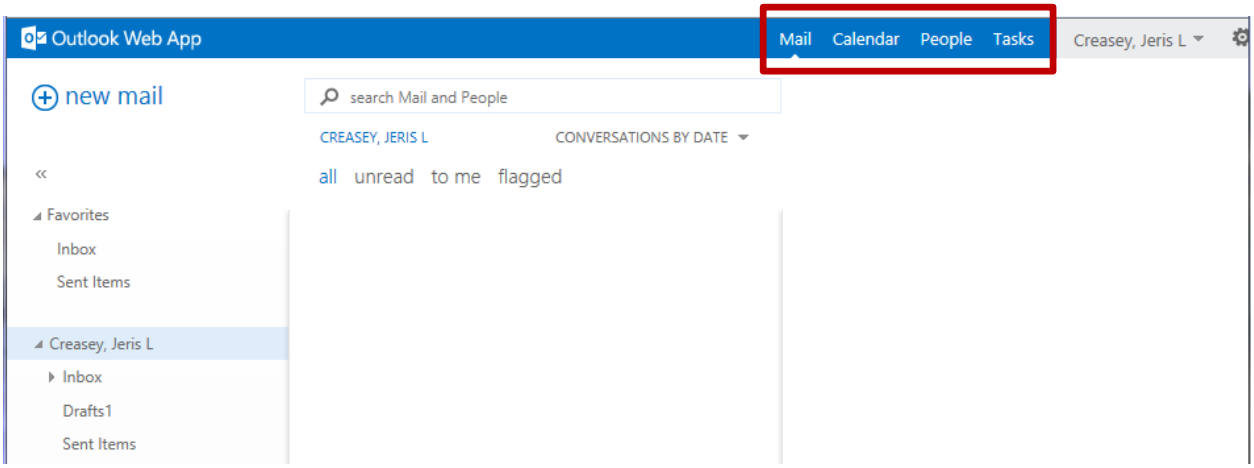
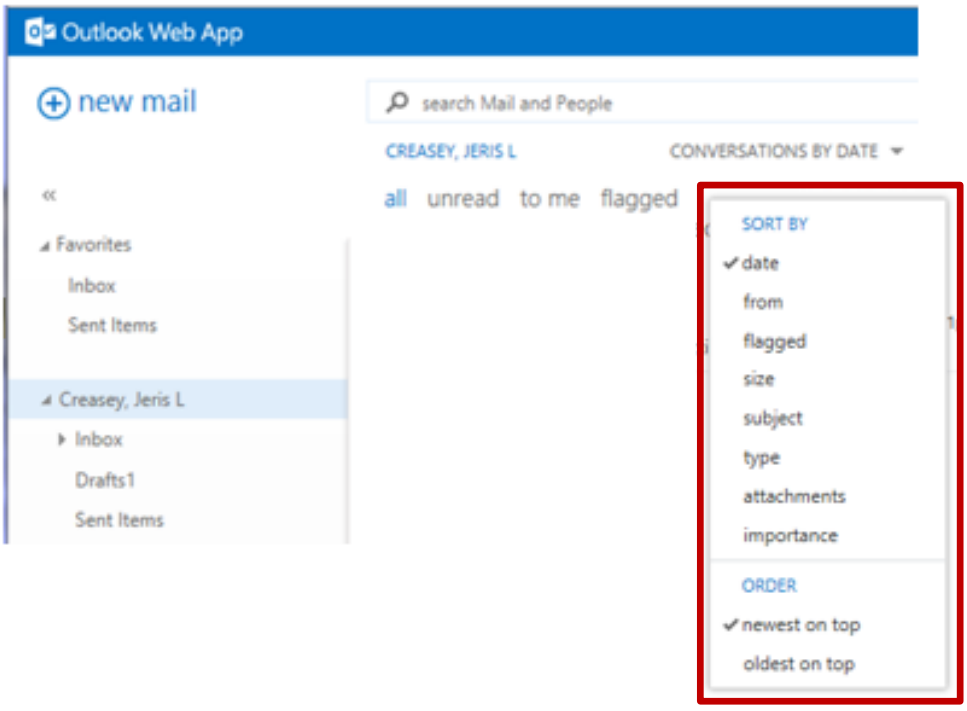
Exploring Staff Email – Outlook Web App

