

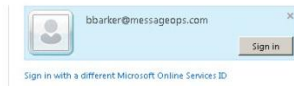
# Outlook Web App Quick Reference

www.messageops.com

## Logging On to the Microsoft Online Portal

1. In any browser, goto <https://Portal.MicrosoftOnline.Com>
2. Enter your credentials and select the button for Sign In.

sign in

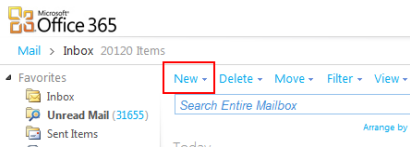


3. At the top of the page, select the Outlook link to access your email.

Home Outlook Team Site

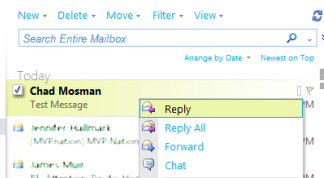
## Create a New Mail Message

1. On the main page, click the New button.

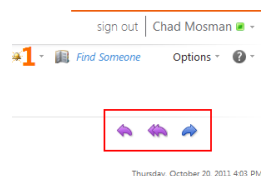


## Forward or Reply to an E-mail Message

1. Right click on a message to bring up the reply options

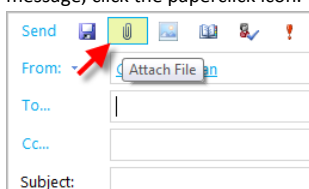


2. Alternatively, in the right of message preview, click reply, reply all, or forward button



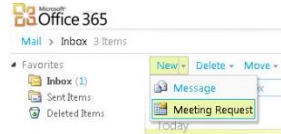
## Add an Attachment to an E-mail Message

1. When composing a new message or replying to an existing message, click the paperclip icon.



## Scheduling a Meeting using the Outlook Web App

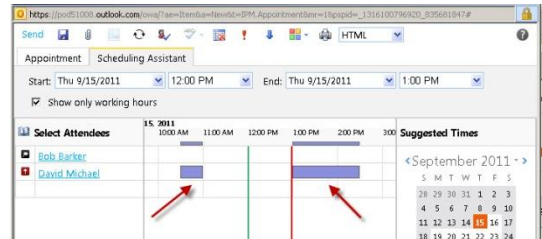
1. On the Mail Tab, select New -> Meeting Request



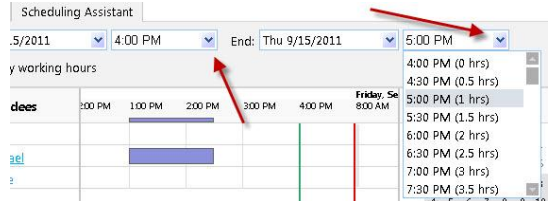
2. On the Appointment tab, select the Recipient, Subject and Location.



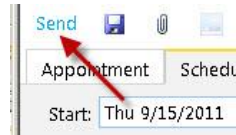
3. Next click on the "Scheduling Assistant" tab to find an available time for the meeting. Here you can see that David already has 2 meetings scheduled for 10:30-11:00am and 1:00-2:30pm. We will schedule the meeting from 4pm-5pm.



4. You can click the time drop downs to adjust the time.



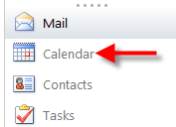
5. Then click the "Send" button and the meeting request will be sent.



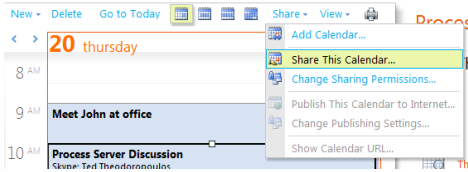
6. The recipient can then either accept, decline or offer a new time for the meeting.

## Sharing your Calendar with Other People

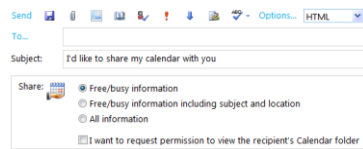
1. On the main page, click Calendar in the lower left



2. From the Share Menu, choose Share This Calendar

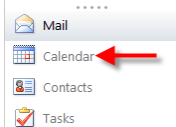


3. Select the people you want to share your calendar with and the level of access you want to give them.

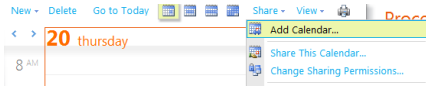


## Viewing Another Calendar

1. On the main page, click Calendar in the lower left



2. From the Share Menu, choose Add Calendar



## Changing Your View

There are many ways to view your mail in the Outlook Web App. Conversations are a new feature that can be enabled or disabled in the web interface

-Above your email, there are options for changing your view. Here you can sort by any number of options as well as turn conversations on or off.

