Outlook on the Web Guide
K1 Version

An Easy Step-by-Step Guide
Welcome to Outlook on the web

Use Outlook on the web to access email, contacts, calendars, and tasks from anywhere that you have Internet access.

To Access Office 365 open a web browser (Internet Explorer, FireFox, Chrome or any other Web Browser). Enter http://portal.microsoftonline.com

Enter your E-Mail Address and your Office 365 password and click sign in.
Mail

When you sign in to Office 365, you’ll probably go straight to Outlook on the Web.

The First Time you log in you will be ask to select your time Zone. Select yours and click on save.
1. **New email** - Create a new email by selecting **Add** + **New**.

2. **Folders pane** - Includes a list of folders in your mailbox. Collapse the pane by selecting **Folders** at the top of the list. Expand and collapse folders in this view by selecting the triangle ▶ next to the folder names. Add folders by selecting + next to the top-level folder, or right-click an existing folder and select **Create new folder**.

3. **Search window** - Type the name of a person to locate a contact or emails from that contact, or type text that you want to search for to find a particular message, and then select ✉️.

4. **Inbox list** - Displays how many messages there are in a conversation and how many are unread, or if there is an attachment, flag, or category associated with the messages. Select **All ▼** in the upper right of the list to filter, sort, or choose how to view your emails (as messages or conversations).

5. **Reading pane** - Displays messages or conversations that you select in the folders pane. Respond to any message in the conversation by selecting it and then selecting ✉️ **Reply**. Print an email here by selecting the **Reply** menu and then selecting **Print**.
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Use the command bar above the reading pane to perform common email actions such as deleting, archiving, categorizing, or moving emails.

Create and send a new message

1. Under the Outlook Mail navigation bar, click **New**.

2. Enter the names of the people you want to send your email to in the **To** and **Cc** boxes.
3. On the **Subject** line, enter a brief description of your email.
4. Type your email message, and click **Send**.

**Note**  To insert an attachment or an inline picture see [Attach files to emails and calendar events in Outlook on the web](#).
Reply, reply all, or forward an email message

1. With the email open, under the Outlook navigation bar, select the down arrow next to **Reply**, and select **Reply**, **Reply all**, or **Forward**.

   ![Email Reply Options](image)

   **Note**  If you are forwarding an email, enter names in the **To** and **Cc** boxes, as applicable.

2. Type your response, and select **Send**.
Create a new email folder

1. Under **Folders**, select **Create new folder**.

2. In the box, enter a name for your new folder, and then click away.
Search for a piece of mail

1. Select the folder that contains the email you’re looking for. For example, select **Inbox**.
2. In the **Search mail and people** box, enter the name of a person or a subject matter, and press Enter.

3. Outlook returns results by highlighting the words that match words you typed in the **Search** box.

4. Double-click to open the message from the return results.
Work with draft messages

Outlook on the web automatically saves your message as you create it and adds it to your **Drafts** folder.

To resume working on a message you started earlier, do the following:

1. In the left **Folders** pane, select **Drafts**.

2. Select the draft message you want to resume writing.

3. Finish writing the message, and select **Send**.

**Note** If you decide not to send your message, select **Discard**.
Archive old email messages

1. Select the email that you want to archive.
2. Under the Outlook Mail navigation bar, select Archive.

**Note** If it's your first time archiving email, you need to set up an Archive folder.

3. In the Set up an archive folder box, select OK.
4. Under Folders, select Archive.

**Tip** Once your Archive folder is set up, you can drag and drop files into that folder anytime.

Delete email or recover deleted email

- To delete a single email in your Inbox, hover over the e-mail and select the trash can.

- To delete email in the Deleted Items folder, right-click the Deleted Items folder, and select Empty folder.
• To delete multiple emails from the same sender, select the folder and choose the **Sweep** option.

- To recover email you deleted from the **Inbox** list or the **Deleted Items** folder, right-click the **Deleted Items** folder, and select **Recover deleted items**.

