Outlook 2007 to Office 365 for business

Office

Make the switch

Microsoft Outlook 2013 desktop looks different from previous versions, so here's a brief overview of new features and important changes.

Quick actions on the ribbon
Use the ribbon to quickly act on your messages and folders or set options.

Filter your messages
Find unread messages or messages sent with attachments, high importance, flags, or categories.

Take action on a message
Reply, forward, or IM the sender all within the Preview Pane.
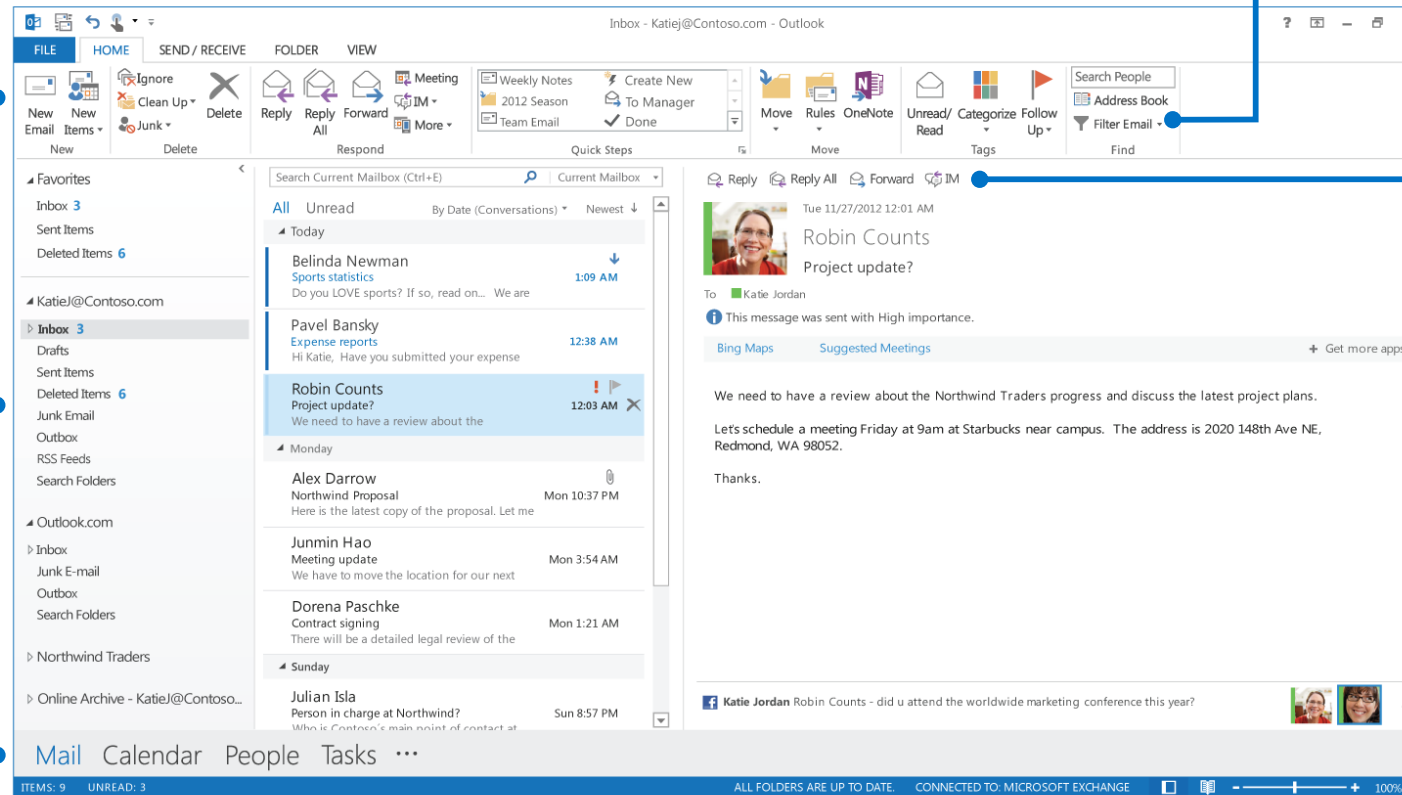
Use folders
Create new folders to keep track of your messages by project, person, or task.

