Office 365 – Outlook Web App 2016

Langara College
Training Deck

Office 365

Email & calendar on the go: Outlook Web App

- With Office 365, you have easy access to your email and calendar wherever you are—on your computer, tablet, or phone.

- To view your email or calendar on your computer, you will use the Outlook Web App.

- To view your email or calendar on your phone or tablet, you will also use the Outlook Web App or a compatible app that's on your device (such as an email and calendar app).

- Outlook Web App is the browser-based version of Outlook that you can access over the internet, on just about any device.

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Email and calendar on the go: training topics

View your email

View your calendar

Change your theme

Set up an automatic signature for your email

Set up automatic replies for when you're unavailable

Assign tasks for yourself

Find or add a contact

Schedule a meeting

Share your calendar with others

View a shared calendar

Search your email or calendar

Get additional resources and information

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View your email

To view your email using Outlook Web App.

1. Open your web browser and go to https://**login**.microsoftonline.com/.

2. Enter your full email address (same as your previous address but ending in @langara.ca)

3. Enter your *password* (same as your Computer User ID Password) & choose "Sign in."

4. Choose the app launcher in the upper right corner →

   and then choose **Mail**
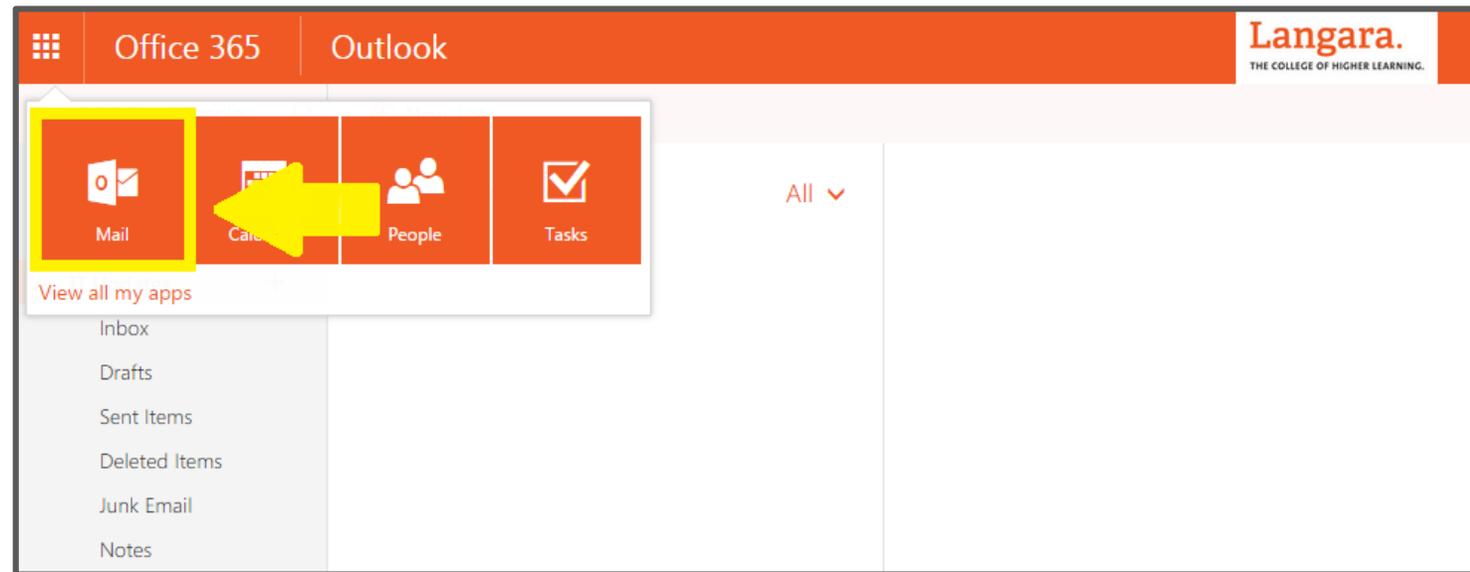
View your calendar

Outlook provides a calendar that you can use to schedule your meetings and appointments. Your calendar will remain up to date across all your devices where you're using Outlook Web App.

View your calendar

Access your calendar quickly using Outlook Web App.

