

Outlook Web App OWA 2013

Prepared by:
Joanne Anton
Office 365 Team
City of Seattle Department of Information Technology

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How to Use Outlook Web App 2013

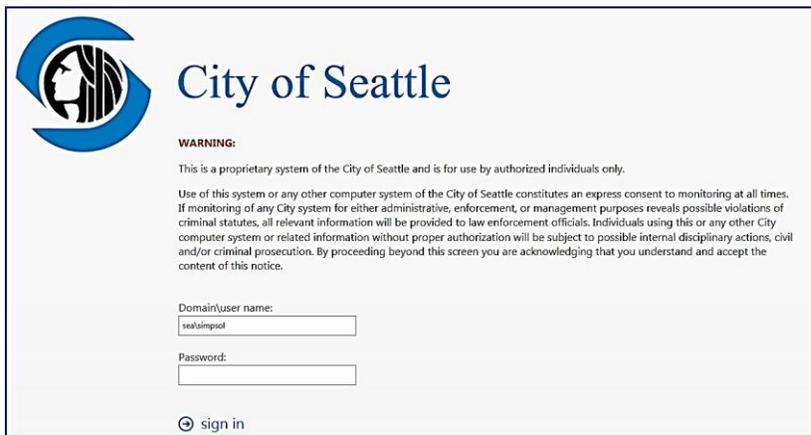
Outlook Web App 2013 has a new, modern and fresher look and feel! OWA is a component of Office 365 and provides you with all the features that come with the O365 Online platform.

The step-by-step instructions in this Guide will walk you through the new:

- Way to login
- Features
- Components of the Inbox
- Location of Archive Folders
- Look and feel of the calendar
- Search for people and mail function

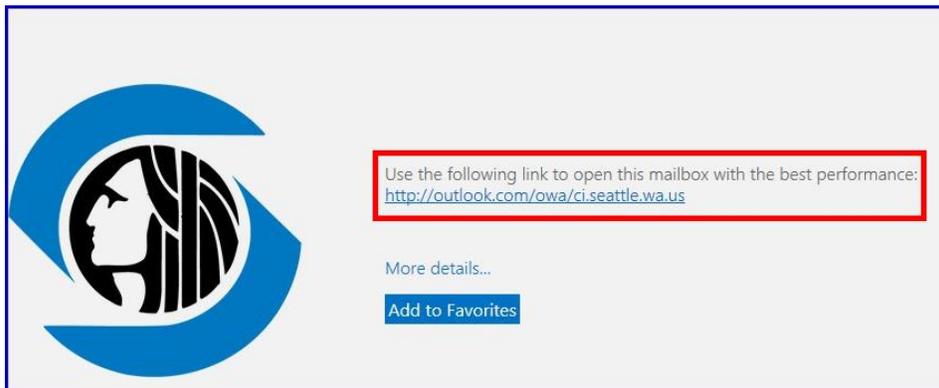
Getting Started – How to Login to OWA

1. Click the OWA Icon on the desktop or open the Browser of your choice and enter email.seattle.gov into the address field.
2. Enter your Domain\User Name and Password.



The screenshot shows the City of Seattle Outlook Web App login page. It features the City of Seattle logo on the left and the text 'City of Seattle' on the right. Below the logo is a 'WARNING' section with a disclaimer. Underneath is a 'Domain\user name:' field with the text 'sealimpool' entered, and a 'Password:' field. At the bottom left, there is a 'sign in' button.

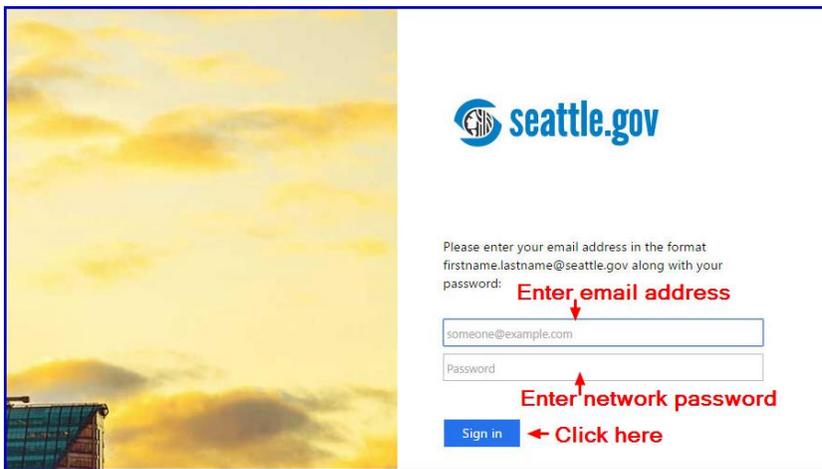
3. Click the Link as directed.



