

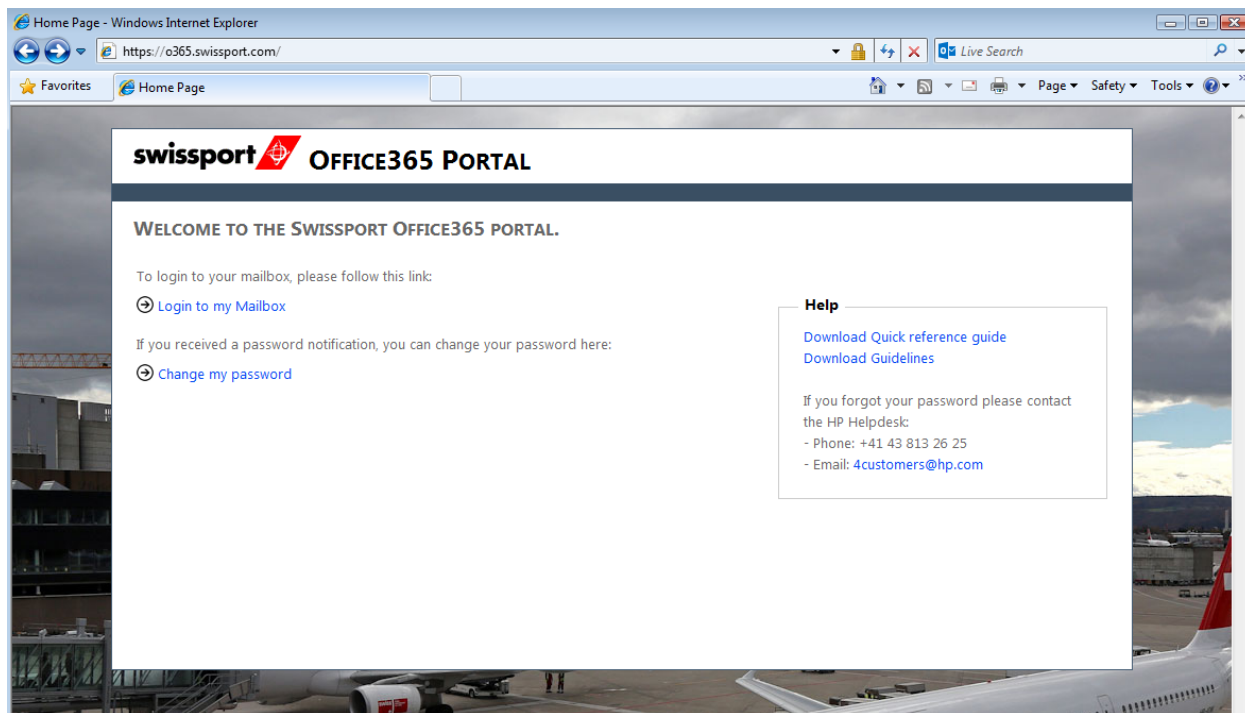
OFFICE 365 – QUICK START GUIDE

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1. O365 ACCESS

Open your Web Browser and navigate to <https://o365.swissport.com>



On the right side you will find useful links to download the Quick Start Guide (Quick Reference Guide) and the guidelines.

2. LOGIN

Open the link: <https://o365.swissport.com> And click on “Login to my Mailbox“.

Then enter your Username in the following Format:

Domain (spi) \1.Letter of your First name, 1.Letter of your Second Name and Personnel Number.

