Holistic

Office 365

User Manual

Holistic Technologies Limited

Please Note: If you forget your password please contact the school administration and follow their procedure. Holistic Technologies Limited or its employees will NOT reset password or give any information to anyone whatsoever in respect to any Office 365 Account.

All rights reserved © 2014. No part of this document may be reproduced in any form without prior permission in writing from Holistic Technologies Limited, Malta. Available for educational use only. This document is provided free to students of Malta free of charge from Holistic Technologies Limited. This document is provided "AS-IS" with no warranties whatsoever, express or implied, and Holistic Technologies Limited does not assume any responsibility regarding the accuracy of the information provided within.

Holistic Technologies Limited has been in the I.T. training industry since 1994. Holistic can proudly say that it is top notch for such training and also differ from any other training providers. We focus on Office Productivity (ECDL Core, Word Advanced, Excel Advanced, Access Database Advanced, PowerPoint Presentation Advanced, Sage, Programming and Technical) courses. All courses lead to internationally recognized certifications.

Find us online on http://www.holistic.edu.mt.

1 Table of Contents

1 Table of Contents 2
2 Access Office365 5
2.1 To Access Office 365 use the Following Portal 5
3 Outlook (Email) 7
3.1 To Create a New Mail Message 7
3.2 Working with Drafts 8
3.3 Open a Message in a Separate Window 9
3.4 Mail 9
3.4.1 Folder list 9
3.5 Search and Built-in Filters 10
4 People (Contacts) 12
4.1 To Create a New Contact or Group 12
5 Calendar and Appointments 15
5.1 Quickly View Event Details 15
5.2 Creating Calendar Event 16
5.3 Create an Appointment 16
5.4 Sharing Your Calendar 18
6 Newsfeed 20
7 OneDrive 21
7.1 Create a Document 21
7.2 Share a Document 22
7.3 Accept a Shared Document 24

7.4 Stop Sharing a Document 25

7.5 Create and Share an Excel Survey 26

7.6 Viewing and Quantifying Survey Results 27

7.6.1 Viewing Results 27

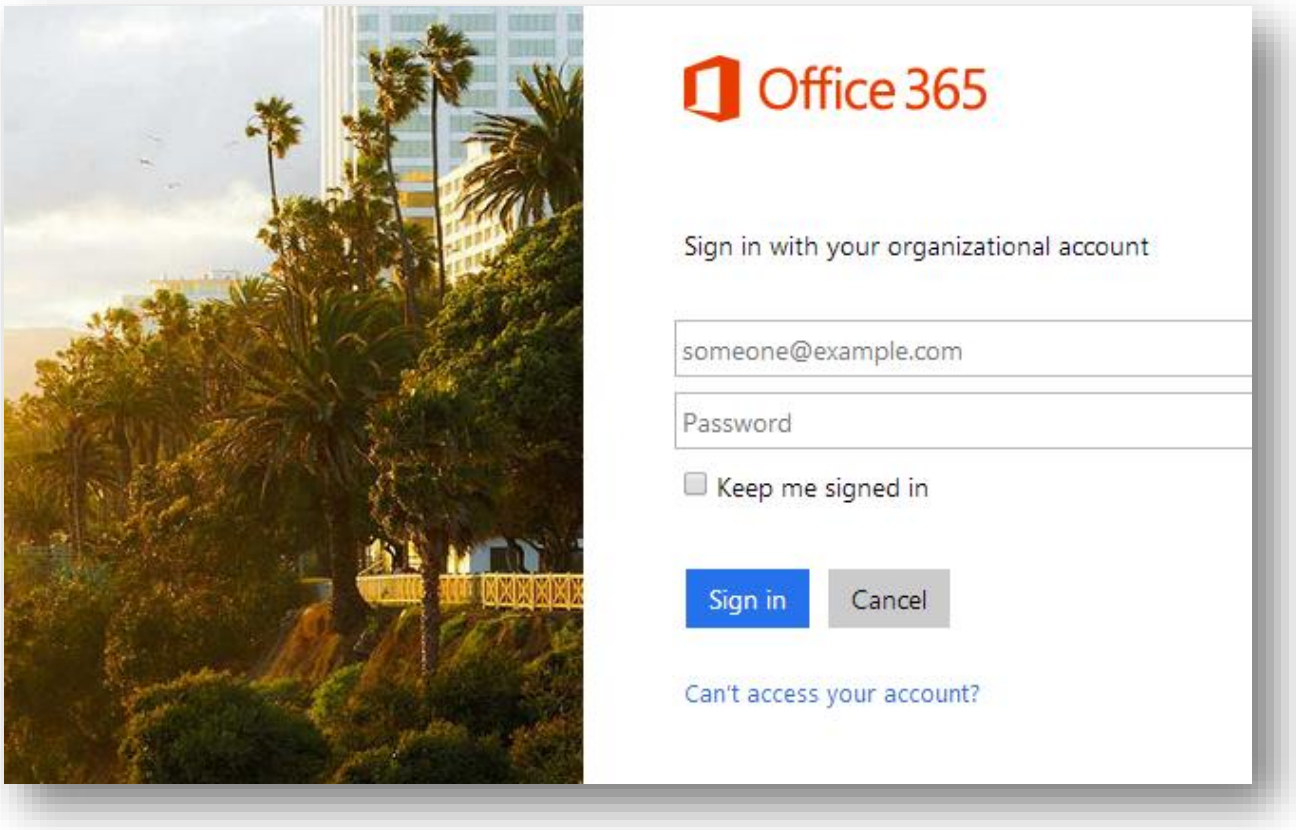
7.6.2 Extracting Information from Results 28

2 Access Office365

2.1 To Access Office 365 use the Following Portal

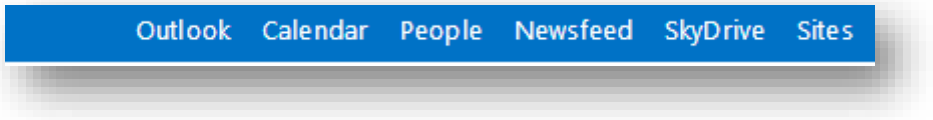
Go to the following site： login.microsoftonline.com

The screen below appears:



Enter your email account (example: student@school.edu.mt) and enter the provided password to you by the school. If this is your first time that you are entering the password you will be asked to change it.

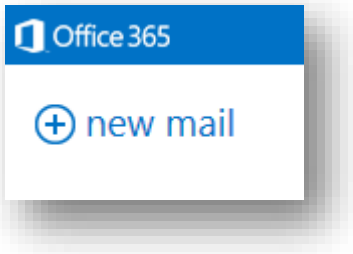
The toolbar below appears. Choose the option you need by clicking on the menu items.



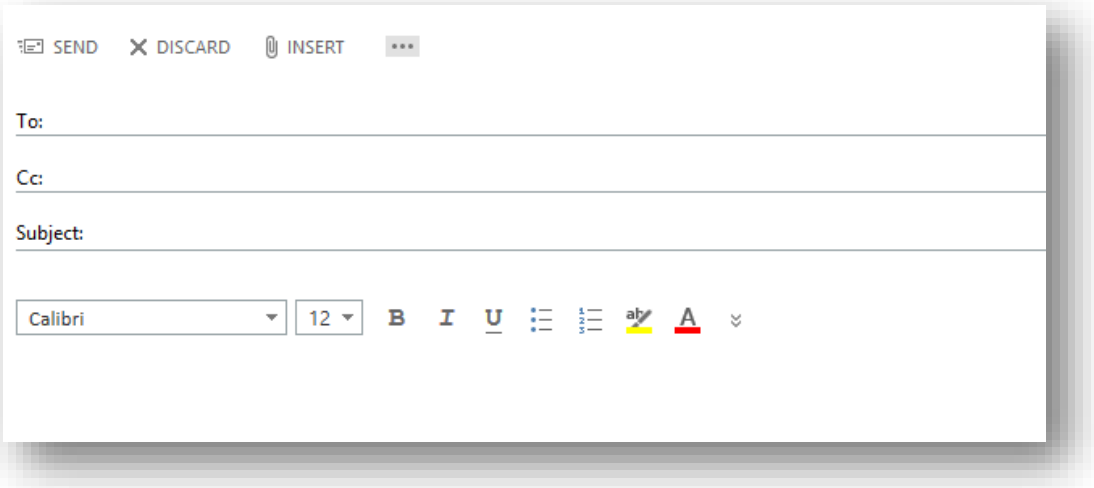
3 Outlook (Email)

