
A Presentation of TeachUcomp Incorporated.
Copyright © **TEACHUCOMP, INC.** 2015

**OUTLOOK WEB
APP**

TEACHUCOMP, INC.

...it's all about you

OUTLOOK WEB APP

Copyright:

Copyright © 2015 by TeachUcomp, Inc. All rights reserved. This publication, or any part thereof, may not be reproduced or stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, recording, photocopying, or otherwise, without the express written permission of TeachUcomp, Inc.

For PDF manuals, TeachUcomp, Inc. allows the owner of the PDF manual to make up to 2 additional copies of the PDF manual that the owner may place on up to 2 additional non-shared computer hard drives for ease of use when using the accompanying CD-ROM tutorials. TeachUcomp, Inc. also grants unlimited personal printing rights to the owner, strictly limited to the purposes of not-for-profit personal or private education or research.

The unauthorized reproduction or distribution of this copyrighted work is illegal. Criminal copyright infringement, including infringement without monetary gain, is investigated by the FBI and is punishable by up to five years in federal prison and a fine of \$250,000.

Trademark Acknowledgements:

Windows, Windows XP, Windows Vista, Windows 7, Windows 8/8.1, Windows 10, Microsoft Word 2003, Microsoft Word 2007, Microsoft Word 2010, Microsoft Word 2013, Microsoft Excel 2003, Microsoft Excel 2007, Microsoft Excel 2010, Microsoft Excel 2013, Microsoft Access 2003, Microsoft Access 2007, Microsoft Access 2010, Microsoft Access 2013, Microsoft PowerPoint 2003, Microsoft PowerPoint 2007, Microsoft PowerPoint 2010, Microsoft PowerPoint 2013, Microsoft Project 2007, Microsoft Project 2010, Microsoft Project 2013, Microsoft Outlook 2003, Microsoft Outlook 2007, Microsoft Outlook 2010, Microsoft Outlook 2013, Microsoft Publisher 2003, Microsoft Publisher 2007, Microsoft Publisher 2010, Microsoft Publisher 2013, Microsoft Office 2003, Microsoft Office 2007, Microsoft Office 2010, Microsoft Office 2013, Microsoft Office 365, Microsoft OneDrive, Microsoft Internet Explorer, Microsoft Edge, Windows Live, Windows Defender, and Microsoft Security Essentials are registered trademarks of Microsoft Corporation. Other brand names and product names are trademarks or registered trademarks of their respective holders.

Disclaimer:

While every precaution has been made in the production of this book, TeachUcomp, Inc. assumes no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein. These training materials are provided without any warranty whatsoever, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. All names of persons or companies in this manual are fictional, unless otherwise noted.

TEACHUCOMP, INC.

Phone: (877) 925-8080

Web: <http://www.teachucomp.com>

INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp, Inc.'s Outlook Web App course. This class introduces the student to the Microsoft Outlook Web App, one of the most popular scheduling/e-mail programs available today. This class is designed to give the student knowledge of the e-mailing and scheduling capabilities of the Outlook Web App.

The Outlook Web App, a part Office 365, is a terrific program to learn. The skills that you learn in the Outlook Web App can save valuable time and money by automating, organizing and structuring the scheduling and management capabilities of your company.

With the Outlook Web App you can track appointments, schedule meetings, organize contacts and send and receive electronic mail. It is an online information management system that helps you organize and share information as well as communicate with others.