**Note**  If you accidentally delete email from the **Deleted Items** folder, you can still recover it. Outlook provides you the option to **Recover** or **Purge** that mail.
Spell check an email message

Spell check for Outlook on the web is provided by your browser. With most newer browsers, spelling is checked continuously as you write. Words not found in the spell-check dictionary are underlined in red. To correct a misspelling, right-click the underlined word.

This is a demo of spell checking. The next work is spelled "wrang"!

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Calendar

Keep track of appointments, meetings, or any other event from anywhere you have Internet access. Add, edit, or delete events by using daily, weekly, or monthly views.

1. Search calendar - Begin typing the name of a person or an event to locate a meeting or appointment containing a particular contact or event title, and then select 📅.
2. New event - Create a new event by selecting New > Event.
3. Calendar - Displays the calendar in month view. You can move through the months by selecting the forward or back arrows. Selecting a particular date highlights that date in the main, larger calendar view. The current date is always highlighted.

4. My calendars - View more than one calendar at a time and create other calendars, such as a calendar to use for a specific project or to track personal appointments. You also can add other people’s calendars, view multiple calendars in a single view, or select which calendar to display. To create a new calendar, right-click My calendar and select New calendar. To rename or remove a calendar, right-click the calendar and select Rename or Remove.

5. View options - Choose whether you want to see your calendar in Day, Work week, Week, or Month view.

6. Share and print - Use the command bar above the reading pane to share or print your calendar.

7. Month view - If you have a lot of events, the month view of a calendar can be very busy and difficult to read. Select any day in the calendar pane for a clearer view of all the events for that day.
Create a calendar event

1. On the Outlook Mail navigation bar, click the app launcher 📚, and then click **Calendar**.
2. Under the **Outlook Calendar** navigation bar, click **New**.

3. Under **Details**, add a title, location, and start and end dates and times.
Tip

The following steps are optional:

- If it’s an all day event, select the **All day** check box.
- When you don’t want others to see the details of a calendar event, select the **Private** check box.
- To make this a recurring meeting (a series), in the **Repeat** list, pick how often you want it to take place, and in the **From** and **To** boxes, set the dates that you want the recurring appointments to span, for example, repeat this meeting every Wednesday from March 4th to May 6th.

4. In the **Reminder** box, set the lead time to remind the participants of the approaching appointment.

**Note** Use the **Email reminder** and **Send reminder to** boxes to send an email reminder to yourself or to the participants. Fill out the reminder message box, and click **Save**.

5. For information on how to attach a file or insert a picture in your invitation, see [Attach files to emails and calendar events in Outlook on the web](#).
6. Under **People**, enter the names or aliases of the people you want to invite.
7. Under the Outlook Calendar navigation bar, click **Send**.

Change or delete a calendar event

1. Click the calendar event, choose **Edit** or **Delete**, and do one of the following:
   - To open and makes changes to a calendar event, click **Open occurrence**.
   - To open and makes changes to a series of calendar events, click **Open series**.
   - To delete a calendar event, click **Delete occurrence**.
   - To delete a series of calendar events, click **Delete series**.

2. Under the Outlook Calendar navigation bar, click **Send**.
Share your calendar

1. On the top pane of Outlook Calendar.

2. Under the Outlook Calendar navigation pane, click **Share**.

3. In the **Share with** box, enter the full email address of the person you want to share your calendar with, and press Enter.

4. In the **View details** box, click the down arrow, choose what you want the people you're sharing with to see and do with your calendar, and then click **Share**.
Note  The person you're sharing your calendar with will receive a sharing invitation in email.
Import a calendar

Follow the procedures below for the calendar you want to import.

Import a static calendar

1. In the Outlook Calendar left navigation bar, click the plus sign next to People's Calendar calendar.

2. Enter the Name of the person that you want to view their Calendar and hit enter.
People

Store and manage all of your contacts in one place. Create new contacts or search for and edit existing ones. If you work in an organization or business, you can also view any address books that have been set up for your organization.

