

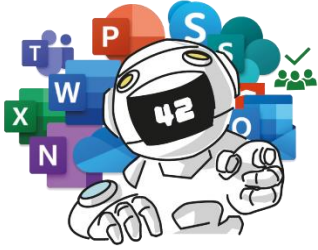
What's New in Office 365?

Contents

| | |
|--|----|
| 1. Set up a time buffer between two consecutive meetings. | 2 |
| 2. Automatically host meetings online. | 4 |
| 3. The embedded translator. | 5 |
| 4. Forwarding emails to a Teams channel or chat. | 8 |
| 5. Insert a link to a file into an email. | 10 |



TOPIC



There are a few changes and updates to the *Outlook 365* universe. This learning unit will introduce you to them.



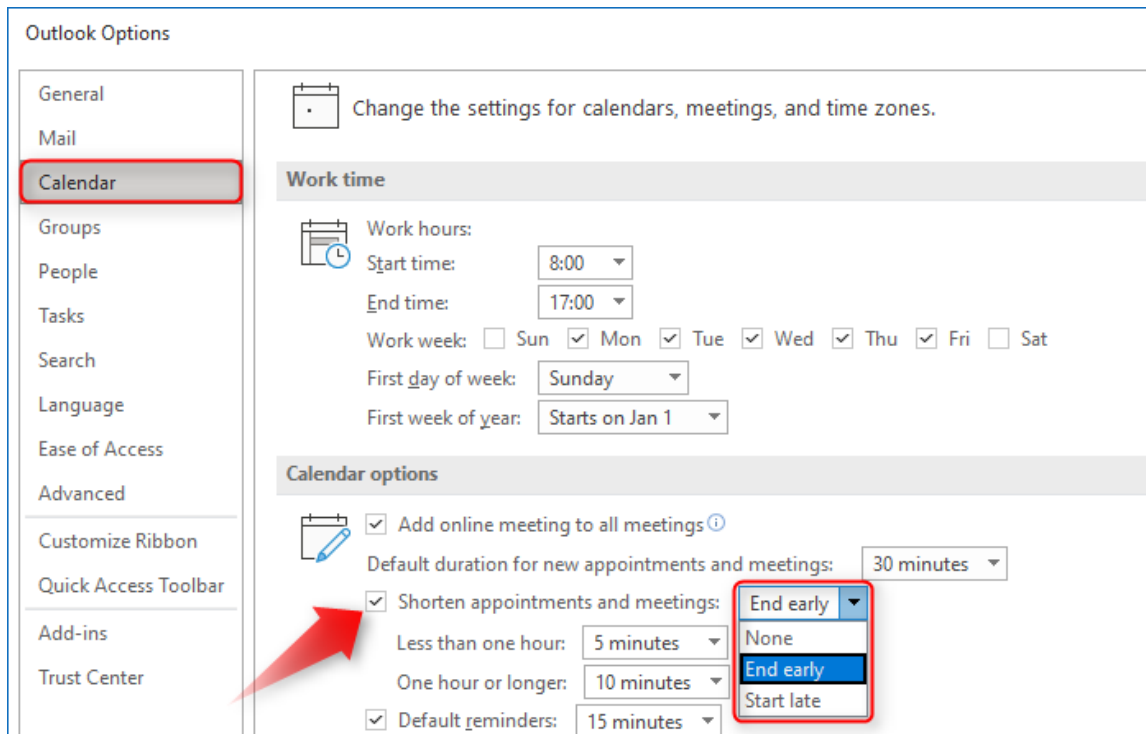
HERE'S HOW IT'S DONE



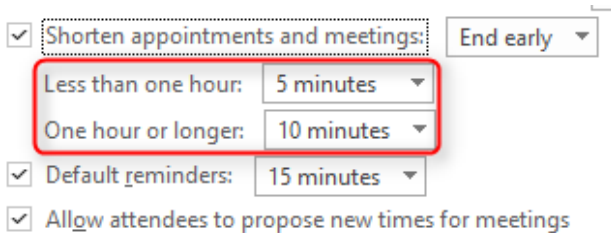
1. SET UP A TIME BUFFER BETWEEN TWO CONSECUTIVE MEETINGS.

