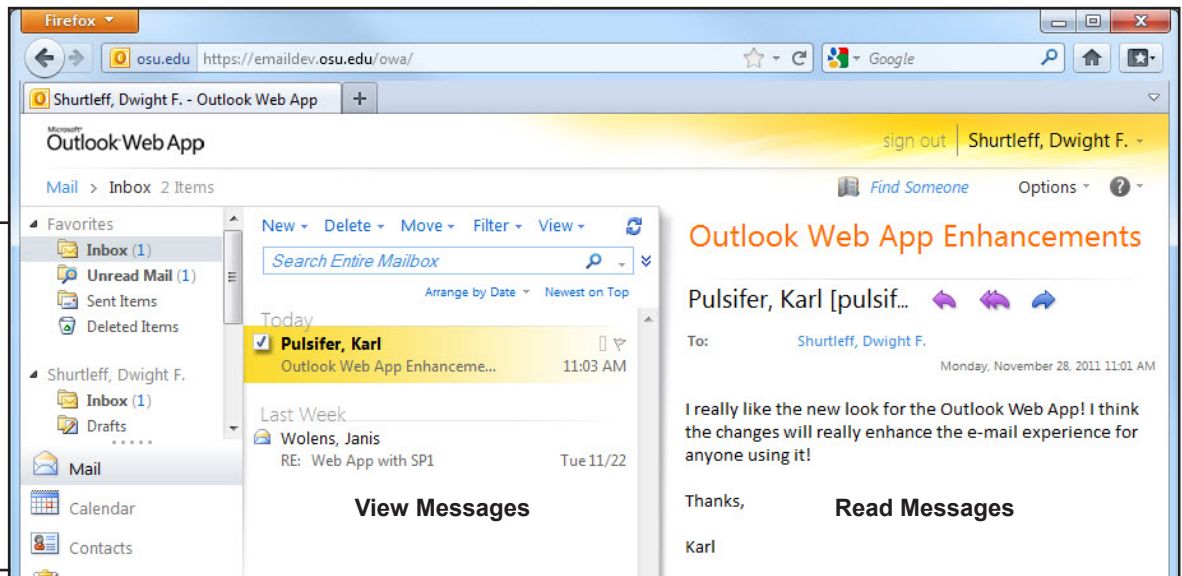


Outlook Web App

Quick Reference

Outlook Web App Window

Navigation pane



Mail: Contains your mail folders, including your Inbox, Sent Items, and Favorites (frequently-accessed folders).



Calendar: Used for scheduling, organizing, and also viewing your own calendar side-by-side with others.



Contacts: Used for storing names, addresses, and phone numbers for individuals and for creating mailing lists.



Tasks: Used for organizing, tracking, and delegating to-do items.



Public Folders: Collect, organize, and share information with others at The Ohio State University.

Contacts

- **View contacts:** Click **Contacts** in the Navigation pane.
- **Create a new contact:** Click **New**. Fill in the contact's information and click **Save and Close**.
- **Edit a contact:** Double-click the contact line.
- **Find a contact:** Type a search key in **Search Contacts**.
- **Delete a contact:** Select the contact and click **[X]** [delete].
- **Arrange by:** Select the drop-down arrow next to **Arrange by** and select a desired arrangement. (e.g., First Name, Last Name or Company).