Switch view
Go to your calendar, tasks, or contacts in one click.

Zoom in or out
Expand or collapse your view by zooming in or out.

Microsoft

What is Office 365 for business?

Just as Office 2007 was a suite of desktop apps, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Office desktop apps. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

How do I use Outlook in Office 365?

You can use the Outlook 2013 desktop app, Outlook Web App, or Office 365 mobile apps to create and edit files.

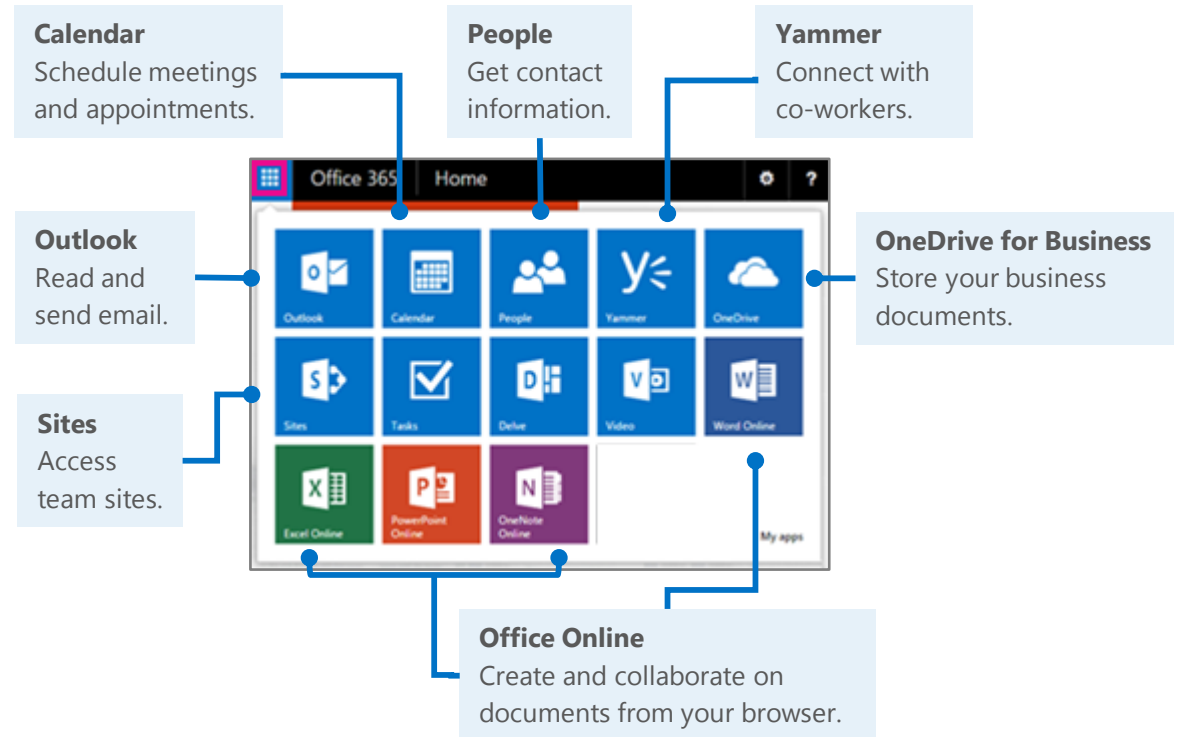|	Outlook 2013*	Outlook Web App	Outlook mobile apps
Use it if	• Your Office 365 plan includes it. • You want offline access.	You want to work online and use the newest features.	You want the most editing features available on your device.
Runs on	Laptop and desktop computers	Your browser	Specific devices
How to get it	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Always available from your browser.	Windows Phone iPad iPhone Android phone and tablet

How do I sign in to Office 365?

