

Office 365 Outlook Web Application (Webmail)

Table of Contents

Introduction	2
Logging In	2
Navigation Bar	2
Email	3
Creating Messages.....	4
Reading Messages	5
Replying to Messages	7
Forwarding Messages.....	7
Pinning Messages	8
Flagging Messages.....	8
Printing Messages.....	9
Deleting Messages.....	9
Moving Messages	10
Filtering and Sorting Messages.....	10
Managing Folders	11
Creating Folders	11
Renaming Folders	12
Deleting Folders	12
Emptying the Deleted Items Folder.....	12
Creating Signatures	13
Turning on Automatic Replies	14
Calendar	14
Creating Appointments	15
Editing or Deleting Appointments.....	16
Creating Meetings	17
Rescheduling or Canceling Meetings.....	18
Responding to Meeting Invitations	19
People	19
Creating Contacts	20
Editing Contacts.....	21
Deleting Contacts	21
Creating and Editing Contact Lists.....	22
Logging Out	23

Introduction

The **Microsoft Office 365 Outlook Web Application** (previous Webmail) is a web-based email system for NYGH staff, physicians and volunteers. It allows users to access their email, calendar, and contacts from any computer with an Internet connection. This handout provides an overview of the Office 365 Outlook Web Application user interface and covers how to perform basic tasks such as sending and receiving messages, creating signatures, turning on automatic replies, managing folders, creating appointments and meetings, and creating contacts and contact lists.

Logging In

You can log in to Office 365 Outlook Web Application using your NYGH email account name and password. The account name is **username@nygh.on.ca**. (For example, if your user name is abcde, your account name would be abcde@nygh.on.ca.)

To log in to Office 365 OWA:

Launch a web browser, go to <http://office.com> and enter your NYGH account name and password (see Figure 1 and Figure 2).

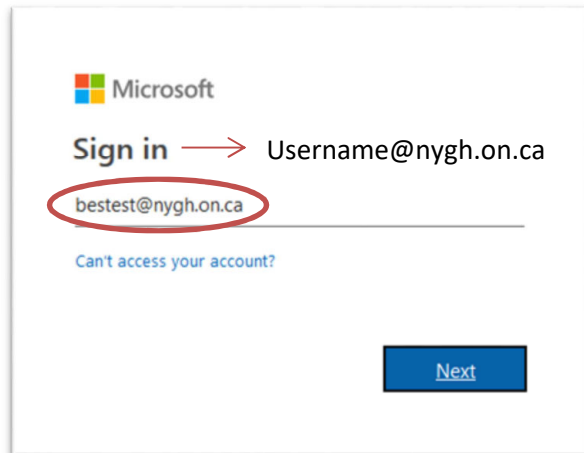


Figure 1 – Portal Login – Account Name

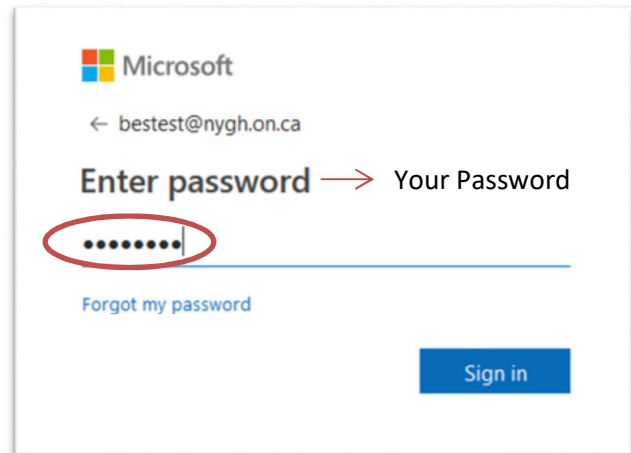






Figure 2 – Portal Login – Password

Navigation Bar

The **Navigation** bar is located at the top of the Office 365 OWA user interface and provides quick access to the main components of OWA (see Figure 3). Click the **Notifications** icon  to access your notifications, the **Settings** icon  to access and customize your OWA settings, or the **Help** icon  to access online help. To launch other Office 365 apps or services (such as Calendar, People, or OneDrive), click the **App launcher**  on the left side of the **Navigation** bar, and then click the desired tile (see Figure 4).

Special Note: Outlook is currently the ONLY application within Office 365 supported by Information Services.



Figure 3 – Navigation Bar

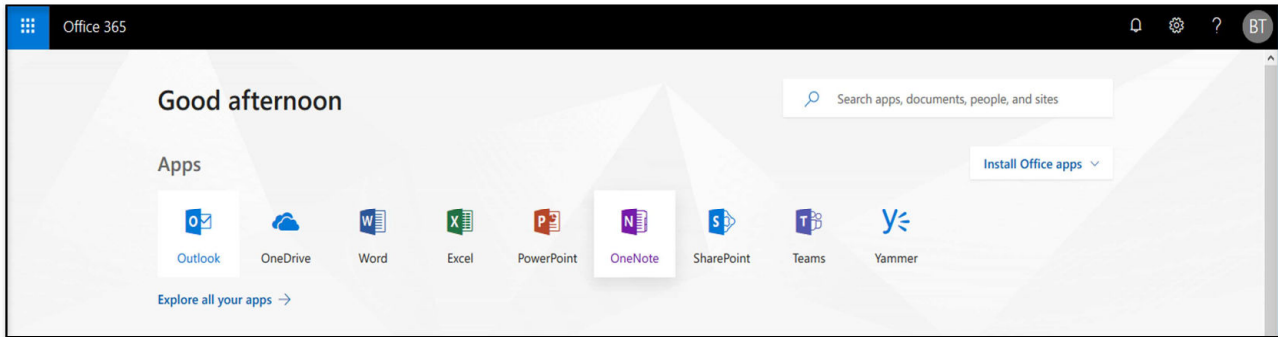




Figure 4 – App Launcher

Email

The **Email** app of Office 365 OWA provides all the tools you need to send, respond to, organize, filter, sort, and otherwise manage email messages (see Figure 5 and Table 1). When you log in to Office 365 OWA, the email app launches by default. If you launch another app, you can switch back to your email by clicking the Outlook icon  from the App Launcher .

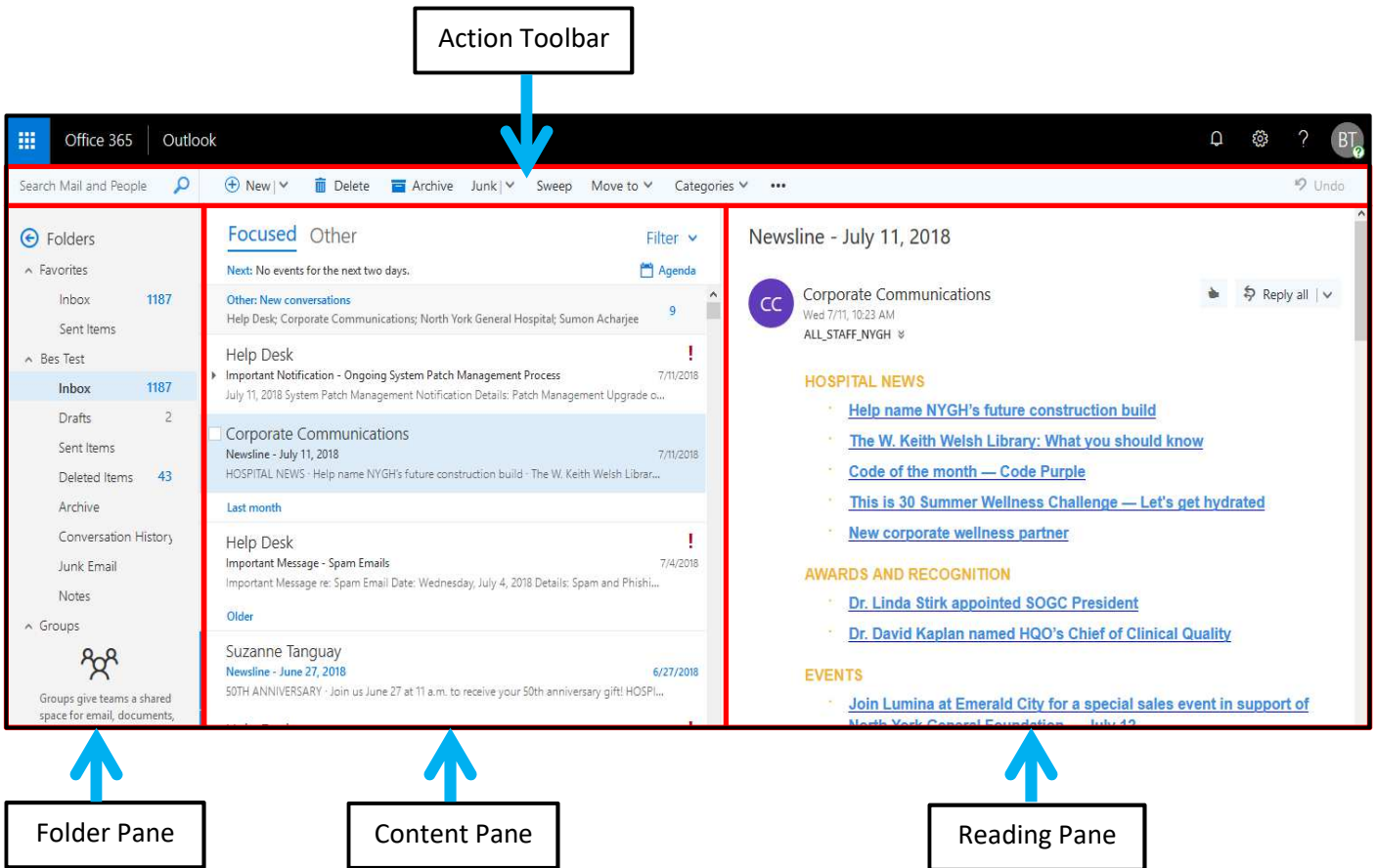





Figure 5 – Email App

Table 1 – Email App Elements

Name	Description
Action toolbar	Provides quick access to the most commonly used commands, including search.
Folder pane	Displays the folders in your mailbox. Click the Expand arrow  to show the folder list, or click the Collapse arrow  to hide it. To display all folders, click More at the bottom of the folder list. To expand or collapse a folder that contains subfolders, click the triangle icon  next to the folder name.
Content pane	Displays a list of all the messages in the current folder. Pointing to a message displays icons that you can use to quickly delete, mark as unread, flag, or pin the message. Right-clicking a message displays a menu of actions that you can take.
Reading pane	Displays the contents of the selected message, and allows you to read and compose messages.

