Office 365 OWA at Yale Law School Email

Outlook Web Access lets you use any Web browser to access your mailbox from any computer that has an Internet connection. You can use it to read and send email messages, organize contacts, create tasks and manage your calendar.

Signing in to your Office 365 account

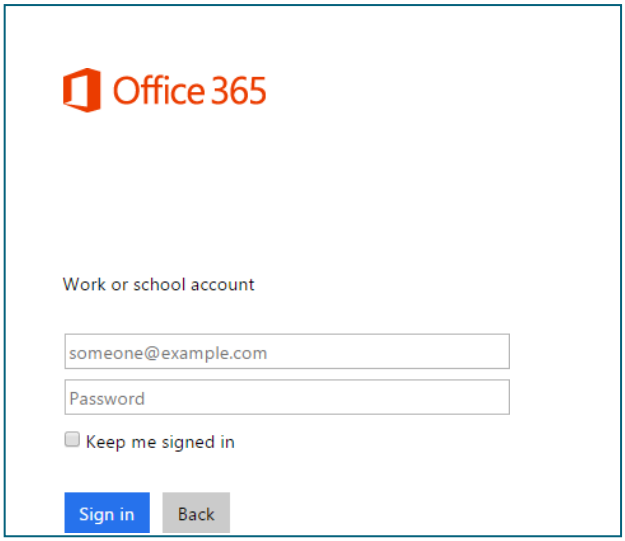
You can sign into your Office 365 account via:

https://outlook.office365.com or

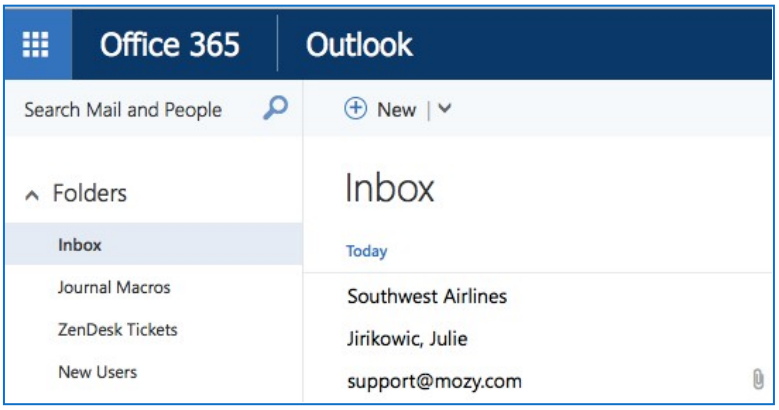
https://Outlook.com/yale.edu

Your Microsoft Office365 User ID is your full email address, e.g. first.last@yale.edu.

The first time you log into Microsoft Office 365 you will be prompted to select your preferred language, time zone, and accept the Microsoft Office 365 Acceptable Use Policy (AUP) and Terms of Use (TOU) agreements.



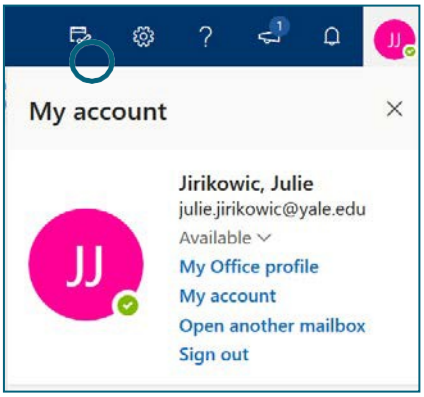
The Outlook 365 home page will look something like this. You will have your folder list on the left side and the list of messages just to the right, much like your Outlook desktop application.



The top menu bar looks like this:

Profile

Click the initials icon at the far right of the screen.

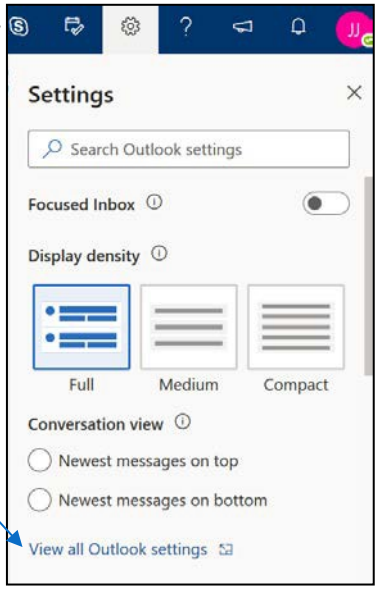


A drop-down menu is displayed, allowing you to:

1. Access your Office Profile
2. Change account settings and security
3. Open an additional mailbox if the proper permissions are in place.

