LAMAR STATE COLLEGE – PORT ARTHUR

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

Microsoft Office 365 Outlook Web App (OWA)

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Introduction

Microsoft Office 365 Outlook Web App (OWA) is a new web-based e-mail system for Lamar State College – Port Arthur students, faculty, and staff. It allows users to access their e-mail, calendar and contacts from any computer with an Internet connection. This manual provides an overview of the Office 365 OWA user interface and covers how to perform basic tasks such as sending and receiving messages, managing folders, creating appointments and meetings, creating contacts and contact groups, customizing OWA settings and accessing online help.

Signing In

You access the Office 365 OWA through the MyLamarPA portal using your username and password.

To sign in to the MyLamarPA portal and access the Office 365 OWA:
1. Launch Internet Explorer and go to the college's homepage www.lamarpa.edu.
2. Click the [MyLamarPA Login] MyLamarPA Login button on the right side of the homepage.
3. Enter your username and password in the Secure Access Login section at the top left side of the page then click the Login button.

4. Once logged into the portal click the [E-mail] Email button in the top right corner. This will automatically open the Office 365 OWA in a new browser window.

Navigation Bar

The navigation bar at the top of the Office 365 OWA interface provides access to the main components of OWA. Click *Outlook* for your e-mail, *Calendar* for your appointments, and *People* for your contacts. Notification icons will appear to the left of these links when there is a new message or a calendar reminder. On the right side of the navigation bar, click the *Settings* icon to access and customize your OWA settings, or click the *Help* icon to access online help.

Mail

OWA provides all the tools you need to send, respond to, organize, filter, sort, and otherwise manage e-mail messages. When you sign in to OWA, the Outlook view displays by default. If you switch to another view, you can switch back to the Outlook view by clicking Outlook on the navigation bar. The Outlook view consists of the folder list, the message list, the reading pane, and the search box.
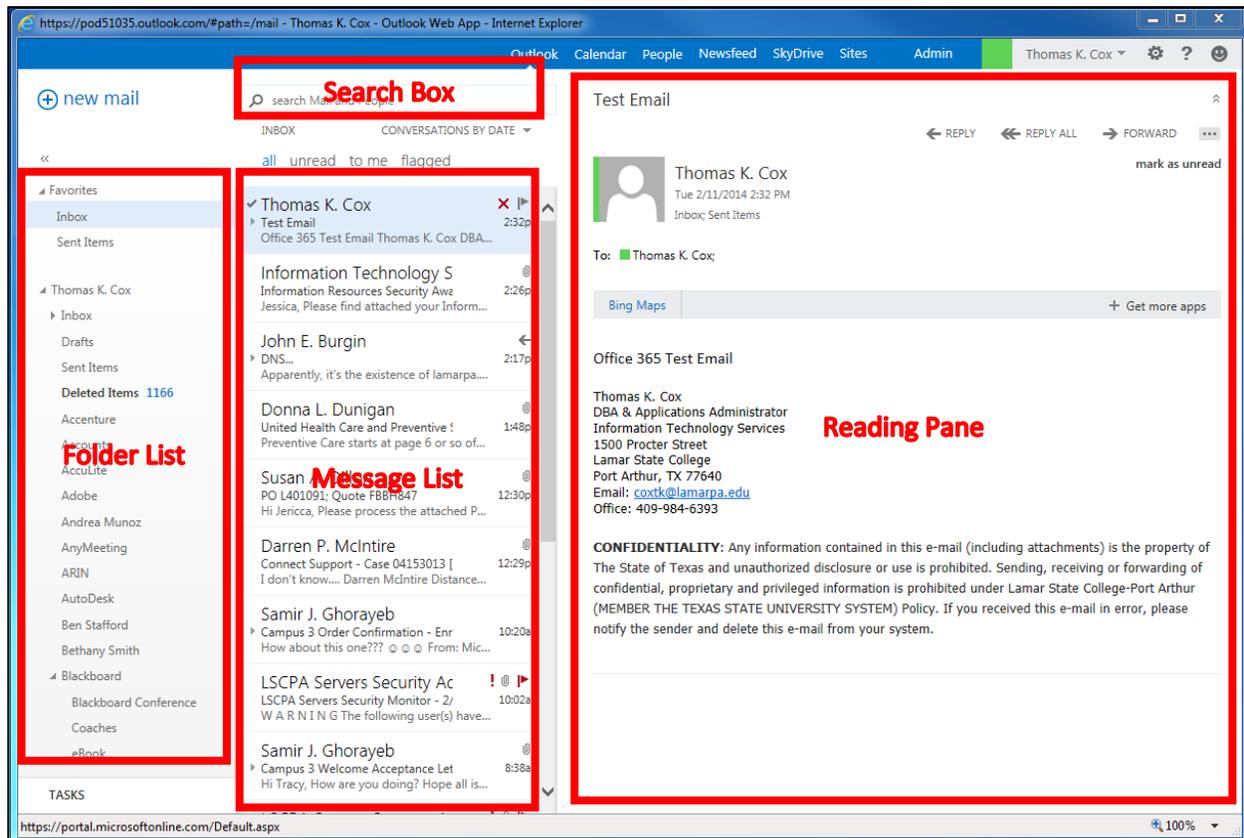
- **Folder List** – displays the folders in your mailbox and favorites. You can expand or collapse folders by clicking the triangle icons next to the folder names.

- **Message List** – displays a list of all the messages in the current folder. Right-clicking a message in the list displays a menu of actions you can take such as marking a message as unread or moving it to another folder.

- **Reading Pane** – used to read and compose messages.

- **Search Box** – used to search for messages or people.

Creating New Messages

OWA allows you to create and send e-mail messages to one or more recipients. Every message must have at least one recipient. Addressing an e-mail message is as simple as entering the intended recipient's e-mail address on the *To*, *Cc* (*carbon copy*), or *Bcc* (*blind carbon copy*) lines of the message form.

