

How to Use Outlook for Windows

Sophia University ICT Office

Feb. 2026

Contents

1. Note on Using Outlook	2
1-1 Recommended Outlook Version.....	2
1-2 Mailbox Storage Limits and Message Size Limits.....	2
1-3 Limitations of the mailbox	2
2. Install Office.....	3
2-1 Free Office (Microsoft365 Apps for Enterprise)	3
2-2 For Teachers Only	3
3. Mail Settings	4
3-1 Adding an account (when using Outlook for the first time).....	4
3-2 Adding an account (if you are already using Outlook).....	6
4. Mail	7
4-1 Receive Messages	7
4-1-1 Read Received Messages	7
4-1-2 Refer to Attachment Files	9
4-2 Compose Message.....	9
4-2-1 Compose New Email.....	9
4-2-2 Reply or Forward Message.....	10
4-2-3 Attach File.....	10
4-2-4 Add Signature on Message	11
4-2-5 Schedule Sending Message	12
5. Contacts(Address Book)	14
5-1 Enter Addressees by Using Campus Address Book (for Faculty Members Only)	14
5-2 Create My Contacts.....	16
5-3 Add a Contact from an Email Message.....	17
5-4 Use Contact Group.....	18
6. Schedule a Meeting with Other People.....	20
6-1 Check Schedule	20
6-2 Refer Schedules.....	21
6-3 Create Your Event	23
6-4 Create and Send a Meeting Request	24
6-5 Create Recurrent Meetings or Events.....	28
6-6 Accept or Decline Invited Meeting	28
6-7 Edit Event.....	29
7. Other Settings	30
7-1 Use Sophia Mail with other mail apps.	30
7-2 Forward Emails from Sophia Mail to another Email Service	30

1. Note on Using Outlook

Please remove the following when you use Outlook.

1-1 Recommended Outlook Version

Recommended Outlook version is as follows.

- Windows: Microsoft365 Apps for Enterprise, Outlook 2021 or later

1-2 Mailbox Storage Limits and Message Size Limits

Outlook cannot send to more than 500 recipients at a time.
(as of Aug, 2019)

Items	Limitation
mailbox storage limit	100GB
sending message size limit (text + attachments)	25MB(※ You could not send a message due to the addressee's limitation.)
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 to the “OWA manual”, which is written notes about using Sophia Mail.

1-3 Limitations of the Mailbox

The mailbox storage is 100GB, which includes Inbox, Outbox, Sent Items, Drafts, Deleted Items, and Junk Email.

When the mailbox approaches this limit, a warning message is sent by the administrator, so the mailbox size should be reduced by deleting unnecessary messages.

If the 100 GB limit is exceeded, sending, receiving, and forwarding emails will no longer be possible.

2. Install Office

2-1 Free Office (Microsoft365 Apps for Enterprise)

While affiliated with the university, MS Office can be downloaded from the Microsoft website. It can be installed on up to 5 computers, including personal devices used at home.

For details on downloading and installing the software, refer to the ICT Office website.
<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 leaving, please purchase MS Office or contract with the Office 365 service personally.

2-2 For Teachers Only

The ICT Office offers a download service for Microsoft OS and Office installations 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/>

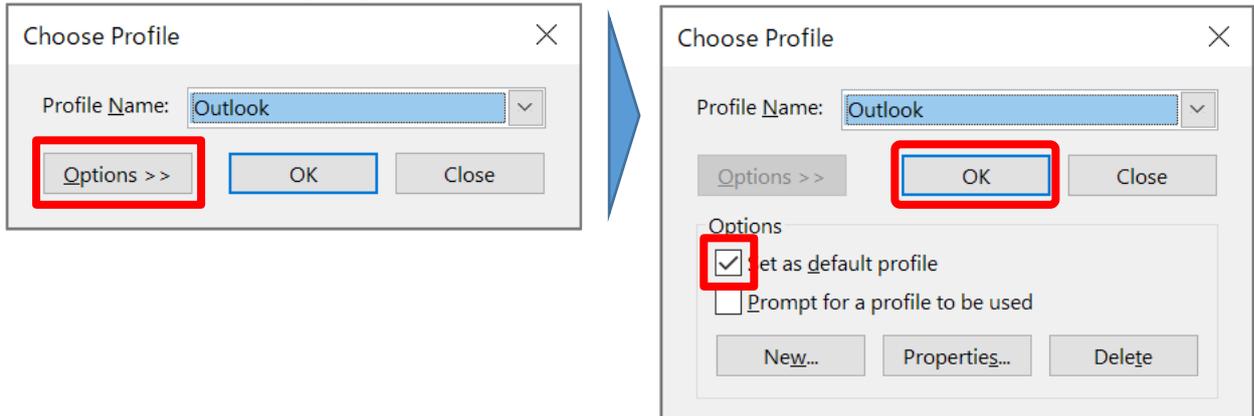
3. Mail Settings

Please set the following for using email on Outlook.

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

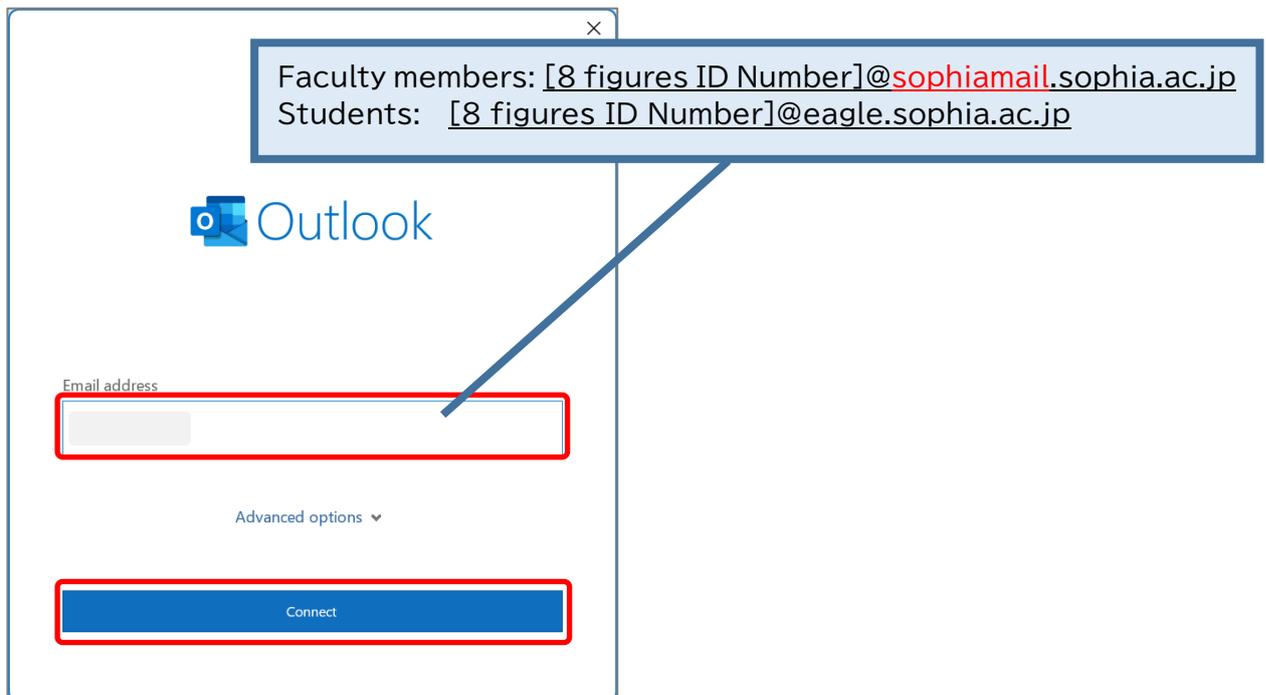
(1) Launch Outlook.

* 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



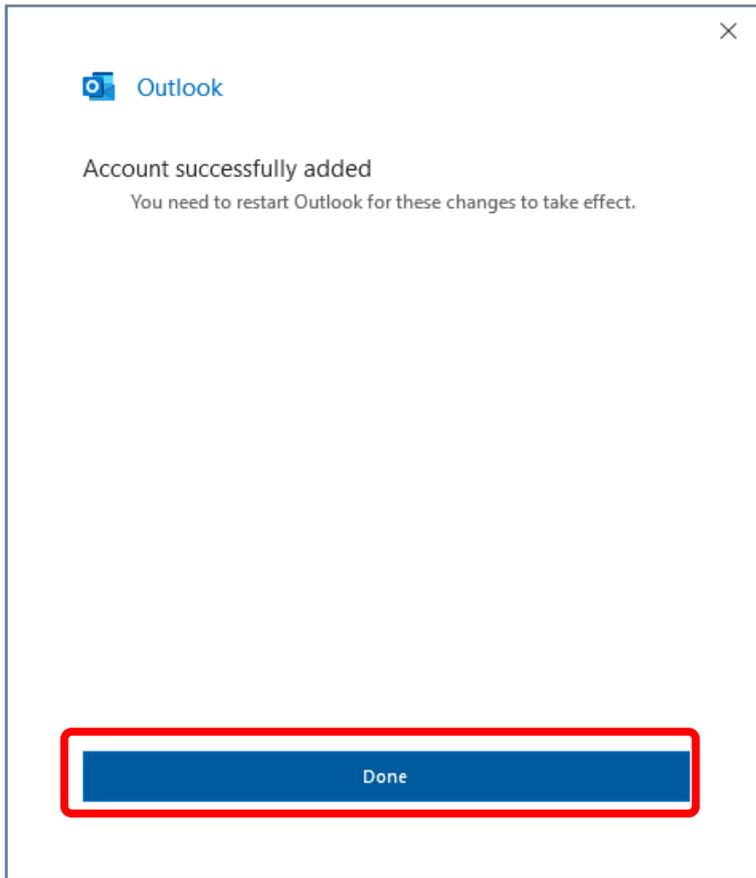
- (3) Enter your ‘Login ID for system on campus’ and ‘password’ for Sophia ICT Account, then click [Login].

- (4) When the one-time code entry screen appears, open the “Microsoft Authenticator” app on the smartphone and enter the one-time code shown under “sophia”.
 ※Do not insert a space between the two three-digit groups when entering the code.



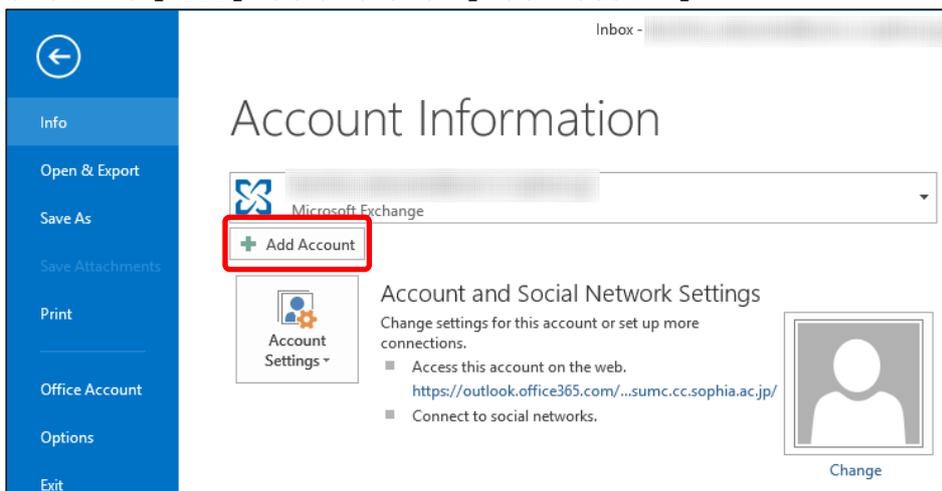
※When a QR code screen such as the one shown below appears, refer to [Logging into the Integrated Authentication System](#) and follow the setup instructions

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



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

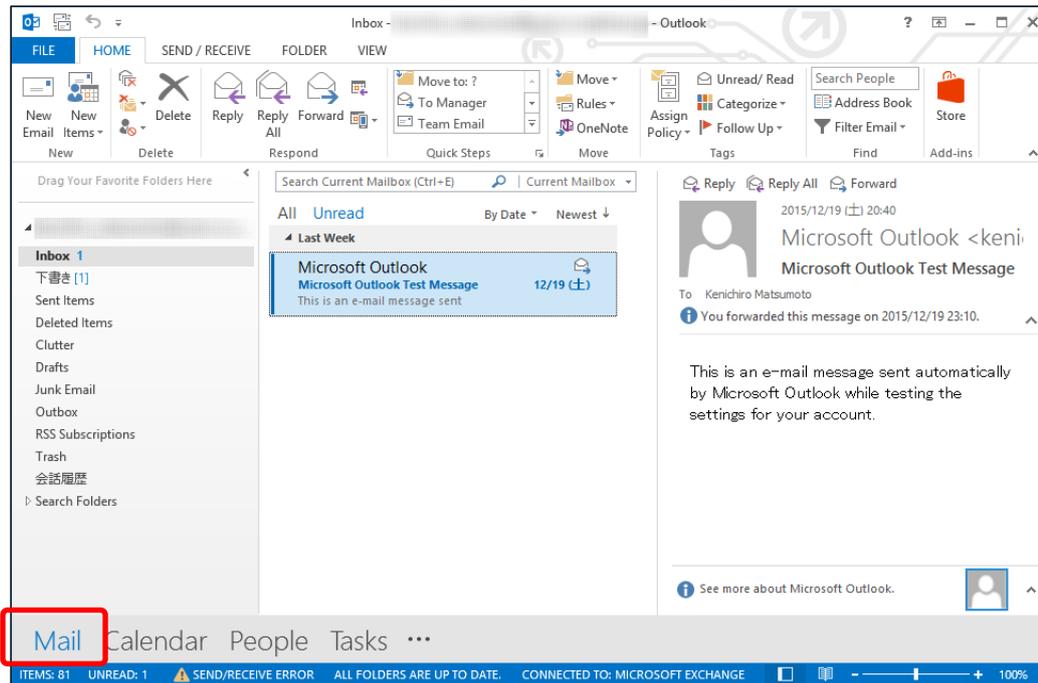
(1) Click the [FILE] tab and click [Add Account].



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

4. Mail

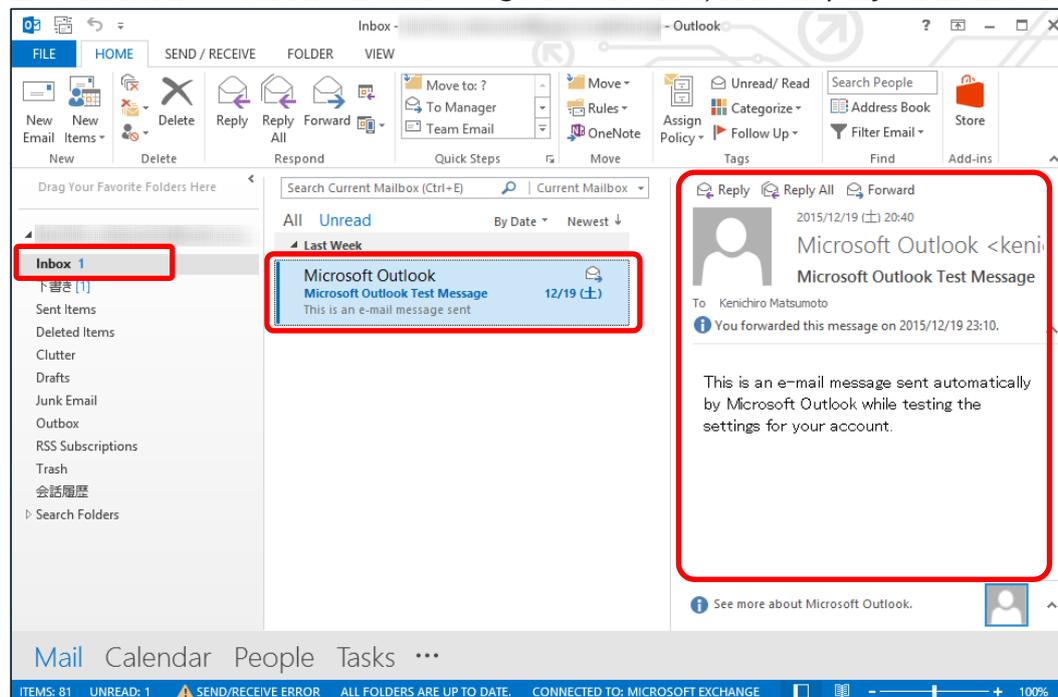
When you use email, select [Mail] on the Navigation at the bottom of the screen.



4-1 Receive Messages

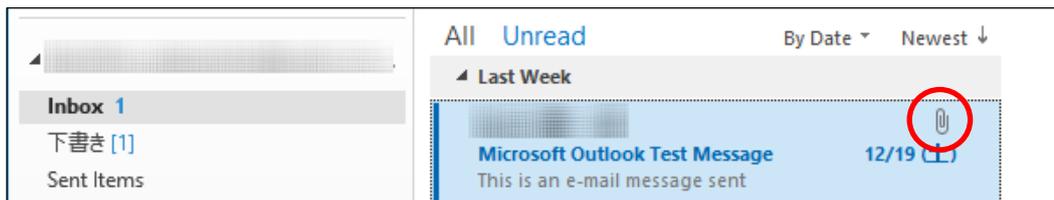
4-1-1 Read Received Messages

The received message arrives in the [Inbox] configured in section 3-1. Unread messages are shown in bold. When a message is selected, it is displayed in the Reading Pane.

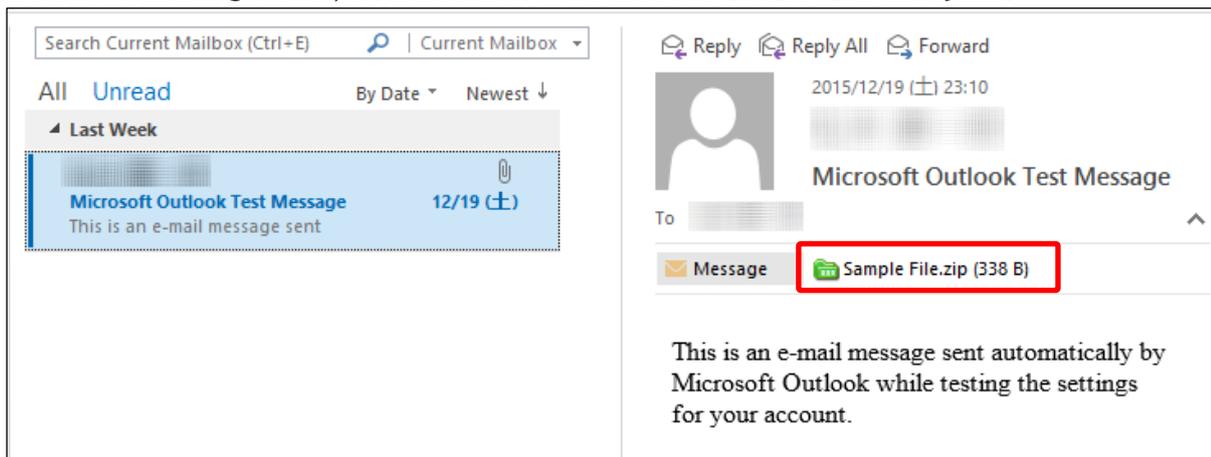


4-1-2 Refer to Attachment Files

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 to attachments.

- ① Clicking on an attachment displays its contents in the Reading pane. You can reread the message by clicking [Message]
 - ※Whether you can refer to the contents of the attachment depends on the file type.
- ② Double-click the attachment file and open it.
- ③ Right-click on the attachment file, choose [Save as], and save the file.

※Blocked extensions

Attachments with the following extensions are considered at risk and blocked by Outlook when received. The original attachment will be discarded, and a text file will be attached stating that the filter has removed it.

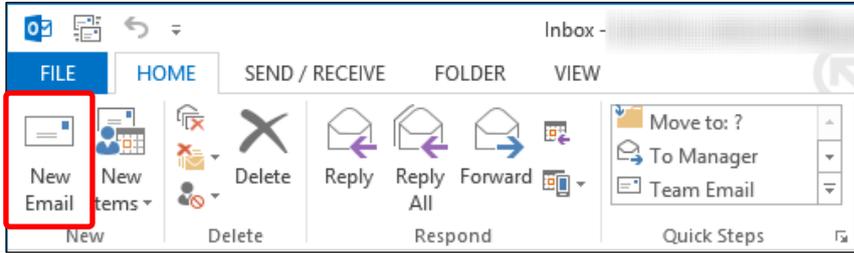
List of the Invalid Extensions

.ade,.adp,.app,.asp,.aspx,.asx,.bas,.bat,.cer,.chm,.cmd,.cnt,.com,.cpl,.crt,.csh,.der,.diagcab,.exe,.fxp,.gadget,.grp,.hlp,.hpj,.hta,.htc,.inf,.ins,.isp,.its,.jar,.jnlp,.js,.jse,.ksh,.lnk,.mad,.maf,.mag,.mam,.maq,.mar,.mas,.mat,.mau,.mav,.maw,.mcf,.mda,.mdb,.mde,.mdt,.md,.mdz,.msc,.msh,.msh1,.msh2,.mshxml,.msh1xml,.msh2xml,.msi,.msp,.mst,.msu,.ops,.osd,.pcd,.pif,.pl,.plg,.prf,.prg,.printerexport,.ps1,.ps1xml,.ps2,.ps2xml,.psc1,.psc2,.psd1,.psdm1,.pst,.py,.pyc,.pyo,.pyw,.pyz,.pyzw,.reg,.scf,.scr,.sct,.shb,.shs,.theme,.tmp,.url,.vb,.vbe,.vbp,.vbs,.vhd,.vhdx,.vsmacros,.vsw,.webpnp,.website,.ws,.wsc,.wsf,.wsh,.xbap,.xll,.xnk

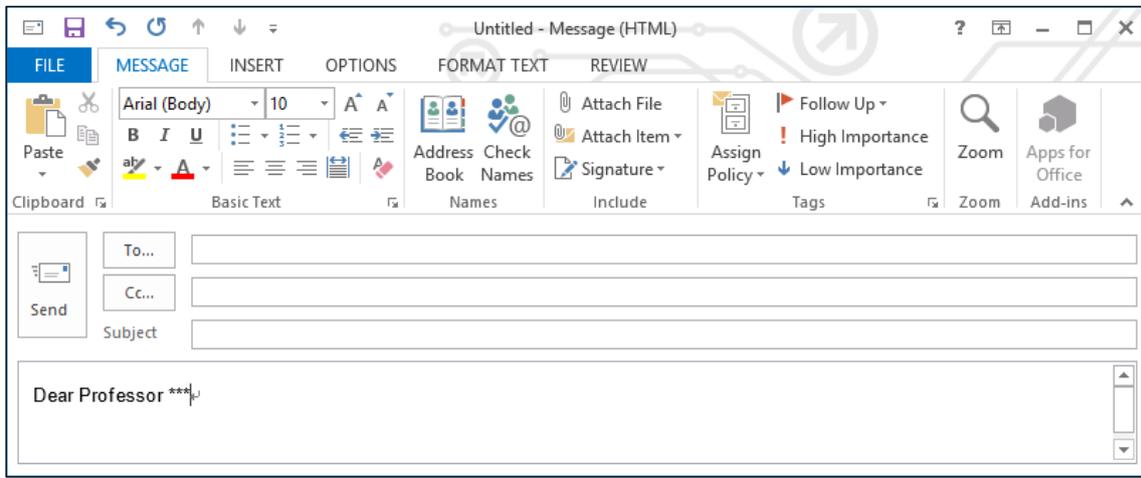
4-2 Compose Message

4-2-1 Compose New Email

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

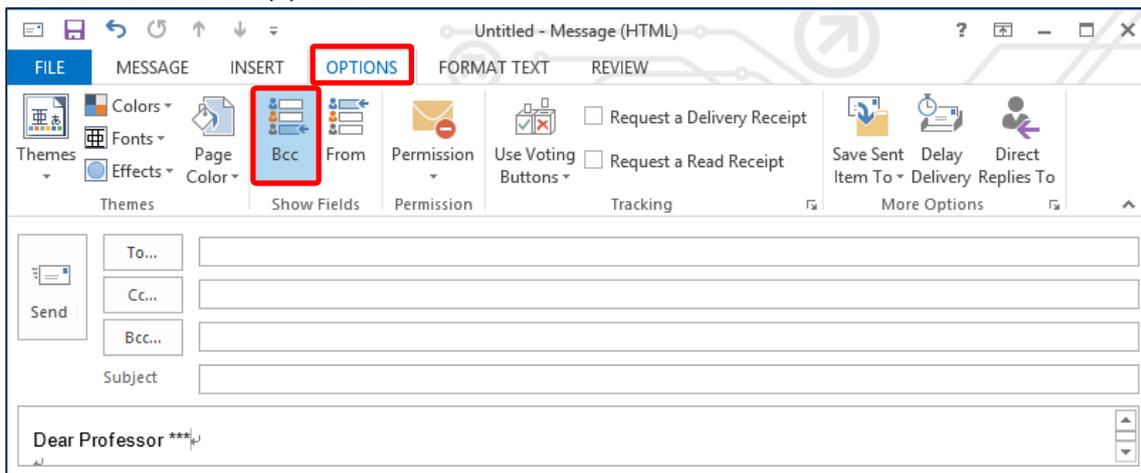


(2) Enter “To...” and “Subject” and “message body” and click [Send].



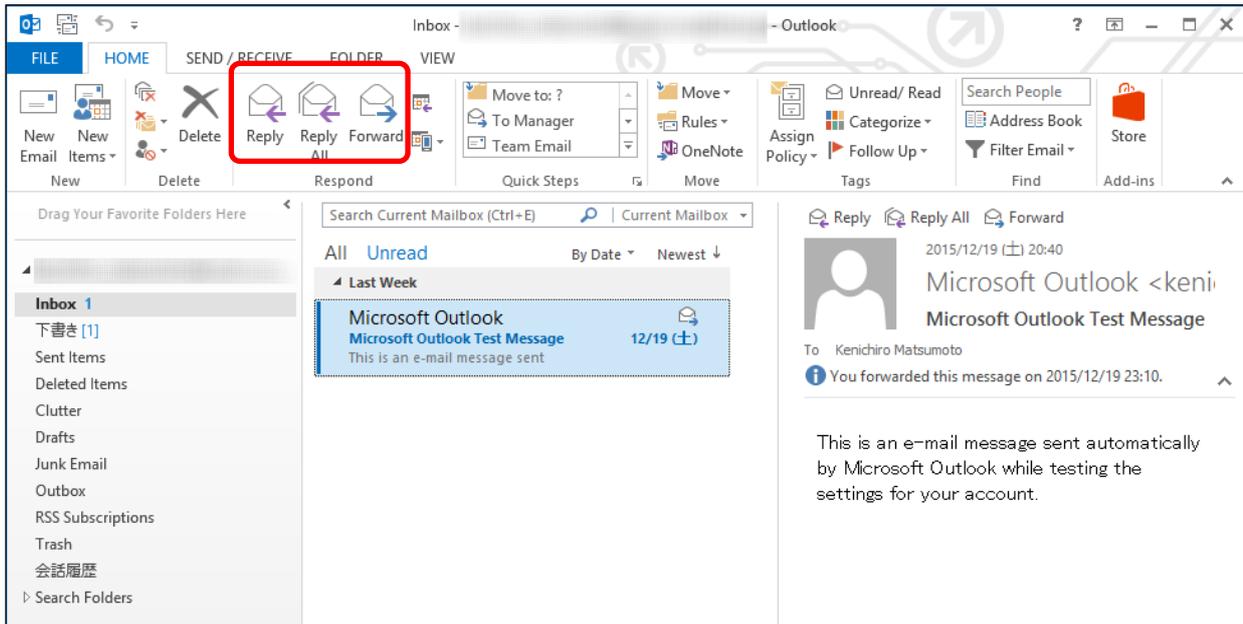
※When you send a message to multiple addresses, enter a semicolon between the addressees.

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



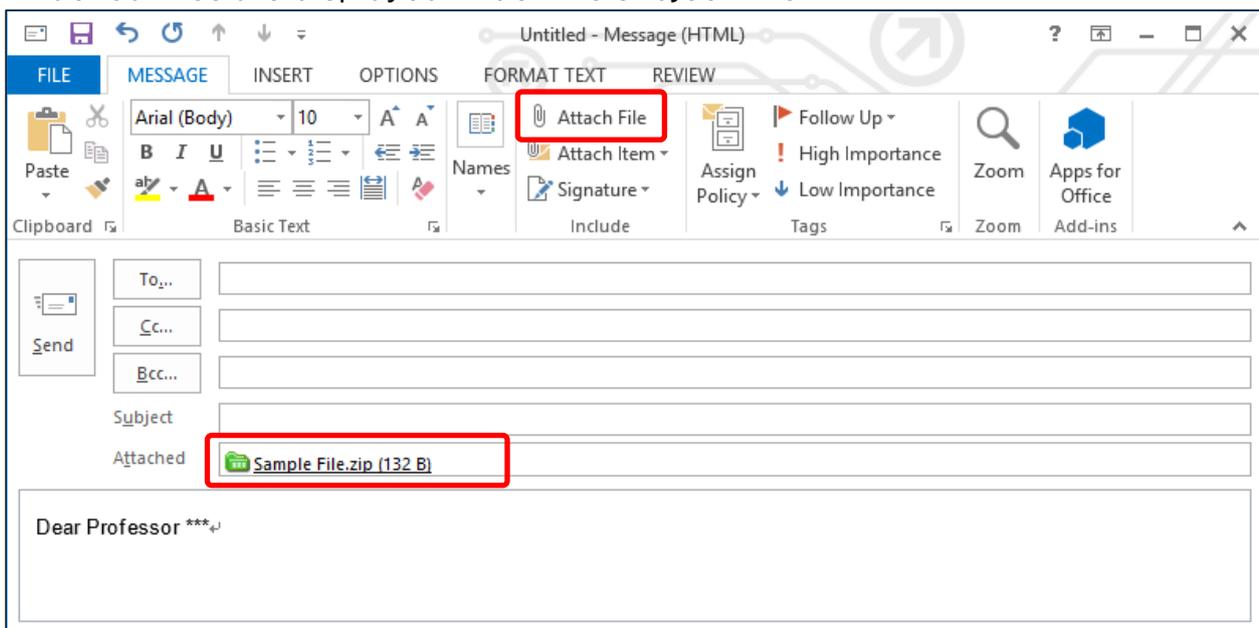
4-2-2 Reply or Forward Message

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 the [MESSAGE] tab and select a file. Files can also be attached by drag & drop from folders on the PCs. Attached files are displayed under the subject line.



※A file up to 25MB can be attached. However, attachments may not be sent even if the file size is under 25 MB, depending on the file type or the recipient's system limitations. If sending fails, reduce the file size to under 20 MB.

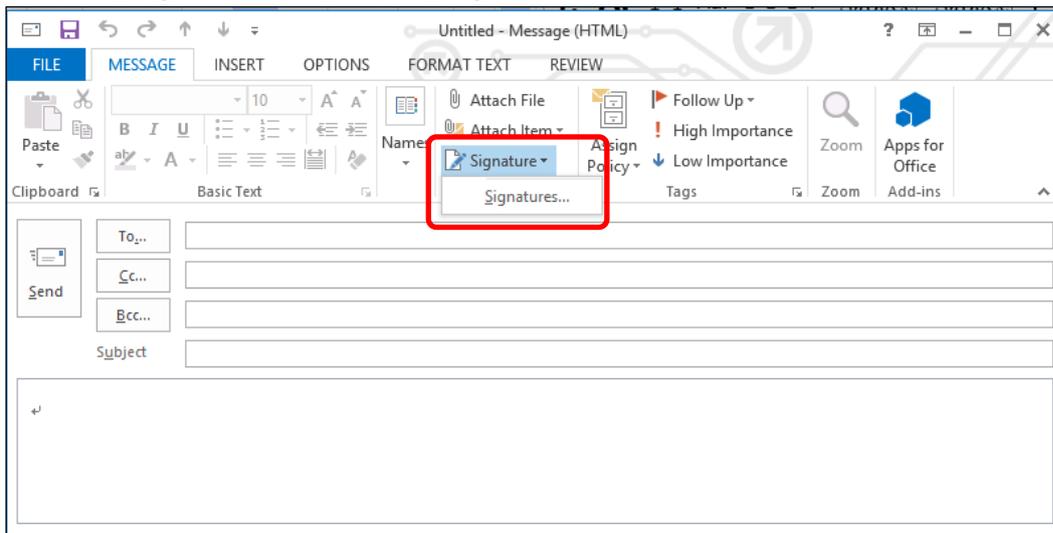
※Files with the following extensions can be attached. (This information is subject to change without notice)

List of the Valid Extensions

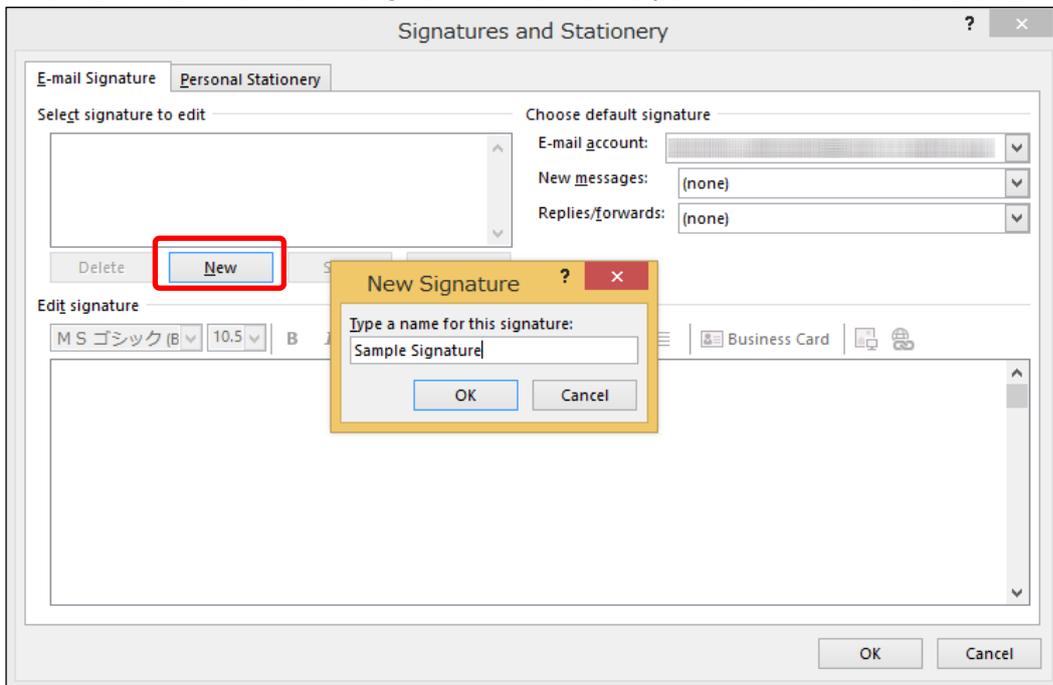
.rmsg, .xls, .xlsx, .xlsm, .xlsb, .pptx, .pptm, .ppsx, .ppsm, .doc, .docx, .docm, .wmv, .wma, .wav, .vsd, .txt, .tif, .rtf, .pub, .ppt, .png, .pdf, .one, .mp3, .jpeg, .gif, .doc, .bmp, .avi, .jpg, .tiff, .zip

4-2-4 Add Signature on Message

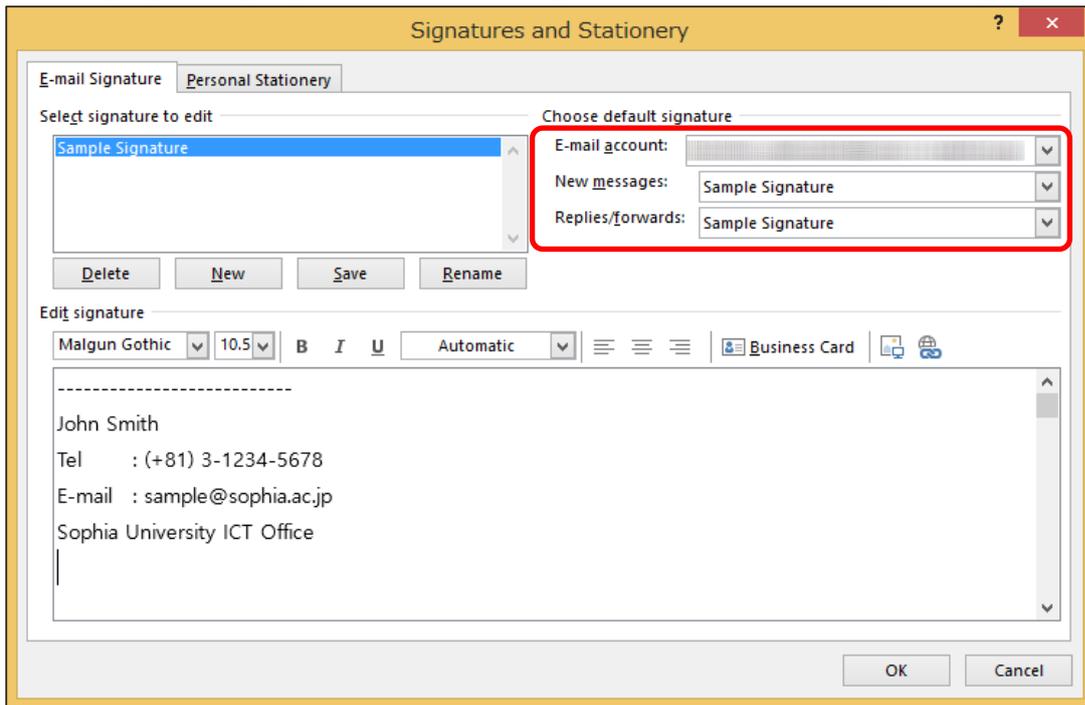
(1) Select [Signatures...] from [Signature] on the [MESSAGE] tab.



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



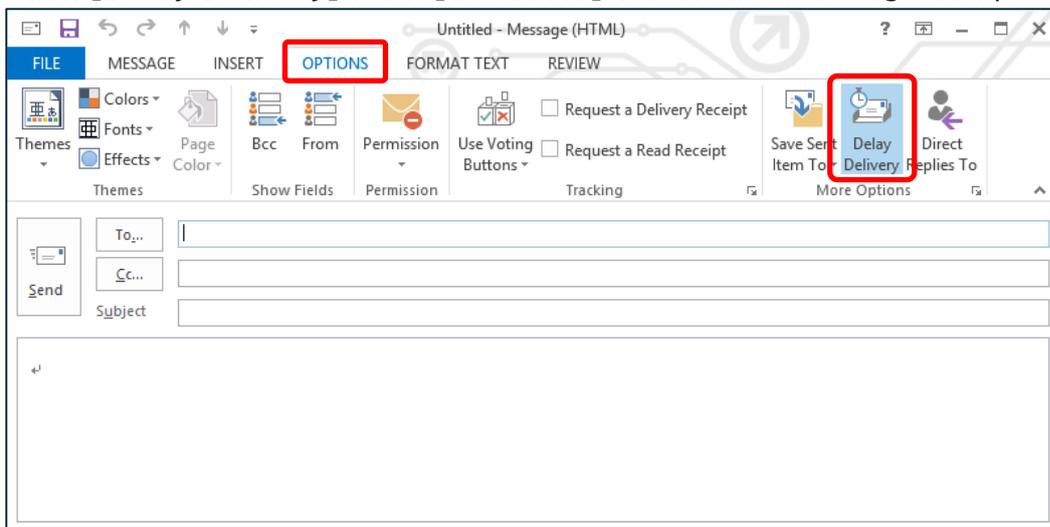
- (3) From [Email account:], select the email address to which you want to add the signature. Next, start creating a signature. Select the signature you use for [new message:] and [Replies / Forwards:]. After the selection, click [OK].



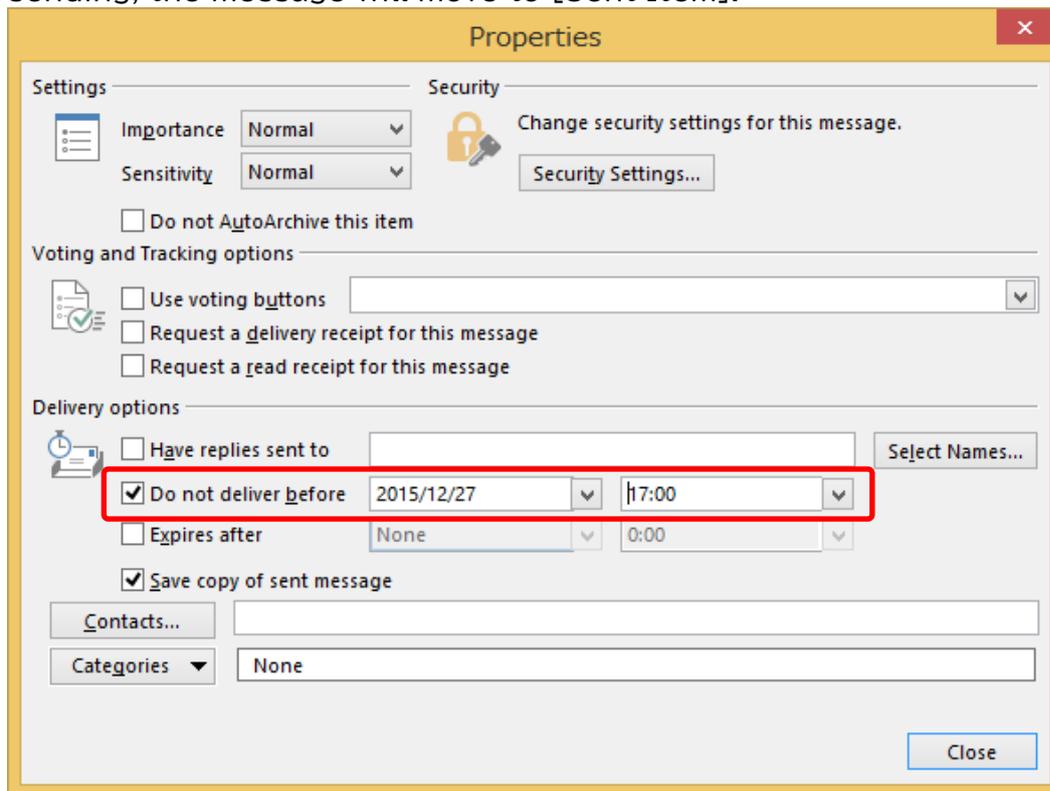
- (4) After the settings, a signature will be added automatically to the message compose window.

4-2-5 Schedule Sending Message

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



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

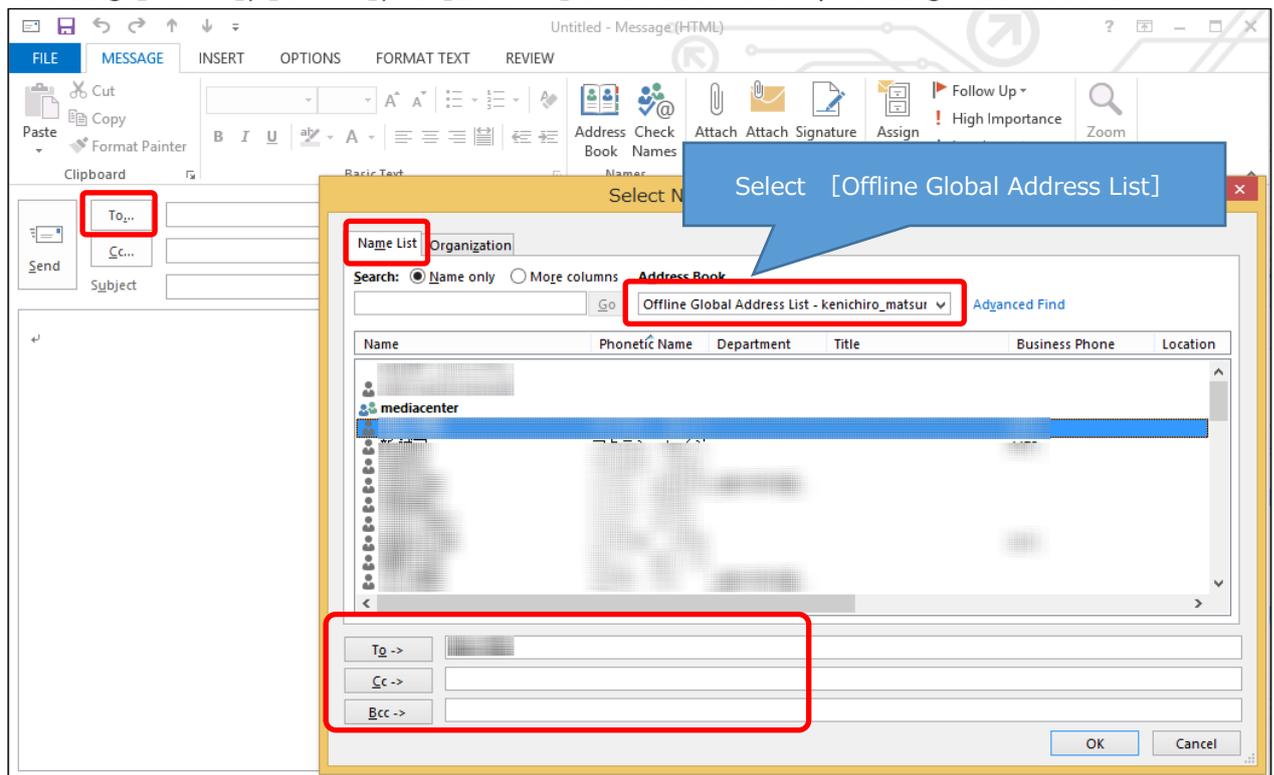


- ※This invitation may not be sent immediately when the delivery date comes. The invitation will be sent when “auto send & receive” is run after the scheduled date.
- ※If you open the invitation message after putting on [Outbox], the scheduled date will be cleared. Please be careful.
- ※Furthermore,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

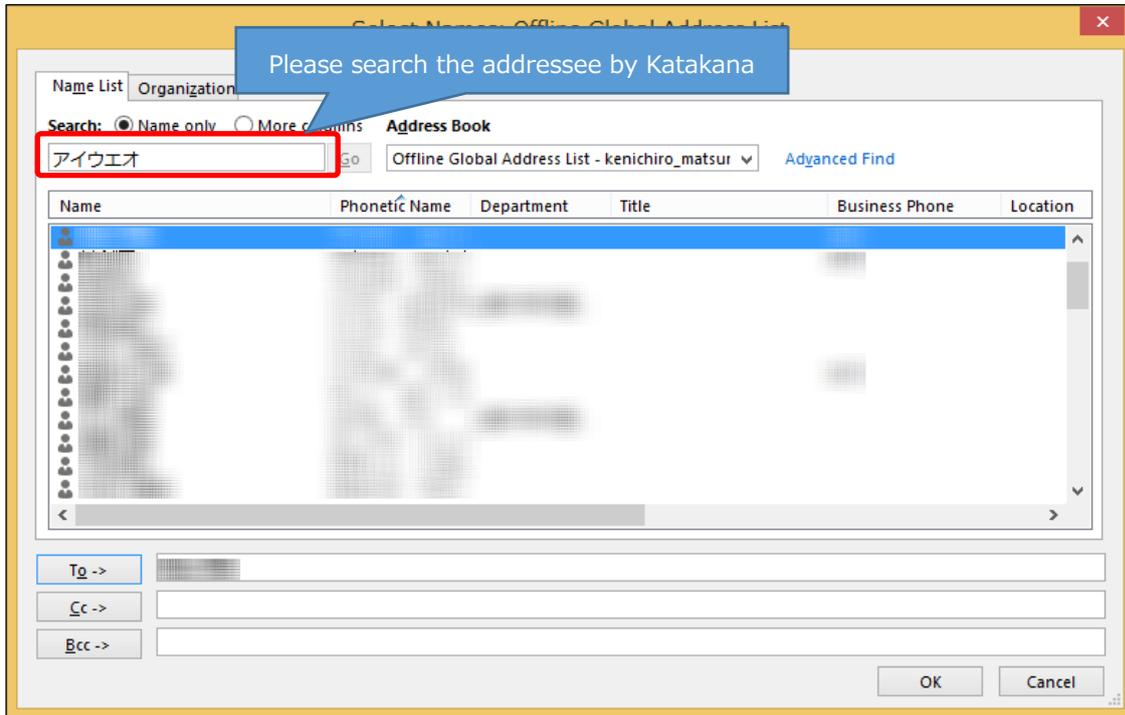
5. Contacts(Address Book)

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 email 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.

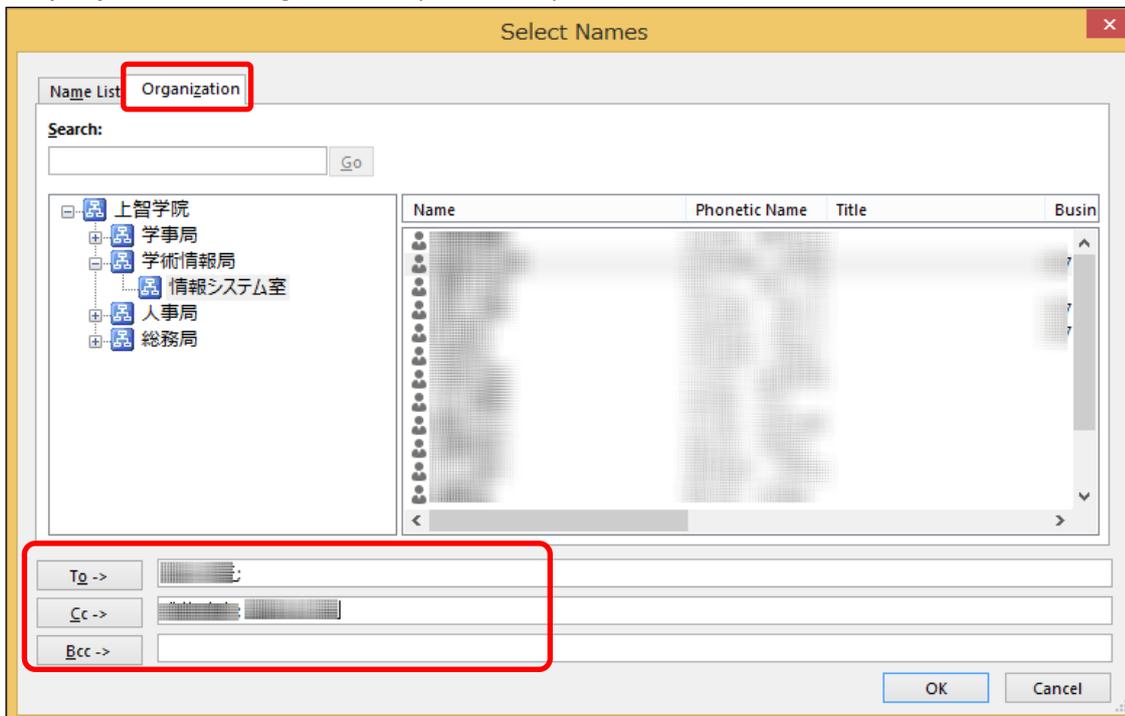
- (1) The Address Book or Contacts can be referenced by clicking [To...] in the mail compose window. When [Offline Global Address List] is selected, registered members are displayed in phonetic order. After selecting the desired members, clicking [To ->], [Cc ->], or [Bcc ->] sets the corresponding addresses.



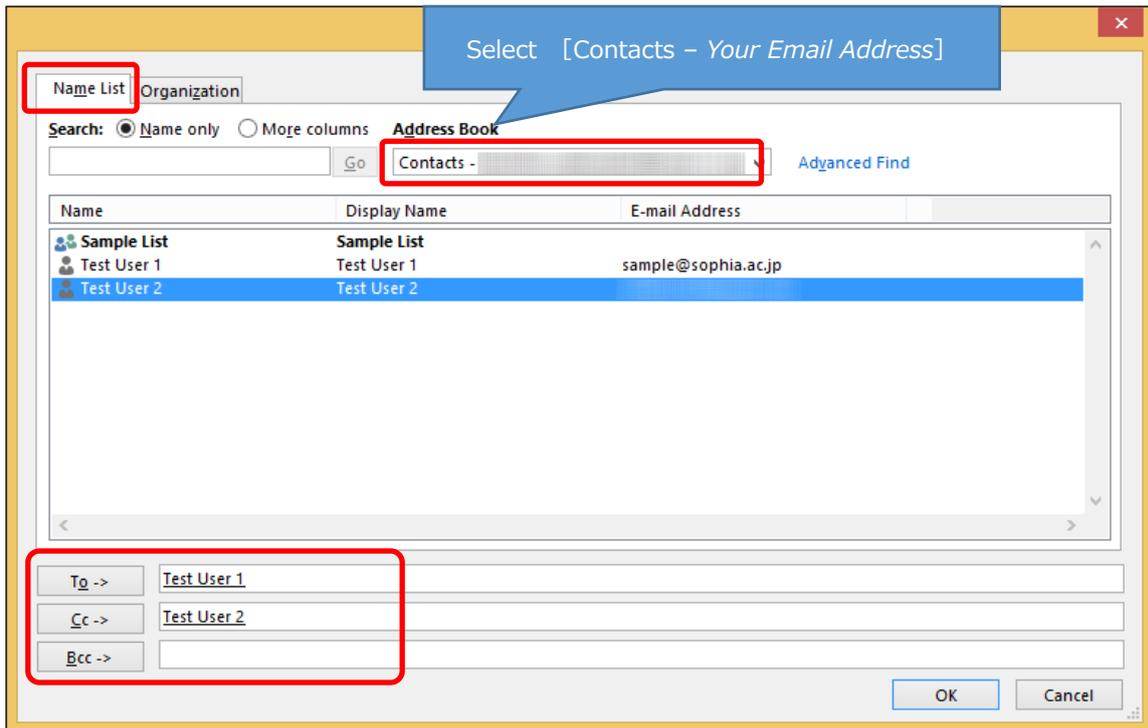
- (2) The addressee can be searched from the [Name List] tab. Enter the name of the recipient to whom the message will be sent. The matched name appears at the top of the list. Clicking [To ->], [Cc ->], or [Bcc ->] sets the selected addressee.
 ※When searching by name, Katakana must be entered in the search box.



- (3) An addressee can be selected from the organization to which the recipient belongs. When the [Organization] tab is clicked, the members of each organization are displayed. Clicking [To ->], [Cc ->], or [Bcc ->] sets the selected addressee.

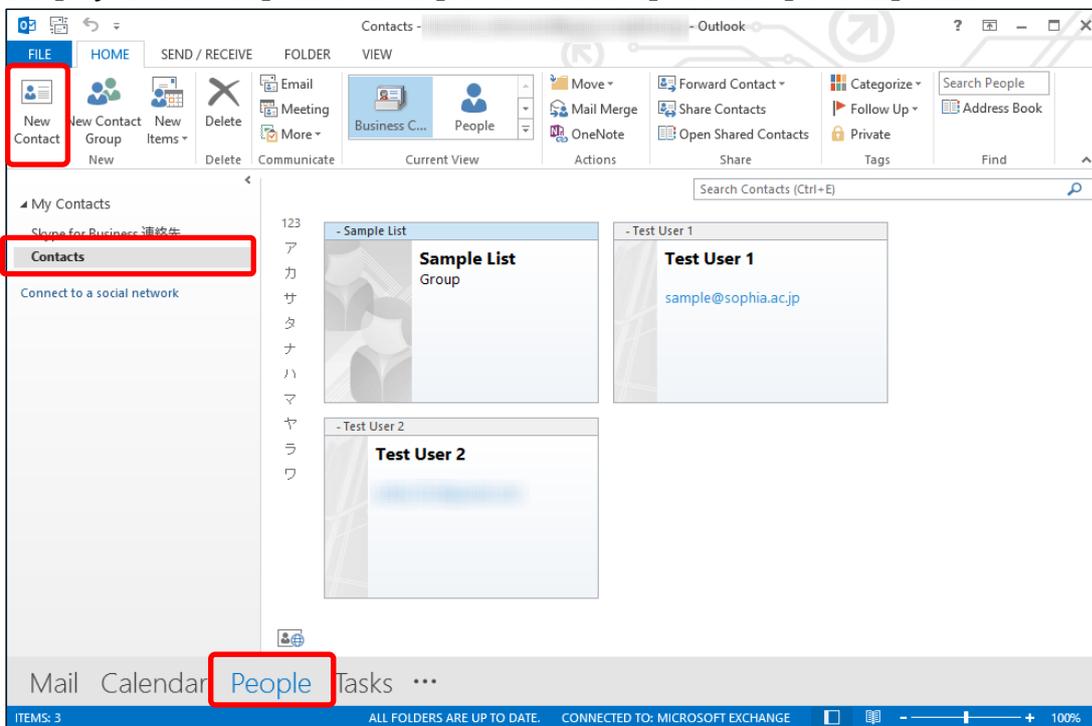


- (4) An addressee can be selected from a personal address book that has been created. Click [Contacts] in the [Address Book] list on the [Name List] tab. Instructions on “how to create a personal address book” will be provided later.

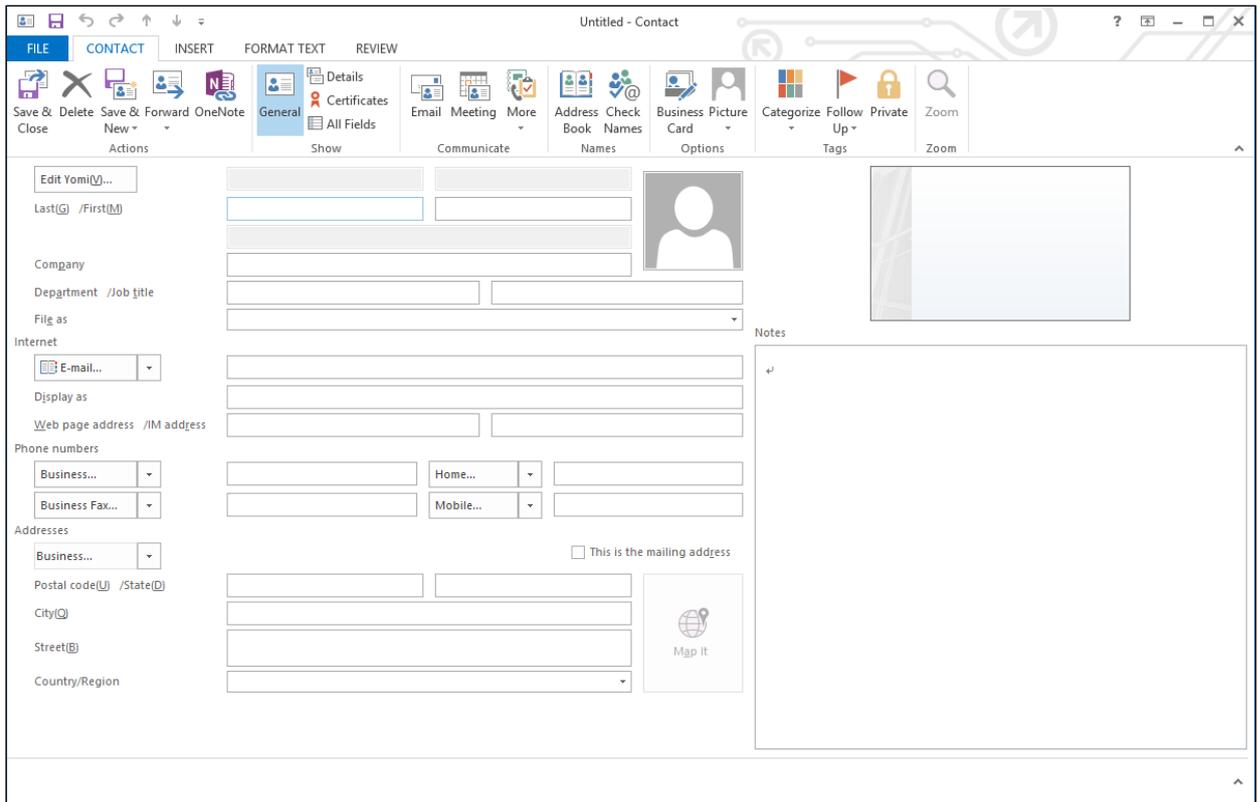


5-2 Create My Contacts

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

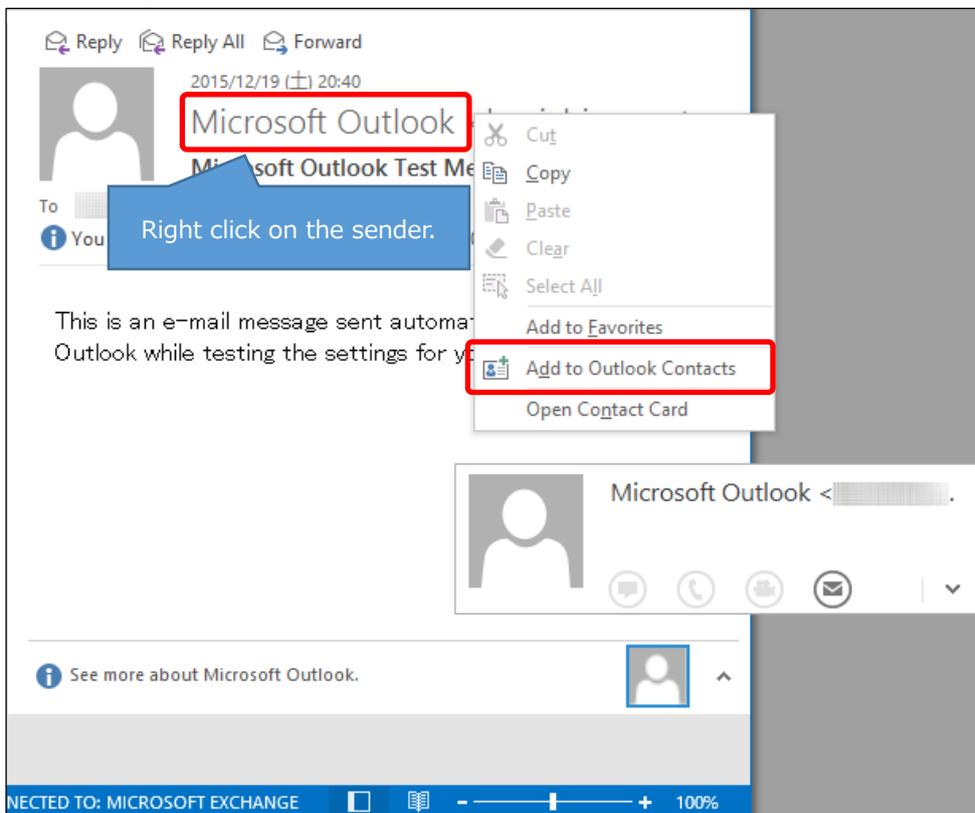


(2) Enter the required information and click [Save & Close].

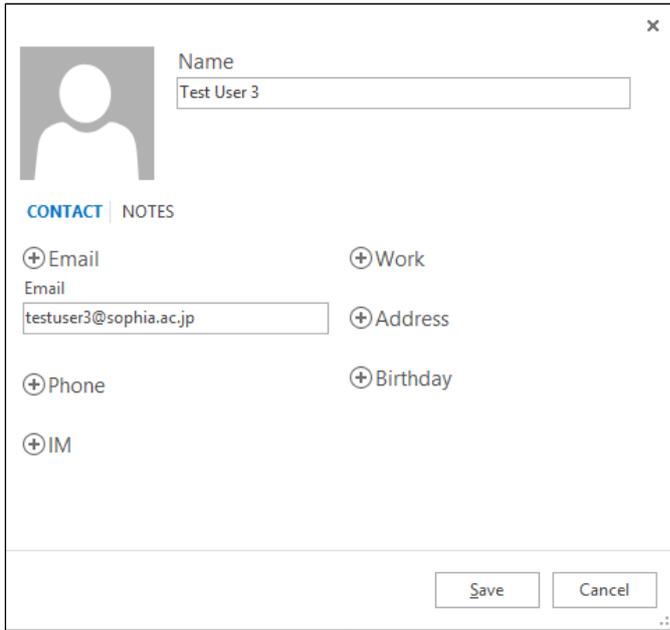


5-3 Add a Contact from an Email Message

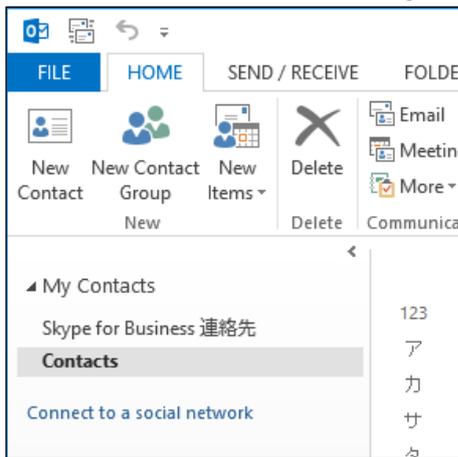
(1) Right-click on the sender in the Reading Pane. Next, select [Add to Outlook Contacts].



(2) The Register dialog box opens. Enter the user information and click [Save].



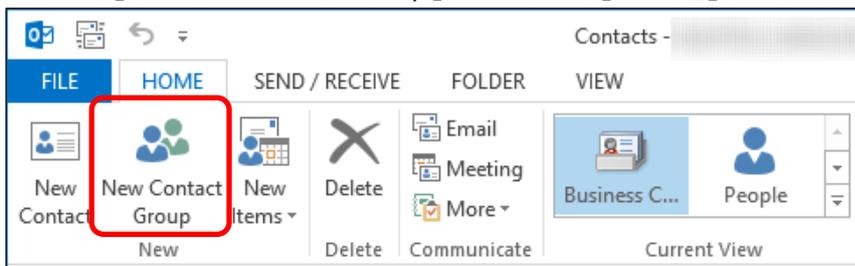
(3) The contact address is registered under [Contacts] on [My Contacts].



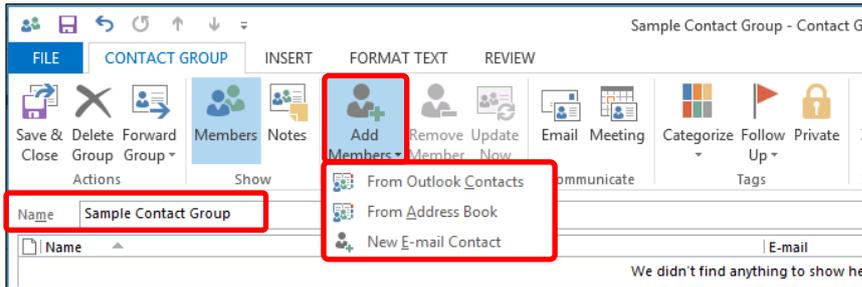
5-4 Use Contact Group

A Contact Group is a feature that groups individual contacts together to enable the distribution of emails. By organizing frequently used contacts into a group, the effort required to specify recipients can be reduced.

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

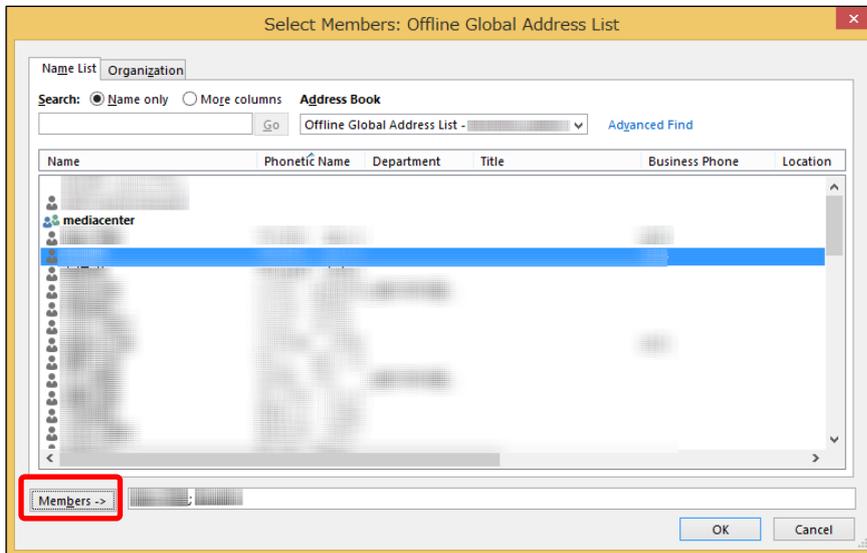


(2) Enter the group name on [Name] and click [Add Members]. Select the address book or contacts that include the addressee to add.



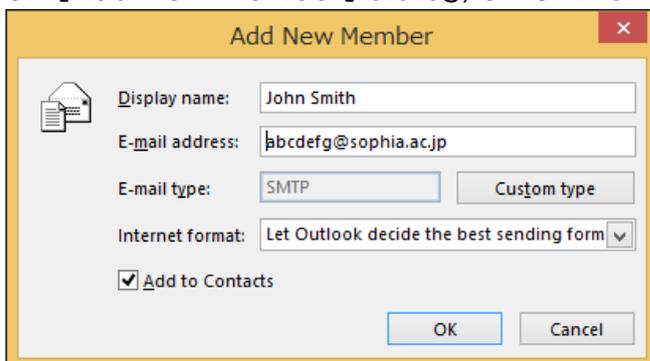
- From Outlook Contacts: Select from [My Contacts] that is entered in section 5-2.
- From Address Book : Select from the Official Global Address List.
- New Email Contact : Enter email address directly.

(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 email address and click [OK].



6. Schedule a Meeting with Other People

Personal schedules can be shared with others, and meeting invitations can be sent in Outlook. **Among faculty and staff members, the title, time, place, and participant (for meetings) in personal schedules are shared.**

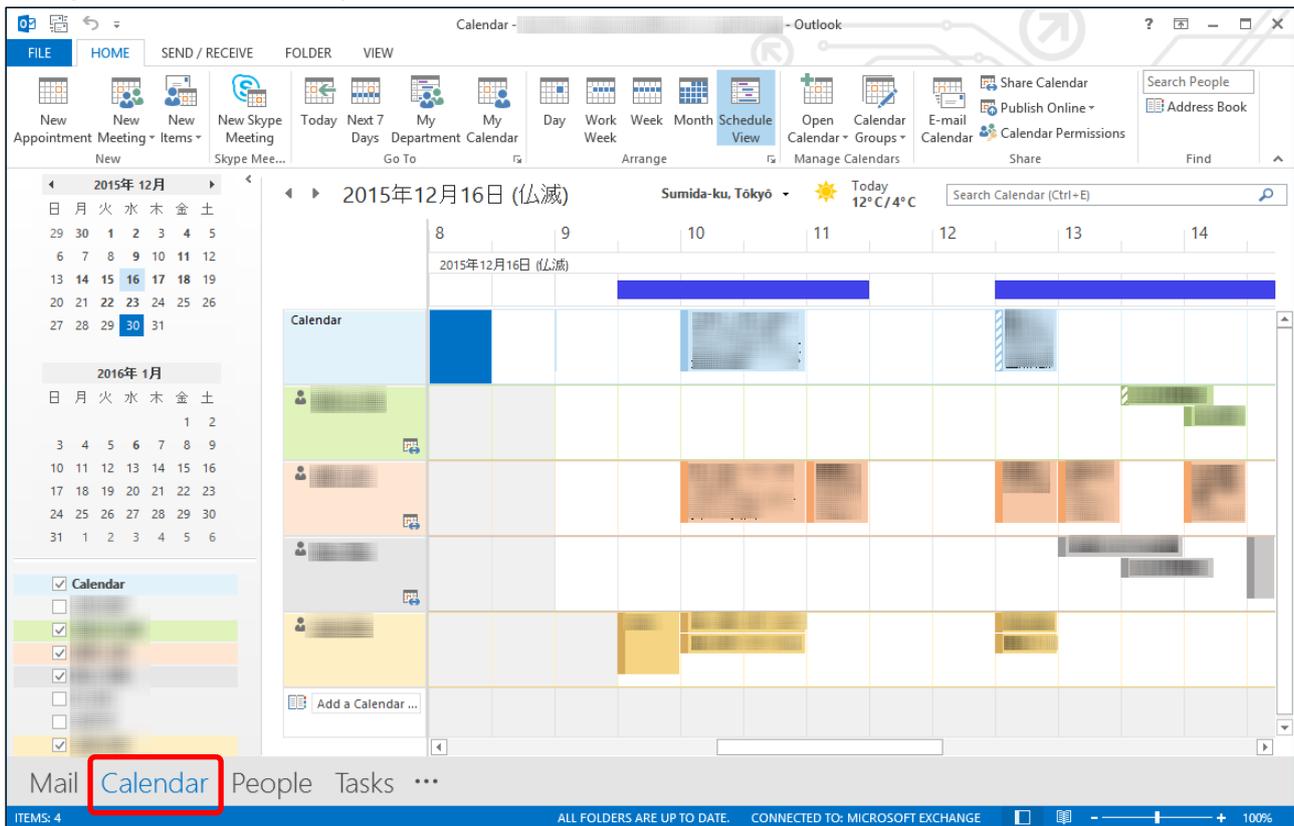
Details of the schedule contents are not shared.

Among students, all schedule items are hidden unless mutual permission is granted.

Calendar items cannot be shared between faculty & staff and students.

When using a division account, such as an office account, calendar items should not be created, although schedules can be viewed through these accounts.

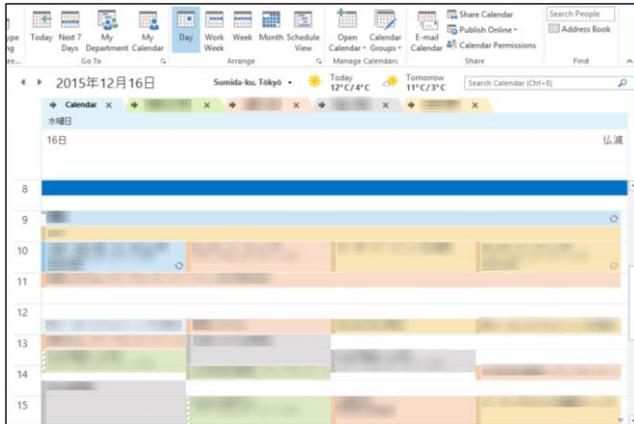
To open the Calendar, click [Calendar] at the bottom of the screen.



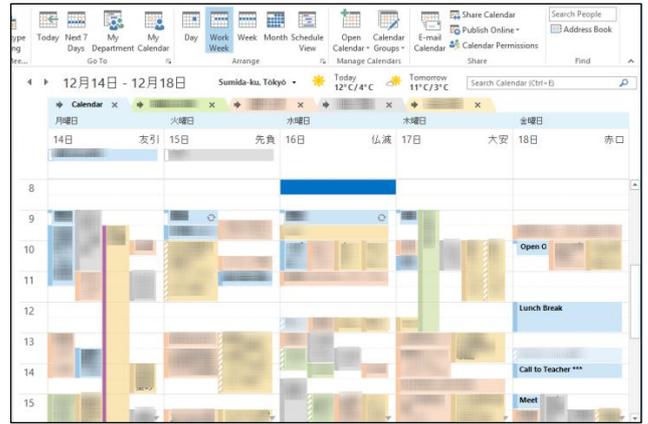
6-1 Check Schedule

Schedule views can be switched as needed. The example above shows as the “Schedule View”. [Day], [Work Week], [Week], or [Month] can also be selected.

Show as [Day]



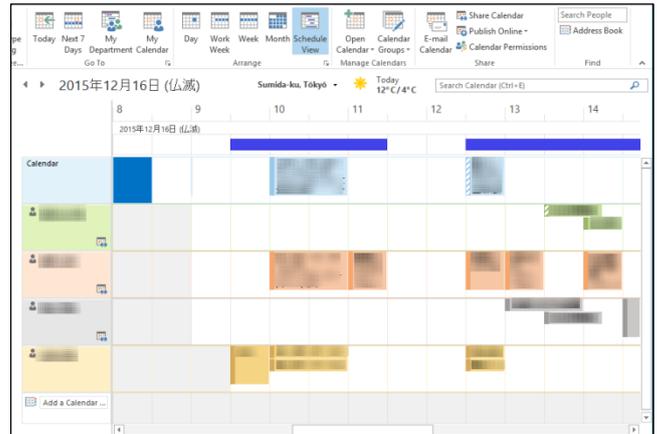
Show as [Work Week]



Show as [Month]



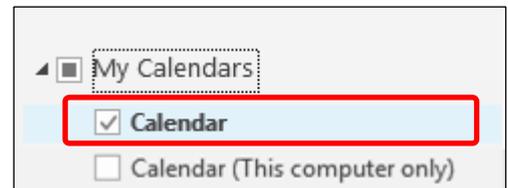
Show as [Schedule View]



6-2 Refer Schedules

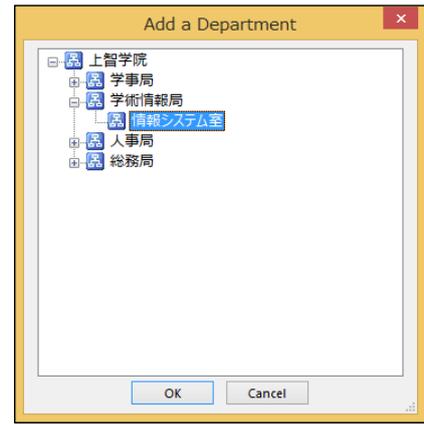
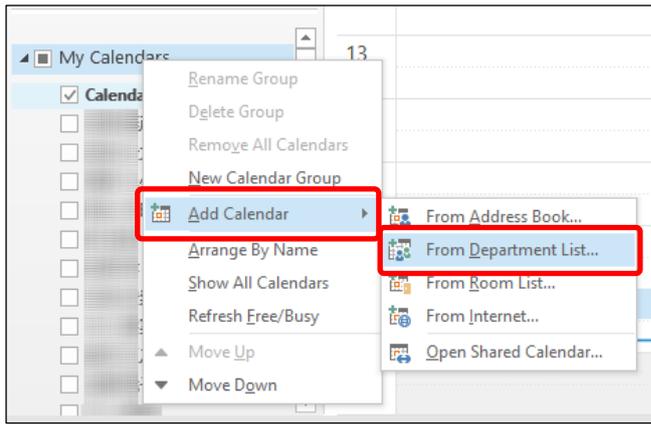
The schedule can be viewed by selecting [Calendar] under [My Calendars].

※[Calendar (This computer only)] also appears under the [My Calendars]. This schedule is independent of [Calendar] and can only be viewed on the computer currently in use. These schedule items are not shared with others.

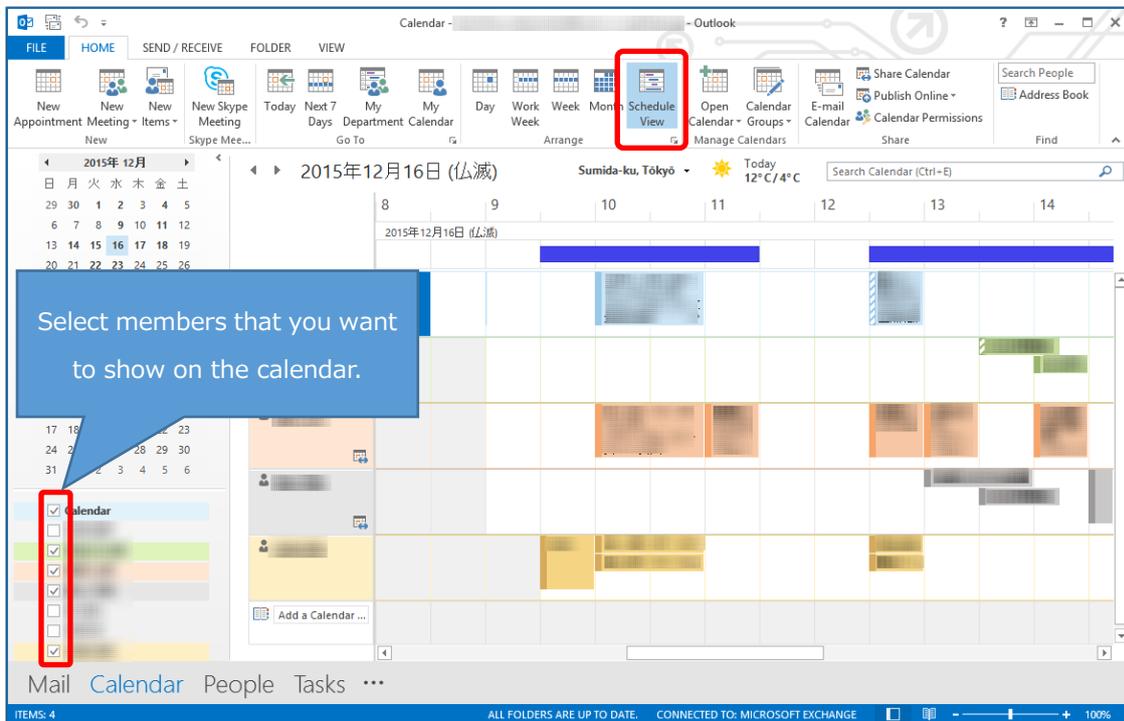


Other schedules can be displayed alongside the personal schedule. Instructions for selecting schedules from the campus address book (Official Global Address List) will be provided below.

