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**OUTLOOK ON
THE WEB**

TEACHUCOMP, INC.

...it's all about you

OUTLOOK ON THE WEB

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INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp, Inc.'s Outlook on the Web course. This class introduces the student to Microsoft's Outlook on the Web, one of the most popular scheduling/e-mail programs available today. This class is designed to give the student knowledge of the e-mailing and scheduling capabilities of Outlook on the Web.

Outlook on the Web, a part Office 365, is a terrific program to learn. The skills that you learn in Outlook on the Web can save valuable time and money by automating, organizing and structuring the scheduling and management capabilities of your company.

With Outlook on the Web you can track appointments, schedule meetings, organize contacts and send and receive electronic mail. It is an online information management system that helps you organize and share information as well as communicate with others.

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CHAPTER 1-

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

1.1- INTRODUCTION TO OUTLOOK ON THE WEB

1.2- WHAT IS OUTLOOK ON THE WEB?

1.3- STARTING OUTLOOK ON THE WEB

1.4- THE OUTLOOK ON THE WEB ENVIRONMENT

1.5- SYSTEM REQUIREMENTS FOR OUTLOOK ON THE WEB

1.6- USING THE OUTLOOK ON THE WEB (LIGHT) VERSION

1.7- APPLYING A THEME

1.8- ADDING AND MANAGING ADD-INS

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

1.1- Introduction to Outlook on the Web:

Outlook on the Web is a part of the Microsoft Office 365 suite of programs. As one of the world's premiere email and calendar programs, being able to access Outlook on the Web from almost anywhere makes it even more powerful than before. Outlook on the Web allows you to send and receive email, create appointments in the "Calendar," manage your contacts in "People" and add "Tasks" to make your day-to-day life run smoothly.

Outlook on the Web works with all the major browsers: Chrome, Internet Explorer, Safari and Mozilla Firefox. Utilizing the Outlook on the Web (Light) version will allow you to use the application with older browsers and operating systems. However, much of the functionality of the application will be lost when used with older browsers or operating systems.

1.2- What is Outlook on the Web?:

Outlook on the Web is Microsoft's online version of the Outlook program. Office 365 is Microsoft's subscription based service that allows its associated Office programs to be run from virtually any device that can connect to the internet. Some subscriptions to Office 365 also come with the full desktop versions of the software included. Being able to connect through the internet means you are no longer tied to your desk to send an email, schedule appointments and keep track of your contacts.

With the advancement in broadband technologies, it is now easier to do more than ever on the internet. Having access to the cloud based features of Outlook on the Web, increases the convenience of email even more. Outlook on the Web contains many of the same features of the desktop version that has been in use for years. Both the Apple iOS and Android operating systems feature Outlook on the Web as an app that allows for even more freedom.

Outlook on the Web is used to host email on the Microsoft Exchange Servers. You can move an email address hosted on your personal website into Outlook on the Web. However, if you have an email address that ends with @outlook.com, @hotmail.com, @live.com, or @msn.com, you are using the free Outlook email service. You should login at www.outlook.com to access your email. You will not be able to use Outlook on the Web with email addresses ending in the formats listed above without creating a new email address.

1.3- Starting Outlook on the Web:

The first step to using Outlook on the Web is to choose a version of Office 365. Navigate your browser to **products.office.com** to choose a version of Office 365. **Note that there is NO "www." in front of the URL. The site will NOT open if you include "www." before the URL.** Click "For Business" and then click "See plans & pricing" to see the available options for Office 365. When you have signed up for the option that best suits your needs, you should be taken to the Office 365 page.

After you have created an account, the next time you want to access Outlook on the Web, direct your browser to **login.microsoftonline.com** to login and open the Office 365 main page. **Note that there is NO "www." in front of the login page address. The site will NOT open if you include "www." before the URL.** When you have logged in, click the "Mail" icon to open Outlook on the Web.

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

1.4- The Outlook on the Web Environment:

The Outlook on the Web environment has been designed to be easily accessible to everyone who uses it. The “Nav Bar” across the top of the page, contains icons to access some of the features available in Outlook on the Web.

Within the Nav Bar you will find the “App Launcher,” which appears as a nine dot grid at the top left of the screen, and will contain icons for all of the available Office 365 applications. You can click the App Launcher and then click any icon to be taken to that application within Office 365.

