

OFFICE 365 OWA

Office 365 Outlook Web App

Office 365 Outlook Web App (OWA) is a mail, calendaring and scheduling program. In addition, OWA offers connectivity to other cloud features of Office 365 such as SharePoint.

To sign in:

1. Launch Internet browser. Type the address <https://portal.microsoftonline.com>. Office 365 sign in screen displays.
2. Type your organizational account. If you do not know your organizational account, contact your email administrator or Help Desk. When you click in the password field you should be redirected to **Outlook View** displays.



Sign in with your organizational account

Keep me signed in

Sign in

[Can't access your account?](#)



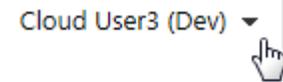
The screen above displays only if accessing OWA from outside. Your email address will already be filled in. Enter your password and click Sign In.

Usernames are communicated by the email administrator. If you need assistance, please contact your Help Desk.

To sign out:

1. Click drop down next to username on the top Navigation Bar see Figure 1 for example.
2. Click **Sign out**.
3. Close the browser window to complete the sign out process.

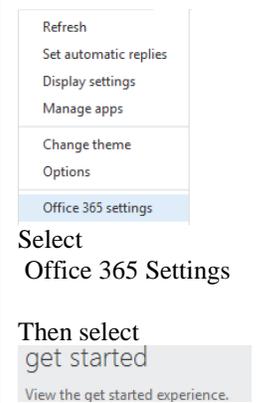
Figure 1



Initial Welcome Screen



This screen only appears the first time you log in. To return to this screen at any time click the Settings icon  and a drop down will appear.



OFFICE 365 OWA

Working with the Navigation Bar

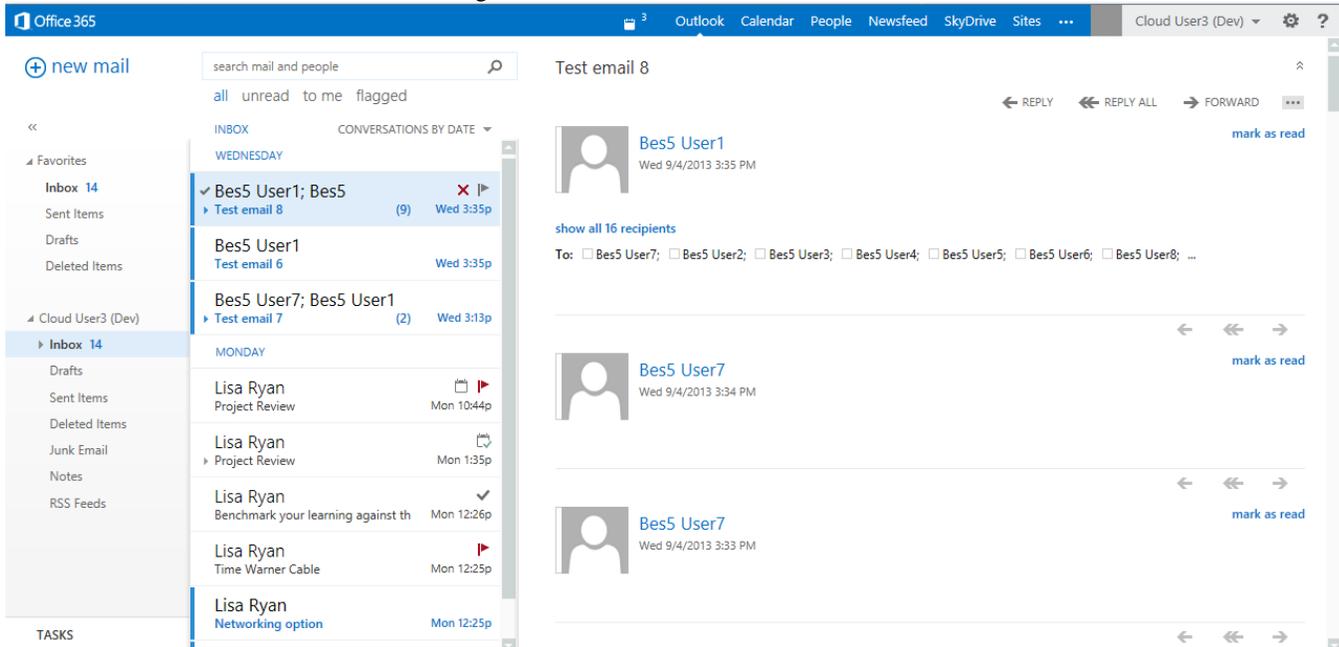
The Office 365 Navigation Bar displays across the top of the page. The Navigation Bar is used to access other features and OWA settings.



