Office 365 Settings

This document will detail all of the Office 365 settings and their functionality.

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Once logged into Office 365, click the Settings cog and then click Mail.
General

My account
For any personal changes, information should be updated in MyUCF. The data will synchronize to Office 365 and the Address Book within 24-48 hours.
Change theme

Change the background for your account.

Keyboard shortcuts

Set keyboard shortcuts based on specific environments.
Manage add-ins
Explore the option to manage add-ins from the Office Store, a URL, or from a file or turn them off.

Mobile devices
View which mobile devices are currently connected to your account.
Offline settings
Adjust the offline access to allow you to use email when not connected to a network.

Light version
Switch to the light version of Outlook which will simplify the user experience.
Region and time zone
Adjust the region and time zone settings to reflect your location.

Text messaging
Set up text message notifications for email, calendar or voice mail.

NOTE: Feature depends on provider. Sprint may not send passcode.
Mail

Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

- **Automatic processing** — Control how incoming and outgoing email is handled.
- **Accounts** — Choose how email will flow in and out of your accounts.
- **Layout** — Customize the look of your inbox and email messages.

Automatic processing

Automatic replies

Set up Out of Office messages by selecting **Send automatic replies** and applying a time period.
Clutter
Turn on or turn off the Clutter feature.

Inbox and sweep rules
Manage rules for cleaning your inbox.
Junk email reporting
Set rules on reporting junk email to Microsoft.

Mark as read
Customize how items are marked after they have been opened.
Message options
Set how your inbox handles a message.

Read receipts
Set how to respond to read receipts.

Reply settings
Set your default response to Reply or Reply all.
Retention policies
Set retention and archive policies for your mailbox.

Accounts
Block or allow
Manage accounts that you have blocked or want to allow mail flow from.
Connected accounts
Connect and manage multiple accounts.

Forwarding
Ensure Stop forwarding is selected. UCF does not allow forwarding to another address.
POP and IMAP

Information for setting up your mailbox client with POP or IMAP.

**POP and IMAP settings**

Use the information on this page if you need to use POP or IMAP to connect your mailbox.

**POP setting**

- Server name: outlook.office365.com
- Port: 995
- Encryption method: SSL

**IMAP setting**

- Server name: outlook.office365.com
- Port: 993
- Encryption method: SSL

**SMTP setting**

- Server name: smtp.office365.com
- Port: 587
- Encryption method: TLS

**POP options**

- Send event invitations in iCalendar format
- Don't send receipts for messages that have been read

**IMAP options**

- Send event invitations in iCalendar format
- Don't send receipts for messages that have been read
Attachment options
Attachment preferences
Set how files will be chosen and attached when sending an attachment.

Storage accounts
Enable attaching files from OneDrive.
Layout
Conversations
Select how you wish messages to be shown in your inbox.

Email signature
Create a signature for your account.
Message format
Set how you can compose email messages.

Message list
Manage how you want your messages displayed in your inbox.
**Reading pane**
Set how you want your inbox to appear.

**Link preview**
Decide whether or not you want links previewed within a message.
Calendar

Automatic processing
Set how you want invitations and notifications regarding the calendar are processed.

Birthday calendar
Allow for your contacts’ birthdays to be shown on your calendar.
Calendar appearance
Build how you wish your calendar to appear.

Choose how your calendar should look.

Show work week as:
- [ ] Sun
- [ ] Mon
- [ ] Tue
- [ ] Wed
- [ ] Thu
- [ ] Fri
- [ ] Sat

Set your working hours:
Start time: 8:00 AM
End time: 5:00 PM

Note: Current time zone is (UTC-05:00) Eastern Time (US & Canada)

- [ ] Show week numbers in Month view
- [ ] Show week numbers in Month view

Start the first week of the year on the: First day of the year

Show the first day of the week as:
- [ ] Sunday

Show hours in:
- [ ] 15-minute increments
- [ ] 30-minute increments

Show calendar in:
- [ ] Bright colors
- [ ] Light colors
Notifications
Set calendar notifications that will be sent to your phone. See the text messaging option under General to set up.

Publish calendar
Publish a calendar for others to see.
Reminders
Set your reminders.

Weather
Customize the weather feature paired with your calendar.
People

Connect to social networks
Connect your email contacts to LinkedIn.

Import contacts
Import your contacts from other places.