Outlook Web App (OWA)

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- First Time Login
- The New Outlook
- Navigating Mail
- Conversation View
- Navigating Calendar
- Navigating People

Lesson Objectives

This lesson will teach you the following items:

1. First Time Login
2. The New Outlook
3. Navigating Mail
4. Conversation View
5. Navigating Calendars
6. Navigating People

Office 365

OWA First Time Login

1. Find the Outlook icon in the Office365 portal.

2. You will be asked to set your language and time zone.
   (It is important to set these correctly as this will affect the time at which it appears mail arrives in your mailbox and the time your calendar reminders activate.)

3. Click **'Save'**
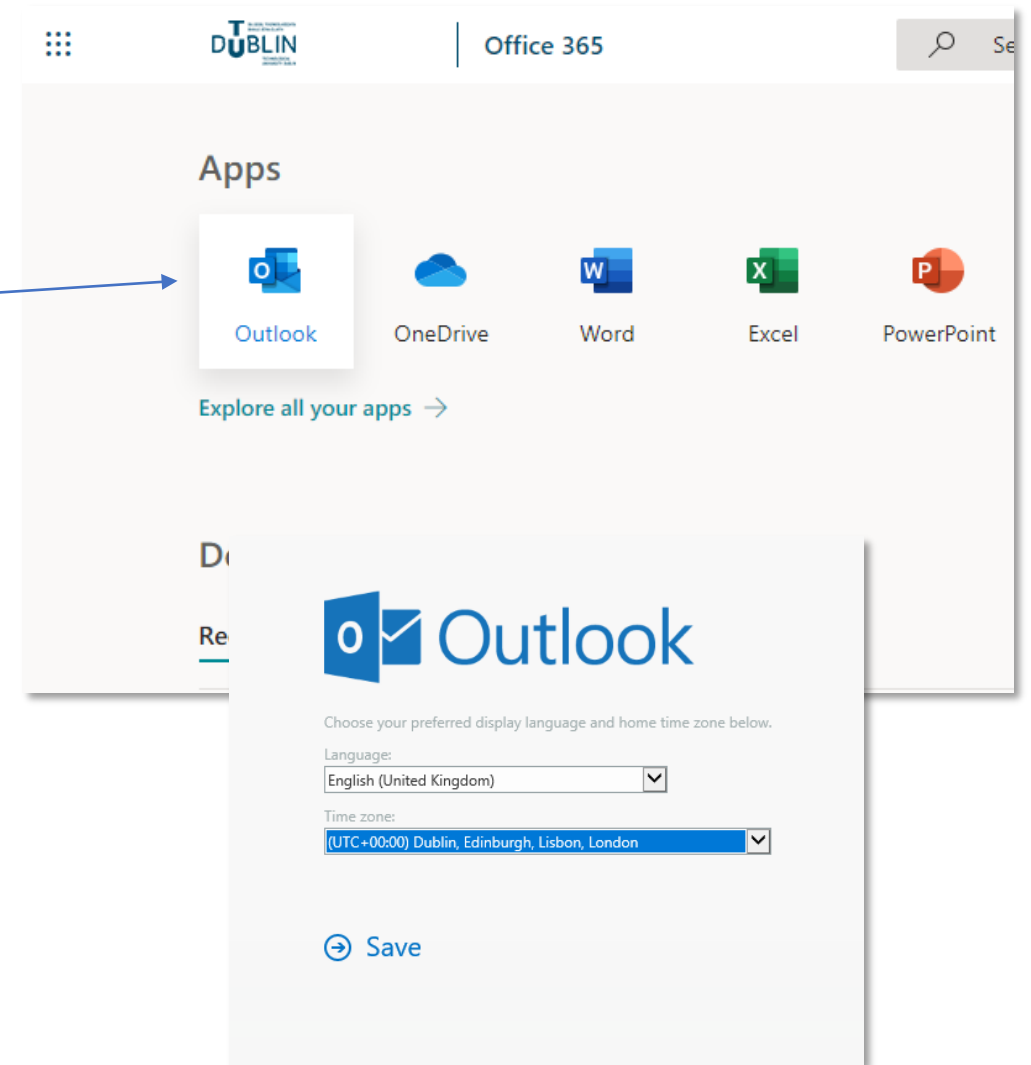
The New Outlook

1. When first logging in to OWA you will receive a popup indicating that you are using the classic version of Outlook Web App. It is highly recommended to switch this to 'The new Outlook' experience