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|--|---|
| <ul style="list-style-type: none"> ❶ Mail Notifications  – displays if there are new email messages. ❷ Reminder notification  – displays the number of reminders. ❸ Outlook – displays Mail view. ❹ Calendar – displays Calendar view. ❺ People – displays Contact view. | <ul style="list-style-type: none"> ❻ Newsfeed – displays internal discussions and comments. ❼ SkyDrive – not available at this time. ❽ Sites – storage location for commonly used websites or blogs. ❾ Settings  – displays a drop down of setup preferences and common options for OWA. ❿ Help  – displays help for OWA. |
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Main OWA Screen

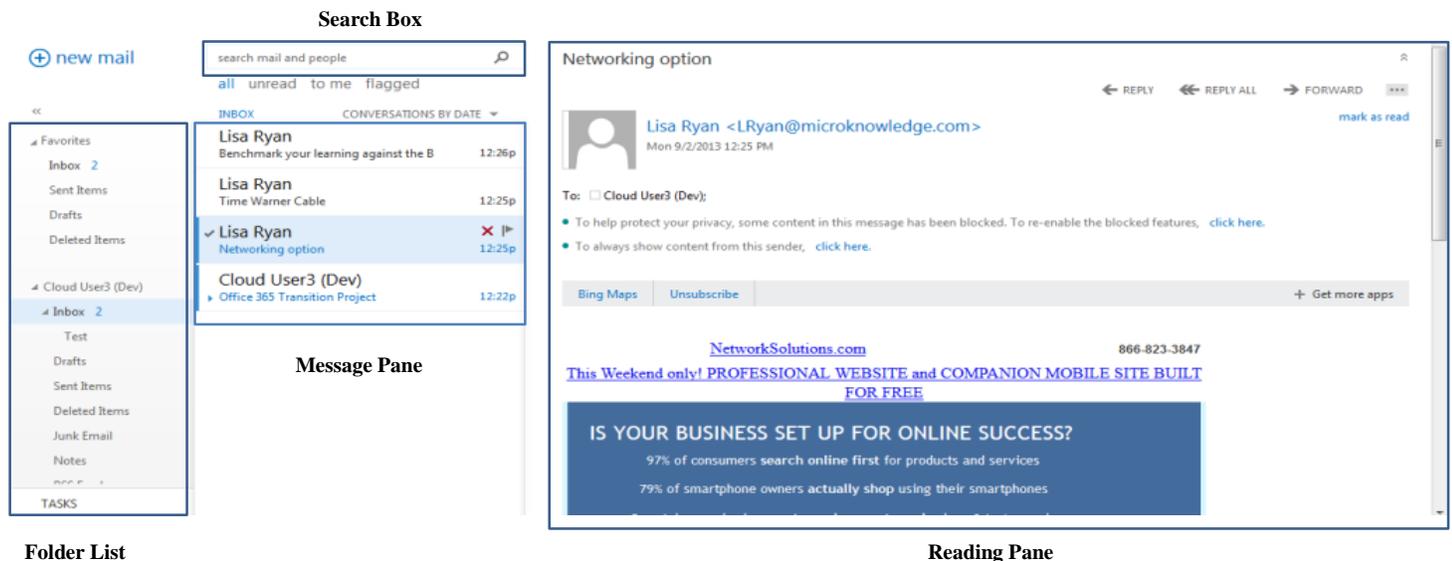
To Access OWA, click **Outlook** on the navigation bar.



OFFICE 365 OWA

Office 365 Mail

By default the Outlook view displays when Office 365 Outlook is opened.



Working with Mail

The following table demonstrates how to use common mail features.

Feature	Description
Creating a new mail message	In the top left of the Outlook view, click  . Type email address on the To , Cc or Bcc line. Type Subject and body of email. Click SEND on the Message Form toolbar.
Accessing the Global Address book	Create a new mail message. Click directly on To : Contacts will display by default. Click >> for directory list. Select All users
Replying or forwarding a mail message	Click  to reply to the sender. Click  to reply to the sender all other recipients of the original email. Click  to forward the email to another recipient.
Attaching a document to a mail message	Click  INSERT on the Message Form toolbar. Browse for the document to attach.

