Using Email in Office 365 Outlook Web Access (OWA)

**Viewing Email**

1. Log into Office 365 Outlook Web Access (OWA)
2. Click on the email you want to view
3. The email you selected will appear in the reading pane on the right
4. To view email located in different folders, use the left sidebar to navigate to your desired folder.

**Deleting Email**

1. Select the email you want to delete
2. If you want to delete multiple emails, use the checkboxes next to each email
3. Click the “Delete” button.

**Replying to or Forwarding Email**

1. Select the email you wish to reply to or forward
2. In the reading pane, click “Reply all”
3. You may select “Reply” or “Forward” by clicking on the dropdown arrow
   a. You may change your default reply setting by selecting from the “Change default” option.
      • Use “Reply” to send to just the sender of an email.
      • Use “Reply all” send to everyone included in the email.
4. Compose your email (see part d of this job aid) and send
Using Email in Office 365 Outlook Web Access (OWA) (Cont.)

Composing Email

1. In Office 365 Outlook Web Access (OWA), click “New” to open the compose pane.

2. Add recipients by typing an email address or first and last name in the “To” field. Typing a name will search the UW Global Address List (GAL). See below to add contacts from a contact list.
   
   You may also choose to “Cc” or Bcc” others in the same manner:
   
   a. Use “Cc” when you want to send a copy of an email publicly.
   b. Use “Bcc” when you want to send a copy of an email privately.

3. Add a Subject and compose your message.

4. You may use the toolbars to format text, add images to the body of the message, and add attachments.

5. Review your message and click Send.

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c. If you have contacts in a contact list that you would like to send to, access them by clicking on “To”, “Cc” or “Bcc”.

d. Add multiple contacts using “+”.

e. Expand the sidebar to navigate through your contact lists.

f. When finished, click “Save” to return to the compose pane.