Introduction to Microsoft Outlook Web Application (OWA)

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Agenda

• How do I:
  – Login
  – Read a message
  – Reply to a message
  – Create a message
  – Send a message
  – Send attachments
  – Create my signature
  – Move messages to folders
  – Send out of office Auto-Replies
  – Share my mailbox/folders
  – Give permissions to my folders

• How do I:
  – Schedule a meeting behalf of someone
  – Respond to a meeting on someone’ else behalf
  – Send a message on behalf of someone
  – Create a calendar event
  – Share my calendar
  – View multiple calendars at one time
  – Reserve a conference room & mobile lab
1. Go to owa.uaex.edu
2. Login using your username and Password.
1. **Office 365 Outlook** is opened.
How do I Read a message...

The Outlook screen is divided into sections.

- Column #1 contain folders.
- Column #2 contain all messages.
- Column #3 displays content of current message highlighted.
MAJOR Template Update EPERS-105 Supervisor Notice of Termination

To: All Employees: Distribution List;

Changes have been made to the EPERS-105.
Always download templates from the Policy Manual. The Policy Manual is the ONLY place where you can find the latest templates. Templates are frequently updated and the template on your computer could be an outdated version.
You can find all templates at: http://www.uaex.edu/extension-policies/templates/

MAJOR: 7-22-2015
EPERS-105: Supervisor’s Notice of Termination.
Summary: Removed the “Other” checkbox in the Termination Reason section.
Download: EPERS-105

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Delivering practical knowledge backed by leading-edge research for more than 100 years!
1. Select a message to read and the content is displayed to the right.
How do I Reply to a message....

1. From the top right of the message, select one of the options, Reply, Reply All or Forward.
2. Begin typing response in reply screen.
How do I create a message...

1. Select **New**.

2. From the right side of the screen, the message screen is opened. Type the subject in the **Subject** box.
3. Enter the recipients' email addresses or names in the **To**, **Cc**, or **Bcc** box. Separate multiple recipients with a semicolon.
4. After you have composed the message, select **Send**.
How do I add an attachment....

1. Create a message, or for an existing message, select **Reply**, **Reply All**, or **Forward**.
2. In the message window, select **Attach**.

3. Locate desired file. Select **Open** to add file.
4. From the Upload & Share screen, select **Send as attachment**.

5. File is attached. Select **Send**.
How do I create my signature...

1. Select the **Settings** option from the top of the screen.
2. From the **Office 365 Settings** dropdown, select **Options**.

3. From the **Navigation** pane on the left, under **Layout**, select **Email Signature**.
4. Enter a signature in space provided. Select the check box for signature to be automatically included in messages.
5. Select **SAVE** to save the signature.
How do I move messages to another folder...

1. The Folders list shows the default folders that are created for all mailboxes and any folder that you create.
2. You can select Expand to show the Folders list or select Collapse to hide it. Select any folder in the list to view its contents.
3. Right select a folder and select **Move**.
4. Select the folder to move to and select **Move**.
How do I send out of office Auto-Reply...

1. From the Navigation bar, select **Settings**.
2. From **Settings**, select **Automatic replies**.
3. The Automatic Replies Window is displayed. The default is **Don’t send automatic replies**.
4. Select the radio button for **Send automatic replies** option.

5. Select **Send replies only during this time period**. Select a start and end time for how long the auto message will apply.
6. To send to senders outside my organization, select the check box for **Send automatic reply messages to outside my organization**.
6. Type a message (or copy and past from previous message). Select whether to...

✓ Send replies only to senders in my Contact List  Or
✓ Send automatic replies to all external senders.

7. Select OK.
How do I share my mailbox....

NOTE: In OWA setting a delegate must be set through Outlook 2010 or 2013, or by an Email Administrator (IT)

1. **Delegate Access** must be granted to share your folders. You and the delegate must use the same version of Outlook.

