

Microsoft Outlook Web App (OWA) For Exchange 2013 Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Outlook® Web App for Exchange 2013

Mail

Displaying the Inbox

1. [Click] **Mail** in the top-left corner of the page.
2. [Click] **INBOX**.

Creating and Sending a Message

1. [Click] **Compose** in the top-left corner of the page.
2. In the TO or CC listboxes, type the name or email address of the people you are emailing, separating multiple names with a semi-colon (;). To select a name suggested from your address book, press <Enter> for the first match or [Tab] to select another match.
3. To select names from your address book or contacts:
 - a. [Click] **To** or **CC**.
 - b. Select a name from the list. Or, type in the search box, press [Enter], then select a name.
 - c. [Click] **+** to expand the dropdown.
 - d. Repeat steps b and c as required. [Click] **OK**.
4. Type the SUBJECT in the body of the message. [Click] **SEND**.

Attaching a File to a Message

1. [Click] **Attach**.
2. Choose ATTACH IN PICTURE.
3. Locate and select the file(s) that you want to attach. [Click] **OPEN**.

Showing BCC

In the message window, [Click] **More** and choose **SHOW BCC**.

Sending a Message with High or Low Importance

In the message window, [Click] **More** and choose **IMPORTANCE** and choose **HIGH** or **LOW**.

Requesting Read or Delivery Receipts

1. In the message window, [Click] **More** and choose **SHOW MESSAGE OPTIONS**.
2. Select REQUEST A DELIVERY RECEIPT or REQUEST A READ RECEIPT. [Click] **OK**.

Checking Spelling

Misspelled words are underlined with wavy red lines. To correct, click the language and spelling options. [Right Click] misspelled words.

Showing/Hiding the Reading Pane

Use the Reading Pane to read messages and conversations without opening them.

1. [Click] **View** and choose **DISPLAY SETTINGS**.
2. If necessary, [Click] **READING PANE**.
3. Set the LAYOUT.
4. [Click] **OK**.

Grouping Messages by Conversation

Arrange messages by conversation to group messages that are related (reply to a previous email).

- To have email grouped by conversation, [Click] the **More** at the top right of the message list box, [Click] **VIEW**, [Click] **BY DATE** to see from the CONVERSATIONS section, choose **ON** or **OFF**.
- To let all messages in a conversation, [Click] **More** at the top right of the message list box, [Click] **VIEW**, [Click] **BY DATE** to see from the CONVERSATIONS section, choose **ON** or **OFF**.

Ignoring a Conversation

To automatically filter incoming and outgoing messages that are part of the same conversation:

1. [Right Click] a conversation or email and select **IGNORE CONVERSATION**.
2. [Click] **OK**.

Note: Does not delete a message from your inbox.

Reading Messages

Select a message or conversation to view in the Reading Pane. To:

1. [Double Click] on a message to open it.
2. [Click] **More**.

Opening/Saving Attachments

[Click] on the attachment.

1. If prompted, click **VIEW** to open it.
2. [Click] **More**.

- To quickly view the content of a Word, Excel, PowerPoint, and Adobe PDF attachments, click **More** if your computer does not have the necessary application. [Hover] over the attachment, then [Click] **PREVIEW**.
- To quickly view images, [Click] the image thumbnail. When finished viewing, close the image window.
- To [Download] an attachment, then [Click] **DOWNLOAD**.

Replying to a Message

1. Open/Select the message.
2. To reply to the sender only, [Click] **More** and choose **REPLY**. Or to reply to all addresses, [Click] **More** and choose **REPLY ALL**.
3. Complete the message, then [Click] **SEND**.

Forwarding a Message

1. Open/Select the message.
2. [Click] **More** and choose **FORWARD**.
3. Complete the email, then [Click] **SEND**.

Saving a Draft

If you are not ready to send a message, save a draft.

1. With the message in progress, [Click] **More** and choose **SAVE**. The message is automatically placed in a folder called DRAFTS.

When you are ready to complete and send the message:

1. [Click] **More** in the DRAFTS folder in the folder list.
2. Select the message that you want to send. [Click] **More** and choose **SEND**.
3. Finish the message, then [Click] **SEND**.

Creating a Folder

1. [Click] MAIL/OUTLOOK, CALENDAR, PEOPLE, or TASKS.
2. In the navigation pane on the left (Right Click) the desired folder, or MAIL/CALENDAR, TASKS, or CONTACTS, choose **CREATE NEW FOLDER** or **CALENDAR**.
3. Type a name for the new folder. Press <Enter>.

