

Outlook on the web (webmail)

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Outlook on the web

With Outlook on the web, no information is stored on your device and there is no need to download any software or configure accounts.

To access your webmail, calendar, contacts etc., simply log in from any computer.

Overview

With Outlook on the web, you have access to 5 modules: email, calendar, people, files and todo.

Access by link

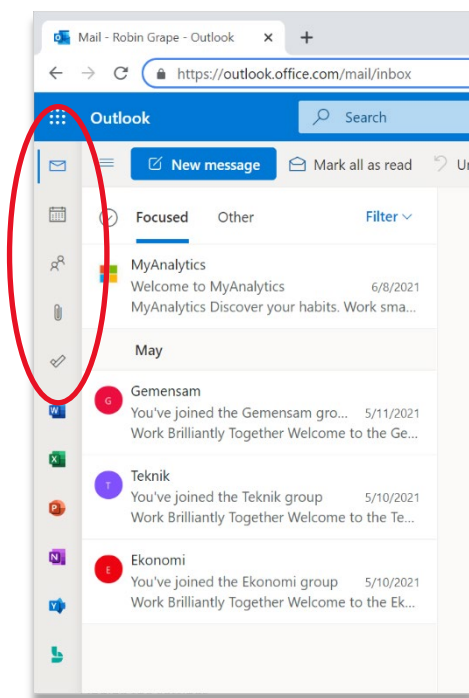
Use the following link to access the Outlook on the web login page:

<https://outlook.office.com/mail/inbox>

Synchronization

Outlook on the web syncs with your desktop and mobile apps, and messages sent and meetings planned on the web will show up in the desktop app and the mobile app, and vice versa.

The main difference is that the desktop and mobile software can display offline content, while Outlook on the web require an Internet connection.

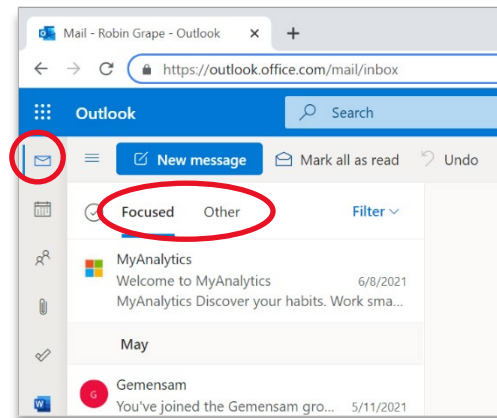


The e-mail module

Automatic sorting

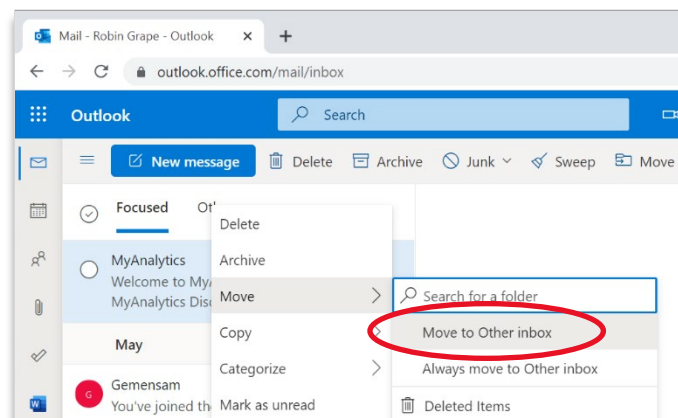
Just above your messages, you are presented with two tabs; “Focused” and “Other” messages in separate tabs. When messages arrive, Outlook sorts them automatically based on the content and the account history.

This function can be turned off under “settings”.



