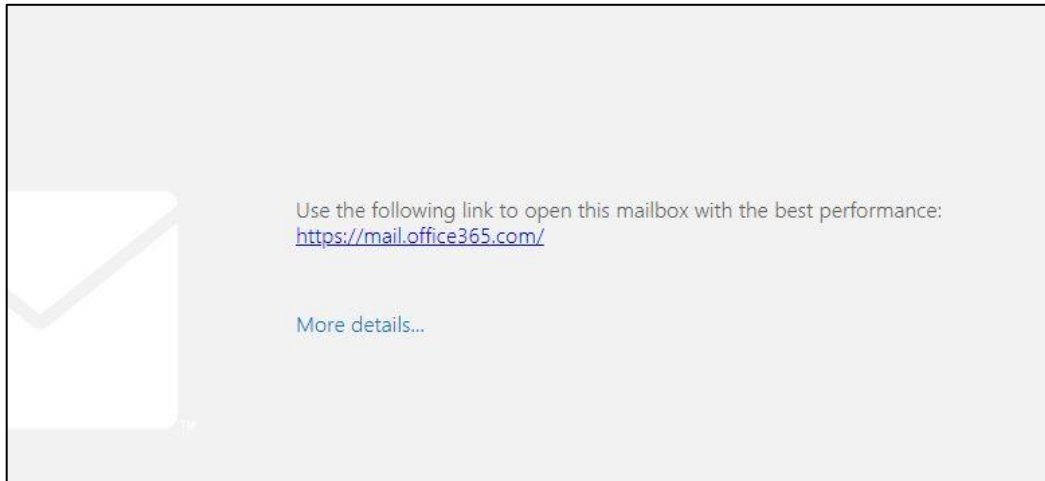
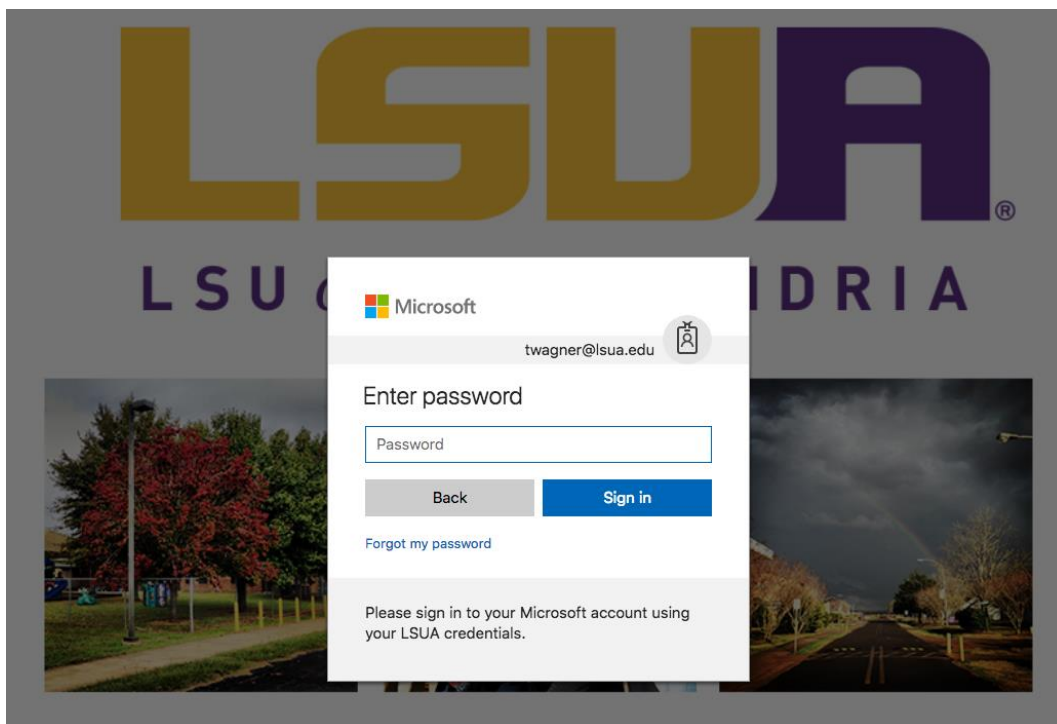


QuickGuide: Outlook Online

1. Navigate to <https://mail.lsua.edu> and login with your LSUA credentials. When you have successfully logged in, you will see the screen below which will redirect you to Outlook Online in Office 365.



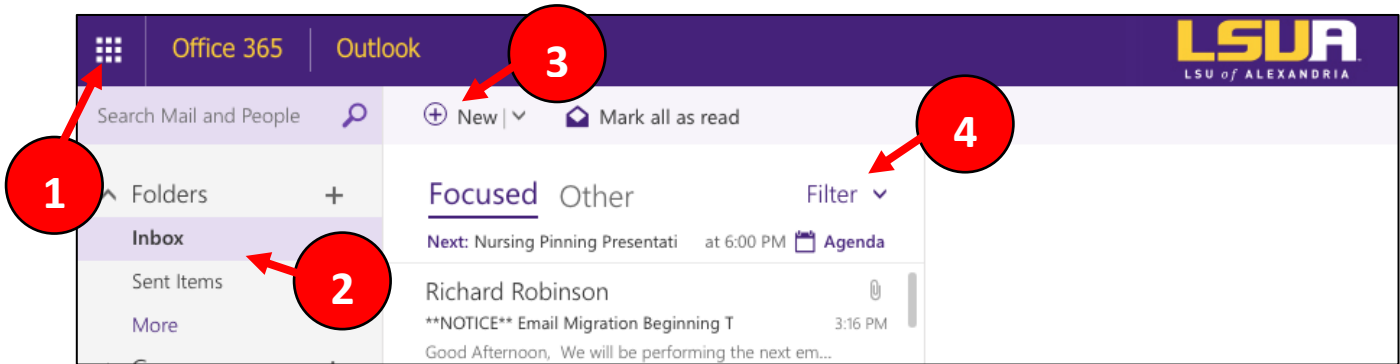
2. Click the link on the redirect screen (<https://mail.office365.com/>) and login with your LSUA credentials.



