# [For faculty] How to use Sophiamail OWA (Outlook Web App)

Sophia University ICT Office

Ver 1.2

Sep.2024

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# 1. Sophia ICT Account

1-1 Notes on sophiamail ID and initial password

Sophiamail ID and initial password can be found in your Sophia ICT Account Notice. "Microsoft365 Username" is for logging in to OWA and other services.

1-2 Change password for Sophia ICT Account

You can change your password from Sophia University ICT Office website. As soon as you receive a notification, register for reminders and change your password to one that is difficult for others to guess. Please manage your password responsibly and do not forget it.

https://ccweb.cc.sophia.ac.jp/en/userguide/password/pass-02-en/

#### 1-3 Password reissue

Password reissue is available only at the ICT Office. \*Faculty id card required https://ccweb.cc.sophia.ac.jp/en/userguide/password/pass-03-en/

1-4 What you can do with a Sophia ICT account

Please refer to [Sophia ICT Account] in the User Guide on the ICT Office webpage. <u>https://ccweb.cc.sophia.ac.jp/en/userguide/general/nu-01-en/</u>

- 1-5 Prohibitions and precautions regarding the use of staff
- 1-5-1. PC Classroom and Moodle-related educational services

The above services for faculty and students will not be provided to staff. Do not use it.

1-5-2. Viewing sophiamail at home, smartphones, etc.

The use of e-mail outside of working hours is generally prohibited.

# 2. Sign in to Sophia Microsoft365 Portal

- 2-1 How to Sign in
  - (1) Open Sophia University ICT Office website. <u>http://ccweb.cc.sophia.ac.jp/</u>
  - (2) Click [Microsoft365 Teachers Login].

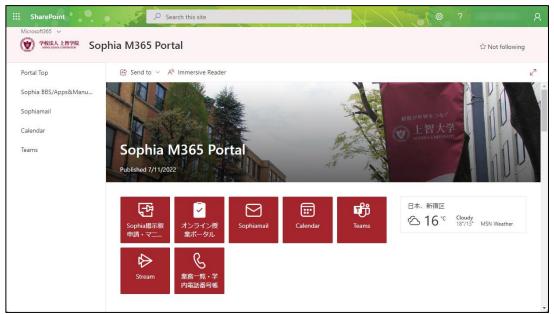
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so 😒	OPHIA UNIVERSITY		Information	User Guide	FAQ	Applicat	ion Form / Manuals	About ICT Office	Contact		
							1	Set a			
Int	formation			R	ead more		Important In	formation			
	Information	2022.10.24 Precaution for Upgrading mac 0	os	2022.09.30 [Remind] Discontinuation of Basic Authentication for Sophia Mail Us							
	Maintenance	2022.10.17 #Moodle [Finished] TODAY: Oct.17th 21:0	10- Moodle Emerge	loodle Emergency Maintenance			2022.07.22 Deletion or ID change of Sophia ICT Account at the end of autumn semester				
	Information	2022.10.11 Please update Zoom app. to the	latest version.				2022.04.15 <u>Sophia ICT Accour</u> <u>AY2022</u>	nt for researchers in			
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A	Password	ls / Email address	0		Oper	ning Ho	ours		D		
	Microsoft	365 Teachers Login	D		CON	1/CALL	Info		D		
٥	Microsoft	365 Students Login	D	_							
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(3) Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login] button.

\*If you have logged in to Loyola, Moodle, etc. first and access Sophia Microsoft365 Portal without closing your browser, the Sophia Microsoft365 Portal top page will open immediately without logging in.

In	itegrated Authentication System 統合認証システム
	Student ID / Faculty ID
Password	Password of Sophia ICT Account
	パスワードを忘れた方は以下のリンクをクリック Click the link if you have forgotten your password 日本語/Englisi

### (4) After signing in, you will be transferred to Sophia M365 Portal.

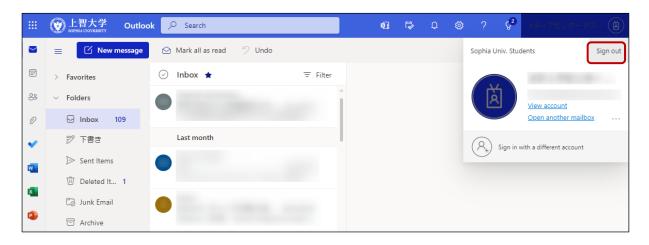


## 2-2 How to Sign out

(1) Click the icon on top-right corner of the screen.

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Ø	🕞 Inbox 109									
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w	▷ Sent Items									
	Deleted It 1									
×	🗔 Junk Email									
•	Archive	-								

(2) Click "Sign out".



# 3. Overview of Sophia Mail and Microsoft365 and Precautions for use

### 3-1 How Sophia Mail works and announcement

Sophia Mail is operated using Microsoft's Office365 cloud service, which, like Google's Gmail and other services, offers a variety of services including email, address book, and calendar.

Office365 is constantly adding and improving its services. For more information on how to use the services, please refer to the official Microsoft web page. [Reference] <u>Basic tasks in Outlook</u>

Sophia Mail is maintained for educational and business purposes, so not all functions of Office365 can be used due to limitations. Also, please note that there are some free Office offerings that can only be used by current students and employees due to licensing reasons.

Service	Brief Explanation	Support
Mail(E-mail	Mail	0
People	Contact management	0
Calendar	Schedule management	0
Tasks	Task management	0
OneDrive	Cloud storage service	0
Office Pro Plus	Free office	0
Teams	Chat, Team collaboration	0
SharePoint	Team site (browser)	×
Forms	Survey tool	$\triangle$
Stream	Video Distribution	$\triangle$
Install Office	Install office on your PC	$\triangle$
Sway	Create and share reports and presentation	×
Delve	Get personal insights and relevant information	×
Power Automate	Create workflows	×
Yammer	Share information and organize around project	×

### 3-2 Microsoft365 services

# 3-3 <u>Differences between students, alumni, retirees, and faculty</u>

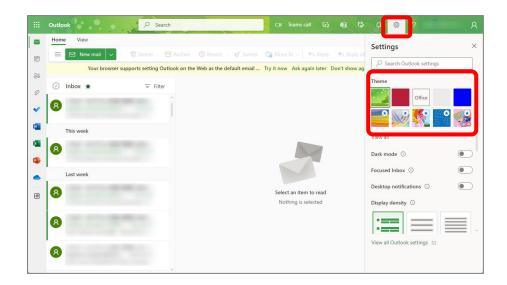
Students and graduates/retirees are colored green, and faculty and stuff columns are colored blue, but the Office365 data is divided between these two units, creating a fundamentally different content.

