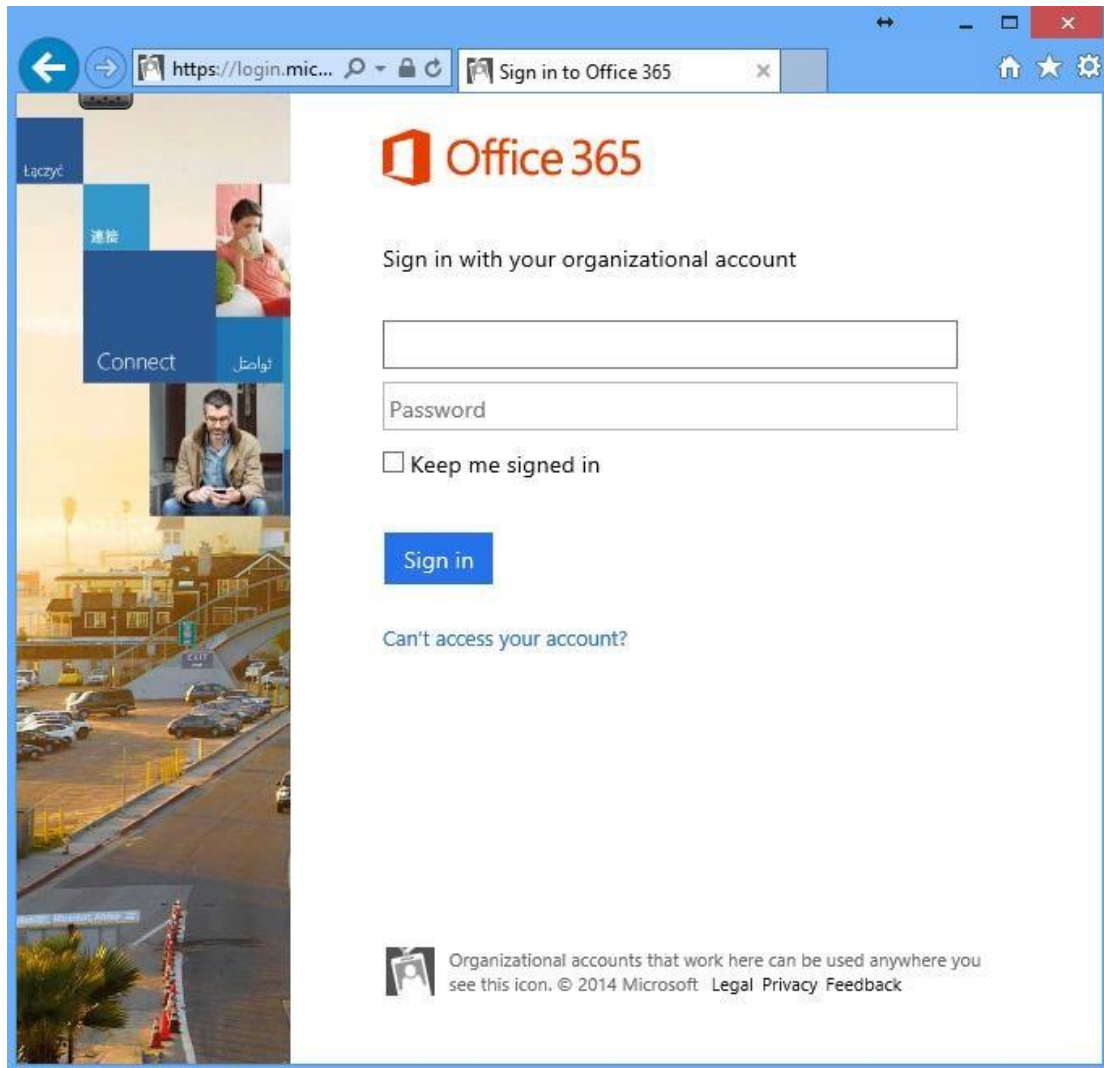


How to use Outlook Web App in Office 365

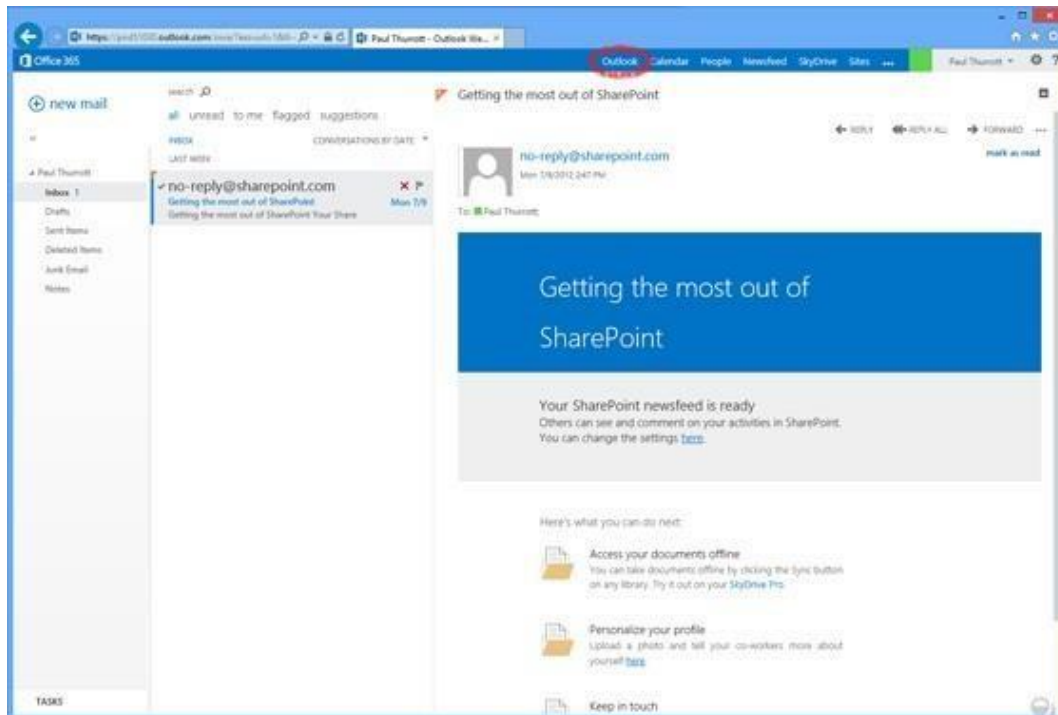
How to login in Office 365

1. Open an Internet Explorer browser.
