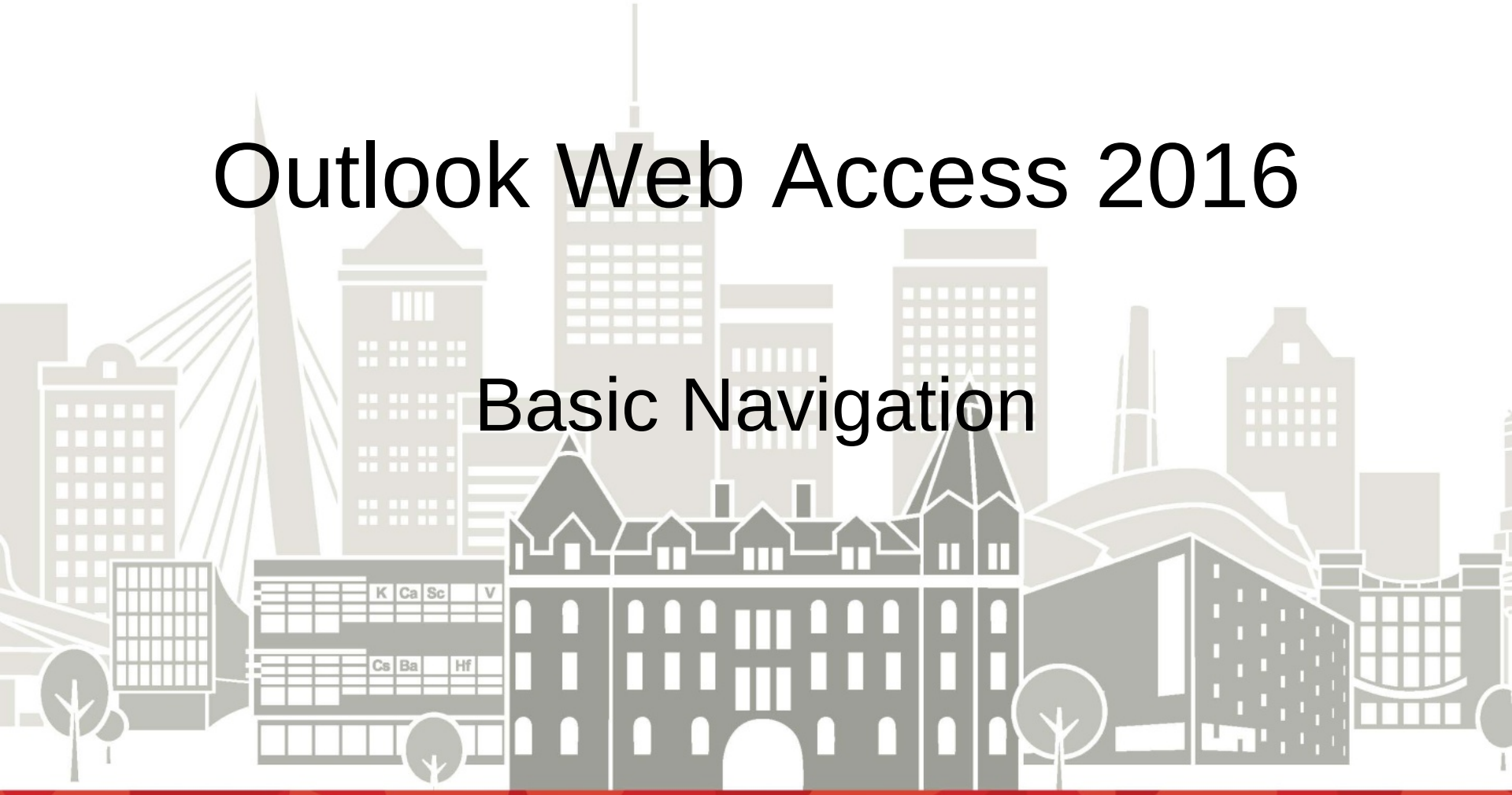
THE UNIVERSITY OF WINNIPEG

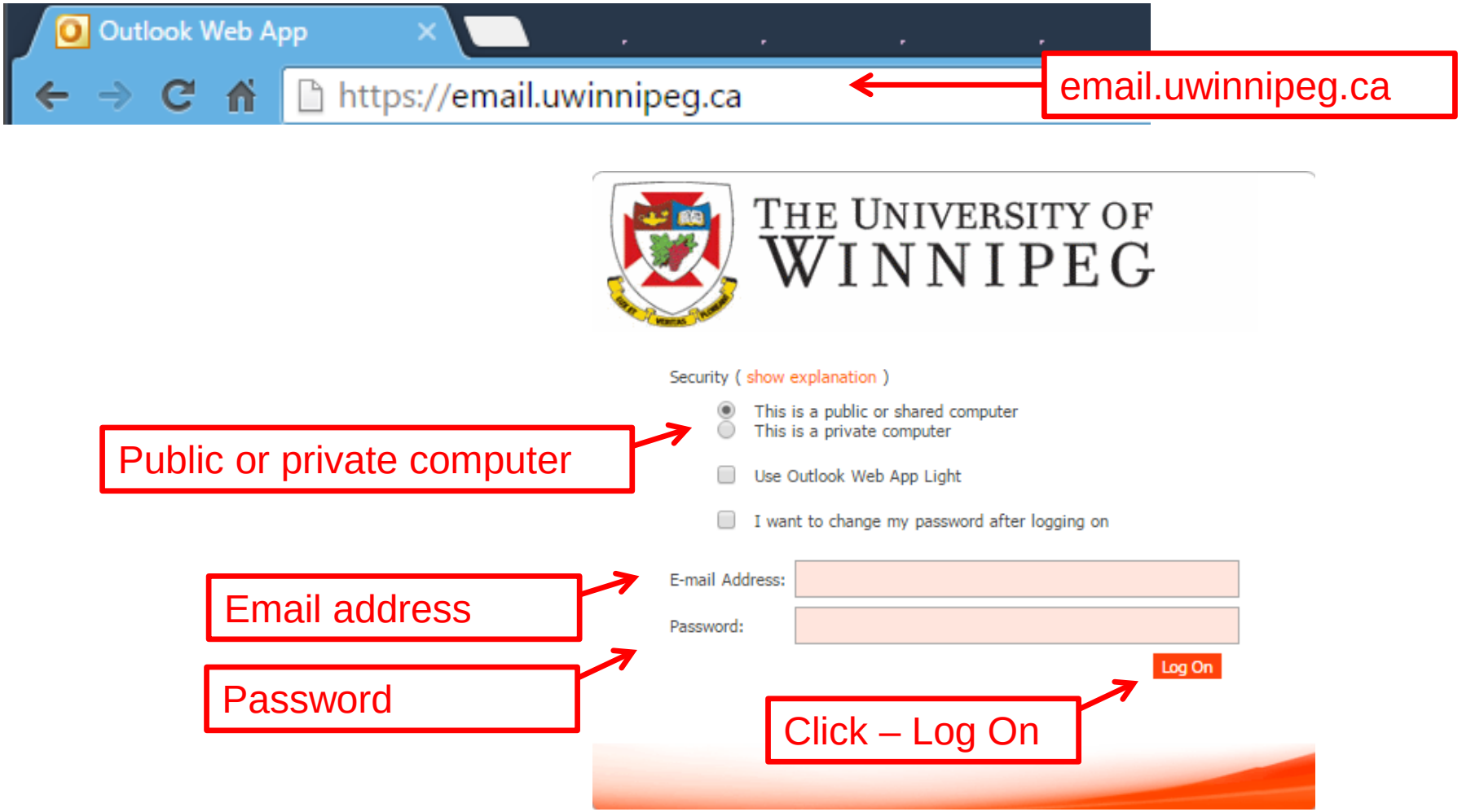
Outlook Web Access 2016

Basic Navigation

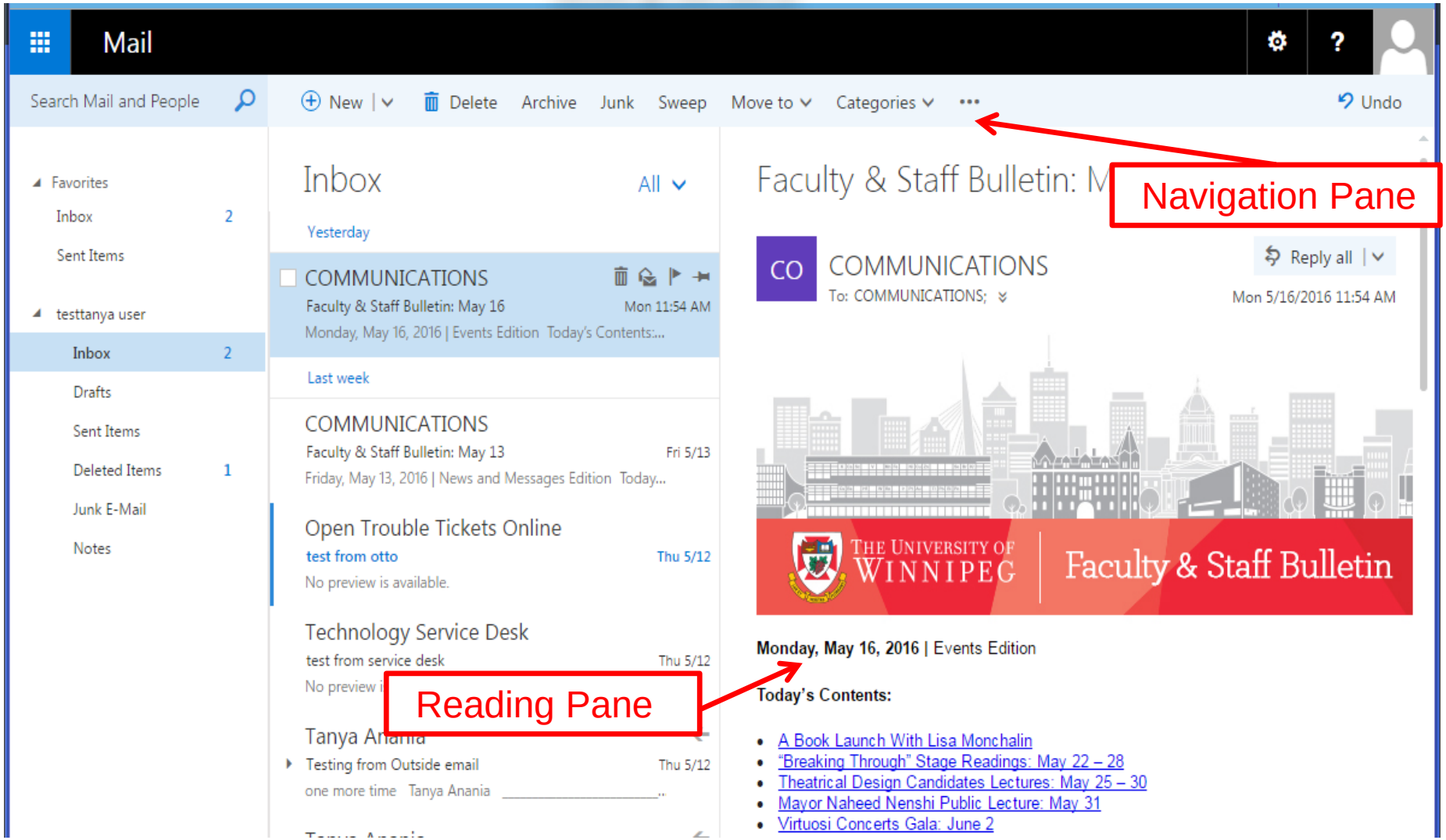


DISCOVER · ACHIEVE · BELONG

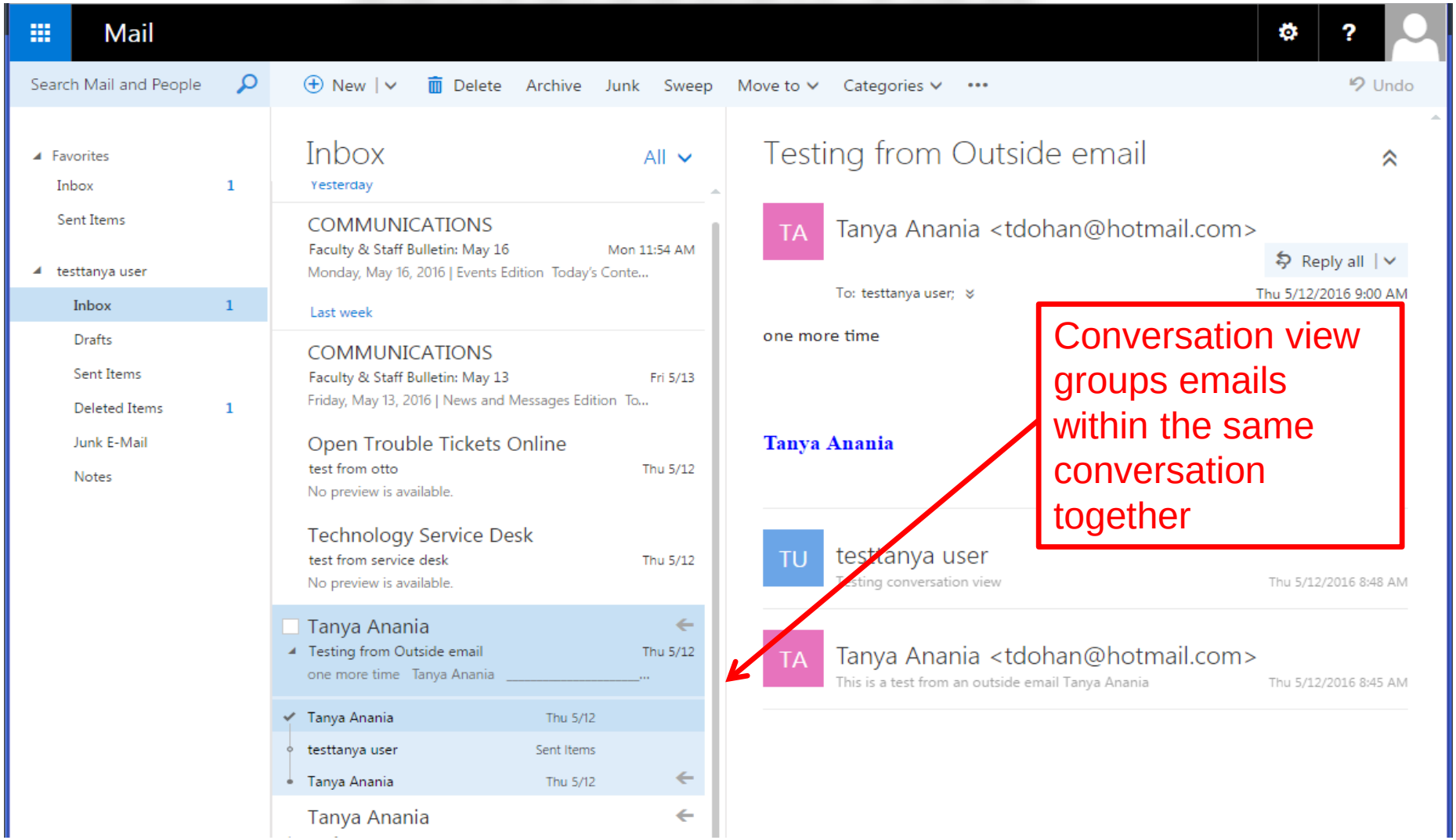
Launching Outlook Web Access (OWA)



Layout


Mail
Search Mail and People
New
Delete
Archive
Junk
Sweep
Move to
Categories
Undo
Favorites
Inbox 2
Sent Items
testtanya user
Inbox 2
Drafts
Sent Items
Deleted Items 1
Junk E-Mail
Notes
Inbox
All
Yesterday
COMMUNICATIONS
Faculty & Staff Bulletin: May 16
Mon 11:54 AM
Monday, May 16, 2016 | Events Edition Today's Contents:...
Last week
COMMUNICATIONS
Faculty & Staff Bulletin: May 13
Fri 5/13
Friday, May 13, 2016 | News and Messages Edition Today...
Open Trouble Tickets Online
test from otto
Thu 5/12
No preview is available.
Technology Service Desk
test from service desk
Thu 5/12
Testing from Outside email
Thu 5/12
one more time Tanya Anania
Faculty & Staff Bulletin: M
CO
COMMUNICATIONS
To: COMMUNICATIONS;
Reply all
Mon 5/16/2016 11:54 AM
THE UNIVERSITY OF WINNIPEG
Faculty & Staff Bulletin
Monday, May 16, 2016 | Events Edition
Today's Contents:
A Book Launch With Lisa Monchalin
"Breaking Through" Stage Readings: May 22 – 28
Theatrical Design Candidates Lectures: May 25 – 30
Mayor Naheed Nenshi Public Lecture: May 31
Virtuosi Concerts Gala: June 2
Navigation Pane
Reading Pane