NOTE: The *Bcc* line is not displayed by default; you can display it by clicking the menu icon ⋯ at the top of the message form, and then clicking *show bcc* on the menu.
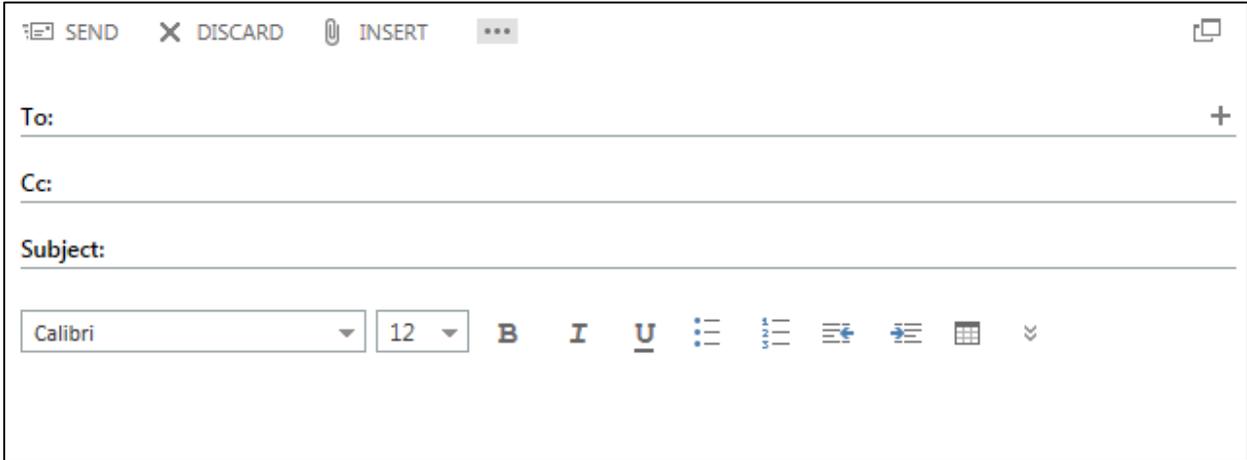
To create a new message:

1. In the **Outlook** view, click ⊕ new mail in the upper-left corner of the page. A blank message form displays in the reading pane.

    NOTE: You can open the message form in a separate window by clicking the pop out icon ⊐ in the upper-right corner of the form.

2. On the **To** line, type the e-mail address of each recipient, and then press the **Enter** key.

    NOTE: You can also add a recipient by typing the person's name on the **To** line. OWA will search for matches as you type. If a match is found, click to add the person to the field. If no match is found or the matches returned are not correct, you can search for that person in your **Contacts** folder and in the **Global Address List**.
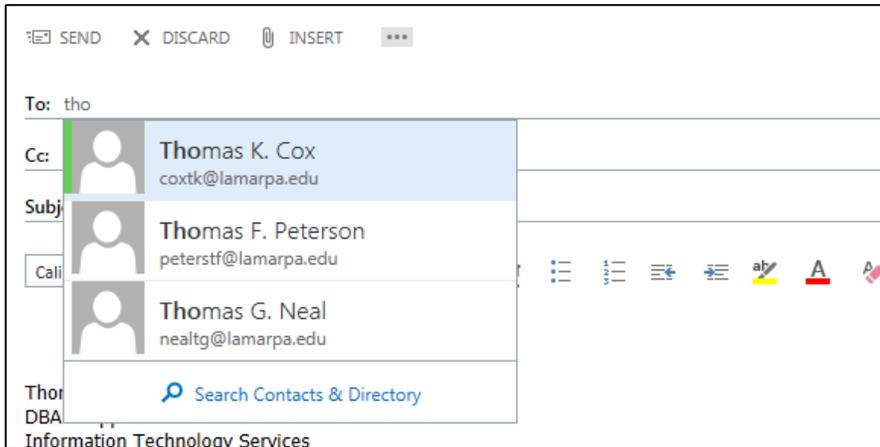
3. Repeat step 2 to add recipients on the **Cc** line.
4. On the **Subject** line, type the subject of the message.
5. Type your message in the space below the toolbar.
6. To change the importance level of the message, click the menu icon ···, point to **set importance** on the menu, and then click the desired level.

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

7. To request a read receipt, click the menu 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.

8. To add an attachment, click **INSERT** at the top of the message form, click **attachment** on the menu, locate and select the file you want to attach in the **Choose File to Upload** dialog box, and then click the **Open** button. The attachment appears below the Subject line.

   NOTE: You can remove the attachment by clicking the delete icon to the right of the file name.

9. To send the message, click ⌐ SEND at the top of the message form.

> NOTE: If you want to send the message at a later time, you can save it in the **Drafts** folder by clicking the menu icon, and then clicking **save** on the menu.
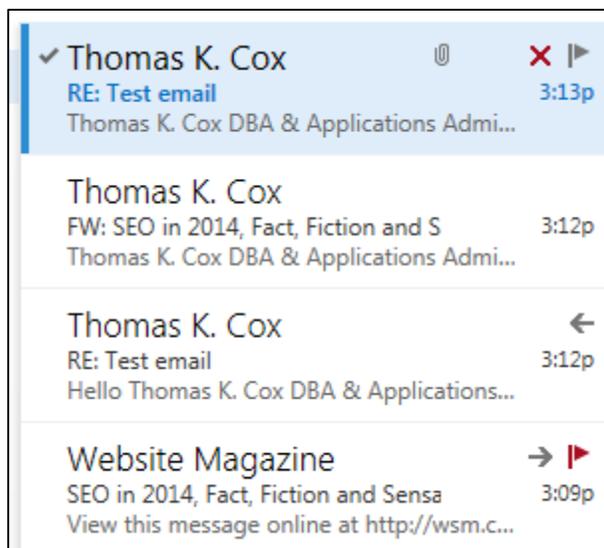
Reading Messages

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 list. Also, a blue bar appears to the left of unread messages in the message list.
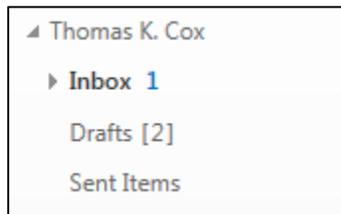
The message list displays the header of each message. The message header provides basic information about the message such as the sender's name or address, the subject of the message, and the date and time the message was received. Icons displayed in the message header provide additional information.

