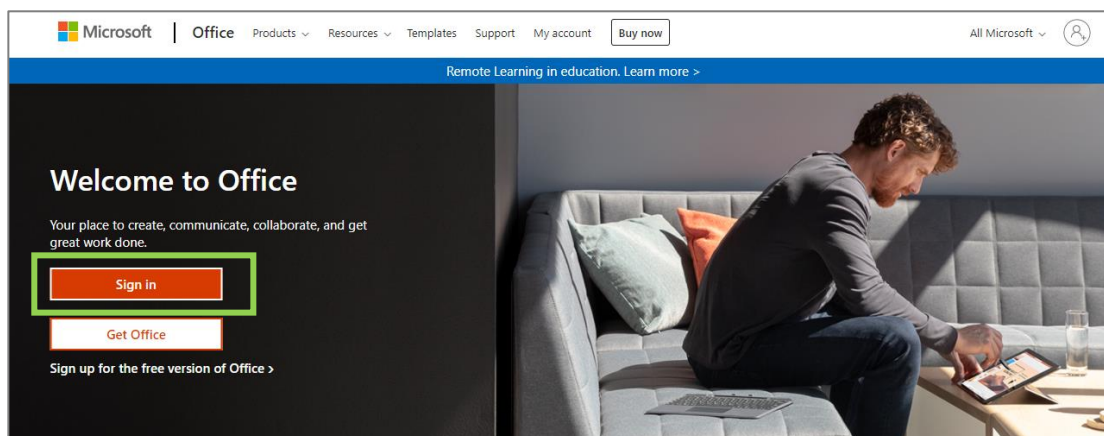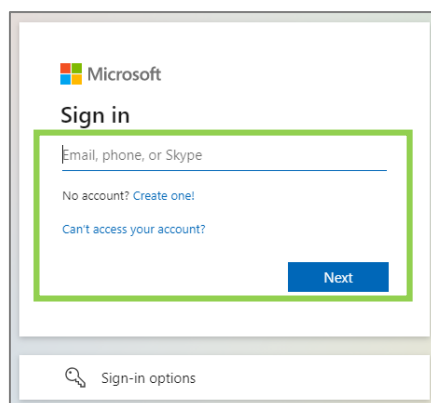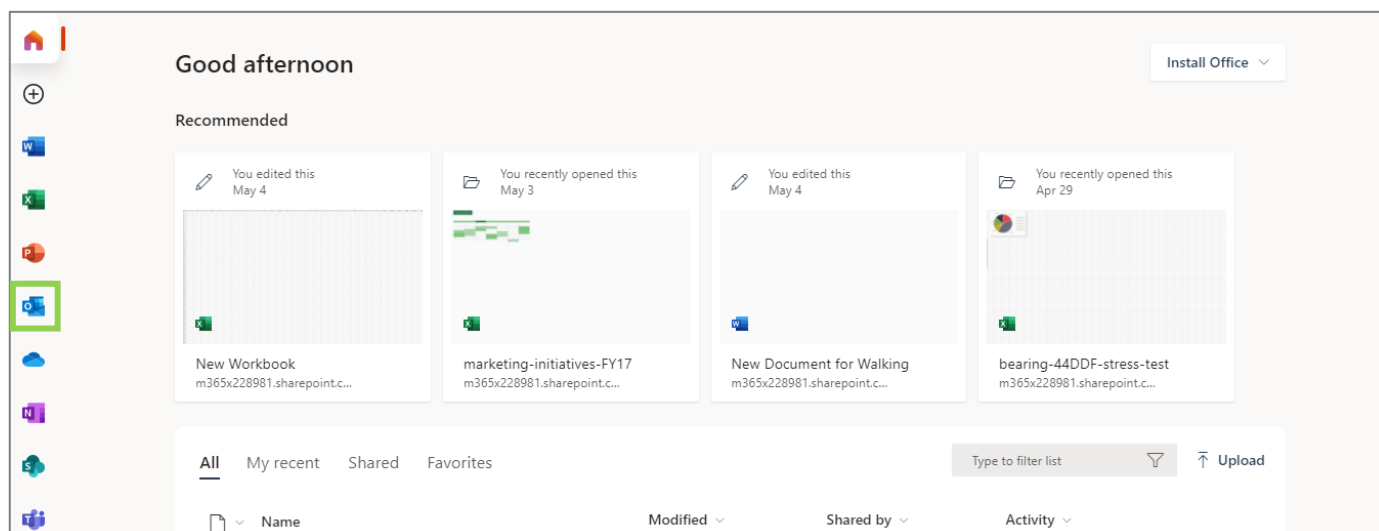# Log in to Outlook on the Web

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.

