About Outlook Web App

Use Outlook Web App to access your University email account both on and off campus. All you need is a web browser, such as Internet Explorer, and your University username and password.

What’s new?

The University moved staff and research postgraduate mailboxes to Microsoft’s Office 365 cloud-based email and calendaring service during summer 2013.

While you will notice little difference to your desktop Outlook client, if you’ve been using the Outlook Web App (OWA) for a while, you’ll notice some changes to the interface. There are also some new features and new ways to manage your mailbox.

Access Outlook Web App

Log in/out

1. The log in URL for OWA 365 is http://outlook.com/owa/abdn.ac.uk.
2. Log in with your University username@abdn.ac.uk (eg abc123@abdn.ac.uk) and password.
   - The cloud-based version of OWA doesn’t allow you to select This is a public computer or This is a private computer when you login.
   - The auto logout time is set for 15 minutes.

Navigation

When you log in, you will see a navigation menu (the ‘nav bar’) at the top of the window.

- **App launcher**
  Click to select an app, eg Calendar, People, Tasks.
  **Note:** You can pin frequently used apps to the navigation bar, see page 2.

- **Office 365**
  Click for more information about Office 365.

- **Title area**
  This displays the name of the area you are currently working in.

- **Settings**
  Automatic replies, display settings and themes, signatures, rules, etc.

- **Help**
  Searchable help from Microsoft.

- **User icon**
  Your user information.
  **Note:** You may also see a bell icon, if you have any notifications.

User information

Click on your user icon (labelled f, above) for a drop-down list of options:
- Click on change to add or change your profile picture.
- Change your availability (only available if you are using Skype for Business instant messaging service).
- Open another mailbox you have access to.
- Sign out of OWA.
Pinning apps to the navigation bar

If you want, you can pin an app – your Calendar for example – to the navigation bar for easy access.

1. Click the App Launcher button (top left of screen).

2. Hover your mouse over the app button you want to pin.

3. Click the ellipsis that appear at the top right of the button.

4. Select Pin to nav bar from the pop-up menu.

5. A new quick access icon will appear at the right of the navigation bar. You can click on this to launch the pinned app.

Email

Create a new message

1. Click + New (top left).

2. By default, the new message area will open in the Reading pane.
   - If you would prefer to write your message in a new window, click the new window icon at the top right of the Reading pane.

   - You can change the layout via the Settings icon (the cog, top right). Click Options, then Mail, Layout, and Reading pane to choose and save your preferences.
3. Type the recipient’s email address into the To: field. If you have used this address, or a similar address, before, the autocomplete feature will launch as you type.

   - Alternatively, to find a contact, click To: to search the University’s global address list.
   - Locate your recipient, click the + symbol, then click OK to add them to the message To: field.

4. Don’t forget to add a Subject line.

5. Click the Send button at the top of the message window to send your email.

Other message features

- Click Attach to attach files, images or an email signature.
- Click on the extended menu button … to access the options: save, show/hide bcc, show/hide from field, check recipient names, set importance, switch to plain text, show message options...

Spell Checking

OWA 365 does not have a built-in spell-check function. It relies on your web browser to check for you. The latest versions of Internet Explorer, Google Chrome, Safari and Firefox will check automatically.

Older versions of Internet Explorer will NOT automatically check your spelling. Make sure to check your email before you send it!

Recover deleted items

To recover deleted items in OWA 365, expand your Inbox and right-click on the Deleted Items folder under your Mailbox and click Recover deleted items… from the pop-up menu.

Calendar

Launching your Calendar

If you have not pinned your Calendar to the navigation bar (see page 2), open it via the App Launcher.

1. Click the App Launcher button (top left of screen).

2. Click the Calendar button.
Office 365’s OWA Calendar function is very similar to the previous version. Changes to note include:

- When you view an additional or shared calendar, this is layered over the main calendar. This makes it easier to see where schedules overlap. Every additional/shared calendar has a distinct colour so they can be easily differentiated.
- Switching between day, work week, week, and month view is now easier using the navigation buttons at the top right of the calendar window.
- In month view, clicking on an individual day will display that day’s schedule in detail on the right side of the screen.
- Clicking on an individual event in a calendar will display a quick preview of event details including: title and location, name of organiser, tracking (if you are the organiser), number of attendees invited, any notes that were added to the event.

### People

#### Launching the People app

If you have not pinned the People app to the navigation bar (see page 2), open it via the App Launcher.

1. Click the App Launcher button (top left of screen).
2. Click the People button.

Office 365’s OWA People function is very similar to Contacts in the previous version.

- The default view of contacts is by last name. You can also choose to sort by first name, company, home city, or work city.
- Click Directory (left of window) to search to the University’s global address list.

### Settings

Settings are now accessed via the cog icon at the top right of the window. The drop down menu provides several quick options. These will vary depending on whether you are in Mail, Calendar, or People view.

Click Options for more settings, including:

- Add an email signature (click Mail > Layout > Email signature).
- Switch on automatic replies (click Mail > Automatic processing > Automatic replies).
- Manage Inbox rules (click Mail > Automatic processing > Inbox rules).

To leave the Options menu, select the back arrow on the upper left of the screen or choose a destination (eg Outlook, Calendar, or People) from the App Launcher.

### Further information and help

Click the Help button in the navigation menu to access searchable help from Microsoft.

Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk