Navigating Office 365 Outlook Web Access (OWA)

**Navigating Between Email and Calendars**

1. To navigate to the Email screen, click on the Email icon at the bottom left of the screen.

2. To navigate to the Calendar screen, click on the Calendar icon at the bottom left of the screen.

These options are always visible from any screen you use in Outlook Web Access.

**Searching for Help Topics**

1. Click the “?” icon at the top right of the page.

2. In the field titled “Tell me what you want to do” type in the feature you want assistance with (EX: Compose Email).

**Using the Help results (Actions)**

1. Click the action you want to perform.

2. You will be directed to the action you clicked.

The “Actions” menu provides links to the feature you searched for.
Navigating Office 365 Outlook Web Access (OWA) (CONT.)

Using the Help results (Help Menu)

The Help Menu will provide links to further information and instructions.

1. Click the desired result to be directed to a page with an FAQ or Step by Step instructions.

Accessing old emails and folders in OWA

Your folders may be initially hidden when opening Outlook Web Access (OWA) for the first time.

1. In the folders pane on the left, click the “More” link
2. Click the “Carrot” next to “mail”. This will display the old folders that were migrated to Office 365 Exchange

Logging out of Office 365 Outlook Web Access (OWA)

The Sign Out button does not work on Outlook Web Access (OWA)

1. To log off of Outlook Web Access (OWA) you will need to close all of your open browser windows.

It is important to log out of your email when you will no longer be at your PC for security and privacy.