2. When you login for the first time this will be highlighted. It is best to switch this toggle on and leave it on as the classic view for OWA will become unavailable in future.
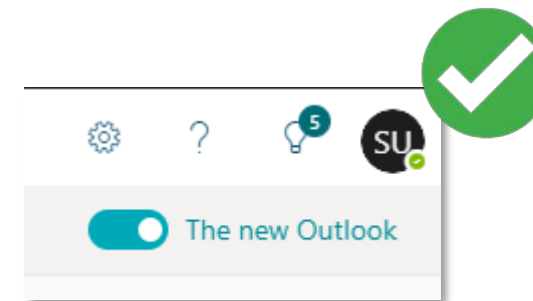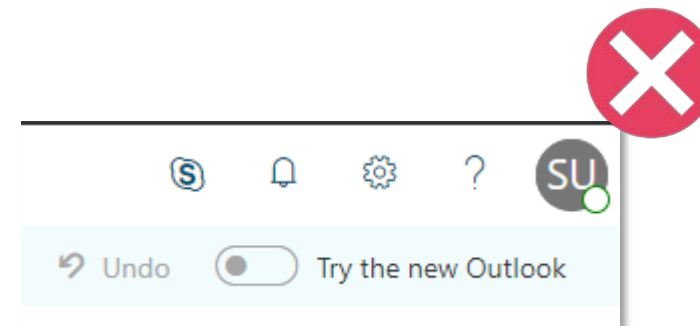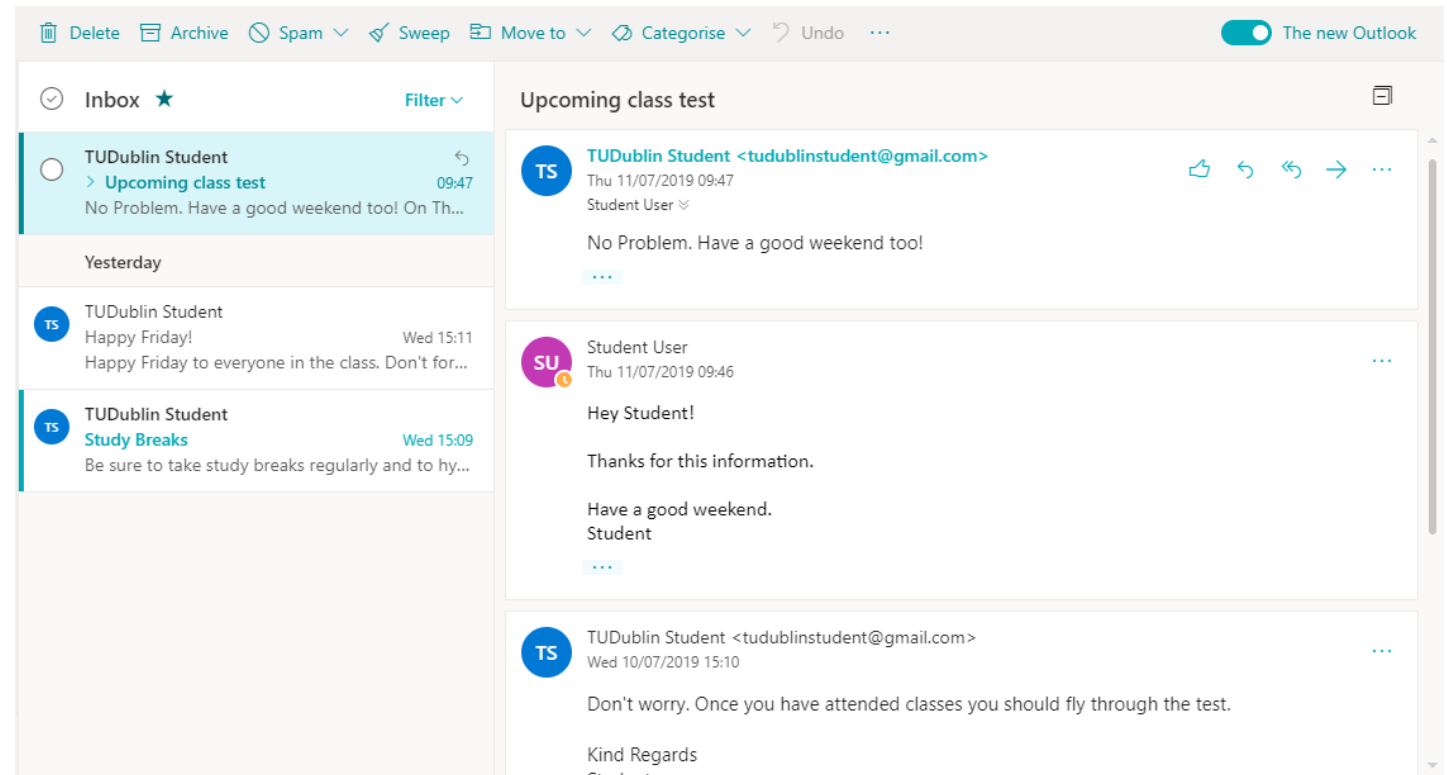
Navigating Mail