1. Sign into Office 365

2. Choose the app launcher in the upper right corner ➔ ⊞ and then choose **Calendar**.

3. To change your calendar view, such as from day view to week view, choose **day**, **work week**, **week**, or **month** in the upper right corner.
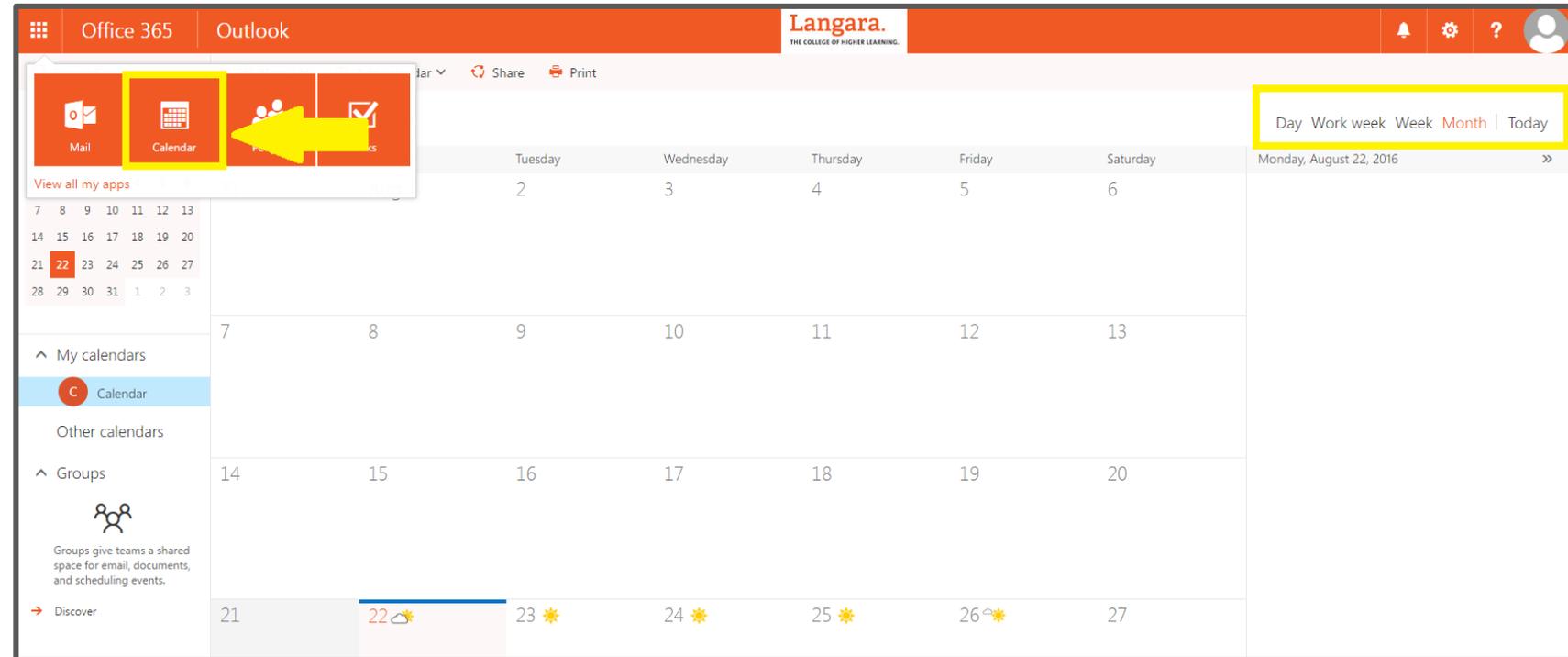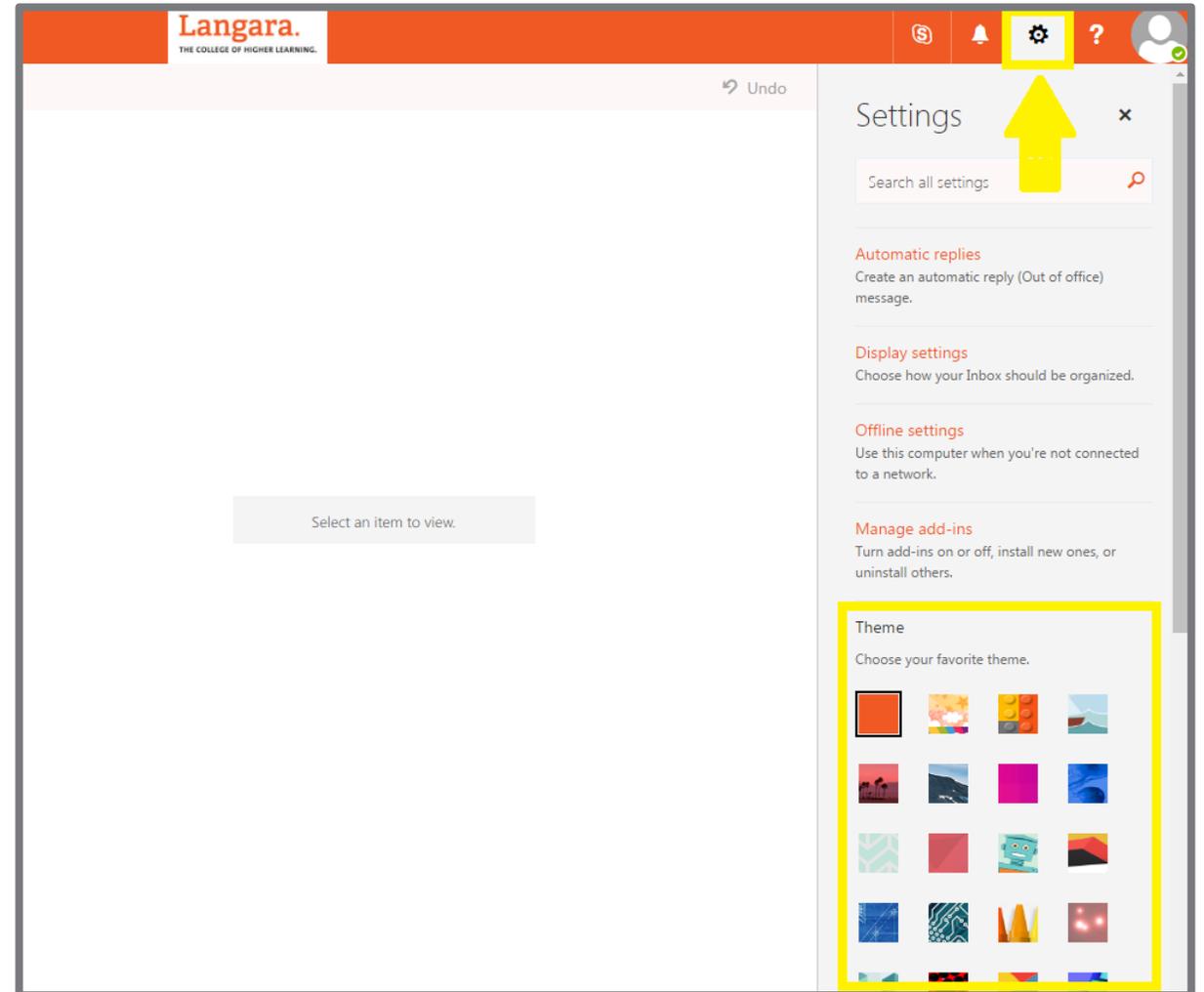