Manual sorting

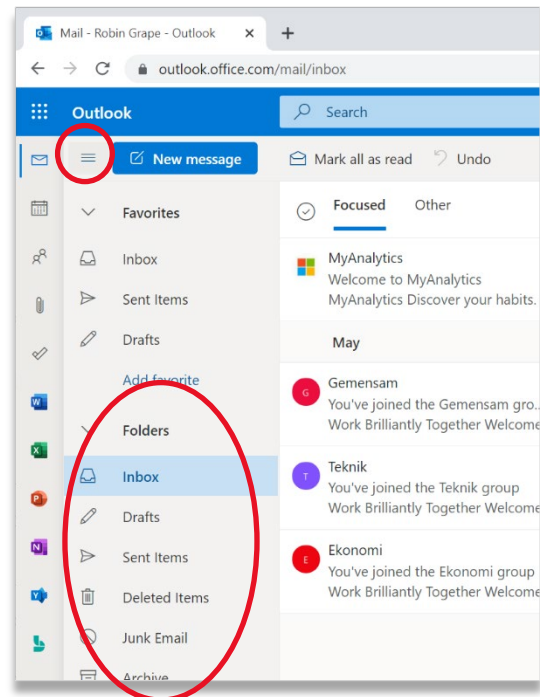
To manually move a message between the tabs, simply right click it, expand the menu by moving the cursor over it and click “Move to...” and select the desired action.



The folder tree

To reach the folder tree containing folders for sent e-mails, drafts etc., tap the **menu icon** at the top of the screen.

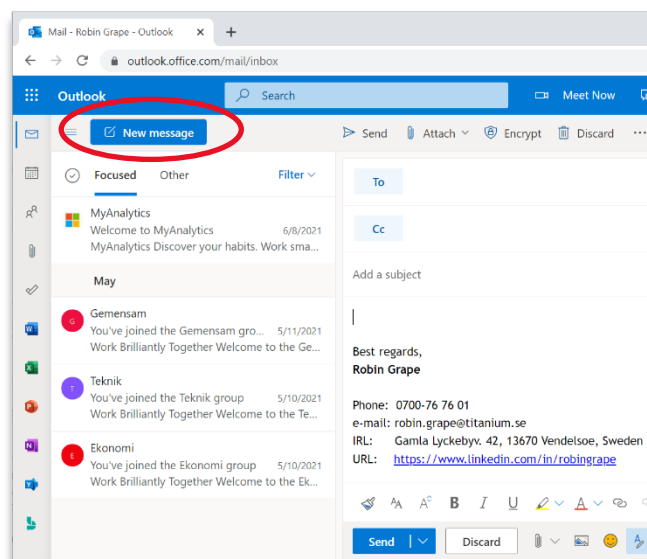
The content in your folders and the folders tree in Outlook on the web reflects your desktop and mobile apps.



Composing a message

To compose a new message, click “New message” at the top of the screen.

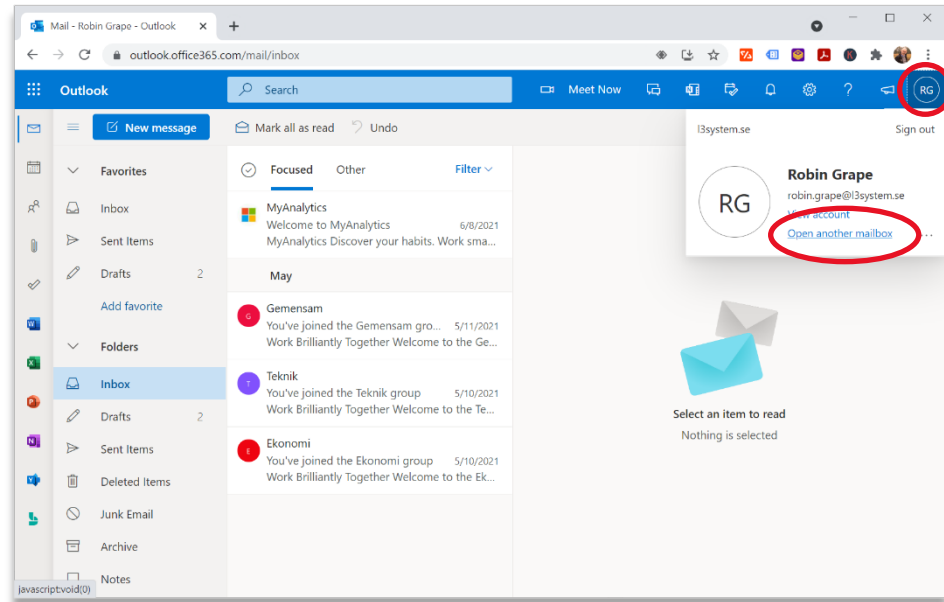
The new, empty message is not prepared with a signature in Outlook for the web, see “Personalization” on how to create a custom sender signature.



