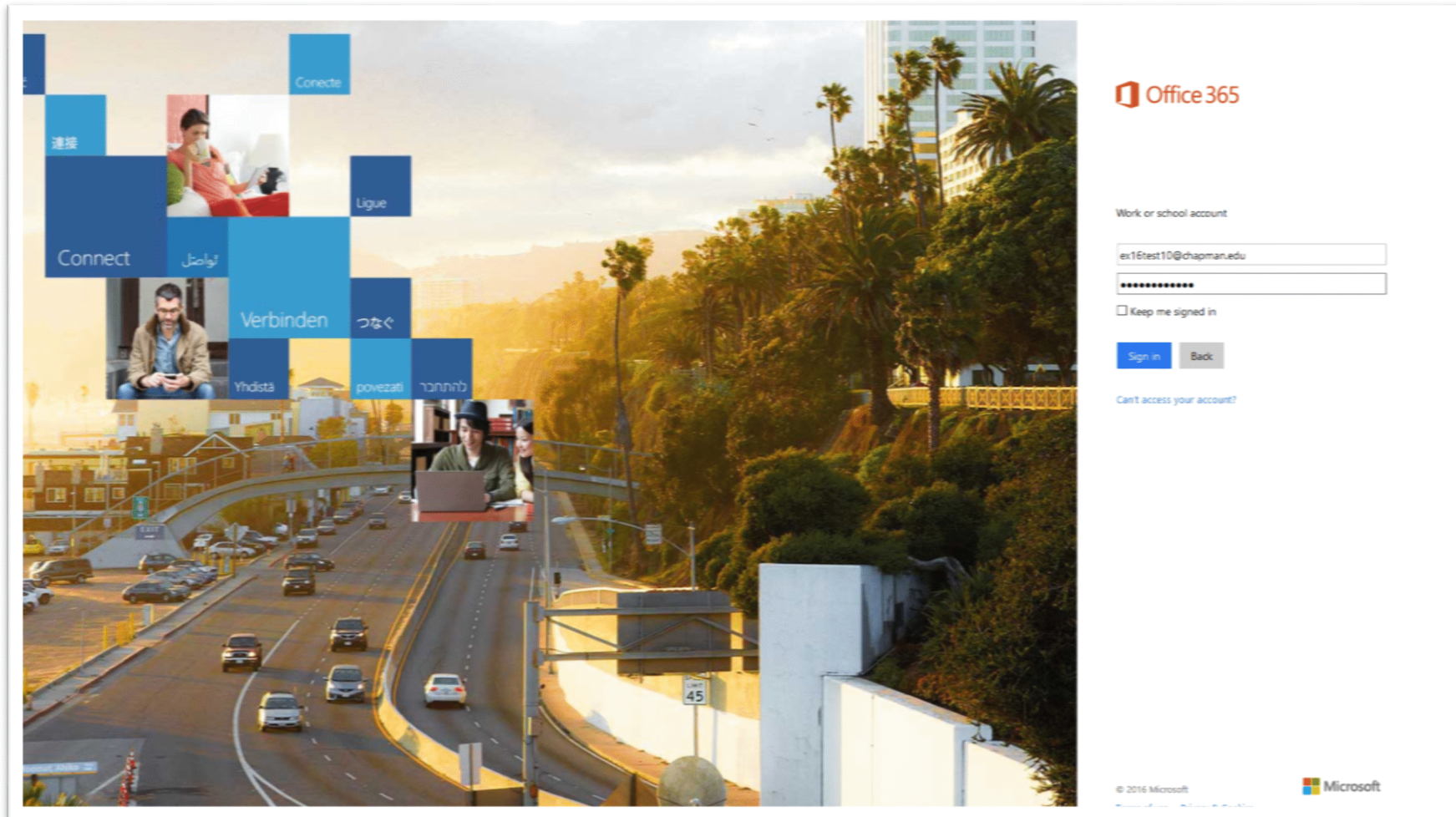


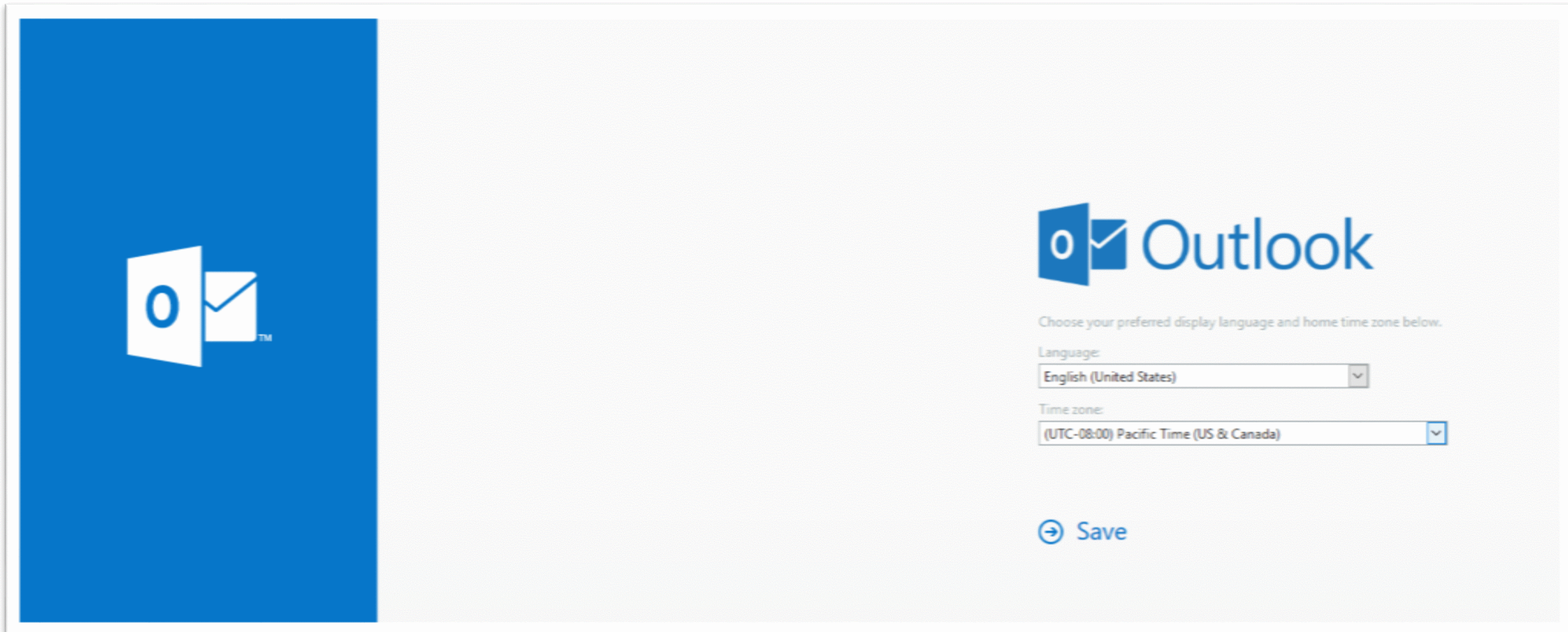
Office 365 – Outlook

- A. Any student admitted Fall 2017 and onward will be provided an Office 365 email account. Students with an Office 365 email will be provisioned username@chapman.edu. To access this account, please go to <https://outlook.chapman.edu> and log in with the student email and password.

