

# Outlook

- [Calendar Sharing Instructions](#)
- [Outlook Mobile App](#)
  - [Add a Shared Mailbox in the Outlook App](#)
  - [Setup email on an Android phone](#)
  - [Setup email on an iPhone](#)
- [Outlook Webmail](#)
  - [Adding an Additional Mailbox in Office365](#)
  - [Login to Office365 Webmail](#)
- [How to: Add A Shared Calendar](#)
- [Shared Emails Redirected To Folders](#)

# Calendar Sharing Instructions

Use the below instructions to share a calendar with another user.

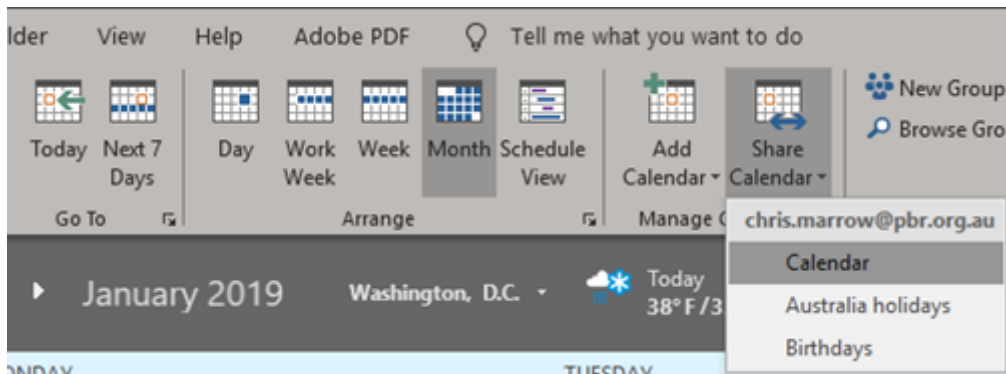
By default, all user's calendars are set to **Can view when I'm busy**.

## Step-by-step guide

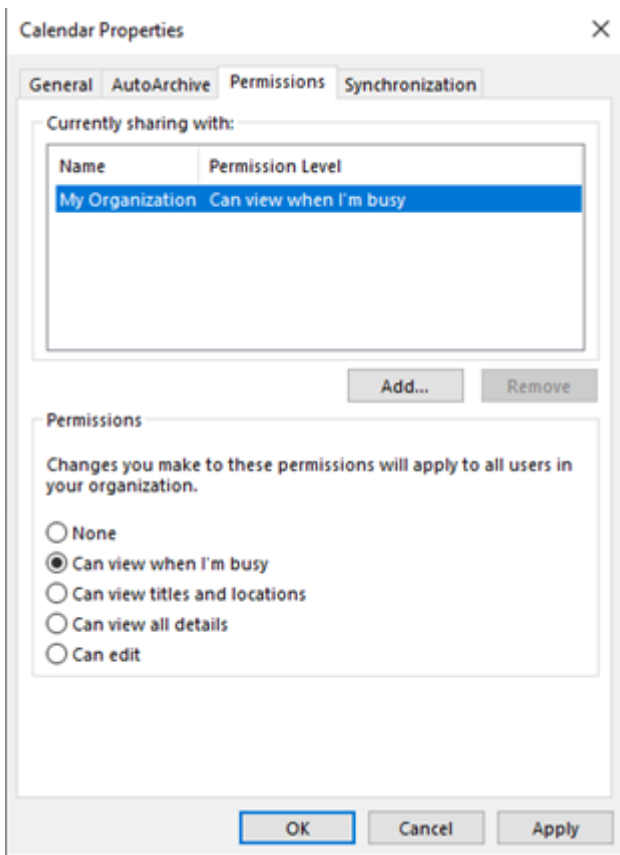
1. Open **Outlook**.
2. Click on the **Calendar icon** in the bottom left hand side of the screen.



3. Click on the **Share Calendar** icon located at the top of the screen. Select the **Calendar** option from the drop-down menu.



