





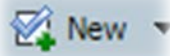


Office 365 Quick Reference

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.
<ol style="list-style-type: none"> 1) Go to MyAU. 2) Click Zimbra under MY APPLICATIONS. 	Access Email 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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.






Office 365 Quick Reference

Zimbra	Function	Office 365
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 	<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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.



Office 365 Quick Reference

Zimbra	Function	Office 365
	Documents	
Zimbra allowed you to create documents via the Documents tab		Documents do not exist in O365
	Briefcase	
Briefcase: Zimbra allowed you to store files 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@athabasca.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 20 th 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.



