

# Office 365 – (O365)

## Outlook Web Access (OWA)



## Tutorial # 1

## OWA – General Overview

(Story board)

# Introduction

The following is a story board of a tutorial depicting the steps and screen selections required to perform various functions using the Office 365 Outlook Web Access (OWA) application.

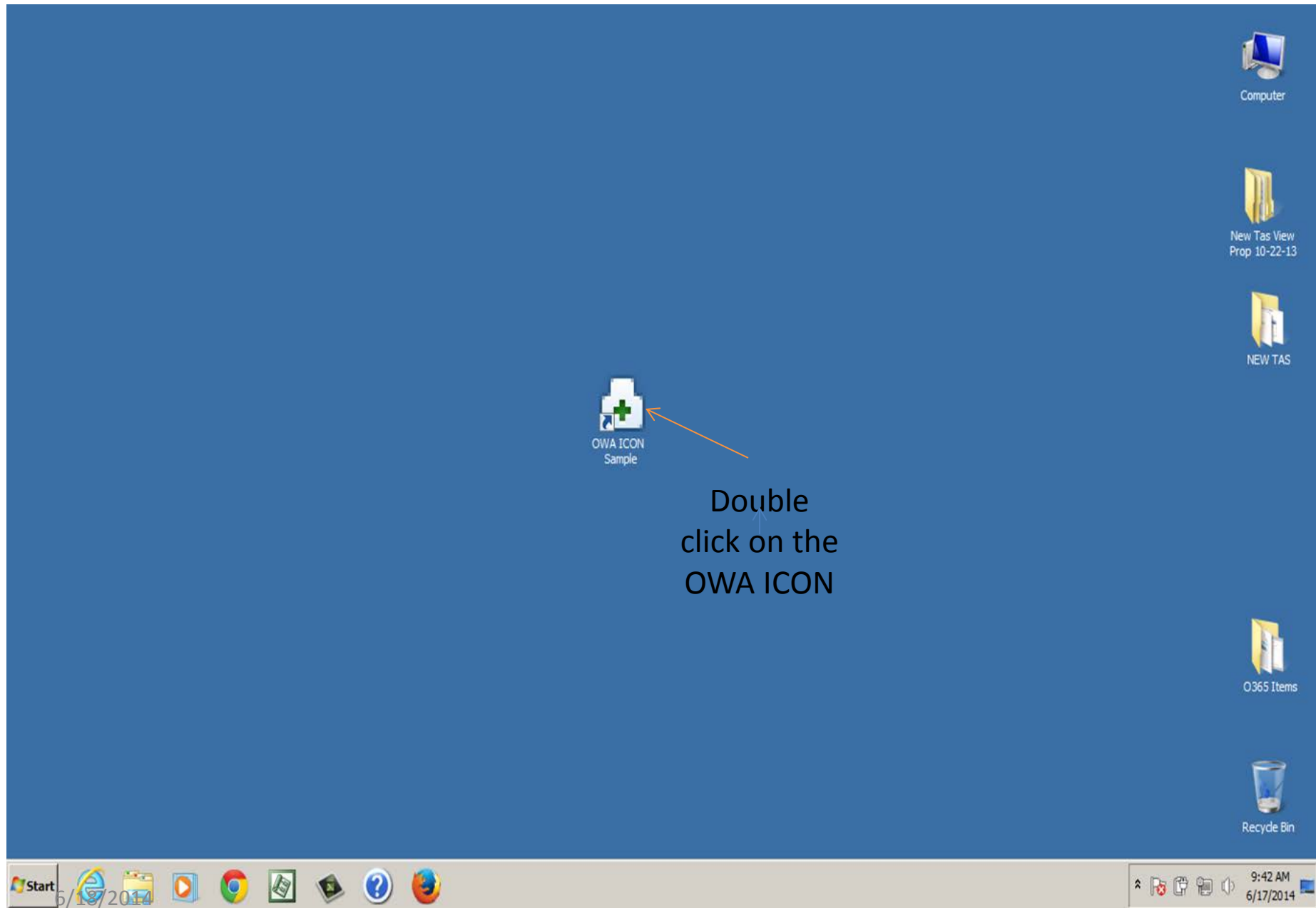
What is covered in 'OWA General Overview' tutorial is a high level review of:

