A New Look for Office 365

Mail
The look of Office 365 has changed. Navigating through Office 365 is the biggest difference. Navigation to move between email, calendars and contacts is found in the heading banner. Look for Outlook (email), Calendar and People (Directory).

1. Unread mail is noted by the color in the left margin.
2. You may also notice “Conversations by date.” Conversations groups email messages together by subject and by reply to previous messages. Turn this off if you prefer. Click the down arrow then select the option of “off” below Conversations.
3. Select the Calendar or People (Contacts) at the top of the page rather than to the lower left.
4. Options: Change your look, auto-reply, set rules, etc.
5. Right click or click to view more actions for email such as categories, flags and filing options used to organize your email.

Calendar
The look of the calendar is streamlined. Double click the day on the calendar or click “new event” (1) to add an event to your calendar. The View options and Share (2) are above and to the right of your calendar now.

January 2014
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Shared calendars are automatically overlaid. An overlay allows you to view all of the calendars selected in one calendar. Click the faint check box near the name of a shared calendar (1). Use the color code (2) to determine who has events scheduled.

People (Directory)

Click People to view your contacts or the YSU Directory. Click “Directory” to view the campus directory.