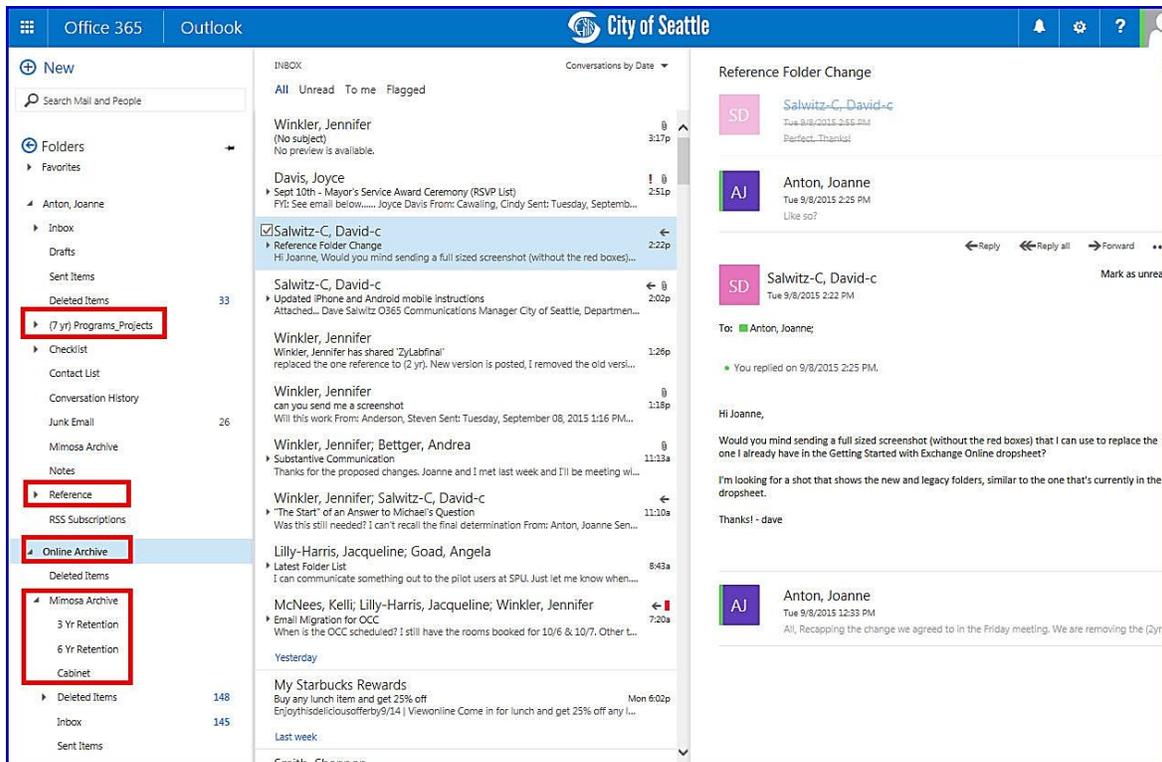
4. Sign in to Office 365.



5. You will be prompted to enter your email address and network password.



6. The OWA Homepage opens.



What's New in OWA 2013

The App Launcher in the Navigation Bar



Click the App Launcher to navigate between Mail and other features of OWA, like the Calendar and People (formerly Contacts).

