Choose a section:

**QUICK ACCESS** 

EMAIL

<u>TASKS</u>

CALENDARS

### **Quick Access**

#### **How to Access**

You can access your Email, Tasks, People (Contacts) and Calendars in a web browser using **Outlook Web Access (OWA)**.



**CONTACTS** 

Outlook

- 1. Open a web browser (eg. Internet Explorer, Mozilla Firefox, Google Chrome or Safari).
- 2. Enter the URL:
  - Outlook URL: https://outlook.com/burnabyschools.ca
- 3. Enter your user name and password .
  - UserID = eID@burnabyschools.ca (ie. e12345@burnsabyschools.ca)
  - Password = your network/email password
- 4. Click 'Sign in'.

TIP: After signing in, bookmark the browser page to save a few steps next time.

The last Outlook page (email, tasks, people or calendars) you accessed will load in your browser.

Reference: Microsoft "*Getting started in Outlook Web App*" Guide: <u>https://support.office.com/en-us/article/getting-started-in-outlook-web-app-0062c7be-f8e3-486e-8b14-5c1f793ceefd</u>

Choose a section:

**QUICK ACCESS** 

EMAIL T

TASKS CONTACTS

CALENDARS

### Email (1 of 6)

#### **Email Layout Overview**

This is the general layout of the Outlook Web Access (OWA) Email.

Folders	Inbox Filter 🗸	Meeting on Monday, August 20, 2018		
avorites	Next: Invitation: O365 Mig Tomorrow at 7:00 AM 😁			
Inbox				) 🖒 🎝 Reply all 🗸
Sent Items		CA Thu 8/16, 12:37 PM	Use the	Reply
Drafts 3	Awesome, way to go		dropdown to	Reply all
Deleted Items	•_• •	Let's meet on Monday, August 20, 2018 @ 10:00 am. What do you think?	'Reply', 'Reply	Forward
	Thu 8/16	33.50	All', 'Forward'	Change default >
Inbox	Please see attached 🖙 💼 📼 Thanks again		·	Reply all by meeting
Access-SL			an email, or	Reply by IM
	Meeting on Monday, August 20, 2018 Thu 8/16 Let's meet on Monday, August 20, 2018 @ 10:00 am		perform	Reply all by IM
BrainstormInc Pane.			additional	Delete
	'Message List'.		options.	Delete all messages from C are with take
Right-Click	Email messages	Deadline Denal	optione.	Mark as junk
SLInternal to create	display in this list.	'Reading Pane'.		Mark as phishing
VSB-SPEnable new		Read an email's contents here.		Mark as unread
Drafts folders.	Click on an email to			Flag
Sent Items	read it in the			Assign policy >
Deleted Items	'Reading Pane'.			Print
Archive				Show in immersive reader
Conversation History	Two weeks ago			View message details
· · · · ·				Open in a separate window
Junk Email				- F a adherana
Notes RSS Feeds	Three weeks ago			
roups	Switch to Mail, Calend	dar, People (Contacts) and Tasks.		
Arrow Transportation				

#### **Email Appearance**

Change the appearance of your email by **showing or hiding the 'Focused Inbox'**.

The 'Focused Inbox' separates your inbox into two tabs – 'Focused' and 'Other'. Your most important emails are on the 'Focused' tab, while the rest of your emails remain easily accessible – but out of the way – on the 'Other' tab.

#### i.e. Focused Other Film Multi hundaries CHEM Mg. Tennorme at 200 MJ. Multi hundaries CHEM Mg. Multi hundaries CHEM Mg.

Note that O365 controls the sorting decision. To make sure that you see all emails, check both tabs frequently or turn OFF the filter.



#### **More Email Options**

- 1. Right-click folders in the Folder Pane to see common organization actions.
- 2. Right-click an email in the Message List to show more message options.
- 3. Right-click the **Reading Pane** for additional email commands such as translation.

