How to Use Outlook for Mac

Sophia University ICT Office

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Sophia University ICT-Office

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1. Note on Using Outlook

Please understand the following when you use Outlook.

1-1 Recommended Outlook Version

Recommended Outlook version is as below.

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

%Microsoft may change the recommendation without notice.

1-2 Mailbox Storage Limits and Message Size Limits

You cannot send over 500 messages at one time.

(as	of	Aug.	2019)
(us		rug,	2010/

Items	Limitation
mailbox storage limit	100GB
sending message size limit	25MB (※You may not send a
(text + attachments)	message because limitation of the
	addressee.)
receiving message size limit	25MB
(text + attachments)	
address book limit	500
file attachments limit	250
recipient rate limit	10,000 / 1 day
(Sending message limit / 1 day)	
message rate limit	30 / 1 minute
(Sending message limit / 1 minute)	

% Please also refer to the "OWA manual" for notes on the use of Sophia Mail.

1-3 Limitations of the Mailbox

The limit for all message items including Inbox, Sent, Drafts, Deleted Items, and Junk Email is <u>100GB</u>. An administrator warning e-mail will be sent when the limit is approaching, so please reduce the amount of space in your mailbox by deleting unnecessary messages. Once the limit is exceeded, you will not be able to send, receive, or forward email.

1-4 Alternative Software to Outlook

Sophia Mail is operated using Microsoft's Microsoft365 cloud service. Therefore, the ICT Office recommends the use of Outlook by Microsoft.

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

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

2. Install Office

You can install Office for Mac by following instructions below.

2-1 Install Office for Mac

2-1-1 How to use Free Version of Office (Microsoft365 ProPlus)

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

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

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

- *If you leave Sophia University due to graduation or withdrawal, you will not be able to use Office installed in this way. After leaving Sophia University, please purchase Office personally or subscribe to the Microsoft365 service.
- %If you want to install Office to multiple computers in a lab, please use the corporate version of Office provided by the ICT Office for faculty members.

2-1-2 For Teachers

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

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

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

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



3. Mail Settings

Please set followings for using e-mail on Outlook.

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

Faculty Members / Emeritus Professors



(2) If the following image appears, Enter your User ID and [Next].

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

Students/Alumni/Retirees

•			
	Microsoft		
	Sign in		
	olgi ili		
	@sophiamail.sophia.ac.jp		
	Can't access your account?		
		Next	
	Sign-in options		
Terms o	of use Privacy & cookies •••		

: [Your ID Number]@eagle.sophia.ac.jp

: OOO@sophia.ac.jp

(3) Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login] button.



(4) If the following image appears, please click 'Done'.

	PowerPoint
Microsoft	
	Your privacy matters
T s n b L	Thanks for using Office! We've made some updates to the privacy tettings of Word, Excel, PowerPoint, Outlook and OneNote to give you nore control. Your organisation's admin allows you to use several cloud- acked services. You get to decide whether you use these services. .earn more
E T	These optional cloud-backed services are provided to you under the dicrosoft Services Agreement
	Done
T S S N D L L T T	<section-header><text><text><text></text></text></text></section-header>

4. Mail

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

 २९८ 		受信トレイ・	@sophia.ac.jp	Q Search	
Home Organize Tools	Reply Reply Forward g	B V · & V	es Read/Unread Categ	• • • Find a Contact porize Follow Filter Address Book Up Email Address Book	C Send & Receive
@sophia.ac.jp		By: Conve	ersations - + 90	CONVERSATION	
🖂 Inbox	815 V Today				
Drafts Archive	193				
> Sent	246			Barrier	
Junk Email Online Archive Archive					
Drafts □ RSS フィード	>				
 Sent Templates 	>				
 □ Trash □ 会話の履歴 	2				
 ご 低優先メール > ご 同期の問題 	✓ festero	ay			
Smart Folders					
🗹 🗑 xº 🗊	D				
Items: 1088 Selected: 2		受信トレイ: Det	termining changes	Connected to: @	sophia.ac.jp

4-1 Receive Messages

4-1-1 Read Received Messages

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



4-1-2 Refer Attachment Files

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

🖂 Inbox	991	V Yesterday
Drafts	193	
Archive		Yesterday
➢ Sent		

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

10	To: Cc:	Yesterday at 14:28
	PDF 829.2 KB Download All • Preview All	

There are some methods for referring attachments.

 You can confirm the contents of the attachment by clicking the attachment. The contents will be shown on the Reading Message pane. You can return to message body by clicking [Message] button.

Whether be able to refer contents of the attachment is depend on the file type.

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

*Attachments with extensions in the list below will be considered dangerous and blocked by Outlook when received. The original attachment will be discarded, and a text file will be

attached stating that it has been deleted by the filter.

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

List of the Invalid Extensions

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

4-2 Compose Email

- 4-2-1 Compose New Mail
- (1) Click [New Email] from [Home] tab.

-		-	-	-				
	• 8							
Home	Organ	ize	Tools					
\square	± -∑ *		—	\mathcal{S}	R	\square	Meeting	
New Email	New Items	Delete	Archive	Reply	Reply All	Forward	Attachme	ent

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

	B 7 9	G Untitled •	@sophia.ac.jp	
Message	Options			?
\triangleright ·		Calibri (Bo 🗸 11	✓ A [*] A [*] A _◊ Ξ *]Ξ	•
Send	Paste	B I <u>U</u> ab x₂	x² 🖉 • 🛕 • 🚍 🚍	
To:				
Cc:				
Subject:				

%When sending to multiple recipients, separate them with semicolon ';'.

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

Message	Options						?
HTML Format Text	BCC	Zoom	Encrypt	Editor Language	Request Receipts	Check Accessibility	
To:	Ad	d BCC recip	pients				
Cc:							
Subject:							

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

4-2-2 Reply or Forward Message

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

	っ っ く 🖻		
Home Organ	nize Tools		
∑ ↓		N N N	Heeting
New New Email Items	Delete Archive	Reply Reply Forward All	Attachment

4-2-3 Attach File

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

Files can also be attached by dragging and dropping them from a folder on a computer. Attached

files will appear below the subject line.

• • •	🖹 🎾 🦿 🔂 Untitled • 🛛 @sophia.ac.jp			
Message	Options			?
Calibri	(Bo ▼ 11 ▼ A [*] A [*] A ₂ Ξ ▼ Ξ ▼ Ξ Ξ ¶	Q	~	
B I	$\underline{\bigcup} \Rightarrow \mathbf{x}_2 \ \mathbf{x}^2 \ \mathbf{A} \mathbf{v} \ \equiv \equiv \equiv \equiv \equiv \equiv$	Attach File	Insert Link	Та
To:				
Cc:				
Subject:				
Ø:	12_How_to_Use_Out ~ 5 MB			

4-2-4 Add Signature on Message

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



(2) Click [+].

Edit signature:		
Signature name	Signature	Preview
標準	-	
名称未設定		
(+)-	Edit	
Choose default signature:		
Account:	情報システム室 サポート窓口用 Sophia Univers	ity ICT Support (ict 📀
New messages:	None	0
	Mana	

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

• • •	69		Sophia				
Signature						Ċ	Ð
	Calibri (B	80 v 1	11 🗸 \Xi	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	€=	r 🖂	
Paste	B I	<u>U</u> ab-	<i>₽</i> • <u>A</u>	• =	ΞΞ	Pictu	ır ▶
Signature Na	me: Soph	nia					
Sophia Taro							
Sophia Taro Email: <u>xxxxx(</u>	@sophia.ac						
Sophia Taro Email: <u>xxxxx(</u>	୭sophia.ac	<u>jp</u>					
Sophia Taro Email: <u>xxxxx(</u>	@sophia.ac	<u>ip</u>					
Sophia Taro Email: <u>xxxxx(</u>	ହ୍ରsophia.ac	<u>jp</u>					
Sophia Taro Email: <u>xxxxx(</u>	@sophia.ac	<u>.jp</u>					
Sophia Taro Email: <u>xxxxx(</u>	⊉sophia.ac	<u>ip</u>					
Sophia Taro Email: <u>xxxxx(</u>	ହୁsophia.ac	<u>ip</u>					

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

Edit signature:	
Signature name	Signature Preview
標準 名称未設定	Sophia Taro
Sophia	Email: xxxxx@sophia.ac.jp
Choose default signature:	
Account:	情報システム室 サポート窓口用 Sophia University ICT Support (ict 📀
New messages:	None
	Nana

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

Message	Options						?
		0		📉 Pictures 🗸	4	1	
		Attach Insert File Link	Table	📝 Signature 🗸	Crop	\downarrow	
To:	Align Right			Edit Signatu	res		
Cc:				標準			
Subject:				名称未設定			
				Sophia			

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

5. Contacts (Address Book)

- 5-1 Enter Addresses by Using Campus Address Book.
- (1) Clicking the icons 🔝 to the right of the [To:] and [Cc:] on the

compose window to use the address book and contacts.



