Sign in

1. Go to http://outlook.com/mail.wvu.edu and login with your MyID credentials.

2. You will see this screen for a few moments while it is opening your mailbox:

3. After your mailbox loads, you will see something like:

4. You are now viewing your Outlook Inbox.

Email

When you first login to Outlook Web App, you will be viewing your Inbox folder.

Change Folder

You can click on a folder name on the left to view the contents of that folder. To expand a folder to see its subfolders, click on the triangle ▶ to the left of its name so that it points to the lower right corner 📦.
Read a Message

1. To open a message in the current folder, click on it. It will appear in the reading pane (by default on the right side). The current message will appear with a shaded background in the list of messages.

2. If you wish to open the message in its own window or if you have turned off the reading pane, double click on it or click on it once and press your Enter key. There might be a slight pause before the new window with the email message appears.

Delete a Message

There are multiple ways you can delete an email message:

- Click on the message to select it and press the Delete key on your keyboard.
- Click on the red X to the left of the flag to delete that individual message.
- Right click on the message and choose delete from the list of choices.

Reply To or Forward a Message

1. While you are viewing a message, you can click on the Reply, Reply All, or Forward button at the top of the message.

There might be a slight pause before the new window with the message appears.
Compose a New Message

1. Click on the New Mail button in the upper left corner or press Ctrl +n on the keyboard.

2. After a brief pause, a new window will pop up and you will see something like:

   ![Office 365 new mail interface](image)

   - To:
   - Cc:
   - Subject:

   Type your message here. You can format it.

3. Enter the recipients on the To and Cc lines.
4. Click on the INSERT button to add an attachment.
5. Enter a subject.
6. Type your message in the message body.
7. Click on the button for more options such as a Bcc line or switch to plain text.

8. When you're finished creating the message, click on the Send button or press Alt+s to send it.

---

1 If you want to enter BCC recipients on a regular basis, refer to the Setting Additional Options section on page 5.
Address Book: People

To manage your contacts, click on the People button on the blue menu bar at the top. You will see something like this.

![Address Book: People](image)

Add a Contact

1. Click on the New button in the upper left corner or press Ctrl n.
2. Choose Create Contact from the list of choices:

   ![Create Contact](image)

3. Fill in the form.

   ![Contact Form](image)

4. Click on a button to see more choices or to enter a value.
Send Mail from Contact Details
You can create a new message from the address book.

1. On the blue toolbar, click on People
2. Use the search text box or browse to find the person you want to send a message to.
3. Click on the desired person – details should appear in the right hand pane.
4. In the right-hand pane, click on the Send mail button under their name.

Calendar
To view or edit your calendar, click on the Calendar button on the blue menu bar at the top.
You will see something like this:

- Click on day or week or month to change to a different view of your calendar. The first time you enter the calendar, you will see “work week”. If you change to a different view, you will see that view again the next time you open your calendar.
- Click on a date on a calendar on the left to switch to a different day or week.
- Click on “go to today” to go to today’s date.
- Click once on an event to see its details.
- Double click on an event to edit it.
- You can click on a line on a day and enter a quick event for yourself.
Add an Event

1. Click on the new event button in the upper left corner or press Ctrl n.
2. Supply an event name, location, attendees:

   ![Event Form Image]

   - Event:
   - Location:
   - Attendees:
     - Start: Thu 8/1/2013 1:30 PM
     - Duration: 30 minutes
     - Show as: Busy
     - Reminder: 1 hour

3. Enter a start date, start time, and a duration.
4. You can change the default “show as” value: free, working elsewhere, tentative, busy, away.
5. You can set a time for a reminder.
6. You can choose to repeat the event (e.g., every day, every Thursday, every 3rd Thursday, ...).

   ![Repeat Image]

7. Add details about the event.
8. Mark the event as private if you wish.
9. If you wish to attach a file, click on the button at the top and choose Insert > Attachment:

   ![Attachment Image]

   Search for and select the file to attach; click on the Open button. The filename will appear between the “Mark as private” check box and the body of the email message.
10. Click on the Send button in the top left corner of the event form.
Settings

Display Settings
1. Click on the Settings button in the upper right corner (between your name and the Help button).

2. Choose Display settings from the drop down list.
3. Choose your display preferences for message list, conversations, & reading pane.
4. Click on OK.

Signature
To add a signature for sending email messages and replies from Outlook Web App:
1. Click on the Settings button in the upper right and choose Options from the drop down list.
2. Click on Settings from the list of options on the left. Make sure mail is selected at the top.
3. Enter your signature information in the box below the formatting toolbar.
4. Decide if you want to automatically include the signature on outgoing messages. You will be able to edit the signature before sending.
5. Set any other options.
6. Click on the blue Save button at the bottom of the web page.
7. Click on the button above the options, in the upper left corner, to return to Outlook Web App.

Additional Mail Options
1. Click on the Settings button in the top right corner and choose Options.
2. Click on Settings from the list of options on the left.
3. Make sure Mail is selected at the top.
4. Scroll down below the signature block.

5. You can check the boxes for “Always show Bcc” and “Always show From”.
6. You can choose to create plain text messages by default.
7. You can choose your default message font, change the sort order of messages, etc.
8. Click on the blue Save button at the bottom when you are done.
9. Click on the button in the upper left corner to return to Outlook Web App.

**Calendar Options**

1. Click on the Settings button in the top right corner and choose Options.
2. Click on Settings from the list of options on the left.
3. Click on Calendar at the top. You will see:

4. Choose the options to match your preferences.
5. Click on the blue Save button at the bottom of the web page when you are done.
6. Click on the button in the upper left corner to return to Outlook Web App.
Shared Folders

Share a Folder

1. To share a folder with someone else, right click on the folder name and choose Permissions from the list.
2. You will see a list of people who already have some sort of proxy access to your account.
3. Click on the + to the left of the trash can to add a new person.
4. Enter their email address and click on Add:

5. Choose the person’s name from the list. Choose a permission level such as “Reviewer” or “Author”.

6. Click on OK. That person now has to add your folder to their list of folders.
Add a shared folder to your list of folders

1. Right click on your name at the top of the list of your folders.

2. Choose Add Shared Folder from the list of choices.

3. Enter the email address of the person who shared a folder with you:

4. You will see that person’s name appear at the bottom of your list of folders on the left:

5. Click on the ▶ triangle to expand the list of folders that person has shared with you.
Sign Out

When you are done using the Outlook Web App, you should sign out of the system:

1. Click on your name in the upper right corner.
2. A drop down list of items will appear.
3. Click on Sign out at the bottom of the list.

References