TABLE OF CONTENTS

<u>Chapters/Lessons:</u>	<u>Page(s):</u>	<u>Chapters/Lessons:</u>	<u>Page(s):</u>
CHAPTER 1- Getting Acquainted with the Outlook Web App	6	CHAPTER 6- Calendar	65
1.1- Introduction to the Outlook Web App	7	6.1- Opening the Calendar	66
1.2- What is the Outlook Web App?	7	6.2- Navigating Calendar Dates	67
1.3- Starting the Outlook Web App	7	6.3- Creating Appointments and Events	68-69
1.4- The Outlook Web App Environment	8	6.4- Cancelling Appointments and Events	69
1.5- System Requirements for the Outlook Web App	9	6.5- Creating Recurring Appointments and Events	70
1.6- Using the Outlook on the Web (Light) Version	10	6.6- Printing the Calendar	70
1.7- Applying a Theme	10	6.7- Sharing Calendars	71
<i>Getting Acquainted with the Outlook Web App- Actions</i>	11-12	6.8- Managing Multiple Calendars	71
<i>Getting Acquainted with the Outlook Web App- Exercises</i>	13	6.9- Adding Shared Calendars	72
		6.10- Using the Scheduling Assistant	72
CHAPTER 2- Email	14	6.11- Using the Suggested Meetings App	73
2.1- Using the Inbox	15-16	6.12- Accessing Calendar Options	74
2.2- Creating and Addressing Messages	16	6.13- Changing Automatic Processing Settings	74
2.3- Entering and Formatting Messages	17-18	6.14- Changing the Calendar Appearance	74
2.4- Checking Message Spelling	19	6.15- Changing the Notifications Settings	75
2.5- Saving Message Drafts	20	6.16- Publishing Calendars	75-76
2.6- Sending Attachments from OneDrive	20-21	6.17- Changing Reminders Settings	76
2.7- Sending Local Attachments	22	<i>Calendar- Actions</i>	77-84
2.8- Inserting Pictures	22	<i>Calendar- Exercises</i>	85
2.9- Sending a Message	23		
2.10- Receiving Email Messages	23	CHAPTER 7- Meetings	86
2.11- Opening Messages	23	7.1- Creating a Meeting Request	87-88
2.12- Printing Messages	23	7.2- Responding to Meeting Requests	88
2.13- Downloading Attachments	24	7.3- Viewing Meeting Request Responses	89
2.14- Replying to Messages	24	7.4- Editing and Updating Meetings	89
2.15- Forwarding Messages	25	7.5- Creating Recurring Meetings	90-91
2.16- Ignoring a Conversation Thread	25	<i>Meetings- Actions</i>	92-93
2.17- The Deleted Items Folder	25	<i>Meetings- Exercises</i>	94
2.18- Permanently Deleting Items	25		
2.19- Recovering Deleted Items	26	CHAPTER 8- People	95
<i>Email- Actions</i>	27-33	8.1- Creating a New Contact	96
<i>Email- Exercises</i>	34	8.2- Adding Contacts from Email	97
		8.3- Creating a Contact List	97
CHAPTER 3- Managing Items	35	8.4- Linking Contacts	98
3.1- Creating and Managing Categories	36	8.5- Finding Contacts	98
3.2- Categorizing Items	36	8.6- Connecting to Social Networks	99
3.3- Marking Messages as Read or Unread	37	8.7- Using the Directory	99
3.4- Flagging Items	38	8.8- Importing Contacts	99
3.5- Marking Messages as Junk	39	<i>People- Actions</i>	100-102
<i>Managing Items- Actions</i>	40-41	<i>People- Exercises</i>	103
<i>Managing Items- Exercises</i>	42		
CHAPTER 4- Mailbox Management	43	CHAPTER 9- Tasks	104
4.1- Creating and Using Inbox Rules	44-46	9.1- Creating a New Task	105-106
4.2- Creating a Folder	47	9.2- Editing Tasks	106
4.3- Moving and Copying Messages	47	9.3- Attaching Files to Tasks	106
4.4- Managing the Favorites Folder List	48	9.4- Viewing Tasks and Flagged Items	107
4.5- Filtering and Sorting Messages in the Inbox Pane	49	9.5- Sorting Tasks	107
4.6- Setting and Managing Folder Permissions	49-50	9.6- Filtering Tasks	107
4.7- Finding Items	50	9.7- Deleting Tasks	107
<i>Mailbox Management- Actions</i>	51-54	<i>Tasks- Actions</i>	108-109
<i>Mailbox Management- Exercises</i>	55	<i>Tasks- Exercises</i>	110
CHAPTER 5- Email Options	56		
5.1- Creating and Using Email Signatures	57		
5.2- Using Automatic Replies (Out of Office Assistant)	58		
5.3- Changing Your Password	59		
5.4- Viewing Your Mailbox Usage	60		
5.5- Enabling Offline Access	60		
<i>Email Options- Actions</i>	61-63		
<i>Email Options- Exercises</i>	64		