You can change your settings so that meetings that you create will automatically end earlier or start later by default. This will ensure that there is always a short break between meetings where you can get yourself a cup of coffee, for example.

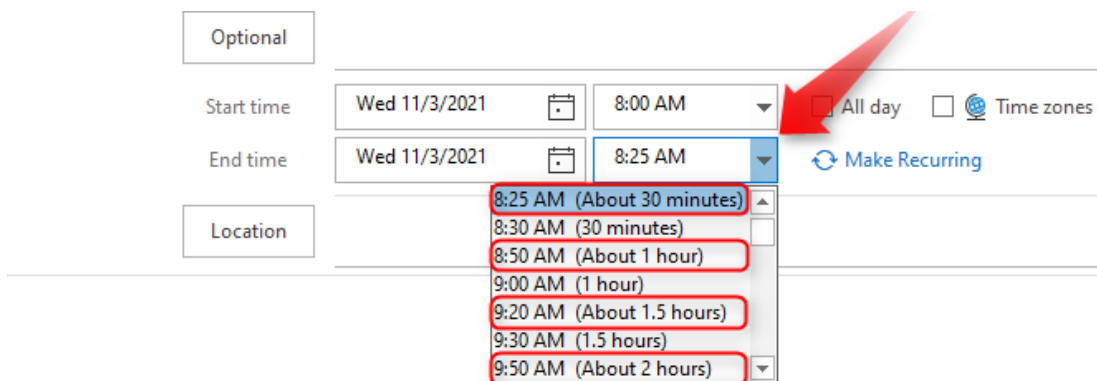
In the **Outlook Options** open the category **Calendar**. Then, in the **Calendar options** area, enable **Shorten Appointments and Meetings**. In the drop-down list for this option you then select if you want to end appointments and meetings in the future earlier or start them later. In other words, if the time buffer should be added at the beginning or the end of the meeting.



Now select how long the time buffer should be. You can select from various durations for longer or shorter appointments.



Now when you create an appointment or meeting, the corresponding start and end times will be suggested.





2. AUTOMATICALLY HOST MEETINGS ONLINE.

Do you and your colleagues work mainly from home? Then it makes sense to set that all new meetings will be automatically created as online Teams meetings.

To change this setting, open the **Outlook Options**. Switch to the category **Calendar**. Then, under **Calendar options** activate the option **Add online meeting to all meetings** to all meetings.

Outlook Options

General
Mail
Calendar
Groups
People
Tasks
Search
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

Change the settings for calendars, meetings, and time zones.

Work time

Work hours:
Start time: 8:00 AM
End time: 5:00 PM
Work week: Sun Mon Tue Wed Thu Fri Sat
First day of week: Sunday
First week of year: Starts on Jan 1

Calendar options

Add online meeting to all meetings
Default duration for new appointments and meetings: 30 minutes
 Shorten appointments and meetings: End early
Less than one hour: 5 minutes
One hour or longer: 10 minutes

Now all meetings that you create will be automatically created as online *Teams* meetings.

Location Microsoft Teams Meeting

Microsoft Teams meeting

Join on your computer or mobile app



[Click here to join the meeting](#)


[Learn More](#) | [Meeting options](#)




3. THE EMBEDDED TRANSLATOR.

When you receive an email in a foreign language, the following command will appear automatically over the message: **Translate message to: English**. Click it.

 **Jan Peters**
To  Liam Miller

 Eindverslag.xlsx
11 KB


 **Translate message to: English** Never translate from: Dutch

Van: Frank Dekkers <Frank.Dekkers@SoluzioneScript.onmicrosoft.com>
Verzonden: dinsdag 13 juli 2021 11:05
Aan: Jan Peters <jan.peters@SoluzioneScript.onmicrosoft.com>; Annemari <mieke.visser@SoluzioneScript.onmicrosoft.com>
Onderwerp: Kosten verlagen

Hallo allemaal,

Bijgaand stuur ik jullie een lijst van de kosten van vorig jaar.
Ik verzoek jullie na te denken over besparingsmogelijkheden en mij jullie id
Graag zou ik meerdere voorstellen van elke afdeling ontvangen.
We bespreken deze op donderdag.

