

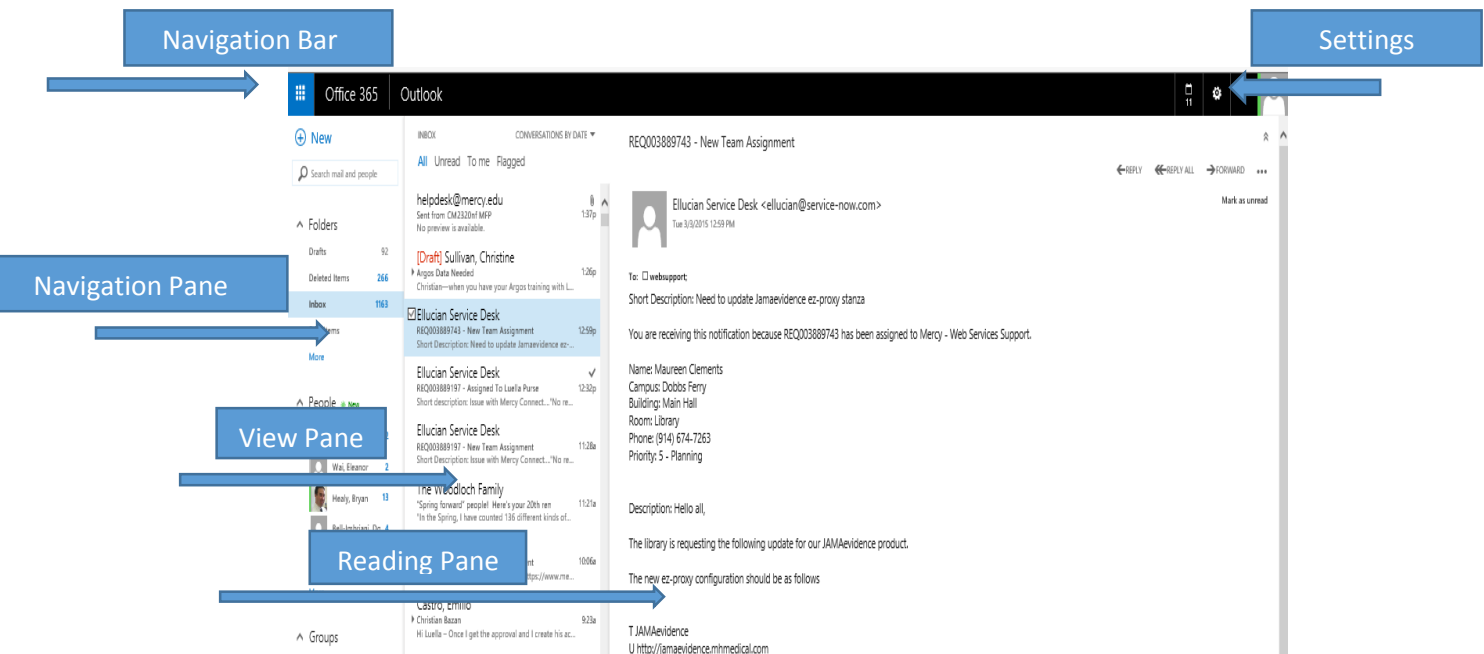
Outlook Web App

in Office 365

(Outlook Exchange Faculty & Staff)

Getting Started

The Outlook Window



Navigation Bar – switch between Outlook, Calendar, People, and Tasks.

Navigation Pane – contains shortcuts to Outlook folders and sections.

View Pane – displays the contents of the selected folder.

Reading Pane – displays the contents of the selected item.

Settings – displays your settings.

Signing In

The login screen will appear when you access Outlook Web App through your web browser.

1. Enter your e-mail address in the **Email address** box.
2. Enter your password in the **Password** box.
3. Click the **Sign in** button.

Using the Navigation Bar

- **Outlook** - the main email area allows you to read, compose, receive, and send email.
- **Calendar** – the scheduler, or planner, allows you to set and manage appointments and tasks.
- **People** – contains your contact list to display names, emails addresses, social media updates, and other information.
- **Tasks** – the task list allows you to create and manage tasks.

