How to Use Outlook for Windows

Sophia University ICT Office

Ver. 1.3

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Sophia University ICT-Office

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1. Note on Using Outlook

Please remove the following when you use Outlook.

- 1-1 Recommended Outlook Version Recommended Outlook version is as below.
 - Windows: Outlook 2016 or later
 - Mac: Outlook 2019 or later

Older versions than the above will not be available after October 1, 2022, due to the abolition of basic authentication.

1-2 Mailbox Storage Limits and Message Size Limits

You cannot send over 500 messages at one time.

(as of Aug, 2019)	
Items	Limitation
mailbox storage limit	50GB
sending message size limit (text + attachments)	25MB(% You could not send a message because limitation of the addressee.)
receiving message size limit (text + attachments)	25MB
address book limit	500件
file attachments limit	250件
recipient rate limit (sending messages limit / 1 day)	10,000 / 1 day
message rate limit (sending messages limit / 1 minute)	30 / 1 minute

% Please also refer "OWA manual" which is written notes about using Sophia Mail.

1-3 Limitations of the Mailbox

The amount of mailbox storage is <u>50GB</u> which includes the whole Inbox, Outbox, Sent folder, Drafts folder, Trash folder, and Junk Email folder.

A warning message will be sent to you from the administrator when your used space is close to the limitation. If you receive the message, please delete your emails and increase free space.

If your mailbox reaches the limitation, you cannot send/receive and transfer messages anymore.

2. Install Office

2-1 Free Office (Office365 ProPlus)

While you belong to the university, you can download MS Office from the Microsoft website. You can install it on 5 computers including use in your home. Please refer to the Media Center website for downloading and installing it. <u>https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-11-en/</u>

%If you leave the university because of graduation or withdrawal. You cannot use the MS Office any longer. After the leaving, please purchase MS Office or contract with Office 365 service personally.

%If you want to install MS Office on multiple computers, please use the MS Office that ICT Office lends.

2-2 For Teachers Only

ICT Office offers a download service of the installer of Microsoft OS and Office for teachers and staff.

Please confirm the ICT Office Website for the terms of use. <u>https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-09-en/</u>

3. Mail Settings

Please set the following for using e-mail on Outlook.

- 3-1 Adding an account (when using Outlook for the first time)
 - (1) Launch Outlook.

* If the profile selection screen appears, open [Options], check "Set as default profile", and click [OK].

Choose Profile X	Choose Profile ×
Profile Name: Outlook Options >> OK	Profile Name: Outlook Options >> OK Options Image: Contract of the state
	Ne <u>w</u> Propertie <u>s</u> Dele <u>t</u> e

(2) Enter your Sophia ICT account and click [Connect].

Faculty Members/Emeritus Professors: [ID Number]@sophiamail.sophia.ac.jp Students/Alumni/Retired People: [ID Number]@eagle.sophia.ac.jp

×
Faculty members: <u>[8 figures ID Number]@sophiamail.sophia.ac.jp</u> Students: <u>[8 figures ID Number]@eagle.sophia.ac.jp</u>
Outlook
Email address
sophiamail.sophia.ac.jp
Advanced options 🗸
Connect No account? Create an Outlook.com email address to get started.

- (3) Enter your password and [Sign in] button.
 - •Password: If you have not changed your password, the password written on the permit is available.



(4) Untick and click [OK].

	×
すべてのアプリにサインインしたままにする	
Windows でお客様のアカウントが記憶され、このデバイスでアプリや Web サイトに自動的にサインインします。これにより、ログインが求められる回数が減ります。	3
□ ↓ 織がデバイスを管理できるようにする	
untick	
いいえ、このアプリのみにサインインします	
ОК	ה

(5) Click [完了].



(6) Account added successfully. Click [Done] to launch Outlook.



- 3-2 Adding an account (if you are already using Outlook)
 - (1) Click [FILE] tab and click [Add Account] button.



Continue with the steps from (2) on page 5 above. Restart Outlook after adding the account.

4. Mail

If you want to use e-mail, select [Mail] button on the Navigation at the bottom of the screen.



4-1 Receive Messages

4-1-1 Read Received Messages

The received message is in the [Inbox] that you arranged in section 3-1. Unread messages are shown as bold text. The message body will be shown on the Reading Pane when you click the message.



4-1-2 Refer Attachment Files

If there are attachment files, a clip icon will appear next to the subject on 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 read the message body again by clicking [Message]

Whether you can refer contents of the attachment depends on the file type.

- ② Double-click the attachment file and open it.
- ③ Right-click the attachment file chooses [Save as] and save the file.

%The extensions as below will be blocked.

If you received the message that attached the files, which contain the extensions, you receive a text file. That text file mentions original attachment files have been discarded.

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 Message

- 4-2-1 Compose New Email
- (1) Click [New Email] on the [Home] tab.



(2) Enter "To..." and "Subject" and "message body" and click [Send].

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FILE	MESSAGE	INSERT	OPTIONS	FORMAT TEX	REVIEW						
Paste	Arial (Body B I U aby - A	= + =	→ A A → 6Ξ 3Ξ ■ 😫 🔌	Address Check Book Names	 Attach File Attach Item * Signature * 	Assign Policy *	 Follow Up • High Important Low Important 		Zoom	Apps for Office	
Clipboard 5	5 I	Basic Text	E.	Names	Include		Tags	Б	Zoom	Add-ins	1
ت ا ا	To Cc Subject										
Dear Pro	ofessor ***누										

%If you want to send a message to multiple addressees, enter a semicolon between the addressees.

