Getting Started: Tips and Tricks

modern**networks**

Microsoft Office and file access
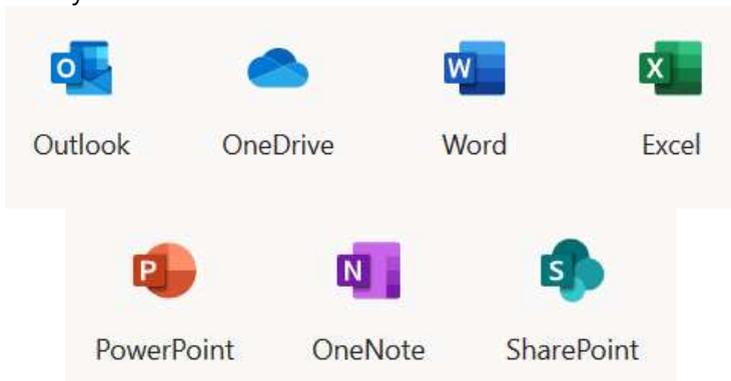
As part of the Office 365 E1/E3 package, you will have access to 'Office Online' through the Office 365 portal.
You can access the '365 Portal' using the link below:
https://office.com

Simply log in and you can access emails, files and Microsoft Office programs.

Below is an example of some of the applications that you have access to.

As you can see from the image, you have access to your emails as well as the Office applications.

There are 2 additional apps to highlight which are 'OneDrive' and 'SharePoint'. These are 2 separate file storage systems.

'OneDrive' is like an online version of your 'My Documents' folder. OneDrive is intended to be used for storing files and folders that do not need to be accessed by other users.

'SharePoint' is a collaborative platform which allows you to store, search and manage files and folders. These files and folders can be restricted to certain users based on permissions as required.

You can access the portal from any device anywhere in the world as long as you have an internet connection.

How to find your computer name

There are multiple ways to find the name of your computer. When speaking to the Modern Networks service desk it is likely something that will be requested when you call to report an issue.

Method 1
Type "**computer name**" in the search bar next to the start button.
You will see '**View your PC name**' at the top of the search menu.

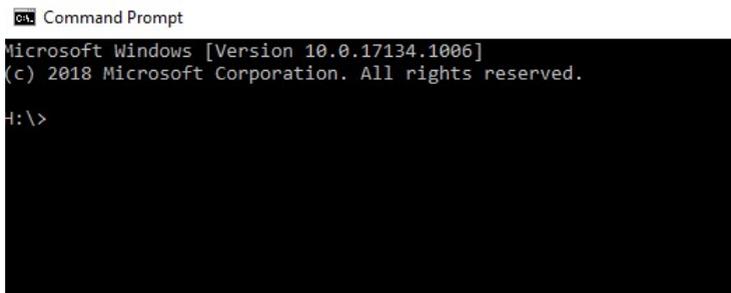This will open a new window and half way down you will see the following section.
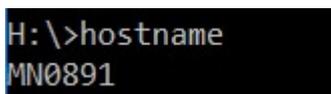
Method 2

Click into the search bar next to the start button and type "**cmd**" and hit the '**Enter**' key.
Doing so will bring up the following black box on the screen:

```
█▀█ Command Prompt

Microsoft Windows [Version 10.0.17134.1006]
(c) 2018 Microsoft Corporation. All rights reserved.

H:\>
```

Type "**hostname**" and hit the enter key. This will provide you with the name of the workstation on the next line down as shown below:
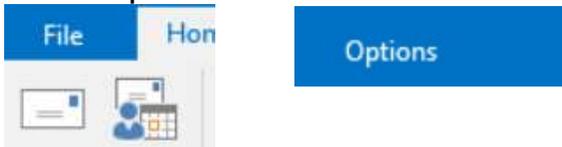
```
H:\>hostname
MN0891
```

There are other methods to get the computer name so you may be directed to use a different method by a member of the service desk.
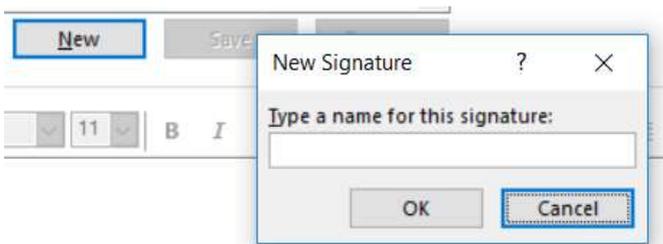
How to set up your signature

Click '**File**' in the top left corner of Outlook then select '**Options**' in the blue bar on the left.

