

How to Use Outlook for Windows

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 **50GB** 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.

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

※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.

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

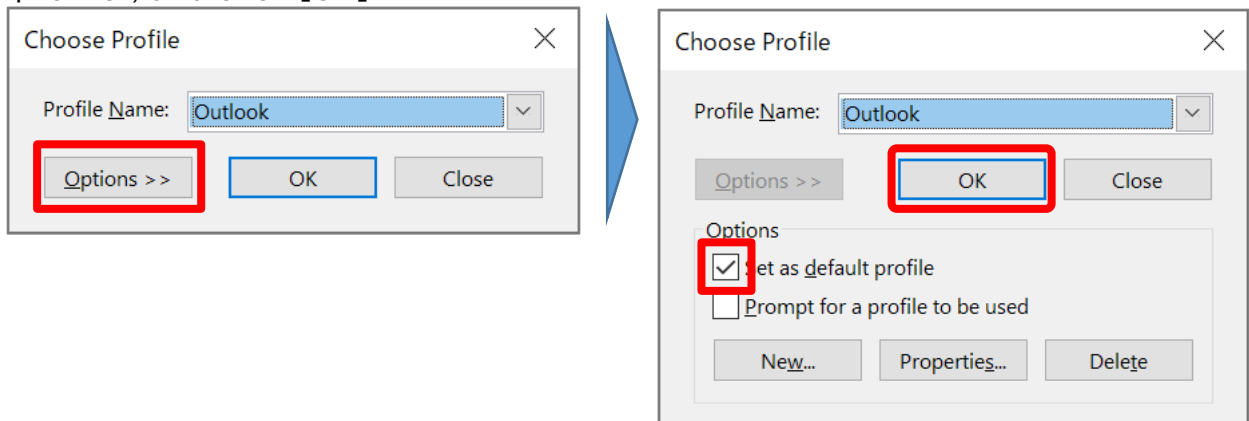
3. Mail Settings

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

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

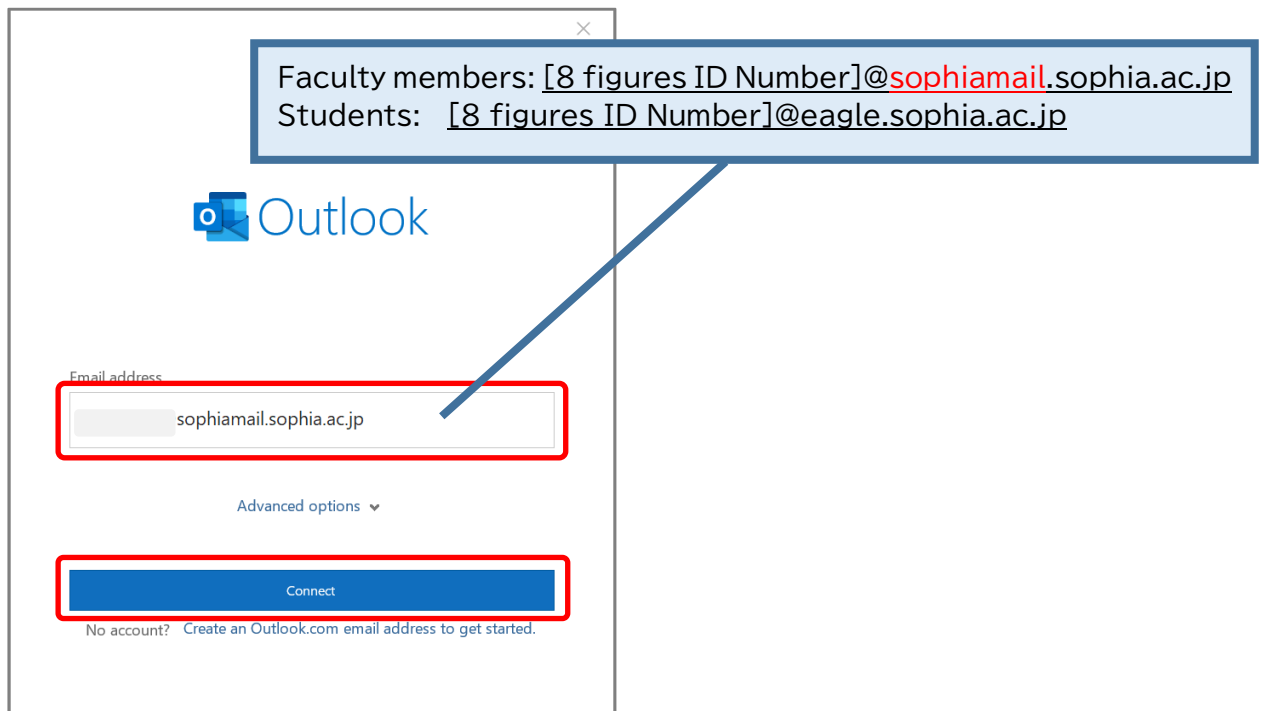
(1) Launch Outlook.

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



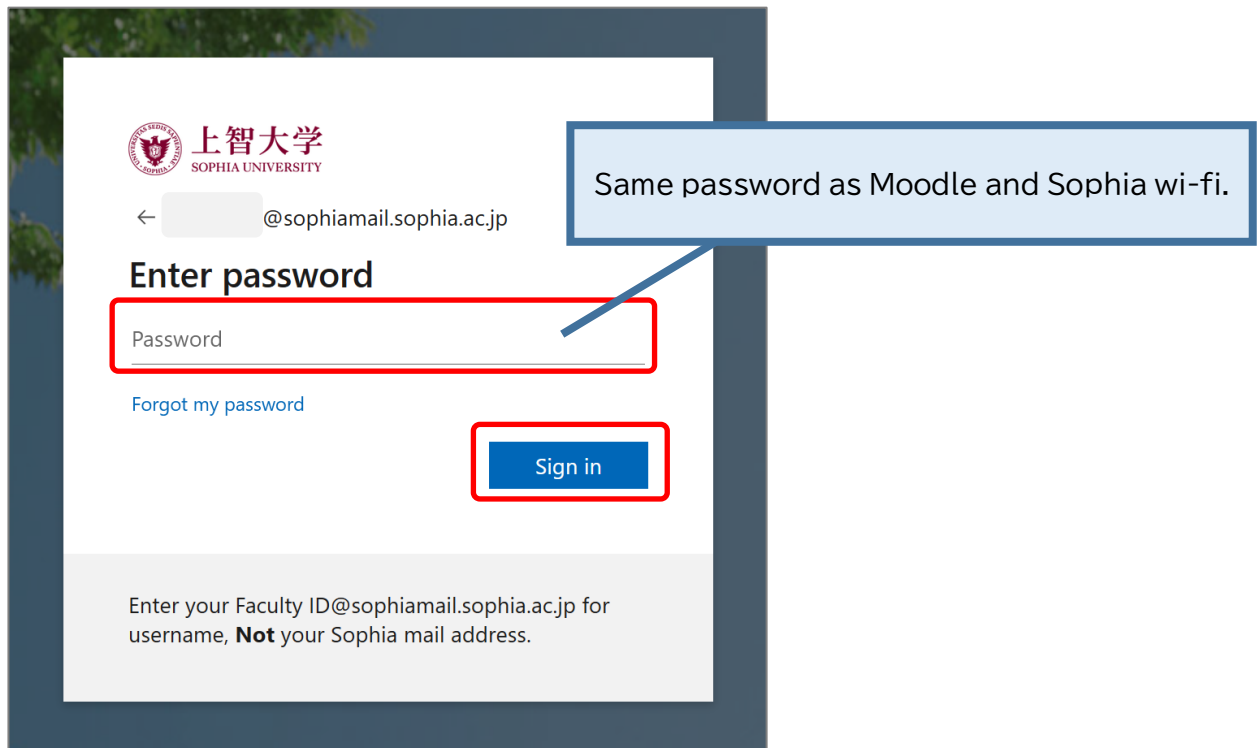
(2) Enter your Sophia ICT account and click [Connect].

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

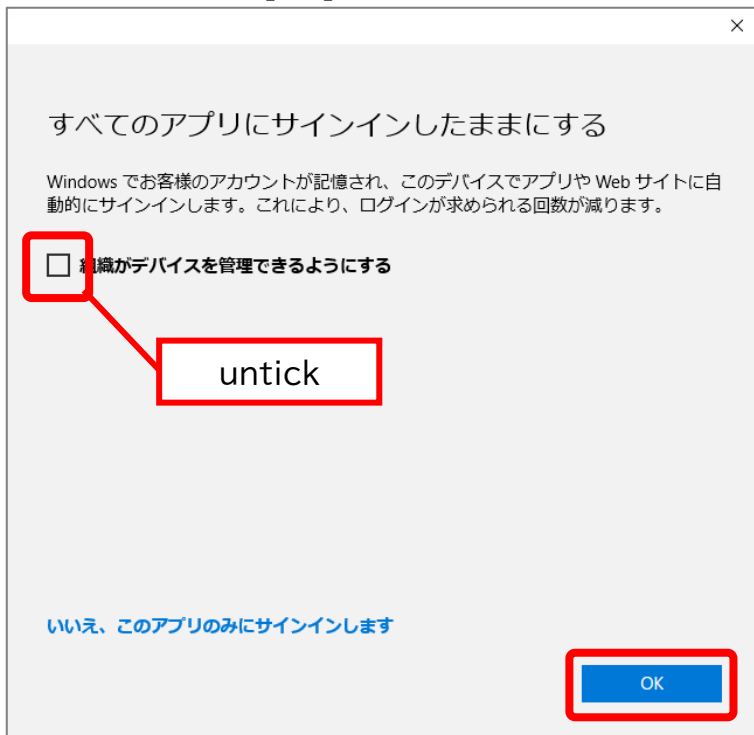


(3) Enter your password and [Sign in] button.

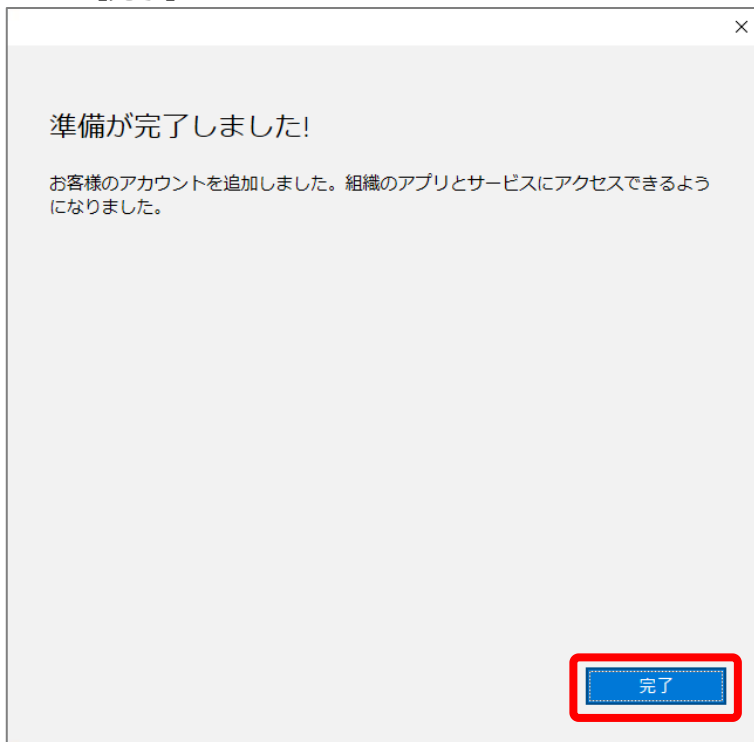
- Password: If you have not changed your password, the password written on the permit is available.



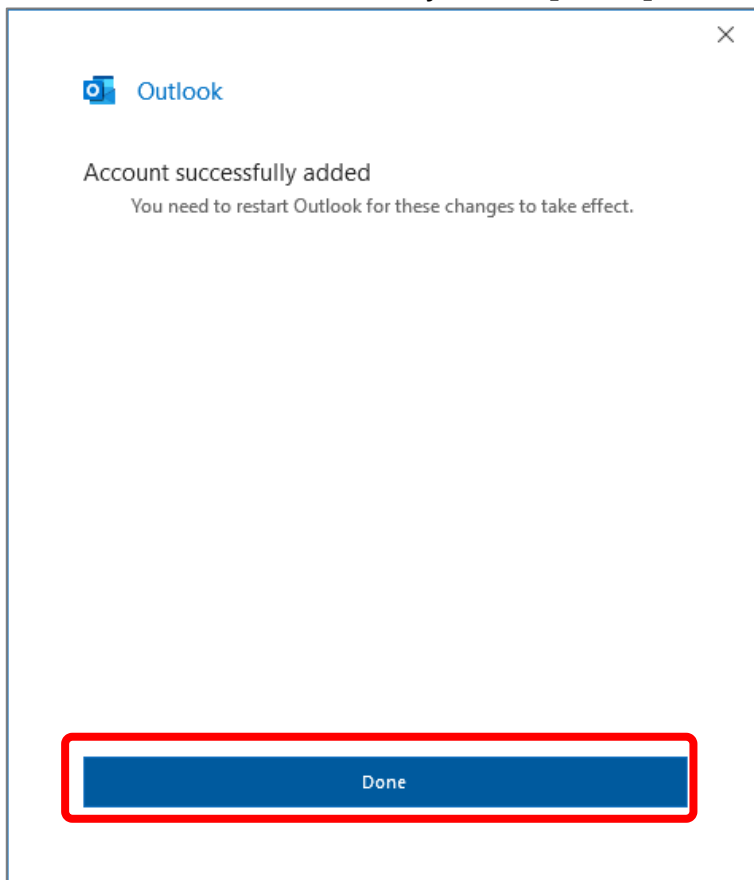
(4) Untick and click [OK].



(5) Click [完了].

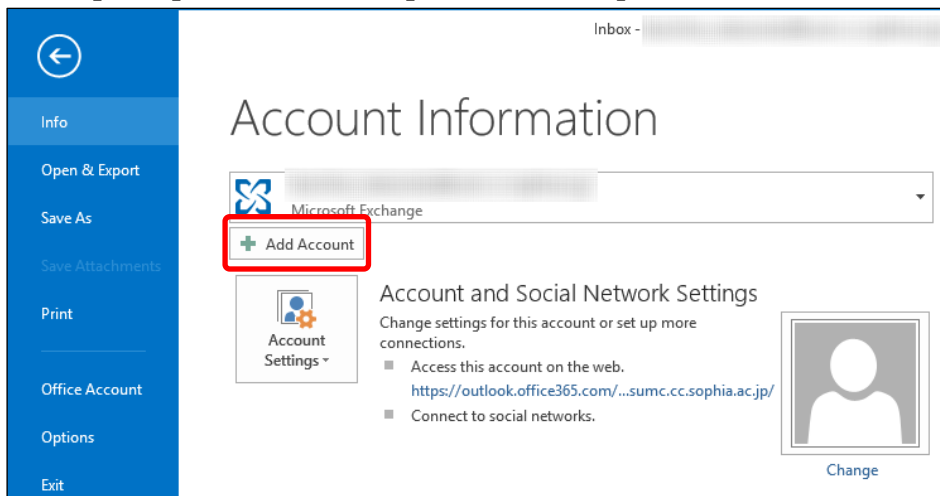


(6) Account added successfully. Click [Done] to launch Outlook.



3-2 Adding an account (if you are already using Outlook)

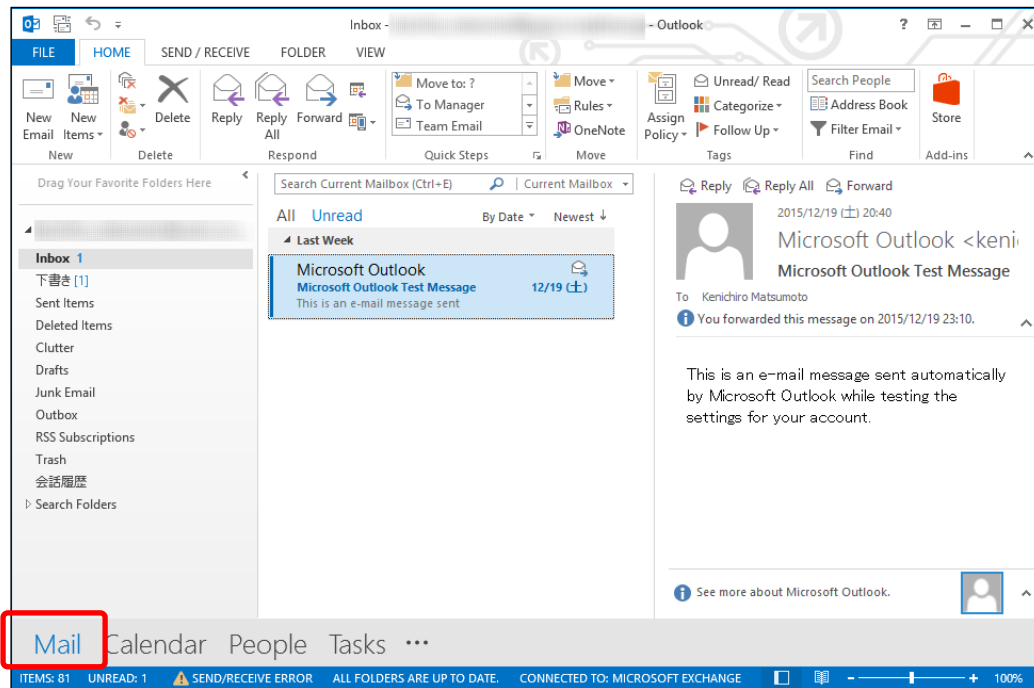
(1) Click [FILE] tab and click [Add Account] button.