Service	Students/Graduates/Retirees	Faculty/Staff
Mail, People	@eagle.sophia.ac.jp	@sophia.ac.jp
	Mutual email addresses	All faculty and staff
	cannot be referenced	email addresses can be
		referenced
Calendar	Schedule <mark>cannot</mark> be	Mutual schedule can be
	referenced in the initial state	referenced

# 4. Customize "Office365"

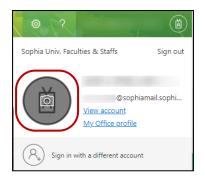
#### 4-1 Theme

Click on "Settings" in the upper right corner of the screen. Choose your favorite from "Theme".

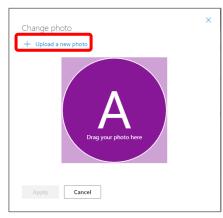


### 4-2 Change your profile

(1) Click the icon on top-right corner of the screen, and click people icon.



(2) [Reference] Click [Upload a new photo] and choose image.



POINT

(3) Your profile photo will be changed. The photo will also be used as an icon in contacts, emails, calendars, etc.

Search				Change cover pho
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	About me	1 view	1 view	2 views
my documents safe in Delve?	Add about me	天道	見道 …	R #

- ★ Use a photo or illustration that identifies you for your profile photo.
  ★ Please avoid using family photos and illustrations that are not
- ★ Please avoid using family photos and illustrations that are not related to you.

# 5. Note on using OWA (Outlook Web App)

Please remember followings when you use OWA (Outlook Web App)

5-1 Recommended Browsers

Use the latest version of the following browsers.

- Microsoft Edge
- Firefox
- Google Chrome
- Safari

%Microsoft may change the recommended browsers without notice.

#### 5-2 Mailbox Storage Limits and Message Size Limits

OWA cannot send to more than 500 destinations at once. (as of Feb, 2020)

Items	Limitation
mailbox storage limit	50GB
<b>sending message size limit</b> (text + attachments)	35MB(%You may not send a message because limitation of the addressee.)
receiving message size limit (text + attachments)	25MB
address book limit	500
file attachments limit	250
recipient rate limit (sending messages limit / 1 day)	10,000 / 1 day
message rate limit (sending messages limit / 1 minute)	30 / 1 minute

### 5-3 Limitations of the Mailbox

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

#### 5-4 Mailbox Storage Limits

The amount of the mailbox storage is 50GB that is included whole Inbox, Outbox, Sent folder, Drafts folder, Trash folder and Junk Email folder. If your inbox limit is exceeded, you cannot send, receive, or forward email.

### 5-5 Invalid Extensions

The extensions that will be blocked are as follows.

When an e-mail is received with a file with the corresponding file extension attached, a text file will be attached stating that the original attachment has been discarded and deleted by the filter.

List of the Invalid Extensions

.exe,.ade,.adp,.bas,.bat,.chm,.cmd,.com,.crt,.hlp,.hta,.ins,.isp,.ise,.lnk,.mde,.mda,.md t,.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,.c er,.der,.pwl \*Due to the lack of public information from Microsoft, this is subject to change without notice.

# 6. Screen Layout of OWA

6-1 Screen Layout

OWA's pane are arranged as below.

<mark>٦</mark>	lav	vigation	Bar	Search Box						
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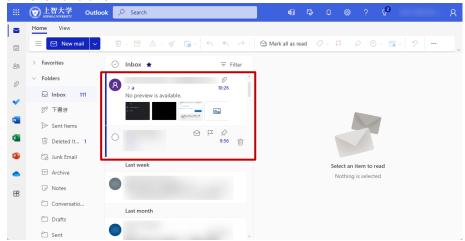
Navigation Pane ↑ Me	essage View Pane
Names	Functions
New Email	By clicking 🕂 [New] button, you can create new items. That means Message, Schedule, Contact, Task and so on. You can create those kinds of items on the OWA.
Navigation Pane	On the Navigation Pane, you can access directories in your mailbox. (ex. Inbox, Contacts and so on) You can also access whole directories, which are created on the pane. Those folders are showed as tree structure.
Search Box	You can search messages or users from this box. If you input keyword, message list that include the keyword will appear.
Tool Bar	This button is used when you need to operate your message.
Message View Pane	When you select a directory on the Navigation Pane, the insides are shown on Message View pane.
Reading Pane	The contents like message and contacts are shown on this pane.
Navigation Bar	You can select another Office 365 services from title button on the top-left corner of the screen. You can confirm service status or alert from [Notifications]. When you click [Settings] or [Help], the screen will move to different page that you have
	selected. By clicking 💽 [Settings], you can change advanced OWA settings. By clicking [Help] the Product help will appear.

# 7. Receiving and Preview Messages

#### 7-1 <u>Receiving new messages</u>

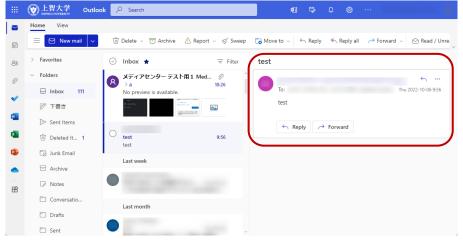
If you receive a message during sign in, new message icon will appear on the top-right of the screen and disappear automatically.

Blue ribbon is arranged on the left of the unread mails. The subject and date are shown as blue character.



### 7-2 Confirm Message

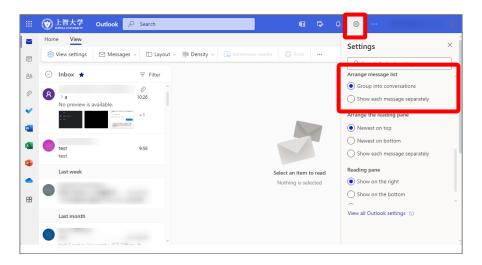
When you select a message. Body of the message will be shown on the Reading Pane.



7-3 How to switch to threaded view

By default, the mail list in Outlook Web Edition is in threaded view. In threaded view, a series of replies are displayed in a tree-like format. This is convenient because you can see all the messages at once, but if you prefer to see them in chronological order one by one, you can change the display.

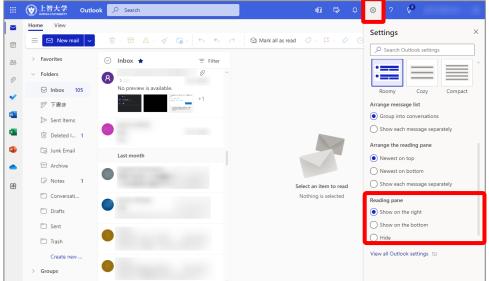
- (1) Click on "Settings" 🏩 in the upper right corner of the screen.
- (2) Select the desired display from the [Arrange message list] in the menu.