The translation of the email will then be shown.

 Translated from: Dutch [Show Original](#) | [Turn on automatic translation](#)

From: Frank Dekkers <Frank.Dekkers@SoluzioneScript.onmicrosoft.com>
Sent: Tuesday, July 13, 2021 11:05
AM: Jan Peters <jan.peters@SoluzioneScript.onmicrosoft.com>; Annemari <mieke.visser@SoluzioneScript.onmicrosoft.com>
Subject: Reducing costs

Hello everyone,

Attached I will send you a list of the costs of last year.
I ask you to think about savings opportunities and send me your ideas.
I would like to receive multiple proposals from each department.
We will discuss these on Thursday.

To view the email in its original language, click **Show Original**.

FW: Kosten verlagen



Jan Peters

To Liam Miller



Translated from: Dutch

Show Original

Turn on automatic translation

From: Frank Dekkers <Frank.Dekkers@SoluzioneScript.onmicrosoft.com>

TIP

If there is a certain language that you never want to translate, select **Never translate from**.

FW: Kosten verlagen



Jan Peters

To Liam Miller



Translate message to: English

Never translate from: Dutch



TIP

In the **Outlook Options** in the **Language** category, you will find the **Translation** section. Here you can change the settings for these translation functions. For example you can set which language should be translated and which languages should not be translated. You can also set that the translation should happen automatically.

The screenshot shows the Outlook Language settings window. On the left is a navigation pane with options: Search, Language (highlighted), Ease of Access, Advanced, Customize Ribbon, Quick Access Toolbar, Add-ins, and Trust Center. The main area is titled "Manage languages used for creating and editing documents, including proofing tools such as spelling and grammar check." It contains a list of languages with their proofing status:

| | |
|-------------------------------------|--------------------|
| English (United States) <preferred> | Proofing installed |
| Dutch (Netherlands) | Proofing installed |
| French (France) | Proofing installed |
| German (Germany) | Proofing installed |
| Greek | Proofing installed |

Below the list is a link: [Install additional keyboards from Windows Settings](#). A "Translation" dialog box is open, containing the following options:

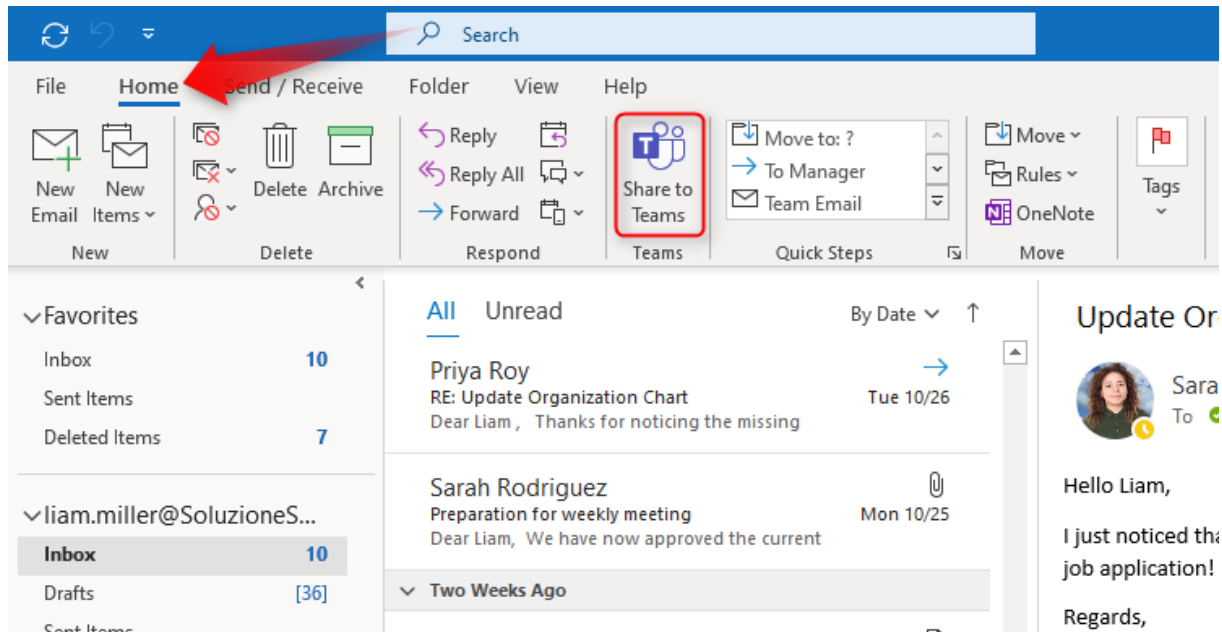
- Choose how to handle messages received in other languages:
 - Always translate
 - Ask me before translating
 - Never translate
- Translate messages into:
- Manage your languages. We won't offer to translate messages received in these languages.
 -