Settings

Clicking on the gear button will bring you to your mail settings. This is where you may set your Automatic Replies (Out of Office message), among other less common actions. You'll need to click on View all Outlook settings to see most useful settings.

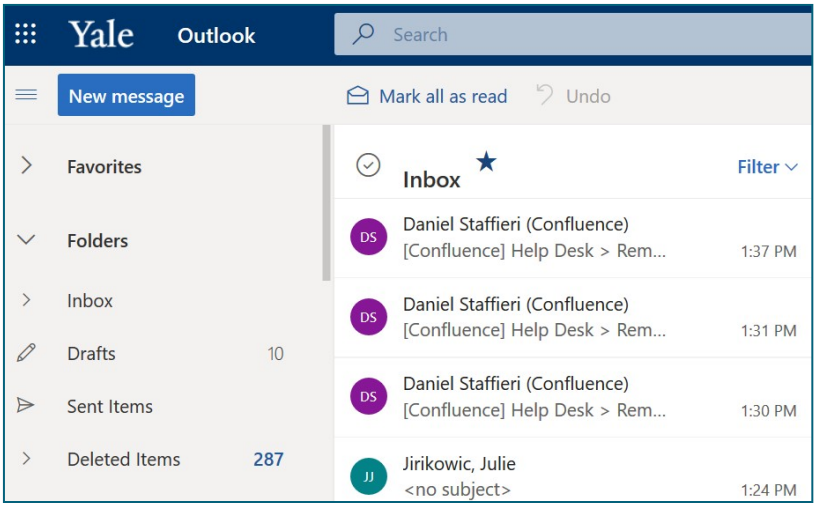


The Mail Area

Folder list

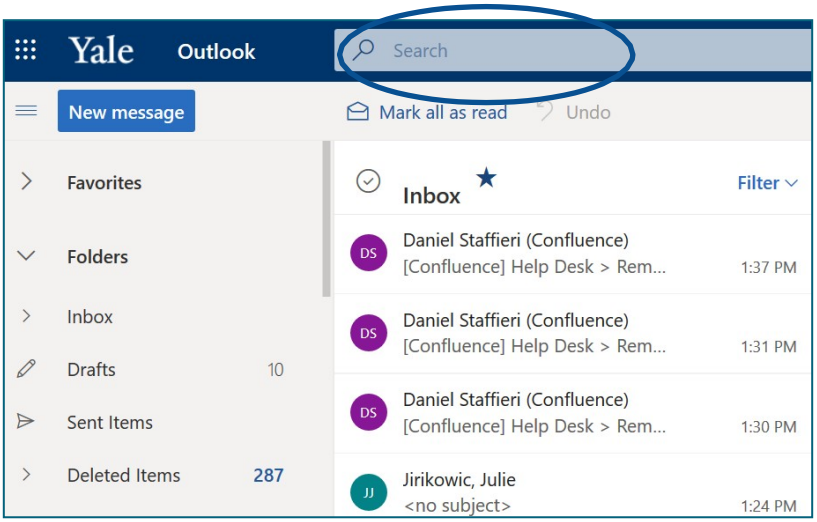
This shows the folders in your mailbox and other folders such as favorites and archive folders.

To expand and collapse a folder, click its triangle icon.