3.1 To Create a New Mail Message

1. Click ⊕ new mail above the folder list.



2. A new message form will appear in the reading pane.



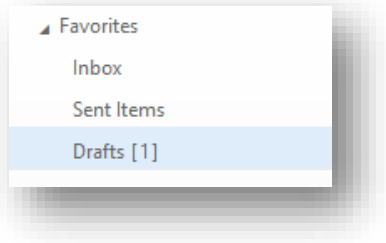
3. To add recipients, you can type the name of anyone who is in your contacts folder or organization's address list, or you can type the email address in the **To:** or **Cc:** field. The first time you enter a particular person's name, Outlook Web App searches for that person's address. In the future, the name will be cached so it will resolve quickly.
4. Add a subject in the **Subject:** field.

5. Type the message you want to send in the space provided.
6. To add an attachment, click **Insert** then **Attachment** at the top of the screen and browse to the file you want to attach. For more information, see *Working with attachments.*
7. To embed a picture in the message so that it appears without the recipient having to open it, click **Insert**, then **Picture**, and browse to the picture you want to add to your message.
8. When you're done and your message is ready to go, click **Send**.

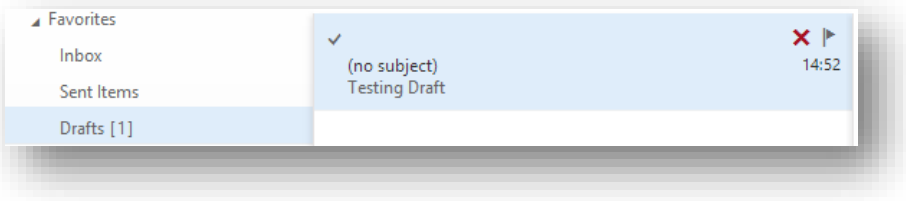
3.2 Working with Drafts

If you can't finish writing a message right away, or want to wait a bit before you send it, you can click away from it and come back to it later to finish it. Outlook Web App automatically saves your message as you create it and adds it to your drafts folder. When you're ready to send your message:

1. Find the Drafts folder in the folder list and click on it.



1. Click on the message you were working on to see it in the reading pane.



2. Click **Continue editing** or, if you've decided you don't want to send the message after all, click **Discard**.
3. If you still want to send the message, finish editing it and click **Send**.

3.3 Open a Message in a Separate Window

By default, you read and create messages in the reading pane, but that isn't always what you need. Sometimes you need to be able to view a message in a separate window.

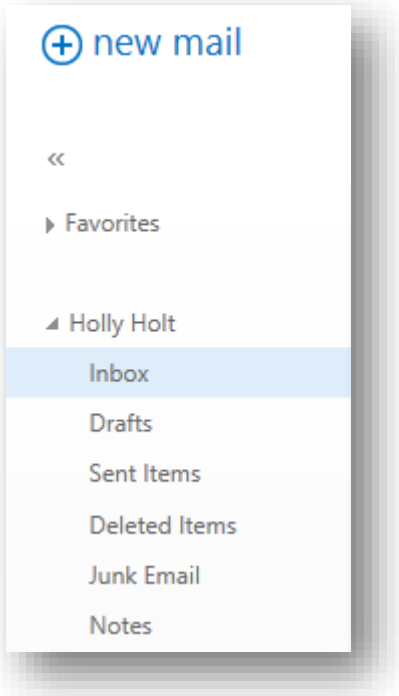
When you're composing a new message or replying to or forwarding a message that you've received, you can pop it out into a new window by clicking the pop out icon in the upper corner of the message.

To open a message that you're reading in a separate window, click the extended menu icon and select open in separate window.

3.4 Mail

3.4.1 Folder list

The folder list will show the default folders that are created for all mailboxes, plus any folder that you create. Depending on the setup in your organization, you may also see Favorites and Archive folders.

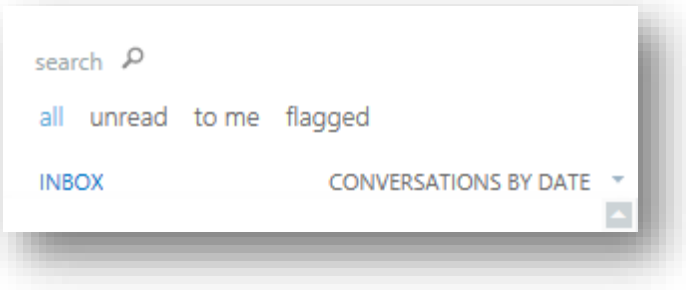


You can close the folder list by clicking the chevron at the top of the list. Click any folder in the list to view its contents.

You can right-click any item in the folder list to see a menu of things you can do that will affect folders—such as create a new folder, delete an existing folder, or empty the Deleted Items folder.

3.5 Search and Built-in Filters

You'll find a search window and built-in filters at the top of the message list.

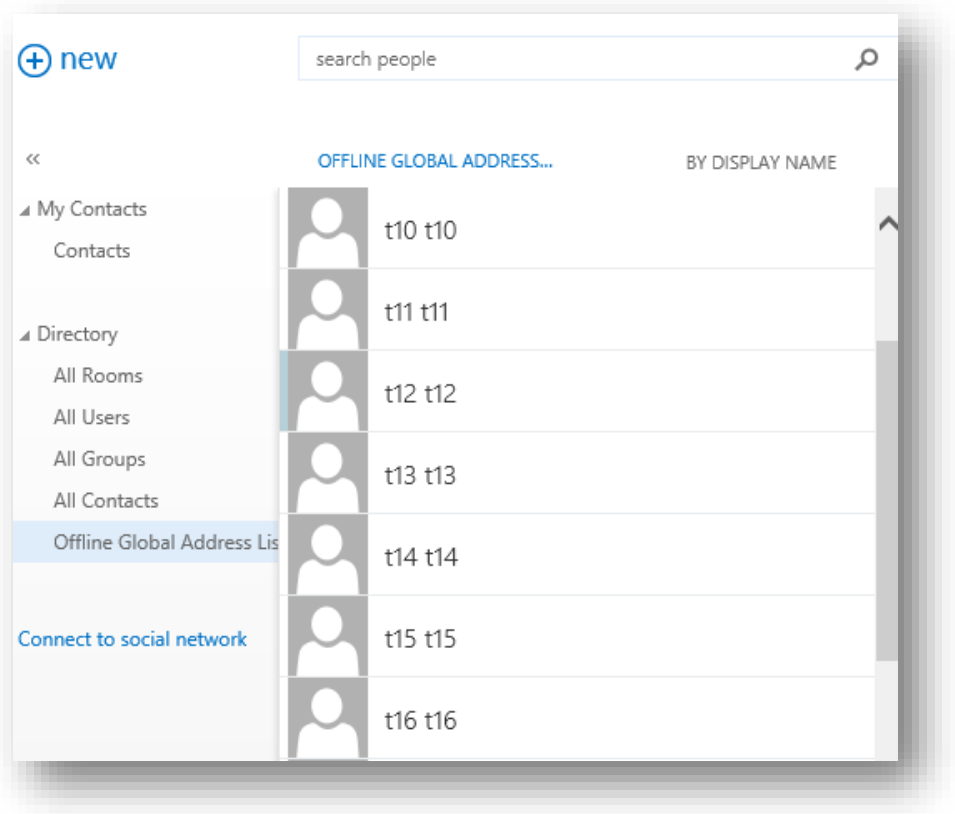


- To search, click Search and start typing what you want to look for. A list of suggestions will appear underneath, and you can click on one of those to search for that item. Or else you can finish entering your own search and then press Enter to start your search. To clear your search, click the icon at the right of the search window.