1. From your web browser, go to https://portal.office.com.
2. Enter your work or school account and password, and then choose **Sign in**. For example:
   j.doe@contoso.com   or   j.doe@contoso.onmicrosoft.com
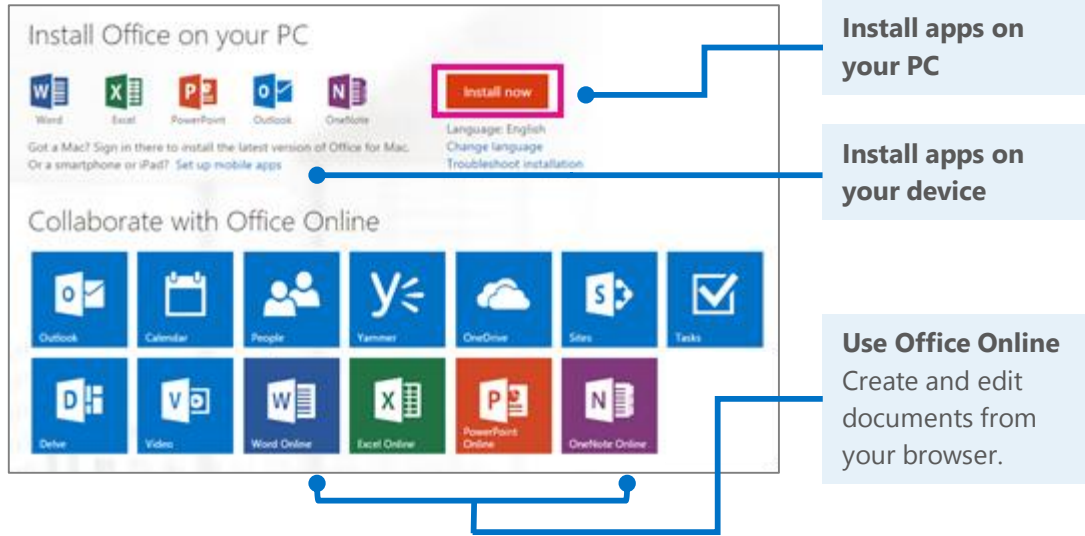
Find your way around

From anywhere in Office 365, click the app launcher ▦ for quick access to all services, including all the Office Online apps:

Calendar
Schedule meetings and appointments.

People
Get contact information.

Yammer
Connect with co-workers.

Outlook
Read and send email.

OneDrive for Business
Store your business documents.

Sites
Access team sites.

Office Online
Create and collaborate on documents from your browser.

Microsoft

Install Office 2013 desktop apps

If Office is not already on your computer, you can install it from Office 365.

1. Sign in to Office 365, and then choose **Install now**.

Install apps on your PC

Install apps on your device

Use Office Online
Create and edit documents from your browser.

2. Choose **Run**, and then follow the rest of the installation instructions.

For more information, see Install Office using Office 365 for business (http://go.microsoft.com/fwlink/p/?LinkId=272460).

Connect Outlook 2013 to your Office 365 account

Link your accounts to take full advantage of everything Outlook has to offer.

