



Gold Cloud Productivity  
Gold Small and Midmarket Cloud Solutions  
Silver Cloud Platform

SUPERHUB O365  
BASIC USER MANUAL

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## 1. Access Office 365

1. Go to the following site: [login.microsoftonline.com](https://login.microsoftonline.com)
2. Enter your email account and enter the provided password. If this is your first time that you are entering the password, you will be asked to change it.



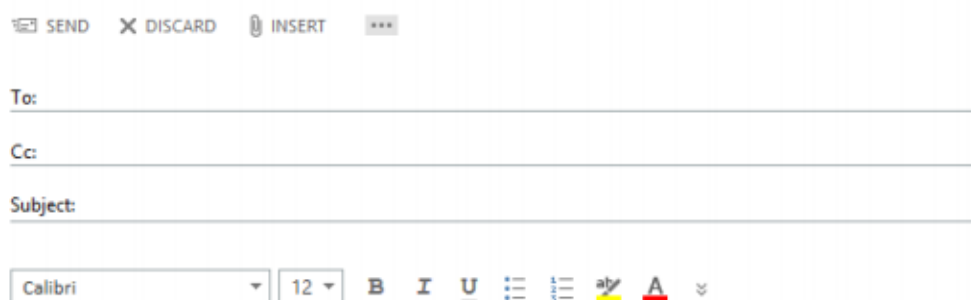
## 2. Email




### 2.1 To Create a New Mail Message

1. Click  new mail above the folder list.

 new mail

2. A new message form will appear in the reading pane

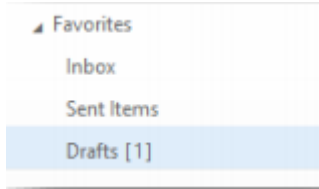


3. To add recipients, you can type the name of anyone who is in your contacts folder or organization's address list, or you can type the email address in the **To:** or **Cc:** field. The first time you enter a particular person's name, Outlook Web App searches for that person's address. In the future, the name will be cached so it will resolve quickly.
4. Add a subject in the **Subject:** field.
5. Type the message you want to send in the space provided.
6. To add an attachment, click  **Insert** the **Attachment** at the top of the screen and browse to the file you want to attach.
7. To embed a picture in the message so that it appears without the recipient having to open it, click  **Insert**, then the **Picture**, and browse to the picture you want to add to your message. 8. When you're done and your message is ready to go, click  **Send**.

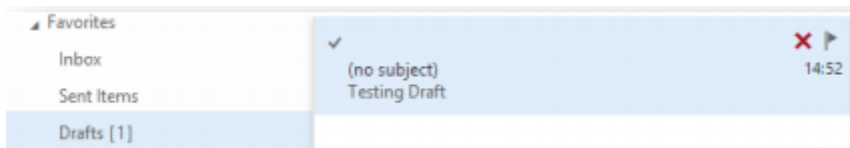
### 2.2 Working with Drafts

If you can't finish writing a message right away or want to wait a bit before you send it, you can click away from it and come back to it later to finish it. Outlook Web App automatically saves your message as you create it and adds it to your drafts folder. When you're ready to send your message:

1. Find the Drafts folder in the folder list and click it.





2. Click the message you were working on to see it in the reading pane.



3. You can continue editing or, if you've decided you don't want to send the message after all, click **✕ Discard**.
4. If you still want to send the message, finish editing it and click **✉ Send**.

### 2.3 Open a Message in a Separate Window

By default, you read and create messages in the reading pane, but that isn't always what you need. Sometimes you need to be able to view a message in a separate window. When you're composing a new message or replying to or forwarding a message that you've received, you can pop it out into a new window by clicking the pop out icon  in the upper corner of the message.

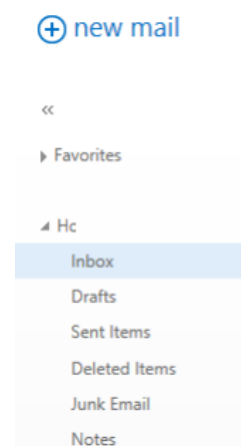
To open a message that you're reading in a separate window, click the extended menu icon  and select open in separate window.