Moving or Copying Messages

1. Select the message.
2. To move, [Drag] the folder.
3. To copy, [Click] **More** to a folder. If a folder is not visible, [Hover] over its parent folder to expand.

Creating an E-Mail Signature

1. From any Outlook folder, [Click] **More** and select **OPTIONS**.
2. [Click] **SIGNATURE**.
3. If necessary, [Click] **MAIL**.
4. Under **MAIL SIGNATURE**, type and format your email signature as desired.
5. To have every email sent include your signature, [Click] **AUTOMATICALLY INCLUDE MY SIGNATURE ON ALL MESSAGES I SEND**.
6. [Click] **SAVE THEN CLOSE**.

To manually insert your signature when composing a message, [Click] **More** then **INSERT SIGNATURE**.

Opening Another User's Mailbox

1. [Click] your name in the top right, then select **OPEN ANOTHER MAILBOX**.
2. Type in the name of the other user. [Click] **OPEN**. If you have permission, the other user's mailbox will open.

Turning on Automatic Replies

When you are out of the office, click **More** and select **SET UP AUTOMATIC REPLIES**.

1. [Click] **More** and select **SET UP AUTOMATIC REPLIES**.
2. Select **SEND AUTOMATIC REPLIES**.
3. To customize your automatic replies, select **REPLYING THIS TIME**. [Click] **OK**, then set times.
4. Type the message to send while you are away.
5. Choose how to deal with auto replies to SENDERS OUTSIDE MY ORGANIZATION, and provide a different message if desired.
6. When finished, [Click] **SAVE THEN CLOSE**.

Turning off the Automatic Replies

If an auto response has not, you will be prompted to turn off automatic replies when you log in. Otherwise:

1. [Click] **More** and select **SET AUTOMATIC REPLIES**.
2. Select **STOP SEND AUTOMATIC REPLIES**.
3. [Click] **SAVE THEN CLOSE**.

Searching for Mail

1. In the folder list, select the folder you want to search through (e.g., **RECENT SENT ITEMS**).
2. In the search box, type a keyword. Press <Enter> to see the list of messages. Hyperlinks are provided for:

- Selecting other suggestions in the list.
- To go to the top of the list.
- To go to the bottom of the list.
- To go to the top of the list.
- To go to the bottom of the list.

Chat

Starting a Chat

To start a new chat conversation, [Click] a person's name in the People list or [Hover] over a person's name in the PEOPLE section at the top, then [Click] **More** and choose **CHAT**.

If you receive a chat message, an **IM REQUEST** notification will appear. [Click] **ACCEPT**.

Changing Your Chat Status

[Click] your name in the top right, select your status.

Signing Out of Instant Messaging

[Click] your name in the top right, choose **SIGN OUT** or **IM**.

Mail

New message	[Click] More
Deleted	[Click] More
Reply	[Click] More
Reply to all	[Click] More
Forward	[Click] More
Save Draft	[Click] More
Print	[Click] More

For Any Outlook Item

New item	[Click] More
Create item	[Click] More
Select item(s) to act	[Click] More

Taskbar

Conversation list	[Click] on the list item and [Click] More on the list
Non-conversation item	[Click] on the list item and [Click] More on the list

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Synopsis

Note: This guide was updated in September 2015 and reissued under ISBN 978-1-939791-89-4. Please search that ISBN to get the latest version of this guide. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipts Checking Spelling Show/Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening/Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User's Mailbox Creating an E-Mail Signature Opening Another User's Mailbox Turning on/off Automatic Replies when Out of the Office. Chat: Starting a Chat Changing Your Chat Status Signing Out of Instant Messaging. People: Displaying People Creating and Editing Contacts Finding a Contact Linking/Unlinking Contacts Creating a Distribution List Sending a Mail Message or Meeting Request to a Contact. Tasks: Displaying Tasks Changing Tasks Viewed Creating a Task Marking a Task or Flagged Item Complete. Calendar: Displaying the Calendar Viewing the Calendar Creating & Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Repeat. Common Procedures: Using Flags Sorting Tasks/Contacts/Email Deleting an Item Undeleting an Item Using Categories Logging Off. Also includes a list of keyboard shortcuts.

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