



MANAGING YOUR EMAIL & CALENDAR

This Tech Tip will teach you how to efficiently use your DJUSD email, calendar and contacts through Microsoft Outlook's desktop, website, and mobile applications.

Supported Platforms for Outlook

Windows Desktop & Webmail

Your DJUSD Desktop or Laptop comes pre installed with [Office365](https://www.office365.com). DJUSD Instructional Technology recommends accessing your district email through Outlook's desktop application or by using a web browser and navigating to Outlook's www.outlook.office.com. To keep your desktop version of Outlook up-to-date run Windows Update on your desktop or laptop.



Mobile: iOS & Android

DJUSD Instructional Technology recommends downloading the Outlook app by Microsoft from the iOS (Apple) or Android (Google) store. Navigate to your phone's app store and search "Outlook"



Managing Your Email

These "How To's" assume you are using the latest version of Outlook for Windows Desktops

Cc & Bcc

A carbon copy (Cc) is an email message that you send a copy of to another user. A blind carbon copy (Bcc) is just like a Cc, but the user you're sending the email to does *not* see who the email is being copied to.

Permanently Displaying Bcc

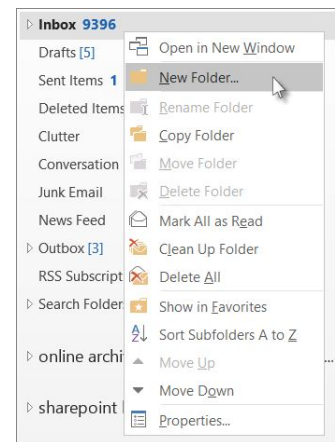
1. In a new email message **select the "Options" tab** at the top
2. Under **"Show fields"** select **"Bcc"**
3. You can now enter an email address in the "Bcc" section

Folders & Rules

Your inbox is like any other folder you would find on your desktop. Within your inbox you can create folders to help keep you organized. With those folders you can apply rules that automatically send incoming emails to those folders.

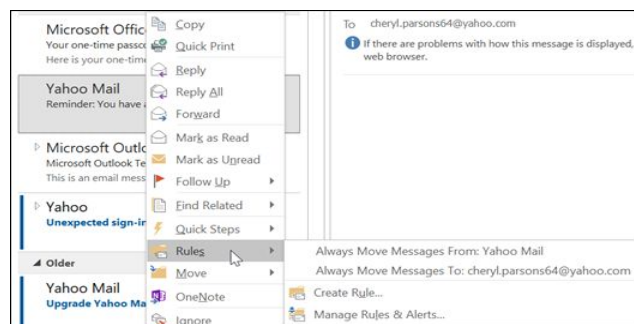
Creating a Folder

1. On the left side of Outlook **right-click on "Inbox" and select "New Folder..."**
2. Enter a name for your folder and press **"Enter"**
3. Your new folder lives under your Inbox
 - You can also right click your new folder and create even more sub-folders !



Adding a Rule

1. When you have an incoming message you would like to have a rule applied to, right-click on the email
2. Select **"Rules"** and then **"Create Rule..."**
3. Under the first category **"When I get email with all of the selected conditions"** chose **"Sent to"** and/or any of the other two options.
4. Towards the bottom of the window check **"Move the item to folder:"**, then select **"Select Folder"**.
5. Choose the folder you would like the incoming emails to live.
6. Click **"OK"** to save the rule.



Going on vacation? Setting up automatic replies for incoming emails is a great way to communicate to others that you're going to be gone.