- Sign on
- OWA General Overview
- Outlook Tab Items
- Calendar Tab Items
- People Tab Item
- "User" Tab Items
- Admin (Gear) Tab Items
- Search example
- Print examples
- Sign off

As the tutorials are designed to be reviewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

# Sign On

# O365 – OWA Desktop - Sign in Screen



# O365 – OWA Internet - Sign in Screen

Sign in to Office 365

Microsoft Corporation [US] [https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI\\_SSL&wreply](https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply)

Apps Welcome to the Montg... SiriusXM Internet Radi... CMS Content Manager Google Google Analytics Offi... ABCNews.com - Breaki... CBS News - Breaking ... Other bookmarks

Office 365

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

[Can't access your account?](#)

Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback

6/18/2014

Sign in to Office 365 - ... Presentation1 - Microsof...

Search Desktop 9:45 AM

Enter  
County  
Network ID

someone@example.com

Password

☐ Keep me signed in

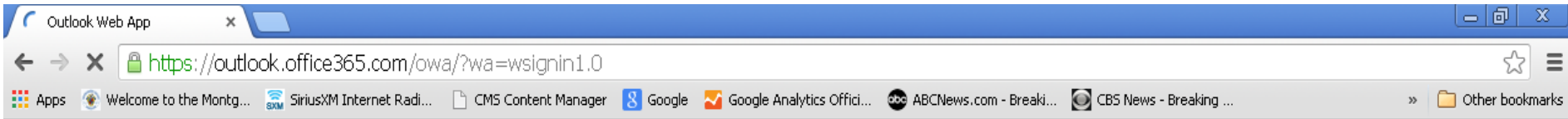
Sign in

[Can't access your account?](#)

Select to  
start Sign in  
process

Enter  
County  
Network  
Password

# O365 – OWA Sign in progress screen



Outlook® Web App



When a staff person signs on they are presented the Outlook Tab.

# OWA Overview – General Screen Items

The screenshot shows the Outlook Web App (OWA) interface. The top navigation bar includes tabs for Outlook, Calendar, People, and Training User. The left sidebar shows the folder view, including Favorites, Training User, and a list of folders like Inbox, Drafts, and Deleted Items. The main content area displays the Outlook tab, showing the inbox with a search bar and filters. Annotations with arrows point to specific elements: the Outlook Tab, Calendar Tab, People Tab, "User" Tab, Admin (Gear) Tab, and the Folder View/Close button. A taskbar at the bottom shows the date 6/18/2014 and the time 8:59 AM.

**Outlook Tab**  
This tab provides all message related functions

**Calendar Tab**  
This tab provides all event related functions

**People Tab**  
This tab provides all contact and group related functions

**"User" Tab**  
This tab provides all contact and group related functions

**Admin (Gear) Tab**  
This tab provides all general admin related functions

**Folder View/Close**  
This will open and close the folders section of the screen

When a staff person signs on they are presented the Outlook Tab.

# OWA Overview – Outlook Tab Items

The screenshot displays the Outlook Web App (OWA) interface. The top navigation bar includes tabs for Outlook, Calendar, and People. The left sidebar shows the 'INBOX' and a list of messages. The main content area displays a 'Test Message' from 'Training User'. A 'REMINDERS' panel is visible on the right. Annotations with arrows point to various elements: 'Add a new message' points to the '+' icon; 'Messages filtered by' points to the 'unread' filter; 'Shows list of messages' points to the message list; 'Displays preview of highlighted message' points to the message preview; 'Messages sorted by' points to the 'CONVERSATIONS BY DATE' dropdown; 'Reminders display' points to the 'REMINDERS' panel; 'Reply Options' points to the 'REPLY', 'REPLY ALL', and 'FORWARD' buttons; and 'Special \'...\' Options' points to the '...' button.

