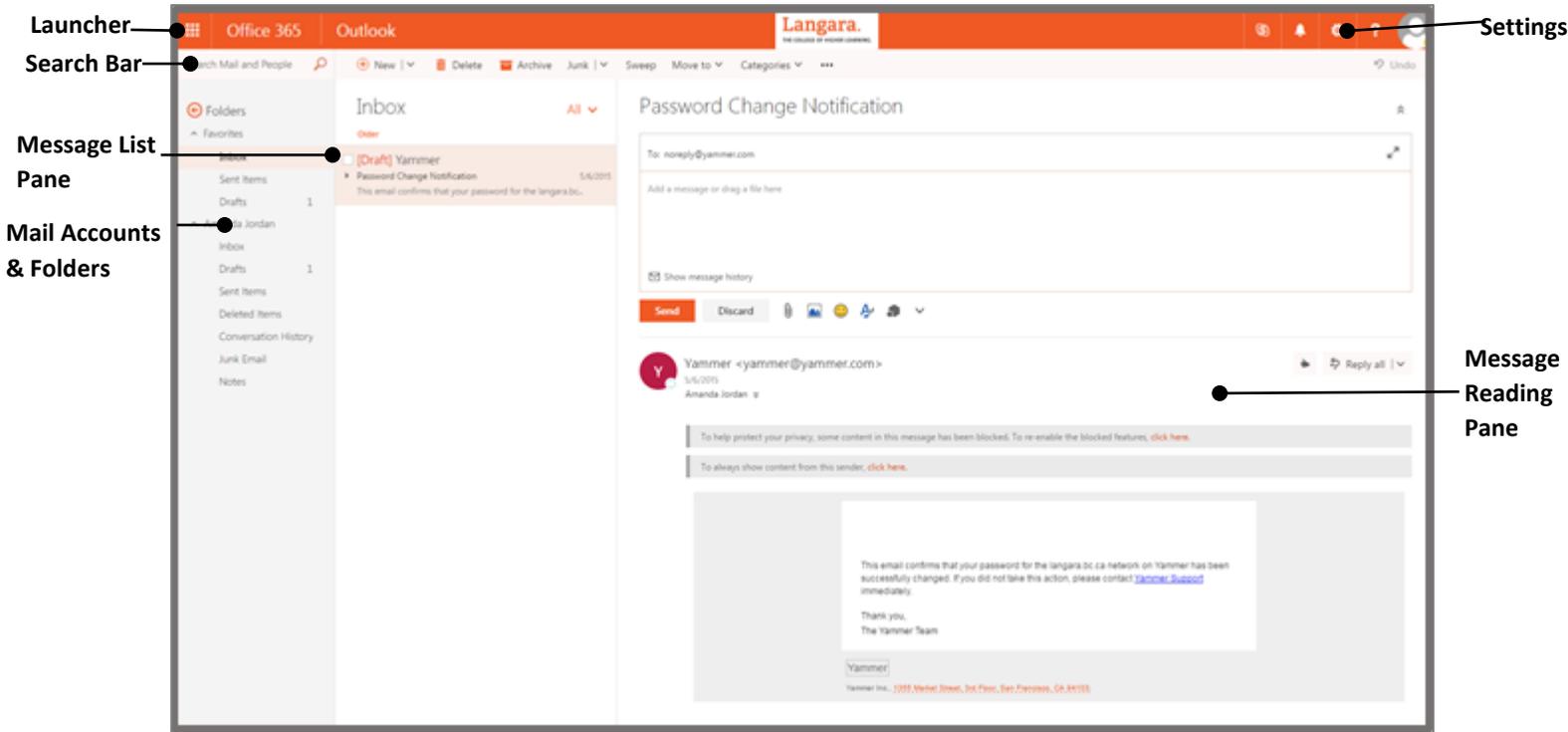




Quick Guide to Office 365 Outlook Web App – Langara’s New Webmail System



Launcher

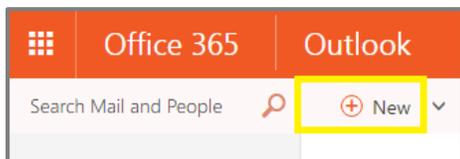
Navigating between Mail, Calendar, People & Tasks

In the top left corner select the launcher  to switch between Mail, Calendar, People & Tasks

Mail

Creating a New Message

To the right of the Search Bar, select **New** to compose a message



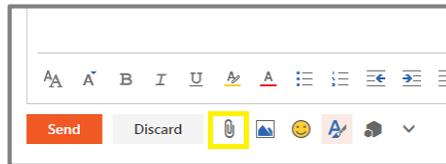
Responding to a message

Click on the message you would like to respond to and select, the arrow beside **Reply All** to view message response options (Reply, Reply All, Forward etc.)

