

Jumpstart Guides

OUTLOOK ON THE WEB

Manage your email from any browser on any computer

- Email services provided with Office 365
- Accessible thru outlook.office365.com
- NOT to be confused with Outlook.com, the free email service for general public

The screenshot shows the Outlook on the Web interface with several callout boxes pointing to specific features:

- Create a new email or calendar event**: Points to the '+ New' button in the top ribbon.
- Delete currently selected emails**: Points to the 'Delete' button in the top ribbon.
- Move current selection to an archive folder**: Points to the 'Archive' button in the top ribbon.
- Bulk delete emails using rules based on the current selection**: Points to the 'Junk' button in the top ribbon.
- More options like Move to Clutter so it learns what is important to you**: Points to the 'Sweep' button in the top ribbon.
- Pick a folder to bulk move emails out of the current folder**: Points to the 'Move to' button in the top ribbon.
- Access all your settings (more details inside)**: Points to the gear icon in the top right corner.
- Set current selection as junk or phishing emails**: Points to the 'Categories' button in the top ribbon.
- Categorize emails with a color and label**: Points to the 'Categories' button in the top ribbon.

The interface shows a sidebar with folders (Inbox: 34), a main view of the 'Inbox' with several emails, and a right-hand pane showing a 'Capital Expenditure Request' email from David So with a 'Production.vsd' attachment. A context menu is open over the email, showing options like 'Reply', 'Reply all', 'Forward', 'Reply all by meeting', 'Delete', and 'Delete all messages from David So'.

For more information please contact
info@o365support.com.

Disclaimers: Accuracy of this guide is subject to Office 365 changes and the Office 365 release schedule for your organization.

Find emails that Outlook thinks is cluttering up your inbox here. Moving Emails in and out of the Clutter folder makes Clutter smarter.

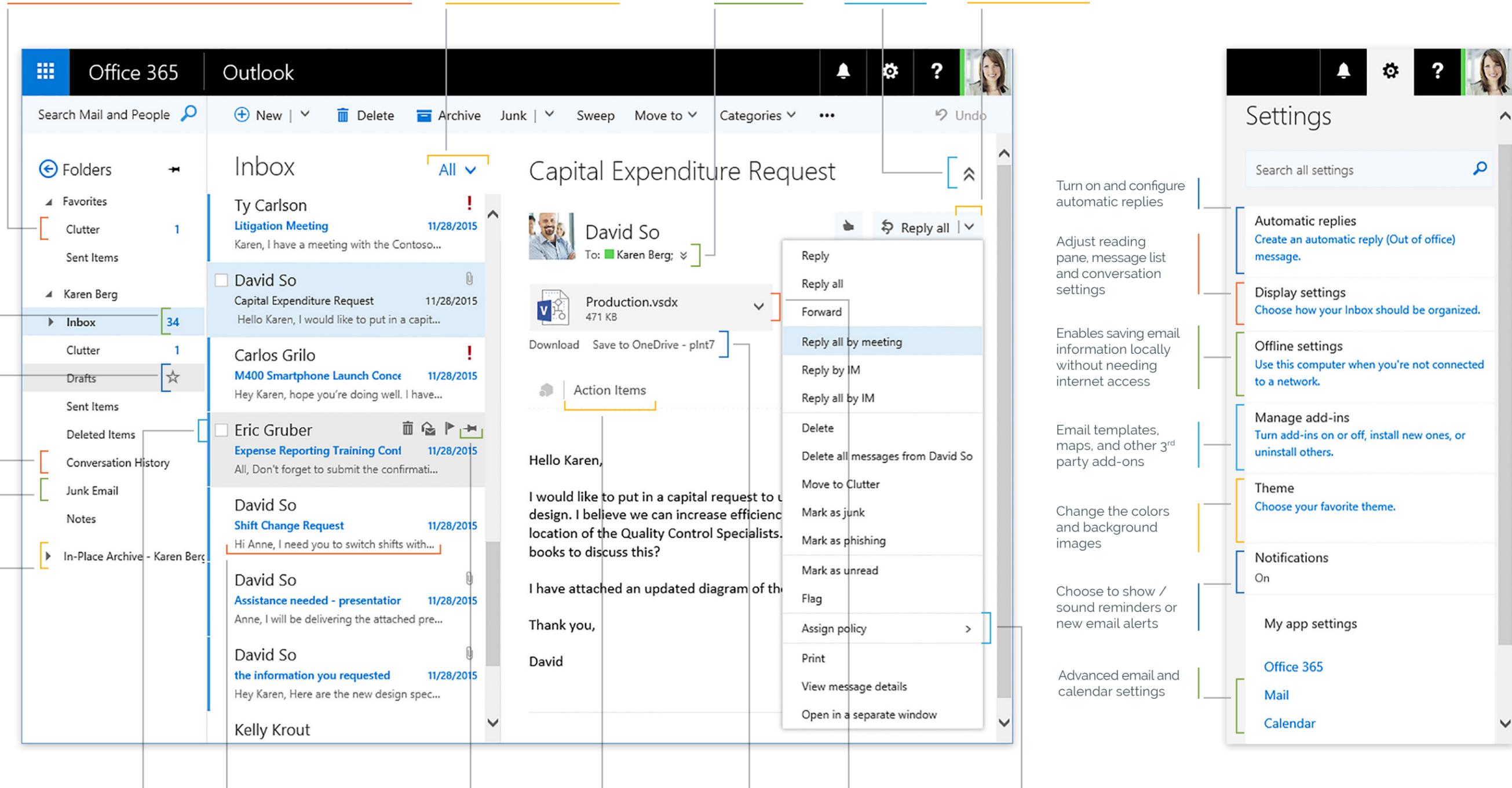
Change how your emails are filtered, sorted and displayed

