

# **How to Use Outlook for Mac**

**Sophia University ICT Office**

**Ver 1.2**

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# 1. Note on Using Outlook

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Please understand the following when you use Outlook.

## 1-1 Recommended Outlook Version

Recommended Outlook version is as below.

- Windows : Microsoft 365, Outlook 2019
- Mac : Microsoft 365 for Mac, Office for Mac 2021, Office for Mac 2019

※Microsoft may change the recommendation without notice.

## 1-2 Mailbox Storage Limits and Message Size Limits

You cannot send over 500 messages at one time.

(as of Aug, 2019)

Items	Limitation
<b>mailbox storage limit</b>	50GB
<b>sending message size limit</b> (text + attachments)	25MB (※You may not send a message because limitation of the addressee.)
<b>receiving message size limit</b> (text + attachments)	25MB
<b>address book limit</b>	500
<b>file attachments limit</b>	250
<b>recipient rate limit</b> (Sending message limit / 1 day)	10,000 / 1 day
<b>message rate limit</b> (Sending message limit / 1 minute)	30 / 1 minute

※ Please also refer to the “OWA manual” for notes on the use of Sophia Mail.

### 1-3 Limitations of the Mailbox

The limit for all message items including Inbox, Sent, Drafts, Deleted Items, and Junk Email is 50GB. An administrator warning e-mail will be sent when the limit is approaching, so please reduce the amount of space in your mailbox by deleting unnecessary messages. Once the limit is exceeded, you will not be able to send, receive, or forward email.

### 1-4 Alternative Software to Outlook

Sophia Mail is operated using Microsoft's Office365 cloud service. Therefore, the ICT Office recommends the use of Outlook by Microsoft.

If you wish to use other email software, please refer to the documents at the end of this manual to configure IMAP or POP settings.

※ Please note that you will not be able to use the schedule and campus address book if you use other email software than Outlook.

## 2. Install Office

You can install Office for Mac by following instructions below.

### 2-1 Install Office for Mac

#### 2-1-1 How to use Free Version of Office (Office365 ProPlus)

Students enrolled at Sophia University may download Office from Microsoft website and install it on up to 5 PCs, including PCs used at home or other locations.

For download and installation instructions, please refer to the ICT Office website.

<https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-11-en/>

※If you leave Sophia University due to graduation or withdrawal, you will not be able to use Office installed in this way. After leaving Sophia University, please purchase Office personally or subscribe to the Office365 service.

※If you want to install Office to multiple computers in a lab, please use the corporate version of Office provided by the ICT Office for faculty members.

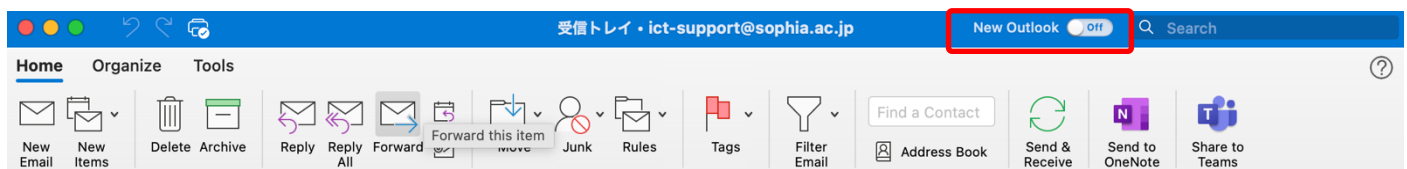
#### 2-1-2 For Teachers

The corporate version of Office provided by the ICT Office is available for computers used in a lab and other Sophia University properties that are connected to the university network.

Please refer to the ICT Office's website for the conditions of use and installation instructions.

<https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-09-en/>

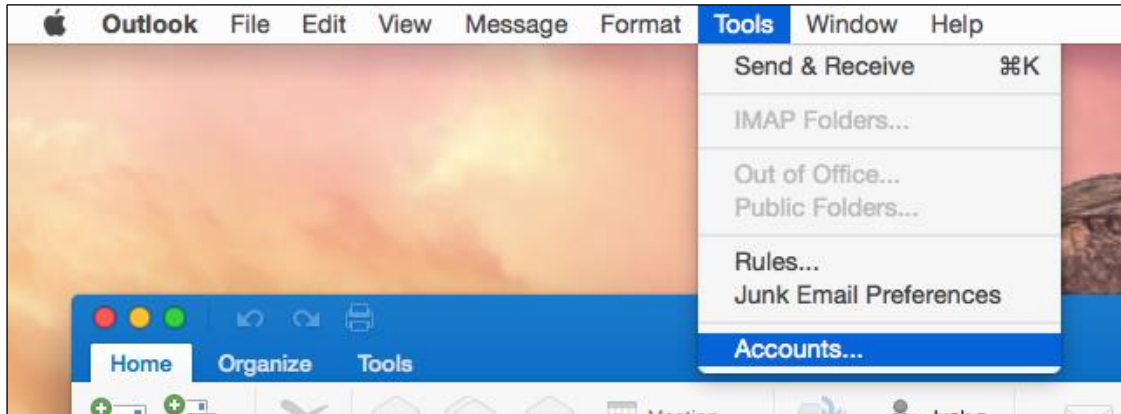
For newer Outlook, please set to [Off]. Currently, Sophia mail cannot be set up in the new Outlook.



### 3. Mail Settings

Please set followings for using e-mail on Outlook.

- (1) Click on [Tools] on the menu bar, then [Accounts].



※Be sure to configure the settings while connected to the network to ensure correct settings.

- (2) Enter your E-mail Address and click [Continue].

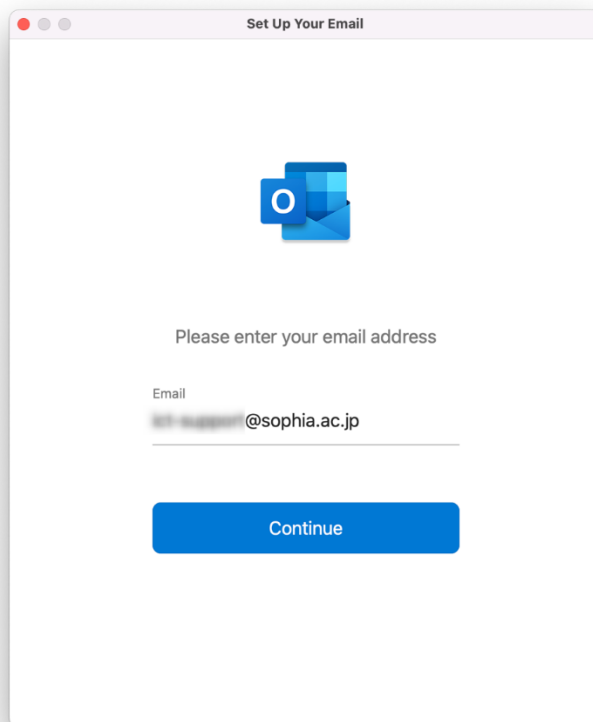
E-mail Address :

Faculty Members／Emeritus Professors

: ○○○○@sophia.ac.jp

Students／Alumni／Retirees

: ○○○○@eagle.sophia.ac.jp

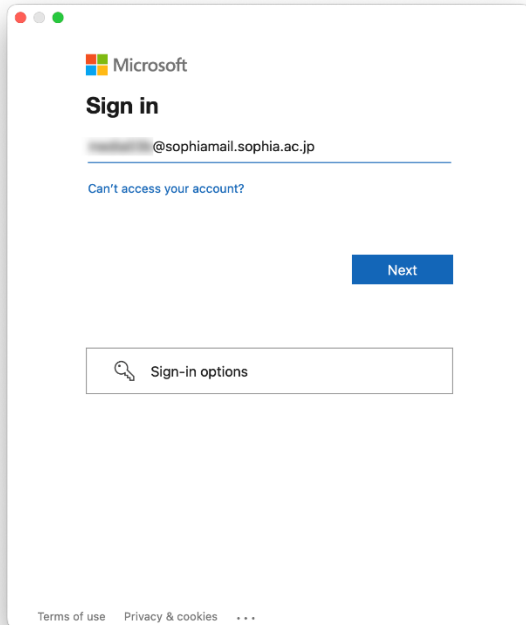


(3) Enter your User ID and [Next].

User name :

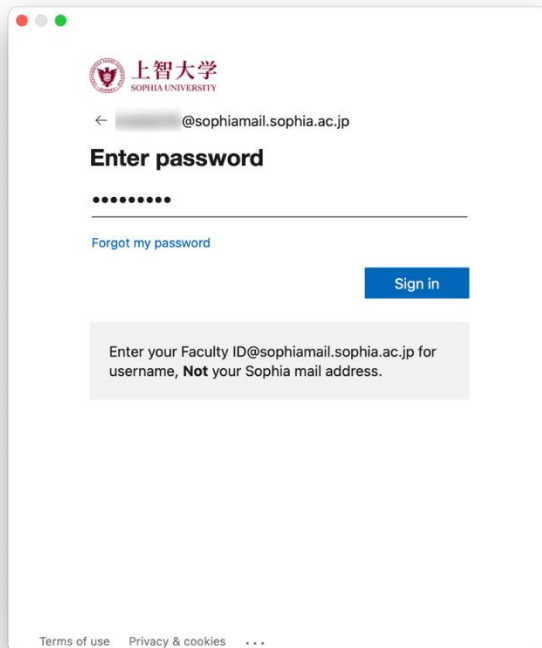
Faculty Members／Emeritus Professors : [Your ID Number]@**sophiamail**.sophia.ac.jp

Students／Alumni／Retirees : [Your ID Number]@eagle.sophia.ac.jp

A screenshot of the Microsoft Sign in window. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "@sophiamail.sophia.ac.jp". Below the input field is a link that says "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom, there is a box with a magnifying glass icon and the text "Sign-in options". At the very bottom, there are links for "Terms of use", "Privacy & cookies", and a three-dot menu.

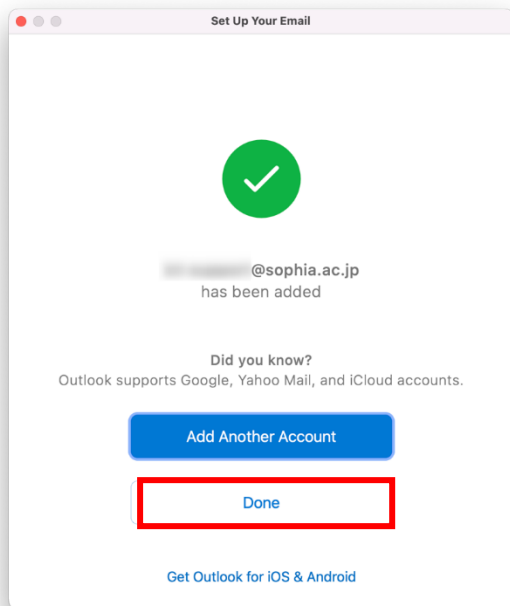
(4) Enter your Password.