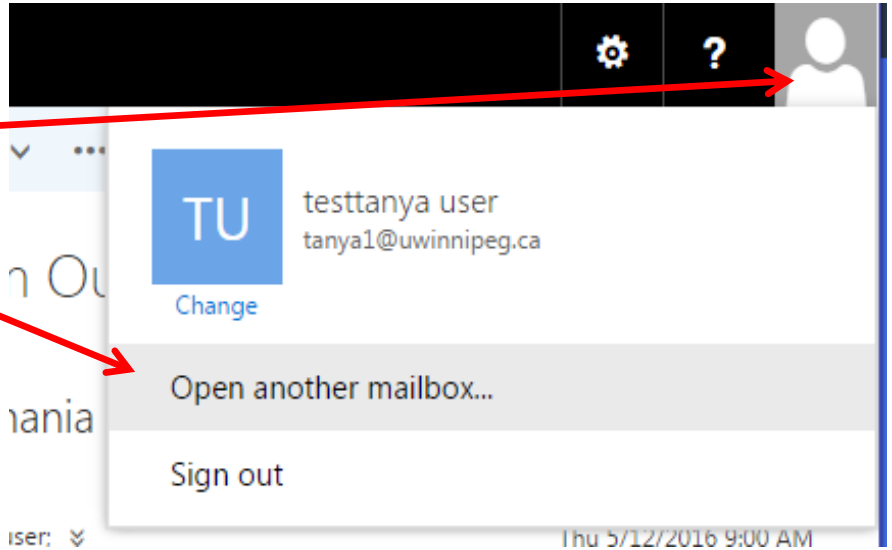
Conversation View

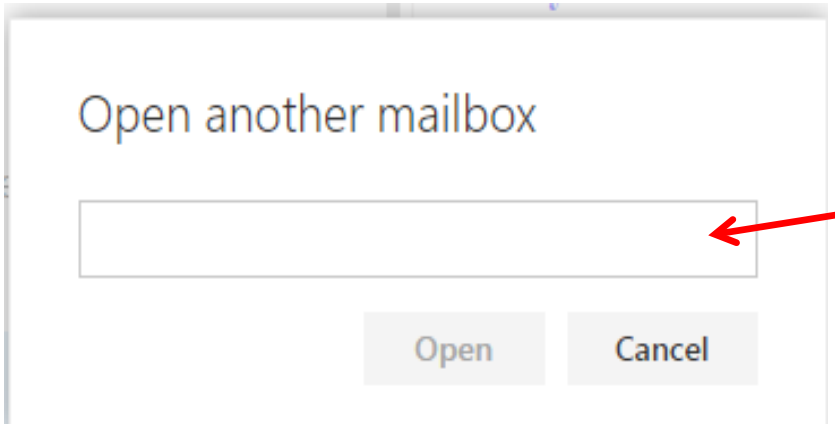


Conversation view groups emails within the same conversation together

Opening another Mailbox

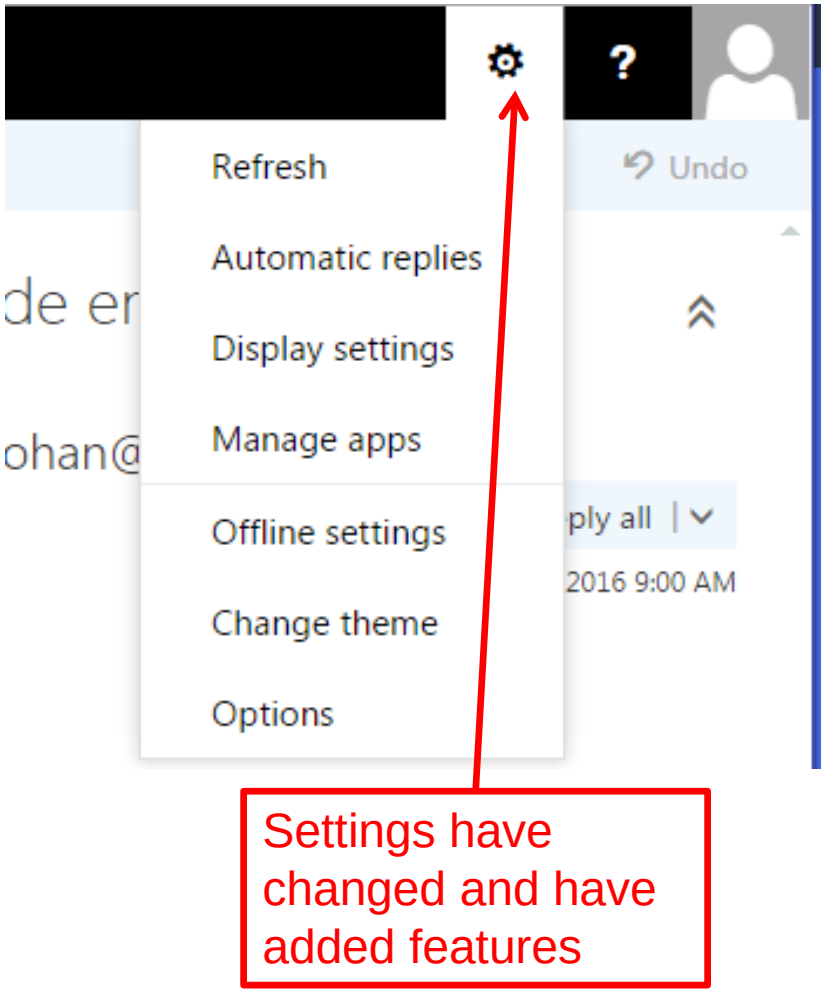
How to open another mailbox





Type in the name of the mailbox you wish to open

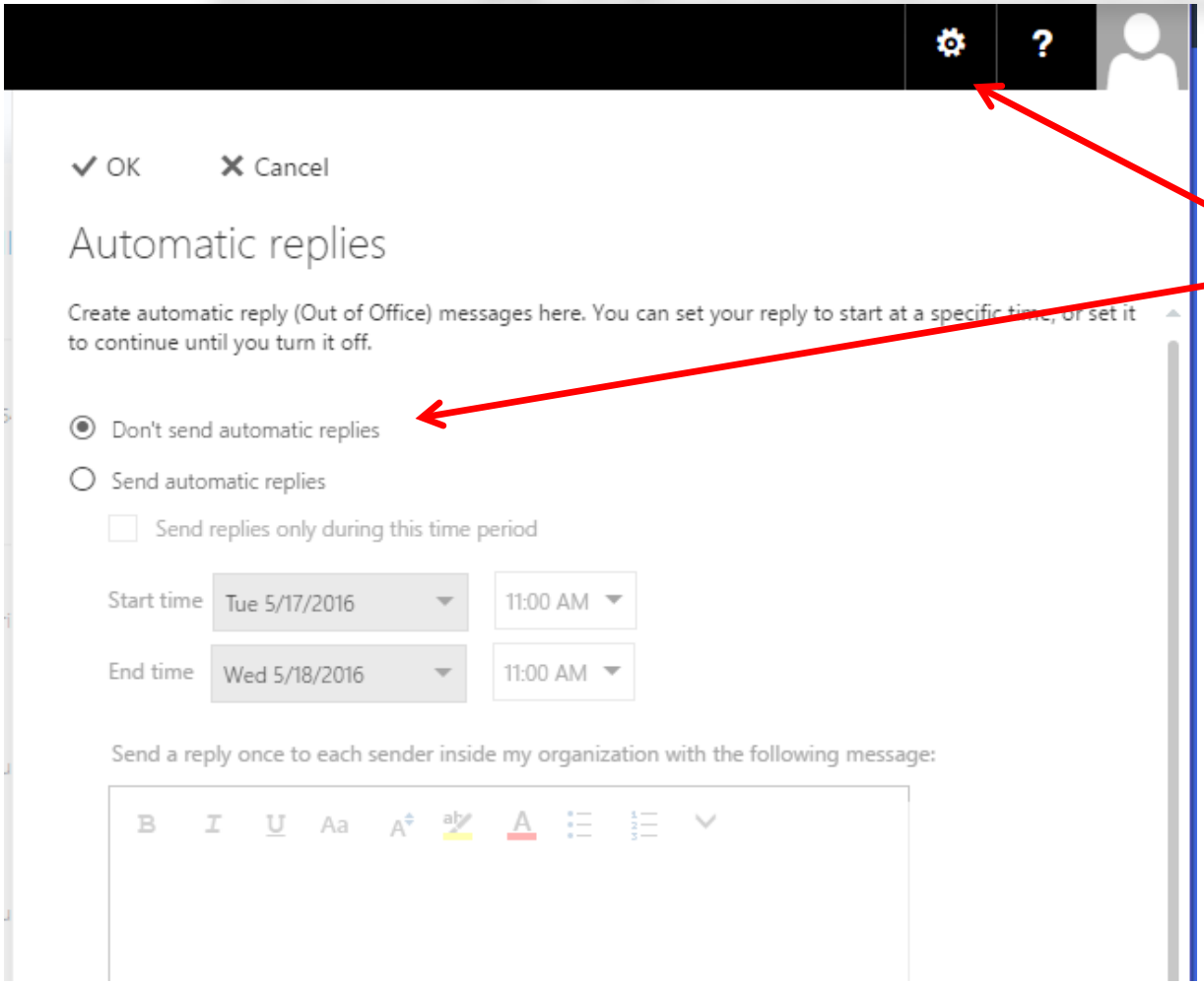
Settings



Here you can create your out of office reply, change your display, change your theme and get into the general options

