Outlook Guide – useful settings

Karel Nevšímal
PSíK

Connecting to M365 mailbox
Outlook screen
Menu bars description on the top banner for e-mails
Menu bars description on the top banner for calendar
File – Options
Recommended Outlook settings
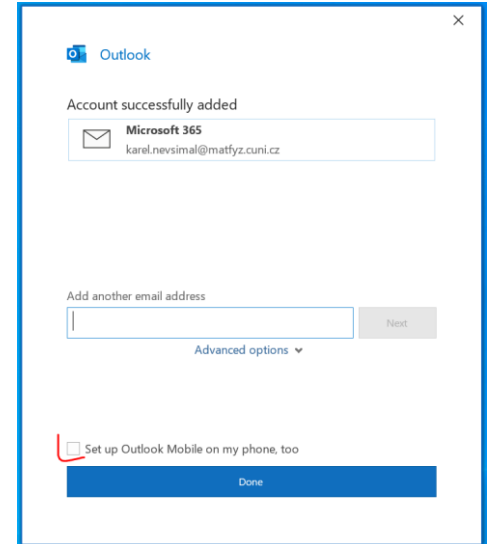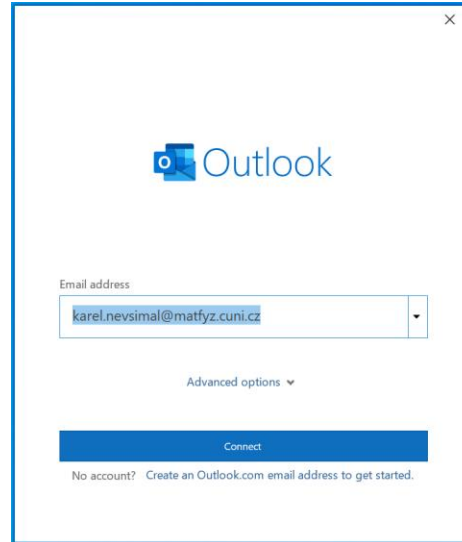Signature setting

Outlook Web Access

Outlook on a mobile device

Connecting to an M365 mailbox

It is recommended to start some M365 application first (e.g. Word) and activate the product by logging to your university account (xy@cuni.cz) . You will be redirected to CAS.
When M365 is registered, start Outlook and the connecting will be easy as shown on pictures here.

Favorites

Your mailbox

Shared mailbox

Calendar

Comming events

Tasks

Switching between Mail / Calendar / People etc.

Connection and sync. status

File   Home   Send / Receive   Folder   View   Help

New Email | New Items | Delete | Archive | Reply | Reply All | Forward | Meeting | More | Share to Teams | Move | Rules | Send to OneNote | Assign Policy | Unread/ Read | Categorize | Follow Up | Read Aloud | Get Add-ins

Ignore | Clean Up | Junk | Move to: ? | Team Email | Reply & Delete | To Manager | Done | Create New

Search People | Address Book | Filter Email

New | Delete | Respond | Teams | Quick Steps | Move | Tags | Find | Speech | Add-ins

All   Unread

By Date

! | From | Subject | Received | Size | Categories | Mention

Favorites
Doručená pošta   4
Odeslaná pošta
Helpdesk
Chodící tým
Petr Jedelský
Nevyžádaná pošta

karel.nevsimal@matfyz.cuni.cz
Informační kanály RSS
Doručená pošta   4
Koncepty   [3]
Odeslaná pošta
Odstraněná pošta   246
ARCHIV
Archive
Ostatní
Avast   20
Domácí
Historie konverzací
Nevyžádaná pošta
Odběry RSS
Odchozí pošta
Search Folders

.MFF-PSIK: Správa počítačov...
Doručená pošta
Koncepty
Odeslaná pošta   79
Odstraněná pošta
amoeba   30
Archiv
cis-adm   3
cis-adm   17
Historie konverzací
Nevyžádaná pošta
Odchozí pošta
prednasky   12
Uvítací email
Search Folders

Today
Martin Trčka | RE: FW: [e... ...365 | Thu 10/27/2022 2:14 PM | 63 KB
Petr Jedelský | RE: U... | Thu 10/27/2022 8:38 AM | 46 KB
info@skilldriver.cz | Če... | Thu 10/27/2022 8:05 AM | 90 KB

Yesterday
Petr Hnetynka | Re... | Wed 10/26/2022 11:40 PM | 65 KB
Petr Kolman | Re... | Wed 10/26/2022 4:04 PM | 54 KB
Microsoft Power Automate | Ví... | Wed 10/26/2022 3:48 PM | 197 KB
Petr Vlasek | Re... | Wed 10/26/2022 2:30 PM | 113 KB

