



Microsoft Outlook Web Access

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Remote access to your mail and calendar are available through HSC Outlook Web App. Although web access requires only an internet connection and a web browser, only Outlook Web App Light is available for some browsers and operating systems.

Sign In

To access your mail and calendar from Outlook Web Access go to: **office365.hsc.wvu.edu**

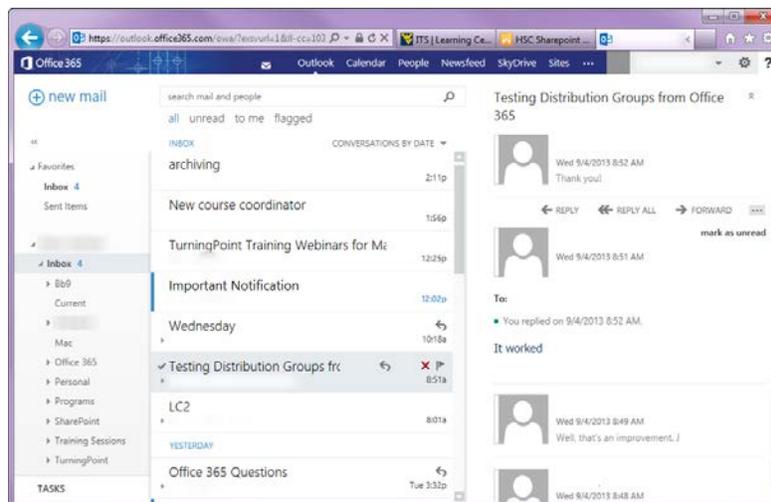
To Login to Outlook Web Access

1. Enter your MyID into the User name, then enter your MyID password.
2. Click **Sign In**.



Main Window

Outlook Web App provides similar layout and access to the Outlook 2013 program.



Navigation, Notifications, and Settings

Along the top of the window are links for navigation, notifications, and access to your Office 365 account settings.

Folder List

The Folder List appears on the left side of the window. This bar provides quick access to your folders and calendar.

Message List

The message list is a list of the messages in the current folder.

Reading Pane

Outlook provides a Reading Pane to allow you to view a message without having to open a new window. The Reading pane can appear beneath the inbox or to the right of the inbox.

Opening Mail

Outlook Web App functions in a similar manner to the Outlook program. Unless you turn off the reading pane, message content is automatically displayed in the reading pane on the right side of the screen.

To Open a Mail Message in a Separate Window

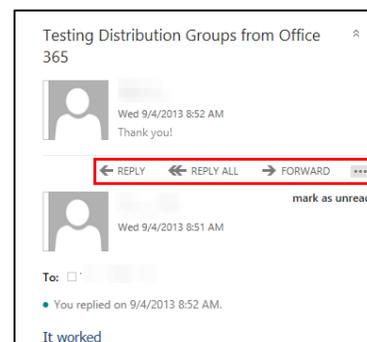
1. Find the message you want to read.
2. **Double click** the message to open it in a separate window.

Replying to Mail

Replying to mail in Outlook Web App is similar to using the Outlook client. You can reply and forward messages as you do in the client.

To Reply to Mail Messages

1. View the message in the reading pane.
2. If the message is part of a conversation, select the message to which you want to reply. The Reply, Reply All, Forward, and More actions buttons are displayed above the selected message in the conversation.
3. Click the **Reply** button.
4. The reading pane displays the reply view. Type your response into the message area.
5. When the message is completed, click the **Send** button.



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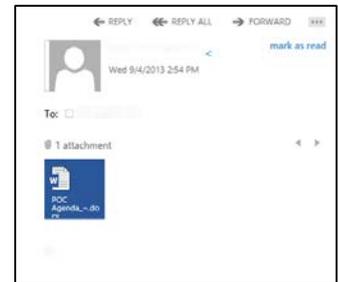
Opening Attachments

An attachment is a file that is sent along with the message. That file can be a picture, text document, spreadsheet, etc. In Outlook, a paper clip designates an attachment.

Because many attachments contain viruses, HSC automatically strips attachments with certain extensions from messages.

