

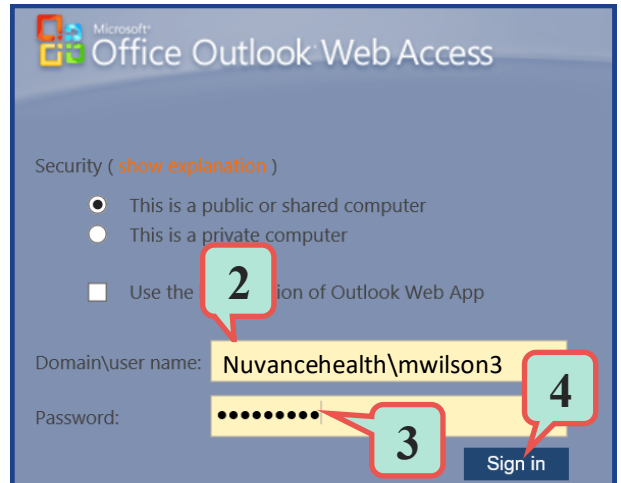
Webmail Upgrade

Target Audience: All Nuvance Employees

Beginning in June, Microsoft Office will be upgraded to Microsoft Office 365. Due to this upgrade, users will notice subtle changes in appearance and functionality when using Nuvance Health Webmail.


Getting Started:

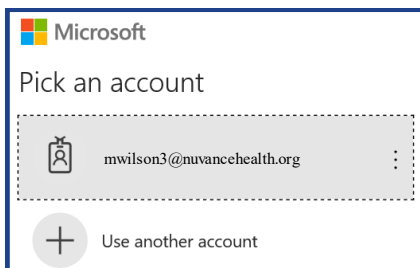
1. Access the Nuvance Health Webmail sign in window
2. Enter **Nuvancehealth**(Nuvance Health Windows user name)
3. Enter your **NH Windows password**
4. Click **Sign in**



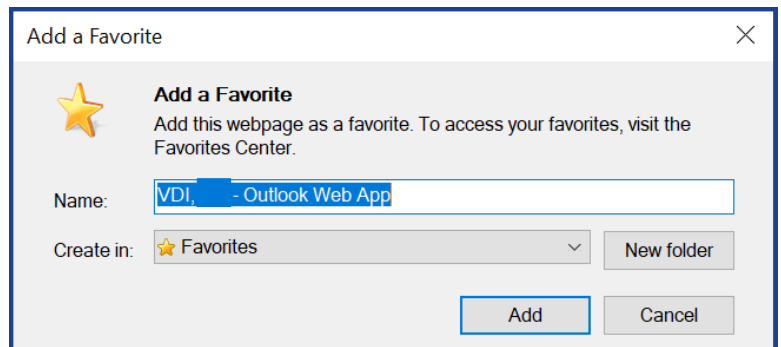
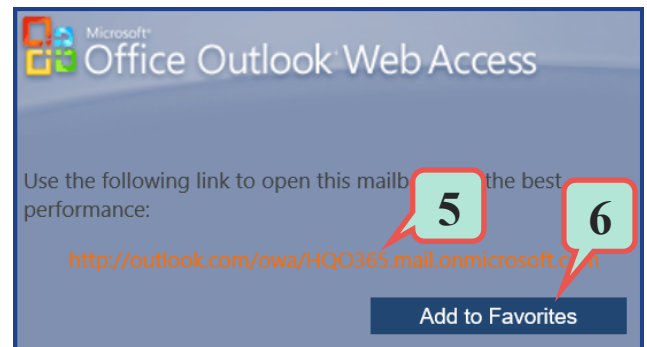
Office Outlook Web Access link window displays

5. Click the Office Outlook Web Access **link**

 After clicking the link, you may be prompted to **Pick an Account**. Pick the account, or click Use another account



6. You can add to favorites by clicking **Add to Favorites** button



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Introduction to the Menu Bars:

Click to toggle between Office 365 apps.

Click to access Office 365.

Click to refresh Outlook.

Notifications received by your Office 365 apps.

Click to launch Skype.

Settings allow you to set Out of Office, display, color theme and password settings.

Help!

What are you looking for?
You can search for email and people within the directory.

Change your point of view
Click on the icons to switch between Mail, Calendar or People.
Hover over the icons to display thumbnail calendar and upcoming appointments.

People
Clicking on the **People** icon allows you to search for or add people to your Favorites, Directory, or Create Groups.

VDI, HQ

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Inbox Features:

Click **New** to create a new email.

Click **Delete** to delete an email from your inbox.

Reply all or click for additional **respond** actions.