%If you want to send a message as BCC, click [OPTIONS] tab and click [BCC]. BCC form will appear.

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FILE	MESSAG	e ins	ERT	OPTIO	NS FORM	AT TEXT	REVIEW					
Themes	└olors ▼ ↓ Fonts ▼ ↓ Effects ▼	Page Color ▼	Bcc	Left From	Permission	Use Voting			Save Sent Item To *		Direct Replies To	
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ت <mark>ے "</mark> Send	To Cc Bcc Subject											
Dear P	orofessor **	њ,										▲ ▼

4-2-2 Reply or Forward Message

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



4-2-3 Attach File

Click [Attach File] on [MESSAGE] tab and select your file. You can also attach files by drag & drop from folders on your computer. The attached files are shown under the subject.

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FILE	MESSAGE	INSERT	OPTIONS	FOR	RMAT TEXT	REVIEW				
Paste		<u>U</u> = = = =	- A A - € 75 ■ 😫 🔌	Names	 Attach File Attach Item Signature • 	Assign	 Follow Up - High Importance Low Importance 	Zoom	Apps for Office	
Clipboard	Fail	Basic Text	Es.		Include		Tags	Zoom	Add-ins	~
ः• <u>S</u> end	To <u>C</u> c <u>B</u> cc Subject									
	A <u>t</u> tached	🛅 Sample Fil	e.zip (132 B)							
Dear P	Professor ***	<i>ي</i> ا								

%You can attach a file up to 25MB. However, there is a possibility that you cannot send attachments even if the file size is under 25 MB. That depends on the file type or limitation of the addressee. Please decrease the file size to under 20MB. XYou can attach files that have the following extensions. (This information may change without notice)



- 4-2-4 Add Signature on Message
- (1) Select [Signatures...] from [Signature] button on the [MESSAGE] tab.

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FILE MESSAGE INSERT OPTIONS	FORMAT TEXT REVIEW	
$ \begin{array}{c c} & & & & & & \\ & & & & \\ \hline \\ Paste \\ & & \\ \hline \end{array} \begin{array}{c} \bullet \\ Paste \\ \bullet \end{array} \begin{array}{c} \bullet \\ \bullet \end{array} \begin{array}{c} \bullet \\ B & I & \sqcup \\ \bullet \\ \bullet \end{array} \begin{array}{c} \bullet \\ \bullet \\ \bullet \\ \bullet \end{array} \begin{array}{c} \bullet \\ \bullet \\ \bullet \\ \bullet \\ \bullet \end{array} \begin{array}{c} \bullet \\ \bullet $	Image: Second system Image: Second system Image: Second system Follow Up * Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system <td>Zoom Apps for Office</td>	Zoom Apps for Office
Clipboard S Basic Text S To2 Send Ecc Subject	<u>Signatures</u> Tags ra	Zoom Add-ins

(2) Click [New] and enter a signature name as you want and click [OK].

	Signatures and Stationery ?	×
-mail Signature Personal Stationery		
Sele <u>ct</u> signature to edit Delete <u>New</u> Edit signature M S ゴシック (B V 10.5 V B	Choose default signature E-mail <u>a</u> ccount: New <u>m</u> essages: Replies/forwards: (none) New Signature Sample Signature	> > >
	OK Cancel	~

(3) From [E-mail account:], select the e-mail address to which you want to add the signature. Next start creating a signature. Select the signature that you want to use for [new message:] and [Replies / Forwards:]. After the selection click [OK].

Signatures	and Stationery ?	×
E-mail Signature Personal Stationery		
Sele <u>c</u> t signature to edit	Choose default signature	
Sample Signature	E-mail <u>a</u> ccount:	~
	New <u>m</u> essages: Sample Signature	~
	Replies/forwards: Sample Signature	~
Delete New Save Rename		
Edi <u>t</u> signature		
Malgun Gothic 🗸 10.5 🗸 B I 🗓 Automatic	💌 🚍 🚍 🔠 <u>B</u> usiness Card	
		^
John Smith		
Tel : (+81) 3-1234-5678		
E-mail : sample@sophia.ac.jp		
Sophia University ICT Office		
		~
	OK Cance	1

- (4) After the settings, a signature will be added automatically on the message compose window.
- 4-2-5 Schedule Sending Message
- (1) Click [Delay Delivery] from [OPTIONS] tab on the message compose window.

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FILE MESSA	GE INSERT	OPTIONS FOR	MAT TEXT REVIEW		
Themes Themes	Page Bcc Color ▼	From Permission	Buttons *	ipt Save Sent Item Tor	Delay Direct Delivery Feplies To re Options
Tem To Send Subject					

(2) Check [Do not deliver before] and enter delivery date and time. The message will remain in [Outbox]. The message will be sent when the time comes. After the sending, the message will move to [Sent Item].