Training User - Outlook Web

https://pod51030.outlook.com/owa/#path=/mail

Office 365

search Mail and People

INBOX

CONVERSATIONS BY DATE

all unread to me flagged

Training User

Test Message

This is a test message with copy to training user

12:28p

Test Message

Training User

Tue 3/18/2014 12:28 PM

Inbox; Sent Items

To: Sample Test Contact <imlac1974@gmail.com>;

Co: Training User;

This is a test message with copy to training user

Messages sorted by

REMINDERS

5 DAYS Sample Event

OVERDUE 2:00p Wednesday, March 12, 2014 Office

dismiss all dismiss

5 minutes snooze

← REPLY ← REPLY ALL → FORWARD

mark as read

Special '...' Options

Reply Options

Reminders display

Shows list of messages

Displays preview of highlighted message

Messages filtered by

Add a new message

6/18/2014

8

# OWA Overview – Calendar Tab Items

The screenshot displays the Outlook Web App (OWA) calendar interface. The browser address bar shows the URL: <https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar>. The interface includes a navigation bar with tabs for Outlook, Calendar, and People. The main content area shows a calendar for March 2014, with a view selector at the top right indicating the current view is 'month'. Annotations with arrows point to various features:

- new event**: Points to the '+ new event' button in the top left.
- Shows calendar folder view**: Points to the 'Calendar' folder in the left sidebar under 'MY CALENDARS'.
- Add a new event**: Points to the '+ new event' button in the top left.
- Shows particular calendar display based upon view option**: Points to the view selector (day, work week, week, month) at the top right.
- Can jump to particular month by selecting it**: Points to the month navigation bar at the top, where 'mar' is selected.
- Print calendar (current view)**: Points to the 'PRINT' button in the top right.

The calendar grid shows the month of March 2014, with the 21st highlighted. A large '21' is overlaid on the right side of the calendar. The bottom status bar shows the date '6/18/2014' and the time '9:06 AM'.

# OWA Overview – People Tab Items

The screenshot displays the Outlook Web App (OWA) interface for the 'People' tab. The browser address bar shows the URL: <https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people>. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The left sidebar shows the 'My Contacts' folder selected, with a search bar above it containing 'all people groups'. The main content area displays a list of contacts, with 'Sample Test Contact' highlighted. The contact details for 'Sample Test Contact' are shown on the right, including a profile picture, email address, business address, and business phone number. The interface is annotated with several text labels and arrows:

- Contacts folder view**: Points to the 'My Contacts' folder in the left sidebar.
- Shows list of contacts displayed from these categories**: Points to the 'all people groups' search bar.
- Displays preview of highlighted contact**: Points to the contact details section on the right.
- contact notes**: Points to the 'contact notes' section in the contact details.
- business address**: Points to the 'business address' field in the contact details.
- linked contacts**: Points to the 'linked contacts' section in the contact details.
- Manage...**: Points to the 'Manage...' link in the contact details.
- Edit Contact**: Points to the 'Edit' button in the contact details.
- Special '...' Options**: Points to the '...' button in the contact details.
- Contacts sorted by**: Points to the 'BY LASTNAME' dropdown menu.

The bottom of the screen shows the Windows taskbar with the date '6/18/2014' and the time '9:10 AM'.

# OWA Overview – “User” Tab Items

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/mail

Office 365

Outlook Calendar People Training User

+ new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

<< all unread to me flagged

Favorites

- Inbox
- Sent Items
- Drafts [2]

Training User

- Inbox
- Drafts [2]
- Sent Items
- Deleted Items 1
- Junk Email
- Notes
- Email Holding

There are no items to show in this view.

There are no items to show in this view.

Training User  
training@teachoffice365.com

change

Open another mailbox...

Sign out

Selecting the “User” named Tab makes choices menu appear

Can change user characteristics

Here is where to sign out of OWA

TASKS 6/18/2014

Start

CNN.com - Breaking New...

OWA - Tutorial #1 Story...

Training User - Outloo...

Outlook Today - Microsof...

Search Desktop

9:13 AM

# OWA Overview – Admin (Gear)Tab Item List

new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

Training User

Refresh

Set automatic replies

Display settings

Manage apps

Offline settings

Change theme

Options

Office 365 settings

There are no items to show in this view.

There are no items to show in this view.

TASKS 6/18/2014

12

Start

CNN.com - Breaking New...