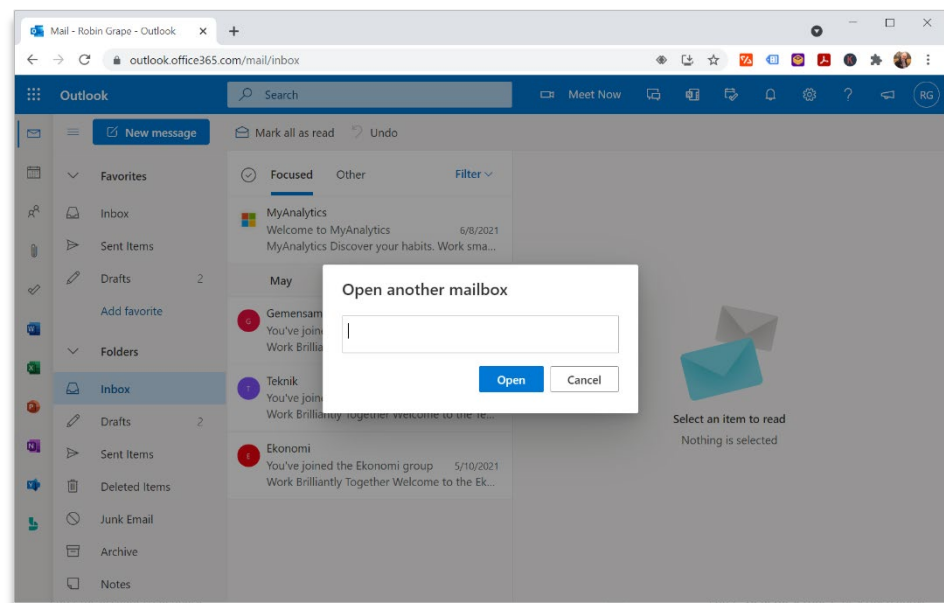
Add a shared mailbox

Sometimes there is a need to share a mailbox with colleagues.

On the navigation bar, click your name/initials, and click “Open another mailbox”.



Type the email address of the other mailbox that you want to open, and click Open.

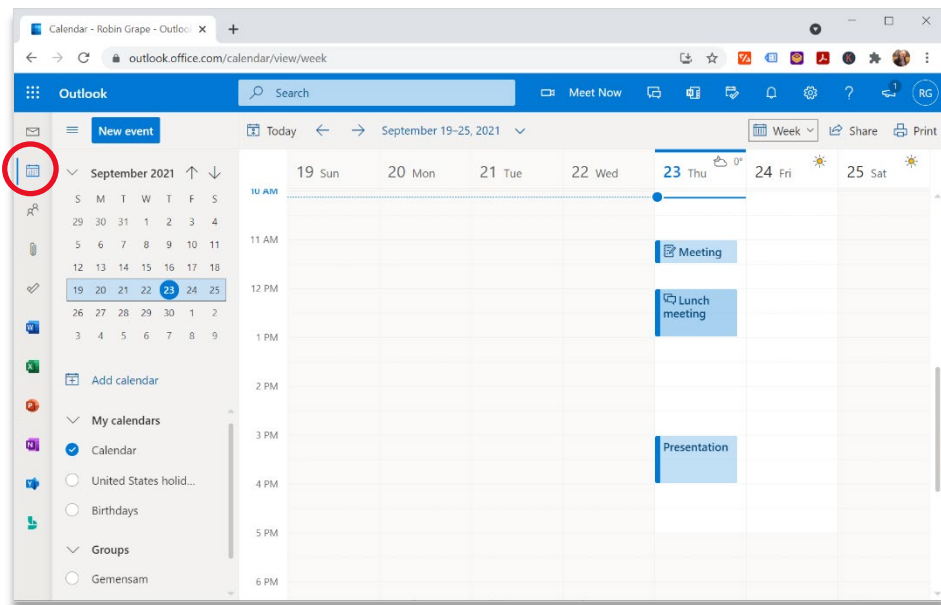


Another Outlook on the web-session opens in a separate window, allowing access to the other mailbox.

