

Office 365 Email Quick Start Guide



IT Service Desk
2017

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Introduction 简介

Savills Asia Pacific IT has formed a strategic partnership with Microsoft to provide the best of world in terms of your day-to-day email operation.

在战略合作伙伴微软的帮助下，我们推出了新一代的邮件系统 office365。

Key benefits of Office 365 email（关于 365 的两个主要特性）：

- Mailbox with 100 GB of storage（我们的邮箱将增至 100GB）
- Anytime, anywhere access（只要有网络，就能畅享新邮件系统给我们带来的便利）

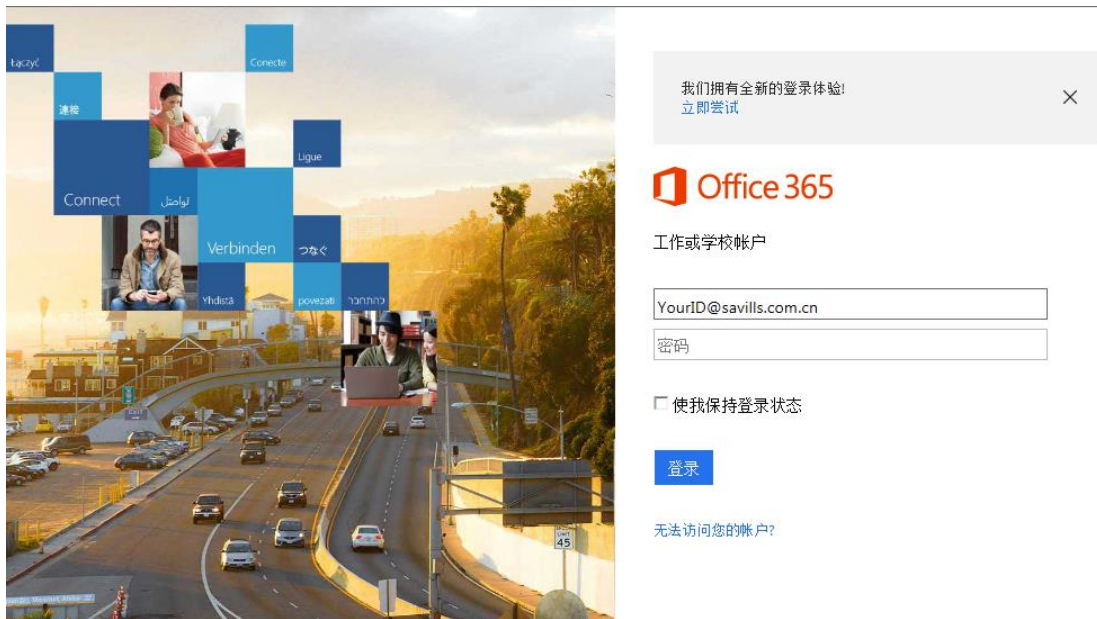
Prerequisite 使用前提

Supported Browsers – latest version of Internet Explorer, Firefox, Chrome or Safari.（IE, Firefox ,Chrome or safari 主流的浏览器的最新版本才能使用所有新系统带有的功能）

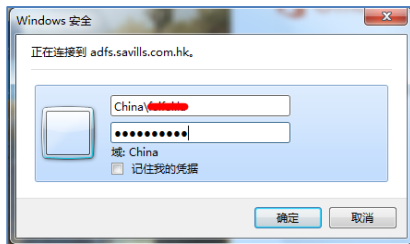
Any other browser or older version of above browsers cannot fully support Office365 with poor performance and limited functionality (e.g. IE8 only connects in OWA Light mode in Office 365). (在我们新的邮件系统上，旧版本的浏览器可能会无法使用部分功能。比如：IE8 只能完成一些收发邮件的简单操作)

Office 365 Outlook Web App (OWA) 基于网页访问的 office 365 邮箱(OWA)

- To access the Office 365 OWA, click on this link <https://outlook.office365.com> (you can bookmark this link in your browser for future use).
- Office365 OWA 的访问地址 <https://outlook.office365.com>，请收藏。
- Enter **[YourUserID]@savills.com.cn** as username and **Savills password**, click 登录
输入您的用户名和密码并登录

