## Using Office 365 for Email and Calendaring

Microsoft Office 365 is a collection of Microsoft applications that can all be run from a Web browser such as Internet Explorer, Firefox, Chrome, etc. No software needs to be purchased or downloaded to access LTC email and calendars. This document illustrates how to log into the Office 365 system and includes an introduction to using the mail and the calendar applications.

1. Navigate to <u>www.gotoltc.edu</u> in the Web browser of your choice. (Ex. Internet Explorer, Firefox or Google Chrome).

2. Click on MYLAKSHORE (paw icon) at the top of the page.



3. Enter your E-mail address:

For a **student** account: Your email address is your last name plus the last five digits of your student ID number. For example, <u>smith56325@gotoltc.edu</u> (lastnamelast5ofID#@gotoltc.edu).

For a **faculty or staff** account: Your email address is your first name plus a period (".") plus your last name. For example, jane.smith@gotoltc.edu.

You will then need to enter your password. Note that you need to use the same password you would use to login to a LTC computer on campus. If you have not yet logged into a LTC computer, your password is the first two letters in your first name plus the first two letters of your last name plus the last four digits of your social security number. If your password does not work, please call the Help Desk at 920-693-1767 and request a reset of your LTC domain password.

4. Enter your LTC email account password and tap Sign In or Next.

← yourname@	yourdomain.com
Enter pass	sword

- 5. You will be required to approve the login with the Authenticator app.
- 6. Approve any prompts for permission you may receive.





7. Once logged into MyLakeshore, click on the Office 365 icon. This should get you directly to the web version.



8. You may need to do another authentication. Once done, you should not need to do this each time.

9. Once in the web version of Office 365, you can select the Outlook icon on the left.



5. On the left hand side of the window in the "Folder" pane, you will note that beneath your name is your Inbox, Draft, Sent Items, Deleted Items, etc. as you would see in most any browser based email application. Clicking on any of these folders will open a listing of the folder contents immediately to the right of the folder pane:

III Office 365	Outlook						(2)	) 🔎	ø	? Carpenter, Matth	he 🎑
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G Folders		Inbox	Filter 😁								
* Favorites	+	Next: No more events for today or tomorrow	Agenda								
inbox	612	Avast for Business	-								
Sent Items	3	Avast for Business - notification report	7:59 PM								
Drafts	77	Avait for Business notification was generated for or	90								
Deleted Items	92	Kwarciany, Lisa A									
~ Carpenter, Matthew S	+	Leave Reminders	1:44 PM								
v Inbox	612										
Drafts:	77	Nasgovitz, Wendy M	1130 244			/					
Sent Items	3	Thanks and have a great day. Wendy Wendy Nappo	NL-		/	~					
Deleted Items	92	Avast for Business			V_						
Archive		Avast for Business - notification report	1:17 PM		Select an	item to read					
✓ Conversation History		Avent for Business wohlfastion was generated for co	Bergen -		Select Mil	nem to read					
Conversation History		Escobar, Eva M			Click here to always set	lect the first item in the lat					
Junk Email	59	Expense Reports	12:52 PM								
Notes		who are externed to externe rememberies on									
RSS Feeds		Kultgen, Mary J									
Very Important		Matt, Thank you for offering the training yesterday	Luci luci								
· Groups	+	Avact for Business									
jasontest	τ	Avast for Business - notification report	12:21 PM								
		Avast for Business notification was generated for co	m								
		Avast for Business									
		Avast for Business - notification report	12:17 PM								
		Auss for Business notification was generated for co	eo								
		Gunderson, Jason L									
		Grabbing lunch from Bondies	12:15 PM								
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		Vanni Ban									

6. Clicking once on a message in the list will open it in the reading pane to the right:



7. Right mouse button clicking once on a message in the list will create a pop-up menu of possible actions for that particular message



8. To create a new message, click the "New" menu item at the top of the window:



9. In the new message window that opens, click on the "To" button to select one or more recipients:



10. In the "Search People" text box you can search for names in the LTC Global Address List. Search criteria can be first and/or last names:

ērs	To:					
e:	_					
oli Kitems	>>	wa	nda	٩	Horzen, Wanda S Offline Organizational Development Administrative Assistant, Organizational Development Center	
itts eted Items in: James L ox Avast		Sea BA CF	arch results BAUER, WANDA A Offline CHISENALL, WANDA F Offline	+ +	Contact Notes Organization Groups Calendar Profile	
LTC Help Desk Shared Mairbox Work Study App its		GW HS	GULSETH, WANDA Offline Horzen, Wanda S Offline MEYER, WANDA	+ + +	Schedule a meeting https://gotoltc0-my.sharepoint.com/ Email Work Email: Wanda.Horzen@gotoltcedu Job title: Organizational Development Ar	person.asp
ated Items hive oversiation Histor		TW	THOMAS, WANDA Offine WAGNER, WANDA	+	Phone Department: Organizational Development Ce Business: 920.693.1615 Company: Lakeshore Technical Office: Cleveland	inter College
k Email tes i Subsenptions	Email s Subsemptions	ZD	ZACZYK, WANDA D Offline	+	IM Directory Send: IM sip:wanda.horzen@gotoltc.edu	

11. Add a recipient to the "To" field by double clicking on the name of the recipient. Add as many recipients as desired and click "Save" to complete the recipient selection and return to the new message. Add recipients for Cc in the same fashion:



12. Add a subject line and a message in the text boxes. Attachments can be added by clicking on the paper clip icon. When complete, click the "Send" button.