7-4 How to Change Reading Pane (Preview Window)

When you select a message, reading Pane will appear right side of the screen. You can change display settings of the pane.

- (1) Click [settings] on the Navigation bar
- (2) Select the desired display from the [Reading pane] in the menu.



# 8. Downloading and Preview Attachments

#### 8-1 About Attachments

When you receive the message with attachments, clip icon will appear next to the message.

#### 8-2 How to download the Attachments

(1) Click  $[\lor]$  next to the attachment name and choose [download].

Home View		
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🔟 Deleted It 1	No preview is available.	↔ Save to OneDrive - Sophia Univ. Students
🕝 Junk Email	<ul> <li>■ monomical end of the second end</li></ul>	↓ Download
Archive		
🖓 Notes 1	•	

- ✓ In case of Word file or Excel file, you can preview the file by clicking file name.
- $\checkmark$  The file will automatically be saved in the "download folder".

# 9. How to compose a message

#### 9-1 Compose New Message

#### (1) Click [New mail].

		_Ω Search 🗉 🛱 Ω ⊚ ? 🖓 🤗
	Home View	
	🔲 🖻 New mail 🗸	Î ⊂ □ ▲ ∨ ∅ Co ∨ S ↔ ↔ ∨ Q Mark all as read ♡ ∨ □ ∨ ∅ ∨ Co ∨ Co ∨ ♡ ∨
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D	<ul> <li>Folders</li> </ul>	R ≥a 10.26
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8	Notes	
ω.	Conversatio	Last month
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	🗂 Sent	

(2) Enter Address, Subject and Body and click [Send]. Message will be sent. Multiple addresses can be set and sent a message at one time.

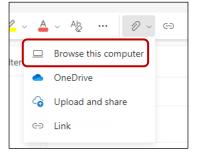
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	🗋 Drafts			
	🗀 Sent		-	Select an item to read 🖉 (No subject) X

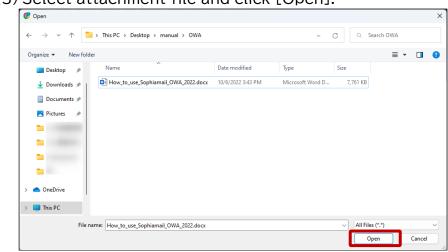
### 9-2 Attach File

(1) Click [Attach] on the new message window.

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	Home View Message	Insert Format text Options		
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BB		•		
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	🗂 Drafts			Seria V Discara V Drait saved at 15:39
	🗀 Sent		-	Select an item to read $\ensuremath{\mathscr{O}}$ (No subject) $\ensuremath{\times}$

(2) New screen will appear. Select [Browse this computer].





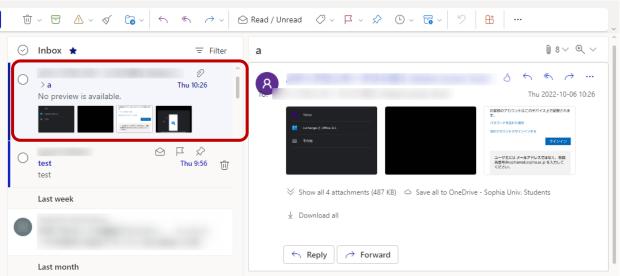
(3) Select attachment file and click [Open].

(4) Confirm file is attached on the message.

То	Всс
Cc	
Add a subject	
How_to_use_Sophiamail_OW  8 MB	
▶   ∨ 🗊 🕼 🔤 ··· Draft saved a	at 16:10

#### 9-3 Reply Message

(1) Select the message that you want to reply and click button next to the [Reply all] on the tool bar or select [reply]



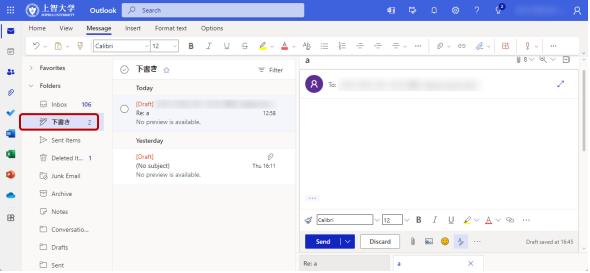
(2) Compose message and click [Send].

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sv				
	Last month		I   I   I   I   I   I   I   I   I	
			Send V Discard 🖉 🗠 😏 M	)raft saved at 12:58

✓ If you choose [Reply all], you can reply message whole addressees except you at one time.

#### 9-4 Save Draft

Emails that are being edited are automatically saved as drafts. When you want to edit it again, select message in the Drafts and edit it on the Preview Window. The message move from "Draft" to "Sent Items" when you finish editing and sending.



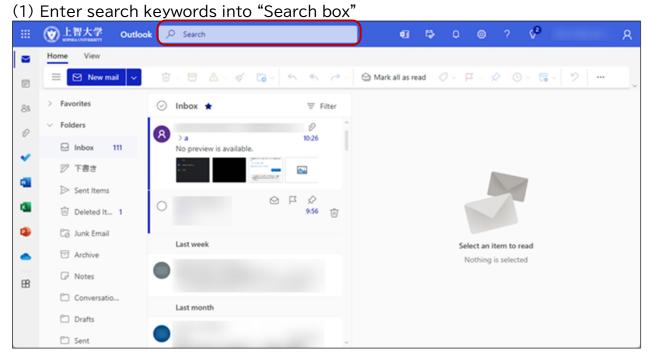
#### 9-5 Delete Message

Choose message that you want to delete and click [[Delete]. Deleted message will move to "Deleted Items"

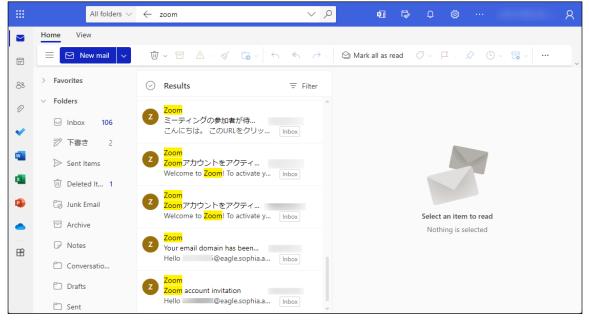
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	Inbox 106	[Draft]					
•	烮 下書き 2	Re: a No pre	eview is available.	12:58			
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	Drafts					-	
	🗀 Sent			Everythin	g in 下書き is sel a	×	

- ✓ Within 30 days, you can restore deleted message from "Deleted Items".
- ✓ After 30 days of deletion or further deletion from "Deleted Items", the e-mail will be completely deleted. Once an email has been permanently deleted, it cannot be recovered.