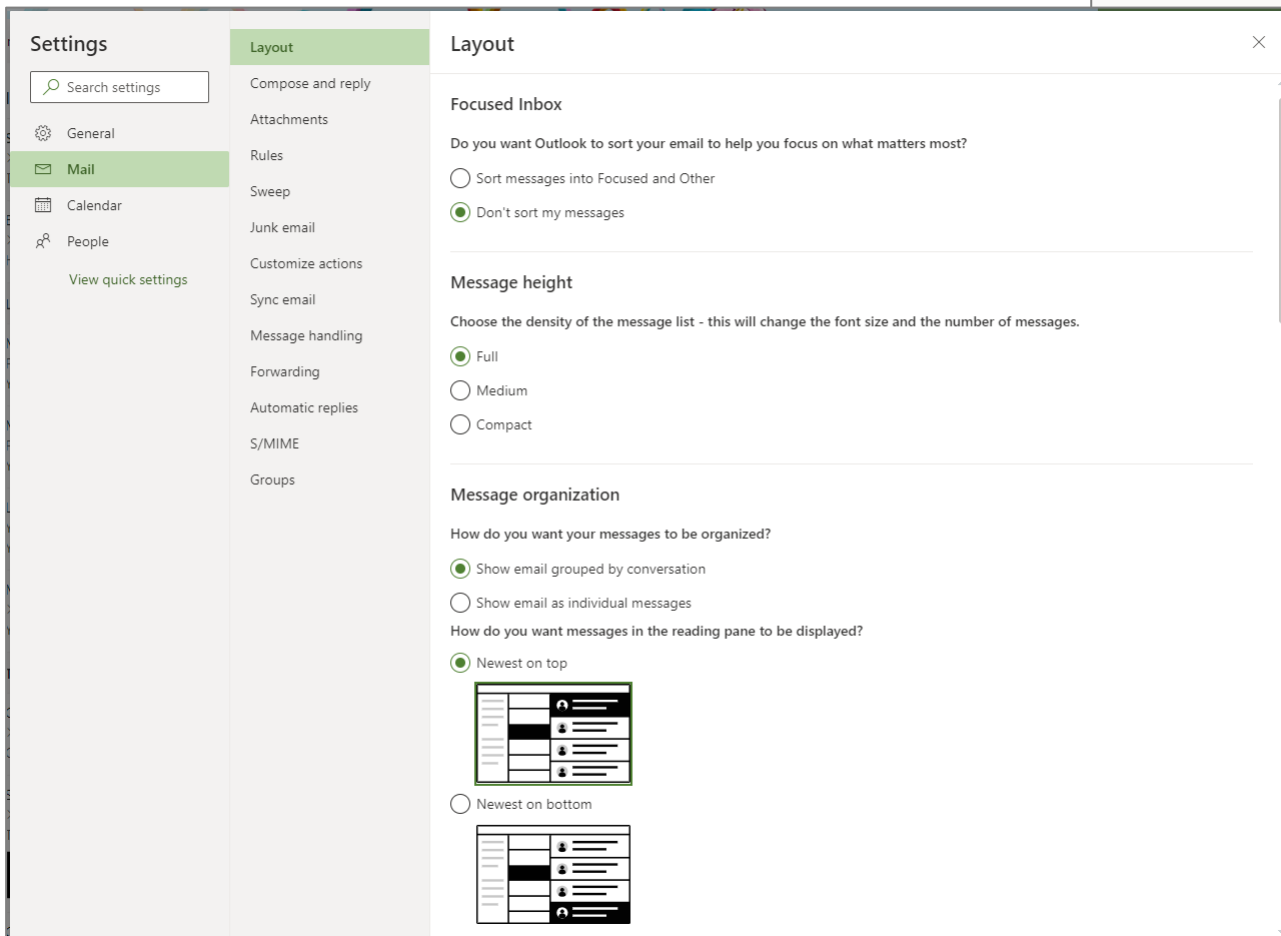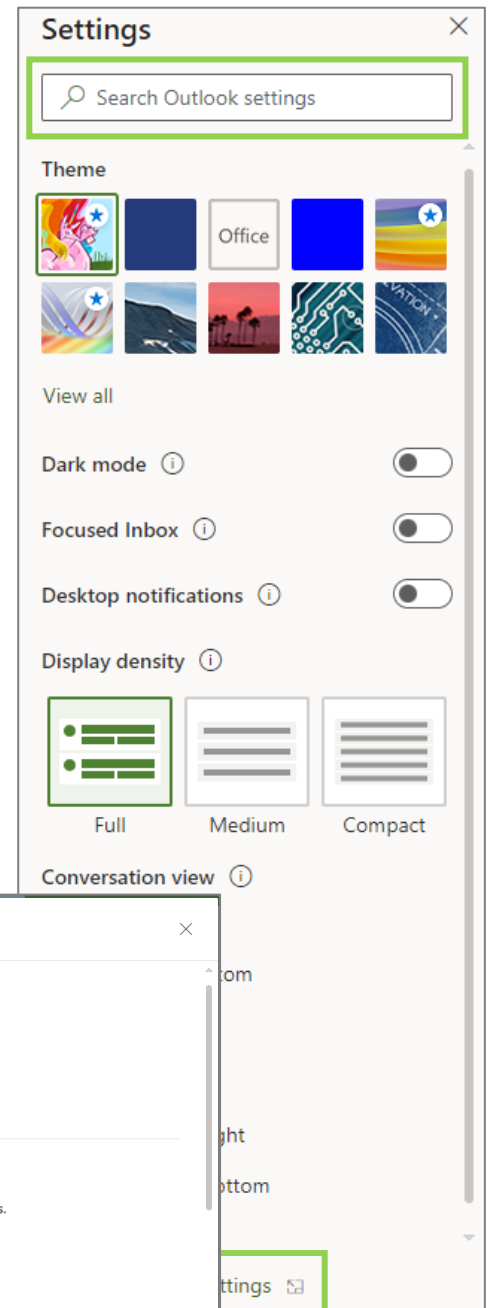# Settings in Outlook on the Web