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Change your theme

You can easily change the theme you use for Office 365 Outlook Web App. Choose from a wide variety of colors and patterns to make Office 365 your own.

Office 365

Change your theme in Office 365

One way to personalize Office 365 is by changing the theme. It's quick and easy to do.

1. From Office 365, choose **Mail**, **Calendar**, or **People**, using the app launcher in the upper left corner.

2. Choose **Settings** ⚙ > **Change theme**.

3. Select the theme that you want, scroll down and then select **Save**.

Note: Changing your theme in Office 365 does not change the theme you might be using for Microsoft Office (Word, Excel, PowerPoint, Visio) on your desktop.

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Undo

Settings

Search all settings

Automatic replies
Create an automatic reply (Out of office) message.

Display settings
Choose how your Inbox should be organized.

Offline settings
Use this computer when you're not connected to a network.

Manage add-ins
Turn add-ins on or off, install new ones, or uninstall others.

Theme
Choose your favorite theme.

Select an item to view.

Office 365

Set up an automatic signature for your email

One way to put Office 365 to work for you is by adding an automatic signature to your email in Outlook Wed App. This is useful when you don't want to type your contact information at the end of every message. It also helps maintain consistency across the messages you send.

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Set up an automatic signature for email

Your personalized signature can automatically be added to outgoing messages, or you can choose to add it to specific messages only.

1. From Office 365, choose **Mail**, using the app launcher in the upper left corner

2. Choose **Settings** ⚙ > **Mail** (under "My app settings").

3. The options menu will appear on the left. Choose **Mail** > **Layout** > **Email signature**.

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

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

Office 365
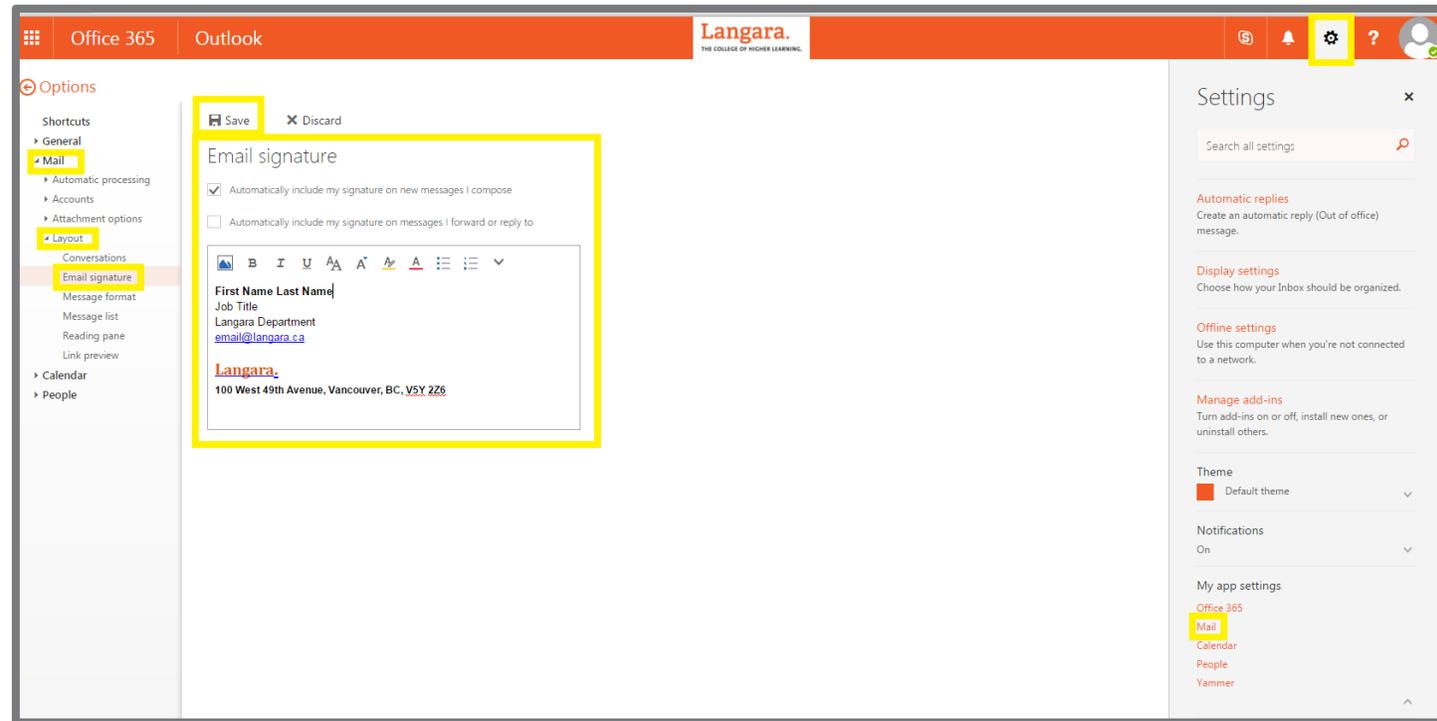
Set up automatic replies for when you're unavailable

You can set up automatic replies to let people know when you're unavailable. You can specify a time range for your automatic replies, and even specify different messages for different groups.

