

Outlook Online: Office 365 Web App

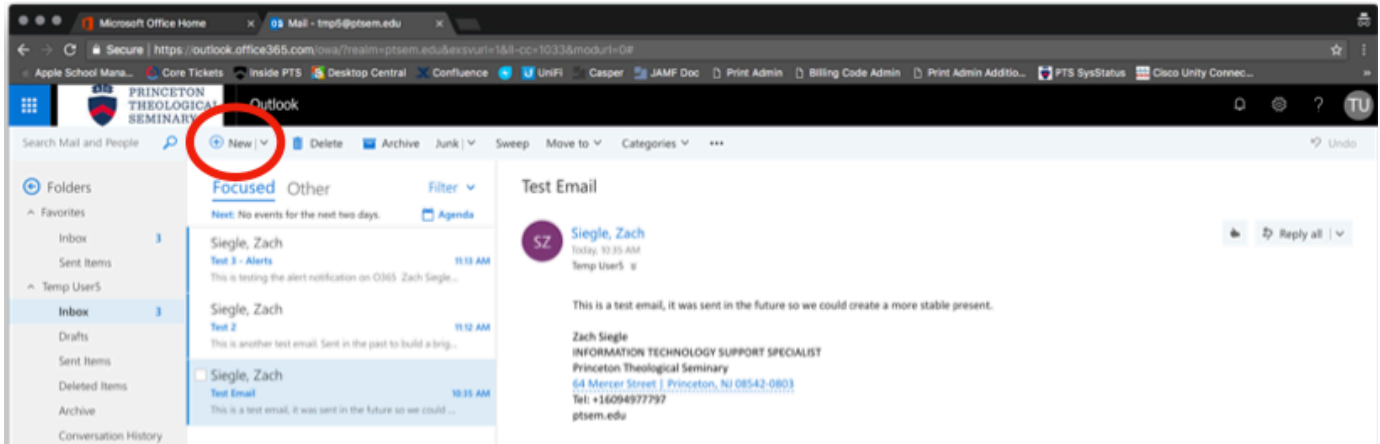
This article is intended to illustrate functionality of the Outlook Web application as part of Office 365.

Signing In:

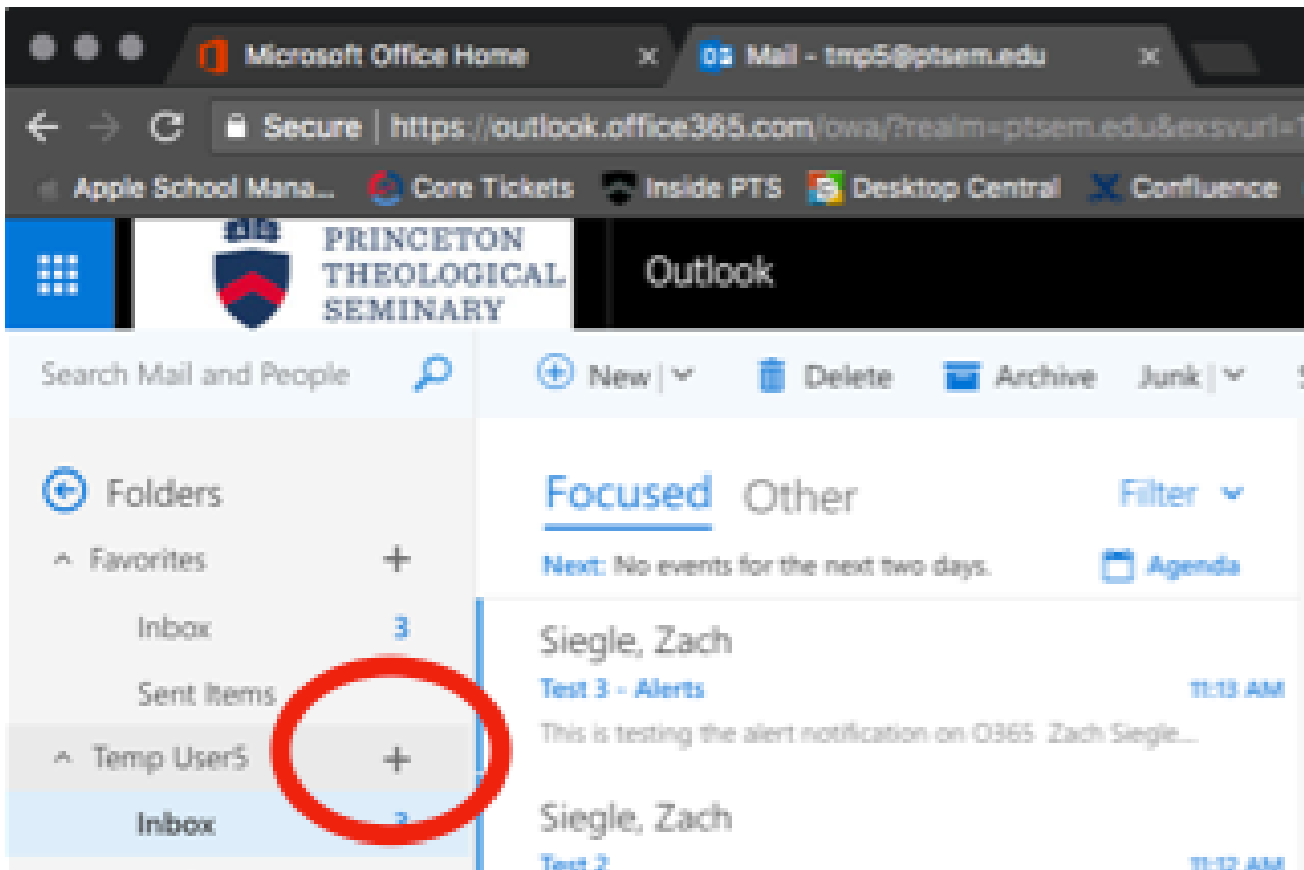
You'll be automatically signed in and taken to your inbox when you launch the Outlook web app from the Office 365 Welcome Portal.