The calendar module

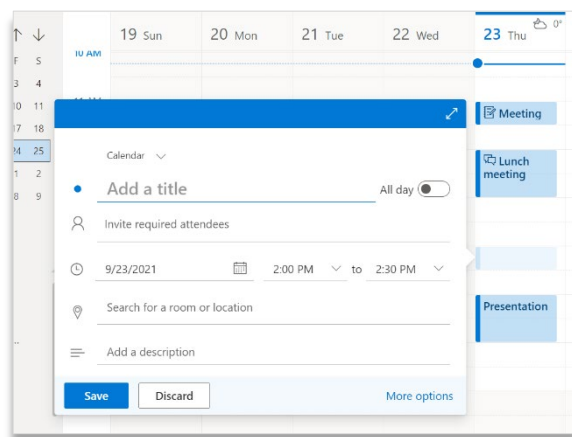
Synchronisation

The “**calendar**” module in Outlook on the web syncs with your desktop and mobile apps, and meetings planned on the web, in the desktop app or the mobile app are reflected to each other.



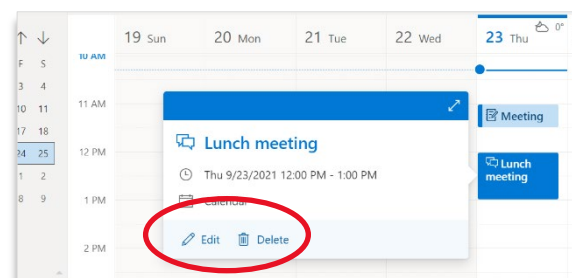
Booking a new event

To create a new event in the calendar, simply click the day you want it to occur, and enter the details in the dialogue box.



Changing an existing event

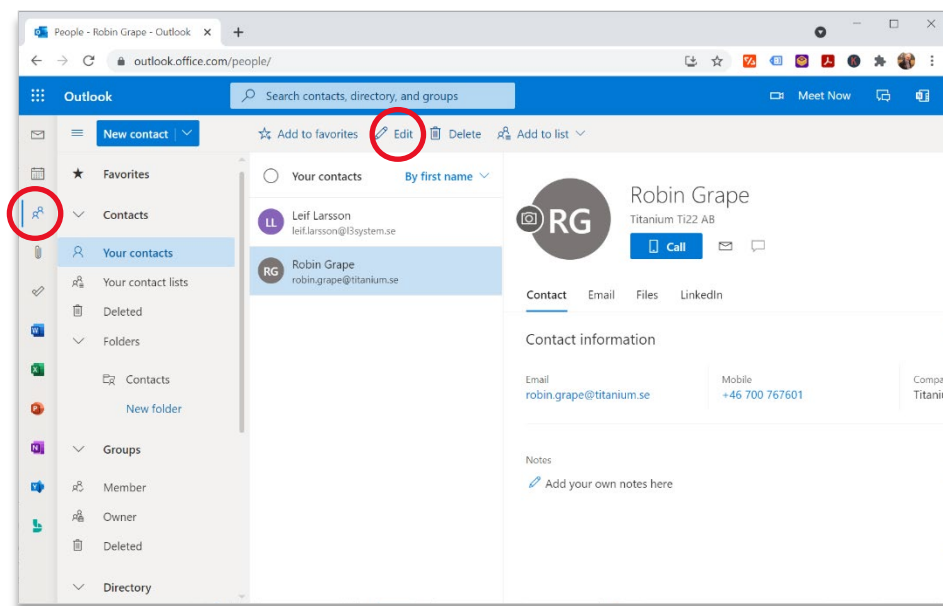
To change an existing event, simply click the event, click “delete” or “edit” and change the details in the dialogue box