The Settings icon, displayed as a gear, will open up a list of options for you to control the settings of Outlook on the Web and other Office 365 settings. You will find the most commonly used settings at the top of the list. You can also scroll down the list to see settings for changing the “Theme” of Office 365, setting “Notifications” options, and links to access the setting menus for different parts of Office 365.

The “Help” icon, displayed as a question mark (?), allows you to access the “Help” menu. You can view the “Privacy” and “Legal” terms for Office 365 and Outlook on the Web and access the Microsoft Support “Community.” You will also be able to leave “Feedback” and access the “Suggestion Box” where you can give Microsoft suggestions for changes.

You can click on your Avatar or profile picture, at the far right corner of the Nav Bar, to see commands that will allow you to “Sign out” of Outlook on the Web, “Sign in to IM,” “Sign out of IM,” “Open another mailbox...” and also contains an “About Me” link. This section will also display your availability when signed into IM (instant messaging). The color of the icon displayed on the lower-right of the Avatar will reflect your availability.

You can also pin up to **three** App “shortcuts” on the Nav Bar. To pin a shortcut to the Nav Bar, you can click the “App launcher” and then click the “More” dots in the upper right-corner of an icon. Select “Pin to nav bar” and an icon for that App will be displayed to the left of the Skype for Business icon.

Any new “Notifications” will display a number on the bell icon to the left of the Settings icon. When new mail is received an alert tone will sound and a small popup box will momentarily appear below the Avatar, depending on your chosen notification settings.

You will also find the “Skype for Business” icon in the Nav Bar. You can click this button to launch Skype for Business and use Instant Messaging right from Outlook on the Web or access an online meeting.

The “Folders” section will contain the default folders for Outlook on the Web and any folders you have set as “Favorite.” You will use this section to access all of the folders that contain your messages.

The “Groups” section will display any groups you have created, are a member of, or have “Favorited.” This will allow you access to the conversations and files you are sharing with your Groups.

The “Inbox” pane will display the contents of the selected folder from the “Folders” section. Clicking any of the folders will display their contents in the “Inbox” pane.

The “Reading Pane,” found to the right of the “Inbox” pane, will display the body of an email that is selected in the “Inbox” area.

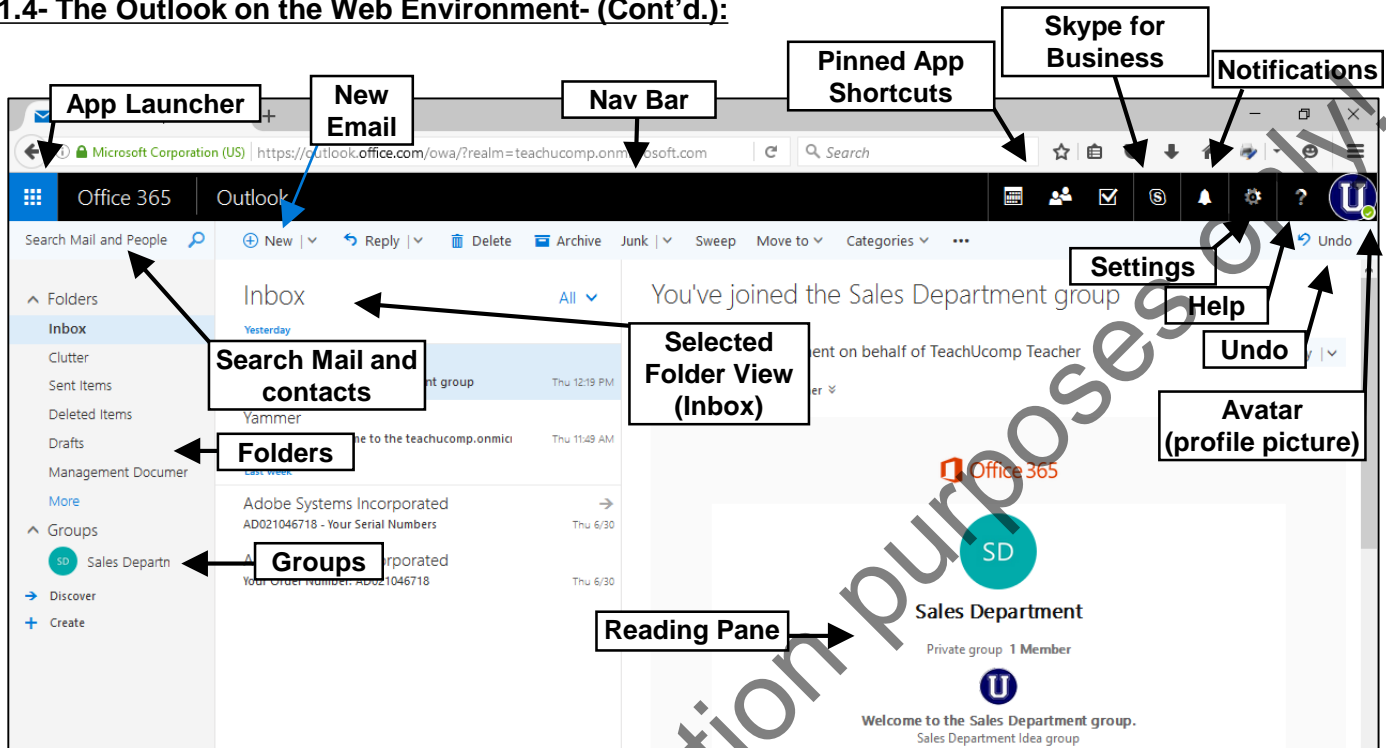
Above the “Inbox” pane, you will see the commands that are available to you to work with the selected email(s) in the “Inbox” pane. You can click the “+ New” link to start a new outgoing email message.

