Office 365 – (O365)

Outlook Web Access (OWA)

Tutorial # 5

Outlook Tab – Compose/Send Message

(Story board)

Introduction

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

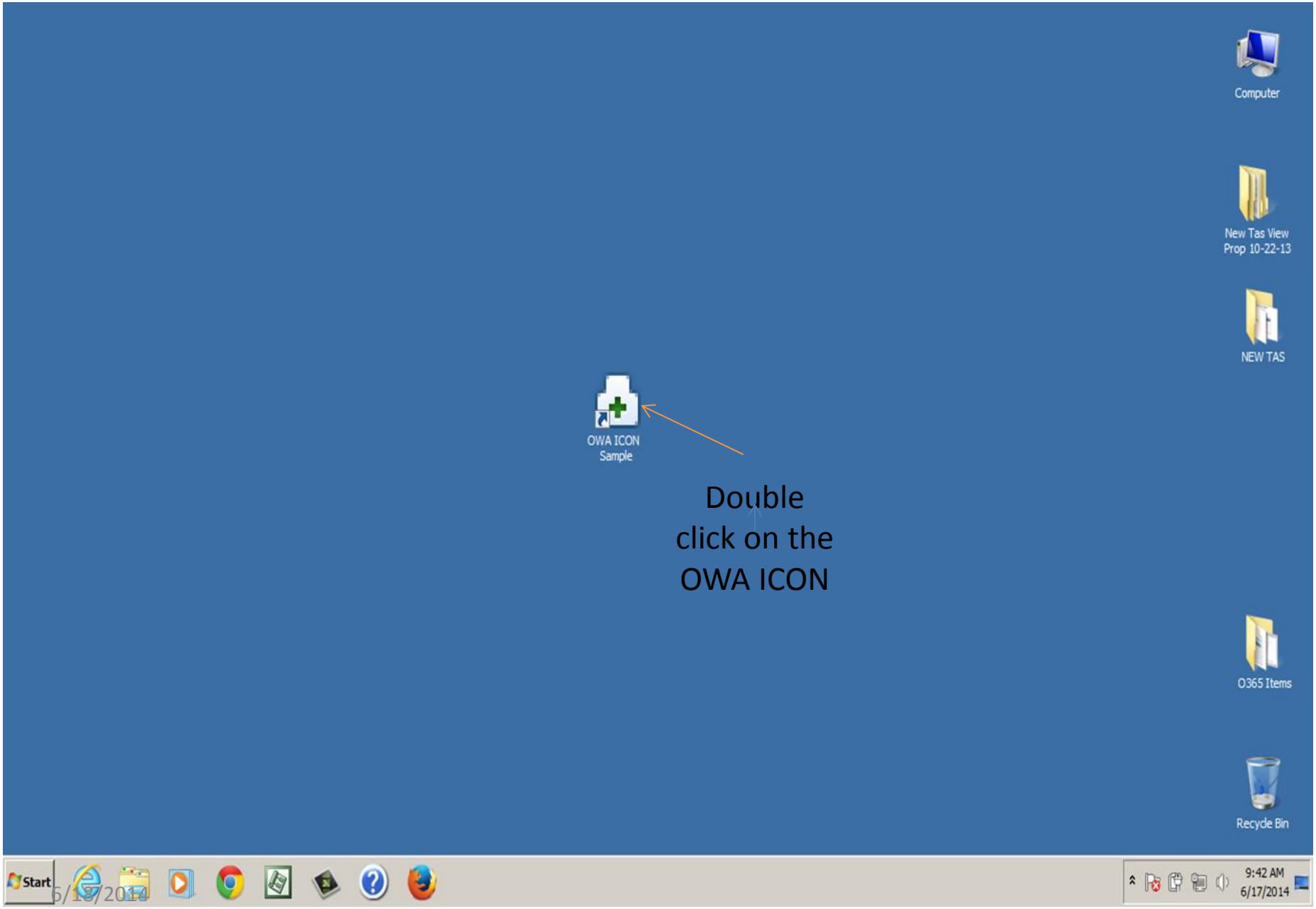
What is covered in ‘Outlook Tab – Compose / Send Message’ tutorial is a step by step review of:

- Sign On
- Adding the ‘To’ and ‘Cc’ addresses
- Adding subject line
- Composing the message body
- Attaching a file to the message
- Sending the message
- Sign out

As the tutorials are designed to be viewed 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&wrepl

