

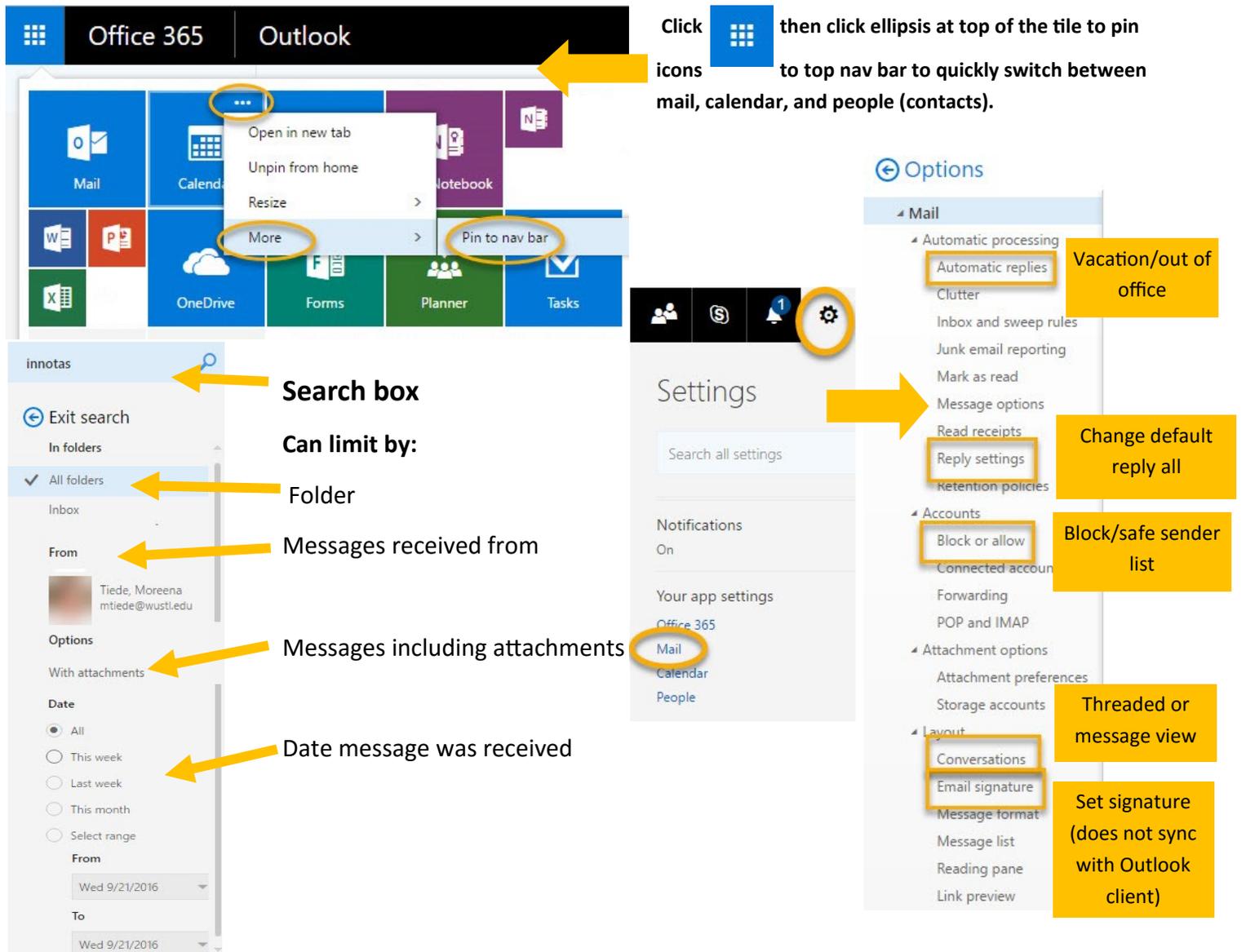
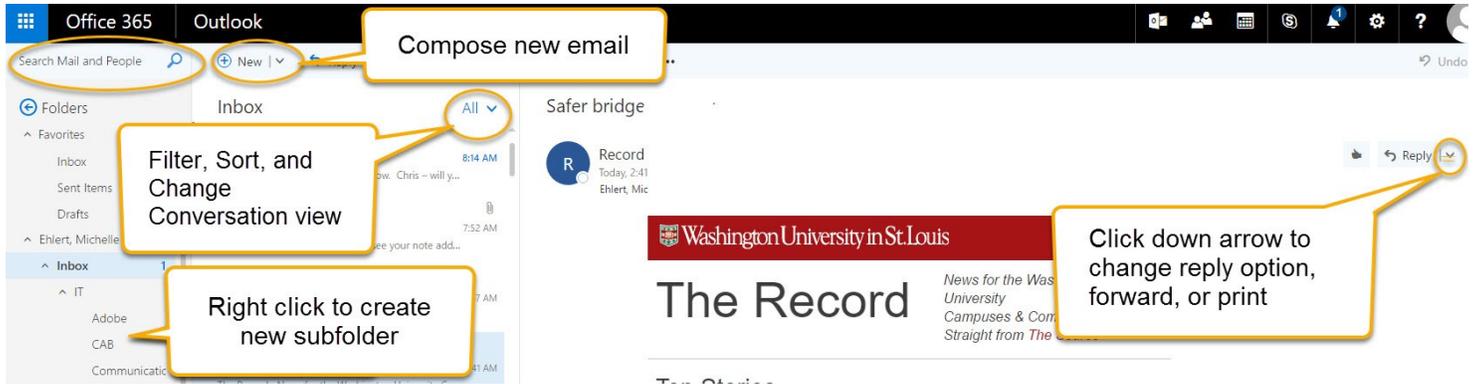
# Outlook Web Access (OWA) Quick Guide

