Navigating Outlook in Office 365

As was adopted at the Uniting Conference, every clergyperson under appointment in the Great Plains United Methodist Conference will receive a GPUMC email account for all official correspondence including electronic newsletters and messages from the bishop. Below are instructions for claiming and using the features of your new Great Plains email account. The email solution used to provide these accounts is Microsoft 360. For technical support, contact your district office. Additional help information is available from the Help section in the Outlook Web Application.

New Email Accounts

In order to access your email on the new Office 365, please use the following steps.

Note: For best results, use Internet Explorer when possible.

1. Go to, https://outlook.office365.com/owa/.
2. Credentials were provided in a separate document in your welcome packet. Enter those credentials to access your mailbox.
3. Upon login, you will need to confirm your time zone and click OK.
4. Once logged on, you'll have access to your new greatplainsumc.org email account.
5. If you experience difficulties logging in, please contact your district administrative assistant.

Accessing your new Mailbox (existing email users)

In order to access your new greatplainsumc.org email account on the new Office 365, please use the following steps.

Note: For best results, use Internet Explorer when possible.

1. Go to, https://outlook.office365.com/owa/.
2. Enter the credentials used to access your umcneb.org account. If you're uncertain and need your password reset, please contact your district's administrative assistant.
3. Upon login, you will need to confirm your time zone and click OK.
4. Once logged on, you'll have access to your new greatplainsumc.org email account.
5. If you experience difficulties logging in, please contact your district administrative assistant.

Outlook 365

Modifying the reading pane

1. Click the sprocket/gear icon in the upper right and select "Display settings." The display settings screen will slide out.
2. Select "Reading pane" from the options available and adjust the settings per your specifications by selecting the layout radio button.
3. An additional option is to select the checkbox "Apply to all folder." If you want the settings to apply to ONLY the folder you were in when you selected the option, then leave the checkbox blank.

4. Click "OK" to apply the settings and return to Outlook 365.

Adjusting conversation view

Note: Conversation view groups all of the email messages into one list. By default, the newest message will be on top and the oldest on bottom. You also have the option of displaying deleted email messages within that conversation or not. Toggling an arrow next to the conversation enables the viewing of older email messages in the conversation. By default, this option is enabled. The recommendation here is to leave conversation view on, but disable showing deleted items in the conversation view.

Modifying

1. Click the sprocket/gear icon in the upper right and select "Display settings." The display settings screen will slide out.
2. Select "Conversations" from the options available and adjust the settings per your specifications.
3. Click "OK" to apply the settings and return to Outlook.

Disabling or Re-enabling

1. Click on the folder where you wish to disable the conversation view.
2. In the upper right, you should see "Conversations by date." Click this and note the ability to turn on and off this view at the bottom of the context list that appears.
3. Once you click on or off, the feature will be affected.

Resetting your password

1. Click the sprocket/gear icon in the upper right and select "Office 365 settings."
2. When the screen appears, click "Password" on the left and go through the password reset options on the right.
3. Click "Save" to save your password settings.

Share your mailbox or folder

1. Right-click your name on the lefthand side or folder you want to share, and select "Permissions."
2. When the permissions window appears, assign the necessary permissions and click "OK."

Open a shared mailbox

1. Click your name in the upper right-hand side of the screen and select "Open another mailbox…" from the drop down.
2. Type the name of the user and select "Search" if necessary. With the user in the window, click "Open."
3. The mailbox will appear on the left-hand side.

Setting up Out Of Office

1. Click the sprocket/gear icon in the upper right-hand of the screen and select "Set automatic replies."
2. When the screen appears, select the desired options for Out of Office and select "Save."
3. Unless you've set the Out of Office replies to end after a specific time, when you login the next time you'll get a drop down indicating your Out of Office setting is till on. You can choose to leave the settings on or turn them off.

Calendar

Accessing the calendar and changing the display view

1. Click Calendar next to Outlook at the top in the blue toolbar.
2. The calendar will appear.
3. To adjust between day, week and month views, select the desired option in the upper right.

Sharing calendars

1. Upon clicking Calendar in the blue toolbar, select share in the upper right hand side below the calendar display views.
2. The share screen will slide out. Click in the "Share with:" text box and type the name of the person you'd like to share your calendar with. If the name doesn't appear, select "Search Contacts & Directory" that appears below the text box.
3. Using the text you typed, a search will be performed of the global address list (everyone on the Exchange server) and your contacts. Select those you want to share with or manually type the e-mail address in the text box.
4. One the desired entries are made, select the drop down next to each entry and choose the level of access each user is to have. The options available are, Availability only; Limited details; Full details.
5. Once the selections have been made, click the "Subject" text box and type the desired text or leave the default.
6. Next, select the specific calendar you want to share. If you have not created more than the default, then leave it at the default and click Send. If you have more than one calendar, then click the drop down, select the calendar and click Send.

Adding shared calendars

Note: If you had calendars listed from others who shared with you, then those calendars will automatically appear within the "PEOPLE'S CALENDARS" section.

1. Upon clicking Calendar in the blue toolbar, right-click "OTHER CALENDARS" on the left-hand side and select open calendar.
2. Within the box that appears, you can type the name of the internal user who has shared their calendar with you or you can copy and paste the Internet calendar URL. Whichever you decide, once the appropriate information has been completed, click Open.

Enabling/Disabling calendars

1. When multiple calendars are added, you have the option of enabling them to view with all the other calendars enabled or to disable all but a single calendar. To enable a calendar, click the checkbox next to the calendar. When the box is checked, the calendar will appear in a different color along with the other enabled calendars.
2. To disable the calendar, clear the checkbox next to the desired calendar.
3. To remove the calendar entirely, right-click the desired calendar and select Remove.

People (Address Book)

Accessing the address book

1. Upon clicking People in the blue toolbar, you'll soon see your address book.
2. Within the address book, you'll see My Contacts which is your personal address book. You'll also see a section called Directory, which contains a list of everyone on the GPC Exchange server.

Creating new contacts and groups

1. Upon clicking People in the blue toolbar, click the "new" link in the upper left.
2. Within the box that displays, you have the option of creating a new user or group within your personal contacts.
3. Any new users or groups will appear under My Contacts.

Great Plains
UNITED METHODISTS