### 2.4 Folder List

The folder list will show the default folders that are created for all mailboxes, plus any folder that you create. Depending on the setup in your organization, you may also see Favorites and Archive folders.

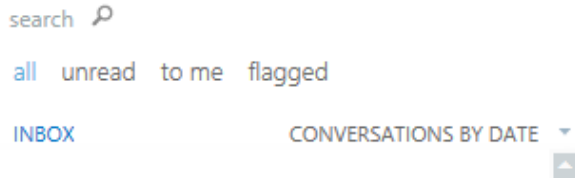
You can close the folder list by clicking the chevron at the top of the list. Click any folder in the list to view its contents.

You can right-click any item in the folder list to see a menu of things you can do that will affect folders - such as create a new folder, delete an existing folder, or empty the Deleted Items folder.



## 2.5 Search and Built-in Filters

You'll find a search window and built-in filters at the top of the message list.



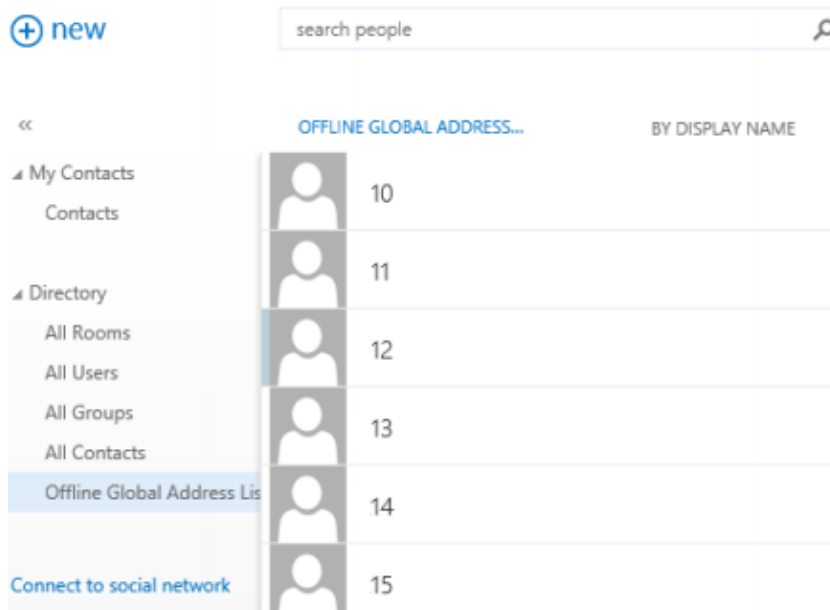
To search, click Search and start typing what you want to look for. A list of suggestions will appear underneath, and you can click one of those to search for that item. Or else you can finish entering your own search and then press Enter to start your search. To clear your search, click the icon at the right of the search window.

The built-in filters, all, unread, to me and flagged, are a way to quickly choose what to display in the message list.

- “all” shows all messages;
- “unread” shows message that haven’t been marked as read;
- “to me” shows all messages where your name appears in the To: or Cc: list;
- “flagged” shows all messages that have been flagged.

## 3. People (Contacts)

Under the section people, you will find the public contacts and public groups (created by the administrator) and you can also create your own contacts or groups.



### 3.1 To Create a New Contact or Group

1. Click the icon above to create a new contact or a new group.





what would you like to do?

create contact

create group

cancel

2. To create a contact, enter the following details (*not all are required*).

 SAVE  DISCARD

First name:  Middle name:

Last name:

email  work

Email:

address

Display as:



other

phone





IM

notes

- To create a Group (or a Class), enter the following details. Enter the Group Name, add members from the existing list and press Save.