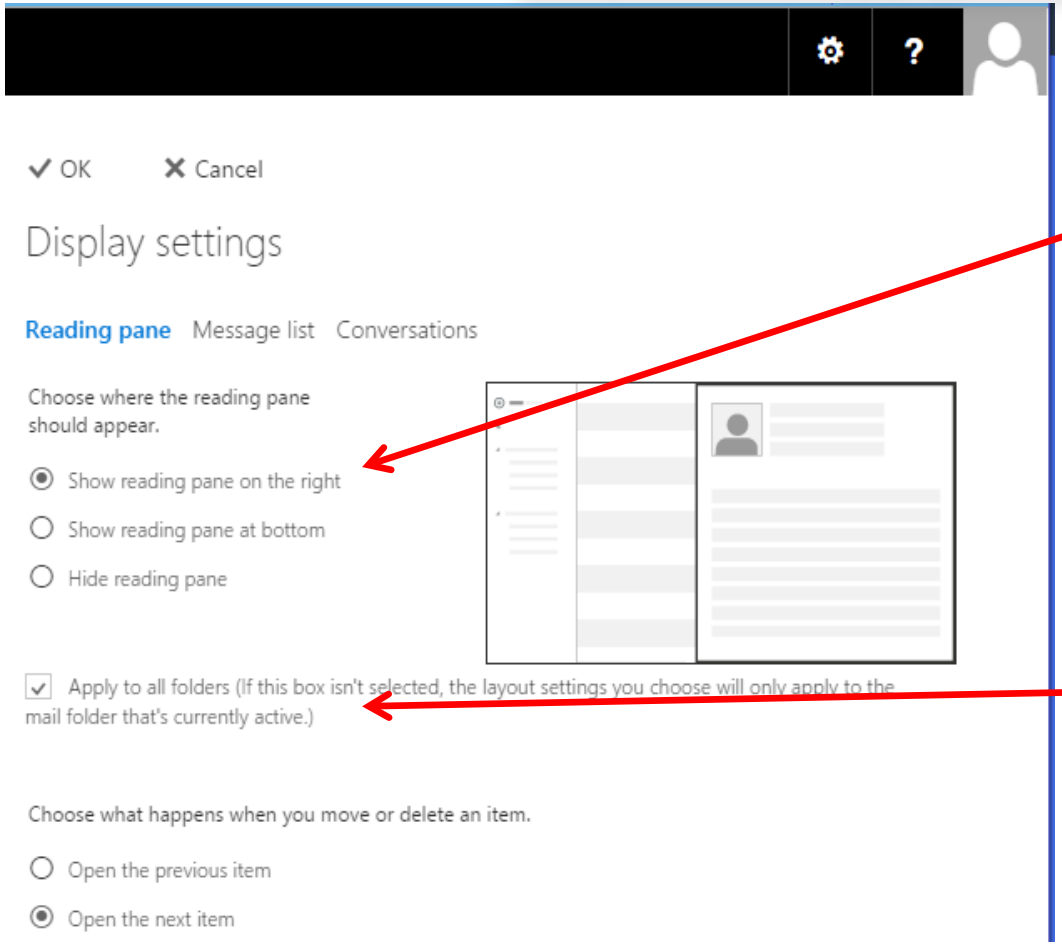
Settings have changed and have added features

Setting up Automatic Replies



Under the settings you will get the following screen – here you can set up your out of office replies

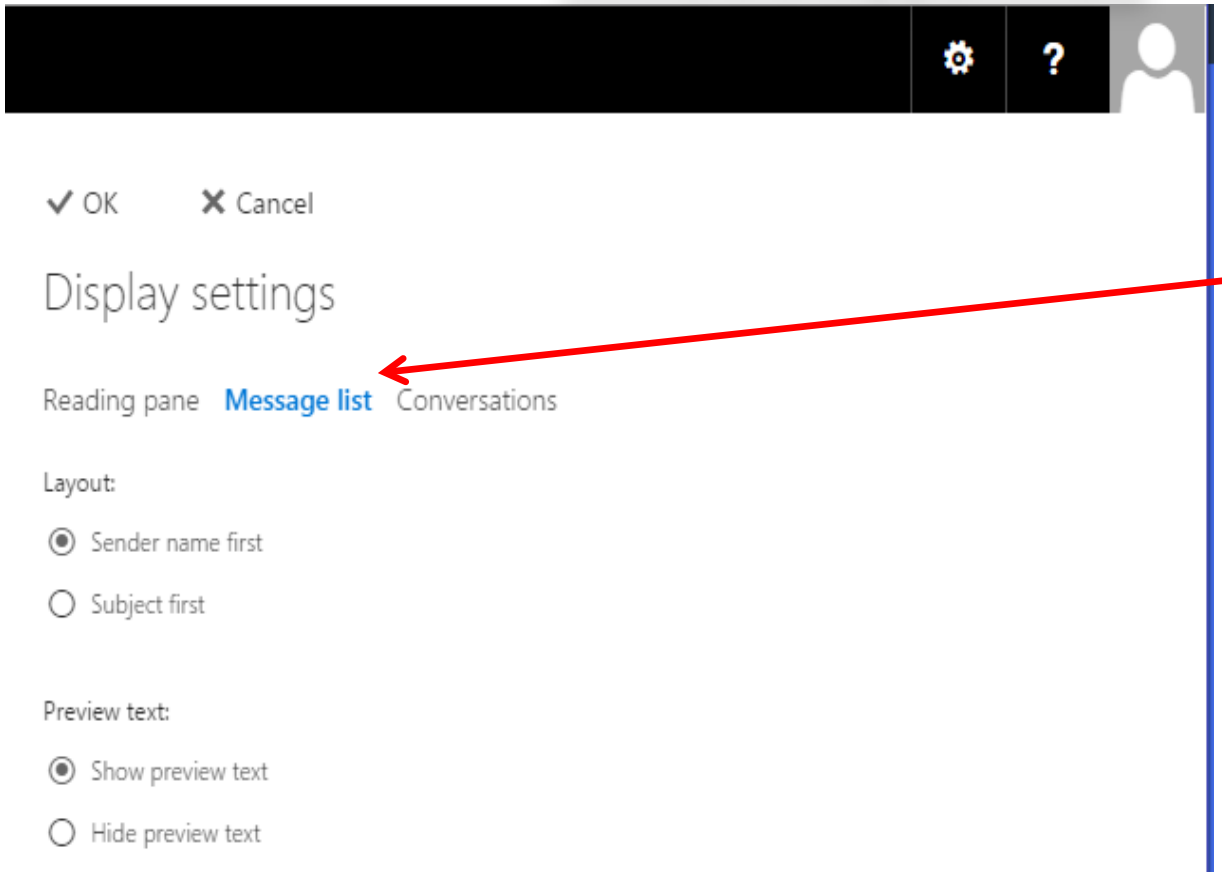
Reading pane



This is where you can choose to have your reading pane on or off, on the right or the bottom

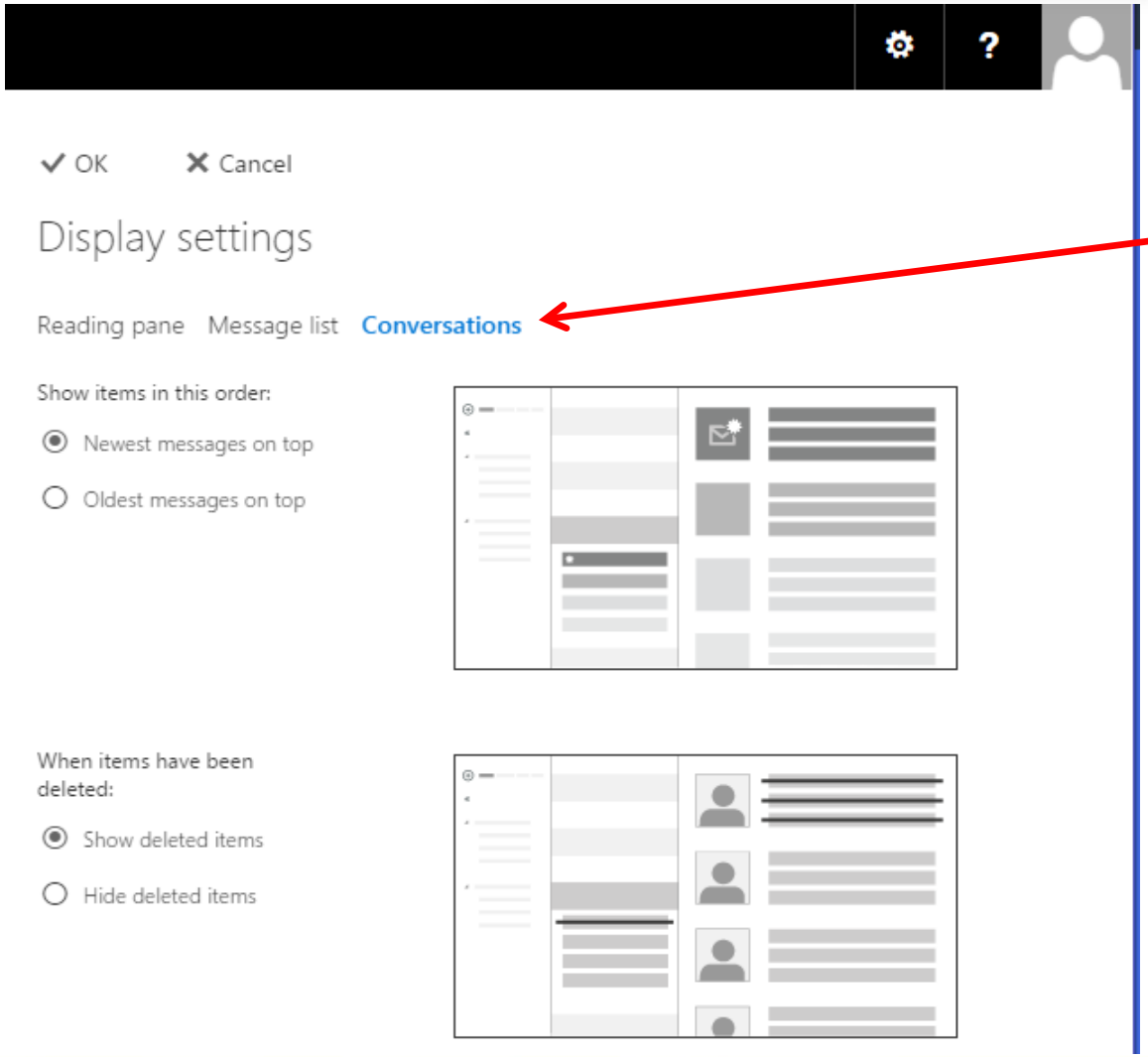
Please note that if this is checked off then this will apply to all of the folders for the reading pane view

