

# Canadore College Student Guide to Microsoft Office 365



# Canadore College Office 365 Guide

**Description:** As part of your registration to Canadore College, you are entitled to use of Microsoft's Office 365. Following are guides to get you logged into the web mail system, and how to use all of the Office 365 features.

[Office 365 Initial Log In](#)

[Office 365 Local Installation](#)

[Office 365 Webmail Cheat Sheet](#)

[Office 365 OneDrive Cheat Sheet](#)

[Office 365 Teams Cheat Sheet](#)

[Office 365 Sharepoint Cheat Sheet](#)

[Office 365 Outlook Cheat Sheet](#)

[Office 365 Outlook for Mac](#)

[Office 365 Outlook for iOS](#)

[Office 365 Outlook for Android](#)

[Office 365 Word Cheat Sheet](#)

[Office 365 Excel Cheat Sheet](#)

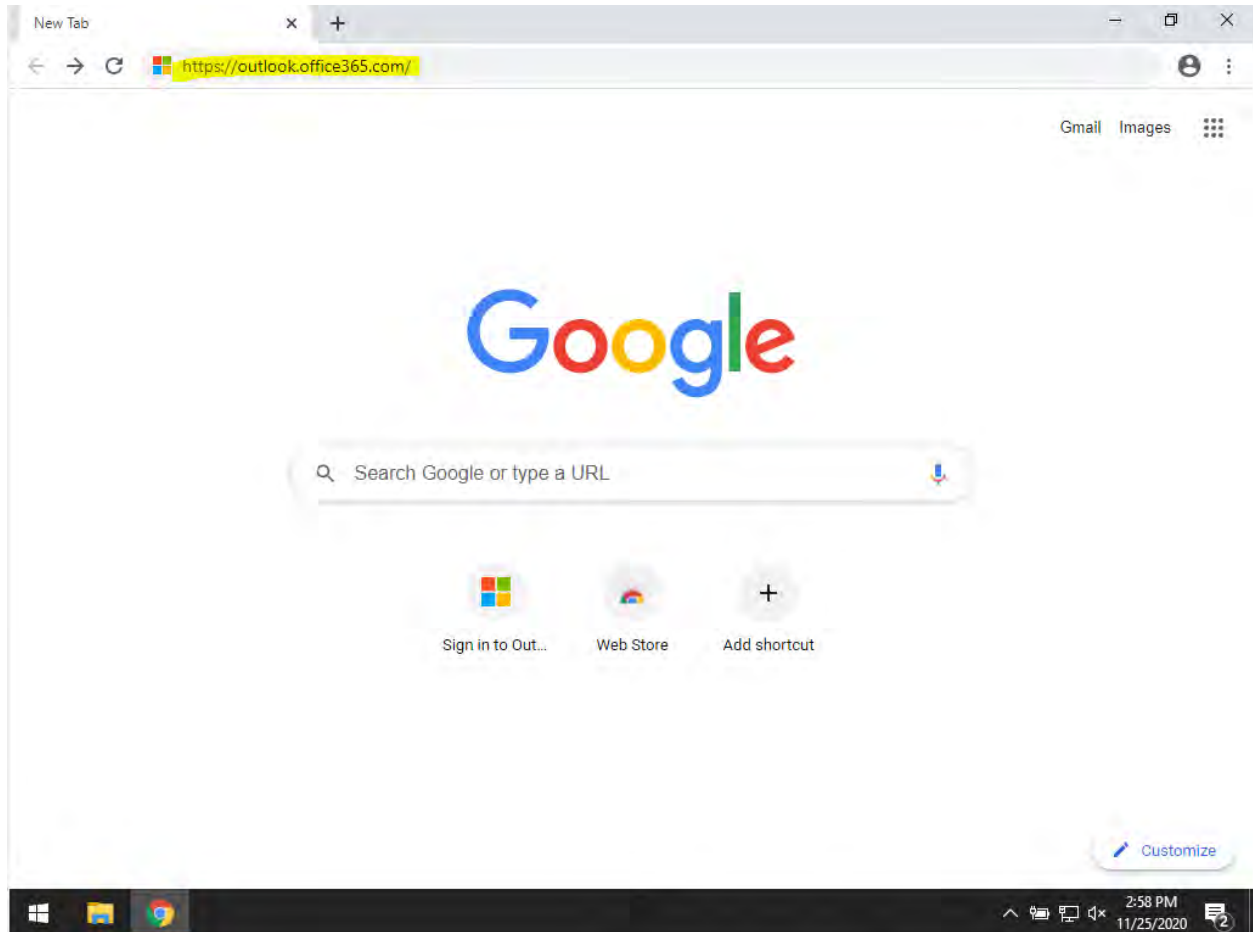
[Office 365 PowerPoint Cheat Sheet](#)

[Office 365 OneNote Cheat Sheet](#)

## Canadore College Office 365 Log In

-Launch any internet browser (Chrome, Safari, Firefox, Edge, Internet Explorer) and navigate to the following website

<https://outlook.office365.com/>



**NOTE:** If you are uncertain was your login credentials are, please send an email to [Service.Desk@canadorecollege.ca](mailto:Service.Desk@canadorecollege.ca) and include the following

**Email Subject – Office 365 Credential Request**

**Student ID:**

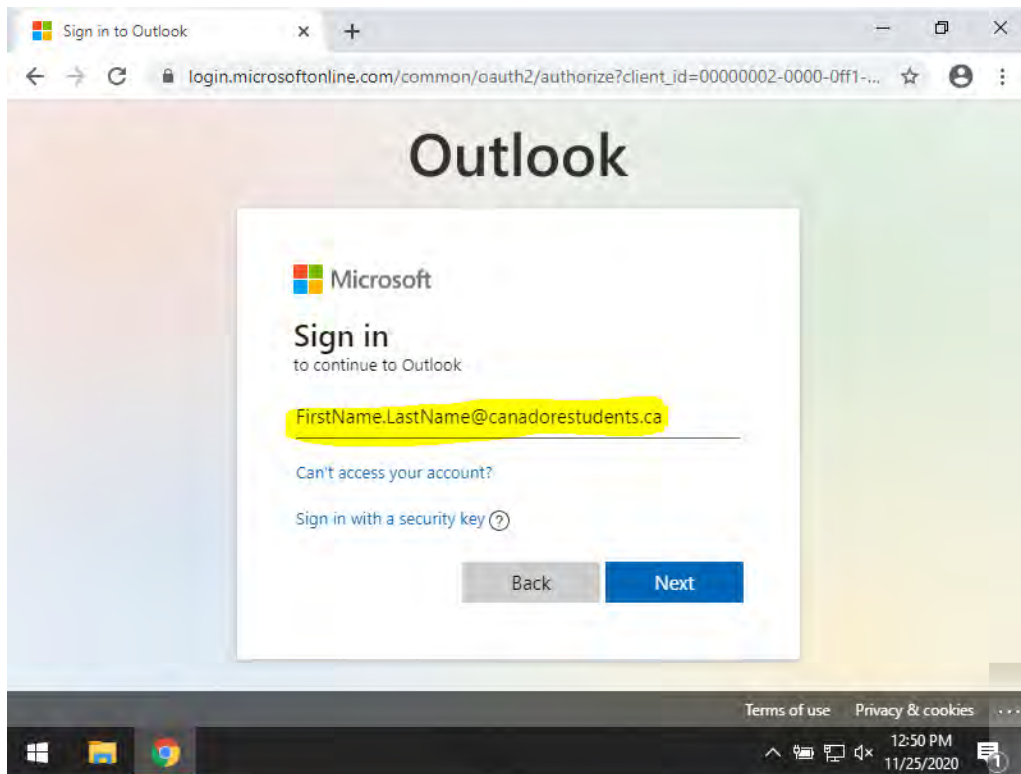
**First and Last Name:**

**Date of Birth:**

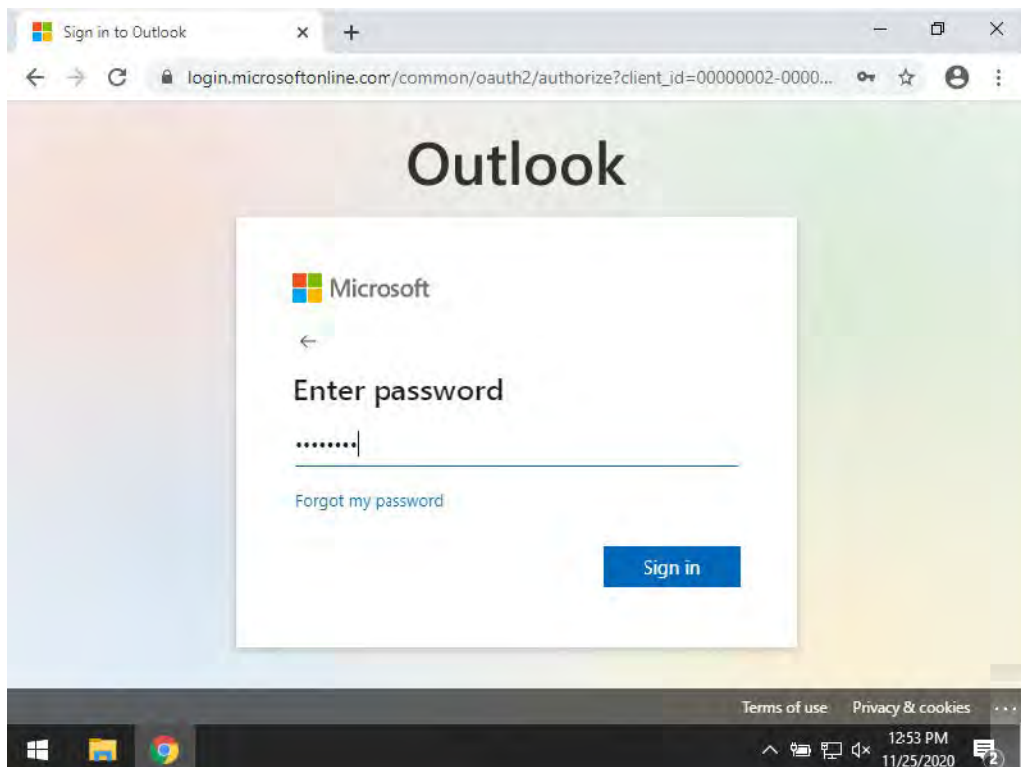
**Program you are taking:**

**Body of the message:** I am having issues with my password or I am not sure what my username is to log into Office 365

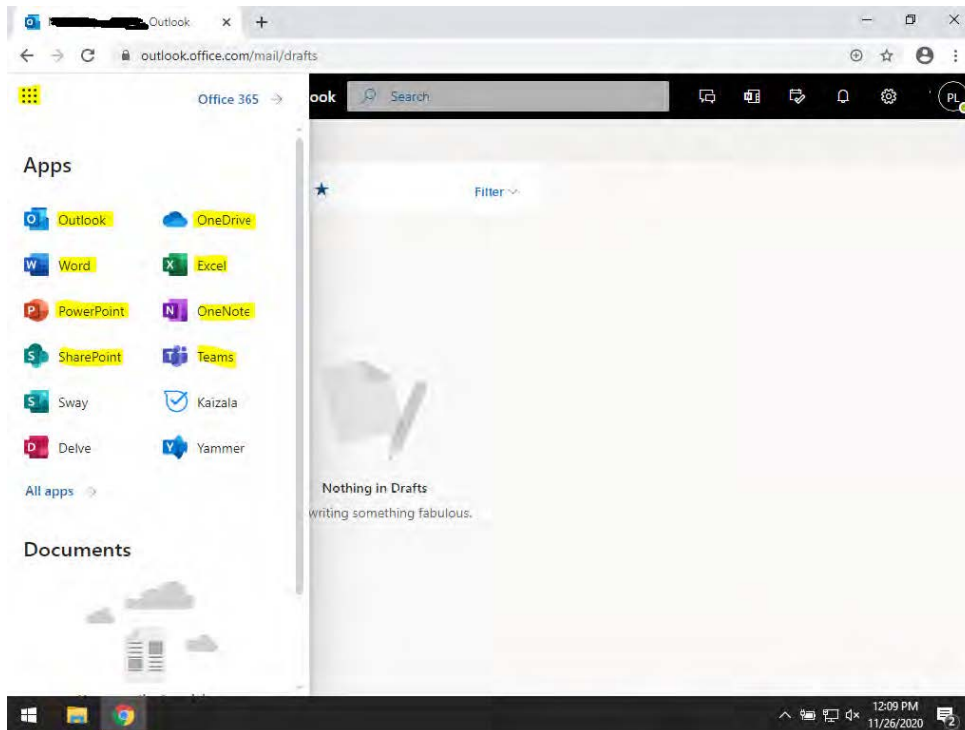
-Accounts are setup as [FirstName.LastName@canadorestudents.ca](mailto:FirstName.LastName@canadorestudents.ca)



The Password is your network password (Same as Harris Library + Canadore College Computer Password)

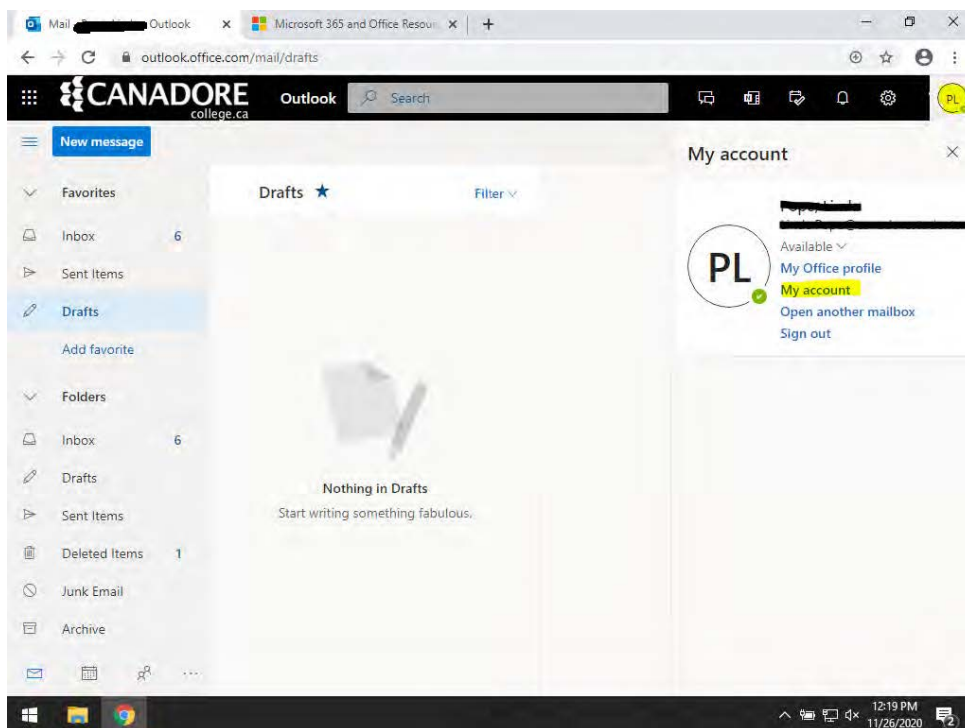


-By default, you will now be logged into Office 365 webmail, but if you click on the icon in the top left you will have access to other Office 365 web apps

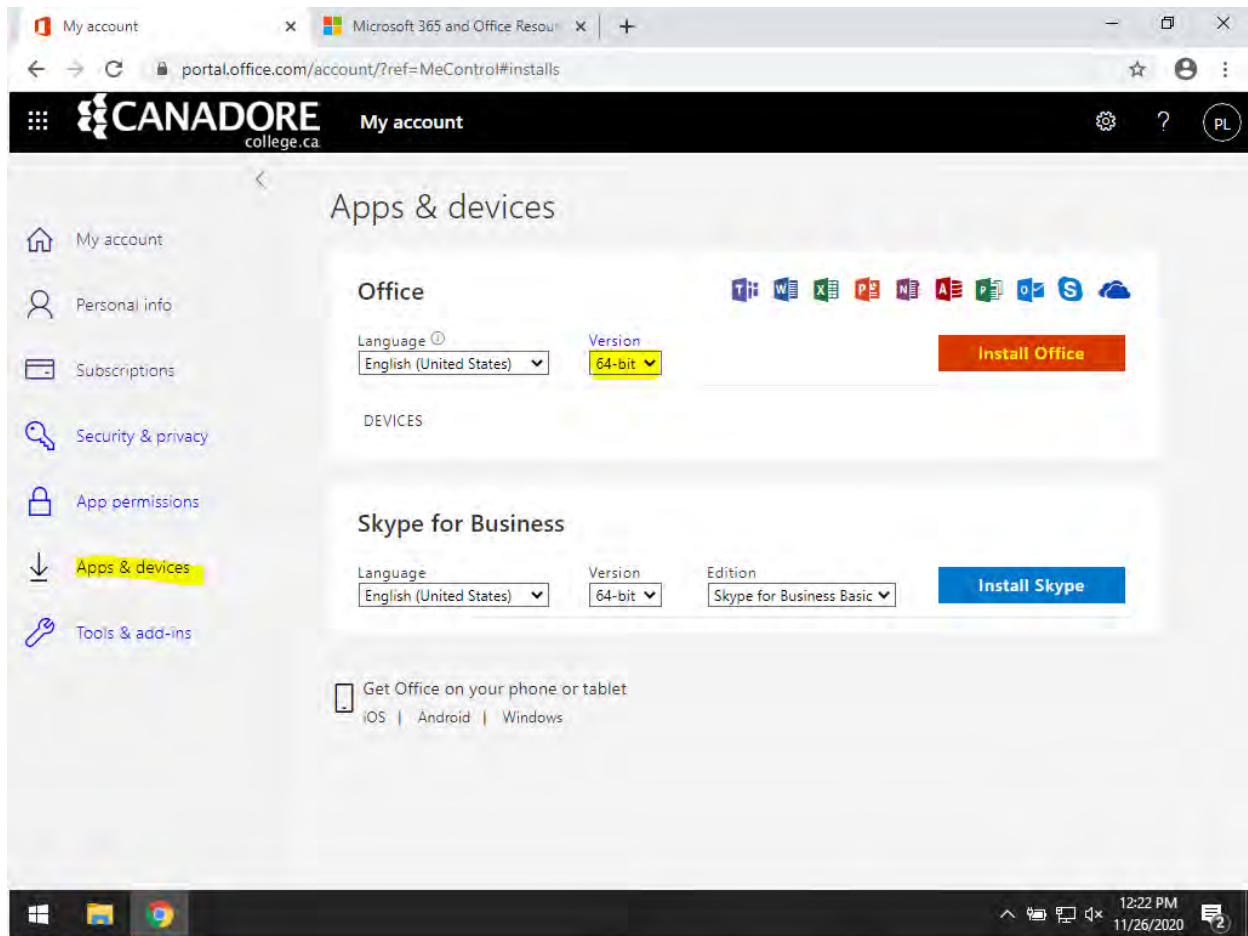


-You can use the web apps as is, or if you would like to install Office 365, use the following steps

-Click on your initials in the top right, and click on **My Account**



Click on **Apps & Devices** and click on **Install Office**, make sure you meet the system requirements



## Office 365 system requirement

### COMPONENT REQUIREMENT

#### Computer and processor

Windows OS: 1.6 GHz or faster, 2-core. 2 GHz or greater recommended for Skype for Business

macOS: Intel processor

#### Memory

Windows OS: 4 GB RAM; 2 GB RAM (32-bit)

macOS: 4 GB RAM

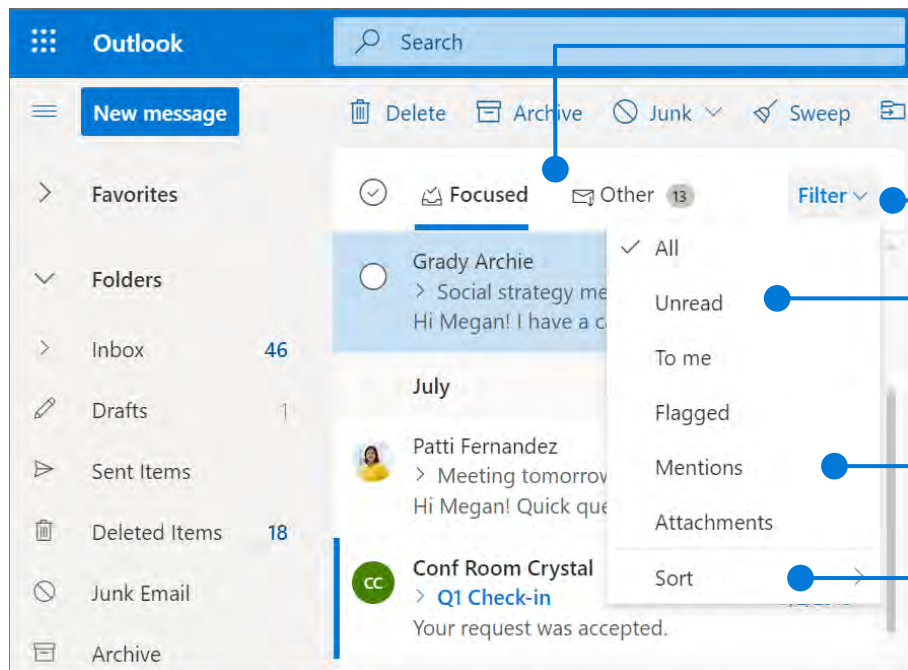
#### Hard disk

Windows OS: 4 GB of available disk space

macOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time.