TASKS **QUICK ACCESS EMAIL CONTACTS CALENDARS** Choose a section: Email continued... (2 of 6) **Create New Email Reply or Forward Email** Use the Reply, Reply All or Forward **Click the New button** Office 365 Outlook Steps to create a new email in Outlook Web Access actions in the upper right-hand Search Mail and People 🕀 New 🗸 Ark all as read corner of the email message. (OWA). Email message Reply all | Folders Filter 🗸 Calendar event Favorites Tomorrow at 7:00 AM 💾 Group Reply Reply all Outlook Office 365 Forward ρ Protect Discard .... Search Mail and People 🖾 Send 🏮 Attach 🗸 **Delete or Archive Email** Folders Focused Other Filter ~ Eavorites Next: Invitation: O365 Mig... Tomorrow at 7:00 AM 🦰 Inbox Add To:, Cc:, Bcc: 2 To clean up the email inbox: Sent Items and a Subject. 3 Drafts Deleted Item: Add a Message Body. 3 ••• ^ = \_\_\_\_ Delete Archive m Save draft Inbox Set more email preferences. i--- -4 Insert signature Access-SL Show From ArrowGSuiteMigration2018 Add attachment(s) from 5 Check name • **Delete** = Delete when you BrainstormInc your PC or in the Cloud. Contracts Set importance want to permanently get ✓ DONE Switch to plain text rid of a message. Moves the SLInternal Show message options Click 'Send' when ready. email message into the VSB-SPEnable Check for accessibility issues <sup>A</sup>A A B I U <u>A</u> A ⊞ ⊞ ≡ ∞ ≡ ≡ ≡ ∞ ⊗ <del>x</del><sup>2</sup> X<sub>2</sub> abe M → Drafts 'Deleted Items' folder until Sent Items 🔺 🙂 🖧 掻 🗸 Discard 0 ~ the trash is emptied.

> Archive = Archive when you want to keep the email. The email gets stored in the 'Archive' folder. You can retrieve it anytime. The email is not deleted until you click the Delete button.

Page 3 of 14

Page 4 of 14

**QUICK ACCESS EMAIL** TASKS CONTACTS **CALENDARS** *Choose a section:* Email continued... (3 of 6) Add Attachment(s) Add Attachment(s) continued... **Attachment File Size Available Actions for Email Attachments** See the size of an attached file: Attach 🗸 Protect 2018\_08\_13\_Arrow\_SL\_GSuiteMigrationtoO365 Kickoff Meeting Minutes.pptx P Computer 🛯 Attach 🗸 Attached 🔁 Send Protect Discard 1 MB Cloud locations in a Available actions The total size of all attachments is 10 MB. 'Message window'. To get to the Message 。 for email Set Out-of-Office Reply attachments ⊕ New | ∨ Add a subject 1. Go to the Settings icon. OR, for an existing email, select Reply, 2. Click 'Automatic replies'. OWA-Tasks.png 3. Fill in the Automatic Replies window. 19 KB Preview G ( X Cancel Settings Download Automatic replies Search all setting Move image to the message body Computer utomatic replies reate an automatic reply (Out of o = select a file from **Remove Attachment(s)** your PC. Display settings \* MA 06.8 Start time Max 8/27/2008 Cloud End time Fri 8/31/2018 9.00 PM -1 Double-click the attached file. Offline setting Use this con **locations** = select Manage add-in files from OWA-Tasks.png 19 KB OneDrive, BIUAA A A 🗄 🗄 📼 🕶 🗸 SharePoint sites. Remember to scroll down to fill After deleting the Ce in the rest of the page. Notification attachment, click the OWA-lasks.prg 'x' to exit this screen. Your app setting Office 365 Mail . . . . . Click the 'x' Calenda People (delete) Yamme button. AA A № A Ε Ξ Ξ Ξ Ξ

unt - 8 × 🖬 😑 75 🌆 v

Select the New button

• Reply All or Forward.

