

# Using Outlook Web App 2016

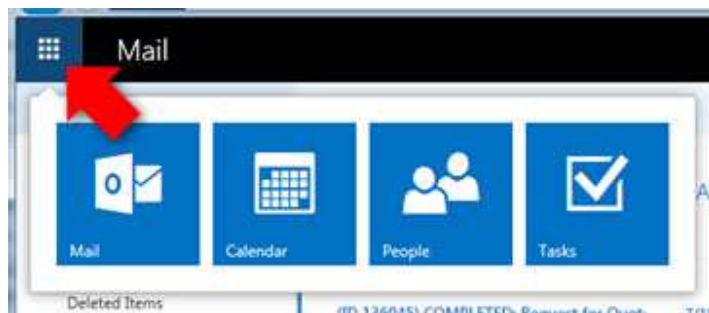
The following highlight differences between Outlook Web Access 2010 and 2016.

## Login

Enter User name as network username@wsd1.org (for example, jsmith@wsd1.org)

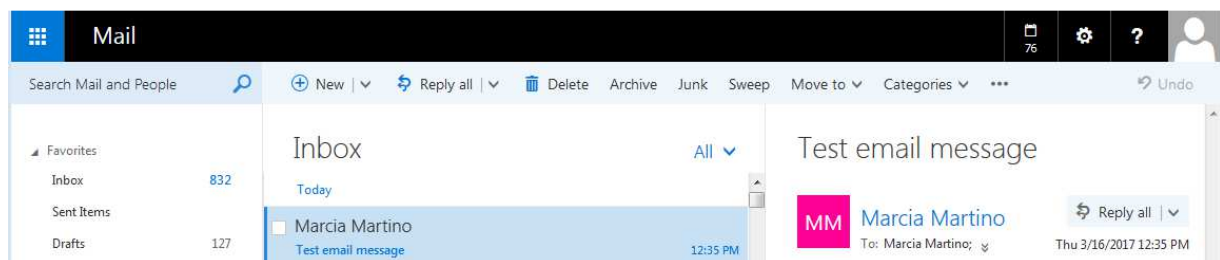
## Switching between Mail, Calendar and Contacts

To switch between email, calendar and contacts, click on the “waffle” icon at top-left. This opens a window where options Mail, Calendar, People (contacts) and Tasks may be selected.



## Viewing Mail

In the Mail view, folders are on the left, list of messages in the middle and preview pane on the right.



To create new folders, right-click with the mouse and select "Create new subfolder" in the menu that appears. Additional features are available in the same menu as creating new folders.

## Switching from Conversations to Messages View

By default, messages will be grouped by Conversations (or essentially by the subject field of messages). To change this to more traditional view where every message is not grouped, click on All then Messages. This setting is per folder. You must be on the folder (e.g. Inbox, etc.) you wish to change.