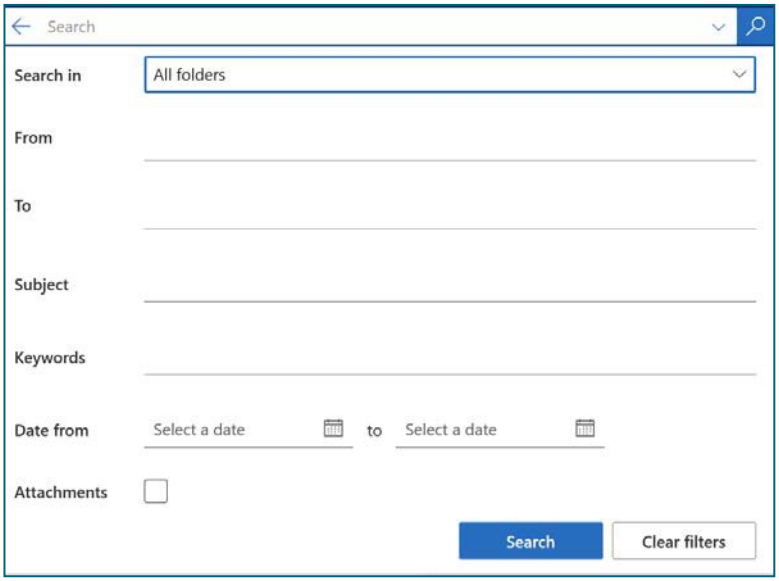


Search box

To search your e-mails, use the Search box at the top of the center pane. Type in the word, name or phrase that you want to find and click the magnifying glass icon.



When you are using the search box, various options for refining your search are displayed by clicking the drop down on the right.



Message list

This lists each message in the current folder, showing the sender, the subject (title), and the first line of the message. Each entry in the list view has additional information, such as how many unread messages there are in a conversation, and icons to show if there's an attachment, flag, or category associated with any messages in the conversation. By default **All** the messages are sorted by **Conversations** and by **Date**.

Creating a new message

Click **New Message** above the message list to create a new message.

Checking, reading and replying to your mail

To check your email:

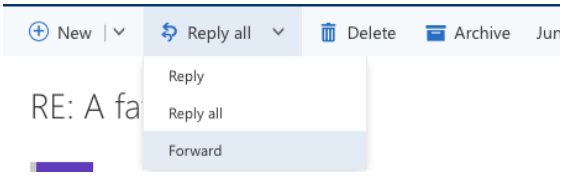
Your mail arrives automatically into your inbox. You can also refresh the screen at any time to check for new messages, by pressing **F5** on your keyboard.

To read a message:

Click on a message in the list to display it in the reading pane.

To reply to or forward a message:

1. In the reading pane or message window, click the response option you want, Reply, Reply All, or Forward.
2. Add any additional recipients.
3. Enter the content of your message.
4. When you have finished, click SEND.



The ••• ('More items') menu in the reading pane gives you access to further options for dealing with messages.

Creating and using mailbox folders

It is useful to create folders in your mail area, to help you organize and search for messages.

The left-hand pane displays all the folders to which you have access. When you select a folder, items from that folder are displayed in the center pane and reading pane. If you see More at the bottom of your folder list you will need to click it to see all of your folders and create any new ones.

Create a Sub-Folder

Right-click the folder that will contain the new folder. (To create a new top-level folder, you would right-click your name at the top of the list.)

1. Choose Create **new folder**
2. In the blank field, type the name of the new folder.
3. Press Enter to save your changes.

A right-click on a folder will give you other useful options for managing and quickly finding your folders, including:

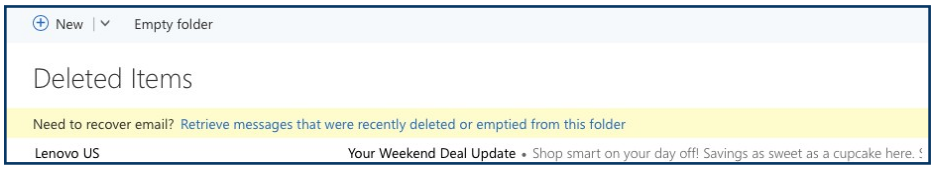
Recovering deleted e-mails and folders

When you delete a message, it is first moved to the 'Deleted Items' folder. Either you can let messages stay there, or you can set Outlook Web App to empty your Deleted Items folder automatically when you sign out.

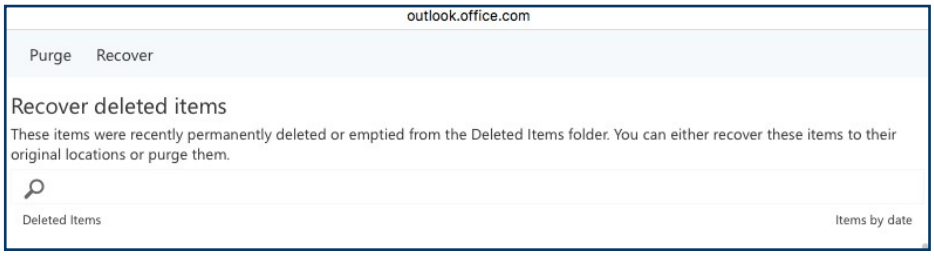
To recover messages or folders already removed from the Deleted Items folder:

If the item you want to recover is no longer in the 'Deleted Items' folder, you may still be able to recover it.