#### **Attach File Options**

Use the

window:

Attach 🗸 Protect Computer Cloud locations

Browse Web Locations

Browse This PC...

Group Files or files that you have accessed earlier. Note: By default, recipients have permission to edit the attachment, but you can override this before sending the attachment.

2.

Note: You can also drag-and-drop files from Windows Explorer into the email.

TASKS

CONTACTS

Page 5 of 14

### Email continued... (4 of 6)

#### **Search Email**

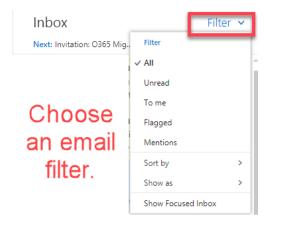
Click the **Search Mail and People** textbox. Type in a name, subject, or phrase in the email message that you want to find.

Choose a section:

	Office 365	Outlook	
Searc	h Mail and People		P

#### **Refine Search Results**

Refine or widen your search to unread emails, flagged items, items sent to you, or sort by date, To, From, Subject, attachments, importance and size.



#### Refine Search Results cont'd...

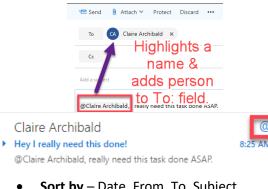
**EMAIL** 

Filter items choices:

**QUICK ACCESS** 

- All shows all messages.
- Unread only shows unread messages.
- To me shows all messages where your name appears in the To or Cc list.
- Flagged only shows messages <u>flagged by</u>
   you.
- Mentions shows messages where you are mentioned, by *@name*.

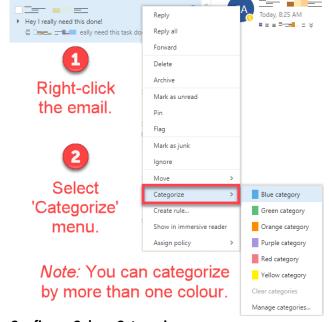
Including an *@name* in the message body will display a list of contacts and automatically append that person to your "To" field. The person will be highlighted in the message. Users will see an *@* flag next to the email.



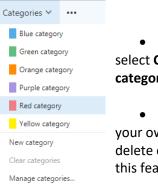
• Sort by – Date, From, To, Subject, Attachments, Importance and Size.

#### **Categorize Email – by Colours**

Right-click and colour-categorize an email.



#### **Configure Colour Categories**



Apply to all from ...

• On the top menu bar, select Categories > Manage categories...

• Note: You can create your own colour categories, and delete colour categories, using this feature.

TASKS

CONTACTS

**EMAIL** 

**QUICK ACCESS** Email continued... (5 of 6) **Categorize Email – by Flags Create and Manage Folders** Follow Up flags are action items you set for yourself. Select the email and click the flag <sup>[5]</sup> on the right-hand side of the email. Office 365 Outlook ρ Search Mail and People 🕀 New | 🛩 📋 Delete 🧧 Archive Junk | 🛩 Folders Inhox Filter v He Click the flag Eavorites Next: Technical Discussion for Arrow at 11:00 AM 🛅 to set an Sent Items action item Hey I really need this dor @Claire Archibald, really need this task d for yourself. Drafts Deleted Items Right-click the **flag** for **detailed options**: Today Tomorrow This week Next week No date

*Choose a section:* 

Mark complete

Clear flag

Flagged items will display in the Tasks area.

