Office 365 – (O365)

Outlook Web Access (OWA)

Tutorial # 6

Calendar Tab – Create / Schedule Event

(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.
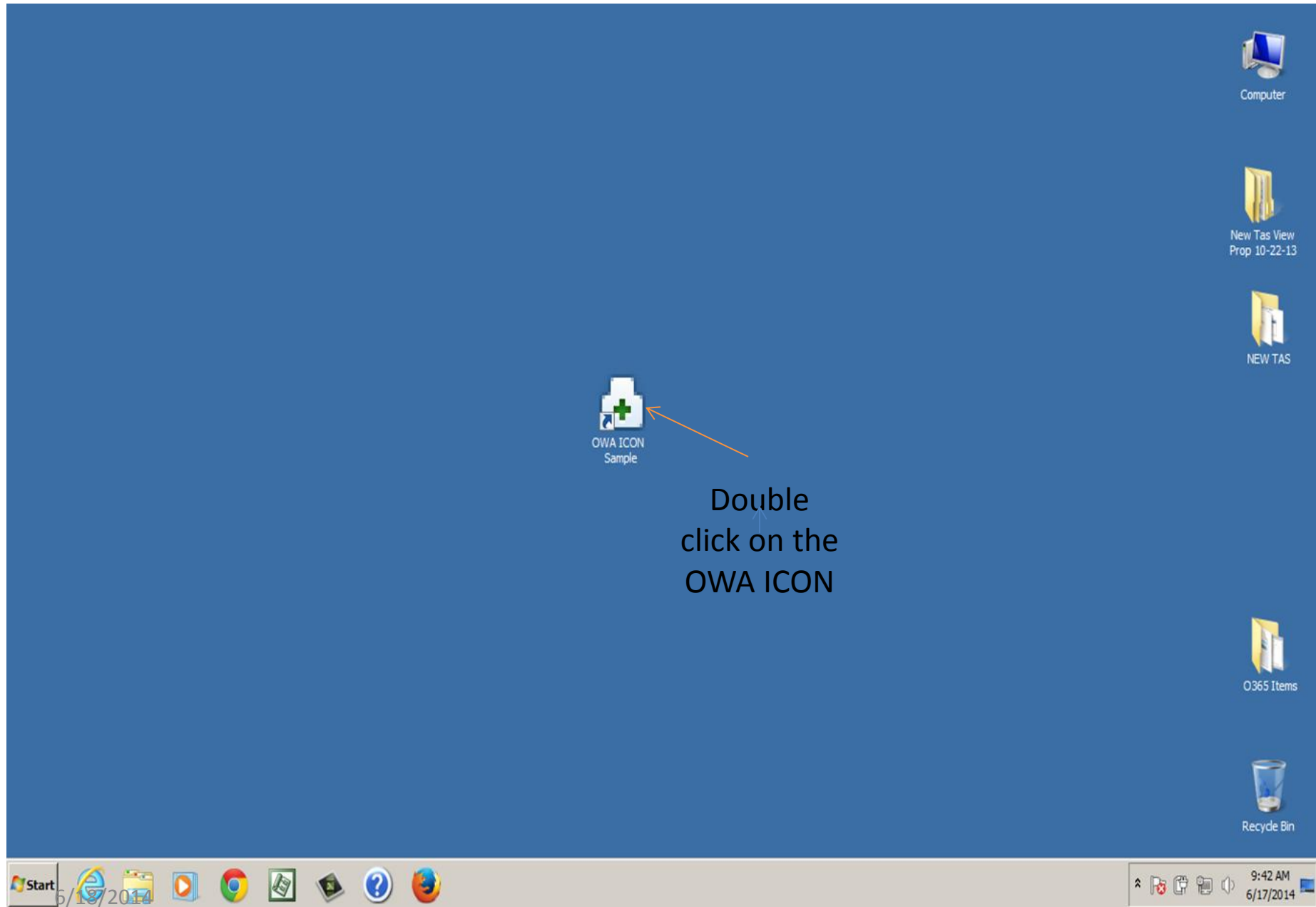
What is covered in 'Calendar Tab – Create / Schedule Event' tutorial is a step by step review of:
- Sign on
- Creating an event
- Add event attributes
- Scheduling the event
- Sign out

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

Double click on the OWA ICON

O365 – OWA Internet - Sign in Screen

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

Sign in start screen (Default Outlook Inbox)

Displays preview of highlighted message

Shows reminders

Shows list of messages

Filtered by

Calendar Tab

Create / Schedule Event

Create Event – Move to Calendar Tab

The starting point for creating and scheduling events is the Calendar Tab. Staff would select that to move to the correct screen

Create Event - Calendar Tab – High Level Overview

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Create Event – Launch event creation process

Staff person selects "+" to launch event create process

Create Event – Launch event creation process

Once selected the event creation screen appears

Create Event – Event Title and Body filled out

With event title and message filled out, the Staff person selects other items associated with the event.

Create Event – Add room

A Staff person selects 'add room' and a list of choices is presented to choose from

Create Event – Add room – room added

Create Event – Add attendees – Select add attendees screen

Staff person selects "+" to go to the People Tab to add attendees

Create Event – Add attendees – Add attendees selecting

Staff person clicks on "+" to select attendees associated with the event.