 SAVE  DISCARD

Group name:

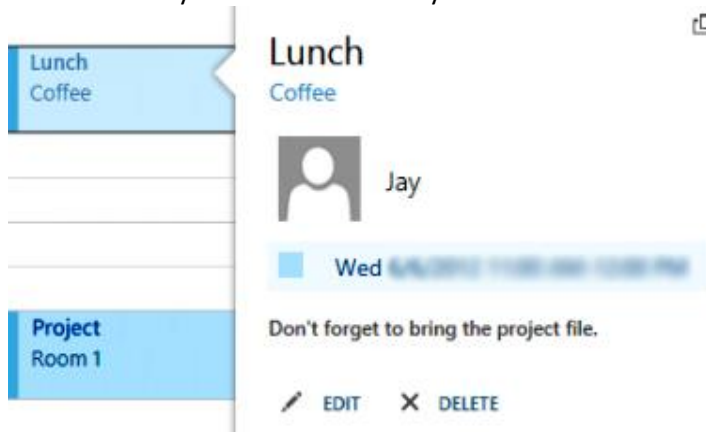
Members:	Notes:
<div style="border-bottom: 1px solid #ccc; padding: 2px;">  <b>01</b> 01@superhub.edu.au                 </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">  <b>02</b> 02@superhub.edu.au                 </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">  <b>03</b> 03@superhub.edu.au                 </div> <div style="border-bottom: 1px solid #ccc; padding: 2px;">  <b>.04</b> .04@superhub.edu.au                 </div>	

## 4. Calendar and Appointments

### 4.1 Quick View Event Details

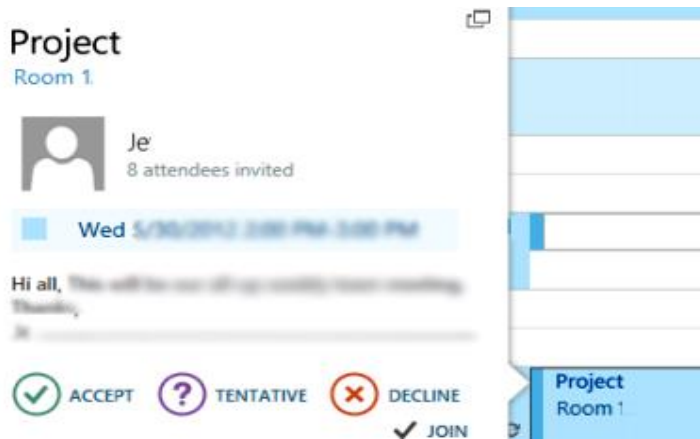
You can click any event in your calendar to see a quick view of that event.

An event that you create will show you as the creator and have a link to edit or delete the event.



A meeting that you have been invited to will show the organizer and include links to respond to the invitation. If the organizer has included an online meeting invitation, you'll see a link to join the meeting.





### 4.2 Create Calendar Event

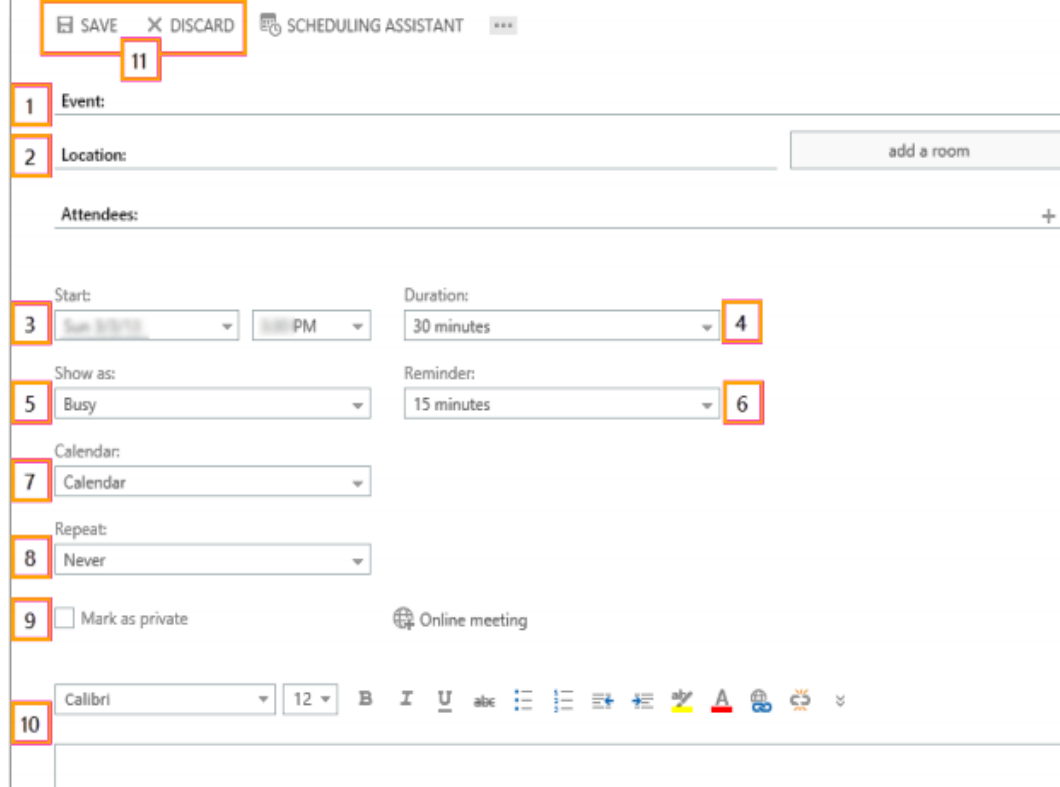
To open a new calendar item in any view, you can click **+ New event** or double-click any white space. In the day, work week, and week view, you can click or drag to select a block of time. Or you can type the subject directly on the calendar.

