Microsoft Office 365 FAQ

I don't like how my email is displayed. What can I do?

You can make changes in the "Display Settings" area. Go the settings icon in the upper right corner (the gear) and select "Display Settings." From there you can change how your e-mail is displayed and what happens when you delete an item. Hint: An illustration will preview your changes before you save them.

How do I print an email?

Open the email and then click on the menu to the right (Looks like a downward facing arrow.) Select "Print" from the list. A printable version of the email will open.

How do I attach a document?

Click "Attach" from menu selections along the top of an open email. To attach a file from your computer click the "Computer" icon in the pop-up box that opens and use the browse menu to select the file. You can also attach any files you've saved in the One Drive area.

How can I organize my email?

You can use folders to keep similar items in one place and clean up your inbox. In the email section hover on the "Folders" link and click on the plus sign. Type a name for the new folder. Use the "Move To" menu to move the email from your inbox to that folder.

How do I add a contact?

All members of the eipl.org domain are automatically included in your directory. To add a contact from the Directory, go the "People" area of Office 365. Under Directory click "All Users" and click the party you want to add to your contact list. Select "Add to contacts" at the menu on the top. For parties not in the directory click on "New" then enter the contact information manually.

How can I make a Distribution (Contact) List?

In the People section select the downward facing arrow next to "New" and select "Contact List." Create a List Name and enter the names of the parties you want in the list. If they are in the Directory, their information will be added to the distribution list.

How do I send an email to someone on my contact list?

There are a few ways. From the "People" area go to "All Users" and click on the contact's name and then click on "Send an email" on the box on the right. From your email, open a new email and click on "To." Click the appropriate party in the contact list.

How do I use the messaging feature?

From the "People" area click on the contact of the person you want to Instant Message. If they are logged on to their Office 365 account the link next to "Send IM"will be blue (eg.sip:user@eipl.org). This will open an IM box where you can chat.

What email actions are available in Office 365?

Along the top menu of your email list is a selection with the ellipsis (. . .). This menu lets you highlight items in your email list or take actions on where items are stored. You can mark an item as read or unread. You can "pin" an item so that it remains at the top of your email list until you unpin it. You can "flag" and email so it stands out on your list or create rules or policies to automatically move emails on selected subjects or from selected senders to assigned folders.

Can I add a Signature to my email?

Yes. Go to Settings > Options > Mail > Layout > Email Signature.

How do I print only selected text in an email?

In Internet Explorer perform the following steps:

1) Open a message and select "Print" from the ellipsis (…) menu.

2) Click cancel from the print dialog box.

3) Select the text you desire to print.

4) Right-click in the body of the email and select "Print Preview"

5) Select "As selected on screen" in the drop down menu.

6) Click printer icon.

7) Click "Print" in the printer dialog box