Quick Reference Sheet: Navigating Office 365 Outlook Web Access

365 Navigation: Switch between applications Mail, Calendar, OneDrive, (etc.)

Search: Enter a person’s name, text, etc. to find and email or contact

Settings: Change your display settings.

Log out: Click on person icon to sign-out of Office 365

Toolbar: Manage email - create new, delete, archive, move to another folder, flag, etc.

Help: Search Microsoft’s online support.

Inline Compose: Option to compose replies and forwards to currently selected message. Click ellipsis for additional email actions, including Delete, Categorize, and Print, flags, etc.

Mail folders: Folders include Favorites, Inbox, Drafts, etc. Collapse this pane by clicking on the double arrows at the top. Expand and collapse folders in this view by clicking on the triangle icons next to the folder. Right click on a mail folder for option to create a new subfolder.

Messages: List of messages in current folder and their related info, including # of messages in conversation, attachments, flags, etc.

Reading Pane: View of selected message/conversation.