## Organize your Inbox



Switch between **Focused** and **Other** inbox.

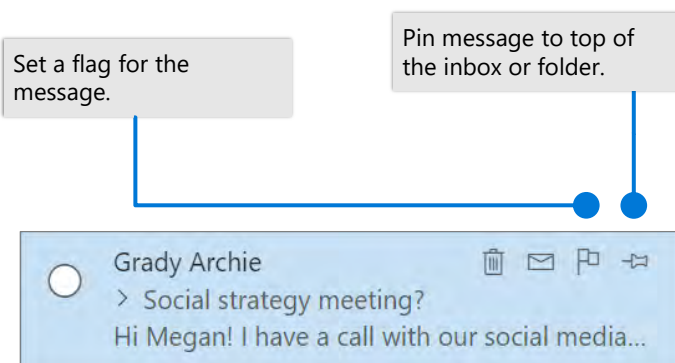
Filter, sort, and turn on **Conversations** and **Focused Inbox**.

See only your **Unread** messages.

Show only messages you are @mentioned in.

Sort mail by **Date**, **From**, **Size**, **Importance**, and **Subject**.

## Flag messages

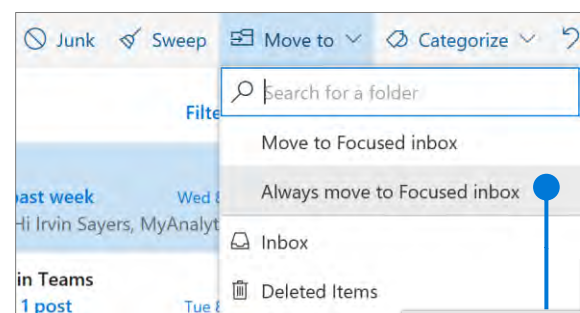


Set a flag for the message.

Pin message to top of the inbox or folder.

## Train your Focused Inbox

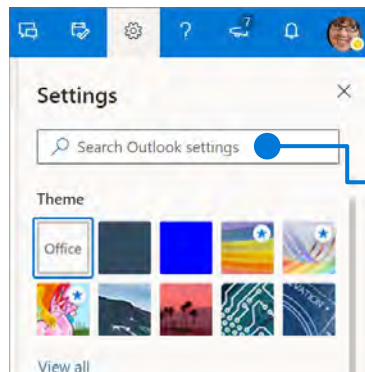
Switch between the **Focused** or **Other** inbox, select the message you want to move, and then select **Move to**.



For instance, from **Other**, choose **Move to Focused** or **Always Move to Focused**.

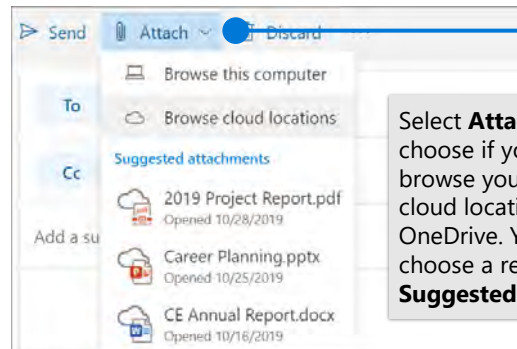
# Cheat sheet - Outlook on the web Mail

Find the settings you want to change with Search



Type the setting you're looking for.

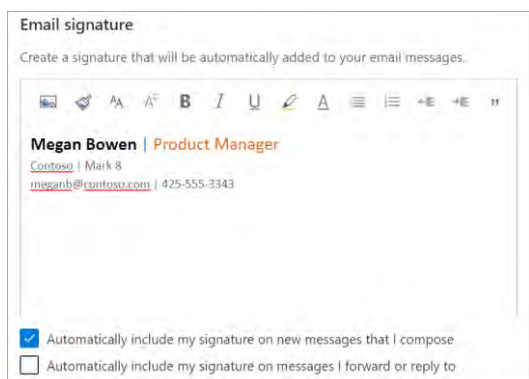
Upload a file and attach a link to a message




Select **Attach**, and then choose if you want to browse your computer or cloud locations like OneDrive. You can also choose a recent file from **Suggested attachments**.

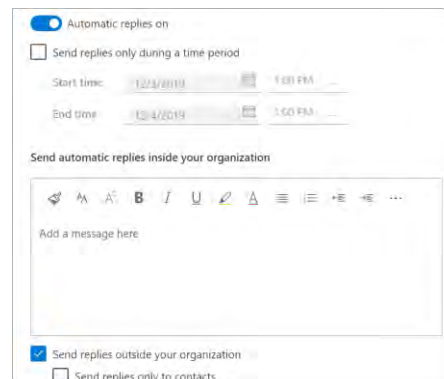
Create a signature

Select  > **View all Outlook settings** > **Mail** > **Compose and reply**




Set an Out of Office notification

Select  > **View all Outlook settings** > **Mail** > **Automatic replies**



Choose your keyboard shortcuts



Select  > **View all Outlook settings** > **General** > **Accessibility**, and choose which version of shortcuts to use

**Outlook shortcuts include:**

New message	Ctrl + N
Reply	Ctrl + R
Reply All	Ctrl + Shift + R
Forward	Ctrl + Shift + F
Previous/Next	Up/Down keys

More Keyboard Shortcuts:  
<https://go.microsoft.com/fwlink/?linkid=2025075>

More info

Outlook on the web Help,  
<https://go.microsoft.com/fwlink/?linkid=864505>

Differences between desktop, online, and mobile,  
<https://go.microsoft.com/fwlink/?linkid=864504>



## Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign-in to your Microsoft 365 account and select **OneDrive** from the app launcher. This guide covers OneDrive for work or school, but most of the functionality is the same for home subscribers.

**Open**  
Open and edit a file online or in a desktop app.

**Share**  
Share files directly from OneDrive. Files are private until shared.

**Copy link**  
Get a link to the selected file to insert in an IM, email, or site.

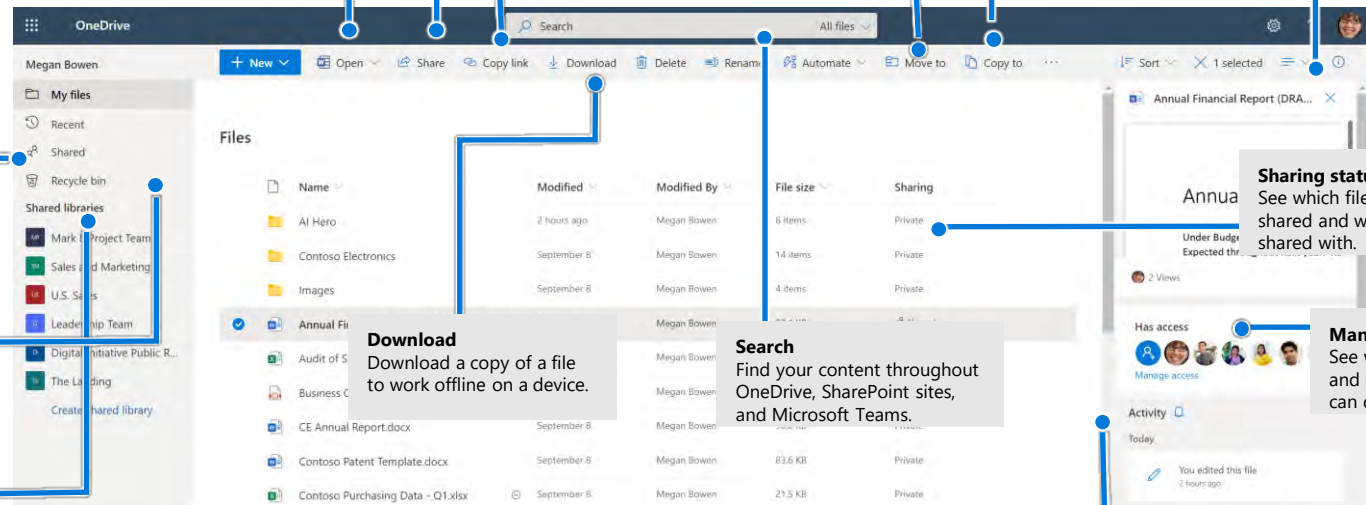
**Move to/Copy to**  
Move or copy to another destination in your OneDrive or any SharePoint site.

**Information Pane**  
See file information, recent activity, and manage access permissions to the file.

**Shared**  
View and sort files with date shared, activity, or who they are shared with.

**Recycle bin**  
Recover files you've deleted up to 93 days.

**Shared libraries**  
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Microsoft 365 Groups.



**Download**  
Download a copy of a file to work offline on a device.

**Search**  
Find your content throughout OneDrive, SharePoint sites, and Microsoft Teams.

**Sharing status**  
See which files are being shared and who they're shared with.

**Manage access**  
See who can access a file, and manage what people can do with it.

**Activity**  
See the sharing, viewing, and editing activity for a file.

# OneDrive

## OneDrive Mobile

The OneDrive mobile app supports personal, work and school accounts on iOS, Android, and Windows devices, and can be downloaded from the app stores.

See and manage all your accounts.

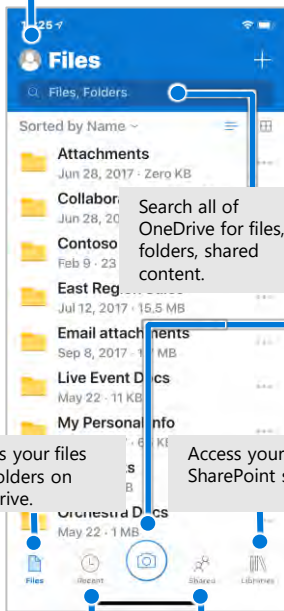
Capture whiteboards & scan or single or multiple page documents.

Share a file internally or externally with access controls.

Edit a file on the web or in client view.

See and manage multiple accounts.

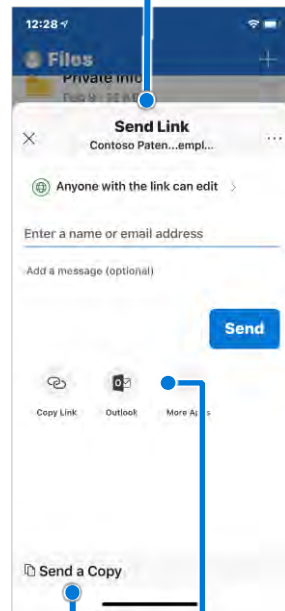
See trend views and an activity chart.



Search all of OneDrive for files, folders, shared content.

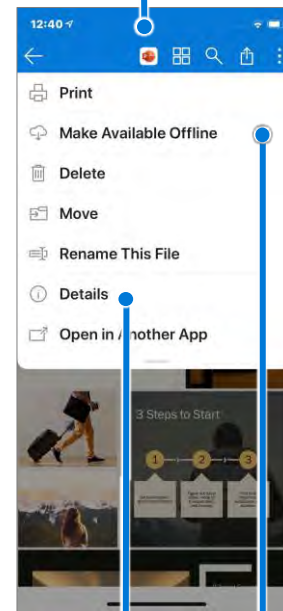
Access your files and folders on OneDrive.

Access your SharePoint sites.



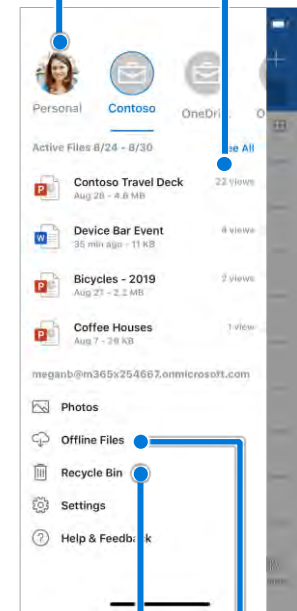
Send a copy of the file instead of sharing.

Copy the sharing link, email it in Outlook, or choose an app to send it with.



See details such as who the file is shared with.

Make files and folders available offline. \*



Recover deleted files.

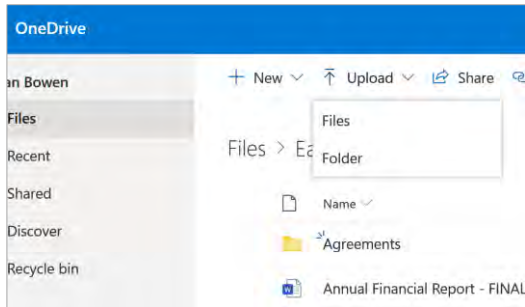
See all the files you have taken offline.

The above screens represent OneDrive for business accounts in iOS. Android users will have similar experience except the file activity functionality.  
\*Files and folders need to be taken from offline to online before they are synced to the cloud.

# OneDrive

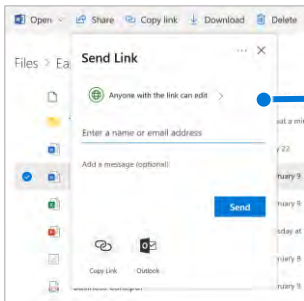
## Create or upload files and folders

You can create **New** files and folders or upload existing files and folders from your device. In OneDrive, select **Upload > Files**. Or select a location in OneDrive and drag and drop files or folders from your device.



## Share files

The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share**.

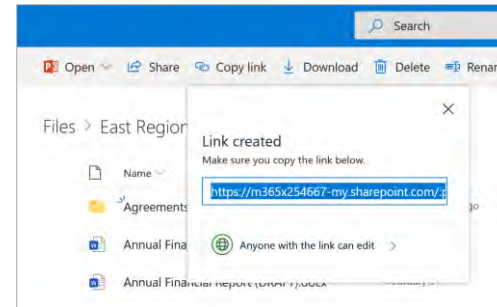


Based on admin settings, sharing levels are:

- Anyone** – people inside and outside your org can access. Links can be forwarded.
- People <organization>** – everyone in your org can access.
- People with existing access** – create a link to be used by people who already have access.
- Specific people** – specify email addresses of the people you want to give access to.

## Copy Link

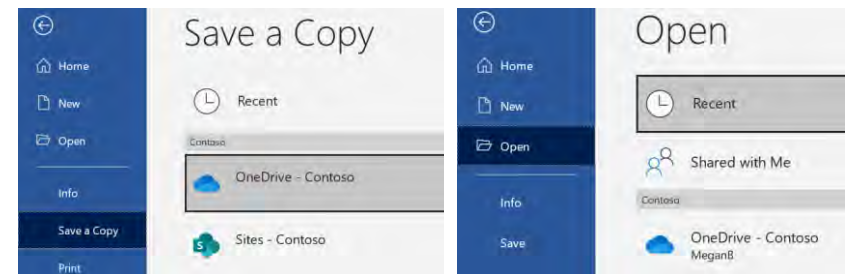
You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



## Save and Open files in Office apps

*(Requires Microsoft 365, Office 2019, or Office 2016)*

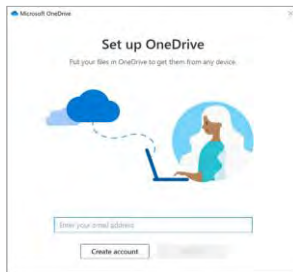
You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save a Copy**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the file.



# OneDrive

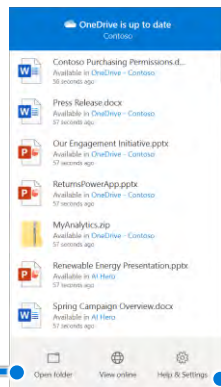
## Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you are back online, changes you or anyone else make will sync automatically. In Windows 10, select **Start**, type OneDrive, and sign-in to OneDrive on your PC. In other versions of Windows or Mac, get the OneDrive sync app from [onedrive.com/download](https://onedrive.com/download).



## View sync activity

You can view sync activity from the OneDrive activity center. Click the OneDrive icon in the Windows taskbar. If you click the folder icon, you can go directly to the OneDrive folder in File Explorer. Users on Mac have a similar experience.

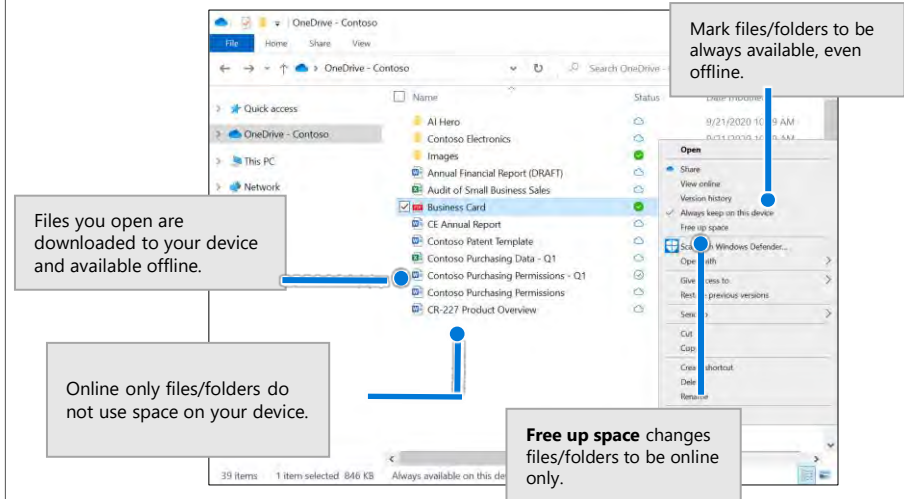


Select **Open folder** to check the status of the synced files in File Explorer.

Manage accounts, synced folders and network settings under **Help & Settings**.

## OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders always to be available locally on your device or save space by making files online only. In the taskbar, select OneDrive icon, and select **Help & Settings > Settings**. Then, on the **Settings** tab, select **Save space and download files as you use them**.