Attachments

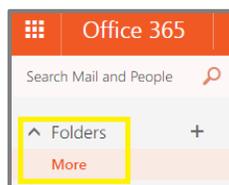
When writing a message, select the **paper clip icon** (to the right of *Discard*) to attach a file

Standard size limit of attachments is **25MB**. For larger files use a file sharing or cloud based service (Dropbox, iCloud, Google drive, One drive)

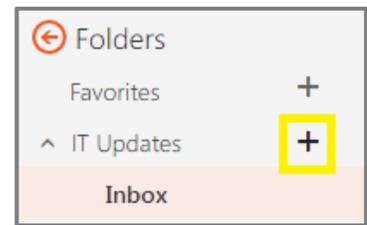


Folders

To view your folders, click **Folders > More**.



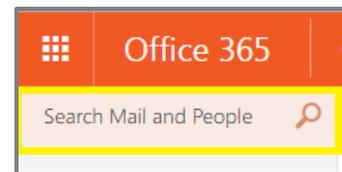
To create a new folder, select the **“+”** beside your email account name



To create a sub-folder, right click on the desired parent folder and select **Create new subfolder**

Searching

Click on the search bar above the Folder list pane. From there you can search Mail and People.



Flagging

Hover over the message you want to flag. Select the flag icon or right click it to set a follow-up time. Flagged messages will also appear in your **Tasks**.

Email Signatures

Choose **Settings** > **Mail** (under "My app settings"). The options menu will appear on the left. Choose **Mail** > **Layout** > **Email signature**.

Type the text for your signature, and specify the font and other settings you want to use.

Select **Automatically include my signature on messages I compose**, then **Save**.

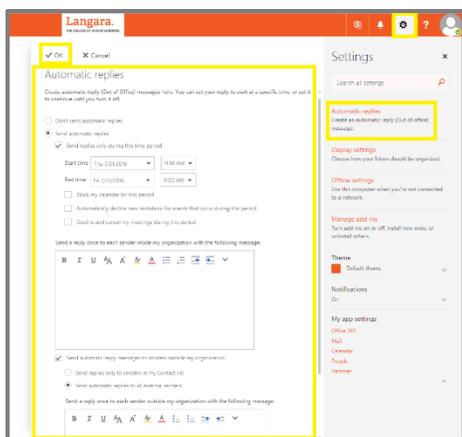
Out of Office Assistant

Sets up automatic replies while on vacation.

Choose **Settings** > **Automatic replies**. On the automatic replies page, select **Send automatic replies**.

Select the checkbox next to **Send replies only during this time period**, and then specify start and end dates and times.

In the box below font settings, type the message that you want people inside Langara to see when they send you email. Below, you can also set automatic replies for senders outside of Langara. Select **OK** to save your settings.



Calendar

Creating appointments

From the launcher, select **New** to create a new appointment.

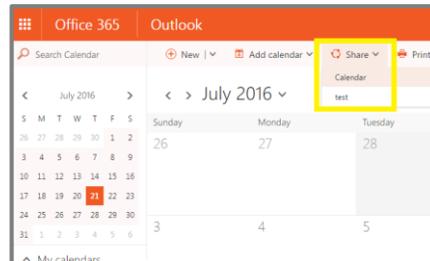


Sending meeting requests

From the launcher, select **New** to create a new appointment. Then under the People section, add desired attendees. Use the **Scheduling assistant** to view availability of your attendees.

Sharing your calendar

Choose **Calendar**, using the app launcher in the upper left corner, then choose **Calendar** > **Share Calendar**.



Type the name or email address of the person, or people that you want to share your calendar with in the **Share with** box. You can also search the Langara directory from the **Share with** box.

Contacts (People)

Global Address List (Directory)

From the launcher select **People**. On the left side, select **Directory** to view the Global Address list.

Adding Contacts from the Directory

To add a contact from the Directory to your contacts, click on the contact you wish to add. Then select **Add to contacts**. Contact information will automatically populate, then select **Save**.

Creating & Using Contact Lists

Click on **Lists** on the Navigation Bar. Select **New Contact List** and create a name for the new list.

After creating your list, click on the contact you wish to add to the list. Select **Lists** then select the list you wish to add the contact to.

When composing a message, type in the name of the list in the **To...** field.

Tasks

Creating tasks

Click on **Tasks** from the launcher. Then select **New**.



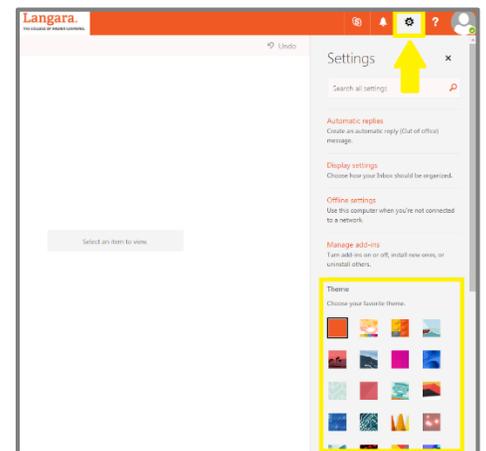
After the task is created, click on **Save**

Modifying tasks

Double click the task and select **Edit**. Change the information you want to modify and select **Save**

Theme

To change the look of your email interface, Choose **Settings** > **Change theme**. Select the theme that you want, scroll down and then select **Save**.



The Archive

All email is stored for 7 years in the Archive. To search for emails in the archive, go to the link on Langara IT website in the [Employee Email \(@langara.ca\)](#) section

