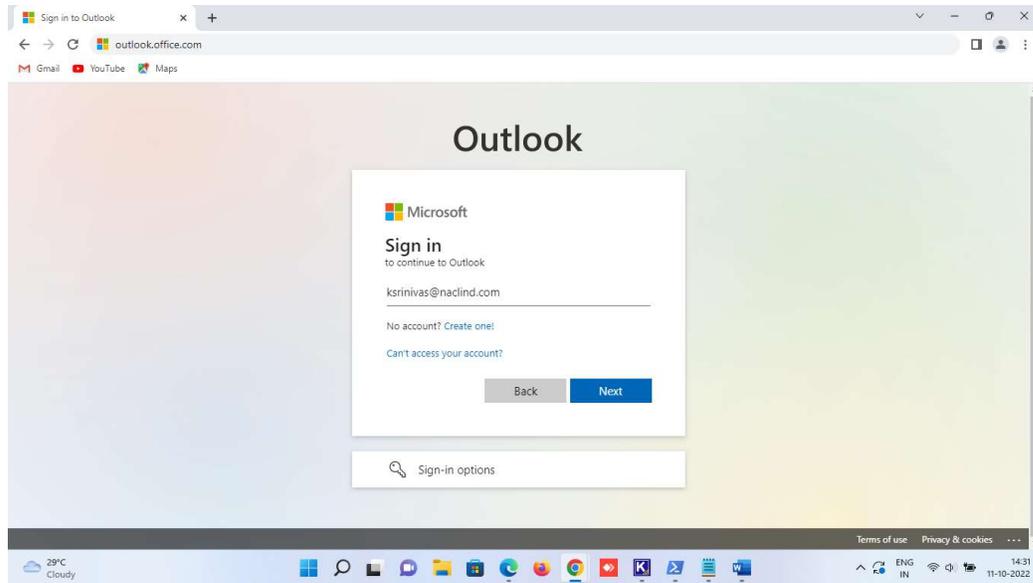


1. Sign into Outlook on web

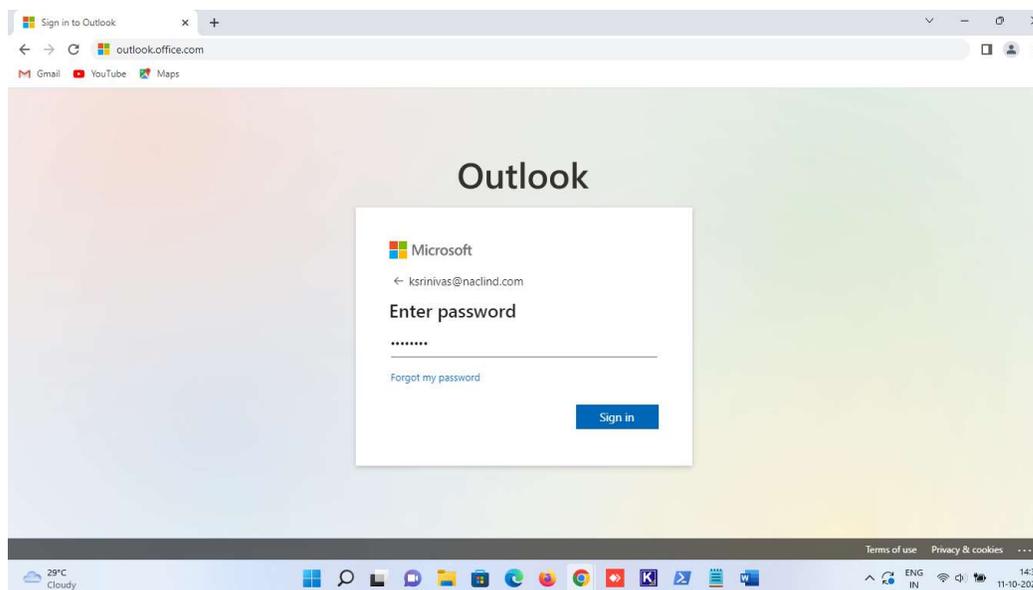
Click on below link for OWA page