Office 365

Set up automatic replies for email

To set up automatic replies in your browser window using Outlook Web App:

1. From Mail, choose **Settings** ⚙ > **Automatic replies**.

2. On the automatic replies page, select **Send automatic replies**.

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

4. 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.

5. Select **OK** to save your settings.
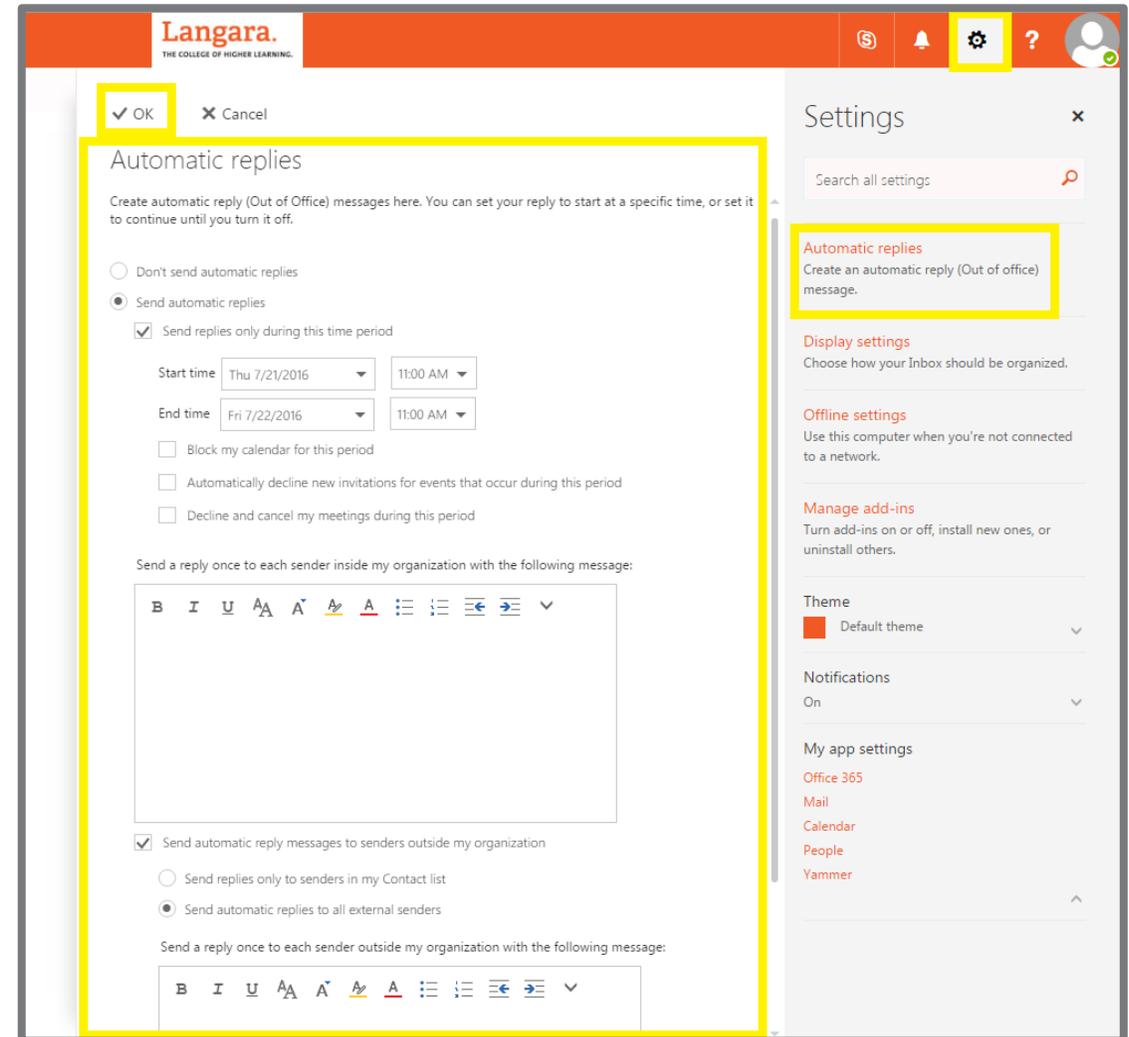
Find or add a contact

When you first sign into Office 365, it might look like you have no contacts at all. You do have access to people within Langara even if you're not sure where they are at first.

A good place to start is by finding you Langara colleagues, then you can add them to your contacts list. You can also add external people as contacts.

