Microsoft 365 Outlook Sign in:

Open the Outlook Software or Sign in online by using username@uregina.ca followed by your password.

MFA: After entering password, authenticate using MS Authenticator when prompted with a 2-digit code.

Address Book:

To access the address book, you are going to select the people icon on the left-hand navigation bar.

- In the Browser, New, and Mac version of Outlook, you will see the University Address Book within people below your folders called the **Directory**.
- In the application, you will be able to view this Address Book in the Home Tab
  - o In the dropdown menu under address book, you can select **All Distribution Lists**
- **Note**: Administrators that previously had access will continue to have access to keep these lists up to date. To do so, you will click "Modify Members" (If this is greyed out, you do not have access.)
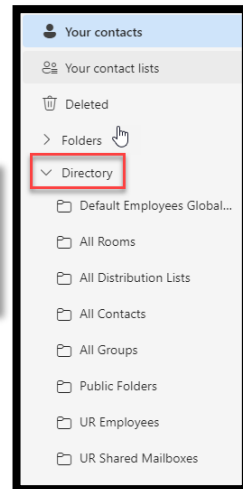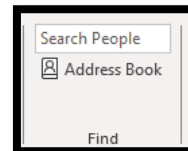
Signatures:

In the Browser, New, and Mac version of Outlook, you can add signatures by
1. Clicking the **Cog Wheel**
2. Select **Compose and reply**
3. You can add your email signature in to the Email Signature Box
4. Then you can choose whether you want it to automatically include them in new messages or replies.

In the application, you can add a signature by
1. Clicking **File** in the top left corner
2. Selecting **Option** in the bottom left
3. Select **Mail**
4. Click **Signatures..**
5. Click **New** to add a new signature
6. At the Bottom, you have the options to choose whether you want it to automatically include them in new messages or replies.
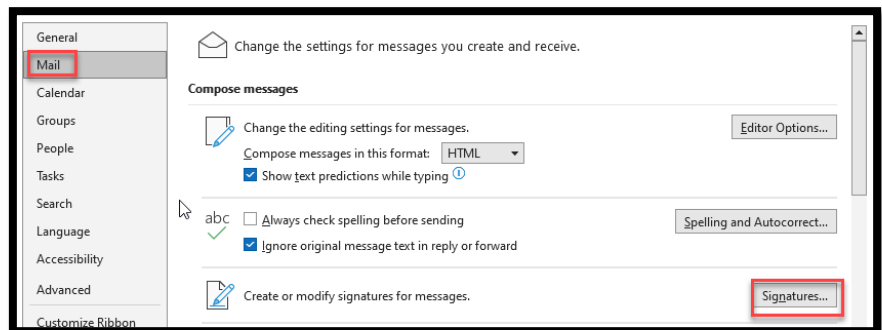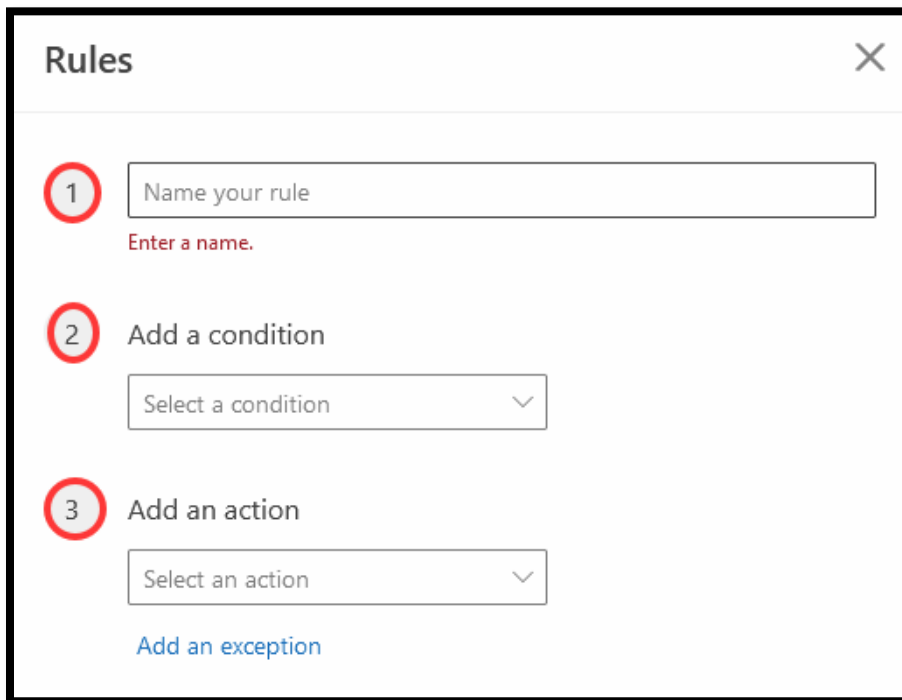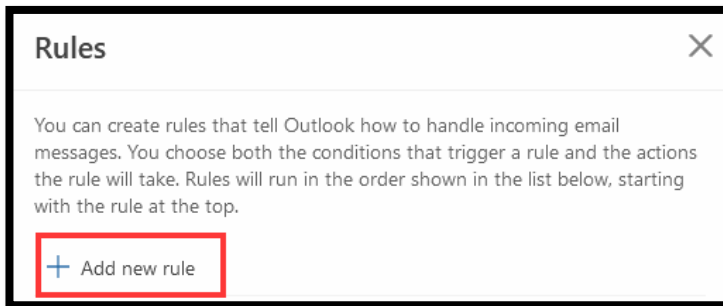
Rules in the Browser:

In the Browser, New, and Mac version of Outlook, you can create rules:

1. In the Home Section, you will click on the Three Dots
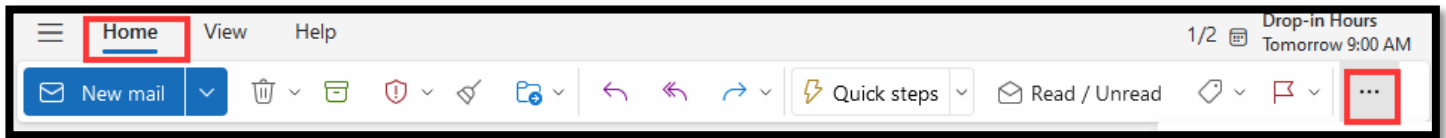
2. Then you will click on the arrow beside Rules
3. Select **Manage rules**
4. Click **Add new rule**

Name your rule:

This is where you will select the title of your rule. This will be the title that you can select to make any changes to the rule in the future.

Add a condition:

This is where you can begin to add your logic. The condition is the If statement. If this happens. For example, If I receive an email **FROM** Technology.Training@uregina.ca.
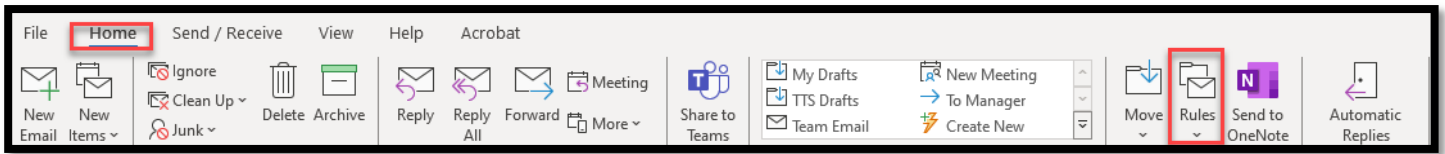
Add an action:

This is your action to your logic. The action is the Then statement. If this happens, then this will happen. Using the example from 2, If I receive an email from Technology.Training@uregina.ca, **THEN** it will MOVE TO this folder.
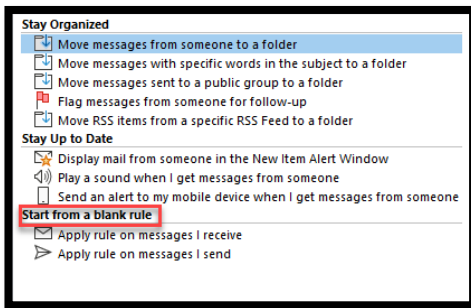
Rules in the Application:
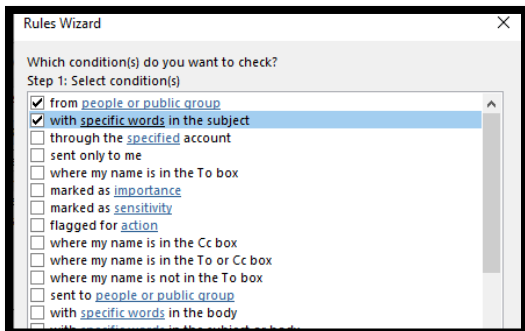
In the application, you can create rules:

1. In the Home Section, you will click on the arrow below rules.

2. Select **Manage rules & alerts**
3. Click **New Rule**
4. Here you can choose to use the templates, or create your own by using one of the **Start from a blank rule**
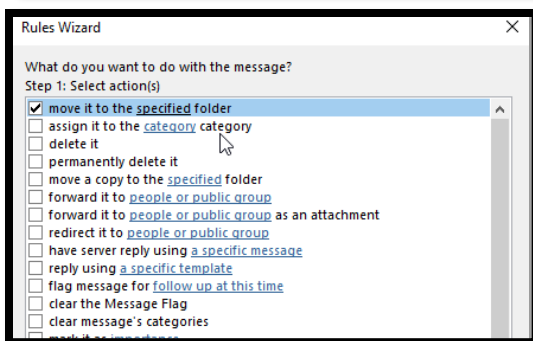

5. Click Next

Which Conditions?

This is where you can begin to add your logic. The condition is the If statement. If this happens. For example, If I receive an email **FROM** Technology.Training@uregina.ca.

What do you want to do?

This is your action to your logic. The action is the Then statement. If this happens, then this will happen. Using the example from 2, If I receive an email from Technology.Training@uregina.ca, **THEN** it will MOVE TO this folder.

6. If you have any exceptions, you can assign them.
7. Title your Rule
8. Click Finish

Quick Steps:

Quick Steps allow you to take multiple pre-set actions to one message by clicking a button. These quick steps can allow you to take multiple actions on an item at once. For example, if you forward a specific type of email, then you want to folder it. You can set this up to be done with a click of a button.

1. In the application, select create new.
   a. In the Browser select Manage quick steps
2. First, you will Name your quick step.
3. You will **choose an action**. The action is what you want to happen when you select the quick step. You can add as many actions as you need for that item by selecting **Add another action**.

Delegate Access in the Application (Proxy):

1. In the left-hand corner, select **File**
2. Click **Account Settings**
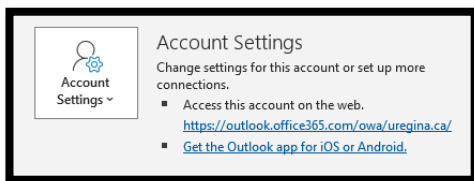
3. Select **Delegate Access**
4. Select **Add…**
5. Search for the person
6. Select **OK**
7. Assign Access according to this image
8. Select **Ok**
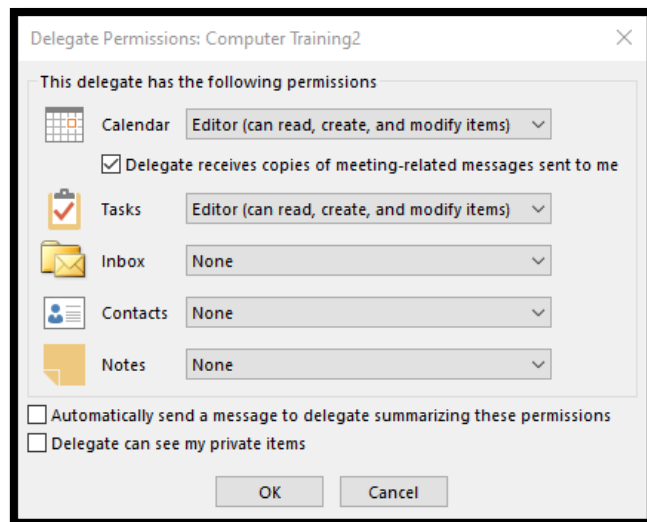
Delegate Access in the Browser (Proxy):

You will need to grant access to both the main folder and the specific folder that you would like to share. Please follow this process for both folders.

1. Right click on the folder
2. Select **Sharing and Permissions**
3. Select the plus sign **+**
4. Search for the person
5. Select **Add**
6. Then you assign the **Permission level** according to Role or customizing by checking the needed access items.