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

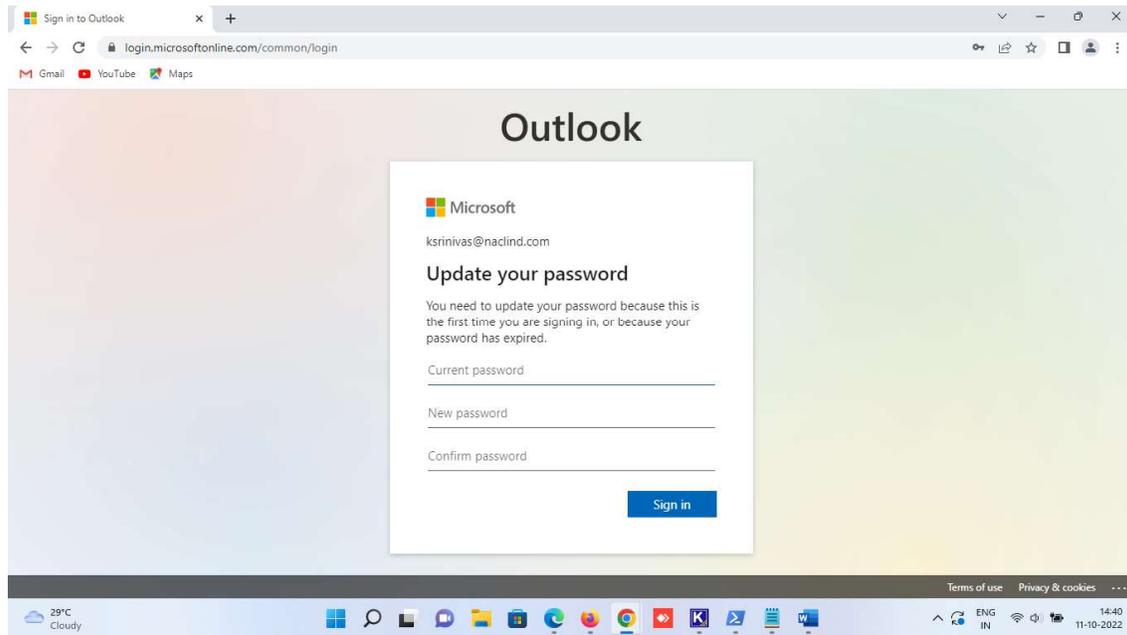
Enter your username