TABLE OF CONTENTS

<u>Chapters/Lessons:</u>	<u>Page(s):</u>
CHAPTER 10- Groups	111
10.1- Accessing Groups	112
10.2- Creating a New Group	112-113
10.3- Adding Members to Groups	113-114
10.4- Contributing to Groups	114
10.5- Managing Files in Groups	115-116
10.6- Accessing the Group Calendar	116
10.7- Changing the View of Groups	116
10.8- Subscribing to and Unsubscribing from Groups	116
10.9- Leaving Groups	117
10.10- Editing, Managing and Deleting Groups	117
<i>Groups- Actions</i>	<i>118-122</i>
<i>Groups- Exercises</i>	<i>123</i>
<i>Outlook Keyboard Shortcuts</i>	<i>124-128</i>

Sample- for evaluation purposes only!

CHAPTER 1-

GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

1.1- INTRODUCTION TO THE OUTLOOK WEB APP

1.2- WHAT IS THE OUTLOOK WEB APP?

1.3- STARTING THE OUTLOOK WEB APP

1.4- THE OUTLOOK WEB APP ENVIRONMENT

1.5- SYSTEM REQUIREMENTS FOR THE OUTLOOK WEB APP

1.6- USING THE OUTLOOK ON THE WEB (LIGHT) VERSION

1.7- APPLYING A THEME

Sample- for evaluation purposes only!

GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

1.1- Introduction to the Outlook Web App:

The Outlook Web App is a part of the Microsoft Office 365 suite of programs. As one of the world's premiere email and calendar programs, being able to access the Outlook Web App from almost anywhere makes it even more powerful than before. The Outlook Web App allows you to send and receive email, create appointments in the "Calendar," manage your contacts in "People" and add "Tasks" to make your day-to-day life run smoothly.

The Outlook Web App works with all the major browsers: Chrome, Internet Explorer, Safari and Mozilla Firefox. Utilizing the Outlook on the Web (Light) version will allow you to use the application with older browsers and operating systems. However, much of the functionality of the application will be lost when used with older browsers or operating systems.

1.2- What is the Outlook Web App?:

The Outlook Web App is Microsoft's online version of the Outlook program. Office 365 is Microsoft's subscription based service that allows its associated Office programs to be run from virtually any device that can connect to the internet. Some subscriptions to Office 365 also come with the full desktop versions of the software included. Being able to connect through the internet means you are no longer tied to your desk to send an email, schedule appointments and keep track of your contacts.

With the advancement in broadband technologies, it is now easier to do more than ever on the internet. Having a cloud based Outlook Web App increases the convenience of email even more. The Outlook Web App contains many of the same features of the desktop version that has been in use for years. Both the Apple iOS and Android operating systems feature an Outlook Web App that allows for even more freedom.

The Outlook Web App is used to host email on the Microsoft Exchange Servers. You can move an email address hosted on your personal website into the Outlook Web App. However, if you have an email address that ends with @outlook.com, @hotmail.com, @live.com, or @msn.com, you are using the free Outlook email service. You should login at www.outlook.com to access your email. You will not be able to use the Outlook Web App with email addresses ending in the formats listed above without creating a new email address.

1.3- Starting the Outlook Web App:

The first step to using the Outlook Web App is to choose a version of Office 365. Navigate your browser to products.office.com to choose a version of Office 365. **Note that there is NO "www." in front of the URL. The site will NOT open if you include "www." before the URL.** Click "For Business" and then click "See plans a& pricing" to see the available options for Office 365. When you have signed up for the option that best suits your needs you should be taken to the Office 365 page.