You can search your emails and contacts by entering your search term in the “Search Mail and People” search box, directly above the “Folders” section. Start typing to see a list of suggestions that match what you have typed. If you see what you are searching for, you can simply click a suggestion to search your mail and contacts. If you don’t see what you are looking for, you can click the “Enter” key on your keyboard or the magnifying glass icon to start a full search.

The screenshot on the following page shows you what the Outlook on the Web application looks like. You may have a slightly different view depending on the size of your monitor or the “Zoom” settings on your web browser.

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

1.4- The Outlook on the Web Environment- (Cont'd.):



1.5- System Requirements for Outlook on the Web:

Outlook on the Web is designed to run best in the most up to date web browsers: Internet Explorer, Safari, Chrome and Firefox. You should always keep your web browsers current with updates to ensure a smooth and secure web browsing experience. However, there are minimum system requirements that should be met to allow the program to run properly.

While Outlook on the Web and Office 365 may run on older browsers than listed, the older the browser the less functionality the App will have. It is not recommended to attempt to run Outlook on the Web with browsers older than listed in the following table, you may run into problems sending and receiving email.

You should always strive to keep your operating system and web browsers updated to the latest available software.

The table on the following page contains the suggested minimum system requirements when trying to run Outlook on the Web or Office 365.

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

1.5- System Requirements for Outlook on the Web- (Cont'd.):

Minimum System Requirements for Outlook on the Web and Office 365	
Component	Requirement
Computer and processor	PC: 1 gigahertz or faster x86-bit or x64-bit processor with SSE2 Mac: Intel processor
Memory	PC: 1GB RAM (32-bit); 2GB RAM (64-bit) Mac: 1GB RAM
Hard disk	PC: 3.0GB of available space Mac: 2.5GB HRS+ hard disk format
Display	PC: 1024 x 768 screen resolution Mac: 1280 x 800 screen resolution
Graphics	Graphics hardware acceleration requires a DirectX10 graphics card
Operating System	PC: Windows 7, Windows 8, Windows Server 2008 R2 or Windows Server 2012 Mac: Mac OS X 10.6 or later
Web Browsers	The current or immediately previous version of Internet Explorer, at least Internet Explorer 9. The current or immediately previous version of Firefox, at least Firefox 12. The latest version of Safari, at least Safari 5. The latest version of Chrome, at least Chrome 18.
Mobile Devices	Office for iPad requires iOS 7.0 or higher. Office for iPhone require iOS 6.0 or higher. Office for Android tablet requires Android KitKat 4.4 with a minimum 7 inch screen and an ARM-based processor. Office for Android phones requires an Android OS 4.0 or higher.
The information contained in this table was taken from support.office.com .	

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

1.6- Using the Outlook on the Web (Light) Version:

The “Light” version of Outlook on the Web is designed to be used with older web browsers that are no longer supported in the “Full” version of the App, used over slow internet connections, and for users that may have accessibility needs that can be met with a simpler interface.

To activate the “Light” version of Outlook on the Web, you can first click the Settings icon. The Settings icon is displayed as a gear on the upper-right side of Outlook on the Web page in the “Nav Bar.” Scroll down the list to the “My app settings” section and click “Mail.” The “Options” screen will open. You can click the arrow next to the “General” title in the list on the left-side of the screen to expand that section. Under “General,” click the “Light version” link.