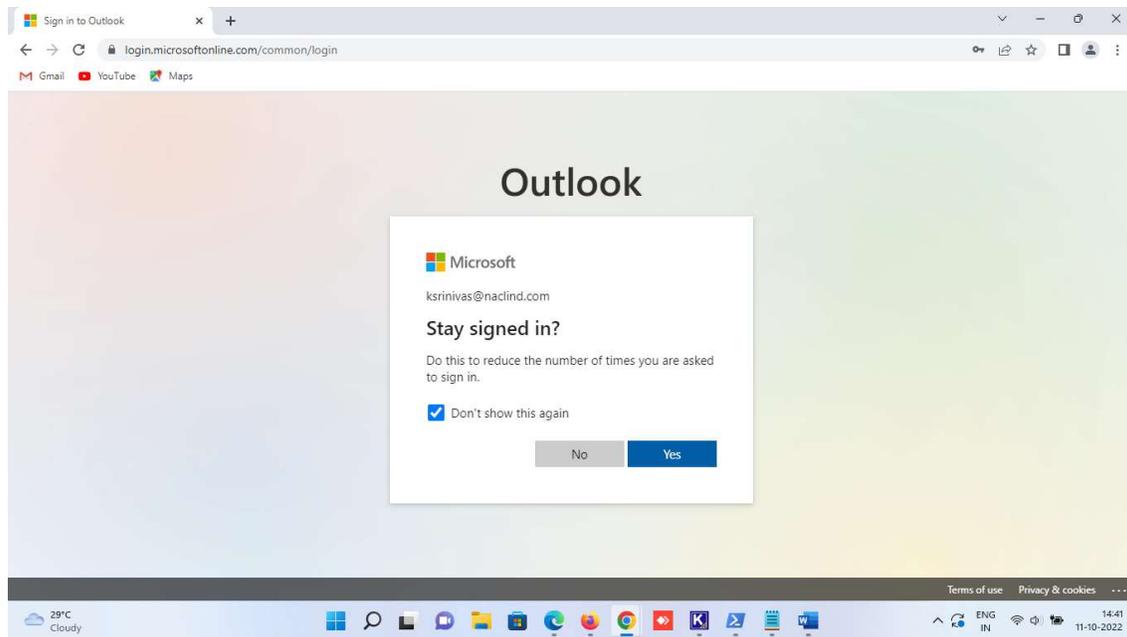
Entre your password

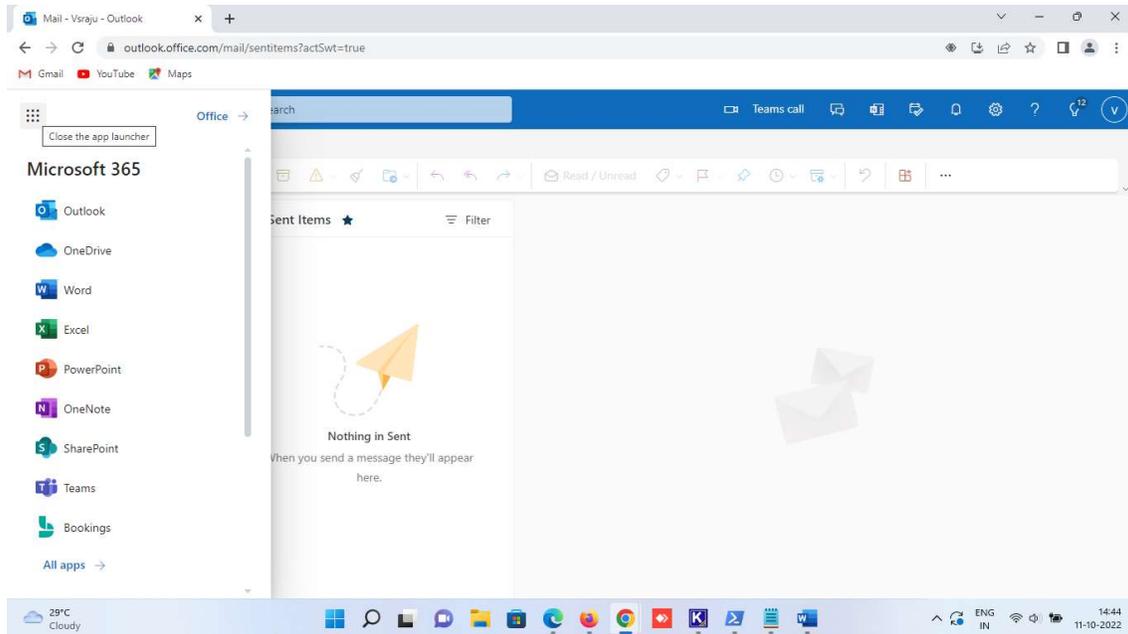
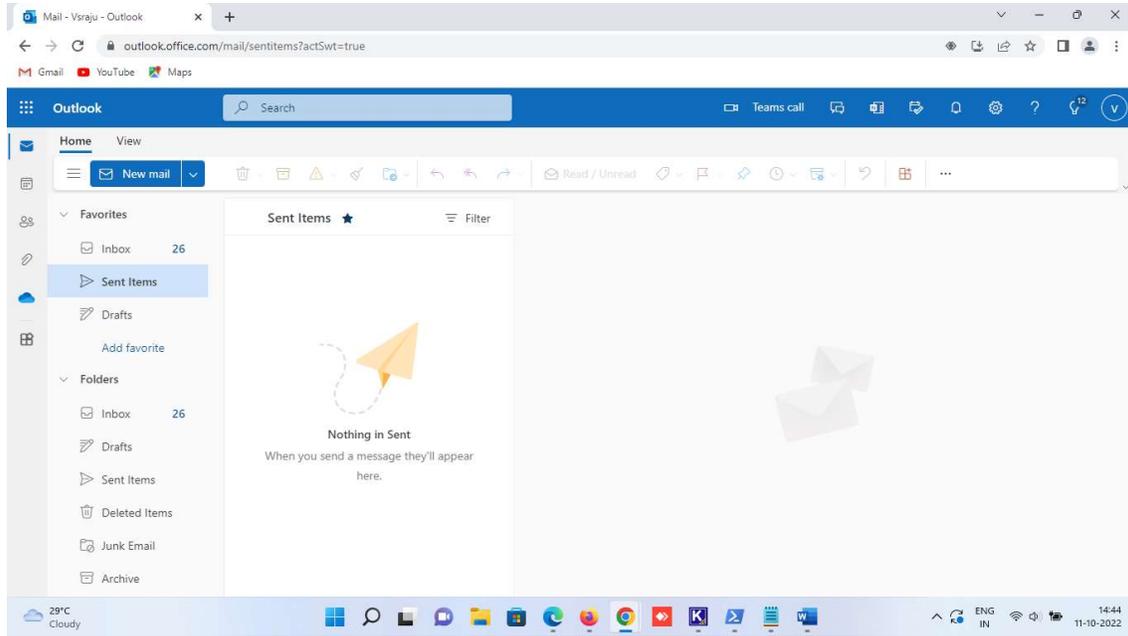