## Sign Out

Always sign out and close the web browser. For Sign Out option, click

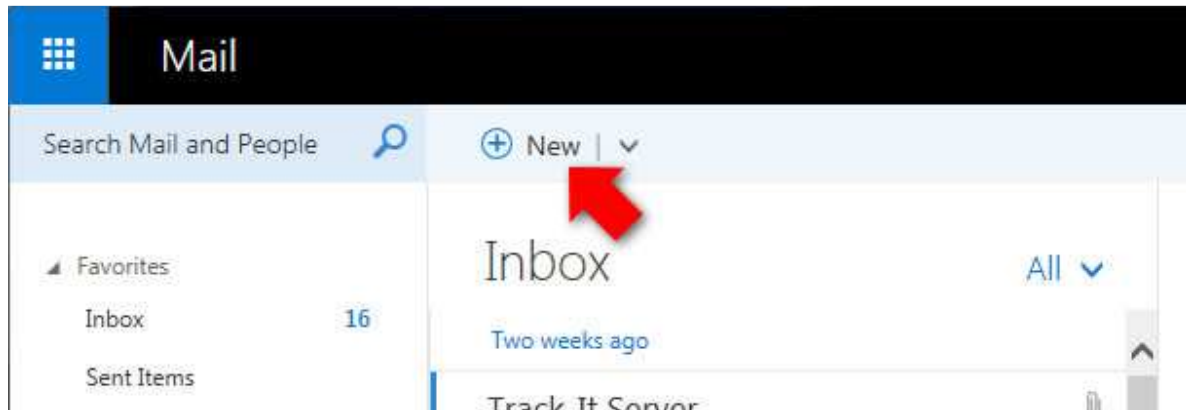


## Find Someone (Address Book)

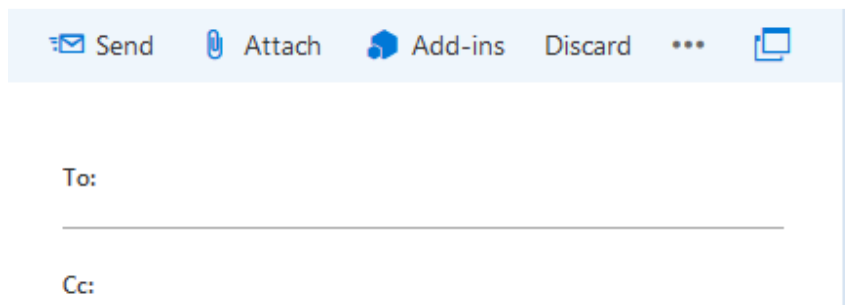
“Find Someone” is part of the search in People or click “To:” when creating a new message

# Creating New Messages

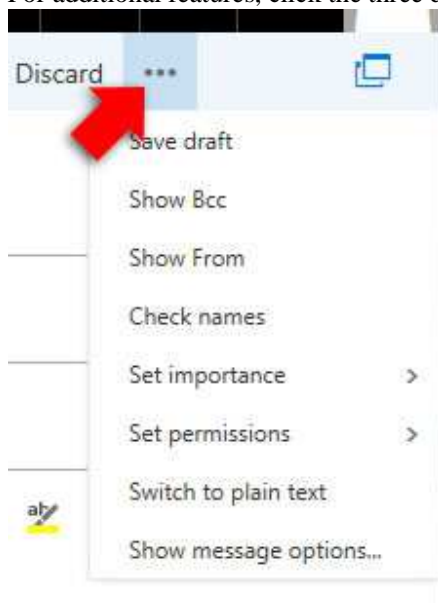
Click the New button above the Inbox.



For recipients, click on "To:" text to look up by address book or type recipient names.

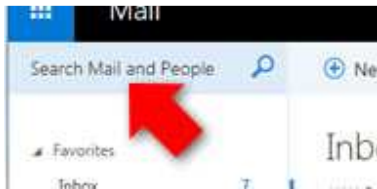


For additional features, click the three dots to the right for a drop-down.




## Searching for Items

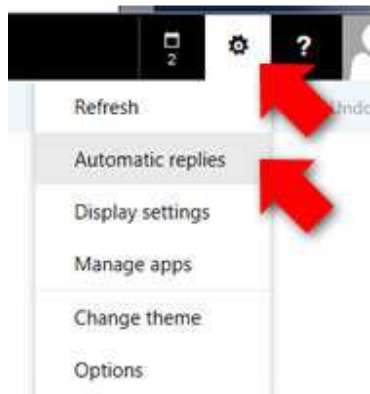
Click in the Search Mail and People box, begin typing search terms and click Enter to search.



## Options

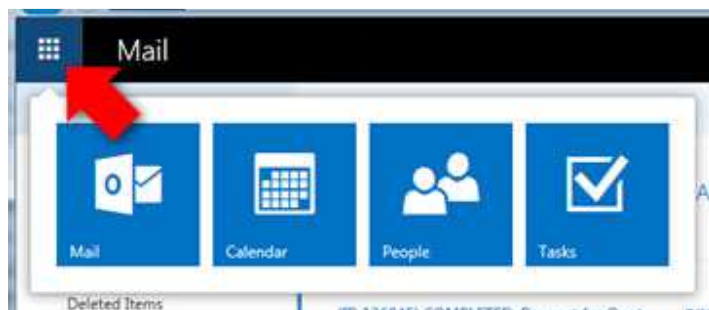
Options is replaced with the gear icon 

## Set Out-of-office or Automatic Replies



## Viewing Calendar

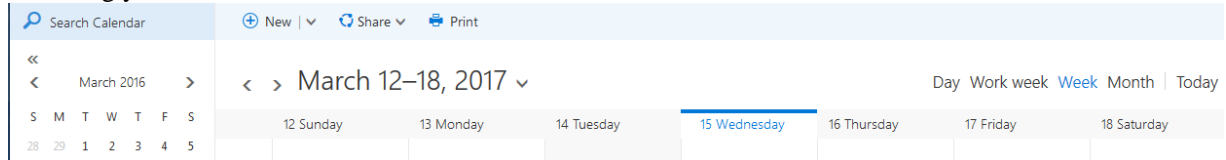
Click the icon at top-left and choose Calendar.