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

4. Mail

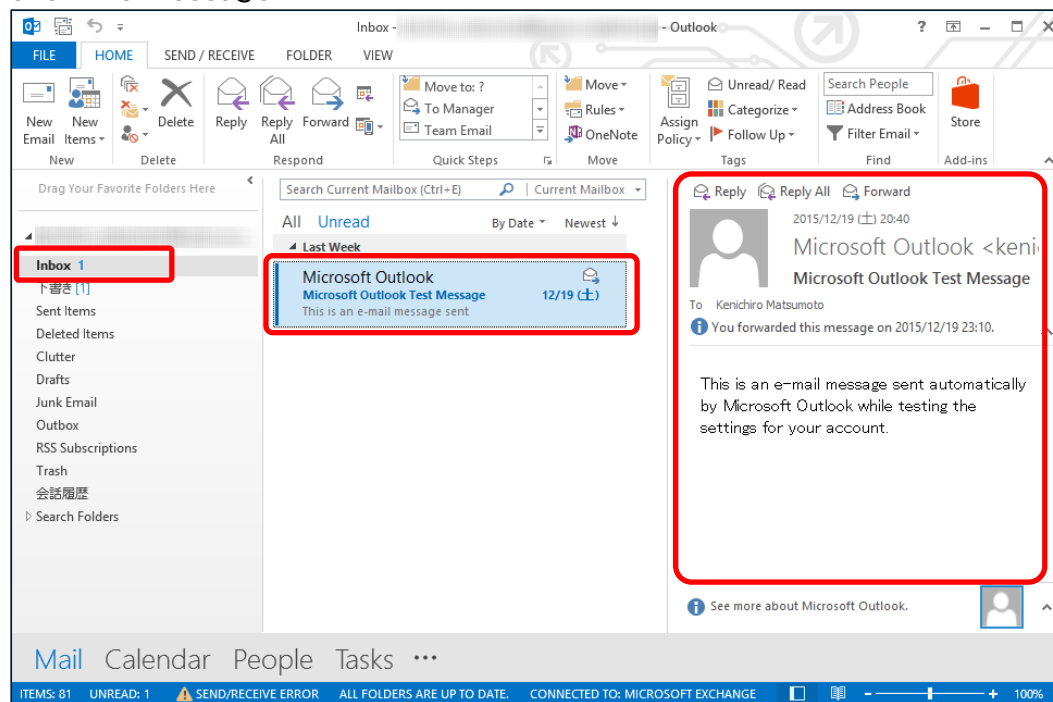
If you want to use e-mail, select [Mail] button on the Navigation at the bottom of the screen.



4-1 Receive Messages

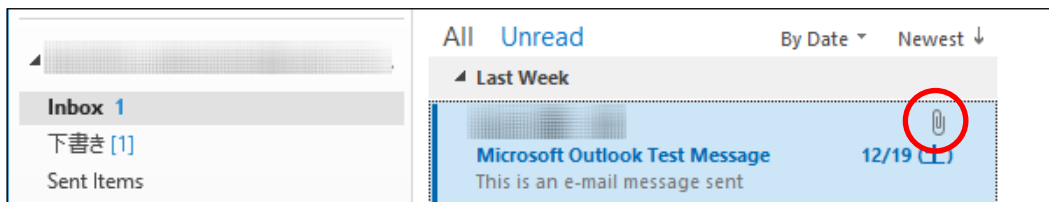
4-1-1 Read Received Messages

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.

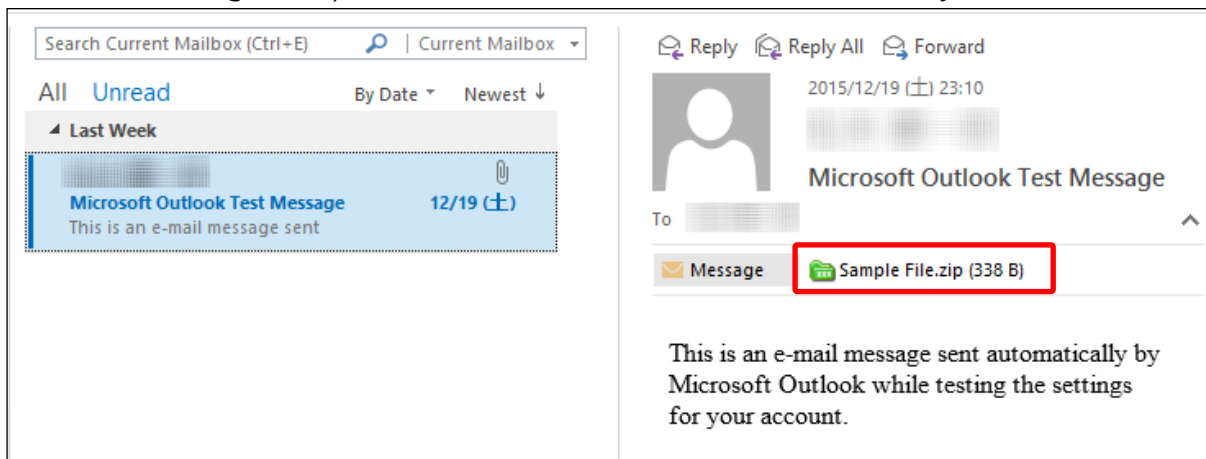


4-1-2 Refer Attachment Files

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.

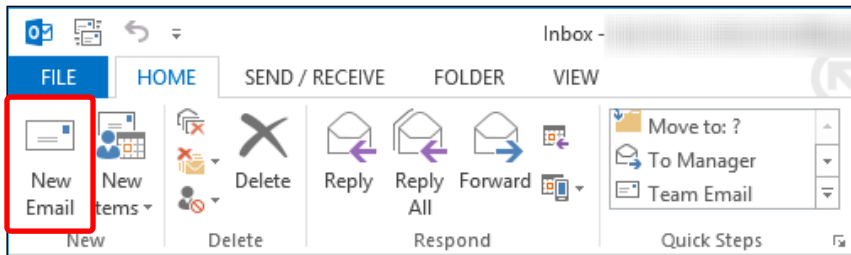
List of the Invalid Extensions

.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,.
 fpx,.inf,.ksh,.mdb,.ops,.prf,.prg,.scf,.xsl,.ht,.zi,.vb,.js,.cer,.der,.pwl

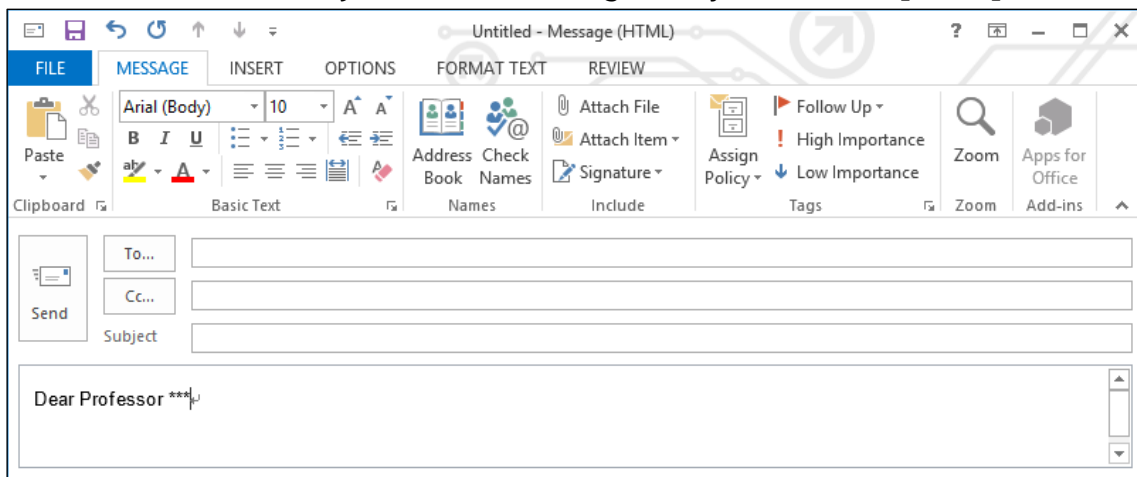
4-2 Compose Message

4-2-1 Compose New Email

(1) Click [New Email] on the [Home] tab.

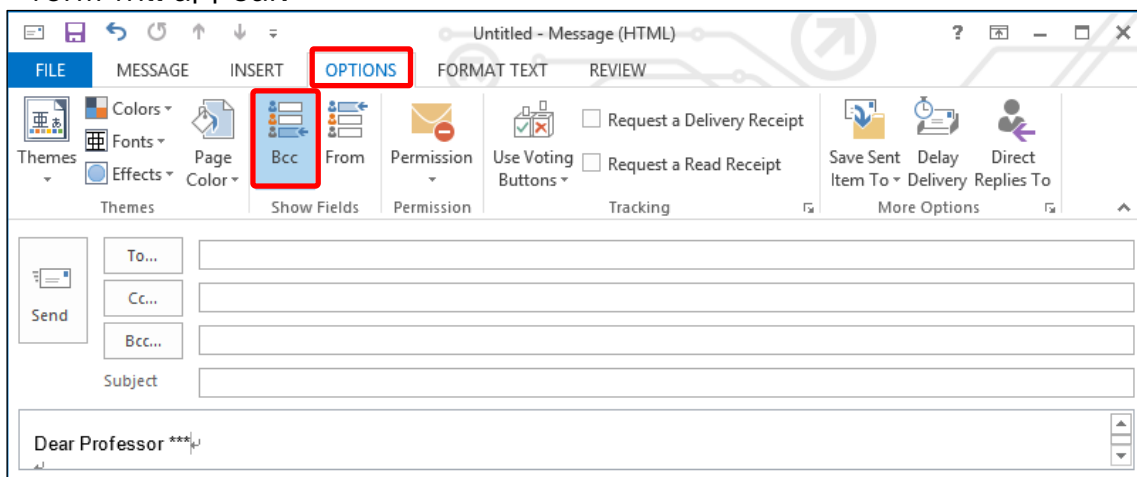


(2) Enter “To...” and “Subject” and “message body” and click [Send].



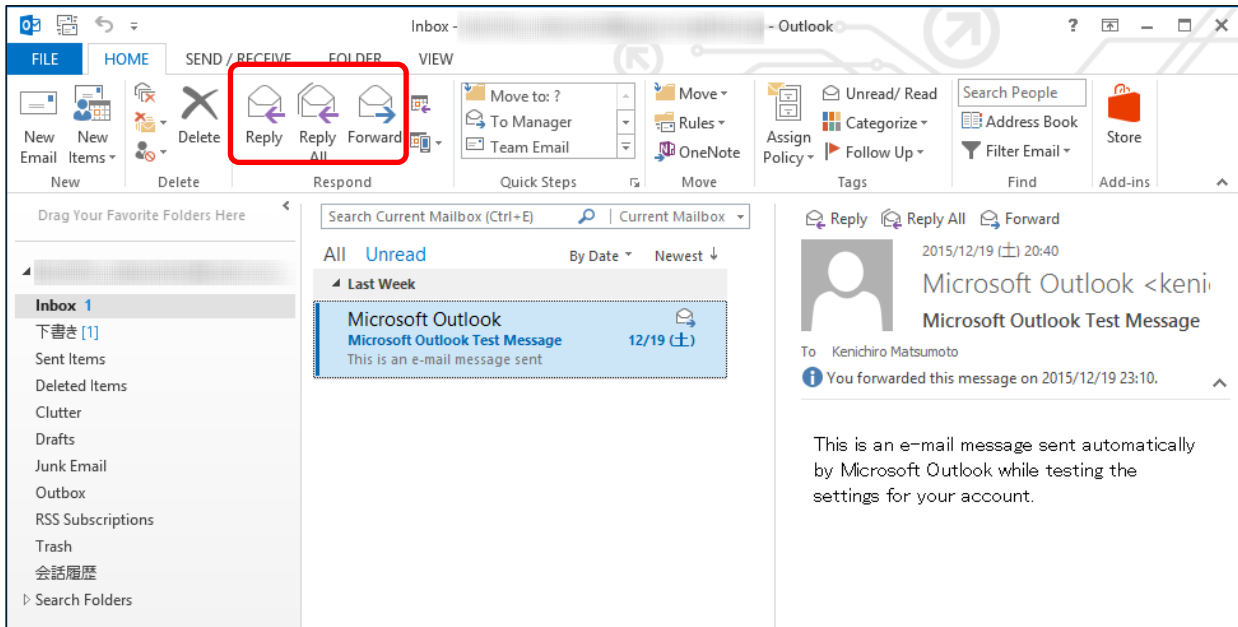
※If you want to send a message to multiple addressees, enter a semicolon between the addressees.

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



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.

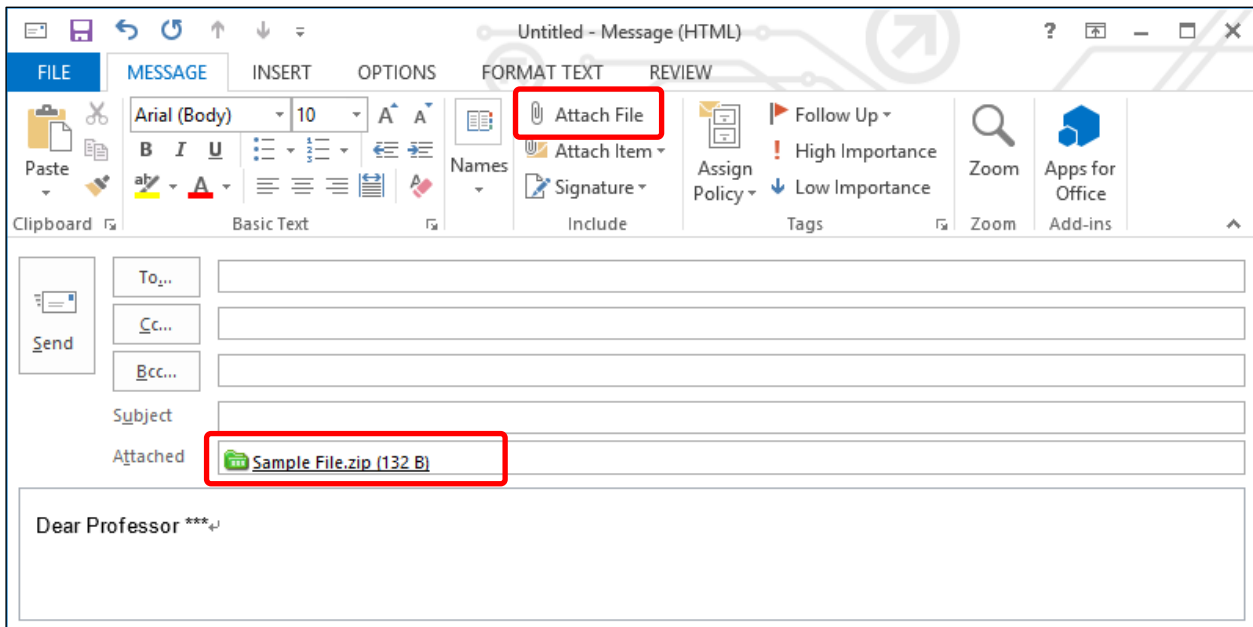


4-2-3 Attach File

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.



※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.