Double-click the new item to open it and add other details.





### 4.3 Create an Appointment

Click **+ New event** or double-click the calendar to open a new calendar item form.




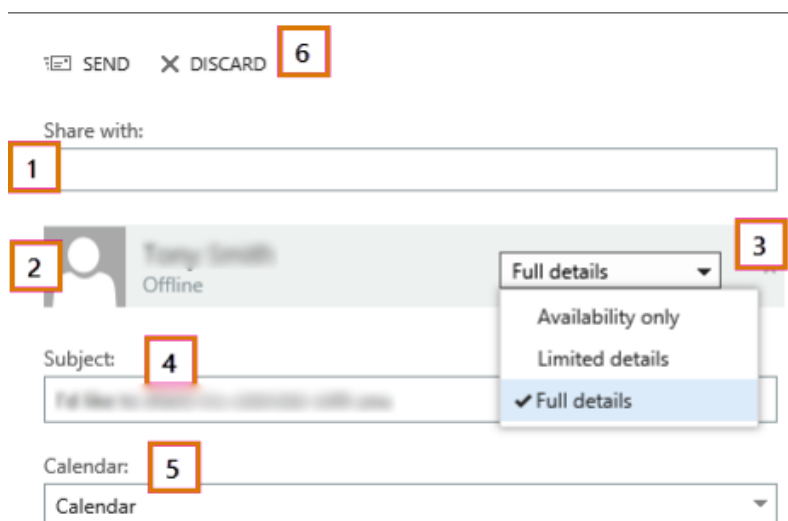
The screenshot shows the 'New event' form with the following numbered callouts:

- 1: Event: text input field
- 2: Location: text input field with 'add a room' button
- 3: Start: date and time dropdowns
- 4: Duration: dropdown menu
- 5: Show as: dropdown menu
- 6: Reminder: dropdown menu
- 7: Calendar: dropdown menu
- 8: Repeat: dropdown menu
- 9: Mark as private checkbox and Online meeting checkbox
- 10: Rich text editor toolbar
- 11: SAVE and DISCARD buttons



1. Enter a short description of the event.
2. Add a location if you want.
3. Select the starting date and time.
4. Select the duration. Select **All day** for an all-day event. All-day events appear at the top of the calendar.
5. Use **Show as** to choose how you want the time to appear on your calendar.
6. Change or turn off the reminder.
7. If you have more than one calendar, choose which calendar to save it to.
8. Set a repeating pattern if you want this event to repeat.
9. Mark it as **Private** if you don't want anyone you've shared your calendar with to see the details.
10. Use the **Notes** area to add any other information you want.
11. Click  **Save** to save your changes or  **Discard** to cancel.

#### 4.4 Share your Calendar

With a few clicks, you can share your calendar with other people in your organization. Start by clicking  **Share** at the top of the calendar window.

