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.co	m
Enter pas	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			3	1	*	Carpenter, Matthe
Search Mail and People	Q	⊕ New ♥			-		19 Undo
Folders		Inbox	Filter 😁				
* Favorites	+	Next: No more events for today or tomorrow	9 Agenda				
Inbox	612	Avast for Business	-				
Sent Items	3	Avast for Business - notification report	7:59 PM				
Drafts	77	Avast for Business notification was generated for co	10				
Deleted Items	92	Kwarciany, Lisa A					
Carpenter, Matthew S.	+	Leave Reminders Good Afternoon, Listed below are leave reminders	1:44 PM				
✓ Inbox	612						
Drafis	77	Nasgovitz, Wendy M 6 AV Trends from InfoComm 2017	1130 PM				
Sent Items	3	Thanks and have a great day, Wendy Wendy Nasgo					
Deleted Items	92	Avast for Business					
Archive		Avast for Business - notification report	1:17 PM	Select an item to read			
✓ Conversation History		Avant for Business notification was generated for co	When -	Click here to always select the first item in the list			
Conversation History		Escobar, Eva M		Carde Hare to smarty search the har har and			
Jank Email	59	Expense Reports If you are expecting an expense reimbalsement on	12:52 PM				
Notes							
RSS Feeds		Kultgen, Mary J Trouble installing Microsoft Office Profession	12.25 84				
Vero Important		Matt. Thank you for offering the training yesterday.					
- Groups	+	Avast for Business					
jasontest	τ	Avast for Business - notification report Avast for Business notification was generated for co	12:21 PM				
		Avast for Business					
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		Gunderson, Jason L Grabbing lunch from Bondies	12:03 PM				
		Get Dutlook for Android	MILS PM				
S 10 14 15		Vann Dan					

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:

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ol Kitems	>>	wa	nda	٩	HS	Horzen, Wanda S Offline Organizational Development Administrative Assistan	t, Organizational Development Center
ifts eted Items in James L ox Awast LTC Help Desk		See BA CF GW	arch results BAUER, WANDA A Offline CHISENALL, WANDA F Offline GULSETH, WANDA	+ + +		Contact Notes Organization Calendar Schedule a meeting	Groups Profile https://gotoltc0-my.sharepoint.com/person.asp
Shared Mailbox Work Study App It Items eted Items hive hive treasion Historic Consellation Toussenptions			Offline Horzen, Wanda S Offline MEYER, WANDA Offline THOMAS, WANDA Offline WAGNER, WANDA Offline ZACZYK, WANDA D Offline	+ + + + + +		Email Email: Wanda.Horzen@gotoltc.edu Phone Business: 920.693.1615 IM Send: IM sipowanda.horzen@gotoltc.edu	Work Job title: Organizational Development Administra Department: Organizational Development Center Company: Lakeshore Technical College Office: Cleveland Directory

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	P		📨 Send 🔋 Attach Discard 🚥	Ŀ
 Folders Favorites 		Inbox Filter 🗸 Next: FW: Tomorrow at 8:30 AM 🛱 Agenda	Horzen, Wanda S Automatic reply: Thank you for your email. I will be off campus Friday, June 30, 2017 and returning on Monday, July Show more Remove recipient	
Inbox Sent Items Drafts	197	Bonnie Zorn Invitation: Farewell Reception ~ Et 5/19/2017 more details = <https: <="" td="" www.google.com=""><td>To Horzen, Wanda S X</td><td>Bcc</td></https:>	To Horzen, Wanda S X	Bcc
Deleted Items ^ Umbreit, James L	83	LAKESHORE TECHNIC May 20 Graduation Ceremony Mo 5/19/2017 Dear James, The May 20 LTC Graduation	This is a Test Message	
 Avast LTC Help Desk 	197 142 67	Wendy Nasgovitz 👘 🗎 Invitation: IT Whole Team Mtg @ 5/19/2017 more details = <https: <="" td="" www.google.com=""><td>To draw someone's attention to something, @mention them.</td><td></td></https:>	To draw someone's attention to something, @mention them.	
Other Shared Mailbox Project Work Study Approval	8685	Nasgovitz, Wendy M Your May 2017 College Knowledg 5/19/2017 From: Jennifer Hennessey [mailtojennifer		
Drafts Sent Items	2 83	Nasgovitz, Wendy M Critical Alert for your HP ProBook 5/19/2017 Thanks and have a great day, Wendy We		
 Deleted Items Archive Conversation History 	83	Demler, Corinne A Project Showcase 5/19/2017 Join us for Project Showcase Monday! W	A _A A [*] B I <u>U</u> A <u>×</u> A ⋮≡ ⋮≡ · = · = · = · = · · · · × × × × • • ·	
Junk Email Notes	11 1	Torzewski, Troy H May 23rd, 5am-7am CST Email, Ne 5/18/2017	Send Discard 🕴 🔤 😋 🧞 🗸	8:51 A