Getting to the Outlook People page

1. Sign in to Outlook on the web. For help, see Sign in to Outlook on the web.
2. Select the App Launcher icon , and then in the App Launcher, select the Outlook People tile.

What you’ll see on the Outlook People page

The following screen shot shows what you’ll see on the Outlook People page.
Here’s a description of what you’ll see:

1. The **Search people** box, which you use to search for a contact or a contact list
2. The toolbar, which provides menus and commands for creating and modifying your contacts and contact lists depending on the context
3. **My Contacts**, which contains all of your contact folders
4. The middle pane, which shows the contacts and contact lists that are contained in the item that’s selected in the left pane
5. The filter menu, which contains options to narrow and sort the contacts and contact lists that are displayed
6. The contact card, which shows details about the contact or contact list that's selected in the middle pane
1. **Search people** - Begin typing the name of a person you are looking for and then select ✪.
2. **Create, edit, or delete contacts** - Create a new contact by selecting **New**.

   - To restore deleted contacts, clean up duplicate contacts, connect to social network contacts, import contacts from other email services, or to export contacts to Outlook 2010 or Outlook 2013, select the **Manage** drop-down menu.
   - To edit or delete a contact, select a contact in the list and then select **Edit** or **Delete**, respectively.

3. **My contacts** - Displays folders you can use to manage your contacts. You can create new contact folders and rename or move existing ones. To add a folder, right-click **My Contacts** and select **New folder**. To rename, move, or delete folders, right-click the folder and select **Rename**, **Delete**, or **Move to**.

4. **Contacts list** - Displays contacts in the selected folder under **My Contacts**. Select a contact to view details in the contact details pane.

5. **Contact details** - Displays information about the contact selected in the contacts list. Details include information you have on the contact, including phone numbers, address, company, and any linked contacted lists from other services such as LinkedIn. If you have multiple entries for a specific contact, you can link them into a single view by selecting **Manage** under **Linked contacts**.

### Understanding contact folders

When you create a contact or contact list from scratch, it gets stored in the contact folder that's selected in the left pane. Therefore, before you add any contact or contact lists, it will help to know something about contact folders. Here's all you need to know to start.

Each of your contacts and contact lists is stored in a contact folder. You can create contact folders to keep certain contacts or contact lists together and find them more easily.

**My Contacts**, which is in the left pane of the **Outlook People** page, contains all of your contact folders. When **My Contacts** is collapsed, you can select it to expand it and see all of your contact folders.

When **My Contacts** is expanded, the **Contacts** folder appears directly under it, as shown in the following screen shot. You get the **Contacts** folder automatically. It contains all of your local contacts unless you create other folders and add contacts to them.
Creating a contact from scratch

1. Under **My Contacts** in the left pane, select the folder that you want to create the contact in. If **My Contacts** is selected rather than a particular folder, the new contact is created in the **Contacts** folder.

   **Note**   Before you create a new contact, make sure you select the folder in the left pane that you want to create it in. After you create a contact, it isn't possible to move it to a different folder. To store a contact in a different folder after you create it, you can delete the contact and then re-create it in the other folder.

2. On the toolbar, select **New**.

3. In the **Add contact** form that opens, fill in the details that you want.
You can select the icon to see options for that type of information. For example, select next to Phone to add phone numbers.

4. You can select **Discard** to cancel your changes at any time. Otherwise, when you’re done, select **Save** to save your changes.

**Creating a contact from an email message**

To quickly add any sender or recipient that's in an email message to your **Contacts** folder, do the following:

1. Select the App Launcher icon, and then in the App Launcher, select the **Outlook Mail** tile.
2. In an email message in the reading pane, select the name of the sender or recipient that you want to add to your contacts.
3. On the contact card that appears for that person, select **Add**.
4. In the **Add contact** form that opens, add more information about the contact as you like.
5. Select  **Save** to add the card to your **Contacts** folder or select  **Discard** to cancel.

If you select **Save**, the contact is automatically added to your **Contacts** folder. When you create a contact in this way, it isn't possible to save the contact in a different folder or to move it to a different folder.