Buttons for "Add a Language...", "Remove", and "Set as Preferred" are visible in the main window and the dialog box. At the bottom right of the dialog box are "OK" and "Cancel" buttons.



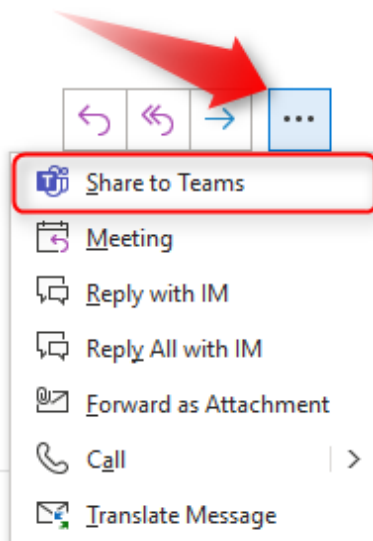
4. FORWARDING EMAILS TO A TEAMS CHANNEL OR CHAT.

Forwarding emails to a *Teams* channel is now much easier: simply select the email and, in the Home tab in the Teams group, click on the **Share to Teams** button.



TIP

Alternatively, open the **3 point menu** on the reading pane. Here you will also find the function **Share to Teams**.




The dialog box **Share to Teams** will then open. Now search in the **Share to** field for the channel where you want to post the email. If you enter the name of a person or group instead, you can also send the email via the *Teams Chat*.


Share to Microsoft Teams

Share to

Chats

 New Ideas

Channels

 Ideas Exchange
Marketing


Then, click on **Share**.

Share to Microsoft Teams



Share to

Type a message

 **Update Organization Chart**

Sarah Rodriguez <sarah.rodriguez@SoluzioneScript.onmicrosoft.com>
To Liam Miller
Fri, Oct 22, 2021 1:58 PM

Hello Liam,

I just noticed that Janet's photo is still missing from the company's organization chart. Just use the one from her job application!