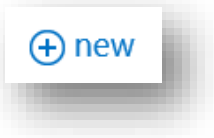
- The built-in filters, *all, unread, to me* and *flagged*, are a way to quickly choose what to display in the message list.
    - "**all**" shows all messages;
    - "**unread**" shows message that haven't been marked as read;
    - "**to me**" shows all messages where your name appears in the To: or Cc: list;
    - "**flagged**" shows all messages that have been flagged.

4 People (Contacts)

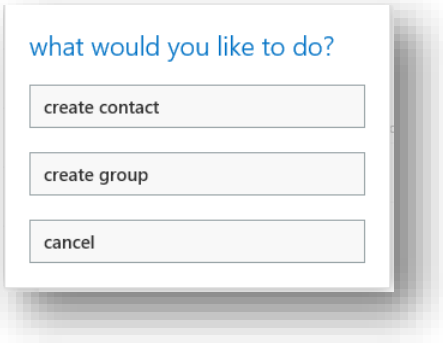
Under the section **people**, you will find the public contacts and public groups (created by the administrator) and you can also create your own contacts or groups.



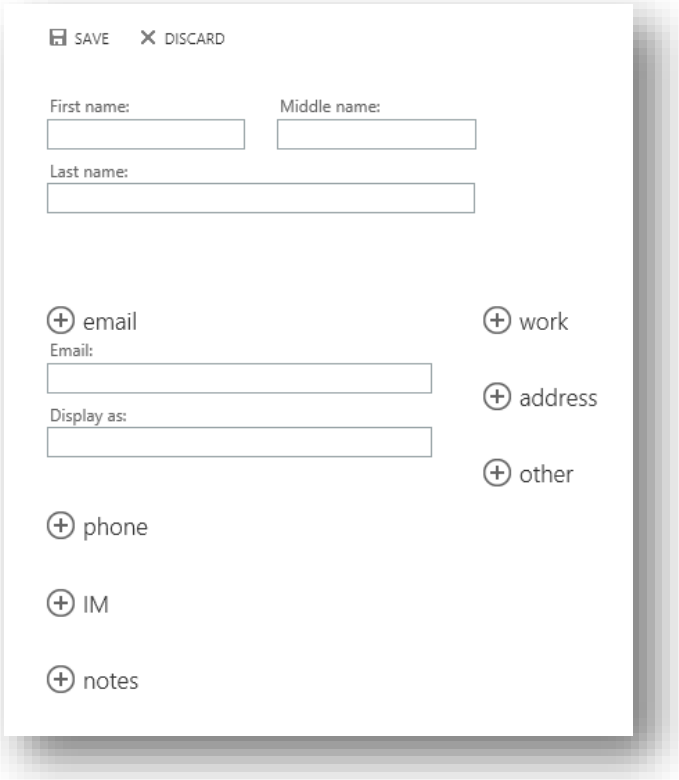
4.1 To Create a New Contact or Group



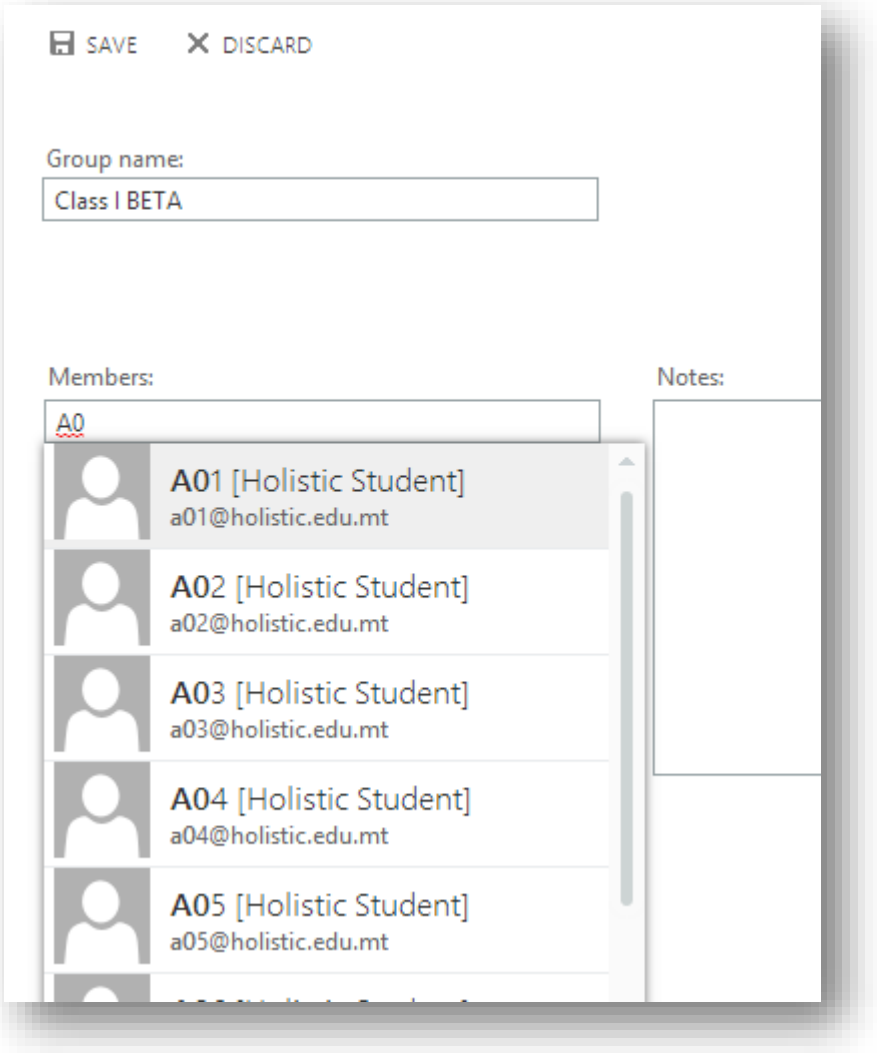
1. Click the icon above to create a new contact or a new group.



2. To create a contact, enter the following details (*not all are required*).



3. To create a Group (*or a Class*), enter the following details. Enter the Group Name, add members from the existing list and press Save.