To Open an Attachment

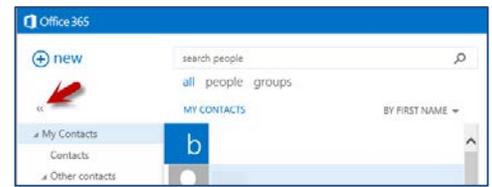
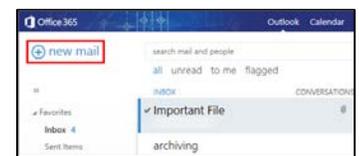
1. The attachment icon will appear in your mailbox above the time the message was sent.
2. In the reading pane, the attachment link is displayed above the message content.
3. Below **Attachments**, click on the file you would like to open.
4. Open or save the file as desired.



Creating a New Message

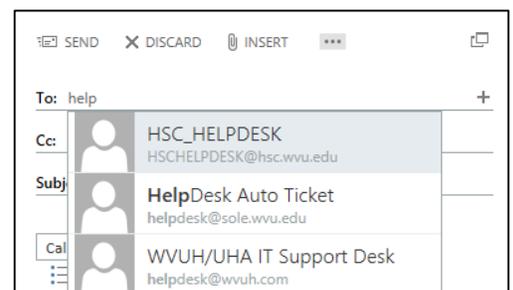
To Create a New Mail Message

1. In the upper left corner of the Outlook mail window, click the
2. + **new mail** button.
3. The reading pane displays the new mail message.
4. Click the **To:** text to open your contact folder.
5. Click the » button to view your contact list folders.
6. Select the contact folder that contains the person you want to email.
7. Click the + beside the name of the person (people) to whom you want to send the message.
8. When all addressees have been selected, click **OK**.



New Message Using the Check Name Function

1. Create a new mail message.
2. In the **To** field, type in the user ID or last name of the contact you want add.
3. If the person already exists in your autocomplete file, their name appears in the drop down menu.
4. If no names or the wrong names appear in the autocomplete
5. list, you can use the keyboard command **Ctrl + K** to search for matching names.
6. A list of possible matches appears.
7. Click the select the contact for which you were searching.
8. Send the message as usual.



Adding an Attachment

Attachments can be added to messages in Outlook Web App to allow you to send a file to another user. This process is similar to using the client.

To Add an Attachment

1. Create a new mail message.
2. Click the **Insert** button.
3. From the drop down menu, select **attachment**.



4. In the Choose File dialog box, select the desired file.
5. The attachment is listed beneath the subject line.
6. Click the **Send** button to send the message.
7. In the Reading Pane, the paper clip icon designates that an attachment was sent with the message.

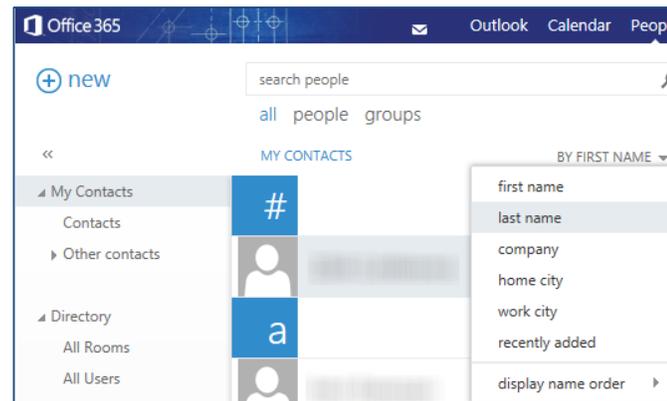
Address Book / People

In Outlook 365, the address book is located under the **People** tab.



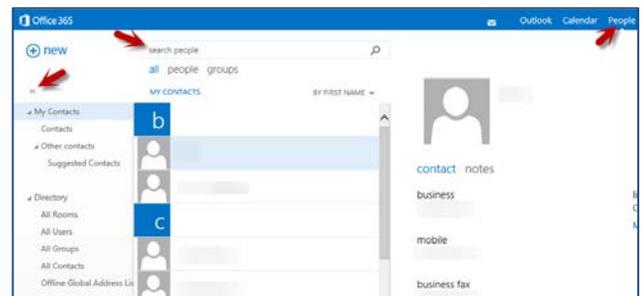
To Browse your People Folders

1. In the toolbar along the top, select **People**.
2. If needed, click the » button to display your contact folders.
3. In the left pane, click the triangles beside **My Contacts** and **Other contacts** to see the subfolders of those contact folders.
4. In the center pane, your contacts are listed.
5. The default sort order is by first name. To change the sort order, click **BY FIRST NAME** and then select the desired sort order from the drop down menu.



