

# Outlook Tools (Mac)



A Quick Start Guide by MET IT

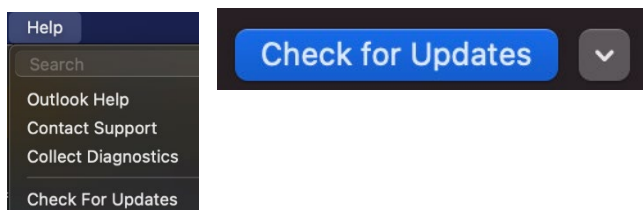
Archiving E-mails • Using Rules • Accessing SharePoint Calendar • FindTime Add-in

## Archiving E-mails (Archive Folder)

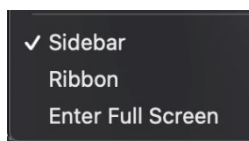
Each Microsoft 365 account comes with a cloud-based Archive folder that can be used to store important e-mails for future use.

Although the folder should be available by default, if you do not see the folder, you can do the following:

1. In the menu bar, go to **Help > Check for Updates**. Run any outstanding updates as needed.



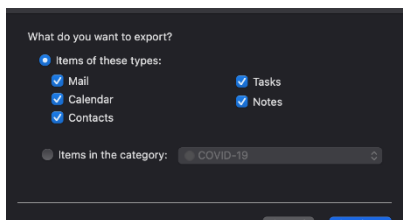
2. In the menu bar, go to **View > Sidebar** and make sure it is checked. You should see the Archive folder in your folder list.



## Archiving E-mails (Local Archive)

Users can also create a local archive file by following these steps:

1. In the menu bar, go to **File > Export...** A new dialog box will appear and allow you to select the items you wish to archive.



2. Click **Continue**, give your archive a name, and hit **Save**.

**NOTE:** Please do not open your archive file while it is syncing through OneDrive as this is known by Microsoft to cause syncing issues.

See our training portal for further guidance  
<https://www.bu.edu/metit/training-portal>

## Using Rules

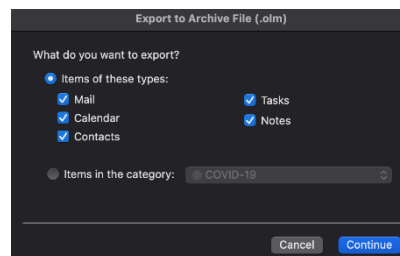
The Rules feature allows users to perform common e-mail organizing tasks by automating them.

To start using this feature:

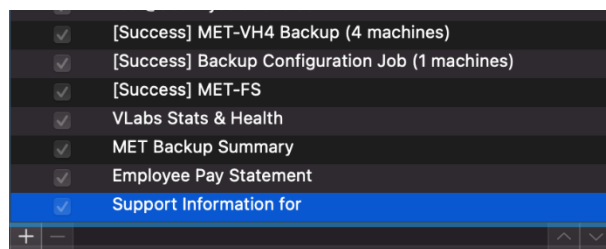
1. Go to **Home > Move Section > Rules**. You can then choose to:
  - a. Create a new Rule for the current selected e-mail.
  - b. Manage all existing rules and create new ones from scratch.

Create Rule...  
Edit Rules...

2. When creating a new rule (from a template or blank), you will be presented with three groups of options:
  - a. Conditions – What triggers the rule?
  - b. Actions – What should you do?
  - c. Exceptions – What avoids/breaks the rule?



3. When managing the existing rules, you will be able to do the following:
  - a. Add/remove rules from the list.
  - b. Activate/Deactivate rules in the list.
  - c. Move a rule up or down in the priority list.



Contact MET IT for helpdesk support  
 metit@bu.edu • 617-358-5401

# Outlook Basics (Mac)



A Quick Start Guide by MET IT

Archiving E-mails • Using Rules • Accessing SharePoint Calendar • FindTime Add-in

## SharePoint Group Calendar

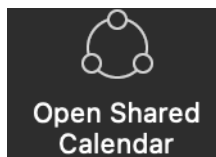
Each departmental SharePoint site comes along with a shared Calendar that can be accessed in Outlook.

To add the SharePoint Group Calendar to your Outlook:

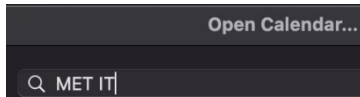
1. Go to your Calendar View in Outlook.



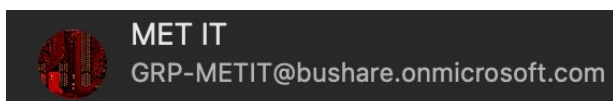
2. Go to **Home > Open Shared Calendar**



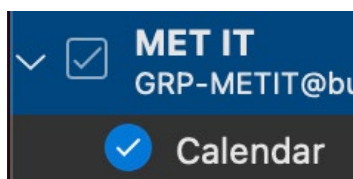
3. Using the search field in the pop-up window, search for your SharePoint group.



4. Review the result list to find the appropriate group. The e-mail address should end "@bushare.onmicrosoft.com". Click **Open** to add.



5. You will find the newly added calendar in the list in the left-hand side bar. To display the calendar, click on the circle check mark under the title.



## FindTime Add-in

The FindTime Add-On adds a helpful utility to your e-mails that polls recipients about the best time to meet.

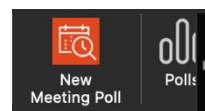
### FindTime Add-in Installation:

1. Login to your Outlook account at <https://www.bu.edu/webmail>.
2. Create a new message. Next to the Send & Discard buttons at the bottom of the e-mail, click the ellipses ("...").
3. Click on the "Get Add-ins" button at the bottom of the list of options. You can then look for the FindTime application and add it to your account.

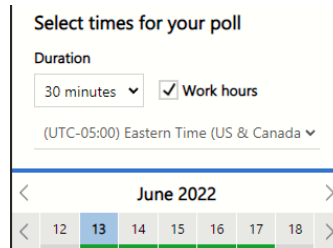
### FindTime Add-in Use:

1. Open a new blank e-mail in your Outlook app.
2. Add all recipients you wish to attend the meeting in the To & Cc sections.

3. Go to **Message > New Meeting Poll**. If you have a lot of ribbon options, you may need to click the arrow button to scroll.



4. In the new side bar, select the length of the meeting and the days/times you would like to offer.



5. Click next, adjust poll settings, and review your selections. Click "Add to Email" to add the poll to the body of the e-mail.