Office 365

Find a contact

1. Choose **People**, using the app launcher in the upper left corner ⊞

2. In the left pane, under **Directory**, choose **All Users** to see the list of all people within Langara.

3. Search for someone by typing their name in the **Search** box. Make sure the **All Users** folder is selected.

4. You can also create new contacts (outside of the Langara directory), by selecting **New.**
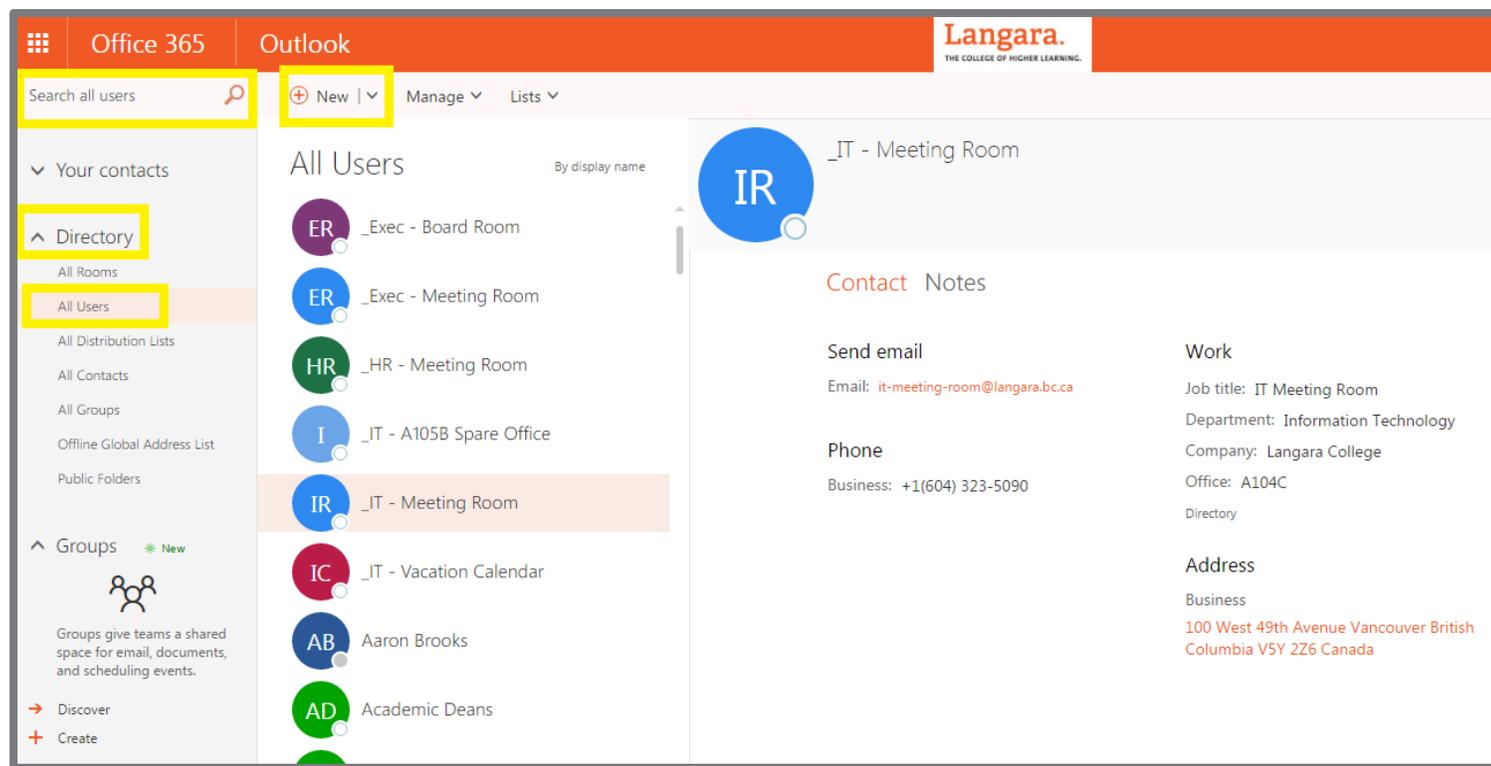
Schedule a meeting

Use your calendar to stay organized by having your meetings and appointments in one place, available across all your devices. In just a few clicks (or taps), you can set up a meeting with someone or an appointment for yourself, and get reminders ahead of time so you don't miss anything.

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Schedule a meeting

To schedule a meeting in Outlook Web App:

1. Choose **Calendar**, using the app launcher in the upper left corner ▦

2. Choose **+ New**.

3. Type the event (meeting) name and location.

4. For **People** (attendees), type the names in the space available, or choose **+** (Plus Sign) to open your list of contacts, then add the invitees.

5. Select **Scheduling Assistant** at the top of the meeting invite to see your invitee's availability before you set the date and time.