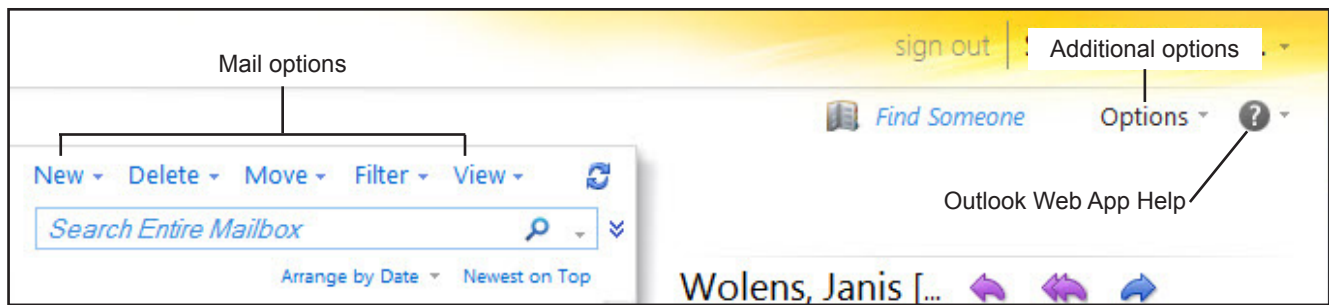
Calendar

- **View calendar:** Click **Calendar** in the Navigation pane.
- **Change views:** Click Day, Work Week, Week, or Month.
- **Schedule and plan items:** Click the drop-down arrow next to New and select the desired option (e.g., Appointment, Meeting Request, or Message).
- **Reschedule an item:** Double-click the meeting, appointment, or event entry on your calendar. Make the changes and click **Save and Close**.














Tasks

- **View tasks:** Click **Tasks** in the Navigation pane.
- **Schedule tasks:** Type the task name in the *Type a new task box*. *Alternatively:* Click the drop-down arrow next to New and select an option from the menu.
- **Complete a task:** Click the **[Check-box]** next to the task.
- **Delete a task:** In **Tasks** view, select the task and click **[X]** [Delete].
- **Recurring task:** Double-click the task and then click **Repeat...**. Select the pattern to use.






Message View









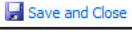









Messages: Basic Tasks

- **Access the Inbox:** Click **Mail** in the Navigation pane and then click **Inbox**.
- **Open a message:** Open a mail folder and click a message to preview or double-click to open it.
- **Open an attachment:** Click the file listed next to **Attachments**.
- **Reply to message:** Select the message; click  [Reply]; type your response; and click .
- **Reply to all recipients:** Same as replying except click  [Reply All].
- **Forward a message:** Same as replying except click  [Forward].
- **Delete a message:** Select the message and click .
- **Create a new message:** Click . Fill in the **To**, **CC**, and **Subject** in the message header, type your message, and then click .
- **Attach a file:** Before sending the message, click  [Attach File]. Navigate to the file to include and then click .
- **Send a blind carbon copy:** Click . Check  and click .
- **Save a message as a draft:** Click  [Save]; the message is moved to the Drafts folder.

Note: Following are indicators that can appear next to messages.

-  Message has not been read.
-  Message has been read.
-  File is attached to the message.
-  Message is high priority.
-  Message is low priority.

Advanced Tasks

- **Flag a message:** Right-click  [Inactive Flag] next to the message and then select a flag type (e.g., Today, Tomorrow, etc).
Alternatively: Select the message and then click  [Flag] to display a contextual menu.
- **Clear a flagged message:** Select the message; click  [Flag] and then select "Clear Flag."
- **Color categorize a message:** Select the message; click  [Categorize] and then select a color category (e.g., Blue, Green, etc).
- **Move a message:** Select the message and drag it to another folder in the Navigation pane.
- **Create a distribution list:** Click **Contacts** in the Navigation pane. Click the drop-down arrow next to **New** and select  **Group**. Click  to add individuals to the group and then click  when complete.
- **Create a signature:** Click  and then select **Settings**. Add your information in the "Email Signature" space provided on the **Mail** tab and click  in the lower right-hand corner. Click **My Mail** to exit out of Options.
- **Change message options:** Click  and then select **Settings**. Select the desired options on the **Mail** tab and click  in the lower right-hand corner. Click **My Mail** to exit out of Options.
- **Use the Rules Wizard:** Click  and then select **Organize E-Mail**.
 - Select the drop-down arrow next to **New**.
 - Select the type of rule from the list.
 - Select the conditions to apply.
 - Select the actions to apply.
 - Select any exceptions.
 - Specify a name for the rule.
 - Click **Save** in the lower right-hand corner.
 - Click **My Mail** to exit out of Options.
- **Set Out of Office:** Click  and then select **Set Automatic Replies**. Select the radio button **Send automatic replies**. Enter a time period, type a message, and click . Click **My Mail** to exit out of Options.
- **Change Password:** Click  and then select **Change your password**. Change your password and click . Click **My Mail** to exit out of Options. Changing your password here changes your password for the Outlook Web App and your Outlook Client E-mail.