

Outlook Web APP

Overview

The Outlook Web App (OWA) for Business offers access to your Mail, Calendar, People, and Tasks from anywhere with an internet connection via your Web browser.

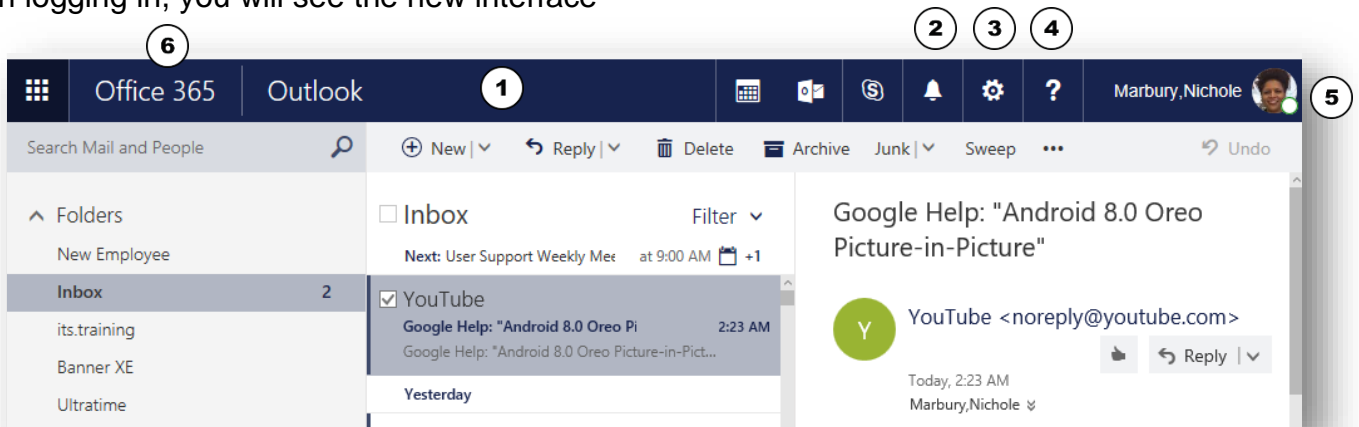
Using Outlook on the web, you get:

- 50 GB of space
- A web experience that syncs with the client application, Outlook for Mac or PC
 - This means everything looks the same on both platforms.
- Online help
- Access from anywhere that you can get to a browser.

Access your email: using your email address and password. Ex: jdoe@wccnet.edu

- Via the [WCC Gateway](#)
- Or via portal.office.com

Upon logging in, you will see the new interface



Number	Title	Description
1	Navigation Bar	Pin up to three additional apps for instant access.
2	Notification	Click to view email/calendar and other notifications
3	Settings	View/change theme, Start page, etc.
4	Help	Opens the Office 365 help.
5	User Settings	Edit picture and view account information
6	Office 365	Office 365 Home Page/ Install software on personal devices.

MAIL

Folders Pane

By default, you only see the folders that were added to your favorites list. To see your full folder list, Click **More**

Search Mail and People:

To locate a person and or their email, type their name, or type text that you want to search for to find a particular message.

Inbox:

By default, messages are displayed in a Focused Inbox and in Conversation view, with the reading pane displayed to the right. The filter control allows you to sort, or choose how you view your messages.

Conversation View

Conversation view groups messages by subject regardless of date and time sent. Conversation view is turned on by default; however, you may turn it off.

If you do not want to see all emails grouped together, you can turn off Conversation view by:

1. Clicking the arrow next to the filter button.
2. Under show as, **Click Messages**

Focused Inbox

The purpose behind this feature is for you to focus on the most important items in your inbox by moving unimportant ones to a separate tab called Other.

To Turn Off

1. Click the arrow next to the filter button.
2. Click Show Focused Inbox, to uncheck

Change default from Reply All

The default reply setting has changed from "reply" to "reply all". This could cause users to inadvertently reply to all users in an email thread when they intended to reply to a single sender.

To change default back to reply

1. Click on a message
2. In the Reading Pane, locate the arrow next to reply all
3. Click change default,
4. Choose Reply