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:

    2. Themes
    3. Dark Mode
    4. Focused Inbox
    5. Desktop Notifications
    6. Display Density
    7. Conversation View
    8. 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.

Settings

Search Outlook settings

Theme

View all

Dark mode

Focused Inbox

Desktop notifications

Display density

Full   Medium   Compact

Conversation view

Settings

Search settings

- General
- Mail
- Calendar
- People

View quick settings

| Layout |
| Compose and reply |
| Attachments |
| Rules |
| Sweep |
| Junk email |
| Customize actions |
| Sync email |
| Message handling |
| Forwarding |
| Automatic replies |
| S/MIME |
| Groups |

Layout

Focused Inbox

Do you want Outlook to sort your email to help you focus on what matters most?

○ Sort messages into Focused and Other
● Don't sort my messages

Message height

Choose the density of the message list - this will change the font size and the number of messages.

● Full
○ Medium
○ Compact

Message organization

How do you want your messages to be organized?

● Show email grouped by conversation
○ Show email as individual messages

How do you want messages in the reading pane to be displayed?

● Newest on top

○ Newest on bottom

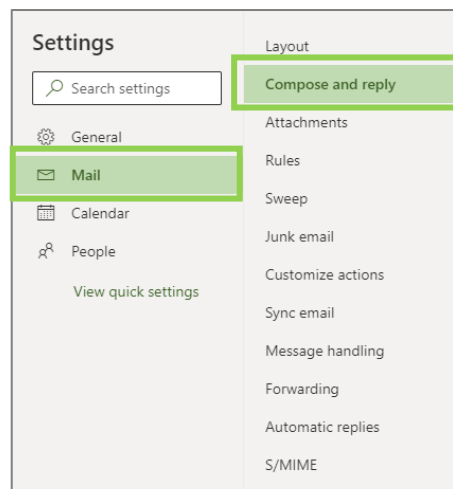# Setting Up an Email Signature in Outlook on the Web