- A left arrow icon ← indicates that the message has been replied to.
- A right arrow icon → indicates that the message has been forwarded.
- A paper clip icon 𝕌 indicates that the message includes one or more attachments.
- A flag icon ⚑ indicates that the message has been flagged for follow up.

To read a message:

1. In the message list, click to select the message you want to read. The message is displayed in the reading pane.

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

2. If the message includes an attachment, do one of the following:
   - To open the attachment, click the icon for the attachment, and then click the **Open** button on the **Notification** bar at the bottom of the window. The file opens in the appropriate application.
   - To save the attachment, click the icon for the attachment, and then click the Save button in the dialog box. The file is saved in the **Downloads** folder.

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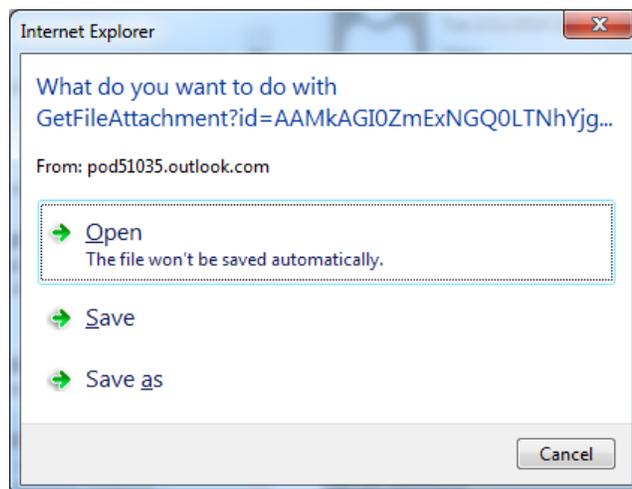
Replying to Messages

When replying to a message, you can reply only to the person who sent the message 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 message list, click to select the message you want to reply to.
2. In the reading pane, click ← REPLY . A message form addressed to the sender displays in the reading pane.
3. Type your response in the space above the original message.
4. Click SEND at the top of the message form.

To reply to the sender and all other recipients:
1. In the message list, click to select the message you want to reply to.
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. Type your response in the space above the original message.
4. Click SEND at the top of the message form.

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.
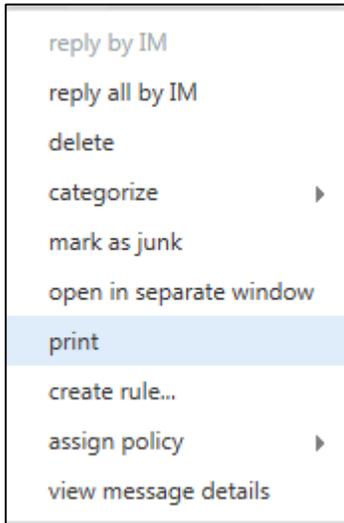
To forward a message:
1. In the message list, click to select the message you want to forward.
2. In the reading pane, click → FORWARD . A message form displays in the reading pane.
3. On the **To** line, type the e-mail address of the person you want to forward the message to.
4. Type your response in the space above the original message.
5. Click SEND at the top of the message form.

Printing Messages

You can print a copy of a message using the web browser's Print function.

To print a message:
1. In the message list, click to select the message you want to print.
2. In the reading pane, click them menu icon [...], and then click **print** on the menu. A printer-friendly version of the message opens in a new window and the **Print** dialog box opens.

reply by IM
reply all by IM
delete
categorize   ▶
mark as junk
open in separate window
print
create rule...
assign policy   ▶
view message details

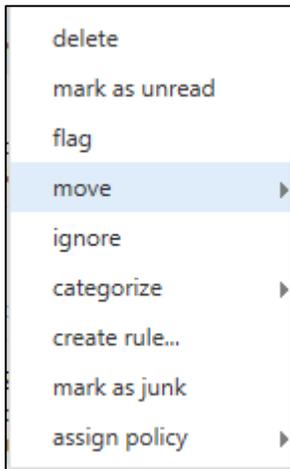3. Select the desired print options, and then click the **Print** button.

Moving Messages

You can organize your messages by moving them from your Inbox folder to other folders. See the Creating Folders section of this handout on how to create new folders.

To move a message:
1. In the message list, right-click the message you want to move, point to **move** on the menu, and then click the desired folder.

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

delete
mark as unread
flag
move ▸
ignore
categorize ▸
create rule...
mark as junk
assign policy ▸

Deleting Messages

Over time, your Inbox folder 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 message list, point to the message you want to delete, and then click the delete icon ✕.

    NOTE: If you want to restore a deleted message, move the message from the **Deleted Items** folder to the desired folder.

Flagging Messages

You can flag a message to remind yourself to follow up on it later. OWA includes five preconfigured flags (today, tomorrow, this week and no date). When a message is flagged, a red flag appears to the right of the message in the message list.

<u>NOTE</u>: Any message that you flag will appear in the *Tasks* folder.

To flag a message:

1. In the message list, point to the message you want to flag, and then click the flag icon .

   <u>NOTE</u>: When you flag a message, today is automatically assigned as the follow-up date. You can set a different follow-up date by right-clicking the flag icon and selecting the desired option from the menu.

To mark a flagged message as complete:

1. Click the flag icon. The flag icon changes to a check mark icon .

To remove a flag from a message:

1. Right-click the flag icon, and then click **clear flag** on the menu.
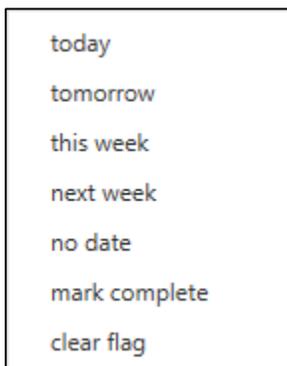
Filtering Messages

By default, all messages in the current folder are displayed in the message list. You can use the filters at the top of the message list to show only messages that are unread, messages that have your name on the *To* or *Cc* line, or messages that are flagged.