Sign In

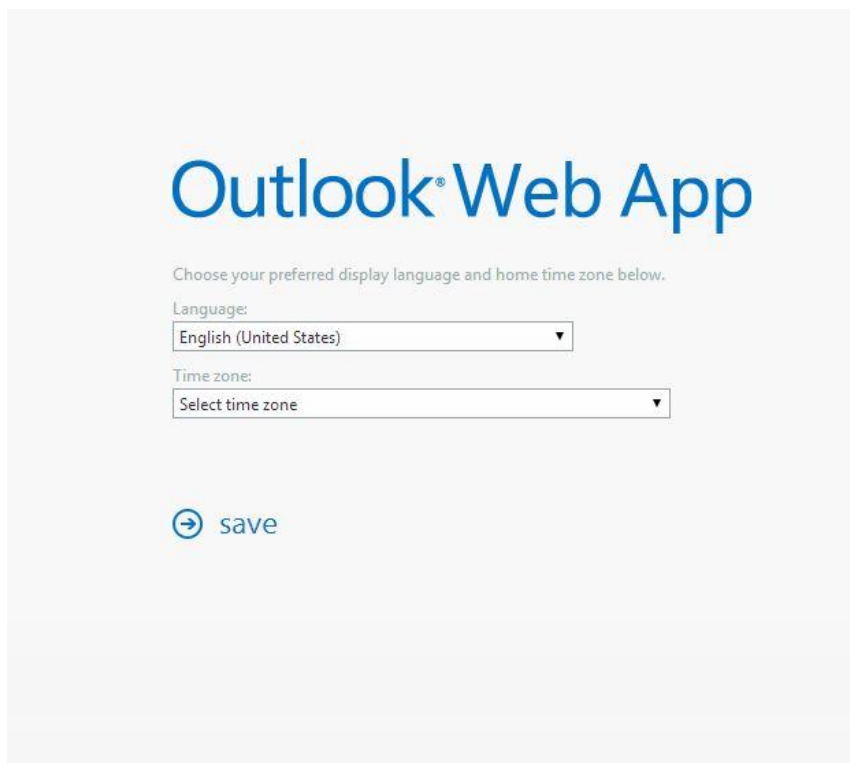
sts.swissport.com

Type your user name and password.

User name: Example: Domain\username

Password:

When you first Login you will be prompted to select a language and time zone.



The screenshot shows the Outlook Web App interface for selecting a language and time zone. At the top, the text "Outlook® Web App" is displayed in a large blue font. Below this, a smaller instruction reads "Choose your preferred display language and home time zone below." There are two dropdown menus: the first is labeled "Language:" and currently shows "English (United States)"; the second is labeled "Time zone:" and shows "Select time zone". At the bottom of the form area, there is a blue circular icon with a right-pointing arrow followed by the text "save".

Select the correct language and time zone:

ie. Switzerland

Language: Deutsch (Schweiz)

Time zone: (UTC+01:00) Amsterdam, Berlin, Rome, Stockholm, Vienna

3. PASSWORD CHANGE

The initial Password requires to be changed on the first Login.

Open the link: <https://o365.swissport.com> and click on "Change my password".

swissport OFFICE365 PORTAL

LOG IN

Please enter your username and password.

Account Information

Username: ab123456

Password: ●●●●●●

Log In

1. Enter Username (eg.. "ab123456")

2. Enter current Password

3. Click on "Log In"

swissport OFFICE365 PORTAL

CHANGE PASSWORD

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length.

Account Information

Old Password:

New Password:

Confirm New Password:

Cancel Change Password

4. Enter current password.

5. Enter New Password (2x).

6. Change Password

It is required that your Password is changed every 3 Months. An E-Mail notification will be sent a few days prior to as a reminder to do so. Do not wait till the last day as to obtain important E-Mail Announcements.