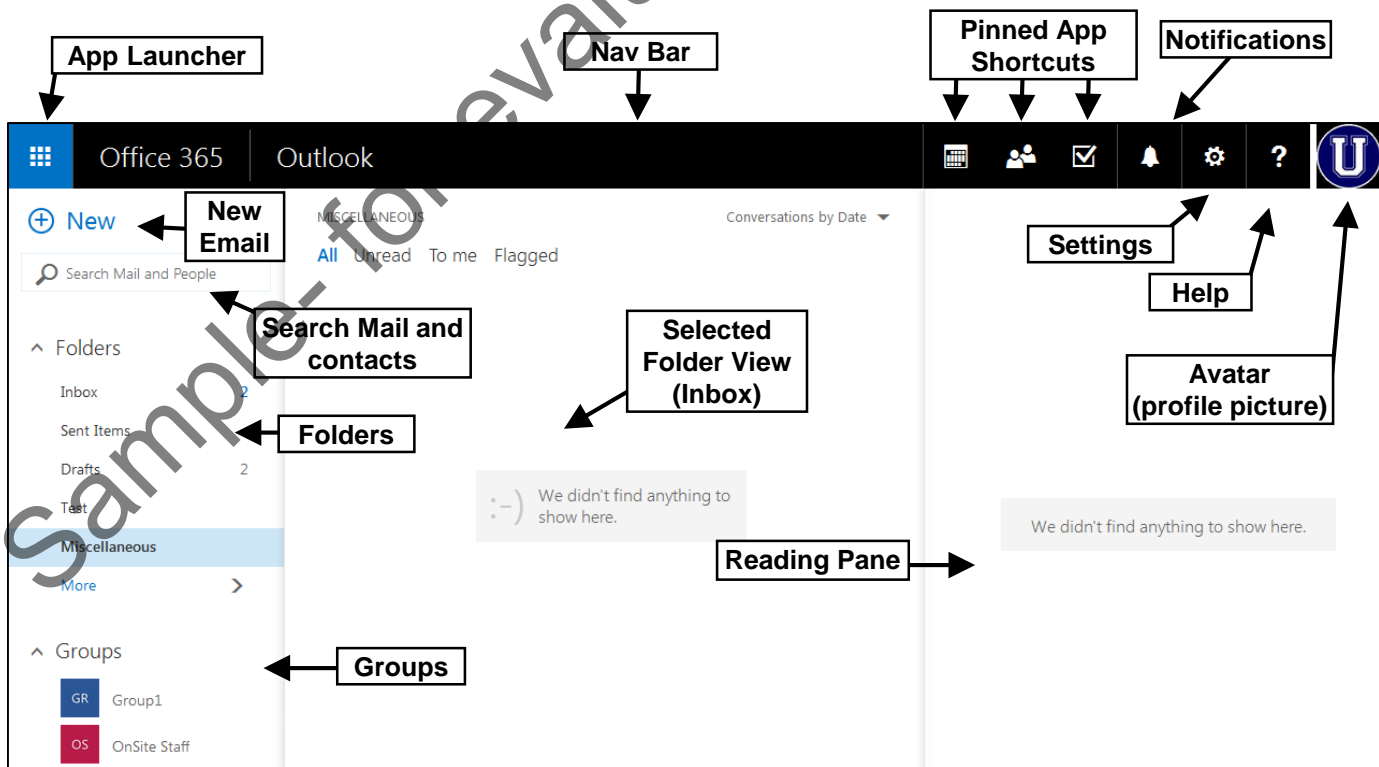
After you have created an account, the next time you want to access the Outlook Web App, direct your browser to login.microsoftonline.com to login and open the Office 365 main page. **Note that there is NO "www." in front of the login page address. The site will NOT open if you include "www." before the URL.** When you have logged in, click the "Mail" icon to open the Outlook Web App.

GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

1.4- The Outlook Web App Environment:

The Outlook Web App environment has been designed to be easily accessible to everyone who uses it. The “Nav Bar” across the top of the page, contains icons to access some of the features available in the Outlook Web App. The “App Launcher,” the nine dot grid at the top left of the screen, will contain icons for all of the available Office 365 applications. The Settings icon, displayed as a gear, will open up a list of options for you to control the settings of the Outlook Web App and other Office 365 settings. The “Help” icon, displayed as a question mark (?), allows you to access the “Help” menu, view the “Privacy” and “Legal” terms for Office 365 and the Outlook Web App, and also access the Microsoft Support “Community.” Clicking on your Avatar or profile picture, will allow you to “Sign out” of the Outlook Web App, “Sign in to IM,” “Sign out of IM,” “Open another mailbox...” and also contains an “About Me” link. This section will also display your availability when signed into IM (instant messaging). The color displayed on the left-side of the Avatar will reflect your availability. You can also pin up to three App “shortcuts” on the Nav Bar. Pin a shortcut by clicking the “App launcher” and clicking the “More” dots in the right-corner of an icon. Select “Pin to nav bar.” They will be displayed to the left of the Settings gear icon. Any new “notifications” will display a number on the bell icon to the left of the Settings icon. When new mail is received an alert tone will sound and a small pop up box will momentarily appear below the Avatar.

The “Folders” section will contain the default folders and any folders you set as “favorite.” The “Groups” section will display any groups you have created, are a member of or have “favorited.” The “Inbox” pane is the contents of the selected folder is displayed. Clicking any of the folders will display their contents in the “Inbox.” The “Reading Pane” will display the body of an email that is selected in the “Inbox” area. The “New” link starts a new outgoing email message. You can search your emails and contacts by entering your search term in the “Search Mail and People” search box, directly below the “New” link. Press the “Enter” key on your keyboard or click the magnifying glass to perform the search.



GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

1.5- System Requirements for the Outlook Web App:

The Outlook Web App is designed to run best in the most up to date web browsers: Internet Explorer, Safari, Chrome and Firefox. You should always keep your web browsers current with updates to ensure a smooth and secure web browsing experience. There are minimum system requirements that should be met to allow the program to run properly.

While the Outlook Web App and Office 365 may run on older browsers than listed, the older the browser the less functionality the App will have. It is not recommended to attempt to run the Outlook Web App with browsers older than listed in the following table, you may run into problems sending and receiving email.

You should always strive to keep your operating system and web browsers updated to the latest available software.

Minimum System Requirements for the Outlook Web App and Office 365	
Component	Requirement
Computer and processor	PC: 1 gigahertz or faster x86-bit or x64-bit processor with SSE2 Mac: Intel processor
Memory	PC: 1GB RAM (32-bit); 2GB RAM (64-bit) Mac: 1GB RAM
Hard disk	PC: 3.0GB of available space Mac: 2.5GB HRS+ hard disk format
Display	PC: 1024 x 768 screen resolution Mac: 1280 x 800 screen resolution
Graphics	Graphics hardware acceleration requires a DirectX10 graphics card
Operating System	PC: Windows 7, Windows 8, Windows Server 2008 R2 or Windows Server 2012 Mac: Mac OS X 10.6 or later
Web Browsers	The current or immediately previous version of Internet Explorer, at least Internet Explorer 9. The current or immediately previous version of Firefox, at least Firefox 12. The latest version of Safari, at least Safari 5. The latest version of Chrome, at least Chrome 18.
Mobile Devices	Office for iPad requires iOS 7.0 or higher. Office for iPhone require iOS 6.0 or higher. Office for Android tablet requires Android KitKat 4.4 with a minimum 7 inch screen and an ARM-based processor. Office for Android phones requires an Android OS 4.0 or higher.
The information contained in this table was taken from www.support.office.com .	

GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

1.6- Using the Outlook on the Web (Light) Version:

The “Light” version of the Outlook Web App is designed to be used with older web browsers that are no longer supported in the “Full” version of the App, used over slow internet connections, and for users that may have accessibility needs that can be met with a simpler interface.