**Log in and Support Site:** <http://email.wustl.edu/>

Click on a message to open in reading pane.

Double-click to open message in a new window.

Task ribbon only appears when a message is selected. Conversation view turned off in All menu.



## Calendar

Click  Choose Calendar 

Select Calendar View: Day [Work week](#) Week Month | Today

Click **New** to add event: 

Enter details. Click Add Room to search room calendar directory. Choose Room List, and then search rooms. Request will be sent to reserve room. Invite attendees in People section. Scheduling Assistant allows you to see all calendars (including room) simultaneously to choose a time. Set an Outlook reminder, as well as an email reminder, if desired.

Click  **Share** to give others access to your calendar.

You will select recipient, and permission levels (full/limited/availability). Recipient will receive email with two buttons. **Recipient must click Add button** to add your calendar. The second button allows them to share their calendar back with you.

 Click **Add** to open a calendar (room or person).

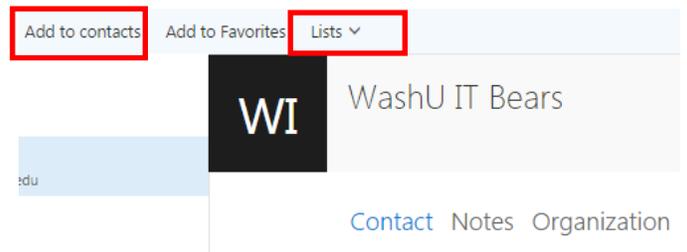
Choose **From directory**. You can then enter person or room name to search for that calendar. The person's calendar will appear in your calendar (if allowed) with a different color (not side-by-side). To remove the person's events from your calendar view, click on their name. To remove the calendar from your calendar list, right-click

## Contacts

Click  Choose People 

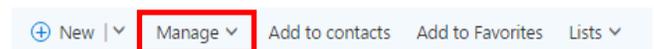
Search directory in  upper-left corner.

When you have found the entry in the directory, you may click Add to contacts, or click Lists to



add entry to existing contact list (or create new list beginning with this entry).

Click **New** to add contacts not in the Wash U Directory.



Click **Manage** to import contacts from other sources (such as another mail account).

When viewing contacts, you may change sort order. Click **By...** 

Click Lists (or New) to create a personal contact list. Note that contact lists cannot be shared from OWA, but any list you create in OWA will be accessible in the client app (you can share from the installed client).

