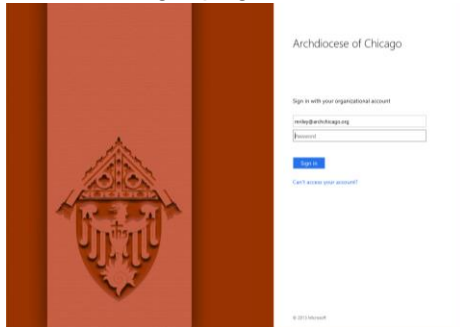




Office Online: Logging In

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.

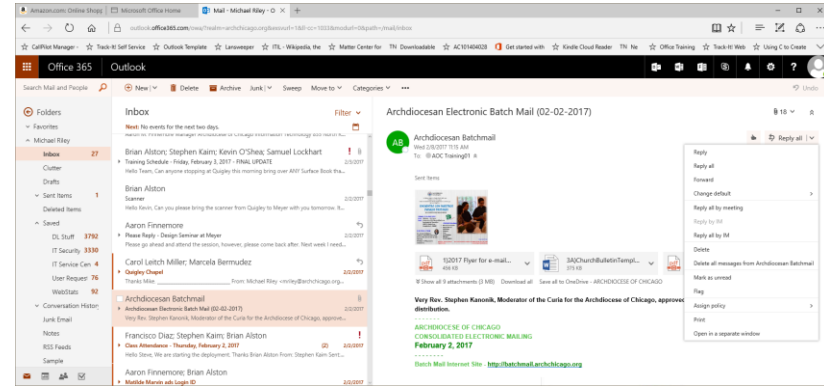


3. Enter your password and click Sign in.

Reading E-Mail

The Mail app in Office Online lets you access your @archchicago.org e-mail.

To read a message, simply select it from the list of items in your Inbox. The default display is to show messages as Conversations. An arrow to the left of the item in the Inbox will expand to display individual items. Messages are separated with a horizontal line in the reading pane on the right.



Tools to manage the item are displayed above the item list and in a drop-down menu at the upper-right of the message.

Common Email Tools

Delete	Moves item to Deleted Items folder
Reply/Reply All	Opens a reply to the sender or the sender and all the message recipients listed
Forward	Lets you forward the message to another person




Viewing and Saving Attachments

Archdiocesan Electronic Batch Mail (02-02-2017) 18

Archdiocesan Batchmail
Very-Rev. Stephen Kanonik, Moderator of the Curia for the Archdiocese of Chicago, approved all item... Wed-2/8-11:14 AM

Archdiocesan Batchmail
Thu 2/2, 11:22 AM
Michael Riley; Stephen Kanonik



1)2017 Flyer for e-mail... 456 KB
3A)ChurchBulletinTempl... 375 KB
3B)MercyHome 263 KB

Show all 9 attachments (3 MB) Download all Save all to OneDrive - ARCHDIOCESE OF CHICAGO

When viewing messages as Conversations (the default view), an icon will display at the upper-right of the conversation to indicate the number of attachments in all messages in the conversation.

Individual messages display their own attachments below the message header.

Viewing Attachments

Clicking an attachment will preview that file (if possible). You can select other attachments while in the preview window or click the X in the upper-right of the preview to exit the attachment preview.

Saving Attachments

Drop-down arrows display to the right of each attachment that let you save the attachment to your computer or your OneDrive cloud storage. Below the list of attachments in the message are links to save ALL attachments in that message (either locally or in the cloud).