Setting Up Auto Reply (Out of Office)

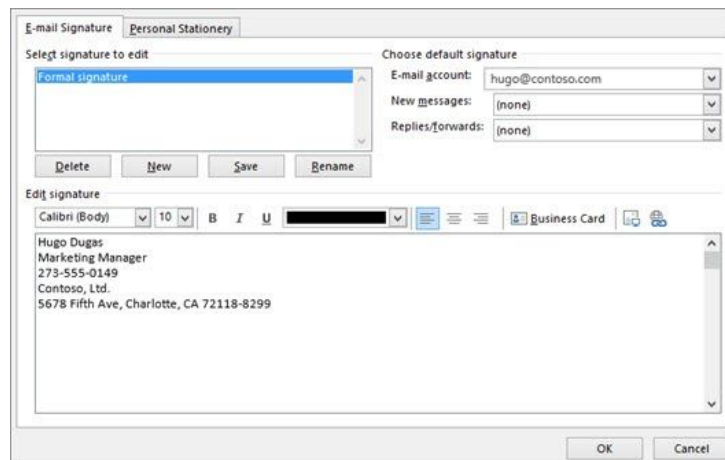
Setting Up Automatic Replies:

1. Select File then on the right, "Automatic Replies (Out of Office)".
2. Select Send automatic replies.
3. Select Only send during this time range.
4. Choose the dates and times you'd like to set your automatic reply for.
5. Type in a message.
6. Select OK.

Signatures

Adding a Signature in Outlook for Desktop

1. Select "File" at the top left
2. Then select "Options"
3. On the left panel select "Mail" and then on the right select "Signatures..."
4. Select "New" and name the signature whatever you please, then select "OK"
5. In the blank text box enter the text from the template below.
 - To add an image select the mountain with a monitor icon on the right.
6. Make sure to apply your default signature at the top right by selecting the name you created in step 4 under "New messages:" and "Replies/forwards:".



Adding a Signature in Outlook for Mobile

1. Tap the "hamburger" (three lines at the top left) and select settings (the gear icon).
2. Then select "Options".
3. Scroll down until you see "Signature" and fill in the field with the template text below.
 - NOTE: You cannot add an image to a mobile signature. :(

DJUSD Signature Guidelines

The DJUSD Public Information Department has provided guidelines on how your email signature should look. Below is a template of text you should include in your signature.

Name | Title

Pronouns (optional)

School

Address | Davis, CA [Zip Code]

email | school website

Phone number

- Font: Calibri
- Size: 11
- Color: Black, Navy Blue, or easy to read school colors
- Name and title should be **bolded**
- Include your digital school logo and the parcel tax logo (logos below)
- Pronouns may be included

Reply vs Reply All



When you receive a mass email (email sent to many users) you have the option to "Reply" or "Reply All". If you "Reply All" the email is sent to *everyone*. Keep in mind that if you're sending personal information or question that is not meant for everyone, but the sender, use "Reply" and *not* "Reply All"

3 Tips To Keep Your Inbox Organized

Don't be embarrassed - it's okay that you have 1,560 unread emails. You're reading this article and learning everything you need to know to keep yourself organized in Outlook.

Here are 3 quick tips to keep your inbox organized!

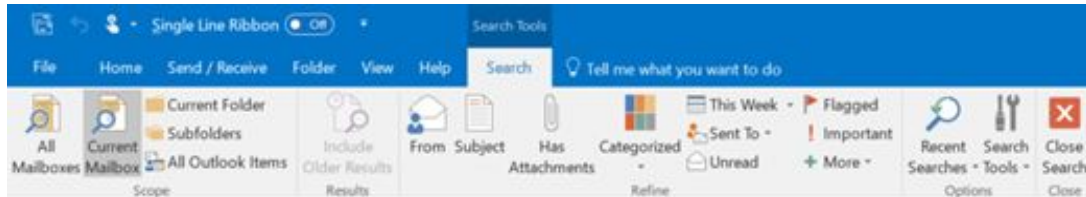
Keep Getting Spam Emails?

The US [Federal Trade Commission](#) has laws in place to keep your inbox spam free. At the bottom of most advertisement emails there's a tiny "unsubscribe" button (sometimes

they make it hard to find so keep searching, it's there). Once selected follow the steps to unsubscribe your email address from their list.

Sort & Search Your Inbox

At the top rightish of your Outlook's window you'll find a "Search Current Mailbox" box. If you select it you can type in keywords, senders, subjects, etc. to help find that email you're searching for.



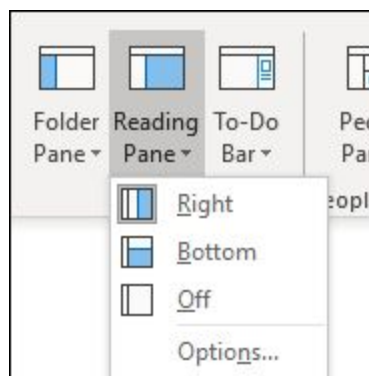
You can also filter your Outlook by selecting "Filter" near the search box

Customizing Your Outlook

Outlook divides your space work window into different "panes" that can be resized and adjusted to your liking

Changing Your Outlook's Layout

1. Select the "View" tab at the top of Outlook.
2. Under the "Layout" section you can select many different options.
 - The "Folder Pane" is where you view your inboxes.
 - The "Reading Pane" is where you read your emails when you select them in your inbox.
 - You also hide or change the view of your "To-Do" bar as well





Managing Your Calendar

Scheduling an Appointment

1. In the Calendar View, select "New Appointment".
2. Add a Title, Start and End Time, and a Location.
3. Select "Invite Attendees" at the top to turn your appointment into a meeting.
 - You can invite other people by entering their email in "Required" or "Optional" field.
4. You can add notes or reminders in the blank space below the location field.
 - You can also select "Location" and find a list of rooms with availability times.
5. Press "Save & Close" at the top leftish
 - *NOTE: remember to schedule yourself plenty of breaks. Your mental health is more important than your appointments.*

Customize Your Calendar!

1. When in the "Calendar" view find the "Arrange" group at the top.
2. Here you'll find many different views.
 - Day, work week, week, month, and schedule view.
3. You can get even more detailed by selecting the "View" tab at the top.
 - Here you will find options to change colors, add or remove windows, or reset your view if things got a little crazy.

Sharing Your Calendar

1. In the "Calendar" view select "Calendar Permissions" at the top.
2. In the "Calendar Properties" window that appears select "Add...".
3. Search for a DJUSD user and select "OK".
 - Using "Advanced Find" to the right of the search box can help narrow down who you are looking for.
4. Under "Permissions Level" select the level appropriate:
 - Owner: the user can edit your calendar and delete it
 - Editor: the user can create, view and edit your calendar
 - Reviewer: the user can only see your calendar

Stop Sharing Your Calendar

1. In the "Calendar" view select "Calendar Permissions" at the top.
2. Select the name of the user you want to remove permissions from
3. Select "Remove"
4. Select "OK"



Managing Your Contacts

Outlook Groups

Groups can be useful when you are frequently contacting a list of people at one time. A "Contact Group" is a list of users that can potentially be shared with other DJUSD users. After you create a group you can send one email directly to that group and Outlook sends it to everyone or Outlook finds the best time your group is free to schedule an appointment.

1. From the home page of Outlook find the "groups" area at the top
2. Select "New Group"
 1. *You can also select "Browse Groups" and search for an already publicly created group.*
3. From here enter your group name
 1. The email address should auto populate if the group name is not taken
4. Enter a description of the group
5. There are no classifications set for DJUSD
6. Select "Public" or "Private" depending on if you want others to use your group
7. You can check "Send all group conversation and events to members' inboxes" if you want the group to see all conversation and event history.

Adding an Outside Contact

All DJUSD staff are listed under the staff directory when you select "To" while creating a new email. If you would like to add a contact that is outside of the DJUSD network follow these steps:

1. In the People view, select "New Contact" at the top left.
 - You can also press "Ctrl+N" on your keyboard.
2. Enter all the information you want, but mostly just their name & email is required.
3. Select "Save & New" or "Save & Close" at the top left to complete your contact.