

OFFICE 365: Outlook Web App

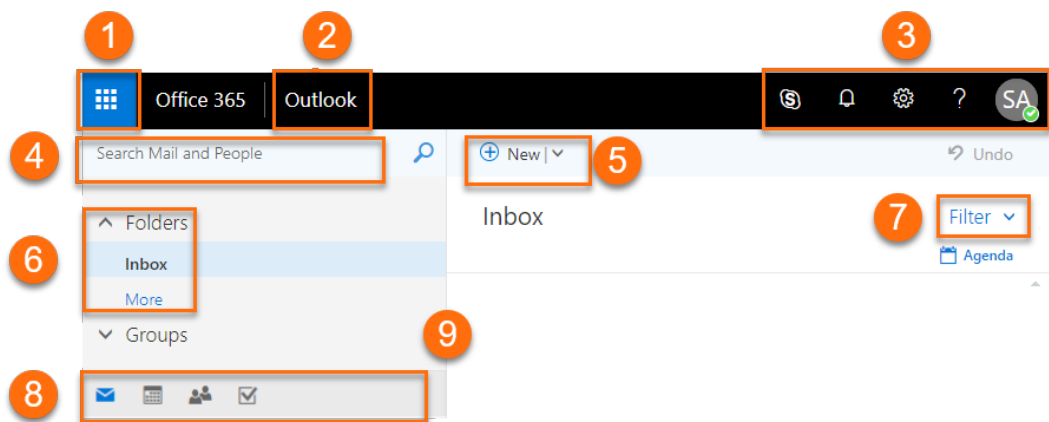
Logging in to Outlook 365

There are multiple ways to sign in to Outlook on the web.

1. Go to CTI's homepage at cti.lunet.edu and choose New Email Login.
2. Go to Langston's homepage at langston.edu and choose Logins, then Webmail.
3. Go to the Office 365 sign-in page at office.com and choose Outlook.

When you sign in, you are given the choice to save your password for two weeks. Choose this for a computer you use regularly. Do not choose this if you are on a public computer.

Navigating Outlook 365



1. Open the **App launcher** to see other Office 365 Apps (such as Word, One Drive, and Excel)
2. Return to Outlook
3. Tools:
 - a. Skype
 - b. Notifications
 - c. Settings
 - d. Help
 - e. Profile
4. **Search** by keyword or contact
5. Create **New** (options change based on if you are in **Mail, Calendar, People, or Tasks**)
6. Folders
7. Filter View
8. Outlook Toolbar
 - a. Mail
 - b. Calendar
 - c. People
 - d. Tasks
9. Adjust window pane

Outlook Settings

The settings tab has different options depending which Outlook pane you are using. These are some features of common interest:

Settings with Folders Selected

Offline Settings will download messages to your computer so you can access your webmail even if the internet is offline. Do not use this on a shared computer, such as a lab or classroom computer.

The **Theme** lets you change the color scheme of Outlook 365.

Notifications gives you control of the sound and the pop-up notifications for email and reminders.

Settings with Email Selected

Automatic Replies lets you create rules for when you are out of office.

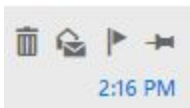
Display settings lets you change the layout of your email windows.

The **Your app settings** menu contains tool options that advanced users may want to explore, including:

- Automatic replies
- Inbox rules
- Signature

To find an option, use the search bar under the word **Settings**.

Hint: Search for **weather** to add the weather forecast to your Outlook calendar.



When you hover your mouse over the time an email arrived, you will see the options to **Delete**, **Mark as unread**, **Flag this message**, and a thumbtack to **Keep this message at the top of your inbox**.

Outlook Help

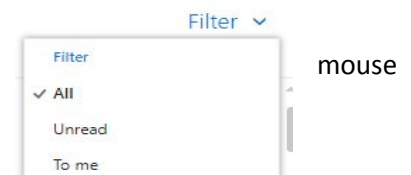
The **Help** search bar will provide tools and step-by-step instructions based on keywords. For example, search for **keyboard shortcuts** to find the **Keyboard shortcuts** menu and to learn common keyboard shortcuts.