2. Go to <https://portal.microsoftonline.com>
3. Enter your Office 365 username and password.



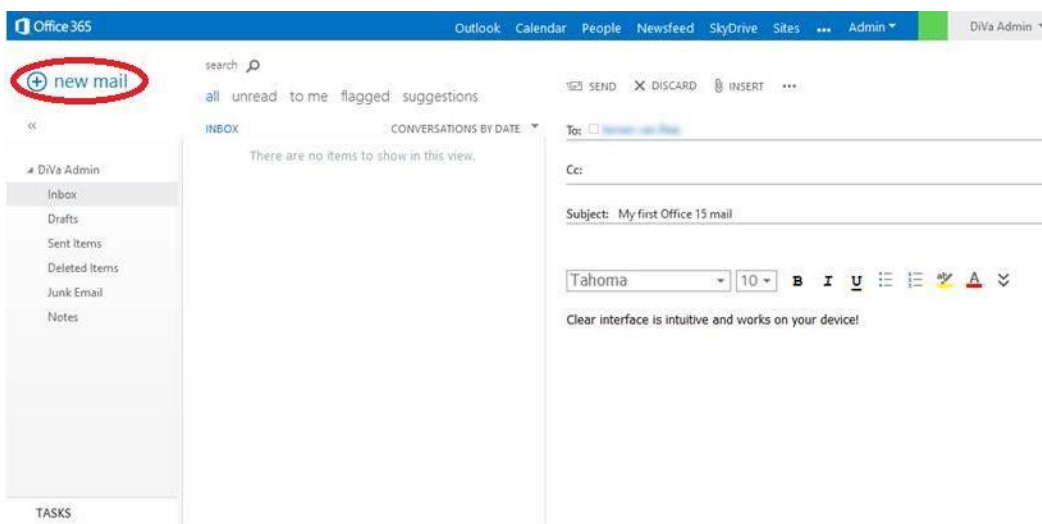
How to view your emails in Outlook Web App