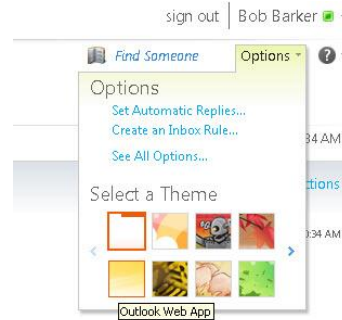


You can also sort your Inbox by 9 different fields depending on your preference.

## Selecting a Theme

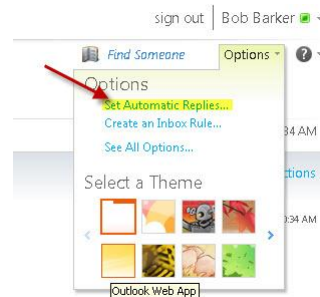
The Outlook Web App allows you to customize the background appearance of the page.

1. Select the Options icon at the top right of the screen.
2. Then choose a theme by clicking on it.



## Setting your Out of Office

1. Select the Options icon at the top right of the screen and click on "Set Automatic Replies..."



2. Select "Send Automatic replies" and you will then be able to customize the reply that will be sent out. You can send different replies to people inside and outside of your organization.



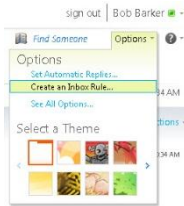
3. When finished, click on "Save" at the bottom right to start sending Out of Office Messages.



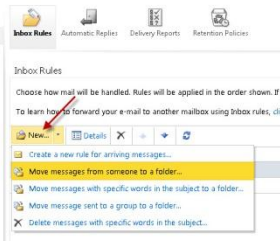
## Creating an Inbox Rule in the Outlook Web App

Like in Outlook, you can use Rules and Folders to automatically organize your email. To create a new rule:

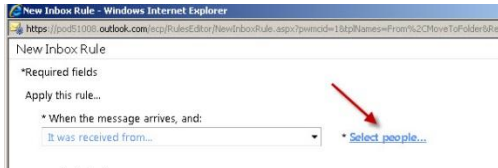
1. Select “Options” at the top right and then “Create an Inbox Rule...”



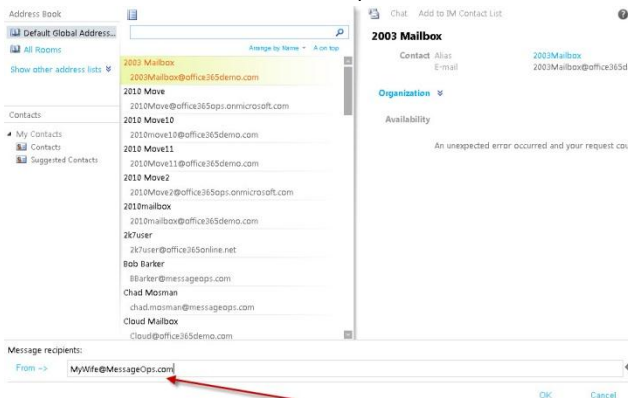
2. On the Inbox Rules page, click on “New...” and then select the type of rule you would like to create. In this case, we want to “Move Messages from someone to a folder”



3. In the “New Inbox Rule” wizard, select “It was received from...” and then click on “Select people...” to choose the sender.



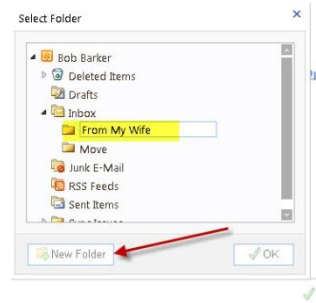
4. This will open your Address List where you can either select the sender from there, or you can type in a custom e-mail address at the bottom. Then click OK to confirm your selection.



