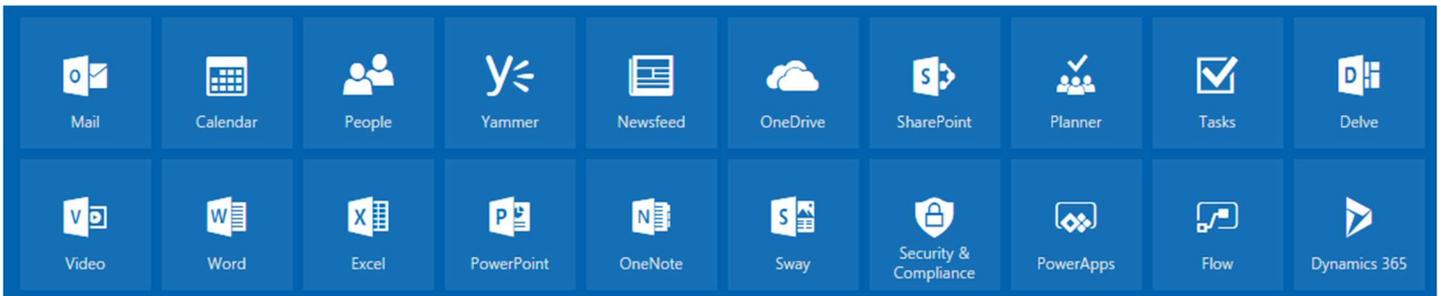




Office 365 – Login Information

Accessing your Office 365 Account Online

1. Go to <http://mail.cityofwaupaca.org> or www.office.com
2. Enter your username and password. Username is your first initial followed by last name @cityofwaupaca.org (Example: jwerner@cityofwaupaca.org)
3. Once logged in you will be greeted with your home screen.

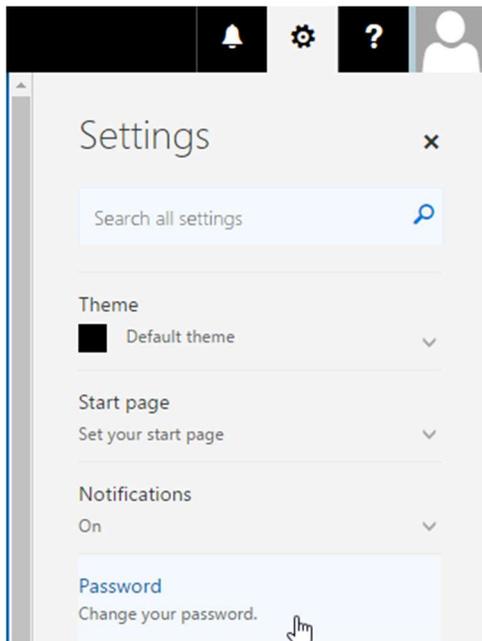


This screen will give you access to a number of modules and programs.

- Clicking on Mail will give you web access to your e-mail.
- Calendar will provide you access to your calendar and any shared calendars you have access to.
- People. E-Mail and shared organization wide contacts are available here.
- One Drive. 1TB on online file storage and collaboration.
- SharePoint. Create a collaboration website for projects or your department.
- Online version of Microsoft Office are also available. Documents created in the online versions of office are available in your OneDrive folder.

Changing Your Password

Click on the settings icon in the top right corner of the window:



Click on Password

change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

jwerner@cityofwaupaca.org

Old password

Create new password

Password strength

Confirm new password

submit

cancel

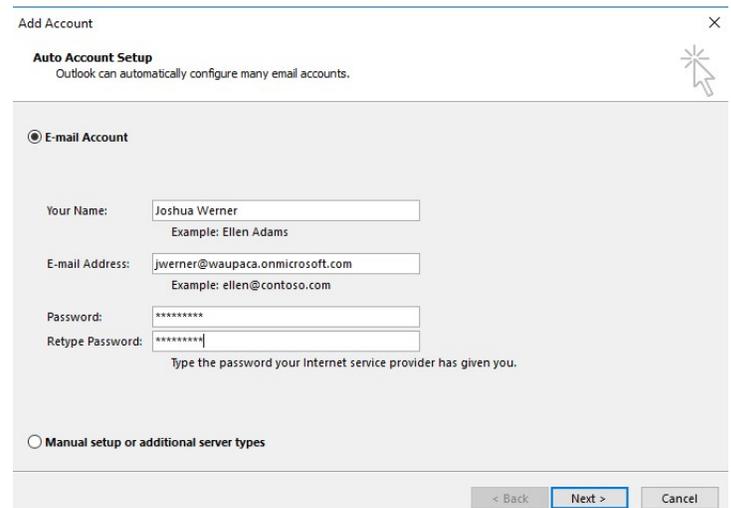
Enter your old password and your new password twice.