Password : ICT Account password (same as Moodle, VPN, Sophia mail).

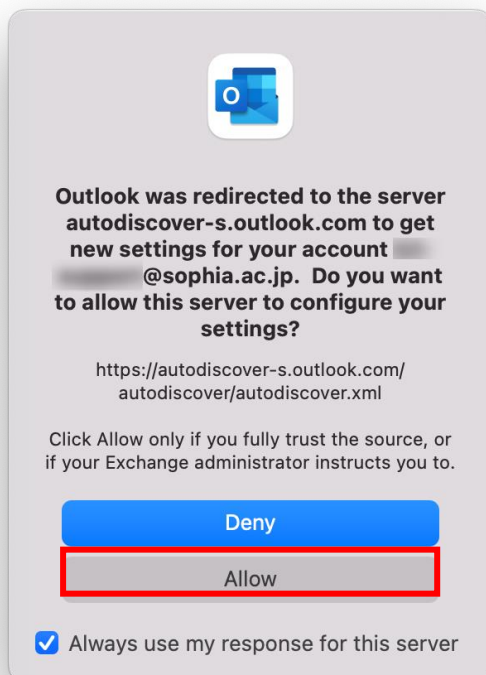
A screenshot of the Sophia University "Enter password" screen. At the top left is the Sophia University logo and name in Japanese and English. Below it, a back arrow and the email address "@sophiamail.sophia.ac.jp" are shown. The main heading is "Enter password". Below this is a password input field represented by a series of dots. A link "Forgot my password" is located below the password field. A blue "Sign in" button is to the right of the password field. A grey box at the bottom contains the instruction: "Enter your Faculty ID@sophiamail.sophia.ac.jp for username, **Not** your Sophia mail address." At the very bottom, there are links for "Terms of use", "Privacy & cookies", and a three-dot menu.



(5) Click [Done].

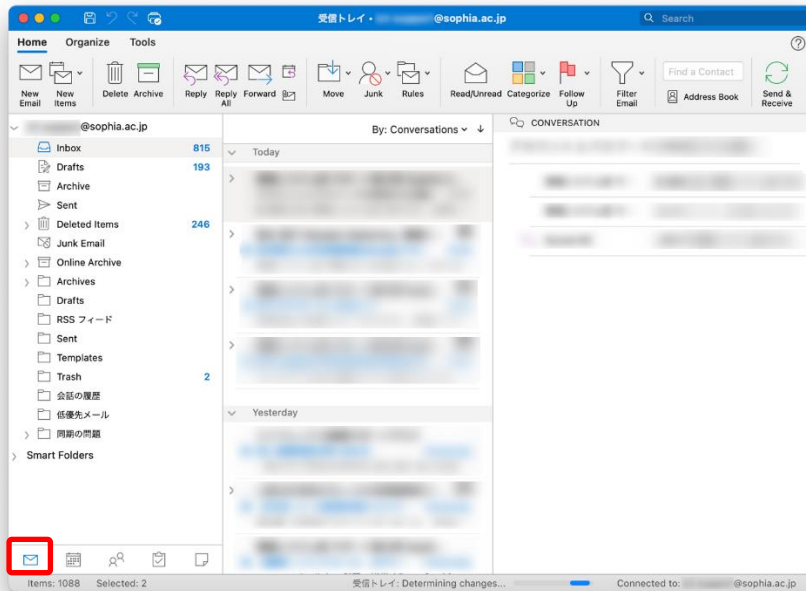


(6) If the warning dialog as below is shown. Enable [Always use my response for this server] option and click [Allow] button.



## 4. Mail

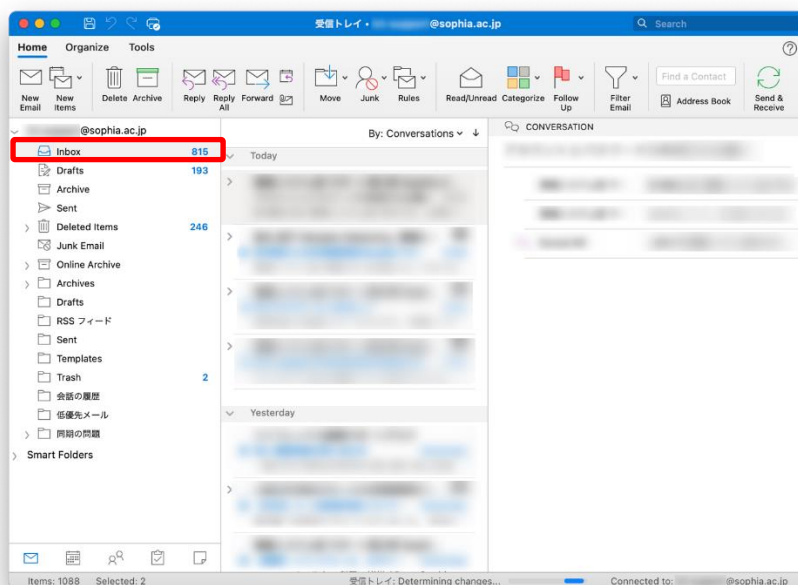
To use mail, select [Mail] on the Navigation bar at the bottom of the screen.



### 4-1 Receive Messages

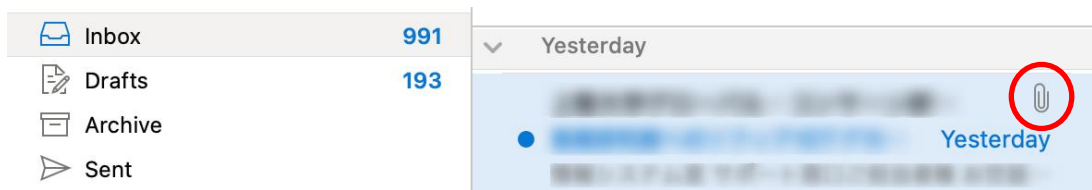
#### 4-1-1 Read Received Messages

Incoming messages go into the [Inbox] of the account set up in 3-1, and unread messages are shown in bold. Clicking on an email will show the contents in the browse window.

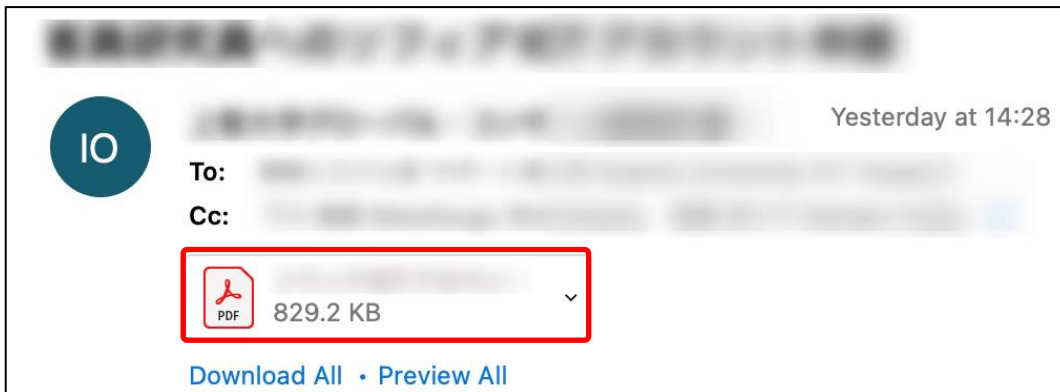


## 4-1-2 Refer Attachment Files

If there is attached file, a gem clip icon will appear next to the subject line in the message list.



On the Reading Pane, attachments are shown under the subject.



There are some methods for referring attachments.

- ① You can confirm the contents of the attachment by clicking the attachment. The contents will be shown on the Reading Message pane. You can return to message body by clicking [Message] button.  
 ※Whether be able to refer contents of the attachment is depend on the file type.
- ② Double click the attachment file and open.
- ③ **Right click the attachment file and choose [Save as] and save the file.**

※Attachments with extensions in the list below will be considered dangerous and blocked by Outlook when received. The original attachment will be discarded, and a text file will be attached stating that it has been deleted by the filter.

(This information is subject to change without notice as there is no publicly available information from Microsoft)

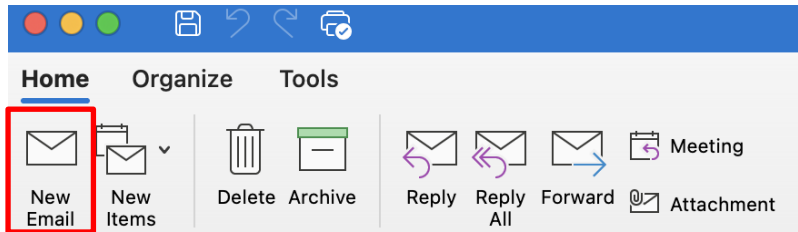
### List of the Invalid Extensions

.exe,.ade,.adp,.bas,.bat,.chm,.cmd,.com,.crt,.hlp,.hta,.ins,.isp,.ise,.lnk,.mde,.mda,.mdt,.mdw,.mdz,.msc,.msh,.msi,.msp,.mst,.pcd,.pif,.reg,.scr,.sct,.shb,.shs,.url,.vbe,.vbs,.wsc,.wsf,.wsh,.app,.cpl,.csh,.fxp,.inf,.ksh,.mdb,.ops,.prf,.prg,.scf,.xsl,.ht,.zi,.vb,.js,.cer,.der,.pwl

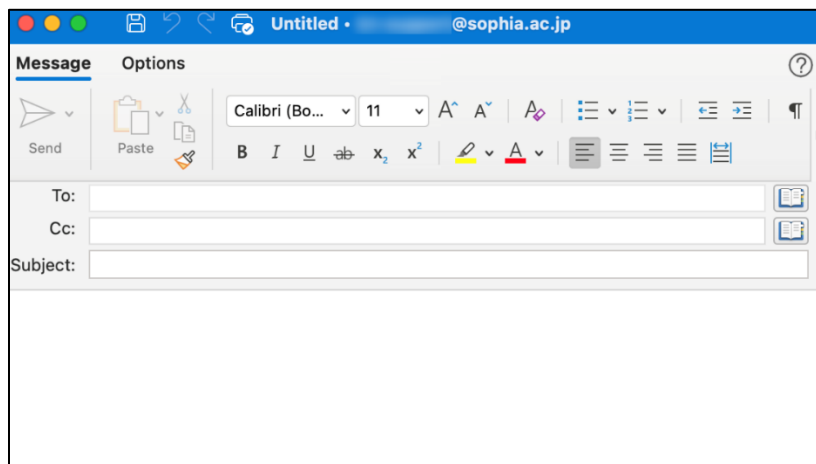
## 4-2 Compose Email

### 4-2-1 Compose New Mail

(1) Click [New Email] from [Home] tab.

