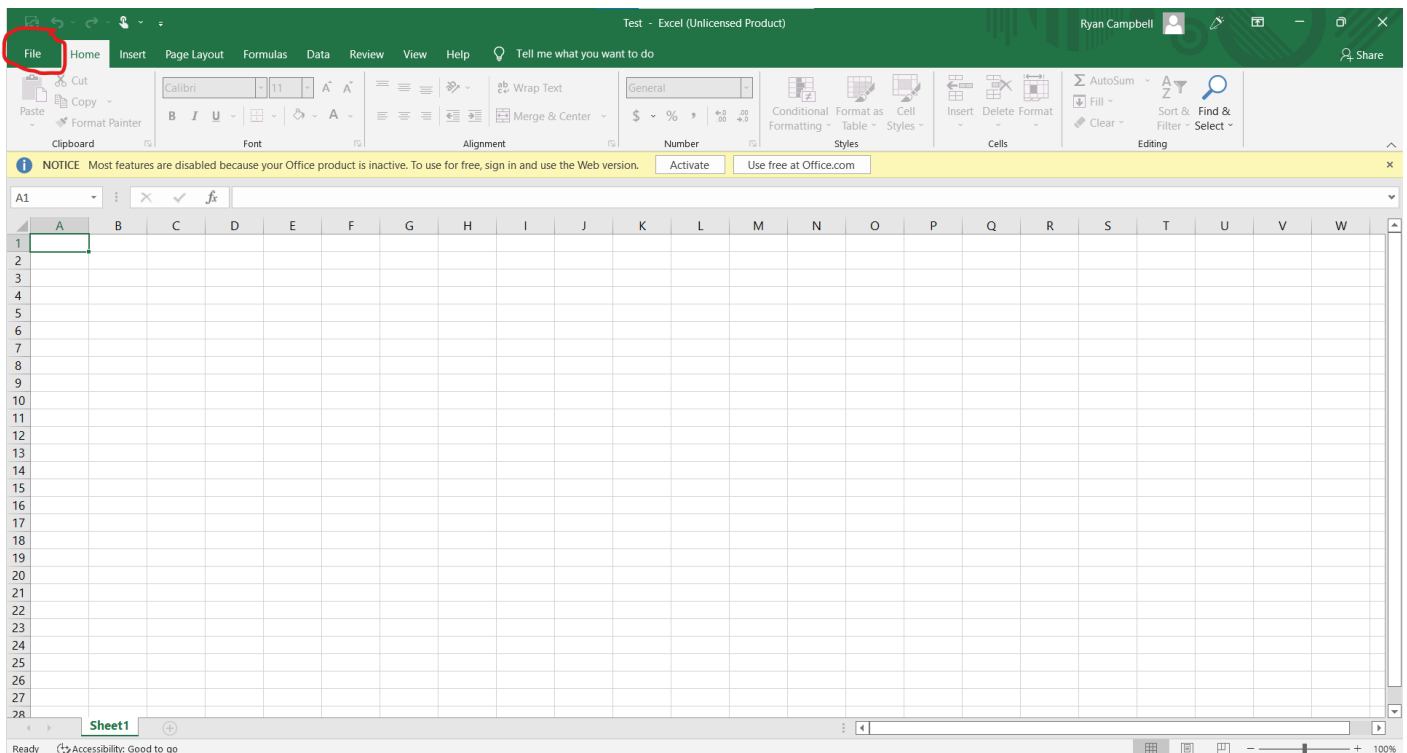# Microsoft Office

- [How to Update Office for Windows 10](#)
- [How to Update Office for MacOS](#)
- [Outlook | Calendar Group Following in Inbox](#)
- [Add delegate for your Calendar, Mail, Contacts](#)
- [Add Shared Mailbox to your Outlook](#)
- [Download Outlook Emails older than 1 year](#)

How to Update Office for Windows 10

How to update Microsoft Office on Windows 10

- Open any Microsoft Office document (Word, Excel, etc). **Make sure any important documents are saved before proceeding.**
- Click on File at the top left corner of the document.

- Click on Account.