Message list



This is where the layout for your messages are located. You can choose from ‘sender name first or subject first’

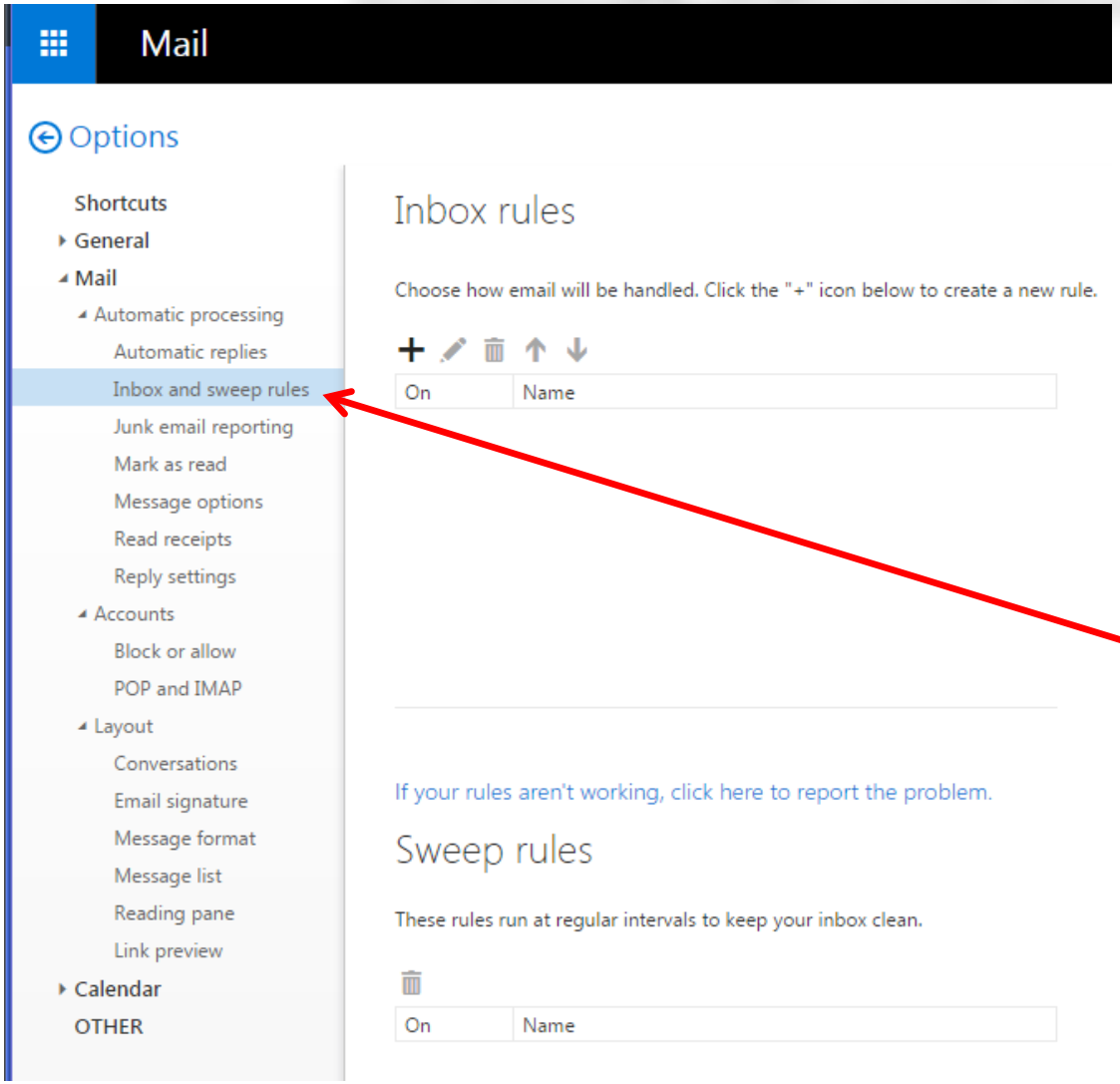
Conversations

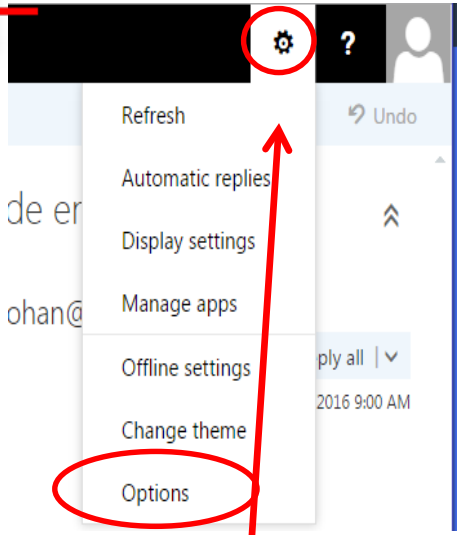


Here you choose to have the newest message on top or the oldest for the conversation view

*Please note: Conversation view cannot be turned off in OWA

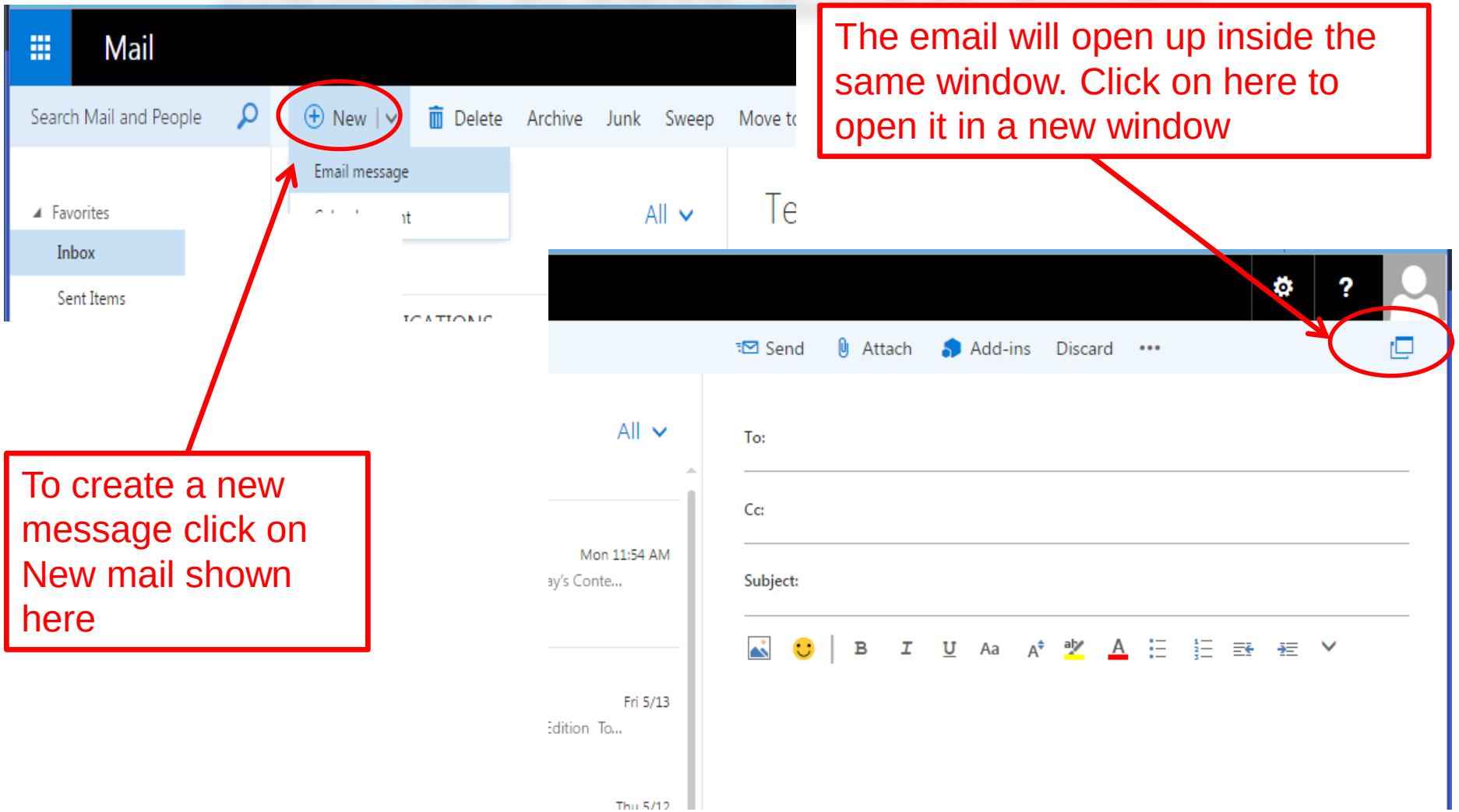
Setting up inbox rules





Under the settings you will get the following screen – here you can set up rules for your mailbox