1. Start Outlook 2013.

2. Choose **File** > **Add Account**.

3. In the **Add Account** dialog box, enter your name, organizational account, and password, and then choose **Next**.

4. When setup is complete, choose **Finish**.

5. Restart Outlook and enter your email address and password again.
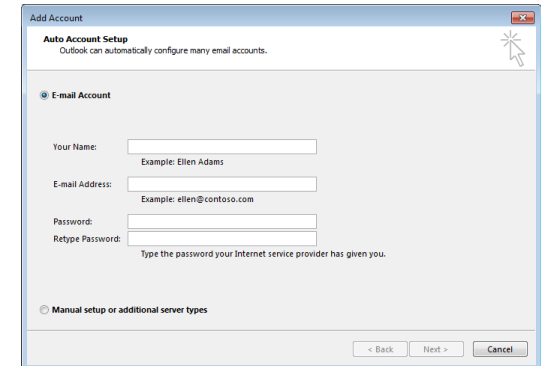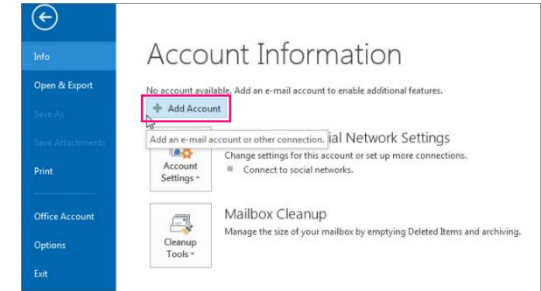
For more information, see Set up your Office 365 email in Outlook 2013 (http://go.microsoft.com/fwlink/p/?LinkId=394274).


Microsoft
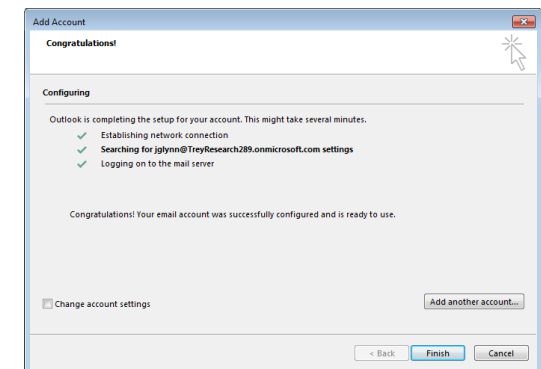
Outlook on your desktop

Office 2013 desktop has a cleaner and less cluttered look, but it still works like the Outlook you already know. With online file storage, instant messaging, and other online services, Outlook lets you collaborate more seamlessly than ever before.
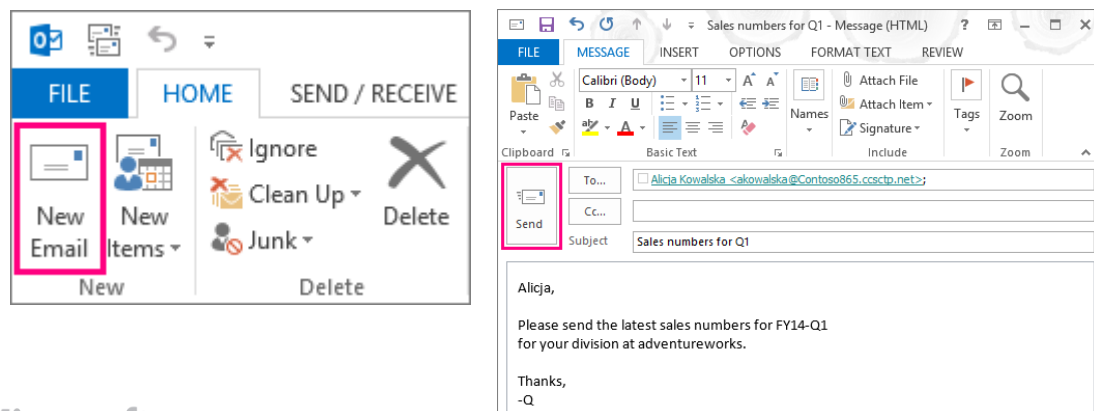
Read and reply to email