To activate the “Light” version of the Outlook Web App, click the Settings icon. The Settings icon is displayed as a gear on the upper-right side of the Outlook Web App page in the “Nav Bar.” Click the “Options” link to open the “Options” page. Click the arrow next to the “General” title in the list on the left-side of the screen. Under “General,” click the “Light version” link.

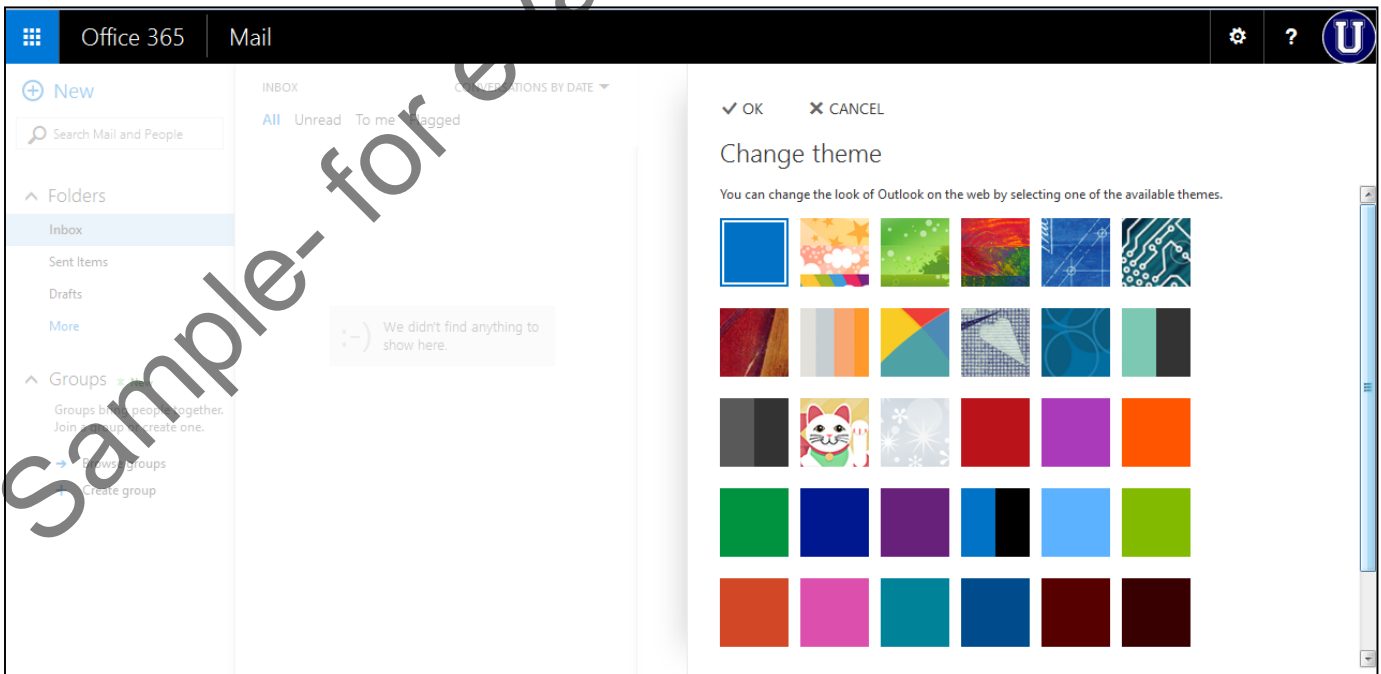
The options will be displayed in the main pane of the page. Check the “Use the light version of Outlook on the web” checkbox to enable the “Light” version. Click “Save” to save the changes you made.

Note that you must sign out and sign back in to have the changes take effect.

1.7- Applying a Theme:

You can change the look of the Outlook Web App by applying or changing a theme. This will change the colors displayed on the page. Click the Settings icon and click the “Change theme” link. A small pane will open that contains all the color and pattern choices available for the Outlook Web App. You can also change the theme by clicking “Options” in the Settings icon and under “General” clicking “Change theme.”