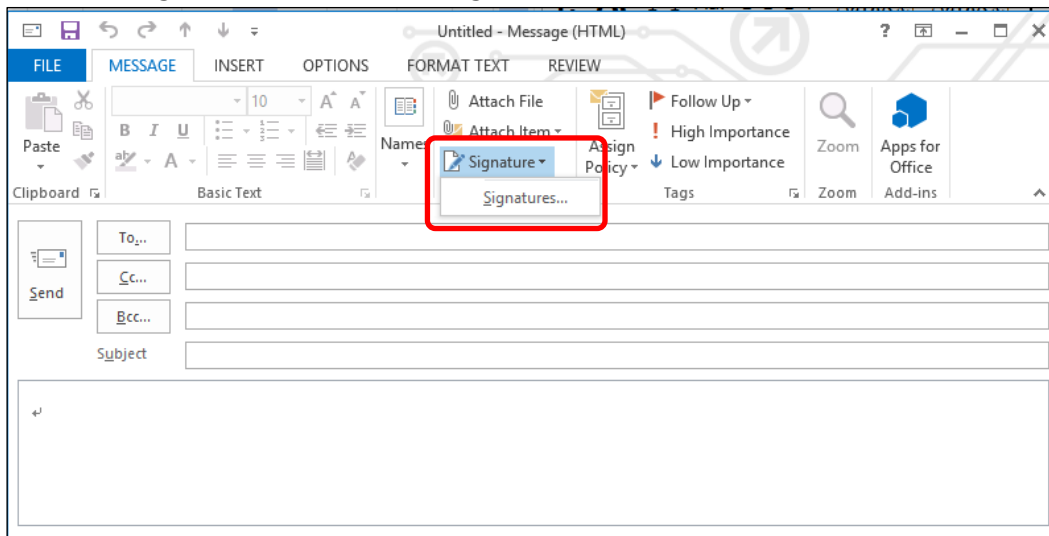
※You can attach files that have the following extensions.(This information may change without notice)

List of the Valid Extensions

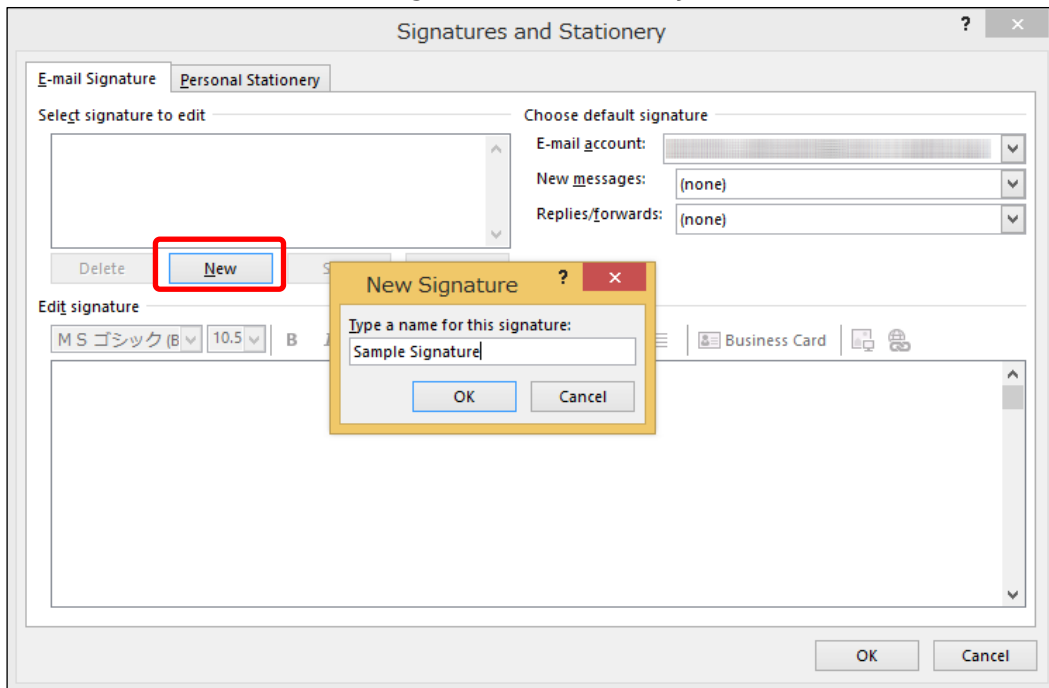
.rmsg, .xls, .xlsx, .xslm, .xlsb, .pptx, .pptm, .ppsx, .ppsm, .doc, .docx, .docm, .wmv, .wma, .wav, .vsd, .txt, .tif, .rtf, .pub, .ppt, .png, .pdf, .one, .mp3, .jpeg, .gif, .doc, .bmp, .avi, .jpg, .tiff, .zip

4-2-4 Add Signature on Message

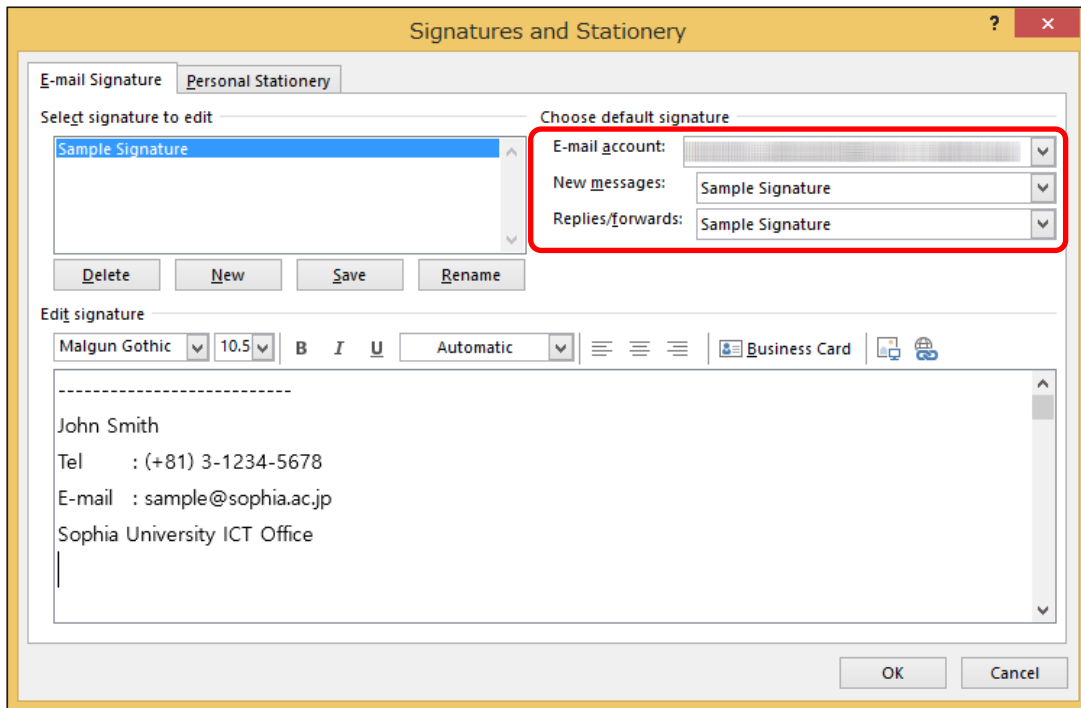
(1) Select [Signatures...] from [Signature] button on the [MESSAGE] tab.



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



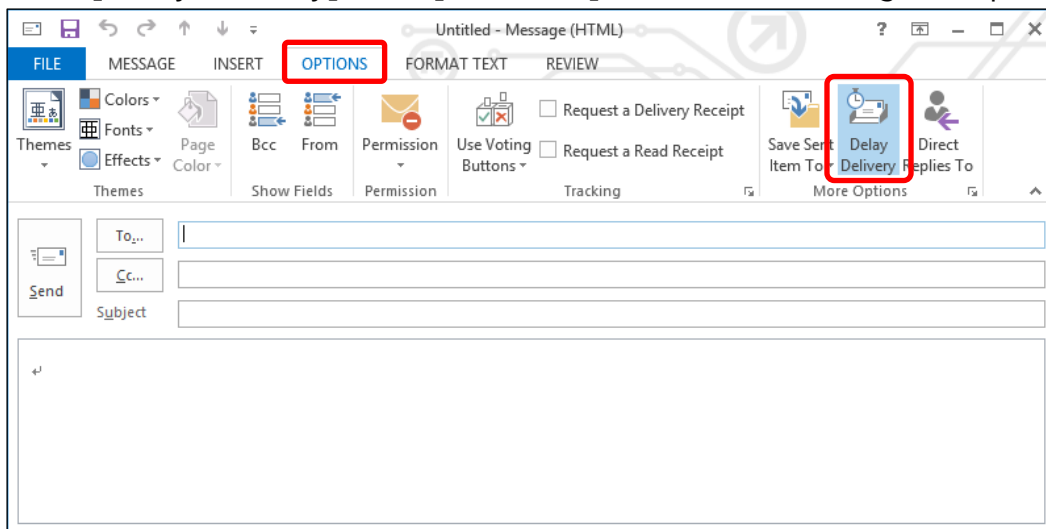
- (3) From [E-mail account:], select the e-mail address to which you want to add the signature. Next start creating a signature. Select the signature that you want to use for [new message:] and [Replies / Forwards:]. After the selection click [OK].



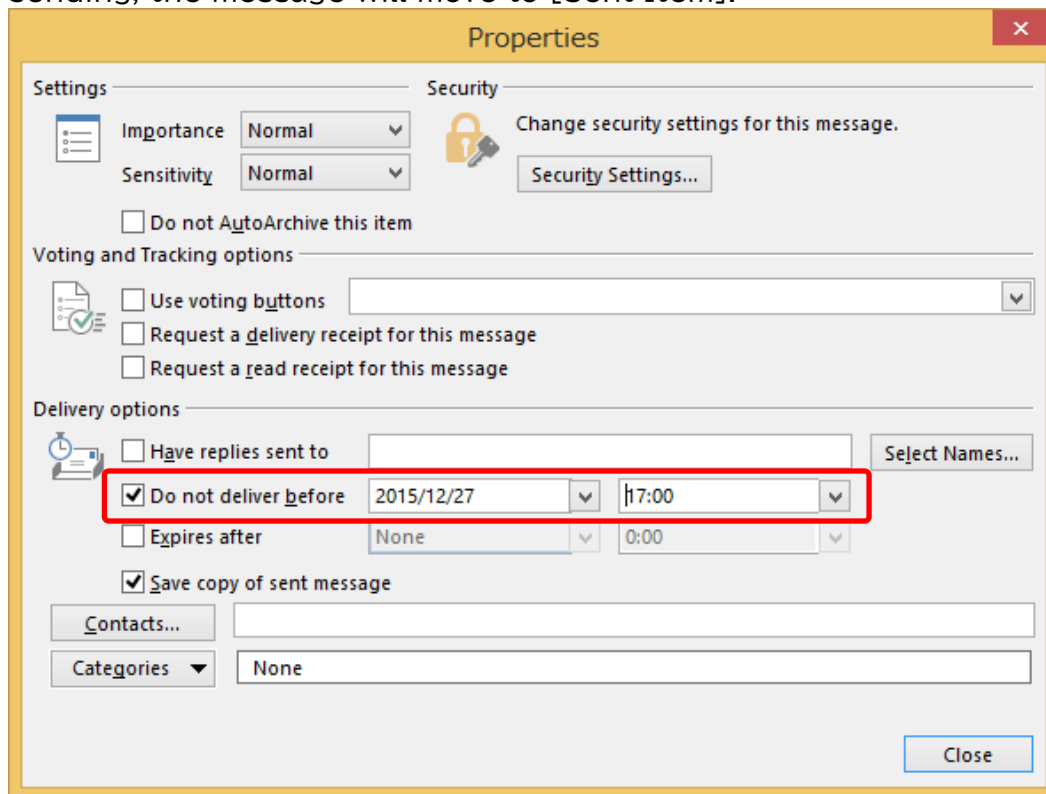
- (4) After the settings, a signature will be added automatically on the message compose window.

4-2-5 Schedule Sending Message

- (1) Click [Delay Delivery] from [OPTIONS] tab on the message compose window.



- (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].



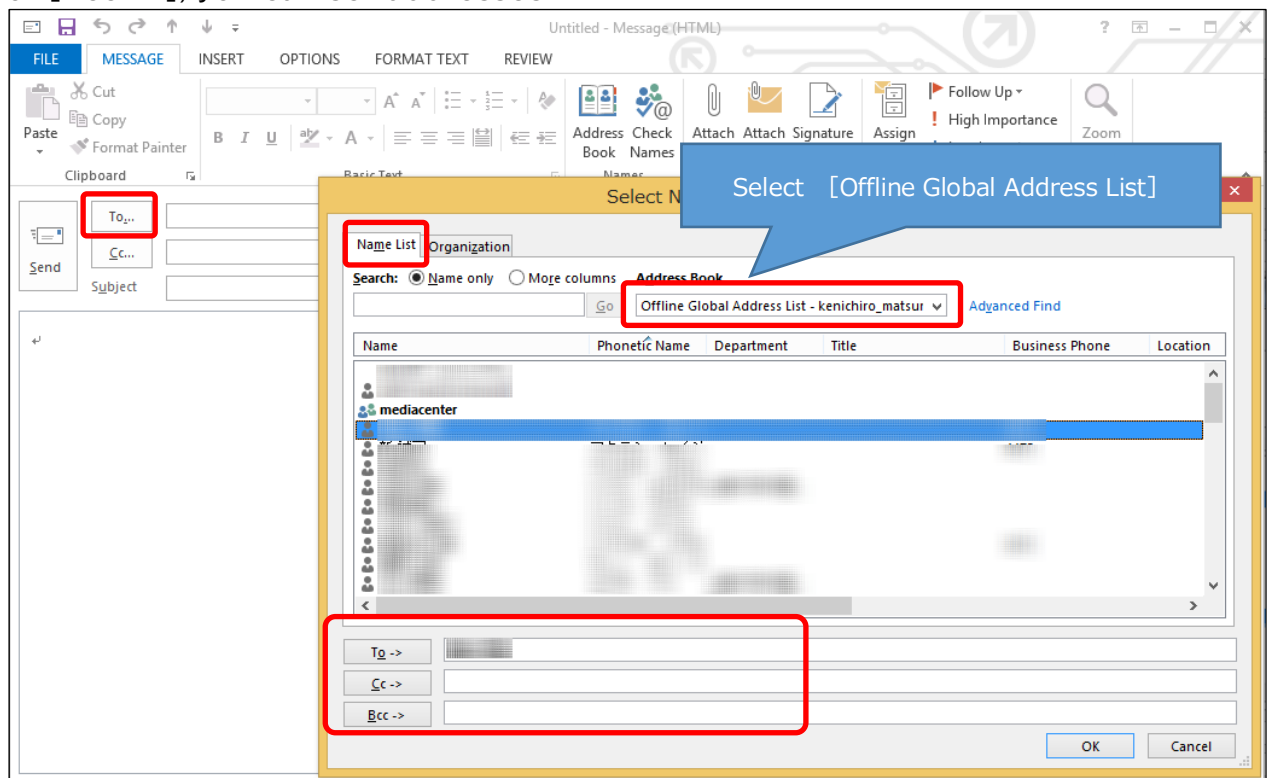
- ※This invitation may not be sent immediately when the delivery date comes. The invitation will be sent when “auto send & receive” is run after the scheduled date.
- ※If you open the invitation message after putting on [Outbox], the scheduled date will be cleared. Please be careful.
- ※Furthermore on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

5. Contacts(Address Book)

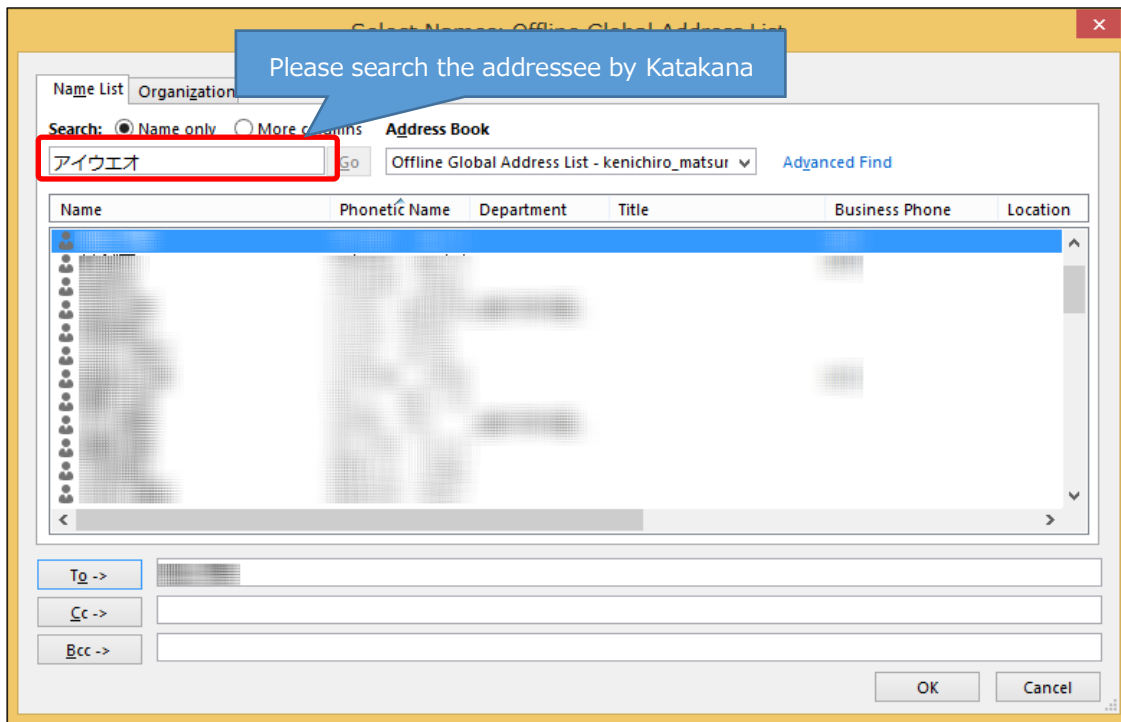
5-1 Enter Addressees by Using Campus Address Book (for Faculty Members Only)

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.