#### 9-6 Search Messages

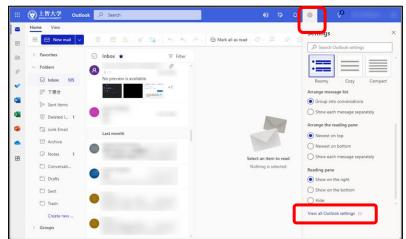


#### (2) Search result will appear. (Keywords are highlighted in yellow.)



#### 9-7 Automatic Reply

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].



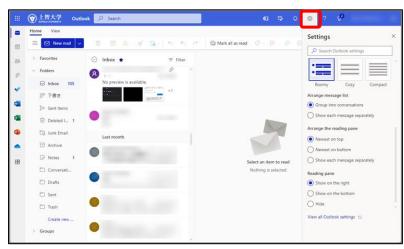
(2) On the Navigation Pane, click [Mail] > [Automatic replies] . Click [Turn on automatic replies]. Make the necessary settings and click [Save].

	● 上智大学 Outlook SOPHIA UNIVERSITY	✓ Search	€ C © ? \$ <sup>2</sup>	
M	Settings	Layout	Automatic replies $\times$	
	Search settings	Compose and reply Attachments	Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.	Ĩ
0	🖾 Mail	Rules Sweep	<ul> <li>Automatic replies on</li> <li>Send replies only during a time period</li> </ul>	
*	🛗 Calendar x <sup>R</sup> People	Junk email	Start time 2022-11-11 🗰 13:00 V	
×	View quick settings	Quick steps Customize actions Sync email Message handling	End time       2022-11-12       III       13:00       \(\circ)          Block my calendar for this period       Automatically decline new invitations for events that occur during this period       \(\circ)          Decline and cancel my meetings during this period       \(\O)	
<b>•</b>	(	Forwarding Automatic replies S/MIME	Send automatic replies inside your organization $A = A^{\circ}  \mathbf{B}  I  \underline{\cup}  \underline{\swarrow} \vee \underline{A} \vee \equiv \equiv + \mathbf{E}  \mathbf{H} \equiv \mathbf{H} \equiv \mathbf{H} \equiv \mathbf{H}$	
		Groups	Add a message here	
	Trash	<b>(sophia moodle) あなたに</b> Test Cource Kawakami (20	課題「Turnitin Tue 11-01 22 spring) ->課題 ->Turniti ~	

#### 9-8 Create Signature

Create a signature to be inserted into the email.

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].



(3) On the Navigation Pane, click [Mail] > [Compose and reply]. In the [Email signature] box, make the signature and click [Save].

	Outlook	,	🗖 Teams call 🛱 🗗 🛱 🗘 🚳 ?
	Settings	Layout	Compose and reply ×
	✓ Search settings	Compose and reply	Freedling and the second se
8	ô General	Attachments	Email signature Edit and choose signatures that will be automatically added to your email message.
0	🖾 Mail	Rules	Create and edit signatures
	📰 Calendar	Sweep	
	g <sup>Q</sup> People		Sophia V Rename Delete (1)
	View quick settings	Customize actions Sync email Message handling Forwarding Automatic replies S/MIME Groups	Sophia Taro Email: xxxx@sophia.ac.jp
	🖅 アーカイブ	これは Sophia U	inversity Moodle フォーラムの新し

✓ Select default signatures

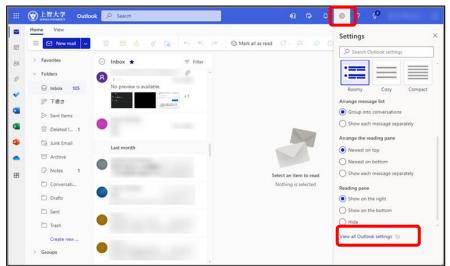
For New Messages: Select the signature you want to add to a new email.
 For Replies/Forwards: Select the signature you want to add to the forwarded/replied email.

	Outlook	,	🖂 Teams call 🖓 🗗 🛱 🗘 🍥 ?	
	Settings	Layout	Compose and reply ×	
	✓ Search settings	Compose and reply	Email: xxxx@sophia.ac.jp	
8	ⓒ General	Attachments Rules		×
	Mail       Calendar       gR     People       View quick settings	Kules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies S/MIME Groups	Image: Select default signatures         For New Messages:       Sophia         ✓         For Replies/Forwards:       Sophia         ✓         Save	
	🗇 アーカイブ	これは Sophia U	niversity Moodle フォーラムの新し	

#### 9-9 Inbox rules

Organize your incoming mail so you don't miss or lose important emails. It is helpful to set rules for your inbox.

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].



(2) Select [Mail] > [Rules] > [Add new rule].

	Outlook	✓ Search	다. Teams call 🕞 嶂	њ ф @ ?
	Settings	Layout	Rules	×
	Search settings	Compose and reply	You can create rules that tell Outlook how to handle incoming ema	il messages. You choose both the conditions that
83	ইট্ৰই General	Attachments	trigger a rule and the actions the rule will take. Rules will run in the rule at the top.	order shown in the list below, starting with the
0	🖾 Mail	Rules	+ Add new rule	
	Calendar	Sweep	You haven't created any rules yet.	
*	g <sup>R</sup> People	Junk email	fou naven t created any fules yet.	
w.	View quick settings	Customize actions		
		Sync email		
-		Message handling		
		Forwarding		
		Automatic replies		
88		S/MIME		
		Groups		
	〒 アーカイブ	これは Sophia Ur	ersity Moodle フォーラムの新し	

### (3) Input details and click [Save].

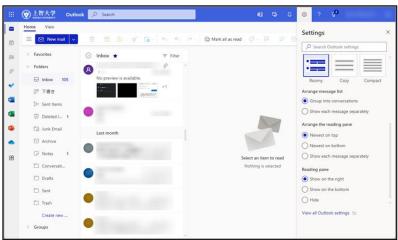
 Outlook	,	🗖 🖬 🛱 🖓 🖓 🖓 🖓 🖓 🖓
Settings	Layout Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message handling Forwarding Automatic replies S/MIME Groups	Rules     Image your rule     Image your rule
🗇 アーカイブ	これは Sophia U	niversity Moodle フォーラムの新し

#### Create new folder -

Mail folders can be created for convenient sorting of mail. Click[Create new folder],enter any name.