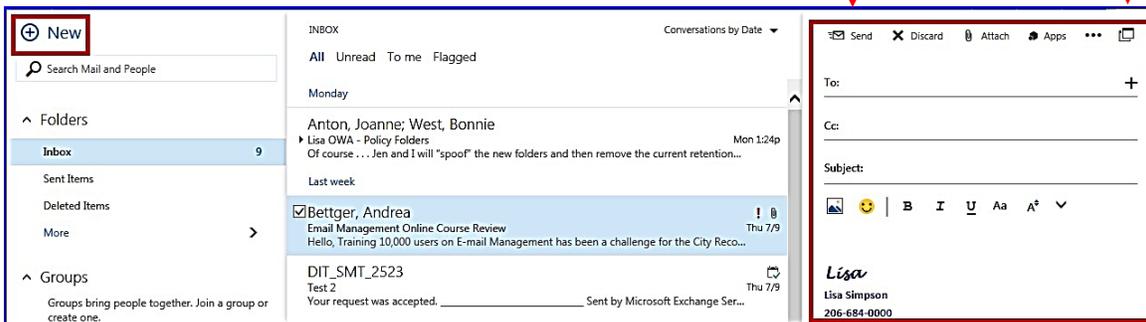


Sending an Email

1. To send an Email, click the NEW LINK above the Folder List.

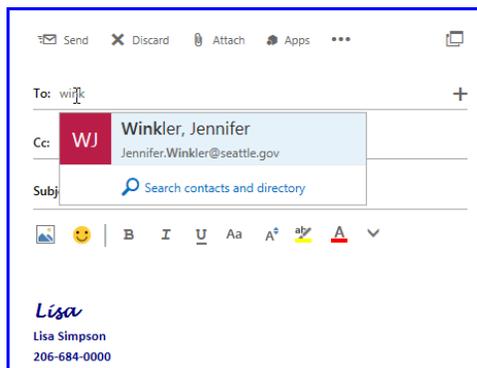


2. The Reading Pane now becomes the New Blank Mail. Click here to "Pop Out".



3. Enter the name (or part of the name) in the Search Mail and People field.

Or if you've emailed this person before (so the name is cached), enter in the TO Field.

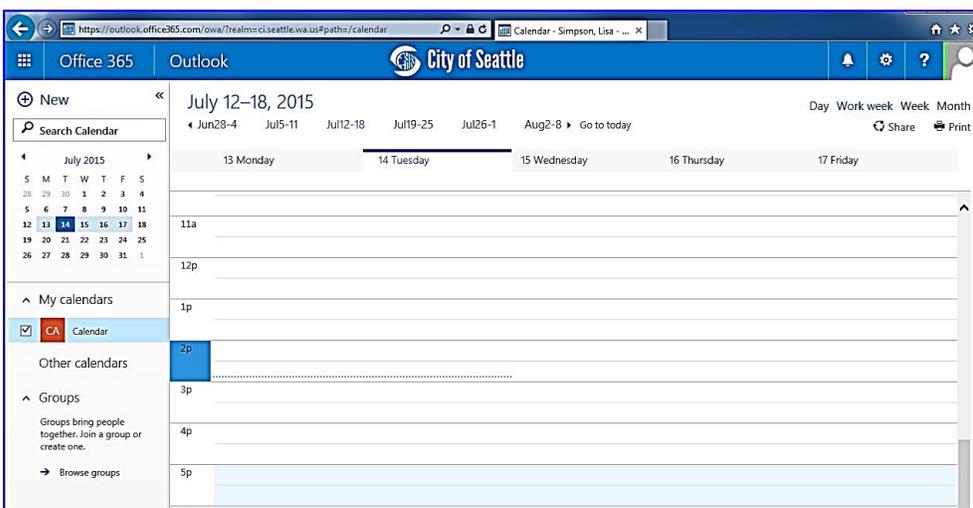


OWA Calendar, Appointments and Meeting Requests

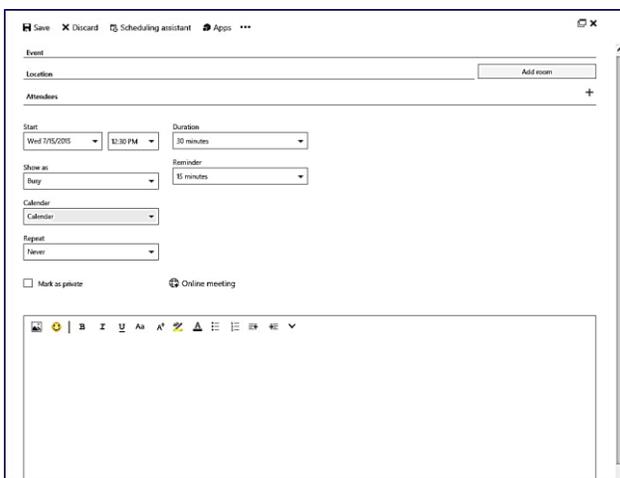
1. Click the APP LAUNCHER and click CALENDAR.