## Next steps with OneDrive

### Find help

Explore OneDrive help and training.  
<https://go.microsoft.com/fwlink/?linkid=871124>

### Learn about OneDrive Files On-Demand

Access all your files in the cloud without having to download them.  
<https://go.microsoft.com/fwlink/?linkid=871126>

### Get free Office training, tutorials, and videos

Ready to dig in the capabilities that OneDrive has to offer?  
<https://go.microsoft.com/fwlink/?linkid=871128>

# Microsoft Teams

## Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

### Move around Teams

Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

### View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

### See your calendar

Click to see your schedule and join meetings.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

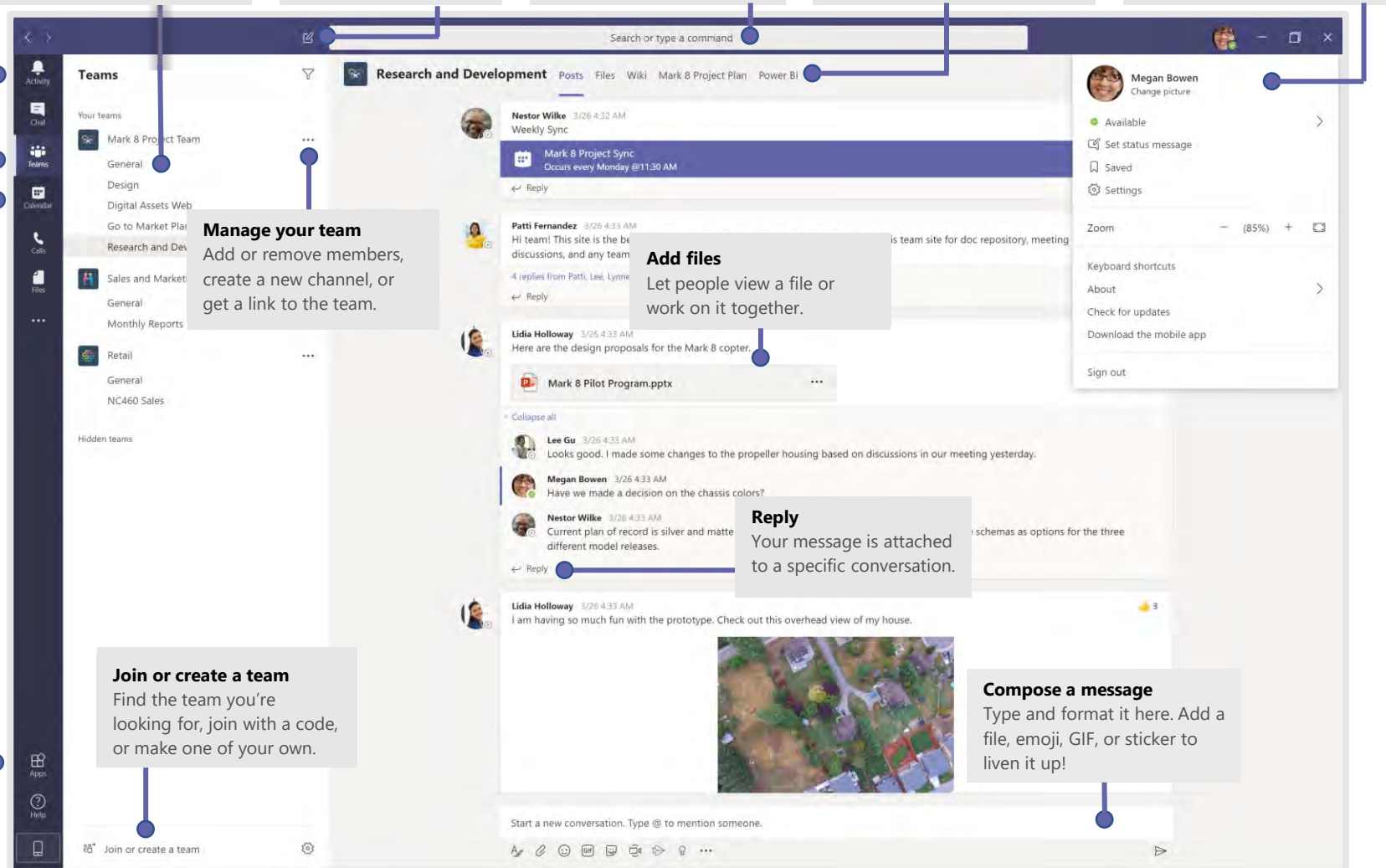
**Add files**  
Let people view a file or work on it together.

**Reply**  
Your message is attached to a specific conversation.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

### Access your apps

Find apps added for your teams or your personal use.





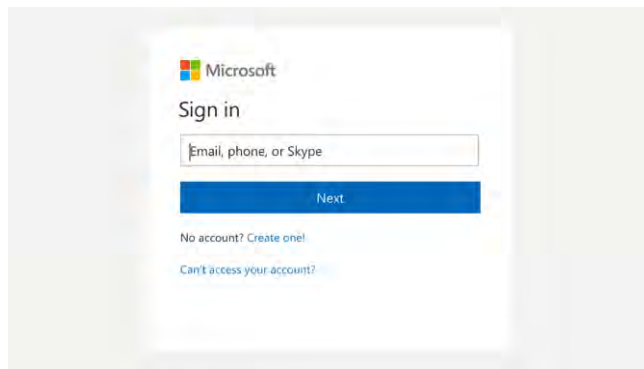
# Microsoft Teams

## Sign in

In Windows, click **Start**  > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

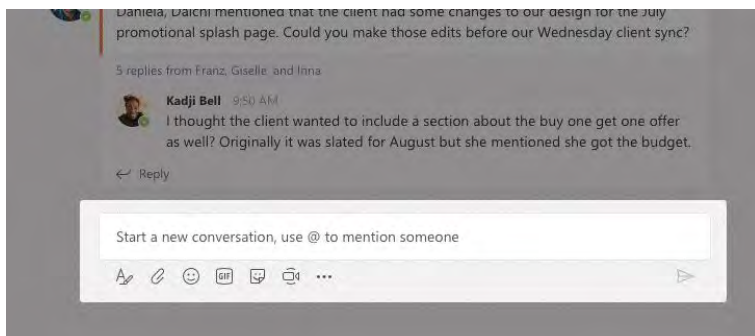
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)




## Start a conversation

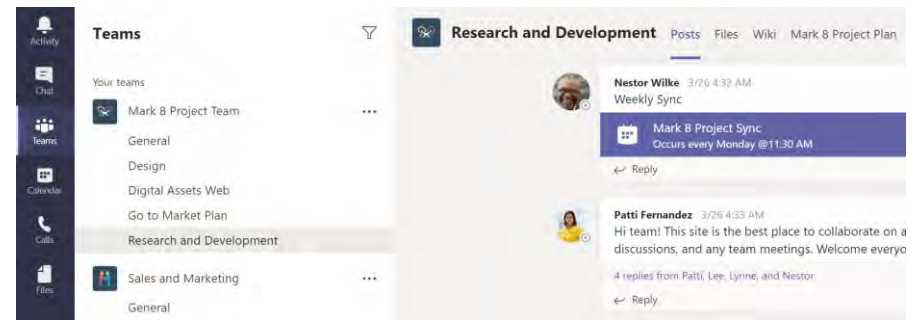
*With the whole team...* Select **Teams** , pick a team and channel, write your message, and click **Send** .

*With a person or group...* Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .





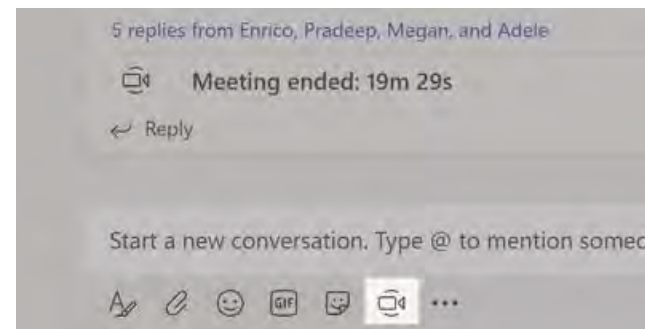
## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.






## Start an impromptu meeting

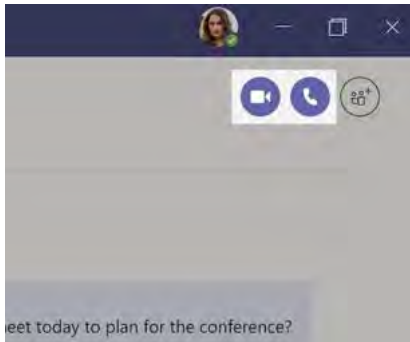
Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.




# Microsoft Teams

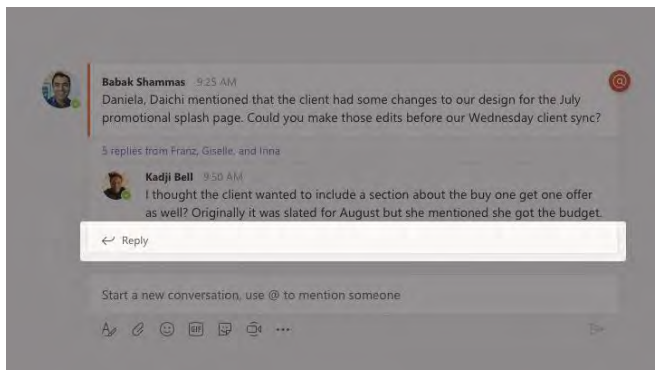
## Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.



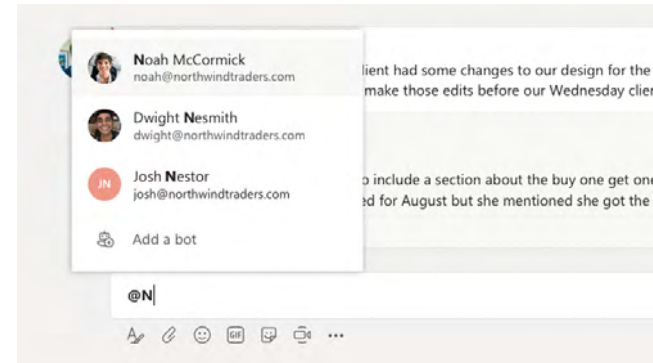
## Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .




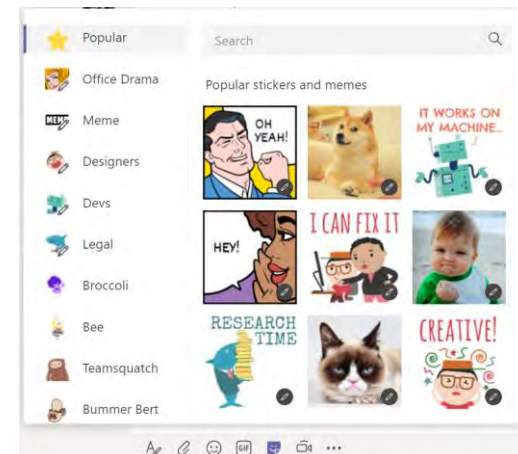
## @mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.




## Add an emoji, meme, or GIF

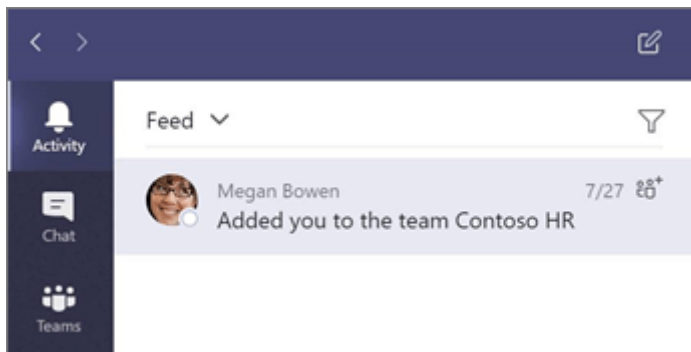
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.




# Microsoft Teams

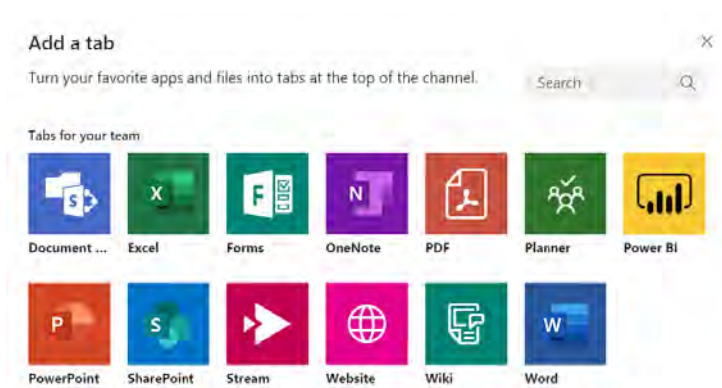
## Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose ... next to the channel name, then **Channel notifications**.




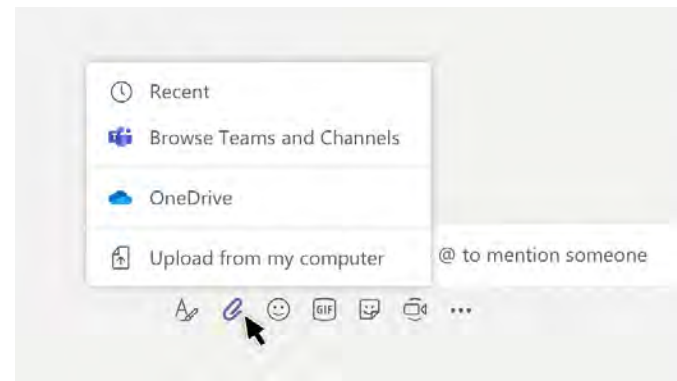
## Add a tab in a channel

Click  by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.




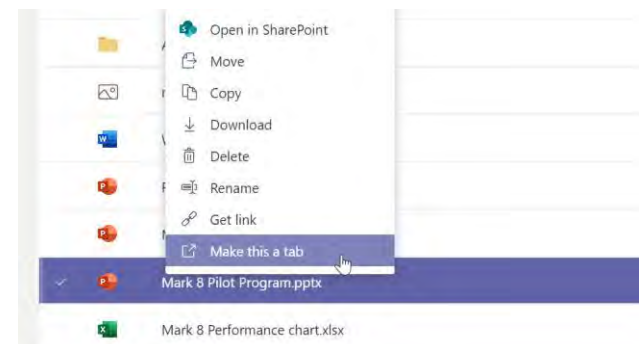
## Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



## Work with files

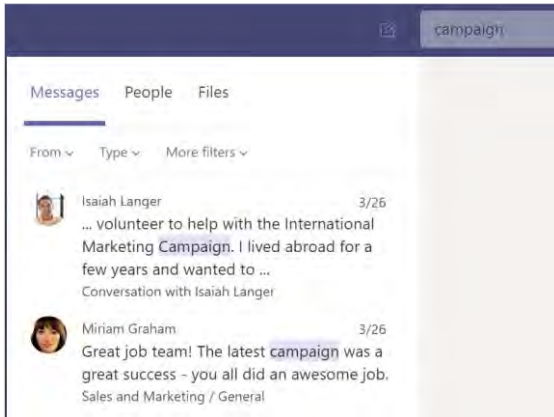
Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



# Microsoft Teams

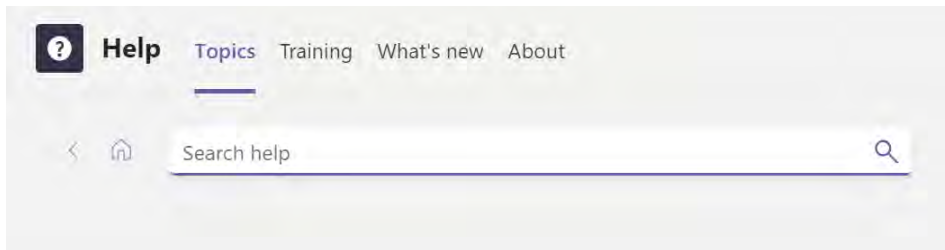
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or use the filters to refine your results.




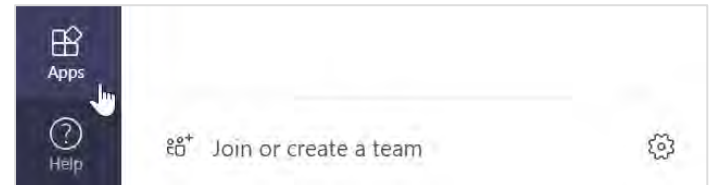
## Get help in Teams

Click **Help** on the left, then choose **Topics**, **Training**, or **What's new**. In help, browse the tabs or search for a topic you're interested in.



## Add apps

Click **Apps**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Next steps with Microsoft Teams

### See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

### Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help**  > **Give feedback**. Thank you!

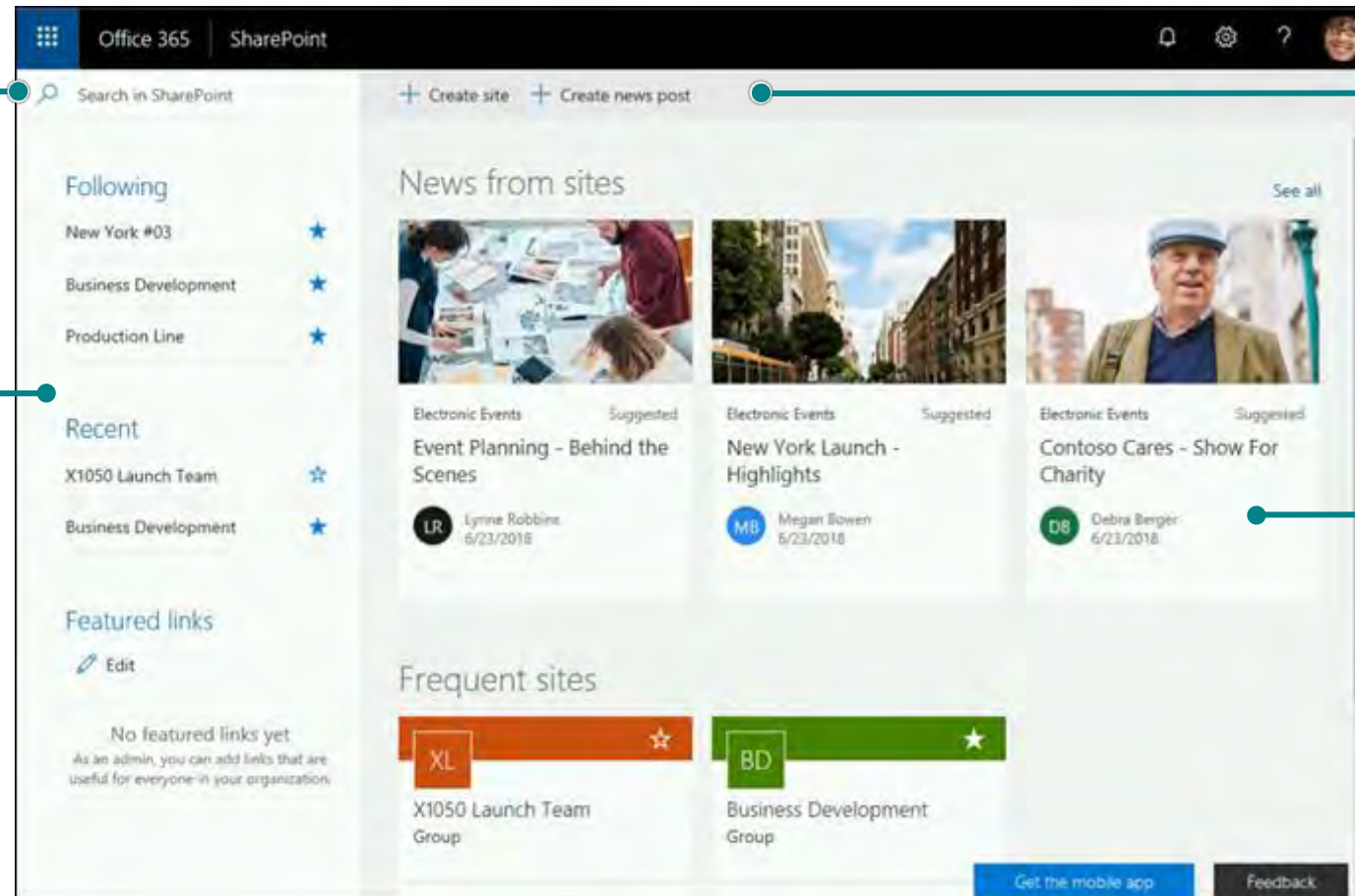
## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.