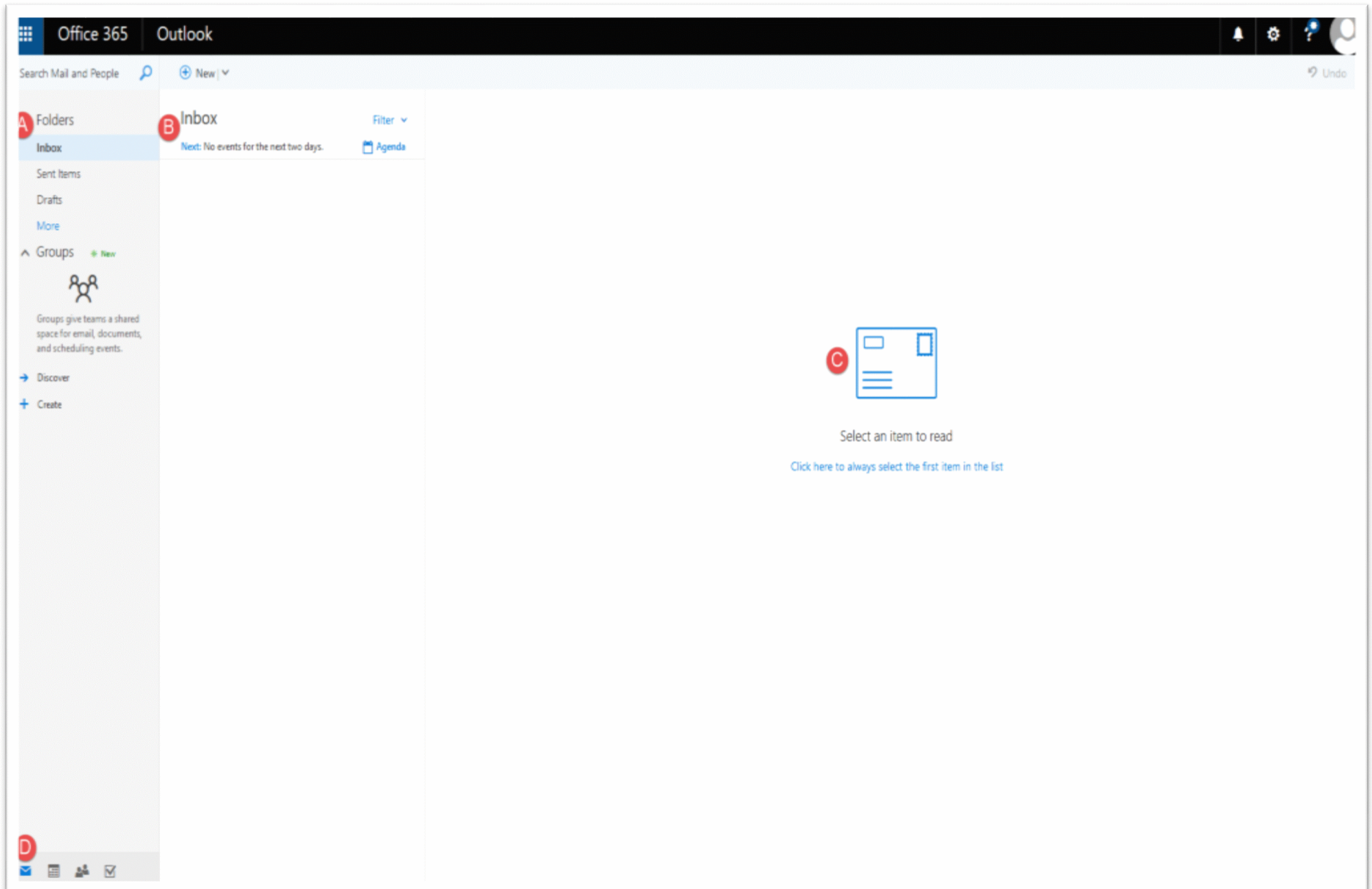


The image shows the Office 365 sign-in interface. On the left, there is a large background image of a highway with a grid of blue squares overlaid, each containing a word in a different language: Connecte, 连接, Connect, تواصل, Verbinden, つなが, Yhdistä, povezati, and חיבור. On the right, the Office 365 logo is at the top. Below it, the text "Work or school account" is displayed. There are two input fields: the first contains the email address "ex16test10@chapman.edu" and the second contains a masked password "*****". Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the sign-in section are two buttons: "Sign in" (in blue) and "Back" (in grey). Below the buttons is a link that says "Can't access your account?". At the very bottom of the page, there is a copyright notice "© 2016 Microsoft" and the Microsoft logo.

