These instructions have been written for iOS 9 and above, with screenshots from an iPad.

**What is OWA for iPad/iPhone?**

Microsoft’s OWA for iPad/iPhone app offer a similar experience to using the Outlook Web App webmail service in a browser, with the added benefit of iOS integration for notifications, as well as voice and swipe controls.

OWA for both iPad and iPhone are available as free downloads for Office365 users via the App Store on your device. Like Outlook Web App, they do not offer all of the features of the full version of Outlook (for example you cannot set up additional profiles, create new folders, or configure rules). However, because they are Microsoft products, they support more Outlook features than the built-in iPad calendar (such as the ability to view shared calendars and use colour categories).

There is always a level of risk with synchronisation when using a mobile device for email and calendaring. This is because network connectivity is more variable on a mobile device than on a networked desktop PC.

**Installation and set up**

**Install the app**

1. Open the **App Store** on your iPad or iPhone and search for **OWA for iPad** or **OWA for iPhone**.
2. Tap **Get › Install** and wait for the app to finish installing.

**Set up the app**

1. Once the app has finished installing, tap **Open**, then tap **Continue**.
2. Enter your University email address, in the format `userID@abdn.ac.uk` e.g. `com097@abdn.ac.uk`
3. Tap **Sign in**.
4. Tap **Close** when you see the message ‘Couldn’t connect’ and type your password.
5. Tap **Sign in**.
6. You will be asked to set a 4 digit passcode for the app. This is different to your University password and will be required to open the app.
   - Tap **Continue**.
   - Enter a 4-digit passcode.
   - Re-enter the code.
   - Your inbox will appear.

If you receive the message ‘couldn’t find your settings’ at step 5 above, tap **Advanced** and complete the following details shown in the Appendix on page 4 of this guide, then complete step 6 above.
Getting started

Open the app
1. Tap on the OWA icon.
2. Enter the 4 digit passcode that you chose during set up.

Switching between Mail, People and Calendar
The app is divided into three areas: Outlook, People and Calendar.
1. Tap on the Go to icon at the bottom left of the screen.
2. Tap on Outlook, People or Calendar as appropriate.

Changing app settings
The app allows you to change a limited number of settings.
1. Tap the … icon at the bottom right of the screen and tap Options.
2. Make your changes, e.g. switch on automatic replies, edit your email signature, change your app passcode.
3. Tap Save.

People
The People area contains your Outlook Contacts. When connected to the internet, you can also use the People area to search the University’s Global Address List.

Mail

Navigating your Inbox
1. In Mail, if you cannot see your list of email folders on the left of the screen, tap on the >> arrow icon to open the Folder Pane (or tap the Folder icon in OWA for iPhone).
2. Tap on the small black arrow icons to expand or condense folders.
3. Tap on a folder name to view the contents.
4. Check that the folder is set to view all messages so that it is not filtered.

Receiving emails
Although you will receive an alert when you have new email, you can also tap the Refresh icon at the bottom right of the app screen to check for new emails.
(On an iPhone, tap the … icon then refresh.)

Reading emails
Tap on an email to view it.
On an iPad, you can expand and condense the Reading Pane.
   • To expand the email, tap the Reading icon at the bottom right of the screen.
To condense the email, tap the **Reading** icon again.

**Sending emails**

1. In **Mail**, tap on the **New** icon to create a new email.
2. Write your email.
3. Tap the … icon at the top right of the screen for **more message options**.
4. Tap on the **Send** icon.

**Replying to emails**

1. Tap on the **Reply** icon and select **reply**, **reply all**, or **forward**.
2. Complete your email and tap the **Send** icon.

**Using the search tool**

**Search for emails/contacts**

You can use the search facility in **Mail** and **People**.

1. Tap the **Search** icon at the bottom left of the screen.
2. Type your search term – note that you are presented with options to select from as you type.
3. Tap the grey cross to close the search and return to viewing the Inbox.

**Calendar**

**Changing calendar views**

Use the icons at the bottom of the screen to change between (L-R) **day**, **work week**, **week**, and **month** view.

Note: Some views are unavailable in OWA for iPhone.
Viewing multiple calendars

If you are using OWA for iPad, you can open up to five calendars side by side.

1. In Calendar, if you cannot see your list of shared calendars on the left of the screen, tap on the >> arrow icon to open the Folder Pane.
2. Tap the calendars you wish to view (up to five).
3. Tap the calendar to remove it from view.
4. You may wish to close the Folder Pane to give you more space. Tap the << arrow icon.

Creating appointments

1. In Calendar, tap on the New icon to create a new event.
2. Complete your event details in the panel on the right of the screen.
3. Tap the … icon to categorise your event using your Outlook colours. If you have a long list of categories, you may need to scroll through the list.
4. Tap on the Save icon.

Appendix

- Complete your user details as follows:
  - Email address: Your University email address, e.g. joe.bloggs@abdn.ac.uk
  - Password: Your University password
  - User name: Your University user ID followed by @abdn.ac.uk, e.g. abc123@abdn.ac.uk
  - Domain: Leave this blank
  - Server: outlook.office365.com
  - Tick Server requires encrypted (SSL) connection.
  - Tap Sign in.