#### Office 365 Outlook Right-click? Search Mail a a folder to Folders open the Favorites menu. Inbox Sent Click a 4 Draf menu Dele d Items I aita **z :** option. ^ Inbo Create new subfolder Rename Delete all Remove from Favorites Move... Mark all as read Assign policy Draf 4 Permissions. Sent

- Create new subfolder = creates a new subfolder in the folder you selected.
- Show in Favorites / Remove from • **Favourites** = click to add and show/or hide folder in the Favorites section at the top of the Folder Pane.
- Mark all as read = marks all emails in that folder as read.
- Other folder options as needed. •

#### **Move Emails to a Folder**

**CALENDARS** 

**Organize** your Inbox by moving emails to folder(s).



Note: To move more than one email, select an email, hold down the Shift key or Ctrl key and select other messages, and then click, drag, and drop them into a folder. (Shift key=select a range, Ctrl key=select individual emails).

#### **Creating Mail Rules (Advanced)**

		<b>1</b>	
<ul> <li>Hey I really need this done!</li> <li>The second second</li></ul>	Reply Reply all		Automatically move a particular
Right-	Forward		type of email (eg.
click	Delete		<u>info@info.com</u> ) to
	Archive		a 'General Mailbox'
an	Mark as unread		folder,
email.	Pin		,
	Flag		automatically
2 Select	Mark as junk		categorize a colour
Create	Ignore		to the email, etc.
rule'.	Move	>	
raio .	Categorize	>	
	Create rule		
	Show in immersive r	eader	
	Assign policy	>	

TASKS

EMAIL

CONTACTS

**QUICK ACCESS EMAIL** TASKS CONTACTS CALENDARS *Choose a section:* Email continued... (6 of 6) Add a Reminder **Action Items / Suggested Meetings Email Signatures** Reminders pop up (with a sound, if desired), to All emails received in your inbox will be scanned. If Attach 🗸 M Send remind you of important tasks. Outlook notices anything that needs to be To 'actioned' it will flag these items. Look for buttons In OWA, reminders can be set on tasks and or links to see what Outlook suggests. Cc 'Insert calendar items only. Reminders on emails can signature'. Add a subject only be set in Outlook Desktop. Perform the suggested action if desired. 1 Write email here. This said, **reminders** that you set in Outlook Example: Desktop, OWA Tasks and OWA Calendar items Lunch All 🗸 will pop up at the appropriate time in your **Cursor here** OWA browser window. You will also receive an 12:36 PM Estan Berr Inday 12:36 PM email notification. As an item & Let's meet for a late lunch at 2:00 on the 26th. **Reminder Pop-Up Windows** Wer Suggested Meetings Ô A reminder will pop-up (with sound, if set) at the specified time, to remind you to do your We think we've found an event task. **Request Read Receipt** 5/201. Let's meet for a late lunch at 2:00 on the 26th. Notifications Double-click to When: 2:00 PM - 2:30 PM Friday, September 16, 2016 🛛 Attach 🗸 Protect Discard 🔁 Send open the email if Who: Where: Enter location Older desired. То Invitation: O365 Migratio There are no conflicts with any events on your calendar Message options 7:00a - 7:30a Overdue Cc ensitivity Schedule event Edit details 5 minutes Snooze Norma Add a sub Show less Request a delivery receipt If desired, in this case, click the 'Schedule event' Ask for Stop the Request a read receipt button, or ignore the suggested action. another reminder(s). OK Cancel Califa A reminder in X time.

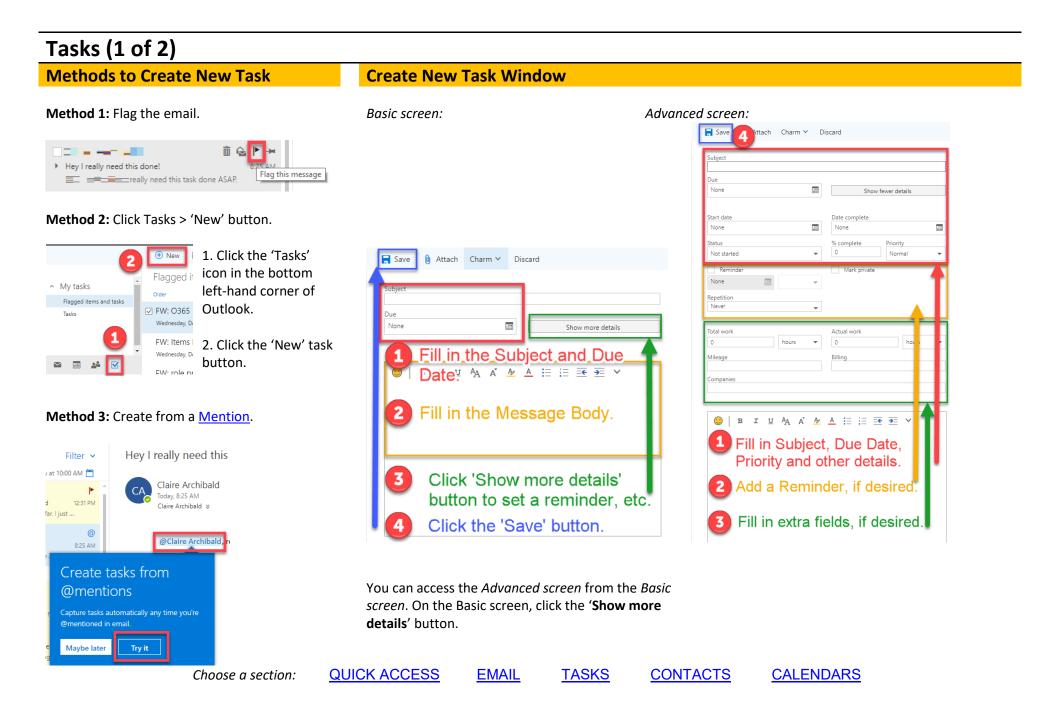
QUICK ACCESS

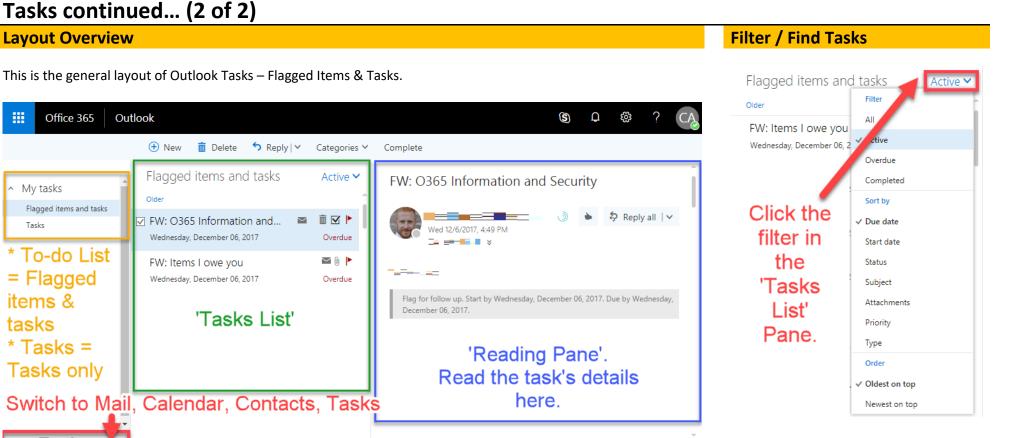
Choose a section:

Protect Discard ••• Save draft Click the '... Insert signature button, then Check names Set importance Switch to plain text Show message options. Check for accessibility issues Put your cursor where you want your email signature to be.

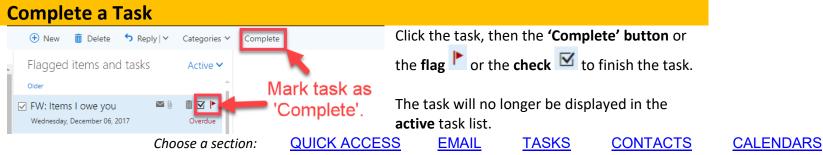


CALENDARS





Filter the 'Tasks List' by active, overdue, completed tasks, due date, status, subject, priority, has attachments, etc.



.....

My tasks

Tasks

items &

\* Tasks =

24

tasks

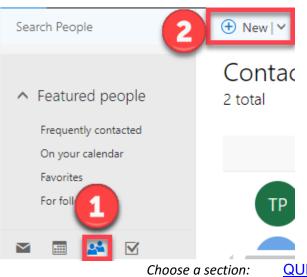
### Contacts (1 of 2)

**Methods to Create New Contact** 

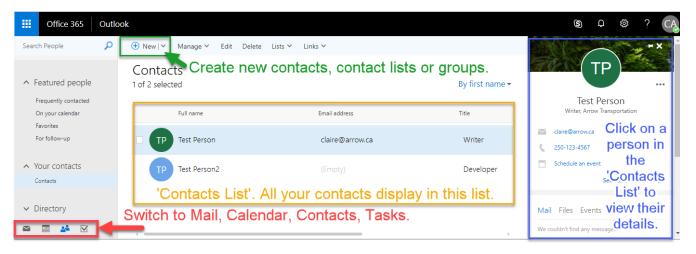
Method 1: Click the person's name. Click the '...' button > Add to contacts.



#### Method 2: Click Contacts > 'New' contact button.



#### **Contacts Layout Overview**



#### **Contact List vs a** Group

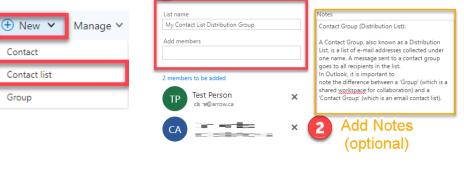
Contact List = is a list of email addresses collected under one name. A message sent to a contact group goes to all recipients in the list.

**Group** = is a shared collaborative workspace for email, conversations, files, and calendar events. A group email is created.

### **Create New Contact List (Distribution List by Name)**

Click the 'New' button > 'Contact list' to begin.

3 Save the contact list. 🔒 Save Add a contact list Name & Members.



QUICK ACCESS

EMAIL

CONTACTS

TASKS



#### Contacts continued... (2 of 2) **Create New Group (Distribution List by Email & has Group** Send Email to Contact List or Group **Collaboration area)** Create a Team of people that you can email all at once and collaborate with. How to email the Team of people in a Contact List or Group. Your Team can share an Outlook inbox, calendar, files and more. For security and privacy, it is recommended you create a **Private** group. 🖬 Send Attach 🗸 Protect Discard 🚥 Click the **'New' button > 'Group'** to begin. + M My Contact List Distribution Group × My Project Group То Manage 🗸 🕂 New 🗸 My Project Group Cc Contact myprojectgroup@ 💶 💷 🗉 🖬 🖬 After clicking the 'Create' button, on the next screen, add yourself and members to the new Add as Type the Contact List name or Group, name Contact list into the To or Cc fields group. Group Fill in the rest of the email fields as per the normal email procedure. roup name Create a group My Project Group Working together on a project or a shared goal? Group members get an email address myprojectgroup to have conversations, shared access to files, calendar to track team appointments nd milestones, and more. Enter a group name. Group = is a shared collaborative workspace for email. conversations, files, and calendar events Enter a unique email name? email is created. Enter a description (optional) y approved members can see w -Send all group conversations and events to members' inboxes. They can stop following this Set privacy options. group later if they want to. More setting Click the 'Create' button. Create Discard