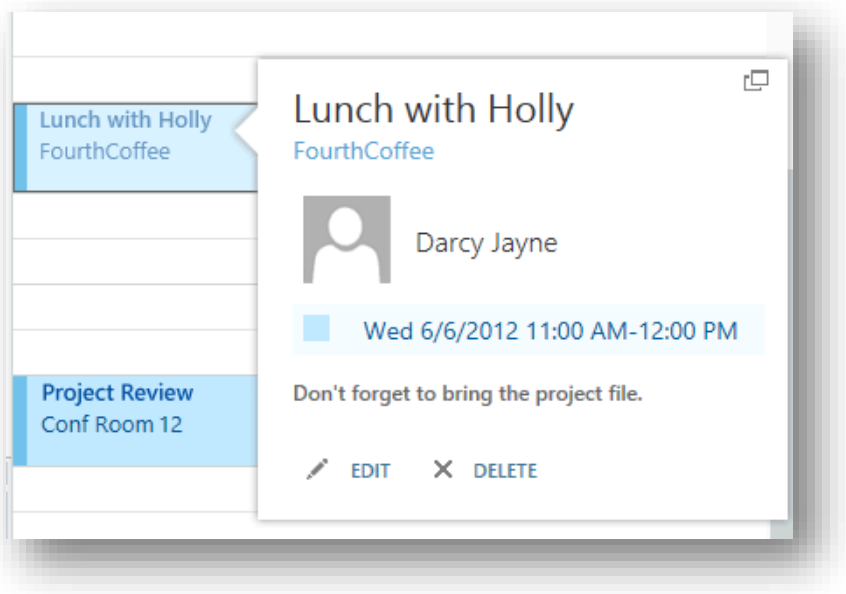


5 Calendar and Appointments

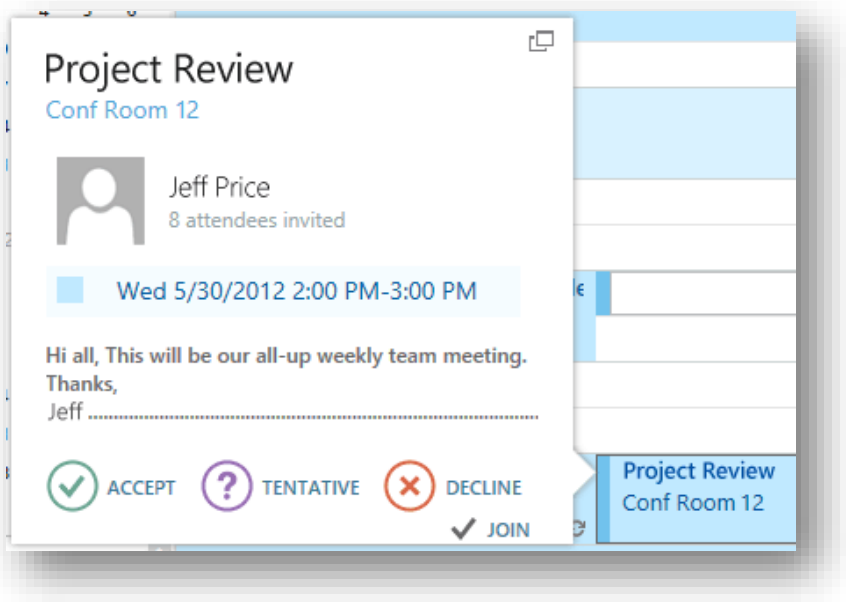
5.1 Quickly View Event Details

You can click any event in your calendar to see a quick view of that event.

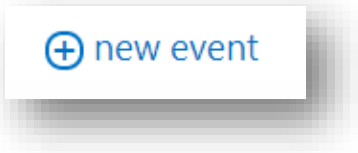
An event that you create will show you as the creator and have a link to edit or delete the event.



A meeting that you've been invited to will show the organizer and include links to respond to the invitation. If the organizer has included an online meeting invitation, you'll see a link to join the meeting.



5.2 Creating Calendar Event



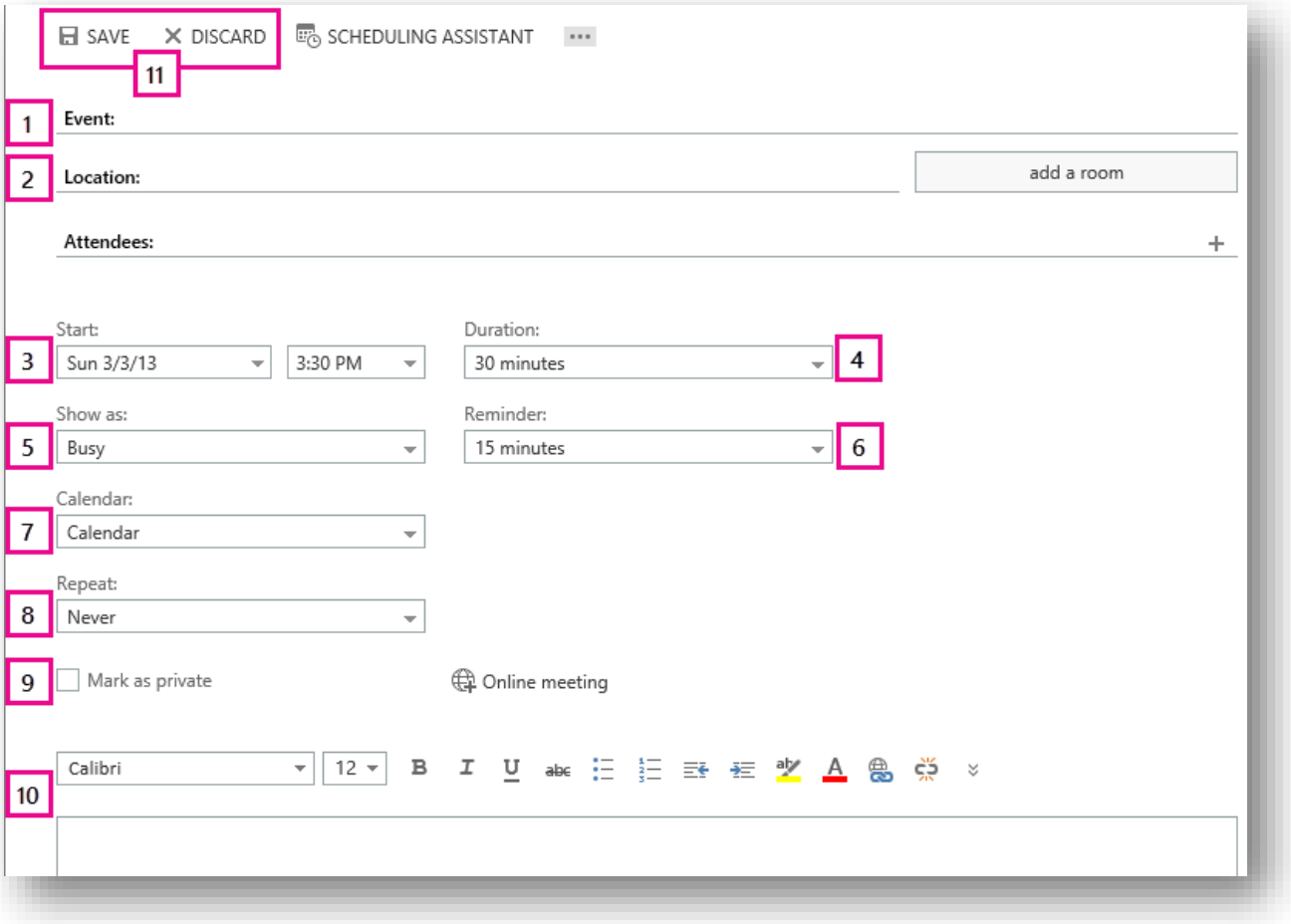
To open a new calendar item in any view, you can click + **New event** or double-click any white space.

In the day, work week, and week view, you can click or drag to select a block of time. Or you can type the subject directly on the calendar.

Double-click the new item to open it and add other details.

5.3 Create an Appointment

Click + **New event** or double-click the calendar to open a new calendar item form.

