

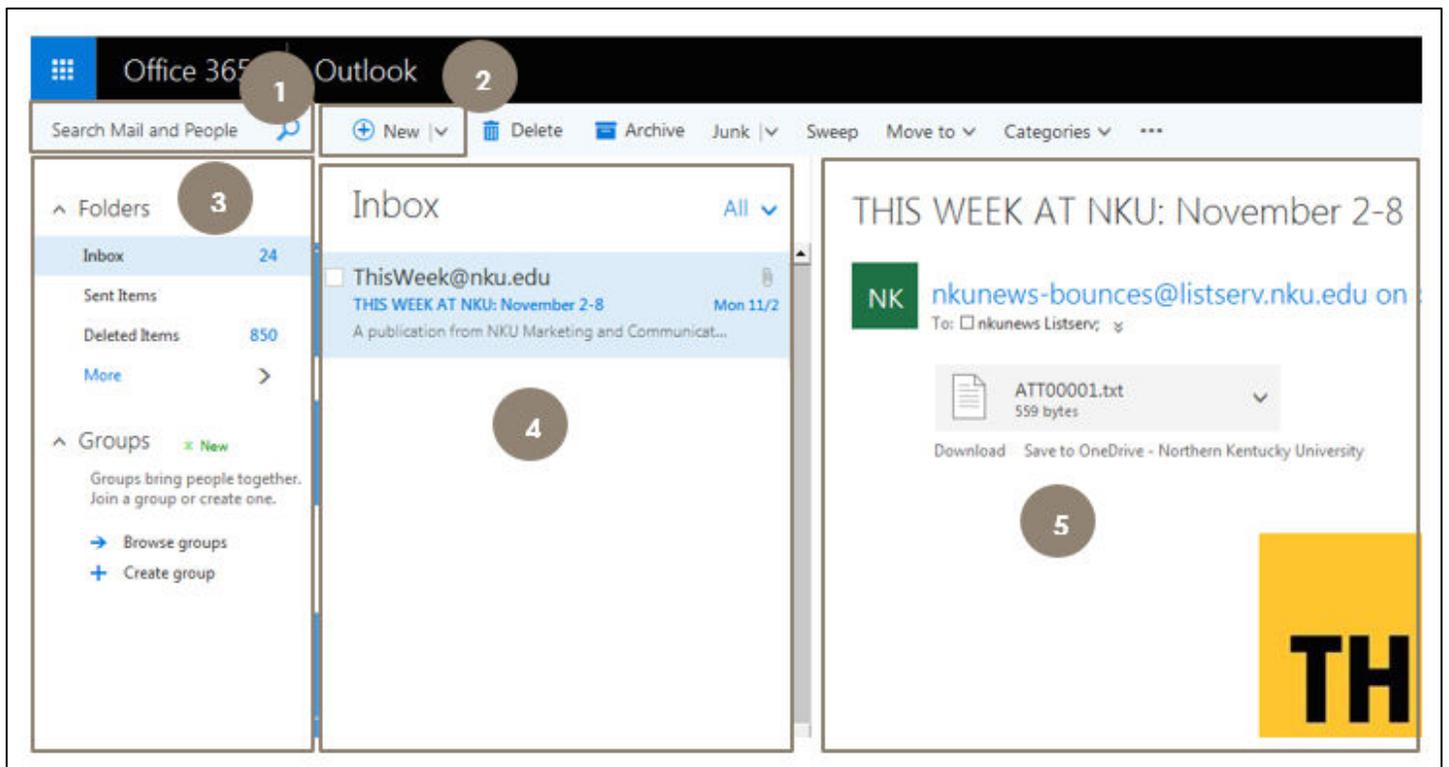
OFFICE 365 – OUTLOOK WEB APP

OVERVIEW

This document will discuss the basics of working with the new Outlook Web App using a web browser.

To log in, go to webmail.nku.edu, and click on "Office 365 for Faculty/Staff". You can then log in with your NKU username and password.

When you first sign in, you will be taken directly to your inbox. The new web app is designed to be very similar to Outlook. Certain functions may be in different places than you are accustomed to in Outlook.



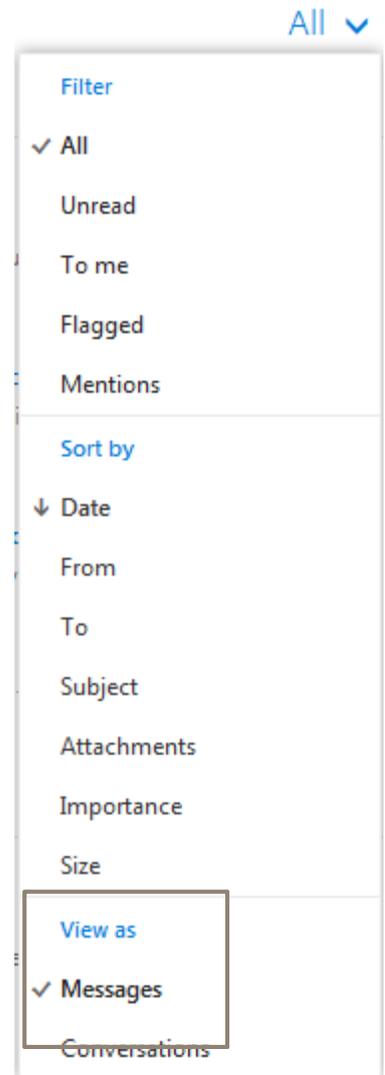
1. Search your mailbox for emails and appointments.
2. Create a new email.
3. View your folders. Click the "More" button to view all of the folders that you see in Outlook.
4. Your inbox appears in this area.
5. The message preview pane appears in this area.

