Email and calendar on my Campus Computer

Outlook 2010 Information Deck

Office 365

Email and calendar on my Campus Computer

Outlook 2010

With Office 365, you still have access to your email and calendar on your Campus Computer. To view your email or calendar on your computer, you will continue to use Outlook, more specifically Outlook 2010, which you are already familiar with!

In this information deck, we focus mostly on things you already do in Outlook, with some exciting improvements!

Office 365

Email and calendar on my Campus Computer

View your email

View your calendar

Find or add a contact, not including Students!

Share your calendar with others; Students too!

View a shared calendar

Office 365

View your email

With Office 365 e-mail, you continue to view your email on your computer, however

- Our mail servers are now in the Microsoft Data Center(s).

- Our archive and spam servers are now in the Microsoft Data Center(s).

Office 365

View your calendar

With Office 365 calendar, you continue to view your appointments on your computer, using Outlook 2010 including:

- Students, which will enhance productivity by saving you time in creating and managing other calendar systems outside of Outlook 2010

Office 365

Find or add a contact

We are including all of our Faculty, Staff and Students in the Office 365 e-mail system, therefore you will notice that the Outlook "Global Address List" will include many more contacts for you to choose from, including:

- Students, which will enhance productivity by saving you time in creating and managing distribution lists outside of Outlook 2010

Office 365

Share your calendar with others

With Office 365 you can share your calendar with anyone inside the College. When you share your calendar with someone inside your organization, including Students, they will be able to add it directly to their calendar view in Outlook.

Office 365

View a shared calendar

Others can share their calendar with you, and depending on the permission they give you, you'll be able to view their calendar, edit it, or act as a delegate for meeting requests.