1. Navigate to **office.com**.

2. Click **Sign in**.

3. Use your Organization email and password to sign in.

4. From the list of applications that appears on the left-hand side of the Office landing page, click the **Outlook** icon.
1. Click the **Settings Icon** in the top right of your Outlook web app.

2. The **Quick Settings Menu** will open, showing a handful of customization options, such as:
   1. Themes
   2. Dark Mode
   3. Focused Inbox
   4. Desktop Notifications
   5. Display Density
   6. Conversation View
   7. Reading Pane

3. If you are looking for a specific setting, you may use the **Search Outlook Settings** search bar at the top.

4. You can also click **View all Outlook Settings**, to display all settings in a separate window.
Setting Up an Email Signature in Outlook on the Web

1. Click the **Settings Icon** in the top right of your Outlook web app.

2. Click on **View all Outlook Settings** located at the very bottom of the **Quick Settings Menu**.

3. When the Full Settings Menu opens, click **Mail**, then click **Compose and reply**.

4. If you have previously created a signature, it will display in the text box area.

5. To create a new signature, click **+ New Signature**.

   - **Name your Signature**

   - **Create your Signature**

   - **Click Save** in the bottom right of the Compose and Reply Window.

   - **Next you can select the default settings for your signature.**

     - **Select default signatures**

     - **For New Messages**: CI Signature

     - **For Replies/Forwards**: (No signature)

   - **Once complete, click the X in the top right corner of the Compose and Reply Window.**
1. Click the **Mail Icon** in the left navigation pane.

2. Click **New Message** in the top left corner of your Email Window.

3. A New Message pane will open to the right of your inbox.

4. Clicking the **Three-dot Ellipsis** in the top toolbar will show additional options.

5. To pop your email out into a separate window, click the **pop-out icon** directly above the Bcc icon.

6. To display the **Bcc line**, click **Bcc** to the far right of the To Field.

7. Once email is ready to send, click **Send**.
   
   - To send your email later, click the **down arrow** within the send button and click **Send Later**.
   
   - The **Send this Email Later** Dialog box will open with suggested times.
   
   - To send at a time of your choosing, click **Custom Time**.
   
   - Enter the desired date and time.

   - Once complete, click **Send**.
Managing Contacts in Outlook on the Web

To begin managing your contacts, click the **Contacts Icon** found in left pane.

### Create a Contact

1. Click **New Contact** in the top left of your Contacts Window.

2. The **Add Contact** Dialog Box will open, allowing you to enter the first and in the details of your new contact.

3. Click **+ Add more** at the bottom of your contact card, to add additional information.

4. Once complete, click **Create**

### Edit a Contact

1. Select the contact you’d like to edit.

2. Click **Edit** in the top toolbar, and the contact card will open.

3. Make desired changes, or add more information by clicking **+ Add more** at the bottom of your contact card
   - If the contact is within your organization, some information cannot be edited.

4. Once complete, click **Save**

### Delete a Contact

1. Select the contact you’d like to delete.

2. Click **Delete** in the top toolbar.

3. When the confirmation box opens, click **Delete**.
A contact list is a collection of email addresses and is useful for sending email to a group of people. Contact lists are sometimes referred to as distribution lists.

### Creating a Contact List

1. In the Contacts Window, click the **down arrow** next to **New Contact**, then select **New Contact List**.
2. Enter a name for your contact list.
3. Begin adding a names or email addresses, then click **Add** for each individual.
4. If desired, add a **Description** for your contact list.
5. Once complete, click **Create**.

### Editing a Contact List

**Method 1:**

1. In the Contacts Window, click **Your Contact Lists** in the left navigation pane.
2. In the far left of the Contact List, click **Edit**.
3. In the **Edit Contact List** dialog box, you can delete individuals by clicking the **X** to the right of their name.
4. You can add an individual by searching for them in the **Add Email Addresses** text box.
5. Once all edits are made, click **Save**.

**Method 2:**

1. In your Contacts Window, select the contacts you wish to add to your list.
2. On the top toolbar, click **Add to List**.
   - Click the **plus sign (+)** next to the contact list you want to add your selected contacts to.
   - or -
   - Select **New Contact List** to add your selected contacts to a new list.
3. Click outside the pane to close it when you are done.
Board View in Outlook on the Web

To help better manage important tasks and events, the Outlook calendar has Board View where you can organize everything in one place – calendars, tasks lists, sticky notes, links, goals and reminders.

**Board View**

1. Navigate to outlook.office.com/mail/

2. Open the calendar and select the views menu in the top right. This may appear as Day, Week, Work week or Month.

3. Select Board to launch the Default or use the arrow to create a New board.
   - Assign a name when creating a new board, then click Create
   - This new board will now be an available selection from the views menu

**Add to Board**

There are two ways to add items to the board view.

1. Click Add to board in the upper left corner.
   - Click Show all to view the entire menu of items to add to the board.

2. Right click an email message, note, task or event in Outlook, and select Add to board.