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

**Access Outlook Web App**

**Log in/out**

The log in URL for OWA 365 is [https://outlook.com/abdn.ac.uk](https://outlook.com/abdn.ac.uk)

1. 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.
2. Click **Yes** when prompted to stay signed in if you wish to reduce the number of times you may be asked to sign in when using OWA 365.

**Navigation**

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

a. **App launcher**
   - Click to select an app, eg Calendar, People, Tasks.

b. **Search box**
   - Type keywords here to search your mailbox.

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

d. **Help**
   - Searchable help from Microsoft.

e. **User icon**
   - Your user information.
   - **Note:** You may also see a bell icon for notifications.

**User information**

Click on your user icon (labelled e 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).
- **Open another mailbox** you have access to.
- Click **My account** to view the settings for your Office 365 account.
- **Sign out** of OWA.
Email

Create a new message

1. Click + New message (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 Open in new window icon at the top right of the Reading pane.
   - You can change the screen layout via the Settings icon (the cog, top right). Basic settings appear in a panel at the right. Click View all Outlook settings at the bottom of the panel to access more advanced settings.
3. Start to type the recipient’s email address into the To: field. The autocomplete feature will launch as you type and suggest a list of matching names.
   - Click Search Directory to expand the list of suggested names.
   Note: Clicking the To: button displays a list of your contacts.
4. Type a Subject line. If you forget, Outlook will prompt you to add a subject when you click Send.
5. Click the Send button at the bottom of the message window to send your email.
   Note: there is also a Send button at the top of the window.

Message tabs

You can open messages in tabs within Outlook (like opening web pages in separate tabs within a browser). This makes it easier to switch between messages as you work with them.

When you create a new message, Outlook creates a tab at the bottom of the screen. If you haven’t finished editing the message, the tab will remain on screen while you click another message in your mailbox or create another message.

Note: The tabs only appear by default when you create a new message. Existing messages appear in the Reading Pane when you select them and you can only view them one at a time, but you can right-click a message in the list and choose to open it in a new tab.

Other message features

- Use the buttons at the bottom of the message window to attach files, images or emojis.
- A Formatting toolbar is available at the bottom of the screen. If it is not visible, click the Show formatting options button.
- Click the ellipsis to access more options: Save draft, Insert signature, Show/Hide From field, Set importance, Switch to plain text, Check for accessibility issues, Encrypt, Show message options...
Hear your emails read aloud

1. Click an email to select it.
2. Click the **ellipsis** at the top of the window (or right-click the message) to open the More actions menu.
3. Click **Show in immersive reader**. The email opens in the immersive view.
4. Click the **Play** button at the bottom of the window to hear the message read aloud.
5. To change the voice settings, click the **Voice settings** button at the bottom of the window.
6. To return to the normal view, click the **Back arrow** at the top left of the window.

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

- Click the **Deleted Items** folder under your Mailbox.
- Click **Recover deleted items from this folder** in the **Deleted Items** area at the top of the message list.

Calendar

Launching your Calendar

- Click the **Calendar** button at the bottom of the Folder list.
  
  Or

- Click the **App Launcher** button (top left of screen) and 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.
  
  - Click the drop-down arrow on the button at the top right of the calendar window to switch between **Day**, **Work Week**, **Week** and **Month** view.
  
  - 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.

  **Note**: if a meeting is an online meeting, you can join the meeting via the link in the preview window.
### People

#### Launching the People app

- Click the **People** button at the bottom of the Folder list.
  
  Or
  
- Click the **App Launcher** button (top left of screen) and click **People**. If you can’t see the People button, click **All apps** to display the full list of apps.

  - The menu at the left shows different ways of displaying your contacts: **Favourites**, **Contacts** and **Groups**.
  
  - Select a contact and click the **Add to favourites** button at the top of the window to add them to your **Favourites** list.

#### Settings

Click the **cog** icon at the top right of the window to access the settings for each app. When you click the cog, a panel opens at the right hand side of the screen containing a range of options you can use to customise the app.

Each app (Mail, Calendar, People) has individual settings and the panel contains the basic settings for each one.

For more detailed settings, click **View all Outlook settings** (at the bottom of the panel) including:

- Add an email signature (click **Email > Compose and Reply > Email signature**).
- Switch on automatic replies (click **Email > Automatic replies**).
- Manage Inbox rules (click **Email > 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 **Settings** window, click the **X** at the upper right of the screen.

#### 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)