

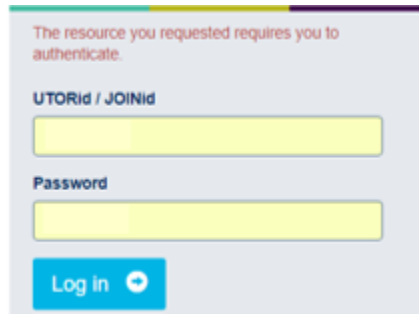
0365 EMAIL: BASIC FEATURES – WEB CLIENT

This document will outline some basic email features using the Office 365 Web Client.

Accessing the Web Client

To access the Office 365 Web Client, visit <https://mail.utoronto.ca>.

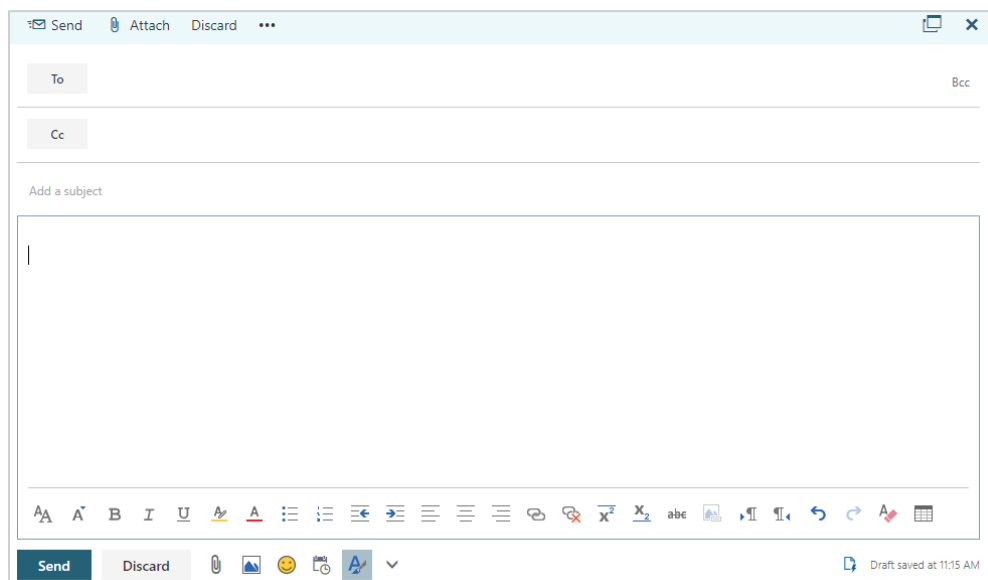
You will be redirected to a weblogin screen. Login using your UTORid credentials.



If you experience difficulties logging in, you can verify your account credentials at the site <https://utorid.utoronto.ca> under the section **Problems with your UTORid**.

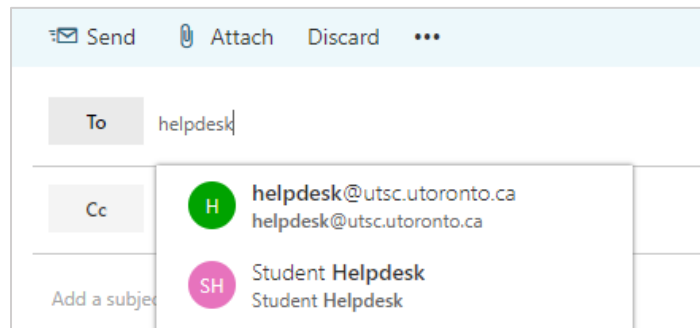
Addressing, Contacts & the Global Address List (GAL)

From your inbox, click on **New** to make a new email message. Unlike Outlook, where the formatting options (font, size, colour) are at the top of the window, the web client places these options at the bottom of the email editing area.

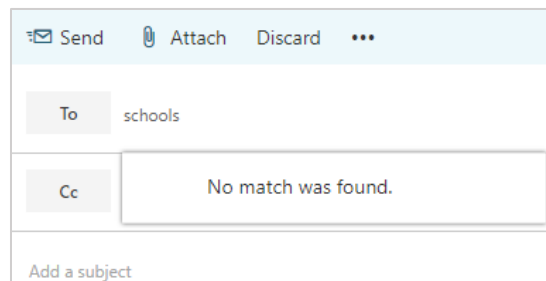


By default, there are options for To and CC. If you wish to add the BCC field, click on the tiny **BCC** text on the right side of your screen (on the same horizontal level as the To field).

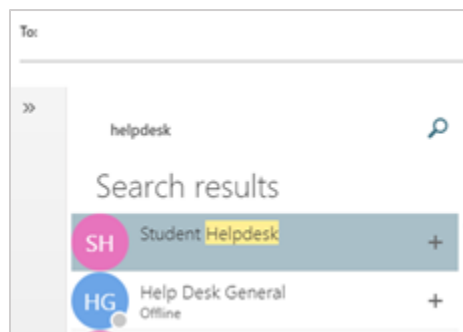
To quickly find someone's email address, begin typing their name in the To/CC/BCC fields. O365 will automatically search the Global Address List (GAL) and your contacts for a listing of accounts that are appropriate.