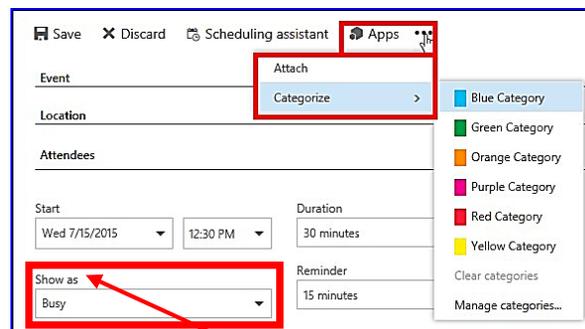
2. The OWA 2013 Calendar opens to a Work Week view.



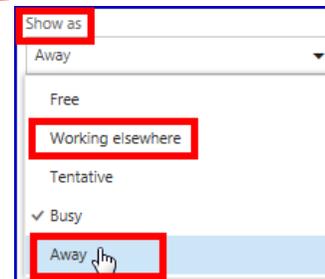
3. Click NEW to enter an Appointment on your calendar or to send a Meeting Request to others.



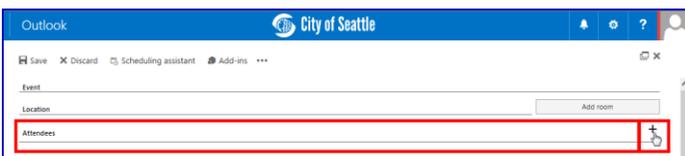
- Click the Ellipsis  to send an Attachment or Categorize the Event.



“Show As” changed “Out of Office” to either “Away” or “Working elsewhere”



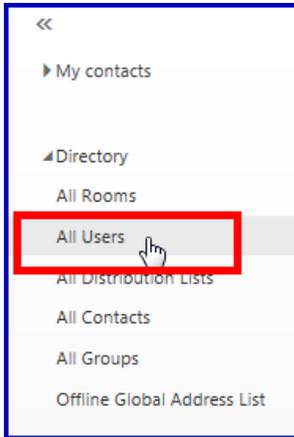
4. To send a Meeting Request, click the + at Attendees.



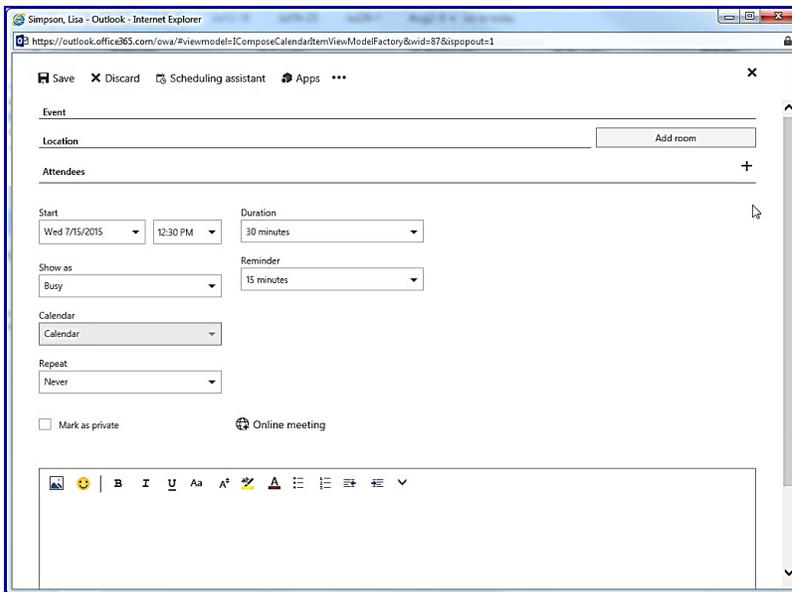
5. Click the Caret to select the Directory or List.