4. Click the **Add** button to share your calendar with a user.



Calendar Properties

General AutoArchive Permissions Synchronization

Currently sharing with:

Name	Permission Level
My Organization	Can view when I'm busy

Add... Remove

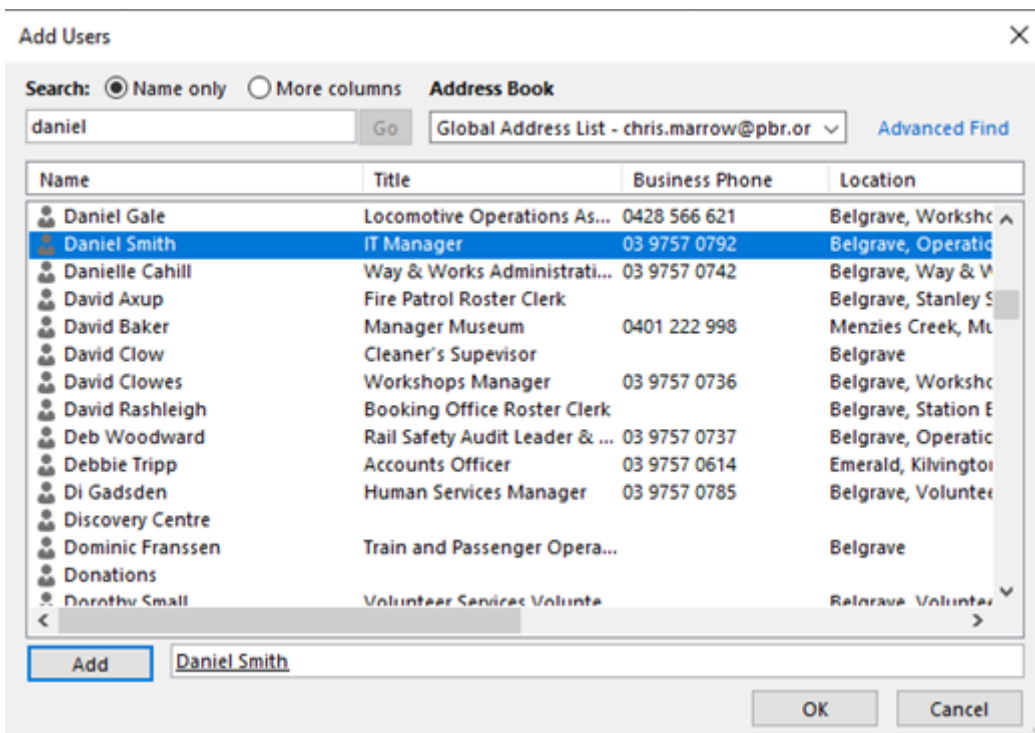
Permissions

Changes you make to these permissions will apply to all users in your organization.

☐ None  
☒ Can view when I'm busy  
☐ Can view titles and locations  
☐ Can view all details  
☐ Can edit

OK Cancel Apply

5. The Address book will appear. Search for the user's name and click **Add** then **OK**. If you want to share your calendar with multiple people continue adding the names before clicking **OK**.



Add Users

Search: ☒ Name only ☐ More columns Address Book

daniel Go Global Address List - chris.marrow@pbr.or Advanced Find

Name	Title	Business Phone	Location
Daniel Gale	Locomotive Operations As...	0428 566 621	Belgrave, Workshc
Daniel Smith	IT Manager	03 9757 0792	Belgrave, Operatic
Danielle Cahill	Way & Works Administrati...	03 9757 0742	Belgrave, Way & V
David Axup	Fire Patrol Roster Clerk		Belgrave, Stanley S
David Baker	Manager Museum	0401 222 998	Menzies Creek, Mu
David Clow	Cleaner's Supevisor		Belgrave
David Clowes	Workshops Manager	03 9757 0736	Belgrave, Workshc
David Rashleigh	Booking Office Roster Clerk		Belgrave, Station E
Deb Woodward	Rail Safety Audit Leader & ...	03 9757 0737	Belgrave, Operatic
Debbie Tripp	Accounts Officer	03 9757 0614	Emerald, Kilvington
Di Gadsden	Human Services Manager	03 9757 0785	Belgrave, Volunte
Discovery Centre			
Dominic Franssen	Train and Passenger Opera...		Belgrave
Donations			
Dorothy Small	Volunteer Services Volunte		Belgrave, Volunte