1. **Office365 Navigation:** This is where you will click to navigate to other Office365 Applications
2. **Search:** This is your search tool. Type what you want to search here.
3. **Folder Navigation:** This is where you navigate through your mailbox. Shared mailboxes you have access to will be here too.
4. **Mailbox:** This is where mail for the currently selected mailbox, folder or search will be listed. Unread items will show in bold. Select the mailbox or folder on the Navigation pane to change what is listed here.
5. **Bottom Navigation:** This is where you can navigate between Mail, Calendars, People and Tasks.
6. **Task Bar:** This is where you create new mail, delete mail or move mail. The most common tools are listed here.
7. **Settings:** This is where you can personalize your account and gain access to more advanced tools such as email signatures, rules and Out Of Office.
8. **Preview:** This will preview the content of the currently selected email in the Mailbox. To pop out mail you can double click on the mail in the mailbox.
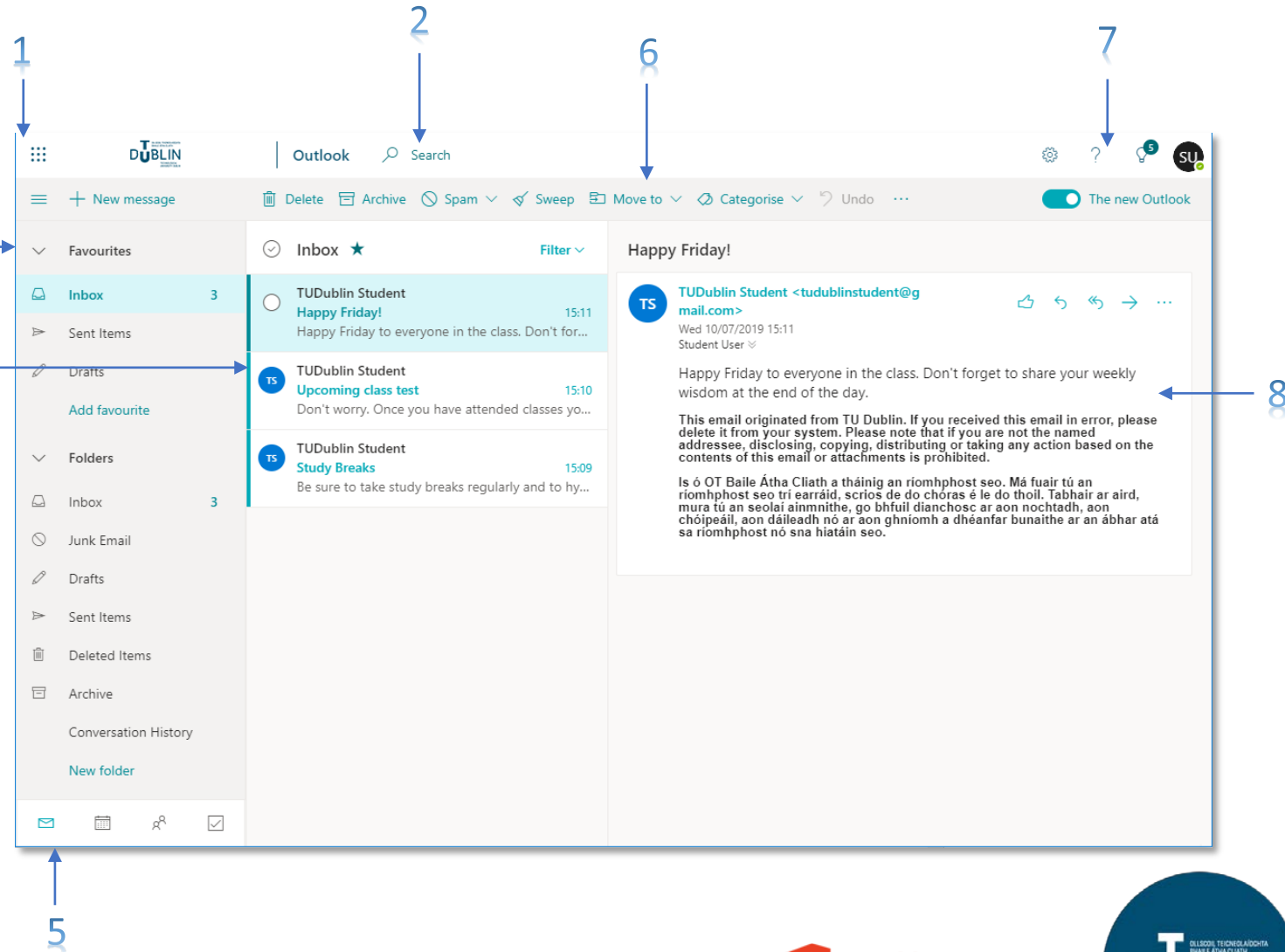
Conversation View

