1. Sign into Outlook on web

Click on below link for OWA page

https://outlook.office.com/

Enter your username

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Click on Yes

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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 H**, and then select **Outlook**.

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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**.

С	om	pos	e an	and reply									
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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 S > Focused Inbox.

To move a message from one tab to the other:

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

🖻 Move to $ \smallsetminus $	\oslash Categorize \lor
ρβearch for a f	older
Move to Focu	ised inbox
Always move	to Focused inbox
🖻 Personal / Be	nefits
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Use Filters to sort and display your messages

Use filters to choose which messages to display.

- 1. Select Filter.
- 2. Select an option.

Other	Filter	~
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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.

Conversation view ①
O Newest messages on top
 Newest messages on bottom
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
 Yiew 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 (i)				

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.

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•	Q1 Check-in	~	→ Thu, September 19, 2019	\sim
8	🌘 Grady Archie 🗙 🧱 Irvin Sayers 🗙 🚳 Miriam Graham 🗙 Optional	Zр	2:00p - 2:30p Everyone is available	•
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Ū	Remind me: 15 minutes before \sim	7p		
D.	Please have your Q1 Reports updated and ready to discuss!	δp		
		9p		
	8~ 🖬 🗢 🙋		@ P. C. @ Q.	

6. Select **Save** or **Send**.

Send an automatic reply (Out of Office message)

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

- 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 r	eplies								
Use automatic replies to let others know you're on vacation or aren't available start and end at a specific time. Otherwise, they'll continue until you turn ther									
Automatic	replies on								
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Send automatic re	plies inside your org \mathbf{B} / \bigcup of the office Mond	anization	i≣ I≡ uesday.	€ =	E 33				

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

Computer	OneDrive > Recent
CneDrive	D Name
Recent	
Files	
Shared with you	
C Recent attachments	
Email messages	
+ Add an account	

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.