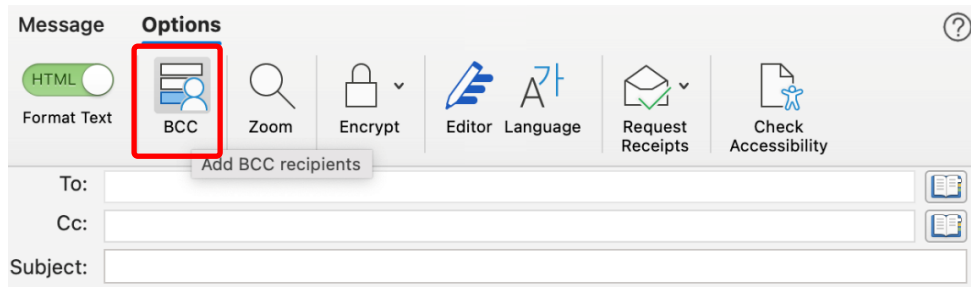


(2) Enter recipient address, subject, and the body. Next, click [Send].



※When sending to multiple recipients, separate them with semicolon ‘;’.

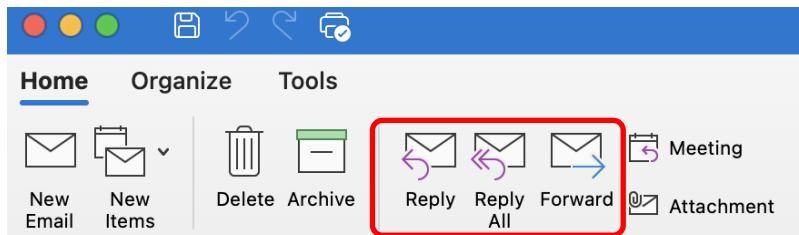
※To send by Bcc, click [BCC] from the [Options] tab to display the BCC.



※Other transmission settings are available in [Options]. Please use them as needed.

#### 4-2-2 Reply or Forward Message

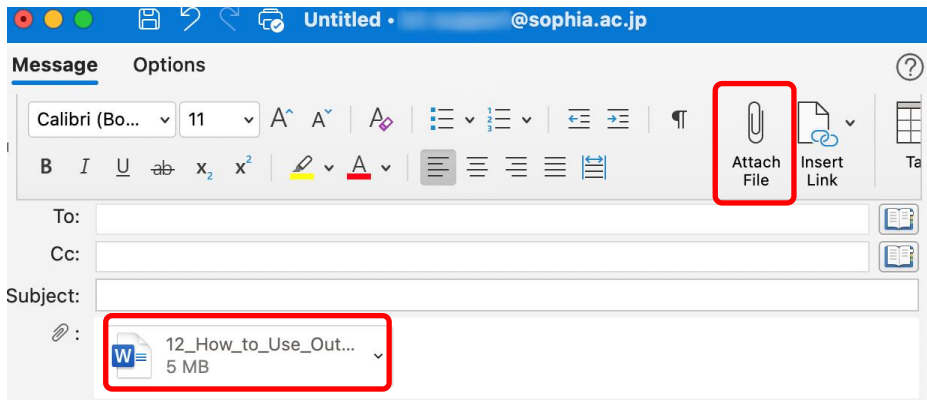
Select a message and click [Reply] or [Reply All] or [Forward] on the [HOME] tab and send a message.



#### 4-2-3 Attach File

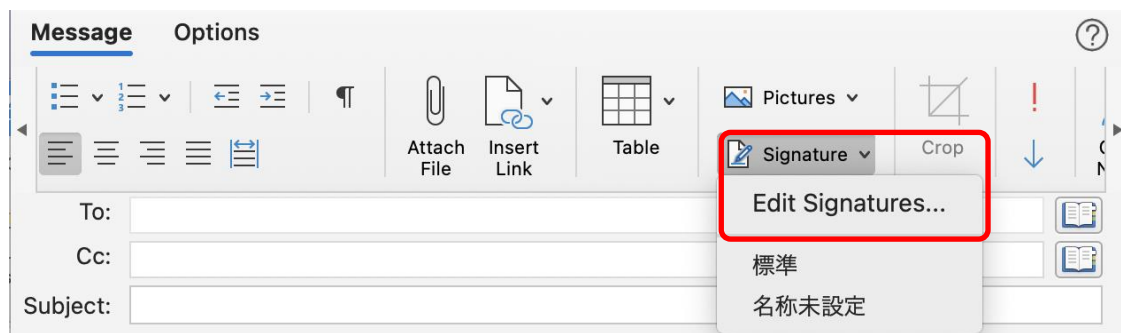
Click [Attach File] on the [Message] tab and select a file.

Files can also be attached by dragging and dropping them from a folder on a computer. Attached files will appear below the subject line.

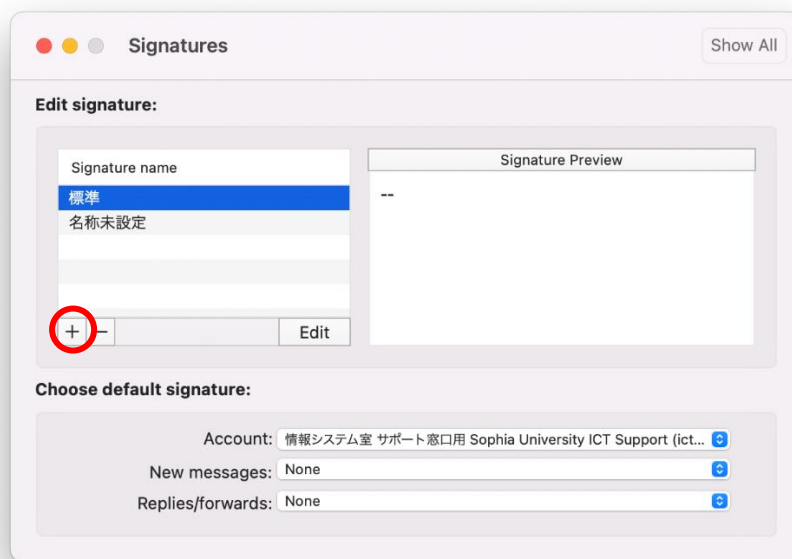


#### 4-2-4 Add Signature on Message

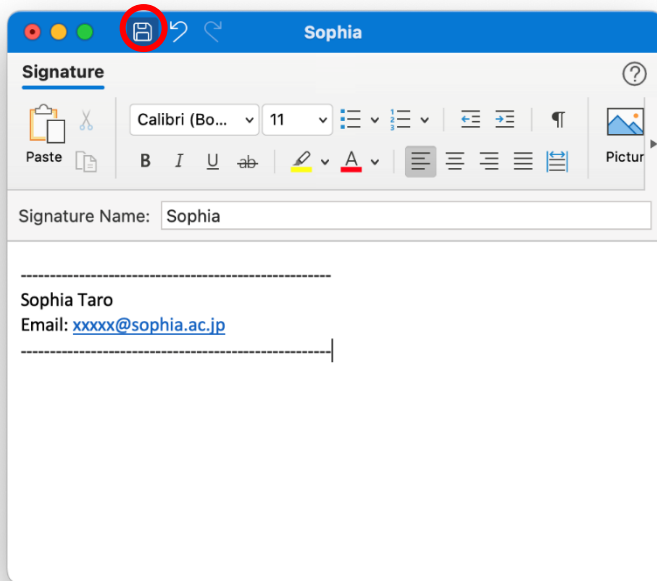
(1) Select [Edit Signatures...] from [Signature] on the [Message] tab.



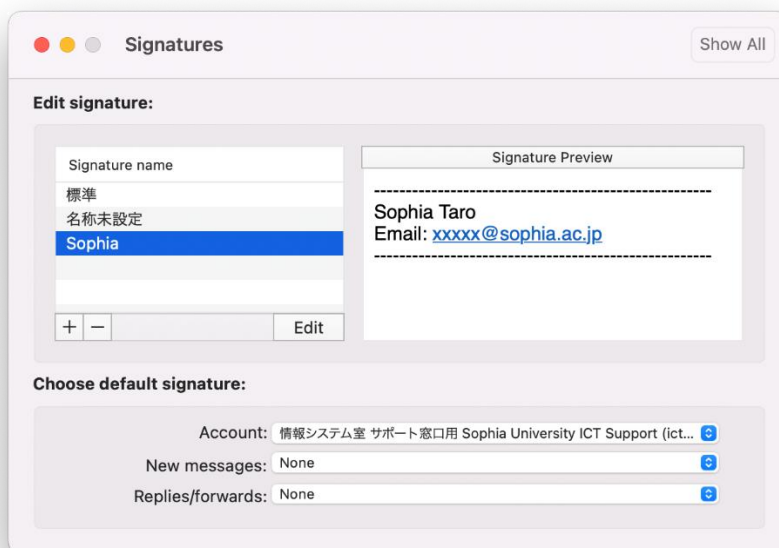
(2) Click [+].



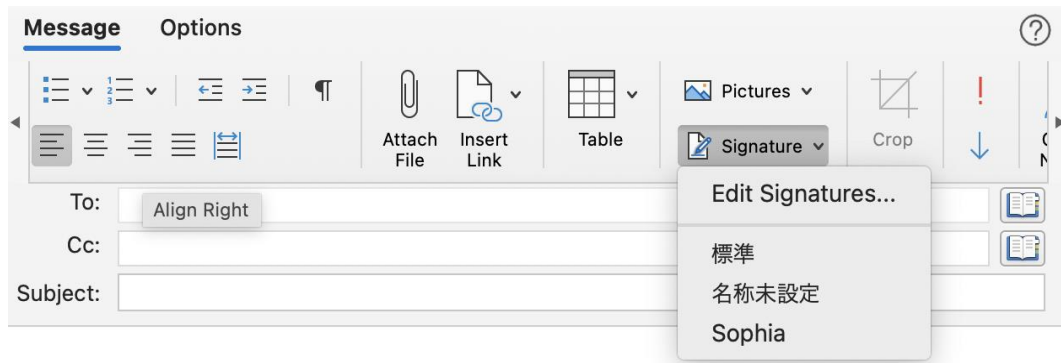
(3) On the screen that pops up, create a signature. Set a new message, a signature to use when replying/forwarding, and a name for the signature and save.



(4) Confirm that the signature just created has been added to the “Signature” field.



(5) Return to the compose window and select the signature created in (3) from [Signature], and the signature will be inserted into the body of the email.