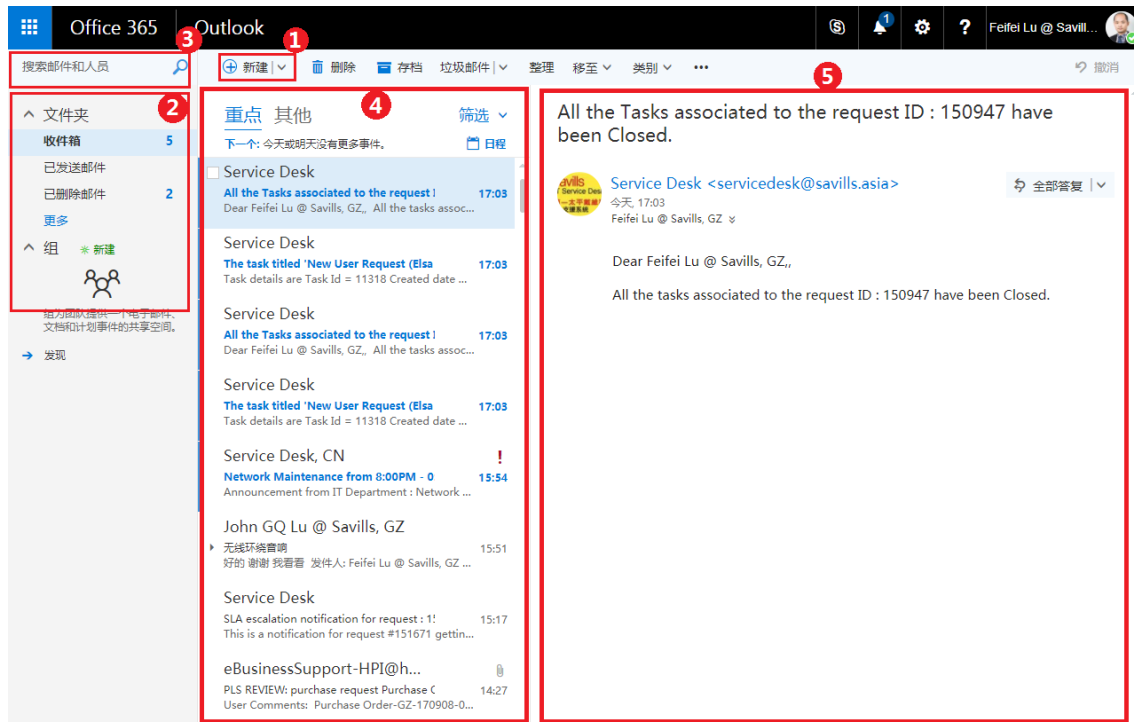


- If it is your first time to login , one certification window will popup and please enter **China\YourUserID** and **Savills password** again
- 如果您是第一次登录新系统，在点击登录后，会弹出另一个用户确认的窗口，请注意用户名和密码的格式：**China\YourUserID** and **Savills password**



Email 邮件

The webpage of office365 (Office365 的主界面)



1. Create a new message by choosing “新建”. (点击“新建”可以创建一封新邮件)
2. “文件夹” - includes the folders in your mailbox. It may include other folders. (可以查看系统中的所有文件夹，如：收件箱，已发送邮件)
3. “搜索邮件和人员” - in the **Search mail and people** box, type what you want to search for. For example, type the name of a person you want to find messages from, or enter text that you want to search for to find a particular message. (在此，您可以搜索一切想要找的东西，包括指定发件人的邮件，包含某些我特定信息的邮件)
4. Message list - Messages in the current folder are listed. (显示当前您选定的文件夹中所有内容)
5. Reading pane - the conversation or message that you chose appears in the reading pane. You can respond to any message in the conversation by using **Reply**, **Reply all**, or **Forward** at the top of the message. (邮件阅读与编辑区，您可以处理当前打开的邮件，如回复，转发)

For detail Email operation on the web, go to [Email Overview in Outlook Web App for Office 365](#).

(更多帮助请点击 [Email Overview in Outlook Web App for Office 365](#))

Email Active-sync for mobile 手机邮箱同步

Email synchronization to mobile devices is simpler with Office 365. **You have to remove the existing mobile sync account and re-do the setup again.**

新系统同样是支持手机邮箱同步功能，如果您之前有设置过旧的系统，需要移除旧的设置，重新设置一下。

Remark: Email Active-sync for mobile feature will be enabled only for user who has applied with department's head approval.

