Office 365 Quick Reference

Zimbra	Function	Office 365
In Zimbra, we use **LDAP** password, which also used for **Alfresco** and **myAU**, and you can change it using the **Change Staff Password** link from **myAU** portal.	**Password**	In Office 365, we use the **AU Local** password which also used for your **Windows** machine and **Citrix**, and you can change it using the **Change AU.Local Domain Password** link from **myAU** portal.
1) Go to **MyAU**. 2) Click **Zimbra** under **MY APPLICATIONS.**	**Access Email**	1) Go to **MyAU**. 2) Click **Office 365** under **MY APPLICATIONS**.
Zimbra helps you to create a new email by clicking the **Mail** tab, and then clicking the New Message button.	**New Email**	1) Select the **Mail** App. 2) Click **New Mail**. 3) Enter recipients, type subject, compose message, and then click **Send**.
To refresh your mailbox in Zimbra, you can click the **Refresh** icon or click the inbox.	**Refresh**	1) Click the gear icon on the upper-right corner. 2) Click **Refresh**.
To reply an email in Zimbra, you click **Reply**, enter your message, and click **Send**.	**Reply**	1) Click **Reply**. 2) Enter other recipients or type your reply. 3) Click **Send**.
In Zimbra, you can forward one or several email messages to other recipients. In Office 365, you can only forward one email at a time.	**Forward**	1) From a mail folder, click the checkbox next to the sender's name. 2) Right click to select **Forward**. You can only forward message at a time.
In Zimbra, deleted items are placed in the **Trash** folder. In Office 365, deleted emails are placed in the **Deleted Items** folder and remain there until you manually empty it or until the folder is purged automatically. Email is purged from this folder after 30 days from the receiving date.	**Delete**	1) To delete a single email, hover over the message in the **Inbox** pane and click the **trashcan** icon. 2) To delete multiple emails, click the first message then hold the **Ctrl** key on your keyboard and click on the rest of the messages you want to delete. And then click **Delete.**

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The search feature is a powerful tool. You can search for any value, such as a word, first name, last name, phone number, or subject.	**Search**	1) Enter a search term into the **Search Mail and People** search bar above the **Folders** pane. 2) Suggestions will be displayed in the list under the search bar. If you see what you are searching for, click the suggestion. 3) To search for unread emails, click **All** and choose **Unread** under **Filter**.
Preferences determine how your Zimbra window will look, your theme, automatic replies, and signature.	**Options**	In Office 365, we can access similar functions by clicking the **Settings** icon on the upper right corner then click **Options**.
You must recreate your email signature in Office 365. As Zimbra signatures are not migrated.	**Add Signature**	In Office 365, you have only one signature per signature. 1) Go to the **Settings** menu and click **Options**. 2) Click **Shortcuts**, then click **Add a new email signature**.
Unlike Zimbra which provides you with one automatic reply. Office 365 provides you with two automatic replies, one to each sender inside AU and the other for external senders out of AU.	**Automatic Reply**	1) Click **Settings** and click **Automatic Replies**. 2) Click the **Send automatic replies** radio button 3) Select a **Start time** and an **End time**. 4) Type the reply that senders inside AU will receive. 5) Check the **Send automatic reply message to senders outside my organization**, and type the reply for external senders outside AU. 6) Click **OK** to finish
Similar to Zimbra, Office 365 allows you to create a new appointment, all-day meeting, and repeating meetings.	**Create New meeting**	1) Click the **Calendar** app, and then click **New**. 2) Enter the **Event title**, the **location**, and the **attendee's** names. 3) To see **free/busy**, click the **Scheduling Assistant**. The attendee's schedules appear in columns. Find and select the time where everyone is available. 4) Click **Save**.
Both of Zimbra and Office 365 allow you to create contacts and contact groups.	**New Contact**	1) Click the **People** app, and then click **New**. 2) Select from **Create contact**, **Create contact** list, **Create group**, or **cancel**.
Zimbra helps you to create To-Do lists. Your tasks in these lists were not connected to the calendar. In Office 365, you can create tasks that can contain due date reminder, repetition, and track total work hours.	**New Task**	1) Select the **Tasks** app, and then click **New** task. 2) Enter the **Subject**, **Due date**, and click **Show details**. 3) Enter a **Start date**, **Date complete**, **Status**, **% complete**, **Priority**, and **set a reminder**, and click **Save**.

Zimbra	Function	Office 365
	Documents	
Zimbra allowed you to creates documents via the Documents tab		Documents do not exist in O365
	Briefcase	
Briefcase: Zimbra allowed you to store file in a briefcase		Briefcase does not exist in O365. Consider creating a Group and storing files in the Group's Files tab or store them on OneDrive.
	Import/Export	
Zimbra Import/Export: All Zimbra data can be exported to a "Tar-GZipped" (.tgz) format which can be imported back into Zimbra.		Tgz files are not compatible with O365. You'll have to import those files into Zimbra and forward them to your O365 account.

	Getting Started with Office 365
Logging in	Via the MYAU portal select O365 (Email, Calendar & more) **OR** go to **outlook.office.com/owa/** via your browser and **Login using** username@athabascau.ca and **your AD Password**
Skype for Business	Load the Skype for Business App. Skype for Business will make it easier for other AU staff to communicate with you via IM (Instant Messaging). It also highlights your availability (Away; In a Meeting; Busy etc.) Access the following link for instructions https://support.office.com/en-us/article/Install-Skype-for-Business-on-your-PC-8a0d4da8-9d58-44f9-9759-5c8f340cb3fb and use the "I have Office 365" path.
Don't have all your Email?	Your email and calendar, as of Feb 20th, were migrated to O365. Since loading that information we've been running a "true-up" between Zimbra and O365 to bring all of your data up to date. You can still access Zimbra for data that has not yet been synced. You just can't receive new email in Zimbra.
Your shares	You'll have to re-share calendars and email folders. You'll be sent a list of the shares you own and instructions on how to recreate those shares.
Group shares	Group shares such as department calendars and mail folders are being migrated. Instructions for accessing and managing these shares will be published shortly.