OWA - Tutorial #1 Story...

Training User - Outloo...

Outlook Today - Microsof...

Search Desktop

9:17 AM

# People Tab – Search for contact – Enter search criteria

The screenshot shows the Outlook Web App interface. The browser address bar displays <https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people>. The Office 365 navigation bar at the top includes links for Outlook, Calendar, and People. The left sidebar contains navigation options: My Contacts, Directory, All Rooms, All Users, All Groups, All Contacts, and Offline Global Address List. A search bar at the top left of the main content area contains the text 'test'. Below the search bar, a list of contacts is displayed, with 'Sample Test Contact' selected. The contact details for 'Sample Test Contact' are shown on the right, including a profile picture, email address (imlac1974@gmail.com), business address (101 Monroe Street), and business phone number (240-777-1212). A blue arrow points from the text 'Staff member enters search criteria' to the search bar.

Staff member enters search criteria

# People Tab – Search for contact – Search results

The screenshot shows the Outlook web interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The 'People' tab is active, displaying search results for the query 'test'. The search bar at the top left shows 'test' with a magnifying glass icon. Below the search bar, the results are listed under the heading 'all people groups'. Two contacts are shown: 'Sample Test Contact' with email 'imlac1974@gmail.com' and 'Training Test User' with email 'training@teachoffice365.com'. The word 'Test' in both contact names is highlighted in yellow. A blue arrow points from the text 'Any contacts having a match are displayed. In addition the match text is highlighted in yellow' to the yellow highlights. The right side of the interface shows the details for the selected contact, 'Sample Test Contact', including a profile picture, email icon, and various contact details like 'business address' (101 Monroe Street) and 'business' (240-777-1212). The bottom of the screen shows the Windows taskbar with the date '6/18/2014' and the time '2:30 PM'.

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/people

Office 365

new

test

all people groups

Include People From

- My Contacts and Directory
- MY CONTACTS
- DIRECTORY

Sample Test Contact  
imlac1974@gmail.com

Training Test User  
training@teachoffice365.com

Sample Test Contact

contact notes

send email  
imlac1974@gmail.com

business address  
101 Monroe Street

business  
240-777-1212

linked contacts  
Outlook - (Contacts)  
Recently emailed  
Manage...

Any contacts having a match are displayed. In addition the match text is highlighted in yellow

6/18/2014

14

Start

Inbox - Mailbox - Frey, J...

Training User - Outloo...

OWA Tutorial # 3 - Peopl...

Search Desktop

2:30 PM

# Calendar Tab – Main calendar – Select ‘Print’

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365 Outlook Calendar People Training User

+ new event March 2014

day work week week month

SHARE PRINT

25

6/18/2014

15

This selection generates print preview page

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY             | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------------------|----------|--------|----------|
| 23     | 24     | 25      | 26                    | 27       | 28     | Mar 1    |
| 2      | 3      | 4       | 5                     | 6        | 7      | 8        |
| 9      | 10     | 11      | 12<br>2p Sample Event | 13       | 14     | 15       |
| 16     | 17     | 18      | 19                    | 20       | 21     | 22       |
| 23     | 24     | 25      | 26                    | 27       | 28     | 29       |
| 30     | 31     | Apr 1   | 2                     | 3        | 4      | 5        |

# Calendar Tab – Main calendar – Print

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/calendar

Office 365

Outlook Calendar People Training User

+ new event

Calendar: Calendar

View: Month

Print from: 8:00 AM

Print to: 5:00 PM

☐ Print detailed agenda and calendar

**Selecting 'PRINT' will print a copy of this view**

Preview

March 2014

Calendar

MARCH 2014

APRIL 2014

Sunday 23 Monday 24 Tuesday 25 Wednesday 26 Thursday 27 Friday 28 Saturday Mar 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 Apr 1 2 3 4 5

2p Sample Event

6/18/2014

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Start

Inbox - Mailbox - Frey, J...

OWA - Tutorial #4 Story...

Training User - Outloo...

