

SLU Getting Started

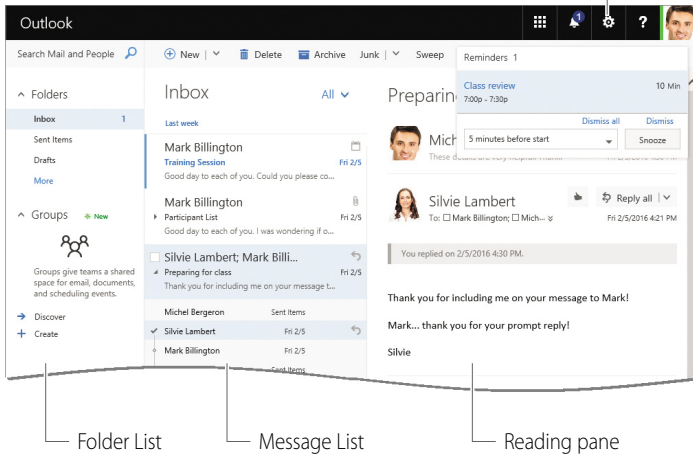
Outlook Web App - Migration Quick Reference



Signing In to Outlook Web App

- 1 Login to <https://myslu.slu.edu> and go to **Tools**.
- 2 Click on the link for **Office 365 Email**.

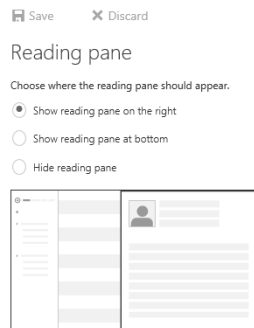
Note: The Mail app window appears with the Folder List on the left, the Message List in the center, and the Reading pane on the right. The **Settings** button appears at the top right corner of the window.



Managing the Reading Pane

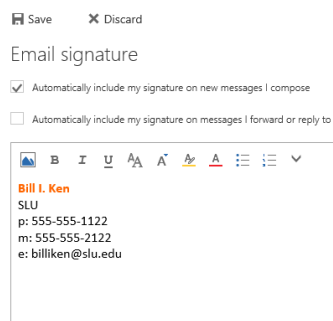
You can choose to have the Reading pane displayed vertically, horizontally, or not at all.

- 1 Click the **Settings** button.
- 2 Click the **Mail** link at the bottom of the **Settings** pane, and then select **Reading pane** under the **Layout** category in the **Options** pane (on the left).
- 3 Select the desired option, and then click **Save**.



Creating an E-mail Signature

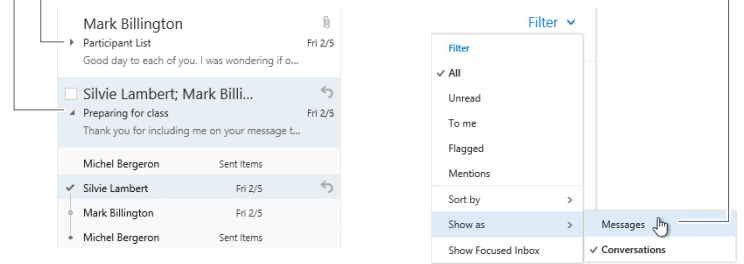
- 1 Click the **Settings** button.
- 2 Click the **Mail** link at the bottom of the **Settings** pane, and then select **Email signature** under the **Layout** category in the **Options** pane (on the left).
- 3 Type and format the signature, as well as enable/disable the check box(es) as required, and then click **Save**.



Managing Conversation View

Messages (sent and received) with the same subject will be grouped together in the Message List, making it easy to find the most recent message in the group. The Conversation view may not be appropriate in all situations, and you may find it helpful to disable it while performing certain actions (e.g., printing messages).

- To collapse a conversation, click a **collapse** icon.
- To expand a conversation, click a **expand** icon.
- To disable Conversation view, click the **Filter** drop-down button, point to **Show as**, and then select **Messages**.



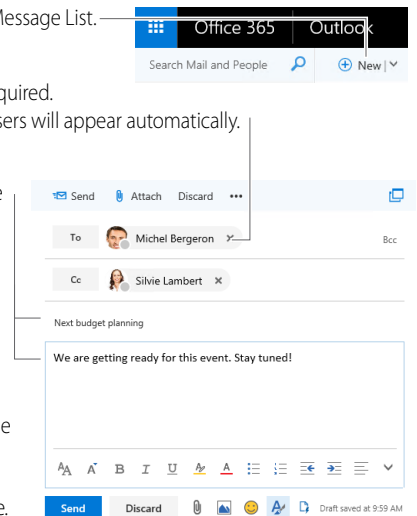
Composing and Sending E-mail Messages

- 1 Click the **New** button above the Message List.
- 2 Address the e-mail message as required. **Note:** As you type, addresses of users will appear automatically.
- 3 Type the message subject and the body content as required.

- 4 Click the **Send** button.

If required, use any of the button referenced as follows:

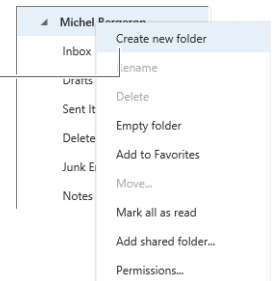
- Click **Attach** to include a file with the message. See **Attaching Files to Messages** on page 2.
- Click **Discard** to cancel the message.
- Click **More** to access additional commands such as **Save draft** and **Insert signature** to name a few.



- Click **Edit** to edit the message in its own window.

Creating Folders (Labels)

- 1 To create a folder at the highest level of your mailbox, click **More** in your favorites list, right-click your name, and then select **Create new folder**.
– OR –
To create a "favorites" folder, click the **Create new folder +** button next to **Folders**.
- 2 Type a name for the new folder, and then press **ENTER**.



Note: Do not create a sub-folder as part of your Inbox. Create a new folder then sub-folders under the new folder.

Searching for Messages

1 Select the folder in which to search. For e.g., the *Inbox*.

2 Click in the **Search Mail and People** box above the Folder List, and then type the desired search text.

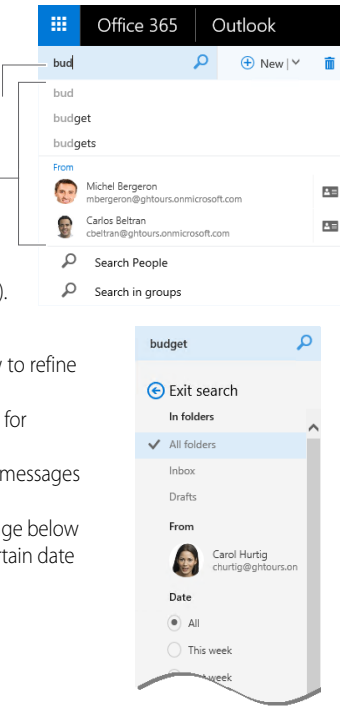
Note: As you type, suggestion such as messages that contain the search text or messages from a contact appear.

3 Click the desired suggestion (above *From*).

4 If required, select the options listed below to refine the search.

- Select a folder below *In folders* to search for messages in that specific folder.
- Select a person below *From* to search for messages from a specific sender.
- Select a date option or specify a date range below *Date* to search for messages within a certain date range.

5 Click **Exit search** when done.



Creating E-mail Rules

You can create rules to process Inbox items automatically. The example shown below is named as, and displays conditions and actions that pertain to moving messages received from "Carol Hurtig" to such a folder. Many other examples are possible.

1 Click the **Settings** button, and then click the **Mail** link at the bottom of the *Settings* pane.

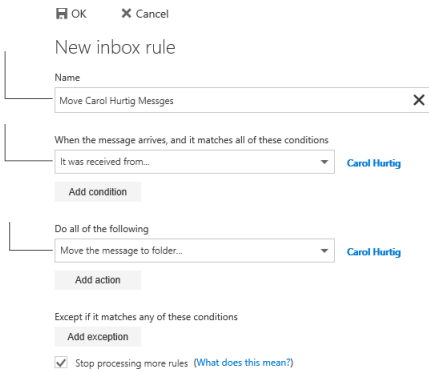
2 Select **Inbox and sweep rules** under the *Automatic processing* category, and then click the **Add** button.

