



Microsoft® Outlook® on the Web for Office 365™ – Quick Reference




Exploring Outlook on the Web for Office 365 and its Interface

Outlook on the Web allows you to access your Exchange Online mailbox remotely using a Web browser. The main advantage of using Outlook on the Web is that you can access your e-mail, appointments and meetings, contacts, and tasks (and potentially also documents) while you are away from your office computer, provided you have access to a computer or mobile device with an Internet connection. The main window contains various components as described below.

New button – Allows you to start creating a new message in the Reading Pane.

Focused Inbox – Displays the most important e-mails.

Folder Pane – Allows you to organize and access your mailbox folders and subfolders, including default folders such as *Drafts* and *Deleted Items*, as well as folders you create. See “Navigating Folders” on page 2 for more information.

Message List – Displays all items that are delivered to the *Inbox*. It may be resized by dragging its right-border left or right to the desired width. The mouse pointer appears as  while positioned over the border. See “Reading Message List Items” on page 4 for more information.

Outlook Navigation bar


Contains four buttons: *Mail*, *Calendar*, *People* and *Tasks*. They allow you to manage e-mail, appointments/meetings, contacts, use instant messaging, as well as create and assign tasks.

- **Mail** – Displays a view (shown above) used to send and receive e-mail, and manage e-mail folders including default folders (such as *Inbox*, *Sent Items*, *Deleted Items*, *Favorites*, etc.), as well as folders you create.
- **Calendar** – Displays a view used to select dates and various *Calendar* views; create and manage appointments and meetings; and create invitations and reminders to upcoming events.
- **People** – Displays a view used to create and manage your address book contacts, and work with contact views.
- **Tasks** – Displays a view used to create and manage tasks, and work with task views and folders.

Notifications – Displays reminders of your appointments, meetings, task deadlines, and other events.



Settings – Provides access to various Outlook on the Web settings such as general display and e-mail settings, as well as Office 365 settings.

Help – Provides access to help, allowing you to select or search for specific topics.

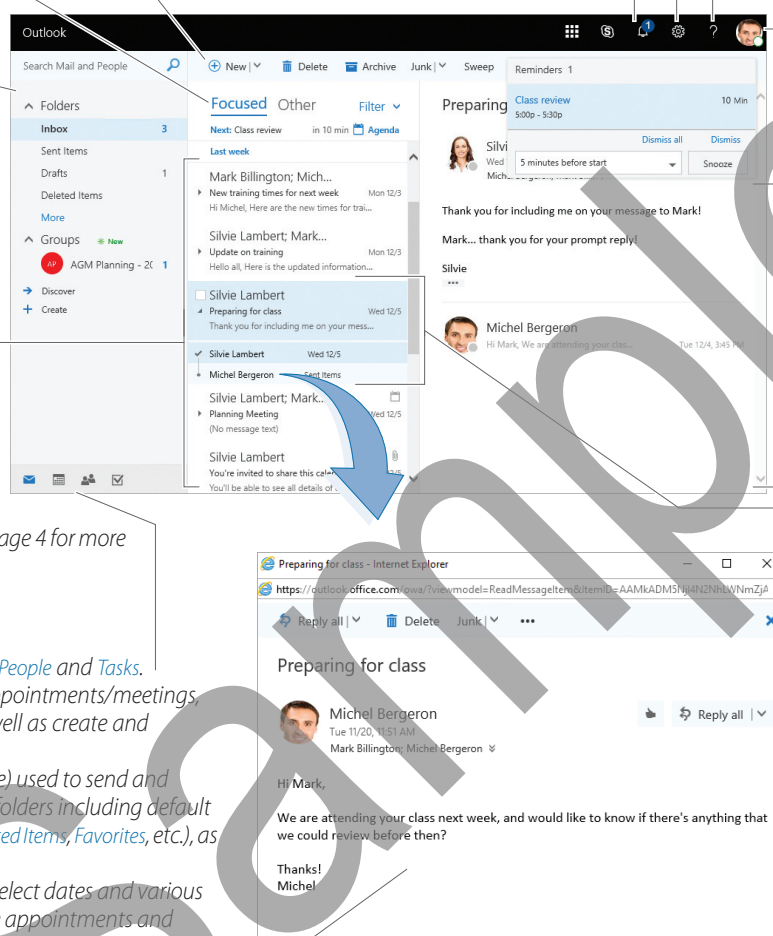
Account Picture – Provides access to your account to change your presence status, sign out or sign in (if required) to use instant messaging, change mailboxes, and sign out of Outlook on the Web. It also contains the Presence indicator () shown above, which provides instant awareness as to your current presence status.

Reading Pane – Shows the contents of the message or conversation currently selected in the Message List. Icons on toolbars in the Reading Pane allow you to process the current message appropriately.

Conversation view – Groups message threads with the same Subject, organizing them as a conversation.

- In the Message List, you can expand or collapse a conversation by clicking the  or  button.
- In the Reading Pane, you can expand or collapse a conversation by clicking above the name of a sender.

Note: Conversation view may be turned off, to display messages individually. See “Turning the Conversation View Off/On” on page 2 for more information.



Message Window – Displays the contents of message as a pop-up window. You can double-click the message in the Message List to open it in a message window. The *Reply all* button and its associated drop-down button along the top of the window may be clicked to perform various reply tasks. See “Opening and Closing Message Windows” on page 2 for more information.

Featured Objectives

PAGE 1

Exploring Outlook on the Web for Office 365 and its Interface

- Learn about the Outlook on the Web for Office 365 user interface including its screen components.

PAGE 2

Getting Started

- Learn how to launch Outlook on the Web and sign out of the Office 365; select, expand, and collapse folders; use and manage user interface components including the Conversation view and message windows; and select and sort messages.

PAGE 3

Working with Outgoing Mail

- Learn how to create and send e-mail messages including attaching files, setting message options, formatting messages, and creating and inserting signatures.

PAGE 4

Working with Incoming Mail

- Learn how to read and process incoming items including flagging, replying to, forwarding, and deleting messages.

PAGE 5

Managing and Organizing Mail

- Learn how to create folders; manage messages and folders; as well as filter, search for, and print messages.

PAGE 6

Working with the Calendar

- Learn how to navigate the Calendar, create and manage appointments and meetings, and create and share Calendars.

PAGE 8

Working with Contacts and Tasks

- Learn how to create and manage contacts and tasks including marking tasks complete, and creating and using folders.