1. Email messages with the same subject line and recipients are grouped into "Conversations" by default.

2. When a chain of emails has multiple replies you will see conversation view in the Preview pane.

3. By Default, Conversation view has older messages at the bottom and newer at the top but this can be changed in settings.

4. You can also collapse conversation view by clicking the ⬜ in the top right corner.

Navigating Calendars

1. **Office365 Navigation:** This is where you will click to navigate to other Office365 Applications
2. **Search:** This is your search tool. Type what you want to search here.
3. **Calendar Navigation:** This is where you can navigate through dates and other calendars you have access to.
4. **Calendar:** This is where you can view the currently selected calendar You can change this view to Day, Work Week, Month views. Clicking on an item in this view will show you more details about that event.
5. **Bottom Navigation:** This is where you can navigate between Mail, Calendars, People and Tasks.
6. **Task Bar:** This is where you create new events, delete events or change events. The most common tools are listed here.
7. **Settings:** This is where you can personalize your account and gain access to more advanced tools.
8. **Detailed view:** This is where you can see a more detailed view of your upcoming events. You can click on events here to view even more detail.

Navigating People

1. **Office365 Navigation:** This is where you will click to navigate to other Office365 Applications
2. **Search:** This is your search tool. Type what you want to search here.
3. **People Navigation:** This is where you can navigate through different groups of people.
4. **People List:** This is where you will be able to view your selected pinned groups of people. When you first access 'People' you will be prompted to pin groups to the main navigation
5. **Bottom Navigation:** This is where you can navigate between Mail, Contacts, People and Tasks.
6. **Task Bar:** This is where you create new Contacts, Contact Lists or Groups. The most common tools are listed here.
7. **Settings:** This is where you can personalize your account and gain access to more advanced tools.
8. **Preview**: This is where you will see all details of the Person or Contact you have selected in the People List.