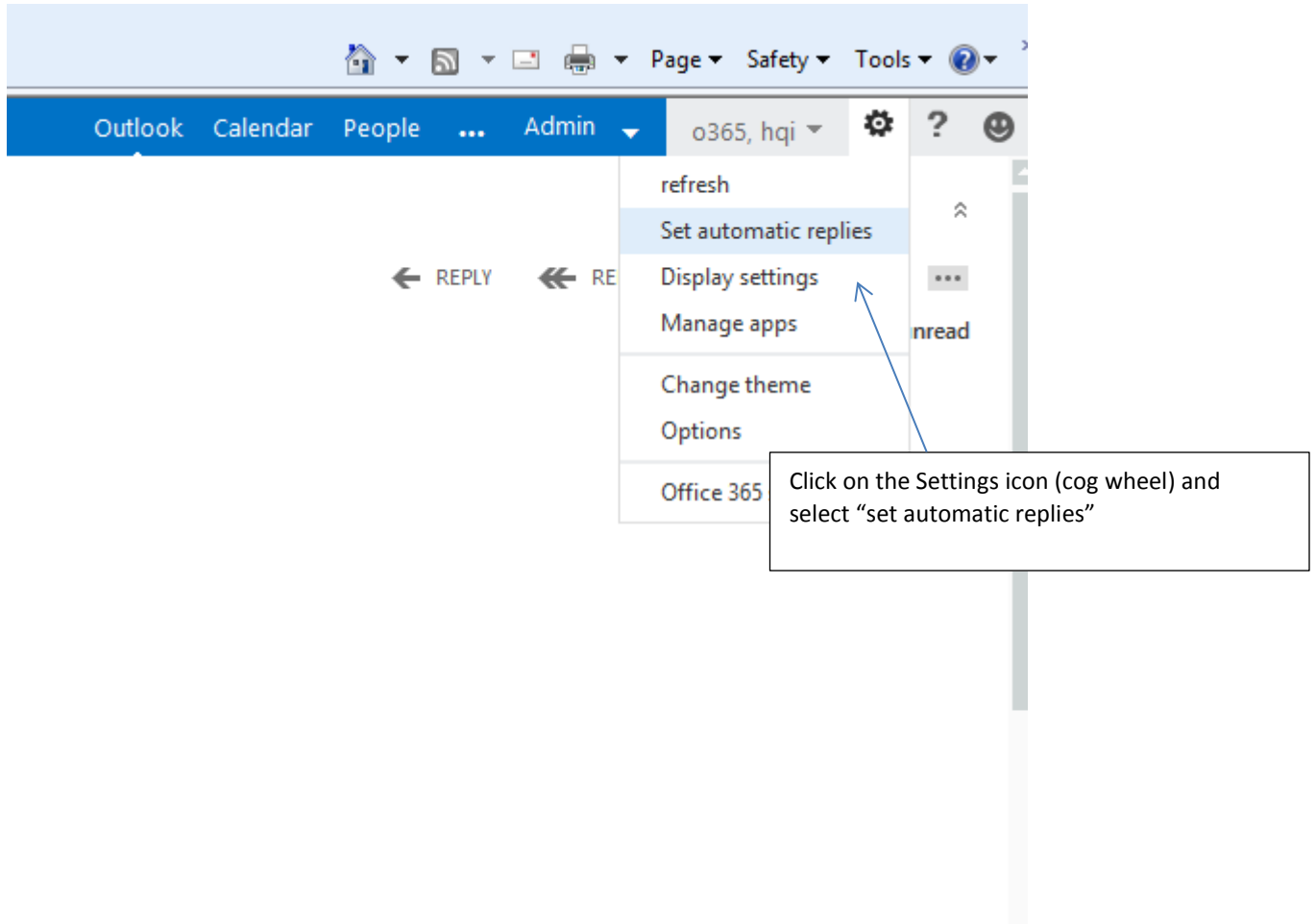
If the Password expires and Login is no longer possible, please contact the HP Service Desk (+41 43 815 01 11) for assistance.

The following Rules apply to all Swissport Accounts:

- The Password must be changed every 90 Days.
- Case-sensitive. Pay attention to Upper and Lower Case Letters.
- The Password must consist of at least 8 characters. One Capital letter and one Number (i.e. aBcd0123). For safety, we recommend that you insert at least one special character (\$-:?! , etc.).
- Your previous Passwords are encrypted and stored on the system. It is not possible to always select the same password.

5. OUT OF OFFICE ASSISTANT

Employees who remain away or absent for longer than 3 Days are recommended to activate an automated absence note. Use the Out of Office Assistant to notify others that you cannot respond immediately.



Enter the desired Text or note of absence (See template below) in both fields. The upper text is sent to recipients who operate within your organization (i.e. Work colleagues). The Text below is sent to recipients outside your organization (i.e. Customers / Suppliers). Take some time to ensure that the message is sent correctly after first time setup.

inbox rules **automatic replies** delivery reports retention policies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

- Don't send automatic replies
- Send automatic replies

Send replies only during this time period:

Start time:

End time:

Send a reply once to each sender inside my organization with the following message:

Calibri 12 B I U abc [Rich Text Editor Icons]

Thank you for your E-Mail

I am momentarily out of office until XX-XX-20XX. Until then all mail recieved will go unread.