Tuesday
Jan Rybníkář | RE... | Tue 10/25/2022 4:13 PM | 110 KB
Michael Grafnetter | RE... | Tue 10/25/2022 4:03 PM | 541 KB

Last Week
Pavel Zakouřil | Ko... | Fri 10/21/2022 4:10 PM | 48 KB
Petr Jedelský | Al... | Thu 10/20/2022 8:52 PM | 48 KB

Two Weeks Ago
Pavel Zakouřil | Re... | Thu 10/13/2022 9:30 AM | 49 KB

Three Weeks Ago
Pavel Zakouřil | Re... | Thu 10/6/2022 6:10 PM | 103 KB

Last Month
Conrad Heinrich | Fo... ...2022 | Mon 9/19/2022 2:18 PM | 151 KB
Milada Menšíková | RE... | Fri 9/16/2022 2:11 PM | 56 KB

Older
Blanka Svobodová | RE: Da... | Fri 8/26/2022 8:12 AM | 63 KB
Tomáš Jančák | RE: Nastavení... | Thu 6/30/2022 10:37 AM | 46 KB

October 2022
MO TU WE TH FR SA SU
39 26 27 28 29 30 1 2
40   3 4 5 6 7 8 9
41 10 11 12 13 14 15 16
42 17 18 19 20 21 22 23
43 24 25 26 27 28 29 30
44 31 1 2 3 4 5 6

Today
You have nothing else scheduled today.

Tuesday
9:00 AM   Ka...
2:00 PM   Pr...

Arrange by: Flag: Due Date   Today
Type a new task
No Date
De...
Sm...
Today
Pro...
Ži...

Items: 17   Unread: 4

Online with: Microsoft Exchange

3
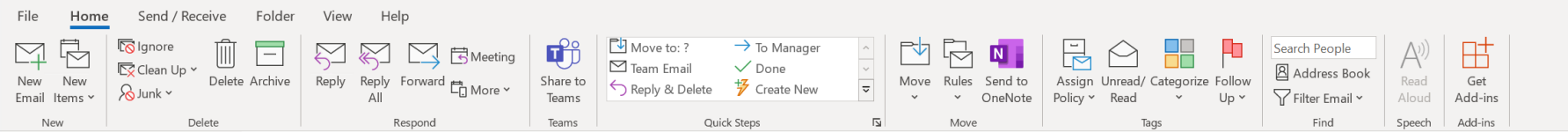
Home

New – quick opening of new e-mail / other new items (calendar, tasks, etc.)

Delete

- Archive = moving email to folder Archive
- Junk – you can manage the rules for e-mails if they should fall to Junk folder

Respond – see contextual help

- Meeting – make a meeting from a mail message

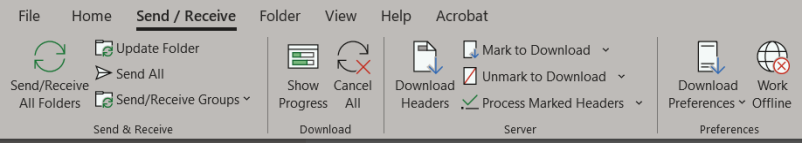Quick Steps – use carefully. AI offers often used tasks.

Move

- Move – you can do the same with a mouse transferring the mail to other folder
- Rules – here you can automatize the transfer of new e-mails based on rules

Tags

- Assign policy – set of policies for information retention – do not use
- Categorize – you can tag e-mail by color and category description
- Follow Up – useful function how not to forget a deadline mentioned in e-mail (can be set for you or addressees)

Find – people or filter messages based on criteria

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Send/Receive All Folders | Update Folder | Send All | Send/Receive Groups | Show Progress | Cancel All | Download Headers | Mark to Download | Unmark to Download | Process Marked Headers | Download Preferences | Work Offline

Send & Receive   Download   Server   Preferences

Send / Receive

This becomes reasonable when you work offline. If working online, sending / receiving is automatic. Use contextual help.

If working offline (e.g. slow connectivity issues), you should control sending and receiving yourself.

„Work offline" icon is marked by a rectangle when offline mode is on.