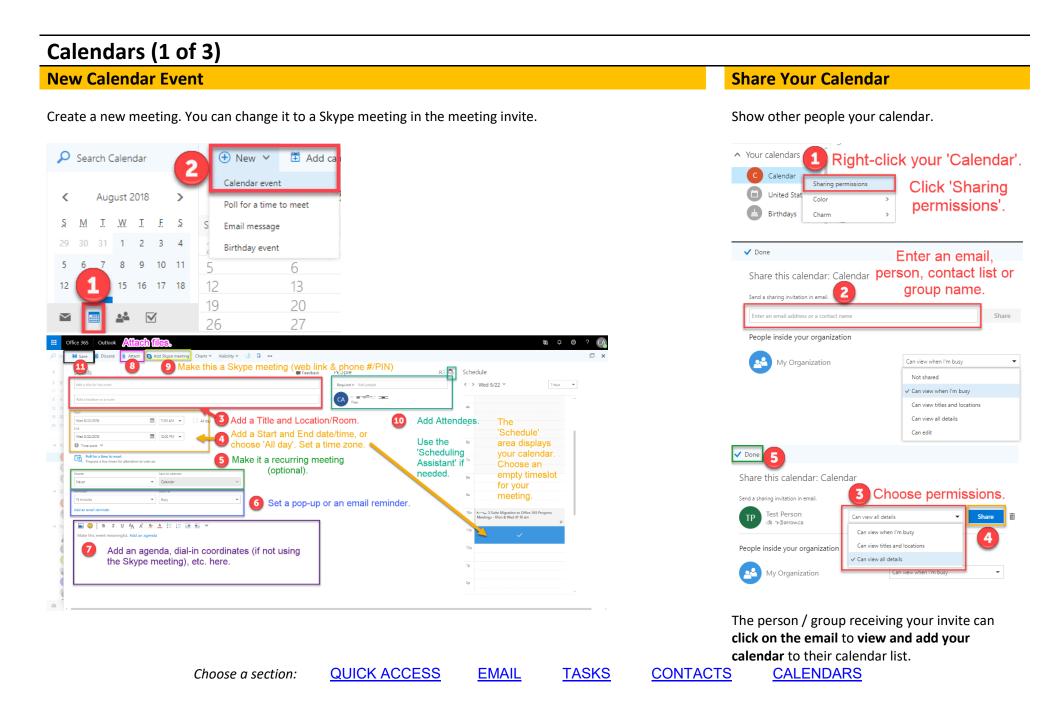
Choose a section:

QUICK ACCESS

EMAIL TASKS

<u>CONTACTS</u>





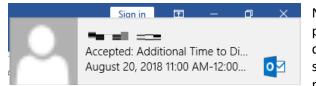
### Calendars continued... (2 of 3)

#### **Calendar Layout Overview**

III Office 365 O		he calendar for a						(5) Q (2) Claire Archibaid
Search Calendar	🕀 New   🗡 📑 Ad	dd calendar 🛩 📍 Interesting cal	endars 🖸 Share 🗸 🐣 P	rint				
<ul> <li>August 2018</li> <li>M I W I E S</li> </ul>	Calendar		the arrows to ackwards betw			Options to cł Calendar		Day Work week Week Month   Today
29 30 31 1 2 3 4 5 6 7 8 9 10 11	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Tuesday, August 21, 2018 >>>
12 13 14 15 16 17 18	29 OUT OF OFFICE		31 Ba Finalize and investigate next	Aug 1 10a Shipping Documentation	2	3 7a Keeping free 7a OUT OF OFFICE	4	07:00a Invitation: 0365 Migration Training Worksho 30 minutes 8
C Calendar	5	6	7 10a VSB SharePoint Enablement 1p #SB SharePoint Provisioning	8 2p =	9	10 5:30e LEAVE BY 8:30 AM LATEST 7a Keeping free	11	
United States holida; Birthdays	5 Add ex	xtra calendars lik	e Holidays.					
<ul> <li>Other calendars</li> <li>People's calendars</li> </ul>	12	13 1p manua 0365 Exchange Onlin 3p will Schlit viller; SharePoint   4:50p	14 9a Quick Start Cards 3p Brainstorm Inc / User Trainin	15 9a = = 0365 Migration - SOV	16 11a Fierra 0365 Migration Proj-	17 7a Keeping free	18	
<ul> <li>Groups</li> </ul>	6 Click o	on a person/grou	ip's name to s	ee their calend	dar.			
Arrow Transportation     Arrow Transportation     Arrow Transportation     My Project Group     Discover	19	20 10a Aerour G Suite Migration to 11a Additional Time to Discuss	21 7a Invitation: 0365 Migration Tr	22 10a 🖛 G Suite Migration to	23 🗠	24 🖎 7a Keeping free	25 🗠	
+ Create	26 alendar'.	27 8a - State Migration to	28	29 10a XG Suite Migration to	30	31 7a Keeping free	Sep 1	
a 📑 🏕 🗹								