To filter a message:
1. Click the desired filter at the top of the message list. Only those messages that meet the selected criteria are displayed in the message list.

INBOX   ITEMS BY DATE ▼
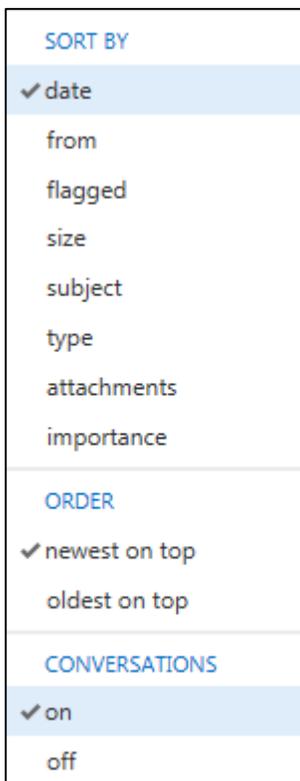
all   unread   to me   flagged

Sorting Messages

By default, messages in the message list are grouped by conversation and are sorted by the date received, with the newest message at the top. You can change how messages are sorted by using the sort control at the top of the message list.

To change how messages are sorted:
1. Click the sort control at the top of the message list, and then click the field by which you want to sort the message on the menu.

SORT BY

✔ date

from

flagged

size

subject

type

attachments

importance

ORDER

✔ newest on top

oldest on top

CONVERSATIONS
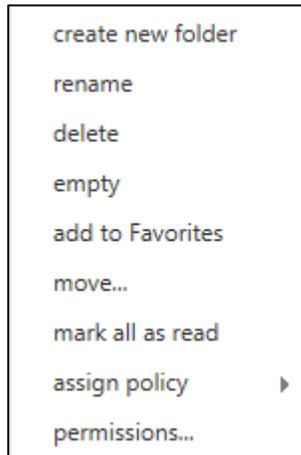
✔ on

Managing Folders

By default, messages that are sent to you are stored in your Inbox folder. You can create subfolders and distribute your messages to different folders to keep your mailbox organized.

The folder list displays the default folders in OWA as well as folders that you create. Below is a description of each default folder.

- **Inbox**: By default, all incoming messages are delivered to this folder.
- **Drafts**: Copies of in-progress messages are automatically stored in this folder.
- **Sent Items**: By default, a copy of every message you send is stored in this folder.
- **Deleted Items**: By default, 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 list displays a menu of actions you can take. These actions include creating, renaming, deleting, emptying or moving a folder; adding a folder to your Favorites; and marking every item 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.

create new folder
rename
delete
empty
add to Favorites
move...
mark all as read
assign policy ▶
permissions...

Creating Folders

You can create folders to organize your messages. For example, you can create a folder for a specific project or for all messages sent by a particular person.

To create a new folder:

1. In the folder list, right-click the folder you want to create the new folder in (e.g., **Inbox**), and then click **create new folder** on the menu.
2. Type a name for the new folder in the box that appears, and then press the **Enter** key.

Renaming Folders

You can rename any folder that you create.

To rename a folder:
1. In the folder list, right-click the folder you want to rename, and then click **rename** on the 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 list, right-click the folder you want to delete, and then click **delete** on the menu.
2. The **delete folder** dialog box opens asking you to confirm. Click the **ok** button.
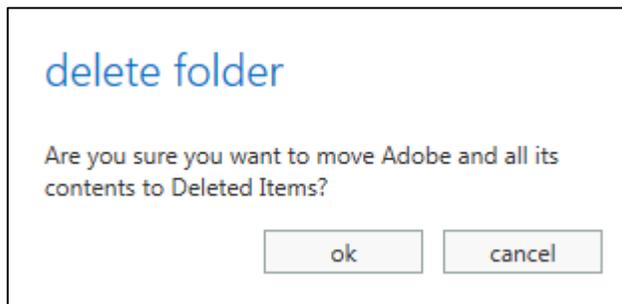
Emptying the Deleted Items Folder

By default, every item that you delete from your mailbox is moved to the **Deleted Items** folder. The item is not permanently deleted until you empty the Deleted Items folder or delete the item individually from the Deleted Items folder.

To empty the Deleted Items folder:
1. In the folder list, right-click the **Deleted Items** folder, and then click **empty** on the menu.
2. The **empty folder** dialog box opens asking you to confirm. Click the **ok** button.
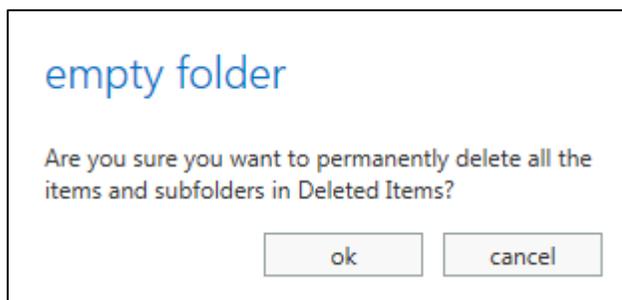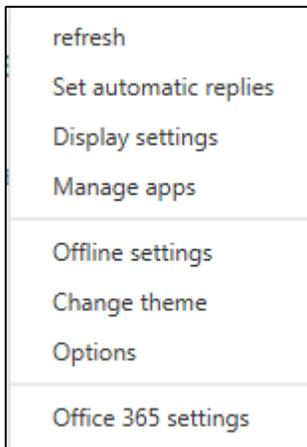
Turning on Automatic Replies

You can use the *automatic replies* feature of OWA to notify people who send you messages that you are not available to respond. You can create different messages to send to people within Lamar State College – Port Arthur and people outside of Lamar State College – Port Arthur. After automatic replies are turned on, they will be sent once to each sender.