If in urgency, please contact jane.doe@swissport.com

Thank you
John Doe

Send automatic reply messages to senders outside my organization

- Send replies only to senders in my Contacts list
- Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Calibri 12 B I U abc [Rich Text Editor Icons]

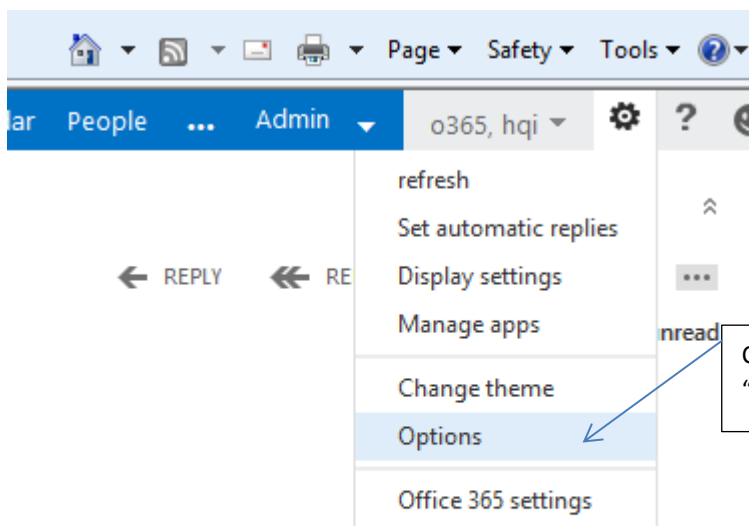
Good Day

Thank you for your E-mail

save

6. E-MAIL SIGNATURE

The sender's signature is the electronic business card that all employees are requested to setup manually and attached to all E-mails.



Click on the Settings Icon (cog wheel) and select "Options".



Now you can copy the existing Text here and complete the signature.

<your Name>

Swissport <your company>

Phone +<your phone number>

Mobile +<your mobile number>

Change the information with your own personal Data, and Enable, “Automatically include my signature on messages I send“. Click on “Save” on the bottom right to save your new signature.

email signature

Calibri 8 B I U abc [background color] [bulleted list] [numbered list] [indent] [outdent] [link] [unlink] [insert image] [insert video]

CH-6340 Baar
SWITZERLAND

Phone +41 43 815 01 12
Mobile +41 79 123 45 67

hqi.office365@swissport.com
<http://www.swissport.com>

Automatically include my signature on messages I send

7. CONTACTS

When writing a new E-Mail and starting the recipients second name in, “To”, Office365 will give you a selection of contacts to choose from.

SEND DISCARD INSERT

NS BY DATE

To: flu|

Cc: Fluegel, Kleber
Kleber.Fluegel@swissport.com

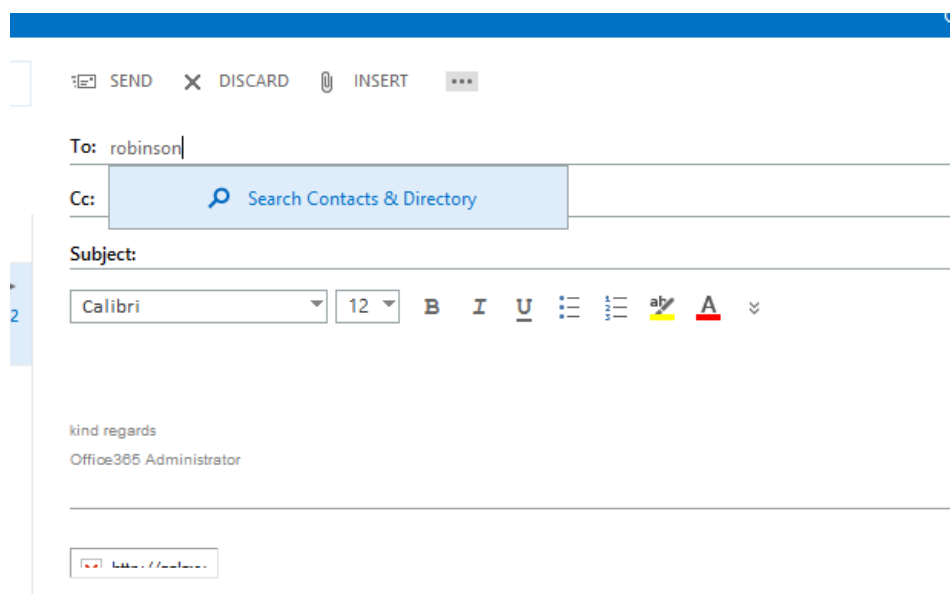
Subj: Search Contacts & Directory

Cal...