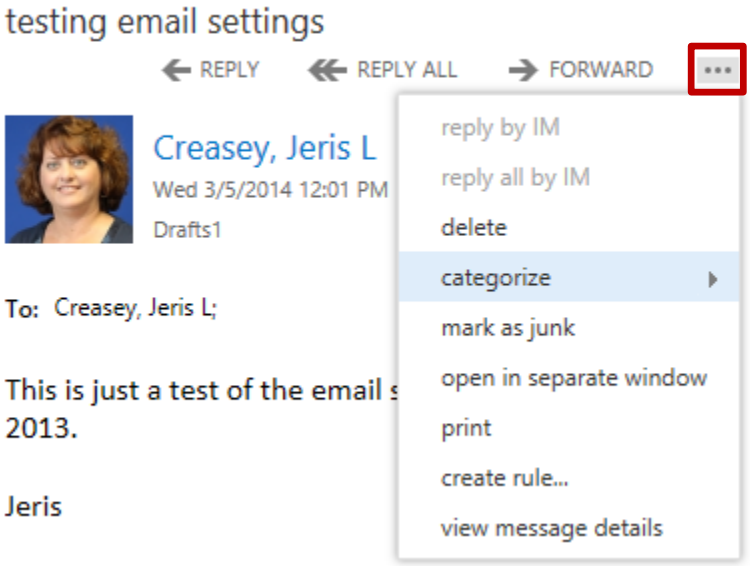
After logging in, your Inbox will display with all messages. Here you will have access to your Mail, Calendar and People (Contacts).



Your email can be filtered within each folder (Inbox, Sent items, Deleted Items, etc.) Click on the ***Conversation by date*** drop down arrow and make your selection in the Sort By, Order and Conversations categories.

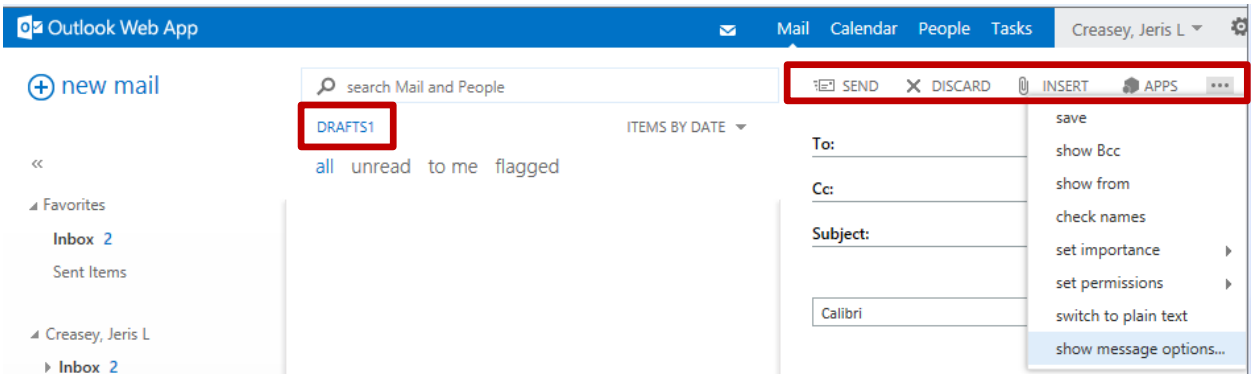


Selecting an email message and then to the right of the **Reply, Reply All** and **Forward** options, click on the **…** for an additional menu. Here you can choose to delete, categorize, print, etc. for the message.



It is important to assign email messages you receive that appear to be spam. This is done by clicking on the **…** to the right of the **Reply, Reply All** and **Forward** options and then choosing the **mark as junk** link from the menu.

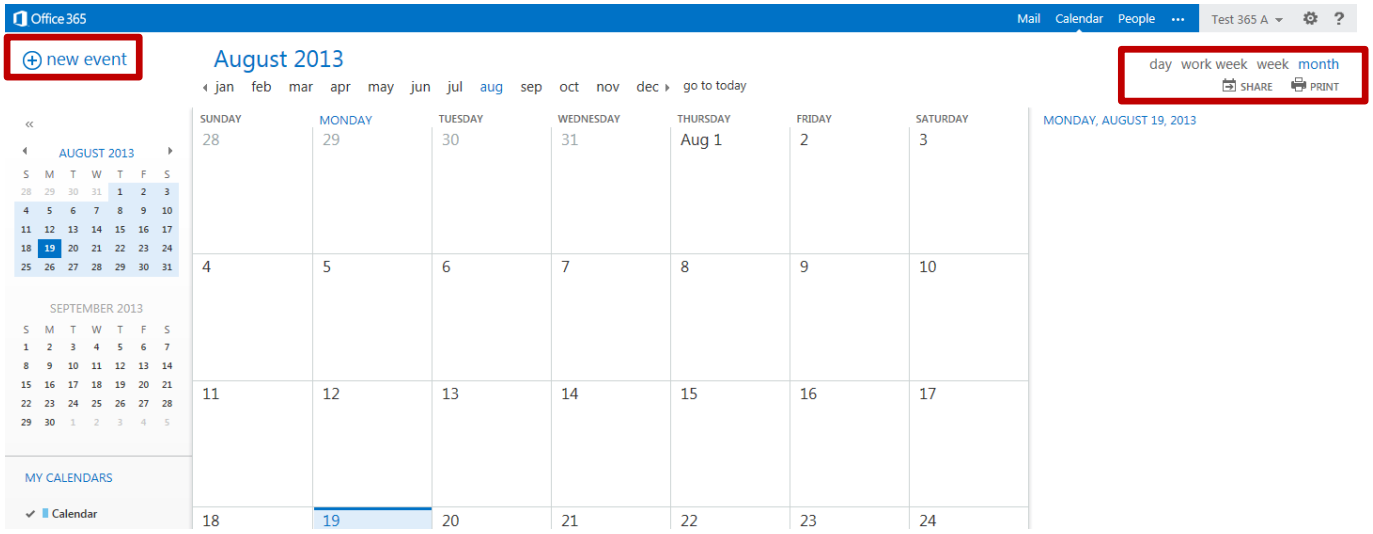
When replying to or forwarding an email message, you will see ***[Draft]*** to the left of the message you are responding to. To the right you will see the original message and then the workspace to respond. You can add attachments to the message by selecting the paperclip and the ***Insert*** link above the message. When ready, click on ***Send*** or ***Discard*** to delete the draft. Clicking on the **…** to the right of ***Insert*** for additional message options.



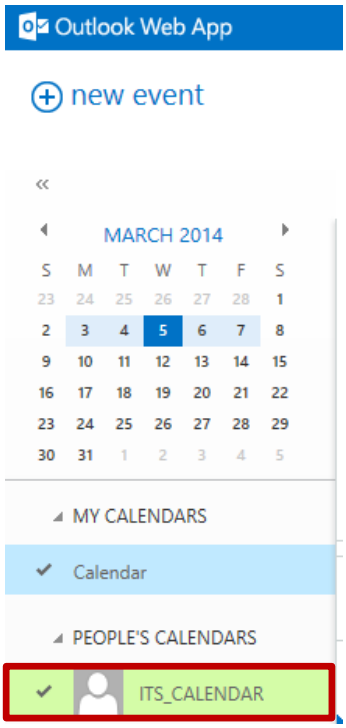
Copies of all email messages sent by you will be placed in your ***Sent Items*** folder. This should be emptied periodically as well as the ***Deleted Items*** folder so that you are able to maintain your email account within the set storage parameters of 25GB.

The Calendar allows you change the view from day, work week, week and month. You can create calendar appointments and even print your calendar.

To create a calendar event, click on the + new event link in the upper left corner.

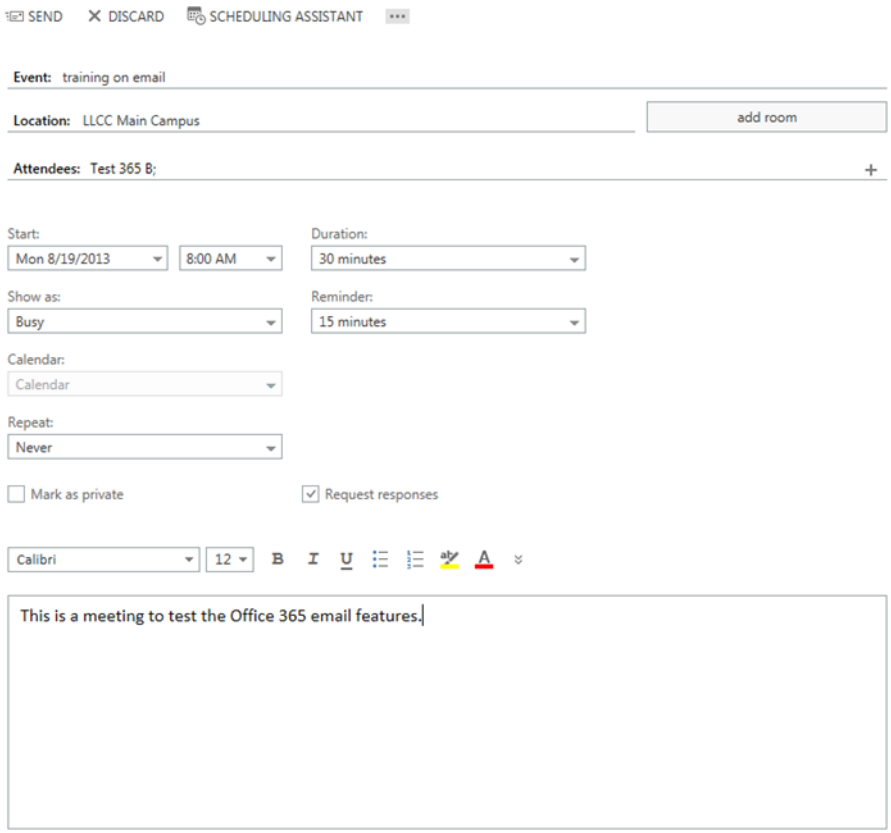


You can access the additional Shared Calendars that you have been granted access to by selecting the calendar under the People's Calendars section.