- Click on the Update Options box, left of Office Updates.
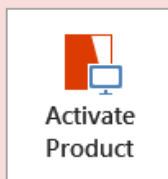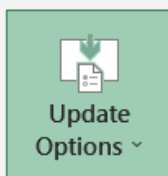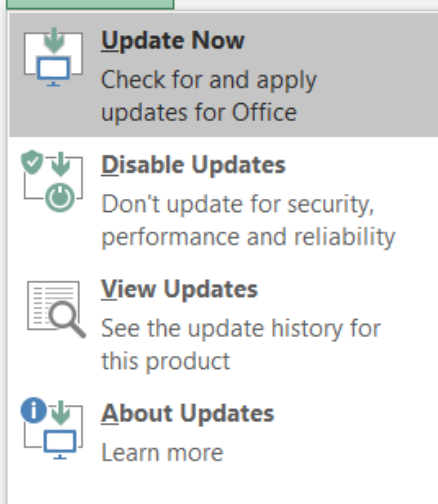
- Click Update Now.

How to Update Office for MacOS

How to update Microsoft Office on MacOS

- Open the applications store.

- Click on Updates.

- If an update is available for Microsoft office apps, either click the update button next to each of the apps that you want to update or click update all in order to update all apps. **Make sure all open documents are saved and closed before proceeding with this step.**

Outlook | Calendar Group Following in Inbox

Ever since we converted our Campus Staff groups (i.e. Bath, Medina East) into Office365 groups, some people have had issues with personal calendars being clu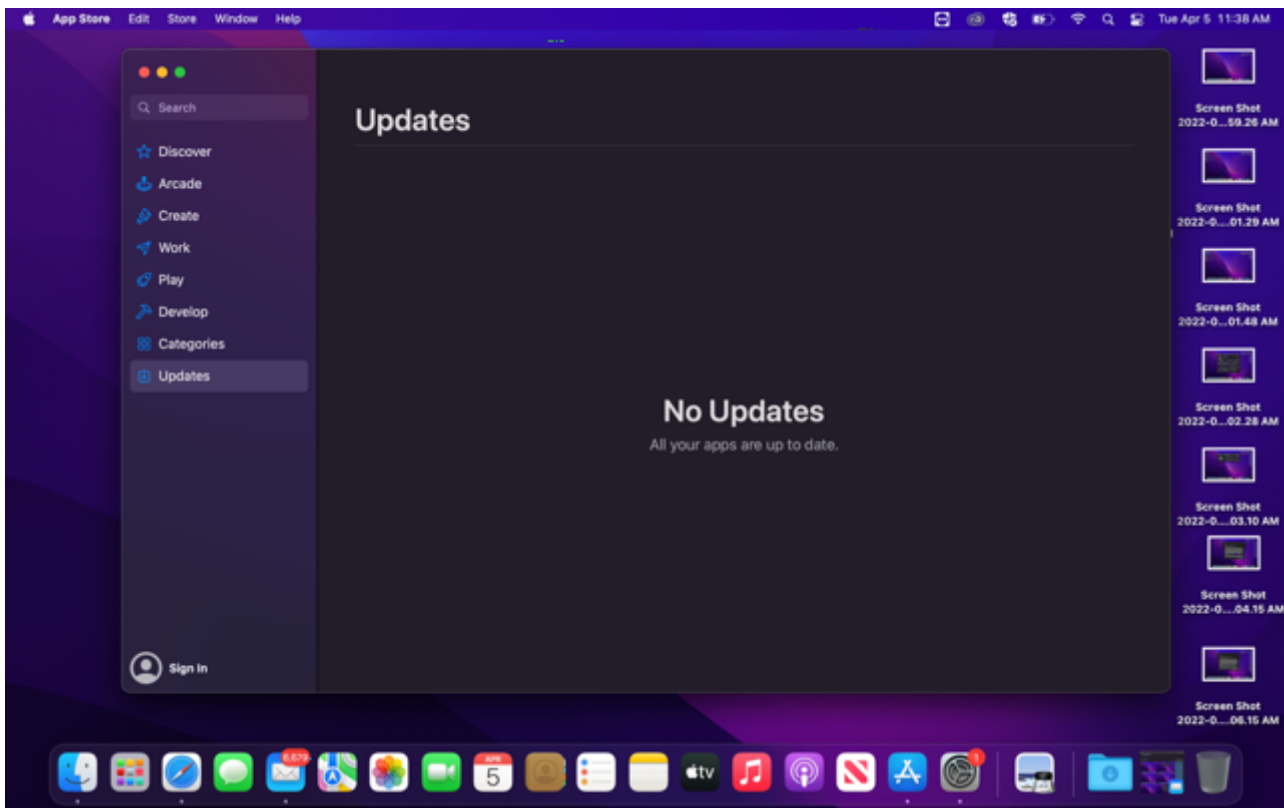ttered with calendar appointments from the respective campus staff group, including PTO / OOO events. You can turn off this "auto group calendar forwarding" feature by following Microsoft's Outlook guide for the [Windows app](#), or the [Browser app](#).

