

Trigo IT Core 2014 AD and Office 365 Migration Project Outlook Web App User Guide



TRIGO IT CORE 2014 AD AND OFFICE 365 OUTLOOK WEB APP USER GUIDE

VERSION: 0.8

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1. Document objectives

This document is dedicated to help the users in their first usage of the solution Outlook Web App.

2. Definition

Outlook Web App gives you access to your email account through a web browser. The URL (web address) that you should enter may vary depending of your email account type.



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3. How to connect Outlook Web App?

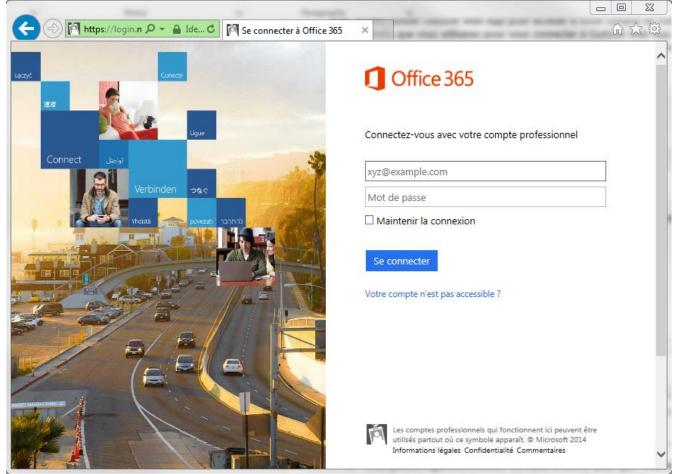
3.1. Open your web browser (e.g. Internet Explorer):



3.2. Type http://mail.trigo-group.com in the address bar then press ENTER:

🤗 http://mail.office365.com

3.3. The following window shows up:



3.4. Enter your email account and your password :

demont.v@trigo-group.com	
•••••	

- Maintenir la connexion
- 3.5. Click Log in.



3.6. When you log in for the first time, you may have to choose your preferred language and your time zone

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Note : Sometimes an other screen appears, you can see below. This means you don't have a license to use Office 365, contact your admin and ask for a license. If you're an Office 365 admin, you can add a license to



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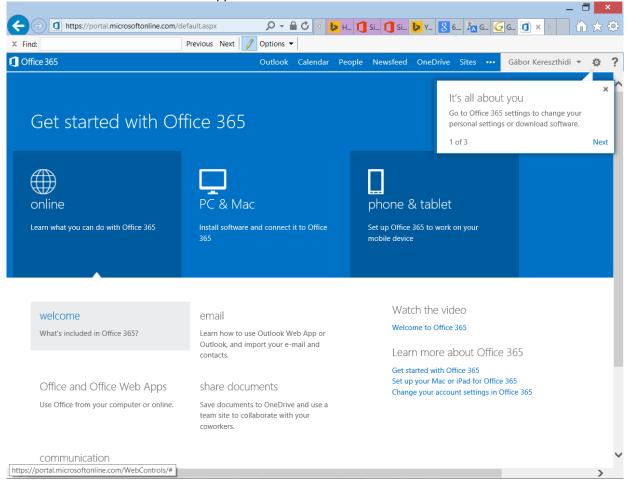
your own account.

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1 You don't have a license to use Office 365. Before you can use Office 365, your account must	
have a license assigned to it. If you don't have one, contact your admin and ask for a license. If you're an Office 365 admin, you can add a license to your own account.	
	First name:
Office 365 settings	Demo
	Last name:
me	trg21
trg21@trgdemo.onmicrosoft.com	Mobile phone number:
	Phone:
software	Address:
Install and manage software.	City:
	-
password	State or province:
Change your password.	ZIP or postal code:
	Country or region:
language	Hungary
English (United States)	Unique identifier:
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3.7. Click Save. The Welcome Screen appears





3.8. Click Outlook on the top of the screen. Your mail box will appear on the screen:

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4. When to use the light version of Outlook Web App?

The light version of Outlook Web App is optimized for accessibility, such as for users who are blind or have low vision. The light version provides fewer features and is faster for some operations. The light version is look alike



Office Outlook 2010 and earlier.

