choose which files you would like to work with
(4) File List - shows all the available files in the selected folder
(5) Tools- allows you to work with your files such as uploading new files, making folders, editing a document, or sharing a file
(6) SkyDrive Tutorials – provides a link to view Microsoft Provided SkyDrive tutorials
(7) Help Button - allows you to search through Microsoft's help database for instructions on how to work with Office 365



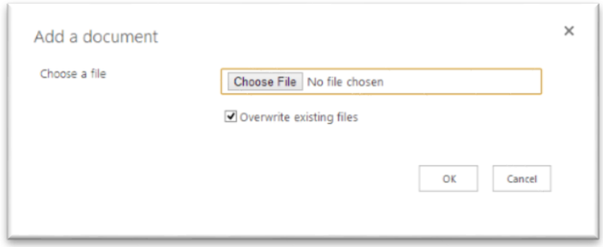
To Upload a Document to SkyDrive:

1) Click on the "Files" tab
2) Click on the "Upload Document" button



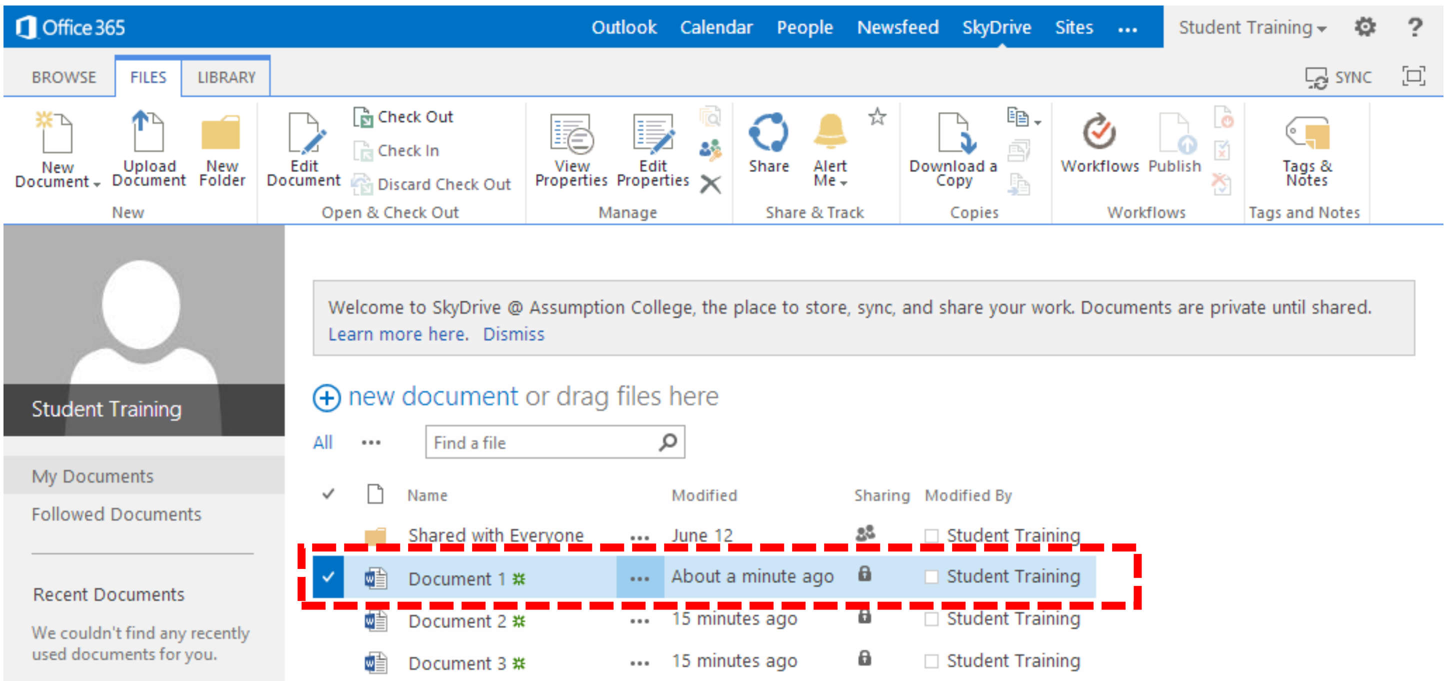
3) You will be presented with a pop up window asking you to find the file you would like to upload