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

Q Search All Fie	Search Contacts and Rooms	Search by name. (Forward Match)
0		
2	Select addressee from result.	
	8	
•	Contral Party da	
•	No. of the Control of	
•		
	Select addressing field.	
3 results	To Cc Bcc	

- 5-2 Create Personal Address Book
- Click [Contacts] on the bar at the bottom of the screen, then click [New Contact] on the Home tab.

Home	Organi	ze To	ols	
RΞ			· [JE
New Contact	New Contact Lis	New Items	Dele	te Em
0 1	[絡先			
> Smar	t Folders			
\square		RQ	Ŷ	

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

	New Contact
Contact	(
Save & Delete	Email IM Call Video Meeting Call
Fin Joi Of	r <mark>st Name Last Name</mark> Ib Title ffice , Department , Company
Contact	Organization Details Notes Certificates
	Phone O
	Mobile 🗘 (XXX) XXX-XXXX 📞
	Work 🗘 (XXX) XXX-XXXX 📞
	Internet O
	Internet 0 Work E-mail © someone@example.com
	Internet O Work E-mail © someone@example.com 🖂 🗖 🖓 Address O
	Internet Work E-mail ≎ someone@example.com Address Work ≎ Street
	Internet Work E-mail ≎ someone@example.com Address Work ≎ Street City , State ZIP

- 5-3 Add Contact Address from E-mails
- (1) Right click on the addresser on the reading pane and select [Open Outlook contact].

Home Organize Tools			
New New Items Delete Archive	Reply F	Porvard Do Move Junk Rules Tags Right click on the addresser.	
→ @sophia.ac.jp		By: Conversations ∽ ↓	
🖂 Inbox	12006	v Today	
 Drafts Archive Sent Deleted Items Junk Email ○ Online Archive △ Archives □ Drafts □ RSS 74-5 	194 246 225	 Yesterday Tr Cut Copy Paste Send mail Copy address Sebadule a meeting Open Outlook contact Services > 	

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

ontact					C
ave & Delete	Email IM	Call Video Meetin	A = O Forward Map It	Categorize	Follow Private
First	st Name La	st Name			
Job Offi	Title ce , Departme	ent , Company			
Contact	Organization	Details	Notes Certifie	cates	
∨ Directory				Add to	Contacts
	Name				
	Title				
E	E-mail	i sant sitted			
N	Nobile				
F	Phone				
Depar	Office				
Con	npany				
Work Ad	dress				

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

••• 🖻	夕 🤆 🗟 @sophia.ac.jp - 連絡先	
Contact		?
Save & Close	Email IM Call Video Meeting Call Forward Map It Categorize Follow P	rivate
Fir. Job Off	st Name Last Name Title ice , Department , Company Organization Details Notes Certificates	
	Phone	
	Mobile ≎ (XXX) XXX-XXXX &	
•	Work \$ (XXX) XXX-XXXX &	
	Internet O	
	Work E-mail≎ @sophia.ac.jp ⊡ 🖓	
	Address 💿	
	Work≎ Street ⊘	
	City , State ZIP	
	Country/Region	

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



5-4 Use Contact Group

Contact Group is a feature that allows individual grouped contacts to be used as a broadcast email. By grouping frequently sent contacts together, it is possible to eliminate the need to specify recipients. (1) Click [New Contact Group] from [Home] tab.



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

	Untitled List	
st	\square	?
f 🗍	<u>A</u> <u>A</u> <u>M</u>	
ve & Delete lose	Add Remove Email Meeting Categorize Follow Up	
XXX Com	mittie	
Use Bcc to	nide member information	
Name	E-mail	
Double-click to	0	

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

List	?
Save & Delete Add Remove Email Meeting Categorize Follow Up	
XXX Committie Use Bcc to hide member information	
Name E. Enter name.	
Contacts and Recent Addresses	
8	
Select from result found.	
Directory (no matches)	

Click [Save and Close] after finishing adding members.

6. Schedule a Meeting with Other People

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

As a rule, the contents of the schedule are public and can be cross-referenced between faculty and staff (unless locked). Therefore, please be careful when entering information. The contents of the schedule between students will not be made public unless the students mutually grant permissions to each other. In addition, schedules cannot be referenced between faculty members and students.