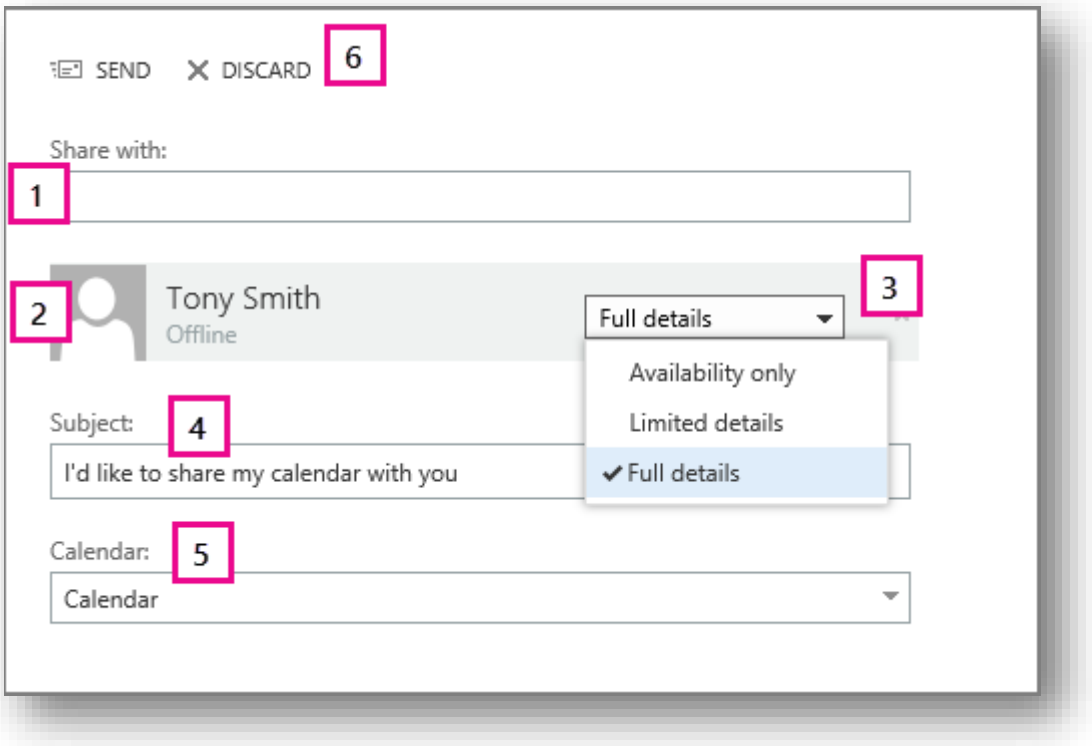


1. Enter a short description of the event.
2. Add a location if you want.
3. Select the starting date and time.
4. Select the duration. Select **All day** for an all-day event. All-day events appear at the top of the calendar.
5. Use **Show as** to choose how you want the time to appear on your calendar.
6. Change or turn off the reminder.
7. If you have more than one calendar, choose which calendar to save it to.
8. Set a repeating pattern if you want this event to repeat.
9. Mark it as **Private** if you don't want anyone you've shared your calendar with to see the details.
10. Use the **Notes** area to add any other information you want.
11. Click **Save** to save your changes or **Discard** to cancel.

5.4 Sharing Your Calendar

With a few clicks, you can share your calendar with other people in your organization.

Start by clicking **Share** at the top of the calendar window.

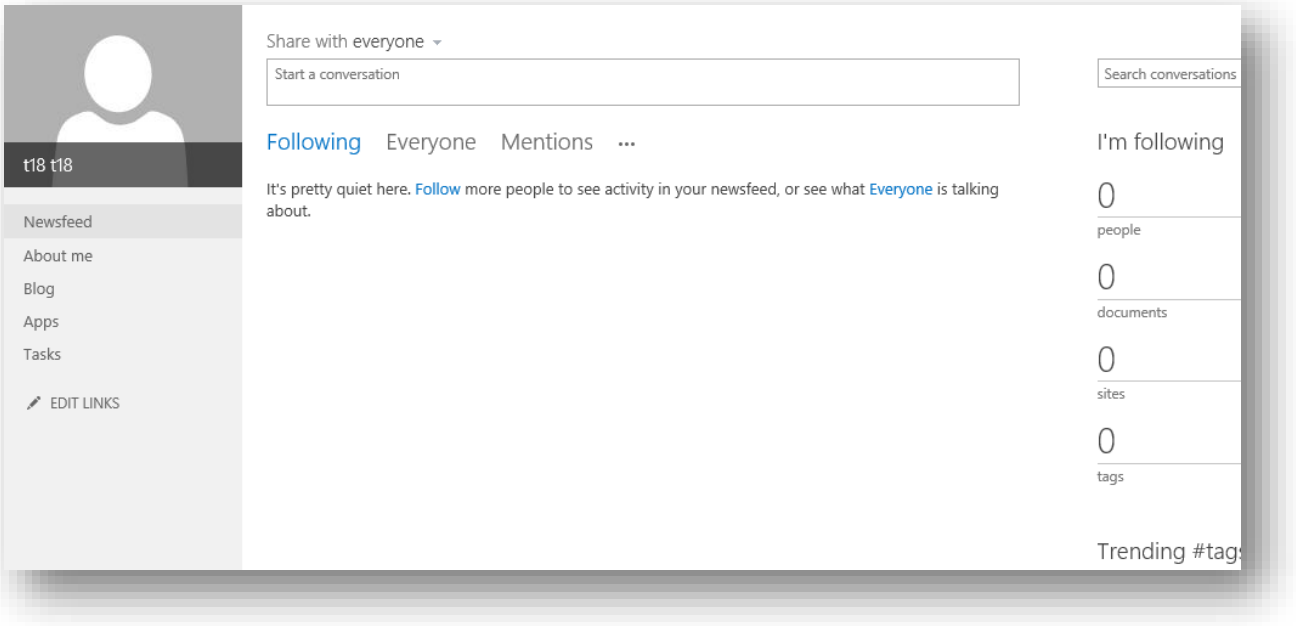


1. Enter the name of the person you want to share your calendar with in the **Share with** box. Outlook Web App will automatically search for them in the address book.
2. After they've been found, they'll be automatically added to the list of people to share with. You can add as many people as you like.
3. Choose how much information you want to share. **Full details** lets that person see all the information about events on your calendar, except events that you've marked as Private. **Limited details** will show the subject and location. **Availability only** shows only that you have an event at a particular time, but no other details. Private events will always show only as busy.
4. You can edit the subject if you like.
5. If you have more than one calendar, choose which you want to share. Most people share their default calendar (called Calendar), but you can share any calendar that's part of your mailbox.

6. After you've added everyone you want to share the calendar with and what level of access you want them to have, click **Send** to send the sharing invitation to the people you've added, or **Discard** to cancel.

6 Newsfeed

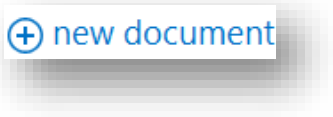
In this section you can monitor the documents and sites you are following. Also any newsfeed posted in the sites you are following will appear here.



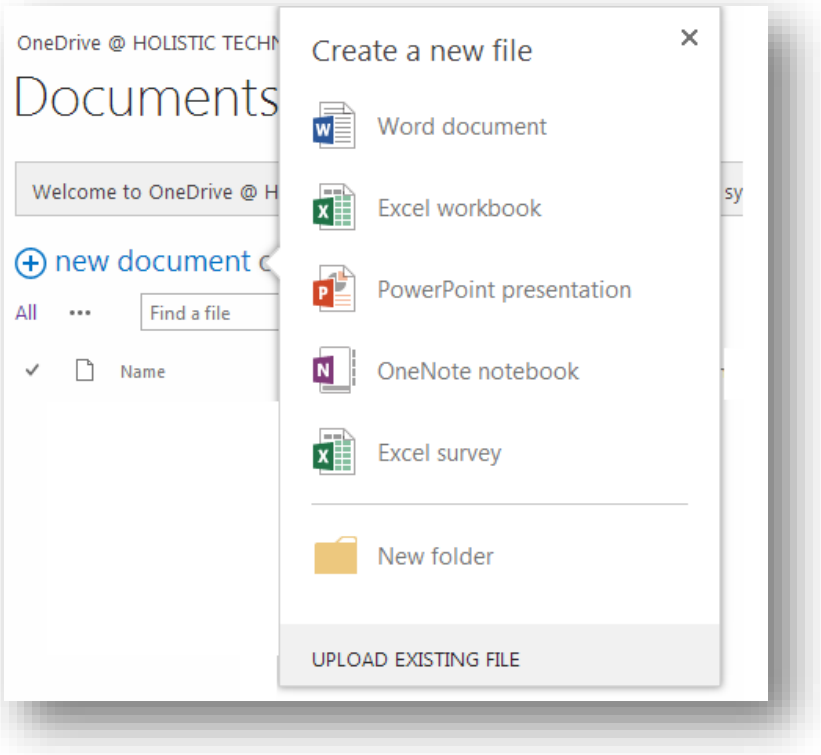
7 OneDrive

7.1 Create a Document

You can create any type of document and store it in OneDrive. Different types of documents are Word Documents, Excel Workbook, Excel Survey and Power Point Presentation.