	Proj	perties			×
Settings	Security -				
Importance Normal	A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A A	Change se	curity settings	for this messa	ige.
Sensitivit <u>y</u> Normal	¥	Securi <u>t</u> y :	Settings		
Do not A <u>u</u> toArchive thi	s item				
Voting and Tracking options					
Use voting b <u>u</u> ttons					~
Request a <u>d</u> elivery recei	pt for this messa	ge			
Request a <u>r</u> ead receipt	for this message				
Delivery options					
🔄 🔄 Have replies sent to					Select Names
Do not deliver <u>b</u> efore	2015/12/27	¥	þ17:00	¥	
Expires after	None	~	0:00	\vee	
✓ Save copy of sent mess	age				
<u>C</u> ontacts					
Cate <u>q</u> ories ▼ None					
					Close

- *This invitation may not be sent immediately when the delivery date comes. The invitation will be sent when "auto send & receive" is run after the scheduled date.
- %If you open the invitation message after putting on [Outbox], the scheduled date will be cleared. Please be careful.
- %Furthermore on this screen, you can set up properties for sending messages. Use these settings as needed.

5. Contacts(Address Book)

- 5-1 Enter Addressees by Using Campus Address Book (for Faculty Members Only) Faculty members can use the Organization Address Book when they send an e-mail or invite to meet someone. In the Organization Address Book, organization members are registered for each organization. You can choose the members by name or organization.
 - (1) You can refer to Address Book or Contacts by clicking [To...] on the mail compose window. Registered members will be shown ordered by phonetic name when you select [Offline Global Address List]. Choose the members and click [To ->], [Cc ->], or [Bcc ->], you can set addresses.

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FILE MESSAGE INSERT OPTION	NS FORMAT TEXT REVIEW	(K) •		
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Clipboard 🕞	Racio Text	Select N Select	[Offline Global Addr	ess List] 🛛 💉
To_z Send Subject	Name List Organization Search: () Name only () More		- kenichiro_matsur V Advanced Find	
له	Name	Phonetic Name Department	Title Busines	s Phone Location
	a mediacenter		_	^
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	* * *	10 P.		¥
	<u>Το</u> -> <u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u>			
				OK Cancel

(2) You can search for an addressee from [Name List] tab. Enter the name that you want to send a message. The matched name will appear at the top of the list. Set the addressee by clicking [To ->], [Cc ->], or [Bcc ->].

When you search addressee by name, you need to input Katakana in the search box.

	Calaat Nar	Office -		-	>
Na <u>m</u> e List Organization	ease search th	e addresse	e by Katakana		
Search: Name only More アイウエオ			- kenichiro_matsur 💙	Ad <u>v</u> anced Find	
Name	Phonetic Name	Department	Title	Business Phone	Location
	12.3				^
<					>
To -> <u>C</u> c -> <u>B</u> cc ->				ОК	Cancel

(3) You can select an addressee from the organization to which the addressee belonged. When you click [Organization] tab, the members will be shown in each organization. Set the addressee by clicking [To ->], [Cc ->], or [Bcc ->].

	Selec	t Names	×
Name List Organization Search:			
 □ <l< th=""><th>Name</th><th>Phonetic Name Title</th><th>Busin</th></l<>	Name	Phonetic Name Title	Busin
<u>Το</u> -> <u><u>C</u>c -> <u>B</u>cc -></u>		OK	>

(4) You can choose an addressee from the address book that you made. Click [Contacts] from the list of the [Address Book] on the [Name List] tab. We will explain "how to create your address book" later.

	Select	[Contacts – Your E-m	ail Address]	
Na <u>m</u> e List Organization	Select			
Search: Name only	More columns Address Book			
	<u>Go</u> Contacts -	۰ ۸	d <u>v</u> anced Find	
Name	Display Name	E-mail Address		
Sample List Test User 1	Sample List Test User 1	sample@sophia.ac.jp		^
Test User 2	Test User 2			
<				>
< T <u>o</u> -> <u>Test User 1</u>				
To -> Test User 1				

5-2 Create My Contacts

(1) Select [People] button from Navigation at the bottom of the screen. Select [Contacts] on [My Contacts] and click [New Contact] on the [HOME] tab.

🔯 📑 🏷 🕫		Contacts -	- Outlook		? 🖻 – 🗖 🗙
FILE HOME SEND /	RECEIVE FOLDER	VIEW			
Contact Group Items •	Delete Email	Business C	Image: Source of the sector	Categorize * Follow Up * acts Private	Address Book
New	Delete Communicate	Current View	Actions Share	Tags	Find 🔺
▲ My Contacts		Sample List	Search Contact	s (Ctrl+E)	Q
Contacts Connect to a social network	ア カ サ タ ナ ハ	Sample List Group	Test User 1 sample@sophia.ac	jp	
	マ レ ヤ - ラ	Test User 2			
	7				
	≟⊕				
Mail Calendar	People	Tasks …			
ITEMS: 3		ALL FOLDERS ARE UP TO DATE.	CONNECTED TO: MICROSOFT EXCHANGE	: 🔲 🕮	+ 100%

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

E			Untitled - Co	ontact O			? 🗈 – 🗆 🗙
FILE CONTACT INSERT	FORMAT TEXT REVIEW						
Save & Delete Save & Forward OneNote Close New * Actions		imail Meeting More	Address Check Book Names Names	Business Picture Card Options	Categorize Follow F v Up v Tags	Private Zoom	~
Edit Yomi() Last() /First(M)						1	
Com <u>p</u> any Dep <u>a</u> rtment /Job <u>t</u> itle Fil <u>e</u> as				•	Notes		
Display as					4		
Web page address /IM address Phone numbers							
Business +		Home					
Addresses		Mobile					
Business 👻			This is the I	mailing add <u>r</u> ess			
Postal code(U) /State(D)							
City(Q)							
Street(B)				Map It			
Country/Region			Ŧ				
							^

5-3 Add a Contact from an E-mail Message

(1) Right-click on the sender on the Reading Pane. Next, select [Add to Outlook Contacts].