#### **Responses to Meeting Invites**

A response to a meeting invite will show up on the **meeting creator's screen**, in the upper right-hand corner. An email will also show up in the **meeting creator's Inbox**.



No action is required unless the person proposed a new time, or declined the meeting. In these situations, you may want to reschedule the meeting.

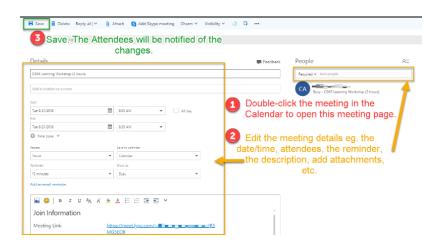
#### **Respond to a Meeting Invite**

It is expected that you reply to a meeting invite.

You have the options to 'Accept', 'Tentatively Accept', 'Decline' or 'Propose a New Time'.

🗸 Accept	~	<b>?</b> Te	ntative 🗸	×	Decline 🗸	Ŀ	Propose r	new time 🗸
This eve	ent occu	rs in the	e past.					
Details								
				0		n Tra	ining	Work
COH!				i ing				
When:	Tue	8/21/	2018 7:00a	- 7:30	Da			

#### **Rescheduling / Edit Your Meeting**



#### Page 14 of 14 **Office 365: Outlook OWA Quick Reference Guide QUICK ACCESS EMAIL** TASKS CONTACTS **CALENDARS** *Choose a section:* Calendars (3 of 3) **Scheduling Assistant Open a Shared Calendar** Outlook Scheduling Assistant allows you to see if your attendees are available for a meeting, in advance. Method 1: Click 'Open this calendar' You are able to see the **free and busy timeslots** in a **person's**, a **contact list's**, a **group's** or a **resource's**, calendar. in the email invite. 83 🗒 People Sugges Open this Calendar Required 🗸 Add people Scheduling assistant I'd like to share my calendar with you = -----CA Calendar Microsoft Exchange Calendar Click the **'Scheduling assistant' button** on the New calendar event (meeting) page. Method 2: Click the '+' beside **'People's calendars'.** Type the (S) 🗘 🎡 Office 365 Outlook person's, contact list's, group's or ✓ OK X Discard ···· 2 Scheduling Pane. resource's name. < > August 19-25, 2018 ~ 5 This pane shows Attendees' availability. 22 Thursda Tue 8/21/2018 📰 1:00 PM 👻 People's calendars 19 Move through dates/times using these options. 3 Tue 8/21/2018 📰 1:30 PM 👻 All day New calendar 8a ▲ Groups Suggested times to meet Find a timeslot that works for all of your Attendees. ( Wednesday 8/22, 11:00 AM 9a () Wednesday 8/22, 2:00 PM Time Arrow Transportation Thursday 8/23, 8:00 AM 10a Use the column selector Type the name and press Enter. 11a 12p OR My Project Grou 1p JC \_\_\_\_ 2p Manually change the Start time/End time. My Team ▲ 🙂 Note: The person/contact My Contact List Distribu list/group/resource must have shared 1 Add Attendees (people, contact lists, groups, resources); the calendar with you in their permissions settings. 6р 7p Add room