1. Open the 'Deleted Items' folder.
2. Click **Retrieve messages that were recently deleted or emptied from this folder**.



3. From this window you will see a list of deleted items you can check, or you can search for specific items.
4. Once you have selected items you can recover them to their original locations by clicking **Recover** or permanently delete them by clicking **Purge**.



NOTE: You may need to disable your pop-up blocker to use this feature

The Central IT administrator controls the length of time for which an item is recoverable.

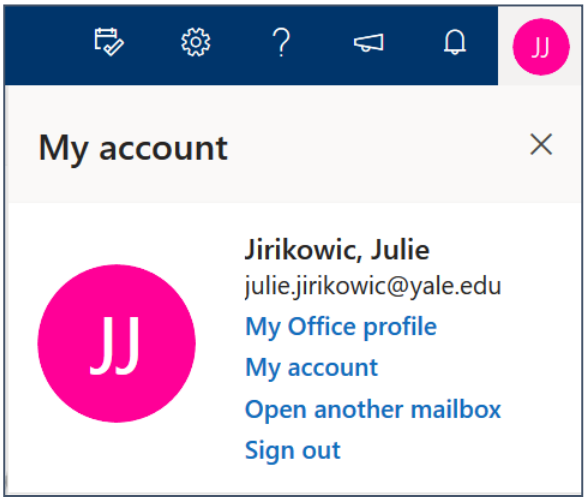
Opening a Shared Mailbox in OWA

There are three ways to view a shared mailbox in OWA. Two will open the mailbox in a new browser window; the third will open it in the folder list.

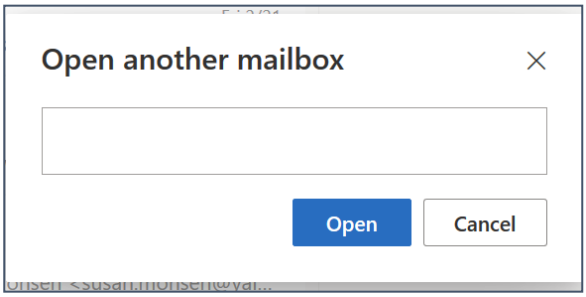
Open the shared account in a new browser window

I. Open the account directly
   a. Log into the account using the account name. For example: https://outlook.office365.com/mail/**shared_account_name@yale.edu/** where shared_account_name@yale.edu is the email address of your shared account.
   b. Log in using your email address and password

II. Open the account from within your OWA account
   a. Log into your OWA account.
   b. Click on your initials in the far right corner.



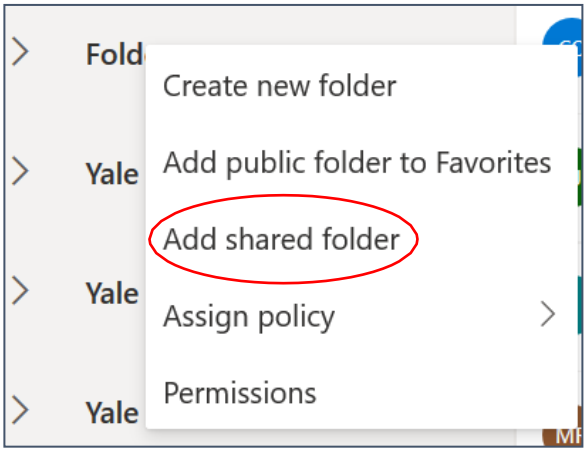
   c. Click on **Open another mailbox.**
   d. Start typing the mailbox name. Choices will pop up.
   e. Choose the account and click open. The shared account will open in a new browser tab.



Add the shared folder to your folder list on the left side.

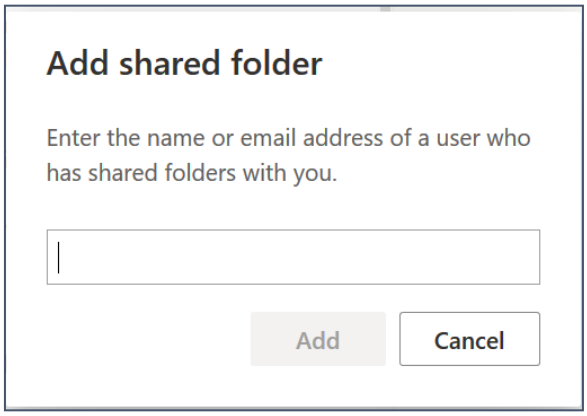
a. Log in to your mailbox using OWA.

b. At the left, right-click your name or the top level folder in the folder list, and select **Add shared folder**.



c. Start typing the mailbox name. Choices will pop up.

d. Once located, click **Add** and the folder will appear in your folder list.