Apps | Welcome to the Montg... | SiriusXM Internet Radi... | CMS Content Manager | Google | Google Analytics Offici... | 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

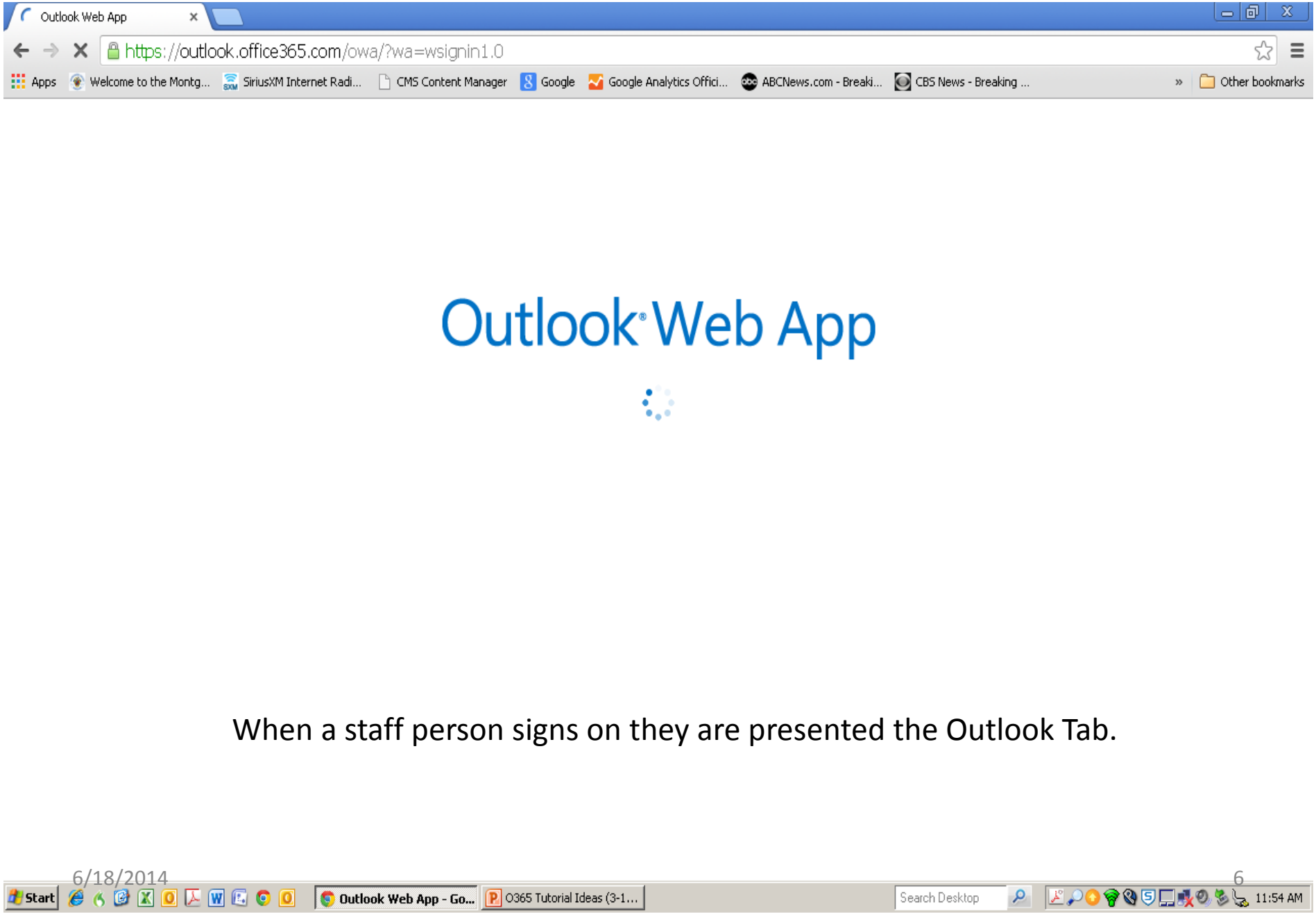
Enter County Network ID

Enter County Network Password

Select to start Sign in process

Start | Sign in to Office 365 - ... | Presentation1 - Microsof... | Search Desktop | 9:45 AM

O365 – OWA Sign in progress screen



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

Sign in start screen (Default Outlook Inbox)

Training User - Outlook Web

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

Office 365 | Outlook | Calendar | People | Training User

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>;
Cc: Training User;

This is a test message with copy to training user

REPLY | REPLY ALL | FORWARD

mark as read

REMINDERS

5 DAYS Sample Event
OVERDUE 2:00p Wednesday, March 12, 2014 Office

dismiss all | dismiss

5 minutes | snooze

Displays preview of highlighted message

Shows reminders

Shows list of messages

Filtered by

Compose / Send Message

Compose Message - Start message compose process

To start the process the staff person selects the '+'

The starting point for composing a message is the Outlook (inbox)

Compose Message - Continue message compose process

Which brings up the message compose screen

Staff person selects “+” to launch message create process

Compose Message – Launch Add 'To' line entries

Staff person selects "+" to launch add 'To' line entry process

Add To – Add entries to the ‘To’ line

Entries for the ‘To’ line can also be manually typed or pasted into the ‘To’ line. Just be sure that there are ‘;” delimiters between the ‘To’ line entries.

The contacts list is provided for addressing

By selecting the ‘+’ by the contact they are placed into the ‘To’ line list

For a new message the ‘To’ line has no entries

NOTE: The process for adding additional ‘To’ line entries can be repeated until all entries are added. The staff person then selects ‘**√ OK**’ to finish adding to the ‘To’ line

Add To – Add entries to the ‘To’ line

Entries for the ‘To’ line can also be manually typed or pasted into the ‘To’ line. Just be sure that there are ‘;” delimiters between the ‘To’ line entries.

The contacts list is provided for addressing

By selecting the ‘+’ by the contact they are placed into the ‘To’ line list

NOTE: The process for adding additional ‘To’ line entries can be repeated until all entries are added. The staff person then selects ‘**√ OK**’ to finish adding to the ‘To’ line

Add To – Type entries to the ‘To’ line

Entries for the ‘To’ line can also be manually typed or pasted into the ‘To’ line. Just be sure that there are ‘;” delimiters between the ‘To’ line entries.

NOTE: The process for adding additional ‘To’ line entries can be repeated until all entries are added. The staff person then selects ‘**✓ OK**’ to finish adding to the ‘To’ line

Add To – Finishing adding to the ‘To’ list

Once all of the ‘To’ entries have been filled the staff member selects ‘**√ OK**’ to move to the next step

NOTE: The process for adding additional ‘To’ line entries can be repeated until all entries are added. The staff person then selects ‘**√ OK**’ to finish adding to the ‘To’ line

Add Cc – Selecting ‘Cc’ to display and ‘+’ to add Cc’s

The staff person then selects the ‘+’ to trigger the add ‘Cc’ process

NOTE: The process for adding additional ‘Cc’ line entries can be repeated until all entries are added. The staff person then selects ‘**√ OK**’ to finish adding to the ‘Cc’ line

Add Cc – Selecting 'Cc' from People (Contacts) screen

Once selected the 'Cc' will appear here.

Staff person selects '+' in line associated with contact they want added to the 'cc' list

Add Cc - Selected Cc appears, continue or complete

Select ‘√ OK’ to return to the message

Cc user appears here.

NOTE: The process for adding additional ‘Cc’ line entries can be repeated until all entries are added. The staff person then selects ‘**√ OK**’ to finish adding to the ‘Cc’ line