Search Desktop

11:17 AM

# Outlook Tab – Inbox ‘...’ functions menu – Print Highlighted message

The screenshot displays the Outlook Web App interface. The top navigation bar includes 'Outlook', 'Calendar', and 'People'. The left sidebar shows the 'INBOX' with a search bar and a list of messages. The main pane shows a selected email from 'Training User' titled 'Test message to Hotmail #2'. The email content includes a header with 'To: jonsfrey@hotmail.com;' and 'Cc: Training User; Sample Test Contact <imlac1974@gmail.com>;', and a body text 'This is a test message to Hotmail'. A context menu is open over the email, listing actions: 'reply by IM', 'reply all by IM', 'delete', 'categorize', 'mark as junk', 'open in separate window', 'print', and 'view message details'. A blue arrow points from the 'print' option in the menu to the text box below. Another blue arrow points from the text box to the email in the inbox list.

Test message to Hotmail #2

Training User  
Wed 3/19/2014 10:41 AM  
Inbox; Sent Items

To: jonsfrey@hotmail.com;  
Cc: Training User; Sample Test Contact <imlac1974@gmail.com>;

This is a test message to Hotmail

reply by IM  
reply all by IM  
delete  
categorize  
mark as junk  
open in separate window  
print  
view message details

Staff person selects 'print' from menu choices to print currently selected message

6/18/2014

17

# Outlook Tab – Inbox ‘...’ functions menu – Print Highlighted message

The screenshot shows the Outlook Web App interface. A message titled "Test message to Hotmail #2" is selected in the inbox. The "Print" button in the message's context menu is highlighted. A blue arrow points from the text "To print message choose 'print' from window displayed associated with printer" to the "Print" button. The print dialog shows settings for printing 1 page of the message.

Training User - Outlook Web

https://outlook.office365.com/owa/?wa=wsignin1.0#path=/mail

Office 365

Outlook Calendar People Training User

search Mail and People

INBOX

all unread

YESTERDAY

Training User

Test message to Hotmail #2

This is a test message to Hotmail

TUESDAY

Training User

Test Message

This is a test message to Hotmail

Test message to Hotmail #2 - Training User - Google Chrome

https://outlook.office365.com/owa/#viewmodel=ReadMessageItem&ItemID=AAMkAGVjYWNhZmZILWE5ZT

Print

Total: 1 sheet of paper

Print Cancel

Destination

\\MCG-PRINT01\PTS...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1 + -

Layout

Portrait

Landscape

Margins

Default

Options

☒ Headers and footers

☐ Two-sided

Test message to Hotmail #2

Training User <training@teachoffice365.com>

Wed 5/18/2014 10:41 AM

Training User <training@teachoffice365.com>

cc: Training User <training@teachoffice365.com>, Sample Test Contact <contact1914@gmail.com>

This is a test message to Hotmail

https://outlook.office365.com/owa/#viewmodel=ReadMessageItem&ItemID=AAMkAGVjYWNhZmZILWE5ZT

To print message choose 'print' from window displayed associated with printer

6/18/2014

18

Start

Inbox - Mailbox - Frey, J...

NBC News - Breaking Ne...

Training User - Outlook ...

Test message to Hot...

OWA Tutorial - 1 - Socurc...

Search Desktop

11:01 AM

# Sign off

# OWA Overview – Sign off

The 'User' tab is access from anywhere in OWA. When selected the menu of choices appears

Staff member selects 'Sign out' to exit OWA

There are no items to show in this view.

There are no items to show in this view.

Office 365

Outlook Calendar People ... Training User

new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

Training User

Inbox

Drafts [2]

Sent Items

Deleted Items 1

Junk Email

Notes

Email Holding

TASKS 6/18/2014

Start

CNN.com - Breaking New...

OWA - Tutorial #1 Story...