4) Select the file
5) Click “OK” and your file will be uploaded

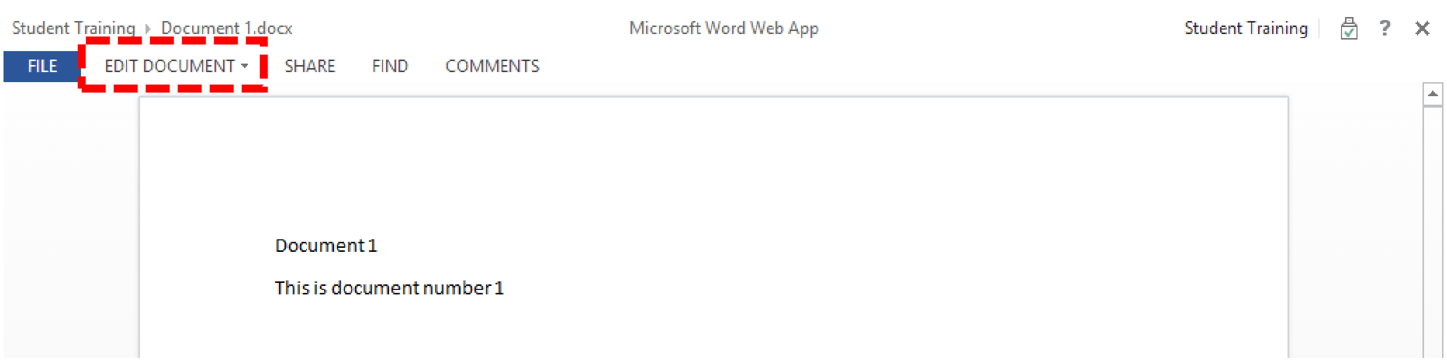


To Edit a Document in SkyDrive:

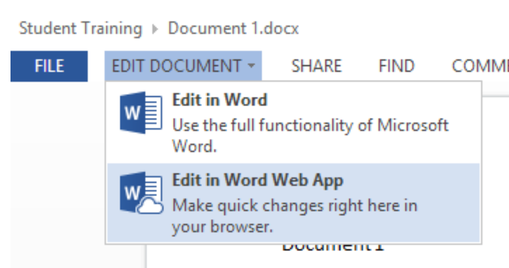
1) Click on the “Files” tab
2) Click on the document in the file list that you would like to work on



3) On the top of the screen Click on “Edit Document” in the tools menu



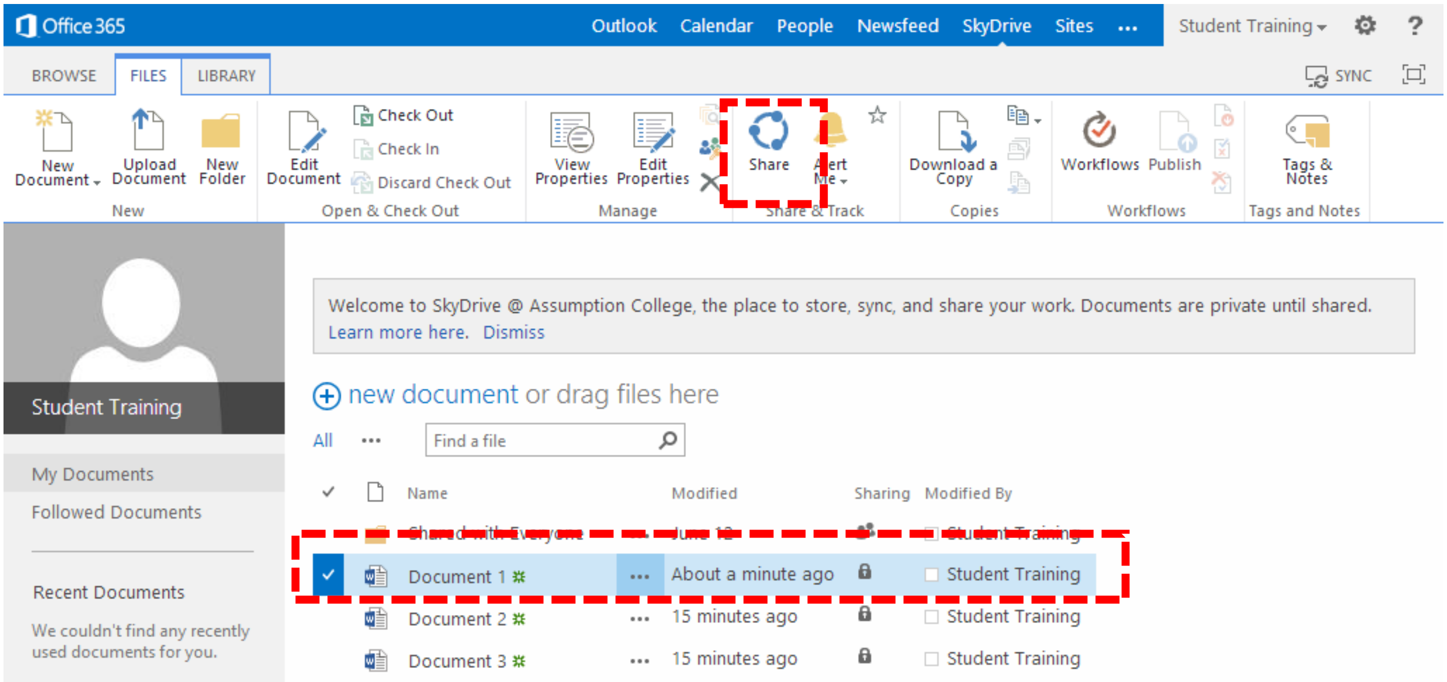
4) You will be asked where you would like to edit the document, in Microsoft Word, or in SkyDrive. Keep in mind if you choose to work on the document in Microsoft Word, you will need to log into your SkyDrive account on the computer you are working. If you are working in a lab you may prefer to work on SkyDrive instead.



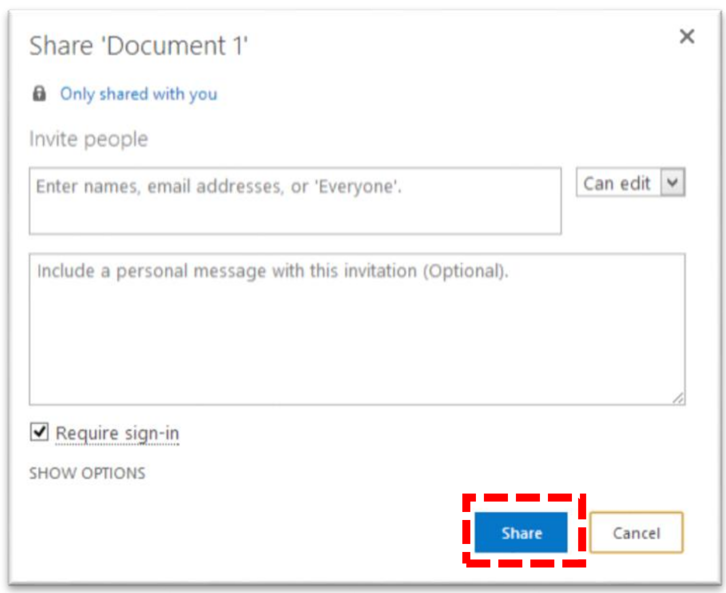
5) When you’re done working on your document remember to SAVE it

To Share a Document in SkyDrive:

1) Click on the “Files” tab
2) Click on the document in the file list that you would like to work on
3) On the top of the screen Click on “Edit Document” in the tools menu



4) A pop up window will appear asking you to fill in who you would like to send the document to
5) Click “Share” when you are done entering the information



Logging out of Office 365:

When you are done working with Office 365 remember to log out of your account by click on your name on the top right of the screen and clicking “Sign out”