# Create Calendar Entries

In Calendar view, click New to start a new calendar entry.

To adjust calendar view, click one of the words "Day, Work week, Week, Month, Today" on the right accordingly.



You may be sharing to another person's calendar. It would appear under People's Calendars in the left pane. The owner of the calendar now has the option to assign you Editor or Delegate access to add, change or delete entries on the selected person's calendar.

To Share your calendar with others, click SHARE. Enter the person with which to share. Once the account is selected, click Full Details and select the level of access to your calendar for that person.


Full Details – see all details of your calendar events

Editor – see all details and edit your calendar

Delegate – same as Editor and also respond to and send meeting requests on your behalf


 Send  Discard 

Share with:

 **Marcia Martino**  
mmartino@wsd1.org

Subject:

Calendar:

Full details 

Availability only

Limited details

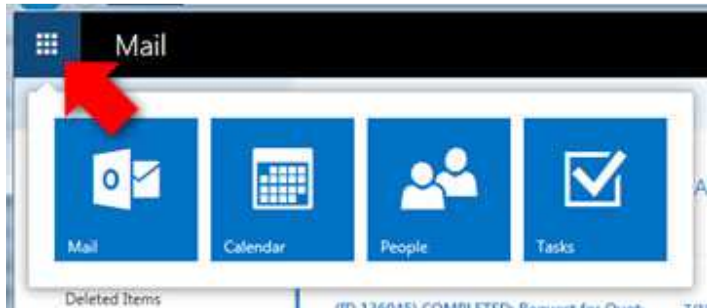
Full details

Editor

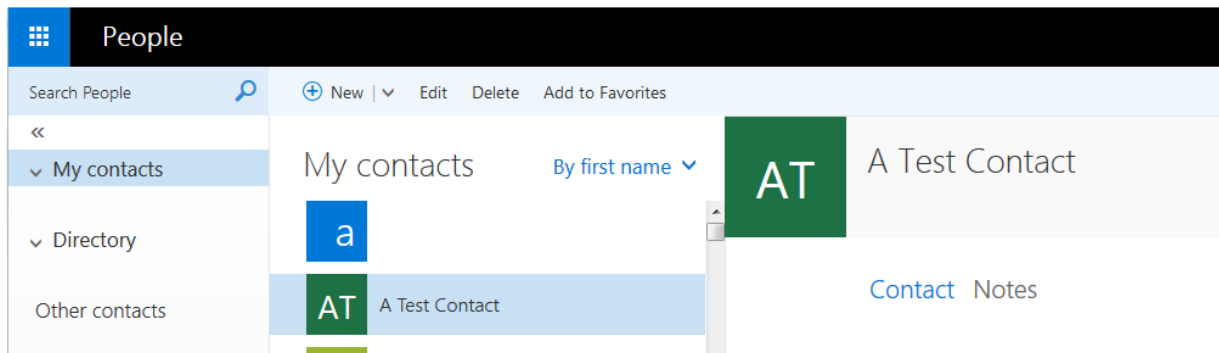
Delegate

# Contacts

Click the icon at top-left and choose People.