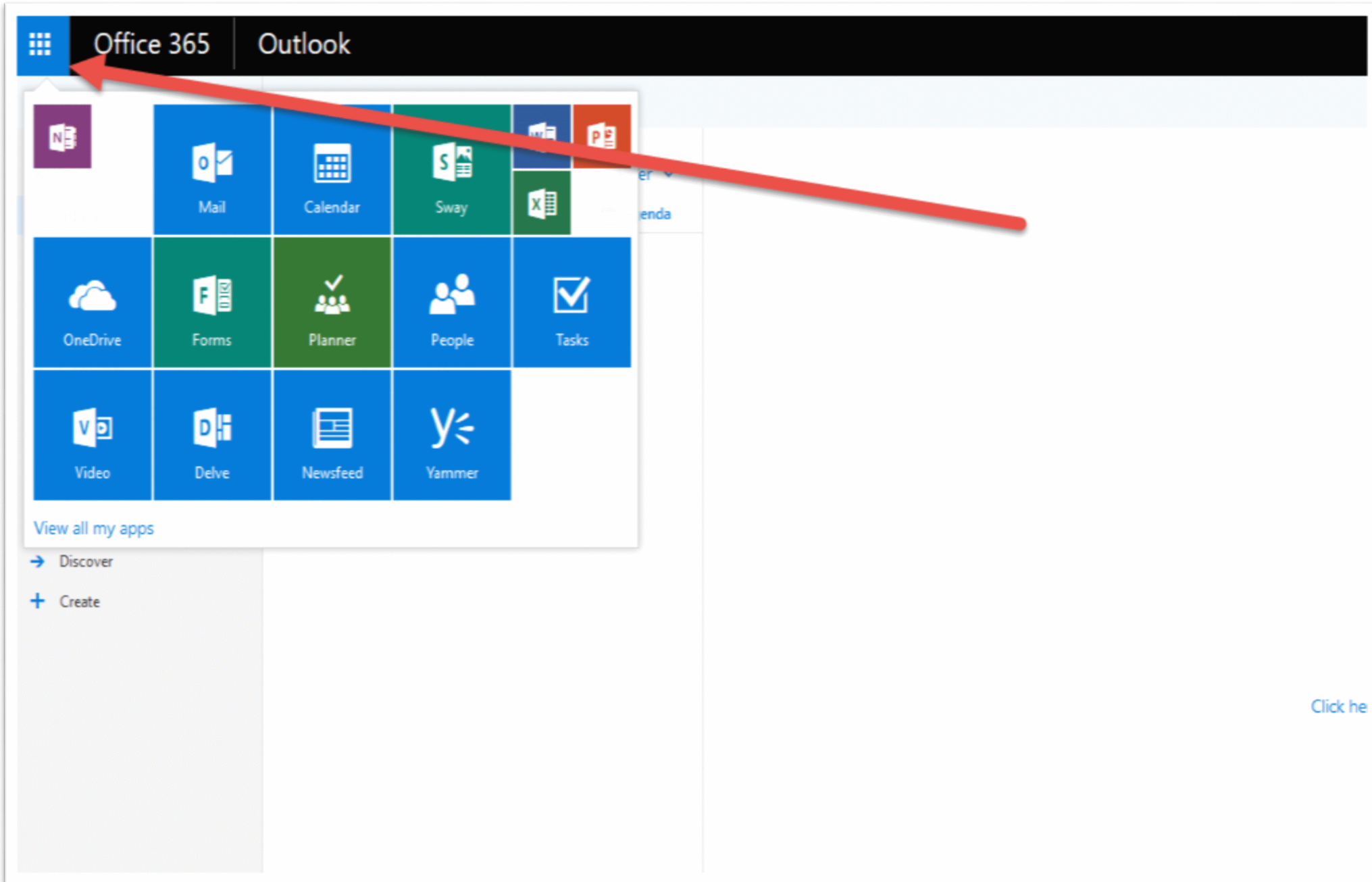
B. First time users logging in will need to select their “Language” and “Time Zone”.