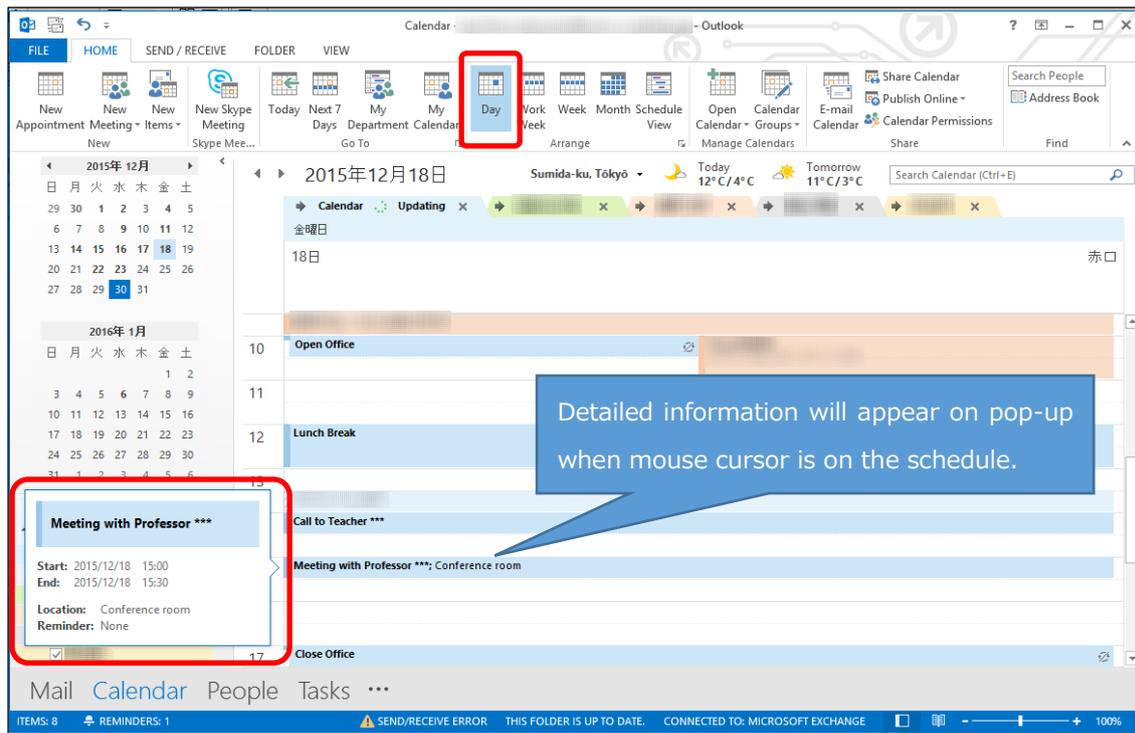
- (1) Right-click [My Calendars] and select [Add Calendar]. Next, select [From Department List...] and select a department from the department list.



- (2) Selected schedules will be added to [Calendar]. Select people to refer to the 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. Detailed information will be shown in the pop-up window.



6-3 Create Your Event

(1) Select the day on which the appointment is created.

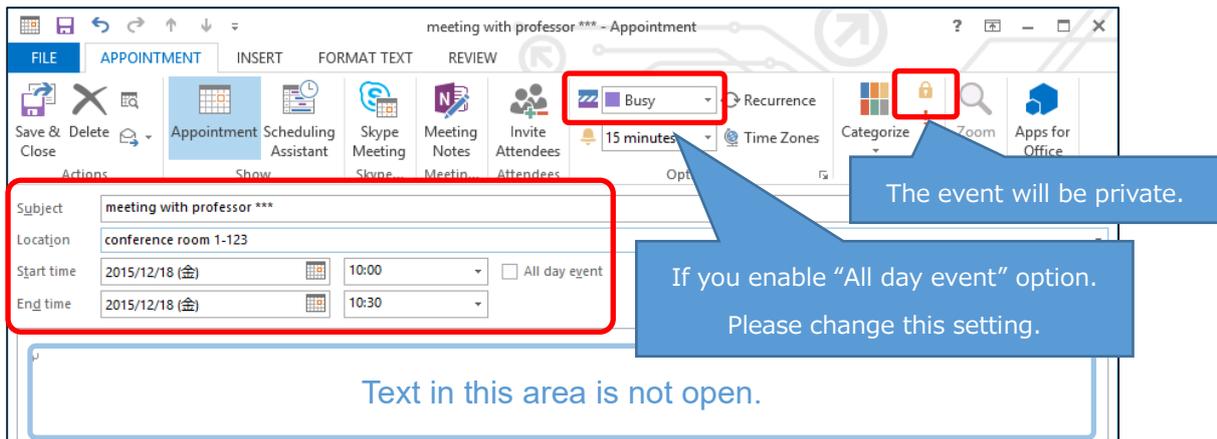
Personal appointments are displayed in the [Calendar] section. Double-click the time slot to create the appointment, or right-click the time slot and select [New Appointment].

※Appointments for other users cannot be created. For meetings or discussions, refer to “Create and Request a Meeting Request” described 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 that there is an event at the time, but the subject is concealed.



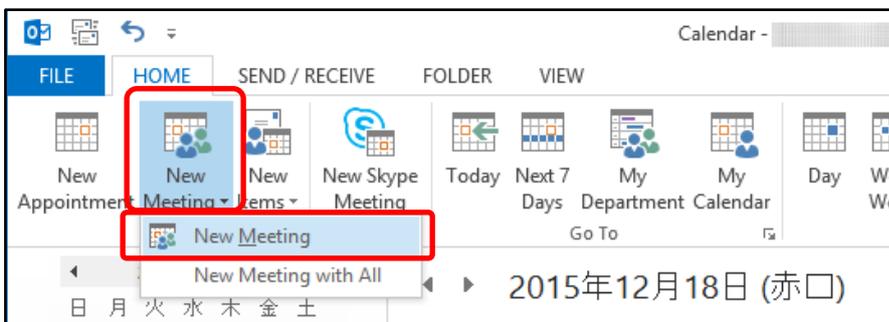
※When you enable the [All day event] option. [Show as] setting is changed automatically from [Busy] to [Free]. Others would recognize that the time is vacant. If you are on vacation at that time, change the setting to [Busy] or [Out of Office].

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

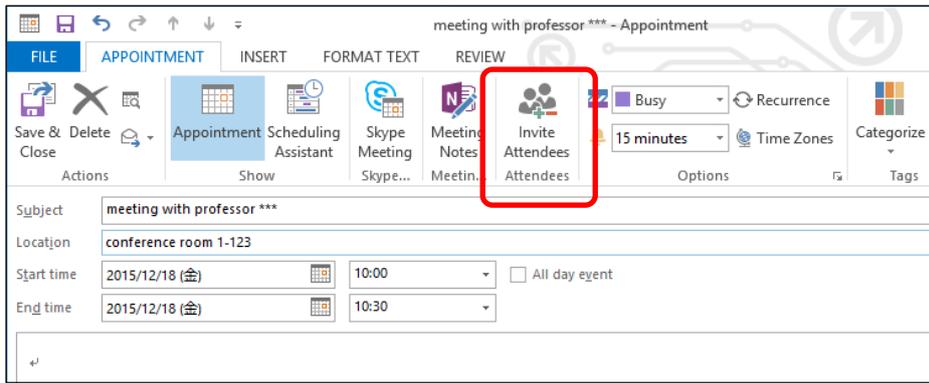
6-4 Create and Send a Meeting Request

When creating an appointment, attendees can be invited at the same time. An email is sent to the attendees automatically, and a tentative entry is added to their calendars.

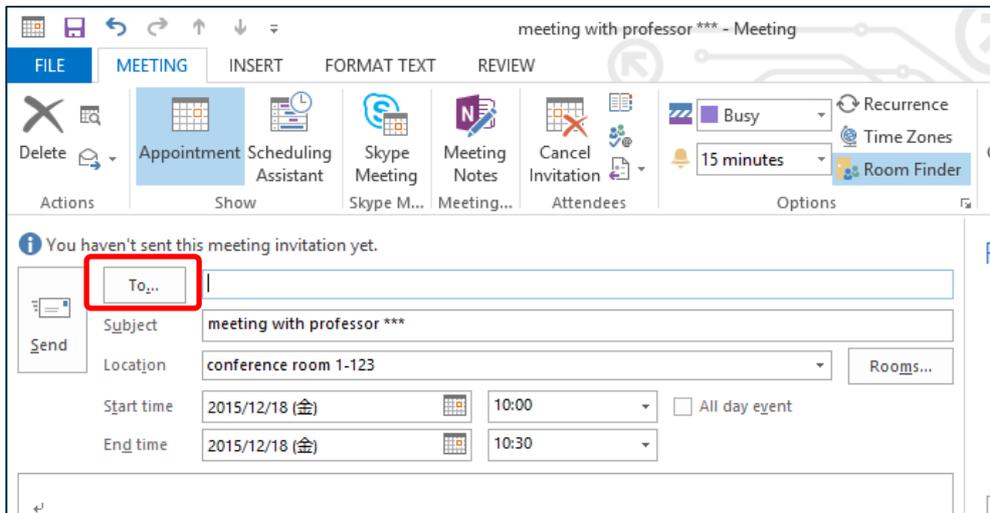
(1) Right-click the time slot where the appointment is created and select [New Meeting Request], or click [New Meeting] – [New Meeting] in the upper-left of the screen.



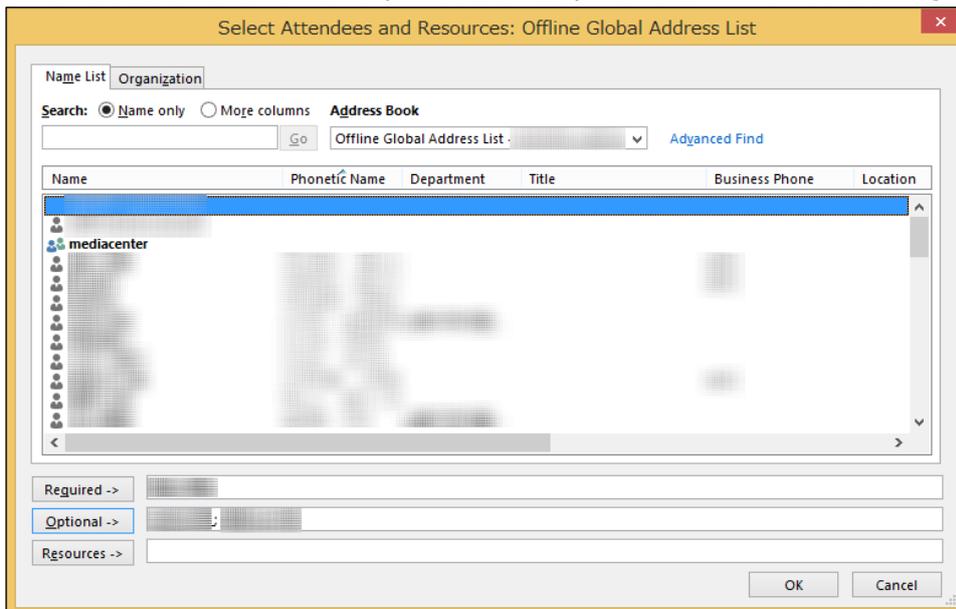
(2) To invite others to a meeting, click “Invite Attendees”.



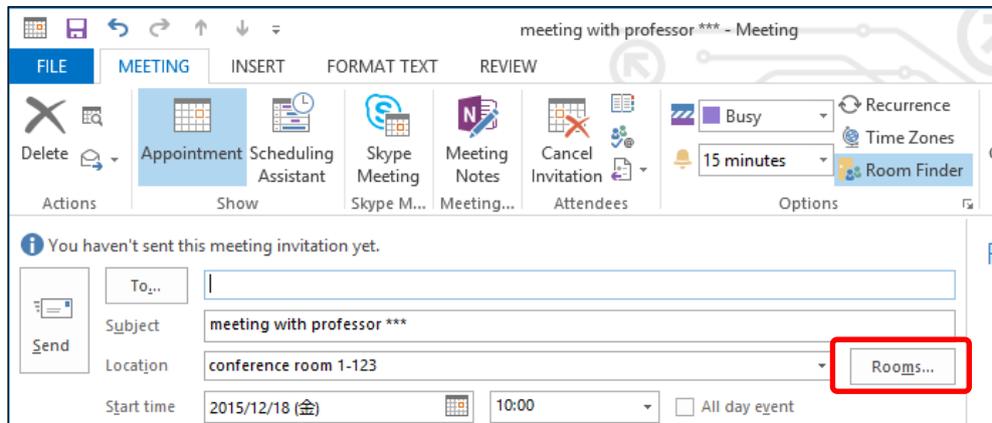
(3) Click [To...] and select attendees from the Address Book.



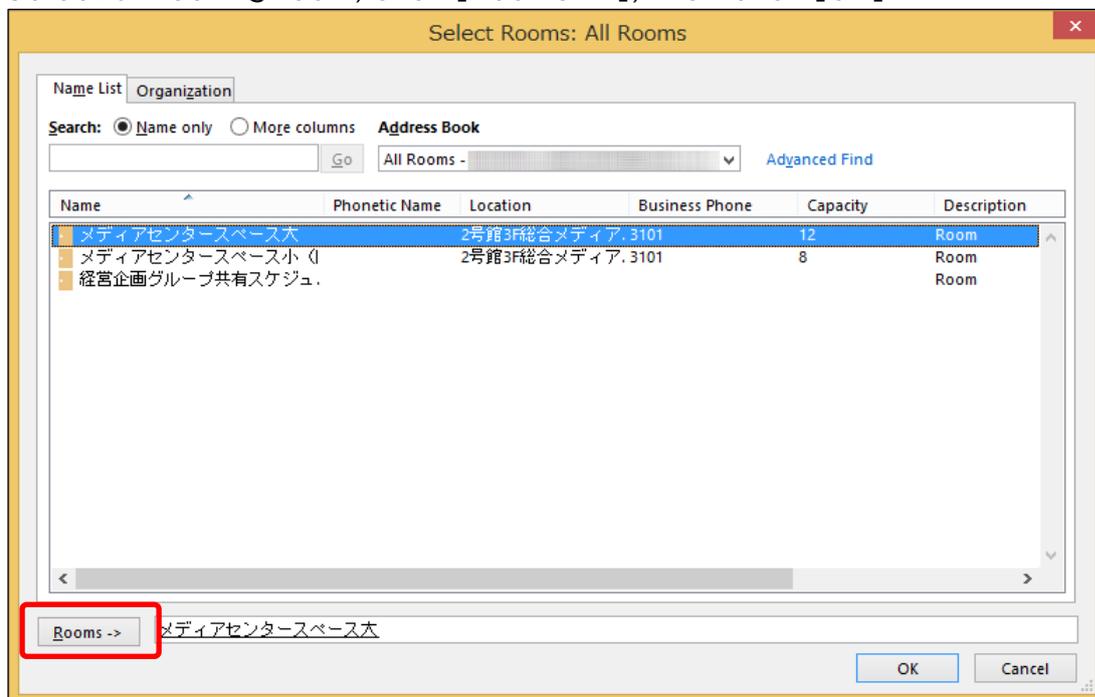
(4) Select attendees. The process is the same as selecting email addresses. Select attendees and click [Required] or [Optional]. After selecting attendees, click [OK].



