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.

**Access Outlook Web App**

**Log in/out**

1. The log in URL for OWA 365 is [http://outlook.com/owa/abdn.ac.uk](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 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.

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<tr>
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<td>Office 365</td>
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a. **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.

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

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

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

e. **Help**  
   Searchable help from Microsoft.

f. **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 list of options:

- Click your profile picture to update it.
- Change your availability (only available if you are using Skype for Business instant messaging service).
- Click About me to view your profile information in Delve.
- Open another mailbox you have access to.
- Click View account to view the settings for your Office 365 account.
- 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. Click **More**, then click **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 **edit in a separate window** icon at the top right of the Reading pane.

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 ellipsis … to access more options: save draft, insert signature, show/hide From field, check names, set importance, switch to plain text, show message options..., check for accessibility issues.

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 **Calendar**.
   - 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.
   - 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 **People**.
   - The menu at the left shows different ways of displaying your contacts: **Featured people**, **Your contacts**, **Directory**, **Groups**.
   - You can pin the **Featured people** or **Your contacts** view to set it as the default view for the People app.
- Click the view you want and click **Pin this view**.
- Click **OK** to confirm your choice.

- **Featured people** contains a list of different viewing options, based on your activity with your contacts, e.g. *People you frequently contact, People you may want to follow up with.*

- 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.

![Settings menu](image)

Under **Your app settings**, click **Mail, Calendar** or **People** 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 and sweep rules**).

Remember to click **Save** at the top of the Settings window to save any changes you have made. If you want to cancel any changes, click **Discard**.

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](https://myit.abdn.ac.uk)