

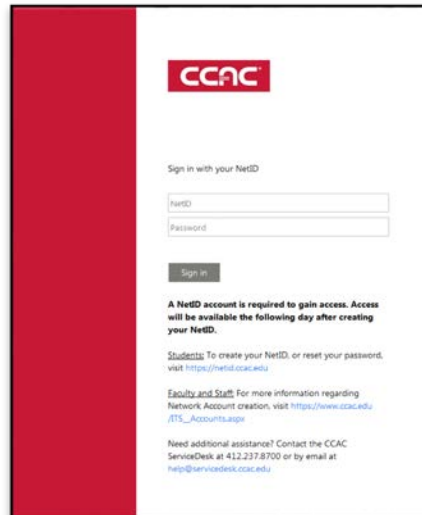
## Office 365

This document will assist with the steps on how to accessing CCAC Office 365 account.

## Access Office 365

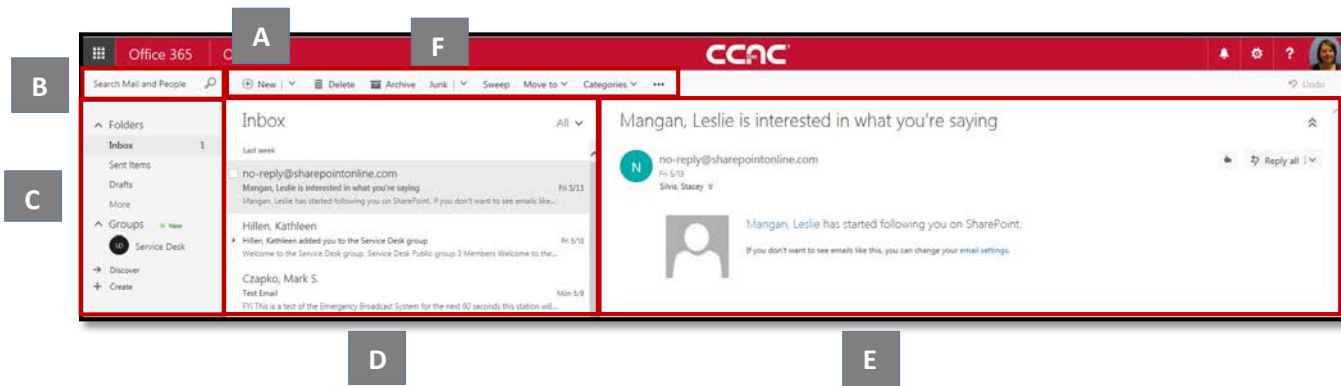
Log into [my.ccac.edu](http://my.ccac.edu) and click the "Click Here to Log In" button under My Email web part, or from the Community College homepage ([ccac.edu](http://ccac.edu)) under Useful Links for Students on the right hand corner of the page click on **Academic email**.

- Enter your CCAC network username: ccac\yourusername and then your CCAC network password.
- Click sign in.




The screenshot shows the CCAC NetID login interface. It features the CCAC logo at the top, followed by the text "Sign in with your NetID". Below this are two input fields: "NetID" and "Password". A "Sign in" button is positioned below the password field. A message states: "A NetID account is required to gain access. Access will be available the following day after creating your NetID." There are two sections of links: "Students: To create your NetID, or reset your password, visit <https://netid.ccac.edu>" and "Faculty and Staff: For more information regarding Network Account creation, visit [https://www.ccac.edu/ITS\\_Accounts.aspx](https://www.ccac.edu/ITS_Accounts.aspx)". At the bottom, it says: "Need additional assistance? Contact the CCAC ServiceDesk at 412.237.8700 or by email at [help@servicedesk.ccac.edu](mailto:help@servicedesk.ccac.edu)".