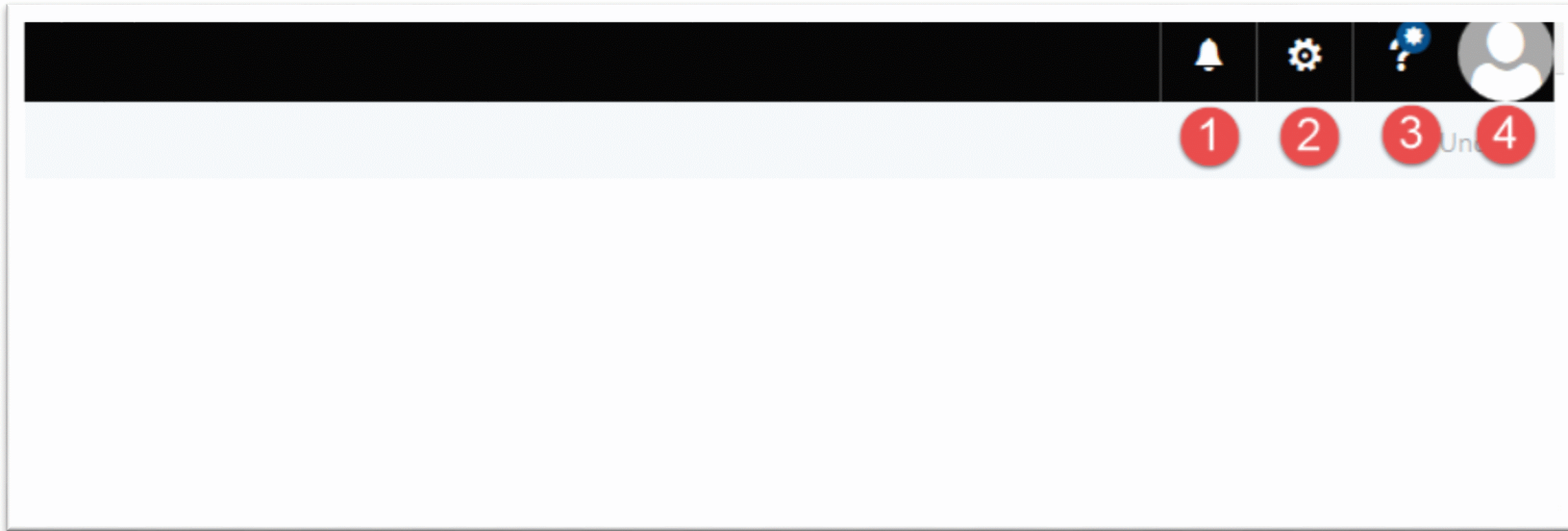
- C. For those that have used Microsoft Outlook 2013 or 2016, the layout is very similar. The left section (A) is reserved for mail folders, contacts and email groups. The middle section (B) is where you would see received emails and the right section (C) will be the reading pane. Also, the bottom left hand corner (D) is where you would find additional navigation buttons for mail, calendar, contacts and tasks.



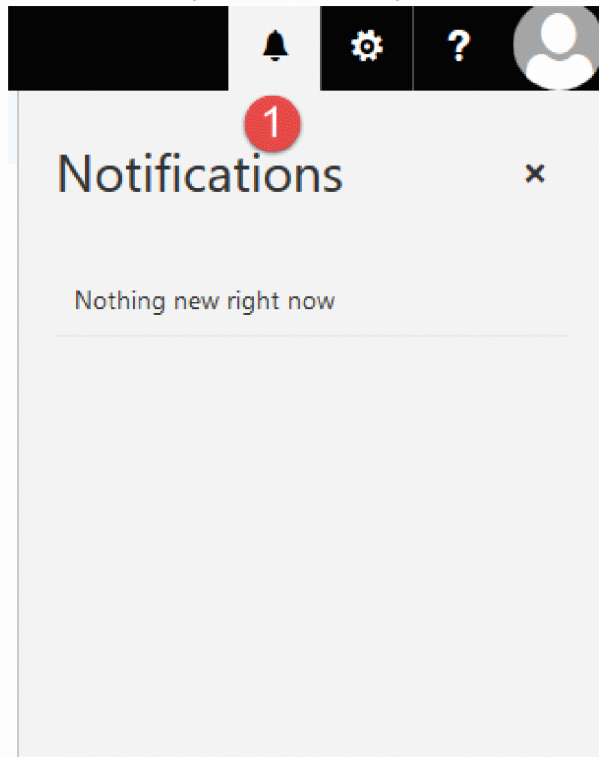
D. At the top left hand corner, by clicking on the tile icon, students will also be able to access other Office 365 apps such as Word, Excel and Powerpoint.