The options will be displayed in the main pane of the page. You can check the “Use the light version of Outlook” checkbox to enable the “Light” version. You can then click “Save” to save the changes you made. After changing the settings, you can click “Options” to be returned to the Outlook on the Web page. Note that you may need to click the Settings icon again to close the menu list.

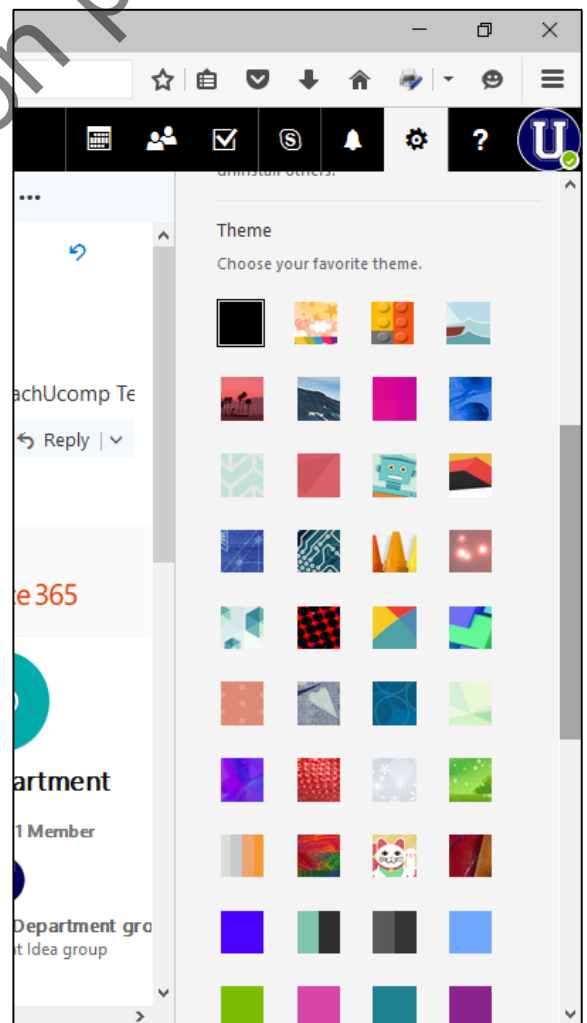
Also note that you must sign out and sign back in to Outlook on the Web to have the “Light” version of Outlook properly activate.

1.7- Applying a Theme:

You can change the look of Outlook on the Web by applying or changing a theme. This will change the colors displayed on the page. Click the Settings icon and, if necessary, scroll down until you see “Theme.” You can then click “Theme” to open the swatch pane. Here you can choose the color or pattern scheme to use for Outlook on the Web. You can also change the theme by clicking the “Mail” link at the bottom of the Settings menu list. You can then click the “General” heading to open that list of options. Click “Change Theme” to view the available swatches.

You can choose a theme, in either area, by simply clicking on the swatch that contains the color or pattern you want to apply. When you click on a color or pattern swatch, the changes will be applied without closing the selection pane. This allows you to see the changes before you commit to them. When you have completed your selection, you can click “Save” to save the changes you made. As you can see to the right, the list in the Settings menu is long. You may need to scroll down to see the “Save” and “Cancel” buttons. You can click “Cancel” to revert to the original theme displayed, before you made any changes.

You can also change the theme using the “Office 365” link within the Settings icon. Any changes made to the theme through “Office 365” will override the theme set within Outlook on the Web or any individual app.



GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

1.8- Adding and Managing Add-ins:

Outlook on the Web has many “Add-ins” available that can help you have a more efficient work environment. “Add-ins” are small program that are attached to Outlook on the Web or Office 365 and run concurrently with the main program.