Outlook refers to this forwarding as "Follow in Inbox". To stop following PTO events to your calendar inbox, you will want to choose a different option than "All Email and Events" under the "Group Settings" of your Staff Campus Group (picture below).. Turning this off in MacOS outlook should be similar process to the Windows Outlook app. I personally have it set so that I only get replies to me sent straight to my inbox. Then I can open the Group Calendar and add any staff calendar events to my calendar as I need to.
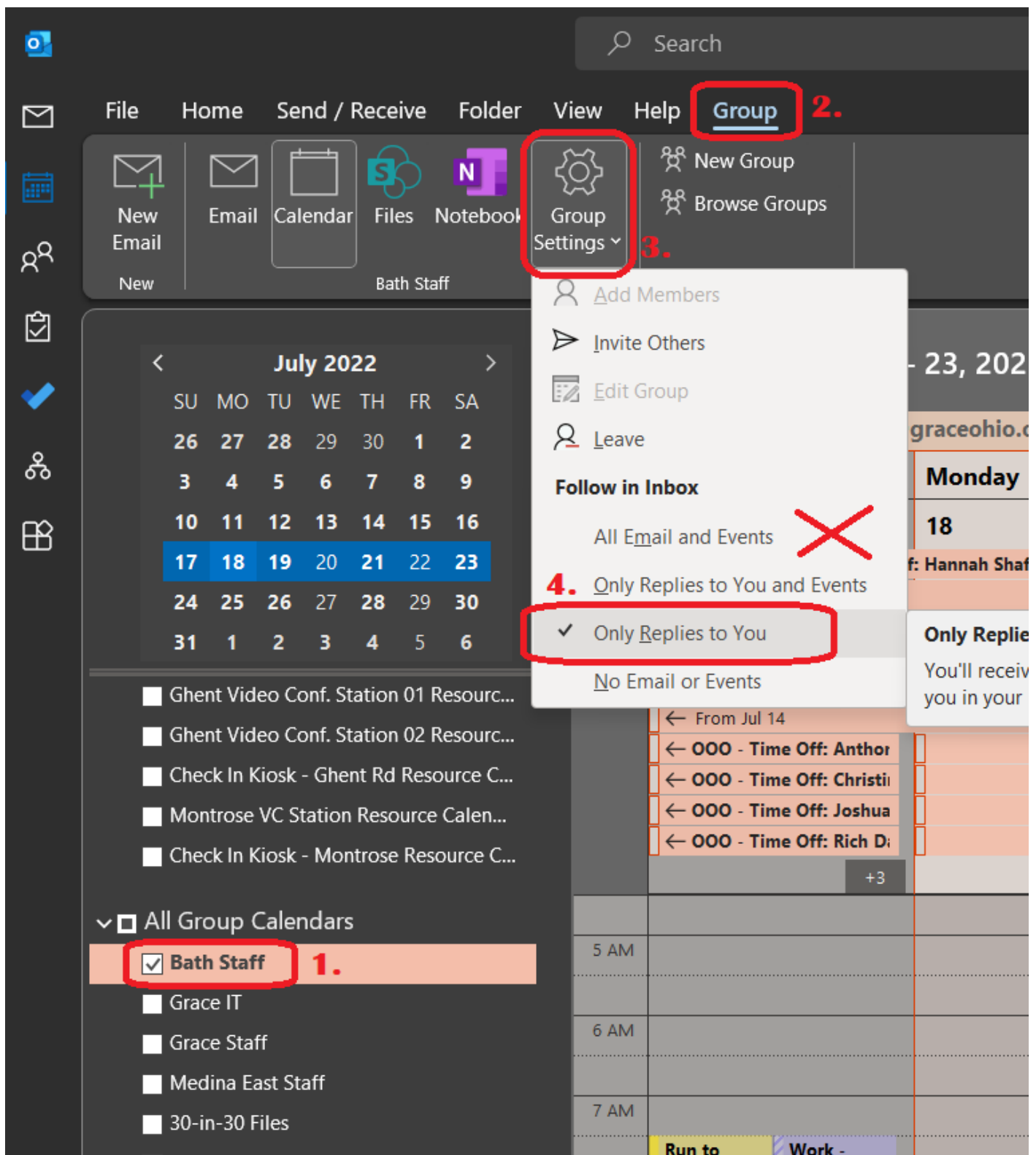
1. Open up Outlook, Goto Calendar, and choose your Campus Staff Group Calendar.