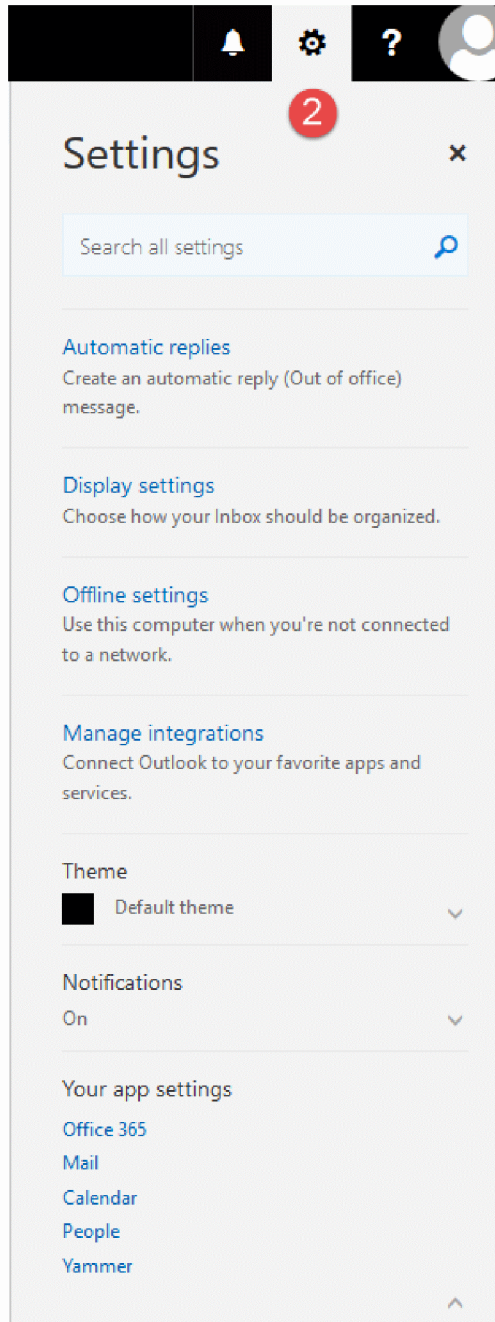
E. At the top right hand corner, you will be able to find the options and settings menu to configure and customize Outlook 365.



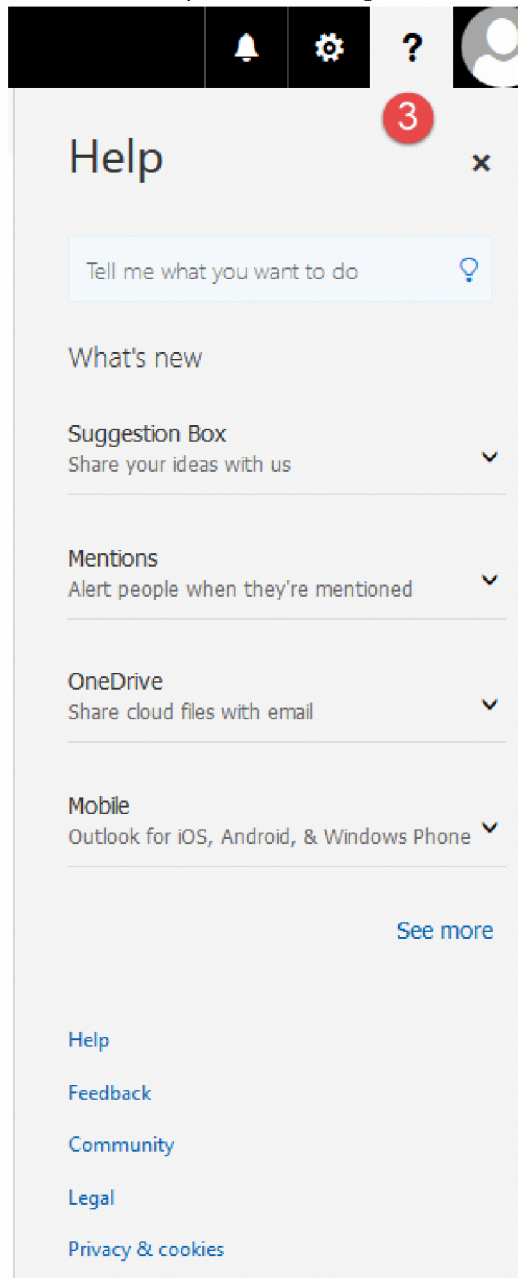
1) Notification tray – This is where you would receive notification and alerts such as calendar appointments.



- 2) Settings – This is where you can customize the layout, look & feel, and settings for both Office 365 apps and email (Out of Office auto-replies, email forwarding, etc.)



- 3) Help – Since Chapman has partnered with Microsoft to provide students Office 365 apps and email, students will also be able to browse and look for Microsoft’s help and knowledgebase articles.



- 4) Profile – Similar to Facebook and other social media sites, students will also be able to upload a profile picture. If enabled on the email recipient's end, once a picture is uploaded, users will be able to see it.