This password change is for your e-mail, OneDrive, Skype and SharePoint.

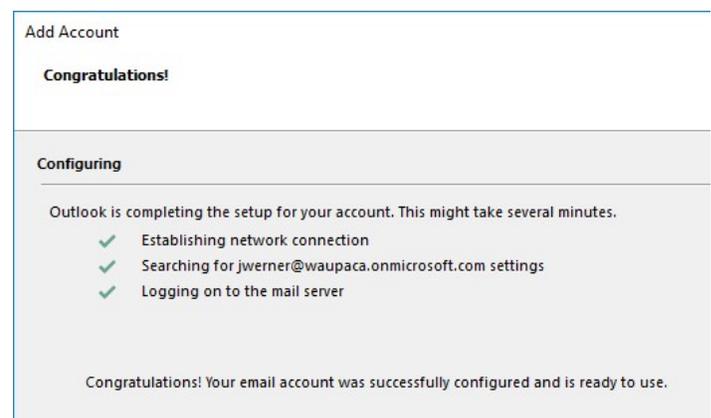
Don't forget to reenter your password in places such as Outlook or on your phone.

Setup Outlook Access to E-Mail

1. Open Outlook
2. When greeted to setup an account, enter your name, e-mail address and password.



3. Once setup you should be greeted with a Congratulations screen.



Outlook is now setup.

Setting Up E-Mail on Your Phone

1. Add Account
2. Type: Exchange
3. Enter your e-mail address and your password
4. Your phone should configure itself to your e-mail account.



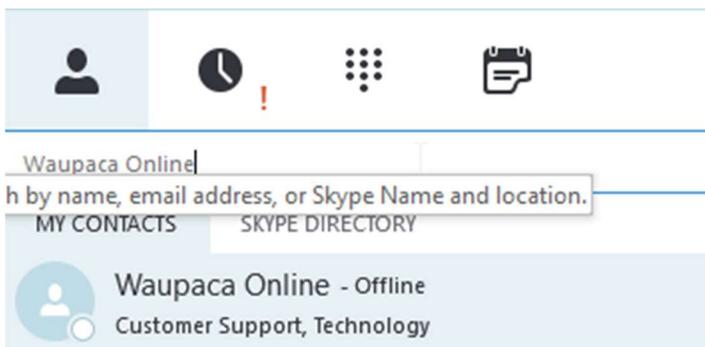
Skype is included with our Office 365 plan for inter-office chat, to chat and do video calls with external users and to host meetings. Skype for Business should be installed on your computer. This is different than the general Skype program that is included with Windows 10.

Logging In

Your username is your e-mail address. Your password is the same as your e-mail account password.

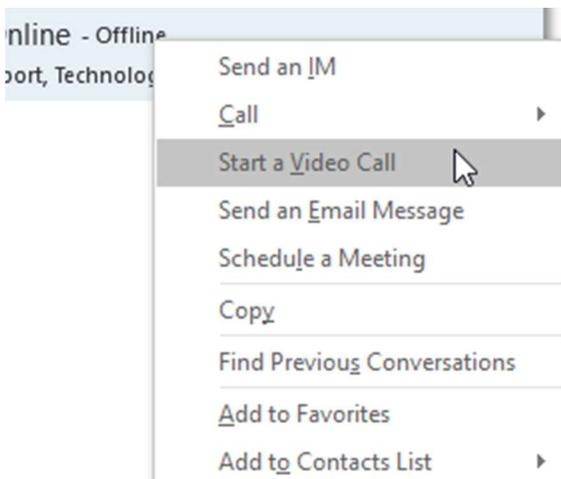
Finding Other Employees

To find another employee, type the name you wish to find in the box. This will give information if the employee is online and available.



Contact Options

You can right click on a contact and see a number of options.



Skype for Business

Sign in

Sign-in address:

Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

[Delete my sign-in info](#)

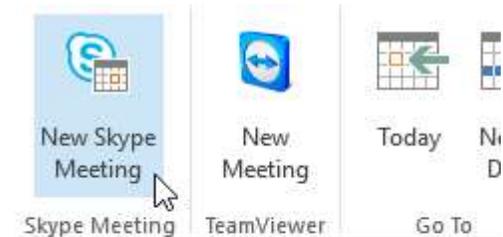
[Need help signing in?](#)

Sign in as:

Available ▾

Schedule Skype Meeting

You can schedule an online meeting via Skype. This is scheduled from Outlook. Go to your calendar, click on "New Skype Meeting" in the top toolbar. Follow the prompts.