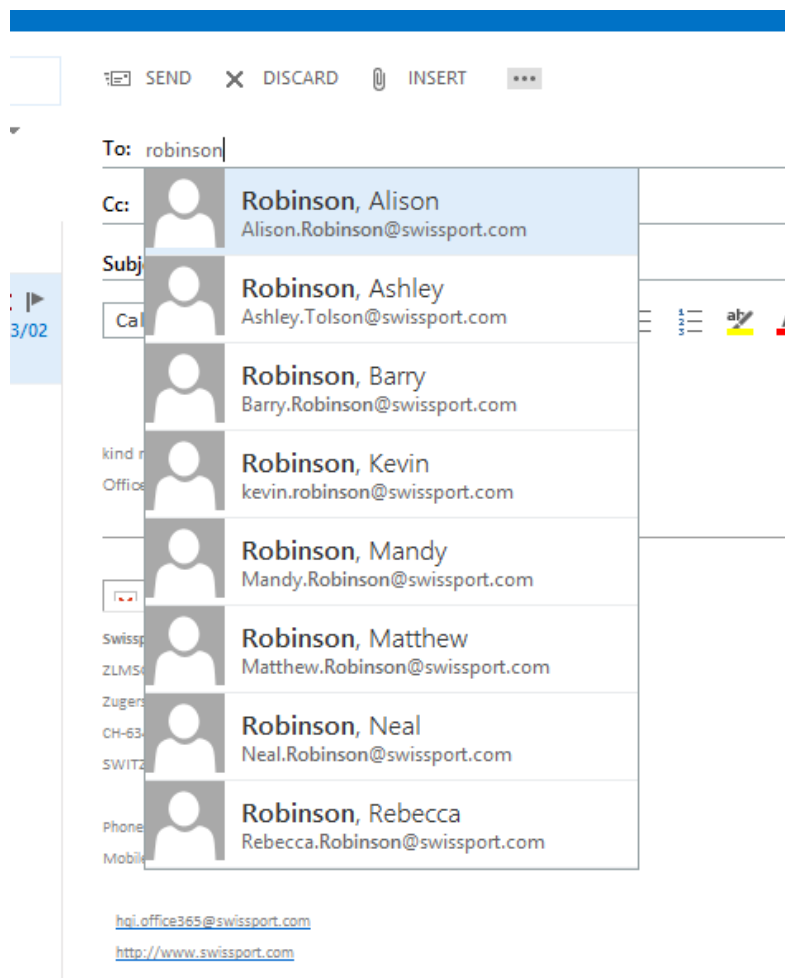
kind regards
Office365 Administrator

[3] Mon 03/02
I have...

Otherwise, you can "search contacts and directory" after input of the receiver click to "search for recipients":



Your Contact matches will then be shown in a drop down list:



Alternatively, you can also click on the Address book (People) and search for recipients:

The screenshot shows the Outlook interface with the 'People' tab selected in the navigation pane. A search for 'robinson' is performed, displaying a list of contacts and a detailed view for 'Robinson, Alison'.

Navigation Pane: Outlook, Calendar, **People**, ... ZRH

Search Bar: robinson

Include People From:

- My Contacts and Directory (selected)
- MY CONTACTS
- DIRECTORY

Search Results:

- Robinson, Alison (Alison.Robinson@swissport.com)
- Robinson, Ashley (Swissport Cargo)
- Robinson, Barry (Swissport UK Ltd.)
- Robinson, Kevin (Swissport Cargo)
- Robinson, Mandy (Swissport UK Ltd.)
- Robinson, Matthew (Matthew.Robinson@swissport.com)
- Robinson, Neal (Neal.Robinson@swissport.com)
- Robinson, Rebecca (Rebecca.Robinson@swissport.com)

Profile Card: Robinson, Alison

Credit Control Manager, XX-XYZSR

Actions: contact, notes, organization

send email: Alison.Robinson@swissport.com

business: +44 1928 570 162

business fax: + 44 1928 570 225

Work: Job title: Credit Control Manager, Department: XX-XYZSR, Directory

business address: Runcom, United Kingdom

linked contacts: Directory, Manage...

8. CREATING CONTACT GROUPS

New Contact groups can be created so as to manage contact directories in the address book and will be made viewable by other users. You will also be able to view other contact groups that have been created as well as join contact groups and leave groups.

To view, enter or join a new group you need to be in the Address Book (people).