You can use the buttons that you already know, or you can reply directly in the email.
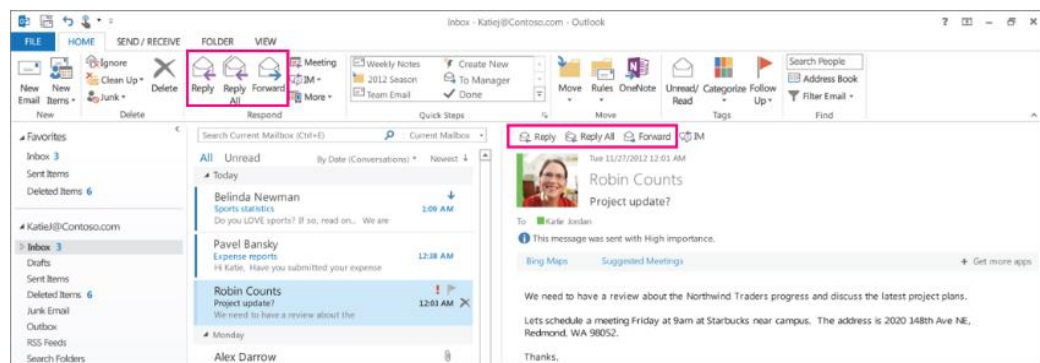
Create and send a new email
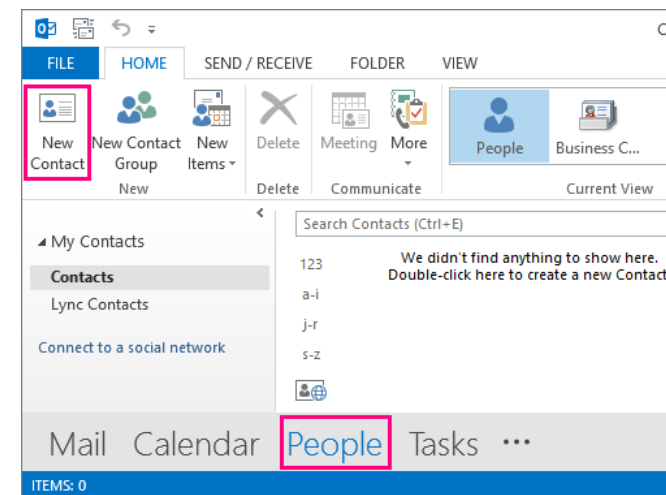
Just choose **New Email** and you'll be on your way to sending a new message.

Add a contact

You can stay connected with people by adding their contact information.

1. Choose **People**.
2. Choose **New Contact**.

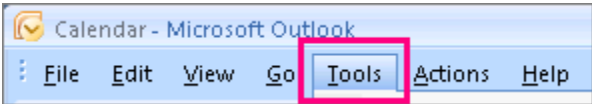Or you can add contact information directly from any email you receive.
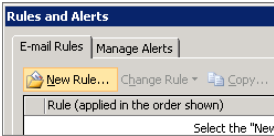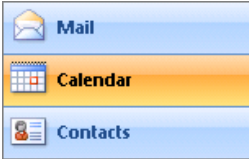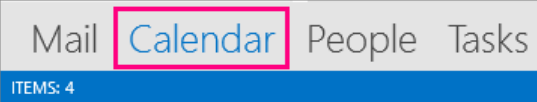
Schedule a meeting

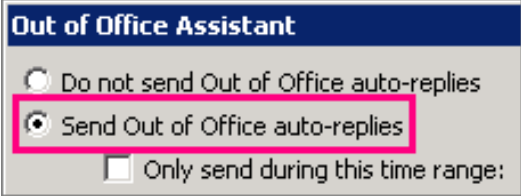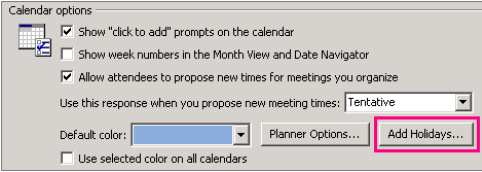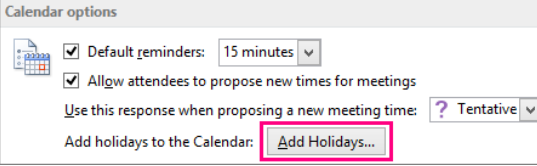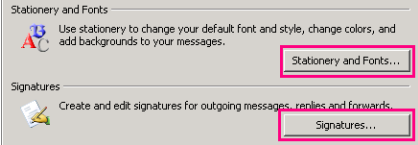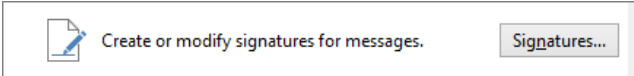In your Calendar, add a new meeting with a quick click or select the time directly from your calendar. Add others and you can see their schedule to help you plan better. Want to include remote colleagues? Schedule an online Lync meeting.