If there is no individual or group found that matches the name, you can manually enter in the email address. The next time you use this address, it should populate in the suggested addresses listing.



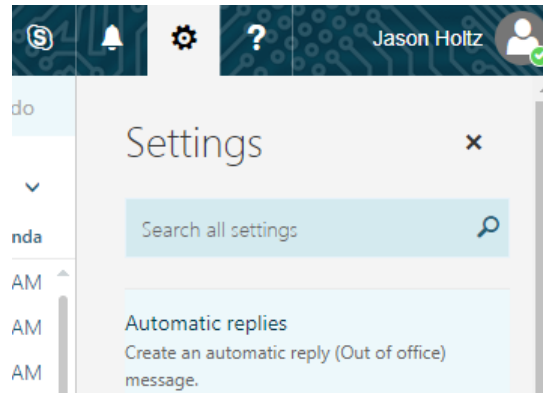
Lastly, you can look up their email address in your contacts or the GAL. Click on either the To/CC/BCC buttons to bring up a dialog allowing you to search contacts within U of T. The search results should populate below. Double-clicking the entry should add them to the To/CC/BCC field. Click **Save** when finished.



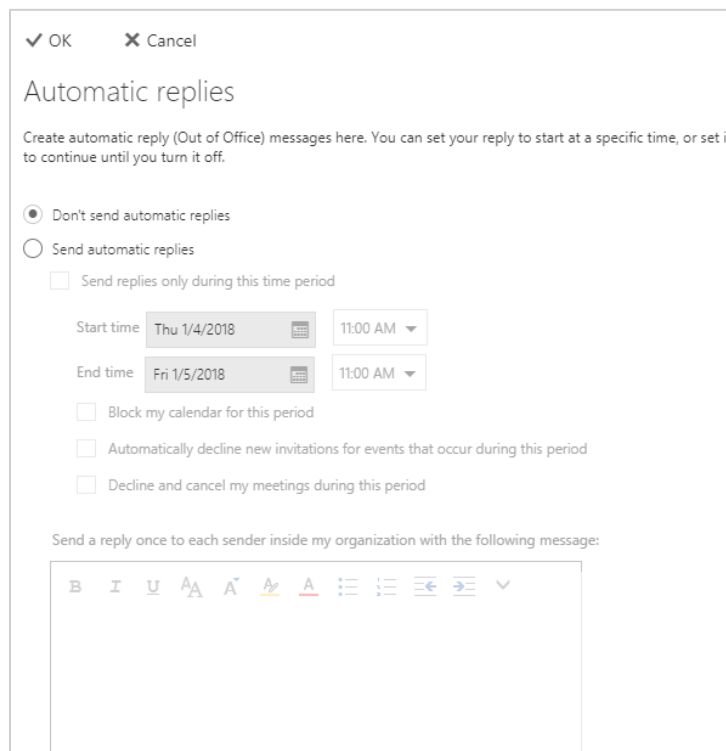
Setting Vacation Messages / Automatic Replies

If you plan to be out of the office for an extended period, you can self-set an automated vacation message that will be sent on your behalf when you receive email messages.

Click on the Settings menu at the top right of your mailbox (gear icon) and click on the option Automatic Replies. If it is not listed, type the name into the search field – the option should appear.



In the window that spawns, click on Send automatic replies to activate your automatic/vacation messages. You can also specify a time/date range if you wish. You can also edit the content of the outgoing email messages – there is an editing field for individuals **Inside** and **Outside** your organization (U of T). Click **OK** when finished.

A screenshot of the 'Automatic replies' dialog box in Outlook. The dialog has 'OK' and 'Cancel' buttons at the top. The title is 'Automatic replies'. Below the title, it says 'Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.' There are two radio buttons: 'Don't send automatic replies' (selected) and 'Send automatic replies'. Below the 'Send automatic replies' option, there is a checkbox for 'Send replies only during this time period'. If checked, it shows 'Start time' as 'Thu 1/4/2018' at '11:00 AM' and 'End time' as 'Fri 1/5/2018' at '11:00 AM'. There are also three checkboxes: 'Block my calendar for this period', 'Automatically decline new invitations for events that occur during this period', and 'Decline and cancel my meetings during this period'. At the bottom, it says 'Send a reply once to each sender inside my organization with the following message:' followed by a text area with a rich text editor toolbar.

Unsupported Features

Unlike the Outlook software client (or other email clients), there are two basic features which are not supported/featured when using the Office 365 client:

Cannot attach offline PST files: There is no mechanism to attach archive mail to your Office 365 web client. The mail you receive using the web client is mail that is currently *online* – PST archives are typically *offline* storage.

Cannot view multiple email accounts: The web client of Office 365 only has your O365 connected email accounts listed – you will not be able to view emails from other sources (such as @utsc.utoronto.ca email or Gmail). However, you can forward other email addresses to your O365 email address.

No differentiation between multiple O365 accounts: Students have been using O365 for email at U of T since the service was introduced around 2012. Individuals who possess multiple O365 accounts (both @utoronto.ca and @mail.utoronto.ca) will not be able to select which email address to send from. Their O365 email account will have a 'default address' that is set on the backend – if an individual is flagged as a staff, then their staff (@utoronto.ca) address will become primary.

Messages sent to either address will still be received, but outgoing messages will be sent from the default O365 email address.