# ARCHDIOCESE OF CHICAGO

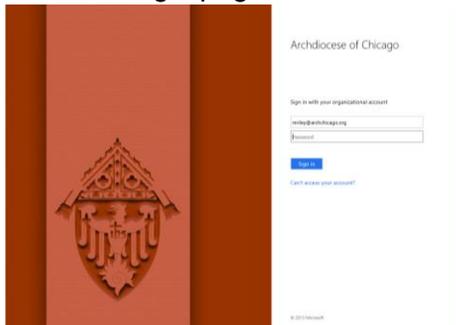## Office Online: Logging In

You can access your account using a web browser such as Chrome, FireFox or Edge.
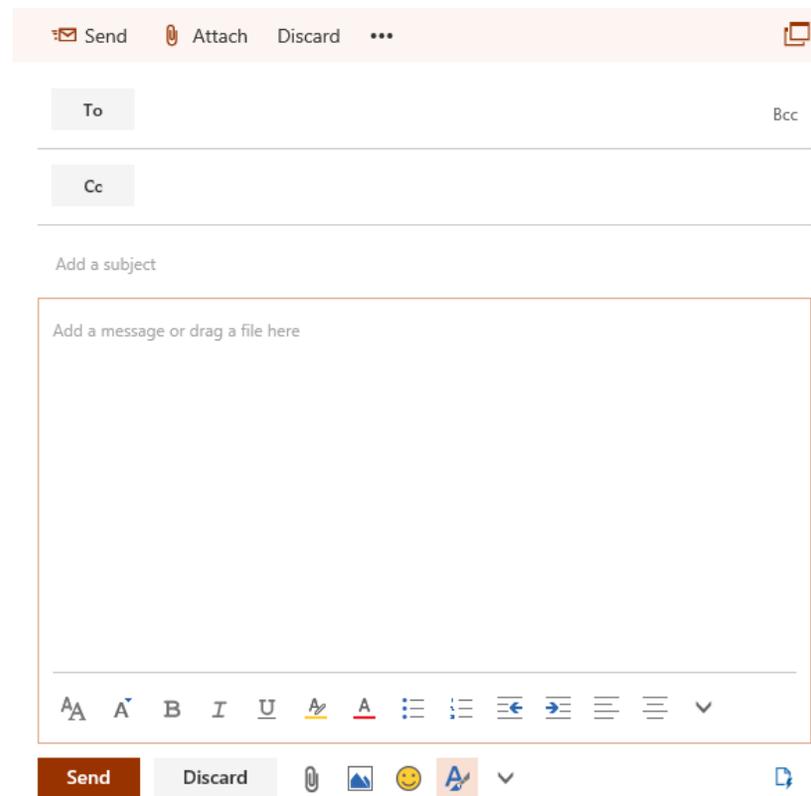
1. Browse to https://outlook.office365.com
2. Enter your full @archchicago.org email address and click in the password field. You will be redirected to a diocesan login page.



3. Enter your password and click Sign in.

## Composing Email

From the Office 365 Mail application, click the New button or tap the letter N on your keyboard to open a blank email.
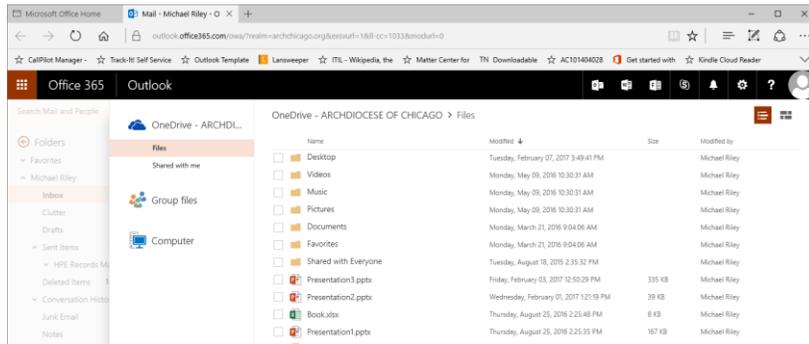


Enter the recipient(s) in the To, Cc and Bcc fields as desired. Enter a subject and message. Click Send when finished.

## Attaching Files

You can attach files stored in your OneDrive cloud storage, local files from your computer or network files you can access.



Clicking the attach icon below the message will open your OneDrive storage. You can then select one or more files to attach.

Clicking Computer lets you browse your local computer and network locations to attach files. Be patient when attaching large files using the Computer option as the files will need to be uploaded to the internet.

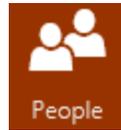When you attach as a OneDrive file, the recipients can edit the file you send.



## Working with People (Contacts)



The People app within Office Online lets you manage your personal address books. You can switch to the app by clicking the People icon below the folder list in your mail or from the App chooser dropdown.

### Manually Creating

From the People app, you can click the Add button to manually add an entry to your Contacts folder.

### Creating Contact Lists

To create a Contact List (distribution list), click the drop-down to the right of the Add button and choose Contact List. Enter a name for the list and search for and select each member of the list one-at-a-time. Click Save when finished.