Creating Messages

Creating an email message is a relatively simple process. Every message must have at least one recipient. You can direct a single message to multiple recipients by including multiple email addresses in the **To** field or by using the **Cc** or **Bcc** fields.

- The **To** field is for primary message recipients. Usually, these are the people that you want to respond to the message.
- The **Cc** field is for **carbon copy** recipients. These are usually people that you want to keep informed about the subject of the message, but from whom you do not require a response.
- The **Bcc** field is for **blind carbon copy** recipients. These are people that you want to keep informed, but whom you want to keep hidden from other message recipients.

To create a message:

1. In the **Mail** app, click **New** on the **Action** toolbar (see Figure 6). A blank **Message** form displays in the **Reading** pane (see Figure 7).





Figure 6 – New Button on the Action Toolbar




Figure 7 – Message Form


- In the **To**, **Cc**, or **Bcc** field, type the email address of each recipient, and then press the **Enter** key.

NOTE: The **Bcc** field is not displayed by default. You can display it by clicking the **More commands** icon  on the **Action** toolbar, and then clicking **Show Bcc** on the menu.

- In the **Subject** field, type the subject of your message.
- In the **Message** field, type the message that you want to send.
- To change the importance level of the message, click the **More commands** icon , point to **Set importance** on the menu, and then click the desired level (**High**, **Normal**, or **Low**).

NOTE: By default, new messages have their importance level set to **Normal**.

- To request a read receipt, click the **More commands** icon , click **Show message options** on the menu, select the **Request a read receipt** check box in the **Message options** dialog box, and then click the **OK** button (see Figure 8).
- To add an attachment, click **Attach** on the **Action** toolbar, locate and select the file that you want to attach from your **Computer** or **OneDrive**, and then select how you want to attach the file. The attachment appears below the **Subject** field (see Figure 9).

NOTE: You can remove the attachment by clicking the **Delete** button  to the right of the file name.

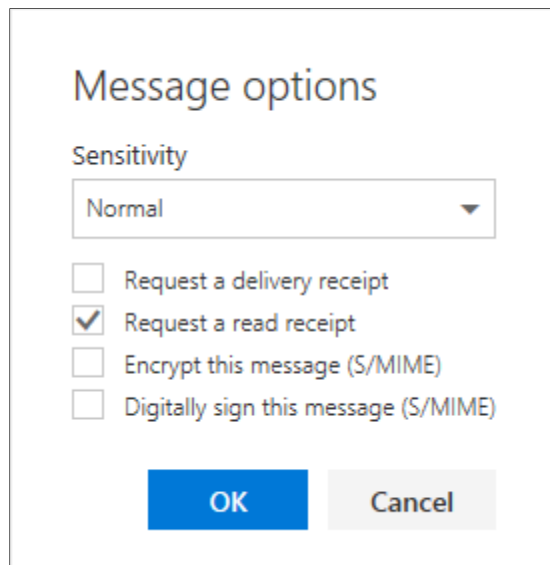


Figure 8 – Message Options Dialog Box

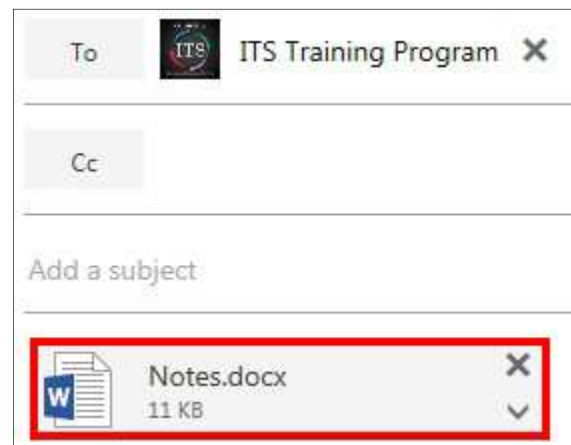



Figure 9 – Email Attachment

- To send the message, click **Send** on the **Action** toolbar.

NOTE: If you want to send the message at a later time, you can save it in the **Drafts** folder by clicking the **More commands** icon , and then clicking **Save draft** on the menu. If you decide not to send the message, click **Discard** on the **Action** toolbar.

Reading Messages

All new messages are automatically delivered to your **Inbox** folder. The number of unread messages in a folder appears next to the folder name in the Folder pane (see Figure 10). Also, a blue bar appears to the left of unread messages in the Content pane (see Figure 11).

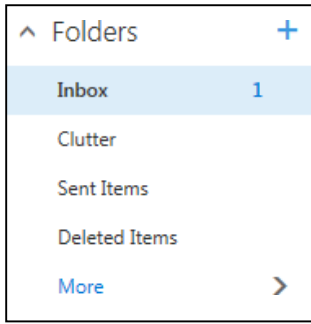


Figure 10 – Folder Pane

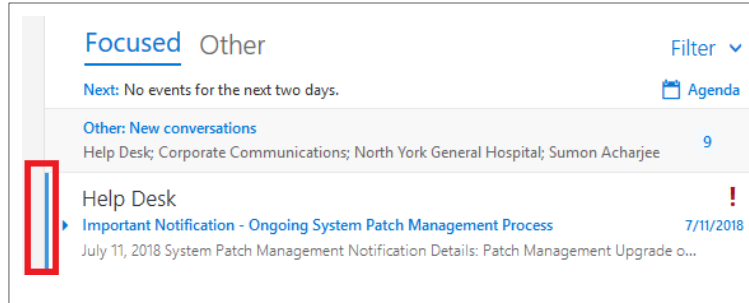







Figure 11 – Unread Message in the Content Pane

The message list in the Content pane displays the header of each message (see Figure 11). The message header provides basic information about a message such as the sender’s name or email address, the subject of the message, and the date or time the message was received. Icons displayed in the message header provide additional information about a message.

- A **Reply** icon  indicates that the message has been replied to.
- A **Forward** icon  indicates that the message has been forwarded.
- A **Paper Clip** icon  indicates that the message includes one or more attachments.
- A **Flag** icon  indicates that the message has been flagged for follow up.
- A **Pin** icon  indicates that the message has been pinned.

To read a message:

1. In the **Content** pane, select the message that you want to read. The message is displayed in the **Reading pane** (see Figure 12).

NOTE: You can open the message in a separate window by double-clicking it in the **Content** pane.

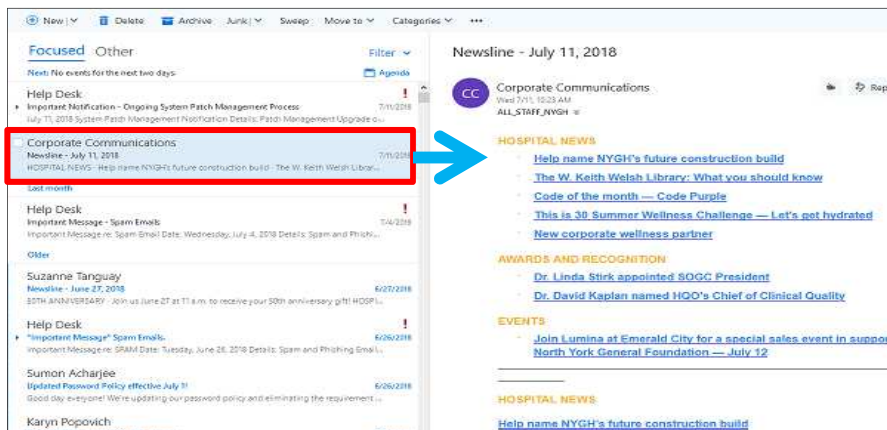



Figure 12 – Message Displayed in the Reading Pane

2. If the message includes an attachment, do one of the following (see Figure 13):
 - To preview the attachment, click the down arrow on the attachment, and then click **View** on the menu. The file opens in the web browser window. When done previewing, click the **Close** button  to close the attachment and return to the email.
 - To download the attachment, click the down arrow on the attachment, and then click **Download** on the menu. The file is saved in the **Downloads** folder on your computer.
 - To save the attachment to your **OneDrive**, click the down arrow on the attachment, and then click **Save to OneDrive – North York General Hospital** on the menu.

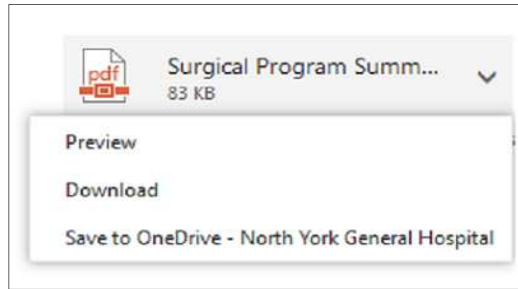



Figure 13 – Attachment Menu

NOTE: It is not recommended to open or save an attachment unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses.