3 Type a name for the rule in the *Name* text box.

4 Click the *When the message...* drop-down button to define a condition.

5 Click the *Do all of the following* drop-down button to define an action.

6 Click **OK** to enable the rule.



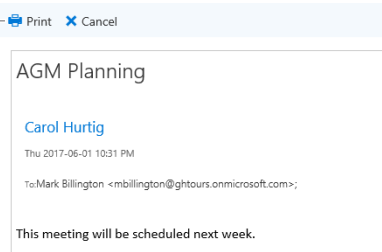
Printing Messages

1 If desired, disable the Conversation view to make it easier to isolate individual messages in the Message List. See **Managing Conversation View** on page 1.

2 Select the message to be printed, click the **Print** button, and then select **Print**. **Note:** A preview of the selected message appears (shown below).

3 Click the **Print** button to open the *Print* dialog box.

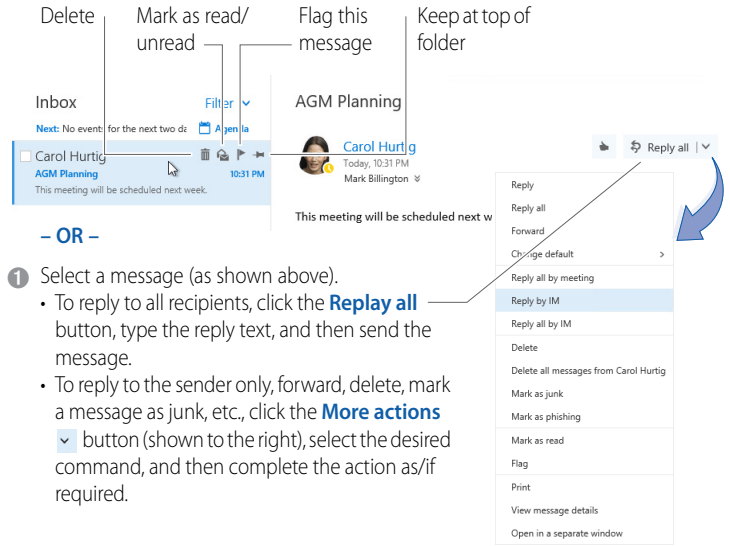
4 Specify the print settings as required, and then click the **Print** button.



Processing Inbox Messages

Processing messages involves the various actions that you can perform on a message that you receive. For e.g., replying, forwarding, flagging, and deleting messages to name a few.

• Point to a message, and then click the appropriate button that appears.



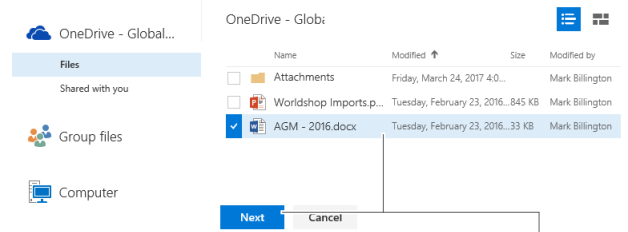
1 Select a message (as shown above).

- To reply to all recipients, click the **Reply all** button, type the reply text, and then send the message.
- To reply to the sender only, forward, delete, mark a message as junk, etc., click the **More actions** button (shown to the right), select the desired command, and then complete the action as/if required.

Attaching Files to Messages

1 While composing a message, click the **Attach** button in the Reading pane or in the message window.

2 Select the location where the file(s) is stored (**OneDrive** or **Computer**). **Note:** You may also see an option named *Group files*, which are files stored in a SharePoint document library.



3 Select the file(s) to be attached, and then click the **Next** button.

4 Click the **Attached as a OneDrive file** button to attach a link from where the file can be opened.
– OR –
Click the **Attached as a copy** button to attach a copy of the file.

Managing Out of Office Replies

1 Click the **Settings** button, and then click the **Mail** link at the bottom of the *Settings* pane.

2 Select **Automatic replies** under the *Automatic processing* category, and then enable the **Send automatic replies** option.

3 If required, enable the **Send replies only...** check box, specify a date range, as well as enable the required check box(es).

4 Type the text to be included in the automatic reply to users inside your organization.

Note: Additional options (not shown to the right) are available for users outside of your organization.

5 Click the **Save** button.