Add Daniel Smith

OK Cancel

6. Select the user's name to adjust what permission level they will have when viewing your calendar.

### Permissions:

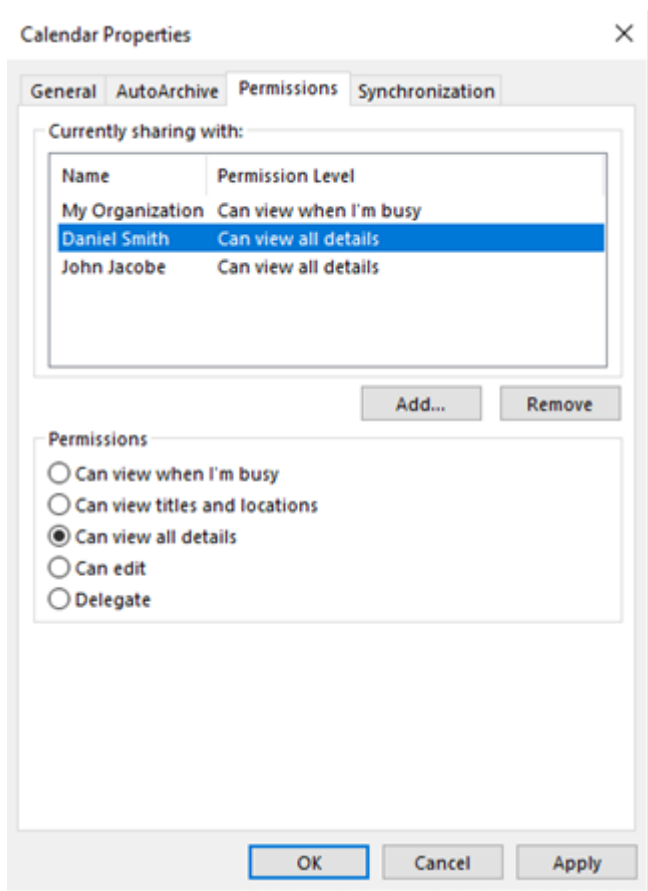
**Can view when I'm busy-** People you share with can only see the times you have blocked out as busy.

**Can view titles and locations-** People you share with can see only title and location of a meeting or appointment.

**Can view all details-** People you share with can see all details, including description or attendees.

**Can edit-** People you share with can view, edit and delete meetings or appointments.

**Delegate-** Delegates can view, edit and delete meetings or appointments. Delegates can also create and respond to meeting requests on your behalf.