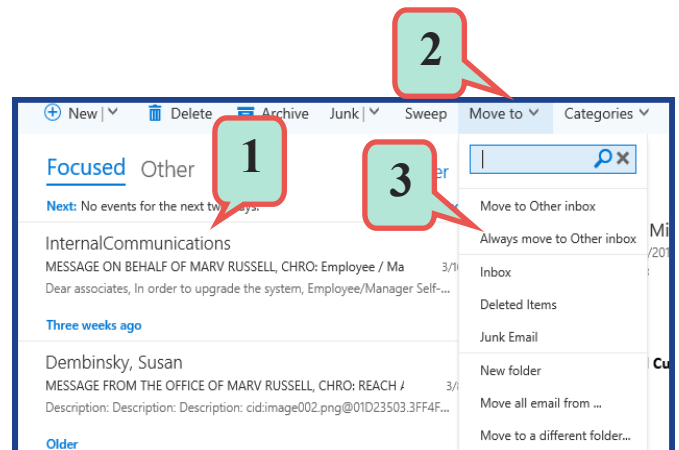
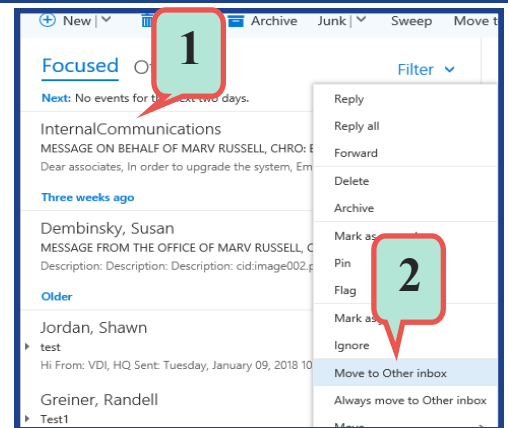
Focused Inbox separates your inbox into two tabs—**Focused** and **Other**. Your **most** important emails are on the Focused tab while the rest remain easily accessible—but out of the way—on the Other tab.


To move email from Focused Inbox to Other:

1. Right click on the desired email
2. Choose **Move to Other inbox** or **Always Move to other inbox**

OR

1. Highlight the desired email
2. Click **Move to** on the toolbar
3. Choose **Move to Other inbox** or **Always**



 The more you utilize the Focused and Other mailbox, the better it will learn to sort for you.

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Webmail Calendar Features:

Webmail's Calendar enables users to view and schedule appointments, events and meetings. View shared calendars and compare calendars by viewing them side-by-side.

The screenshot shows the Webmail Calendar interface with several callout boxes explaining key features:

- Click **New** to add New Event, New email message or invitation, or birthday event to calendar.** (Callout points to the 'New' button in the top toolbar)
- Add Calendar allows you to add additional calendars or holidays.** (Callout points to the 'Add calendar' button in the top toolbar)
- Share allows you to let someone else view your calendar.** (Callout points to the 'Share' button in the top toolbar)
- Change the view of your calendar by day, work week, week, or month.** (Callout points to the view selection buttons: Day, Work week, Week, Month, Today)
- Make changes to your calendar, view different calendars, view your groups, or create new calendars.** (Callout points to the left sidebar navigation menu)

The 'Share' dialog box is also shown, with a callout pointing to it: **Share this calendar: Calendar**. It includes a field for 'Enter an email address or a contact name' and a 'Share' button. Below, it shows 'People inside your organization' with a dropdown menu for sharing permissions: 'Not shared', 'Can view when I'm busy', 'Can view titles and locations', 'Can view all details', and 'Can edit'.

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People Features:

The People area allows users to create groups, add to the directory or contacts, favorite people, or mark for follow up.

The screenshot shows the 'People' page interface. At the top, there are two callout boxes: 'Click on **New** to add a new contact, list, or group.' pointing to the 'New' dropdown menu, and 'Click on **Manage** to import or export contacts.' pointing to the 'Manage' dropdown menu. The 'New' menu includes 'Contact', 'Contact list', and 'Group'. The 'Manage' menu includes 'Import contacts' and 'Export contacts'. Below these is a blue banner titled 'Choose how you see People' with a 'Pin this view' button. The main content area is titled 'People you frequently contact' and shows three contact cards: 'Greiner, Randell' (with a 'Send a message' button), 'rgreiner76@gmail.com' (with a 'Send a message' button), and 'Jordan, Shawn'. A callout box 'Easily **Send a message** to people on your contact list.' points to the 'Send a message' button on the second contact card. At the bottom, there is a section for 'People on your calendar today' with a 'Pin this view' button.