2. As the person granting permission, you determine the level of access that the delegate has to your folders.

3. (a) Select **File**
   (b) Select **Info**
   (c) Select **Account Settings**
   (d) Select **Delegate Access**
Instructions for setting a delegate through Outlook 2010.
4. The Delegates dialog box will appear.

5. Select **Add** to locate desired delegate(s).
6. Highlight desired delegate and select **OK**.
7. The Delegate Permissions screen is displayed.

8. For each item (e.g. Calendar, Tasks, Inbox) select the level of permission you want to grant.

9. Select **OK**.
How do I give permissions to my folders...

1. From the list of folders, right select folder to share. Select **Permissions**.
2. Select the + (plus) sign to add another user. Enter the email address of the person to share folder.

3. Select Add to invoke permissions.
4. From the Permissions screen, select the options for user.

5. Select **OK**.
How do I schedule a meeting on someone else's behalf

1. Go to the Calendar in Outlook Web App.

2. Add their calendar to your calendar view.
3. Double-select on the calendar to open a new calendar item form.
4. In the **Calendar** field, select their calendar.
5. Complete the rest of the fields as needed.
6. Select **Save** to send the meeting request.
How do I respond to a meeting on someone else's behalf

1. Select **Accept**, **Tentative**, or **Decline**.
2. Add a response if desired.

3. The meeting will be added to the owner's calendar. The meeting organizer will see that you responded on the calendar owner's behalf.
How do I send a message on behalf of someone else in OWA...

See slide 29 – This must be setup through Outlook 2010 or 2013, or by an Email Admin in IT.
End Users - Open another person's folders if shared or delegated permission are set through Outlook

1. Select **File > Open & Export > Other User's Folder**.

2. In the **Name** box, enter the name of the person who granted you Sharing or Delegate Access permissions, or select **Name** to select from a list.

3. In the **Folder type** list, select the folder that you want to open.
How do I Create a Calendar event...

1. Select the App Launcher
2. From the My Apps screen, select Calendar.
3. The calendar is displayed. Scroll through the calendar and select the day of the event.
4. Double select on the date of the event and the appointment screen is opened.
5. If the event is NOT an all day event, select **Custom** and the Start Time and End Time becomes available.

6. Select **Send**.
How do I share my Calendar...

1. From the My Apps screen, select Calendar.
2. From the options at the top of the calendar screen, select **Share**. Go to step 4.

OR
3. Right select on your Calendar and select Share Calendar option.
4. Begin typing the name of the person you wish to share your calendar with and the name appears. From the **Full details** dropdown, select the option that applies to this user.

5. Enter a subject (optional). and Select **Send**.
6. Select **Send**.

7. The receiver will receive a message to **ACCEPT**.
How do I view multiple calendars at one time....

1. You can add as many calendars as you want to your account, and can view up to ten at a time.
2. To add a calendar to or remove it from your calendar view, select it to turn the check mark on or off. You can also select the X next to the name at the top of the calendar window to close that calendar but not remove it from your calendar list.
3. If you’re using the **Week, Work week, or Month** view and have turned on more than one calendar, they will be merged into a single view. The color of each calendar lets you know which items belong to which calendar. The background color of non-work hours will also change to match the active calendar.

4. If you’re using the **Day** view, you can view multiple calendars merged, or you can split them so that they appear side-by-side in the calendar window.

5. When you’re viewing multiple calendars, you can change which one is active by selecting it at the top of the calendar window.
6. When viewing multiple calendars, you can change which one is active by selecting it at the top of the calendar window.
How do I reserve a Conference Room or Mobile Lab....

1. From the Calendar screen, place a check in the box next to the Conference Room or Mobile Lab to reserve.
2. Double select the date of the Event.

3. The Appointment screen is opened.
4. Type the Name of the Event
5. Select the location from Add room button.
6. Enter attendees by selecting the + sign.
7. Set the correct start time and end time.
8. Select **Save** when finished.