Click New:

The screenshot shows the Office 365 interface. At the top left, the 'Office 365' logo is visible. Below it, a red circle highlights a '+ new' button. To the right, a search bar contains the text 'robinson' and shows search results for 'all people groups rooms'. Below the search bar, there are radio buttons for 'Include People From': 'My Contacts and Directory' (selected), 'MY CONTACTS', and 'DIRECTORY'. A list of contacts is displayed, including Alison, Ashley, Barry, Kevin, Mandy, and Matthew Robinson. On the right side, a detailed view of 'Robinson, Alison' is shown, including her job title 'Credit Control Manager, X', contact information, and business details.



Select "Create Group".

The screenshot shows a dialog box titled 'what would you like to do?' with three options: 'create contact', 'create group', and 'cancel'. A blue arrow points to the 'create group' option. The background shows a blurred view of the contact details for Alison Robinson, including her email address 'son.Robinson@swissport.com', job title 'Credit C', and department 'XX-'. Other visible text includes 'nd email', 'work', 'Job title: Credit C', 'Department: XX-', 'isines', '4 1928', '14 1928', 'addre', 'gdom', and 'contact:'.

.....

Rename the New Group to your liking and add the selected contacts. Adding a new contact functions the same way as adding a contact to an E-Mail recipient.

ME



 SAVE  DISCARD

Group name:

Members:

Notes:

1 NEWLY ADDED MEMBERS

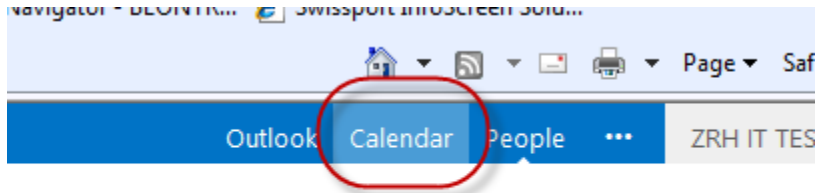
 Fluegel, Kleber
Kleber.Fluegel@swissport.com 

To Save the New Group, click “Save”.

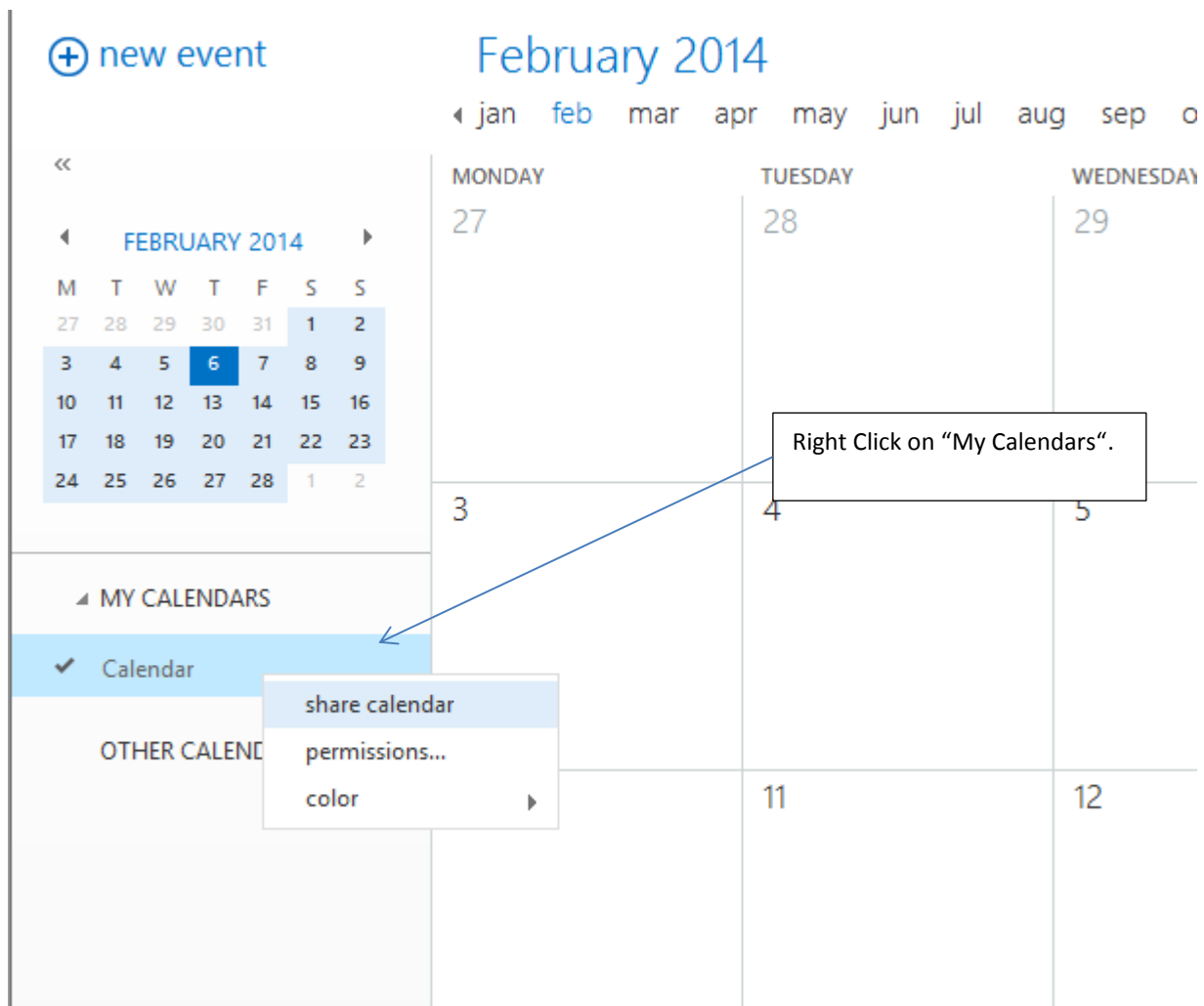
9. CALENDAR (ADDING A NEW CALENDAR)