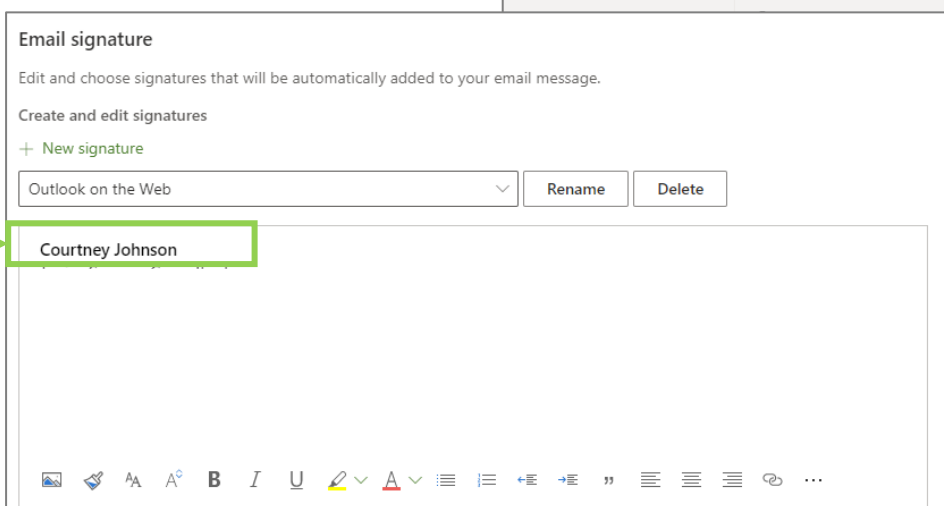1. Click the **Settings Icon** in the top right of your Outlook web app. ⚙️

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

   View all Outlook settings

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.

Settings

- Search settings
- ⚙️ General
- ✉️ Mail
- 📅 Calendar
- 👥 People

  View quick settings

Layout
Compose and reply
Attachments
Rules
Sweep
Junk email
Customize actions
Sync email
Message handling
Forwarding
Automatic replies
S/MIME

Email signature

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

| Outlook on the Web | ∨ | Rename | Delete |

Courtney Johnson

🖼️ 🖌️ AA A° **B** *I* U ✏️∨ A∨ ☰ ☷ ⊞ ⊟ " ☰ ☰ ☰ 🔗 …

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

   + New signature

   - Name you Signature

     Edit signature name

   - Create your Signature

     🖼️ 🖌️ AA A° B I U ✏️∨ A∨ ☰ ☷ ⊞ ⊟ " ☰ ☰ ☰ 🔗 …

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

     | Save | Discard |

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

     Select default signatures

     For New Messages: CJ Signature ∨

     For Replies/Forwards: (No signature) ∨
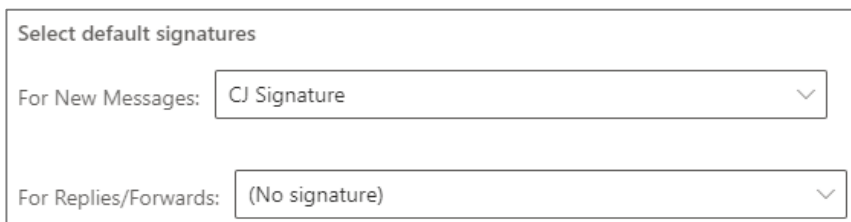
   - Once complete, click the X in the top right corner of the Compose and Reply Window. ✕