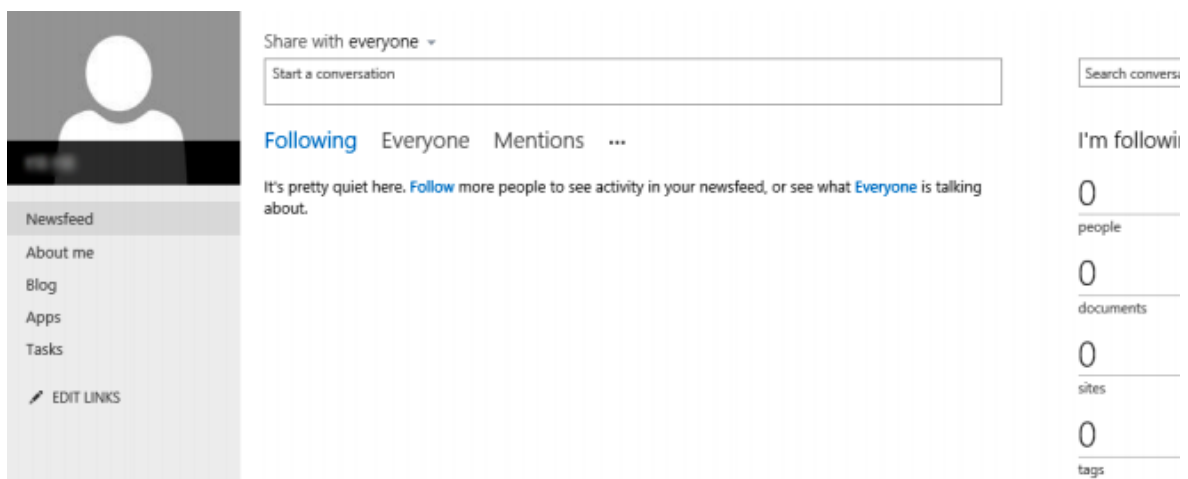


1. Enter the name of the person you want to share your calendar with in the **Share with** box. Outlook Web App will automatically search for them in the address book.
2. After they've been found, they'll be automatically added to the list of people to share with. You can add as many people as you like.
3. Choose how much information you want to share. **Full details** lets that person see all the information about events on your calendar, except events that you've marked as Private. **Limited details** will show the subject and location. **Availability only** shows only that you have an event at a particular time, but no other details. Private events will always show only as busy.

4. You can edit the subject if you like.
5. If you have more than one calendar, choose which you want to share. Most people share their default calendar (called Calendar), but you can share any calendar that's part of your mailbox.
6. After you've added everyone you want to share the calendar with and what level of access you want them to have, click  **Send** to send the sharing invitation to the people you've added, or  **Discard** to cancel.

## 5. Newsfeed

You can monitor the documents and sites you are following. Also, any newsfeed posted in the sites you are following will appear here.



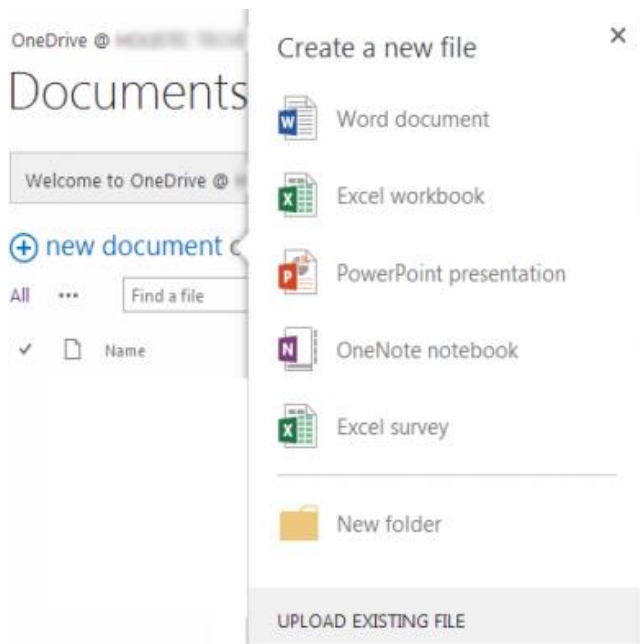
## 6. OneDrive

### 6.1 Create a Document

You can create any type of document and store it in OneDrive. Different types of documents are Word Documents, Excel Workbook, Excel Survey and Power Point Presentation.

