What’s new in the Outlook Web App?

Microsoft regularly introduce new features to their Office 365 apps. Below is a selection of the latest features available in the Outlook Web App.

Email

Tabbed messages

– You can now open multiple messages in the reading pane. Each message appears in its own tab, making it easier to switch between different messages as you work.

– New messages you create open in a new tab by default and you can choose to open existing messages in their own tab by right-clicking the message and choosing Open in new tab in the shortcut menu.

Categories

These are now easier to see when applied to a message. You can also use them to perform searches for messages within that category.

1. When you apply a category to an email message, the category name now appears in a coloured box alongside the subject of the message.

2. Click a category box to perform a quick search for messages assigned to that category.

3. The search result window shows a list of the items in that category as well as the folder containing the item.

4. Click any item in the folder list at the left to leave the search result window and return to the full message list.

Improved Favourites

You can now add contacts, groups or folders to the Favourites section. Clicking the item in Favourites and Outlook will search for all information related to that item, e.g. clicking a contact in Favourites displays their contact card as well as any messages you have received from them.

– Click Add Favourite to search for items to add.
**Improved Search**

The Search box now appears in the nav bar and makes searching much easier as it automatically searches messages, categories, contacts and groups.

**Calendar**

**Quick-compose form**

- When you click a timeslot in your calendar, the quick-compose form opens so you can enter details of the meeting or appointment.
- If you have access to more than one calendar, the name of the current calendar appears at the top left of the form. Choose which calendar you want to add the appointment to by clicking the drop-down arrow.
- When adding meeting attendees, the quick-compose form checks their availability (UoA contacts only).

- Clicking an existing appointment opens the quick-compose form where you can edit the item, view tracking information (if you are the organiser)

**Focus on today and tomorrow**

- In Week or Work Week view, the Date heading and column width for the current and following day appear slightly larger than other days.
- As the week progresses, the days in the past appear slightly shaded. This helps the current and next day to stand out.

**Search across calendars**

Use the Search box in the Nav Bar to enter keywords and search for events across multiple calendars within your mailbox.

Note: This search only includes calendars which appear under the heading **My calendars** in your list of calendars, not calendars appearing under People’s calendars.

**Further information and help**

Contact the Service Desk at [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk) or servicedesk@abdn.ac.uk