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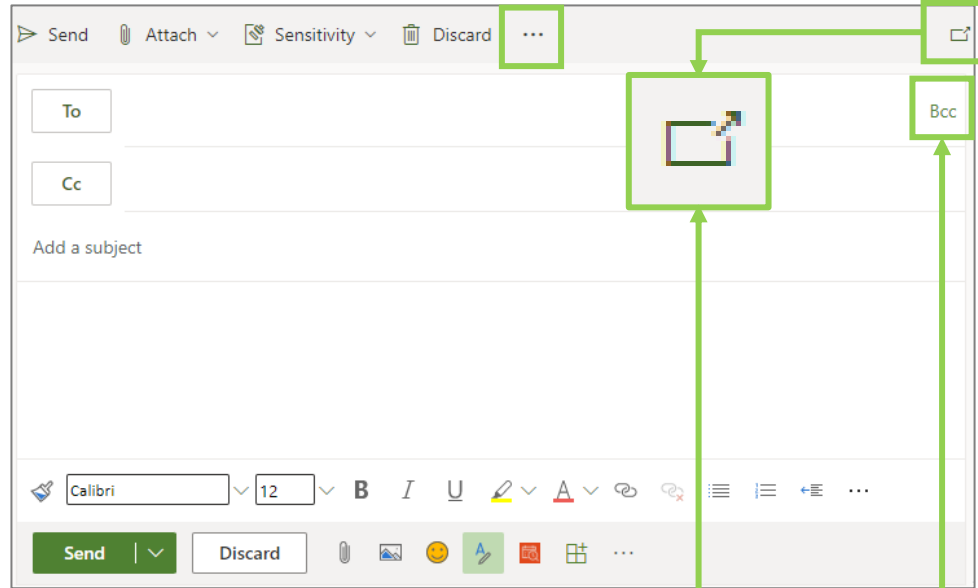# Composing an Email in Outlook on the Web

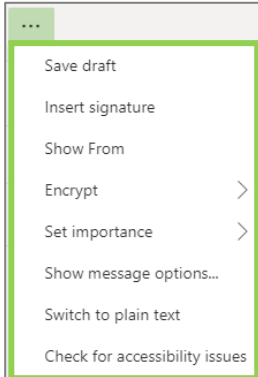1. Click the **Mail Icon** in the left navigation pane.

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.

Save draft
Insert signature
Show From
Encrypt
Set importance
Show message options...
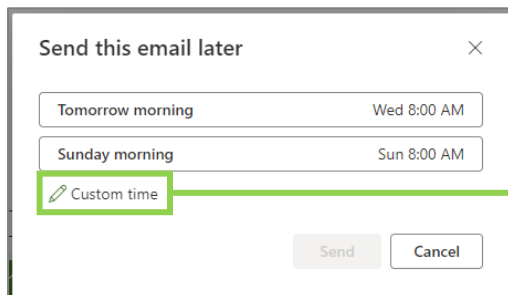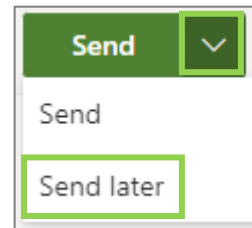Switch to plain text
Check for accessibility issues

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

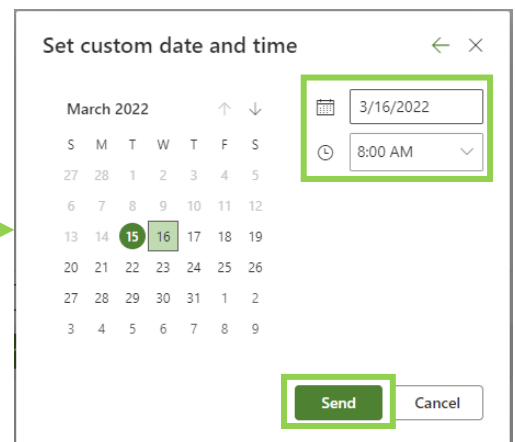6. To display the **Bcc line**, click **Bcc** to the far right of the To Field.

7. Once email is ready to send, click **Send**.
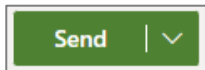
- To send your email later, click the **down arrow** within the send button and click **Send Later**.

- The **Send this Email Later** Dialog box will open with suggested times.

- To send at a time of your choosing, click **Custom Time**.