Calendar

Signing in to your Office 365 account

You can sign into your Office 365 account via:

https://outlook.office365.com or https://Outlook.com/yale.edu

Open your Calendar

Click on the Calendar icon in the bottom left corner to switch into the **Calendar** App.

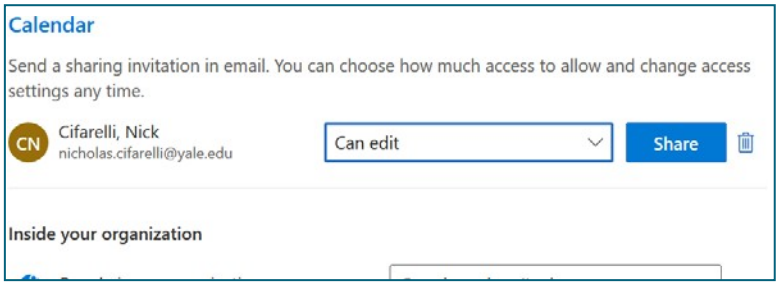
Change Views

You can view your calendar in four different ways by selecting the view in the upper right corner.

Sharing your Calendar

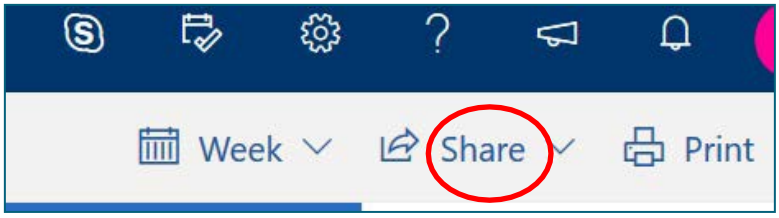
Set Permissions

1. Right click on the calendar you want to share
2. Pick the desired read permissions. You can share from here.



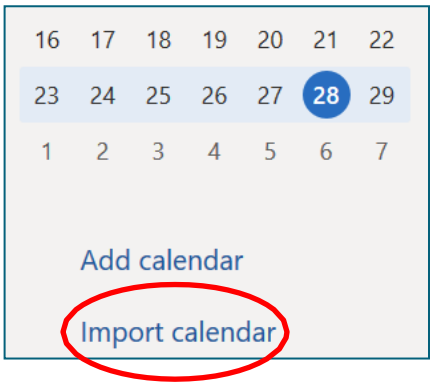
Send Sharing Invitation

1. Click on Share
2. Pick the calendar you want to Share.
3. Input the sharing levels and the email addresses for the people you want to share this calendar.



Open a Different Users Calendar

If you have been given permission, you can open a calendar without an email invitation.



1. Click on **Import calendar**

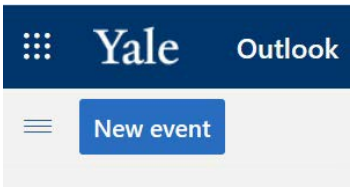
2. Select **From Directory** (you may have to scroll down to see it).

3. Input the name of the person whose calendar you need to see.

You can also add a new local calendar or internet calendar (like google) from **From file** or **From Web**.

Create Meetings and Appointments

1. Click on **New Event** in the upper left of your screen.
2. Fill in the details.



Contacts

Signing in to your Office 365 account

You can sign into your Office 365 account via:
https://outlook.office365.com or https://
Outlook.com/yale.edu

Open your Contacts

Click on the people icon in the bottom left corner corner to switch into the **People** App.

The People area is where you can access your stored personal contacts and view any directories/distribution/address lists that have been set up for your establishment.

Create a new contact

1. Click New Contact to create a new contact.
2. Input the information you want to include on your contact card.
3. Click Save or Cancel to exit.

Editing a contact

1. Find and select the contact that you want to edit. To edit their information, click the Edit button on the top command bar.
2. Make any changes that you want, and then click Save to save your changes (or Cancel to cancel).

Creating and using contact groups

NOTE: Currently the Yale Mail Administrator has turned off the ability to create groups in OWA.