To Access Your Personal Microsoft Account

- Access your email and calendar at [http://www.dakotacollege.edu/webmail/](http://www.dakotacollege.edu/webmail/)

All Dakota College at Bottineau student email accounts are now on Office 365.

**Microsoft Office 365 Suite - Download Instructions**

Students enrolled for one or more credits at DCB are now eligible to install Office 365 Pro Plus to their personal computers for free!

**What is Office 365?**
Office 365 is the brand name used by Microsoft for a group of software service subscriptions that provides software and related services.

**1. Mail**

*Microsoft Outlook 2013* is a *desktop information management program*?
By default, Outlook groups the mail by date and sorts the email in descending order by date received.

**Customize Views for the Reading Pane**
- **Sort By**
- **Order**
- **Conversations**
- **Display Setting:** Right, Bottom, Off (you will need to do each individual folder)

**Change the Reading Pain for all folders**
1. Gear Icon
2. Options
3. Layout
4. Reading Pane

Clutter (new around November 2014) tries to help sort your incoming email. When Clutter sees an item you're likely to ignore, it will move the item into the Clutter folder.

**Creating Folders**
You can create, rename, move or delete folders. Your mailbox has a set of default folders. These folders include, but aren't limited to, Inbox, Drafts, Deleted Items, Junk E-Mail, and Sent Items.

By default, messages sent to you are stored in your Inbox. But you can organize your messages into a hierarchical folder system and continue to adjust it as your needs change.

**Folder list**
The folder list will show the default folders that are created for all mailboxes, plus any folder that you create. Depending on the setup in your organization, you may also see Favorites and Archive folders.

You can close the folder list by clicking the chevron at the top of the list. Click any folder in the list to view its contents.

You can right-click any item in the folder list to see a menu of things you can do that will affect folders—such as create a new folder, delete an existing folder, or empty the Deleted Items folder.

**Clutter**
A new feature that helps filter your low-priority email. "Clutter," the feature aims to make it easier for people to go through their inboxes by automatically separating email based on importance.

Clutter looks at what you've done in the past to determine the messages you're most likely to ignore. It then moves those messages to a folder called Clutter. Just keep using email as usual and Clutter will learn which messages aren't important to you. From time to time, Clutter might get it wrong. You can move the messages we've incorrectly identified as clutter to your inbox, and Clutter will take notice.

If you find Clutter isn't for you, you can turn it off any time.
Create a signature

As of August 16th, 2015, in Office 365, it’s not available to directly insert a image in the signature. As a workaround, we can achieve it by taking the steps below:

1. Upload the photo in a public website that everyone can access to it.
2. In Office 365 (Outlook), open the mail item and copy the image, then click “Options”-“See All Options”-“Settings”, in the signature textbox, paste the logo in it.
3. Check the option “Automatically include my signature on messages I send”, select “HTML” in the “Compose messages in this format:” section, click “Save” to save the change.

You need to have that image hosted online somewhere. If you just copy and paste their image into the signature block and while it might appear like it works... most likely when you send it out the receiver is going to get a big blank square with a red “X” in it. This is because the temporary link breaks. You need to have your image hosted online somewhere. If you don’t have access to a web server you can upload it to a free image hosting site such as TinyPic. Once you know where the image is, you will need to browse to the hosted location URL. If you use TinyPic, they will give you the URL. If it is on your web server just right clicking on it if you are in Firefox and selecting “view image.” Then right click on the image and select “Copy.” When this goes into your clipboard it is also going to capture the web server path.

Note that the picture may be blocked if it’s not uploaded in a public website or your mailbox is not set as a safe sender in the recipient’s mailbox.
Add your photo to Office 365 which will appear in your Outlook Contact card and on Lync.

1. Click on Profile icon
2. About me

Set Up and Manage Retention Policies in Office 365

Online Archiving offers two types of policies: archive and delete. Both types can be applied to the same item or folder. For example, a user can tag an email message so that it is automatically moved to the personal archive in a specified number of days and deleted after another span of days.

It is easier to assign a retention policy on a per-folder basis instead of individually to each message. However, even when a retention policy is assigned to a folder, you can select one or multiple messages, and then assign a different policy to only those messages. A policy assigned to a message takes precedence over any inherited folder policy. You can apply retention policies and archive policies to individual mail items, as well as to folders in your mailbox.

Retention policies and tags are preset for every Office 365 account. Some folders/items have retention tags assigned by default (and may not be modified) and some can be controlled by the user. Other than the Junk Email folder, all other default folders (eg. Inbox, Sent Items, Drafts, and Deleted Items, other folders you may have created) retain messages indefinitely.

Note: Even if you don’t apply policies to your email items, items in your mailbox may be moved or deleted automatically based on default retention policies and default archive policies set up by the organization that manages your mailbox.

Parent Folder Policies
**Create a rule**

Important: If you use rules created in Microsoft Outlook, Microsoft Office Outlook Web Access may interpret them differently depending on the version of Outlook you used to create them.

Create Inbox rules in Outlook Web App to automatically perform specific actions on messages as they arrive, based on your criteria. For example, you can create a rule to automatically move all mail sent to from a particular person sent to a specific folder. When you receive new mail, Outlook places these messages in the Inbox by default.

To manage rules,
1. Click the Gear Icon
2. Options
3. Inbox Rules

You can edit any rule by selecting it and choosing edit to open the rule so that you can change the conditions or actions of the rule.

Note: rules do not allow me to archive emails automatically after a specified time.

**Conversation view** is a new feature in Outlook Web App 2010 (Webmail). The conversation view groups messages from a single conversation, or subject line, together.

These messages are then moved or deleted as a whole. New messages that are part of a deleted conversation are sent straight to the deleted items folder. This feature may be turned off, so that messages are treated separately, rather than by conversation group.
Check how much storage you have on your Cloud Storage?

Click on OneDrive
Site Setting
Storage Metric