The people module

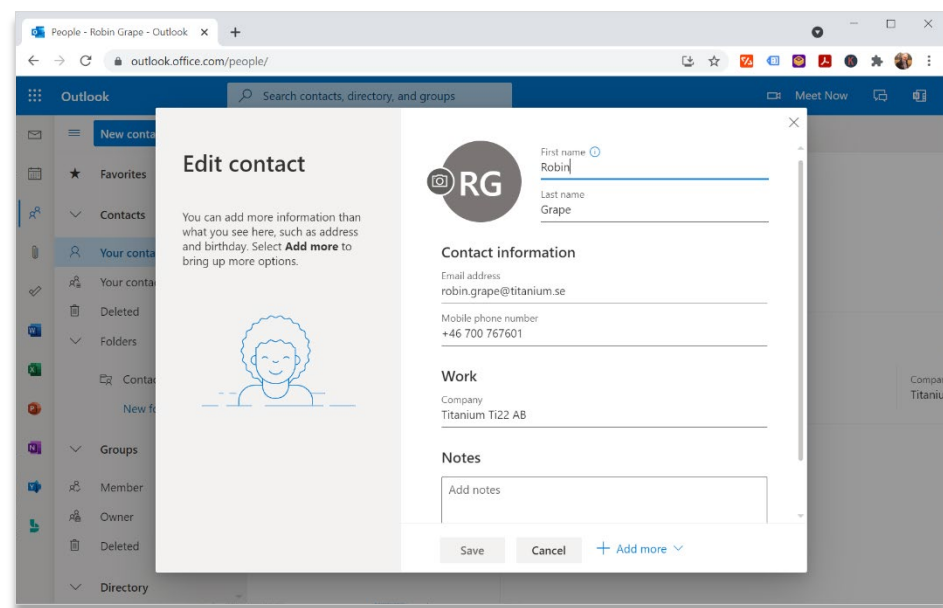
Your contacts

The “**people**” module in Outlook on the web is your contact list, used when composing messages etc. When you add someone as a favorite in “people”, they'll also show up under “Favorites” in Mail, and the other way around, provided that the contact has an email address.



Editing a contact

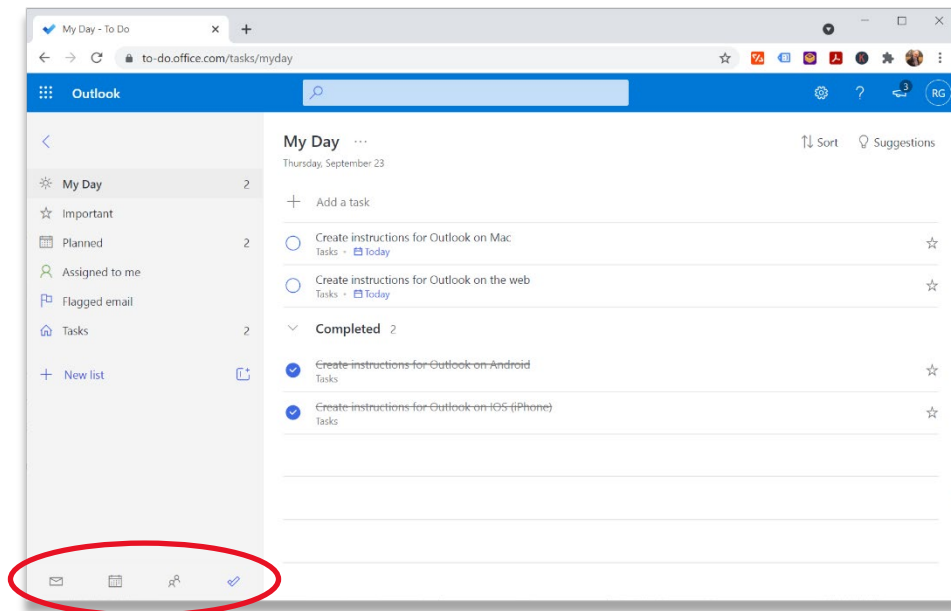
To edit a contact, click “Edit” in the top menu.



The To Do module

Smart lists

The “**To Do** module” includes smart lists that make it easier to track tasks and organize your day. With To Do, you can quickly organize your tasks by adding them to My Day, marking them as important, or adding them to new lists that you create.



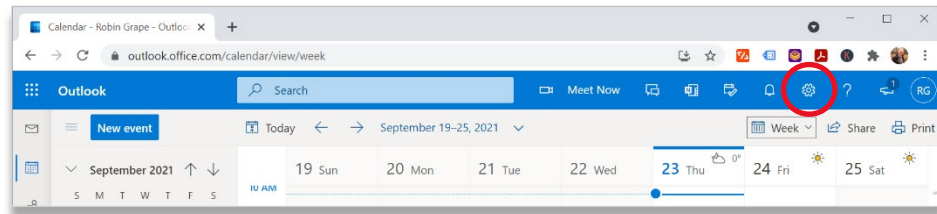
A note on navigation

When entering the To Do module the main menu is replaced by a bottom menu, and to find your messages, calendar or people modules, click the icons at the bottom.