# SharePoint Online

## Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select SharePoint from the App launcher.



**Search**  
Find **Sites**, **People**, or **Files**.

### Find your sites

- **Following** displays sites you follow, like your team's site or a site from another group you work with.
- **Recent** shows any site you've gone to recently.
- **Featured links\*** displays sites your company wants to showcase.

**Create a site or news post**

### Check out featured content

- **News from sites** highlights updates from sites you follow or visit often.
- **Frequent sites** shows sites you like to go to and recent activity in them.
- **Suggested sites\*** (not shown) appear based on searches you've done and recommendations from Microsoft Graph.
- Microsoft Graph must be enabled by your admin to see **Featured links** and **Suggested sites** on your SharePoint homepage.



# SharePoint Online

## Work with files

Select a site from the SharePoint homepage or enter its URL into your browser. Then select **Documents** in the left navigation pane.

The screenshot shows the SharePoint Online interface for the 'Mark 8 Project Team' site. The left navigation pane is open, showing the 'Documents' section. The main content area displays a list of documents under the 'Research and Development' folder. A context menu is open for the selected file 'Contoso Research and Development...'. The right-hand 'Details Pane' is also visible, showing file information and sharing options.

**Open**  
Open and edit a file online or in a desktop app.

**Share**  
Share files directly from SharePoint. Files are private until shared.

**Copy link**  
Get a link to the selected file to insert in an IM, email, or site.

**Move to/Copy to**  
Move or copy to another destination in your OneDrive or any SharePoint site.

**Document**  
View and work with the files stored on a SharePoint site.

**Pin to top**  
Pin important folders or documents to the top of the list for easy viewing.

**Download**  
Download a copy of a file to work offline that takes local device space.

**Flow**  
Automate common tasks between SharePoint and other Office 365 and third party services.

**Version history**  
View a file's version history and restore a file to a previous version.

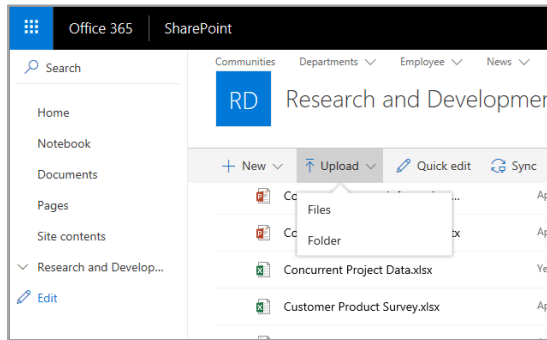
**Details Pane**  
See file information, a thumbnail, recent activity, manage access permissions, and edit file properties.

**Sharing status**  
See which files are being shared and who they're shared with.

# SharePoint Online

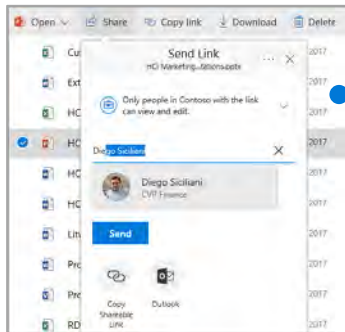
## Create or upload files and folders

You can create **New** files and folders and upload existing files and folders from your device. In SharePoint, select **Upload** > **Files**. Or select a location in SharePoint and drag and drop files or folders from your device.



## Share files

Select a file and then select **Share**. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible.



Based on admin settings, the three levels of sharing are:

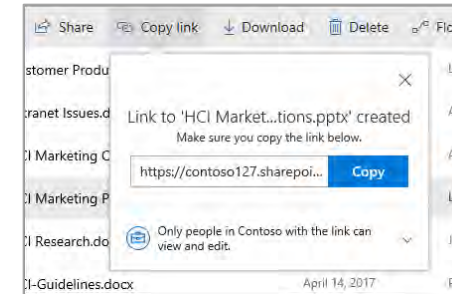
**Anyone** – people inside and outside your org can access. Receive links directly or forwarded.

**People in your org** – everyone in your org can access.

**Specific people** – specify email addresses of the people you want to give access to.

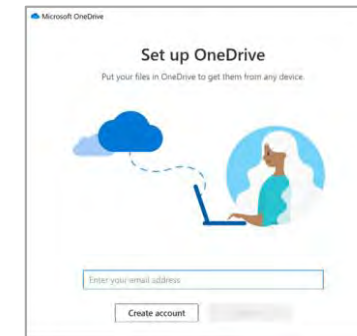
## Copy link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In SharePoint, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



## Sync SharePoint files and folders with OneDrive

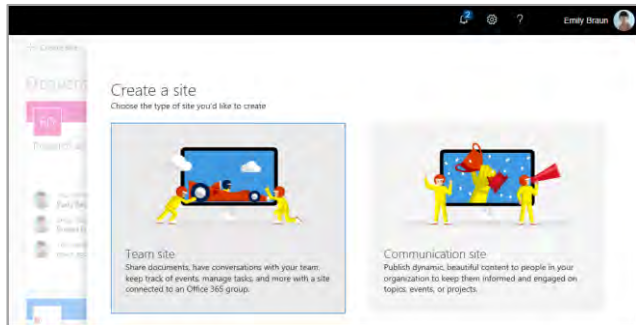
Sync your files and folders in SharePoint to your computer, so you can access them even when you're offline. From a document library on the SharePoint site that you want to sync files from, select **Sync**, and sign in with your work or school account.



# SharePoint Online

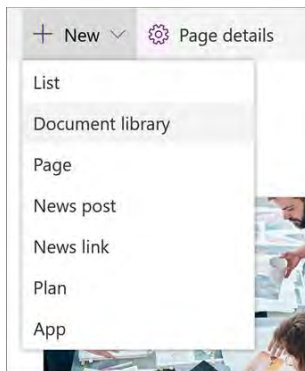
## Create a site

Select **+ Create** site on the SharePoint homepage to create a new SharePoint site. Select a Team or Communication site, and enter a title, description, owners, and members. You can also select to make the group private and change the group email name. (If you select a Team site, an Office 365 Group is also created.)



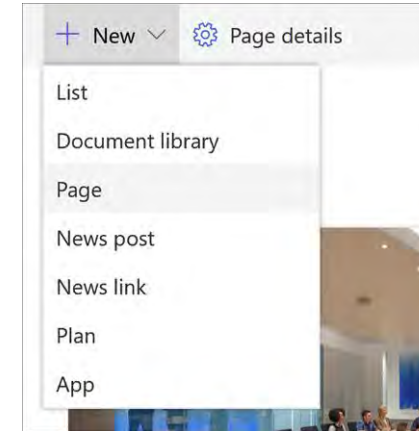
## Add a document library or list

Select **+ New** in your new website to add a library or list.



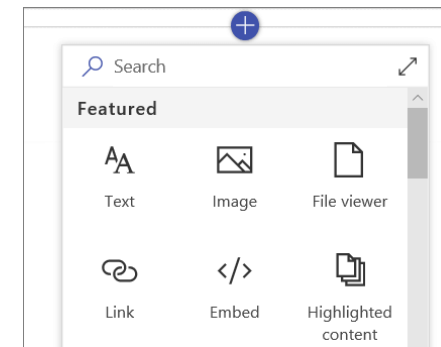
## Add a page

Select **+ New > Page** in your new site, name your page, and then select **Publish**.



## Add web parts

In your news post or page, select the plus sign **+**. You can add text, images, files, video, dynamic content and by using the corresponding web parts.



# SharePoint Online

## Mobile SharePoint access

Mobile SharePoint a new way to reach intranet content on your phone or tablet and is available in the app store for iOS, Android, and Windows. You can get to sites, people, and files, search and browse SharePoint, stay up-to-date with news, and view your content. and more.

The image displays four mobile app screens for SharePoint Online, each with a callout box explaining a key feature. The screens are arranged horizontally from left to right.

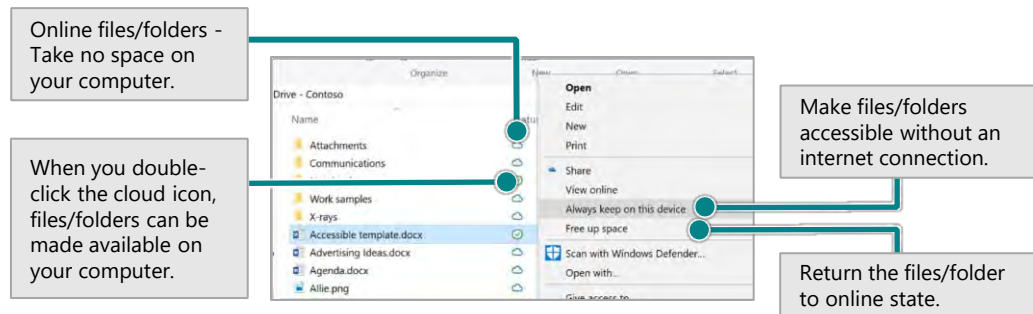
- Screen 1 (People):** Shows a search bar at the top. Below it, a section titled "People you work with" lists contacts: Tim Deboer (Retail manager), Kat Larsson (Product manager), Wanda Howard (General manager), Johnnie McConnell (Product planner), and Henry Brill (Engineer). A callout box points to the "People you work with" section with the text: "Tap on a user to get to their contact card and see who they work with and what they are working on."
- Screen 2 (Me):** Shows a profile for Lydia Bauer (L.Bauer@contoso.com) with a "My profile" link. Below the profile, there are tabs for "Recent" and "Saved". A callout box points to the top of the screen with the text: "Access your personalized view of team sites, communication sites, and news posts".
- Screen 3 (News):** Shows a "News" feed with articles. The first article is "Lots of virtual travel on the horizon" by Ashley McCarthy. The second is "Big futures come from innovative new programs in 2018" by Tim Deboer. The third is "Say hello to our new creative director!" by Katri Ahokas. A callout box points to the "News" section with the text: "View news posts on the go and share your updates, reports, status, and experiences with your team".
- Screen 4 (Find):** Shows a "Find" screen with a search bar. Below it, there are sections for "Quick access" (listing "Contoso Design Challenges Q2" and "Our new outdoor hiking adventure") and "Frequent sites" (listing "Contoso Cloud team", "Cycling fans @ Contoso", and "Corporate Services Procurement"). A callout box points to the search bar with the text: "Use search to find and discover important content." Another callout box points to the "Frequent sites" section with the text: "Browse your sites, files, people and more to get back to what you were working on."

The above screens represent SharePoint accounts in iOS. Android users will have similar experience except the file activity functionality.

# SharePoint Online

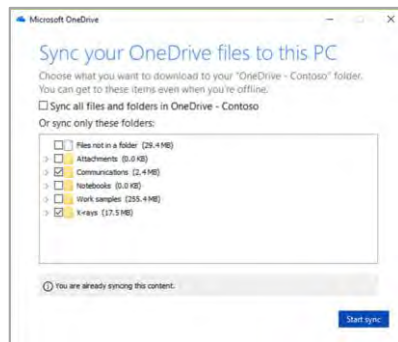
## Files On-Demand

Files On-Demand helps you access all your files in SharePoint through OneDrive without having to download all of them and use storage space on your computer. In the taskbar, select the OneDrive icon, select **More > Settings**. On the **Settings** tab, select the **Save space and download files as you use them** box.



## Select files and folders to sync

You can choose the folders and files to sync to your computer. In the taskbar, select the OneDrive icon, select **More > Settings > Choose folders**.



## Next steps with SharePoint

### Find help

Explore the help and training for SharePoint and other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871131> for more information.

### Get free Office training, tutorials, and videos

Ready to dig in the capabilities that SharePoint has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871134> to explore our free training.

### Get the SharePoint mobile app

Get the mobile app to reach your intranet content on your phone or tablet. Visit <https://aka.ms/getspmobile>

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.





## Quick Start Guide

New to Outlook? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

See what Outlook can do by selecting the ribbon tabs and exploring available tools.

### Find whatever you need

Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

### Customize the ribbon display

Choose whether Outlook should auto-hide the ribbon.

### Navigate your mail folders

Select a folder to see its contents. To turn this pane on or off, select **View > Folder Pane**.

### Manage Outlook Groups

Communicate with teams and share conversations, messages, calendars, and events.

### Your inbox, your way

Sort and filter messages, and group messages by subject in conversation view

### Show or hide the ribbon

Select arrow to switch between the Simplified and Classic ribbons.

### Read emails faster

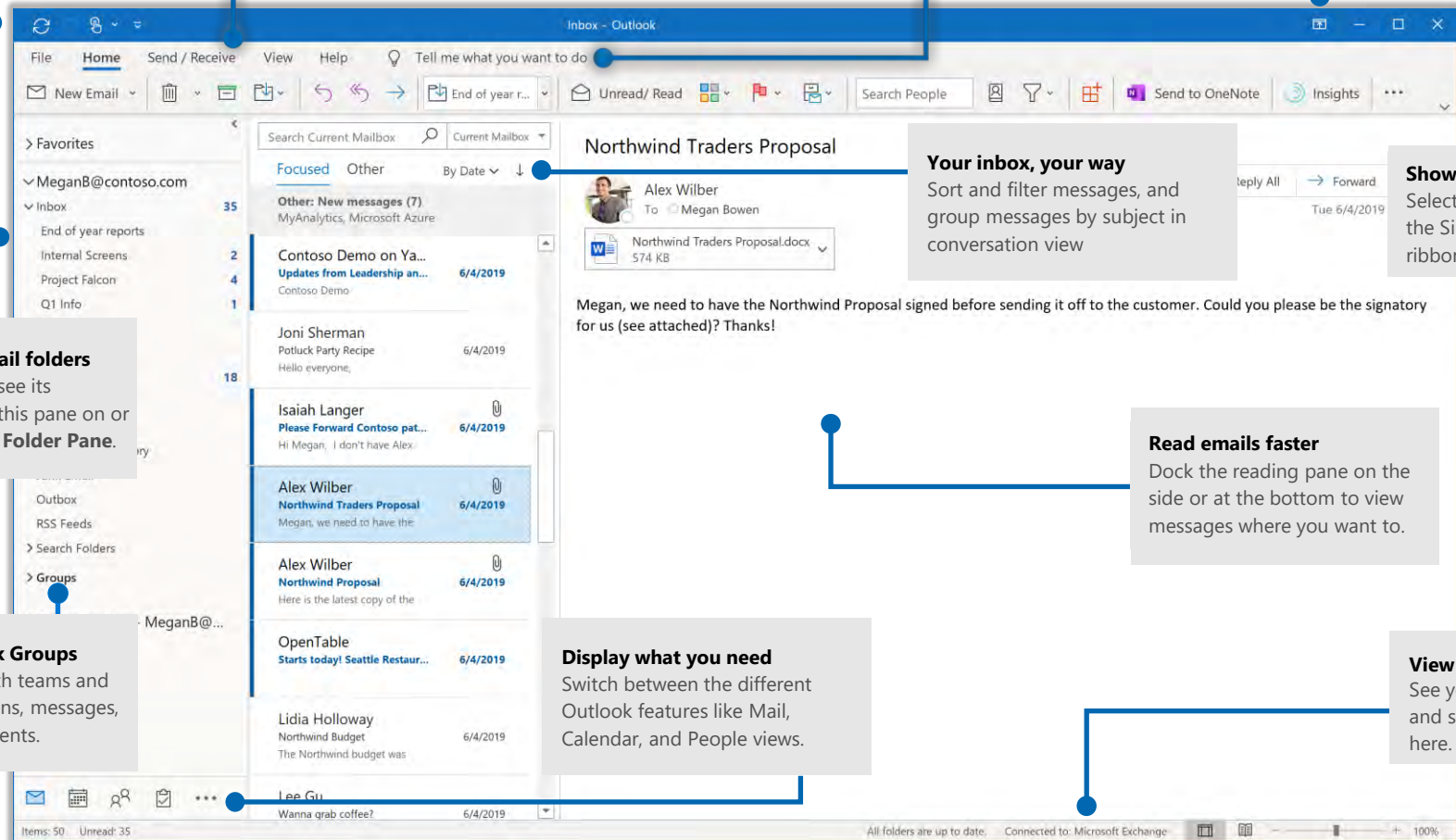
Dock the reading pane on the side or at the bottom to view messages where you want to.

### Display what you need

Switch between the different Outlook features like Mail, Calendar, and People views.

### View connection status

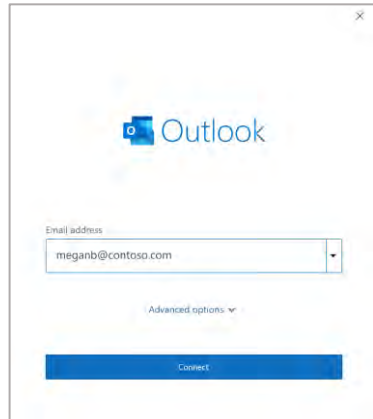
See your folder sync status and server connection status here.



# Outlook

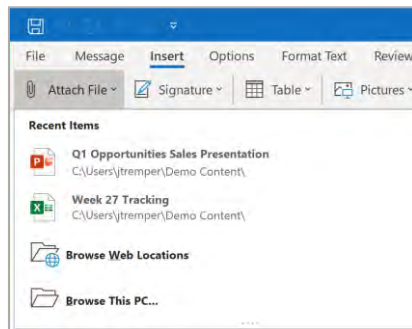
## Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, select **File > Info** and then select the **Add Account** button. Next, sign in with your preferred email address, or use an account provided by your company or school.



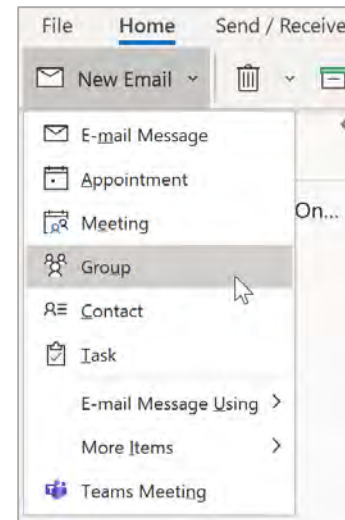
## Attach files without searching

Need to attach a picture or a document? Outlook saves you time by keeping a list of your recently used files. Select the **Attach File** button while composing a new message or meeting invitation, and then select the file you want to attach.



## Set up an Outlook group

If you're running Outlook as part of an eligible Office 365 subscription, you can use **Groups** instead of distribution lists to more effectively communicate and collaborate with members of a team or an organization.

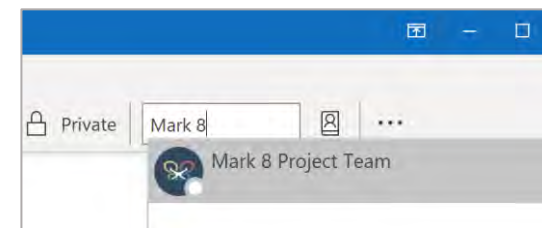


To create a new group in Outlook 2016, On the ribbon, select **Home**, and then select **New Items > Group**.

If you don't see this as an option on this menu, contact the administrator of your Microsoft Office 365 subscription for more information.

From the Inbox of any of your Groups, you and the other members can start or join a conversation, create or confirm team events, see a list of members, and get notifications about interactions on any of your shared posts.

To join an existing group, start by searching for its name. On the ribbon, select **Home**, enter a keyword or phrase into the **Search People** box, and then select the group you want to join.



# Outlook

## Outlook is more than just email

Easily switch between Mail, Calendar, People, and more.