New Skype Meeting

Create a new Skype Meeting.

The default options might allow uninvited people to join your meeting. Use meeting options to control access to your meetings.

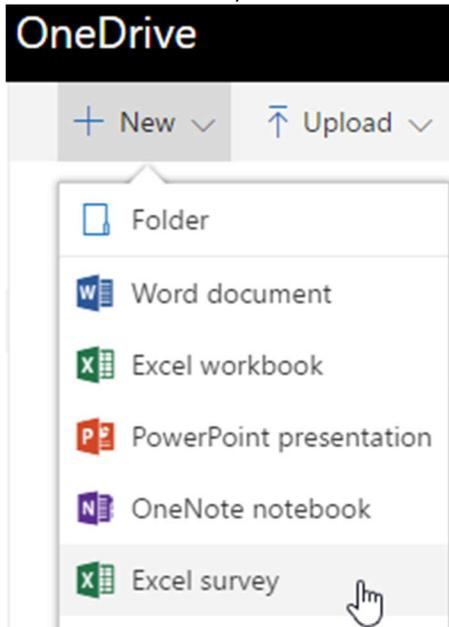
Create Online Poll or Survey – Excel Online Survey

1. Login to Office 365 Web Interface



2. Click on OneDrive

3. In OneDrive click on the down arrow next to New, select Excel Survey:



4. Enter a name for your survey when prompted.

5. Create your survey:

Edit Survey

Survey Title

Testing Excel Survey

Do you live in Waupaca
Yes

+ Add New Question

A dialog box titled "EDIT QUESTION" with a close button (X) in the top right corner. It contains the following fields:

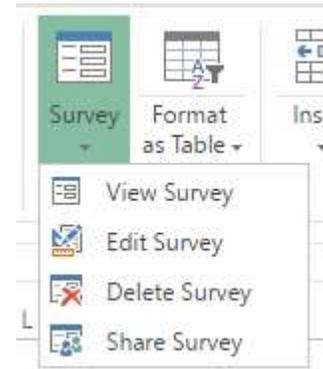
- Question: Do you live in Waupaca
- Question Subtitle: (empty)
- Response Type: Yes/No (dropdown menu)
- Required:
- Default Value: No (dropdown menu)

At the bottom, there are two buttons: "Done" and "Delete Question". A hand cursor is pointing at the "Done" button.

To Later Edit/View Survey

Click on the survey Excel document in your OneDrive folder.

Once open click on Survey in the top tool bar.



Survey results are displayed in the Excel Spreadsheet.

You can download this spreadsheet to Excel to manipulate and add graphs for results.

6. When your survey is created, hit Share Survey. This will give you a link you can share with potential participants.

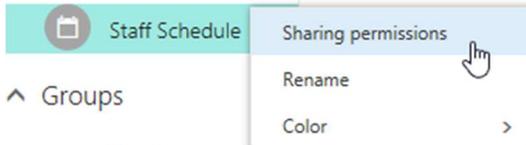


Office 365 Sharing and Permissions

Office 365 allows a number of ways to share data with users both within the City of Wauapca and external to our organization. Items that can be shared include, but are not limited to; Calendars, OneDrive folders and SharePoint sites.

A brief example of sharing is included below for a Calendar.

1. Right Click on the item you wish to share

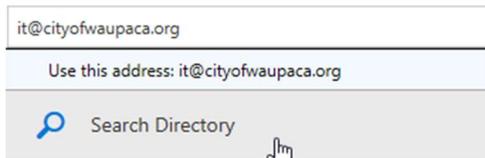


2. Select Sharing Permissions

Enter the e-mail address of the person you wish to share with. You can select Search Directory to confirm the user account.

Share this calendar: Staff Schedule

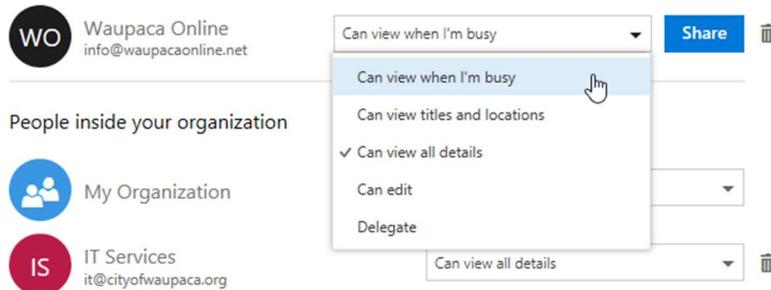
Send a sharing invitation in email.



3. You will be presented how this user can access your calendar.

Share this calendar: Calendar

Send a sharing invitation in email.