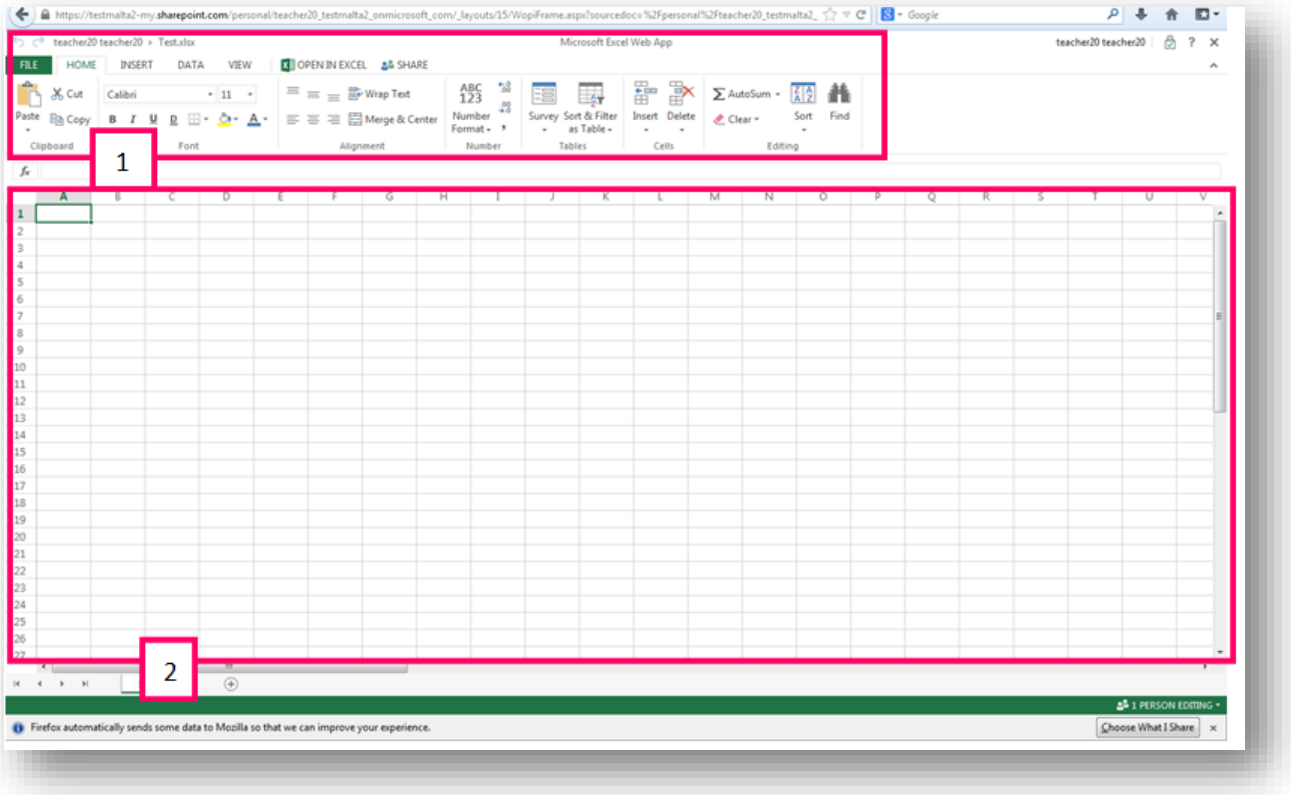


Click the icon above and choose what type of document you want to create.



You can choose from the above options.

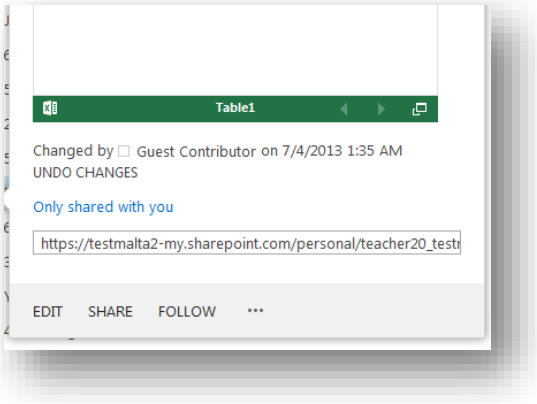
Give a name to your document and click ok.



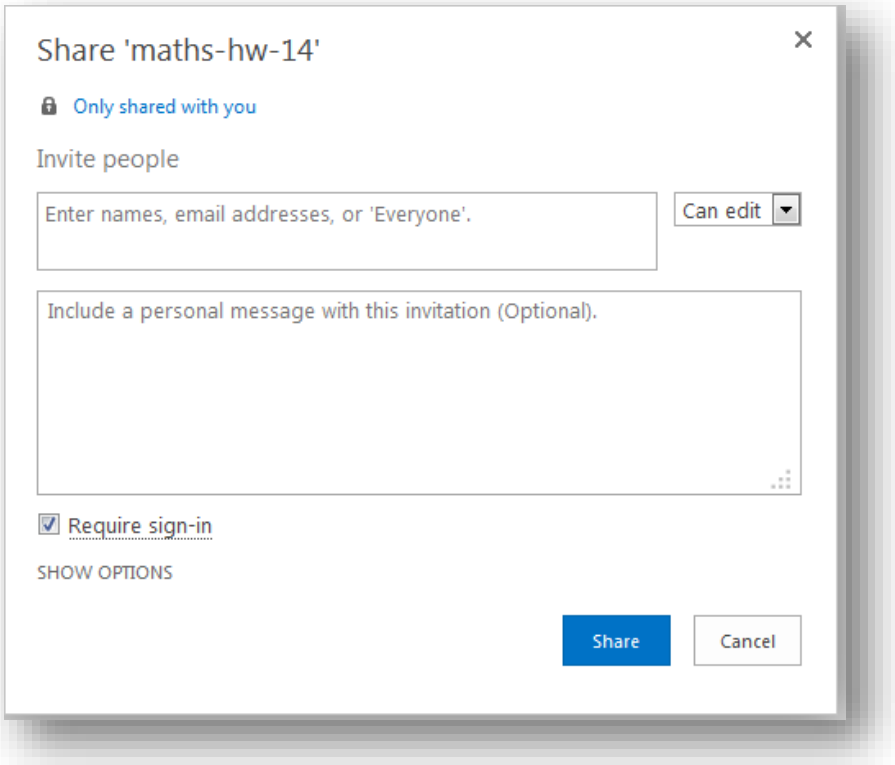
1. In section 1 we can find a lot of the tools that we are used to in the equivalent Office programs.
2. In section 2 we can see the current document, where we can edit the actual workbook. In this example we have created an Excel workbook.

7.2 Share a Document

1. Locate the document that you want to share, in OneDrive.
2. Click on *** next to the document name to open more options.
3. Click on **SHARE**.