😂 Reply 🕼 Reply All 😂 Forward	
2015/12/19 (土) 20:40	
Microsoft Outlook	X Cut
soft Outlook Test M	€ Е <u>в</u> ору
To Right click on the sender.	l <mark>∎ P</mark> aste
O You Right click on the sender.	Cle <u>a</u> r
	ER Select All
This is an e−mail message sent automa	
Outlook while testing the settings for y	∎ Add to Outlook Contacts
	Open Co <u>n</u> tact Card
_	
	Microsoft Outlook <
🚹 See more about Microsoft Outlook.	
NECTED TO: MICROSOFT EXCHANGE 🛛 🔲 🗕	+ 100%

(2) Register dialog will open. Enter user information and click [Save].

		×
Name		
Test User 3]
CONTACT NOTES		
⊕ Email	⊕ Work	
Email		
testuser3@sophia.ac.jp	Address	
	⊕ Birthday	
⊕ Phone	Glintilday	
€IM		
	<u>S</u> ave Cance	
		.:

(3) The contact address will be registered on [Contacts] on [My Contacts].



5-4 Use Contact Group

Contact Group is the function for grouping individual contact addresses and sending broadcast messages. By using this function, you can set multiple addressees easily.

(1) Select [New Contact Group] from [HOME] tab on the Contacts window.

o n E	÷ گ				Contacts -		
FILE	HOME	SEND	/ RECEIVE	FOLDER	VIEW		
New Contact	New Contact Group	New	X Delete	Email	Business C	People	4
	New		Delete	Communicate	Curre	nt View	

(2) Enter the group name on [Name] and click [Add Members]. Select the address book or contacts that include the addressee that you want to send.

🕹 🖯 5 (5 A	$\psi =$	Sample Contact Group - Contact G
FILE CONTACT G	INSERT	FORMAT TEXT REVIEW
🗗 🗙 🖳	2	
Save & Delete Forward	Members Notes	Add Remove Update Email Meeting Categorize Follow Private Z
Close Group Group *		Members - Member Now - Up -
Actions	Show	From Outlook <u>C</u> ontacts ommunicate Tags Z
Name Sample Contact	Group	From Address Book
🗋 Name 🔺		🔍 New E-mail Contact E-mail
		We didn't find anything to show her

- •From Outlook Contacts: Select from [My Contacts] that is entered in section 5-2.
- •From Address Book : Select from the Official Global Address List.
 - : Enter e-mail address directly.
- (3) Select a member from [Outlook Contacts] or [Address Book]. You can select multiple members by holding the "Ctrl" key and clicking the members.

Select Members: Offline Global Address List					
Name List Organization					
Search: Mame only OMore More	columns Address Book	Advanced Find			
Name	Phonetíc Name Department Title	Business Phone	Location		
			^		
a a mediacenter					
	The second				
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÷					
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Mem <u>b</u> ers ->					
		ОК	Cancel		

Click [OK] after members are added.

•New E-mail Contact

(4) On [Add New Member] dialog, enter the name and e-mail address and click [OK].



6. Schedule a Meeting with Other People

You can share personal schedule with others and invite others to a meeting on Outlook. Among faculty & staff members, title, time, place, and members (in case of meeting) in the personal schedule are open (shared), except Secret one. Details of the schedule are not open.

Among students, all items are hidden, except granting authentication to each other. Among faculty & staff members and students, it is impossible to share calendar items. If you use a division account such as for the office, please do NOT create calendar items, although via those accounts it is possible to view schedules.

When you want to open your Calendar, click [Calendar] at the bottom of the screen.



6-1 Check Schedule

You can switch views of the schedule. The example above is "Schedule View". You can also select [Day], [Work Week], [Week], [Month].

How to Use Outlook for Windows

Share

13

14

Today 12°C/4°C

12

11

Show as [Day]

ype ng ee	Today	Next 7 Days	My Department	My	Day	Week		Month	Schedule View	Open Calendar Manage		Calendar	Бр 4% (hare Calendar 'ublish Online - 'alendar Permissions Share	Search Peo	s Book	>
4	۲	2015	年12月	16⊟		Sum	ida-ku,	Tökyö	- *	Today 12°C/4°	c 🌁	Tomorrow 11°C/3°C		Search Calendar (Ct	1+E)		ρ
		▶ Calen 0曜日	dar X	•		×	+		×	10.10	×	+	-	×			
	10	6日														16.3	E
8																	-
9																0	
10	1000		1	927	0												
11																	9
12	2										1.00			-			
13										1000	10.00						
14																	
15																	

Show as[Month]



6-2 Refer Schedules

You can refer to your schedule by selecting [Calendar] under [My Calendars].



%There is [Calendar (This computer only)] under the [My Calendars]. This schedule is

independent of [Calendar]. You can refer to this schedule from your computer which you are operating. (That schedules are not shared with others.)

You can show other schedules along with yours. We will explain how to select schedules that you want to show from the campus address book (Official Global Address List.).

(1) Right-click [My Calendars] and select [Add Calendar]. Next, select [From Department List...] and select a department from the department list.

Show as [Work Week]



Show as[Schedule View]

.....

