



MY PEOPLE LP+365

HELP GUIDE
VERSION 2.0

1. Overview.

My People is located on the School Dashboard as shown in Figure 1.

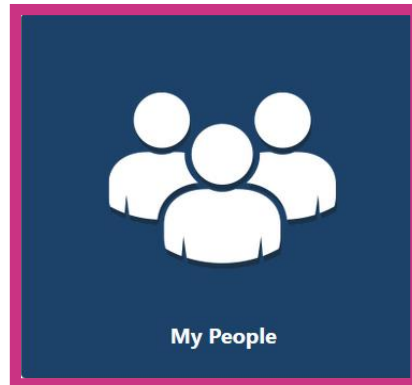


FIGURE 1. MY PEOPLE TILE ON THE SCHOOL DASHBOARD

2. Viewing People.

Clicking on the **My People** tile launches a new browser tab to open your **People** page in Microsoft Outlook Web App and displays **Your contacts**, **Directory** and **Groups** as shown in Figure 2.

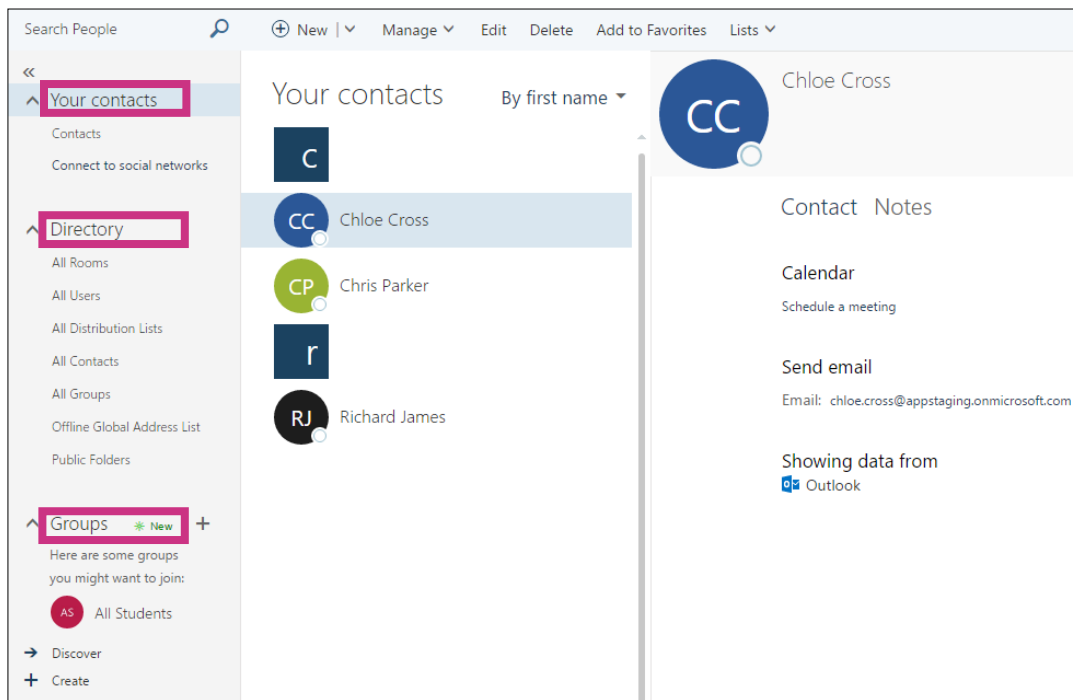


FIGURE 2. PEOPLE PAGE

3.1 Your contacts.

From within this view you can access **Your Contacts** from the quick launch on the left hand pane which can be filtered by your personal contacts or those you have synced from social networks. All users have the ability to create, manage and delete any of their personal contacts from the options in the top navigation bar.

Clicking on any particular contact will display their information in the right hand pane as shown in Figure 3.

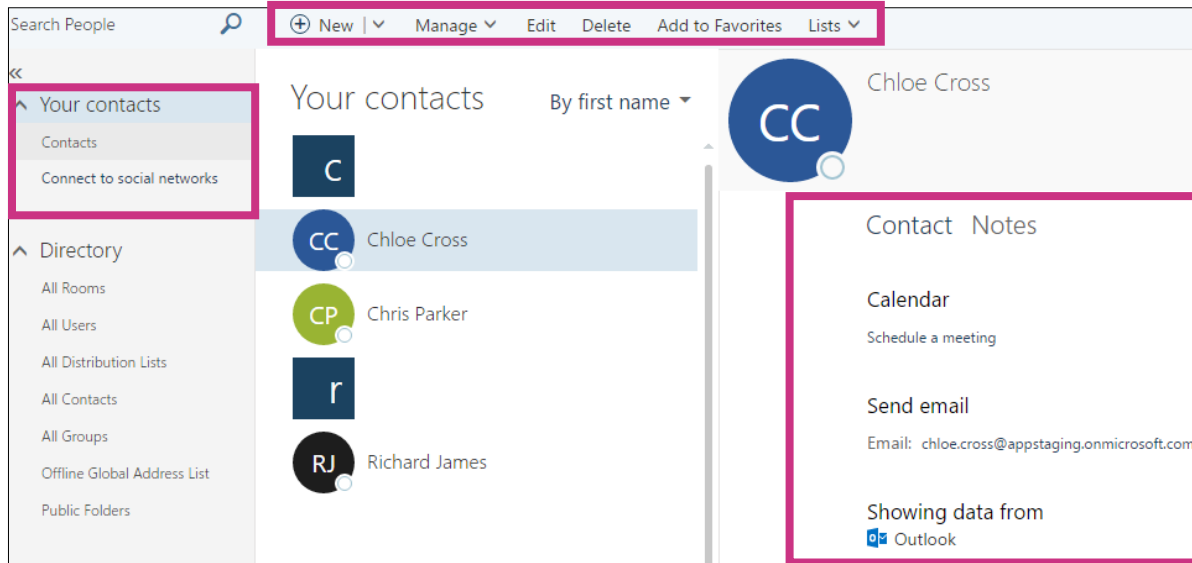


FIGURE 3. YOUR CONTACTS

3.2 Accessing Your Directory.

You can also access your **Directory** in this view. The quick launch on the left hand pane below **Your Contacts**, gives you a view of any address books that have been setup by your establishment.