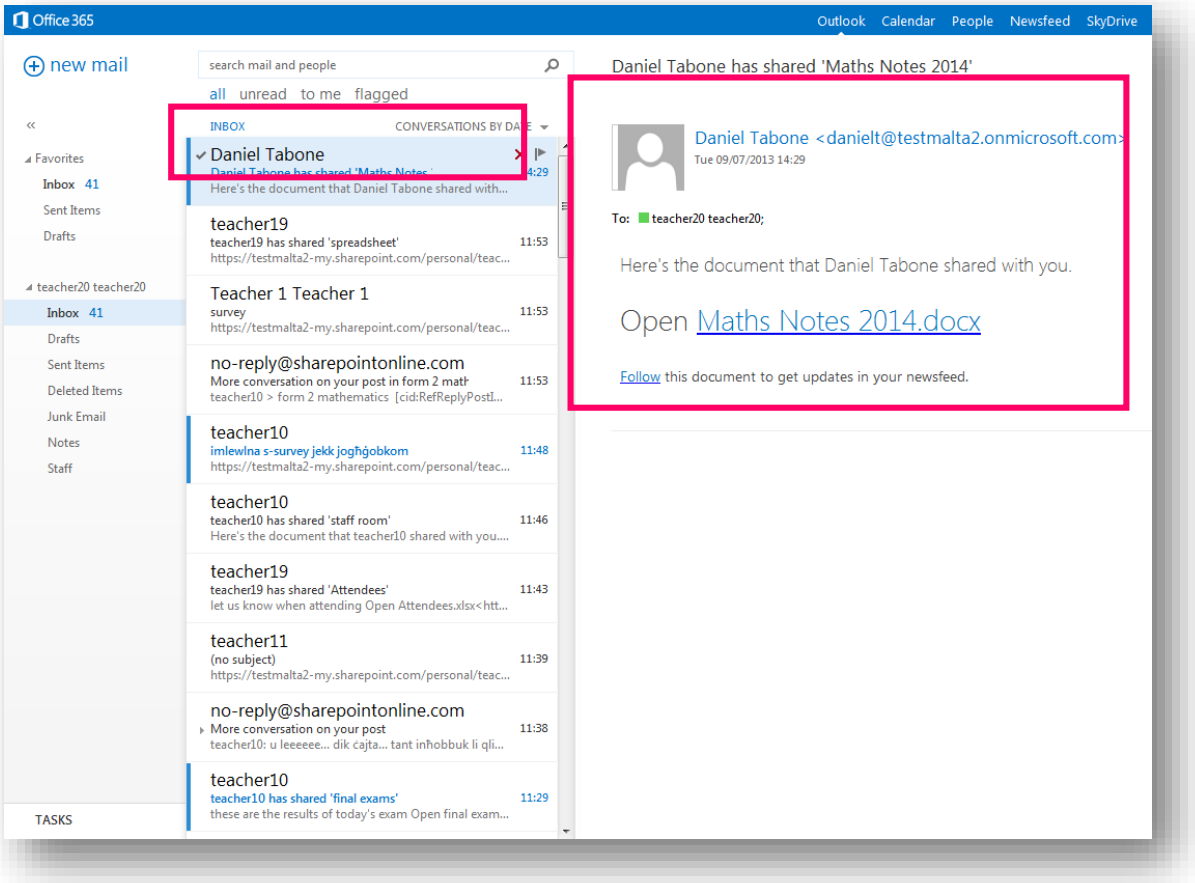
4. Next choose who you want to share it with and if you want to give them the right to edit or not, and then click **Share**.



7.3 Accept a Shared Document

In this scenario, the administrator has shared a document with a teacher.

1. Open Outlook to find an email saying that Daniel Tabone (The administrator) has shared a document with you.

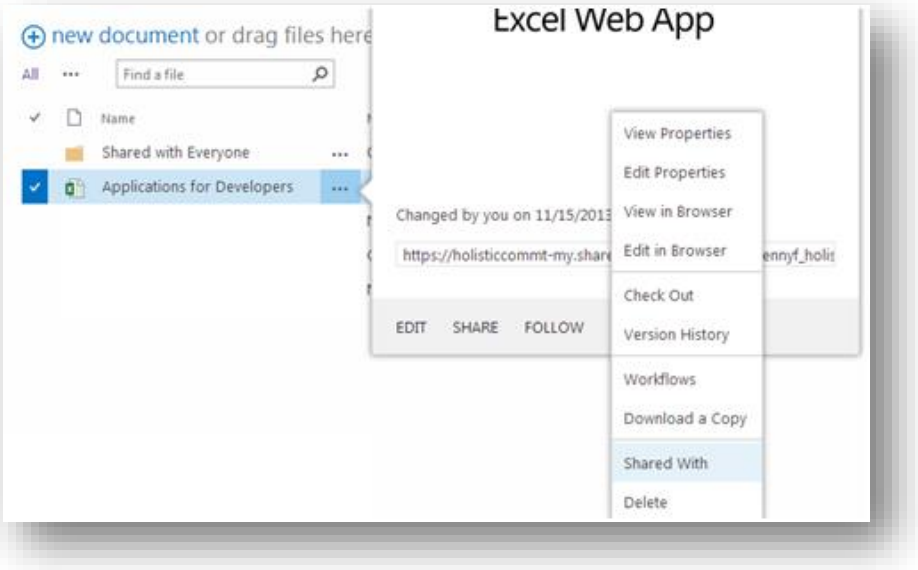


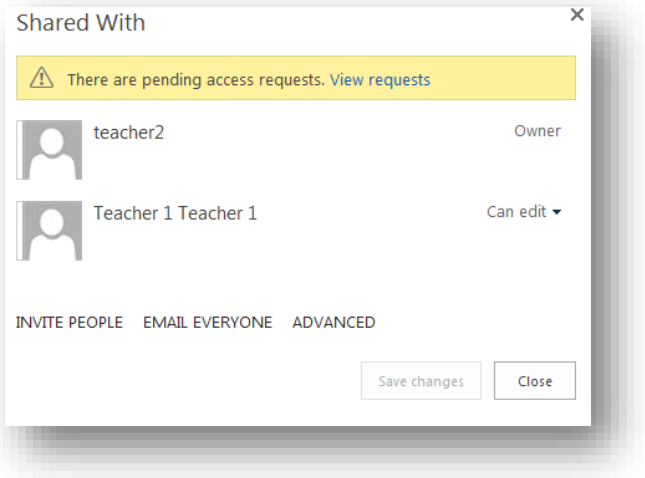
2. Click on **Follow** if you want to add the document to your OneDrive or click on the document's name if you want to open the document but not add it to OneDrive.
3. If you clicked on **Follow** you will be redirected to your OneDrive, where you can see that the shared document is now visible.
4. In this example, the teacher can edit this document because the administrator gave the teacher edit permissions.

7.4 Stop Sharing a Document

If you shared a document with someone and you don't want to give them access to the document anymore:

1. Locate the document on your OneDrive.
2. Click on ••• next to the document name to open more options.
3. Click on ••• next to the document name to open even more options.
4. Click on **Shared with**.

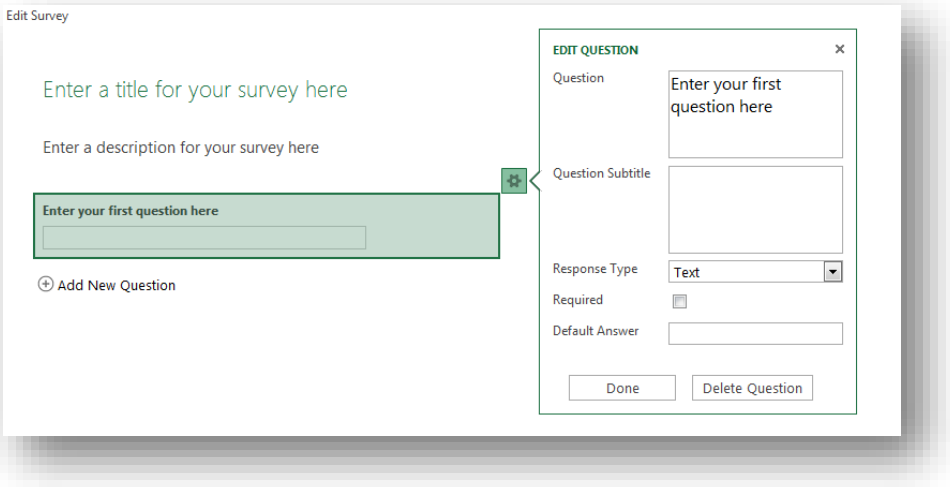




5. Click on the dropdown next to the person you want to stop sharing it with.
6. Click **Stop sharing**.
7. Click **Save changes**.
8. Next time the other person tries to access the document, OneDrive will deny access.

7.5 Create and Share an Excel Survey

1. Click ⊕ new document and choose Excel Survey.
2. Give a name to your survey.
3. To add a question click on “Enter your first question here”. (Make sure that the first question is “Name and Surname” if you don’t want the answers to be anonymous.