10

e€ <u>.</u>

▲ ▶ 2015年12月16日(仏滅)

2015年12月16日 (仏滅)



How to Use Outlook for Windows

				Add a Department
A 🔳 My Calendars		1		□
✓ Calenda	<u>R</u> ename Group			日本
	D <u>e</u> lete Group			□
	Remo <u>v</u> e All Calendars			
	New Calendar Group			且一 <mark>行き</mark> #2-455/PJ
	Add Calendar	From Address Book	L/	
	<u>A</u> rrange By Name	From Department List	V	
	Show All Calendars	From <u>R</u> oom List		
	Refresh <u>F</u> ree/Busy	From Internet		
; ▲	Move <u>U</u> p	Open Shared Calendar		
	Move D <u>o</u> wn			OK Cancel
				i.

(2) Selected schedules will be added to [Calendar]. Select people that you want to refer to schedule.



The example below is shown as [Schedule View].

When you show [Schedule View], you may not show the whole subject of the event. In that case, switch to [Day] view and mouse over the event. The detailed information will be shown on the pop-up window.

or 🗄 🗲 🗧	Calendar - Outlook ? 🗈 - 🗆	×
FILE HOME SEND / RECEIVE	FOLDER VIEW	
New	g Days Department Calendar Veek View Calendar - Groups - Calendar & Calendar Permissions	~
 ✓ 2015年12月 → ✓ 日月火水木金土 		ρ
日 月 入 示 木 並 王 29 30 1 2 3 4 5 6 7 8 9 10 11 12	◆ Calendar) Updating x ◆ ● ● ● ★ ◆ ● ● ● ● ★ ◆ ● ● ● ● ★ ◆ ● ● ● ●	
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	18日 赤口]
2016年 1月	Marca	Ŀ
日月火水木金土	10 Open Office 🧭	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	11 Detailed information will appear on pop-up 12 Lunch Break when mouse cursor is on the schedule.	
31 1 2 3 4 5 6		-
Meeting with Professor ***	Call to Teacher ***	
Start: 2015/12/18 15:00 End: 2015/12/18 15:30	Meeting with Professor ***; Conference room	
Location: Conference room Reminder: None		
	17 Close Office	Ŧ
Mail Calendar Pe	ople Tasks ····	
ITEMS: 8 🐥 REMINDERS: 1	🛕 SEND/RECEIVE ERROR THIS FOLDER IS UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE 🔲 💷 🗕 – 🗕 🗕 🗍 🔒 – – – – – – – – – – – – – – – – – –	%

6-3 Create Your Event

(1) Select a date that you want to create an event.

Your schedule is shown on the row of [Calendar]. When you create an event, double-click on the time or right-click and select [New Appointment].

%You cannot create on the row of the others. When you want to assign a schedule of meeting or conference, please refer to "Create and Request a Meeting Request" which is mentioned later.



(2) Enter the subject of the event and time

If you click the key icon 🙃 , the event will be private. Other people can recognize there is an event at the time but the subject is concealed.

FILE	S C	↑ ↓ ÷ MENT INS	ERT FOF	RMAT TEXT	2	with professo W	or *** - Ap	pointment	\sim	7	? [₹ -		
Save & Dele	🗲 🖻	Appointment		Skype	Meeting	A Invite	222	,	Recurrence	Categorize	Coor			
Close Action Subject	ns	Sho with professor '		Meeting Skype	Notes Meetin	Attendees Attendees		Opt	-		ne ever	nt will		rivate.
Locat <u>i</u> on Start time	ation conference room 1-123												-	
En <u>d</u> time	2015/12/1			10:30	•]	event	If yo	ou enable Please ch				tion.	
ų	Text in this area is not open.													

When you enable [All day event] option. [Show as] setting will change automatically from [Busy] to [Free]. Others would recognize the time is vacant. If you are on vacation at the time, change the setting to [Busy] or [Out of Office].

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

6-4 Create and Send a Meeting Request

You can create an event and invite others to your meeting at the same time. Attendees will receive an e-mail automatically. A temporary schedule will be assigned to the calendar of the attendees.

(1) Right-click on the time to create the event and select [New Meeting Request]. You can also create an event by selecting [New Meeting] from [New Meeting] on the top-left of the window.



FILE	HOME	SEND / I	RECEIVE	FOLDER	VIEV	V			
		.	E	ĸ		.			
New	New	New	New Skype	Today	Next 7	My	My	Day	Wo
Appointme	t Meeting 🔻	tems 🔻	Meeting		Days	Departmen	t Calendar		We
	🔝 New	Meeting	I		(Go To	Es.		
4	New	Meeting	with All		2010	(年12日	18日 (河	ŧΠ	
日月	火水木	、金 土	-		2013	9年12月		(נבוינ	

(2) If you want to invite others to your meeting, click "Invite Attendees".

	5 े	$\uparrow = \downarrow$	Ŧ			meeting	with professo	er ***	* - Appointment		
FILE	APPOINT	MENT	INSE	RT FO	RMAT TEXT	REVI	W R				
2 ×	< □				E	NB		2	Busy •	Recurrence	
Save & Dele Close	te 😋 🗸	Appoin	tment S	Scheduling Assistant	Skype Meeting	Meeting Notes	Invite Attendees	ł	15 minutes 🔹 👻	le Time Zones	Categorize
Action	ns		Show	1	Skype	Meetin.	Attendees		Options	- G	Tags
Subject	meeting v	with prof	essor **	*)			
Location	conference	e room 1	-123								
S <u>t</u> art time	2015/12/1	8 (金)			10:00		All day	e <u>v</u> er	nt		
En <u>d</u> time	2015/12/1	8 (金)			10:30						
له											

(3) Click [To…] and select attendees from the Address Book.