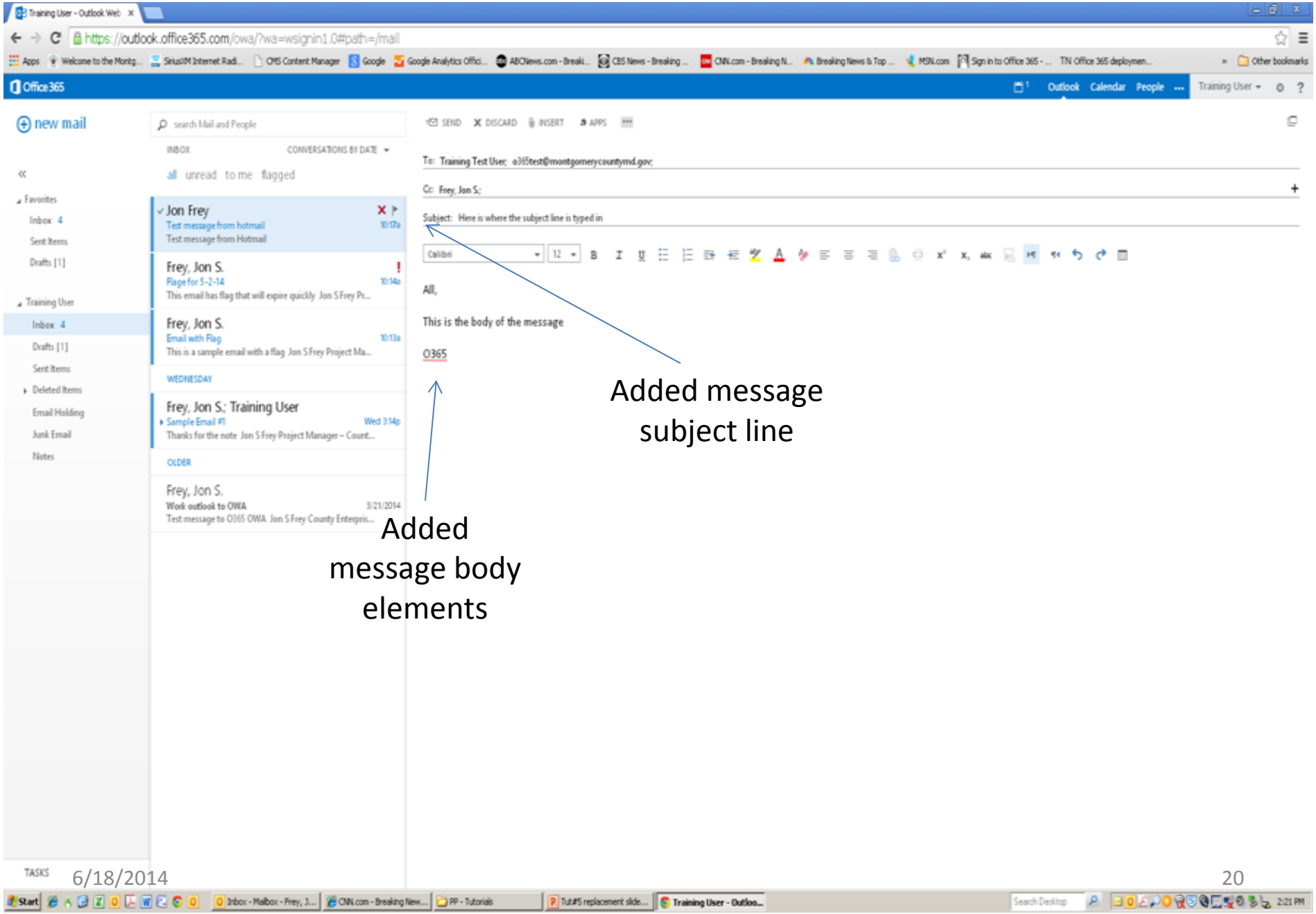
Compose Message - Return to compose message