Working with Mail, *continued*

Feature	Description
Adding a Bcc line, saving as a draft or setting importance	Click  . Drop down of options display. Select desired option. If appropriate, follow prompts to select option.
Deleting a mail message	Select the message to be deleted in the Message Pane. Click  to the right of message.
Flagging a mail message for follow-up	Select the message to be flagged in the Message Pane. Click  to the right of the message. To set a reminder, right click on the flag. Choose today , tomorrow , this week or next week .
Sorting mail messages	Click on the drop down located at the top right of the Message Pane. Select the item on which to sort.
Filtering mail messages	Below the Search Box, select one of the following options: all , unread , to me or flagged .
Working with spell check options	Right click on a misspelled word. A list of options displays.

Working with Mail, *continued*

Feature	Description
Working with the conversation view	Click the Conversation By drop down below the Search Box. A list displays. Select desired option. Email view adjusts. <i>Conversation view is the default view.</i>
Open a shared mailbox	Click drop down next to username on the top Navigation Bar. Select Open another mailbox... Type the email address of the users mailbox. Click open .

Changing OWA Preferences

To change settings in Office 365 OWA, click **Settings** (⚙) located at the top right of the Navigation Bar. The following features can be adjusted from the drop down:

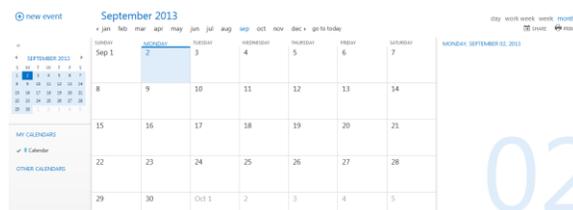
Feature	Description
Refresh	Quick way to refresh screen after changes have been applied.
Set automatic replies	Send automatic replies to those within or outside the organization when out of the office.
Display settings	Adjust the display of mail messages, conversations and the reading pane.
Change password	Click ⚙. Click Options . Click account in the Navigation Pane. Click Change your password link.
Change conversation view options	Click ⚙. Click Options . Click settings in the Navigation Pane. Locate the conversations section. Apply desired options.

Working with the Search Box

Feature	Description
Search box	Search boxes are located at the top of each view in Outlook, People, SkyDrive and Sites. To use, type search criteria in the box . Press Enter. The search results display with matches found in the subject, body and other key identifiers.

Working with OWA Calendar

The OWA calendar creates the ability to schedule appointments and meetings to organize the day to day workload.



Feature	Description
Navigating to another date	Use day, work week, week and month to change calendar view. Click calendars on the left or date options across the top to change the month, week or day.
Creating a new event	Click + new event . Type Event name, Location and event details. To make event a meeting, add invitees on the Attendees line.
Using the event form toolbar	To save/send the event, click SAVE/SEND . To cancel event, click DISCARD . To verify attendee's schedules before sending a meeting notice, click SCHEDULING ASSISTANT . To insert attachments or to categorize the event, click
Responding to a meeting invite	Select meeting invitation in the Inbox. Click ACCEPT (places on calendar as busy), TENTATIVE (places on calendar as tentative) or DECLINE (removes from calendar). Once the option is selected, click one of the following: edit response before sending, send the response now or don't send a response.
Sharing a calendar	Display Calendar view. Click SHARE . Type the email address of the person to share in the Share with field. Select one of the following access rights: Full details, Availability only or Limited details . Click Send .
Viewing a shared calendar	Display Calendar view. Right click on OTHER CALENDARS . Select open calendar . Type the name of the person into the From Directory section. Click open .

Working with Contacts

Contacts are accessible using the People option in the Navigation Bar.

Feature	Description
Creating a new Contact	Click  . Select create contact . Enter contact information. Click SAVE .
Creating a contact group	Click  . Select create group . Type Group name . Type email addresses in the Members section. Click SAVE . To edit the group, click groups under Search Box. Select the group. Click  . Apply adjustments. Click SAVE .

Working with Tasks

OWA provides an area to enter and manage Tasks.

Feature	Description
Creating a new Task	Tasks are created when messages are flagged. To create new tasks, click TASKS from the folder list in Outlook view. Click  . Enter Subject , Due and Task notes. Click SAVE . To edit a task, click  . Apply adjustments. Click SAVE .
Adding task details	When entering a task, click show more details . Enter necessary details. Click SAVE .
Using the task form toolbar	To save a task, click SAVE . To delete a task, click DISCARD . To add an attachment, click INSERT .
Completing a task	Click the task to complete. Click  . Task is marked complete.

Outlook References

Microsoft's support page for OWA
<http://office.microsoft.com/en-us/office365-suite-help/getting-started-in-outlook-web-app-for-office-365-HA103267190.aspx>