4. Repeat to add other users. Each user will then receive an invitation to see your calendar. You can share your calendar with people outside our organization as well.

Share Calendar – Public View Only

Settings > Calendar > Publish Calendar – Share the URL provided



OneDrive for Business

OneDrive is cloud file storage. It allows you to access documents from multiple places such as any computer logged in to the OneDrive app, from your Office 365 login and on your phone. OneDrive for Business also allows you to share folders and documents with other users both internal and external.

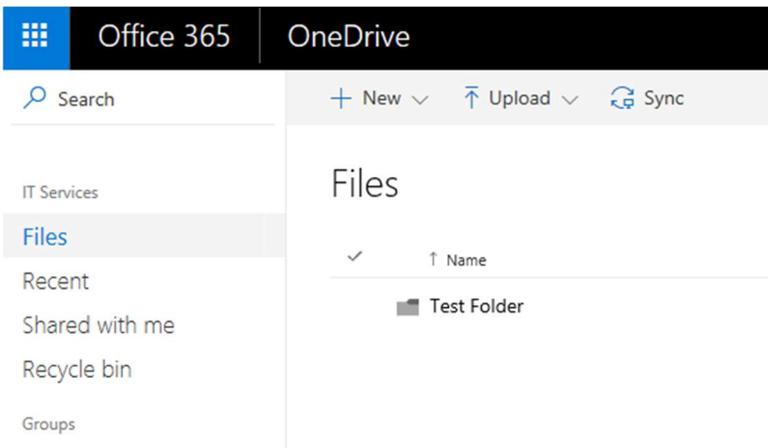
OneDrive is available on all Windows 10 city computers. You can login to have your PERSONAL OneDrive folder available.

Open OneDrive in your start menu. Login with your e-mail username and password.

Click **Next** after login and you should be fine with the default options. You will find your local OneDrive folder within your main Users folder on your computer. Files you place in here will Sync with Office 365 and be available to you "anywhere."



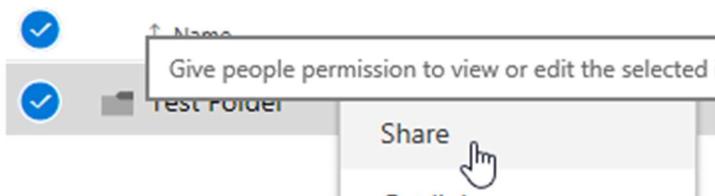
Web Access to OneDrive



Login to your Office 365 account to access the Web Based version of OneDrive. The web based version gives you additional tools such as sharing and permissions (you can share different folders to different people – good for collaborative projects). You can also access folders shared to YOU from the Office 365 web interface.

Click on "Shared with me" to see files/folders you have access to from others.

Files



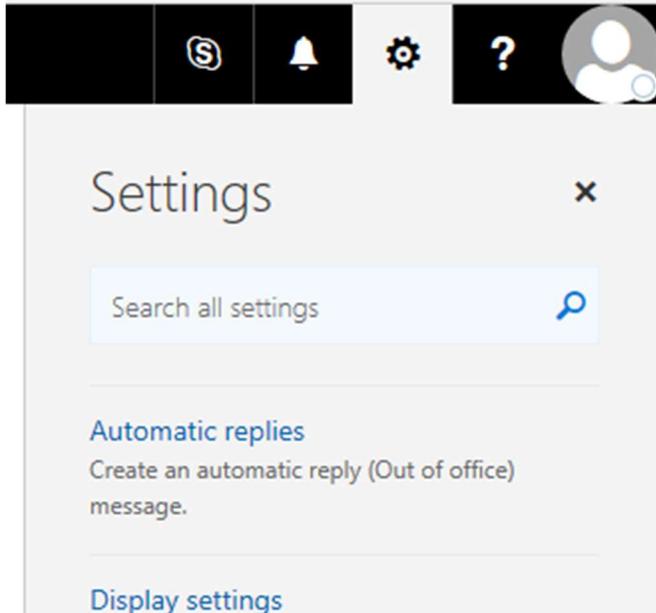
Sharing

You can right click on any folder in OneDrive to share with others.

Other E-Mail Settings

Setting Up an Auto-Responder

1. Login to the Office 365 Web Interface
2. Click on the settings icon in the top right corner



3. Click on Automatic Replies
4. Fill out the prompts on the window and click OK when done.

Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time:

End time:

Advanced Server Settings

	Server name	Port	Requires SSL (TLS)
Incoming Mail (IMAP) Server:	outlook.office365.com	993	Yes
Incoming Mail (POP) Server:	outlook.office365.com	995	Yes
Outgoing Mail (SMTP) Server:	smtp.office365.com	587	Yes