General settings in Outlook on the web

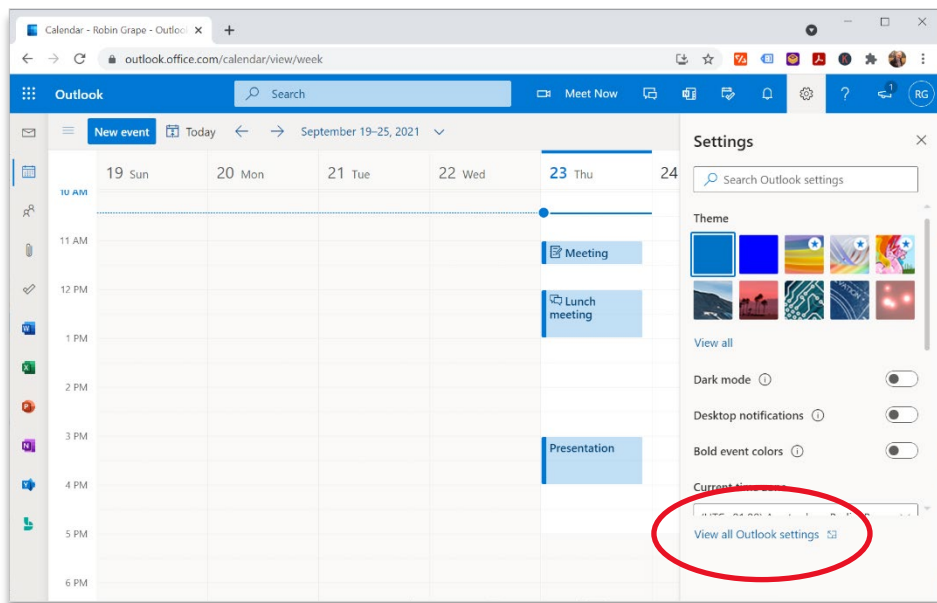
Access the general settings

All settings are changed by tapping the **Settings icon** at the top of the screen. The list of setting is extensive, but we will cover a few here.



View all settings

Click “View all Outlook settings” at the bottom:



From this point on you have access to all detailed settings in Outlook on the web.

Personalizing

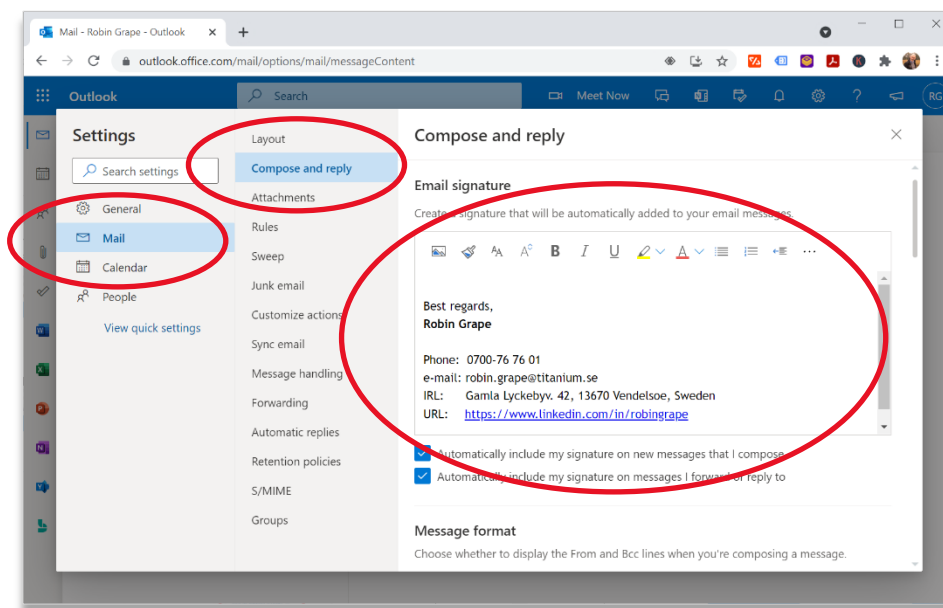
Working with signatures

Enter **“General settings”** described above.

Click “Mail”, “Compose and reply” and add your personal signature.

The easiest way to do this is by copy the correct signature from an email.

When done, **make sure you update your personal credentials** in the new signature.



Changing Calendar default notification setting

A common question is “how do I change the notification from 15 min to 30 minutes?”

Enter **“General settings”** described above.

Click “Calendar”, “Events and invitations” and change the reminder to your needs.