**Creating a contact list**

A contact list is a collection of contacts. It's sometimes also called a distribution list. You can specify a contact list as a recipient when you compose an email message. When you send the message, it goes to all of the contacts in the list at the same time. For example, you might create a contact list named "My book club" and add all of the members of your book club to it. Then to address a message to everyone in the club, you would only have to enter My book club on the **To:** line of the email.

**To create a contact list**

1. Under **My Contacts** in the left pane, select the folder that you want to create the contact list in. If **My Contacts** is selected rather than a particular folder, the new contact list will be created in the **Contacts** folder.

   **Note** Before you create a new contact list, make sure you select the folder in the left pane that you want to create it in. After you create a contact list, it isn't possible to move it to a different folder. To store a contact list in a different folder after you create it, you can delete the contact list and then re-create it in the other folder.
2. On the toolbar, select the down arrow next to New, and then select New contact list.

3. In the blank form that opens, enter the Contact list name, the contact list Members, and optional Notes.

4. You can select Discard to cancel your changes at any time. Otherwise, when you’re done, select Save to save your changes.

Editing a contact or contact list

You can edit contacts or contact lists that you create or import into Outlook on the web. You can’t edit contacts that you get by connecting to a social network account such as LinkedIn. For information about importing contacts from another email account or email program, see Import contacts into Outlook on the web.

To edit a contact or contact list

1. In the middle pane, check the box next to the contact or contact list that you want to edit, and then select Edit on the toolbar.
2. Make the changes that you want.
3. You can select **Discard** to cancel your changes at any time. Otherwise, when you’re done, select **Save** to save your changes.

**Working with contact folders**

- To create a contact folder, right-click or press and hold **My Contacts** in the left pane, and then select **New folder**.
- To rename or delete any contact folder that you created, right-click the folder and then select **Rename** or **Delete**.
- To move any contact folder that you created to a location named **Other contacts** so that the folder is still visible but out of the way, right-click the folder and then select **Move to "Other contacts"**. You’ll see the folder appear under **Other contacts**.

To move a folder from **Other contacts** back to the main list of your folders under **My Contacts**, right-click the folder and then select **Move to "My contacts"**.
Viewing your contacts and contact lists

On the **Outlook People** page, when you select an item in the left pane, the middle pane displays contacts that are in that item, as follows:

- When you select **My Contacts**, the middle pane displays all of your contacts and contact lists.
- When you select a particular contact folder, the middle pane displays only contacts and contact lists that are in that folder.

Using the filter menu to narrow and sort the contact display

At the top right of the middle pane, there's a drop-down menu that you can use to narrow and sort the contacts and contact lists that are displayed there. The name of the menu describes the sort order that's currently being used. The default menu name is **By first name**, because that's the default sort order.

![Office 365 Outlook interface with the filter menu](image)

When you select the menu to open it, you'll see that it contains the following three sections:
- The **Display** section, where you can choose **People** if you want to view only the contacts that are people, or choose **Lists** to view only the contacts that are contact lists.
- The **Display Order** section, where you can choose **First last** or **Last first** to control the way each name is displayed.
- The **Sort Order** section, where you can choose from options such as **Last name**, **Company**, and **Work city**. The sort order that's being used determines the name of the menu. For example, if the current menu name is **By first name** and you change the sort order by selecting **Last name**, the menu name changes to **By last name**.
Deleting or restoring a contact or a contact list

You can delete contacts or contact lists that you created or imported into Outlook on the web. You can't delete contacts that you get by connecting to a social network account, such as LinkedIn.

You can recover contacts and contact lists that you deleted less than 30 days ago. When you recover a contact or contact list, Outlook on the web automatically places it in the My Contacts folder.

To delete a contact or contact list

1. Select the contact or contact list.
2. Select Delete.

To restore a contact or contact list

1. On the toolbar, select Manage, and then select Restore deleted contacts.
2. In the Recover deleted items window, select the check box to the left of each contact or contact list that you want to restore.
3. At the bottom right of the Recover deleted items window, select Recover.
4. In the Recover items dialog box, select OK.