□Inbox108▷下書き□Sent Items1□Deleted Items1□Junk Email□Archive1□Notes1□Conversation History□Drafts□Sent□Trash Create new folder	$\sim$	Folde	lers	
<ul> <li>Sent Items</li> <li>Deleted Items</li> <li>Junk Email</li> <li>Archive</li> <li>Notes</li> <li>Conversation History</li> <li>Drafts</li> <li>Sent</li> <li>Trash</li> </ul>		ا ی	Inbox	108
<ul> <li>Deleted Items</li> <li>Junk Email</li> <li>Archive</li> <li>Notes</li> <li>Conversation History</li> <li>Drafts</li> <li>Sent</li> <li>Trash</li> </ul>		7	下書き	
<ul> <li>Junk Email</li> <li>Archive</li> <li>Notes 1</li> <li>Conversation History</li> <li>Drafts</li> <li>Sent</li> <li>Trash</li> </ul>				
<ul> <li>Archive</li> <li>Notes 1</li> <li>Conversation History</li> <li>Drafts</li> <li>Sent</li> <li>Trash</li> </ul>				1
<ul> <li>Notes 1</li> <li>Conversation History</li> <li>Drafts</li> <li>Sent</li> <li>Trash</li> </ul>				
<ul> <li>Drafts</li> <li>Sent</li> <li>Trash</li> </ul>				1
C Sent				story
🗅 Trash		<u>ا</u>	Drafts	
		۲ :	Sent	
Create new folder				]
		(	Create new folde	9n.

- 9-10 Settings to block incoming mail
  - (1) Click [Options] on the top right of the screen. Next, click [View all Outlook settings].

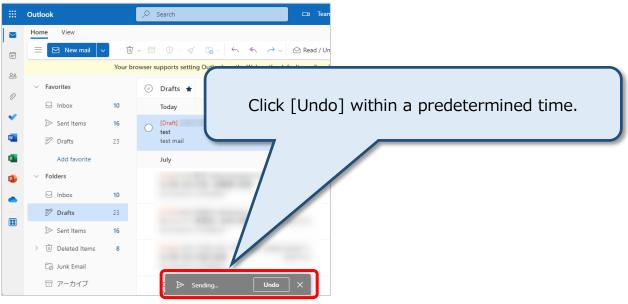


(2) Click [+add] in the [Blocked senders and domains], enter your e-mail address or domain name and click [Enter]. After that, click [Save] to save the settings.

 Outlook	✓ Search	🗆 Teams call 🕞 🖬 🗟 🗘 🍥 ?	
Settings	Layout Compose and reply Attachments Rules	Junk email Blocked senders and domains Wove email from these senders or domains to my Junk Email folder.	Search list
🗋 朝除済みアイテム	Zitila Sophia Univ	sity Moodle フォーラムの新し Safe senders and domains Don't move email from these senders to my Junk Email fold + Add	er. 🔎 Search list
			Save Discard

#### 9-11 Undo sends

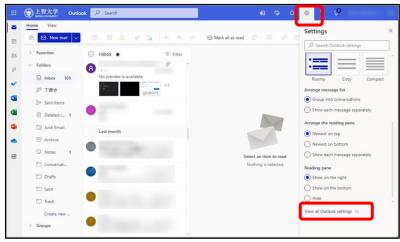
Messages that have been accidentally sent can be undone for up to 10 seconds. To undo a message, click "Undo" at the bottom of the message list within the predetermined time.



This function cancels the transmission process only when the "Undo" is pressed within a certain time after the "Send". It is not possible to undo a message that has already been sent.

In addition, ICT Office cannot erase them. This is policy, and the same applies to emails of any level of importance. Please reconfirm the destination and attachments text before sending.

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].



(2) Select [Mail] > [Compose and reply] > [Undo send], and slide the indicator to the left or right to set the time. Then click [Save] to save the settings.

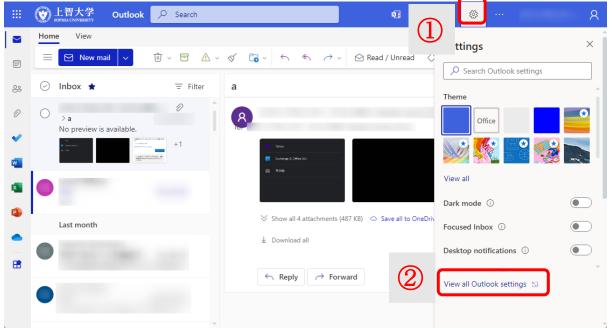
	Outlook	✓ Search	🖂 Teams call 🕞 📭 🛱 🤅 ?	
	Settings	Layout Compose and reply	Compose and reply  Preview links in email	×
83 Ø *	<ul> <li>General</li> <li>Mail</li> <li>Calendar</li> <li>R<sup>A</sup> People</li> <li>View quick settings</li> </ul>	Attachments Rules Sweep Junk email Customize actions	Undo send You can cancel an email message after you've selected Send. To cancel, select the Undo button that appears at the bottom of your screen. Messages can be canceled for up to 10 seconds. You can choose how long Outlook will wait to send your messages.	×
	Slide	Sync email Message handling Forwarding e left or righ	Joyful and the shows a celebratory burst of colorful shapes in the reading pane when you open a re Happy Birthday and Congratulations. To turn off these animations, clear the he reading pane	
	□ 削除済みアイテム	これは Sophia U	iversity Moodle フォーラムの新し 総統を希望されない場合、回答期限までに回答いただかなか 合は、回答期限日をもってメーリングリストが無効化されま	いった場

# 10. Forwarding settings

#### 10-1 Forwarding settings

We do not recommend forwarding incoming Sophia Mail messages to your smart phone or any other email address. Please install Outlook application (free) on your smart phone to receive Sophia Mail. If you must forward your mail, please follow the instructions below.

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].



(2) On the Navigation Pane, click [Mail] > [Forwarding]. Select [Enable forwarding]. Input e-mail address and click [Save].

	● 上智大学 Outlook SOPHIA UNIVERSITY	, ♀ Search	• <b>⊡</b> 🛱 ¢ ¢ ⊗ ·	<u></u> ۸
		Layout	Forwarding	×
	ttings	Compose and reply	You can forward your email to another account.	
83		Attachments	Enable forwarding	
2	🖾 Mail	Rules	Forward my email to:	
0	📰 Calendar	Sweep (3)	sophia@mail.com	
*	g <sup>q</sup> People	Junk email	Keep a copy of forwarded messages	
	View quick settings	Customize actions		
×		Sync email		
	ത	Message handling	1	
		Forwarding		
		Automatic replies		
•		S/MIME		
		Groups	4	Discard
		test Sophia University, ICI		
	PD c .			

※ If [Keep a copy of forwarded messages] is <u>not checked</u>, received messages <u>will be deleted</u> after they are forwarded.