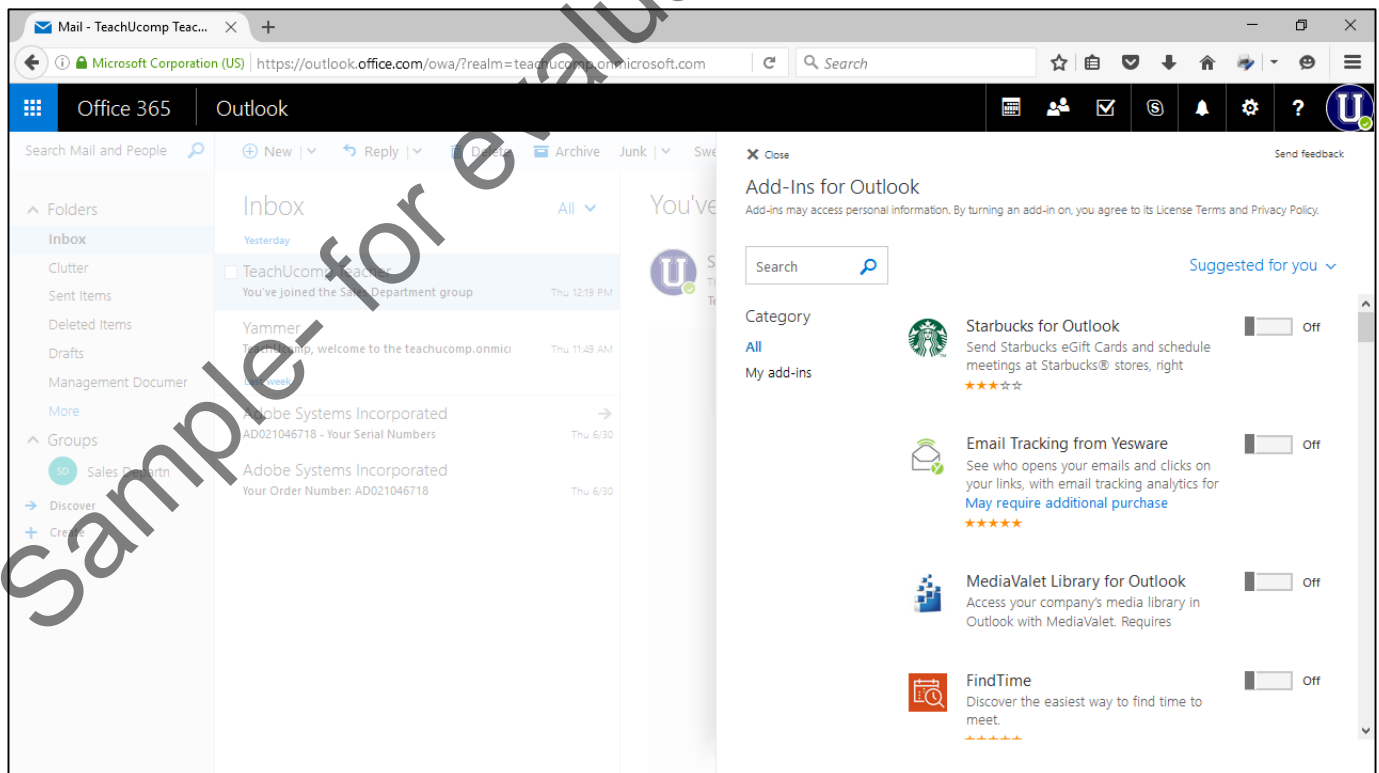
To add or manage the “Add-ins” for Outlook on the Web, you can first click the Settings icon in the Nav Bar. You will see a “Manage add-ins” link in the top section of the Settings menu list. Click this link to open the “Add-Ins for Outlook” pane. The “Suggested for you” option is chosen by default in the dropdown at the top of the “Add-ins” list. Click this dropdown to choose to display the “Add-ins” by “Rating” or “Name” instead.

The “Category” list along the left side of the pane contains two options “All” and “My add-ins.” With “All” selected you will see all the available “Add-ins” listed to the right. With “My add-ins” selected, you will only see the “Add-ins” you have turned on or installed.

You can search for a specific “Add-in” by entering the name into the “Search” text field and clicking the magnifying glass icon or pressing the “Enter” key on your keyboard. Any “Add-ins” that match your search term will be displayed. To view all available “Add-ins” again, you can simply erase the search term from the text field.

To activate an “Add-in,” you can scroll through the list and then click the “On/Off” toggle button or click the “Get it” button.

Generally, an “Add-in” with just an “On/Off” toggle button will be a free application. If there may be additional charges for the use of the “Add-in,” you should see a “May require additional purchase” warning below the description of the “Add-in.” Most “Add-ins” with a “Get it” button require a purchase before use. Simply follow the onscreen instructions to install a paid “Add-in.”



ACTIONS-

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

STARTING OUTLOOK ON THE WEB:

1. **To choose a version of Office 365**, open your browser and navigate to **products.office.com**.
2. Click "For business."
3. Click "See plans & Pricing."
4. Choose a version of Office 365 and follow the on-screen instructions to create your account.
5. **To login to Office 365**, navigate to **login.microsoftonline.com**.
6. Sign in to Office 365.
7. **To open Outlook on the Web**, click the "Mail" icon.