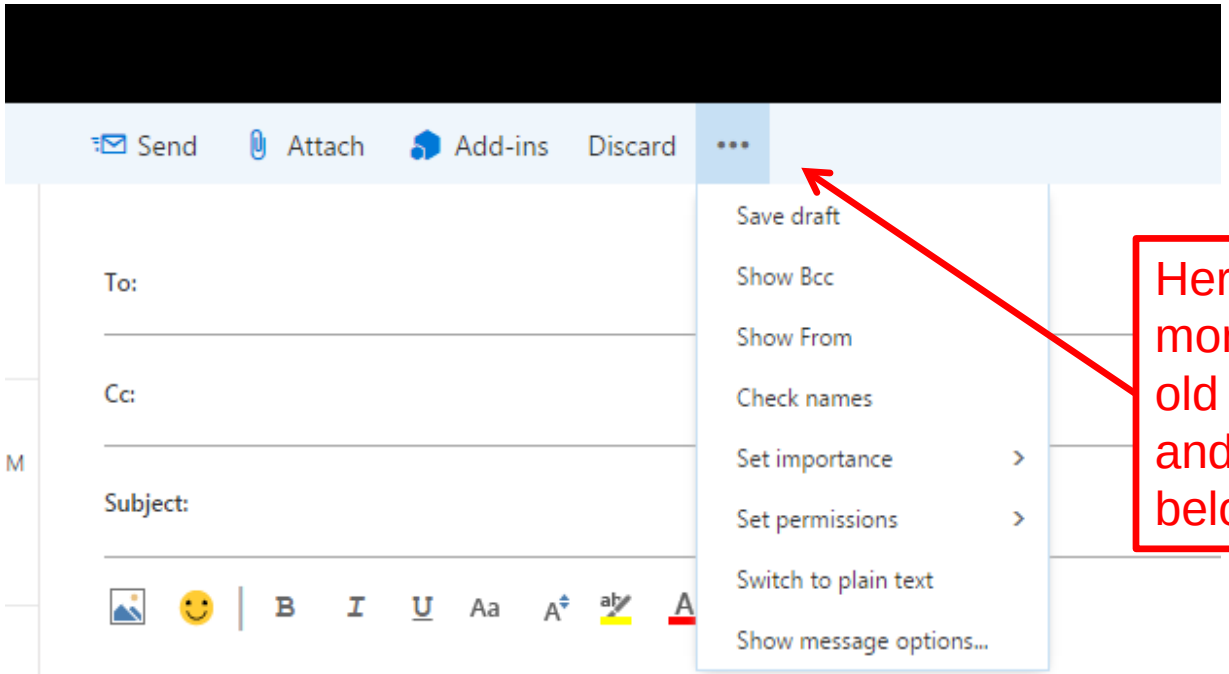
How to create a new email



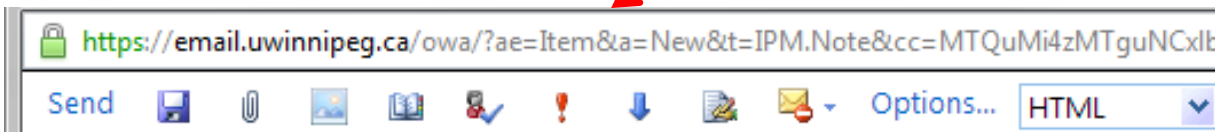
The email will open up inside the same window. Click on here to open it in a new window

To create a new message click on New mail shown here

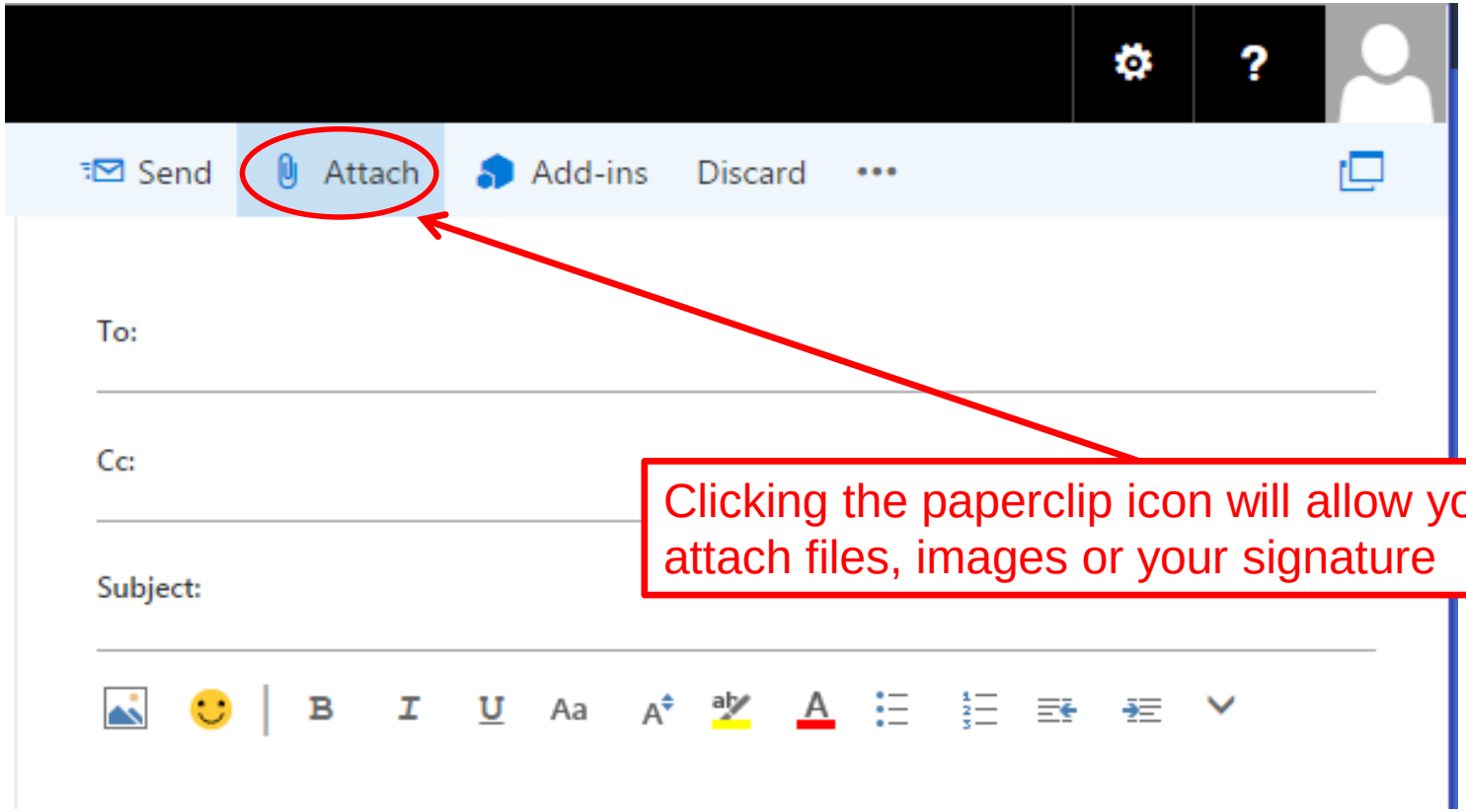
How to create a new email cont’



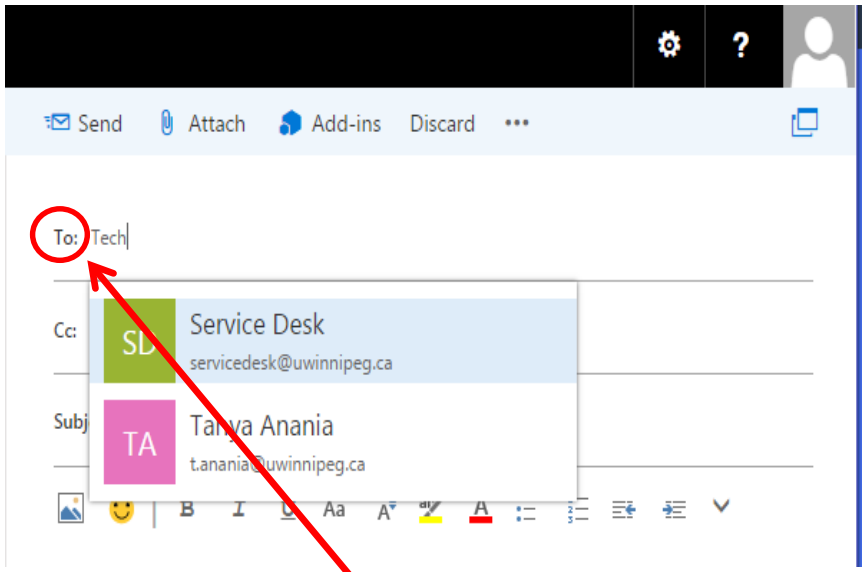
Here is where you will find more options those were in the old version: check name, save and importance (see image below)