#### 10-2 Setting redirects using rules

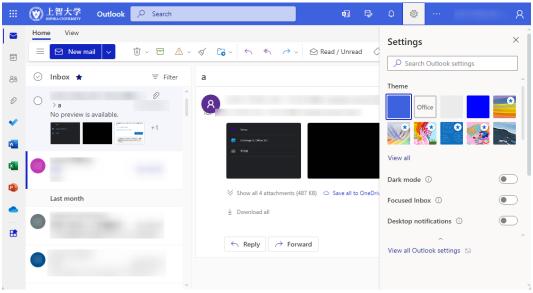
The redirect function may cause problems such as settings not being saved or forwarded depending on the media used. If the forward cannot be successfully performed, you can set the rules introduced in Section 9-9 to make it work.

Settings	Layout	Rules ×	
Settings	Layout Compose and reply Attachments <b>Rules</b> Sweep Junk email Quick steps Customize actions Sync email Message handling Forwarding Automatic replies S/MIME Groups	<ol> <li>Name your rule         Enter a name.</li> <li>Add a condition         I'm on the To or Cc line         Add another condition         Add another condition         Add another condition         Add another action         Add an exception         Stop processing more rules         O         Contacts r         Contacts</li></ol>	egistered under
		specified.	Contacts" can be

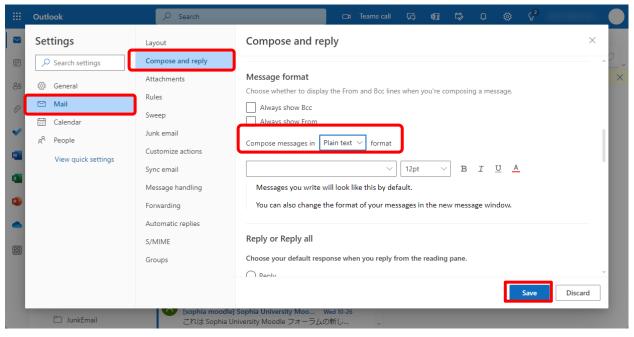
### 10-3 Change message format

Sophiamail is composed as "HTML format". "HTML format" e-mails are convenient because they can be freely formatted. However, the file size can be large, and some media may not accept it. We will show you how to change to the traditional "text format".

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].



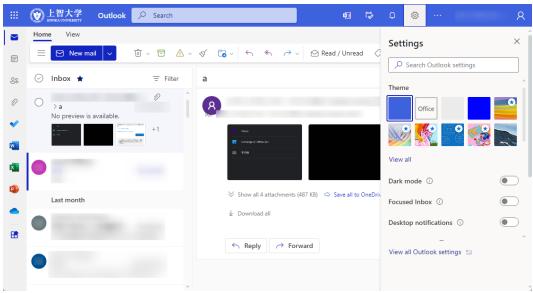
- (2) Click [Mail] > [Compose and reply].
- (3) Select [Plain text] in [Message format]. Then click [Save].



#### 10-4 Mailbox cleanup

You can delete unwanted mail by specifying a period of time. As the mailbox expands, the mail system will slow down. Be sure to clean up regularly.

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].



(2) Click on the trash can icon for each folder and select the period of time for the mails to be deleted.

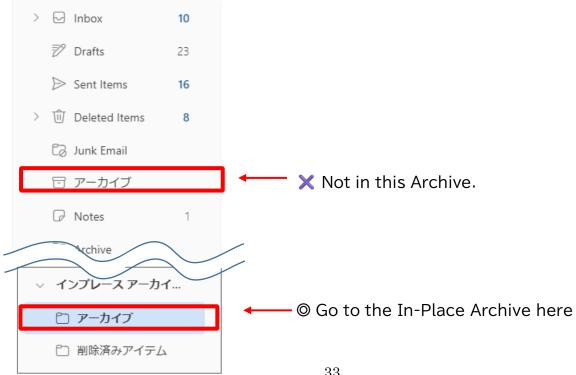
	Outlook	✓ Search	🖂 🖓 🛱 🕞 🕞 🖓 🖓	
	Settings	Language and time	Storage	×
	✓ Search settings	Appearance	Your Outlook mailbox has 99.00 GB of storage. After your mailbox reaches its full capacity, you we	on't be able to
89	🖏 General	Notifications Categories	send or receive messages. 0.05 GB used of 99.00 GB (0.0%)	
D	⊠ Mail Calendar	Accessibility		
*	g <sup>R</sup> People	Mobile devices Distribution groups	Inbox     Sent Items     Deleted Items     Other	
	View quick settings	Storage	Folders	
×		Privacy and data	Emptying contents from a folder will help free up space. Items will be permanently deleted.	
•		Search	Deleted Items U 1.88 MB used 31 Messages	前 Empty 🗸
			Inbox	All 3 months and older
88			Sent Items 6.80 MB used 75 Messages	6 months and older
			Sent	12 months and older
	□ アーカイブ		- 571.19 KD used 9 Miessages	
		ごれいま Sophia Ur	niversity Moodle フォーラムの新し	

10-5 Automatically move past emails to the archive area

The mailbox capacity allocated to each individual is approximately 50 GB. When the capacity is exceeded, the oldest mail is automatically deleted, so it is possible that important mail may be lost. Past e-mails can be automatically moved to the archive area.

The location to be moved is the In-Place Archive (online archive in the Outlook ※ desktop application).

It is not the Archive folder in the Inbox.

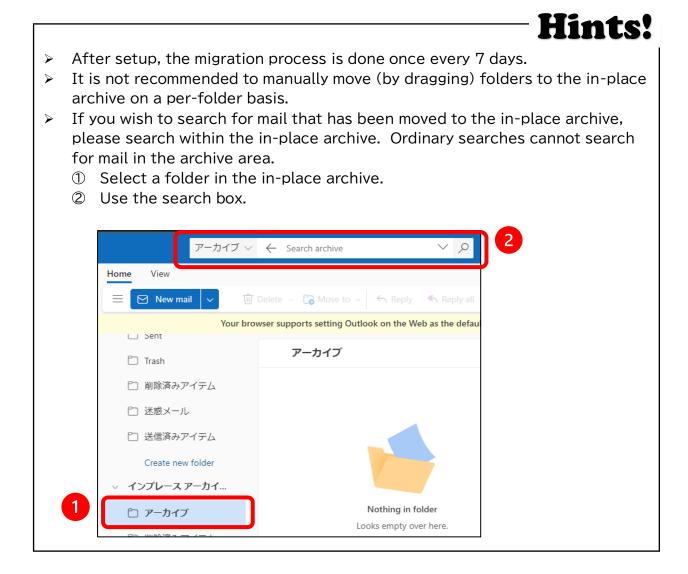


Set the folder whose capacity you want to reduce.

- (1) Right-click on the folder name.
- (2) Click [Assign policy].
- (3) Click Period to be archived.