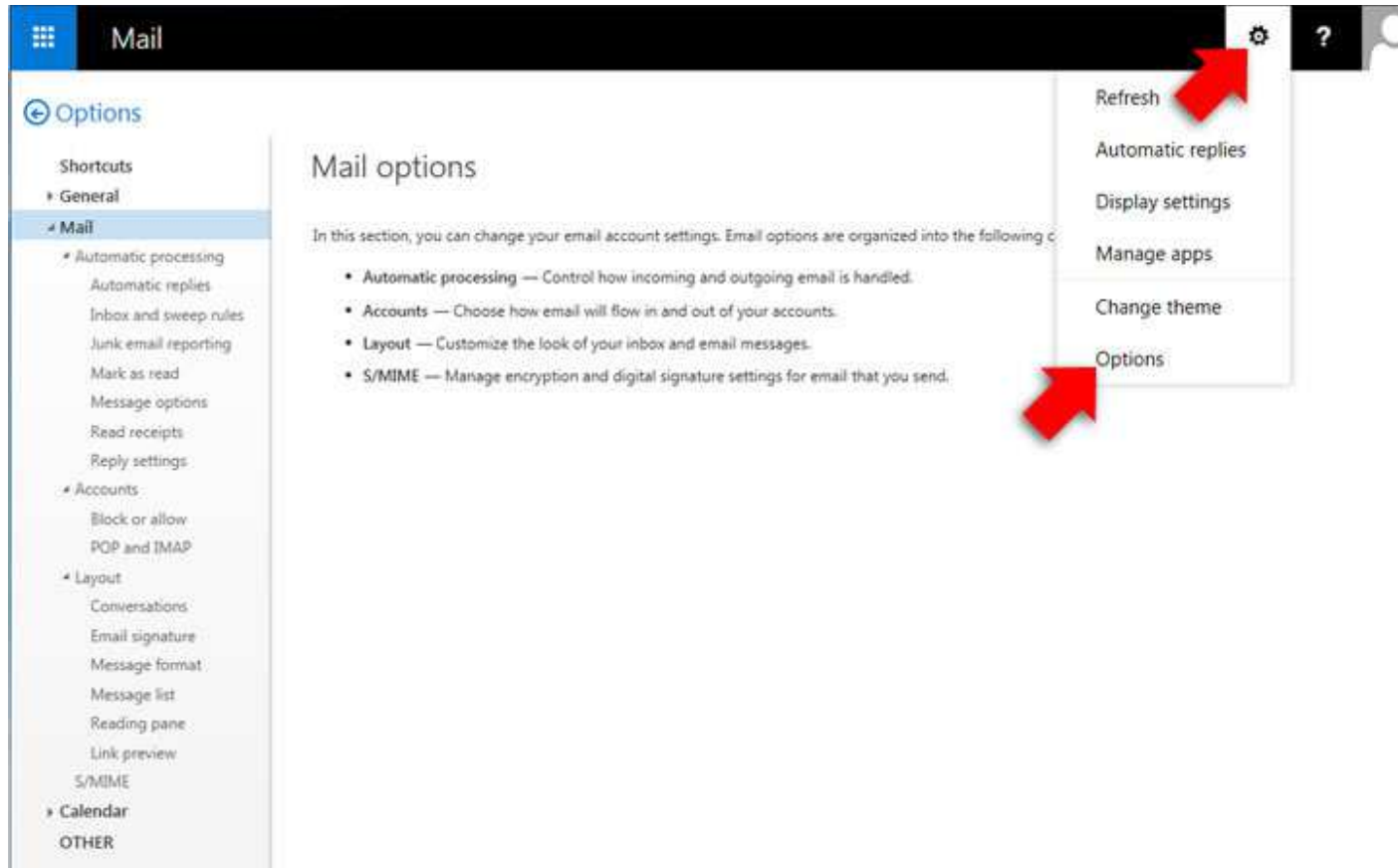


Folders of contacts are on the left. Contacts or in the middle. Details of a selected contact are on the right. To add a contact, click New.



# Viewing More Options

To view additional options for Outlook Web App, click the grommet or gear icon and click Options.



# Creating Inbox Rules

Click Options and on this Window, Choose Inbox and Sweep Rules to set up rules for incoming messages.

The screenshot shows the Outlook 'Options' window with the 'Mail' tab selected. The 'Inbox and sweep rules' option is highlighted in the left-hand navigation pane. The main content area is titled 'Inbox rules' and contains the following text: 'Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.'

Below this text is a table with columns for 'On' and 'Name'. A single rule is listed with a checked checkbox in the 'On' column and the name '[Apply to all messages]'. To the right of the table, the rule's configuration is displayed: 'Rule: [Apply to all messages]', 'After the message arrives and... [Apply to all messages]', 'Do the following... delete the message', 'And stop processing more rules on this message', and 'This rule is: On'. Above the table are icons for adding (+), editing (pencil), deleting (trash), and moving (up/down arrows) rules.

At the bottom of the 'Inbox rules' section, there is a link: 'If your rules aren't working, click here to report the problem.' Below this is the 'Sweep rules' section, which states: 'These rules run at regular intervals to keep your inbox clean.'