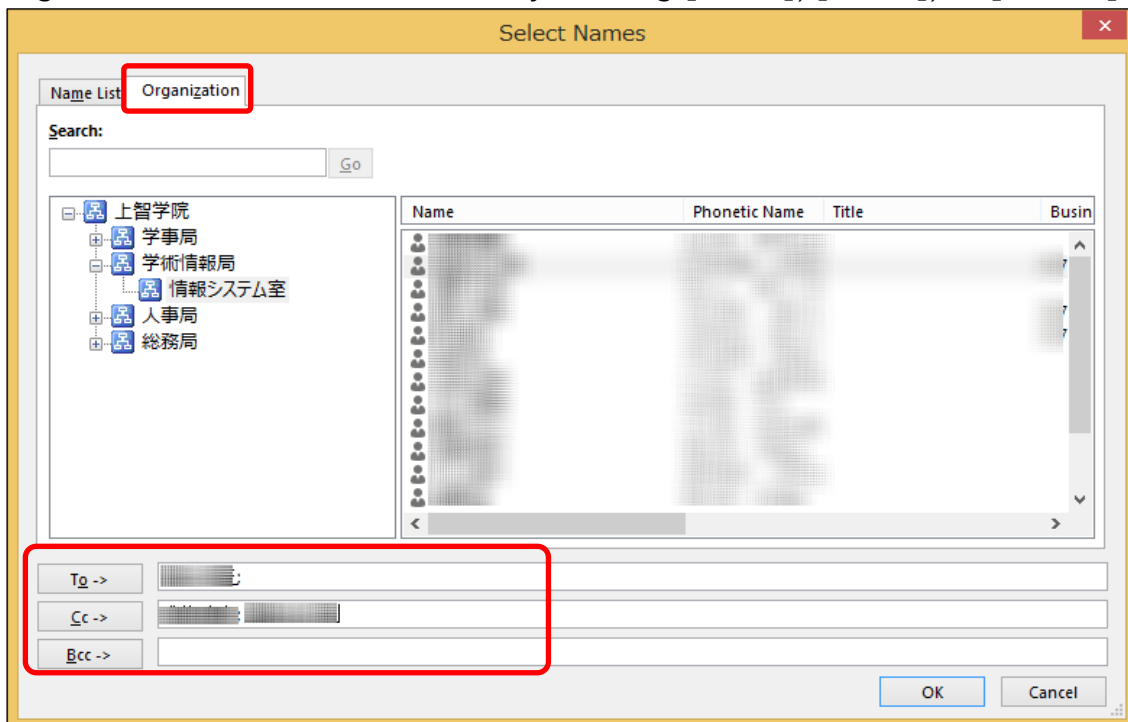
- (1) You can refer to Address Book or Contacts by clicking [To...] on the mail compose window. Registered members will be shown ordered by phonetic name when you select [Offline Global Address List]. Choose the members and click [To ->], [Cc ->], or [Bcc ->], you can set addresses.



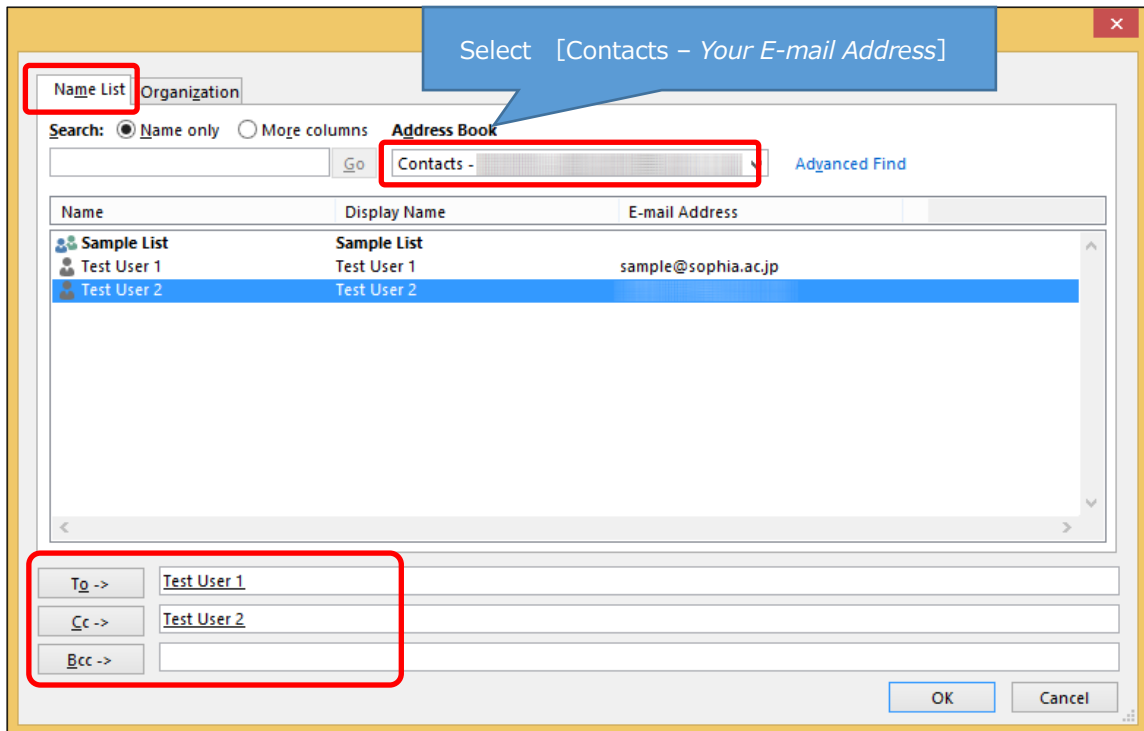
- (2) You can search for an addressee from [Name List] tab. Enter the name that you want to send a message. The matched name will appear at the top of the list. Set the addressee by clicking [To ->], [Cc ->], or [Bcc ->].
 ※When you search addressee by name, you need to input Katakana in the search box.



- (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 ->].

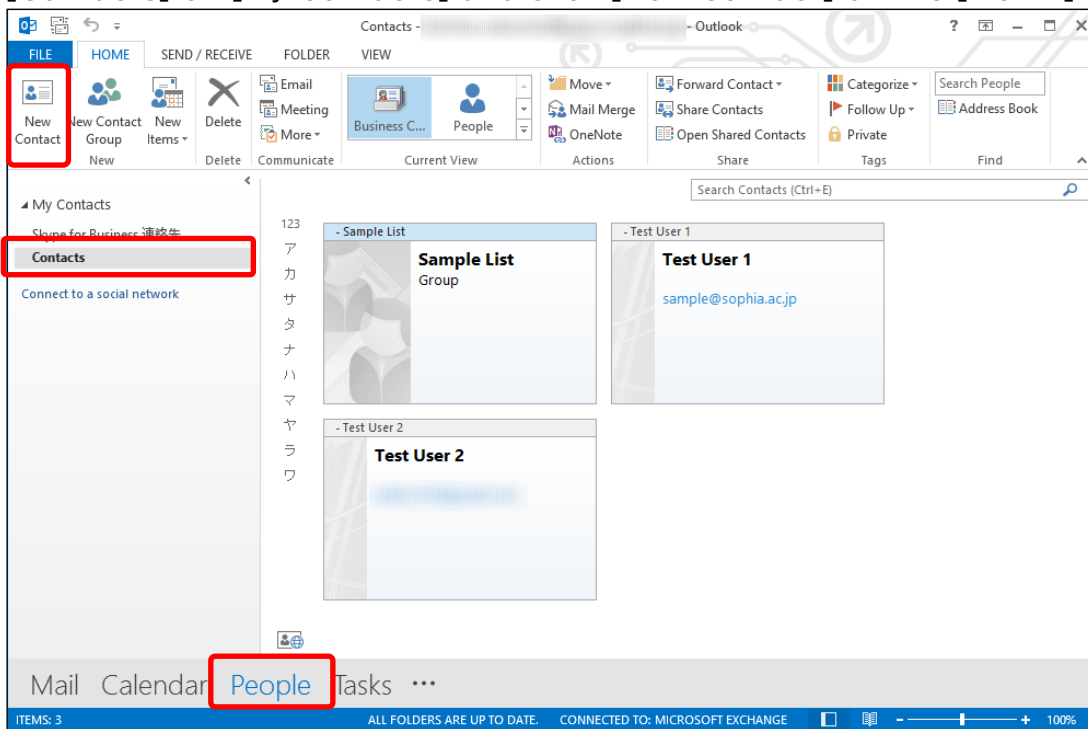


- (4) You can choose an addressee from the address book that you made. Click [Contacts] from the list of the [Address Book] on the [Name List] tab. We will explain “how to create your address book” later.

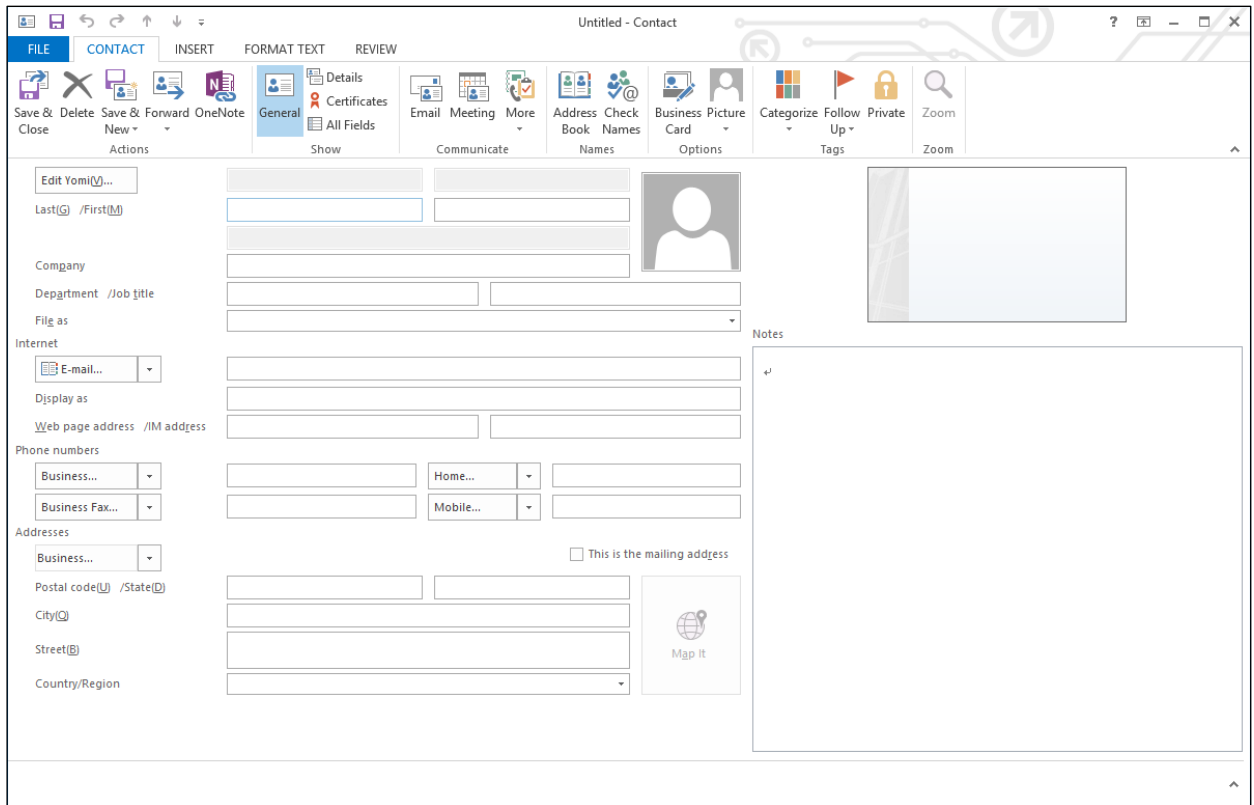


5-2 Create My Contacts

- (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.

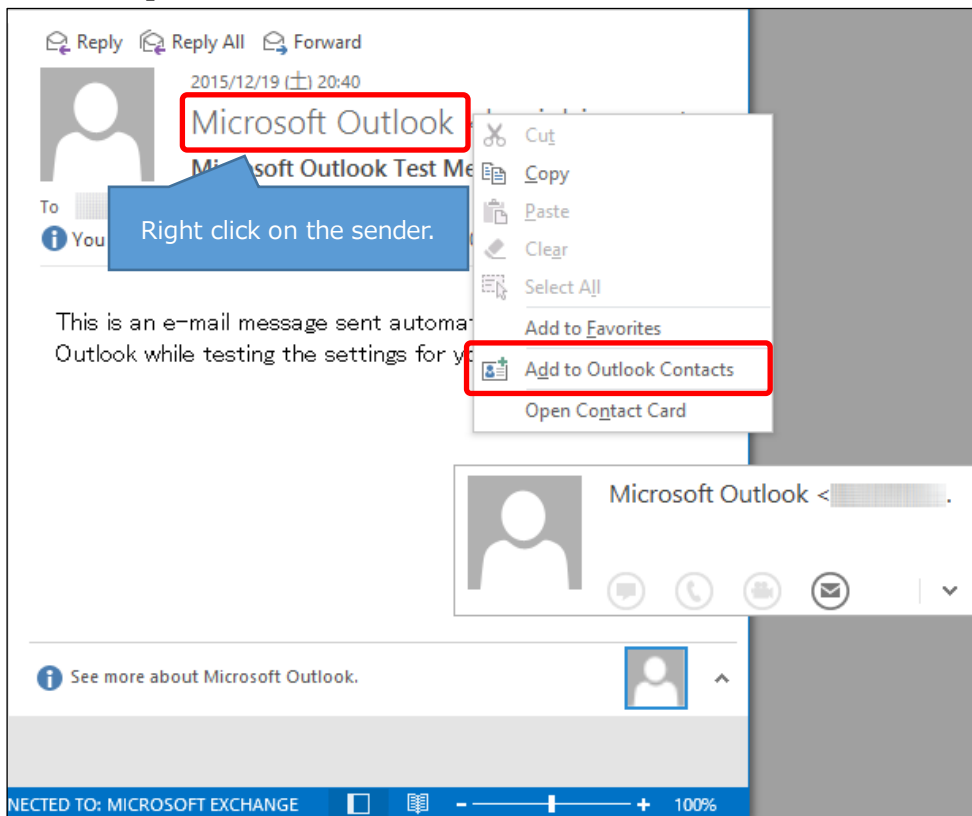


(2) Enter the required information and click [Save & Close].