THE OUTLOOK ON THE WEB ENVIRONMENT:

1. The Nav Bar spans the top of the screen and contains, from left to right, the "App Launcher," any pinned Apps, Skype for Business, notifications, the Settings icon, the "Help" icon and your "Avatar."
2. **To switch between Apps**, click the "App Launcher," the nine dot grid in the top left corner of the screen and choose an App from the list.
3. **To access any pinned Apps**, click their icons.
4. **To access Skype for Business and use Instant Messaging**, click the "Skype for Business" icon.
5. **To display new emails in a small pane**, click the notifications icon.
6. **To open the settings for Outlook on the Web and Office 365**, click the Settings icon.
7. **To access the Help menu and Help search function**, click the "Help" icon.
8. **To "Sign out" of Outlook on the Web, "Sign in to IM," "Sign out of IM," "Open another Mailbox" and view your "About Me" page**, click your "Avatar".
9. **To create a new email message**, click "+ New."
10. **To search your email and contacts**, enter a search term into the "Search Mail and People."
11. The "Folders" section contains folders for storing email messages.
12. The "Groups" section contains any groups you are a member of.
13. The "Inbox" pane displays the contents of the selected folder.
14. The "Reading" pane displays the full email message selected in the "Inbox" pane.

USING THE OUTLOOK ON THE WEB (LIGHT) VERSION:

1. **To enable the Outlook on the Web (Light) Version**, click the Settings icon and choose "Mail."
2. Click "General" to expand the section and choose "Light version."
3. Check the "Use the light version of Outlook on the Web" checkbox.
4. Click "Save."
5. Sign out of Office 365 and then sign back in.
6. Outlook on the Web will now function with slow internet connections and for users with accessibility needs. This version also supports older browsers that the full version of the App no longer supports.

ACTIONS-

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

APPLYING A THEME:

1. **To change the theme of Outlook on the Web**, click the Settings icon.
2. Click "Theme" to open the swatch pane.
3. Click a swatch to preview it without applying it.
4. Click "Save" after you have chosen a new theme to apply it to the App.
5. You can also choose "Mail" from the Settings icon.
6. Under "General," click "Change theme."
7. Choose a swatch and click "Save" to apply the changes to the App.
8. You can also choose the "Office 365" in the Settings icon to change the theme.
9. Under "Office 365," click "Theme" and choose a swatch.
10. Click "Save" at the bottom of the pane to apply the new theme.
11. **NOTE that any changes to the theme under "Office 365" will override any settings applied to a single App.**

ADDING AND MANAGING ADD-INS:

1. **To add or manage the "Add-ins" for Outlook on the Web**, first click the Settings icon in the Nav Bar.
2. Click the "Manage add-ins" link to open the "Add-Ins for Outlook" pane.
3. **To change the display of "Add-ins" from "Suggested for you,"** click the "Suggested for you" dropdown and choose "Rating" or "Name."
4. **To switch the view of "Add-ins,"** click "All" or "My add-ins" along the left side of the pane. "All" will display all available add-ins. "My add-ins" will display only the add-ins you are using.
5. **To search for a specific "Add-in,"** enter a term in to the "Search" field and click the magnifying glass icon or press the "Enter" key on your keyboard.
6. **To view all "Add-ins" again,** clear the "Search" field.
7. **To activate an "Add-in,"** click the "On/Off" toggle button or click the "Get it" button.
8. An "Add-in" with an "On/Off" toggle button is generally free. You may see a "May require additional purchase" warning below the description if there may be additional charges.
9. Most "Add-ins" with a "Get it" button will require you to purchase the "Add-in" before it will function. Simply follow the onscreen instructions to install a paid "Add-in."

EXERCISES-

GETTING ACQUAINTED WITH OUTLOOK ON THE WEB

Purpose:

1. To be able to find and use the basic objects in Outlook on the Web.
-

Exercises:

1. Direct you web browser to login.microsoftonline.com.
2. Enter your login and password.
3. Click "Sign in."
4. Click the "Mail" icon.
5. Click the Settings icon to view the settings menu.
6. Click the "Help" icon to view the help menu.
7. Click the "App Launcher" to view the available Apps.
8. Click your "Avatar" and click "Sign Out."