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

III Office 365	Dutlook		s 5
Search Mail and People	P		📨 Send 🏮 Attach Discard 🚥
 Folders Favorites 		Inbox Filter V Next: FW: Tomorrow at 8:30 AM 🗂 Agenda	Horzen, Wanda S Automatic reply: Thank you for your email. I will be off campus Friday, June 30, 2017 a Remove recipient
Inbox Sent Items	198	Bonnie Zorn 🛅 🛙 \land Invitation: Farewell Reception ~ Ec 5/19/2017 more details = <https: <="" td="" www.google.com=""><td>To Horzen, Wanda S ×</td></https:>	To Horzen, Wanda S ×
Drafts Deleted Items	2 83	LAKESHORE TECHNIC May 20 Graduation Ceremony Mo 5/19/2017	Cc
 Ombreit, James L Inbox 	198	Dear James, The May 20 LTC Graduation	This is a Test Message
Avast LTC Help Desk	142 67	Wendy Nasgovitz 👘 🖟 Markov II Whole Team Mtg @ 5/19/2017 more details = <https: <="" td="" www.google.com=""><td>To draw someone's attention to something, @mention them.</td></https:>	To draw someone's attention to something, @mention them.
Other Shared Mailbox Projec Work Study Approval	8685 t 47	Nasgovitz, Wendy M Your May 2017 College Knowledg 5/19/2017 From: Jennifer Hennessey [mailto:jennifer	
Drafts Sent Items	2	Nasgovitz, Wendy M Critical Alert for your HP ProBook 5/19/2017 Thanks and have a great day, Wendy We	
 Deleted Items Archive Conversation History 	83	Demler, Corinne A Project Showcase 5/19/2017 Join us for Project Showcase Monday! W	
Junk Email Notes RSS Subscriptions	11 1	Torzewski, Troy H May 23rd, Sam-7am CST Email, Nt 5/18/2017 Hello all, LTC will be conducting email, ne	Send Discard
Groups		Torzewski, Troy H 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	ay Work week Week Month Today
S M T W T F S		19 Monday	20 Tuesday	21 Wednesday 🏾 🏄	22 Thursday 🙁	23 Friday 🌞
4 5 6 7 8 9 10 11 12 13 14 15 16 17	6a					
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 gr	Trip to Manitowoc Manitowoc Job Center	FW: LTC/Forsyte IT O365 project sync SI 🛬	
C Calendar	9a			Nasgovitz, Wendy M		
Birthdays	10a		Canceled: Testing and 2nd Interview Netv	Discuss Better Calendaring Method for Sha	Jim - Weekly Check in Wendy's Office	
Other calendars	11a		Sheboygan County Training Room Zorn, Bor	Testing Services Kinneston, Sue E	Nasgovitz, Wendy M	
People's calendars					Z	
	12p		Alex Rusch's First Day			
A Rooms						
CW Centennial Hall West	lp				Connect on mentor process Cafeteria Skab	
✓ Groups	2p	FW: Farewell Reception ~ Rufina Garay,				
		Associate Dean of Culinary and Hospitality Lakeshore Culinary Institute ~ 712		FW: Board Office 365 Training		
	Зр	Riverfront Drive, Sheboygan, WI Zorn, Bonnie M	Printing/Print Manager Meeting Learning !	Lakeshore Conference Room Soodsma, Heic		
	dp					

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.