6. Click All Users for the City Directory.



7. If you prefer, click OPEN EVENT button to “pop out” in a new window.

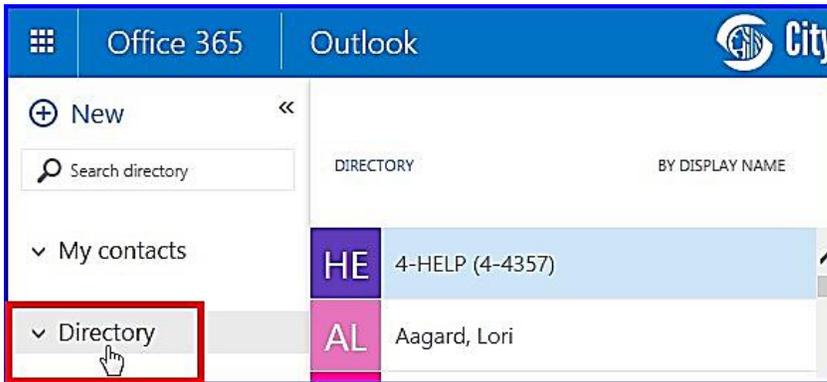


Contacts are Now People

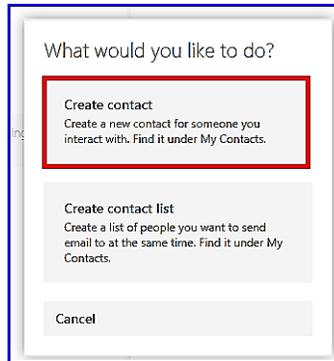
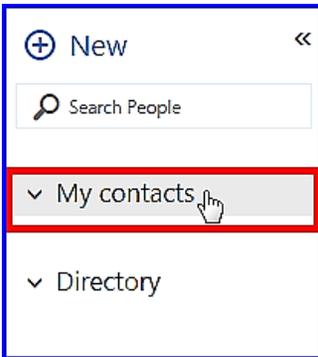
1. Click the APP LAUNCHER and click PEOPLE to access your Contacts and the City Directory



2. Click DIRECTORY to search for City Employees



3. To add a contact, click MY CONTACTS, click CREATE CONTACT and enter Contact information.



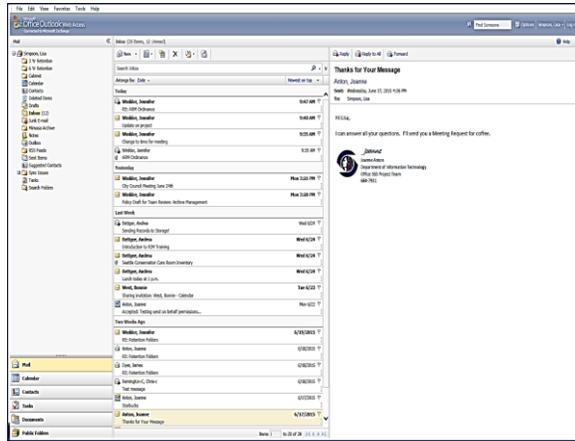
4. New Contact is added.