### Easy to use Calendar tools and commands

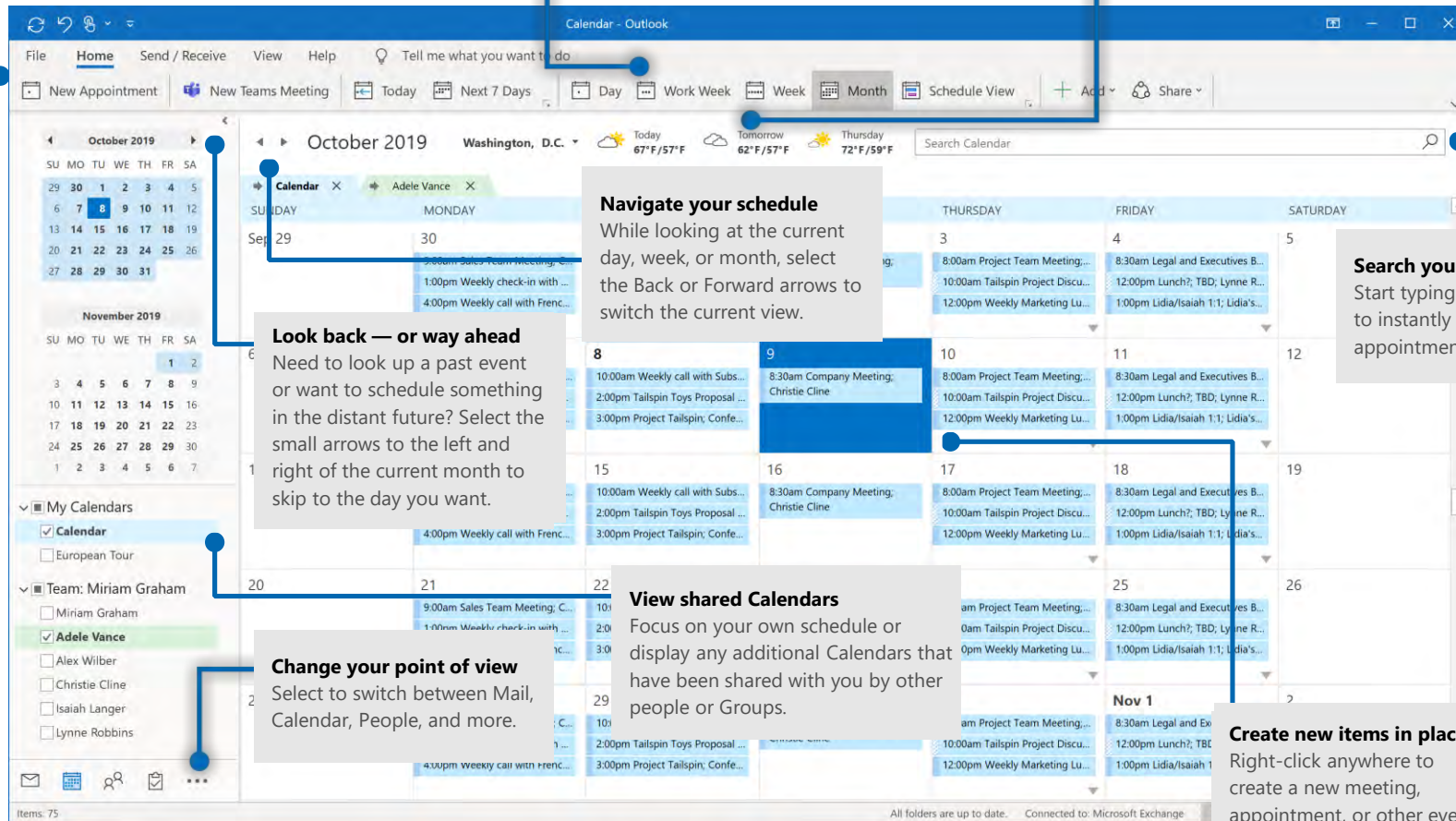
In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

### Switch your point of view

Select to see how busy your days, weeks, and months are.

### Sunshine required?

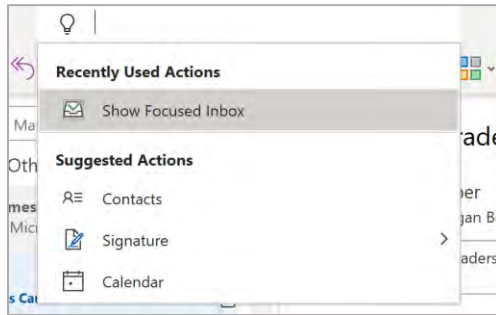
Glance at the weather forecast to make sure your meeting or event won't be rained out.



# Outlook

## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Outlook features and commands you're looking for, to discover **Help** content, or to get more information online.



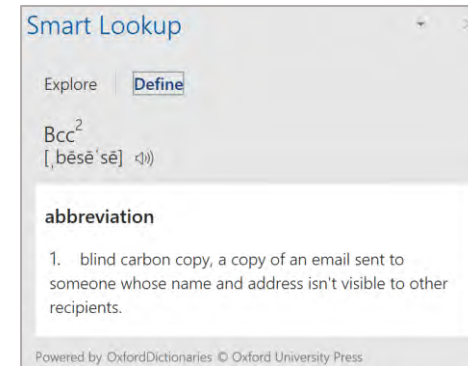
## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



## Look up relevant information

With **Smart Lookup**, Outlook searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context to information you need to share with other people.



## Next steps with Outlook

### See what's new in Office

Explore the new and improved features in Outlook and the other apps in Office 365. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that Outlook has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

### Send us your feedback

Love Outlook? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Outlook product team. Thank you!

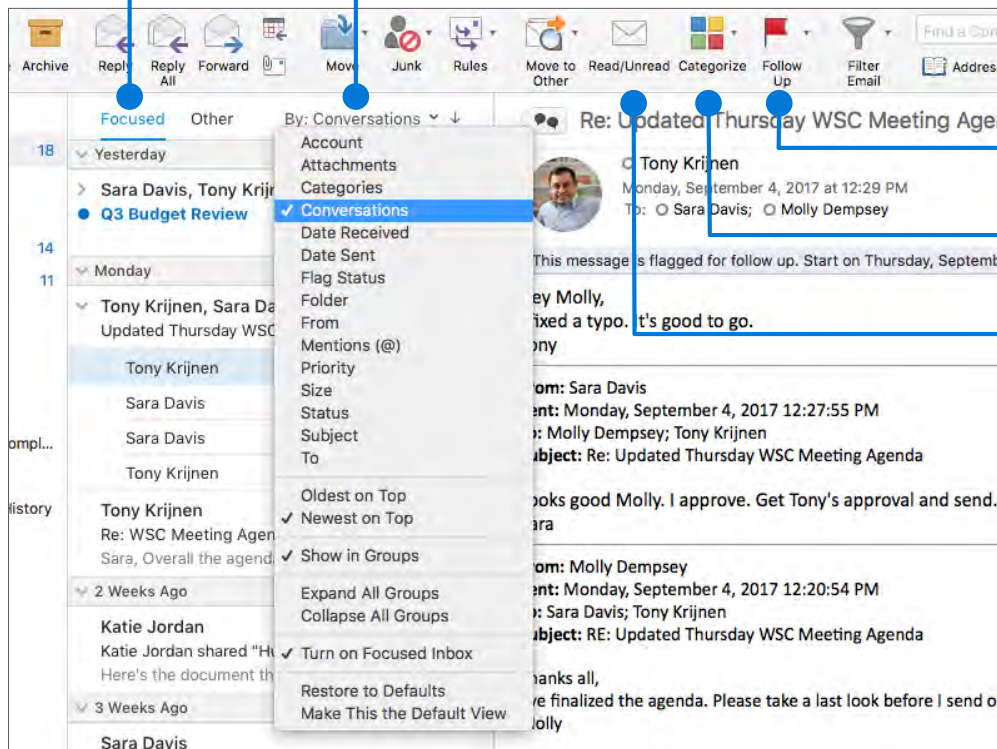


# Cheat Sheet - Outlook Mac Mail

## Organize your Inbox

Switch between **Focused** and **Other** inbox.

**Sort** and **Group** messages.  
Turn on **Conversations**.



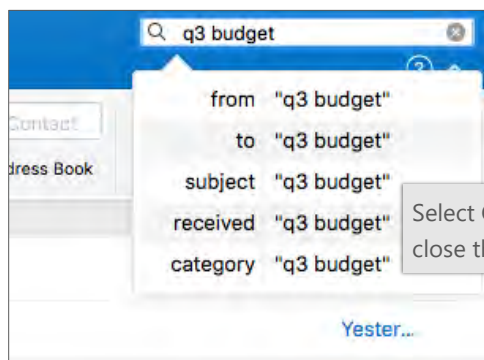
Set a Reminder on a message.

Tag messages with Categories.

See only your **Unread** messages.

## Find specific messages

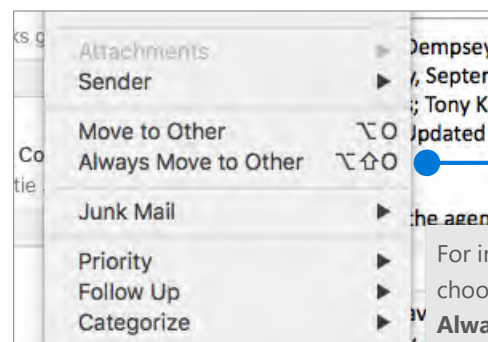
Enter a word or words to search for in the **Search** box. Select a keyword or press Enter.



Select **Close Search** to close the search results.

## Train your Focused Inbox

Select the **Focused** or **Other** tab, and then right-click the message you want to move.

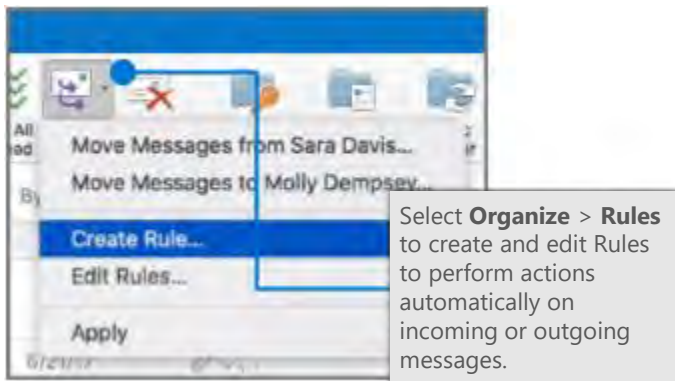


For instance, from **Focused**, choose **Move to Other** or **Always Move to Other**.

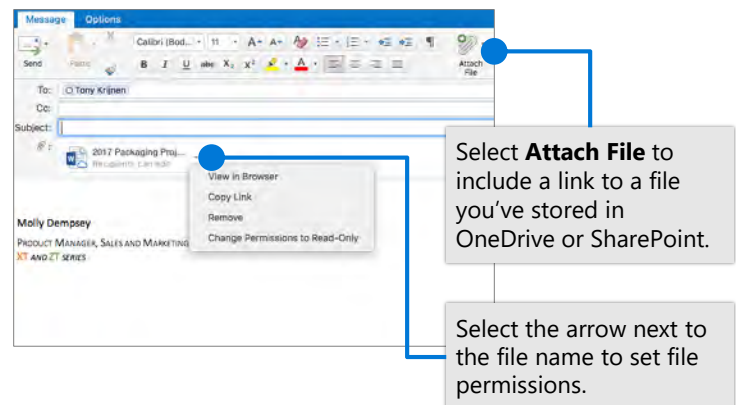


# Cheat Sheet - Outlook Mac Mail

## Automate actions with Rules

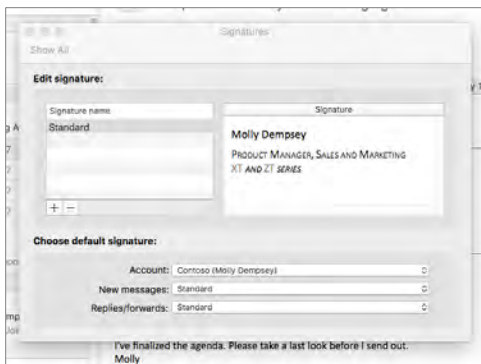


## Attach a link or file in a message



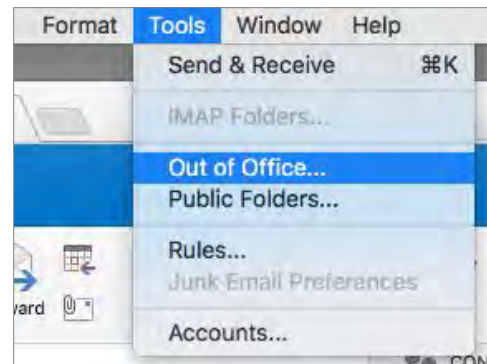
## Create an AutoSignature

Select **Outlook > Preferences > Signatures**



## Set an Out of Office notification

Select **Tools > Out of Office**.



## Keyboard shortcuts

Go to Calendar	⌘+2	Attach file to message	⌘+E
Go to Mail	⌘+1	Previous/next message	Up / Down keys
Reply	⌘+R	Move to folder	⌘+Shift + M
Reply All	⌘+Shift + R	Search current folder	⌘+Option + F
Flag for follow up	⌘+=	Send/Receive	⌘+K

More keyboard shortcuts, <https://go.microsoft.com/fwlink/?linkid=864503>

## Learn more

Outlook for Mac Help,  
<https://go.microsoft.com/fwlink/?linkid=864508>

Differences between Windows and Mac version of Outlook,  
<https://go.microsoft.com/fwlink/?linkid=864506>

# Cheat sheet - Outlook for iOS

Connect. Organize. Get things done.

Tap your account avatar (or logo) to switch account views, see **Folders**, manage **Favorites**, and access **Settings**.

Tap to switch between **Focused** and **Other** messages. **Focused** shows important emails while the rest are found on the **Other** tab.

**Swipe right** or **left** to take action on a message.

Notification dots appear when you have unread emails.

If you don't have Outlook for iOS, [download it from the Apple Store](#).

Tap the compose icon to start a new message.

Tap **Filter** to only show messages that are **Unread**, **Flagged** or have **Attachments**.

Quickly take action from your inbox with quick actions.

See where you're mentioned in emails with @mentions.

Indicates number of emails in a message thread.

Double tap for a keyword **Search** box.

## Change settings

Tap **Swipe Options** > **Swipe Right** or **Swipe Left** and select an action.

Tap **Focused Inbox** to turn Focused Inbox on or off.

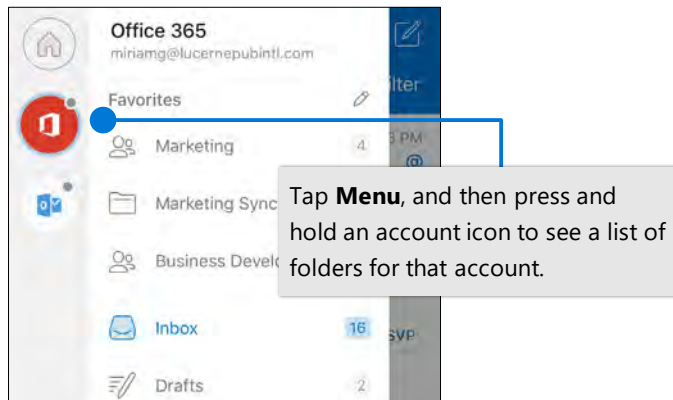
Tap **Organize by Thread** to arrange messages as conversation threads.

## Add a favorite folder

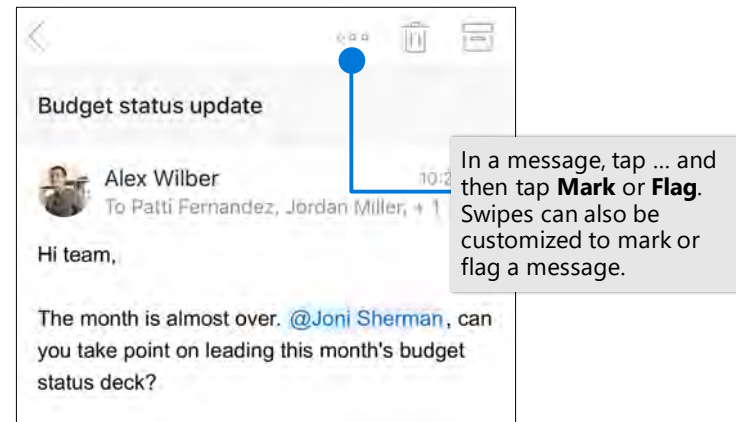
From the account and folder view, tap the pencil to add and manage your **Favorites**.