MANAGING YOUR INBOX

In the upper right corner of the inbox, you can click on the “All” icon to choose which types of emails you want to display (only your unread emails, for example). You can also sort by date, from, subject, etc.

By default, all messages are organized as conversations. If you have a message with several replies, they are all accessed by clicking on the original email in the inbox. For example, if you have an email with 3 replies, there will not be 4 separate items in your inbox. They will all be grouped together, and you must access them by clicking on the original email.

To turn this feature off, and view each email separately, click “Messages” under “View As” at the bottom of the list.

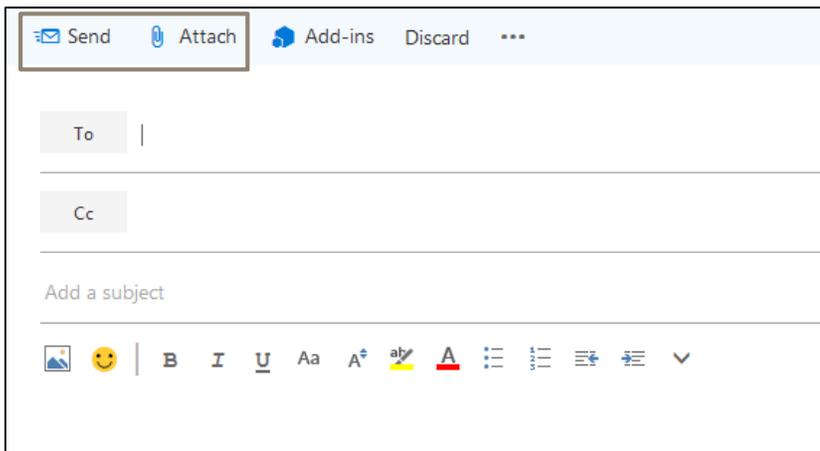


COMPOSING AN EMAIL

As you begin typing in the “To” or “Cc” areas, a list of your most frequent contacts will be suggested. At the bottom of this list, there is an option to search the entire campus directory.

Both the “Send” and “Attach” icons are in the upper left corner of the window.

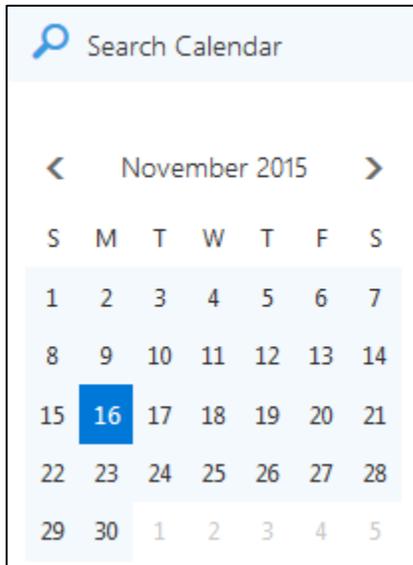
By default, new emails are located in the same window as your inbox, taking over the message preview pane. If you prefer to have the new email in its own window, you can click the Pop-out window icon  on the upper right.



MANAGING YOUR CALENDAR

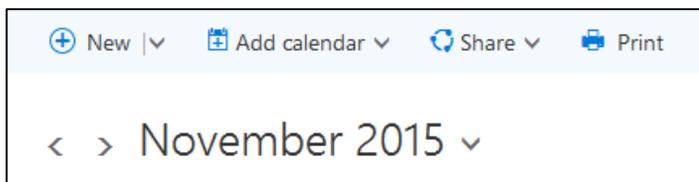
To access your calendar, click the menu icon in the upper left corner. This will allow you to access the various Outlook features such as People and Tasks, as well as Microsoft Office online.

Click the Calendar icon to view your calendar.



The monthly calendar on the left side allows you to view future or previous months, and select specific days in which to create new events. You can also use the "Search Calendar" area to find specific events.

At the top of the calendar, you will see options to change the current month, add new calendars, share your calendar with others, and printing options. By default, the calendar view is set to "Month". This can be changed on the upper right corner of the screen.



CREATING A NEW EVENT

Unlike Outlook, most of the items needed for creating an event are all on the same screen. A few of the important items are highlighted below.

The screenshot shows the 'Details' pane in Outlook. At the top, there is a ribbon with buttons for 'Save', 'Discard', 'Attach', 'Add-ins', 'Charm', and 'Categorize'. The 'Save' button is circled with a '1'. Below the ribbon, there is a text box for 'Add a title for the event'. Below that is a text box for 'Add a location' and an 'Add room' button. The 'Attach' button is circled with a '2'. The 'Start' section has a date dropdown (Sun 11/22/2015), a time dropdown (8:15 AM), and an 'All day' checkbox. The 'End' section has a date dropdown (Sun 11/22/2015), a time dropdown (8:45 AM), and a 'Private' checkbox. The 'Repeat' dropdown menu is circled with a '3' and is set to 'Never'. Below it is a 'Save to calendar' dropdown menu set to 'Calendar'. There are also 'Reminder' and 'Show as' dropdown menus. At the bottom, there is a rich text editor toolbar.

1. Save the current event to your calendar.
2. Attach files to the event.
3. Set up a recurring meeting.

To add people to your event, use the People section to the right. Simply type their names in the "Add People" section, and they will appear in the list below. Once you have added people to your event, "Send" will replace "Save" in the upper left of the event.

The screenshot shows the 'People' section in Outlook. At the top right, there is a 'Scheduling assistant' icon. Below it is a search bar labeled 'Add people' with a plus sign. Below the search bar is a list of people, with one person labeled 'Organizer'.

QUESTIONS?

Having trouble following the instructions in this PDF?
Contact the IT Help Desk at <http://oit.nku.edu/help.html> or by phone at (859) 572-6911.