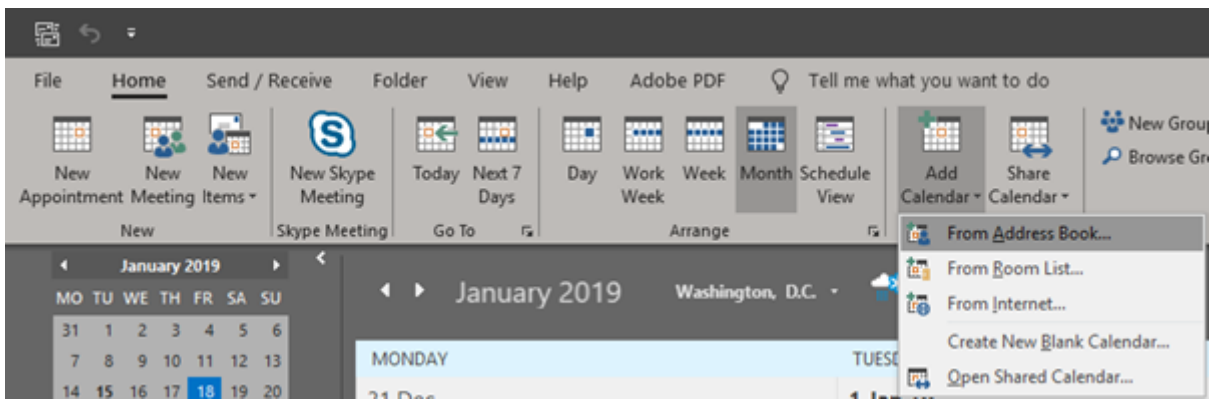


7. Click **apply** when you've selected the relevant permissions for the user/users.

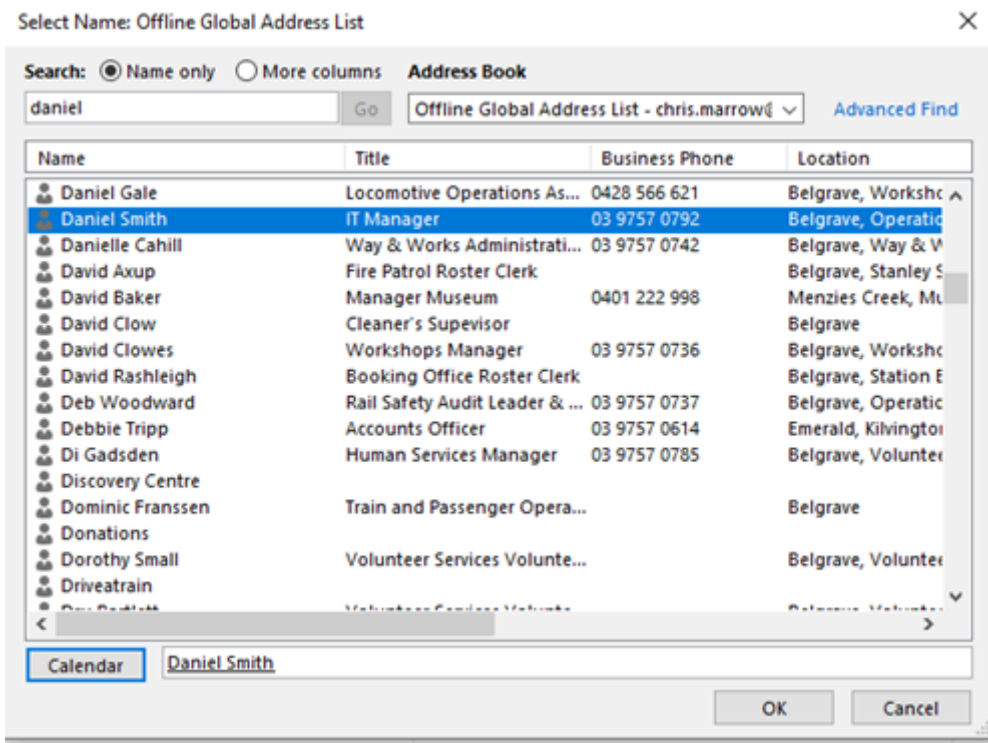
8. Once the user has been granted permission, they will be sent an email asking to accept the calendar invitation. Once they've clicked **Accept** the calendar will be added to their **Shared Calendars** on the left hand side of the screen.

Follow the below steps if the user didn't receive an email or the calendar didn't appear.

1. The user receiving the shared calendar can go to their Calendar in outlook, click on Add Calendar and select From Address Book.



2. Enter the users name and click **OK**, you can add multiple users if needed. The Calendar will then appear under **Shared Calendar** on the left hand side of the screen.



# Outlook Mobile App

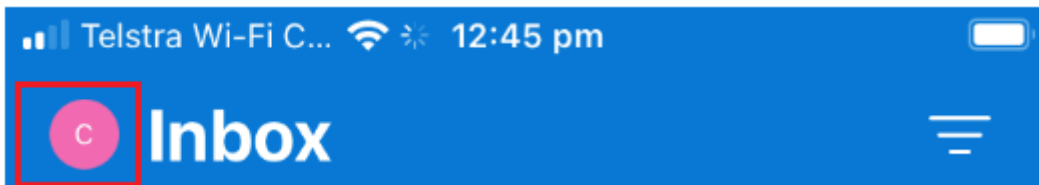
# Add a Shared Mailbox in the Outlook App

Use the below steps to add a shared mailbox to your Outlook using the Android or iPhone Outlook app.

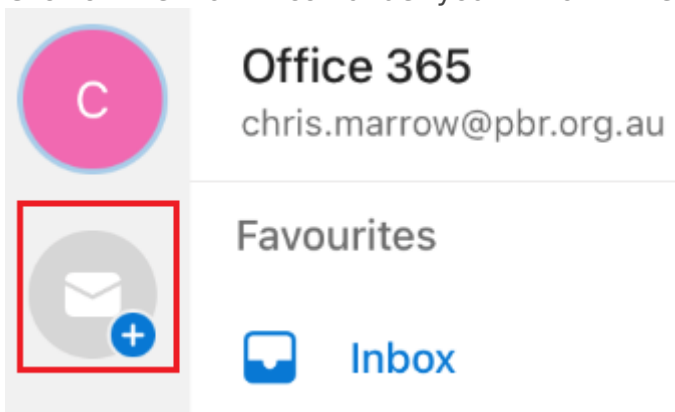
You must have access to the shared in order for it to be added.

## Step-by-step guide

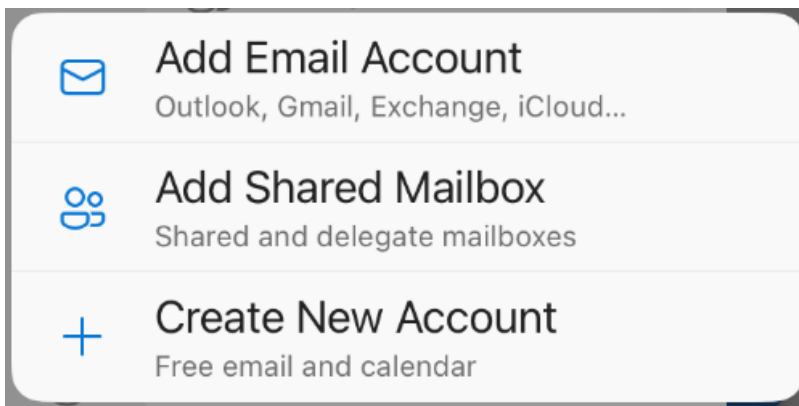
1. Open the Outlook app.
2. Click on your **initial** in the top left hand corner.