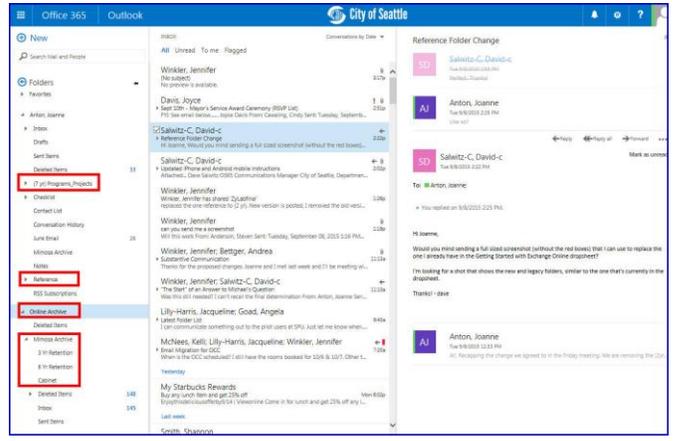
Screenshots: Old OWA – New OWA

Mailbox Full View

Old OWA

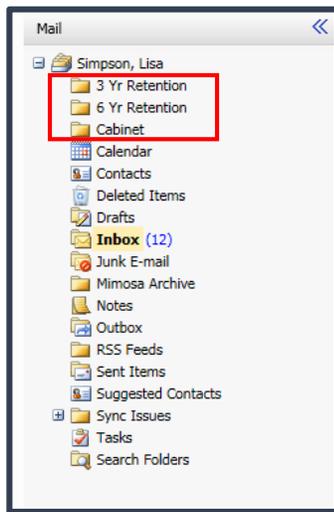


New OWA



Mailbox Folders

Old OWA

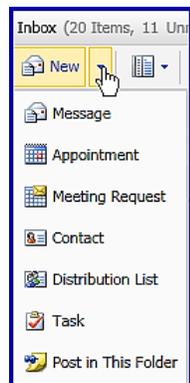


New OWA

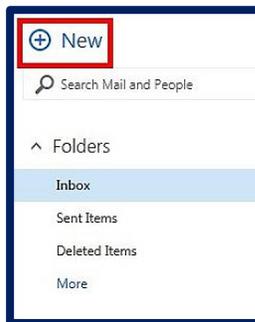


Send New Message

Old OWA



New OWA

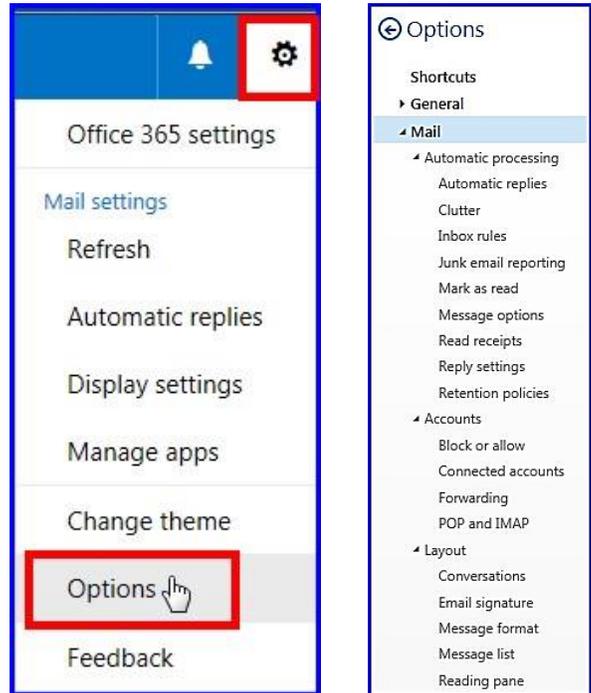


Email General Options

Old OWA

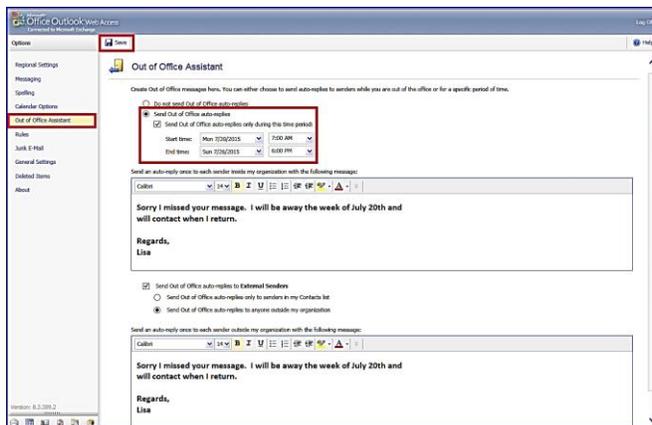