Replying to Messages

When replying to a message, you can reply to the individual sender, or you can reply to the sender of the message and all other recipients. When you reply to a message, the subject is automatically copied from the original message and the **Re:** prefix is added to indicate that the message is a reply. Also, the text of the original message is automatically copied into the new message.

To reply to the sender:

1. In the **Content** pane, select the message to which you want to reply.
2. In the **Reading** pane, click the **More actions** down arrow , and then click **Reply** on the menu (see Figure 14). A **Message** form addressed to the sender displays in the **Reading** pane.
3. In the **Message** field, type your response in the space above the original message.
4. Click **Send** on the **Action** toolbar.

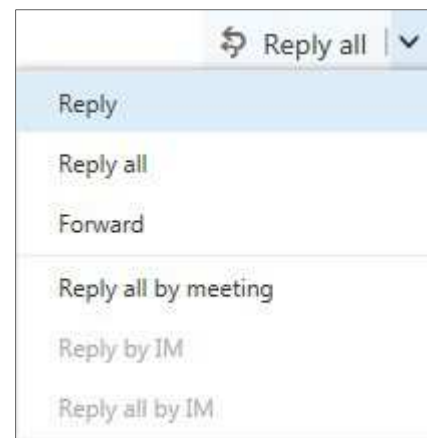



Figure 14 – More Actions Menu


To reply to the sender and all other recipients:

1. In the **Content** pane, select the message to which you want to reply.
2. In the **Reading** pane, click **Reply all** . A **Message** form addressed to the sender and all other recipients displays in the **Reading** pane.
3. In the **Message** field, type your response in the space above the original message.
4. Click **Send** on the **Action** toolbar.

Forwarding Messages

When you receive a message, you can forward it to one or more recipients. When you forward a message, the subject is automatically copied from the original message and the **Fw:** prefix is added to indicate that the message is a forward. Also, the text of the original message is automatically copied into the new message.


To forward a message:


1. In the **Content** pane, select the message that you want to forward.
2. In the **Reading** pane, click the **More actions** down arrow , and then click **Forward** on the menu (see Figure 14). A **Message** form displays in the **Reading** pane.
3. In the **To** field, type the email address of the person that you want to forward the message to.
4. In the **Message** field, type your response in the space above the original message.
5. Click **Send** on the **Action** toolbar.

Pinning Messages

Pins are a great way to keep important messages handy and prevent them from getting buried in a folder. Pinned messages are kept at the top of a folder and are highlighted in yellow (see Figure 15).

To pin a message:

1. In the **Content** pane, select the message that you want to pin.
2. On the **Action** toolbar, click the **More commands** icon , and then click **Pin** on the menu (see Figure 16).

NOTE: You can quickly pin a message by pointing to the message in the **Content** pane, and then clicking the **Pin** icon  that appears. You can unpin a message by clicking the **Pin** icon again.

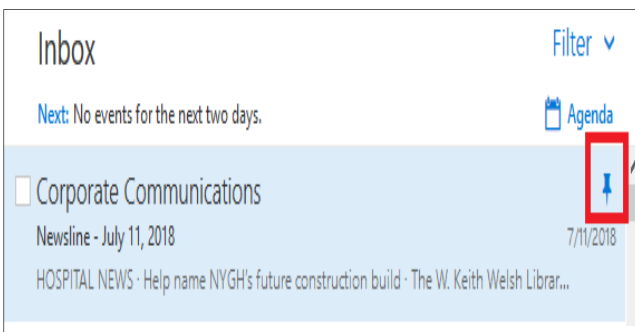


Figure 15 – Pinned Message in the Content Pane

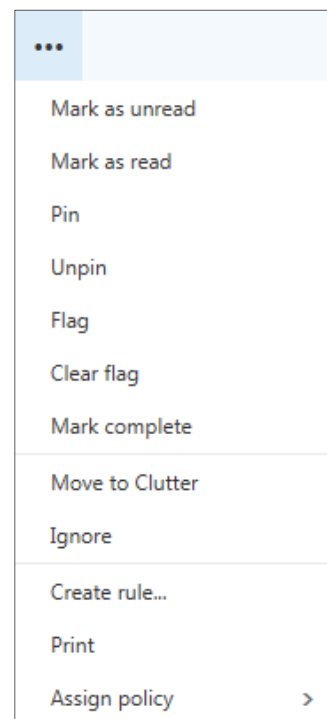




Figure 16 – More Commands Menu

Flagging Messages


You can flag a message to remind yourself to follow up on it later. When you flag a message, **Today** is automatically assigned as the follow-up date. Office 365 OWA includes five preconfigured flags (**Today**, **Tomorrow**, **This week**, **Next week**, and **No date**) that you can use. Flagged messages include a **Flag** icon and are highlighted in yellow (see Figure 17). When you no longer need the flag, you can either mark the message as complete or clear the flag.

To flag a message:

1. In the **Content** pane, select the message that you want to flag.
2. On the **Action** toolbar, click the **More commands** icon , and then click **Flag** on the menu.
3. To change the follow-up date, right-click the **Flag** icon on the message, and then click the desired option on the menu (see Figure 18).

NOTE: You can quickly flag a message by pointing to the message in the **Content** pane, and then clicking the **Flag** icon  that appears.

To mark a flagged message as complete:

1. In the **Content** pane, right-click the **Flag** icon on the message, and then click **Mark complete** on the menu (see Figure 18). The **Flag** icon changes to a **Check Mark** icon .

To unflag a message:

1. In the **Content** pane, right-click the **Flag** icon on the message, and then click **Clear flag** on the menu (see Figure 18).

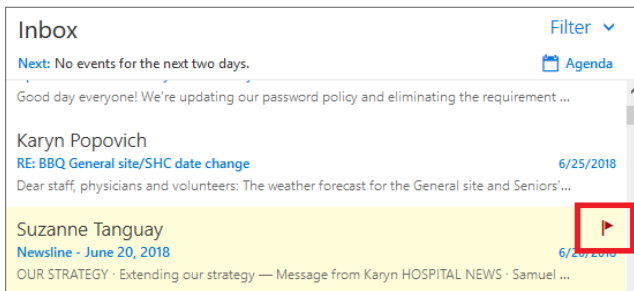


Figure 17 – Flagged Message in the Content Pane

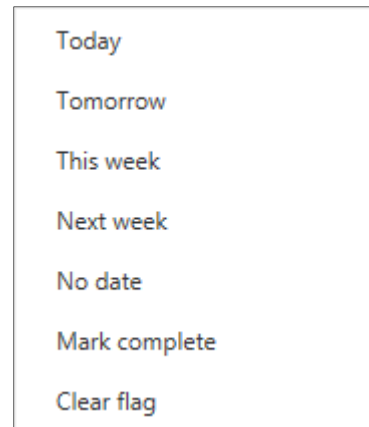




Figure 18 – Flag Menu

Printing Messages

You can print a copy of a message for reference or to store in hard copy format.

To print a message:

1. In the **Content** pane, select the message that you want to print.
2. On the **Action** toolbar, click the **More commands** icon , and then click **Print** on the menu.
3. A printer-friendly version of the message opens in a new window and the **Print** dialog box opens. Select the desired print options, and then click the **Print** button.
4. Click the **Close** button  in the upper-right corner of the **Message** window.

Deleting Messages


Over time, your mailbox can fill with hundreds of messages. You should delete messages that you no longer need. When you delete a message, it is moved to the **Deleted Items** folder.

To delete a message:

1. In the **Content** pane, select the message that you want to delete.
2. Click **Delete** on the **Action** toolbar (see Figure 19).



Figure 19 – Delete Button on the Action Toolbar

NOTE: You can quickly delete a message by pointing to the message in the **Content** pane, and then clicking the **Delete** icon  that appears. If you want to restore a deleted message, move the message from the **Deleted Items** folder to the desired folder.

Moving Messages

You can organize your messages by moving them from your Inbox folder to other folders.

To move a message:

1. In the **Content** pane, select the message that you want to move.
2. On the **Action** toolbar, click **Move to**, and then click the desired folder (see Figure 20).

NOTE: You can also move a message by dragging it to a different folder.

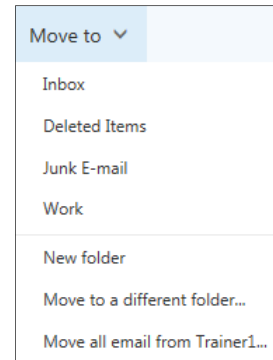



Figure 20 – Move to Menu


Filtering and Sorting Messages

By default, the Content pane displays all the messages in the current folder. The messages are grouped by conversation and are sorted by the date received, with the newest message at the top. You can use filters to show only messages that are unread, messages that are flagged, etc. In addition, you can sort messages by date, subject, size, importance level, etc.

To filter messages:

At the top of the **Content** pane, click the down arrow, , and then click the desired filter in the **Filter** section of the menu (see Figure 21). Only those messages that meet the selected criteria are displayed in the **Content** pane.

To sort messages:

At the top of the **Content** pane, click the down arrow, , and then click the field by which you want to sort the messages in the **Sort by** section of the menu (see Figure 21).

Focused Inbox:

Focused inbox separates your inbox into 2 tabs – Focused and Other. Your most important emails are on the Focused tab while the rest remain easily accessible, but out of the way, in the Other tab. This can be added or removed by click on the **Show Focused Inbox** in the filter section of the menu (see Figure 21).