5. Specify the date, time, duration and reminder.

6. Type the agenda and select **Save.**
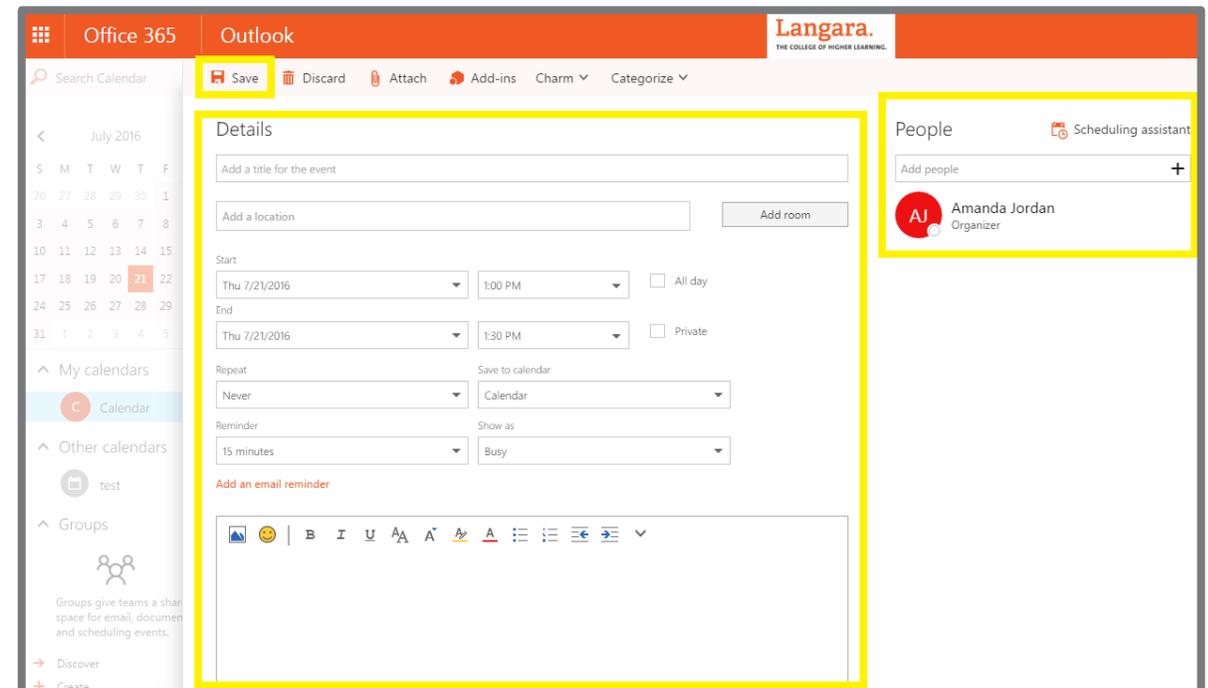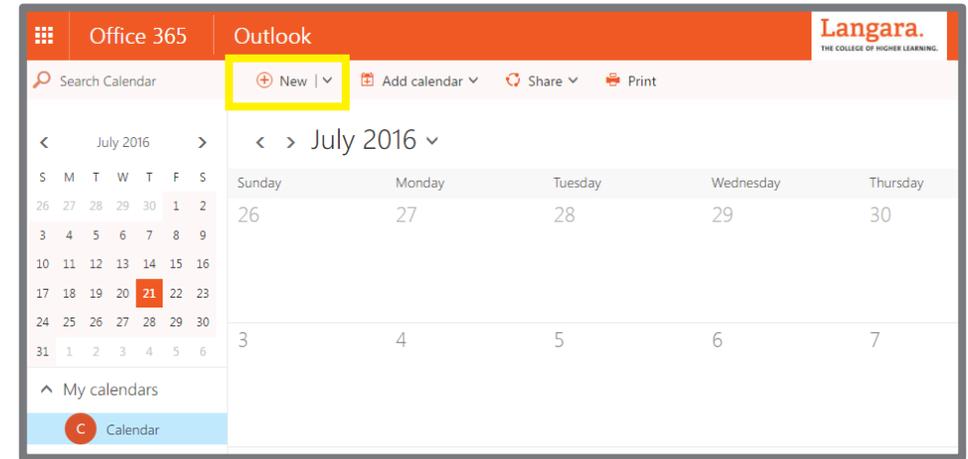
Share your calendar with others

With Office 365 you can share your calendar with anyone inside or outside your organization. When you share your calendar with someone inside your organization, they will be able to add it directly to their calendar view in Outlook Web App. People outside your organization will be sent a URL that they can use to view your calendar.

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Share your calendar with others

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

2. 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.

3. Select how much information you want them to see, and then select **Send**.

   - **Full details** will show the time, subject, location, and other details of all items in your calendar.

   - **Limited details** will show the time, subject, and location, but no other information.

   - **Availability only** will show only the time of items on your calendar.
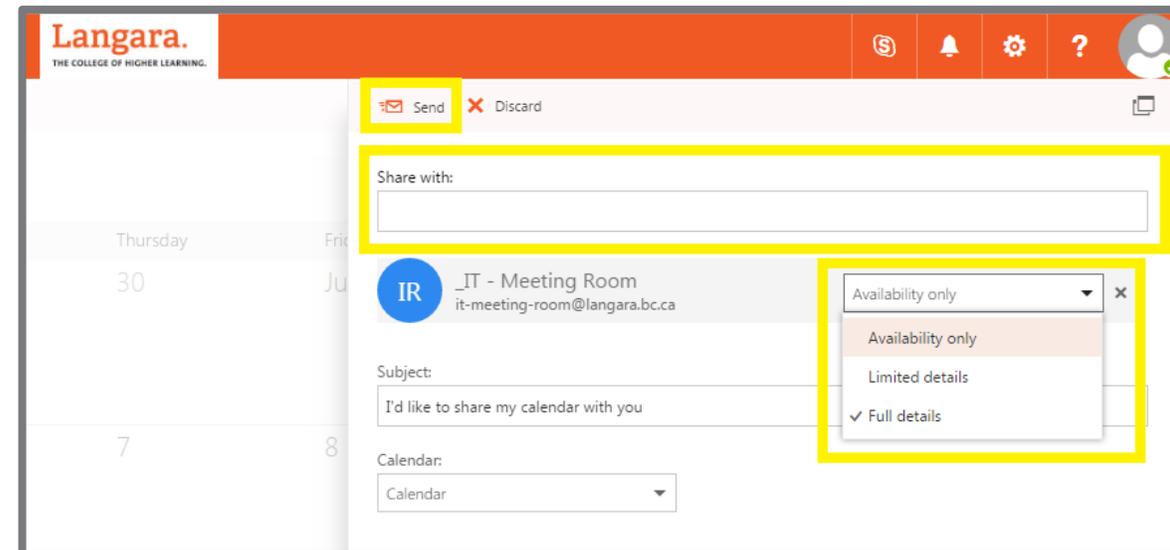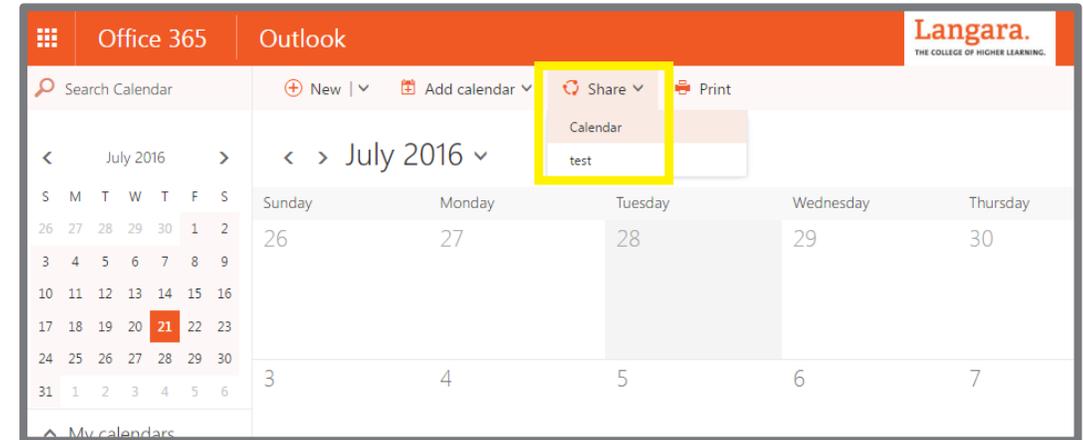
View a shared calendar