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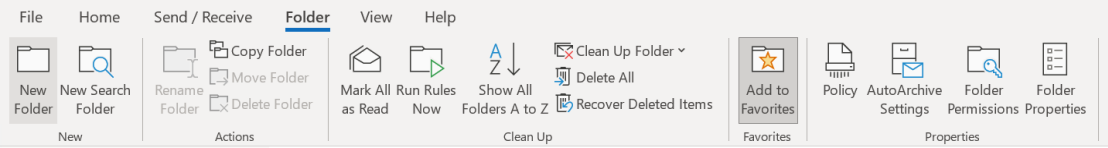
Folder

New

- New Folder – creates new folder
- New Search Folder – you can find messages by a pre-set filter (e.g. from your manager) in this folder

Actions – see contextual help

Clean Up – see contextual help, use carefully

Favorites – Add to Favorites – adds selected folder to Favorites section

Properties – Folder properties shows all in one window – do not use
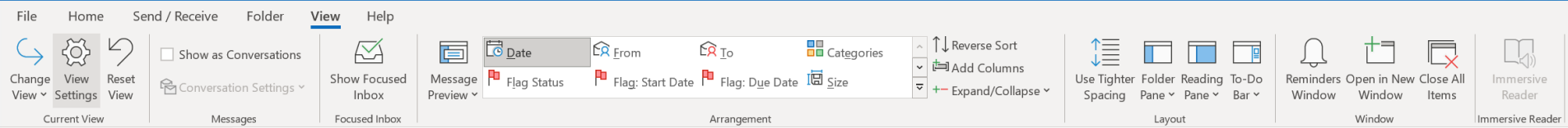
View

Current view

You can create your own view (add a field in the message view, etc.) and name it. You can then apply this to one folder or to all folders. This setting is saved on the server, it will also be transferred to your laptop.

Messages

- View as a conversation – emails stored in the Inbox and sent mails, linked to the Subject, will be combined into a conversations as you know it from other programs (WhatsApp, Messenger, etc.).

Focused Inbox – switched off by organization. If switched on AI manages what message are important for you and hides the others. You really do not want this.

Arrangement – see contextual help. Most can be done with the mouse on the field bar (From, To,…)

Layout – here you choose how the Outlook screen should look (what is on it or not).

Window – see contextual help.
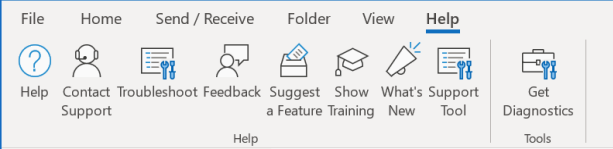
Help

Interesting for you:

- Help – opens a window where you can write down what you are looking for and what you need help with

- Show Training – offers courses with pictures or videos on how to do things in Outlook

- In any window (new mail, new meeting etc.:
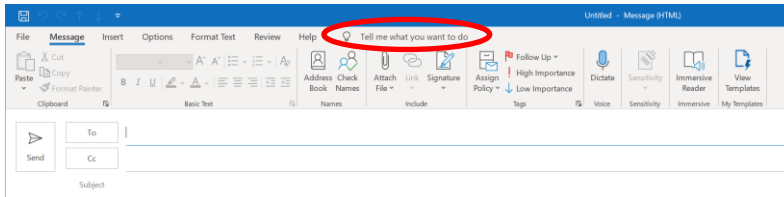
„a bulb" offers help or the appropriate menu after typing the subject
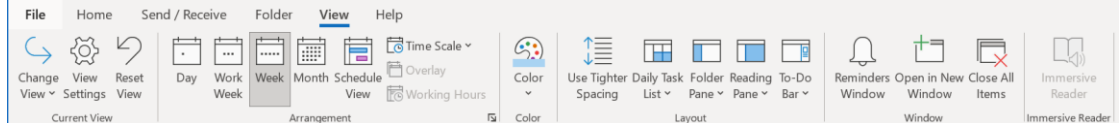
Calendar – Home / View

Interesting for you:

- New meeting – opens a window for adding meeting members
- Add Calendar – adds calendar of selected person (if you have access to it)
- Share Calendar – you can share your calendar with choosing what the person can see
- Overlay – displays several calendars in one grid