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New Delete	🚔 Mail	😰 New Message 🎦 Move 🗙 Delete 🧓 Junk 🚔 🔤 🧬
▲ Favorites	Calendar	! ☑ ∅ 🗍 From Subject
Inbox 26		Kereszthidi Gábo Welcome
Sent Items	Contacts	
Deleted Items		
	Deleted Items	
▲ kereszthidi.g@outlook.hu	Inbox (1)	
Inbox 26	Junk Email	
Drafts (This computer only)	Cont Items	
Sent Items		
Deleted Items	Click to view all folders ♀	
Freelancer Job	Manage Folders	
Job Junk E-mail [2]	Manage Folders	
Messaging history archive		
oDesk		
Older Messages		
Outbox		
rendszerfelugyelet@outlook.hu		
RSS Feeds		
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Trigo		
webfejleszto@outlook.hu		
wp7hu Search Folders		
Search Folders		
Mail Calendar Peor		B Move X Delete
ITEMS: 3,065 UNREAD: 26		

It is better to use the light version:

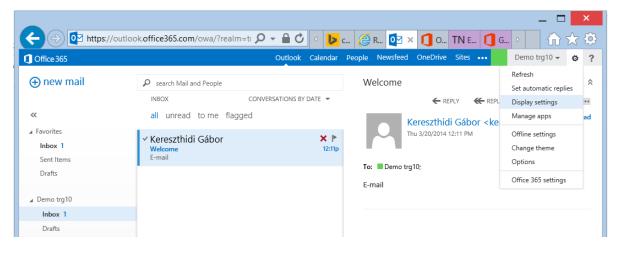
- If your internet connection is slow
- You are using an unsecure computer (eg: connecting from a webcafé)

Note: The light version can be used with almost any browser and has the same features across all browsers.



5. How to switch between the light and the full version

5.1. U Click the icon (Settings) in the roll down menu select Display setting as it shown below



5.2. Click Outlook Web App version on the right and check the Use the light version of Outlook Web App

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← → 1 https://	outlook. office365.com /owa/?realm=ti	🔎 🕶 🖆 🕐 🛌 🧶 R 📴 🗙 🚺 O TN E 🚺 G 👂 👘 🏠 🔅
① Office 365		Outlook Calendar People Newsfeed OneDrive Sites ••• Demo trg10 - 🧔 ?
⊕ new mail	Search Mail and People INBOX	✓ OK X CANCEL
~~	all unread to me flagge	display settings
▲ Favorites Inbox 1 Sent Items	✓ Kereszthidi Gábor Welcome E-mail	message list conversations reading pane Outlook Web App version
Drafts		version of Outlook Web App provides a simplified experience for users who have: Older web browsers
⊿ Demo trg10		Low-bandwidth connections
Inbox 1		Accessibility needs
Drafts Sent Items Deleted Items		✓ Use the light version of Outlook Web App Changes to this setting will take effect the next time you sign in.
Junk Email		

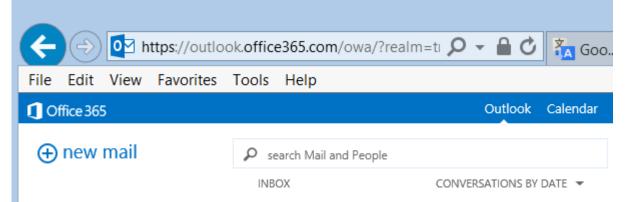
5.3. Click OK, sign out and then sign in again. If you want to use again the full version, start over the process, end by the step 5.2 uncheck **Use the light version of Outlook Web App**.



- -

.How to send an email

5.4. Click **New mail** in the uppe left corner.



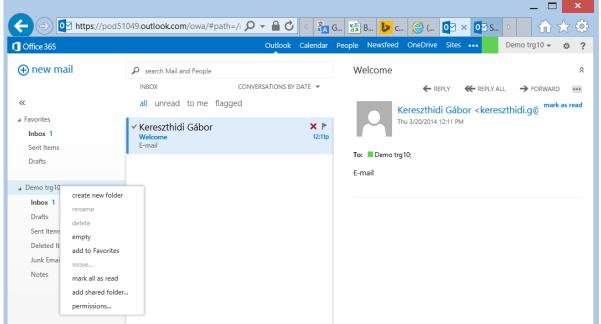
5.5. The mail editor appears in the right side of the screen. Just write your email, and click Send.