3. Click on the **Mail+** icon under your initial in the left hand menu.



4. A new menu will appear. Click on **Add Shared Mailbox**.



5. Enter in the name of the shared mailbox and click on the button **Add Shared Mailbox**.

 **Add Shared Mailbox**  
chris.marrow@pbr.org.au

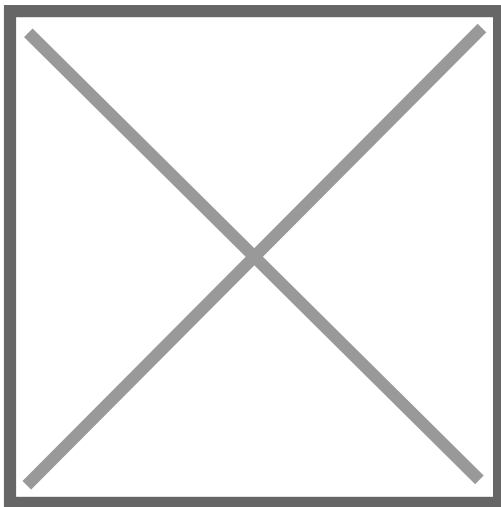
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Enter the shared or delegate email

it@pbr.org.au

Add Shared Mailbox

6. The new mailbox will be added. You can switch to it by click on the **initial**.





# Setup email on an Android phone

Follow the below steps to setup email on an Android phone.

## Step-by-step guide

1. Download the Outlook app from the Android app store if you don't already have it.
2. Open the Outlook app.
3. Click on **Get Started**.

📶 🔋 11:23



Outlook

A better way to manage your email.

GET STARTED

4. Enter in your PBR email address.

×


Add account

?

Enter your work or personal email address.

test.user@pbr.org.au

@outlook.com @live.com.au @eq.edu.au @bigpo

 CREATE NEW ACCOUNT

PRIVACY AND TERMS

CONTINUE >

5. Enter your password and click on **Sign In**.



test.user@pbr.org.au

Enter password

\*\*\*\*\*

[Forgot my password](#)

[Sign in with another account](#)

Sign in

6. Click on **Maybe Later**.

Add another account

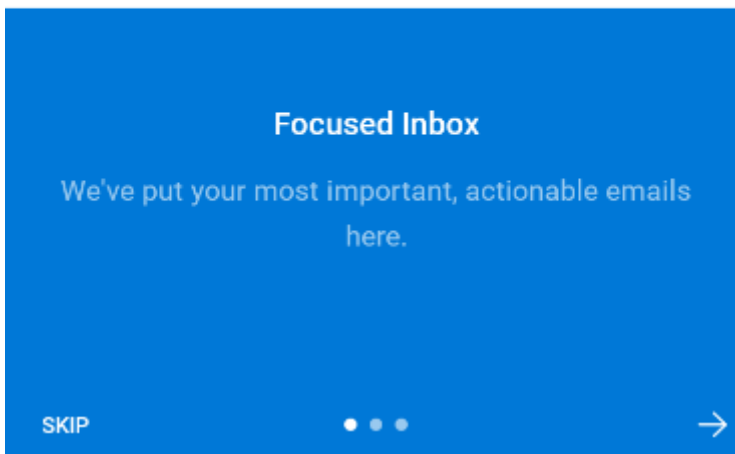
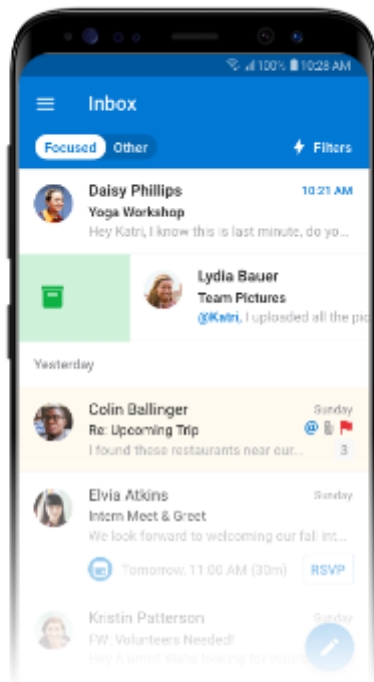


Would you like to add another account?

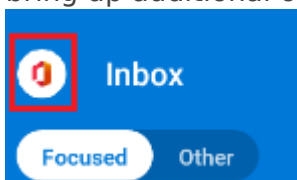
MAYBE LATER

ADD >

7. Click on the arrow to scroll through the instructions or press **Skip** to finish setup.



8. You will be taken to your Inbox. Click on the **Microsoft icon** in the top left hand corner to bring up additional options & see your other folders.