Others can share their calendar with you, and depending on the permission they give you, you'll be able to view their calendar, edit it, or act as a delegate for meeting requests.

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View a shared calendar

When someone shares their calendar with you, you receive a notification with information about your access.

1. Select **+ADD CALENDAR**, to accept the shared calendar.

2. Choose **Calendar**, using the app launcher in the upper left corner

3. Then go to your **Calendar** tab on the left of the screen and select the shared calendar (under **Other Calendars)** to view the items.

4. The calendar items will appear side-by-side on the calendar

Search your email or calendar

There are multiple ways to search for your email messages, people or calendar items.

Search your email or calendar

You can search for messages and people in Outlook Web App by using the search box at the top of each window.

1. Choose **Mail**, using the app launcher in the upper left corner.

2. Type what you want to search for in the **Search mail and people** box and press **Enter**.

3. Refine your search by selecting one of the filters below the search box

To search your Calendar:

1. Choose **Calendar**, using the app launcher in the upper left corner.

2. Type what you want to search for in the **Search Calendar** box and press **Enter**.
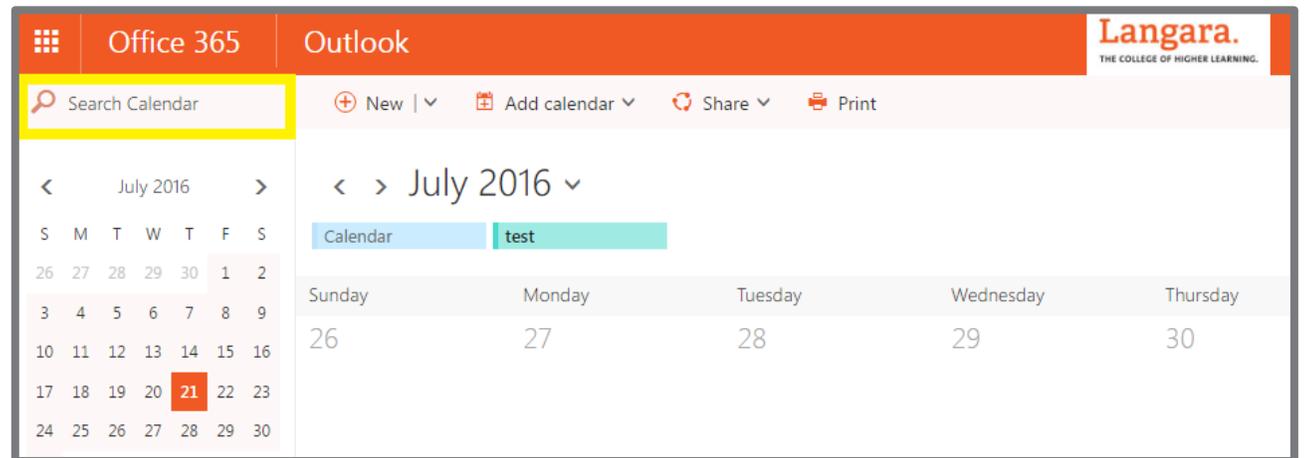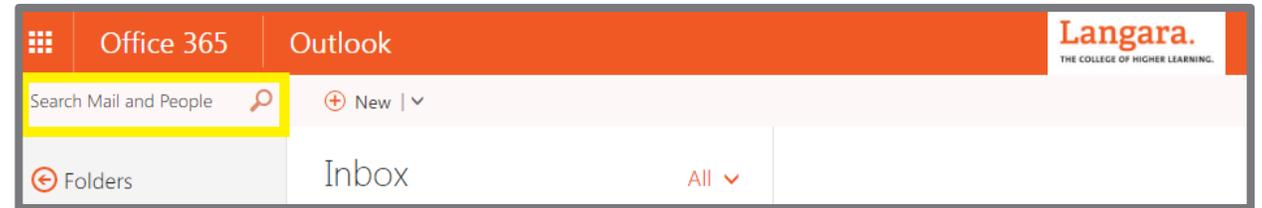
Assign tasks for yourself

You can use tasks to set up a to-do list for yourself that's available on all your devices.