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

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

popointment Meeting New Items	Day Work Week Month	Open Shared Calendar Permissions	intact ss Book			(
September September <t< th=""><th>• • • • 11 Sept 11 Sun</th><th>tember - 17 September 2022 12 Mon (3 Tue</th><th>14 Wed</th><th>15 Thu</th><th>16 Fri</th><th>17 Sat</th></t<>	• • • • 11 Sept 11 Sun	tember - 17 September 2022 12 Mon (3 Tue	14 Wed	15 Thu	16 Fri	17 Sat
 予定表 ○ ○<td>11 12 12:34 13 14 15 16</td><td></td><td></td><td></td><td></td><td></td>	11 12 12:34 13 14 15 16					
ם ^מ א 🖬 🛛	17					

6-1 View Calendar

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



Displayed as [Work Week]

нk	Calend	ar Permissions	图 Address Book					
+ 1	2 September	- 16 Septemb	er 2022					
12	Monday	13 Tuest	lay 14	Wednesday	15	Thursday	16	Friday
10								
11								
12								
.44							_	
18								
14								
15								
3921								

Displayed as [Month]

[- 	ay Work Week Mon	th Open Shared C Calendar Pe	Find a C alendar missions	ontact Iss Book			
Þ	• • • Sept	ember 2022					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28	29	30 215:00 サーバー室自	31	1	2	3
	4	5	6	7	8	9	10
	11	12	63	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1

6-2 Refer Calendars

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

My Calendars	
Sophia	
On My Computer	

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

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

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

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



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



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

●●●			Calendar		New Outlook 🧾	C Search	
ome Organize Tools							0
ppointment Meeting New Items	Day Work Week M	onth Open Shared Calendar	Calendar ermissions	Contact ess Book			
September 2022	· · · Sej	otember 2022					
SMTWTFS	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 29 30 31 1 2 3 4 5 6 7 8 9 10	28	29	30	31	1	2	3
11 12 1 14 15 16 17		from one real		State Street, St.	Cont other	Inter States	
18 19 20 21 22 23 24 25 26 27 28 29 30 1			The state of the second		100.00		
20 20 27 20 29 30 1					•		
🤣 予定表	4	5	6	7	8	9	10
			Contraction in the local division in the loc	The second			
		Contraction of the local division of the loc		Course Manager	Distant Manhood		
					r .	· · ·	
	11	12	13	14	15	16	17
		the second				Total State	
0				Course Services		CALL REPORT	
0				21	22	22	24
Coloct th	o ucore t	hat you	want to	21	22	23	24
	e users t	nat you		Course Name			
	25	26	27	28	29	30	1
0		treas second		State Street, or other			
		provide states		-			
	J						
Item: 1						Connected to:	@sophia.ac.jp

6-3 Create Own Appointment

(1) Selecting the day to create an appointment.

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

*Cannot be created an appointment for someone else. For meetings, see "Calling a Meeting" below.

1	12	Monday	13	Tuesday	14	Wednesday	15	Thursday	16	Friday
10										
11						New Meeting	1	_		
12					Г	New Appoint New All Day	ment Appoint	tment		
3:08 —			Dou	ble click		✓ Work Week \ Week View Month View	/iew	-		
14						List Format				
15						Manage Add	tional T	Time Zones		

(2) Enter subject of the event and time

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

	If you enable "All day event"			
Appointment	option.			
Save & Delete Inv	yite	ime Categorize P	Private Dictate	Meeting View
Subject: Me	etina 20	ines		Notes Templates
Location:				
Duration: 30	minutes C All day event		The ever	nt will be private.
Ends: 202	22/09/15 11:30			

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

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

6-4 Calling a Meeting

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

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

12	Monday	13	Tuesday	14	Wednesday	15	Thursday	16	Friday
10									
11					New Meetin	9)	
12					New Appoin New All Day	tment Appoint	ment		
08		-		-	Day View ✓ Work Week Week View Month View	View			
14					List Format				
15					Manage Add	ditional T	ime Zones		

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

	796		Untit	ed 2 • Meeting •	予定表・	@sophia.	ac.jp				
Organizer M	leeting Forr	nat Text									?
Send Cancel	Appointment	Scheduling	Teams Meeting	Busy	Recurrence	Request Alle Responses Prop	Allow osal Forwarding	Room	88 ∨ ⊖	Dictate	Meeting Notes
From:	予定表 -	@sophia.	ac.jp ≎								\frown
To:											
Subject:											\sim
Location:											~
Duration:	30 minutes 🖸	All day ever	nt								
Starts:	2022/09/14	11:30									
Ends:	2022/09/14	12:00									
This invitation	tion has not bee	n sent.									