To turn on automatic replies:

1. Click **Settings** ⚙ on the right side of the navigation bar, and then click **Set automatic replies** on the menu.

```
refresh
Set automatic replies
Display settings
Manage apps

Offline settings
Change theme
Options

Office 365 settings
```

2. On the **automatic replies** tab, select the **Send automatic replies** option.
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.
5. Click the **save** button at the bottom of the page.

inbox rules   automatic replies   delivery reports   retention policies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

○ Don't send automatic replies
◉ Send automatic replies
    ☐ Send replies only during this time period:
    Start time: Tue 2/11/2014   ▾   3:00 PM   ☑
    End time: Wed 2/12/2014   ▾   3:00 PM   ☑

    Send a reply once to each sender inside my organization with the following message:

    | Calibri | 12 | **B** *I* <u>U</u> abc ≡ ≡ ≡ ⋮≡ ⅓≡ ≡↹ ↹≡ ᵃᵇⱽ A ✎ A≡ ⊕ ↻ x² x₂ ▸¶ ¶◂ |

    ☑ Send automatic reply messages to senders outside my organization
        ○ Send replies only to senders in my Contacts list
        ◉ Send replies to all external senders

   Send a reply once to each sender outside my organization with the following message:

    | Calibri | 12 | **B** *I* <u>U</u> abc ≡ ≡ ≡ ⋮≡ ⅓≡ ≡↹ ↹≡ ᵃᵇⱽ A ✎ A≡ ⊕ ↻ x² x₂ ▸¶ ¶◂ |

    save

Calendar

The *Calendar* view 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. Month view is the default view when you first visit the calendar in OWA.

The small calendars in the left pane can be used to navigate from one date to another. Shading will show you what month you are currently viewing and darker shading marks the current date. The area above the main calendar can be used to navigate from one month to another. Click any of the months to jump to that month.
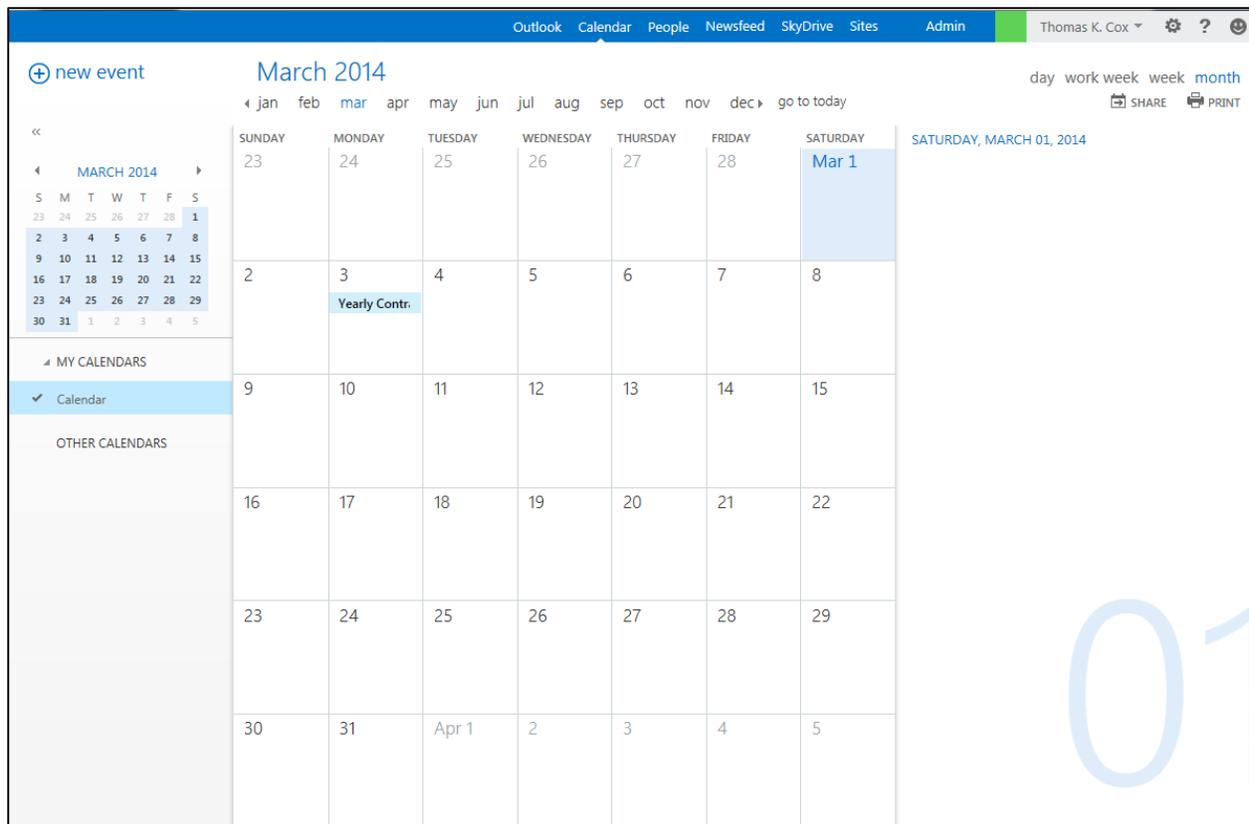
Creating Appointments

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. Click **Calendar** on the navigation bar to switch to the **Calendar** view.
2. Click **new event** in the upper-left corner of the page. A blank calendar item form displays.
3. On the **Event** line, type a short description of the event.
4. On the **Location** line, type the location of the event.
5. Under **Start**, select the start date and time.
6. Under **Duration**, select the duration of the event.
7. Under **Show as**, select how you want the time to appear on your calendar.
8. Under **Reminder**, select when you want to be reminded.
9. If you want this event to repeat, select a repeating pattern under **Repeat**.
10. In the **Notes** box, type any additional information.
11. Click **SAVE** at the top of the calendar item form.

SAVE   ✕ DISCARD   ⧉ SCHEDULING ASSISTANT   ⋯   ⎁ ✕

Event:

Location: add room

Attendees: +

Start: Duration:
Tue 2/11/2014 ▼   4:00 PM ▼   30 minutes   ▼

Show as: Reminder:
Busy   ▼   15 minutes   ▼

Calendar:
Calendar   ▼

Repeat:
Never   ▼

☐ Mark as private   🌐 Online meeting

Calibri   ▼ 12 ▼   B I U ⠿ ≡ ≡ ⇥ ⇤ ✎ A ✎ ≡ ≡ ≡ 🔗 ⇌ x² x₂ abc 🖼 ▶¶ ¶◀ ↺ ↻ 🗓

Ending or Deleting Appointments

If 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. Click the event on your calendar to display a quick view of that event, and then click **EDIT**.