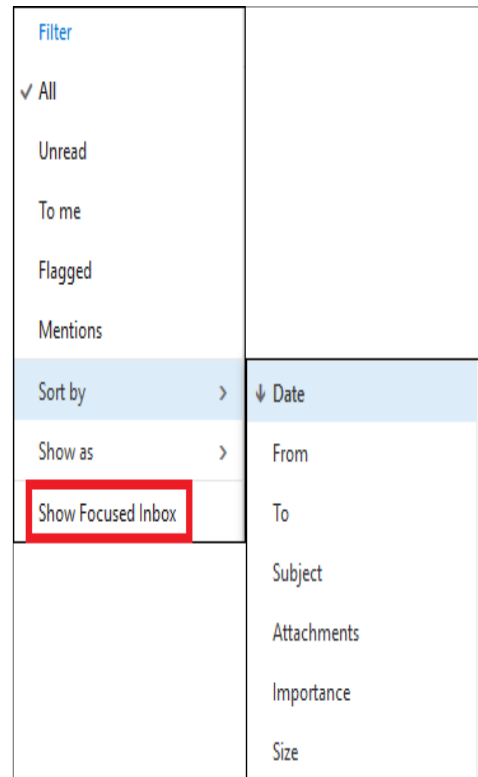


Figure 21 – Filter and Sort Menu

Managing Folders

The **Folders** pane includes a list of folders in your mailbox (see Figure 22). Select any folder in the list to view its contents. By default, only the folders that are added to your **Favorites** are displayed in the pane. You can display the full list of folders by clicking **More** at the bottom of the list. Below is a description of the default folders:

- **Inbox:** All incoming messages are delivered to this folder.
- **Clutter:** Unimportant messages (based on your reading habits) are automatically moved to this folder.
- **Drafts:** A copy of in-progress messages are automatically stored in this folder.
- **Sent Items:** A copy of messages you send is stored in this folder.
- **Deleted Items:** Every item that you delete from your mailbox is moved to this folder.
- **Junk Email:** Incoming messages that are identified as spam are automatically moved to this folder.
- **Notes:** This is a read-only folder. You must use Outlook to create or edit items in this folder.

Right-clicking a folder in the **Folder** pane displays a menu of actions you can take (see Figure 23). These actions include creating, renaming, deleting, emptying, or moving a folder; adding a folder to your **Favorites**; and marking all items in a folder as read.

NOTE: The default folders cannot be renamed, deleted, or moved. When you right-click a default folder, those options appear dimmed on the menu.

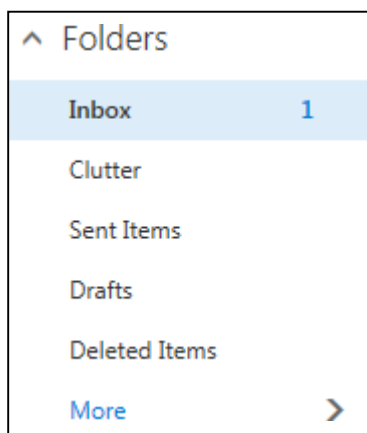


Figure 22 – Folder Pane

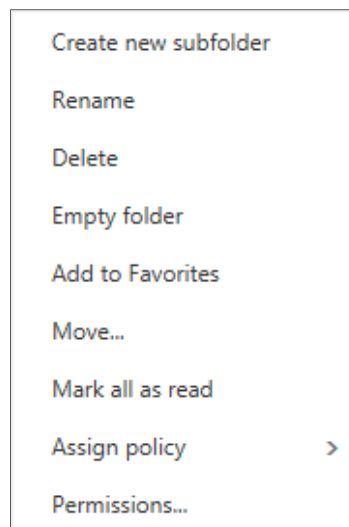



Figure 23 – Folder Shortcut Menu

Creating Folders

In addition to the default folders, you can create your own folders to help you organize your messages in a way that makes the most sense to you. For example, you can create a folder for a specific project or for all messages sent by a particular person.

To create a folder:

1. In the **Folder** pane, right-click the folder in which you want to create the new folder (e.g., **Inbox**), and then click **Create new subfolder** on the shortcut menu.
2. Type a name for the new folder in the box that appears, and then press the **Enter** key (see Figure 24).

NOTE: If you want to create a folder at the same level as your **Inbox** folder, click the **Create new folder** icon  next to the top-level folder.

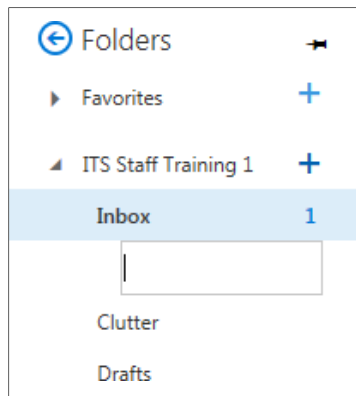


Figure 24 – New Folder Name Box

Renaming Folders

You can rename any folder that you create.

To rename a folder:

1. In the **Folder** pane, right-click the folder that you want to rename, and then click **Rename** on the shortcut menu.
2. Type a new name for the folder, and then press the **Enter** key.

Deleting Folders

You can delete any folder that you create. When you delete a folder, it is moved to the **Deleted Items** folder.

To delete a folder:

1. In the **Folder** pane, right-click the folder that you want to delete, and then click **Delete** on the shortcut menu.
2. The **Delete folder** dialog box opens asking you to confirm. Click the **OK** button (see Figure 25).

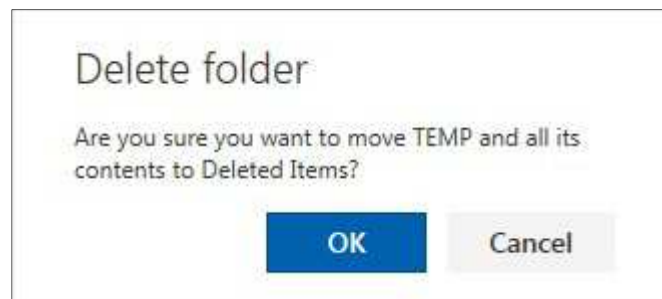


Figure 25 – Delete Folder Dialog Box

Emptying the Deleted Items Folder

By default, every item that you delete from your mailbox is moved to the **Deleted Items** folder. You can permanently delete the item by emptying the Deleted Items folder or by deleting the item individually from the Deleted Items folder.

To empty the Deleted Items folder:

1. In the **Folder** pane, right-click the **Deleted Items** folder, and then click **Empty folder** on the shortcut menu.
2. The **Empty folder** dialog box opens asking you to confirm. Click the **OK** button (see Figure 26).

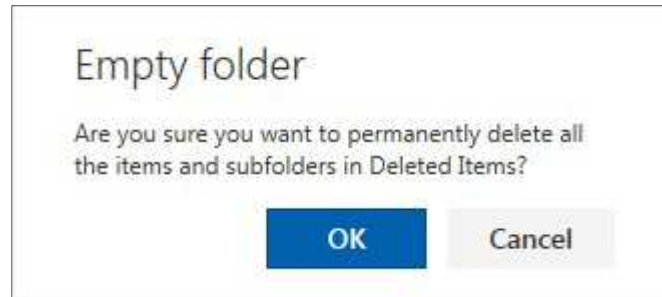



Figure 26 – Empty Folder Dialog Box

Creating Signatures

You can create a signature and have it automatically added to outgoing messages. Signatures can include text and graphics. Business signatures commonly include the signer's name, job title, company name, address, phone number, and email address.

To create a signature:

1. Click the **Settings** icon  on the right side of the **Navigation** bar, and then click **Mail** under **Your app settings** (see Figure 27).
2. The **Mail** options page will display in the left pane, under **Mail**, under **Layout**, click **Email signature** (see Figure 28).
3. On the **Email signature** page, select the check boxes that apply.
4. In the **Signature** field, type your signature in the space below the toolbar.
5. Click **Save** at the top of the page.

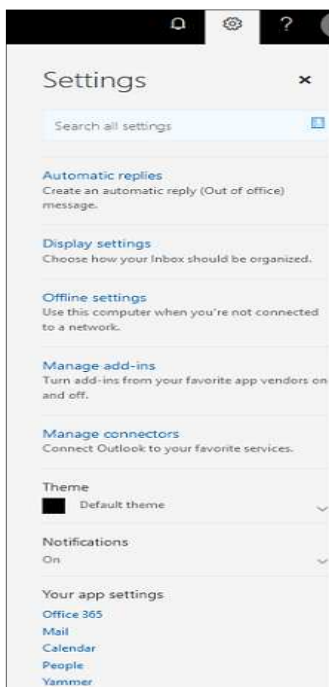


Figure 27 – Settings Menu

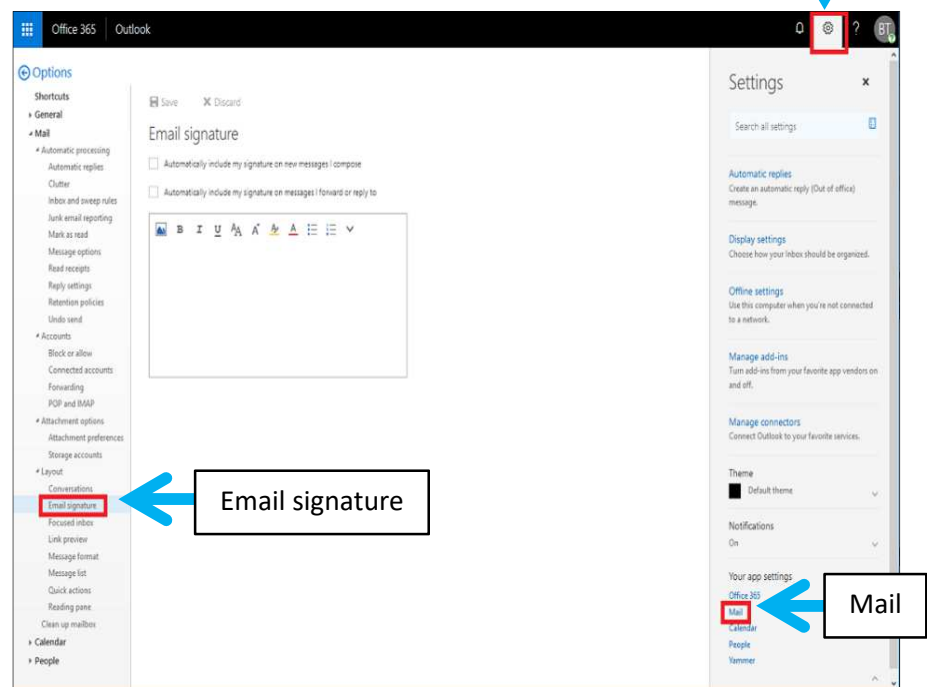



Figure 28 – Email Signature Page

Turning on Automatic Replies

You can use the **Automatic replies** feature to notify people who send you messages that you are not available to respond. Automatic replies are sent once to each sender. You can create different messages to send to people inside Cal State LA and people outside Cal State LA.