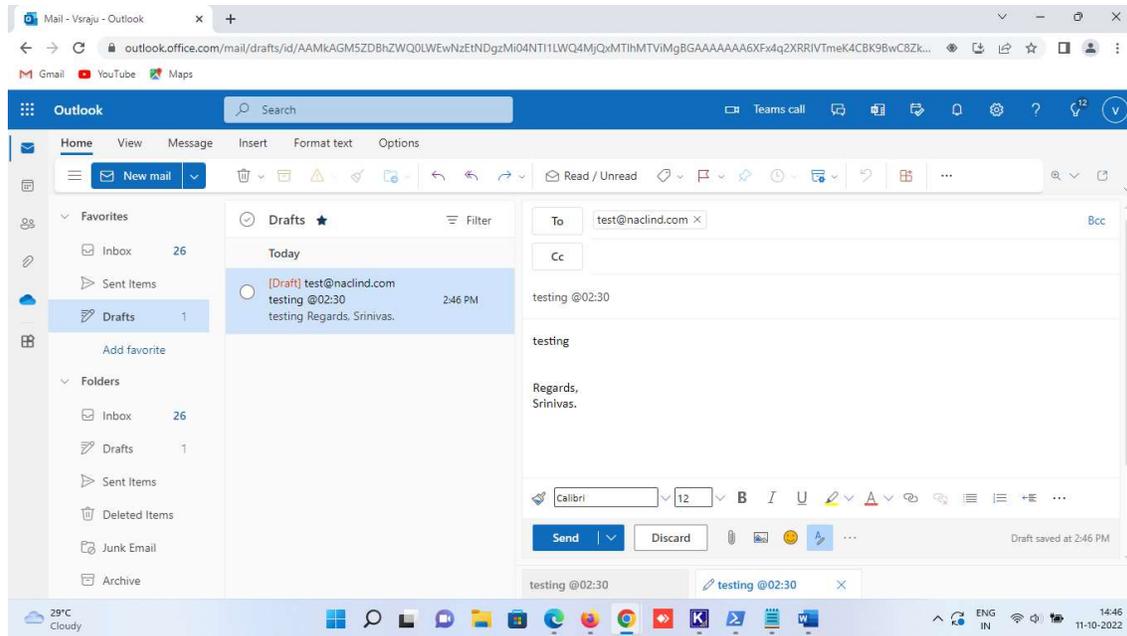
Here you must change new password



Click on Yes