New OWA

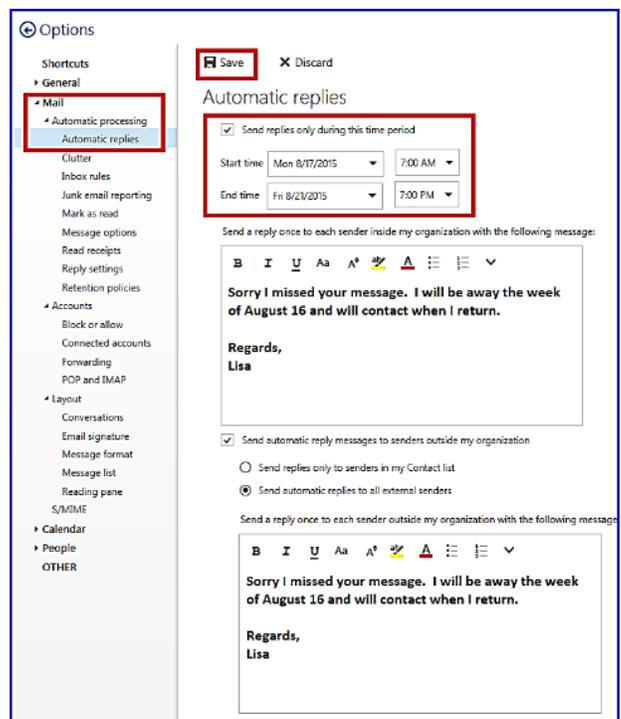


Out of Office

Old OWA

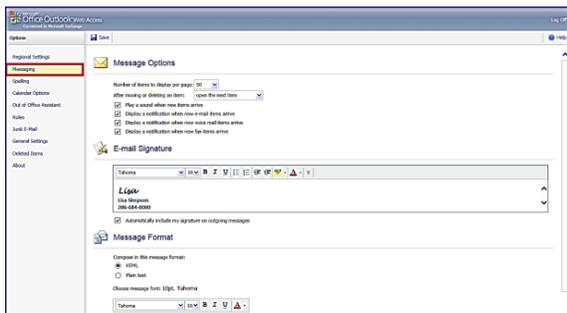


New OWA

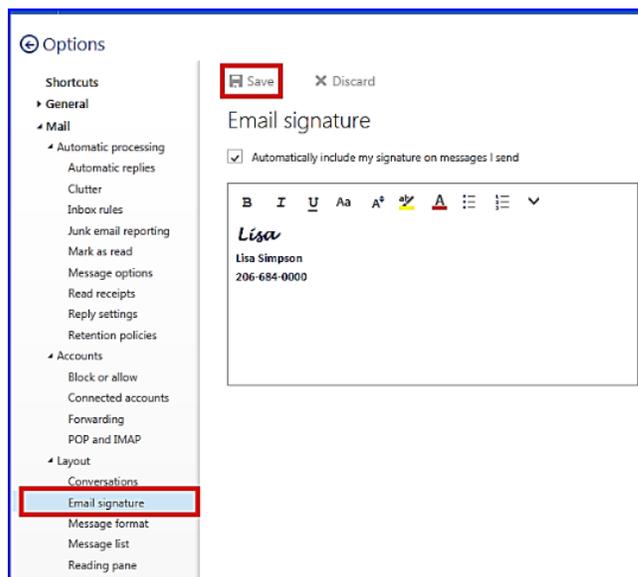


Signature

Old OWA

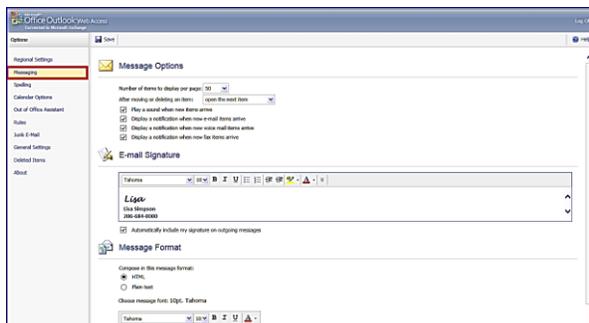


New OWA

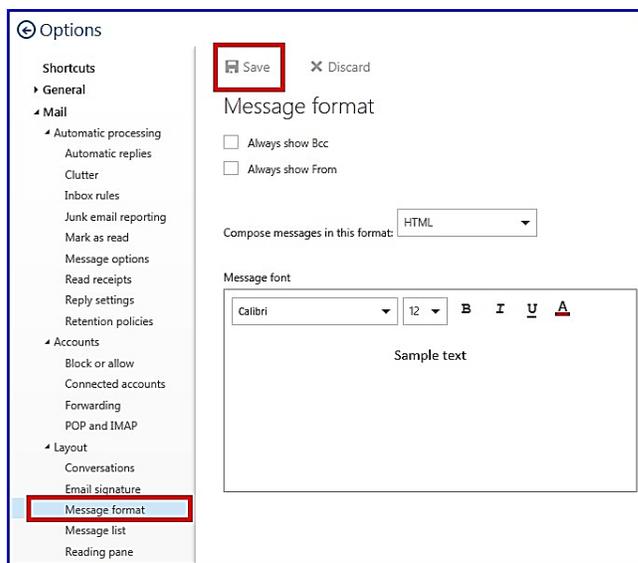


Message Format

Old OWA

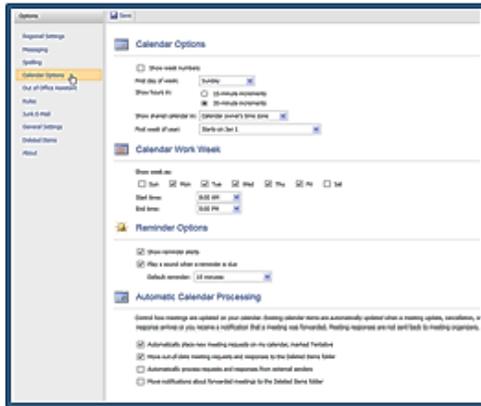


New OWA



Calendar Options

Old OWA



New OWA