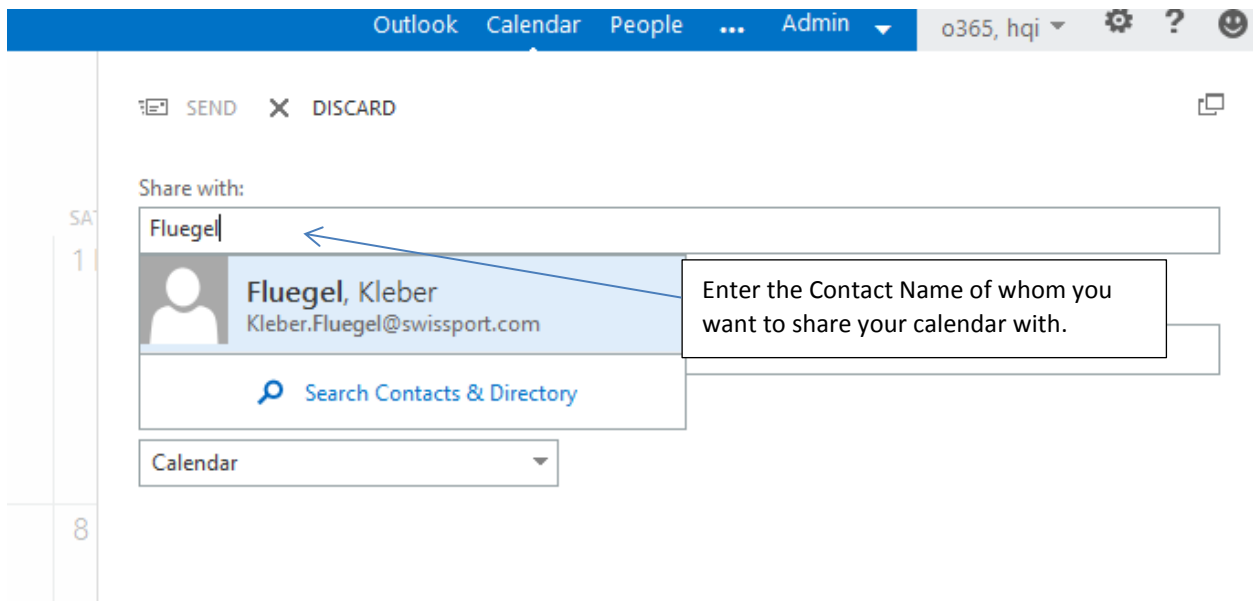
You can make your Calendar visible to other Contacts.

To access your calendar, navigate to “Calendar“ in the task bar.



To share your calendar you need to right click on “My Calendars” and select “Share Calendar”.





To Accept the Calendar Sharing with the desired contact you need to click Send.