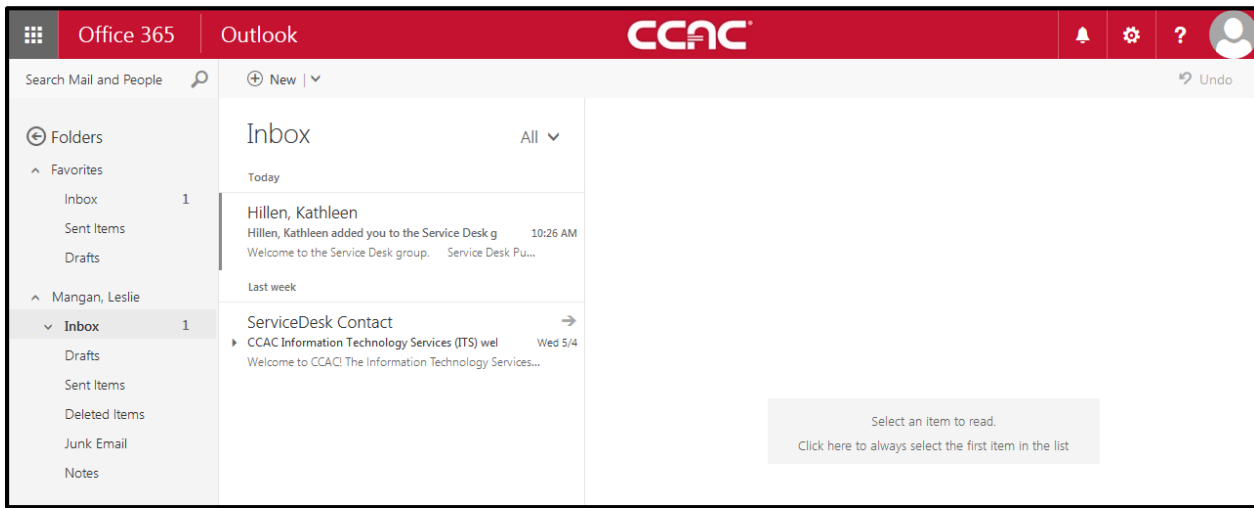
# Office 365 Mail




- A. **New Email Function** | Click on the **New** icon to compose a new email or click on the drop down arrow to compose a new email message or new calendar event.
- B. **Search Window** | Conduct a keyword(s) search to locate a contact or email.
- C. **Folders pane** | Displays a list of folders in your inbox. Collapse or expand the folder selection by clicking on the triangle next to the heading. To create a new folder, right click on an existing folder and click **Create new subfolder**.
- D. **Inbox** | Displays all of the email messages in a conversation view. Will show all read and unread messages, attachments, flags, or category associated with each message. Select the arrow next to the **All icon** to sort your messages.
- E. **Reading Pane** | Displays messages or conversations selected in the folders pane or in the inbox. You can respond to any message in the reading pane by selecting it and then selecting **Reply**. You can also print an email by selecting the **Reply** menu and selecting **Print**.
- F. **Command Bar** | The command bar contains a list of common functions to perform such as replying, deleting, sweeping, archiving, moving, and categorizing emails. The command bar is available across the Mail, Calendar, People, and Task features.

## New Features and Look

- At the top of the page, choose **Outlook** (or **Mail**). Or, choose the **app launcher**  **Mail**.



- At the top of the page, select Settings  **Options**, and then select one of the following:
  - Settings > Mail OR
  - Mail > Automatic processing
  - Mail > Layout

# Other Features

## Automatic Processing

- **Automatic replies** | Create automatic reply (Out of Office) messages here.
- **Clutter** | As time passes will learn how to remove unwanted email to your Clutter folder.
- **Inbox and sweeping rules** | Change how email will be handled, moving sender to created folders.
- **Junk email reporting** | Reporting junk email to Microsoft helps improve the accuracy of the junk email filters.
- **Mark as read** | Use this option to control how and when items are marked as read.
- **Message Options** | Use **Message Options** to control what happens when you move or delete an item, to play a sound when a new item arrives, and to automatically empty your **Deleted Items** folder when you sign out.
- **Read receipts** | Use **Read Receipts** to control what happens when you receive a message where the sender has requested to be notified when you've read it.
- **Reply settings** | You can change the default reply setting that is displayed upon opening your message

## Accounts


- **Block or Allow** | Create a list of email address that you would like to block or allow.
- **Connected account** | Connect your other accounts to import your email and manage it all in one place.
- **Forwarding** | Send your email to another email address.

## Attachment options

- **Attachment preference** | Change settings on how attachments are made with your email.
- **Storage accounts** | Connect to your OneDrive account to attach to your email.

## Layout

- **Conversations** | Use the **Conversations** settings to control how messages are displayed in Conversation view.
- **Email signature** | Change your signature to be included or not included in all email.
- **Message format** | Option of showing Bcc (Blind carbon copy), From and format.
- **Message list** | Setting for how your messages are displayed.
- **Reading pane** | Choose what happens when reading, deleting, moving writing or signing into mail.
- **Link preview** | When you open a message that contains a hyperlink or add a link to a message, Outlook inserts a preview of the website.

**Tip:** You can also find these settings by going to **Settings**  **Display options**.