Text editing tools

Add Subject Line

Add Message body

Compose Message – Finish message body composition



Added message subject line

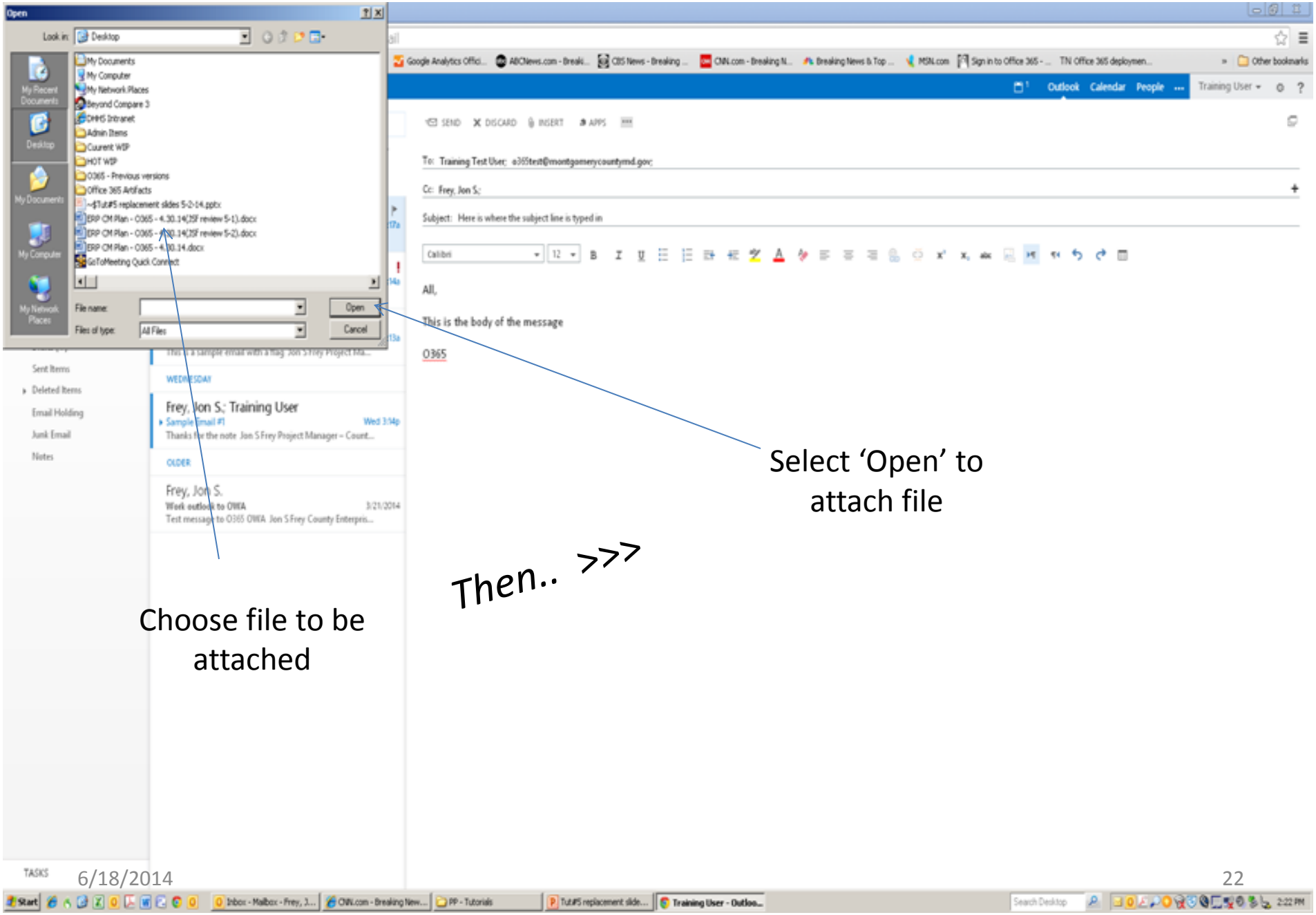
Added message body elements

Add Attachment – Select element type to attach

Staff member selects attachment (for file) which launches the attach process

Selecting 'INSERT' will trigger selection screen for type of element to be attached

Add Attachment – Browse and select file to be attached



Select 'Open' to attach file

Then.. >>>

Choose file to be attached

Add Attachment – Return to message with attachment

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 4
Sent Items
Drafts [1]

Training User
Inbox 4
Drafts [1]
Sent Items
Deleted Items
Email Holding
Junk Email
Notes

Jon Frey — Test message from hotmail — Test message from Hotmail — 10:17a

Frey, Jon S. — Flage for 5-2-14 — This email has flag that will expire quickly Jon S Frey Pr... — 10:14a

Frey, Jon S. — Email with Flag — This is a sample email with a flag Jon S Frey Project Ma... — 10:13a

WEDNESDAY

Frey, Jon S.; Training User — Sample Email #1 — Thanks for the note Jon S Frey Project Manager – Count... — Wed 3:14p

OLDER

Frey, Jon S. — Work outlook to OWA — Test message to O365 OWA Jon S Frey County Enterpris... — 3/21/2014

SEND | DISCARD | INSERT | APPS

To: Training Test User; o365test@montgomerycountymd.gov;

Cc: Frey, Jon S.;

Subject: Here is where the subject line is typed in

ERP CM Plan - O365 - 4.30.14.docx (61 KB) Preview

Calibri | 12

All,

This is the body of the message

O365

Attachment is now associated with the message and will be sent with it

TASKS

Send Message - Message fully formed & ready to send

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 4
- Sent Items
- Drafts [1]

Training User
- Inbox 4
- Drafts [1]
- Sent Items
- Deleted Items
- Email Holding
- Junk Email
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TASKS

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SEND | DISCARD | INSERT | APPS

To: Training Test User; o365test@montgomerycountymd.gov;

Cc: Frey, Jon S.;