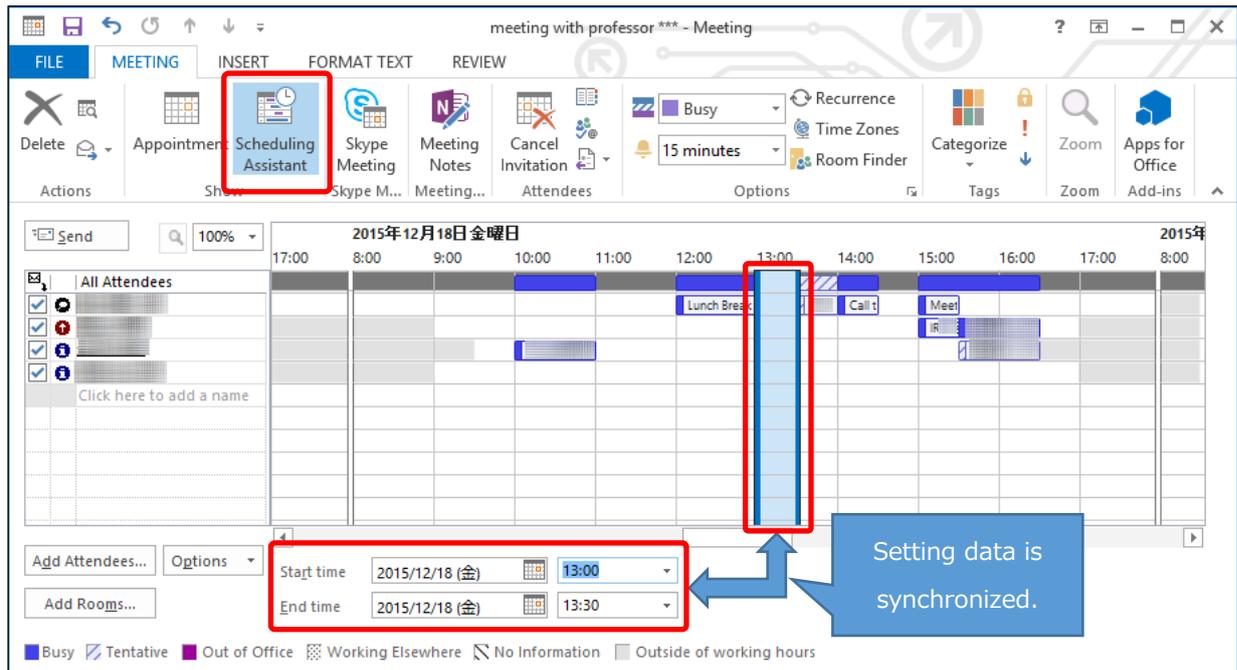
- (5) If you want to select a meeting room, click [Rooms...]. If there are meeting rooms that have registered on this system, click the meeting room. After the setting, click [OK]. (The function of registration is not available as of Jan 2016. Therefore, you cannot use “Room Finder”.)



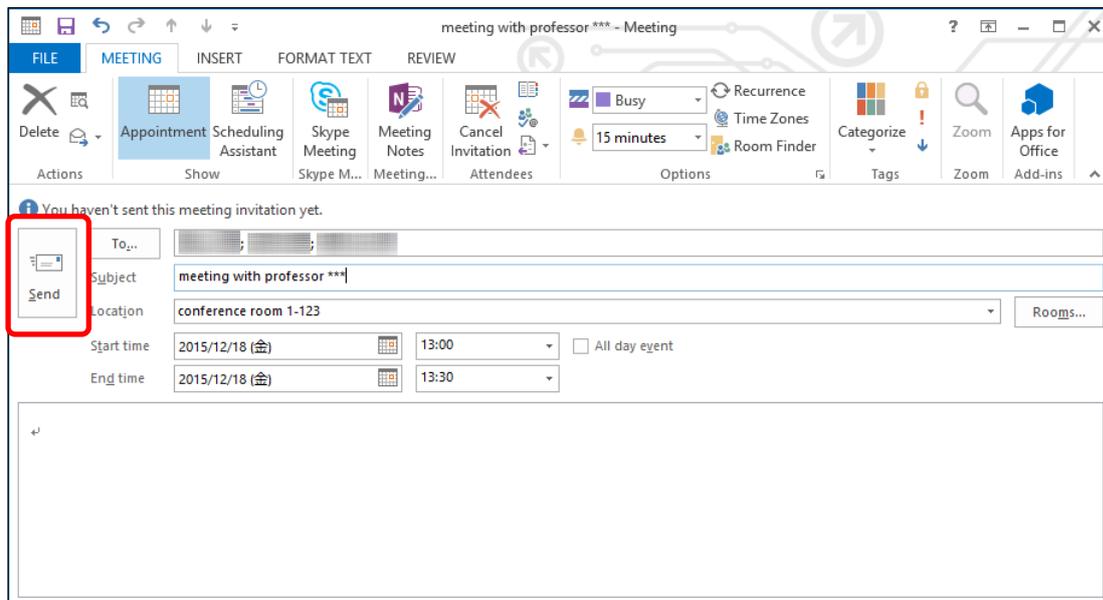
- (6) Select a meeting room, click [Rooms ->], then click [OK].



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

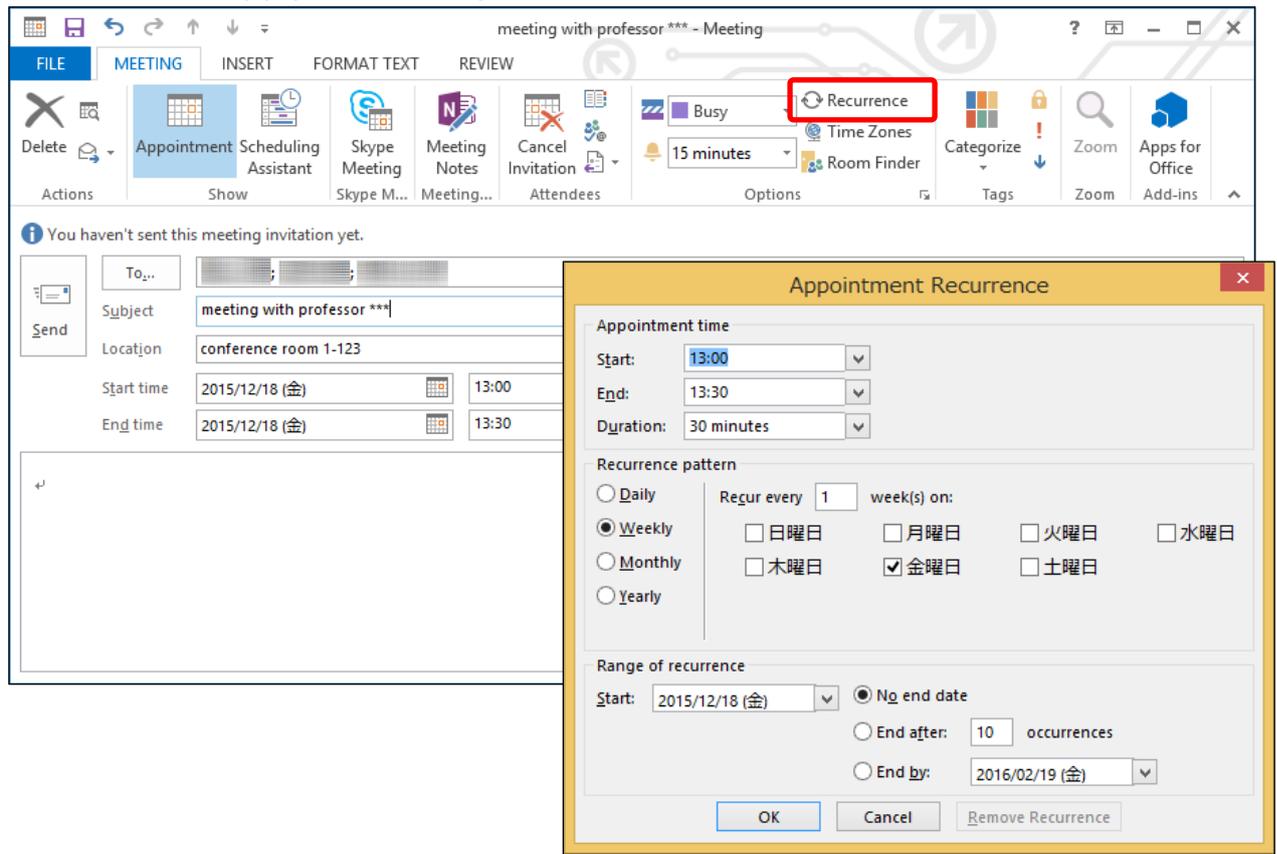


(8) Enter “Subject”, “Start time”, and “End time”. After setting the information, click [Send]. An email is sent to attendees, and temporary events will be assigned to their schedule.



6-5 Create Recurrent Meetings or Events

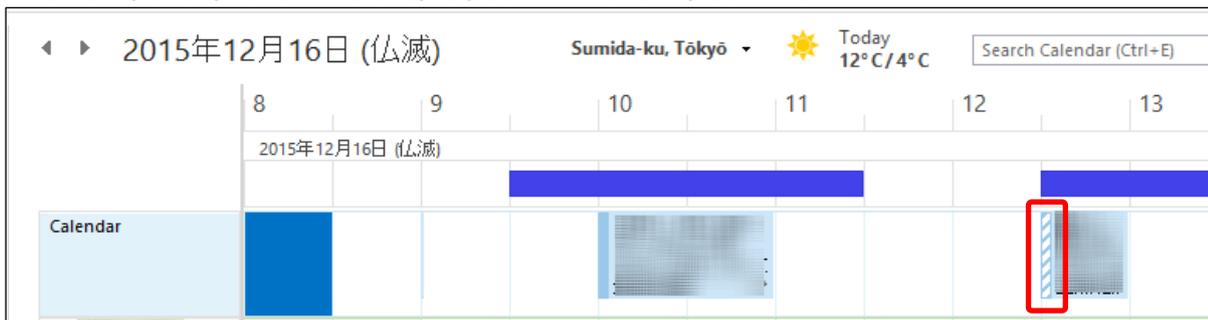
To set up a meeting or event that occurs weekly or monthly, click [Recurrence] on the screen to apply the settings.



6-6 Accept or Decline Invited Meeting

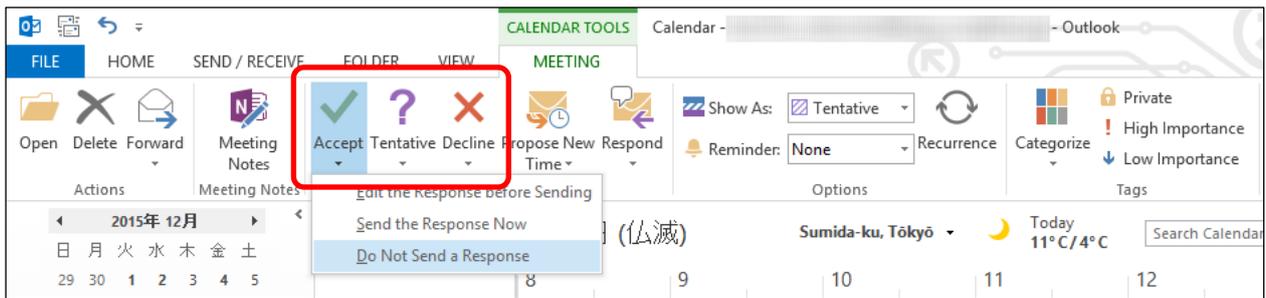
When a user is invited to meetings, a temporary event is assigned to their schedule (cf.5-3)

The temporary event is displayed with a striped line.



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

- Accept : The event is fixed, and the stripe will be erased from the event.
- Tentative : The event remains in a temporary status.
- Decline : The event is removed from your schedule.



When accepting or declining a meeting request, a response can also be sent to the meeting organizer.

- Edit the Response before Sending: The email composition window opens, allowing a message to be sent to the organizer.
- Send the Response Now: The acceptance or decline result is sent to the organizer.
- Do Not Send a Response: The acceptance or decline result is not sent to the organizer.

6-7 Edit Event

Double-click the appointment or meeting to be edited in the calendar view. The appointment details screen opens, where the information can be modified, and then click [Save & Close].

For meetings, a notification is automatically sent to the attendees again.

For recurring appointments or meetings, it is possible to modify either all occurrences or only the selected one.

※Appointments created by other users cannot be edited.

7. Other Settings

7-1 Use Sophia Mail with other mail apps.

The ICT Office recommends using Outlook for exchanging email via Sophia Mail. If you want to use a different email client, please refer to the settings.

*If you are using Outlook with POP/IMAP access, please create 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

How to use email on a smartphone or tablet (Android / iOS), refer to “Sophia Mail - Setting Manual for iOS and Android”.

7-2 Forward Emails from Sophia Mail to another email Service

The ICT Office does not recommend you forward messages from Sophia Mail to a smartphone or another email service. Please apply for Sophia Mail settings on your smartphone and receive an email. When forwarding an email, refer to [\[For Faculty\] How to Use Sophiamail OWA](#), section “10. Forwarding settings”.

How to Use Outlook for Windows

Date Created: Jan, 2016

Date Revised: Sep, 2016

Date Revised: Jan, 2020

Date Revised: Oct, 2020

Date Revised: Apr, 2024

Date Revised: Feb, 2026

Edit / Publication: Sophia University ICT Office

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

Phone: 03-3238-3101

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