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

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



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

	onutied 2 • Meeting • تعديد المعالية • @sophia.ac.jp	
ganizer N	eeting Format Text	?
end Cancel	Appointment Scheduling Appointment Scheduling	Dictate Meeting Notes
From:	予定表 - @sophia.ac.jp \$	
To:		
Subject:		
ocation:		- 💷
Duration:	30 minutes 🕑 🗌 All day event	
Starts:	2022/09/14 🗊 11:30	
Ends:	2022/09/14 🗊 12:00	
This invita	tion has not been sent.	

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

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



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

		1000								
Organizer Meeting Fo	rmat Text									C
Send Cancel Appointmen	t Scheduling	New Rep Email All	y Teams Meeting	15 m	Busy 0 inutes 0		R Allow	Allow R al Forwarding Fi	oom	Dictate
Duration: 30 minutes Starts: 2022/09/14 Ends: 2022/09/14	All day e	event					4	Setti	ng dai	ta is
	Tuesday	, Sep 13	Wedne	Wednesday, Sep 14				synchionizeu.		
Show work hours only	15	16	9	10	11	12	13	14	10	10
III Attendees										
•	· · · · · ·									
Add New										
Add Naw ooms Add Room						1.1				
Add New coms Add Room						ŤŤ				
Add Now ooms						11				
Add New ooms						11				

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

Organizer Meeting Fo	ormat Text								0	
Send Cancel Appointment	nt Scheduling	New Rept	Teams Meeting	D 15 minute		Request Allow	Allow Re all Forwarding Fir		V UDictate	
Duration: 30 minutes Starts: 2022/09/14 Ends: 2022/09/14	All day ev 12:00 12:30	vent								
This invitation has not be	een sent.									
Show work hours only	Tuesday, Sep 13		Wednes	Wednesday, Sep 14						
All Attendees	15	16	9	10	11 12		14	15	16	
• •										
Rooms										
O Add Record						1				
			Susy 🗵 Ti	entative 🔳	Out of Office	No Information				

6-5 Create Recurrent Meetings or Appointments

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

	Untitled 2 • 1	Meeting • 予定表 • @sophia.ac.jp
Organizer I	Veeting Format Text	Busy ↓
From: To: Subject: Location: Duration:	予定表 - @sophia.ac.jp ♀ 30 minutes ♥ All day event	
Starts: Ends:	2022/09/14 11:30 2022/09/14 12:00	Tenante Munite a
		Every: 1 week(s) On: S M T F S Start date: 2022/09/13 Image: Control of the second
		End time: 16:00 Duration: 30 minutes

6-6 Accept or Decline a Called Meeting

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

The tentative schedule is shaded in the calendar.

Home	e (Orga	anize	•	Тоо	ls											
Appoir		t Me	eting	N Ite	ew ems		i ← Today	D	ay Work Week	Week	Month	Open Sh Calend	hared Cal dar Perm	endar	Find	d a Con Address	tact Book
•		Se	epte	mbe	er 20	22		۲		12	Sept	ember	- 16 Se	epten	nber 2	2022	
	S	Μ	Т	W	Т	F	S			12	Mo	ndav	B	Tue	vehae		14
	28	29	30	31	1	2	3			12	INIOI	luuy		Tur	Joury		14
	4	5	6	7	8	9	10			-			_				
	11	12	13	14	15	16	17		15:54				-				
	18	19	20	21	22	23	24										
	25	26	27	28	29	30	1		17				test;			48	

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

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

Home	Organ	nize	Tools Meeting	
			✓ · ? · × · □ ·	Ę
Open D	elete	Join Online	Respond With Comments	F
			Respond Without Comments	
•	Se	ptembe	Don't Send Response	е
	S M	T W	T F S	

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

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



6-7 Edit Event

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

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

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

 $\,\%\,$ It is not possible to modify other people's appointment.

7. Other Settings

7-1 Receive E-mail by POP or IMAP

ICT Office recommends Outlook for sending and receiving Sophia Mail.

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

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

Items	Settings
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	Faculty Members / Emeritus Professor :
	Faculty ID@sophiamail.sophia.ac.jp
	Students/Alumni/Retired People :
	Student ID/faculty ID@eagle.sophia.ac.jp
Password	Password for Sophia Mail

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

How to Use Outlook for Mac

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