To turn on automatic replies:

1. Click the **Settings** icon  on the right side of the **Navigation** bar, and then click **Automatic replies** on the menu (see Figure 27).
2. On the **Automatic replies** page, select the **Send automatic replies** option button (see Figure 29).
3. Type your message in the box labeled **Send a reply once to each sender inside my organization with the following message.**
4. Select or deselect other options as desired, and then click **OK** at the top of the page.

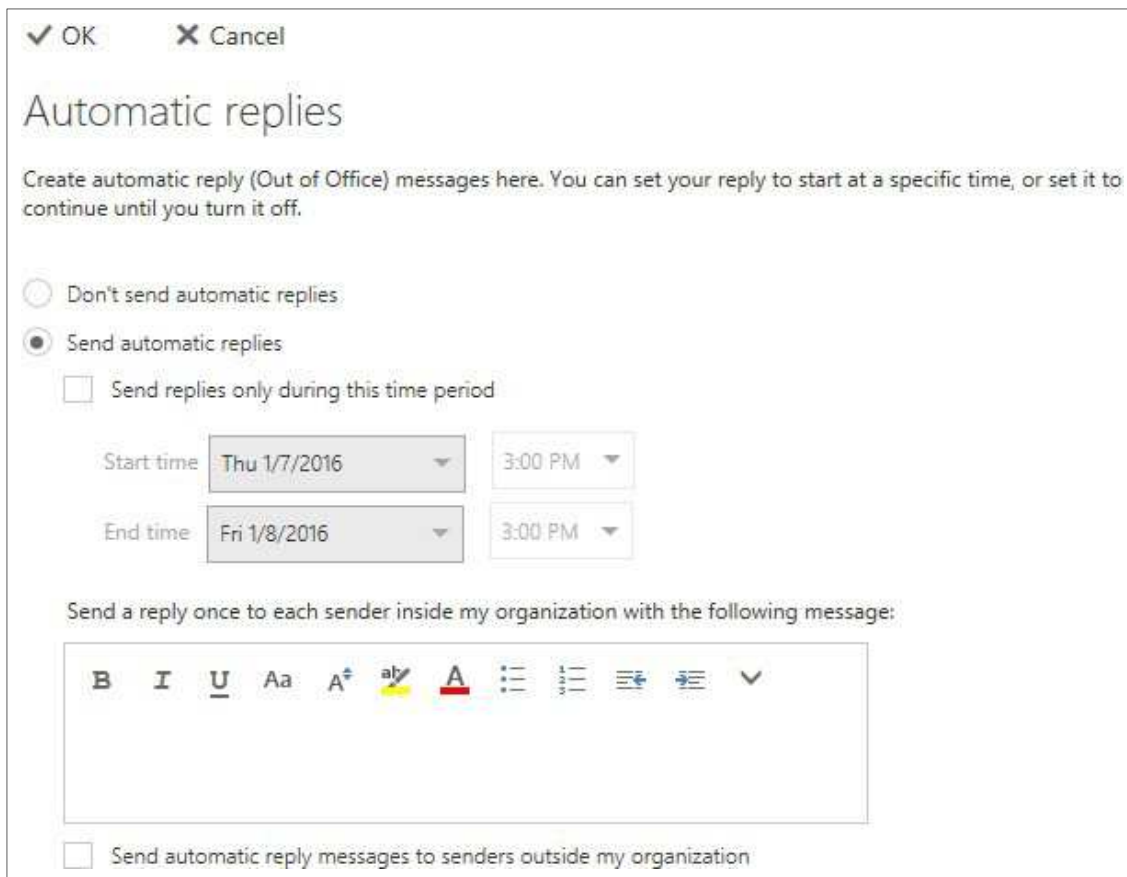




Figure 29 – Automatic Replies Page

Calendar

The **Calendar** app allows you to create and track appointments and meetings. You can view your calendar in four different ways by clicking **Day**, **Work week**, **Week**, or **Month** in the upper-right corner of the page (see Figure 30). The small calendar in the left pane can be used to navigate from one date to another. The current date is highlighted with a dark blue background. The left and right arrows next to the month name can be used to scroll to another month. You can switch to the **Calendar** app by clicking the **Calendar icon**  at the bottom-left corner of your email screen or from on the **App launcher** .

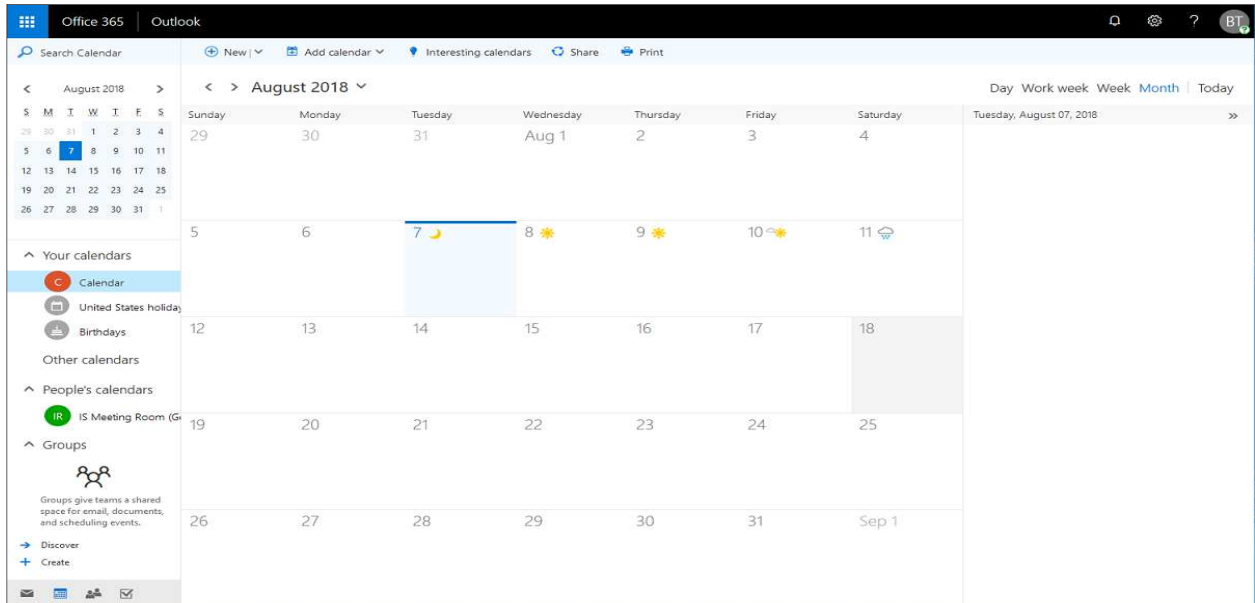


Figure 30 – Calendar App in Month View

Creating Appointments

An appointment is a block of time you mark on your calendar for a specific activity. Appointments can be a single occurrence or can be scheduled to repeat. Appointments appear only on your calendar.

To create an appointment:

1. In the **Calendar** app, click **New** on the **Action** toolbar. A blank **Calendar event** form displays (see Figure 31).