1. At the top of page of Outlook Web app page, select the tab “**Outlook**”.



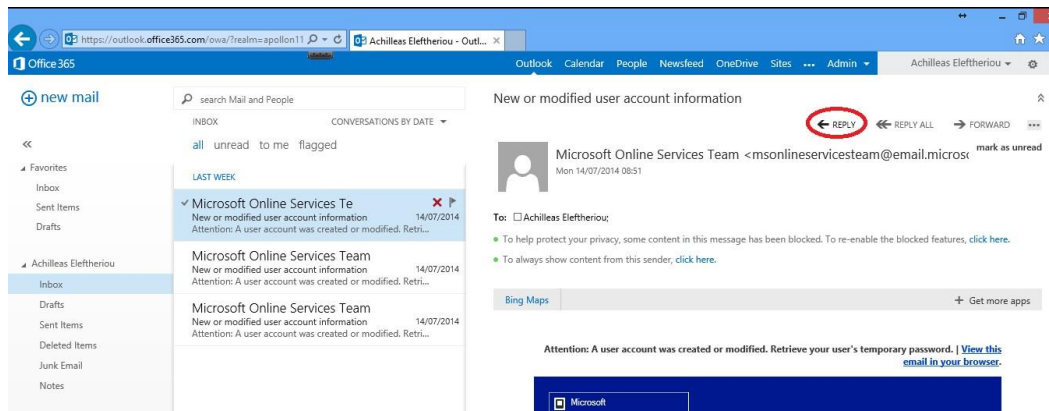
How to create new email

1. Select the button “**new email**” on the left side of Outlook Web App page.

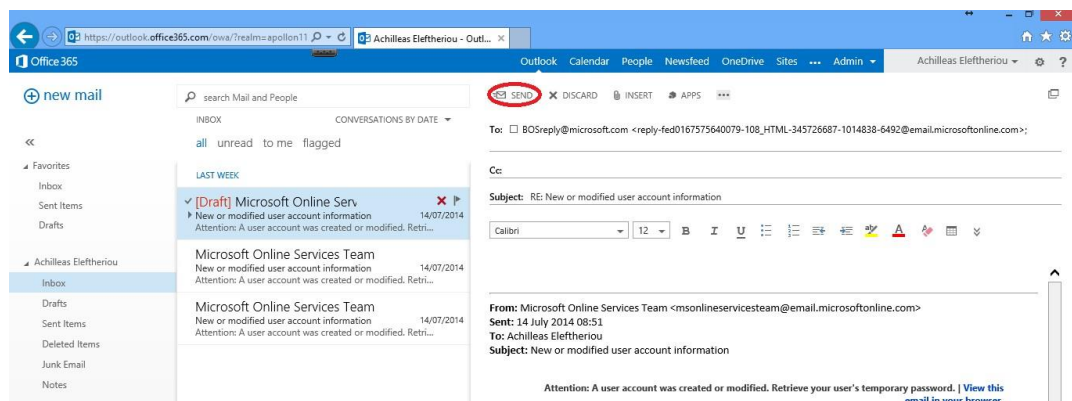


How to reply on email in Outlook Web App

1. Select the email that you want to reply and click on “Reply” button.