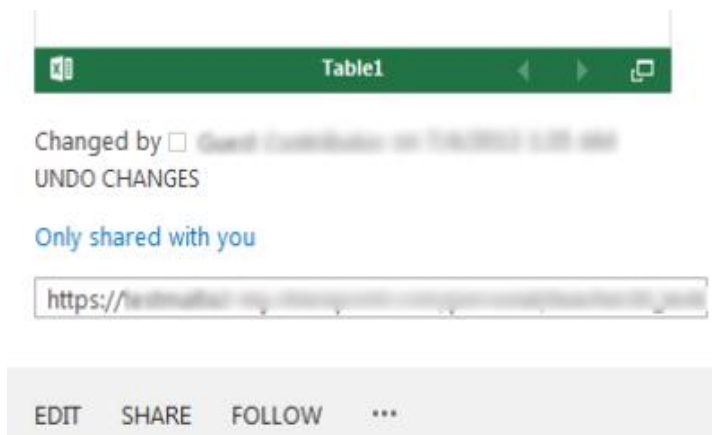


Click the icon above and choose what type of document you want to create. Give a name to your document and click ok.

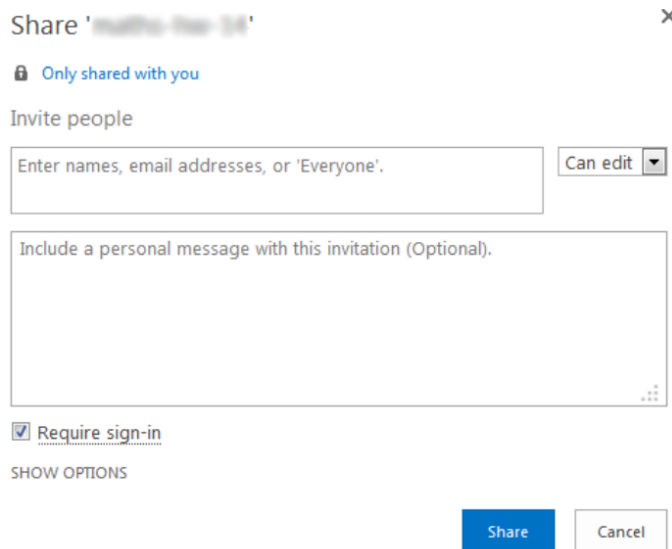


## 6.2 Share a Document

1. Locate the document that you want to share, in OneDrive.
2. Click **...** next to the document name to open more options.
3. Click **SHARE**.



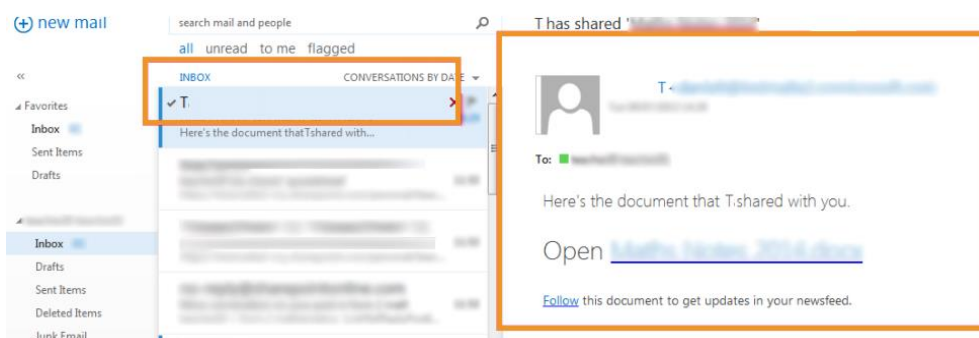
- Next choose who you want to share it with and if you want to give them the right to edit or not, and then click **Share**.



### 6.3 Accept s Shared Document

In this scenario, the administrator has shared a document with a colleague.

- Open Outlook to find an email saying that T (The administrator) has shared a document with you.

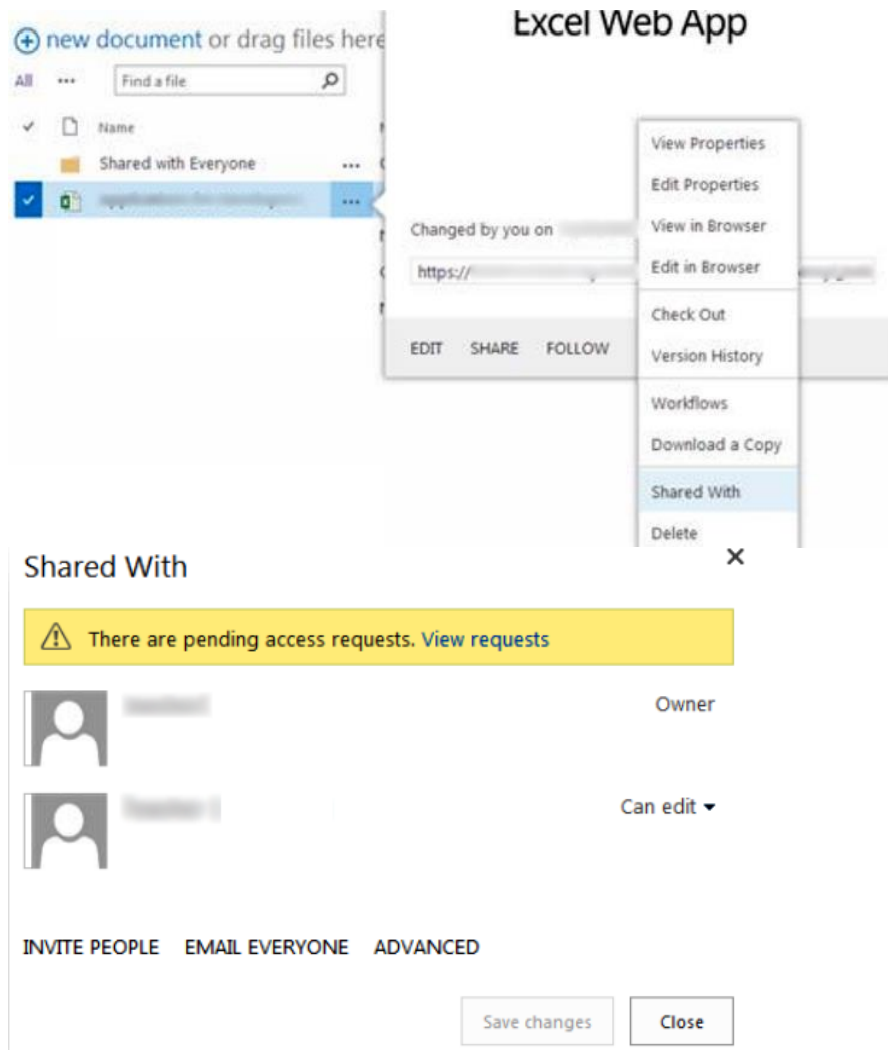


- Click **Follow** if you want to add the document to your OneDrive or click the document's name if you want to open the document but not add it to OneDrive.
- If you clicked **Follow** you will be redirected to your OneDrive, where you can see that the shared document is now visible.
- In this example, the colleague can edit this document because the administrator gave the teacher edit permissions.

## 6.4 Stop Sharing a Document

If you shared a document with someone and you don't want to give them access to the document anymore:

1. Locate the document on your OneDrive.
2. Click **...** next to the document name to open more options.
3. Click **...** next to the document name to open even more options.
4. Click **Shared with**.

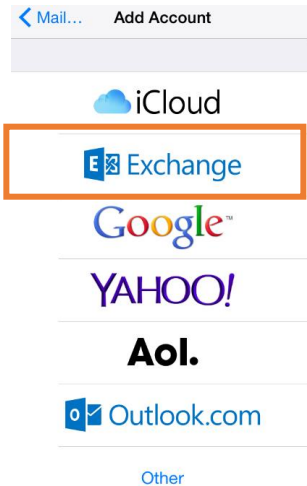


5. Click the dropdown next to the person you want to stop sharing it with.
6. Click **Stop sharing**.
7. Click **Save changes**.
8. Next time the other person tries to access the document, OneDrive will deny access.

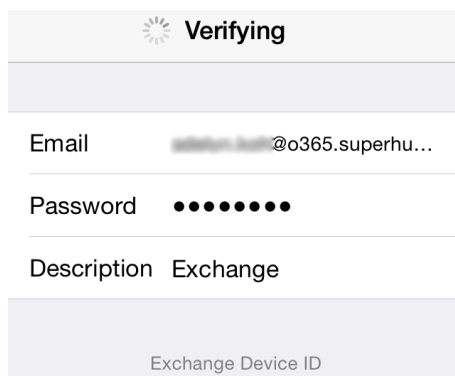
## 7. Mobile Setup - Exchange Email

### 7.1 For iPhone

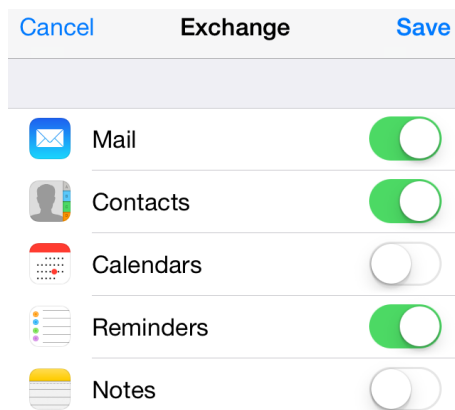
1. From the **Applications** of your mobile, select **Mail**.
2. Select **Exchange account**.



3. Enter the **Email address** and **Password**, then **Next**.

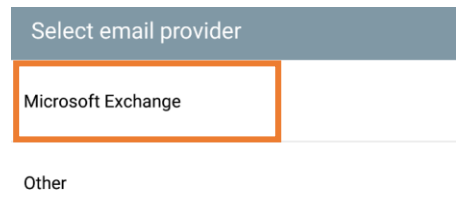


4. Select the **Account Options** that you would like to synchronize. Click **Save**.



## 7.2 For Android

1. From the **Applications** of your mobile, select **Email**.  
This application may be named **Mail** on some versions of Android.
2. Select email provider **Microsoft Exchange**.

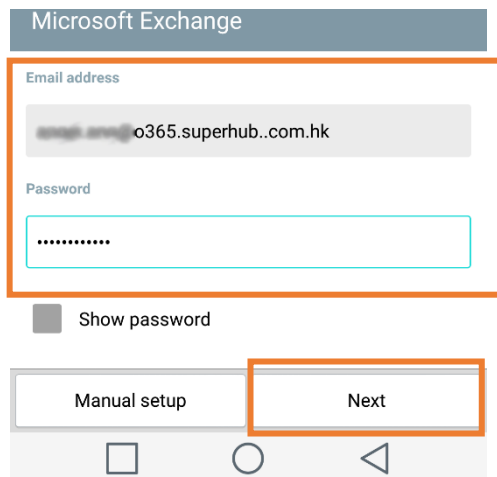


Select email provider

Microsoft Exchange

Other

3. Enter the **Email address** and **Password**, then **Next**.



Microsoft Exchange

Email address

.....@o365.superhub..com.hk

Password

.....

Show password

Manual setup    **Next**

4. Type full e-mail address in the **Email address** box and Type "outlook.office.com" in the **Server address** box.

If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type full e-mail address in the **Username** box. Click **Next**.



Server settings

Email address

.....@o365.superhub.com.hk

Server address

outlook.office.com

Domain

Domain

Port number

443

Username

.....@o365.superhub.com.hk

Password

.....

Show password

Use secure connection (SSL)

Client certificate  
None

Back    **Next**



5. Select the **Account Options** that you would like to synchronize.

**Account settings**

Select items to sync.

Sync Email	<input checked="" type="checkbox"/>
Sync SMS	<input checked="" type="checkbox"/>
Sync Contacts	<input checked="" type="checkbox"/>
Sync Calendar	<input checked="" type="checkbox"/>
Sync Tasks	<input checked="" type="checkbox"/>

---

Update schedule  
Push

---

Days to sync email  
1 day

6. Type the Account name you want. Click **Done**.

**Setup completed**

Your account is set up and ready to use.

Account name

Superhub O365+

Your name

angel.ang@o365.superhub.com.hk

Set as default account

Add account Done

## 8. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via email [support@superhub.com.hk](mailto:support@superhub.com.hk) or via phone at +852 2353-1445.