Outlook Web Access (OWA) Quick Guide

Log in and Support Site: [http://email.wustl.edu/](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.

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

Filter, Sort, and Change Conversation view

Right click to create new subfolder

Click down arrow to change reply option, forward, or print

Click **...** then click ellipsis at top of the tile to pin icons to top nav bar to quickly switch between mail, calendar, and people (contacts).

Search box

Can limit by:

- Folder
- Messages received from
- Messages including attachments
- Date message was received

Search box

Can limit by:

- Folder
- Messages received from
- Messages including attachments
- Date message was received
Select Calendar View:

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.

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).