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File

from here you can access Outlook on the web (looks directly at the server)
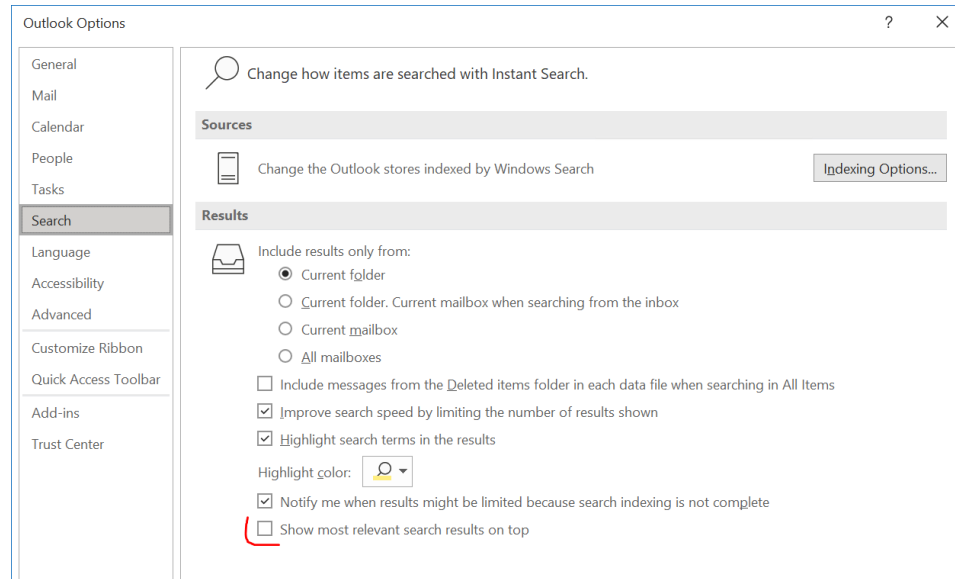
here you can set automatic replies in case of absence. ATTENTION - you have to set both inside and outside the organization

here you manage rules and notifications (mail sorting, etc.)

Here is another pack of Outlook behavior settings.

Search settings

File – Options – Search

Signature settings

New message – Signature

you can create more than one signature

here you choose whether you always want a signature

The signature is not transferred between computers
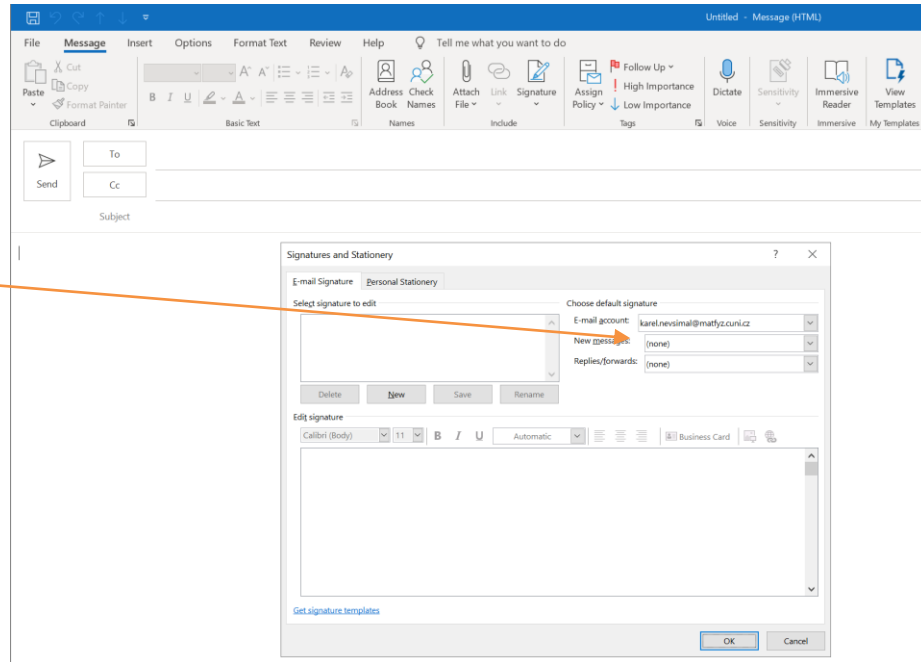
Outlook on-line (OWA)

outlook.office365.com

Left panel (mailboxes, folders, groups)
Switching Mail / Calendar / Tasks etc.