Regards,

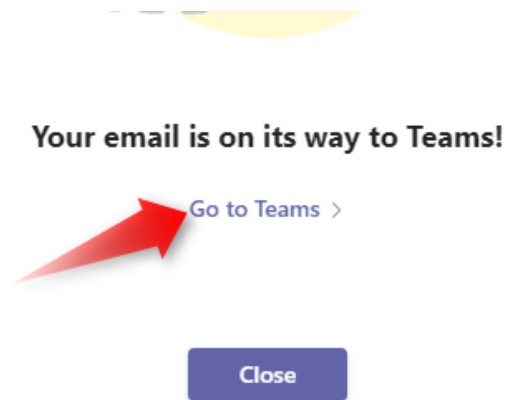
Include attachments

Share



TIP

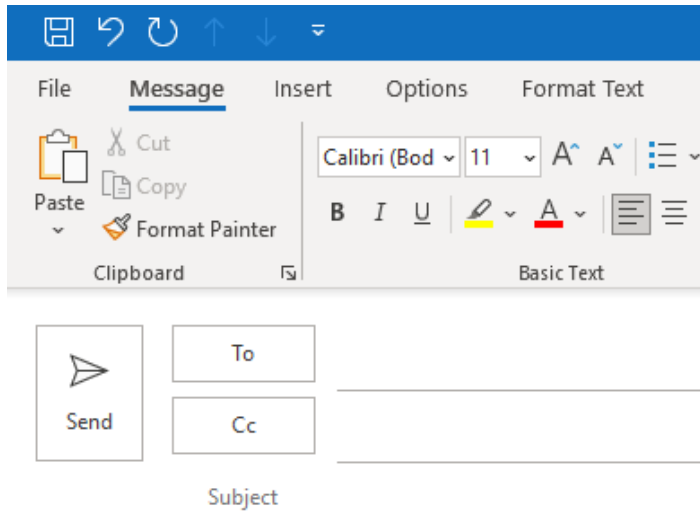
After you have clicked **Share** you will see a confirmation. A click on **Go to Teams** will take you directly to the location where you shared the email in *Teams*.



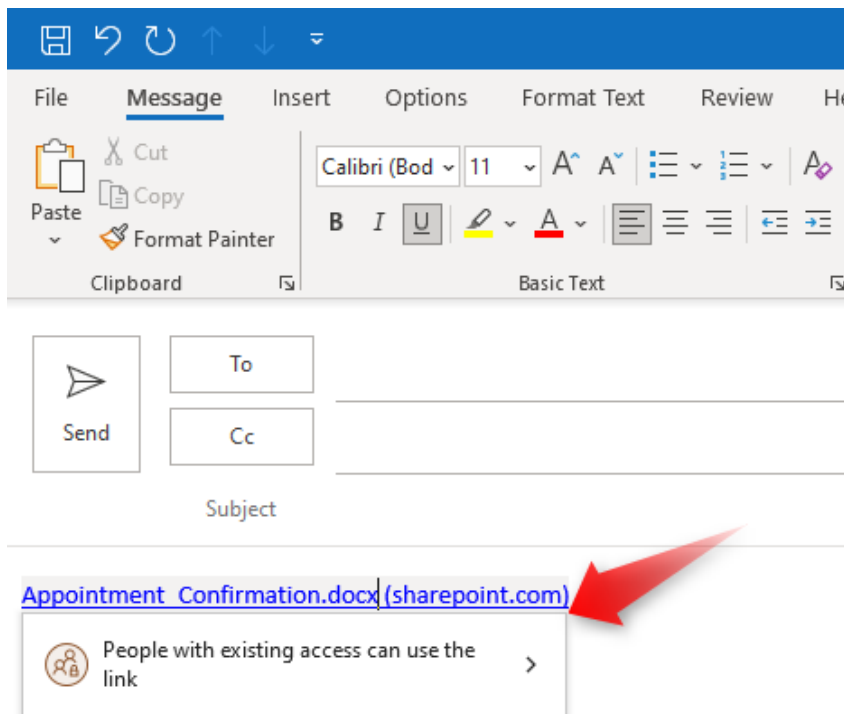
5. INSERT A LINK TO A FILE INTO AN EMAIL.

When you send a link to a file via email, the whole path will not be shown. Instead, *Outlook* automatically shortens the link. This makes it easier for the recipient to read. You can also set document permissions for the link.

When you add a link to a *OneDrive* or *SharePoint* file to an email, the file path will no longer be shown in its entirety. Instead, only the name of the file will be shown.



You can change the access permissions for the file directly in the email. To do so, click on the link. The button that then appears shows the set permissions for the link. To select a different access permission, click this button.



The dialog box **Link settings** will then open. Select the permission you want for your link.