2. With your Group Calendar selected and highlighted, click on the Group tab

3. Click on Group Settings.

4. You can choose a setting that makes sense to you. I personally only follow Replies to me, as shown in the picture above.

Add delegate for your Calendar, Mail, Contacts

[Allow someone else to manage your mail and calendar (microsoft.com)](#)

[Add and manage delegates in Outlook for Mac (microsoft.com)](#)
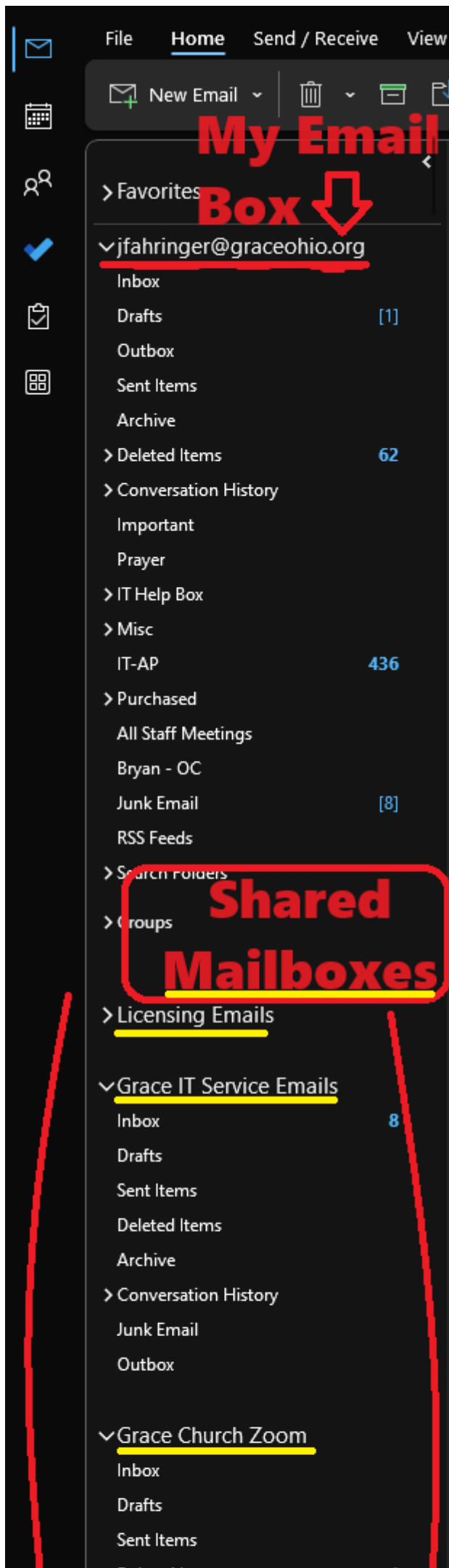
Add Shared Mailbox to your Outlook

Someone on staff can give you delegate access to their email or calendar, or we can give you access to a shared mailbox account so that you can manage the account's email (The account may be either an offboarded user that was converted into a shared mailbox for the manager, or a general account to receive emails for an application). Depending on whether you are trying to use your delegate rights or directly access a shared mailbox, there are certain steps you may need to take in order to be able to view these mailboxes / calendars.

- If you were given **Delegate** Permissions to a Staff member's Mailbox, this mailbox will automatically appear in the Outlook Client on **Windows** below your mailbox in the left column of the program. This may take several minutes, but it usually occurs the next time your restart Outlook or your computer.
  - If you are using the **Outlook.com** Web Client ([Mail - Outlook (office.com)](#)) or **the MacOS** Outlook Client you will need to add the mailbox manually.
    - How to open a delegated mail account on **MacOS Outlook**: [Open a shared Mail, Calendar or People folder in Outlook for Mac - Microsoft Support](#)
    - How to open a delegated mail account on the **Outlook.com** Web Client: [Access another person's mailbox - Microsoft Support](#)
- If you were given permissions to a **Shared Mailbox**, this mailbox will automatically appear in the Outlook Client on **Windows** below your mailbox in the left column of the program. This may take several minutes if it was recently shared to you, but it usually occurs the next time you restart Outlook or your computer.
  - How to add shared mailbox on the **Outlook.com** Web Client: [Open and use a shared mailbox in Outlook on the web - Microsoft Support](#)
  - How to add a Shared Mailbox on **MacOS Outlook**: [Open a Shared or Delegated Mailbox](#)

