The purpose of this document is to guide users through Office 365 Mail online. Please contact helpdesk@nu.edu for questions or information regarding this document.

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Accessing Office 365 Mail Online

1. Navigate to nu.okta.com
2. Enter your National University email access username and password.
   Adjuncts use their 9-digit ID number followed by @nu.edu
   Example: 123456789@nu.edu

   ![Sign in page]

3. Click the ‘Office 365’ chicklet.

   ![Office 365 chicklet]

Okta will automatically sign you into Microsoft Office 365 Online.
Navigating through Office Web Apps

Access any Application from anywhere in Office 365 Online by clicking the **App Launcher**.

Simply click the icon for the app you would like to work with.

Mail, Calendar, Contacts (People), and Tasks have been divided into separate applications online.

Office Online Tutorials:

- **Mail** - where you’ll find your messages.
- **Calendar** - create and track appointments and meetings.
- **Tasks** - keep track of things that you need to do but don’t necessarily want to put on your calendar.
- **People** - find, create, and edit your contacts.
Email Forwarding

1. After selecting **Mail** from the **App Launcher**, click the gear icon for **Settings** in the upper right corner of the screen – chose **Options**

2. On the left, click **Mail** to drop down the menu

3. Under **Accounts > select Forwarding**

4. Fill in the radio button for **Start forwarding**

5. Type the address you wish to forward mail to

6. Check the box next to **Keep a copy of forwarded messages** if needed

7. **Save** your preferences when finished
Reply to All

When you receive a message, you can send a reply to just the sender, or if there were multiple recipients, you can include them as well. You also have the option to forward the message to additional people.

1. After selecting the email you want to work with, customize replies by clicking the double arrows to expose the drop down menu.

2. Select the method to which you would like to reply to your email from the drop down menu.

The online Mail application is automatically set to reply to the person who sent the messages. Users can modify this default setting by going to the gear icon for Settings > Options > Reply settings under Mail > Chose your default response > Click Save when finished.
Setting Up Out of Office Notifications

1. Click the gear icon for Settings > Select Automatic replies

2. Fill in Send automatic replies

3. When applicable, check the box next to Send replies only during this time period > Specify which dates and times you would like Automatic Replies enabled

4. Type your Out of Office message in the designated field

5. If needed, check the box next to Send automatic reply messages to senders outside my organization > Choose if you want to
   - Send replies only to senders in my Contacts list
   - Send automatic replies to all external senders
   > Type your Out of Office message in the designated field

6. Click OK at the top when finished
Using Outlook Client versus Online

The Outlook application installed on desktop computers is commonly called the client. Users are able to manage email through both the client and through the web app.

The migration will not affect users who already check email through the client. The setup for checking email through the Outlook Client does not change after the migration.