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⊿ Demo trg10										
Inbox 1										
Drafts										
Sent Items										
Deleted Items										
Junk Email										
Notes										



6. How to create a new folder

6.1. Right click your account name as shown below. When the menu appears, click create new folder.



6.2. Blank textbox appears at the bottom of your folder list. Just type the name you want of your folder and press ENTER.

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1 Office 365		Outlook Calendar	People Newsfeed OneDrive Sit	tes ••• Demo trg	10 - © ?	
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✓ Favorites Inbox 1 Sent Items	 ✓ Kereszthidi Gábor Welcome E-mail 	× ▶ 12:11p	Thu 3/20/2014 12:11	PM		
Drafts			To: Demo trg10; E-mail			
⊿ Demo trg10						
Inbox 1						
Drafts						
Sent Items						
Deleted Items						
Junk Email						
Notes						



7. How to classify my emails

You classify your emails by dragging and dropping them. Or you can right click the mail you want to classify. Menu appears, and you can select what to do with the item you selected. For example you can move it to another folder.

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Sent Items		create rule			_				
Deleted Items Junk Email		mark as junk							
Notes									

8. How to creat a personal signature?

8.1. Click Settings and choose Options.

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Search Mail and People		Welcome			Refresh Set automatic replies	*
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all unread to me flagged			Kereszthidi Gá	bor <ke< td=""><td>Manage apps</td><td>ad</td></ke<>	Manage apps	ad
∕ Kereszthidi Gábor	× ⊩		Thu 3/20/2014 12:11 F	PM	Offline settings	
Welcome	12:11p				Change theme	
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		E-mail			Office 365 settings	



8.2. Choose **settings** in the left menu. You can immediately edit your signature. If you want your signature automatically included in any messages you send, check it. When you finished editing your signature press **Save** and continue working.

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account	email signature	read receipts
organize email	Calibri 12 B I U abe	Choose how to respond to requests for read receipts.
groups	= = = :: }: ∃: ∃: ₹: 2 ▲ ﴾ (= ⊕ (≅ x' x,) ¶ ¶4	 Ask me before sending a response Always send a response
site mailboxes		Never send a response
settings		
phone		reading pane
block or allow		When writing email messages:
apps	Automatically include my signature on messages I send	Type in the reading pane Type in a new window
		Choose when items should be marked as read.
	message format	 Mark the item displayed in the reading pane as read
	Always show Bcc	Wait 5 seconds before marking the item as read
	save	

9. In case of problem

- You can directly contact your local IT Support
- If you have no local IT Support, you can contact Trigo Global support here:

10. Tips

- Be careful when you copy and paste. It is easy to inadvertently copy extra blank space at the beginning or end of your credentials.
- If you are the administrator for your organization's email and are using a cloud-based service, see <u>Configure</u> <u>Sign-In URLs for Outlook Web App</u>.
- When you are connecting Outlook Web App, you can also use the check boxes to have the computer you're
 using remember your ID and your password. Don't select the check box if you share the computer with other
 people. (eg: connecting from a webcafe)
- If you need to use S/MIME for digital signatures or message encryption, you must use Internet Explorer 7 or later.
- Check pop-up blocker settings. Pop-up blocker settings in your Web browser or in an add-on pop-up blocker may prevent Outlook Web App from working as expected.
- Enable session cookies. Session cookies are deleted at the end of the browser session.
- Enable JavaScript.

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11. Compatibility:

To connect the solution, you have to use a web browser, you will find a compatibility list by plateform (Windows / Macintosh / Linux) right after

- ✓ If you are using a PC computer running Windows XP, Windows 2003, Windows Vista, Windows 7, or Windows 8:
- Internet Explorer 7 and later versions.
- Firefox 3.0.1 and later versions.
- Chrome 3.0.195.27 and later versions.
- ✓ If you are running a Mac OS X 10.5 and later versions, you can use:
- Safari 3.1 and later versions.
- ✓ If you are using a PC computer running Linux, you can use:
- Firefox 3.0.1 and later versions.

12. Glossary

• Email account:

He is composed by 3 parameters: Mail server name, your login/password and your email address.

• Login :

The Login is the personal account that you are using to connect.