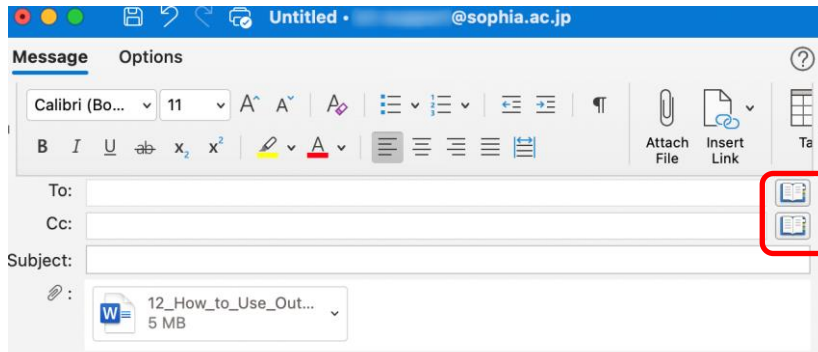
After setting, the signature is automatically inserted when opening the compose window.



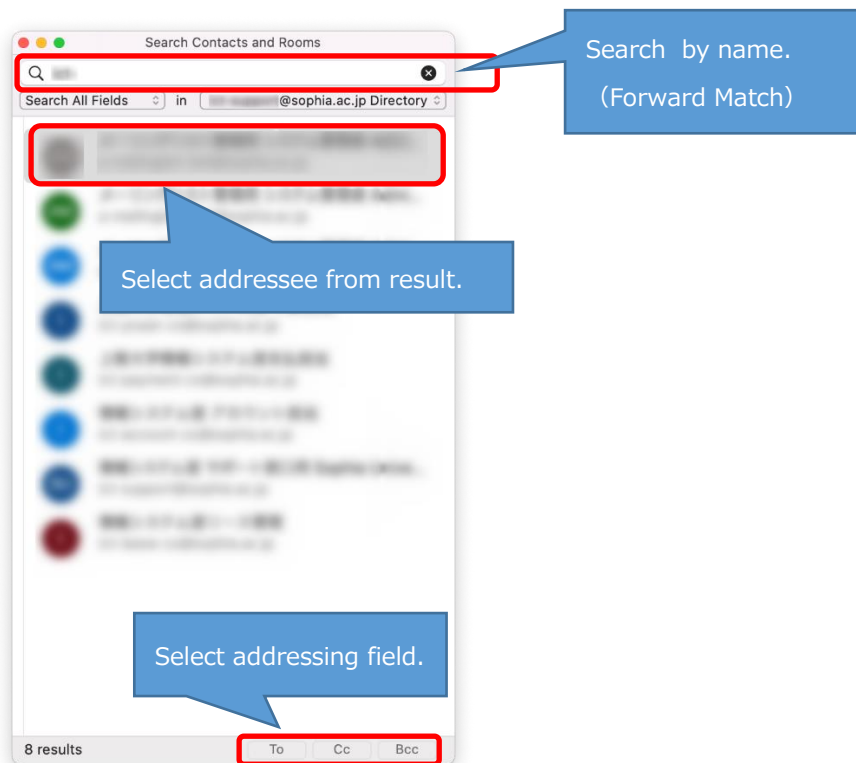
## 5. Contacts (Address Book)

### 5-1 Enter Addresses by Using Campus Address Book.

- (1) Clicking the icons  to the right of the [To:] and [Cc:] on the compose window to use the address book and contacts.

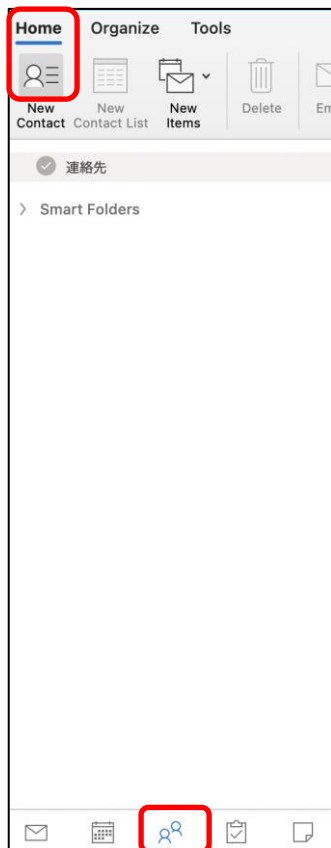


- (2) Searching for a recipient's name, the corresponding name will appear in the list. Click [To], [CC] or [BCC] to set the recipient.

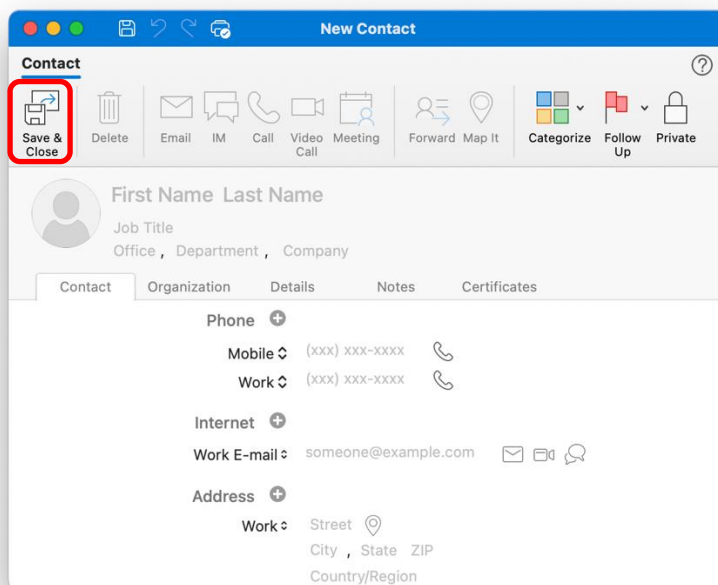


## 5-2 Create Personal Address Book

- (1) Click [Contacts] on the bar at the bottom of the screen, then click [New Contact] on the Home tab.

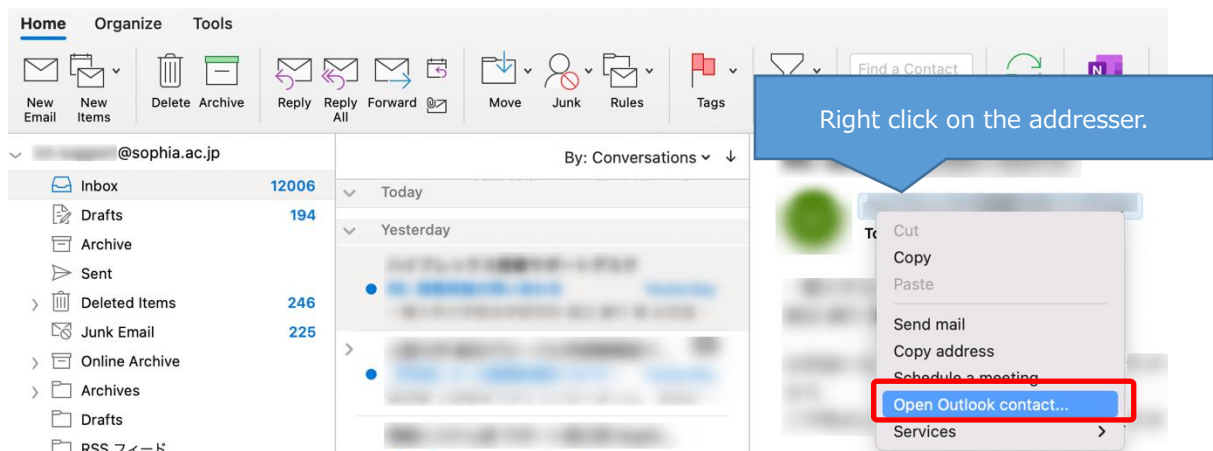


- (2) Enter required information and click [Save & Close].

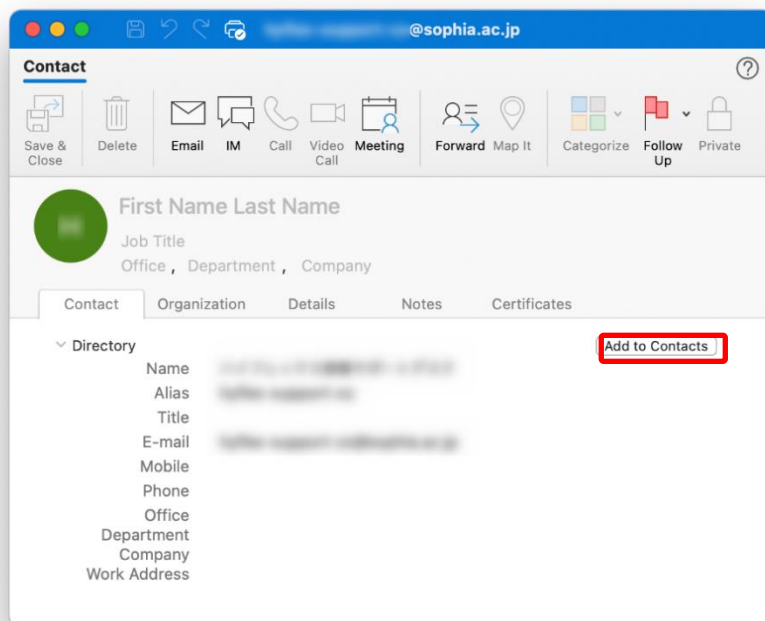


### 5-3 Add Contact Address from E-mails

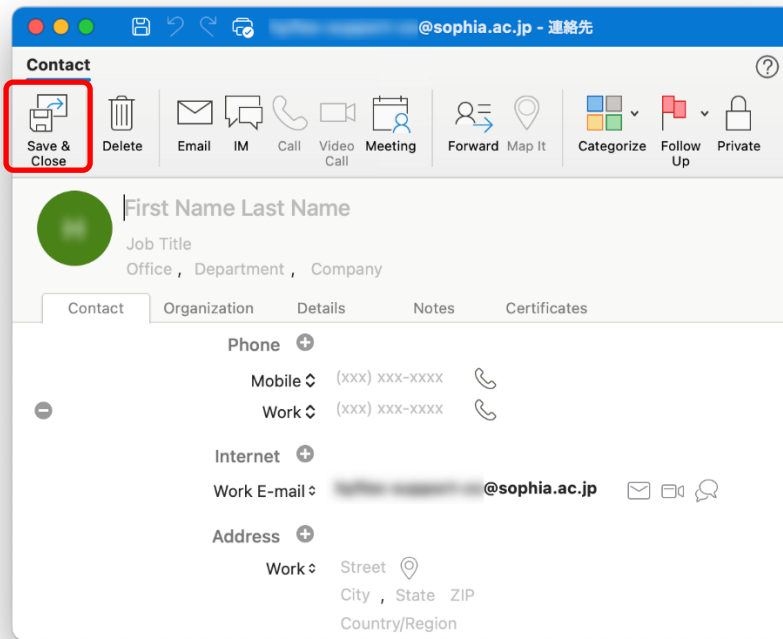
(1) Right click on the addresser on the reading pane and select [Open Outlook contact].