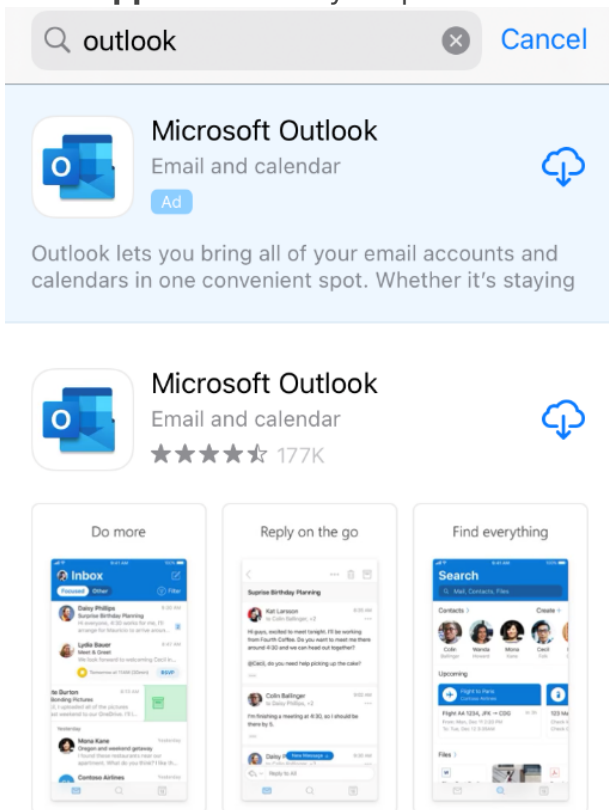


# Setup email on an iPhone

Follow the below steps to setup email on your iPhone.

## Step-by-step guide

1. Go to **Apple Store** on your phone and search for **Outlook** and download it.



2. Open **Outlook**. You may already see your PBR email address listed. Click on **Add Account**

3. Enter in your PBR Email if prompted, then click the **Add Account Button**.



## Add Account

Enter your work or personal email

chris.marrow@pbr.org.au

Add Account

Create New Account



Sign in using the QR code on your computer

4. Enter in your PBR Email password and click **Sign In**.



Not Office 365 

**PUFFING BILLY**  
RAILWAY

chris.marrow@pbr.org.au

**Enter password**

••••••••

[Forgot my password](#)

[Sign in with another account](#)

Sign in

5. You can add another account if required, otherwise click on **Maybe Later**.

## Add Another Account

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Would you like to add  
another account?

Maybe Later

Add

6. You will now be taken to your inbox



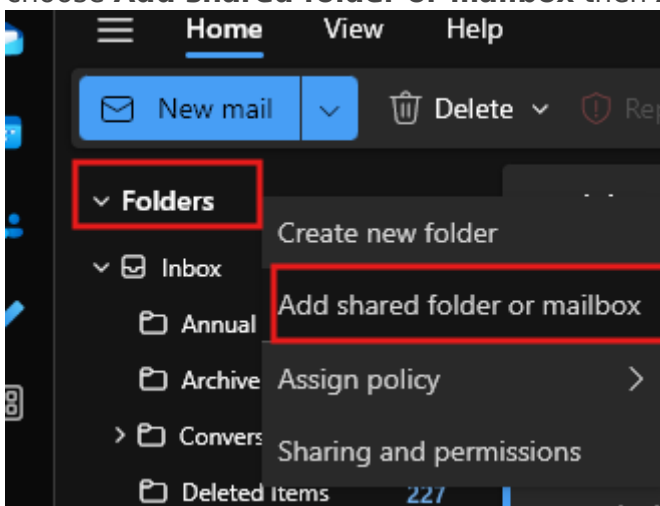
# Outlook Webmail

# Adding an Additional Mailbox in Office365

If a user has access to an additional/shared mailbox they can add it to their Office365 web mail.

## Step-by-step guide

1. Sign in to your account in [Outlook on the web](#).
2. For Exchange Online mailboxes, right-click **Folders** in the left navigation pane, and then choose **Add shared folder or mailbox** then **Add shared folder or mailbox**.