Create a New Folder



The contextual tool to create a new folder only appears when you move your pointer to the **Folders** pane.

To create a **Subfolder** within a folder, right click and choose **Create a new Subfolder**.



Filter Tool

Select the **Filter** tool to change which emails you see. You can filter messages to see specific emails, such as unread emails, change how your email is sorted, or turn the **Focused Inbox** on or off.

Right Clicking Options

Right Clicking on your mouse (or long pressing on a touchscreen) brings up a menu. Left clicking makes a selection.

By **right clicking** on a **folder**, you can:

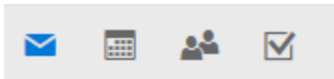
- Create a **Subfolder** within a folder, right click and choose **Create a new Subfolder**.
- Move a folder to the top of the **Folders** pane by choosing **Add to Favorites**.
- Automatically clear the number of new emails by choosing **Mark all emails as read**.

By **right clicking** on an **email**, you can:

- **Delete** it (permanently remove it) or **Archive** it (move to the Archive folder)
- **Mark as unread** to keep the mail marked as new.
- **Flag** (for a follow up reminder)
- **Categorize** by color for visual organization
- **Create a rule** for emails from that sender
- **Show in immersive reader** (to help focus on the email)

Outlook App Toolbar

The menu options and related tools will change based on which Outlook app you are using.



- If you are in **Mail**, the **New** dropdown menu contains **Email message**, **Calendar event**, and **Group**.
- If you are in **Calendar**, the **New** dropdown menu contains **Calendar event**, **Email Message**, and **Birthday event**.
- If you are in **People**, the **New** dropdown menu contains **Contact**, **Contact list**, and **Group**.
Hint: The **Contact List** creates an email group. The **Group** feature is for other apps.
- If you are in **Tasks**, **New** does not have choices; the **New** button gives you a task to add to your list.

Writing an Email

When you type an email, you should be able to find a name or a contact list by typing the first few letters, and then pressing enter.

There are two tool menus for email:

A – Send email

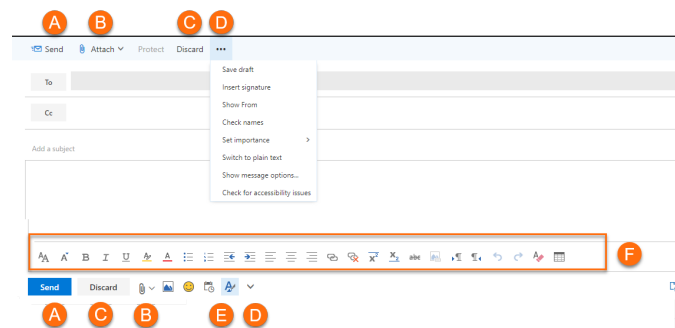
B – Attach from your computer or One Drive

C – Discard (do not save, just delete)

D – Additional mail options, including check for accessibility

E – Show or hide formatting tools

F – Formatting tool bar



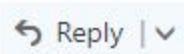
Formatting Tool Bar



Formatting Tool Icons	Tool Use
	Font and Font size
	Bold, Italic, and Underline
	Highlight background of text and Font color tool
	Bullets, Numbering, Decrease indent and Increase indent
	Align left, Center, and Align right
	Insert hyperlink and Remove hyperlink
	Superscript, Subscript, and Strikethrough
	Add alternative text to an image (for accessibility)
	Change text direction from Left-to-right and Right-to-left .
	Undo and Redo
	Remove formatting (this is useful for copied and pasted text)
	Insert a table

Replying to an email

Press the down arrow to see options to reply to an email.



Some of these options appear when you **right click** in an open email window. Commonly used tools include:

- **Reply, Forward,** and **Delete** a message
- Change the default from **Reply All** to **Reply**
- **Mark as junk** or **phishing** (a phishing email asks for personal information)
- **Print**
- **Open in a separate window**



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