TABLE OF CONTENTS:

OFFICE 365 FOR ALL BUSINESS USERS
1. GET TO KNOW OFFICE 365 ................................................................. 3
2. SHARE OR PUBLISH YOUR OFFICE 365 CALENDAR .................. 6

OFFICE 365 FOR SMALL BUSINESS ADMIN
1. CREATE A SHARED MAILBOX ............................................................. 8
2. MANAGE PASSWORDS ...................................................................... 9
3. MANAGE USER ACCOUNTS ............................................................. 11

OFFICE 365 FOR ENTERPRISE ADMIN
1. SET UP CUSTOM DOMAINS IN OFFICE 365 ENTERPRISE .......... 16
GET TO KNOW OFFICE 365
Watch these videos to become familiar with Office 365 and how to read email, share documents, and more.

1. WELCOME TO OFFICE 365
Learn about what’s included in Office 365.

2. USE EMAIL AND MORE IN OFFICE 365
Use Outlook and Outlook Web App for email calendars, and more.
3. USE OFFICE AND OFFICE WEB APPS IN OFFICE 365

Use Office and Office Web Apps with Office 365 to improve productivity.

4. SHARE DOCUMENTS IN OFFICE 365

Share documents in Office 365 using SharePoint Team Sites and SkyDrive Pro.
5. Communicate with Lync in Office 365

Use Lync to IM, view presence information, and set up or attend online meetings.
SHARE OR PUBLISH YOUR OFFICE 365 CALENDAR

Share or publish your calendar so others can view your appointments and meetings.

1. SHARE OR PUBLISH YOUR OFFICE 365 CALENDAR

Understand the differences between sharing a calendar, publishing a calendar, and sending a snapshot of your calendar in email.

2. SHARE YOUR OFFICE 365 CALENDAR

Share your calendar with select people in your organization.
3. PUBLISH YOUR OFFICE 365 CALENDAR OR SEND IT IN EMAIL

Use Outlook Web App to publish your calendar so that others outside of your organization can see when you are busy. Or use Outlook 2013 to send a snapshot of your calendar in email.
CREATE A SHARED MAILBOX

You can create a shared mailbox in Office 365 so that a group of people can view and respond to email from a common mailbox.

1. CREATE A SHARED MAILBOX IN OFFICE 365

Set up a shared mailbox in Office 365 and give permissions to people who need access to it.

2. USE A SHARED MAILBOX IN OUTLOOK 2013 AND OUTLOOK WEB APP

Access a shared mailbox from your own mailbox in Outlook 2013 and Outlook Web App.
MANAGE PASSWORDS

Learn how to manage passwords for your organization. Change password expiration and reset forgotten passwords, for yourself and others.

1. MANAGE PASSWORDS

As an admin, you’ll need to manage Office 365 passwords for your organization. In this video, learn how to change password expiration settings.

2. RESET A PASSWORD

Learn how to reset a forgotten password for users in your organization.
3. **RESET AN ADMIN’S PASSWORD**

If you are the only admin in your organization, use this process to reset your own password.

![Reset an admin's password](image)
MANAGE USER ACCOUNTS

As an admin, you need to perform a variety of tasks to keep your organization running smoothly. Learn how to add users, update user information, and transfer licenses and buy new licenses.

1. ADD A USER WITH ADMIN PERMISSIONS

Create a new user and assign admin permissions so that others in your organization can help you with admin tasks.

2. CHANGE OR DELETE AND RESTORE USERS

Change user information, delete users, and restore users after they've been deleted.
3. **ADD AN EMAIL ALIAS TO A USER ACCOUNT**

Assign an email alias to a user account so that a user can receive email from more than one address.

4. **MANAGE USER LICENSES**

Remove a license from a user and assign it to another user. Buy more Office 365 licenses.
SET UP YOUR CUSTOM DOMAIN IN OFFICE 365

Set up your own domain name with Office 365 Small Business so your customers and partners can use an easy-to-remember email address to contact you.

1. USE CUSTOM DOMAINS IN OFFICE 365

Learn about domain names and how to set up your customized checklist for domain-name setup.

2. CONFIRM OWNERSHIP OF YOUR CUSTOM DOMAIN NAME

Help Office 365 verify that you own your custom domain.
3. SET UP OFFICE 365 TO WORK WITH YOUR WEBSITE

Change your Office 365 account settings so that people can still get to your website after you add your custom domain to Office 365.

4. ADD OR CHANGE USER ACCOUNTS

Set up Office 365 user accounts for people who have email on your domain so that they will keep getting mail after you switch the domain to Office 365.
5. CHANGE DNS SETTINGS AT YOUR DOMAIN REGISTRAR

Change your name server records to point to Office 365 name servers. This lets Office 365 automatically set up email and other services for you.
SET UP CUSTOM DOMAINS IN OFFICE 365 ENTERPRISE

If organization already has a custom domain name, you can add it to Office 365 Enterprise so that your customers can use a familiar domain name when they contact you using email, instant messaging, and online meetings.

1. SET UP CUSTOM DOMAINS IN OFFICE 365 ENTERPRISE

   Start the custom domain setup process by verifying that you own your custom domain.

2. ADD USERS AND ASSIGN LICENSES IN OFFICE 365 ENTERPRISE

   Set up new user accounts so that Office 365 email addresses use your custom domain.
3. **CHANGE DNS RECORDS TO SET UP OFFICE 365 ENTERPRISE SERVICES**

Set up DNS records so that your custom domain works with your Office 365 email and other services.
We hope you enjoyed
The Office 365 Quick Reference Guide.
To view other resources in our Tech Tips by MessageOps series, visit our website

http://www.messageops.com/documentation