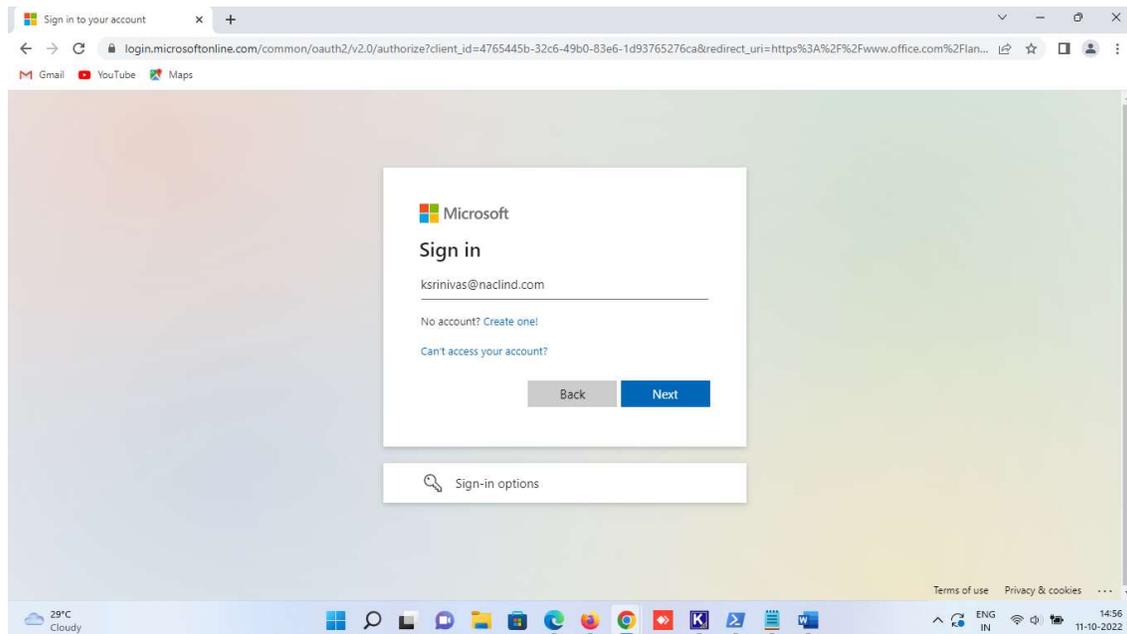


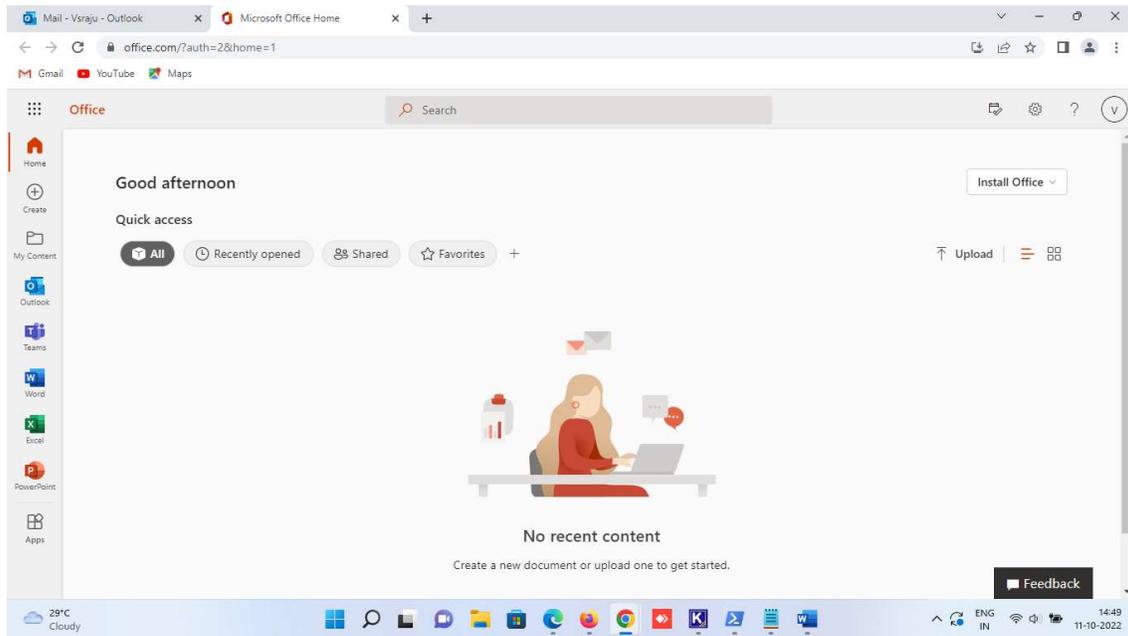
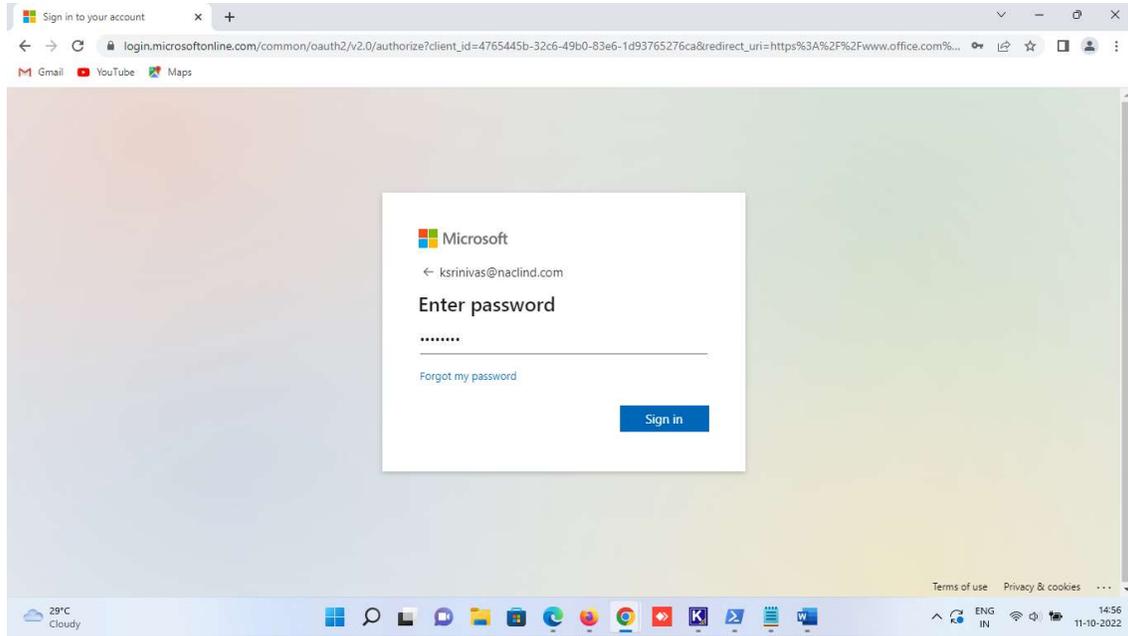