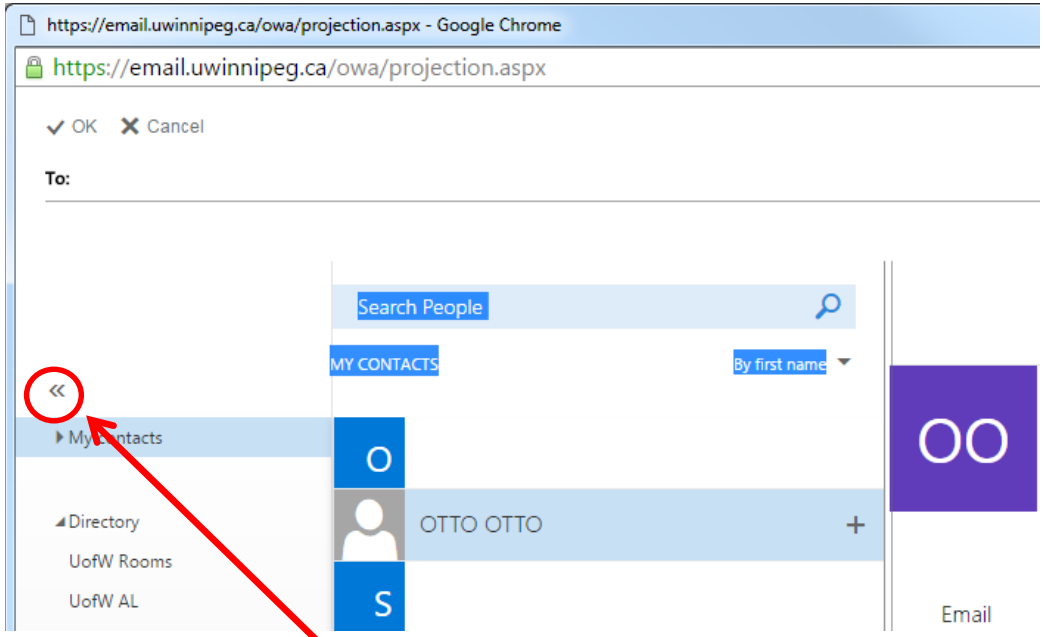


How to attach items to email



Opening the address book

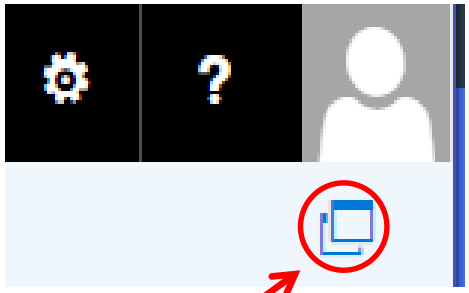




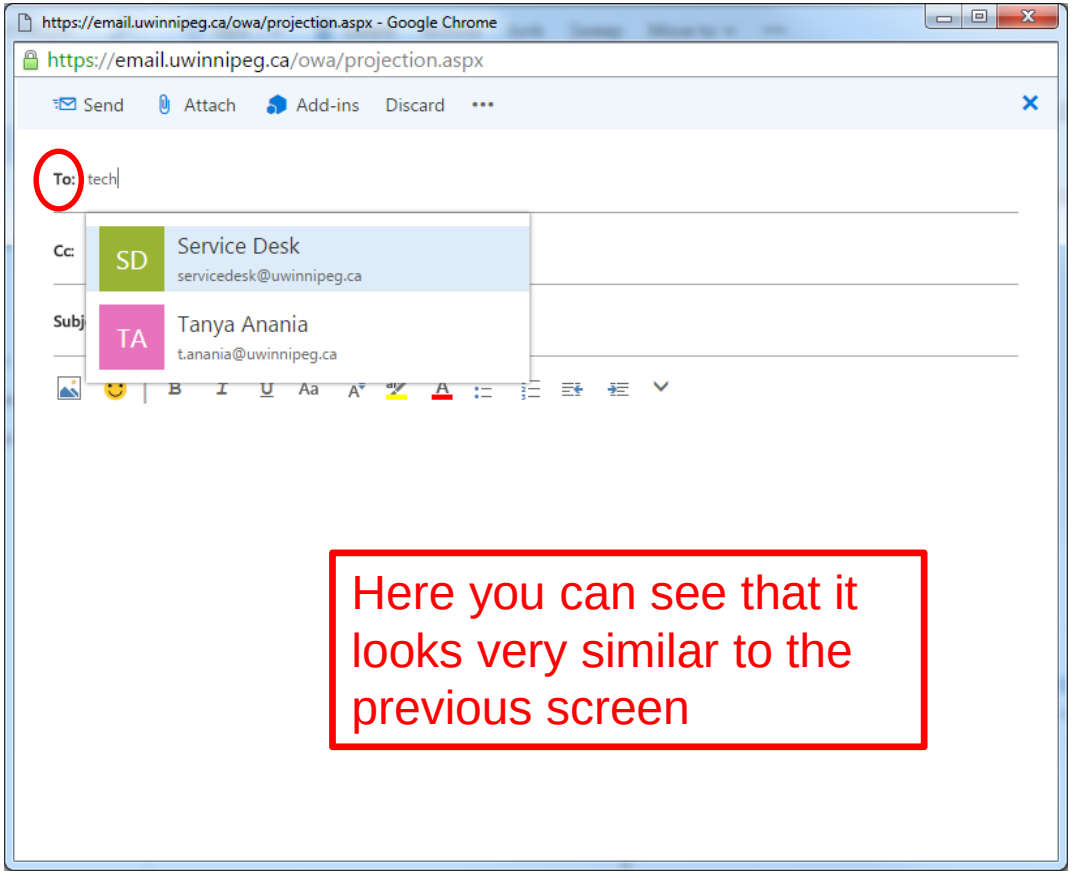
You can click on either the 'To:' button to get the address book or start typing in the name of the person