# Cheat sheet - Outlook for iOS

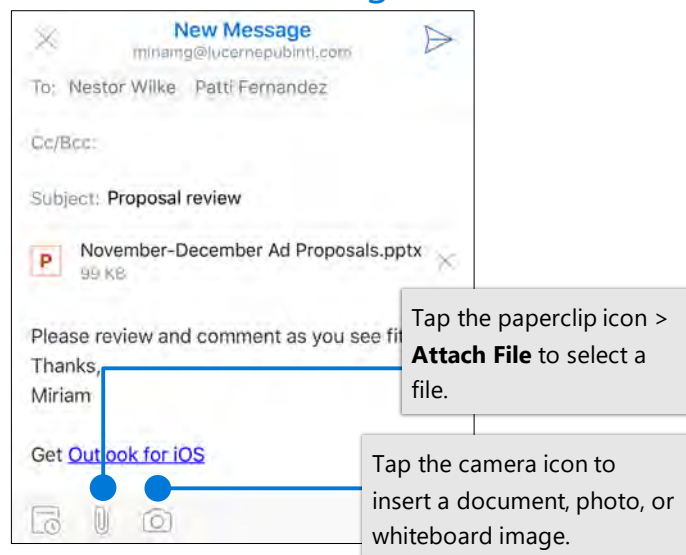
## Find folders



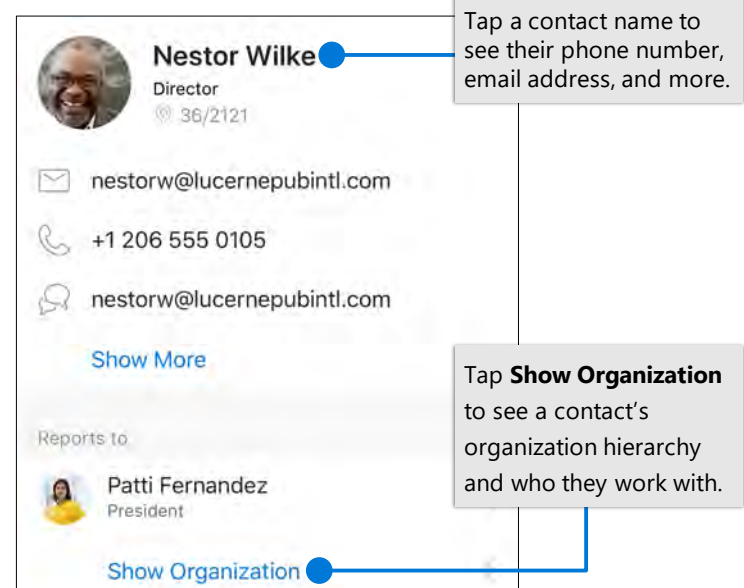
## Mark and flag messages



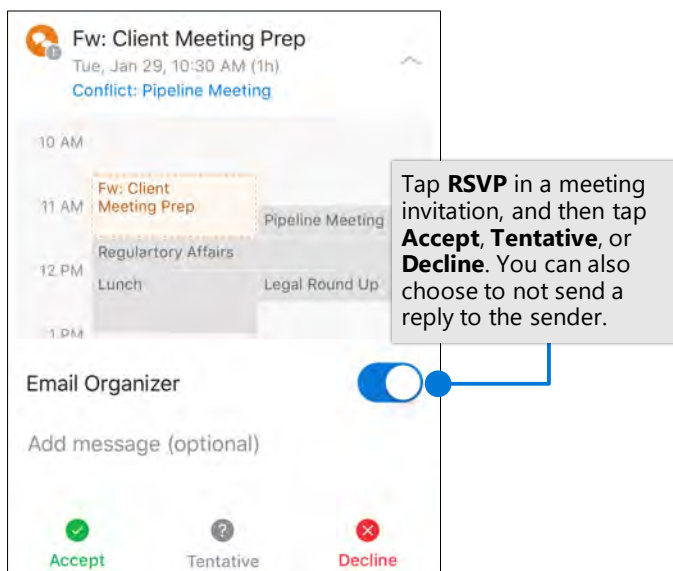
## Attach a file or image



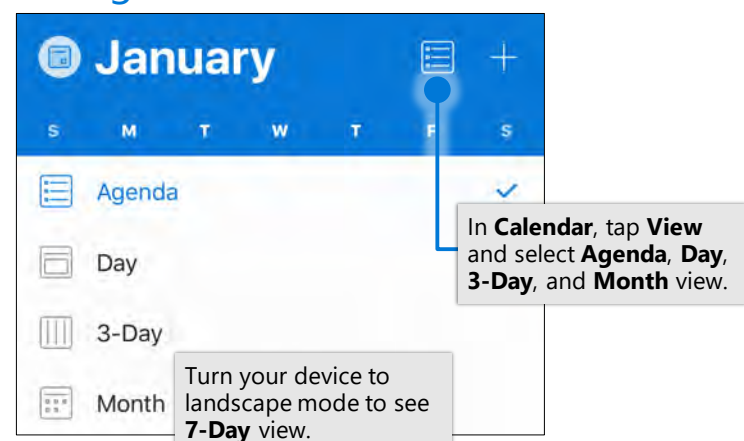
## View contact cards



## RSVP to an invitation




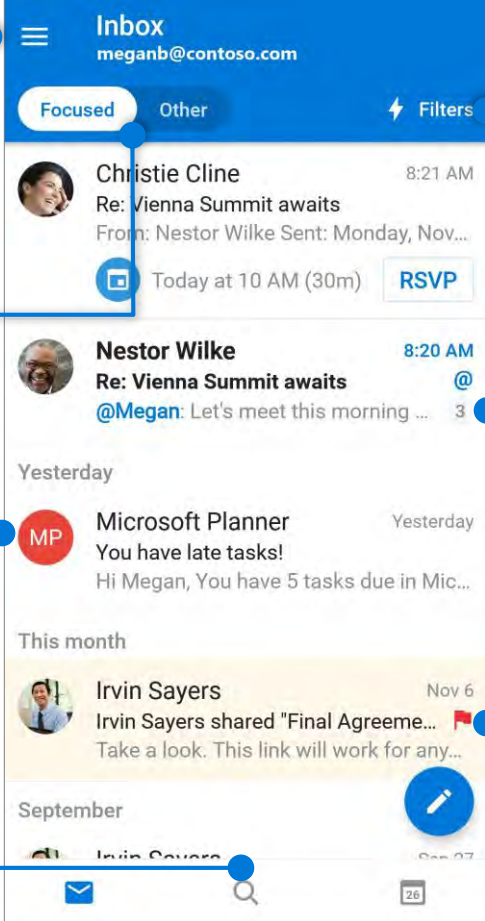
## Change calendar view



# Cheat sheet - Outlook for Android

Connect. Organize. Get things done.

If you don't have it already, you can [download Outlook for Android](#) from the Google Play Store. 



Tap **Menu** to see a list of **Folders and Settings**

Tap to switch between **Focused** and **Other** messages

Tap **Filters** to only show messages that are **Unread**, **Flagged**, or have **Attachments**

Items arranged by conversation thread indicate number of items in the conversation

Swipe **right** or **left** to take action

Tap **Search** once to find recent contacts and files. Tap twice for a search box to find email contents and more

To flag a message, tap to open, tap the three dots **More** > **Flag**

## In Settings

Customize swipe options to quickly take action on emails in your inbox.

Swipe right

Schedule

Swipe left

Archive

Tap **Settings** > **Swipe Options** > **Swipe Right** or **Swipe Left** and select an action

Tap the **Settings** > **Focused Inbox** to turn Focused Inbox on or off

Swipe options

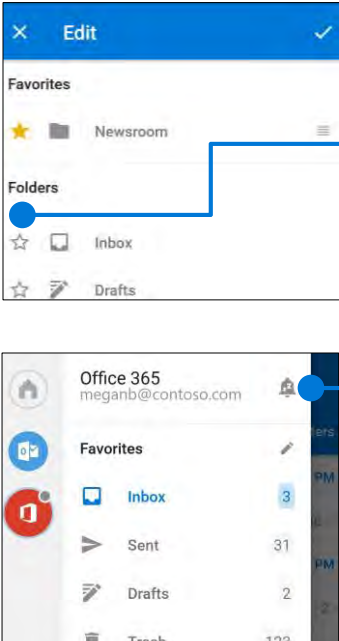
Focused Inbox

Focused Inbox intelligently presorts your email so you can focus on what matters.

## In the Menu

Tap **Menu** > **Edit** icon and tap the star to **Favorite** a folder. Favorite folders rise to the top

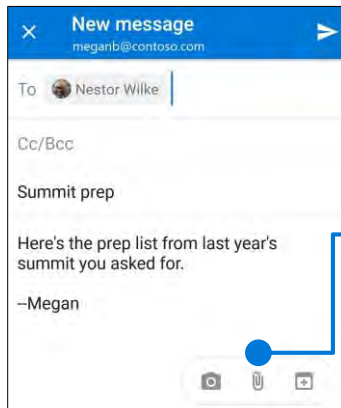
Tap **Menu** > **Bell** icon to set **Do not disturb** options





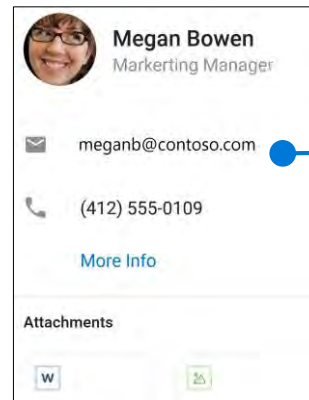
# Cheat sheet - Outlook for Android

## Attach a file from OneDrive



Tap **New Message**  
> **Attach** > **Choose from files** and select a file

## Contact Card



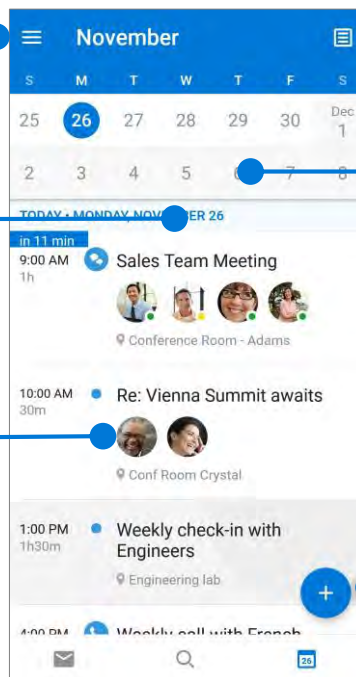
In an email, tap a contact name to see their phone number, email address, and more

## Manage your calendar, schedule meetings, and get reminders

Tap **Menu** to view or add a calendar including shared calendars

Swipe down to show more of the calendar

Tap **Meeting** to see the details

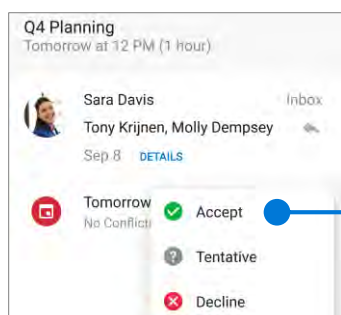


Switch to **Calendar** view

Tap a day to see events for that day

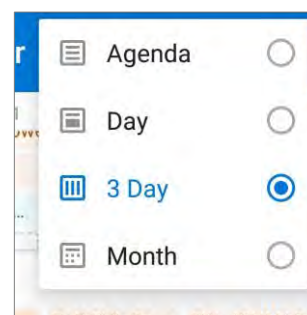
Create a new calendar event

## RSVP to an invitation



Tap **RSVP** in a meeting invitation in your Inbox, and then tap **Accept**, **Tentative**, or **Decline**

## Change calendar view



In Calendar, tap **View** and select **Agenda**, **Day**, or **3-Day** view



## Quick Start Guide

New to Word? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Discover contextual commands

Select tables, pictures, or other objects in a document to reveal additional tabs.

### Explore the ribbon

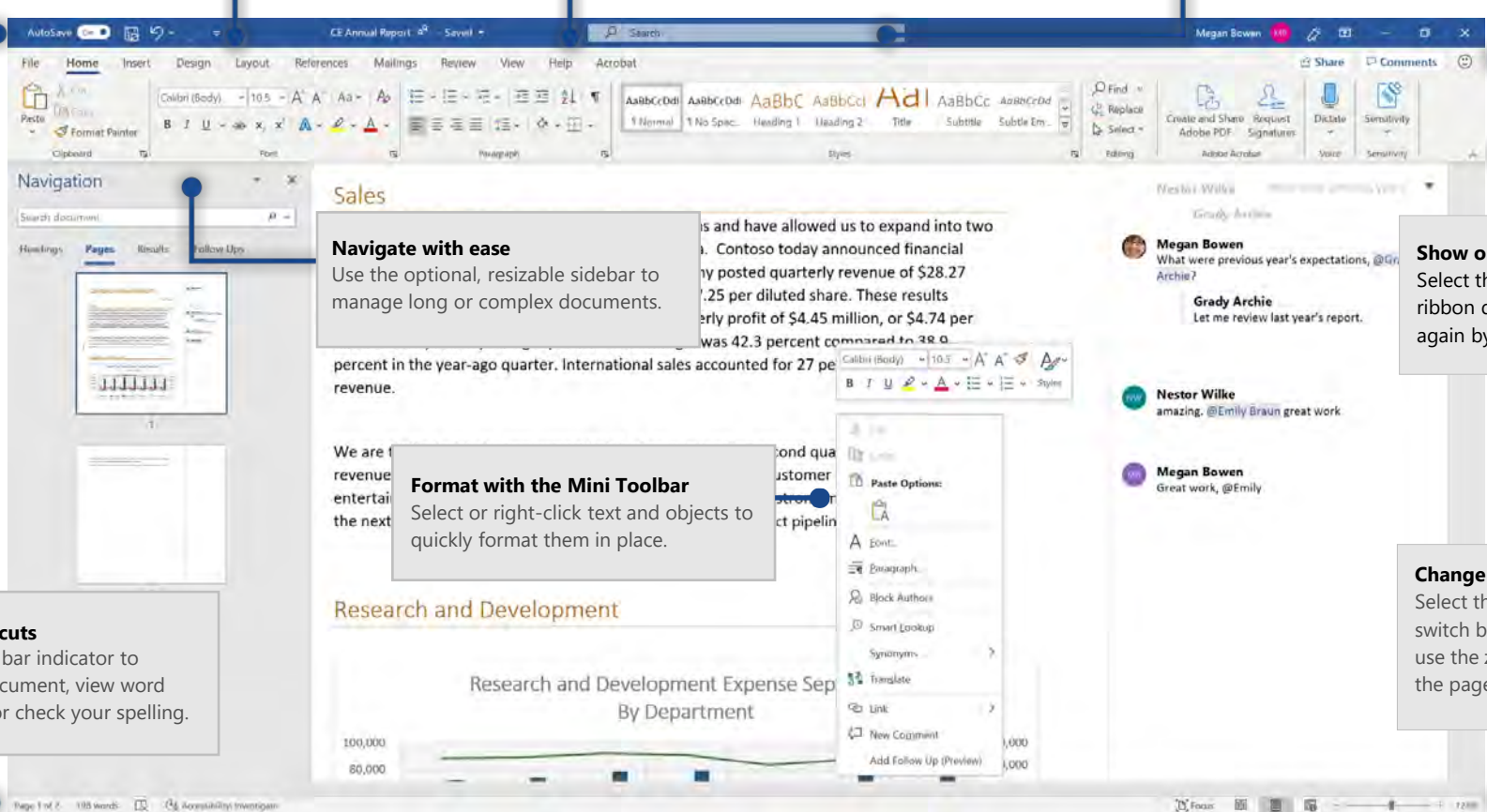
See what Word can do by selecting the ribbon tabs and exploring available tools.

### Find whatever you need

Look up Word commands, get Help, or search the Web.

### Share your work with others

Invite other people to view and edit cloud-based documents.



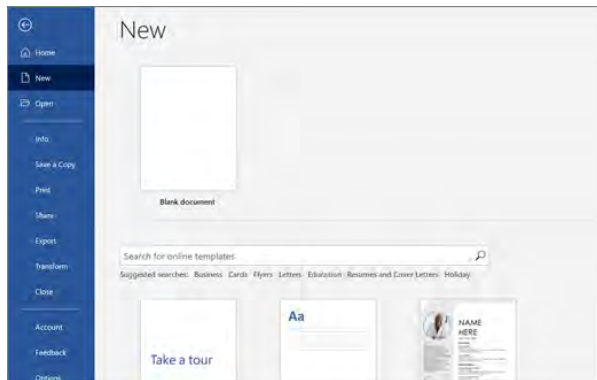
The screenshot shows the Microsoft Word interface with several callout boxes highlighting key features:

- Quick Access Toolbar:** Located at the top left, it includes Save, Undo, and Redo buttons.
- Discover contextual commands:** Points to the ribbon tabs that change based on the selected content.
- Explore the ribbon:** Points to the ribbon tabs (File, Home, Insert, Design, Layout, References, Mailings, Review, View, Help, Acrobat).
- Find whatever you need:** Points to the Search box in the top right corner.
- Share your work with others:** Points to the Share button in the top right corner.
- Navigate with ease:** Points to the Navigation pane on the left side, which allows users to navigate through the document's structure.
- Format with the Mini Toolbar:** Points to the Mini toolbar that appears when text is selected, providing quick access to formatting options.
- Status bar shortcuts:** Points to the status bar at the bottom, which displays page number, word count, and other document statistics.
- Show or hide the ribbon:** Points to the ribbon display toggle button in the top right corner.
- Change your view:** Points to the view buttons (Print Layout, Web Layout, Reading View, Outline View) in the bottom right corner.

# Word

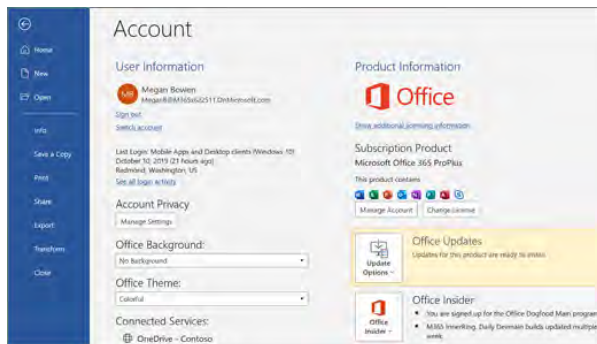
## Create something

Begin with a **Blank document** to get right to work. Or start with a template to save yourself time and steps. Just select **File > New**, and then select or search for the template you want.



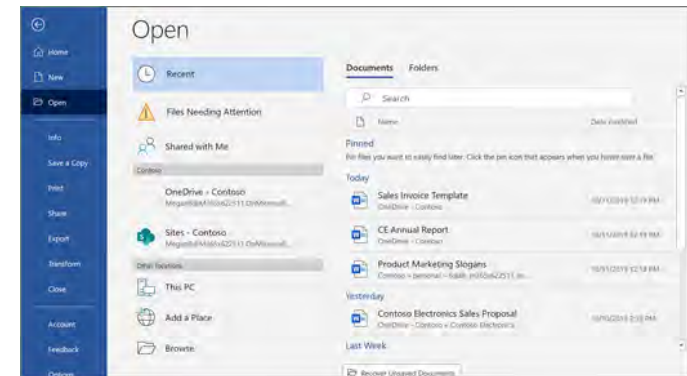
## Stay connected

Need to work on the go and across different devices? Click **File > Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



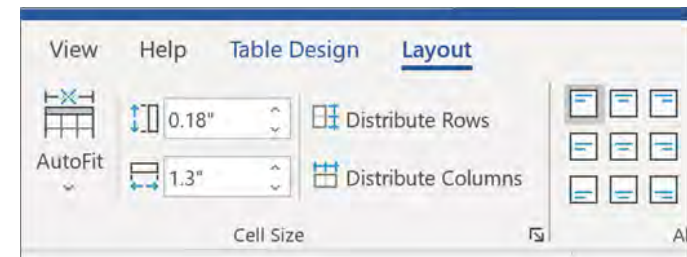
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



## Discover contextual tools

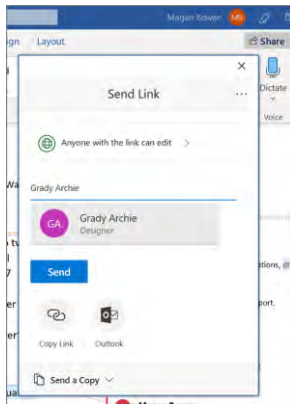
You can make contextual ribbon commands available by selecting relevant objects in your document. For example, selecting within a table displays the **Table Tools** tab, which offers additional options for the **Table Design** and **Layout** of your tables.



# Word

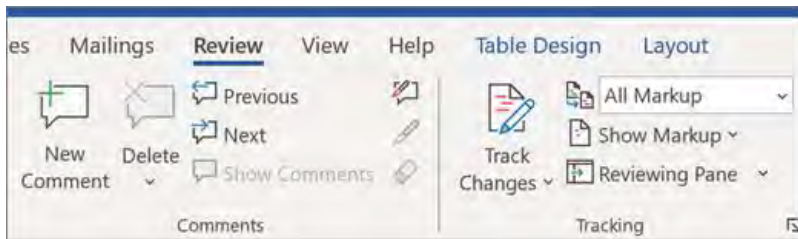
## Share your work with others

To invite others to view or edit your documents in the cloud, select the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.



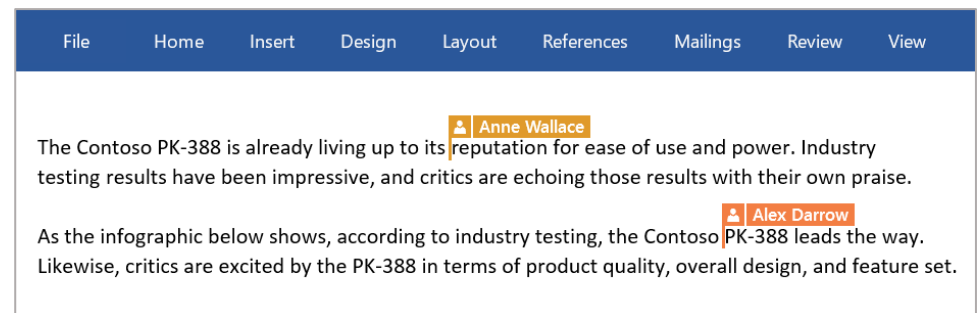
## Review and track changes

Whether you just want to check spelling, keep your word count in check, or fully collaborate with other people, the **Review** tab unveils essential commands to track, discuss, and manage all of the changes made to your documents.



## See who else is typing

Co-authoring Word documents that are shared on OneDrive or on a SharePoint site happens in real-time, which means you can easily see where other authors are making changes in the same document that you're currently working in.