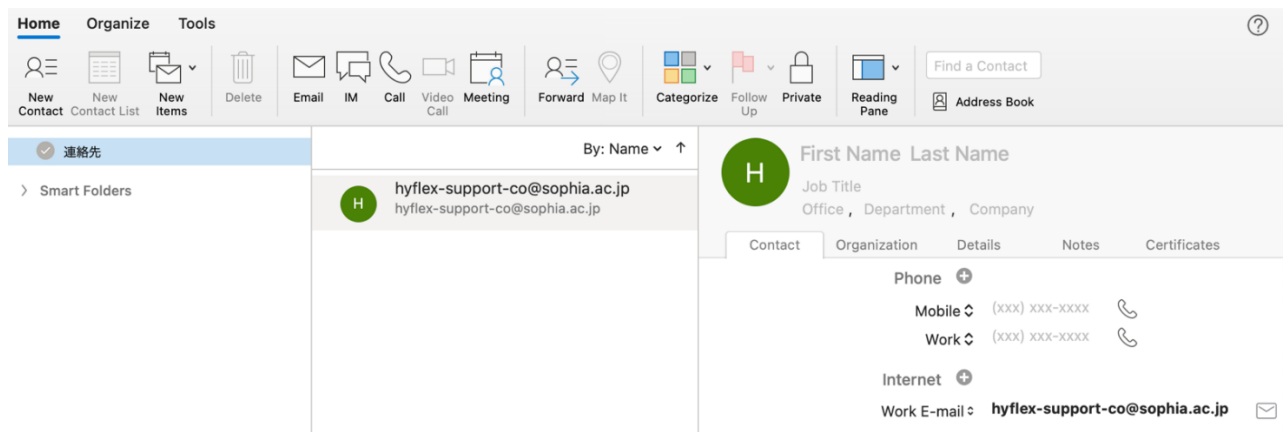
(2) The sender's contact information will be displayed and click [Add to Contacts].



(3) When the registration window appears, add the required information, and click [Save and Close].



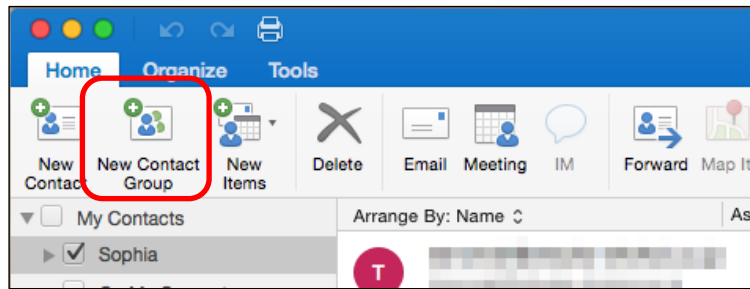
(4) Contacts added here will be registered to the account in [My Contacts (連絡先)].



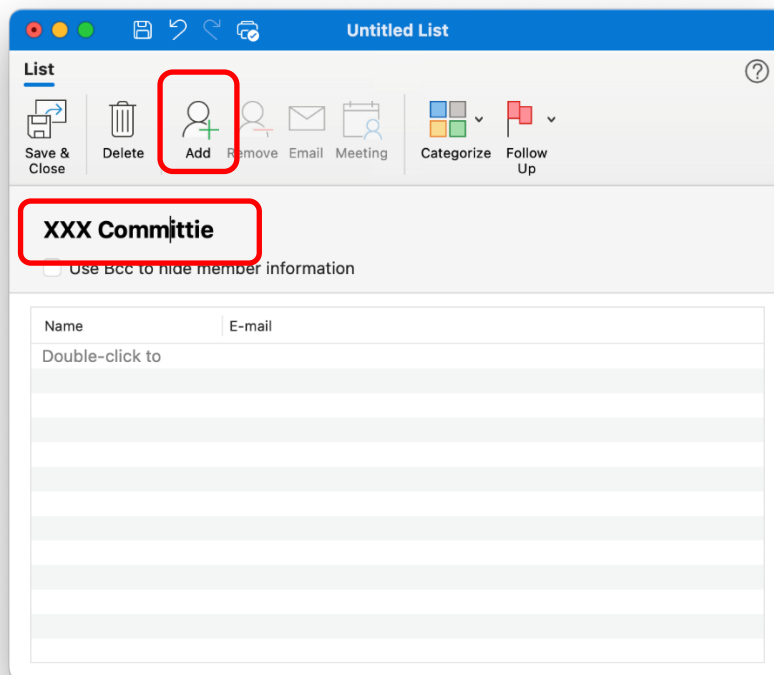
#### 5-4 Use Contact Group

Contact Group is a feature that allows individual grouped contacts to be used as a broadcast e-mail. By grouping frequently sent contacts together, it is possible to eliminate the need to specify recipients.

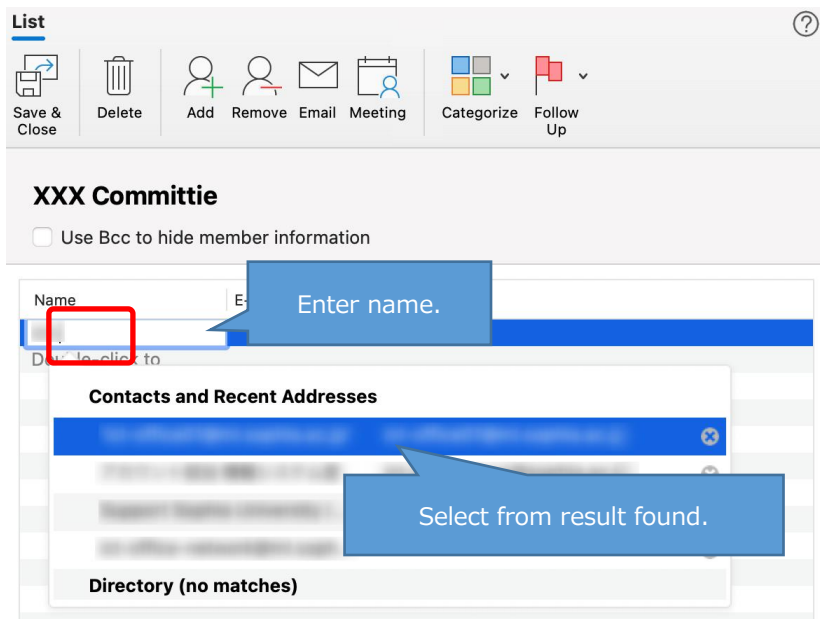
(1) Click [New Contact Group] from [Home] tab.



(2) Enter group name and click [Add].



- (3) When enter the name in the Name field, a list of corresponding names will be displayed, and the person to be added to the group will be selected. If only one person is corresponding, the name will automatically be entered in the E-mail field.



Click [Save and Close] after finishing adding members.

## 6. Schedule a Meeting with Other People

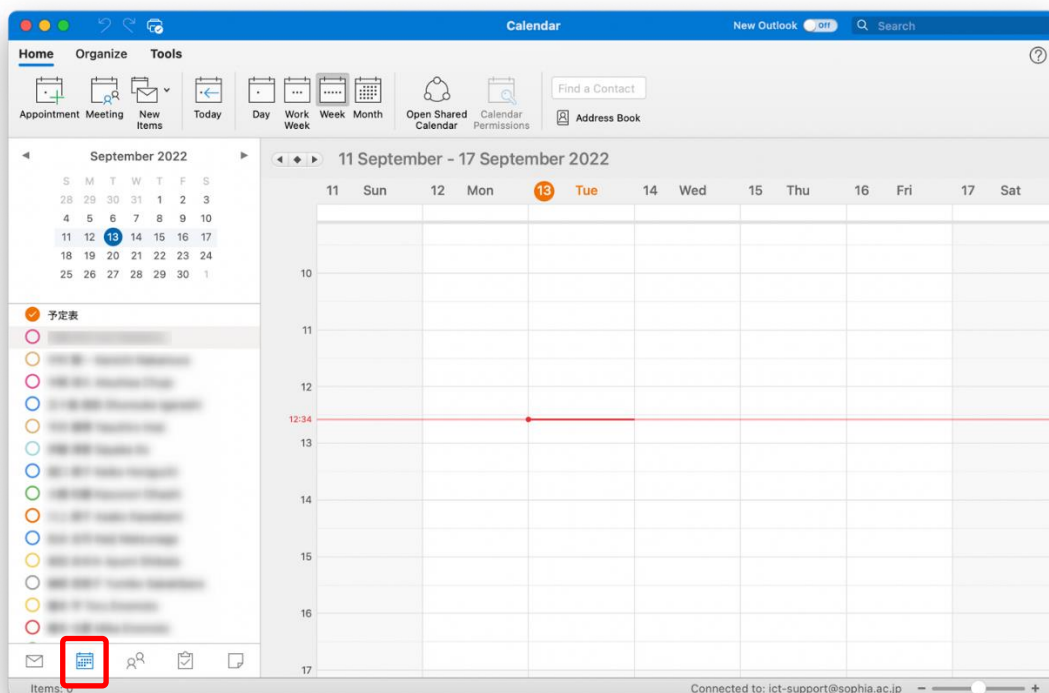
In Outlook, individual's schedule can be shared, and meetings can be called.

**As a rule, the contents of the schedule are public and can be cross-referenced between faculty and staff** (unless locked). Therefore, please be careful when entering information.

The contents of the schedule between students will not be made public unless the students mutually grant permissions to each other. In addition, schedules cannot be referenced between faculty members and students.

When using representative email address (e.g., faculty department office), please do not enter the schedule. The schedule cannot be referenced when administrative email is merged. However, it is possible to view faculty members' calendars.

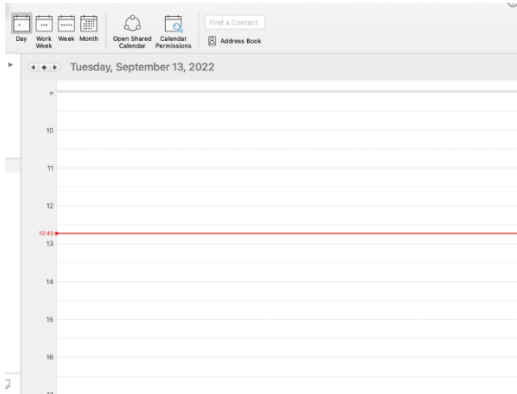
To view the calendar, select [Calendar] on the bar at the bottom of the screen.