Expand for more recipient details

Collapse this conversation thread

Click for the full list of actions you can perform on the email

Settings



This is the total number of unread emails in this folder

Hover over a folder and click the star to add it to Favorites above

Skype chats are logged here

Spam and other harmful email get moved here automatically

Your license may include in-place archive; get to it here

Select one or more emails using these checkboxes

Click an email to view it in the right pane or drag to a folder on the left

Delete, mark as read/unread, flag for follow-up, pin buttons appear when hovering over an email

Smart actions or installed addon options will appear here

Quick link actions for the attachment

Attachment menu to view, download, save attachments depending on its type

With in-place archive enabled, you can change which archive/ delete policy will get applied

Turn on and configure automatic replies

Adjust reading pane, message list and conversation settings

Enables saving email information locally without needing internet access

Email templates, maps, and other 3rd party add-ons

Change the colors and background images

Choose to show / sound reminders or new email alerts

Advanced email and calendar settings

New Email

Once your email is ready to send, click here

Click here to search your contacts and organization's directory

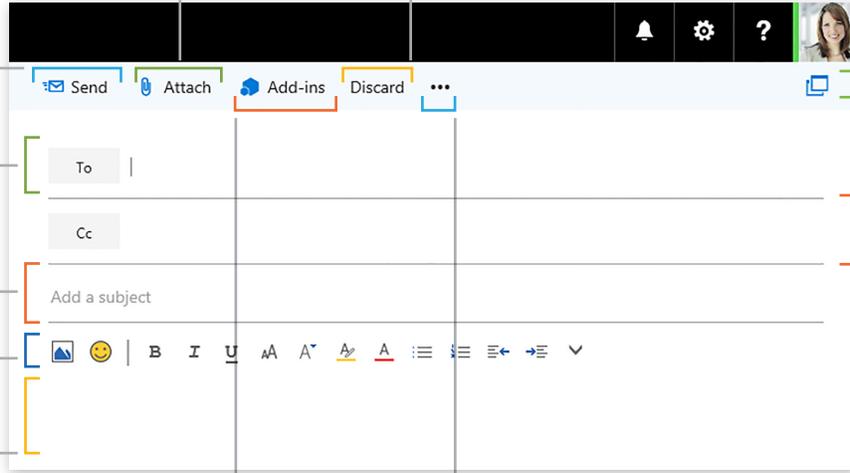
Enter the subject of your email

Insert images and format the body text

Enter the body of the message here

Upload one or more files to send with the email

Change your mind; delete this draft



Draft the email in its own window

Type the name or email addresses of the recipients

Click to show the add-ins right panel like Template emails

Show Bcc line, set importance, save for later and more

New Calendar Event

View calendar of all participants to help pick a time that works for everyone

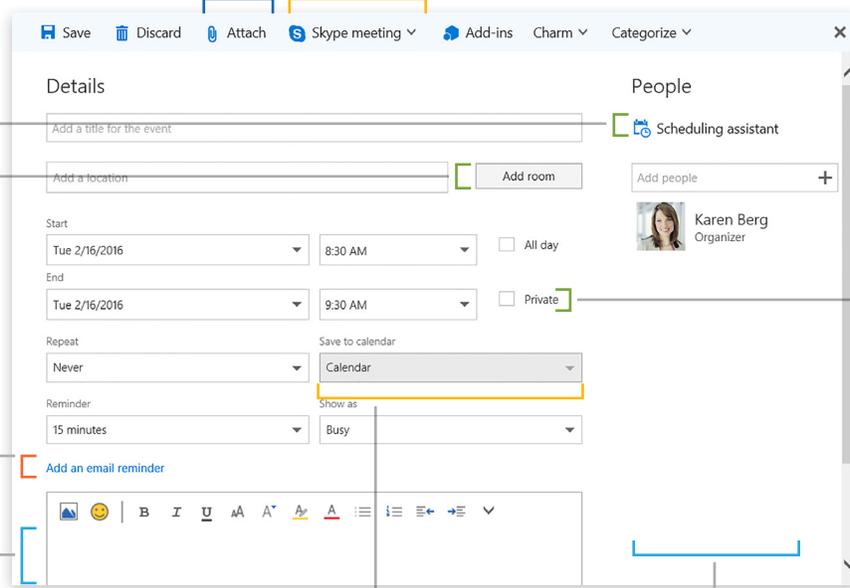
Reserve one of your organization's rooms for this event

Get notified and optionally send to everyone too

Additional info about the event go here

Upload files to include with this event

Add details for holding the meeting online



Enter names/ email addresses of people to invite

Only date/time, are visible if others use Scheduling Assistant

Choose which of your calendars to save this event to

All participants are listed here

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