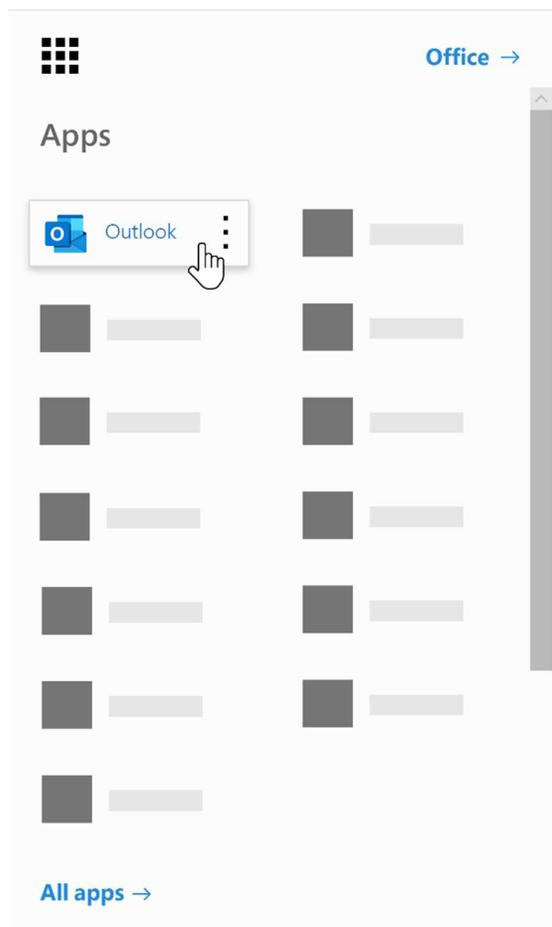
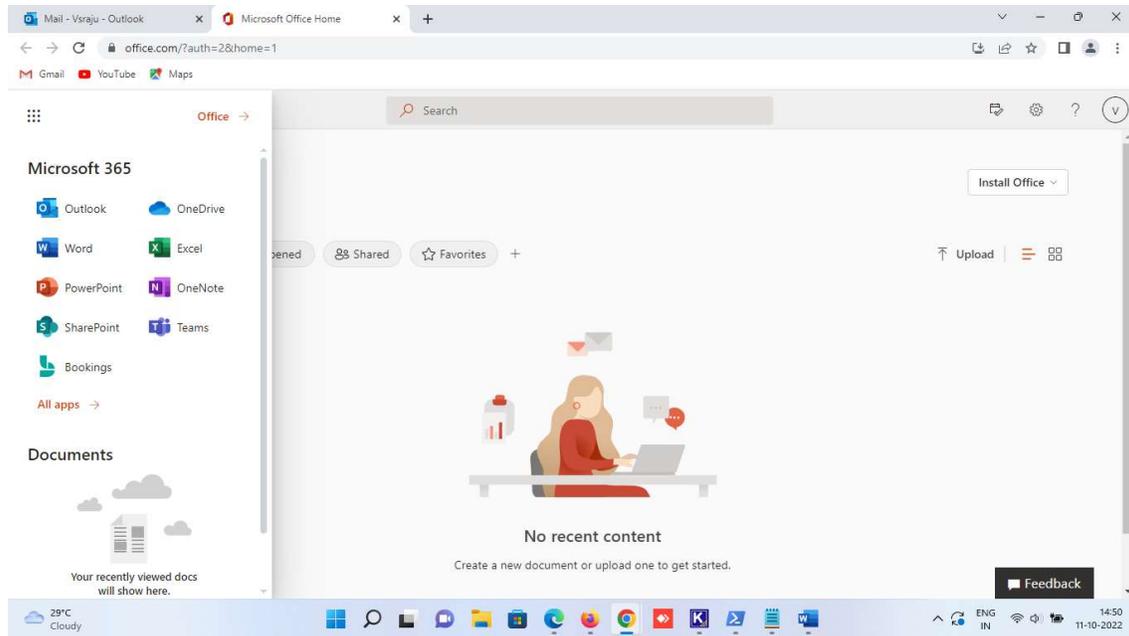


Or you can sign to your portal by using below link:

1. Sign in to office.com/signin
2. Select the **Microsoft 365 App Launcher**  and then select **Outlook**.







2. create a signature for Outlook on the web:

Create a signature

1. Select **Settings**  > **View all Outlook settings** > **Compose and reply**.
2. Create your signature.
3. Select if you want to:
 - Automatically include your signature on messages you compose.
 - Automatically include your signature on messages you forward or reply to
4. Select **Save**.

Compose and reply

Email signature

Create a signature that will be automatically added to your email messages.



Automatically include my signature on new messages that I compose

Automatically include my signature on messages I forward or reply to

3. Organize email with Outlook on the web

Prioritize messages with Focused Inbox

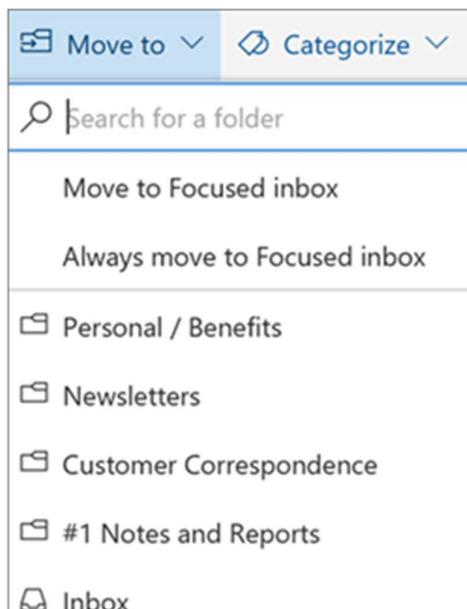
Focused Inbox sorts your email into two tabs: **Focused** for messages you're most likely to read, and **Other** for the rest.

To turn on Focused Inbox:

- Select **Settings**  > **Focused Inbox**.

To move a message from one tab to the other:

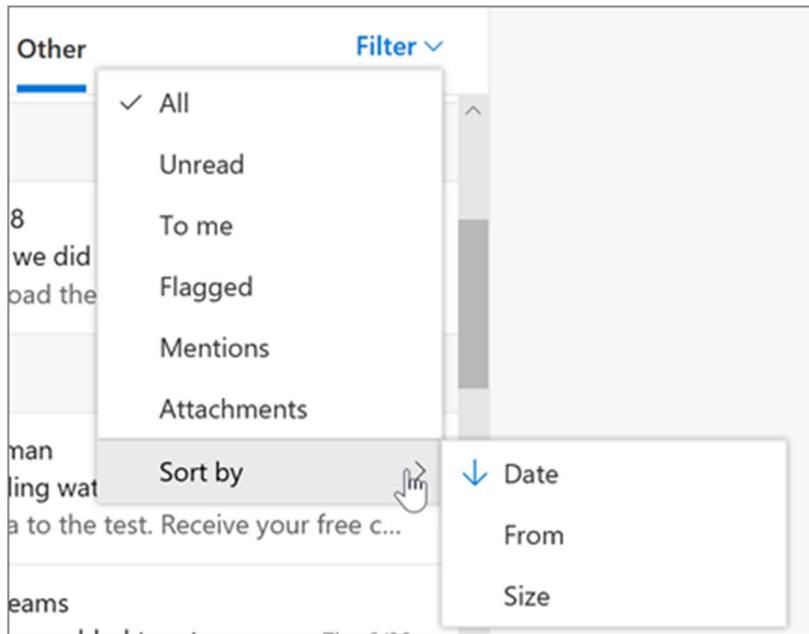
1. Select the **Focused** tab, or the **Other** tab.
2. Select the message you want to move, on the toolbar select **Move to** > **Move to...** or **Always move to...**



Use Filters to sort and display your messages

Use filters to choose which messages to display.

1. Select **Filter**.
2. Select an option.



View messages as conversations or individually

To view related messages as a single conversation or thread:

1. Select **Settings** ⚙️.
2. Under **Conversation view**, select if you want the messages as a conversation with:
 - **Newest messages on top**
 - **Newest messages on bottom**

To view messages individually:

1. Select **Settings** ⚙️.
2. Under **Conversation view**, select **Off**.



Create a rule

Use rules to automate actions on incoming email, like moving certain messages to a specific folder.

1. To create a rule on a specific message:
 - Right-click it and select **Create rule...** You can also select **More options (...)** and select **Create rule**.

To edit an existing rule:

- Select **Settings**  > **View all Outlook settings**.
2. Select **Mail > Rules**.
 3. Select **Edit rule** next to the rule you want to change.
 4. Make the changes you want.
 5. Select **Save**.

Rules

- 1 Name your rule
- 2 Add a condition
Select one 
- 3 Add an action
Select one 
[Add an exception](#)

Stop processing more rules 

Archive a message

Keep your inbox clean by archiving messages that you've replied to or acted on, but don't want to delete or move to a folder.

1. Choose one or more messages.
2. Right-click and select **Archive**.

Or select **Archive** on the toolbar.

Archived items are easy to find from the search box or in the **Archive** folder.