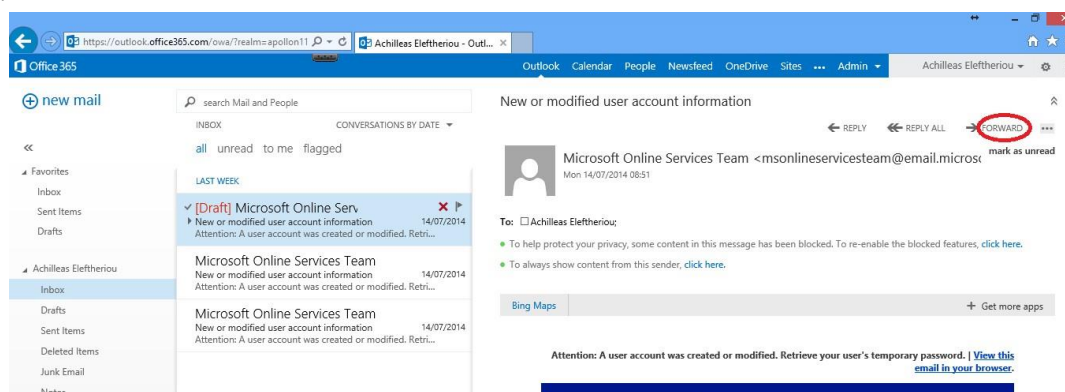


2. Then click “SEND” for the delivery of the email.



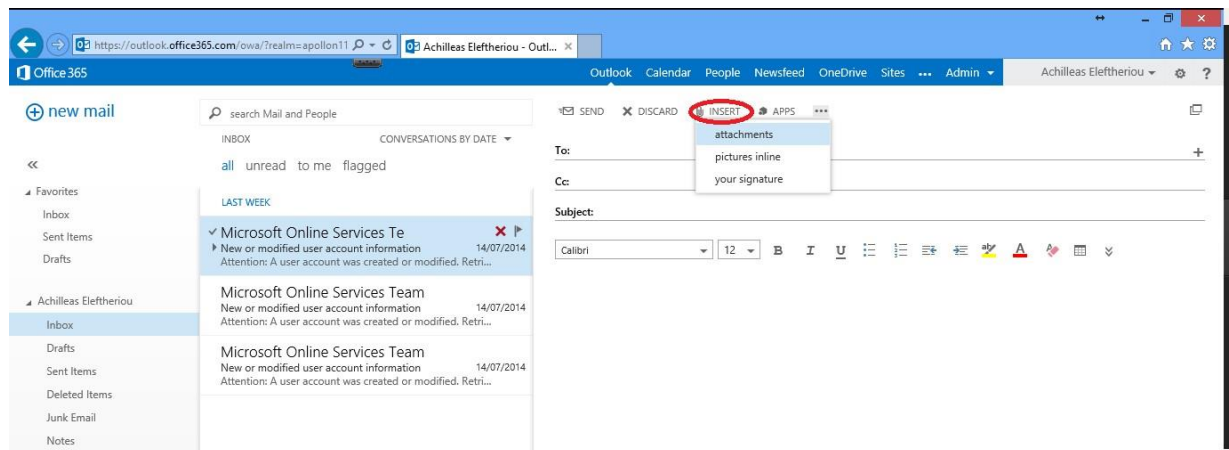
How to forward an email in Outlook Web App

1. Choose the email that will be forward
2. Click on “FORWARD”
3. Select the recipient
4. Then click “SEND”



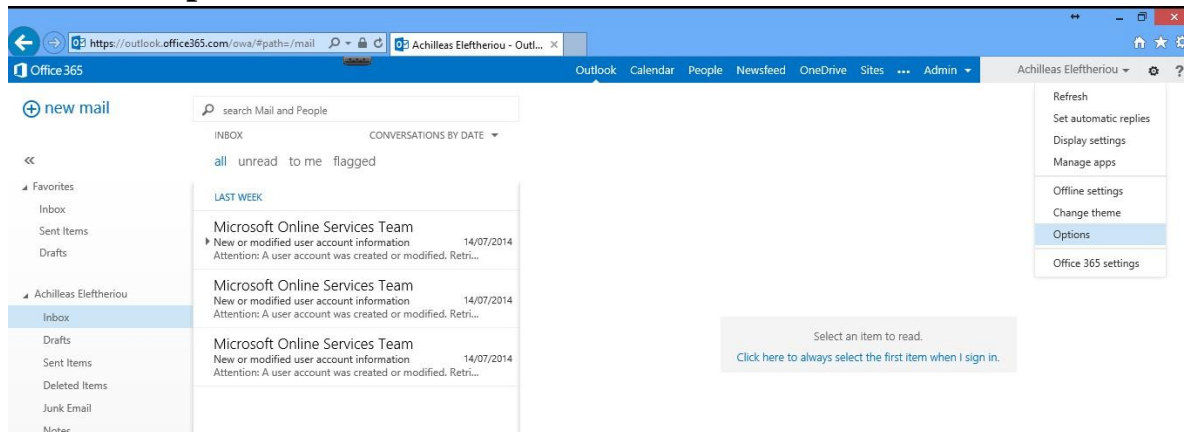
How to insert an attachment in Outlook Web App