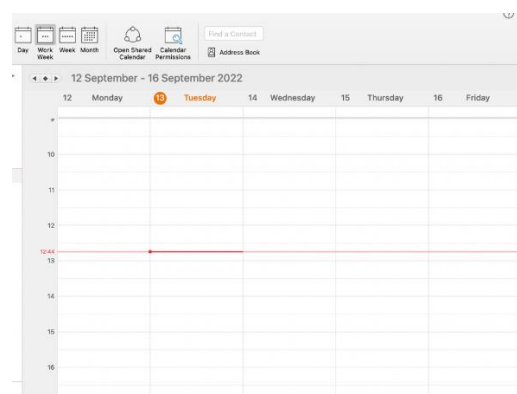
## 6-1 View Calendar

The calendar can be displayed in various states. The example above shows it in Group, but it can also be selected [Day], [Work Week], [Week], [Month] and so on.

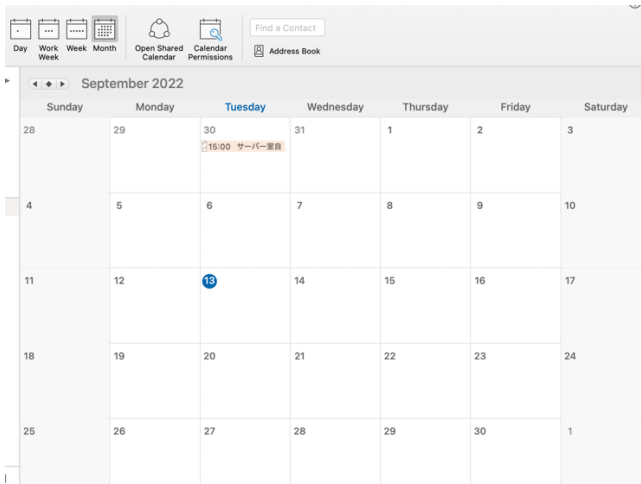
Displayed as [Day]



Displayed as [Work Week]



Displayed as [Month]



## 6-2 Refer Calendars

Own calendar is set under registered account name under [My Calendars].



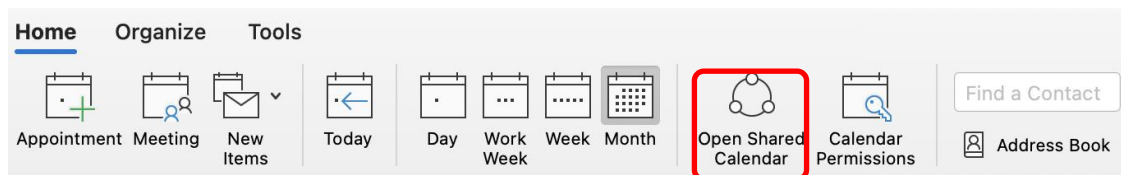
※[On My Computer] is also available under [My Calendars], which is independent of the account settings and can only be displayed on the computer currently being operated (it is not shared with anyone else).

The calendar can also display other people's calendars. This section describes how to select the

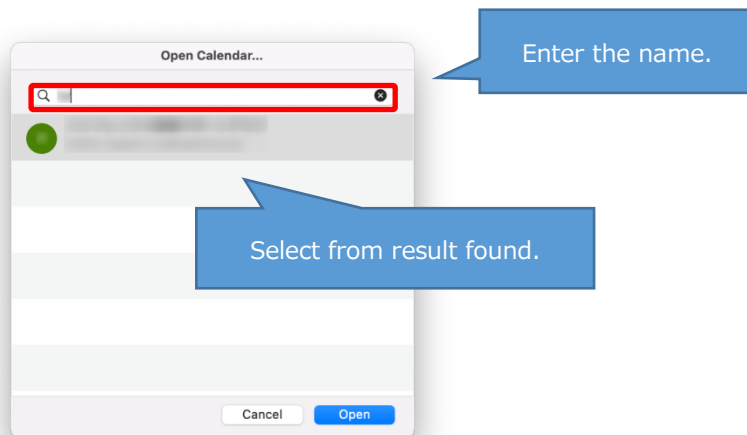


person whose calendars are to be displayed from the departments registered in the campus address book (Office Global Address List).

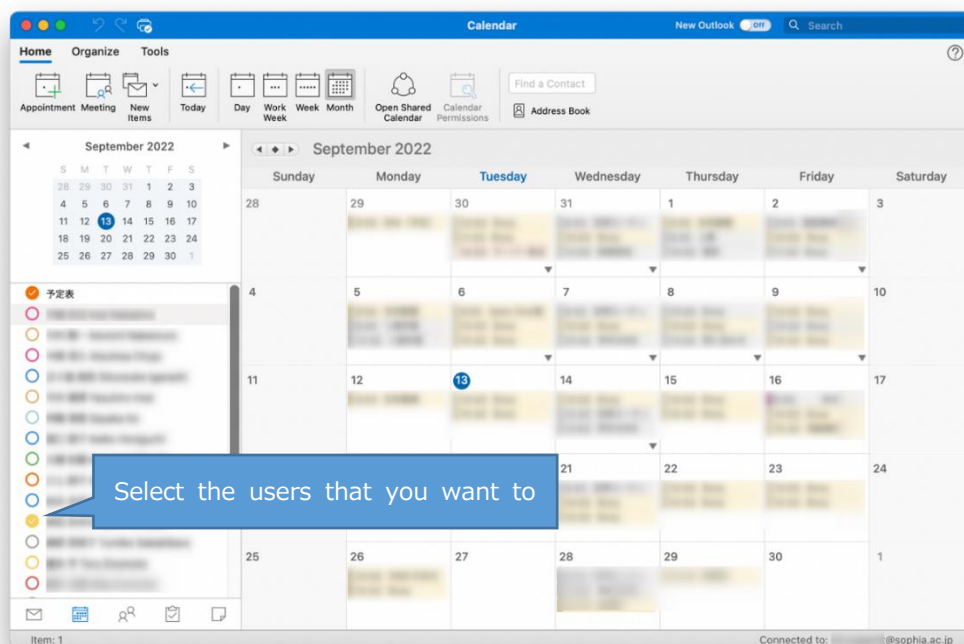
- (1) Select [Open Shared Calendar] from [Home] tab.



- (2) Enter a name to search, select the person to view, and click [Open].



- (3) Once added to the [Shared Calendars], check for the person to display. The following is an example of displaying the [Work Week].

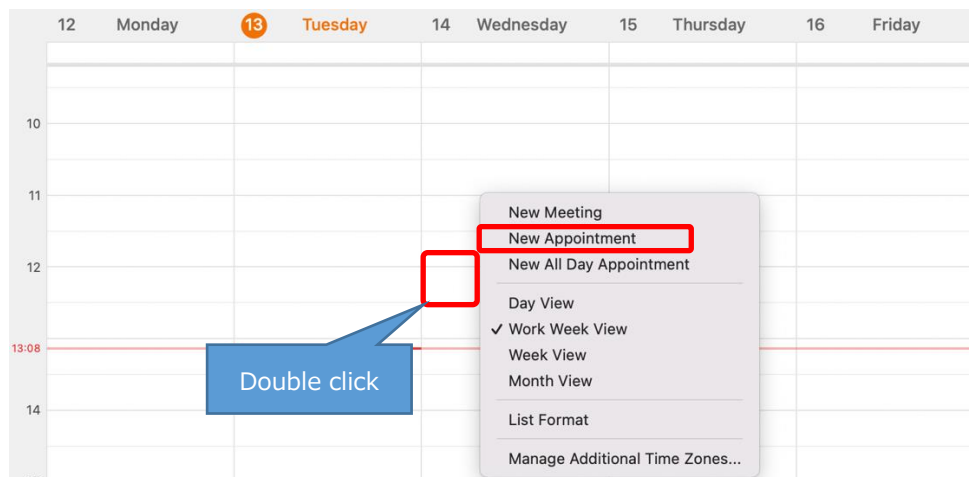


### 6-3 Create Own Appointment

#### (1) Selecting the day to create an appointment.

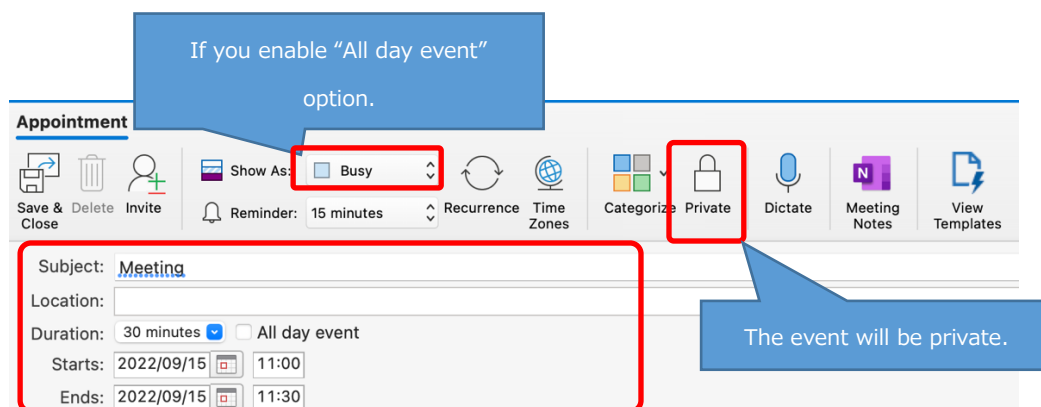
Double-click on the time to create an appointment, or right-click and select “New Appointment”.

※Cannot be created an appointment for someone else. For meetings, see “Calling a Meeting” below.



#### (2) Enter subject of the event and time

If others see the appointment, they will know that it is open, but the subject line will not be displayed.



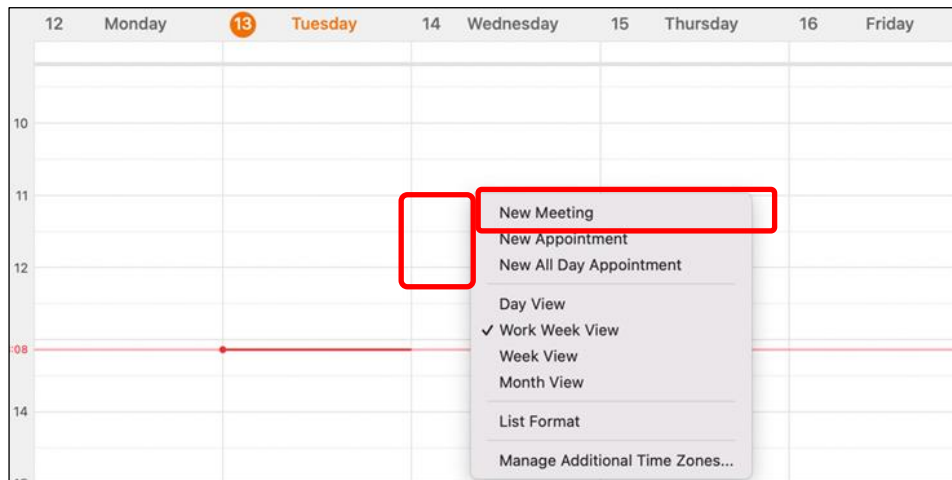
※When [All day event] is checked, the meeting type will change from [Busy] to [Free]. In that state, it will appear to others as there is no plans, so during vacation, change the status to [Busy] or [Out of Office].