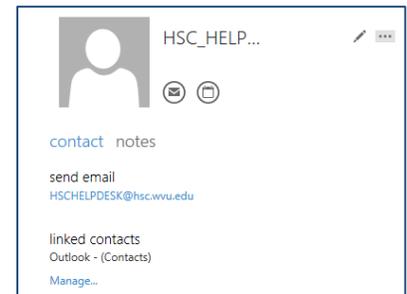
To Search your People Folders

1. In the toolbar along the top, select **People**.
2. If needed, click the » button to display your contact folders.
3. In the **search people** text box, type in the first **OR** last name **OR** full name **OR** MyID of the user or resource to whom you want to send mail.
4. Click the magnifying glass button or press the **Enter** key.
5. All users matching your search terms are listed. Select the correct user from the user list.
6. Click the **Send mail** button to create a new mail message to the user.



To Create Mail from the People Tab

1. Select the People tab.
2. Open the folder that contains the contact you need.
3. In the center pane, select the contact.
4. To create an email message, click the **Send mail** (envelope) button.
5. To create a meeting, click the **Schedule meeting** (calendar) button.



To Add a Contact to your People

1. In the email message, hold your cursor over the name of the person (or resource) you would like to add to your contacts.
2. Click the **Toggle card size** button. (Currently, if you do not click this button, the Add to Outlook contacts button will not work properly.)
3. Click the **Add to Outlook contacts** button.
4. From the drop down menu, select **add to contacts**.
5. Fill in the contact information.
6. Click the **SAVE** button.



Organizing Mail

Outlook Web App allows you to place mail into folders to organize your mailbox by clicking and dragging.

To Move Mail Items

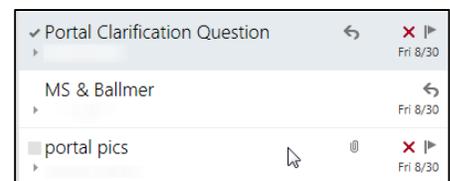
1. In the Message List, select the message(s) to be moved.
2. Click on the highlighted item(s) and drag. When the desired folder is highlighted, release the mouse button.
3. The message(s) is moved to the selected folder.

Deleting Mail

Items recently placed in the Trash Folder can be recovered. However, once the Trash has been emptied those items are permanently removed from the server.

To Delete Mail Messages

1. Select the message to be deleted.
--OR-- Hover over a single message to be deleted.
2. Click the red **X** button that appears.
--OR--
3. Press the **Delete** key on your keyboard.



The Deleted Items folder is where items are placed when they are deleted. Deleted items are purged from the system after thirty (30) days.

To Restore Mail from the Trash

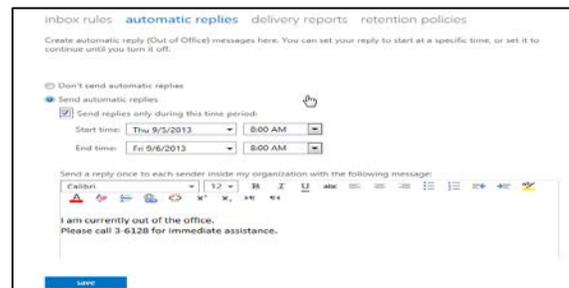
1. In the Folder List, click on **Deleted Items**.
2. Select the item(s) to be recovered.
3. Drag the message into the desired folder.

Out of Office Assistant

The Out of Office Assistant allows you to inform those who send you messages that you are away from the office and may not reply to their messages.

To Use the Out of Office Assistant

1. Click the **Settings** (gear) button in the upper right corner beside your name.
2. From the drop down menu, select **Set automatic replies**.
3. Select **Send automatic replies**.
4. If desired, set a start time and an end time.
5. Create and format the response you would like to send.
6. Click **Save**.



To Exit Web Access

1. In the upper right corner, click on your name.
2. From the drop down menu, select the **Sign out**.

If you would like more information about other Learning Center workshops, please or visit our website at <http://www.hsc.wvu.edu/its/LC> or call the Learning Center at 293-3631 ext 5.-