			Your b
> Favorites		test	습
$\vee$ Folders			
V Inbox	10	3	
🗋 test	Create new subfo	older	Archive policy
🔊 Drafts	Delete folder		Personal 6 Month move to archive
▷ Sent Items	Empty folder		Personal 1 year move to archive
〉 ① Deleted Ite	Mark all as read		Personal 2 year move to archive
🕝 Junk Email	Rename		Personal 5 year move to archive
🖯 アーカイフ	Add to Favorites		Personal never move to archive
🖓 Notes	Move		Use parent folder policy
🗂 Archive	Assign policy	2	Retention labels
PD Conversati	Permissions		1 Week Delete

- (4) A folder with the same name will be created at the same level in the In-Place Archive about a week after the setting.
  - $\star$  Automatically moves past mails within a set time period.



### Reference: Checking mailbox capacity

Check mailbox capacity on OWA.

(1) Click [Settings] on the top right of the screen. Next, click [View all Outlook settings].

Settings ×
Search Outlook settings
Theme
Office
💓 🎊 🔛 🥵 📷 🗌
View all
Dark mode ①
Focused Inbox ①
Desktop notifications ①
▼ View all Outlook settings 🗇

(2) Select [General] > [Storage]. You can check large folders and free space.

Settings	Language and time	Storage	×
✓ Search settings	Appearance Notifications	Your Outlook mailbox has 99.00 GB of storage. After your mailbox reaches its full capacity, you won't be able to send or receive messages.	
General Mail	Categories	0.05 GB used of 99.00 GB ( <b>0.0</b> %)	
🛅 Calendar	Accessibility Mobile devices	Inbox      Sent Items      Deleted Items      Other	
g <sup>R</sup> People View quick settings	Distribution groups	Folders	
view quick settings	Storage	Emptying contents from a folder will help free up space. Items will be permanently deleted.	
	Privacy and data Search	Deleted Items Itempty	~

# 11. Contact settings

11-1 <u>Open Contact</u> Click [People].

	⑦ 上智大学 Outloo	ε 🔎 Search 🛛 🖬 🛱 Δ 🎯 ? 🐶	q
-	Home View		
	🗏 🖾 New mail 🗸	🗑 ∽ 😇 🛆 ∽ 🍕 😘 🦘 🖉 🗠 🏧 Mark all as read 🛷 ∽ 🛱 ∞ 🐼 ∿ 🐻 ∽ 🗒 ∽ 🏷 👘	~
88	> Favorites	⊘ Inbox ★ = Filter	
Ð	<ul> <li>Folders</li> </ul>	8 20 1926	
~	🖂 Inbox 🛛 111	>a 10:26 No preview is available.	
•	訬 下書き		
	Sent Items		
4	🗊 Deleted it 1		
٩	🕄 Junk Email		
•	T Archive	Last week Select an item to read Nothing is selected	
88	Notes		
	🗋 Conversatio	Last month	
	🗀 Drafts		
	🗀 Sent		

### 11-2 Search Contact Address

"My Contacts" is an address book that is added and managed privately by user. You can choose contact address from the address book when you send a message.

(1) Click [To] on the message compose form.

	☆ 上智大学 Outlood     screeners     S	k 🔎 Search		•1 🕫	۰۰۰ 🕲 ۵	
	Home View Message	Insert Format text Options				
	ン Calibri	i ∨ 12 ∨ <b>B</b> <i>I</i> Ų	<del>9</del> 🖉 🔺 🔺	~ Ab 🖉 ~	🗢 🔏 v 🔠 💡	· · · · ·
89	> Favorites	⊙ Inbox ★	= Filter	То		Bcc
0	✓ Folders		10:26	Cc		
	🕞 Inbox 105	No preview is available.		Add a subject		
	≫ 下書き	to     the second		Add a subject		
-	Sent Items	1997 and a story 40 cm				
*	🗊 Deleted It 1		9:56			
•	🔀 Junk Email					
•	C Archive	Last week				
88	Notes	•		🗳 Calibri	√12 ∨ <b>B</b> <i>I</i> <u>U</u>	<i>∠</i> ∨ …
	🗋 Conversatio	Last month		Send V	Discard	Draft saved at 15:39
	Drafts					Viait Jarea de 1939
	🗀 Sent		- 1	Select an item to read	🖉 (No subject)	×

(2) "Add recipients" will appear. Input search keyword and press enter or click. Partial match search is available.

Add recipients	Add recipients					
To Select recipients to	o add					
My Contacts	Search this list of contacts					
Contacts						
Default Global Address List						
All Rooms						
All Users						
All Distribution Lists						

(3) Search result will appear.

To Select recipients to add					
My Contacts	test				
Contacts	test1 test1 test1	+			
Default Global Address List	•	1			
All Rooms	test1 test1 test1	+			
All Users					
All Distribution Lists	test1 test1 test1	+			

(4) Select user who you want to add to "TO:". (Figure 1) Click [+] (Figure 2) and add to "TO:"

Add recipients					
To To test1	est1 test1 test1 ×				
My Contacts	test				
Contacts	test1 test1 test1	×			
Default Global Address	List				
All Rooms	test1 test1 test1	(+)			
All Users		$\bigcirc$			
All Distribution Lists	test1 test1 test1	+			

※ If you want to add extra addresses, the following instruction is same as the method that is mentioned at (2).

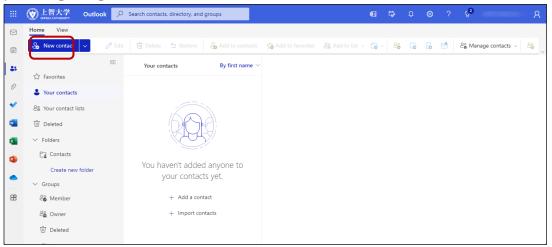
#### 11-3 Add Contact

You can add addresses of people to whom you frequently send mail to Contacts. Once adding the people to the Contacts, you can select the address from Contact Screen when you compose a message. You can also sort or group the Contacts by specific information.

<How to add new contact>

(1) Click [Menu] on the Navigation bar and select [People].

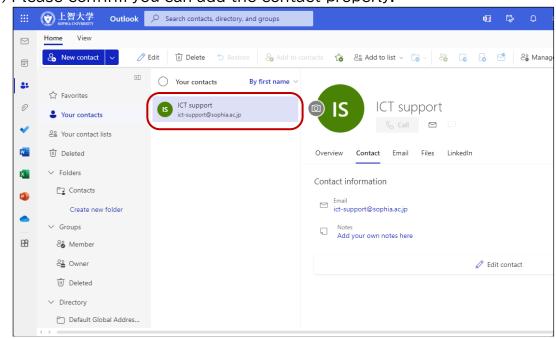
(2) Click [New].



(3) Enter user information to the form. You can confirm detailed information and option by clicking [Add more].