Create Event – Add attendees – Attendees added go to event page

Once all attendees have been selected staff selects 'VOK' to return to the main event creation page

Once attendee has been selected their information appears in the 'required attendees' field

Create Event – Select 'Show as'

Staff person selects field and choices are displayed to choose from.

Create Event – Select 'Repeat'

Staff person selects field and choices are displayed to choose from.

Create Event – Filling out event 'Start' date

Staff person selects 'Start' field and calendar appears. They can then select from it

Create Event – Filling out event 'Duration'

Staff person selects 'Duration' field and choices menu appears. They can then select from it

Create Event – Filling out 'Show as' field

Staff person selects 'Show as' field and menu appears. They can then select from it

Staff person selects 'Reminder' field and menu of choices appears. They can then select from it

Schedule Event - Event fully formed & ready to schedule

Once the event is fully formed and ready the staff person sends it by selecting 'SEND'

Schedule Event – Once schedule it will show up on the calendar

Once scheduled the event shows up in the calendar

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
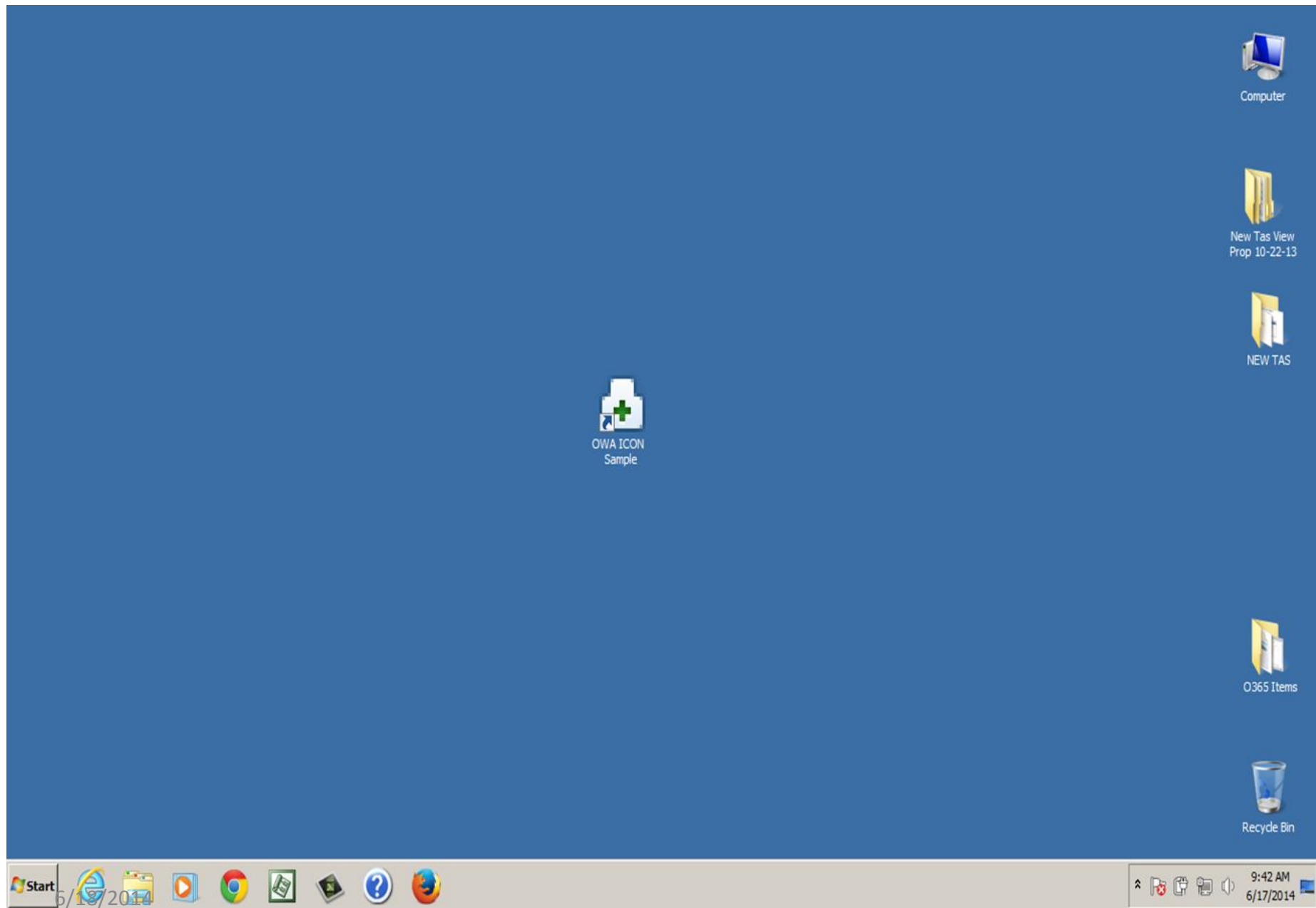
O365 – OWA Sign Off - Internet

End of

Calendar Tab – Create / Schedule Event