

Outlook



We build each student's tomorrow, every day.

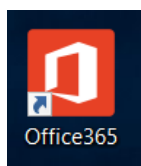
Email, Calendar and Group Communication Solution

Outlook on the Web

Outlook on the Web can be accessed from any internet connected device. It allows all TVDSB employees to easily access email, calendars and groups from anywhere.

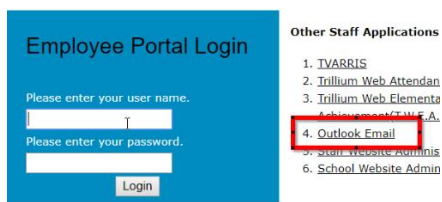
Outlook at TVDSB

All networked computers within TVDSB will have a shortcut to Office 365, which includes the Outlook app on the computer desktop



Outlook at Home

Visit <https://www.tvdsb.ca> - click on Our Board > Employee Portal > Outlook Email or visit <https://outlook.office.com>



First Time Users

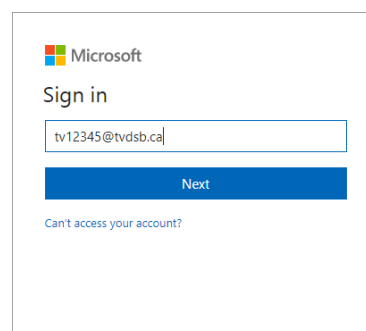
If you are a new TVDSB employee, you must have signed into the employee portal or a networked TVDSB computer, and chosen a new non-default password before you are able to sign in to Outlook.

If this is your first time logging in, you will be prompted for additional information. This additional information (an alternative email address, cell phone, or landline phone number) will allow you to recover your password, anytime, from anywhere, without needing to contact the ITS Help Desk.

Your personal phone or email address will only be used for automatic password recovery.

Logging into Outlook

The user name for Outlook is tv#@tvdsb.ca, where the # is replaced with your employee number. You will be redirected to enter your password.



Outlook on Mobile

A mobile version of Microsoft Outlook is available for both Apple and Android devices at no cost within the App Store and Google Play.



You will be prompted to add your Office 365 Account, username and password as explained in the Logging into Outlook section. If prompted for account type, please select Office 365.

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Groups

Outlook Groups are a shared space within Outlook that allows for Group conversations, file uploads, a shared calendar and notebook which can be used collaboratively.

From within Outlook on the Web, on the left-hand navigation pane, right click on the word Groups and then click Discover to see what groups are available.

Email Signatures

From within Mail, go to the settings gear. Enter the term "signature" into the search field and then click on email signature.

Enter your signature, choose when you would like your signature to be included by checking the appropriate boxes and then click OK.

Signatures should contain name, employee position and contact number.

Automatic Replies

From within Mail, go to the settings gear. Enter the term "automatic replies" into the search field and then click on Automatic Replies.

Automatic replies can be set to start and end at specific dates and times.

Separate messages can be set for internal and external mail.

User Tips

The confidentiality warning is automatically appended to all mail.

User folders and mail rules to keep your inbox organized.

Need more help? More tips are available at:
<https://tvdsbo365.sharepoint.com/teams/Infotech/resources/SitePages/Office-365.aspx>

Questions?

Contact the ITS Help Desk at 519-452-2005

Open 7:30 AM – 4:00 M, Monday through Friday.