	<b>W</b> 上智大学 SOPHIA UNIVERSITY	Outlook 🔎 Search contacts, directory, an	d groups			t\$ C	
	Home View						
	lange New contact	V 🖉 Edit 🛈 Delete 🕤 Restore	Add to cont	acts 🏠 😤 Add to list 🗸 (		1000	ငိုန္မွိ Manag
<b>.</b> ;	☆ Favorites • Your cont	Add contact		First name	×		
~	ee Your cont	You can add more information than what you see here, such as address and birthday. Select <b>Add more</b> to	Notes	Last name			
	⊕ Deleted ∨ Folders	bring up more options.	Add notes	_			
•	Contac Create			_ 2 _	Email address	,	
	> Groups		Create	Discard + Add more $\vee$	Chat		
8	> Directory				Name		>
		1 import contacts			Phone		$\rightarrow$
					Work		>
					Address		$\rightarrow$
					Other		>

% You can add followings as contact information.

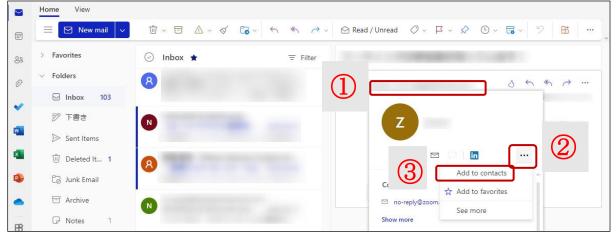


(4) Please confirm you can add the contact properly.

<Add address from receiving e-mail>

Point the cursor to sender name or e-mail address on the Reading Pane. Contact window will appear.

The rest is the same as in 10-3 (3).



#### 11-4 Add to Contact List

By using Contact list, you can group contacts and broadcast same message at one time. It is useful to add contacts to whom you frequently send mail.

(1) Click  $[\lor]$  icon next to "New contact" on the Tool bar and select [New contact list].

		$\wp$ Search contacts, directory, and groups	4	5	Q
	Home View				
	🔓 New contact 🔽 🖉	Edit 🔟 Delete 🕤 Restore 😪 Add to contacts 🏠 🤗 Add to list 🗸 🍞 🗳	6	6	6
	🔓 New contact 🛛 🗉	Your contacts By first name $\vee$			
••	en la contact list				
Ø	% New group				
~	은≗ Your contact lists				
<b>W</b>	🗓 Deleted				

(2) "New contact list" window will open. Enter list name to the [Contact list name].

New contact list Create a list of email addresses to send email to many people at a time. Note: The email addresses in a	Contact list name
contact list are not connected to your saved contacts.	Add email addresses         Type a name or an email address         Add
	Description Add a description
	Create Discard

(3) Enter a name who you want to add to Contact list in the [Add email addresses]. When you enter a part of the name, "Search Directory" dialog will appear. Select the member who you want to add and click [Create].

New contact list Create a list of email addresses to send email to many people at a time.	Contact list name sophia list	
Note: The email addresses in a contact list are not connected to your saved contacts.	Add email addresses	
	Create Discard	

(4) Confirm the contact list is added in the "Contacts".

	● 上智大学 Outlook     ●     ■	Search contacts, directory, and groups		¢	o 🗘	Q	◎ ?	<b>ہ</b> 2	メディアセンター… ۶
	Home View								
	🚱 New contact 🗸 🖉 Edi	t 🗊 Delete 🕤 Restore 😪 Ac	dd to contacts 🏠 온을	😫 Add to list 🗸 🎦 🗸 😂 🕻	6 6	6	e∰ Manage co	ntacts ~	දි
\$1	۲	Contacts B	y first name $  imes $						
Ð	☆ Favorites 응 Your contacts	sophia list Contact list		SD SL SD SD SD	l address				
•	ee Your contact lists			🖂 Send email					
w	🗓 Deleted								🖉 Edit
×	✓ Folders		8						
	Contacts								
	Create new folder								
_	∨ Groups		Descrip	ption					
B	😋 Member		0 A	Add a description					
	°° 0								

# 12. Schedule

On Outlook Web App, you can manage personal schedule and invite meeting by using [Schedule] function.

All items are hidden among students, except for the grant of authentication. The content in the calendar cannot be shared between faculty, staff, and students.

Click on [Schedule] to refer the schedule.

	此智大学 Outloo     SOMMALINIVEXETY     Outloo	k 🔎 Search		41	₽	Q		<b>ئ</b> 2	
	😑 🛛 🗹 New message	🖄 Mark all as read 🛛 🏷 Und	do						
E	> Favorites	🕗 Inbox ★	= Filter						
89	✓ Folders	•	Î						
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#### 12-1 Refer Schedule

You can switch view of the schedule. [Day], [Work week], [Week], [Month] are selectable.

#### [Day] view

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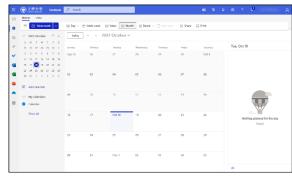
#### [Week] view

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#### [Work week] view

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#### [Month] View



- 12-2 Change the day of the week to be displayed
  - ✓ On the default settings [Work week] view show Monday to Friday and 9:00 to 17:00. You can change those settings.
  - (1) Click the [Settings] on the Navigation bar. and select [View all Outlook settings].

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(2) Click [View] in [Calendar] that is on the left side of the screen. Change "Show work week as:" and click [Save].

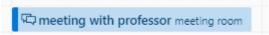
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	Settings	View	View
	Settings	View Events and invitations Weather Events from email Customize actions Accounts	View     Show the first day of the week as:     Sunday     Time scale:   30 minutes     Show school week as:     Show The Queet of the week of the Queet

#### 12-3 Input Personal Schedule

(1) Show [Schedule] and select date which you want to create schedule. Select and click the timeline which you want to create schedule. Next input details (title, location, time) and click [Save] and close window.

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- ✓ If you check [All day], you cannot set time.
- ✓ If you check [Private], the event will be concealed. Other users recognize there is an event on the time; however, they cannot see title of the event.
- $\checkmark$  If you set [Reminder], alert will be shown before the event.
- (2) Event will appear on the Schedule.



(3) You can edit or delete schedule by clicking the event.

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### 12-4 Create a recurring schedule

Schedule that are held regularly, such as weekly, monthly, etc., can be set to repeat.

Set the desired period from [Don't repeat] on the create "Event" screen.

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Event Scheduling Assistant										
😴 Response options 🗸 🔤 Busy 🗸 🗓 15 minutes before 🗸 🧷 Categorize 🗸 🔓 Private 🛛 …										
<ul> <li>Calendar ∨</li> <li>Add a title</li> <li>Invite attendees</li> <li>2022-10-27</li></ul>	< <tr>         16         16:00 - 16:30           17         1           18         1           19         20           21         22</tr>									
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