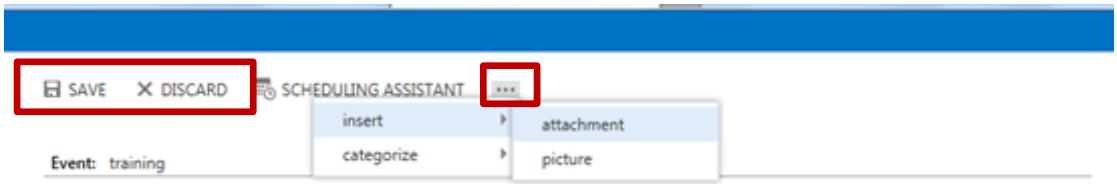


Add the ***Event name*** and ***Location***. You can and ***Attendees*** email addresses to send the meeting invitation to that person via email message or set up the meeting for your own calendar only. Change the ***Start*** time and expected ***Duration*** of the meeting. You can choose to ***show*** your presence as Busy,

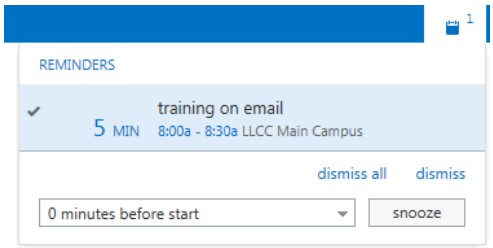
Away, etc., set an automatic ***reminder*** and even ***repeat*** the meeting. Finally, you can enter additional information in the text box pertaining to the meeting.



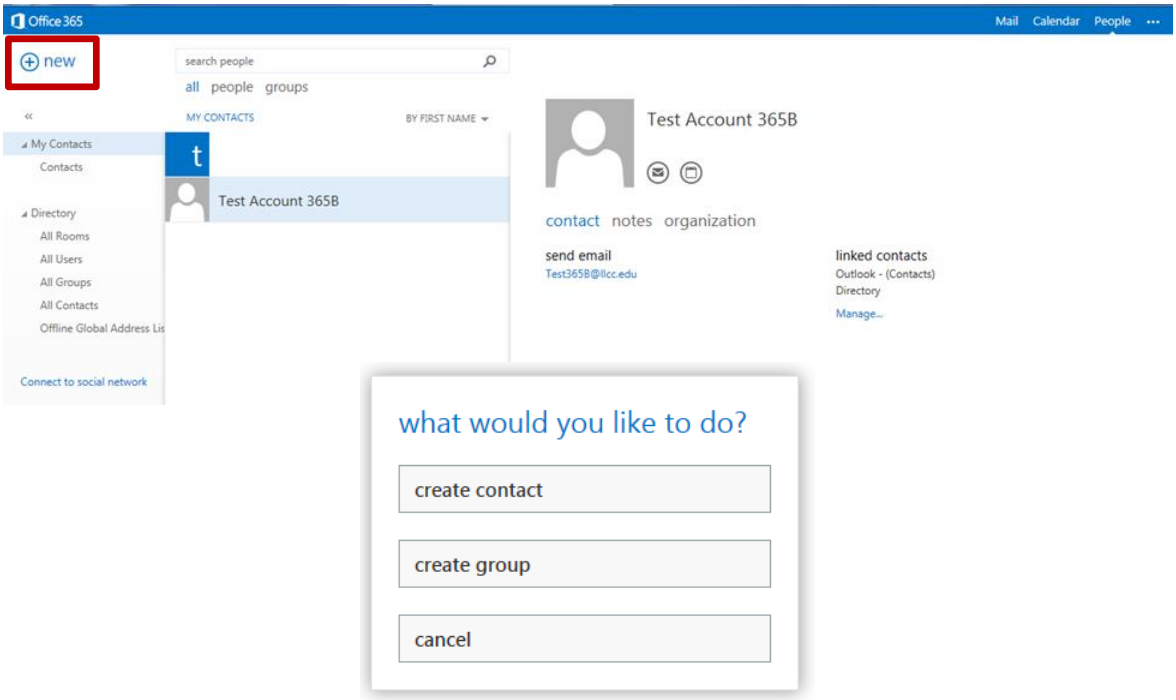
Click on ***Save*** or ***Discard*** for your own event or click on ***Send*** or ***Discard*** for an event invitation to another person. Click on the **…** to insert an attachment or picture and assign a category for the event.