	5	ΥΨ	Ŧ			meeting wit	h profe	essor *** - Meeting		6
FILE	MEETIN	IG IN	ISERT FO	DRMAT TEXT	t revie	W				Ľ
Delete	App	ointment	Scheduling Assistant	Skype Meeting	Meeting Notes	Cancel Invitation		Busy •	Recurrence	; c
Action	5	Sho	W	Skype M	Meeting	Attende	es	Option	15	E.
You h	To <u>.</u> S <u>u</u> bject		ing invitation							R]]
2010	Locat <u>i</u> on	confe	erence room 1	1-123				-	Roo <u>m</u> s	
	S <u>t</u> art time	2015/	/12/18 (金)		10:	00	•	All day e <u>v</u> ent		
	En <u>d</u> time	2015/	/12/18 (金)		10:	30	-			
له										

(4) Select attendees. The process is the same as selecting e-mail addresses. Select attendees and click [Required] or [Optional]. After selecting attendees, click [OK].

	ect Attendees a	nd Resources: Offline	Global Address List	
Na <u>m</u> e List Organi <u>z</u> ation <u>S</u> earch: Name only OMore	columns Address B	look Iobal Address List -	✓ Ad <u>v</u> anced Find	
Name	Phonetic Name	Department Title	Business Phone	Location
a mediacenter	15.5			
<pre>4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4</pre>		_		~
Reguired -> Optional -> Resources ->				
			ОК	Cancel

(5) If you want to select a meeting room, click [Rooms...]. If there are meeting rooms that have registered on this system, click the meeting room. After the setting click [OK]. (The function of registration is not available as of Jan 2016. Therefore, you cannot use "Room Finder".)

	5	∂ ↑	1	, ÷			meeting with prof	essor *** - Meeting		F
FILE	м	EETING	IN	ISERT F	FORMAT TEXT	REVIE	w R			<u> </u>
\mathbf{X}					E	N		🚾 🔳 Busy	→ Recurrence	
Delete 📿				Scheduling		Meeting	Cancel		🍥 Time Zones	c
Delete 🖸	•	Арроппа	merne	Assistant	Meeting	Notes	Invitation	🐥 15 minutes	🚬 😹 Room Finder	
Actions			Sho	w	Skype M	Meeting	Attendees	Optio	ons r	3
🚹 You ha	aven't	sent this	meet	ting invitatio	on yet.					D
	Т	o	1	-	-					
==		0 <u>1</u>	I							
	S <u>u</u> bj	ject	meet	ing with pro	ofessor ***					
Send	Loca	t <u>i</u> on	confe	erence room	1-123				▼ Roo <u>m</u> s	
	Star	t time	2015	/12/18 (金)		10:0	÷ 00	All day event		

(6) Select a meeting room, click [Rooms ->], then click [OK].

	Se	elect Rooms: A	All Rooms			
Name List Organization						
Search: Mame only OMor	e columns Address B	ook				
	Go All Room	5 -	¥ A	d <u>v</u> anced Find		
Name	Phonetic Name	Location	Business Phone	Capacity	Description	
 メディアセンタースペース? メディアセンタースペース? 経営企画グループ共有スケ: 	小 ()	<u>2号館3所総合メデ</u> 2号館3F総合メデ		12 8	Room Room Room	
<					:	>
<u>R</u> ooms -> <u>メディアセンター</u>	<u>-スペース大</u>			(DK Car	icel

(7) By using [Scheduling Assistant], you can assign a meeting to a vacant time by confirming the schedules of the attendees.



(8) Enter "Subject", "Start time" and "End time". After setting the information, click [Send]. E-mail will be sent to attendees and temporary events will be assigned on their schedule.

	5 ?	t ↓ =			meeting with p	rofe	ssor *** - Meeting	 7)		? 🛧		×
FILE	MEETING	INSERT F	ORMAT TEXT	REVIE	w		0				_ / /	
Delete Actions	Appoin	tment Scheduling Assistant Show	Skype Meeting Skype M	Meeting Notes Meeting	Cancel Invitation	,	Description of the second seco	Categorize	⊡ ! ↓	Q Zoom Zoom	Apps for Office Add-ins	~
🔒 You ha	ven't sent thi	s meeting invitatio	n yet.									
Ē	To <u>.</u> S <u>u</u> bject	meeting with prot	; fessor ***									
Send	Locat <u>i</u> on	conference room	1-123							•	Roo <u>m</u> :	5
	S <u>t</u> art time	2015/12/18 (金)		13:0	00	*	All day event					
	En <u>d</u> time	2015/12/18 (金)		13:	30	-						
له												

6-5 Create Recurrent Meetings or Event

If you want to set a meeting or event that is held every week or every month. Click [Recurrence] on the screen and you can apply the settings.