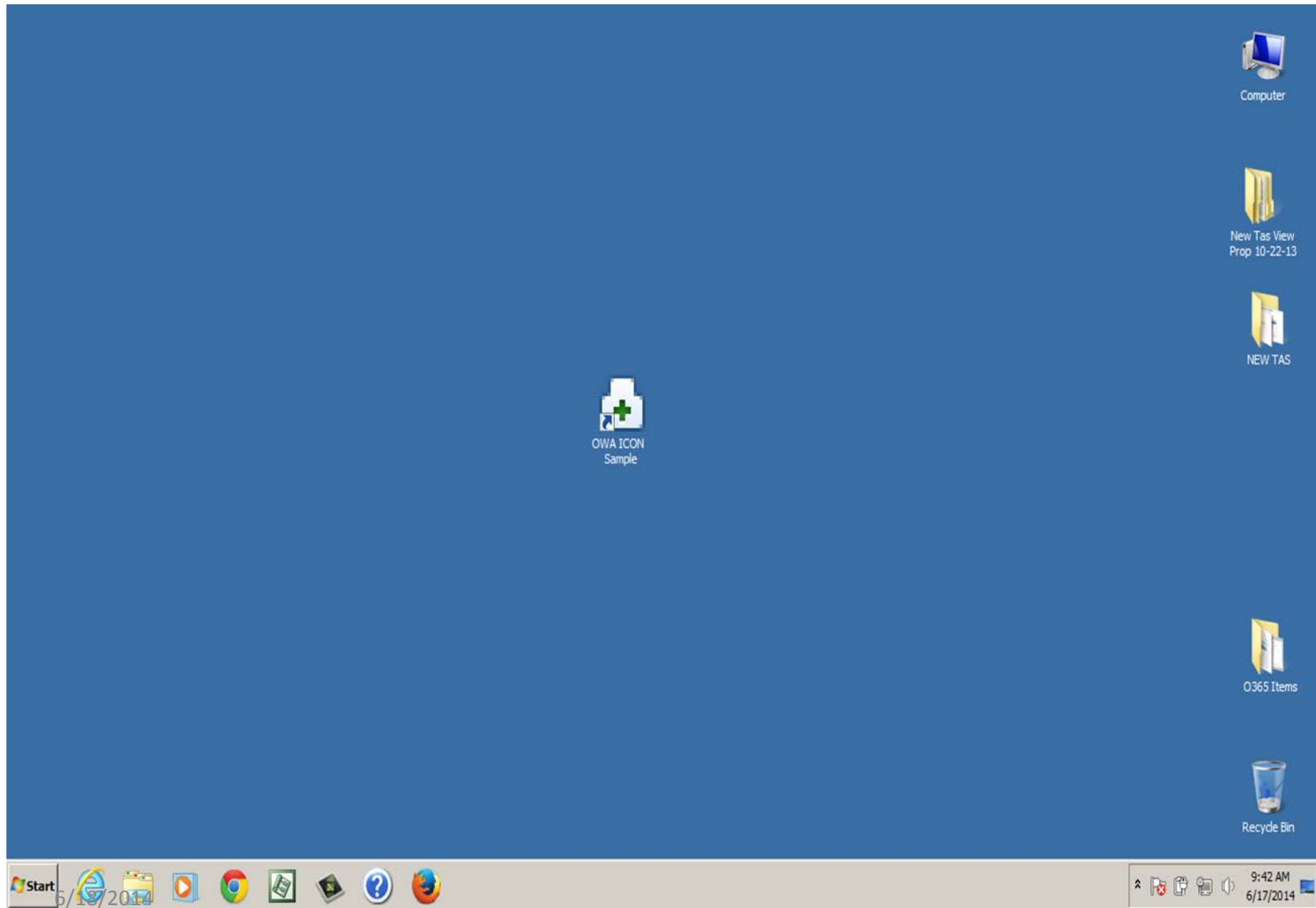
Training User - Outloo...

Outlook Today - Microsof...

Search Desktop

9:13 AM

# O365 – OWA Sign Off - Desktop



# O365 – OWA Sign Off - Internet

Sign in to Office 365

Microsoft Corporation [US] [https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI\\_SSL&wreply](https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=1394633708&rver=6.1.6206.0&wp=MBI_SSL&wreply)

Apps Welcome to the Montg... SiriusXM Internet Radi... CM5 Content Manager Google Google Analytics Offici... ABCNews.com - Breaki... CBS News - Breaking ... Other bookmarks



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6/18/2014

Start Sign in to Office 365 - ... Presentation1 - Microsof...

Search Desktop

22

9:45 AM

# End of

## OWA – General Overview