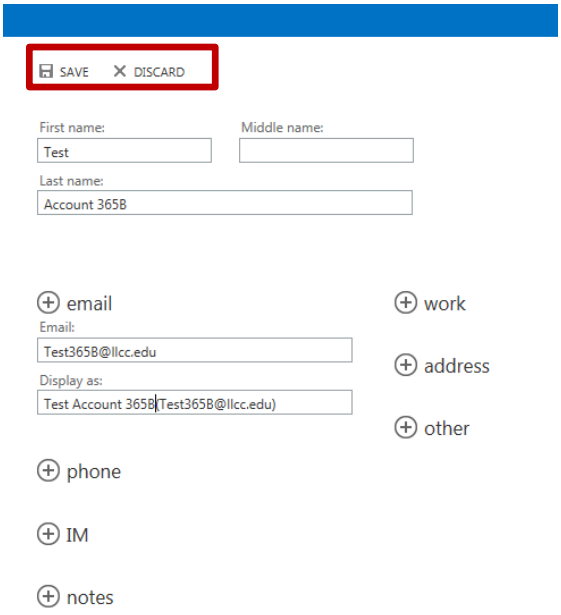
Automatic reminders that have been set with an event will appear at the designated timeframe or as soon as you log in and the event has already taken place. Dismiss all (multiple reminders), dismiss or snooze the meeting notice.

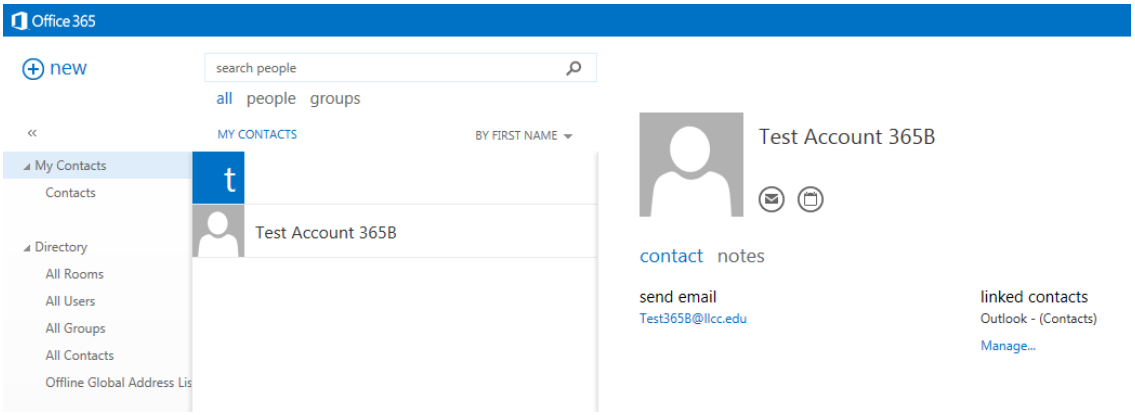


People contain your contacts. Here you can create a new contact or group. Click on ***+new*** and then choose the ***contact*** or ***group*** option.

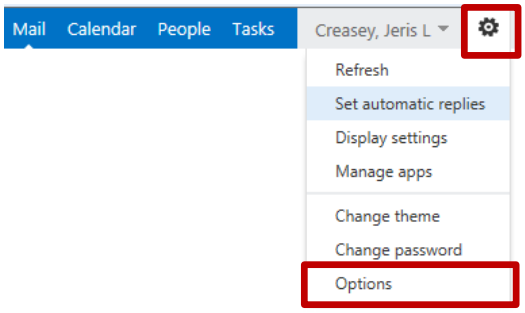


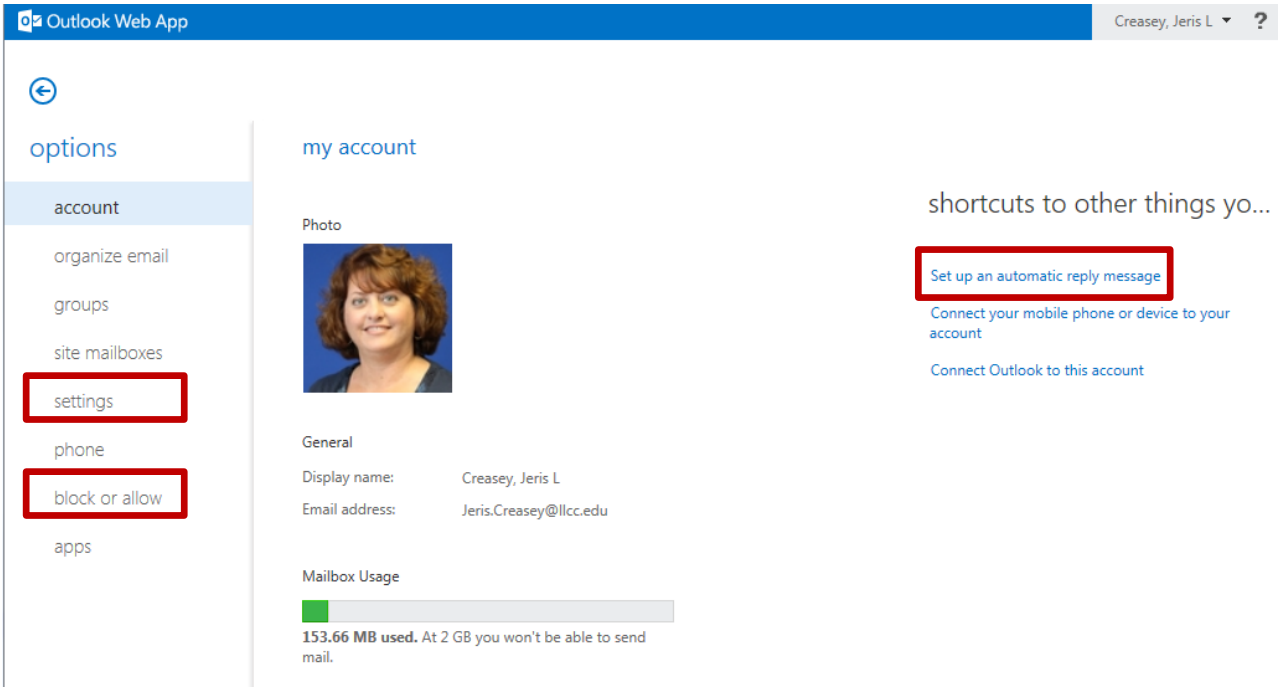
Enter the ***First name*** and ***Last name*** and then under ***Email,*** type in the email address. The ***Display as*** field will automatically pull from the First name and Last name fields. You can change this manually if you would like. Click on the ***+ email*** to add additional email addresses or the ***+*** signs for each additional category to add more information. Click on ***Save*** or ***Discard*** when finished.

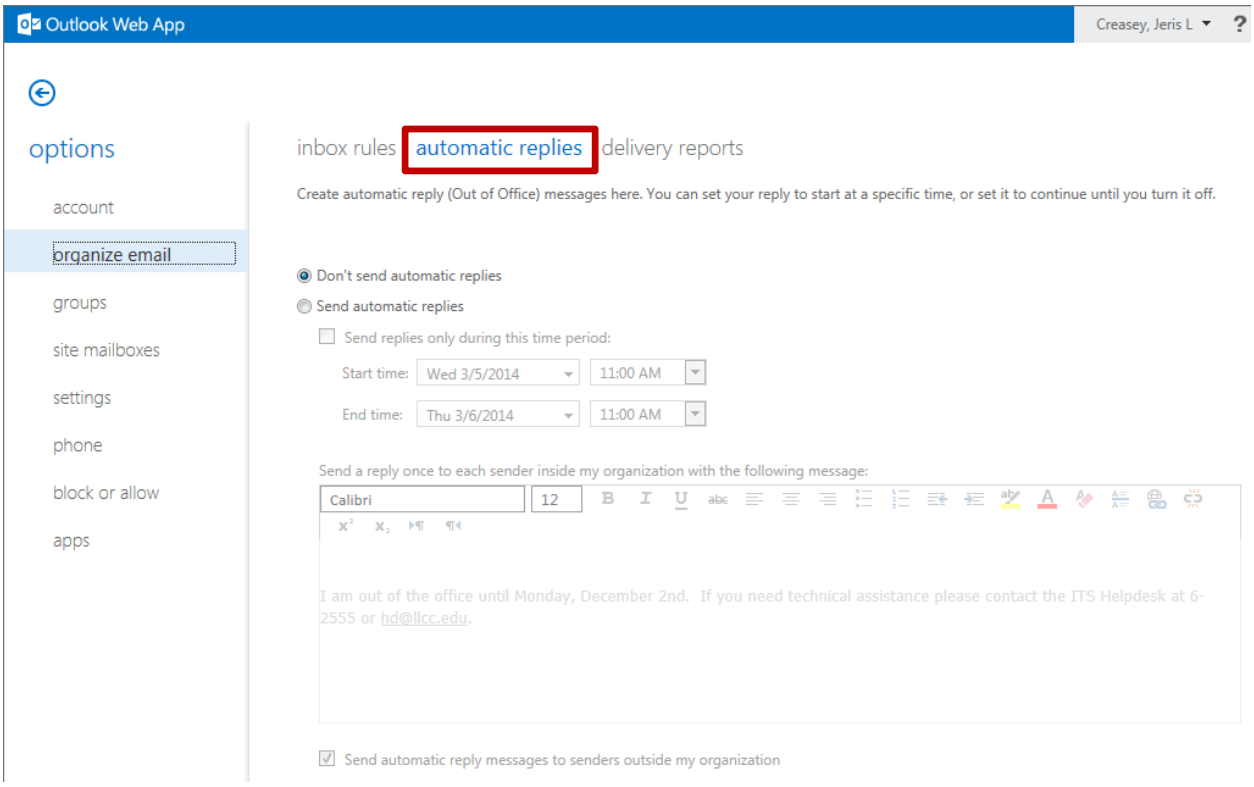




Formatting options are available be selecting the gear icon to the right of your name. Here you will be able to set automatic replies, display settings (Conversations and Reading Pane) from the Options link and change theme. Remember to click on Save after each adjustment or your changes will not be applied.






Outlook Web App
Creasey, Jeris L
options
account
organize email
groups
site mailboxes
settings
phone
block or allow
apps
inbox rules
automatic replies
delivery reports
Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.
Don't send automatic replies
Send automatic replies
Send replies only during this time period:
Start time: Wed 3/5/2014 11:00 AM
End time: Thu 3/6/2014 11:00 AM
Send a reply once to each sender inside my organization with the following message:
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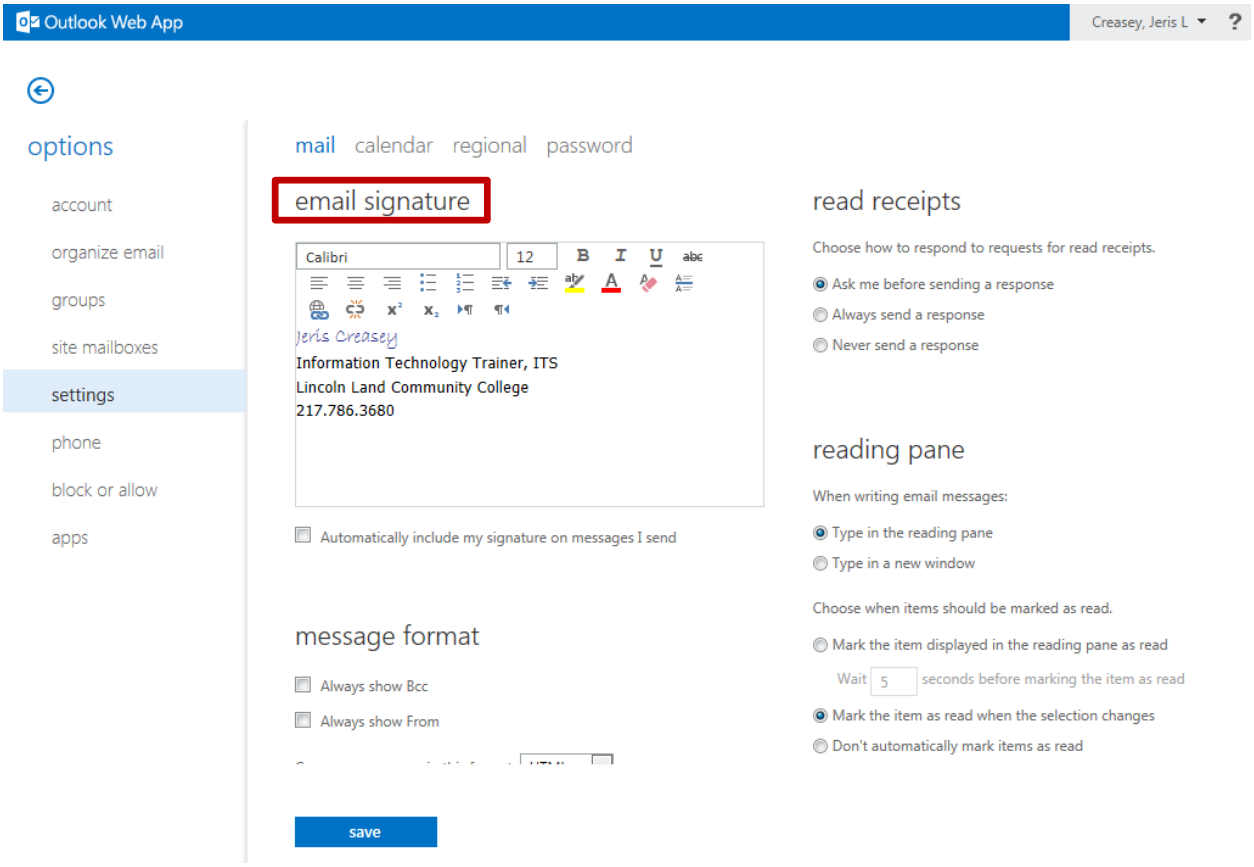
I am out of the office until Monday, December 2nd. If you need technical assistance please contact the ITS Helpdesk at 6-2555 or hd@llcc.edu.
Send automatic reply messages to senders outside my organization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options
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organize email
groups
site mailboxes
settings
phone
block or allow
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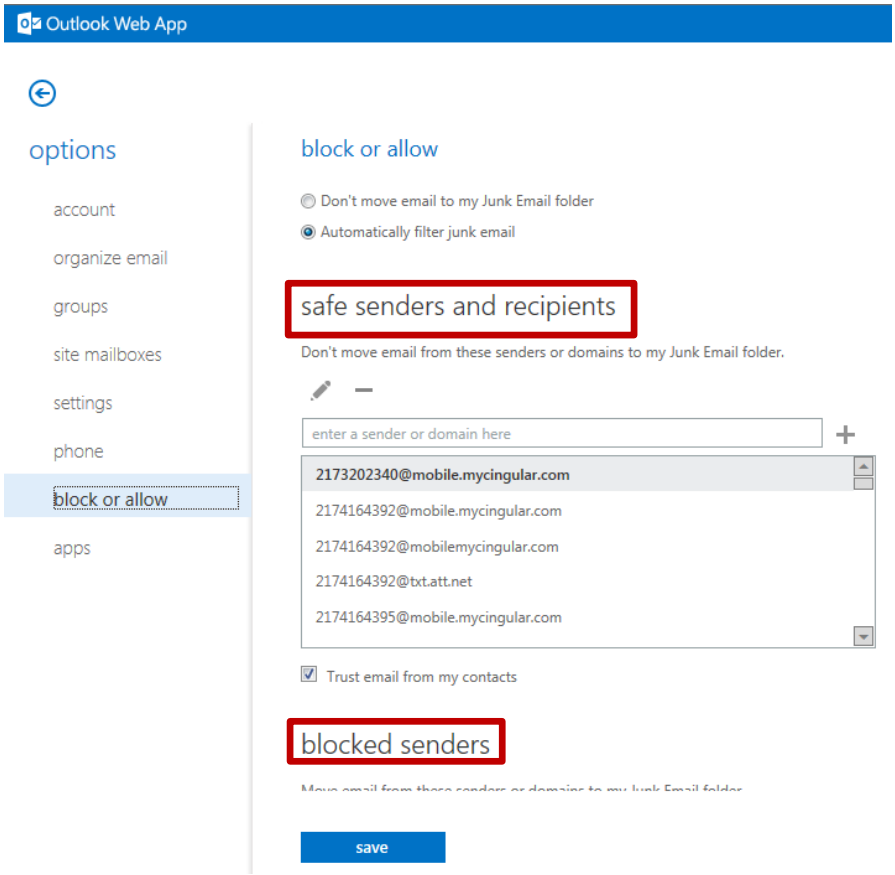
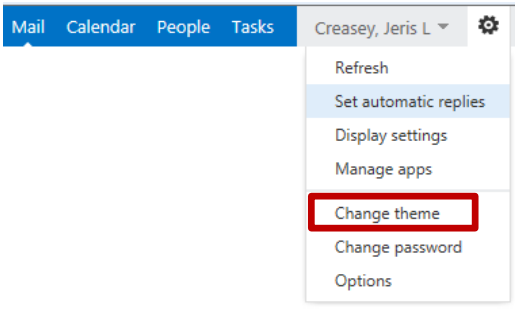
email signature
Calibri
12
Jeris Creasey
Information Technology Trainer, ITS
Lincoln Land Community College
217.786.3680
Automatically include my signature on messages I send
message format
Always show Bcc
Always show From
save
read receipts
Choose how to respond to requests for read receipts.
Ask me before sending a response
Always send a response
Never send a response
reading pane
When writing email messages:
Type in the reading pane
Type in a new window
Choose when items should be marked as read.
Mark the item displayed in the reading pane as read
Wait 5 seconds before marking the item as read
Mark the item as read when the selection changes
Don't automatically mark items as read