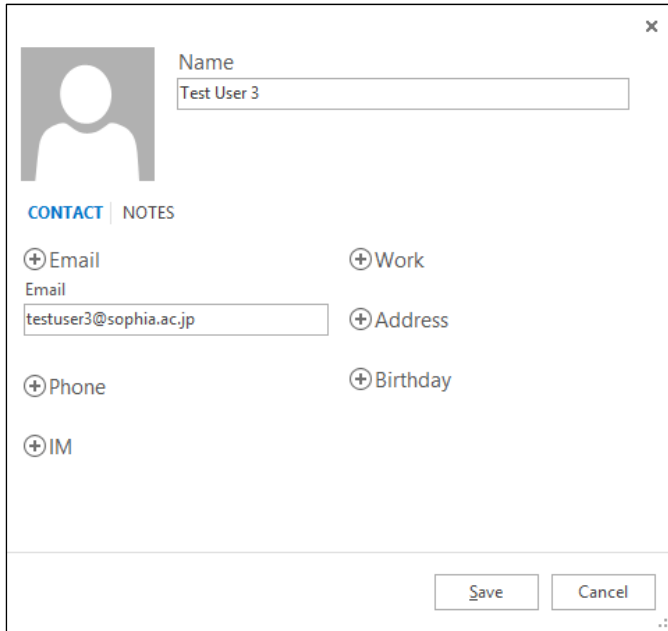


5-3 Add a Contact from an E-mail Message

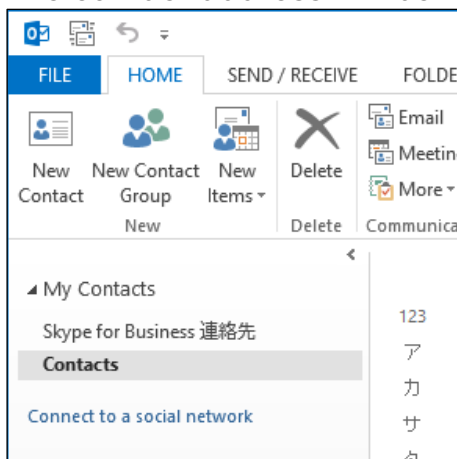
(1) Right-click on the sender on the Reading Pane. Next, select [Add to Outlook Contacts].



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



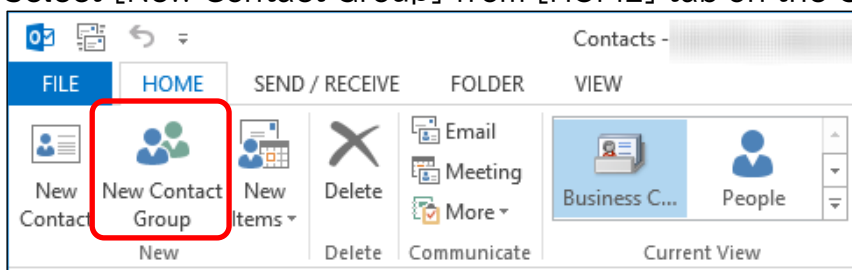
(3) The contact address will be registered on [Contacts] on [My Contacts].



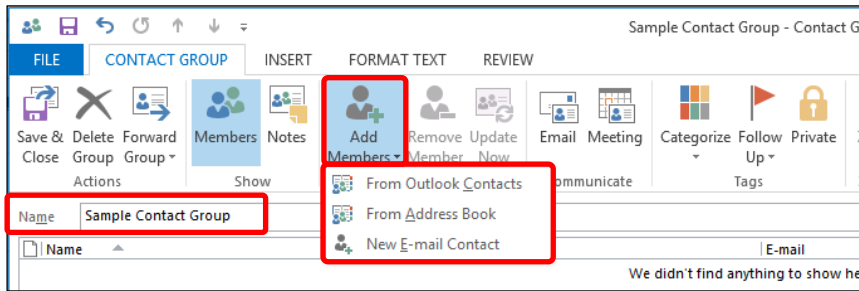
5-4 Use Contact Group

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.

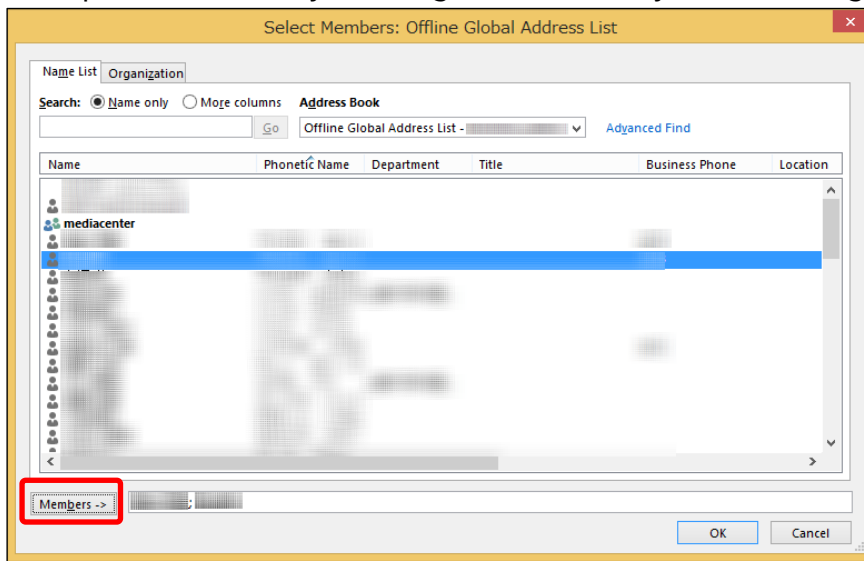


(2) Enter the group name on [Name] and click [Add Members]. Select the address book or contacts that include the addressee that you want to send.



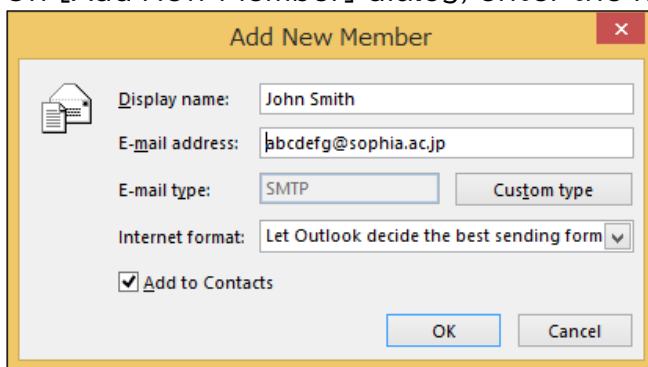
- From Outlook Contacts: Select from [My Contacts] that is entered in section 5-2.
- From Address Book : Select from the Official Global Address List.
- New E-mail Contact : Enter e-mail address directly.

(3) Select a member from [Outlook Contacts] or [Address Book]. You can select multiple members by holding the “Ctrl” key and clicking the members.



Click [OK] after members are added.

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

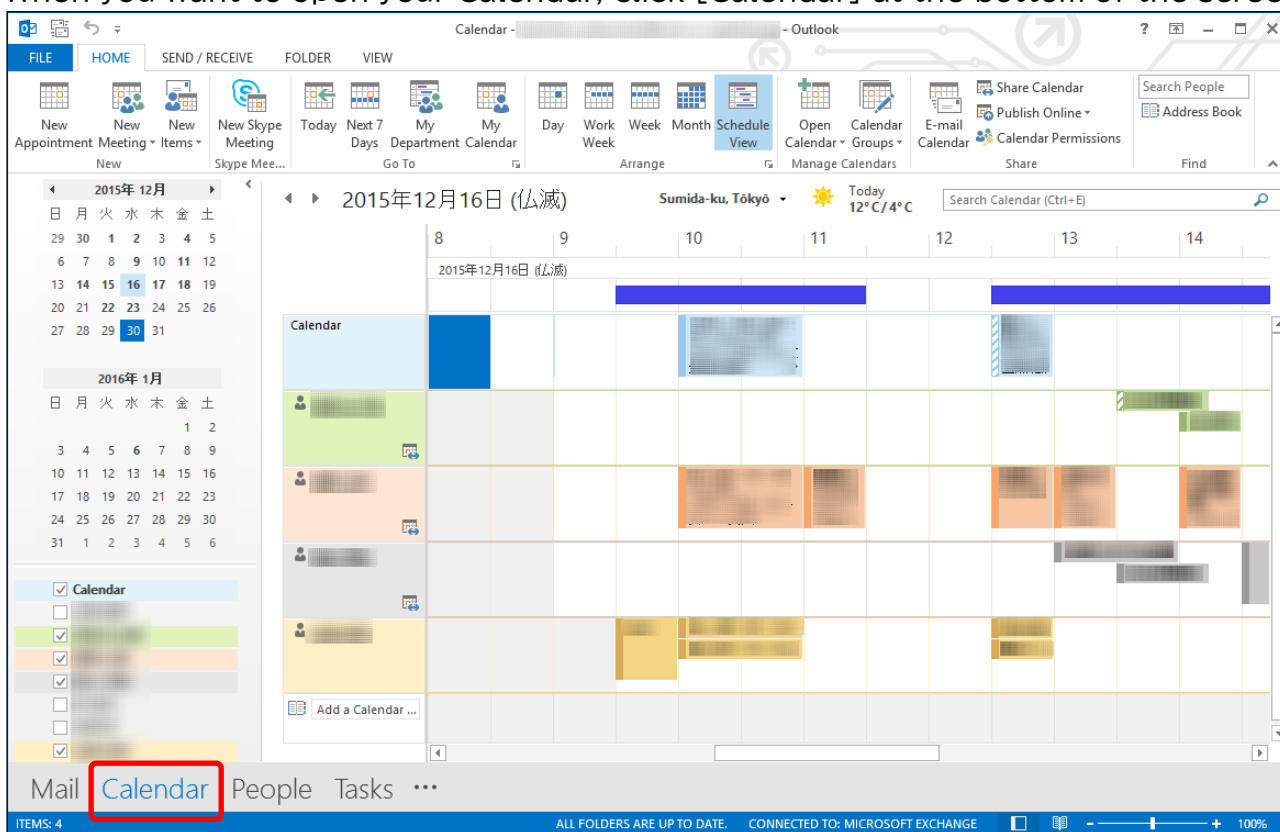


6. Schedule a Meeting with Other People

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.

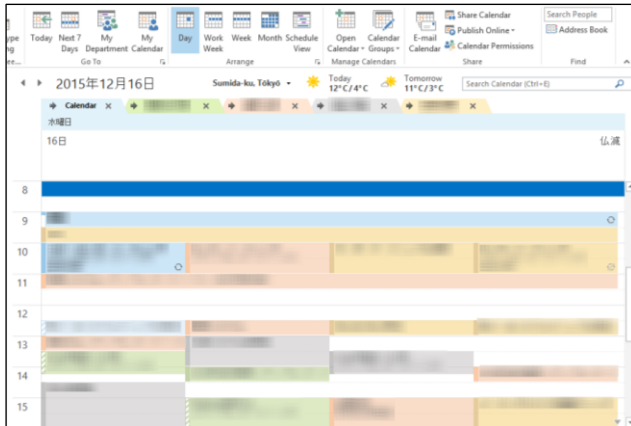
When you want to open your Calendar, click [Calendar] at the bottom of the screen.



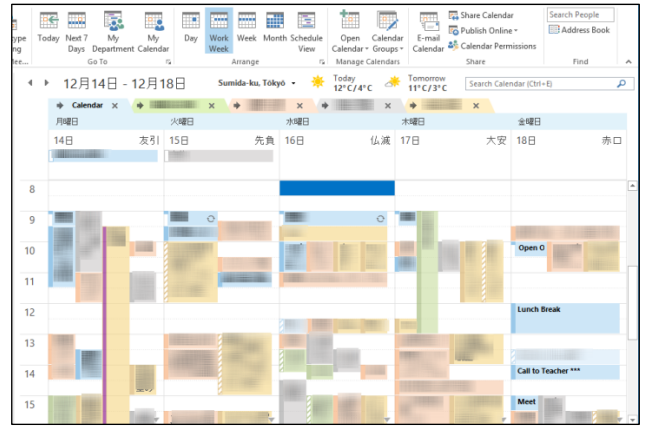
6-1 Check Schedule

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

Show as [Day]



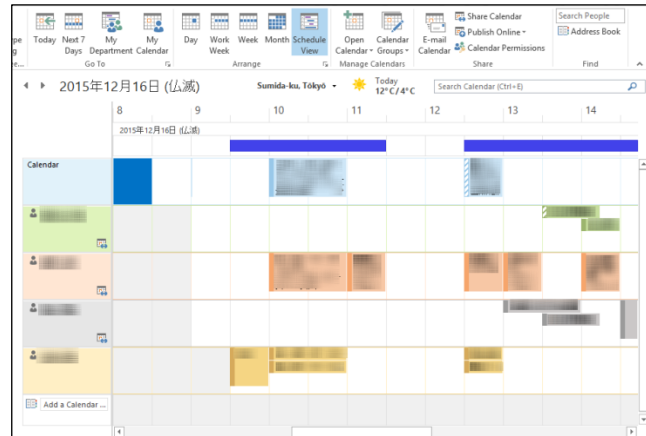
Show as [Work Week]



Show as [Month]



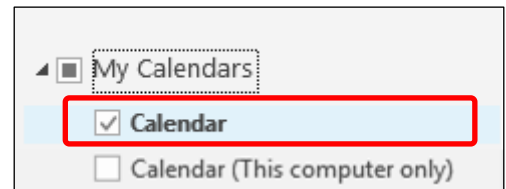
Show as [Schedule View]



6-2 Refer Schedules

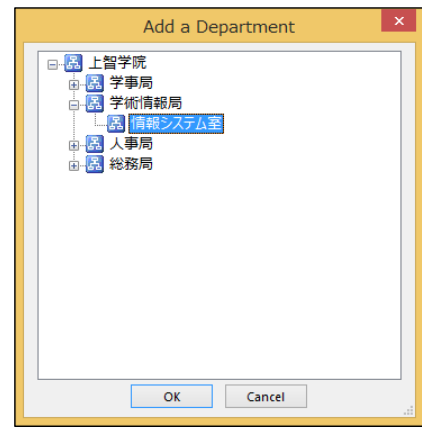
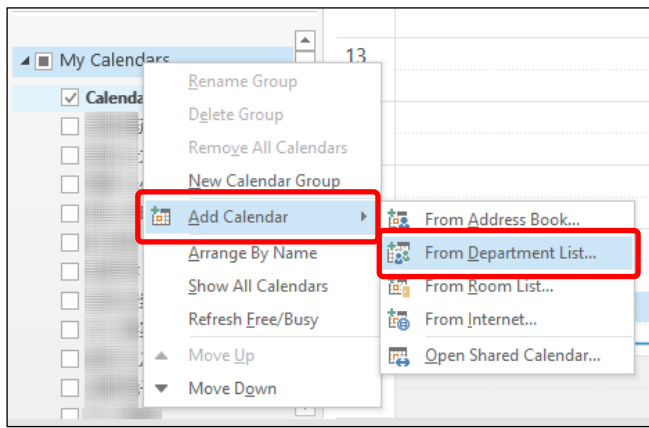
You can refer to your schedule by selecting [Calendar] under [My Calendars].

※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.)

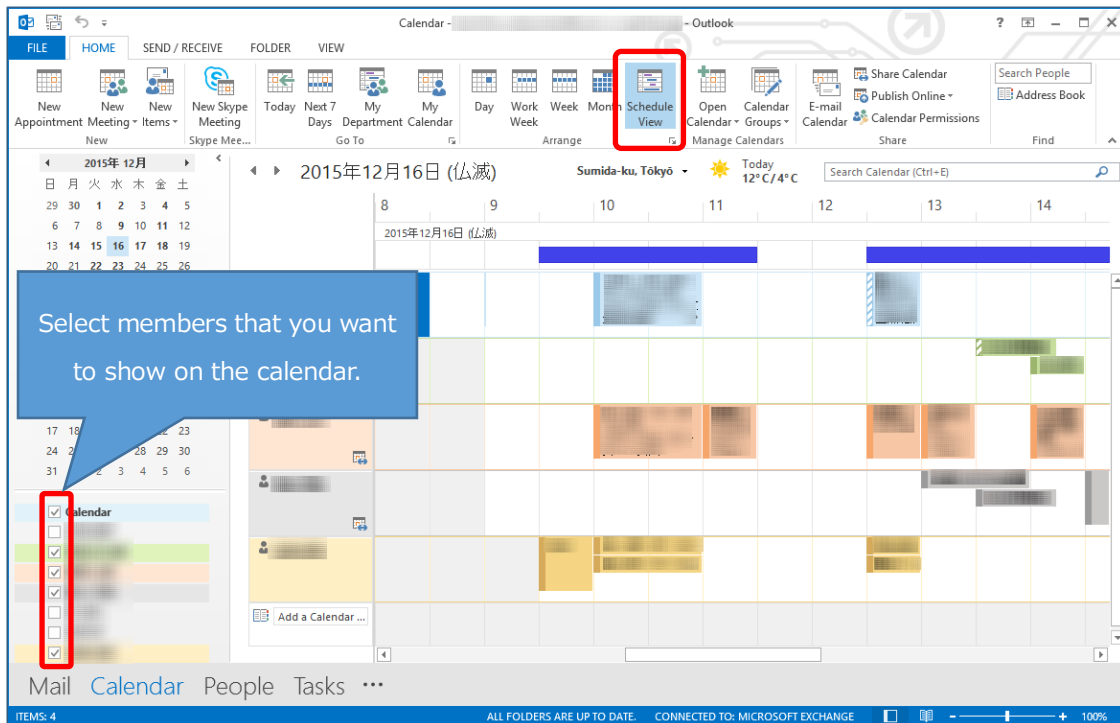


You can show other schedules along with yours. We will explain how to select schedules that you want to show from the campus address book (Official Global Address List.).

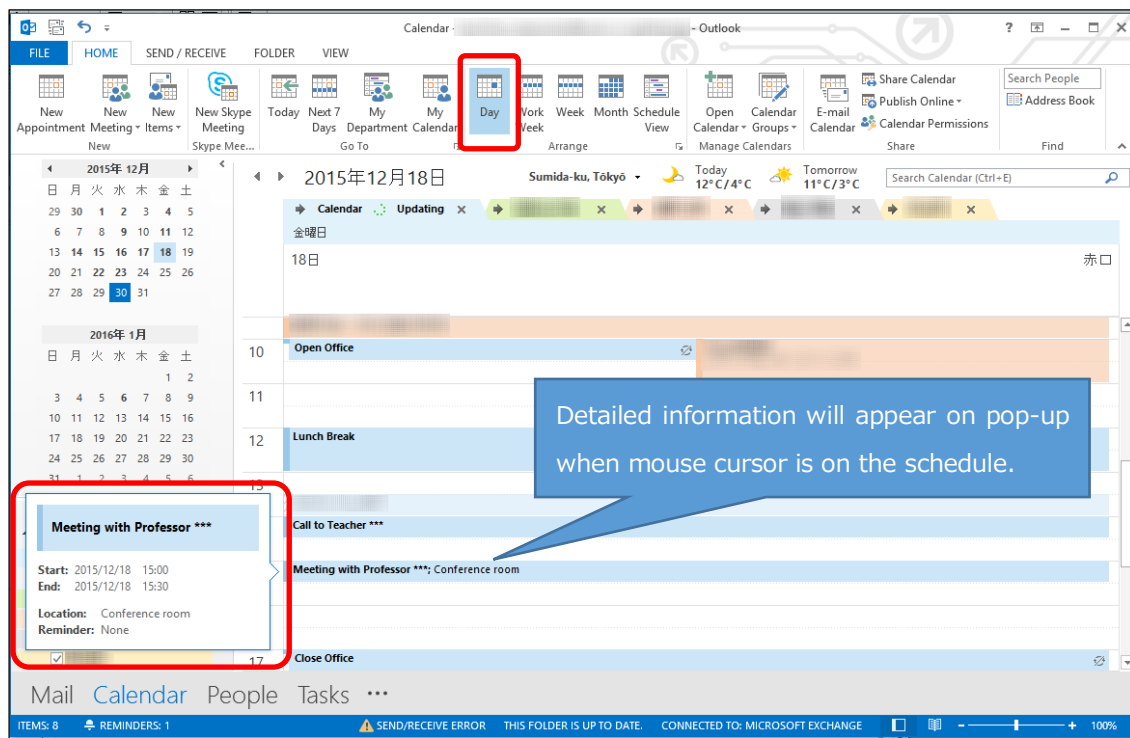
- (1) Right-click [My Calendars] and select [Add Calendar]. Next, select [From Department List...] and select a department from the department list.



- (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].
 ※You can refer to 30 schedules at once.



※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.



6-3 Create Your Event


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

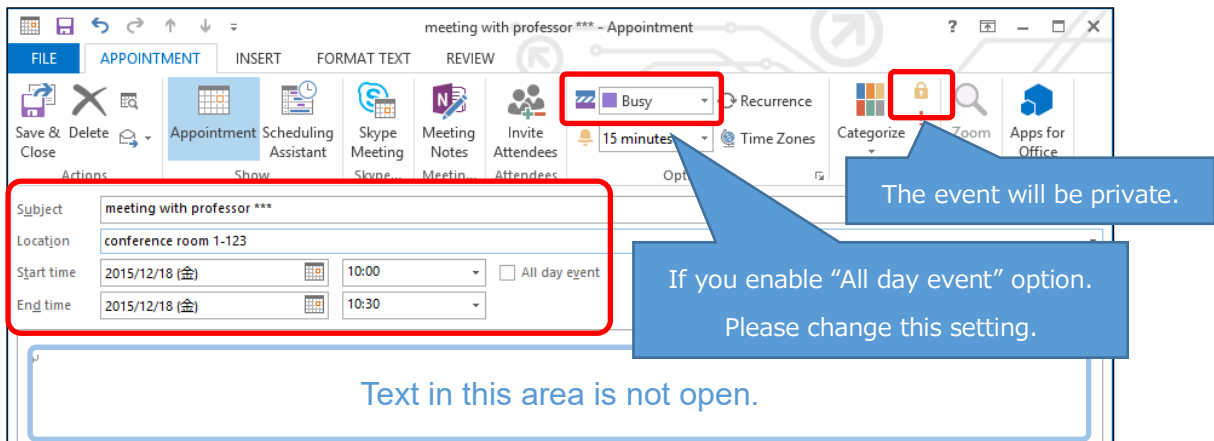
Your schedule is shown on the row of [Calendar]. When you create an event, double-click on the time or right-click and select [New Appointment].

※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.



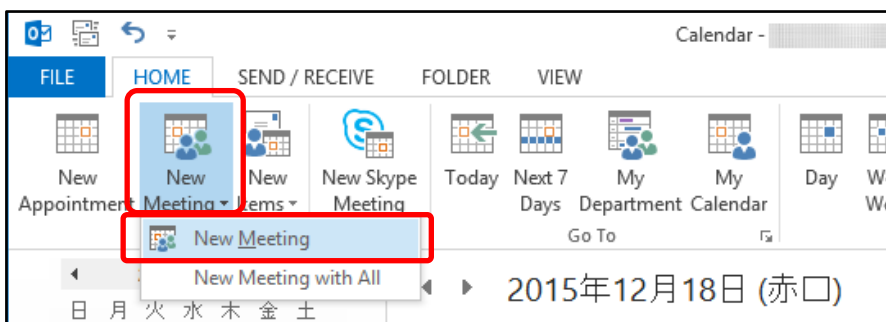
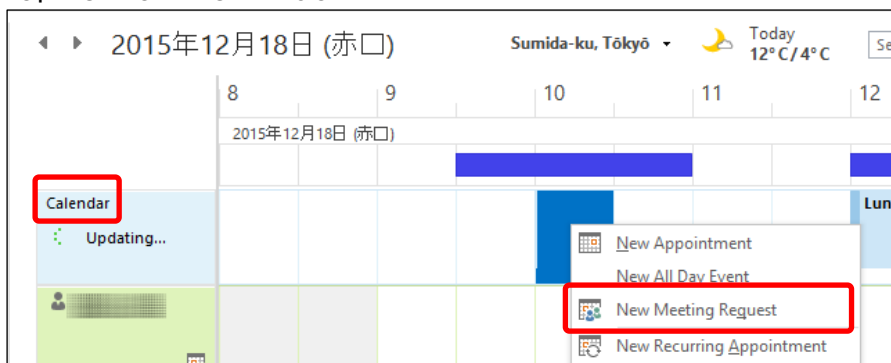
※When you enable [All day event] option. [Show as] setting will change automatically from [Busy] to [Free]. Others would recognize the time is vacant. If you are on vacation at the time, change the setting to [Busy] or [Out of Office].

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

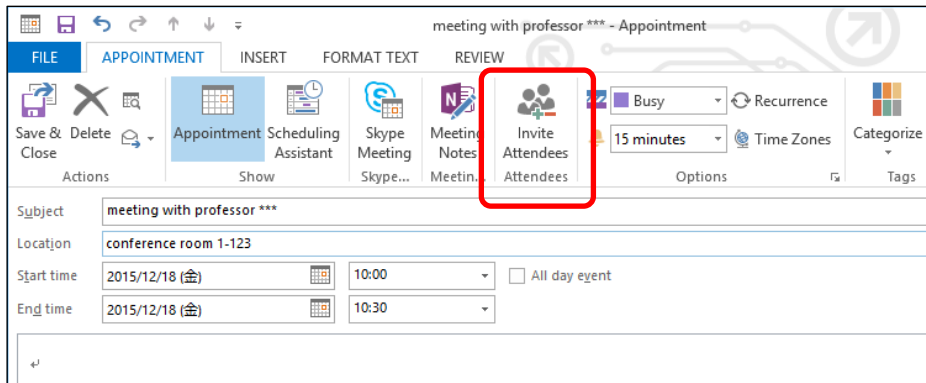
6-4 Create and Send a Meeting Request

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.

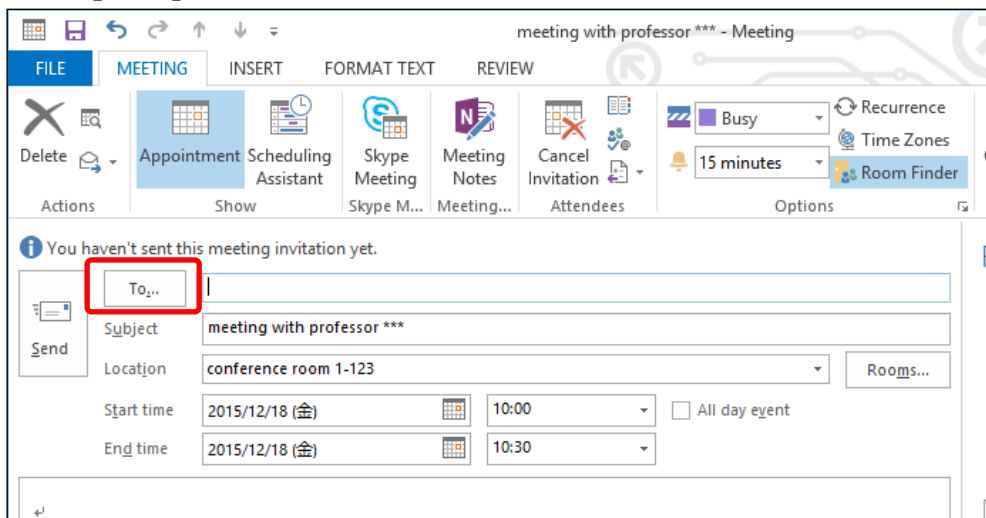
(1) Right-click on the time to create the event and select [New Meeting Request]. You can also create an event by selecting [New Meeting] from [New Meeting] on the top-left of the window.



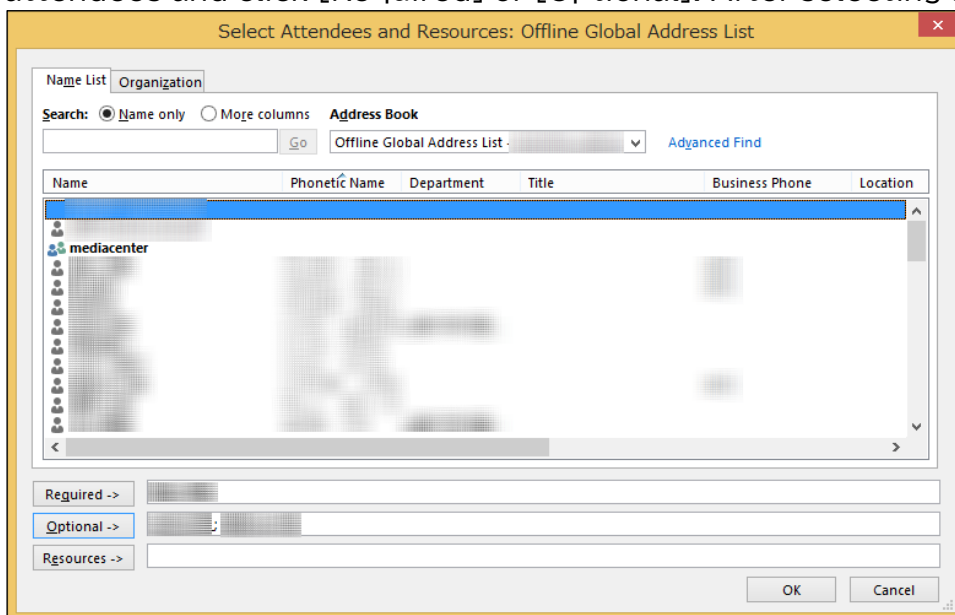
(2) If you want to invite others to your meeting, click “Invite Attendees”.



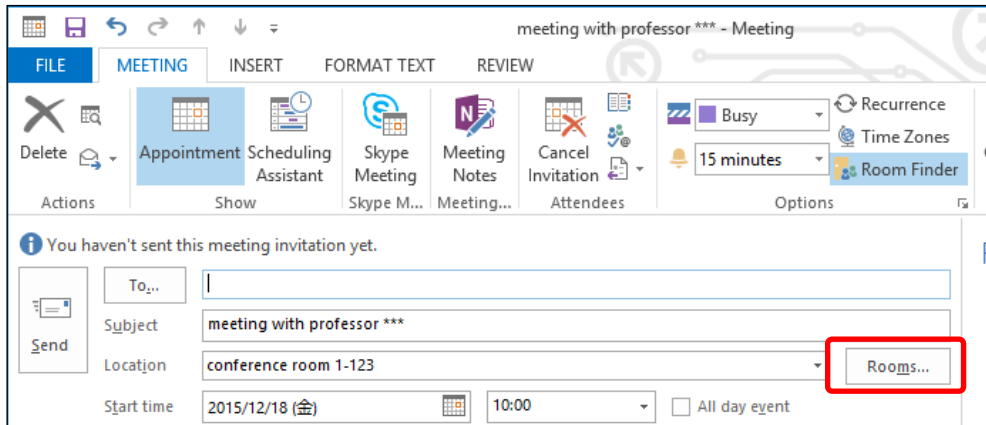
(3) Click [To...] and select attendees from the Address Book.



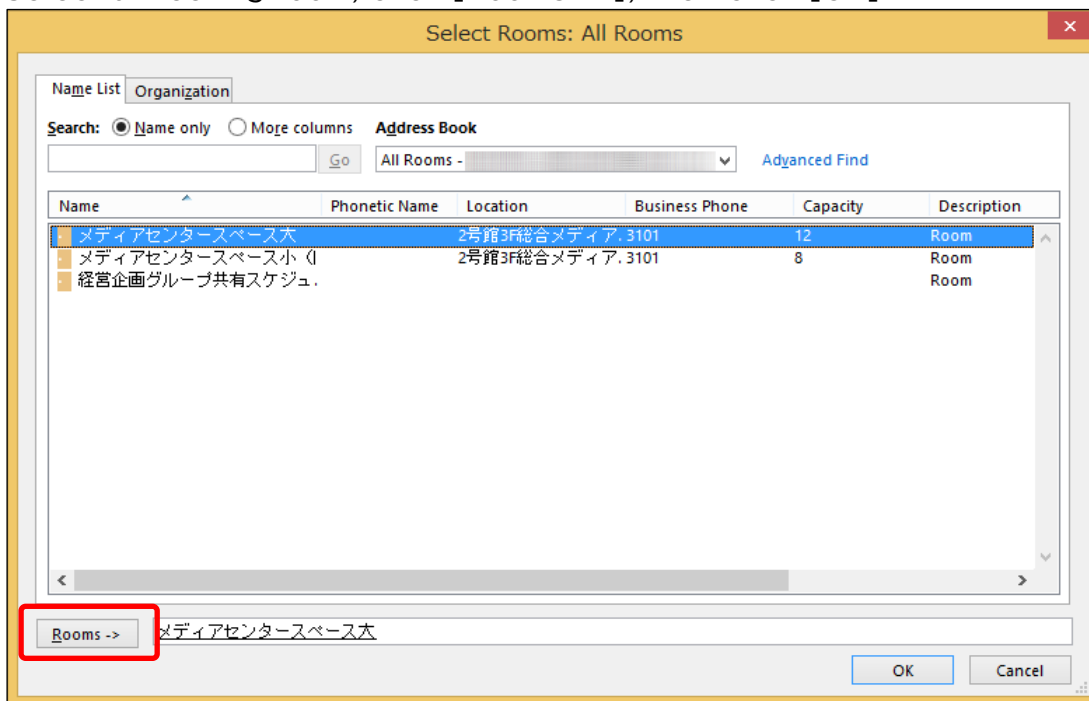
(4) Select attendees. The process is the same as selecting e-mail addresses. Select attendees and click [Required] or [Optional]. After selecting attendees, click [OK].



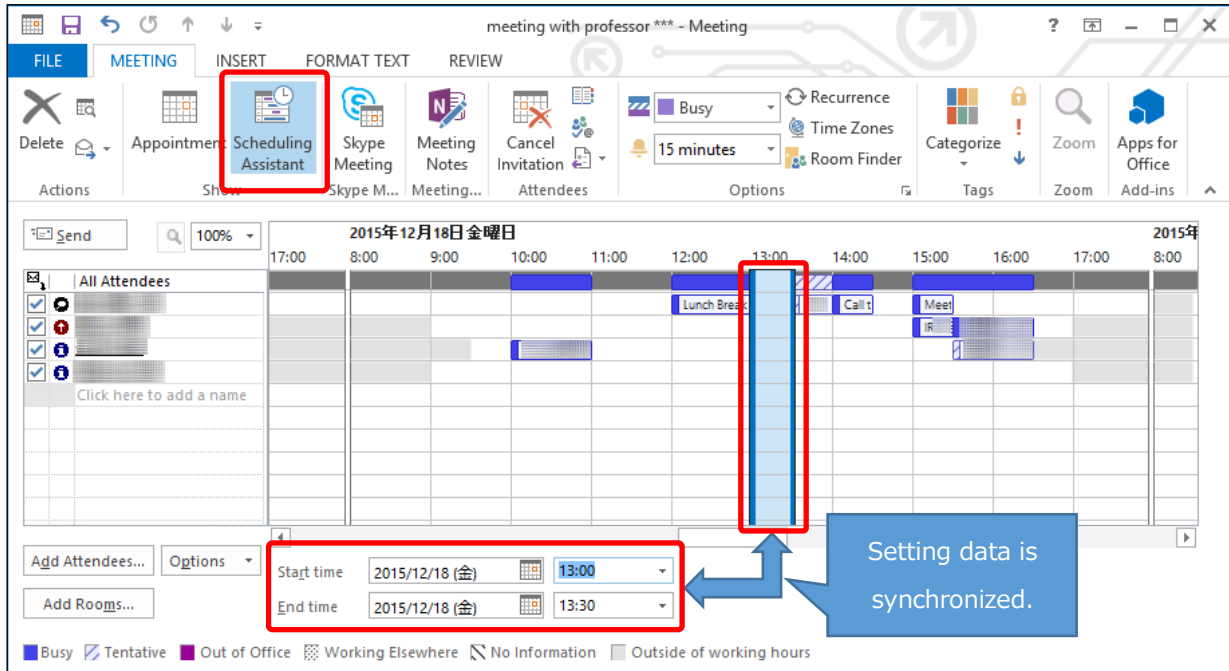
- (5) If you want to select a meeting room, click [Rooms...]. If there are meeting rooms that have registered on this system, click the meeting room. After the setting click [OK]. (The function of registration is not available as of Jan 2016. Therefore, you cannot use “Room Finder”.)



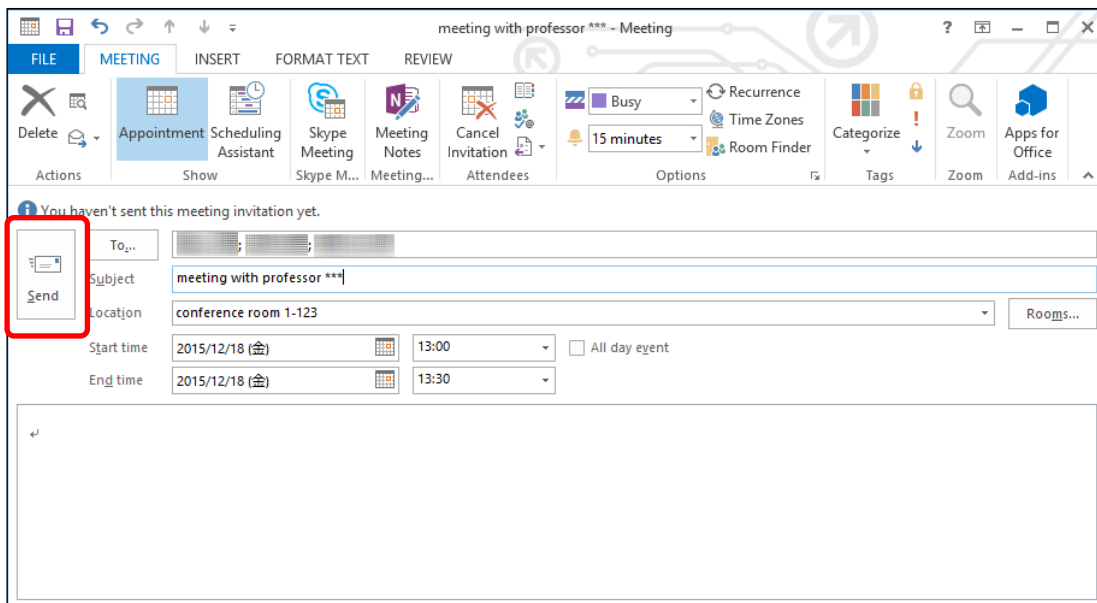
- (6) Select a meeting room, click [Rooms ->], then click [OK].



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

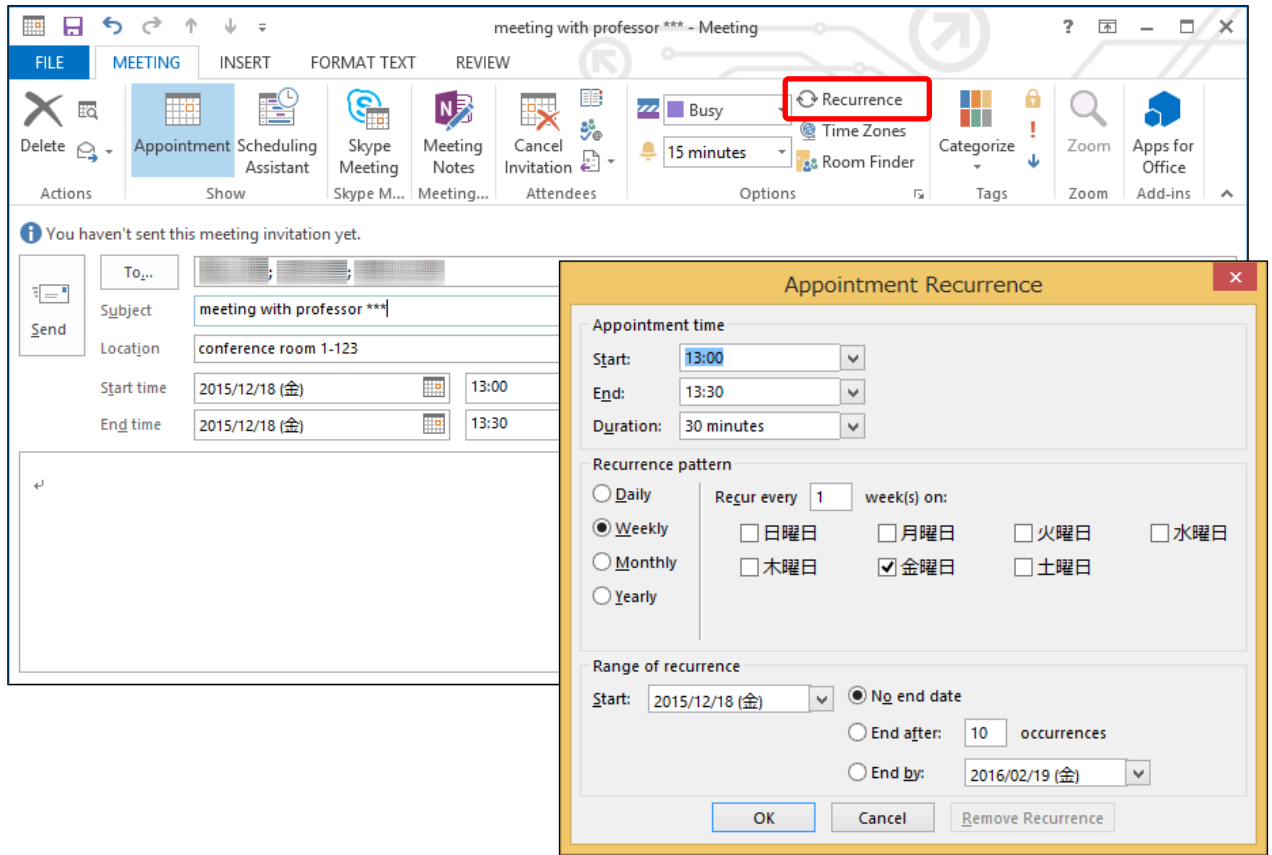


(8) Enter “Subject”, “Start time” and “End time”. After setting the information, click [Send]. E-mail will be sent to attendees and temporary events will be assigned on their schedule.



6-5 Create Recurrent Meetings or Event

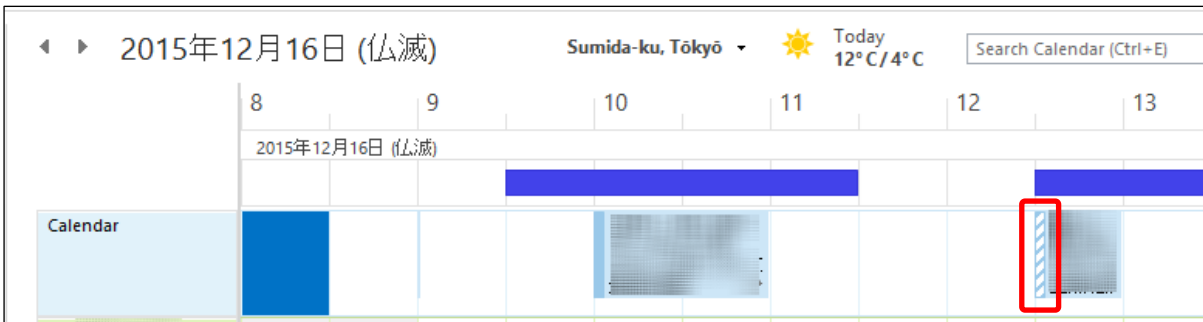
If you want to set a meeting or event that is held every week or every month. Click [Recurrence] on the screen and you can apply the settings.



6-6 Accept or Decline Invited Meeting

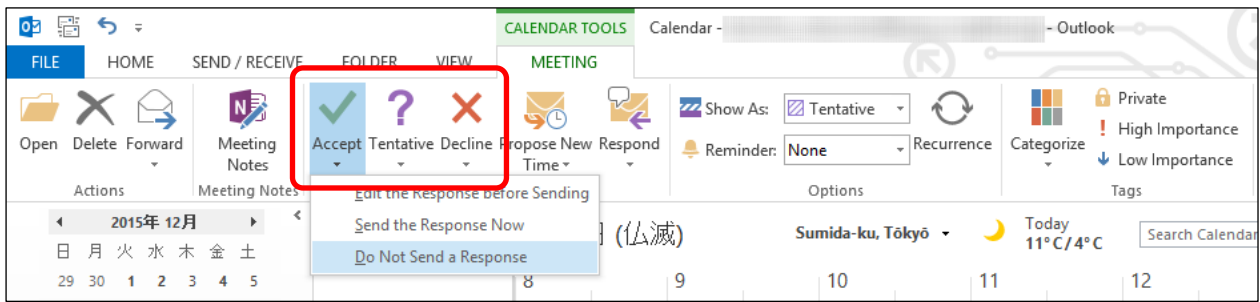
When a user is invited to meetings, a temporary event is assigned to their schedule (cf.5-3)

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@sophiamail.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).

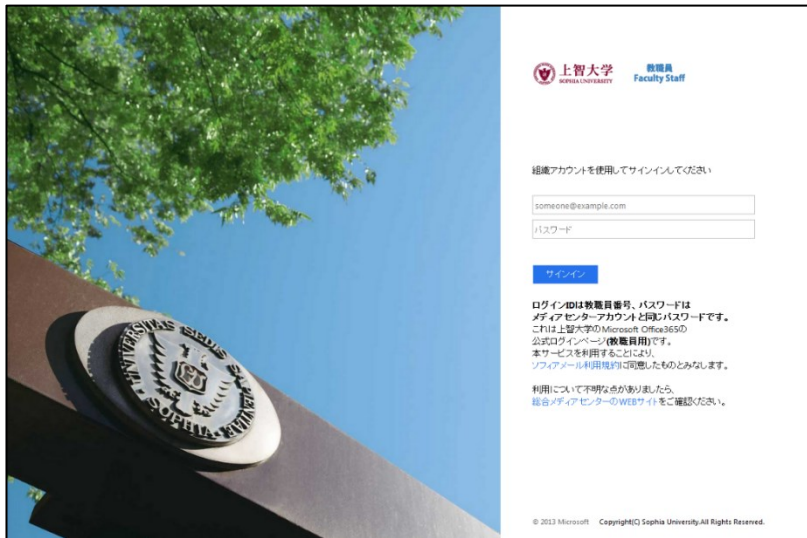
Faculty Members/Emeritus Professor (mail address is xxx@sophia.ac.jp)

URL for faculties:

<https://outlook.office365.com/owa/sophiamail.sophia.ac.jp>

User ID: faculty number

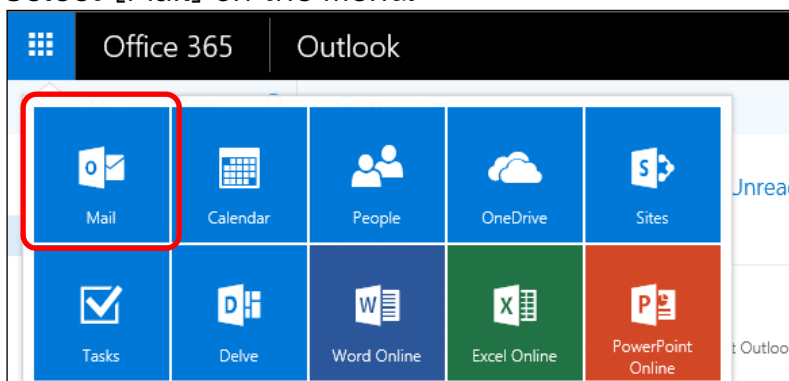
Password: If you have not changed your password, the password written on the permit is available.




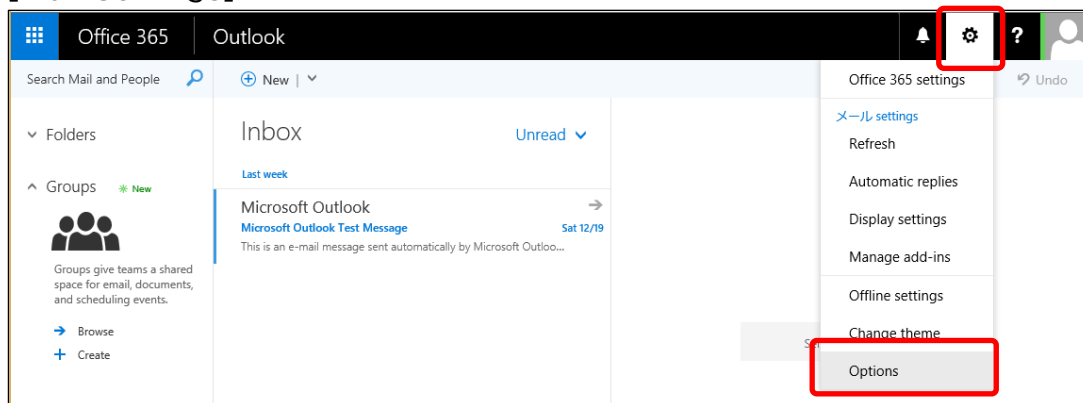
Students/Alumni/Retired People (mail address is xxx@eagle.sophia.ac.jp)
 URL for students: <https://outlook.office365.com/owa/eagle.sophia.ac.jp>
 User ID: faculty number or student number
 Password: If you have not changed your password, the password written on the permit is available.