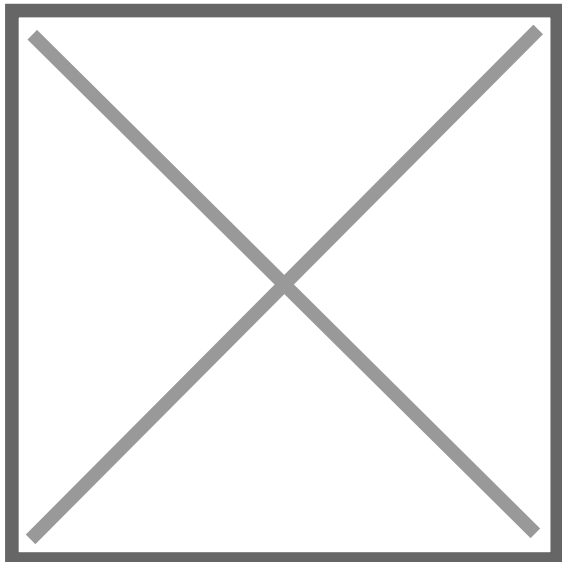
3. In the **Add shared folder** dialog box, type the name of the shared mailbox you are a member of, such as info@pbr.org.au.

# Login to Office365 Webmail

With Office365 you can access your email from anywhere you have access to the Internet and a web browser. Follow the below steps to access your email from anywhere.

## Step-by-step guide

1. Go to **<http://outlook.office365.com>**
2. Enter in your PBR email address which is **firstname.lastname@pbr.org.au** then click **Next** and enter your password when prompted.

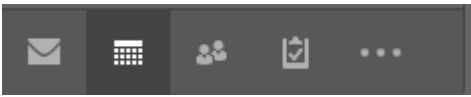


3. Set your time zone if you're asked.
4. You will now be in your mailbox and can view and send emails.

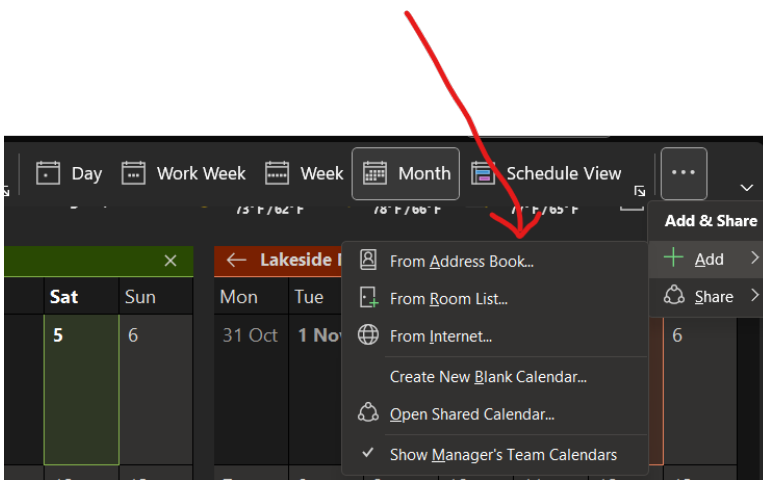
# How to: Add A Shared Calendar

## Step-by-step guide

1. Open **Outlook**.
2. Click on the **Calendar icon** in the bottom left hand side of the screen.



3. Click on the **Add & Share** icon located at the top of the screen. Select the **Add** option from the drop-down menu then select **From Address Book...**



5. The Address book will appear. Search for the Calendar name and select then click **Calendar** then **OK**. If you want to add multiple calendars continue adding them before clicking **OK**.

Add Users ✕

Search: ☒ Name only ☐ More columns **Address Book**

[Advanced Find](#)

Name	Title	Business Phone	Location
Daniel Gale	Locomotive Operations As...	0428 566 621	Belgrave, Workshc
Daniel Smith	IT Manager	03 9757 0792	Belgrave, Operatic
Danielle Cahill	Way & Works Administrati...	03 9757 0742	Belgrave, Way & V
David Axup	Fire Patrol Roster Clerk		Belgrave, Stanley S
David Baker	Manager Museum	0401 222 998	Menzies Creek, Mu
David Clow	Cleaner's Supevisor		Belgrave
David Clowes	Workshops Manager	03 9757 0736	Belgrave, Workshc
David Rashleigh	Booking Office Roster Clerk		Belgrave, Station E
Deb Woodward	Rail Safety Audit Leader & ...	03 9757 0737	Belgrave, Operatic
Debbie Tripp	Accounts Officer	03 9757 0614	Emerald, Kilvington
Di Gadsden	Human Services Manager	03 9757 0785	Belgrave, Volunte
Discovery Centre			
Dominic Franssen	Train and Passenger Opera...		Belgrave
Donations			
Dorothy Small	Volunteer Services Volunte		Belgrave, Volunte

6. Once added you will find the shared calendars in the bottom left of Outlook.



## New Appointment

&lt; November 2022 &gt;