Default Folders

- **Inbox** – stores all received email messages.
- **Sent Items** – keeps a copy of all messages you have sent.
- **Drafts** – stores any unfinished email messages.
- **Deleted Items** – contains any deleted messages.
- **Junk Email** – Stores items that have been filtered as spam.
- **Notes** – contains notes imported from your desktop Outlook account.



Creating a New Folder

1. In the **Navigation** Pane, right click on **Inbox**.
2. Select **create a new folder** from the drop-down menu.
3. Enter a name for the folder in the text box.
4. Press the **Enter** key. The new folder will appear in your inbox.

Working with Folders


1. Right-click on the folder you wish to work with.
2. Do one of the following:
 - To rename the folder, select **rename** from the drop-down menu. Enter a new name for the folder in the text box and press the **Enter** key.
 - To delete the folder, select **delete** from the drop-down menu. Click the **ok** button to confirm deletion.
 - To delete all of the items in a folder, select **empty** from the drop-down menu. Click the **ok** button to confirm deletion.
 - To add the folder to your favorites, select add to **Favorites** from the drop-down menu. The folder will now appear in your **Favorites**.
 - To move the folder to another location, select move...from the drop-down menu. Select where you want to move the folder and click the **move** button.

Searching in Outlook Web App

1. Enter your search keywords in **search mail and people** box in the Outlook screen.
2. Click the **Search**  button or click on one of the suggested items.
3. When you are finished, click the **Close**  button to end your search and return to your Outlook screen.

Email

Sending an Email



1. In the Outlook screen, click the New Mail  button.
2. Do one of the following:
 - To enter recipients for your email, enter email addresses in the To: and Cc boxes. (*Separate multiple addresses with a semicolon.*)
 - To select email addresses from your contacts, click the **Add +** button. Begin typing the name of the contact in the To: box or select a contact or group you want to send the message to. Click the **Ok** button. (*Repeat to add additional contacts.*)

Editing a Draft of a Message

By default, unsaved messages are saved to your **Drafts** folder. To return to a draft:



1. Click the **Drafts** link on the **Navigation** pane to access your drafts.
2. Click the draft you wish to edit.
3. Click **Continue editing** to return to your draft.
4. Optional: Click **Discard X** to delete the draft.

Setting Read and Delivery Receipts



1. In the Outlook screen, click the New Mail  button.
2. Click the More  button.
3. Select message options from the drop-down menu.
4. *Optional:* To set a delivery receipt, check the Request a delivery receipt box.
5. *Optional:* To set to read receipt, check the **Request a read receipt** box.
6. Set the sensitivity of the email by clicking the arrow in the **Sensitivity** box.
7. Click the **Ok** button.

Calendar

Scheduling an Event

1. Click the **Calendar** button the Navigation bar.
2. Click the **New Event**  button.
3. Enter the name for the event in the **Event:** box.
4. Enter a location for the appointment in the **Location:** box.
5. Enter a contact name in the **Attendees:** box or click the **Add contact +** and select a contact.
6. Click **add a room** and select a room from the directory.
7. Enter or select a start date in the **Start:** box.
8. Select a duration by clicking the arrow by the **Duration:** box and check a time for the event's duration.
9. Enter details in the text box.
10. Click on the **Save**  button when you are finished.

Scheduling an Online Meeting


1. Click the **Calendar** button on the Navigation bar.
2. Click the **New Event**  button.
3. Enter the information about your event.
4. Click the **Online Meeting** button to insert a link to your online meeting.
5. Click the **Save**  button when you are finished.

People

In the new Outlook, **Contacts** has been replaced by the **People** hub, a center for all you contact information. You can connect **People** to a social network and import all of your connections data and updates directly into **Outlook**.



Creating a Contact Card for a New Contact

Contact cards store individual contact and social media information.

1. Click the People shortcut in the Navigation Bar.
2. Click the **New Contact**  button.
3. Click the **Create Contact** button.
4. Enter a name for the contact in the **First** and **Last** boxes.

5. Enter additional contact information. If you have connected to a social network, the information will be filled in automatically as soon as Outlook recognized the name of your contact.

Creating a Contact Group

1. Click the **People** shortcut in the Navigation Bar.
2. Click the **New Contact**  button.
3. Click **create group**.
4. Enter a name for the list in the **Group Name:** box.
5. Enter contacts for the group in the **Members:** box.
6. Enter details about the group in the **Notes:** box
7. Click the **Save**  button.