
















# Office 365

## Cheat Sheet

| Task  | Zimbra   | Outlook Web App  |
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|  <p><b>Launch email</b></p>            | <p>Go to: <b>webmail.stanford.edu</b></p> <p>To check back in Zimbra to make sure you got all your email and calendar appts, go to: <b>webmail-legacy.stanford.edu</b></p> | <p>Go to: <b>webmail.stanford.edu</b></p>  |
|  <p><b>Create &amp; send email</b></p> | <p>Zimbra allowed you to create a new message by clicking the Mail tab, then clicking New Message.</p>   | <ol style="list-style-type: none"> <li>1. Select the <b>Mail</b> app.</li> <li>2. Click <b>New Mail</b>.</li> <li>3. Enter recipients (start typing name, then click <b>Search</b>).</li> <li>4. Compose message and click <b>Send</b>.</li> </ol>                                       |
|  <p><b>Refresh email</b></p>           | <p>To refresh your mailbox in Zimbra, you click the Refresh icon or click the Inbox.</p>   | <ol style="list-style-type: none"> <li>1. Click the <b>Inbox</b> or click the gear icon, then click <b>Refresh</b>.</li> </ol>   |
|  <p><b>Action Items</b></p>           | <p>No such feature.</p>  | <p>This app works with your mail. As you read your email, you will be notified of "Action Items."</p> <p>Click <b>Action Items</b> to see what they are. You can disable it at any time in the <b>Settings</b> menu&gt;<b>Manage Apps</b>.</p>   |
|  <p><b>Reply</b></p>                 | <p>Zimbra Reply was done by simply clicking the Reply button, entering your reply, and clicking Send.</p>  | <ol style="list-style-type: none"> <li>1. Click <b>Reply</b>. Enter other recipients or type your reply and click <b>Send</b>.</li> </ol>  |
|  <p><b>Forward</b></p>               | <p>Zimbra allowed you to forward one or many email messages to other recipients. Office 365 allows you to forward one message at a time.</p>                               | <ol style="list-style-type: none"> <li>1. From a mail folder (Inbox or other), click the checkbox next to the Sender's name.</li> <li>2. Right-click to select <b>Forward</b>. You can only forward one message at a time.</li> </ol>  |
|  <p><b>Using Tags/Categories</b></p> | <p>In Zimbra, you use Tags to categorize your email or calendar appointments. In Office 365, Tags are called Categories.</p>   | <ol style="list-style-type: none"> <li>1. With an email message open, click the "..." (3 dot) menu, or right-click.</li> <li>2. Click <b>Categorize</b> and choose the category for the item.</li> <li>3. You may create new tags. You cannot rename the original color tags.</li> </ol> |
|  <p><b>Create signature</b></p>      | <p>If you had one or multiple signatures in Zimbra, they were not migrated. You must recreate it in Office 365.</p>  | <p>In Office 365, you can have one signature.</p> <ol style="list-style-type: none"> <li>1. Go to the <b>Settings</b> menu and click <b>Options</b>.</li> <li>2. Click <b>Shortcuts</b>, then click <b>Add an email signature</b>.</li> </ol>  |
|                                      | <p>Zimbra allowed you to create a new appointment, all-day event, meeting, and repeating meetings. You can do the</p>  | <ol style="list-style-type: none"> <li>1. Click the <b>Calendar</b> app.</li> <li>2. Click <b>New</b>.</li> <li>3. Enter the <b>Event title</b>, the <b>location</b>, and the</li> </ol>   |

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| <p><b>Create new calendar event</b></p>  | <p>same in Office 365.</p>   | <p><b>attendees' names.</b><br/>To see free/busy, click the <b>Scheduling Assistant</b>. The attendees' schedules appear in columns. Find and select the time where everyone (or most) is available.<br/>4. Click <b>Save</b>.</p>  |
|  <p><b>Repeating meetings</b></p> | <p>Zimbra allowed you to create custom repeating meetings. Office 365 also allows you to create repeating meetings.</p>  | <ol style="list-style-type: none"> <li>1. Click the <b>Calendar</b> app.</li> <li>2. Click <b>New</b>.</li> <li>3. Enter the <b>Event title</b>, the <b>location</b>, and <b>attendees' names</b>.</li> <li>4. Select a <b>Start</b> date, <b>Show As</b> (status), calendar to put it on, and pull down the <b>Repeat</b> menu.</li> <li>5. Select an option from the list.</li> <li>6. Enter the <b>From</b>: start date and the <b>To</b>: end date.</li> <li>7. Enter information in the body of the message (including Blue Jeans video conferencing details if necessary).</li> <li>8. Click <b>Send</b>.<br/>You can modify any of the recurrences without disrupting the series.</li> </ol> |
|  <p><b>Share calendar</b></p>    | <p>Zimbra allowed you to share your calendar with special permissions.</p>   | <ol style="list-style-type: none"> <li>1. Right-click your calendar name or click the <b>Share</b> link at the top right of the calendar screen.</li> <li>2. Enter the name of the person you want to <b>Share with</b> in that field.<br/>The Subject defaults to "I'd like to share my calendar with you." You can edit that if you'd like.</li> <li>3. Select the Calendar you want to share and click <b>Send</b>.</li> </ol>   |
|  <p><b>Create contacts</b></p>  | <p>Zimbra allowed you to create contacts and contact groups. It also allowed you to create multiple address books that contained contact groups inside.<br/>Office 365 allows you to create contacts and contact groups.</p>                 | <ol style="list-style-type: none"> <li>1. Click the <b>People</b> app.</li> <li>2. Click <b>New</b>.</li> <li>3. Select from <b>Create contact</b>, <b>Create contact list</b>, <b>Create group</b>, or <b>cancel</b>.<br/>(Contact list allows you to make a contact group like Zimbra. Enter a list name and add the members. Creating a group provides a space for shared conversations, files, and a group calendar.)</li> </ol>  |
|  <p><b>Create tasks</b></p>     | <p>Zimbra allowed you to use Tasks to create "To-Do" lists. Tasks were not associated with the calendar.<br/>Office 365 allows you to create tasks that can contain a reminder of the due date, repetition, track total work hours, etc.</p> | <ol style="list-style-type: none"> <li>1. Select the <b>Tasks</b> app.</li> <li>2. Click <b>New task</b>.</li> <li>3. Enter the <b>Subject</b>, <b>Due date</b>, and click <b>Show details</b>.</li> <li>4. Enter a <b>Start date</b>, <b>Date complete</b>, <b>Status</b>, <b>% complete</b>, <b>Priority</b>, and even <b>set a reminder</b> and click <b>Save</b>.</li> </ol>  |