MO TU WE TH FR SA SU

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

December 2022

MO TU WE TH FR SA SU

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

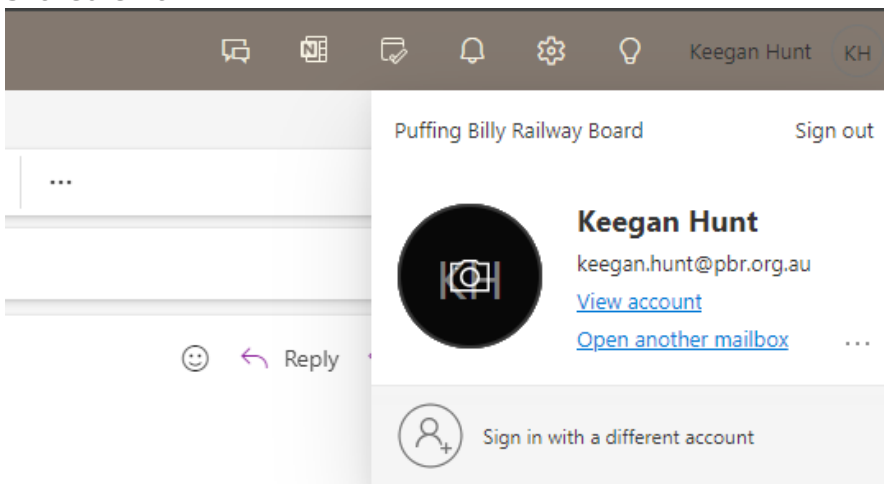
2 3 4 5 6 7 8

☐ Calendar of Work Orders> ☐ Team: Matt Williams☐ Other Calendarsv ☒ Shared Calendars☐ Lakeside Function Room☐ Belgrave Training Room☒ Lakeside Meeting Room

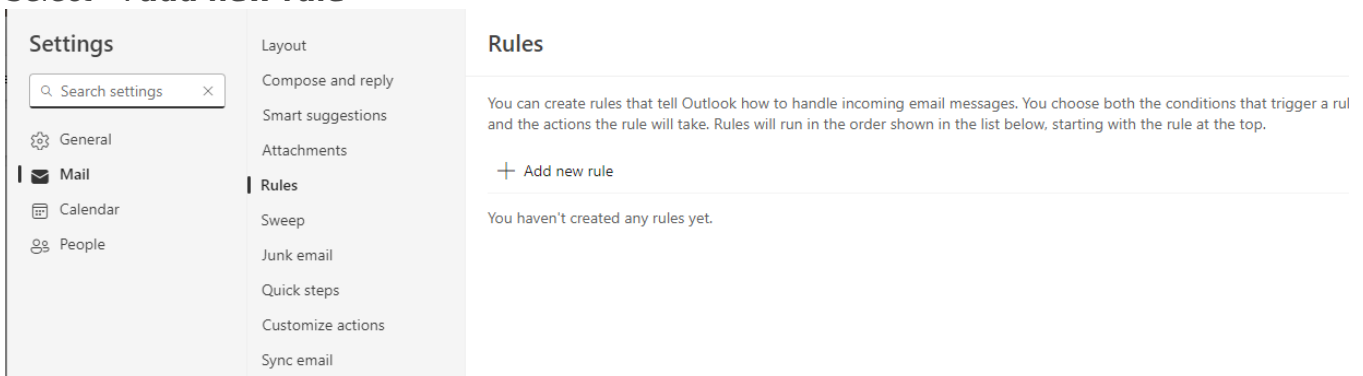
# Shared Emails Redirected To Folders

## Step-by-step Guide

1. Open outlook via the webapp (<https://www.microsoft.com/en-us/microsoft-365/outlook/email-and-calendar-software-microsoft-outlook-b?deeplink=%2Fowa%2F&sdf=0>) Log in.
2. Click on your name in the top right and select "**open shared mailbox**" and select the shared email.



3. Right click on an email you would like re-directed. Go down to **Rules>manage rules**.
4. Select "**+add new rule**"



5. Name your rule eg. "Email re-redirect". Add condition "**people>from**" and select the email of the messages you want re-directed. Add action "**move to**", and select the folder you want them moved too. Then click save down the bottom.

Settings

Search settings

- General
- Mail
- Calendar
- People

- Layout
- Compose and reply
- Smart suggestions
- Attachments
- Rules
- Sweep
- Junk email
- Quick steps
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- S/MIME
- Groups

Rules

✓

Test

2

Add a condition

From

Please add a sender

Add another condition

3

Add an action

Move to

Select a folder

Add another action

Add an exception

✓

Stop processing more rules

Save

Disca