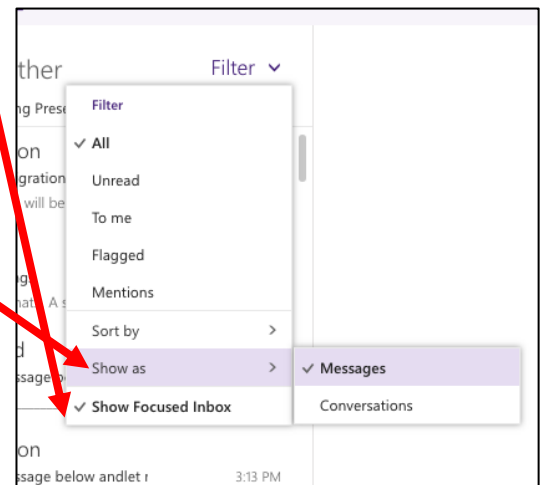
3. When you have successfully logged in, your mailbox will begin loading.



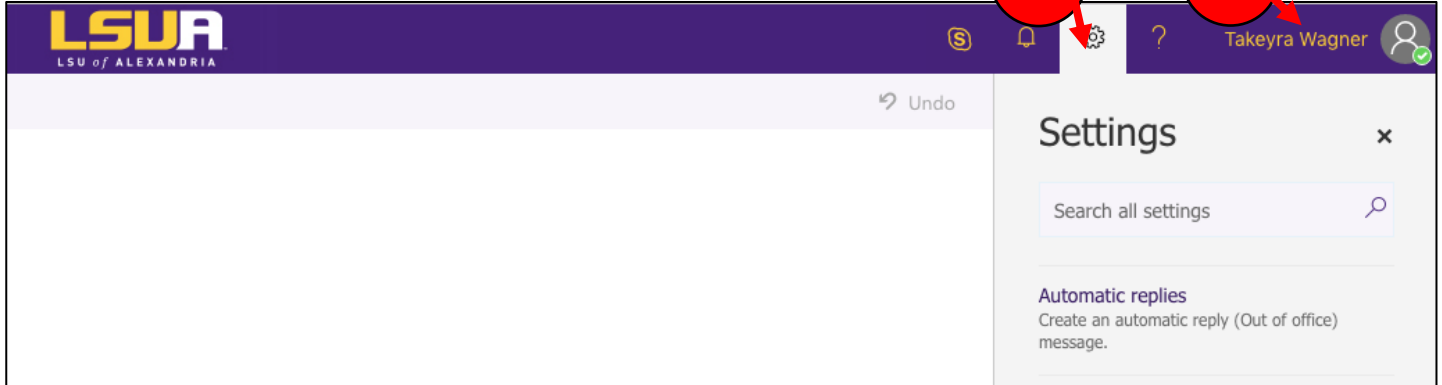
4. Welcome to Outlook Online for Office 365! There are few things you should know about your new mailbox. Let's start at the upper left-hand side of your screen.



1. **Application drawer:** By clicking on the grid, you can access your other Office 365 applications, like OneDrive, Word Online, PowerPoint Online, and Excel Online.
2. **Folders Pane/Inbox:** This is where all your mailbox folders will display. Click "More" to see more folders like the Drafts folder and Junk Mail.
3. **Add New:** This is where you go to compose a new email message and to create calendar events.
4. **Filter:** Use this option to manage the way your mail is organized. You can click here to turn off *Conversation Mode* and to turn off the *Focused Inbox*.

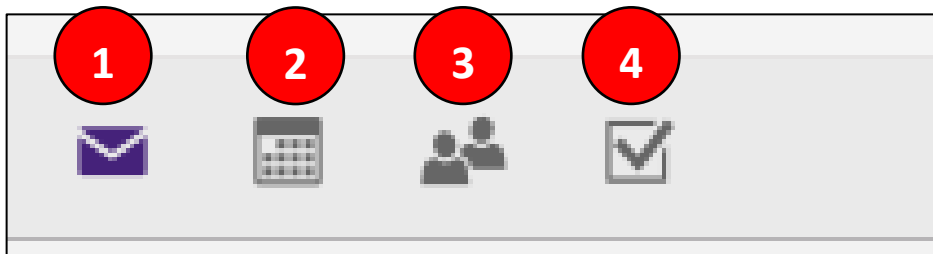


5. At the upper right-hand corner, here's what you should know.



1. **Settings Pane:** Go here to set up automatic replies and to change your display settings. If there's a setting that is not visible on the pane, you can use the search bar to search for your specific need.
2. **Profile/Logout:** Click on your name to access the Sign Out button and to manage your profile.

6. Finally, let's look at the bottom left-hand corner. If the icon is highlighted purple, that means you are currently viewing that content.



1. **Mail:** Click here to access your mailbox.
2. **Calendar:** Click here to access your calendar(s).
3. **Contacts:** Where you go to see your frequently contacted, favorites, and to set up contact groups.
4. **Tasks:** Click here to see your flagged emails and other tasks created in Outlook.

Contact iethelp@lsua.edu if you have any questions about Outlook Online.