## Format with styles

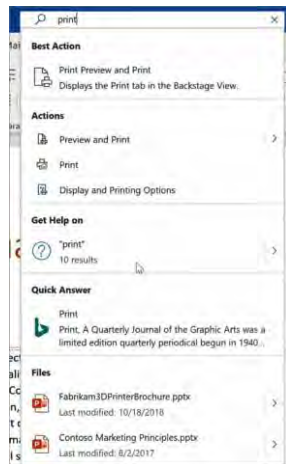
The **Styles** pane lets you visually create, apply, and review the formatting styles in your current document. To open it, select the **Home** tab, and then select the small arrow in the lower right corner of the Styles gallery.



# Word

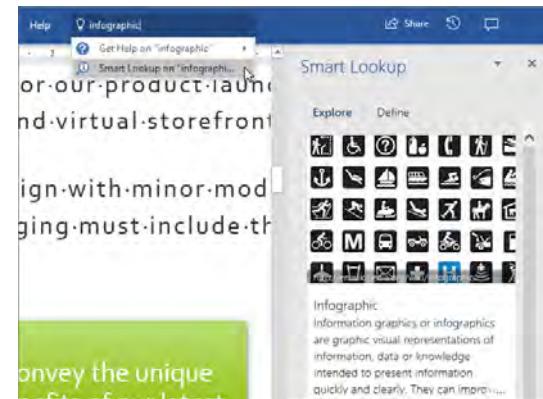
## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Word features and commands you're looking for, to discover **Help** content, or to get more information online.



## Look up relevant information

With **Smart Lookup**, Word searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the data and information in your documents.



## Get other Quick Start guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.



## Next steps with Word

### See what's new in Office

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### Get free training, tutorials, and videos for Office

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### Send us your feedback

Love Word? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the Word product team. Thank you!



## Quick Start Guide

New to Excel? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

See what Excel can do by selecting the ribbon tabs and exploring available tools.

### Discover contextual commands

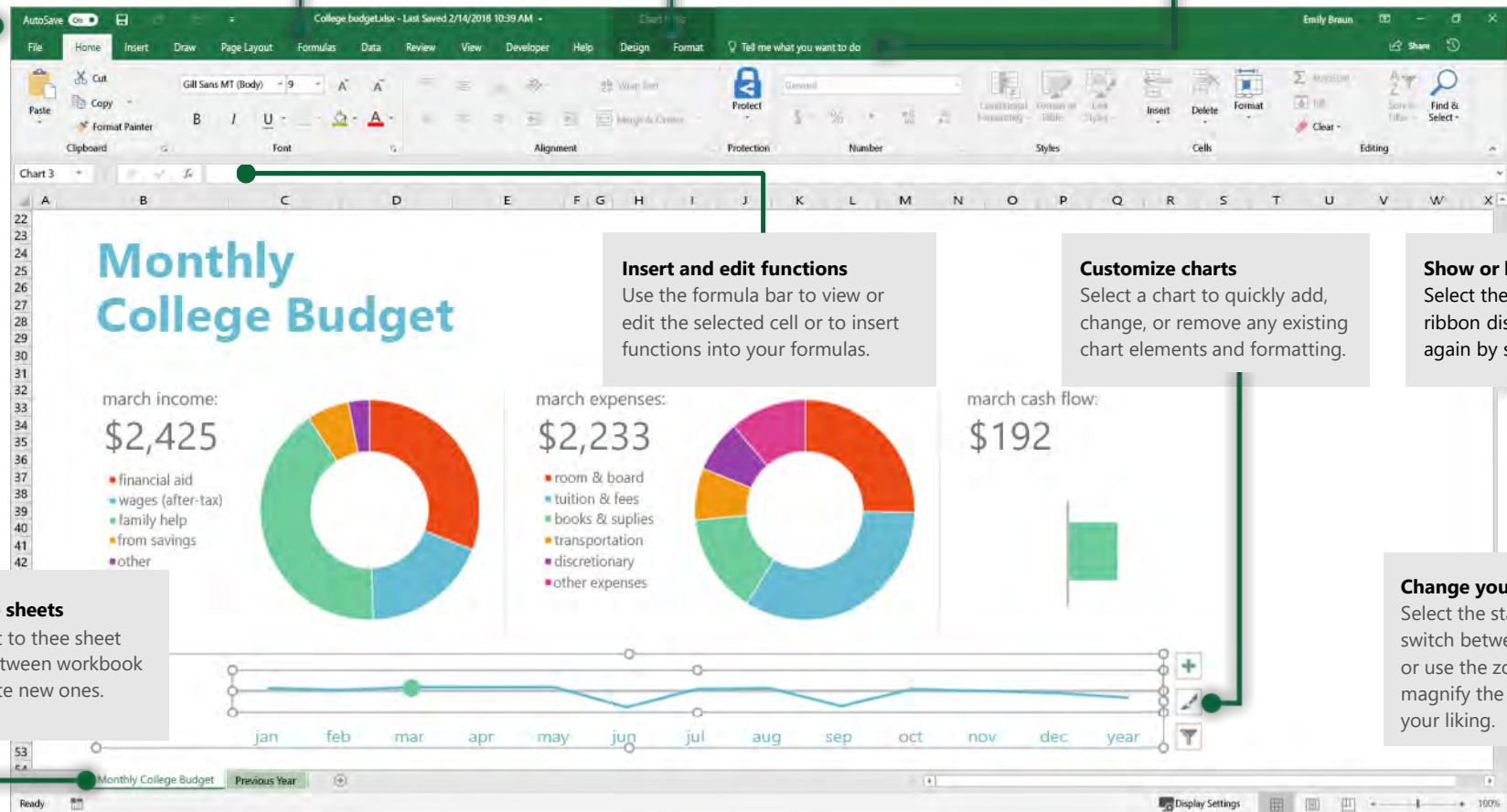
Select tables, charts, or other objects in a workbook to reveal additional tabs.

### Find whatever you need

Look up Excel commands, get Help, or search the Web.

### Share your work with others

Invite other people to view and edit cloud-based workbooks.



### Switch or create sheets

Select the + next to the sheet tabs to switch between workbook sheets or to create new ones.

### Insert and edit functions

Use the formula bar to view or edit the selected cell or to insert functions into your formulas.

### Customize charts

Select a chart to quickly add, change, or remove any existing chart elements and formatting.

### Show or hide the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

### Change your view

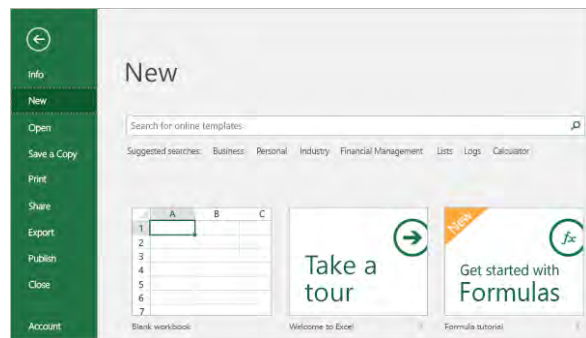
Select the status bar buttons to switch between view options, or use the zoom slider to magnify the sheet display to your liking.



# Excel

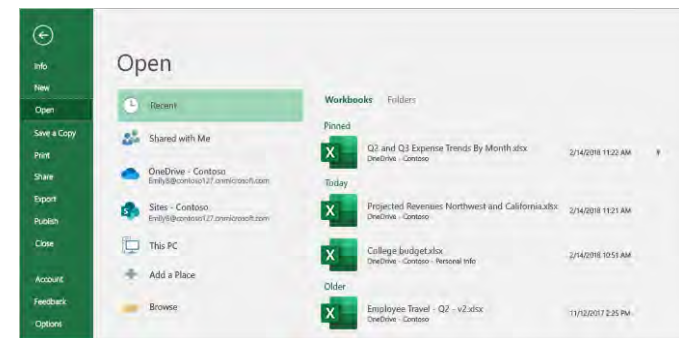
## Create something

Select **File** > **New**, and then select or search for the template you want. Begin with a **Blank workbook** to get right to work. Or save yourself time by selecting and then customizing a template that resembles what you need.



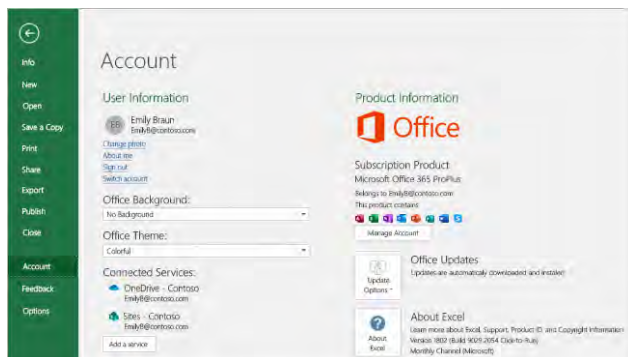
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File** > **Open** takes you to your recently used workbooks and any files that you may have pinned to your list.



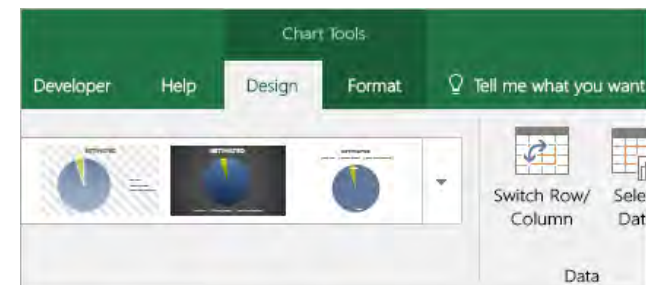
## Stay connected

Need to work on the go and across different devices? Select **File** > **Account** to sign in and access your recently used files anywhere, on any device, through seamless integration between Office, OneDrive, OneDrive for Business, and SharePoint.



## Discover contextual tools

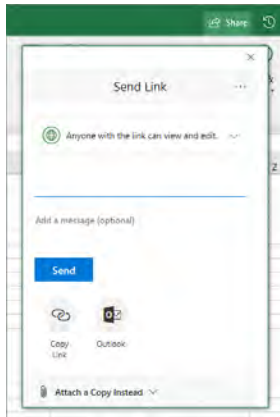
Select relevant objects in your workbook to make contextual commands available. For example, selecting a chart element displays the **Chart Tools** tab with options for the **Design** and **Format** of a selected chart.



# Excel

## Share your work with others

To invite others to view or edit your workbooks in the cloud, select the **Share** button in the top right corner of the app window. In the Share pane that opens, you can copy a sharing link or send invitations to the people you select.



## Manage data with Excel tables

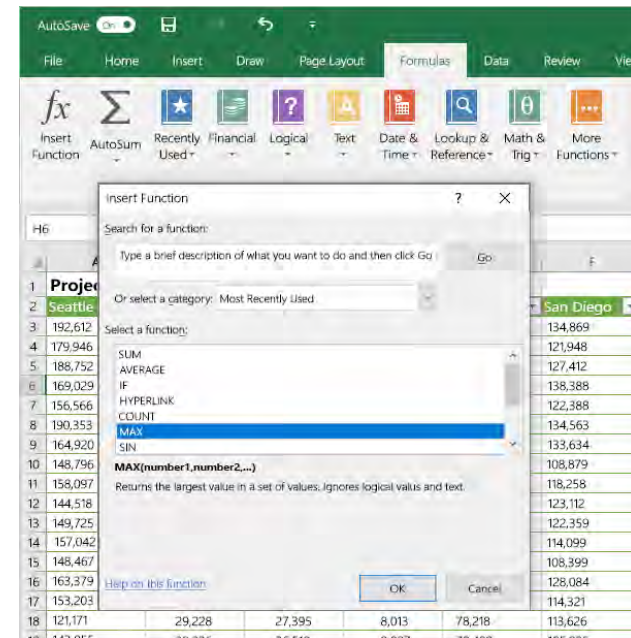
You can choose to format any range of cells in your current workbook as an Excel table. Excel tables let you analyze and easily manage a group of related data independently from the other rows and columns in your workbook.

### Home Inventory

Item	Area	Model	ID Number	Purchased	Price	Value
1	Living Room	Manufacturer 1	33XCBH3	5/2/2015	\$2,000.00	\$2,000.00
2	Home Office	Manufacturer 2	55-678B	11/6/2014	\$1,500.00	\$1,000.00
3	Living Room	Manufacturer 3	78655S-J3	3/15/2012	\$560.00	\$550.00
4	Dining Room	Manufacturer 4	768087	6/1/2015	\$240.00	\$200.00
5	Family Room	Manufacturer 5	80-JBNR	8/19/2015	\$300.00	\$290.00
TOTALS	INVENTORY ITEMS: 5				\$4,600.00	\$4,040.00

## Insert functions

On the **Formulas** tab, select **Insert Function** to search for and insert functions, look up the correct syntax, and even get in-depth Help about how your selected functions work.



# Excel

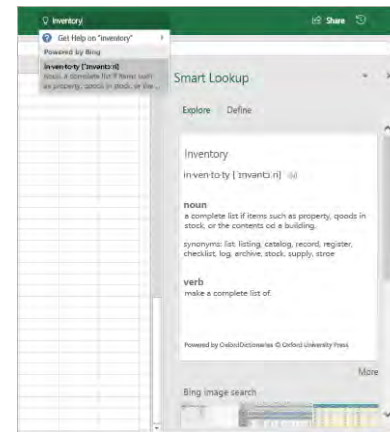
## Find whatever you need

Type a keyword or phrase into the **Tell me what you want to do** search box on the ribbon to quickly find the Excel features and commands you're looking for, to discover **Help** content, or to get more information online.



## Look up relevant information

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# PowerPoint

## Quick Start Guide

New to PowerPoint? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

See what PowerPoint can do by selecting the ribbon tabs and exploring available tools.

### Discover contextual commands

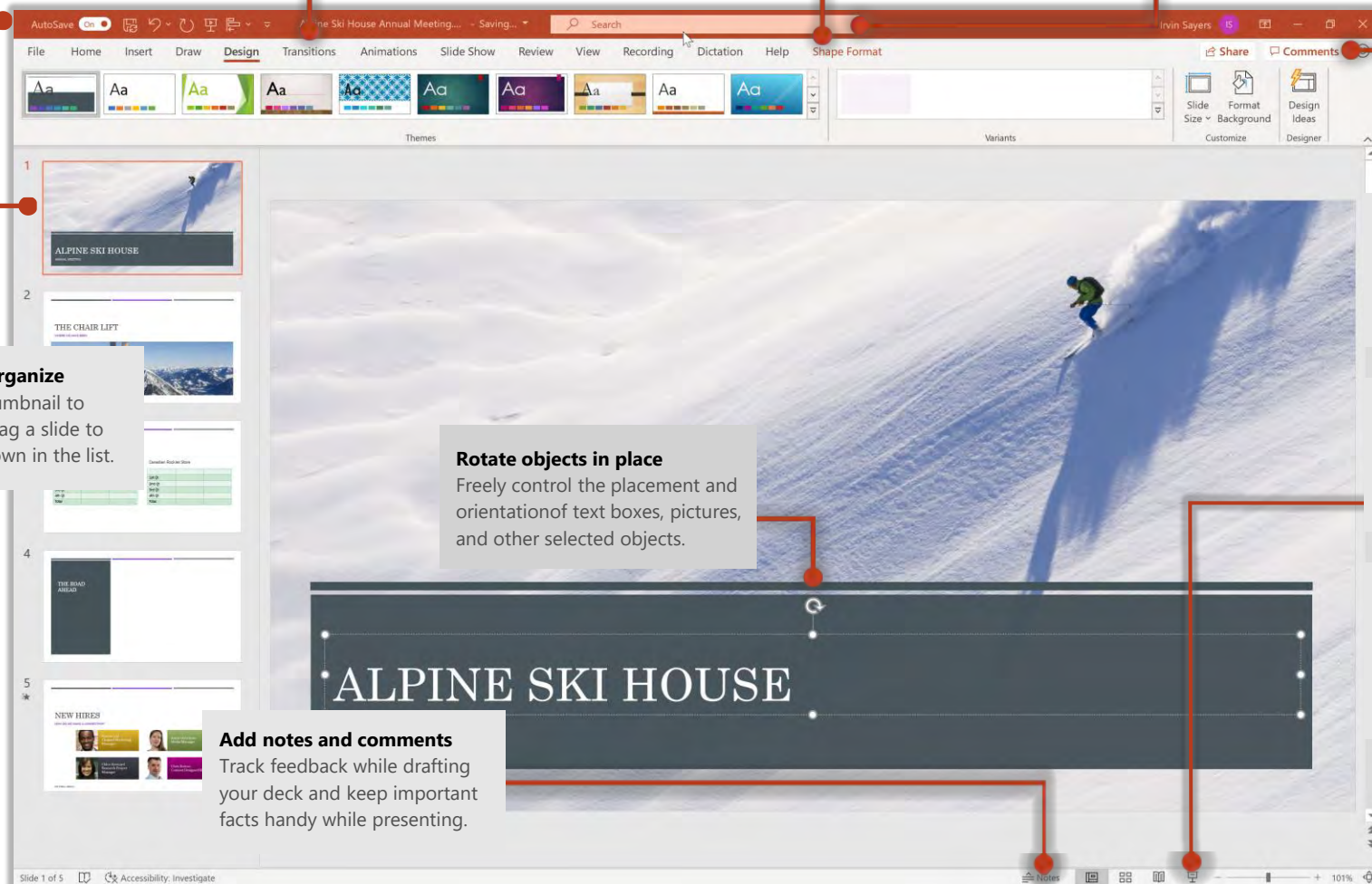
Select text, pictures, or other objects in a presentation to reveal additional tabs.

### Find whatever you need

Look up PowerPoint commands, get Help, or search the Web.

### Share your work with others

Invite other people to view and edit cloud-based presentations.



### Navigate and organize

Select a slide thumbnail to switch to it or drag a slide to move it up or down in the list.

### Rotate objects in place

Freely control the placement and orientation of text boxes, pictures, and other selected objects.

### Add notes and comments

Track feedback while drafting your deck and keep important facts handy while presenting.

### Show or hide the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

### Start the show

Select to present from the current slide, or select the Slide Show tab on the ribbon.

### Change your view

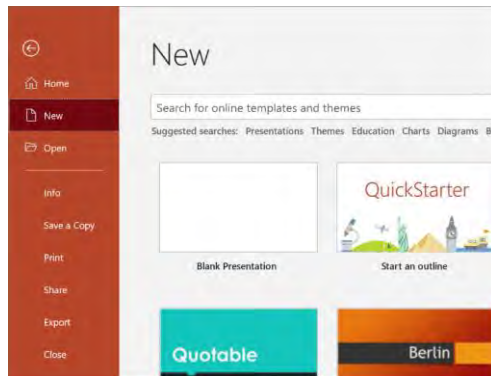
Select the status bar buttons to switch between views, or use the zoom slider to magnify the slide display to your liking.



# PowerPoint

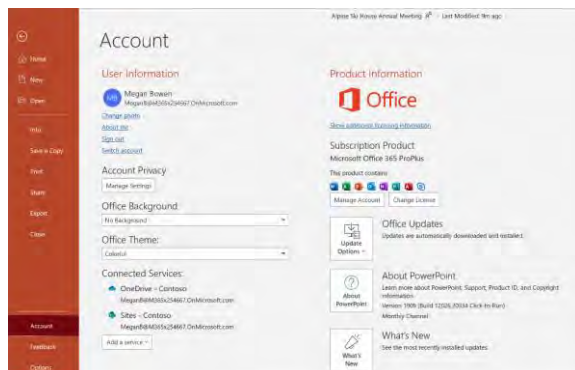
## Create something

Begin with a **Blank Presentation** to get right to work. Or save yourself time by selecting and then customizing a theme or template that resembles what you need. Click **File > New**, and then select or search for the theme or template you want.