Microsoft
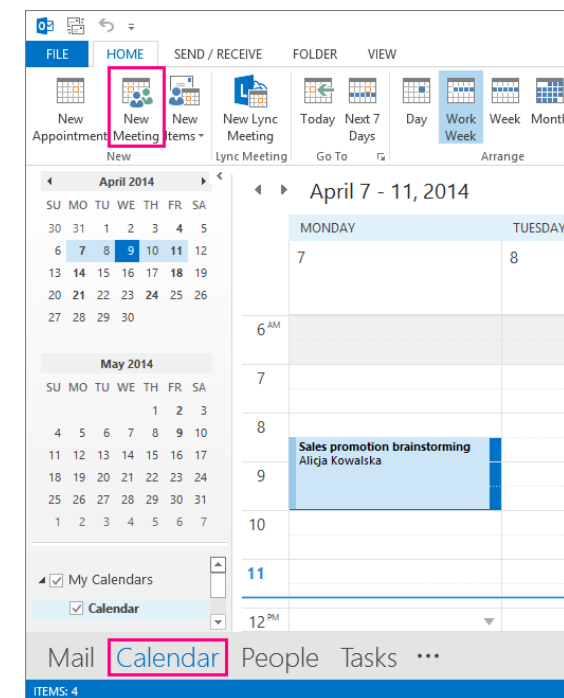
Things you might be looking for in Outlook 2013

Use the list below to find some of the more commonly used tools and commands in Outlook 2013.

Task	In Outlook 2007	In Outlook 2013
Get account information	Choose **Tools > Account Settings**.	Choose **File > Account Settings**.
Send automatic replies when you're out of the office (requires a Microsoft Exchange Server account)	Choose **Tools > Out of Office Assistant > Automatic Replies > Send automatic replies**, and then choose your options.	Choose **File > Automatic Replies > Send automatic replies**, and then choose your options.
Set up rules and alerts	Choose **Tools > Rules and Alerts,** and set up the rules and manage alerts.	Choose **File > Manage Rules & Alerts**.
Change between your email, calendar, and contacts	Choose **Mail, Calendar,** or **Contacts** from the left menu.	Choose **Mail**, **Calendar**, or **People** from the bottom menu.
Add holidays to your calendar	Choose **Tools > Options.** On the **Preferences** tab, click **Calendar Options > Add Holidays**.	Choose **File > Options > Calendar > Add Holidays**.
Create and add a signature or stationery to your email	Choose **Tools > Options.** On the **Mail Format** tab, choose **Signatures** or **Stationery and Fonts**.	Choose **File > Options > Mail > Signatures**.

Microsoft

Outlook on the web

Your Office 365 subscription includes Outlook Web App—giving you online access to your email, calendar, and contacts. To open Outlook Web App from any computer or device with an Internet connection, sign in to Office 365, select the app launcher ▦, and then choose **Outlook**.