Send this email later

| Tomorrow morning | Wed 8:00 AM |
| Sunday morning | Sun 8:00 AM |

Custom time

Send   Cancel

Set custom date and time

March 2022

3/16/2022

8:00 AM

Send   Cancel

- 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**

First name
Last name

Notes
Add notes

Create | Discard | + Add more

Email address
Chat
Name
Phone
Work
Address
Other

Edit a Contact

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

New contact | ★ Remove from favorites | ✎ Edit | 🗑 Delete | Add to list

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**

BB

First name
Bob
Last name
Builder

Contact information
Email address
Bob.Builder@email.com
Email address
Bob.Builder@work.com
Business phone
987-654-3210
Mobile phone number
123-456-7890

Work
Company
Work

Notes
Add notes

Save | Cancel | + Add more

Note: Some information is provided by your organization, and you won't be able to edit it.

Email address
Chat
Name
Phone
Work
Address
Other

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**.

New contact | ★ Remove from favorites | ✎ Edit | 🗑 Delete | Add to list

Delete contact?

Do you want to delete the contact Hayley Meese-Cherry?

Delete | Cancel

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Contact Lists in Outlook on the Web

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.
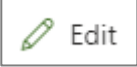
Creating a Contact List

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**.
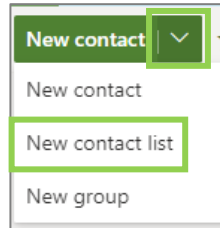
Editing a Contact List

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**.
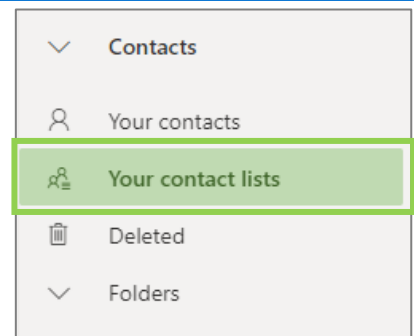
Method 2:

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.
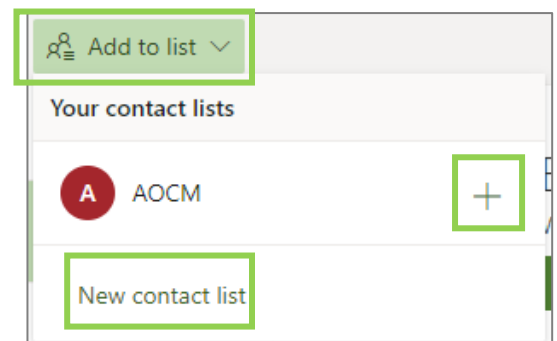
# Board View in Outlook on the Web

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
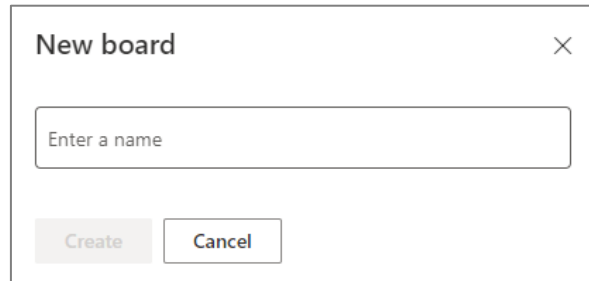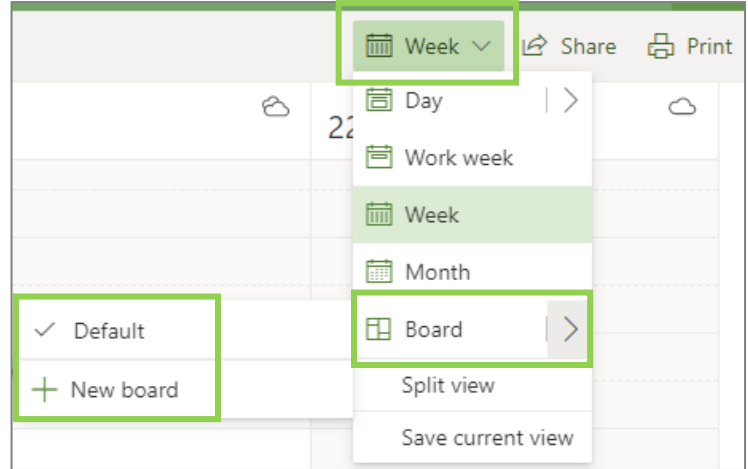
Add to Board

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**.