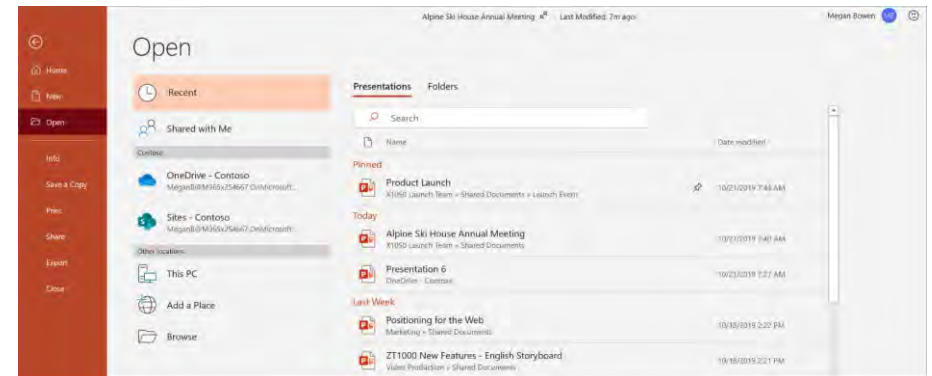
## Stay connected

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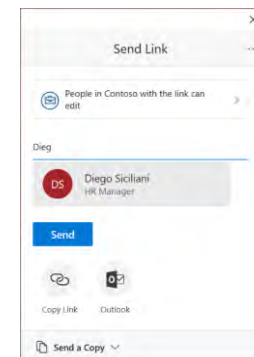
## Find recent files

Whether you only work with files stored on your PC's local hard drive or you roam across various cloud services, selecting **File > Open** takes you to your recently used documents and any files that you may have pinned to your list.



## Share your work with others

To invite others to view or edit your presentations in the cloud, select the **Share** button in the top right corner of the app window. In the **Share** pane that opens, you can get a sharing link or send invitations to the people you select.

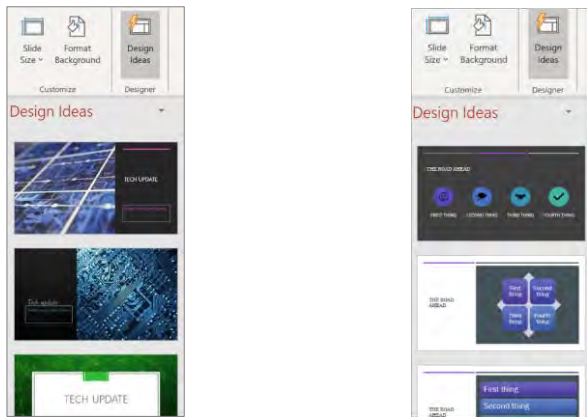




# PowerPoint

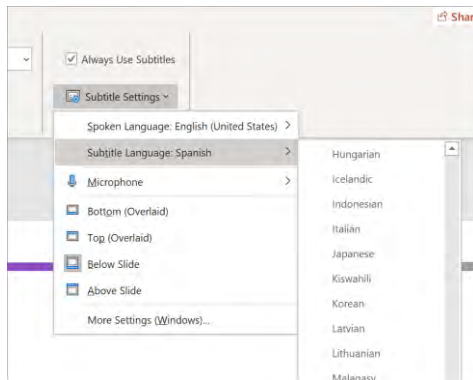
## Your personal designer

If you're a Microsoft 365 subscriber, let PowerPoint create great-looking slides for you based on the content you've added. Select **Design > Design Ideas** and then select your preferred layout in the **Design Ideas** task pane. Designer detects pictures, charts, or tables on a slide and gives you several suggestions to pick.



## Add captions or subtitles

Transcribe your words as you present and display them on-screen as captions in the same language you are speaking, or as subtitles translated to another language. On the **Slide Show** ribbon tab, select **Subtitle Settings** to see languages you can use.



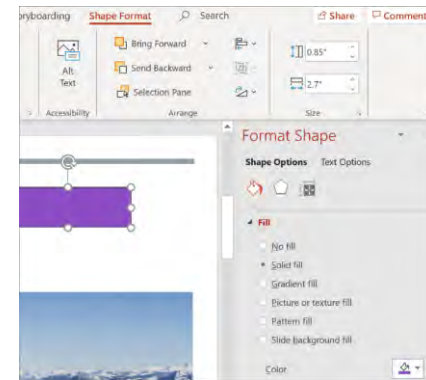
## Add visual effects

Animation and transitions can help make a PowerPoint presentation more dynamic. Select the **Transitions** tab and then select a type. On the **Animations** tab, select an effect from the gallery. Click the **More** arrow to see more options. To see what they look like when completed, select **Preview**. If you want to customize the effect, select the **Effect Options** button on the tab.



## Format shapes with precision

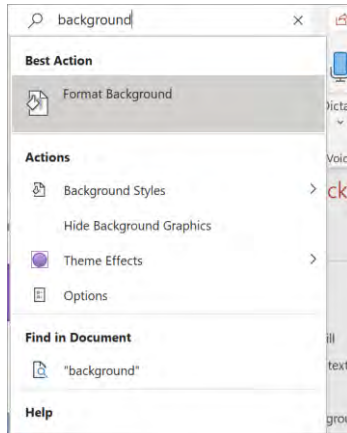
Precisely format a selected picture, shape, icon, or object with the comprehensive tools available in the **Format Shape** task pane. To display it, right-click the picture, shape, or object, and select **Format Shape**.



# PowerPoint

## Find whatever you need

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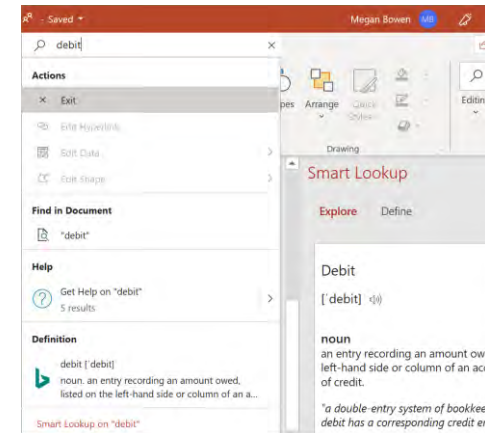
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## Look up relevant information

With **Smart Lookup**, PowerPoint searches the Internet for relevant information to define words, phrases, and concepts. Search results shown on the task pane can provide useful context for the ideas you're sharing in your presentations.



## Next steps with PowerPoint

### See what's new in Office

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## Quick Start Guide

New to OneNote? Use this guide to learn the basics.

### Quick Access Toolbar

Keep favorite commands permanently visible.

### Explore the ribbon

See what OneNote can do by selecting the ribbon tabs and exploring available tools.

### Discover contextual commands

Select any part of a table or an inserted recording to reveal additional tabs.

### Get help with OneNote

Select the question mark icon to learn how to use OneNote.

### Share your notes with others

Give other people permission to view or edit your notebooks.

### Notebooks List

Select the notebook name to switch between notebooks or select the pin icon to keep the Notebooks pane open.

### Notebook Sections

Select these tabs to switch between sections in the current notebook.

### Type anywhere on a page

OneNote's flexible canvas isn't constrained in the ways that other apps are.

### Control the ribbon

Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

### Instantly find everything

Search the current page or all notebooks at once and navigate the results with ease.

### Select or move paragraphs

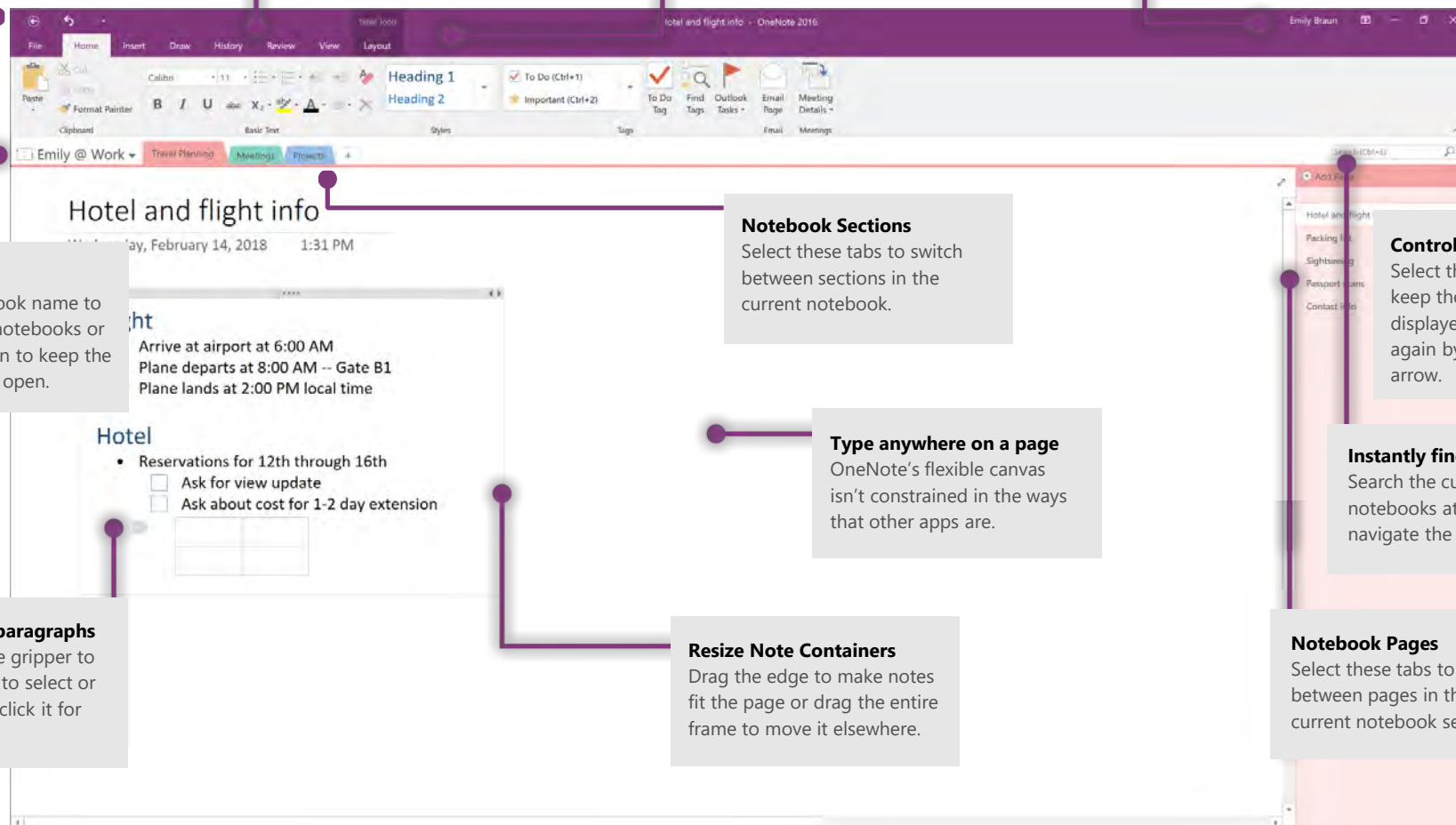
Select or drag the gripper to the left of a note to select or move it, or right-click it for more options.

### Resize Note Containers

Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

### Notebook Pages

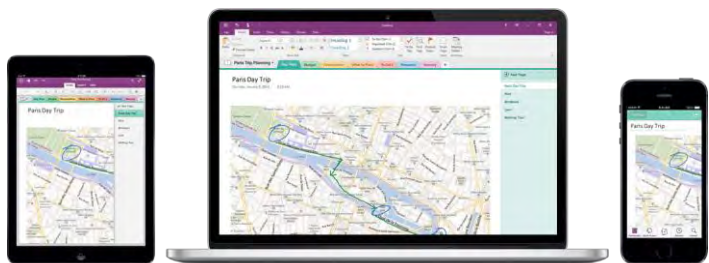
Select these tabs to switch between pages in the current notebook section.



# OneNote

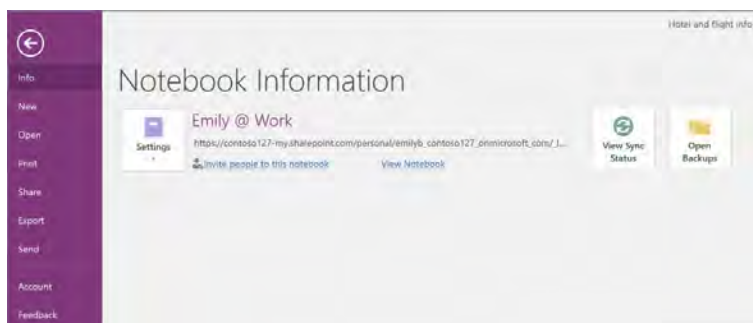
## Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Keep your notebooks available to you by signing in with your free Microsoft account when you first start OneNote on your PC. There's even a free OneNote app for all of your preferred devices to stay in sync wherever you go.



## Don't worry about saving

OneNote automatically saves all of your changes as you work — so you never have to. Even when you close the app or your PC goes to sleep, your notes are always saved, so you can continue right where you left off. To see when OneNote last synced your changes, select **File > Info > View Sync Status**.



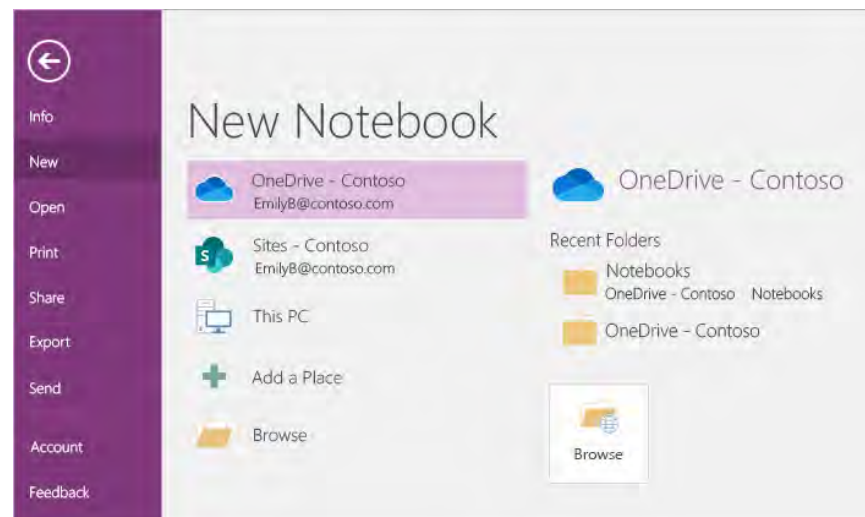
## Never run out of paper

OneNote doesn't have any of the limitations of a traditional paper notebook. When you run out of room, you can just make more.

To create a new page in the current section, select the **(+) Add Page** button at the top of the page tabs column. You can also right-click any page tab and then select **New Page**, or press Ctrl+N on your keyboard.

To create a new section in the current notebook, select the small tab with the plus sign **[+]** to the right of the section tab bar, or right-click any section tab and then select **New Section**.

When you first launch OneNote, a default notebook with a **Quick Notes** section is created for you, but you can easily create any number of additional notebooks for the subjects and projects you want by selecting **File > New**.

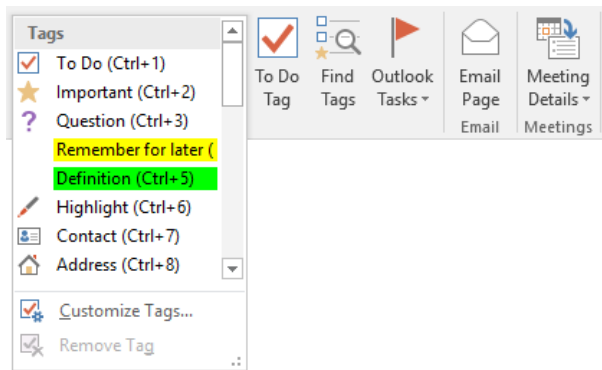


You can create new notebooks on your local hard drive, or you can store them on your free OneDrive account so your notes are always accessible on all your devices. The choice is yours!

# OneNote

## Tag important notes

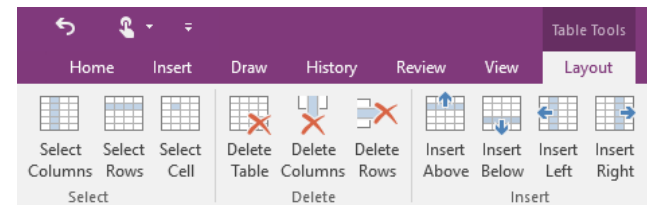
The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.



## Organize information in tables

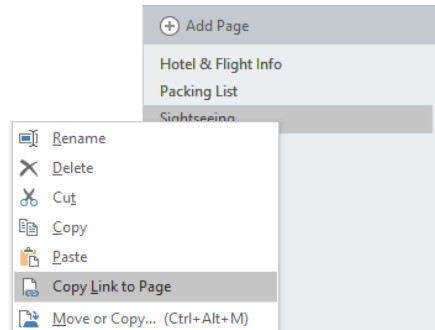
Whenever a spreadsheet is overkill, use simple OneNote tables to make sense of information. Start on a new line of text by typing a word, phrase, or number, and then press the Tab key to create the next column. Press Enter to create a new row. Alternately, you can select **Insert > Table** on the ribbon to draw a table.

Once your table is created and selected, use the commands on the **Table Tools** tab on the ribbon, or right-click any part of your table for the same **Table** options.



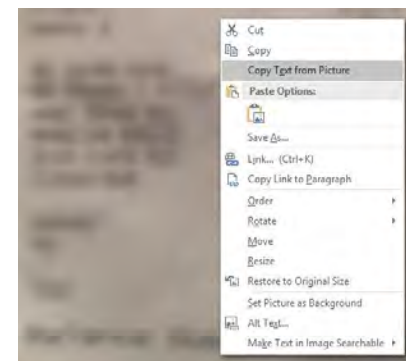
## Create wiki-style hyperlinks

Turn your notebook into a functional wiki by creating links to specific sections or pages. Right-click the tab of the section or page that the link should point to. Next, select **Copy Link to Section** or **Copy Link to Page**, and then paste the link wherever you want it.



## Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (for example, a cell phone photo of a receipt), right-click the picture, select **Copy Text from Picture**, and then paste the copied text where you want it.

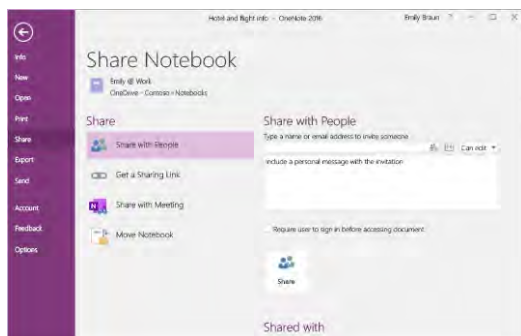




# OneNote

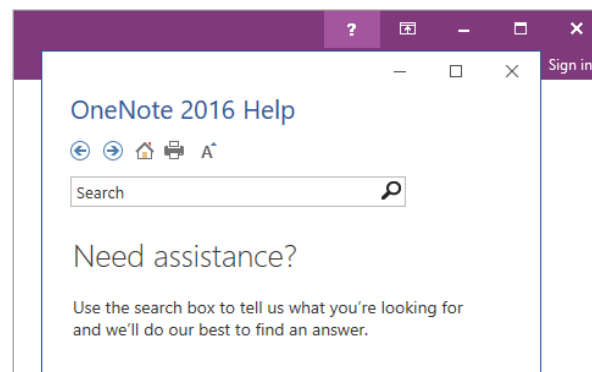
## Share notes with other people

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, select **File > Share**, and then choose what you want to do.



## Get help with OneNote

Near the top right of the ribbon, select the **?** icon to open the OneNote 2016 Help window, where you can enter keywords or phrases to look for assistance with OneNote features, commands, and tasks.



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