Read and reply to email

Receive and reply to messages from nearly anywhere, on practically any device.
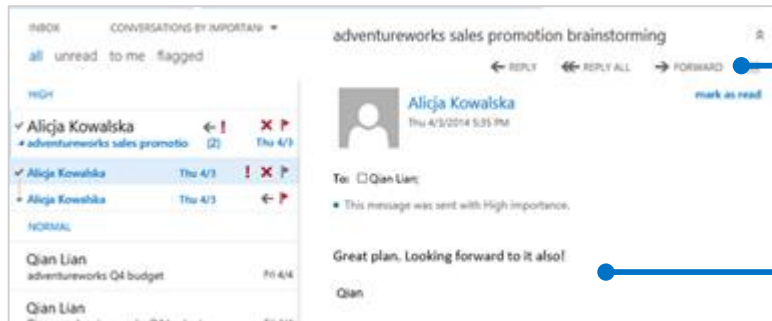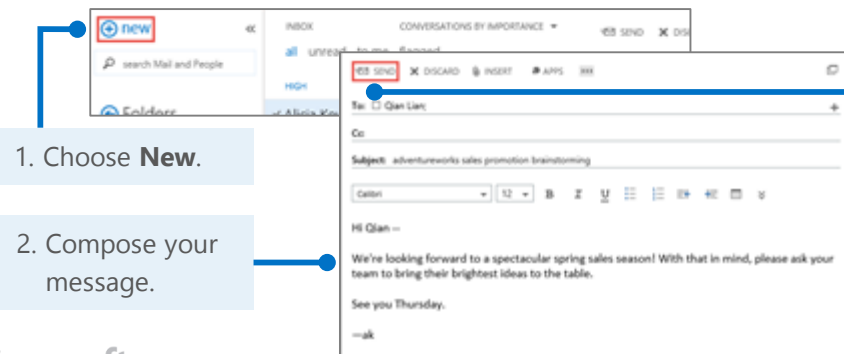

Responses
Reply, reply to all, or forward from within the Preview Pane.

Preview Pane
View messages for quick review and response.

Create and send a new email

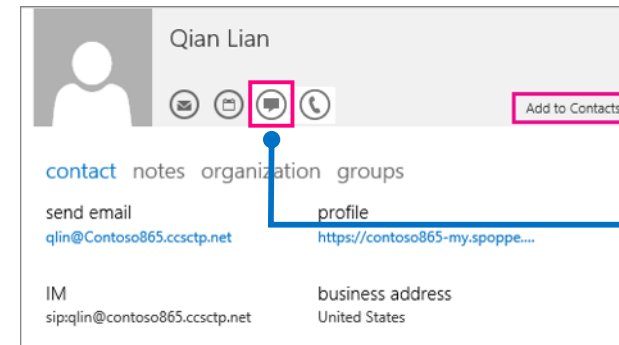With just a few steps, your new message will be on its way.

3. Choose **Send**.

1. Choose **New**.

2. Compose your message.

Add a contact

If you get an email from someone, you can quickly add their contact information. Plus, you can start a chat, call, or email right from their card.
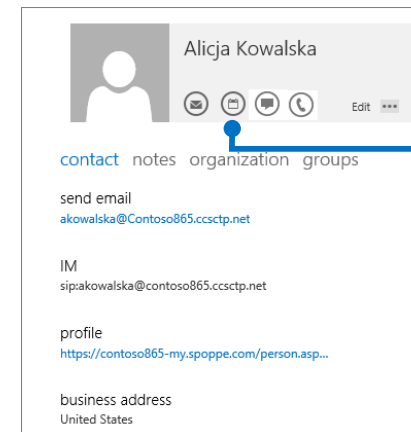

Contacts
Just one click to add contact information.

Chat
Reach a contact quickly with an IM.