4. Enter your questions one after the other. (Make sure that you use appropriate **Response Type** for your questions.)
5. When you are done click **Share Survey** and a link will appear. To give people access to answer the survey, select the link, copy it, and paste it in an email. (The recipients of the email do not have to be Office 365 account holders to be able to answer your survey.)

7.6 Viewing and Quantifying Survey Results

After sending a survey to a group of people, you can use normal Excel functions to view and derive quantifiable results.

7.6.1 Viewing Results

To view the results of a survey, open OneDrive and just click on the name of the survey and it automatically opens in viewing mode.

7.6.2 Extracting Information from Results

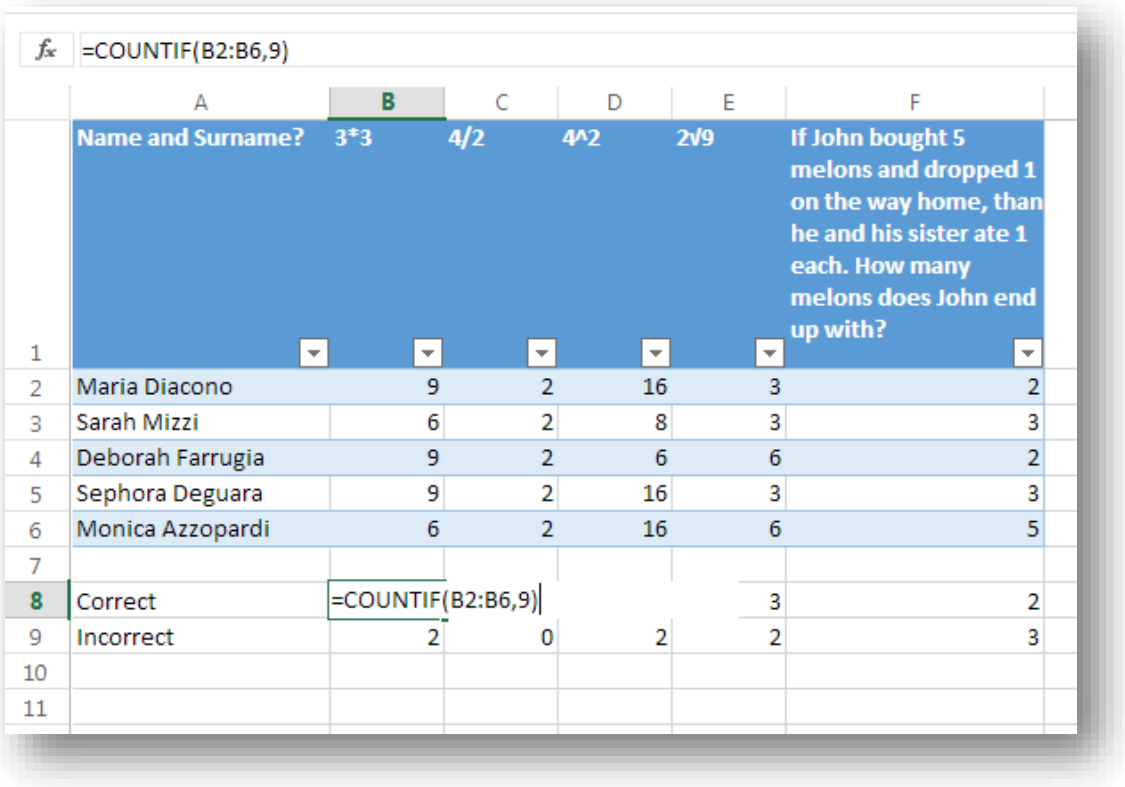
After you have opened the workbook with the complete results you can run any Excel formula on the data. To edit the workbook:

1. Click on edit Workbook
2. Click on edit in Excel Web App

Examples of formulas you can use:

=COUNTIF(B2:B6,9)

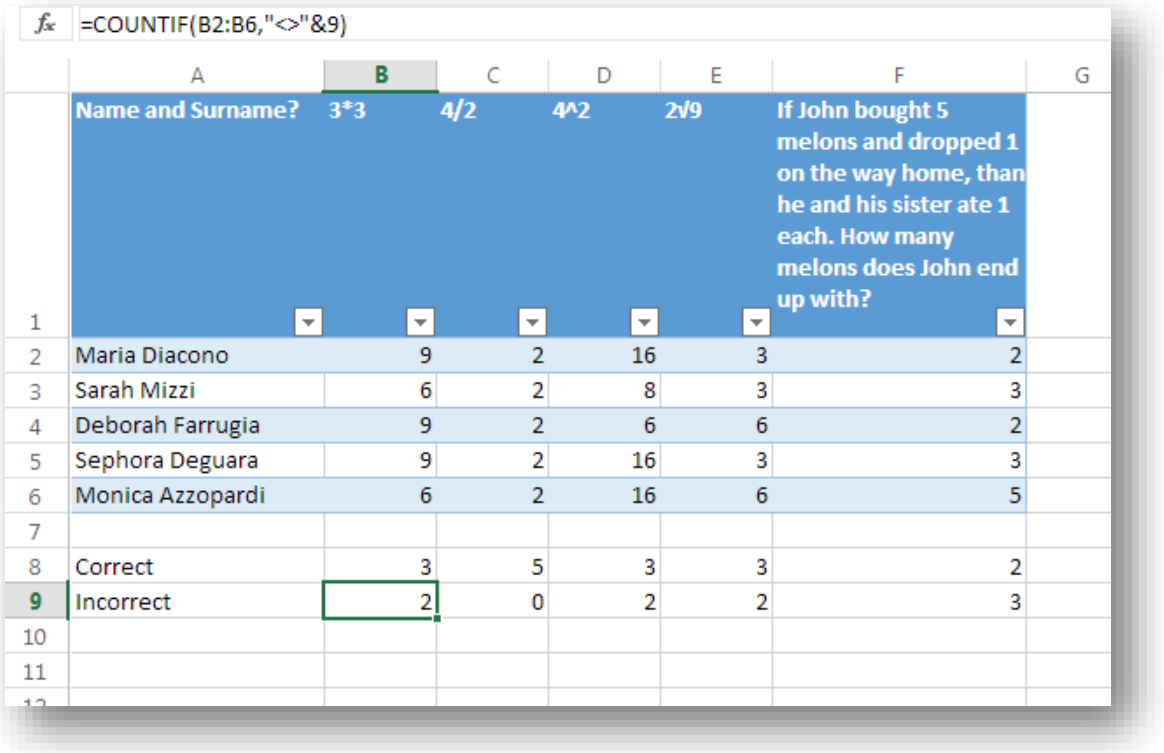
The formula above counts the amount of cells in cell range from B2 to B6 that contain a 9. (9 being the correct answer).



	A	B	C	D	E	F
1	Name and Surname?	3*3	4/2	4^2	2√9	If John bought 5 melons and dropped 1 on the way home, than he and his sister ate 1 each. How many melons does John end up with?
2	Maria Diacono	9	2	16	3	2
3	Sarah Mizzi	6	2	8	3	3
4	Deborah Farrugia	9	2	6	6	2
5	Sephora Deguara	9	2	16	3	3
6	Monica Azzopardi	6	2	16	6	5
7						
8	Correct	=COUNTIF(B2:B6,9)			3	2
9	Incorrect	2	0	2	2	3
10						
11						

=COUNTIF(B2:B6,”<>”&9)

The formula above counts the amount of cells in cell range from B2 to B6 that do not contain a 9. (9 being the correct answer).



	A	B	C	D	E	F	G
1	Name and Surname?	3*3	4/2	4^2	2√9	If John bought 5 melons and dropped 1 on the way home, than he and his sister ate 1 each. How many melons does John end up with?	
2	Maria Diacono	9	2	16	3	2	
3	Sarah Mizzi	6	2	8	3	3	
4	Deborah Farrugia	9	2	6	6	2	
5	Sephora Deguara	9	2	16	3	3	
6	Monica Azzopardi	6	2	16	6	5	
7							
8	Correct	3	5	3	3	2	
9	Incorrect	2	0	2	2	3	
10							
11							