#### (3) After entering the information, click [Save & Close].

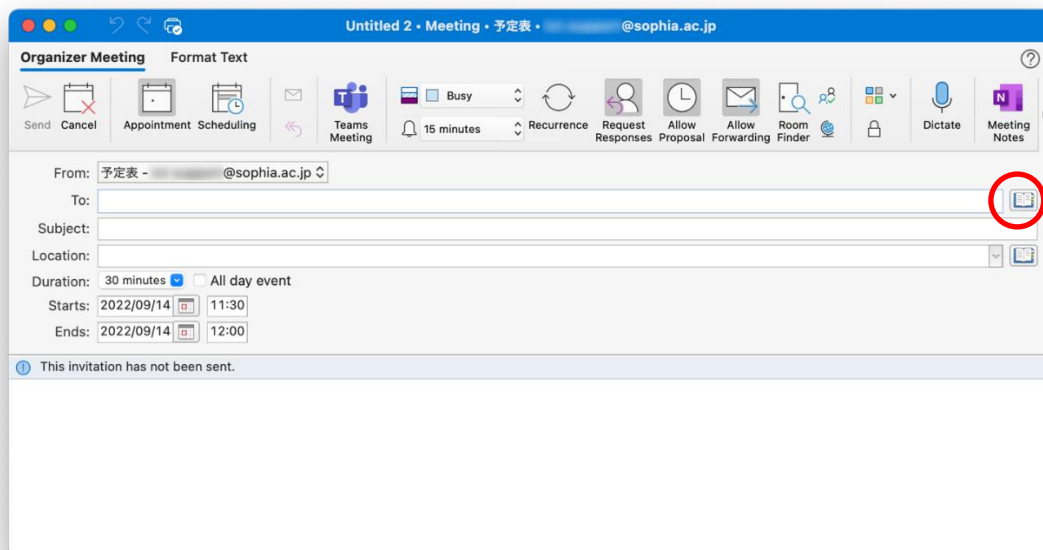
## 6-4 Calling a Meeting

Attendees can be invited at the same time as the schedule is made. An e-mail will be automatically sent to the attendees and a tentative schedule will be made. The people to be invited to the meeting must be registered in the Contacts (Address Book) in advance.

- (1) Right click on the time slot for creating an appointment and select [New Meeting] or click on [Meeting] in the upper left corner.

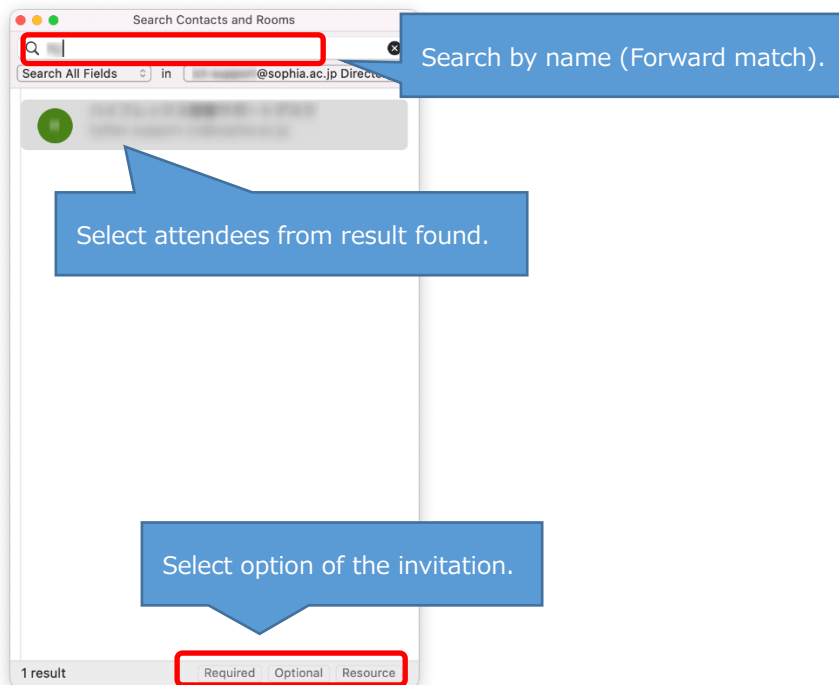



- (2) To invite attendees, click on the icon  to the right of [To:].

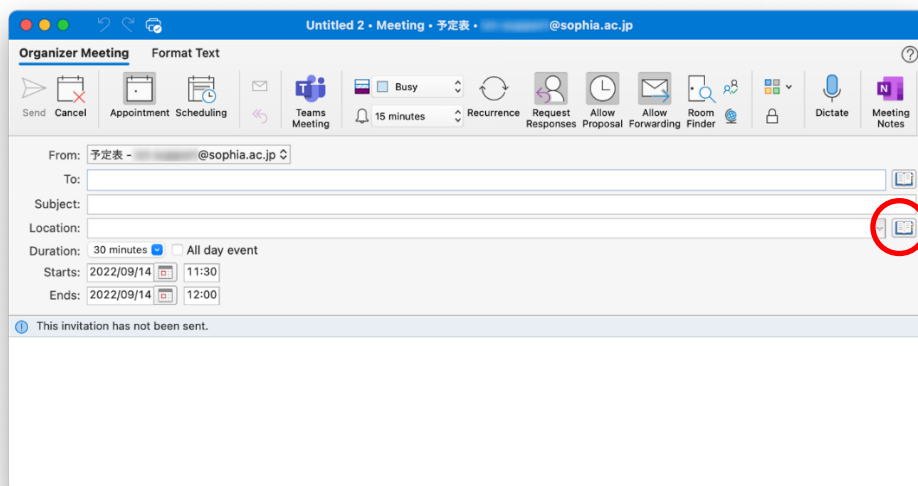


- (3) Select the attendees using the same procedure as for the e-mail recipient and click "Required" or "Optional".

\*People who are not registered in Contacts list cannot be searched.

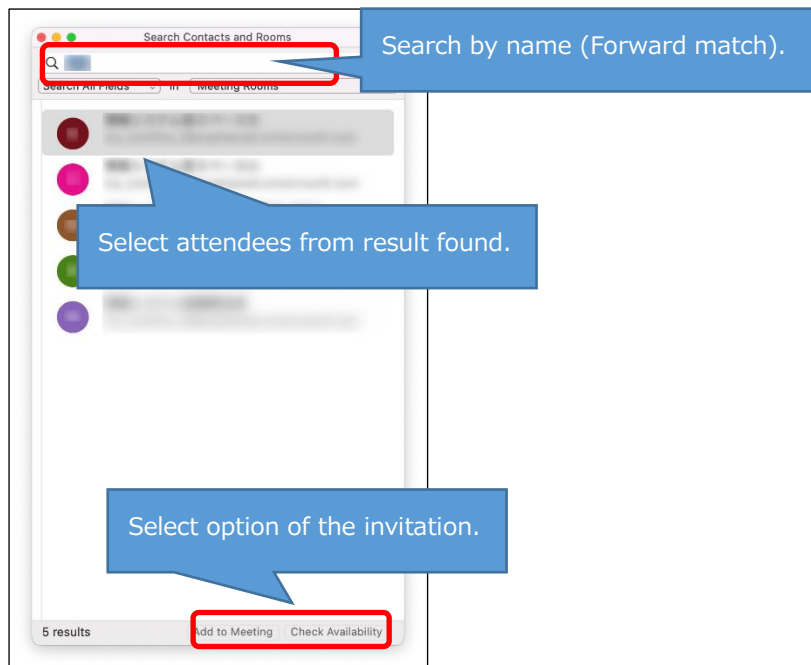


- (4) To set the meeting location, click the icon  to the right of [Location].

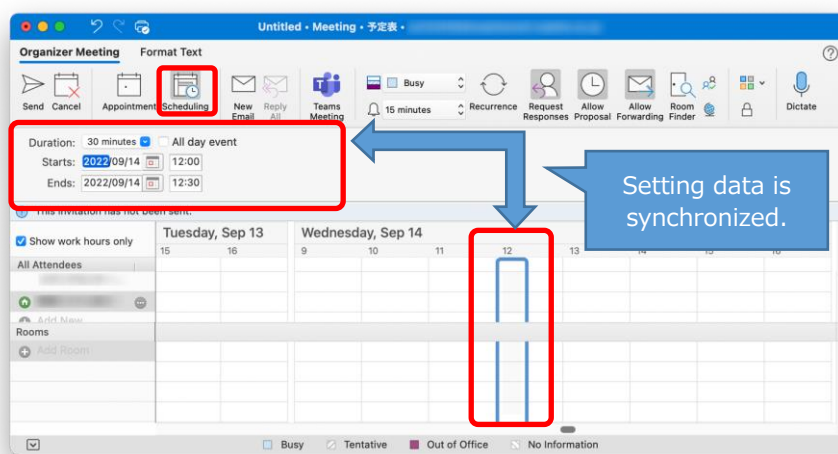


- (5) Search by room name and click [Add to meeting]. Click [Check Availability] to open the [Schedule] screen shown in the next section (6) and reserve the room while viewing the availability.

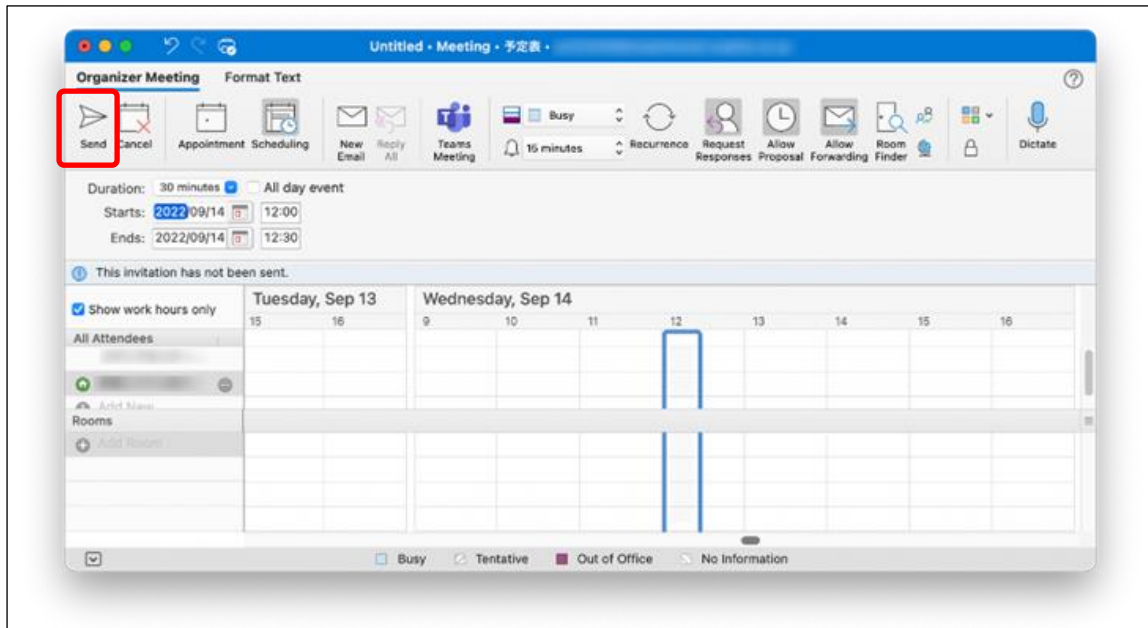
\*If there are not search results for a meeting room, enter the name of the meeting room in "Location" field.



- (6) Using [Scheduling], it is possible to set up meeting during free time slots while checking the schedules of the members set as attendees.

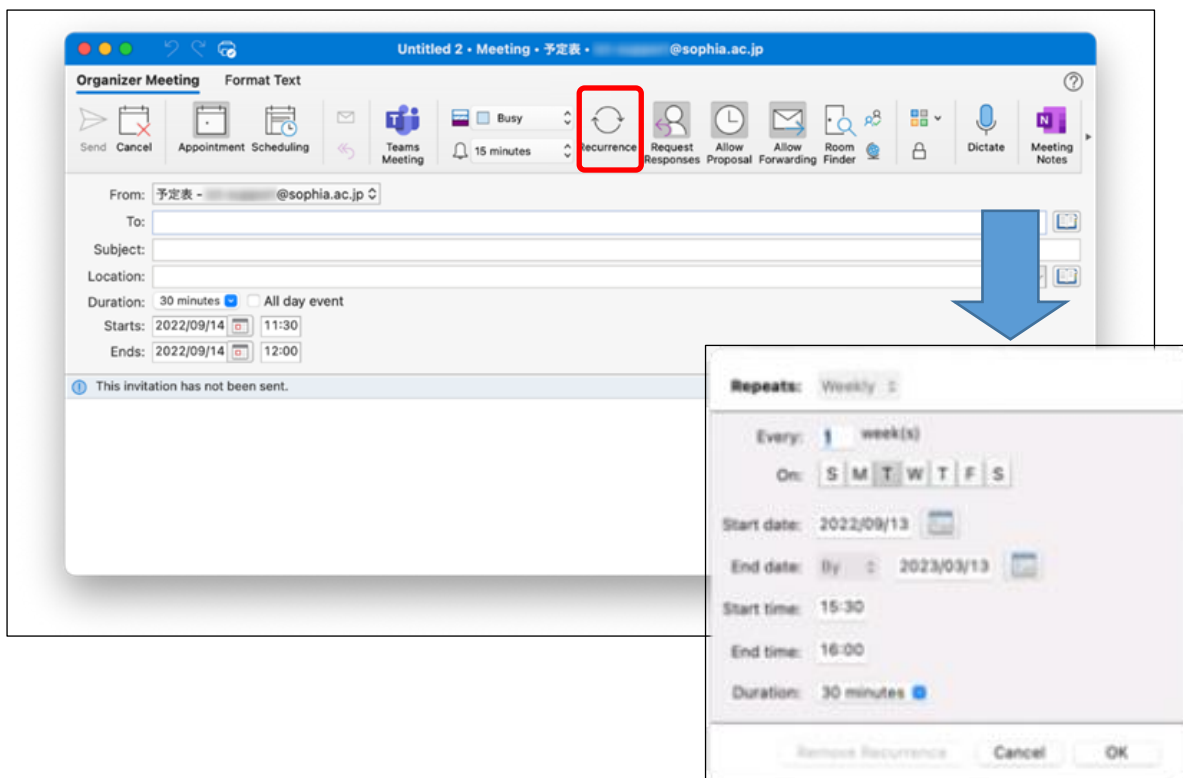


- (7) Set the subject, date, and time of the meeting. After completing the settings, click [Send]. An e-mail will be sent to the scheduled attendees and a tentative meeting will be made in the schedule.



### 6-5 Create Recurrent Meetings or Appointments

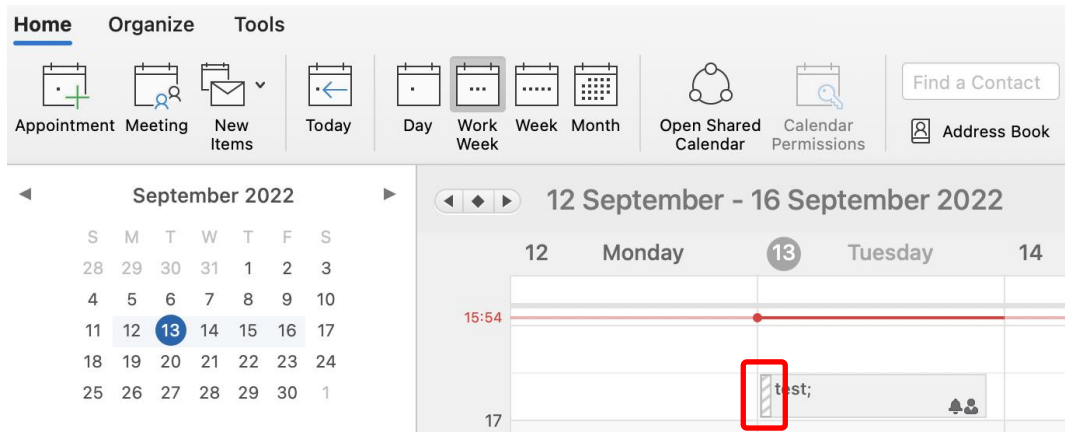
For meetings and appointments that are held on a regular basis, such as weekly or monthly, recurring appointments can be set up by clicking [Recurrence] on the settings screen.



### 6-6 Accept or Decline a Called Meeting

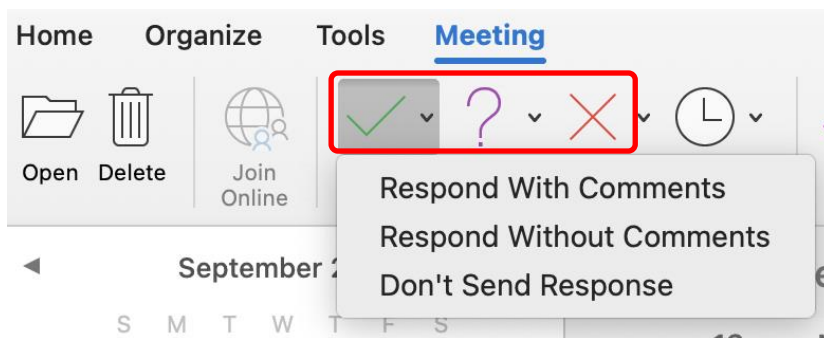
When a meeting is called, a tentative schedule is created for those scheduled to attend.

The tentative schedule is shaded in the calendar.



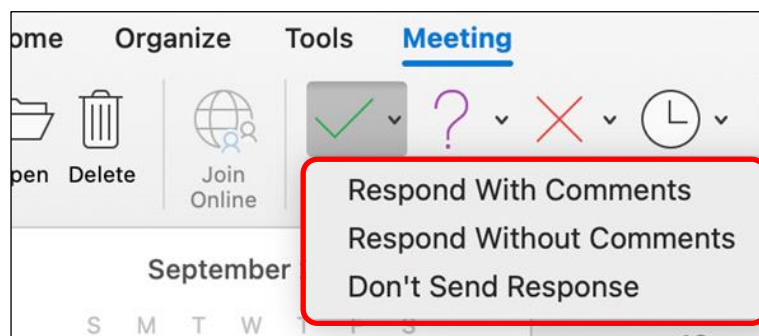
Select event and select [Accept], [Tentative] or [Decline].

- Accept : The tentative schedule is confirmed and the shaded in the schedule disappears.
- Tentative : The schedule remains tentative.
- Decline : The schedule disappears from the calendar.



When accepting/declining, it is possible to respond to the meeting organizer.

- Respond With Comments : A compose message screen will open and be able to send a mail to the meeting organizer.
- Respond Without Comments : The result of acceptance or declination is sent to the organizer.
- Don't Send Response : The result of acceptance or declination is not sent to the organizer.



## 6-7 Edit Event

Double-click the appointment or meeting to modify in the calendar, and the calendar settings screen will appear, then modify the information and click [Save and Close].

In the case of meeting, a notification will be sent again to those scheduled to attend.

In the case of recurring appointment or meeting, all appointments can be modified at the same time, or only one selected appointment can be modified.

※ It is not possible to modify other people's appointment.



## 7. Other Settings

### 7-1 Receive E-mail by POP or IMAP

ICT Office recommends Outlook for sending and receiving Sophia Mail.

Using other mail software to send and receive messages, please refer to the following for settings. For details, please refer to the manual “メールソフト設定の手引き (Guide to E-mail Software Settings)”. (Only Japanese text is available.)

\*In case using Outlook to send/receive via POP/IMAP, new settings are required in Exchange.

Items	Settings
<b>Incoming Settings</b>	
<b>Mail Server</b>	outlook.office365.com
<b>Encrypted Type</b>	SSL
<b>Port Number</b>	POP : 995 / IMAP : 993
<b>Outgoing Settings</b>	
<b>Mail Server</b>	smtp.office365.com
<b>Encrypted Type</b>	TLS
<b>Port Number</b>	587
<b>Account Settings</b>	
<b>Login ID</b>	Faculty Members／Emeritus Professor : Faculty ID@sophiamail.sophia.ac.jp
	Students／Alumni／Retired People : Student ID／faculty ID@eagle.sophia.ac.jp
<b>Password</b>	Password for Sophia Mail

For how to use e-mail on smartphone or tablet (Android / iOS), please refer “Sophia Mail - Setting Manual for iOS and Android -”

## How to Use Outlook for Mac

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