Schedule a meeting

While you have your contact's information open, you can also schedule a meeting right from there.
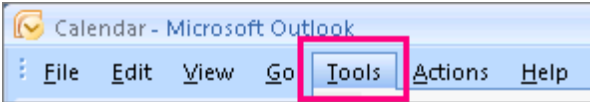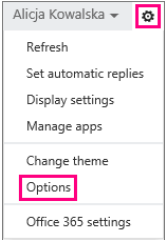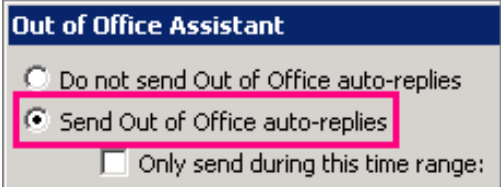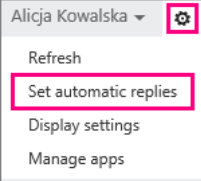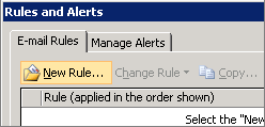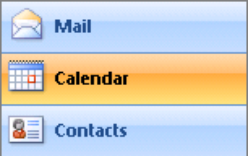

Calendar
Schedule meetings with coworkers from their card.

Microsoft

Things you might be looking for in Outlook Web App

Use the list below to find some of the more commonly used tools and commands in Outlook Web App.

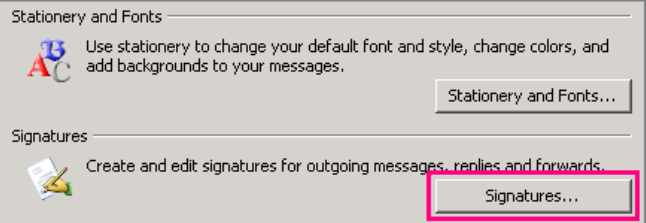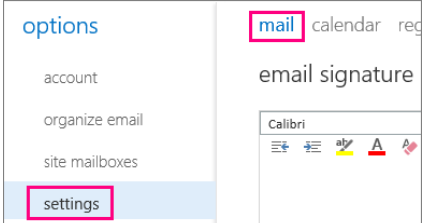| Task	In Outlook 2007	In Outlook Web App
Get account information	Choose **Tools > Account Settings**.	Choose **Settings** ⚙ > **Options**.
Send automatic replies when you're out of the office (requires a Microsoft Exchange Server account)	Choose **Tools > Out of Office Assistant > Automatic Replies > Send automatic replies**, and then choose your options.	Choose ⚙ > **Set automatic replies >** and then choose your options.
Set up rules and alerts	Choose **Tools > Rules and Alerts…** and set up the rules and manage alerts.	Choose ⚙ > **Options > Organize email > Inbox rules**.
Change between your email, calendar, and contacts	Choose **Mail, Calendar,** or **Contacts** from the left menu.	Choose the app launcher ▦, and then choose **Outlook, Calendar,** or **People**.
Create and add a signature to your email	Choose **Tools > Options.** On the **Mail Format** tab, click **Signatures**.	Choose ⚙ > **Options > Settings > Mail**.

Microsoft

Syncing Office 365 with your device

Anytime you're on the go, get your Office 365 email, calendar, and contacts from your Windows Phone, Android device, iPad, or iPhone.

All you need is to set up your Office 365 account for your device. Now you can keep up with email threads and changes to appointments and meetings, and add contact information right on your phone or tablet.

Set up your device

For mobile, it's all about the apps and adding the work or school account you use for Office 365 for business to your device. Find and install the right app for your device from your device's app store. For step-by-step instructions, see:

*   Set up a mobile device using Office 365 for business
    (http://go.microsoft.com/fwlink/p/?LinkId=396709)

*   Set up Office 365 for business on your:

    *   Windows Phone (http://go.microsoft.com/fwlink/p/?LinkId=396654)

    *   iPhone (http://go.microsoft.com/fwlink/p/?LinkId=396655)

    *   iPad (http://go.microsoft.com/fwlink/p/?LinkId=524315)

    *   Android phone and tablet (http://go.microsoft.com/fwlink/p/?LinkId=525632)

Need more info?

*   Check out the Office 365 for business learning center (http://go.microsoft.com/fwlink/p/?LinkId=392570) for additional quick start guides and how-to videos.

*   Find more tips for switching to Office 365 (http://go.microsoft.com/fwlink/p/?LinkId=398049).

Microsoft