	5 ?	↑ ↓ =			meeting v	vith prof	essor *** -	Meeting	~ (7)	? 🗹	- 0	×
FILE	MEETING	INSERT FO	ORMAT TEXT	REVIE	W				\sim				
			Shame a	Veeting	Cancel		772	Busy 1	Recurrence Time Zones		S	5	
Delete 🕑	Appoin	tment Scheduling Assistant	Skype M Meeting	Notes	Invitatio		- 15 i	minutes 🔹	st Room Finder	Categorize	Zoom	Apps for Office	
Action	s	Show	Skype M N	leeting	Atten	dees		Options	E.	Tags	Zoom	Add-ins	^
🚹 You h	aven't sent th	is meeting invitatio	n yet.										
ī — •	To <u>.</u>	;	;		[A	ppointment	Recurrence	è		×
<u>S</u> end	S <u>u</u> bject	meeting with prof	essor ***			App	ointment						
Jena	Locat <u>i</u> on	conference room	1-123			Start	: 1	3:00	¥				
	S <u>t</u> art time	2015/12/18 (金)		13:0	00	E <u>n</u> d:	1	3:30	¥				
	En <u>d</u> time	2015/12/18 (金)		13:3	30	Dura	ition: 3	0 minutes	*				
						Recu	irrence pa	attern					
له						OD		Re <u>c</u> ur every	1 week(s)	on:			
							<u>/</u> eekly	□日曜	日	翌日 🗌	火曜日	一水明	翌日
							lonthly		日	曜日 □.	土曜日		
						ΟY	early						
						Rang	ge of recu	irrence					
L						<u>S</u> tart	2015/	/12/18 (金)	▼ ● N <u>o</u> end	date			
									◯ End a <u>f</u> t	er: 10 oc	currences		
									◯ End <u>b</u> y:	2016/02/1	9 (金)	*	
								OK	Cancel	<u>R</u> emove Re	currence		

6-6 Accept or Decline Invited Meeting

When a user is invited to meetings, a temporary event is assigned to their schedule (cf.5-3)

The temporary event is displayed with a striped line.



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

- •Accept : The event will be fixed and stripe will erased from the event.
- •Tentative :The event will remain as temporary status.
- •Decline :The event will be removed from your schedule.



When you accept/decline the invitation. You can send a reply to the organizer. •Edit the response before sending: The window for composing a message will open. You can send an e-mail to the organizer.

- •Send the response now: The result whether you have accepted/declined is sent to the organizer.
- •Do Not send the response: The result whether you have accepted/ declined is not sent to the organizer.

6-7 Edit Event

You can edit events or meetings by double-clicking the appointment. An edit dialog will appear edit the information and click [Save & Close] button. In case of a meeting, an e-mail notification will be sent to the attendees. As for recurrent meetings or events, you can choose to edit whole appointments or edit one event that you select. ※ You cannot edit other users' schedules.

7. Other Settings

7-1 Use Sophia Mail with other mail apps.

ICT Office recommends using Outlook for exchanging e-mail via Sophia Mail. If you want to use a different e-mail client, please refer below settings. *If you are using Outlook with POP/IMAP access, please a new account using Exchange.

Items	Settings
Incoming Settings	
Mail Server	outlook.office365.com
Encrypted Type	SSL
Port Number	POP:995 / IMAP:993
Outgoing Settings	
Mail Server	smtp.office365.com
Encrypted Type	TLS
Port Number	587
Account Settings	
Login ID	Users whose email address is
	xxx@sophia.ac.jp
	Faculty ID@ <mark>sophiamail.</mark> sophia.ac.jp
	Users whose email address is
	xxx@eagle.sophia.ac.jp
	Student ID/faculty
	ID@eagle.sophia.ac.jp
Password	Password for Sophia Mail

For how to use e-mail on a smartphone or tablet (Android / iOS). Please refer to "Sophia Mail - Setting Manual for iOS and Android -".

- 7-2 Forward E-mails from Sophia Mail to another E-mail Service ICT Office does not recommend you forward messages from Sophia Mail to a smartphone or another e-mail service. Please apply Sophia Mail settings on your smartphone and receive the e-mail. If you must forward the e-mail, please refer following instructions.
 - (1) Log in to OWA(Outlook Web App).

Faculty Members / Emeritus Professor (mail address is xxx@sophia.ac.jp) URL for faculties: <u>https://outlook.office365.com/owa/sophiamail.sophia.ac.jp</u> User ID: faculty number Password: If you have not changed your password, the password written on the permit is available.



Students/Alumni/Retired People (mail address is xxx@eagle.sophia.ac.jp) URL for students:<u>https://outlook.office365.com/owa/eagle.sophia.ac.jp</u> User ID: faculty number or student number

Password: If you have not changed your password, the password written on the permit is available._



(2) Select [Mail] on the menu.



(3) Click the gear icon 🔯 on the top-right of the screen and select [Options] from [Mail Settings].



(4) Click [Forwarding] from [Mail] on the light of the screen. Next, enable "Start forwarding" and enter the forwarding address.

%If you want to keep your e-mails on Sophia Mail, please check [Keep a copy of forwarded messages] option. Otherwise, the e-mails will be deleted.

Uffice 365	Outlook
Options Shortcuts General Mail Automatic processing	■ Save × Discard Forwarding
Automatic replies Clutter Inbox and sweep rules Junk email reporting Mark as read	 Start forwarding Forward my email to: Enter an email address Keep a copy of forwarded messages
Message options Read receipts Reply settings Retention policies Accounts Block or allow	Stop forwarding
Forwarding POP and IMAP	

After the settings, click [Save].

7-3 Import Address Book from Active!Mail

You cannot transfer Group Addresses from Active!Mail. If you do not mind, please refer Instructions written on "AddressBook_ActiveMailToO365.xlsm". Please refer to the manual 'Convert Address Book' for more details.