If you click on the arrows you will get the option for all your address books

Opening an email in new window

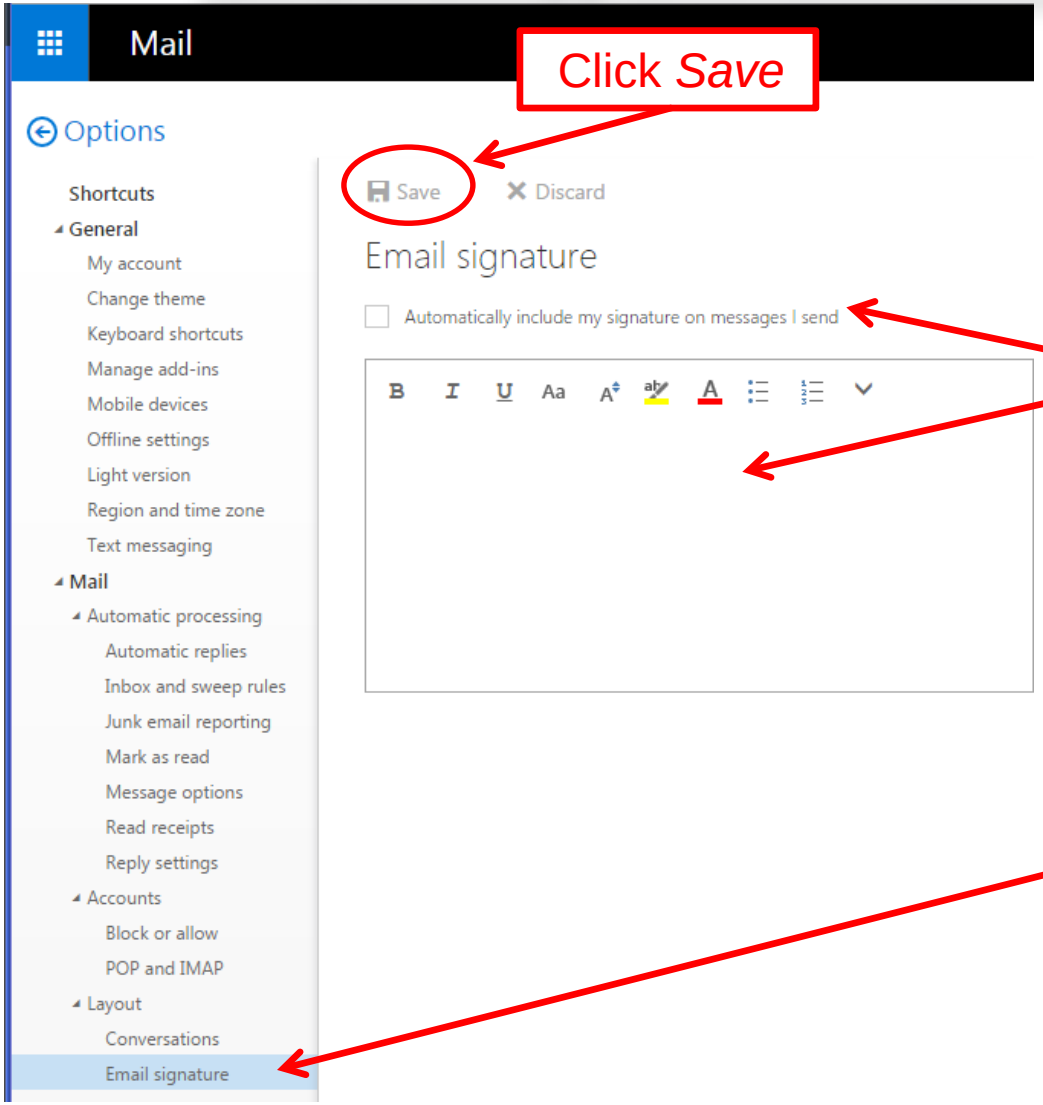


This will allow you to open a new email message in a separate window



Here you can see that it looks very similar to the previous screen

Creating an email signature

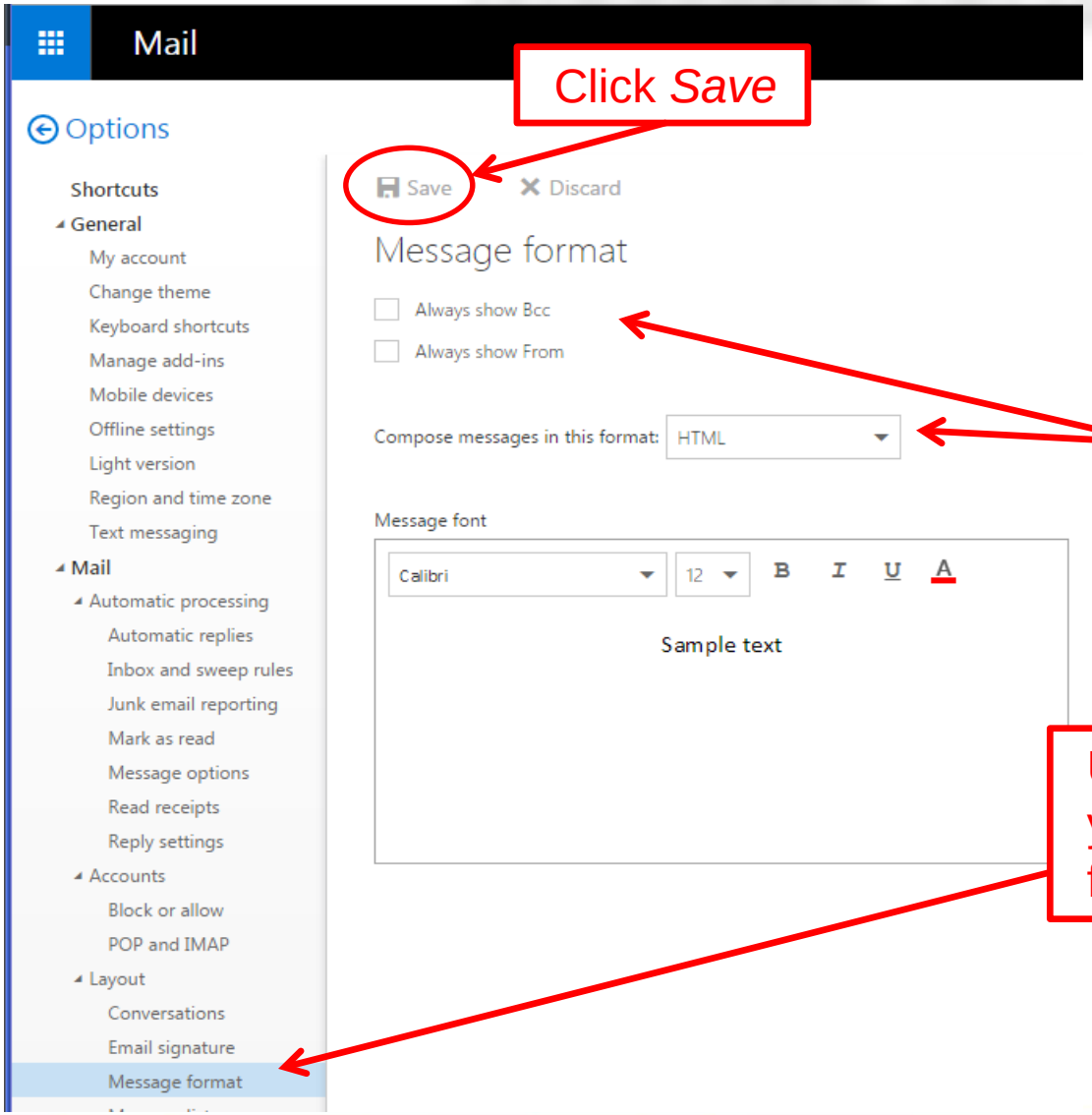


Click *Save*

Check off the box and type in your email signature

Under options, Mail, layout you will find the email signature option.

Message format



Click *Save*

Here you can choose the Bcc or From fields and how you would like to compose your message

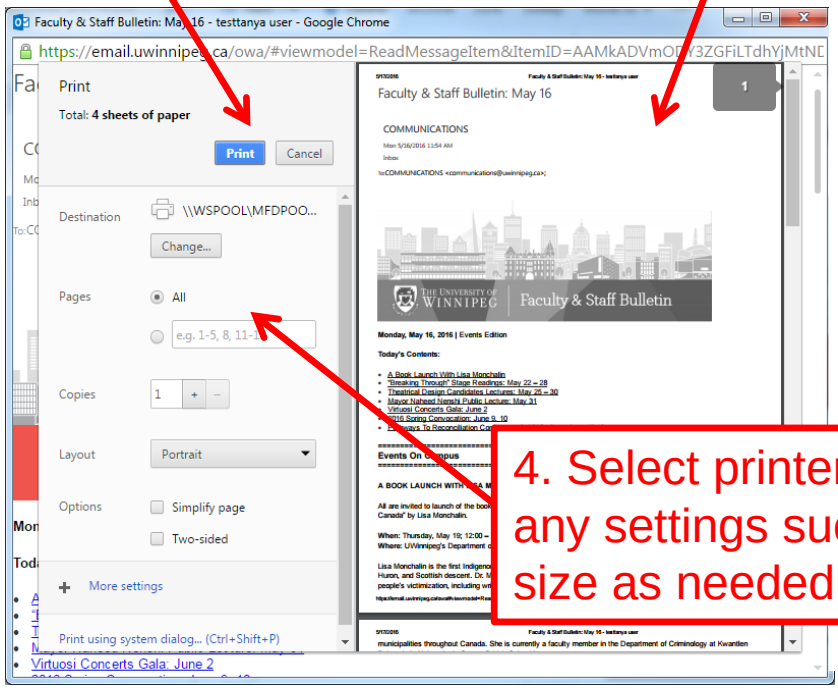
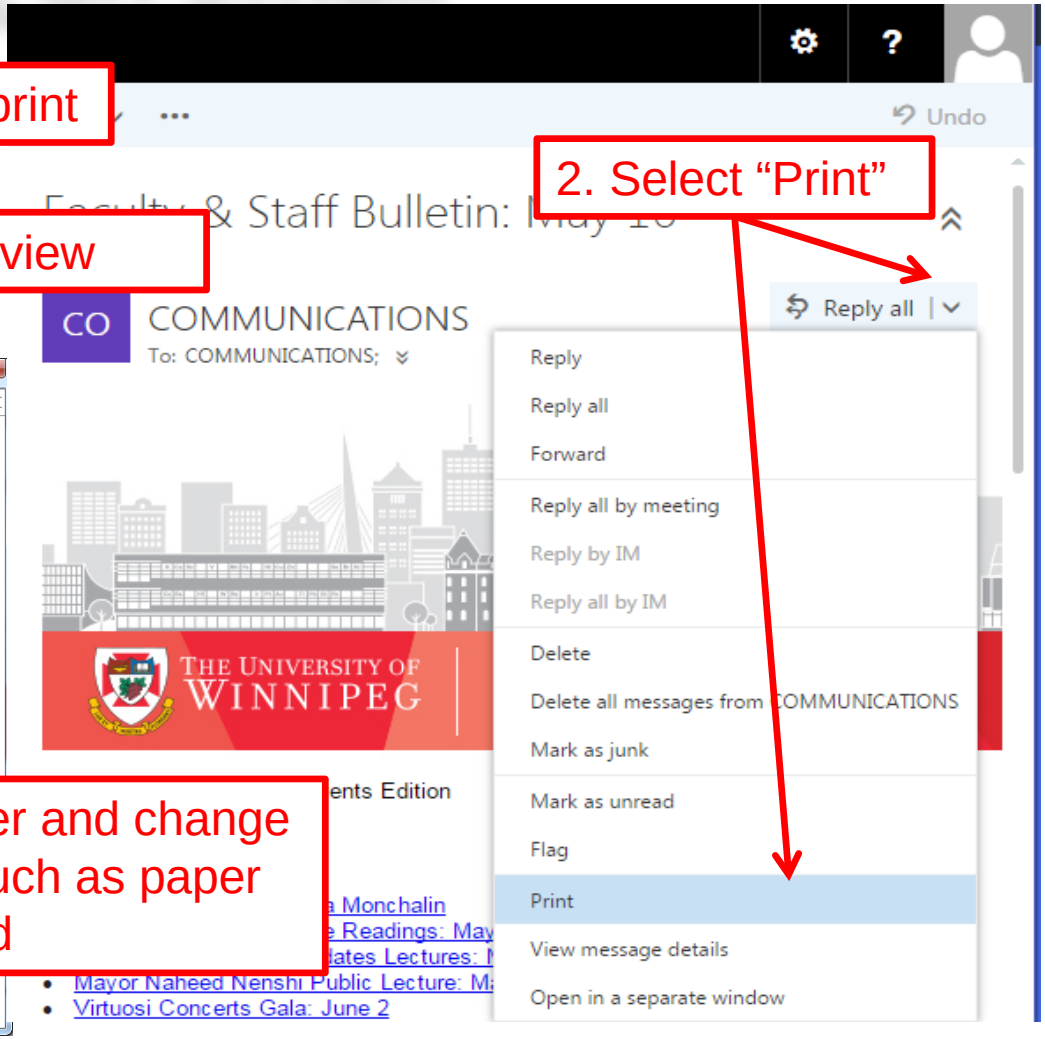
Under options, Mail, layout you will find the message format option.

Printing an email

1. Open the email you wish to print

2. Select “Print”

3. Check print preview

4. Select printer and change any settings such as paper size as needed

5. Select “Print”