1. Click on “**new email**”
2. Select “**INSERT**” button
3. Then select “**attachments**”
4. Select **Save File** then click **OK**
5. Click “**Send**”

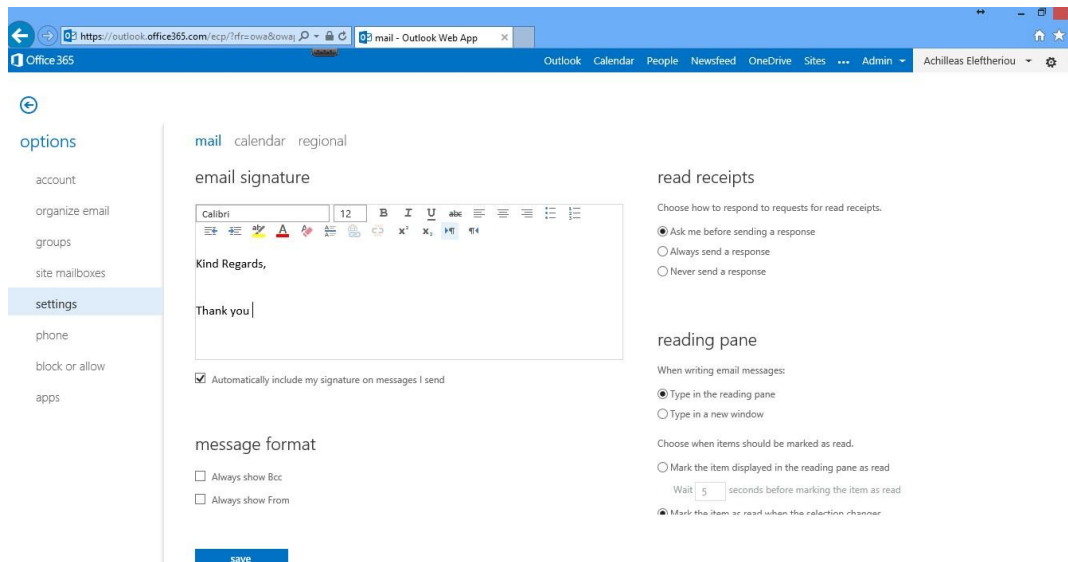


How to add a signature in Outlook Web App

1. At the top of page of Outlook Web app page , click on the gear ⚙️
2. Select “**Options**”



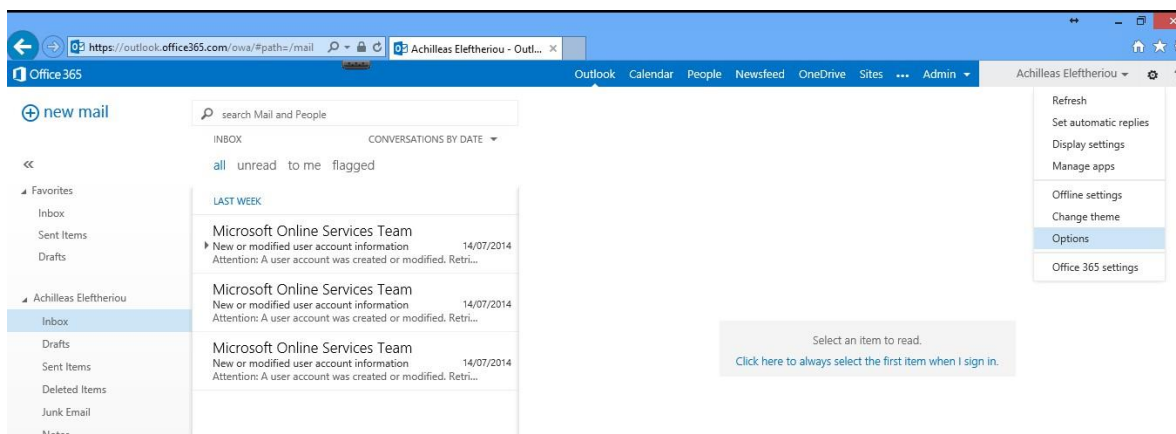
3. Select “**Settings**”
4. Select “**Mail**”