7-4 Import Address Book from another E-mail Software

You can import the address book that is exported from another e-mail software to Outlook. In this section, we will explain Thunderbird. If you want to transfer the address book from a different e-mail software, please refer to the instructions of the software export CSV file and import the file to Outlook as same as Thunderbird. **XYou cannot address the book from CSV on Outlook2016. Please be careful.**

(1) Select Address Book on Thunderbird and select [Export] from [Tools].

Address Book							
<u>File Edit View</u>	<u>File Edit View</u> Tools Help						
🔒 New Contact	Mail & Newsgr	roups Ctrl+1	Write	🛇 Delete		Name or	Email
All Address E	Import…		ail		Chat Nan	ne	Organization
Persona…s	Export…		45@sopł	nia.ac.jp			
Collecte…c	<u>O</u> ptions	phe@sophia.ac.jp					
-							

- (2) Select a saving folder. Set file format as [Comma Separated (*.csv)] enter proper file name and save the file.
- (3) Right-click [Contacts] on [People] Screen on Outlook. Select [New Folder] Enter the folder name and click [OK]. In this example, input "Thunderbird".

Image: Second and the second	Create New Folder
New New Contact Wei Contact Yei Contact </td <td>Name: Thunderbird Eolder contains Contact Items Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Sent Items Sent Items</td>	Name: Thunderbird Eolder contains Contact Items Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Select where to place the folder: Sent Items Sent Items
Mail Calendar People Tasks ···· TEMS: 3 THIS FOLDER IS UP TO DATE.	OK Cancel

(4) Click [Open & Export] on [File] tab on Outlook. Next, click [Import / Export].



(5) Select [Import from another program or file] and click [Next].

Import and Export Wizard				
	<u>Choose an action to perform:</u> Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import data from other files, such as Outlook data files (.PST) and text files.			
	< Back Next > Cancel			

(6) Select [Comma Separated Values] and select [Next].

Import a File					
Select file type to import from: Comma Separated Values Outlook Data File (.pst)					
< <u>B</u> ack <u>N</u> ext > Cancel					

(7) Click [Browse] and select the exported file at (2) and click [Next]. We will import it into new folder. Therefore, you can select any option below.

Import a File					
	File to import: sktop\Thunderbird Address Book.csv Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicate items				
	< <u>B</u> ack <u>N</u> ext > Cancel				

(8) Select the destination folder as the folder created at (3) (Thunderbird) and click [Next].

Import a File	
Select destination folder: Contacts (A9E2BC46-B3A0-4243-B315-60D GAL Contacts Lync 道紹先 - 2015-04-06T00:47; Organizational Contacts PeopleCentricConversation Budi Recipient Cache Skype for Business Contacts InunderDird Conversation Action Settings Conversation History	~
< <u>B</u> ack <u>N</u> ext > Cance	:I

(9) Confirm the message [Import "○○○.csv" into folder: △△△] (○○○ is the file name that you selected at (7)) and click [Map Custom Fields].

Import a File
The following actions will be performed: Import "Thunderbird Address Book.csv" into f Change Destination Change Destination This may take a few minutes and cannot be canceled.
< <u>B</u> ack Finish Cancel

(10) Relate importing CSV files to the fields of Outlook.

Select values from [From:] and drag them to the field name on the right. The field name will be displayed on the [Mapped form].

<u>*You must relate [Primary Email] to the [E-mail] field</u> on Outlook. If you do not connect that information, you cannot transfer the e-mail address to Outlook properly.

After the relating, click [OK].

Map Custo	om Fields	Map Custom Fields
Drag the values from the source file on the left, destination field on the right. Drag the item fr		Drag the values from the source file on the left, and drop them on the appropriate destination field on the right. Drag the item from the right to the left to remove it from the
From: Comma Separated Values Thunderbird Address B Drag	To: Microsoft Office Outlook Thunderbird	From: Comma Separated Val Drag To: Thunderbird Address Drag Thunderbird
Value First Name Last Name Display Name Nickname Primary Email Secondary Email Secondary Email	Field Mapped from A	Value Value Primary Email Secondary Email Vork Phone Home Phone Examil Secondary Name Work Phone Home Phone Examil Secondary Name Work Phone Home Phone Examil Secondary Name Be Email Secondary Name Name Name Name Name Name Name Name
< >> < Previous	Clear Map Default Map OK Cancel	<pre> Carcel C</pre>

(11) The window goes back to previous one. Please click [Finish].

Import a File
The following actions will be performed: Import "Thunderbird Address Book.csy" into f Map Custom Fields Change Destination This may take a few minutes and cannot be canceled.
< <u>B</u> ack Finish Cancel

(12) Confirm your address book is imported properly.

o 📰 🕤 🕫		Thunderbird -		- Outlook	
FILE HOME SEND / RECEIVE	FOLDER	VIEW			
New New Contact New Contact Group Items •	Email E Meeting	Business C	[▶] Move ▼ Sa Mail Merge I OneNote	E Forward Contact - Forward Contacts Open Shared Contacts	Categorize ▼ ► Follow Up ▼ ⊖ Private
New Delete	Communicate	Current View	Actions	Share	Tags
∡ My Contacts				Search Thunderb	oird (Ctrl+E)
Skype for Business Contacts		- Smith Jane	- Sm	nith John	
Contacts	7	Jane Smith	1753	John Smith	
Thunderbird	Ъ				
Connect to a social network	サタ	12345@sophia.ac.jp		abcde@sophia.ac.jp	

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