   NOTE: If you are editing a repeating event, when you are prompted, select **edit occurrence** to have your changes affect only that occurrence or **edit series** to edit every event in the series.
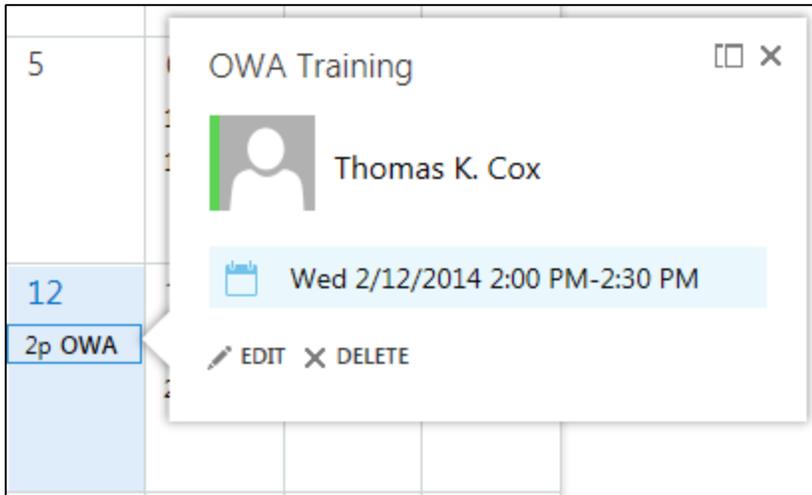
2. Make the desired changes.
3. Click **SAVE** at the top of the calendar item form.

To delete an appointment:
1. Click the event on your calendar to display a quick view of that event, and then click **DELETE**.
2. The **delete event** dialog box opens asking you to confirm. Click the **delete** button.

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

Creating Meetings

A meeting is an appointment to which you invite other people. Response to your meeting invitation appear in you 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. Click **new event** in the upper-left corner of the **Calendar** view. A blank calendar item form displays.
2. On the **Event** line, type a short description of the meeting.
3. On the **Location** line, type the location of the meeting.
4. On the **Attendees** line, type the e-mail address of each person you want to invite to the meeting, and then press the **Enter** key.

   NOTE: You can also add an attendee by typing the person's name on the **Attendees** line. OWA will search for matches as you type. If a match is found, click to add the person to the field. If no match is found or the matches returned are not correct, you can search for that person in your **Contacts** folder and in the **Global Address List**.

5. Each person you add will automatically be added as **required**. To change that status, right-click the name, and then click **make optional** on the menu.

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

6. Under **Start**, select the starting date and time.
7. Under **Duration**, select the duration of the meeting.
8. Under **Show as**, select how you want the time to appear on your calendar.
9. Under **Reminder**, select when you want to be reminded.
10. If you want this meeting to repeat, select a repeating pattern under **Repeat**.
11. In the **Notes** box, type any additional information.
12. Click **SEND** at the top of the calendar item form. 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 your invitation.

Rescheduling or Canceling Meetings

You can reschedule or cancel a meeting you previously scheduled.

To reschedule a meeting:
1. Click the meeting on your calendar to display a quick view of the meeting, and then click **EDIT**.
2. On the calendar item form, under **Start**, change the starting date or time.
3. Make any other changes as desired.
4. Click **SEND** at the top of the calendar item form to send an update to all attendees.

To cancel a meeting:

1. Click the meeting on your calendar to display a quick view of the meeting, and then click **CANCEL**.
2. The **cancel meeting** dialog box opens asking you to confirm. Click the **yes** button. A message window opens.
3. Click **SEND** at the top of the message window to send the cancellation notice to all attendees.

   NOTE: If you want to include a message with the cancellation notice, for example, the reason you are cancelling the meeting, type your message in the space below the toolbar before you send it.

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.

To respond to a meeting invitation:
1. Click **Outlook** on the navigation bar to switch to the **Outlook** view.
2. In the message list, click to select the meeting invitation you want to respond to.
3. In the reading pane, do one of the following:
   - Click **ACCEPT** to accept the meeting invitation and add it to your calendar.
   - Click **TENTATIVE** to accept the meeting invitation, but indicate that you may not attend. The meeting is also added to your calendar.
   - Click **DECLINE** to decline the meeting invitation. The meeting is not added to your calendar.
4. Click **edit the response before sending**, **send the response now**, or **don't send the response on the menu**.

   NOTE: If you select the **edit the response before sending** option, a message form addressed to the sender of the meeting invitation displays in the reading pane. Type your response, and then click **SEND** at the top of the message form.