Since the **Windows Outlook** Client will usually automatically add a shared or delegated mailbox for you, normally you don't need to do anything on your end to view these mailboxes. However, if you want to have the option to manually add a box, you can use this guide:

[https://support.microsoft.com/en-us/office/manage-another-person-s-mail-and-calendar-items-afb79d6b-2967-43b9-a944-a6b953190af5#__toc370369831](#)

Example showing difference between your work *EmailBox* and *Shared Mailbox(es)*:

File   **Home**   Send / Receive   View

New Email ⌄   🗑 ⌄   ▭   ▯

My Email Box ⬇

> Favorites

∨ jfahringer@graceohio.org
   Inbox
   Drafts   [1]
   Outbox
   Sent Items
   Archive
  > Deleted Items   **62**
  > Conversation History
   Important
   Prayer
  > IT Help Box
  > Misc
   IT-AP   **436**
  > Purchased
   All Staff Meetings
   Bryan - OC
   Junk Email   [8]
   RSS Feeds
  > Search Folders

> Groups

Shared Mailboxes

> Licensing Emails

∨ Grace IT Service Emails
   Inbox   **8**
   Drafts
   Sent Items
   Deleted Items
   Archive
  > Conversation History
   Junk Email
   Outbox

∨ Grace Church Zoom
   Inbox
   Drafts
   Sent Items

Download Outlook Emails older than 1 year

By Default, the Outlook Client on Windows Desktop will only download emails from an Office's user's account newer than one year. You can change this by changing the "Cached Exchange Mode". Be warned though as this can cause Outlook to take a performance hit or have other issues. This chance increases the more or larger email items you have.
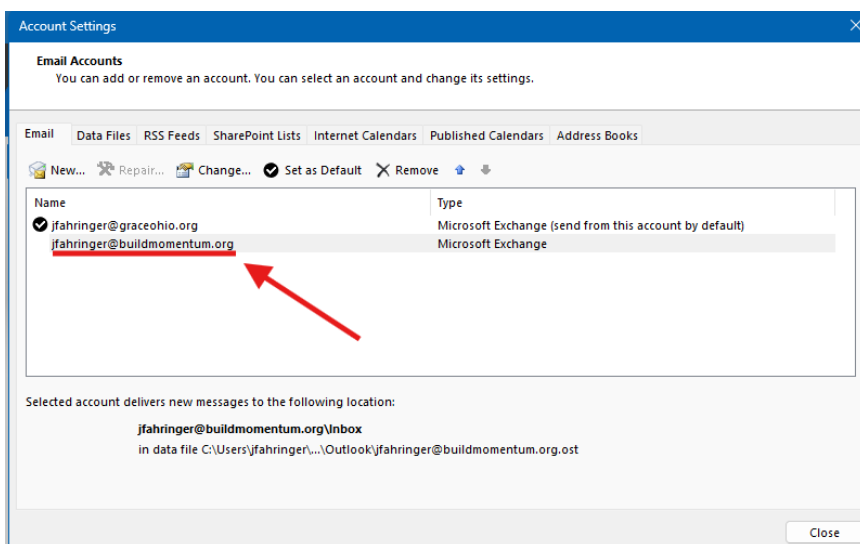
To turn on Cached Exchange Mode, open Outlook. Go to File, Info, Account Settings, Manage Profiles.
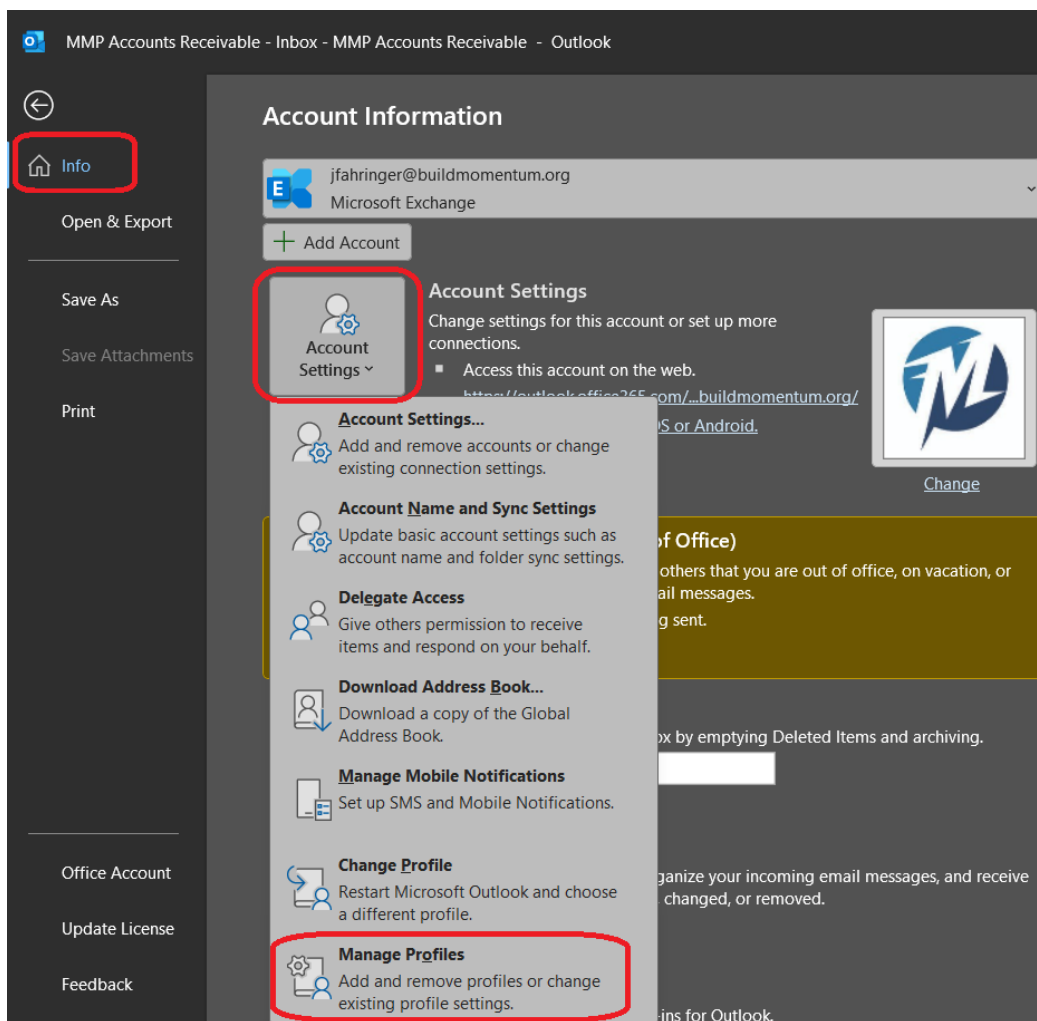
In the Mail Setup window, Click on Email Accounts...
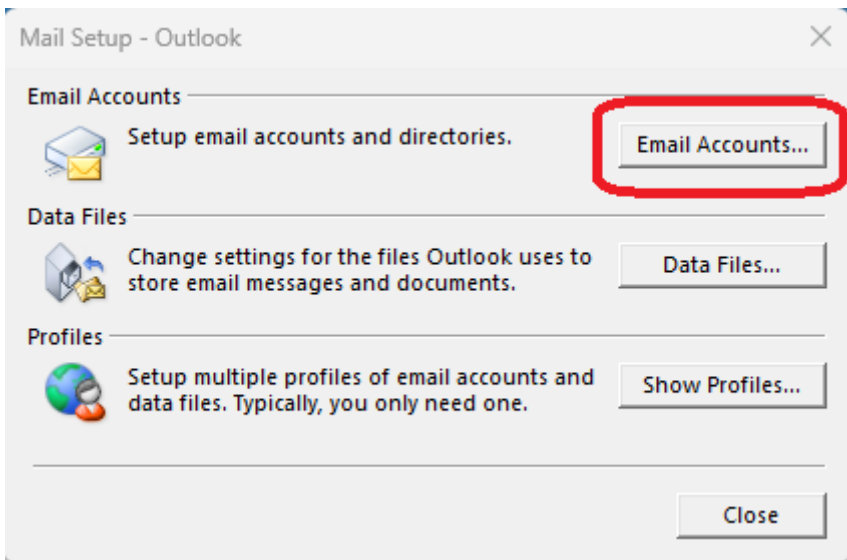
In the Account Settings Window, double click on your Profile that you want to adjust:

Then check the box to enable Cached Exchange Mode. Adjust the slider to your preference (carefully).

Examples: