Quick Reference Sheet: Navigating Outlook Web Access 2013

Log out: Click on your name to access log out button (name grayed out here).

Tool Navigation: Switch views between Outlook, Calendar, and People (contacts).

Search box: Enter person's name, message text, etc. to find a contact or email message.

Notification area: Alerts for new email messages and calendar reminders.

Settings: Change your display settings, set an autoreply, etc. *Note*: Option to change your password is not functional at this time.

Filter message view.

Create **new message.**

Help: Click to search Microsoft's online support.

Mail folders: Folders include Favorites, Inbox, Drafts, etc. Collapse this pane by clicking on the double arrows at the top. Expand and collapse folders in this view by clicking on the triangle icons next to the folder. Right click on a mail folder for option to create a new subfolder.

Inline compose: Option to compose replies and forwards to currently selected message. Click ellipsis for additional email actions, including Delete, Categorize, and Print.

Tasks: Click to view tasks you have created and messages you have flagged.

Messages: List of messages in current folder and their related info, including # of messages in conversation, attachments, flags, etc.

Reading Pane: View of selected message/conversation.

Screenshot content

Office 365   Outlook   Calendar   People   •••

⊕ **new mail**

search Mail and People

INBOX   CONVERSATIONS BY DATE ▾

all   unread   to me   flagged

≪

⊿ Favorites

Inbox 3

Sent Items

Drafts

Inbox 3

Drafts

Sent Items

Deleted Items

Junk Email

Notes

TASKS

TWO WEEKS AGO

✓   ✗ ⚑

▸ **test msg from OWA for iPad**   4/5/2014
Sent using OWA for iPad Please be advised that the Ma...

LAST MONTH

▸ **I'd like to share my calendar with you**   3/22/2014 📎
FoxPS.onmicrosoft.com) has invite...

▸ **test msg**   3/17/2014
test message<http://www.microsoft.com/> table   Ple...

test msg from OWA for iPad   ⌃

← REPLY   ⇐ REPLY ALL   → FORWARD   •••

mark as read

Sat 4/5/2014 8:06 AM
Inbox; Sent Items

To:

Sent using OWA for iPad Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

🔍 100% ▾