Searching for a contact or contact list

1. In the Search people box at the top of the left pane, enter a search term.
   - To search for a contact, enter a name or an email address in the Search people box, and then select the search icon. For example, to find a contact named Norris Reiss whose email address is norris@outlook.com, you could enter norris or reiss in the search box.
   - To search for a contact list, enter part or all of the name of the contact list in the Search people box, and then select the search icon or press Enter. For example, to find a contact list named "My book club," you could enter only the word club in the search box.
2. To narrow your search after you get some search results, select a refiner in the Include people from section under the search box. The Include people from section will include a refiner for each of the following:
   - Each contact folder that you created
   - Each social network that you're connected to
Linking and unlinking contacts

You can link contacts to each other to indicate that they are somehow related. In addition, Outlook on the web automatically detects contacts that have the same or very similar names and links them so that they appear as a single contact.

- To link certain contacts to each other, select the check box to the left of each contact in the middle pane, and then on the toolbar, select **Link**.
- To unlink contacts from one another, do the following:
  a. In the middle pane, select the check box to the left of a linked contact.
  b. On the toolbar, select the **Links** drop-down menu.
  c. On the drop-down menu, select the x next to the contact that you want to unlink from the others.

Understanding automatic linking

To see which contacts Outlook on the web has automatically linked for a particular contact and to see suggestions for other, similar contacts to link that contact to, follow these steps:

1. Select the check box to the left of the contact name. If Outlook on the web has automatically linked any contacts that have the same or similar names, a **Links** drop-down menu will appear on the right side of the toolbar.
2. On the toolbar, select the **Links** drop-down menu.

For example, you might have contacts named Keri Mills and Keri M. Mills, as shown in the following screen shot. When you select the check box next to one of them, **Links (2)** appears on the right side of the toolbar to indicate that Outlook on the web has automatically linked the two contacts. Then when you select **Links (2)**, the **Linked Profiles** section on the menu shows the contacts that are linked, and the **Suggested Profiles** section under that shows additional, related contacts that you can select to link to the ones that are already linked. In this example, if you select the contact that is shown in the **Suggested Profiles** section, **Links (2)** on the toolbar will change to **Links (3)**.
Tasks

Keep track of things you need to get done or view and track flagged messages in email that are associated with an action item.

Finish Root Report
Due Friday, January 22, 2016

Due tomorrow.

Finish the SharePoint Installation Manual and complete testing in all environments.
1. Create, delete, move, or categorize tasks. Mark tasks as complete as you finish them.
2. My tasks - Displays folders you can use to view and manage your tasks. Choose whether you want to view items you have flagged as important. You can create new task folders and rename or move existing ones. To add a folder, right-click My tasks and select Create new folder. To rename or delete folders, right-click the folder and select Rename or Delete.
3. Tasks list - Filter and display tasks based on the status you have assigned to them. Use the Items by menu to sort tasks based on different criteria.
Use the command bar above the tasks list to delete, categorize, or mark complete a selected task. For emails, the Reply command is available here.

4. Task details - View details of the task selected in the tasks list. To edit task details such as status, priority, and percent complete, select Edit.

Create tasks

1. Select Tasks from the app launcher.
2. Select New.
3. Type the subject, due date, and if you like, a note about the task.
4. Select Show more details to enter information like Start date, Date complete, and Status and to track progress on the task such as % completed or hours worked.
5. Use the Insert command to attach a file to the task.
6. Select Save.
Edit tasks

1. Select Tasks from the app launcher.
2. Select the task you want to edit and then select Edit in the Task pane.
3. Make the edits to the task and select Save.

Categorize tasks

1. Select Tasks from the app launcher.
2. Select the task you want to categorize from the task list and select Categories.
Finish Root Report
Due Friday, January 22, 2016
Finish the SharePoint Installation Manual and complete testing in all environments.