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Set up a task for yourself

1. Choose **Tasks**, using the app launcher in the upper left corner.

2. In the upper-left corner of the window, select **+New**.

3. Fill out details such as a subject, due date, and other information about your task.

4. Choose **Save** when you're done.
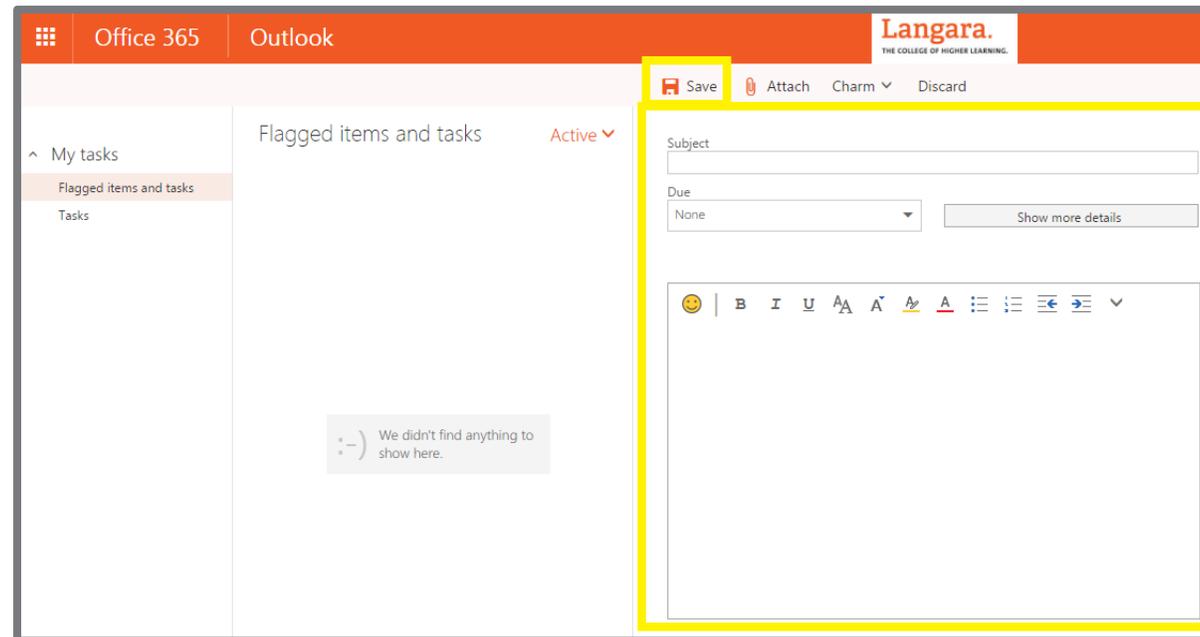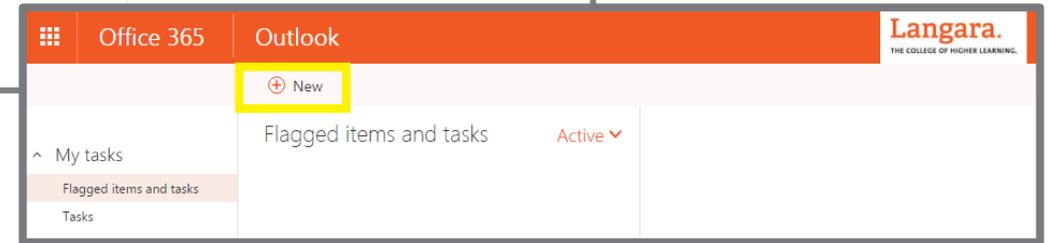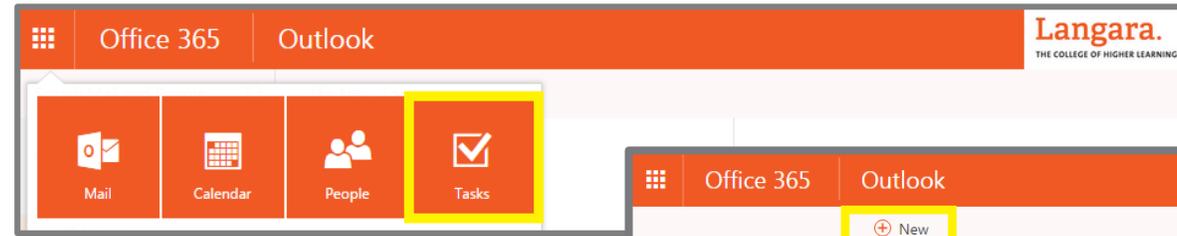
Additional resources

Some additional information on the new email interface and resources for connecting your Office 365 email account to your mobile device:

- **Getting Started in Outlook Web App**

- **What's new in Outlook Web App**

- **How to set up your Langara O365 email on iOS (iPhone, iPad, iPod)**

- **How to set up your Langara O365 email on Android devices**

- **How to set up your Langara O365 email on Windows phones**

- **How to set up your Langara O365 email on other devices**

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