Email:

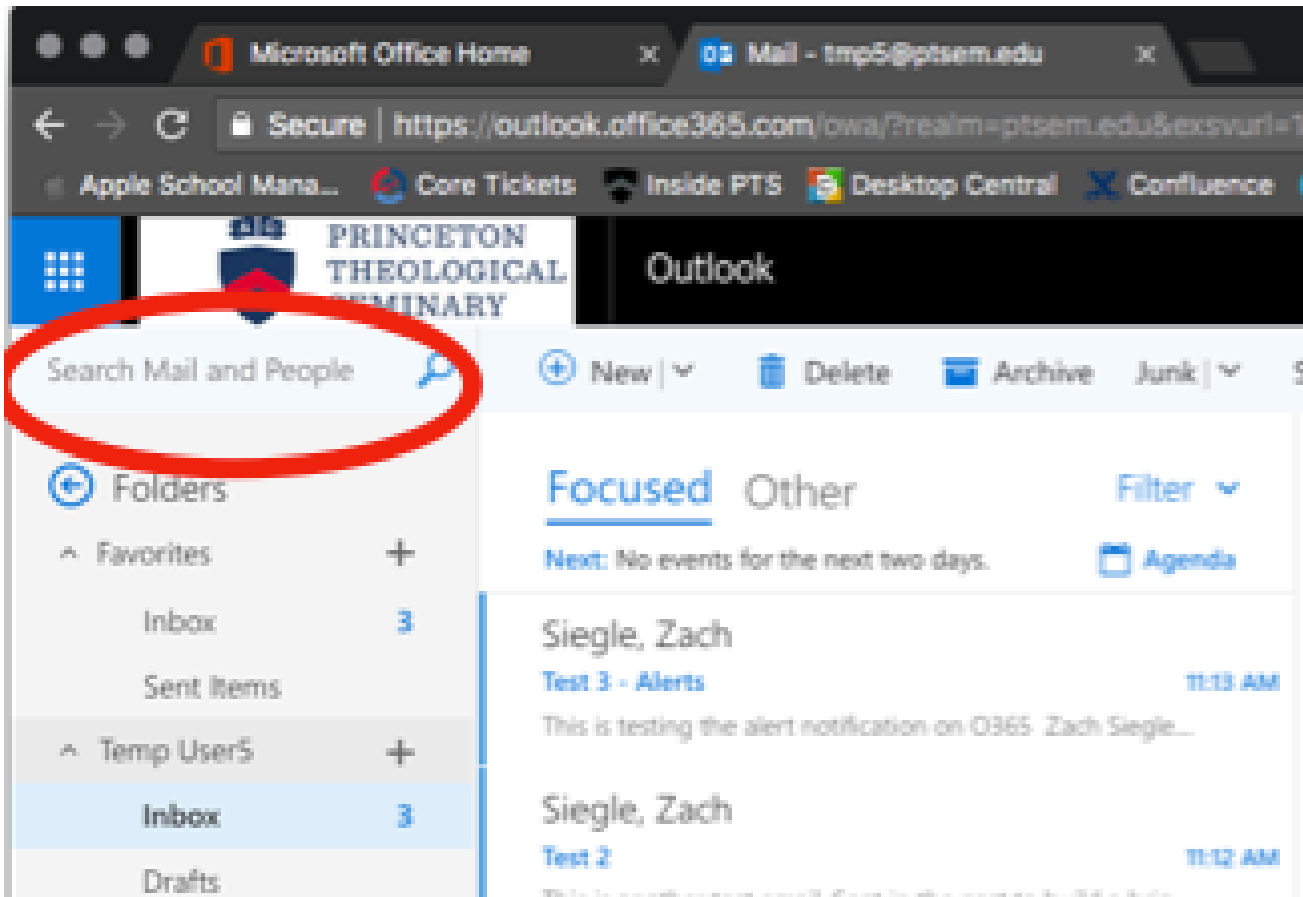
To Create a New Message, Click "New"



To Create a New Folder, Click "Plus Symbol"  " Located to the Right of your Inbox



To Search Your Mailbox, Type in Desired Search Name into "Search Mail and People" Located at the top left of the Window.



Calendar:

To Access Your Calendar, select the "Calendar" icon in the lower left portion of the Window