Click on the '**Mail**' tab then click the '**Signatures**' button.

Click the '**New**' button to create a new signature.

Once you've created your signature, you will need to click 'Save'. You then need to select the default signature you want for new emails and replies.

If you don't select the signatures in the drop down, the signatures will not be applied. Therefore you need to select the signatures as shown below.

New messages:	New Email
Replies/forwards:	New Email

It is also worth mentioning that generally people have a full signature with contact details and images in the 'New messages' signature. Then a shorter signature for the 'Replies/forwards' to prevent the recipients of the emails receiving large signatures on every single email.
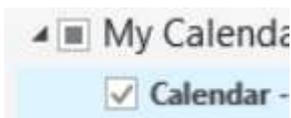
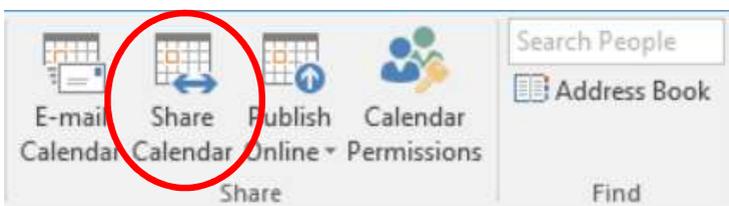| New messages:	New Email
Replies/forwards:	Reply

How to share calendars

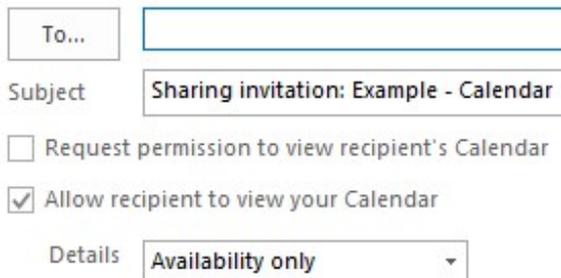Click on the calendar symbol in the bottom left corner of Outlook.

Select the calendar you want to share.

Then click the 'Share Calendar' button in the ribbon at the top of the screen, as shown below.

This will bring up a new window where you can enter the email address of the person you want to share your calendar with.

To...	
Subject	Sharing invitation: Example - Calendar

☐ Request permission to view recipient's Calendar

☑ Allow recipient to view your Calendar

Details | Availability only ▼ |

Below that, there is an option to request permission to view the recipient's calendar too.

In the drop down menu, you can select what permissions you want to grant to the person you're sharing the calendar with.

Availability only – This will be shown as 'Free', 'Busy', 'Working Elsewhere' or 'Out of Office'

Limited details – Includes the availability and subjects of calendar items

Full details – Shows everything

Changing your password

It is important you change your password from the default one that Modern Networks have provided you with. You should do this once you are logged into your account.

To change your password, press '**Ctrl+alt+del**' and you will see the following screen.
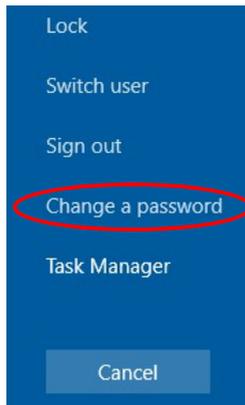
Once at this screen, you need to click the '**Change a password**' option and you will have to type in the password Modern Networks provided you with and then your new one.

Useful Hotkeys

Lock screen
⊞Win+L
This will lock your screen and is a much quicker way of using ctrl+alt+del and then clicking 'Lock'.

Find
Ctrl+F
This is an extremely useful way to quickly searching a document or web page to find what you are looking for.

Copy
Ctrl+C
This will copy the selected text or image.

Cut
Ctrl+X
This will cut the selected text or image.

Paste
Ctrl+V
This will paste what has been copied or cut.

Save
Ctrl+S
This will save the document you are working on.

Switch between programs
Alt+Tab
This is a quick way of switching between open programs, especially if you only have one screen!

Undo
Ctrl+Z
This will undo the last action

Redo
Ctrl+Y
This will redo the last action

Print
Ctrl+P
This will print the current page or document

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