提醒：手机同步邮件功能只开通给已获得部门主管批准的用户！

For iOS

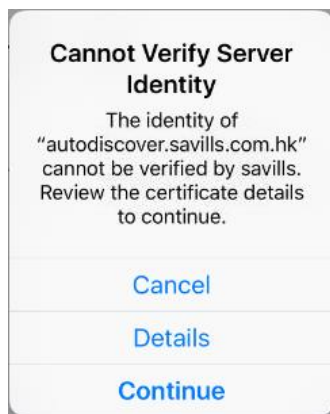
- Tap "Settings > Mail, Contacts, Calendars > Add Account > Exchange". (如果所示“设 --> 邮件 --> 帐户 --> 添加帐户 --> Exchange”)



- Enter **[YourUserID]@savills.com.cn** and **Savills password**, change the **Description** what you like, tap **Next**.
- 输入 **YourUserID@savills.com.cn** 和 **Savills password**，然后按下一步

电子邮件	[Redacted]@savills.com.cn
密码	●●●●●●●●
描述	Savills

- Waiting for a minute, below message will be pop-up, tap **Continue**.
- 等待数秒之后会弹出下图，请选择**继续**

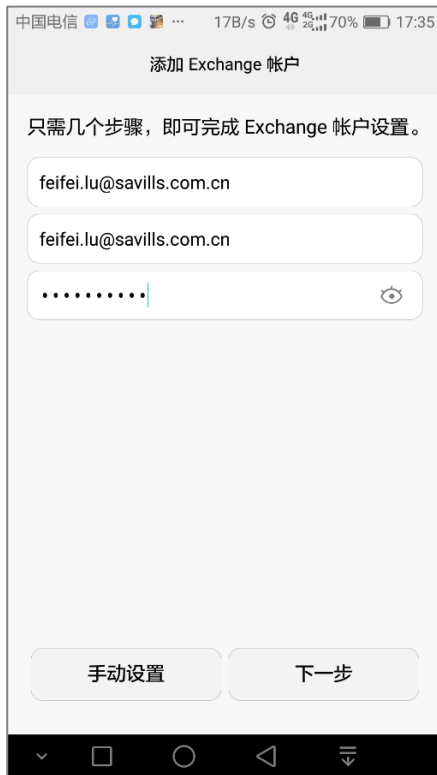


- Select which item you want to sync and tap **Save** to finish.
- 选择您想同步到手机上的信息，然后点击“存储”完成全部设置。



For Android

- Tap "Settings > Accounts > Add Accounts > Microsoft Exchange".
- 按步骤进行入设置 “设置 -> 帐户 -> 添加 -> Exchange 帐户”
- Enter **[YourUserID]@savills.com.cn** and **Savills password**, tap **Manual Setup**.
- 输入 **[YourUserID]@savills.com.cn** and **Savills password**，点击 **手动设置**



- Input the following information for your account. (下面信息需要输入)

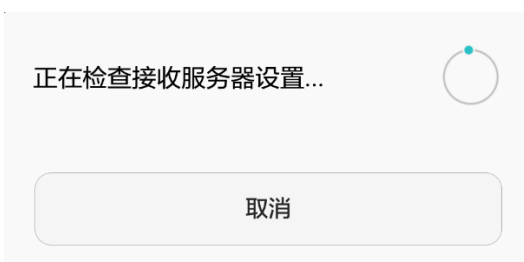
Email address: [YourUserID]@savills.com.cn (电子邮件地址)

Username: [YourUserID]@savills.com.cn (用户名)

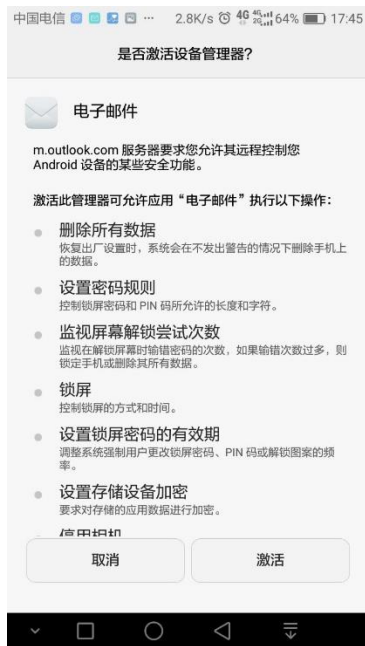
Password: Your Savills password (密码)

Exchange server: m.outlook.com (服务器)

- Tap **Next** and wait for server authentication. (下一步后等待服务器)



- The device may prompt for alert message for security control term, tap **Activate** to continue.
- 在系统弹出的安全控制信息窗口上，选择“激活”



- Select the items you want to sync and change sync settings as you liked (e.g. Period of sync Email)
- 选择您需要同步的项目,如:邮件、联系人, 然后选择“下一步”结束设置



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