5. Back on the New Inbox Rule screen, select “Move the message to folder...” and click on “Select one...”



6. Here you can either select an existing folder or click on New Folder to create a new one. When finished, click OK.



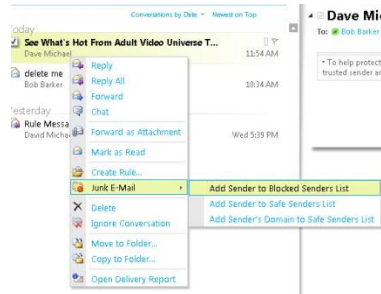
7. When finished, click “Save” to enable the rule.



## Working with Junk Mail in the Office Web App

Scenario 1 – Spam reaches your Inbox.

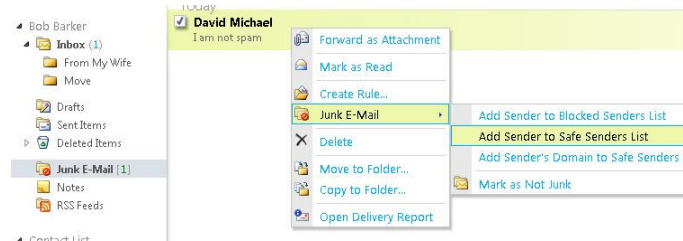
1. To block a Sender in the Office Web App, right click on the Spam Message and select Junk E-Mail -> Add Sender to Blocked Senders List.



2. Simply drag the message to your “Junk E-Mail” Folder using your mouse. While this doesn’t block the sender, Office 365 will be more likely to mark similar messages as Spam in the future.

Scenario 2 – A valid e-mail is sent to your “Junk E-Mail” Folder.

1. If you find e-mail that should NOT be in your “Junk E-Mail” Folder, right click on the message, select “Junk E-Mail” and then “Add Sender to Safe Senders List”



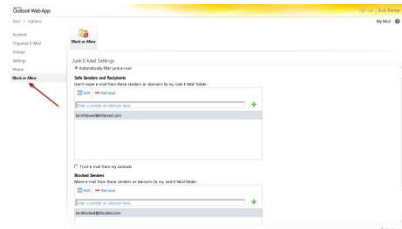
## Managing Junk E-Mail Settings in the Outlook Web App

You can modify your Safe Senders and Recipients Lists, as well as your Blocked Senders List using the Outlook Web App.

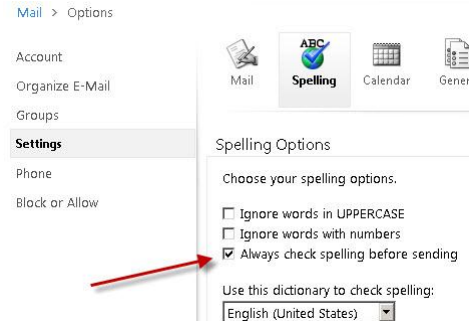
1. On the Mail Screen, select Options -> See All Options...



2. Select the "Block or Allow" option on the left. From here you can edit people who are able to send you email, as well as those that are blocked. You can also turn off Junk E-Mail filtering as a whole by selecting "Don't move e-mail to my Junk E-Mail folder."



2. Click on "Settings" on the left and "Spelling" at the top. Here you can turn on the Spell Check feature as well as make some small changes.

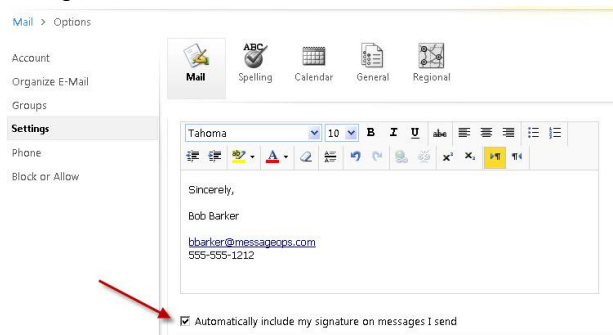


## Creating a Custom E-Mail Signature using the Outlook Web App

1. On the Mail Screen, select Options -> See All Options...



2. Select "Settings" on the left and then the "Mail" option. Here you can create a custom signature with your contact information. To apply the signature, select "Automatically include my signature on messages I send"



3. Click "Save" at the bottom right of the screen to apply.



## Adjusting your Spell Check Options

1. On the Mail Screen, select Options -> See All Options...