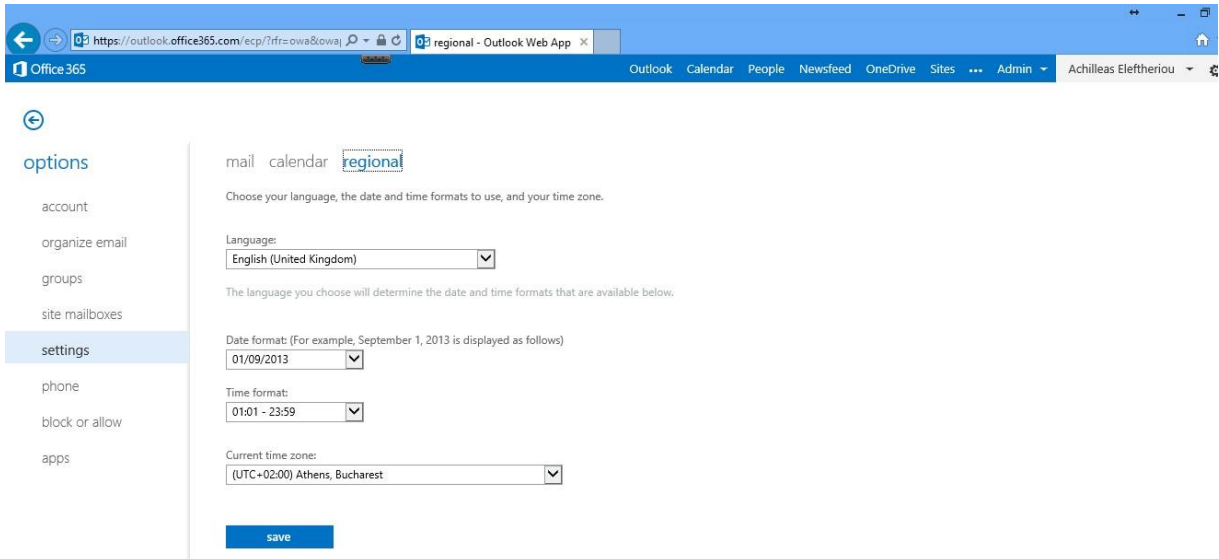
5. In the **E-Mail Signature** box, type and format your signature.
6. To add your signature to all outgoing messages, select the **automatically include my signature on messages I send** check box.
7. Click **Save**.

How to change time zone in Outlook Web App

1. At the top of page of Outlook Web app page, click on the gear ⚙️
2. Select “Options”



3. Select “**Settings**”
4. Select “**regional**”



5. Change time zone from “**Current Time Zone**”

6. Click **Save**.

How to open mailbox in Outlook Web App

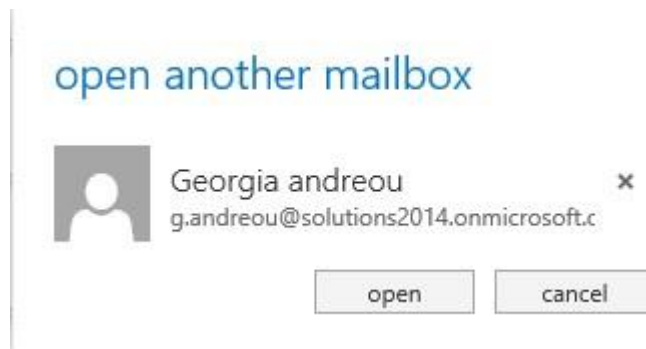
1. At the top of page of Outlook Web app page, click on display username.



2. Select “**Open another Mailbox**”



3. Enter name of **mailbox**



4. Click **Open**.