Contacts

The *People* view provides access to all your personal contacts and contact groups as well as the Global Address List. The People view consists of the folder list, the contact list, the reading pane and the search box.
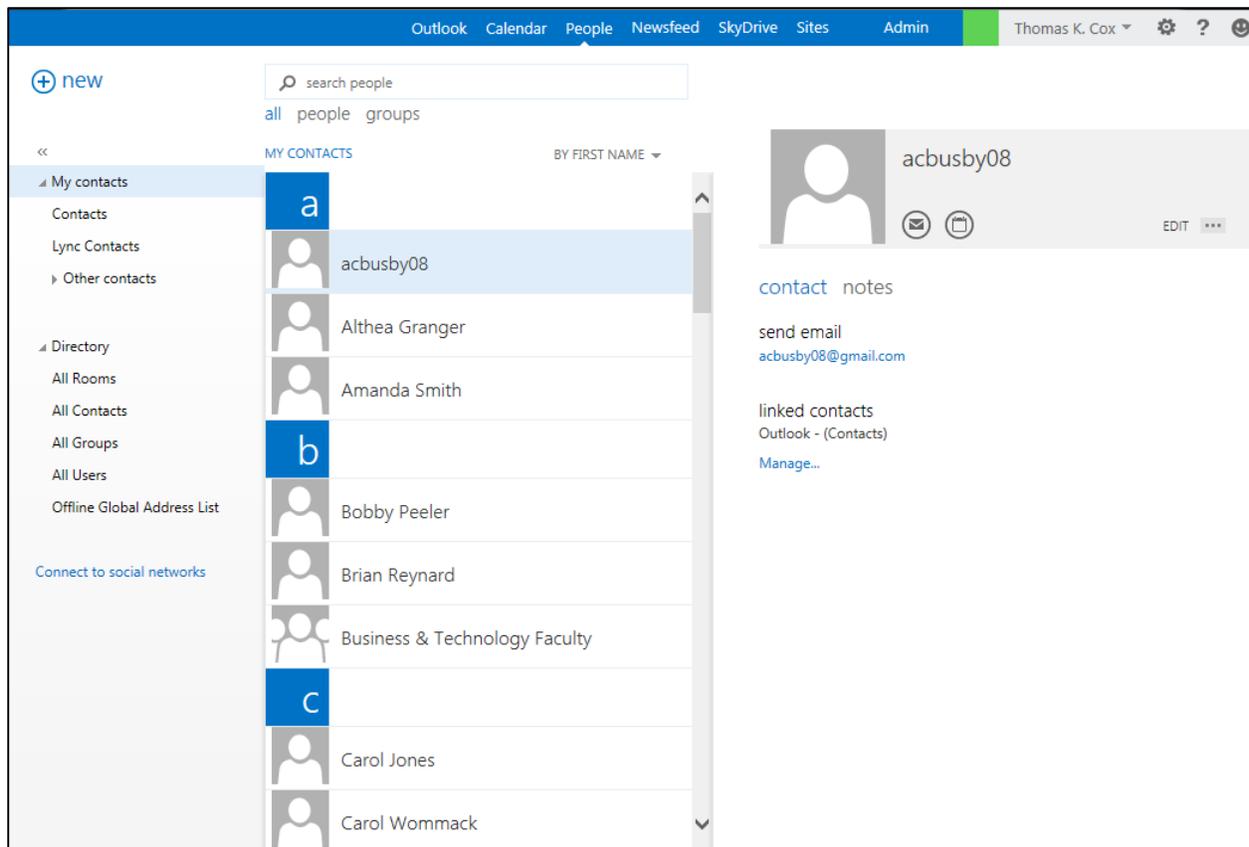
- **Folder List** – displays contact folders. You can expand or collapse folders by clicking the triangle icons next to the folder names.

- **Contact List** – displays a list of all the contacts in the current folder.

- **Reading Pane** – displays the contact card for the selected person on group.

- **Search Box** – used to search for people.

NOTE: The *Connect to social network* link below the folder list allows you to add people to your contact list by setting up a connection with a supported networking or social connection service such as *LinkedIn* or *Facebook*.

When a message is displayed in the reading pane of the Outlook view, you can point to any name in the *sender*, *To* or *Cc* fields of the message to see a brief summary of their contact information. This same information appears in the reading pane at the top of every entry in the People view. The miniature contact card includes icons that you can use to do the following:

- Click the mail icon to send a message to the person.

- Click the calendar icon to send a meeting invitation to the person.

- Click the new icon ⊕ new to add the person to your **Contacts** folder.
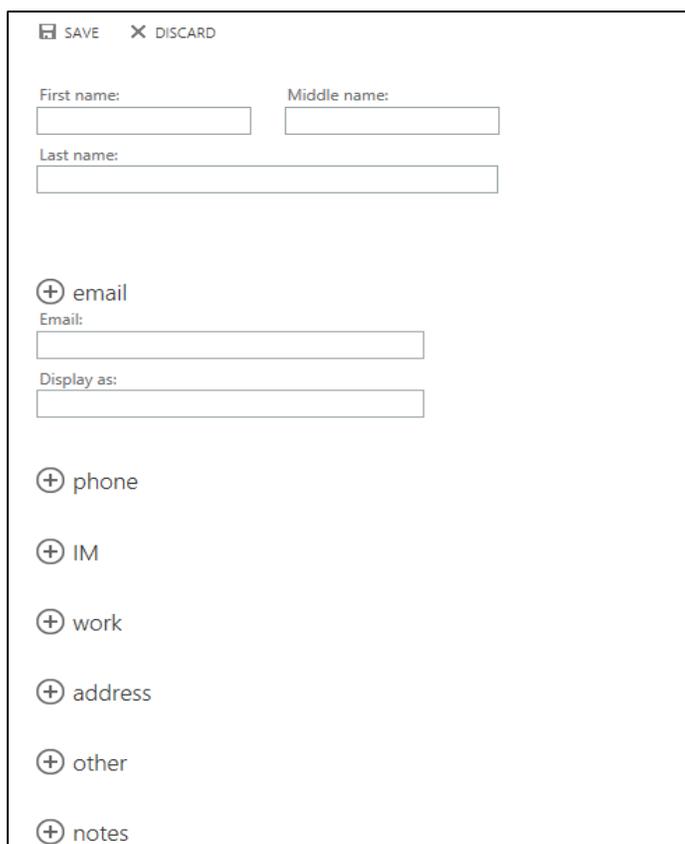
Creating New Contacts

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

To create a new contact:
1. Click **People** on the navigation bar to switch to the **People** view.
2. In the folder list, click the **Contacts** folder.
3. Click ⊕ new in the upper-left corner of the page, and then click **create contact** in the dialog box that opens. A blank contact form displays in the reading pane.
4. Type a name for the contact.
5. Fill in any other information that you want to include for the contact.

   NOTE: Click the plus icon next to the desired field to expand it or to see more options for that field.

6. Click **SAVE** at the top of the contact form.

Editing 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 contact list, click to select the contact you want to edit. The contact card for the selected person is displayed in the reading pane.
2. In the reading pane, click **EDIT**.
3. Make the desired changes.
4. Click **SAVE** at the top of the contact form.