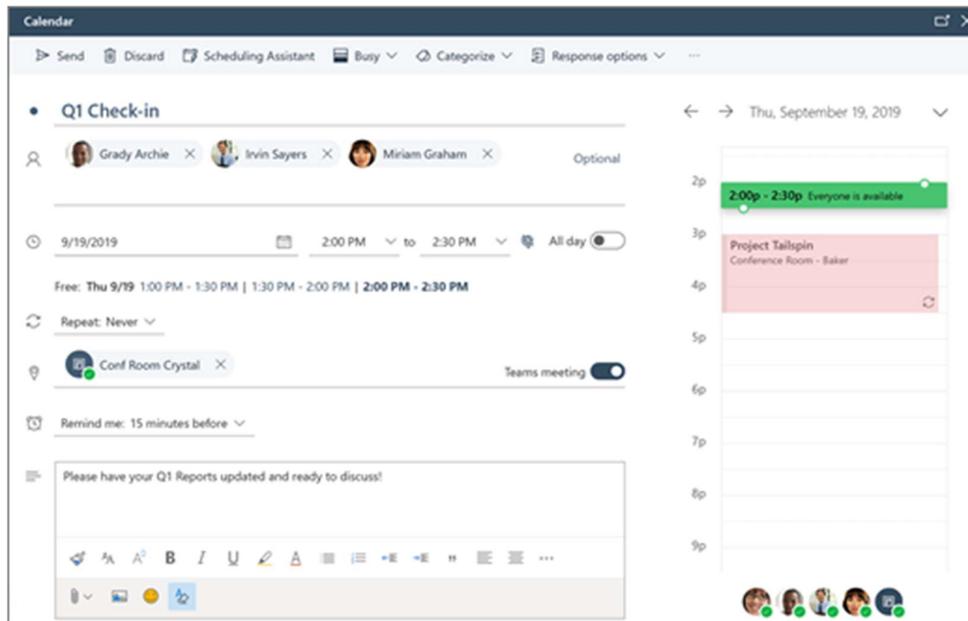
4. Schedule calendar meeting with Outlook on the web

Schedule a calendar event or meeting

1. Select the calendar.
2. Select **New event**.
3. Enter the details, location, start time and end time.
4. If this is a meeting, add the names or email addresses of the people you want to invite.

Select **Scheduling assistant** to see everyone's free/busy times (Exchange users).

5. To make this a recurring meeting, select **Repeat**, and choose how often.
6. Select **Save** or **Send**.



Send an automatic reply (Out of Office message)

1. Select **Settings** > **View all Outlook settings** > **Mail** > **Automatic replies**.
2. Select **Automatic replies**.
3. Select **Turn on automatic replies**.

4. If you have specific times you want the automatic replies to run, select **Send replies only during a time period** and enter the **Start time** and **End time**.
5. Type your reply.
6. Select **Save**.

Automatic replies

Use automatic replies to let others know you're on vacation or aren't available. You can set when they start and end at a specific time. Otherwise, they'll continue until you turn them off.

Automatic replies on

Send replies only during a time period

Start time

End time

Send automatic replies inside your organization



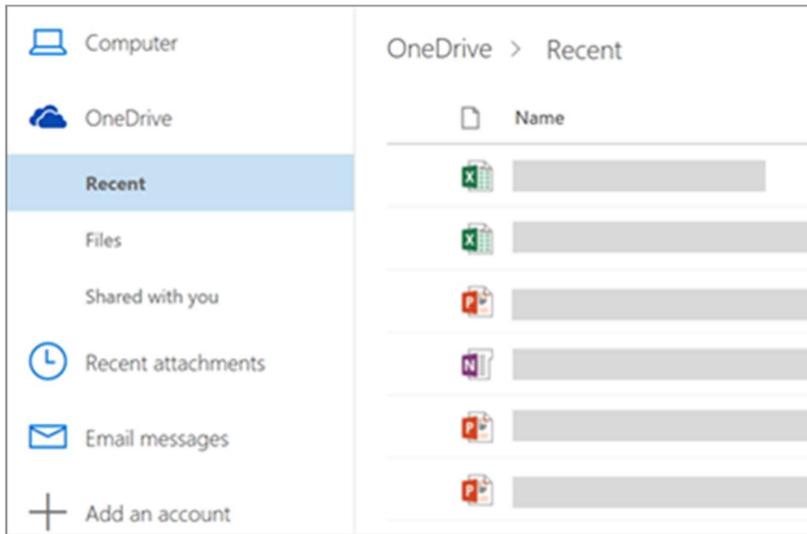
Hi! I'll be out of the office Monday and Tuesday.

5. Share and collaborate with Outlook on the web

Share a file in a message

1. Select **New message**.
2. On the toolbar, select **Attach** > **Browse cloud locations**.
3. Choose the file you want to attach from the different options:
 - **Computer**
 - **OneDrive**
 - **Recent attachments**
 - **Email messages**
4. Select if you want to:

- **Share as a OneDrive link**
- **Attach as a copy**



Use @mentions to get someone's attention

In the body of the email message or calendar invitation:

1. Type the @ symbol and the first few letters of a contact's first or last name.
2. Choose a contact from the list.

This adds the contact to the **To** line of the email message or meeting invitation.

Note: @mentions are only available for Exchange Server 2016, Exchange Online, or Outlook.com users.