

# KDADS MICROSOFT OUTLOOK 2016 INFORMATION

- How to access your email from the Cloud
  - From your browser window or mobile device, go to <HTTPS://portal.office.com>. You will be asked to provide your Windows login ID on the Microsoft window. The next window will be the State of Kansas window where you will provide your Windows login ID again and your network password. Once you have logged in successfully, you can open Outlook from the Mail icon. When done, make sure you do the Sign Out from the upper right of the screen before closing your browser.
- If you feel that you may be missing an email, you can check the Quarantine folder by going to <https://admin.protection.outlook.com/Quarantine/?wa=wsignin1.0>. You will log on with your Windows login ID and password.
- Emails sent between Office 365 users are encrypted. If you need to send an encrypted email to someone who is not on Office 365 or you are not sure if they are, just enter the word 'encrypt' in the subject line. You can have additional text in the subject line as well. If the receiver does a reply to your encrypted email, then it will be returned to you as encrypted.
- How do I Set-up an Out of Office Greeting in O365 (Automatic Replies)?
  - Click the Options button and select the Set Automatic Replies button. Click the Send automatic replies option and complete the time period and message fields as necessary. Click on Save.
- How do I Set-up an email Signature?
  - In the program window, click the Options button and select See All Options. Click the Settings tab and create the signature in the E-Mail Signature section of the Mail settings. If you wish, click the Automatically include my signature on messages I send check box.