Settings

Open a shared mailbox

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Favorites

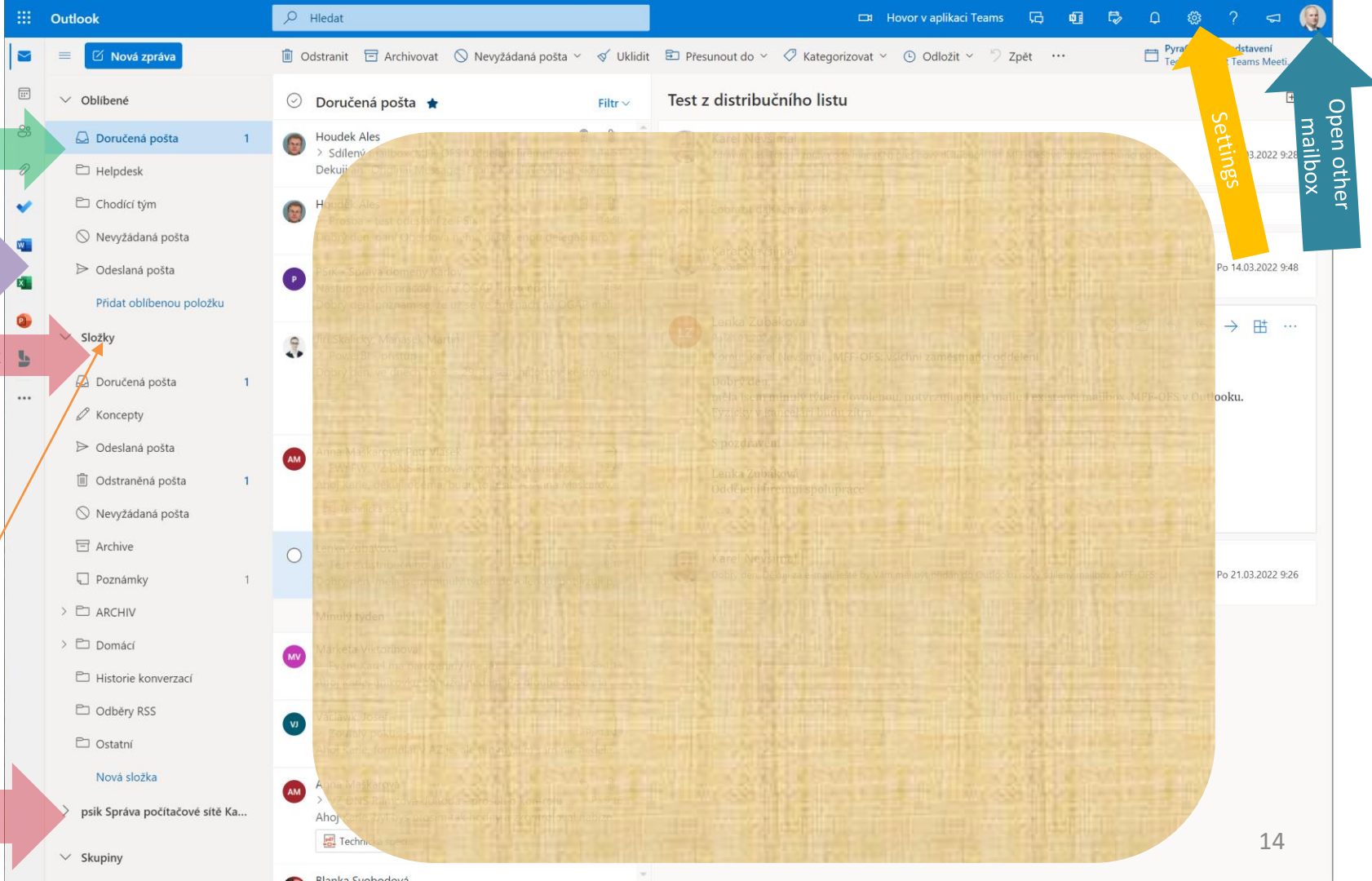A bar with a calendar and other applications

Your mailbox

The shared mailbox must be added manually by right-clicking on Folders - Add shared mailbox

Shared mailbox

Settings

Open other mailbox

Outlook

Hledat

Hovor v aplikaci Teams

Nová zpráva

Odstranit · Archivovat · Nevyžádaná pošta · Uklidit · Přesunout do · Kategorizovat · Odložit · Zpět · ...

Oblíbené
Doručená pošta 1
Helpdesk
Chodící tým
Nevyžádaná pošta
Odeslaná pošta
Přidat oblíbenou položku

Složky
Doručená pošta 1
Koncepty
Odeslaná pošta
Odstraněná pošta 1
Nevyžádaná pošta
Archive
Poznámky 1
ARCHIV
Domácí
Historie konverzací
Odběry RSS
Ostatní
Nová složka
psik Správa počítačové sítě Ka...
Skupiny

Doručená pošta ★
Filtr

Test z distribučního listu

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Outlook on a mobile device

Since M365 is a public cloud service, there are plenty of tutorials on the internet for different mobile devices.

[Instructions for different devices directly from Microsoft](#)

For Charles University, authentication is handled via CAS. It may happen that the mailbox xy@matfyz.cuni.cz cannot be connected, then you need to select the option to use another account and enter *yourIDnumber*@cuni.cz

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