Subject: Here is where the subject line is typed in

ERP CM Plan - O365 - 4.30.14.docx (61 KB) Preview

Calibri | 12

All,

This is the body of the message

O365

Once message is fully formed, addressed and has any attachments needed the staff person sends it by selecting 'SEND'

Send Message -– If sender copied will appear in email list

Here is where the subject line is typed in

Training User
Fri 5/2/2014 2:25 PM
Inbox; Sent Items

To: Training User; o365test@montgomerycountymd.gov;
Cc: Frey, Jon S. <Jon.Frey@montgomerycountymd.gov>;

1 attachment

All,

This is the body of the message

O365

If sender is included in either the message 'To' or 'Cc' lines they will get a copy of the message delivered to their inbox.

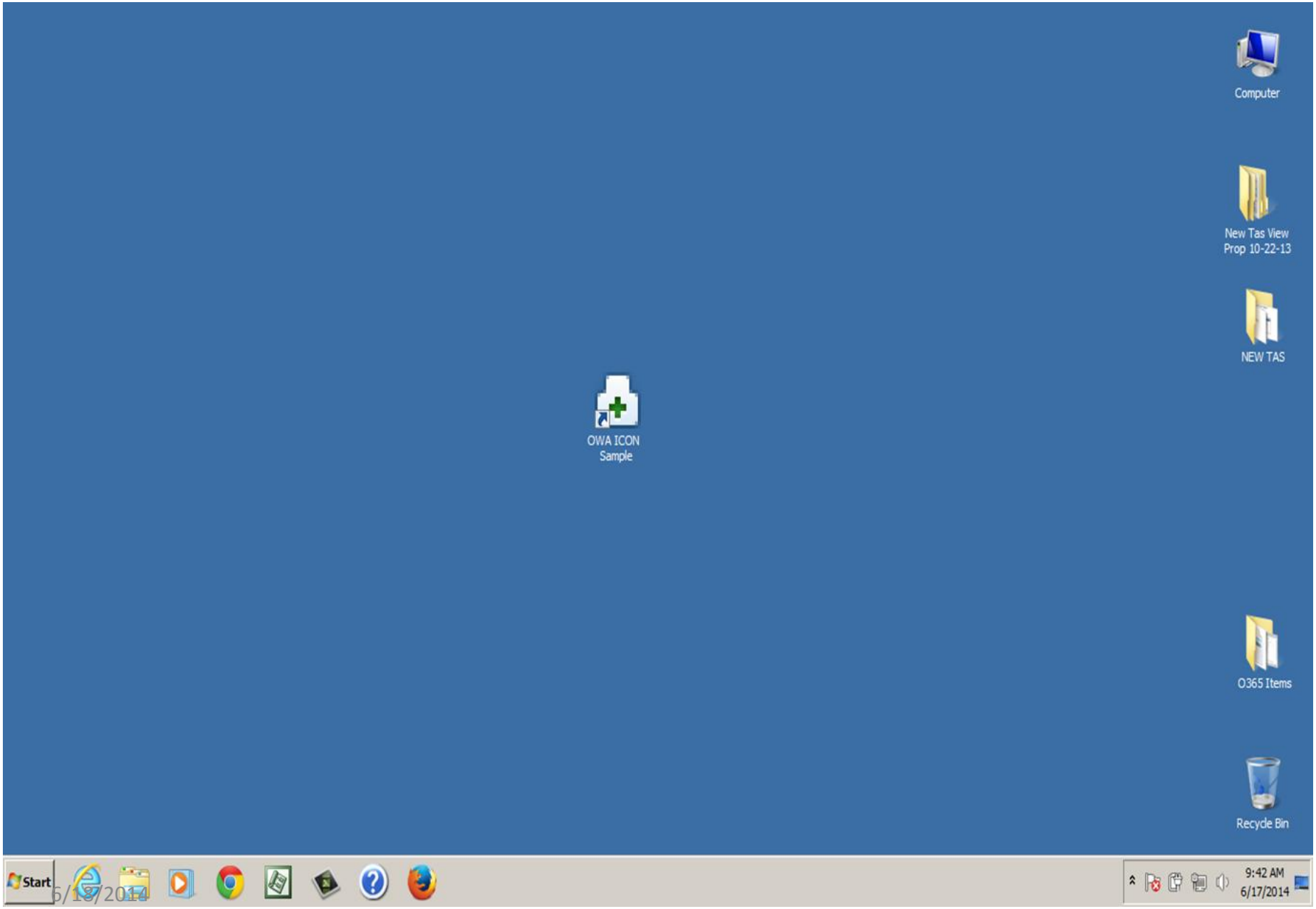
Sign off

OWA Overview – Sign off

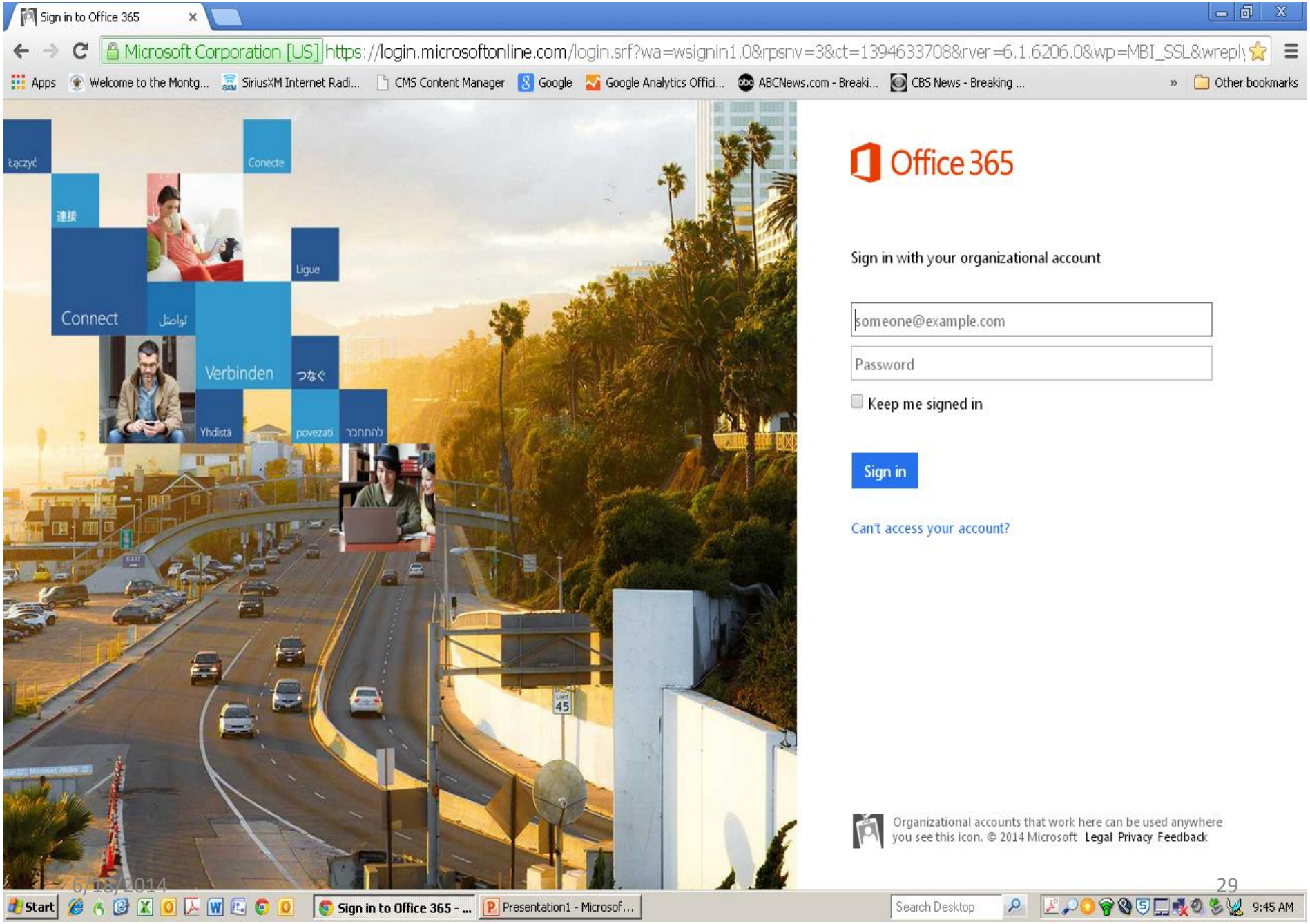
The ‘User” tab is access from anywhere in OWA. When selected the menu of choices appears

Staff member selects ‘Sign out’ to exit OWA

O365 – OWA Sign Off - Desktop



O365 – OWA Sign Off - Internet



End of

Outlook Tab – Compose / Send Message