Choose a theme by clicking on the swatch that contains the color or pattern you want to apply. When you click on a color or pattern swatch, the changes will be applied without closing the selection pane. This allows you to see the changes before you commit to them. When you have completed your selection, click “OK” to save the changes. You can also change the theme using the “Office 365 settings” link in the Settings icon. Any changes made to the theme through the “Office 365 settings” will override the theme set within the Outlook Web App.



ACTIONS-

GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

STARTING THE OUTLOOK WEB APP:

1. **To choose a version of Office 365**, open your browser and navigate to **products.office.com**.
2. Click “For business.”
3. Click “See plans & Pricing.”
4. Choose a version of Office 365 and follow the on-screen instructions to create your account.
5. **To login to Office 365**, navigate to **login.microsoftonline.com**.
6. Sign in to Office 365.
7. **To Open the Outlook Web App**, click the “Mail” icon.

THE OUTLOOK WEB APP ENVIRONMENT:

1. The Nav Bar spans the top of the screen and contains, from left to right, the “App Launcher,” new mail notification, any pinned Apps, notifications, the Settings icon, the “Help” icon and your “Avatar.”
2. **To switch between Apps**, click the “App Launcher,” the nine dot grid in the top left corner of the screen.
3. Click the new mail notification to display new emails in a small pane.
4. Access any pinned Apps by clicking their icons.
5. **To open the settings for the Outlook Web App and Office 365**, click the Settings icon.
6. **To access the Help menu and Help search function**, click the “Help” icon.
7. **To “Sign out” of the Outlook Web App**, “Sign in to IM,” “Sign out of IM,” “Open another Mailbox” and view your “About Me” page, click your “Avatar”.
8. **To create a new email message**, click “New.”
9. **To search your email and contacts**, enter a search term into the “Search Mail and People.”
10. The “Folders” section contains folders for storing email messages.
11. The “Groups” section contains any groups you are a member of.
12. The “Inbox” pane displays the contents of the selected folder.
13. The “Reading” pane displays the full email message selected in the “Inbox” pane.

USING THE OUTLOOK ON THE WEB (LIGHT) VERSION:

1. **To enable the Outlook on the Web (Light) Version**, click the Settings icon and choose “Options.”
2. Under “General,” choose “Light version.”
3. Check the “Use the light version of Outlook on the web” checkbox.
4. Click “Save.”
5. Sign out of Office 365 and then sign back in.
6. The Outlook Web App will now function with slow internet connections and for users with accessibility needs. This version also supports older browsers that the full version of the App no longer supports.

ACTIONS-

GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

APPLYING A THEME:

1. **To change the theme of the Outlook Web App**, click the Settings icon.
2. Click “Change theme” to open a small pane and select a swatch.
3. Click “OK” after you have chosen a new theme to apply it to the App.
4. You can also choose “Options” from the Settings icon.
5. Under “General,” click “Change theme.”
6. Choose a swatch and click “OK” to apply the changes to the App.
7. You can also choose the “Office 365 settings” in the Settings icon to change the theme.
8. Under “Office 365 settings,” click “Theme” and choose a swatch.
9. Click “Save” at the bottom of the pane to apply the new theme.
10. **NOTE that any changes to the theme under “Office 365 settings” will override any settings applied to a single App.**

Sample- for evaluation purposes only!

EXERCISES-

GETTING ACQUAINTED WITH THE OUTLOOK WEB APP

Purpose:

1. To be able to find and use the basic objects in the Outlook Web App.
-

Exercises:

1. Direct you web browser to login.microsoftonline.com.
2. Enter your login and password.
3. Click "Sign in."
4. Click the "Mail" icon.
5. Click the Settings icon to view the settings menu.
6. Click the "Help" icon to view the help menu.
7. Click the "App Launcher" to view the available Apps.
8. Click your "Avatar" and click "Sign Out."

Sample- for evaluation purposes only!