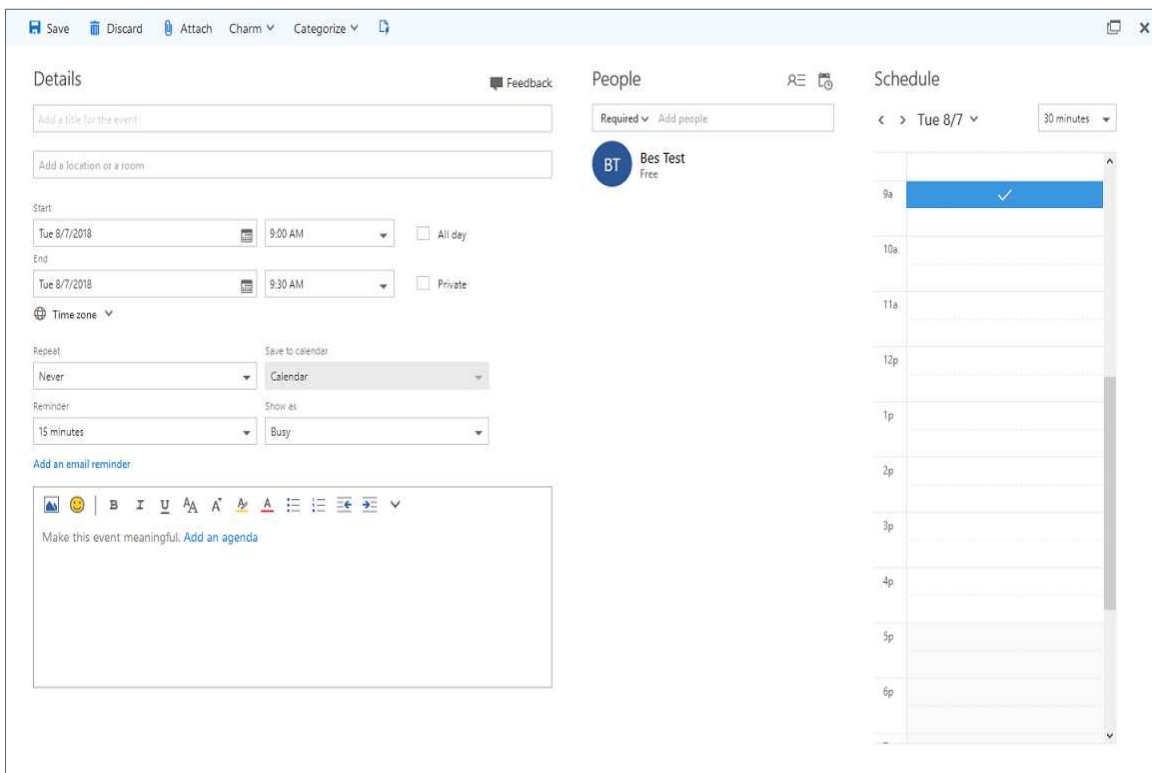


Figure 31 – Calendar Event Form

2. In the **Title** field, type a brief description of the appointment.
3. In the **Location** field, type the location where the appointment will occur.
4. In the **Start** and **End** fields, select the appropriate dates and times.
5. If you want the appointment to repeat, select a repeating pattern from the **Repeat** list.
6. If you have more than one calendar, select which calendar to save the appointment to from the **Save to calendar** list.
7. To change when the reminder appears, select a different option from the **Reminder** list.
8. To change how the appointment appears on your calendar (**Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**), select a different option from the **Show as** list.
9. In the **Notes** field, type any additional information.
10. When you are done, click **Save** on the **Action** toolbar.

Editing or Deleting Appointments

If the information about an appointment has changed since it was created, you can edit the appointment. You can also delete an appointment and remove it from your calendar.

To edit an appointment:

1. On the calendar, click the appointment that you want to edit.
2. In the appointment callout box, click **Edit** (see Figure 32).

NOTE: If you are editing a repeating appointment, when prompted, click **Edit occurrence** to have your changes affect only that occurrence or **Edit series** to edit every event in the series.

3. On the **Calendar event** form, make the desired changes.
4. When you are done, click **Save** on the **Action** toolbar.

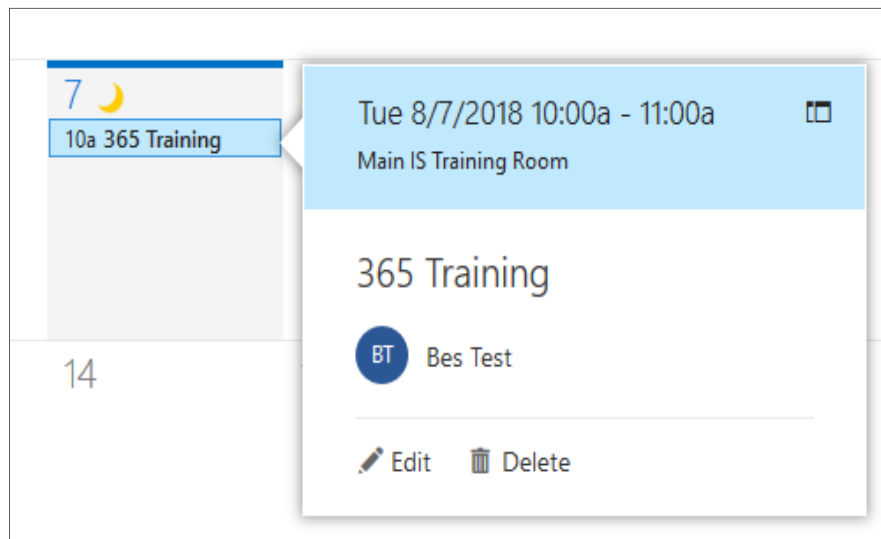


Figure 32 – Appointment Callout Box

To delete an appointment:

1. On the calendar, click the appointment that you want to delete.
2. In the appointment callout box, click **Delete** (see Figure 32).

NOTE: If you are deleting a repeating appointment, when prompted, click **Delete occurrence** to delete only that occurrence or **Delete series** to delete every event in the series.

3. The **Delete event** dialog box opens asking you to confirm. Click the **Delete** button (see Figure 33).

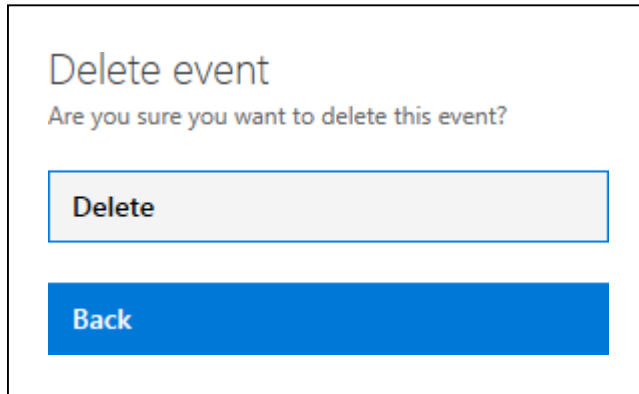


Figure 33 – Delete Event Dialog Box

Creating Meetings

A meeting is an appointment to which you invite other people. Responses to your meeting invitation appear in your Inbox folder. Like appointments, meetings can be a single occurrence or can be scheduled to repeat. You create a meeting the same way you do an appointment, but you invite attendees.

To create a meeting:

1. In the **Calendar** app, click **New** on the **Action** toolbar. A blank **Calendar event** form displays (see Figure 31).
2. In the **Title** field, type the meeting topic.
3. In the **Location** field, type the location where the meeting will be held.
4. In the **Add people** field, type the email address of the person that you want to invite to the meeting, and then press the **Enter** key (see Figure 34).
5. Repeat step 4 to add additional attendees.

NOTE: After you add all the attendees, you can use the **Scheduling assistant** to check their availability.

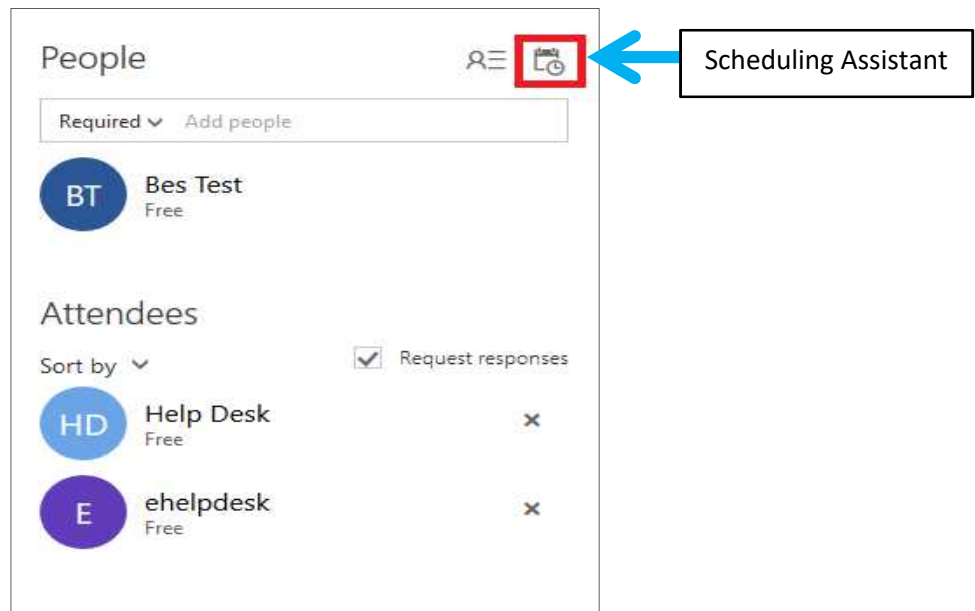


Figure 34 – Meeting Attendees

6. In the **Start** and **End** fields, select the appropriate dates and times.
7. If you want the meeting to repeat, select a repeating pattern from the **Repeat** list.
8. If you have more than one calendar, select which calendar to save the meeting to from the **Save to calendar** list.
9. To change when the reminder appears, select a different option from the **Reminder** list.
10. To change how the meeting appears on your calendar (**Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**), select a different option from the **Show as** list.
11. In the **Notes** field, type any message that you want to include with your meeting request.
12. When you are done, click **Send** on the **Action** toolbar. A meeting invitation is sent to each attendee and the meeting is added to your calendar. Each person who receives your meeting invitation can accept, tentatively accept, or decline the invitation.

Rescheduling or Canceling Meetings

You can reschedule or cancel a meeting you previously scheduled.

To reschedule a meeting:

1. On the calendar, click the meeting that you want to reschedule.
2. In the meeting callout box, click **Edit** (see Figure 35).

NOTE: If you are editing a repeating meeting, when prompted, click **Edit occurrence** to have your changes affect only that occurrence or **Edit series** to edit every event in the series.

3. On the **Calendar event** form, make the desired changes.
4. When you are done, click **Send** on the **Action** toolbar to send an update to the attendees.