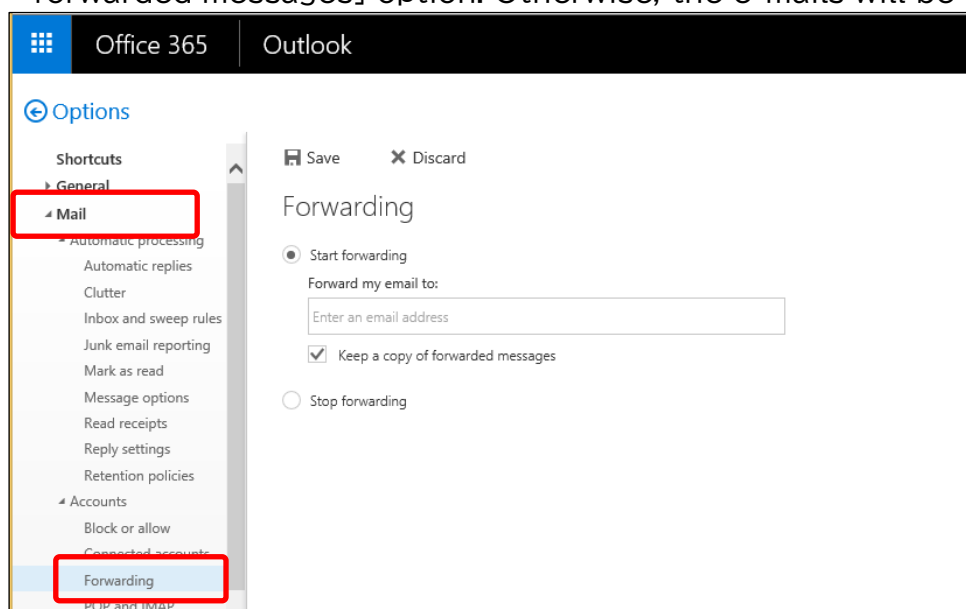
(2) Select [Mail] on the menu.



(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.



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”.

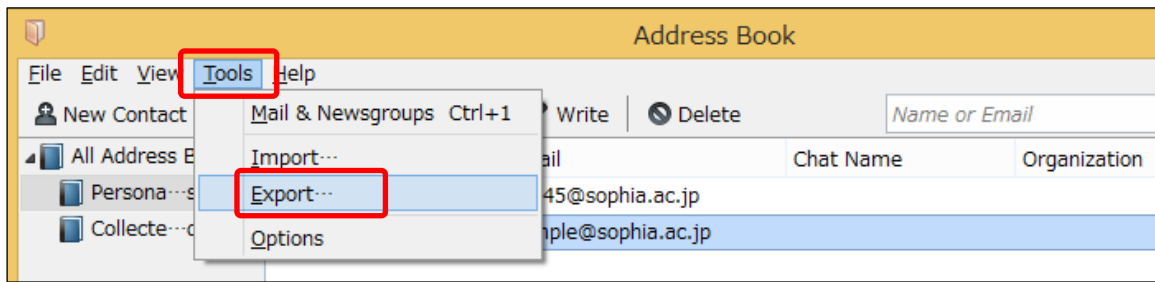
Please refer to the manual ‘Convert Address Book ‘ for more details.

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.

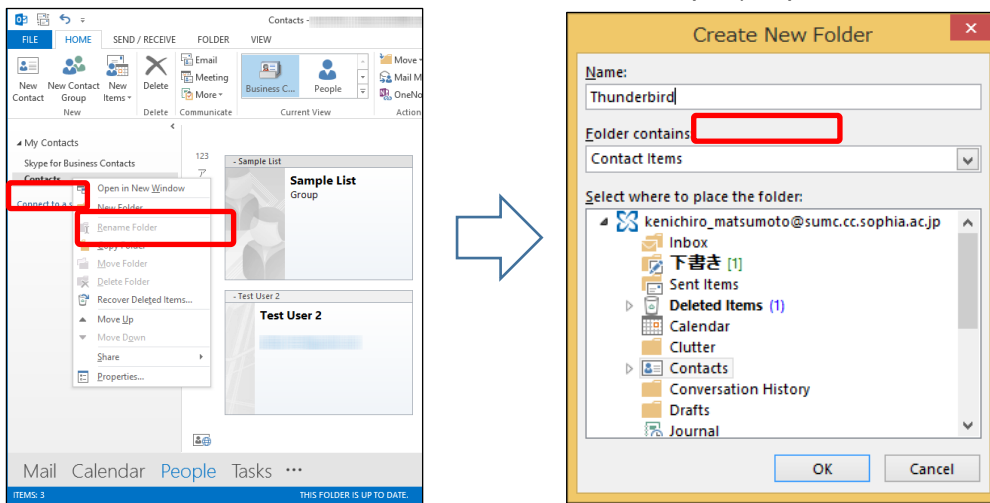
※You cannot address the book from CSV on Outlook2016. Please be careful.

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

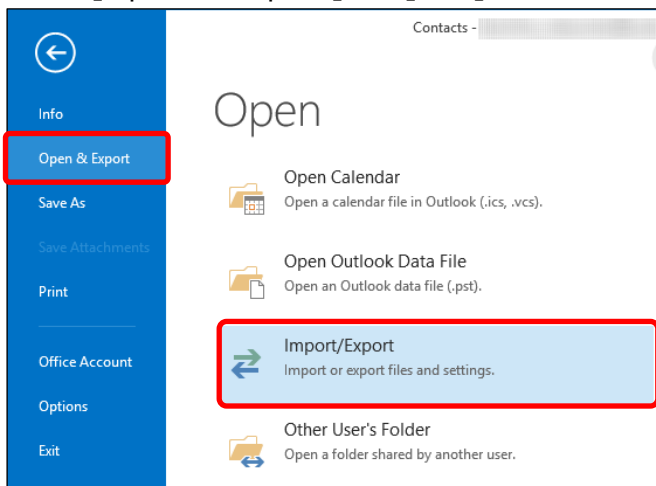


(2) Select a saving folder. Set file format as [Comma Separated (*.csv)] enter proper file name and save the file.

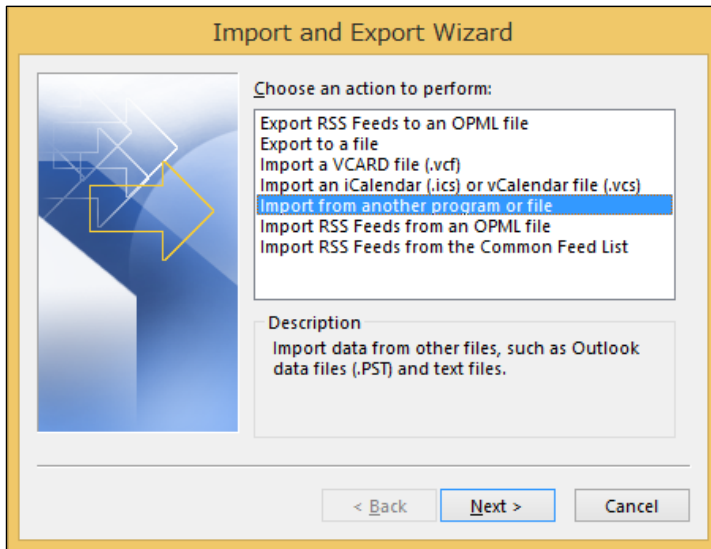
(3) Right-click [Contacts] on [People] Screen on Outlook. Select [New Folder] Enter the folder name and click [OK]. In this example, input “Thunderbird”.



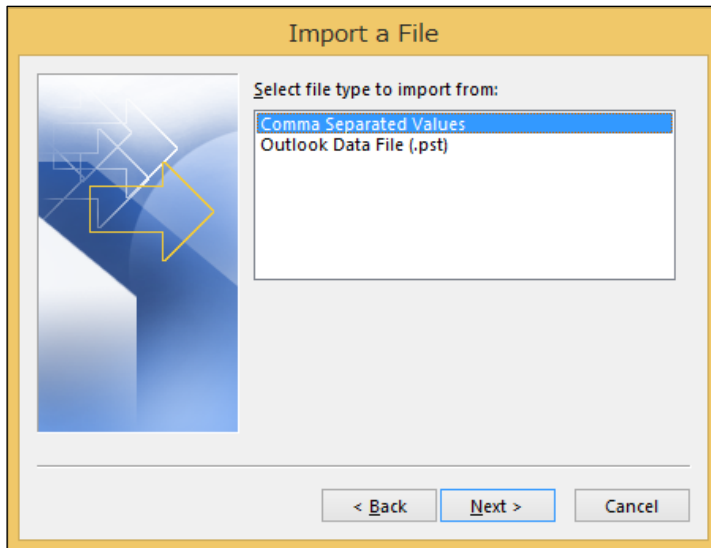
(4) Click [Open & Export] on [File] tab on Outlook. Next, click [Import / Export].



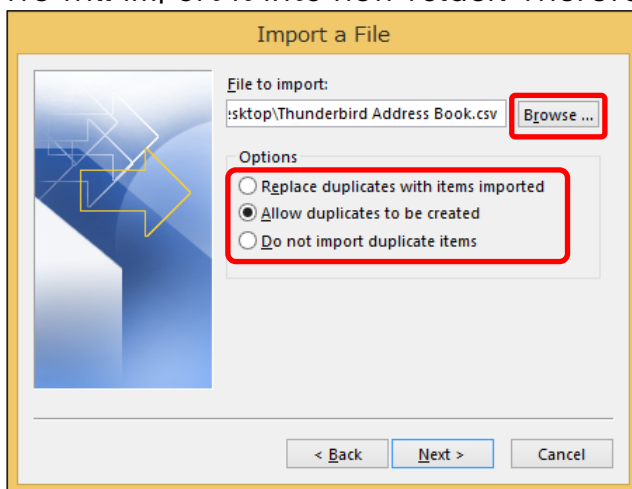
(5) Select [Import from another program or file] and click [Next].



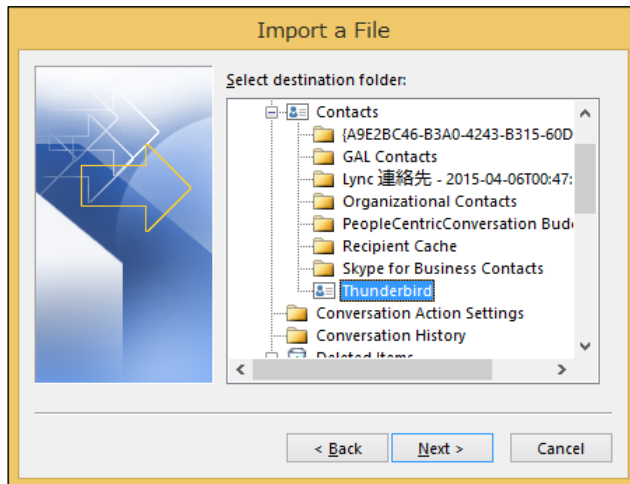
(6) Select [Comma Separated Values] and select [Next].



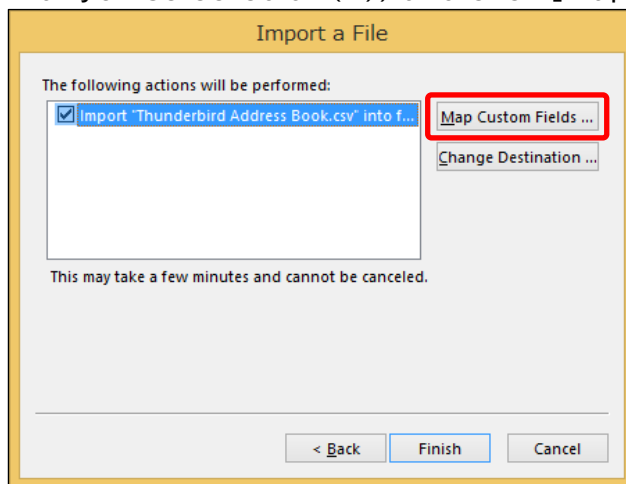
(7) Click [Browse] and select the exported file at (2) and click [Next]. We will import it into new folder. Therefore, you can select any option below.



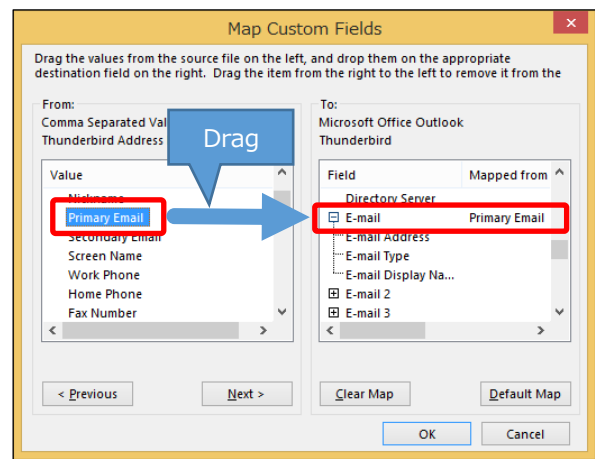
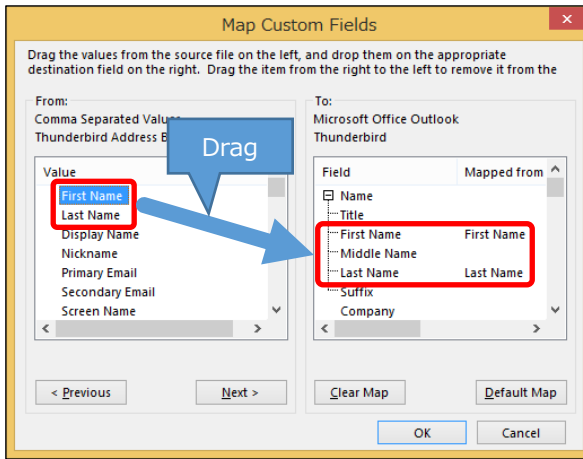
- (8) Select the destination folder as the folder created at (3) (Thunderbird) and click [Next].



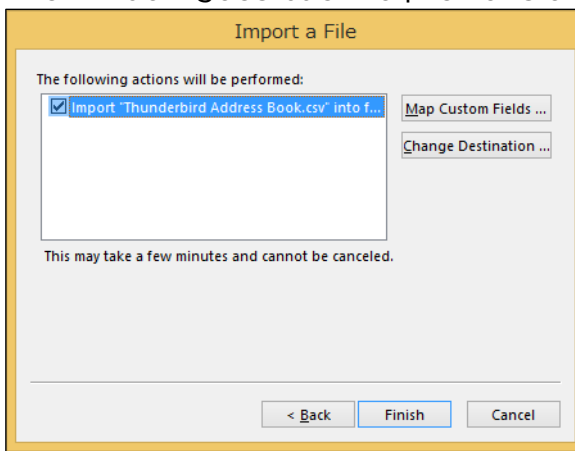
- (9) Confirm the message [Import “○○○.csv” into folder: △△△] (○○○ is the file name that you selected at (7)) and click [Map Custom Fields].



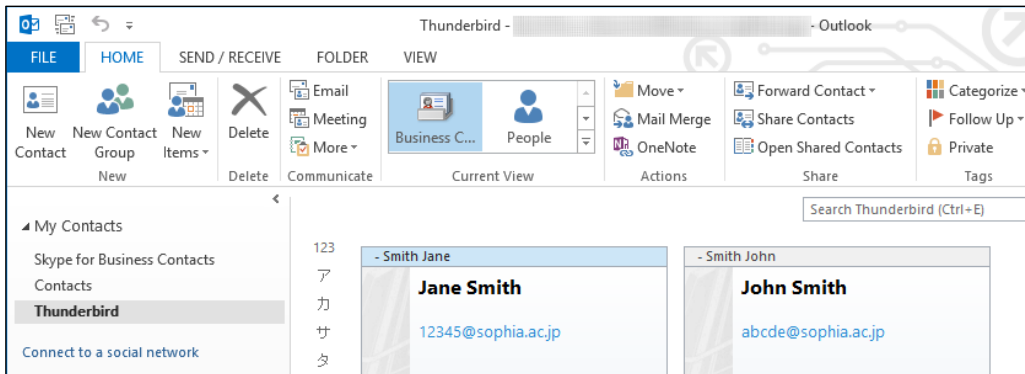
- (10) Relate importing CSV files to the fields of Outlook.
 Select values from [From:] and drag them to the field name on the right. The field name will be displayed on the [Mapped form].
 ※You must relate [Primary Email] to the [E-mail] field on Outlook. If you do not connect that information, you cannot transfer the e-mail address to Outlook properly.
 After the relating, click [OK].



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



(12) Confirm your address book is imported properly.



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Address: 〒102-8554 Tokyo-to Chiyoda-ku Kioi-cho 7-1

Phone: 03-3238-3101

Website: <http://ccweb.cc.sophia.ac.jp>