Outlook Web App
options
account
organize email
groups
site mailboxes
settings
phone
block or allow
apps
block or allow
Don't move email to my Junk Email folder
Automatically filter junk email
safe senders and recipients
Don't move email from these senders or domains to my Junk Email folder.
enter a sender or domain here
2173202340@mobile.mycingular.com
2174164392@mobile.mycingular.com
2174164392@mobilemycingular.com
2174164392@txt.att.net
2174164395@mobile.mycingular.com
Trust email from my contacts
blocked senders
save


Mail
Calendar
People
Tasks
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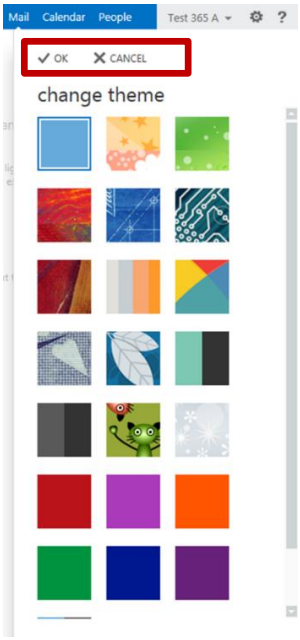
Refresh
Set automatic replies
Display settings
Manage apps
Change theme
Change password
Options


Mail
Calendar
People
Test 365 A
OK
CANCEL
change theme