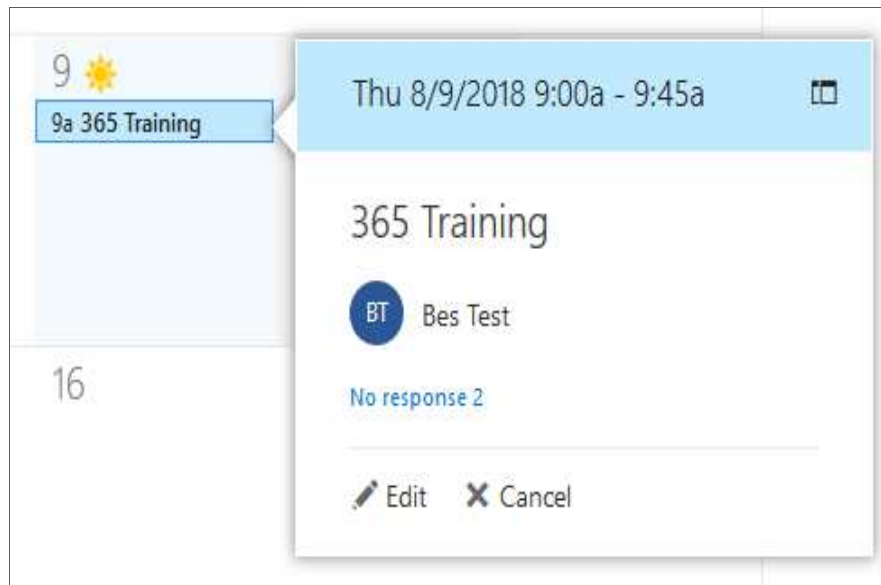


Figure 35 – Meeting Callout Box

To cancel a meeting:




1. On the calendar, click the meeting that you want to cancel.
2. In the meeting callout box, click **Cancel**, and then click **Send the cancellation now** on the menu that appears. A cancellation notice is sent to the attendees.

NOTE: If you want to include a message with the cancellation notice (e.g., the reason you are cancelling the meeting), click the **Edit the cancellation before sending** option on the menu, type your message in the text box that appears, and then click the **Send** button.

Responding to Meeting Invitations

Other people may invite you to meetings. Meeting invitations appear in your Inbox folder. You can respond to a meeting invitation by accepting, tentatively accepting, or declining the invitation. You can also propose a new meeting time. When you accept or tentatively accept a meeting invitation, it gets added to your calendar.

To respond to a meeting invitation:

1. In the **Mail** app, in the **Content** pane, select the meeting invitation to which you want to respond.
2. In the **Reading** pane, click **Accept** , **Tentative** , or **Decline** , and then click the desired option on the menu that appears (see Figure 36).

NOTE: If you click the **Edit the response before sending** option on the menu, type your comment in the text box that appears, and then click the **Send** button.

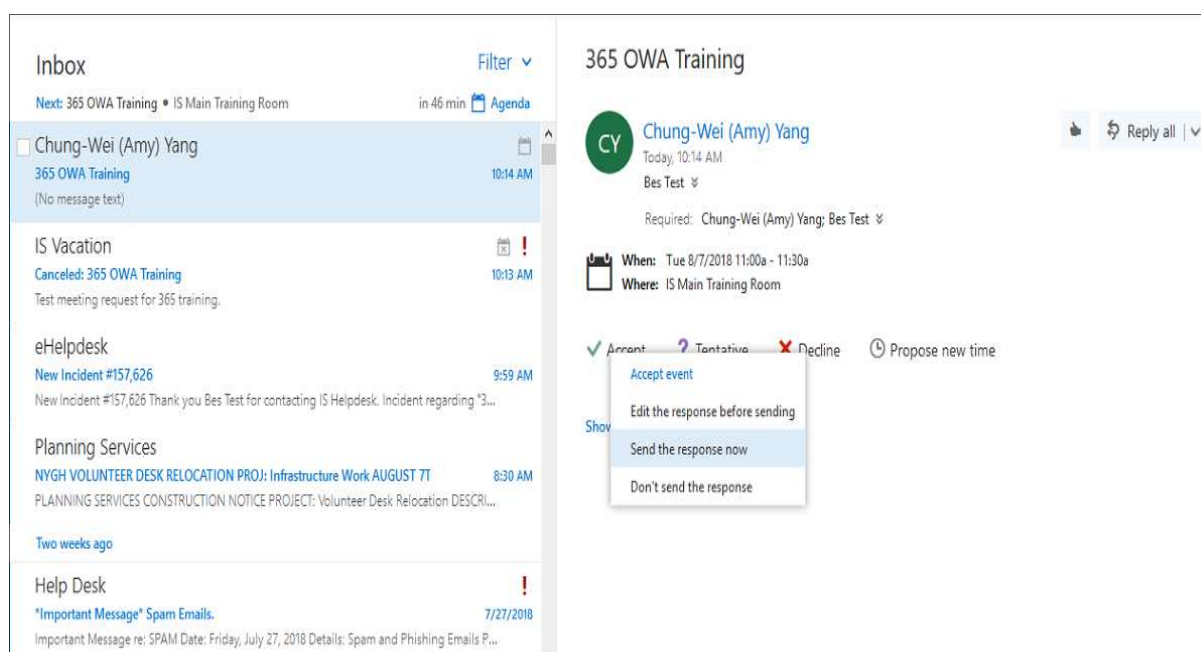


Figure 36 – Meeting Invitation in the Reading Pane

People





The **People** app provides access to your personal contacts and the hospital directory (see Table 2 and Figure 37). You can switch to the **People** app by clicking **People**  on the **App launcher** .

Table 2 – People App Elements

Name	Description
Action toolbar	Provides quick access to the most commonly used commands, including search.
Folder pane	Displays contact folders. Click the Expand arrow  to show the folder list, or click the Collapse arrow  to hide it.
Content pane	Displays a list of all the contacts in the current folder.
Reading pane	Displays the contact card for the selected person.

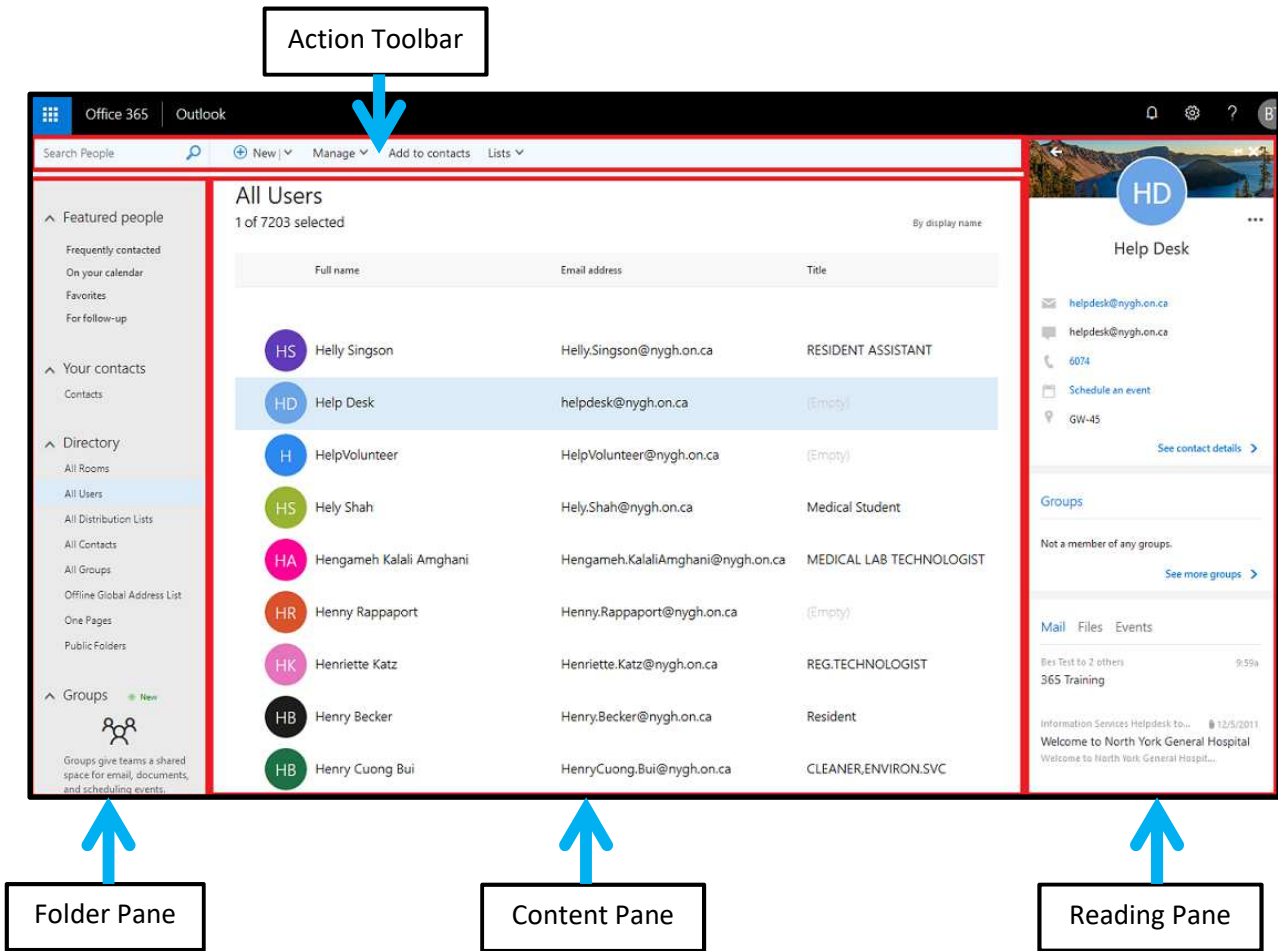



Figure 37 – People App

Creating Personal Contacts

You can create contacts to store information about the people you regularly communicate with, including their name, email address, street address, and phone number.

To create a contact:

1. In the **People** app, in the **Folder** pane, select the **Contacts** folder listed under **Your contacts**.
2. Click **New** on the **Action** toolbar. The **Add contact** form displays (see Figure 38).
3. Enter a name and any other information that you want to include for the contact.

NOTE: Click the **Add** icon  next to the desired field to see more options for that field.

4. When you are done, click **Save** on the **Action** toolbar.

The 'Add contact' form is displayed with a 'Save' button and a 'Cancel' button at the top. The form includes the following fields and options:




- Name:**
 - First name:
 - Last name:
 -  Name
- Email:**
 - Email:
 - Display as:
 -  Email
- Phone:**
 - Business:
 -  Phone

Figure 38 – Add Contact Form

Editing Personal Contacts

If the information about a contact has changed since it was created, you can edit the contact.

To edit a contact:

1. In the **People** app, in the **Content** pane, select the contact that you want to edit. The contact card for the selected person is displayed in the **Reading** pane (see Figure 39).
2. Click **Edit** on the **Action** toolbar.
3. On the **Edit contact** form, make the desired changes.
4. When you are done, click **Save** on the **Action** toolbar.

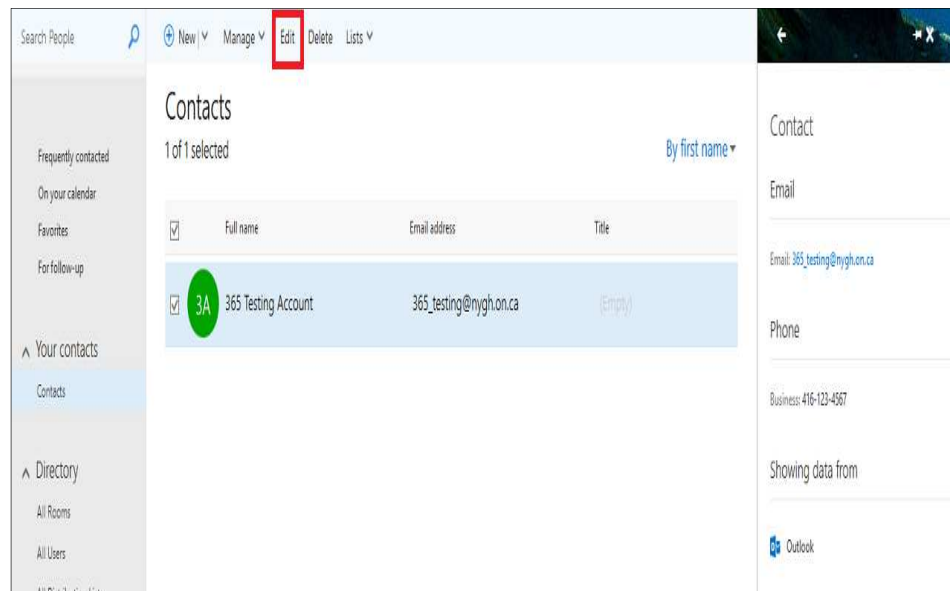


Figure 39 – Contact Card

Deleting Personal Contacts

When you delete a contact, it is moved to the **Deleted Items** folder.

To delete a contact:

1. In the **People** app, in the **Content** pane, select the contact that you want to delete. The contact card for the selected person is displayed in the **Reading** pane.
2. Click **Delete** on the **Action** toolbar.
3. The **Delete contact** dialog box opens asking you to confirm. Click the **Delete** button (see Figure 40).

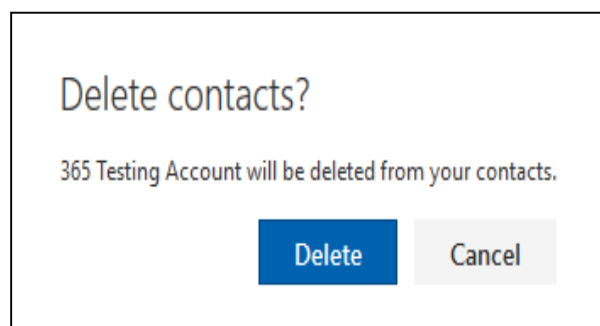


Figure 40 – Delete Contact Dialog Box

Creating and Editing Personal Contact Lists

A **contact list** (also known as a **distribution list**) is a collection of contacts. It provides an easy way to send email messages and meeting invitations to a group of people.

To create a contact list:

1. In the **People** app, in the **Folder** pane, select the **Contacts** folder listed under **Your contacts**.
2. On the **Action** toolbar, click the **New** down arrow, and then click **Contact list** on the menu (see Figure 41). A blank **Contact list** form displays (see Figure 42).

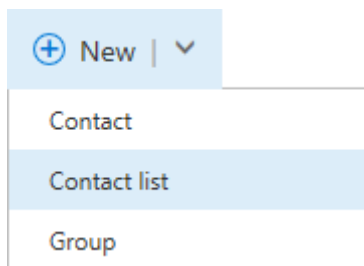


Figure 41 – New Menu in the People App

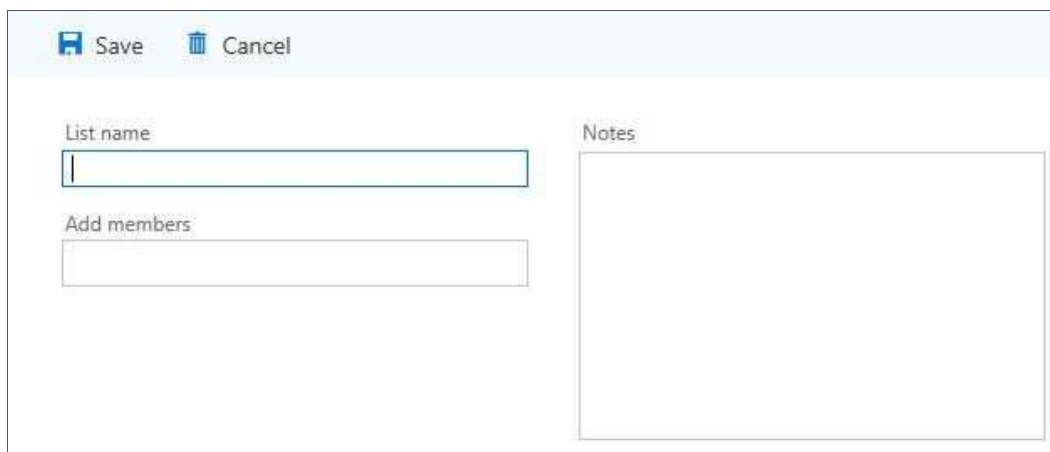



Figure 42 – Contact List Form

3. In the **List name** field, type a name for the contact list.
4. In the **Add members** field, type the email address of the person that you want to add to the contact list, and then press the **Enter** key.
5. Repeat step 4 to add additional members.
6. In the **Notes** field, type any additional information.
7. When you are done, click **Save** on the **Action** toolbar.

To edit a contact list:

1. In the **People** app, in the **Content** pane, select the contact list that you want to edit. The contact card for the selected list is displayed in the **Reading** pane.
2. Click **Edit** on the **Action** toolbar.
3. On the **Contact list** form, make the desired changes.

NOTE: You can remove a member from a contact list by clicking the **Delete** button  to the right of the member's name (see Figure 43).

4. When you are done, click **Save** on the **Action** toolbar.

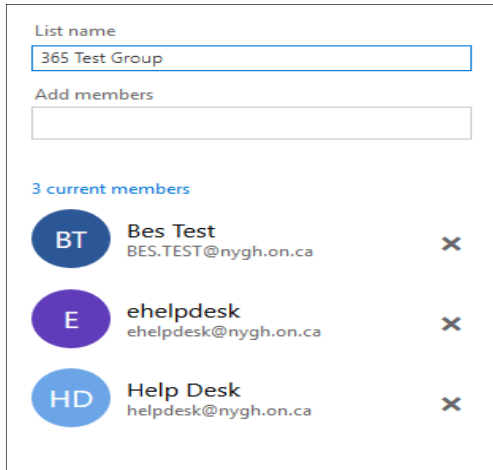


Figure 43 – Contact List Members

Logging Out

Logging out helps prevent someone else from accessing your mailbox. When you are done using Office 365 Outlook Web Application, you should log out and close the web browser window.

To log out of Office 365 OWA:

1. Click your profile picture on the right side of the **Navigation** bar, and then click **Sign out** on the menu (see Figure 44).
2. Close the web browser window.

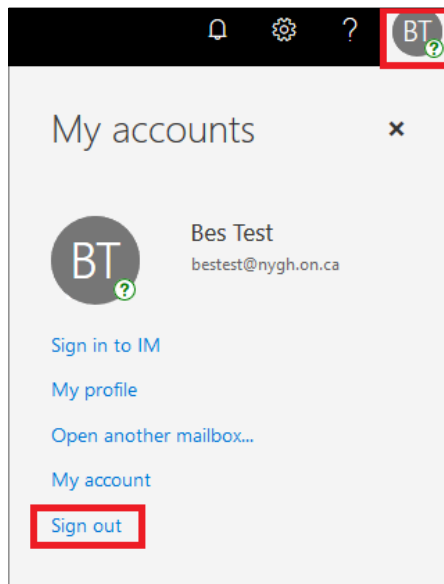


Figure 44 – Profile Menu