Deleting Contacts

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

To delete a contact:
1. In the contact list, click to select the contact you want to delete. The contact card for the selected person is displayed in the reading pane.
2. In the reading pane, click the menu icon ⋯ , and then click **delete** on the menu.
3. The **delete contact** dialog box opens asking you to confirm. Click the **delete** button.

Creating and Editing Contact Groups

Contact groups allow you to send messages and meeting invitations to multiple contacts without having to enter each contact separately. Any contact with a valid e-mail address can be included in a group. Additionally, contacts can be added or deleted from an existing group as needed.

To create a contact group:
1. Click **new** in the upper-left corner of the **People** view, and then click **create group** in the dialog box that opens. A blank group form displays in the reading pane.
2. In the **Group name** box, type a name for the group.
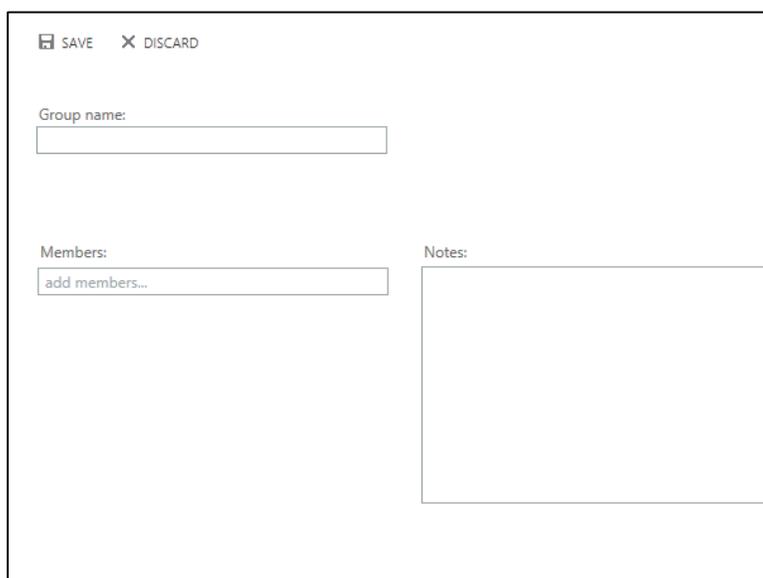
3. In the **Members** box, type the e-mail address of each person you want to add to the group, and then press the **Enter** key.

   NOTE: You can also add a member by typing the person's name in the **Members** box. OWA will search for matches as you type. If a match is found, click to add the person to the group. If no match is found or the matches returned are not correct, you can search for that person in your **Contacts** folder and in the **Global Address List**.

4. Click **SAVE** at the top of the group form.

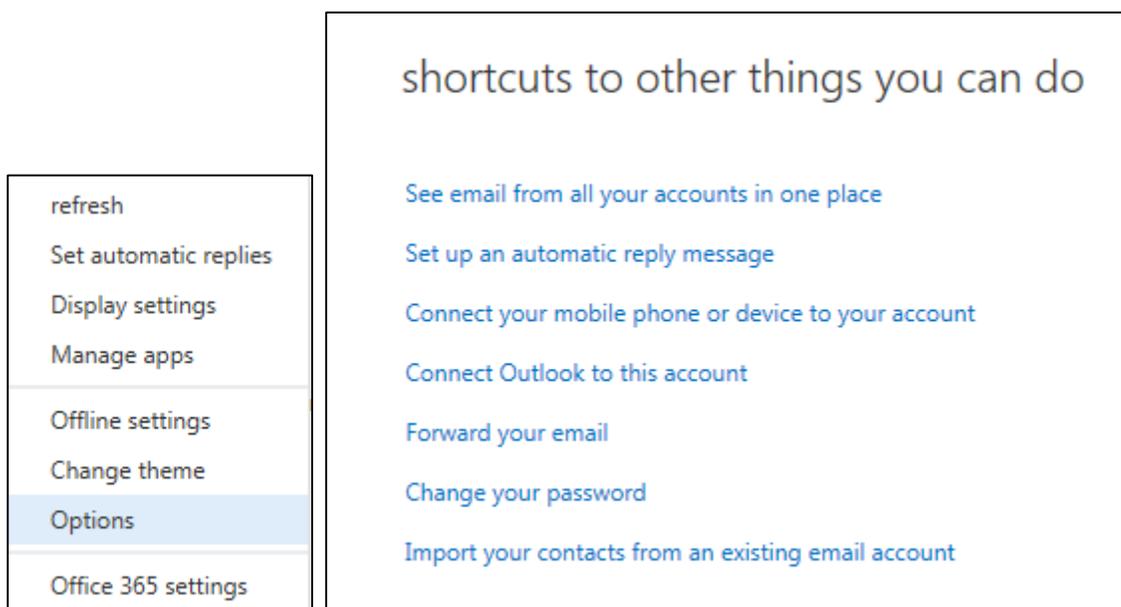To delete a member from a contact group:
1. In the contact list, click to select the contact group you want to edit. The contact card for the selected group is displayed in the reading pane.
2. In the reading pane, click **EDIT**. A group form displays in the reading pane.
3. Click the delete icon ✕ next to the member you want to delete.
4. Click **SAVE** at the top of the group form.

Accessing OWA on a Mobile Device

You can use a mobile phone, tablet, or other supported device to access Office 365 OWA.

To set up a mobile device:
1. Click **Settings** ⚙ on the right side of the navigation bar, and then click **Options** on the menu.
2. Click the **Connect your mobile phone or device to your account** link on the right side of the page. The page with instructions opens in a new web browser window.
3. Follow the instructions on the page to set up your device.

shortcuts to other things you can do

refresh	See email from all your accounts in one place
Set automatic replies	Set up an automatic reply message
Display settings	Connect your mobile phone or device to your account
Manage apps	
	Connect Outlook to this account
Offline settings	Forward your email
Change theme	
Options	Change your password
	Import your contacts from an existing email account
Office 365 settings	

Signing Out

Signing out helps prevent someone else from accessing your mailbox. When you are done using Office 365 OWA, you should always sign out and close the web browser window.

To sign out of Office 365 OWA:

1. Click your name on the right side of the navigation bar, then click **Sign out** on the menu.