Search Mail and People       Important Search
<ul> <li>Folders</li> <li>Folders</li> <li>Favorites</li> <li>Inbox</li> <li>Invitation: Farewell Reception ~ Et</li> <li>Snipzion</li> <li>Invitation: Farewell Reception ~ Et</li> <li>Invitation: Farewell Reception ~</li></ul>
Inbox     197     Bonnie Zorn
Detect terms of a state of the
May 20 Graduation Ceremony Mo 5/19/2017     Dear James, The May 20 LTC Graduation This is a Test Message
Nubox     197       Avast     142       Avast     142       LTC Help Desk     67       Other     8685       Shared Mailbox Project     Nasgovitz, Wendy M       Work Study Approva     47       Drafts     2       Nasgovitz, Wendy M       Critical Alert for your HP ProBook     5/19/2017       Thanks and have a great day, Wendy We       Poleited Items     83
Project Showcase     5/19/2017       Conversation History     Join us for Project Showcase Monday! W       Junk Email     11     Torzewski, Troy H       Notes     1     May 23rd, 5am-7am CST Email, Ni     5/18/2017

13. **To open your calendar**, scroll to the bottom of the Folder pane and click on the calendar icon:

III Office 365	Outlook		S 🖡				
Search Mail and People	Q		ল্প Send 👌 Attach Discard •••				
• Folders		Inbox Filter 🗸	Horzen, Wanda S Automatic reply: Thank you for your email. I will be off campus Friday, June 30, 2017 an Remove recipient				
<ul> <li>Favorites</li> </ul>		Next: FW: Tomorrow at 8:30 AM 🛅 Agenda					
Inbox	198	Bonnie Zorn 🗂 🗎 🔺	To HS Horzen, Wanda S X				
Sent Items		Invitation: Farewell Reception ~ Ec 5/19/2017					
Drafts	2	more details » <https: <="" td="" www.google.com=""><td>Cc</td></https:>	Cc				
Deleted Items	83	LAKESHORE TECHNIC					
<ul> <li>Umbreit, James L</li> </ul>		May 20 Graduation Ceremony Mo 5/19/2017	This is a Test Message				
^ Inbox	198	Sear sames, the may color constantion in					
Avast	142	Wendy Nasgovitz	To draw someone's attention to something, @mention them.				
LTC Help Desk	67	more details » <https: <="" td="" www.google.com=""><td></td></https:>					
Other	8685	Nasqovitz Wendy M					
Shared Mailbox Project		Your May 2017 College Knowledg 5/19/2017					
Work Study Appro	oval 47	From: Jennifer Hennessey [mailto:jennifer					
Drafts	2	Nasgovitz, Wendy M					
Sent Items		Critical Alert for your HP ProBook 5/19/2017					
<ul> <li>Deleted Items</li> </ul>	83	Thanks and have a great day, wendy we					
Archive		Demler, Corinne A 📋					
Conversation History		Project Showcase 5/19/2017 Join us for Project Showcase Monday! W					
lunk Email	11						
Notes	1	I OrZEWSKI, I rOY H May 23rd 5am-7am CST Email Nr 5/18/2017	Send Discard 🕅 🖾 😳 🖧 🗸				
PSS Subscriptions	-	Hello all, LTC will be conducting email, ne					
Kas subscriptions		Torzewski Trov H					
Groups		Test #2 5/18/2017					
		Troy Torzewski   Network Lead & Security 💙					

14. In the calendar window on the left, you will see a calendar for the current month and your available calendars. On the right you will see your scheduled events.

< June 2017 >	<	> June 18-24, 2017 ~			Da	iy Work week Week Month Today
SMTWTFS		19 Monday	20 Tuesday	21 Wednesday 🌛	22 Thursday 🙁	23 Friday 🌞
4 5 6 7 8 9 10						
11 12 13 14 15 16 17	ба					
18         19         20         21         22         23         24           25         26         27         28         29         30	7a					
	8a		Robert Brown's First Day			
∧ Your calendars			FW: LTC/Forsyle IT 0365 project sync. SI g.	Trip to Manitowoc	FW: LTC/Forsyte IT 0365 project sync SI 🛬	
C Calendar	9a			Nasgovitz, Wendy M		
Birthdays	10a		Canceled: Testing and 2nd Interview Netv Sheboyaan County Training Room Zorn, Bor	Discuss Better Calendaring Method for Sha Testing Services Kinneston, Sue E	Jim - Weekly Check in Wendy's Office	
Other calendars	11a		â		Nasgovitz, Wendy M	
People's calendars						
∧ Rooms	12p		Alex Rusch's First Day			
CW Centennial Hall West	1p				Connect on mentor process Cafeteria Skab	
✓ Groups	2p	FW: Farewell Reception ~ Rufina Garay, Associate Deam of Colinany and Heapitality				
	Зp	Lakeshore Culinary Institute ~ 712 Riverfront Drive, Sheboygan, WI Zorn, Bonnie M	Printing/Print Manager Meeting Learning !	FW: Board Office 365 Training Lakeshore Conference Room Soodsma, Heic		
	4p					
1.1		1				

## 15. To edit your calendar:

- a. Click once on a scheduled event to view the details. For events scheduled by others you will have the options to accept or decline the event.
- b. Click on the "New" button at the top left hand corner of the calendar to create a new appointment.
- c. Click on any scheduled event and press the "delete" key on your keyboard to delete the event.