Clicking on any particular contact in the middle pane will display their information on the right hand pane as shown in Figure 4.

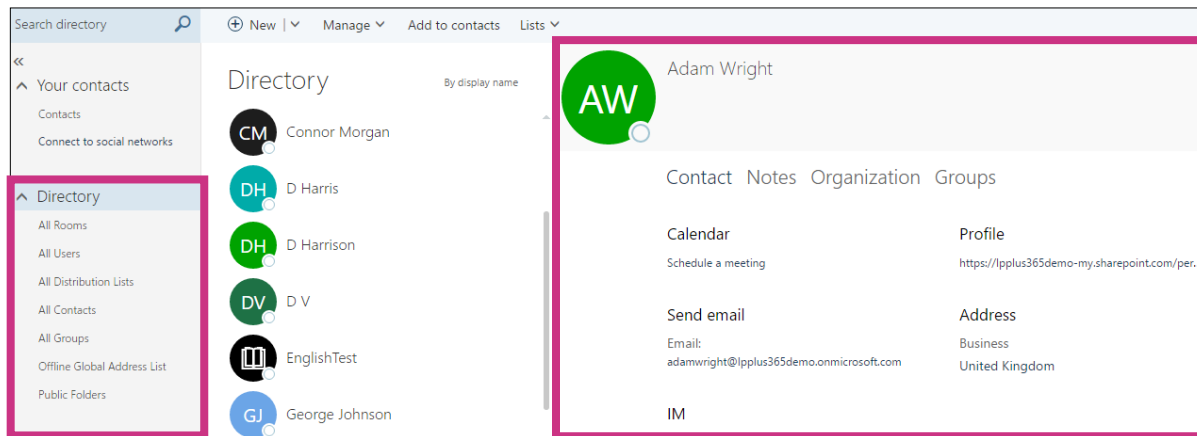


FIGURE 4. DIRECTORY

3.3 Groups.

Groups can also be accessed and created here from the quick launch on the left hand pane. **Groups** allow a workspace for collaboration and sharing. This workspace comes with its own shared inbox for group email communication, calendar for scheduling events and meetings, library for storing group files or folders, OneNote notebook for taking notes and as a planning tool for organizing, setting tasks and progress.

Clicking on any particular group will display group **Conversations, Calendar, Files, Notebook** and **Connectors** in the right hand pane as shown in Figure 5.

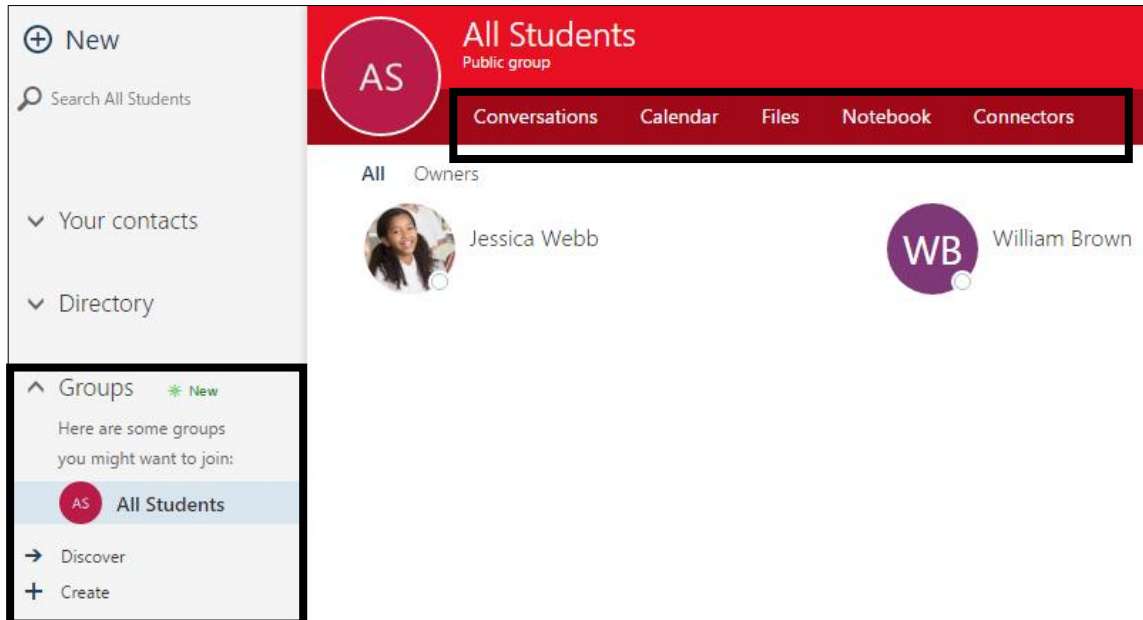


FIGURE 5. GROUPS

4. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Start Using Outlook](#)
- [People Overview](#)
- [Learn about Office 365 groups](#)
- [Create a group in Outlook](#)

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