



# Email and calendar on the go

Training Deck  
University of California  
Office of the President

# Email and calendar on the go

## Outlook and Outlook Web App

With Office 365, you have easy access to your email and calendar wherever you are—on your computer, tablet, or phone. To view your email or calendar on your computer, you can use Outlook or Outlook Web App. To view your email or calendar on your phone or tablet, you can use the native built-in email or calendar app or Outlook Web App.

- Outlook is an application that is installed on your computer.
- Outlook Web App is the browser-based version of Outlook that you can access over the internet, on just about any device.

In this training deck, we focus on things you can do in Outlook Web App.

# Email and calendar on the go

View your  
email

View your  
calendar

Change your  
theme

Set up an  
automatic  
signature for  
your email

Set up  
automatic  
replies for  
when you're  
unavailable

Find or add a  
contact

Schedule a  
meeting

Share your  
calendar with  
others

View a shared  
calendar

more

# Instant Messaging & Email and calendar on the go

Instant Messaging

Search your email or calendar

Assign tasks for yourself or others

Get additional resources and information

# View your email

- On just about any device, you can access your email in a browser window using Outlook Web Application (OWA).

# Accessing OWA

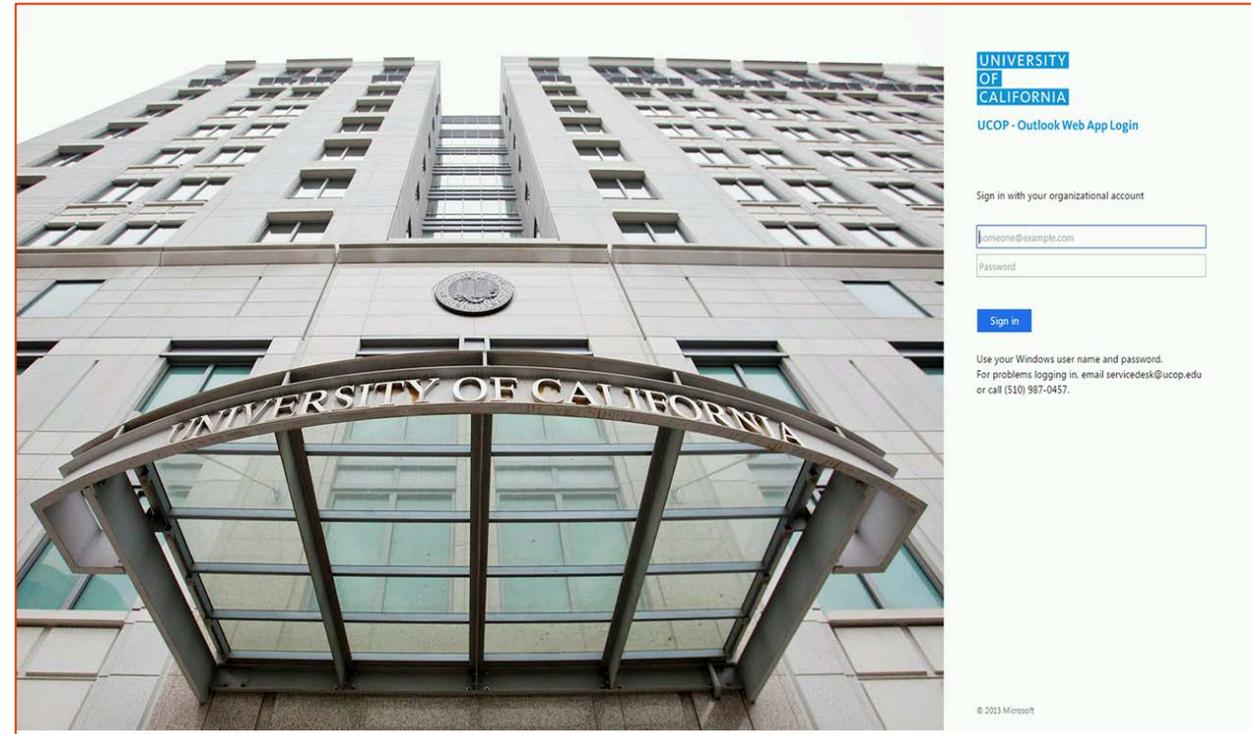
To view your email quickly in a browser window, use Outlook Web App.

Open your web browser\* and go to <https://outlook.com/ucop.edu>.

The first time you enter you will be brought to this screen

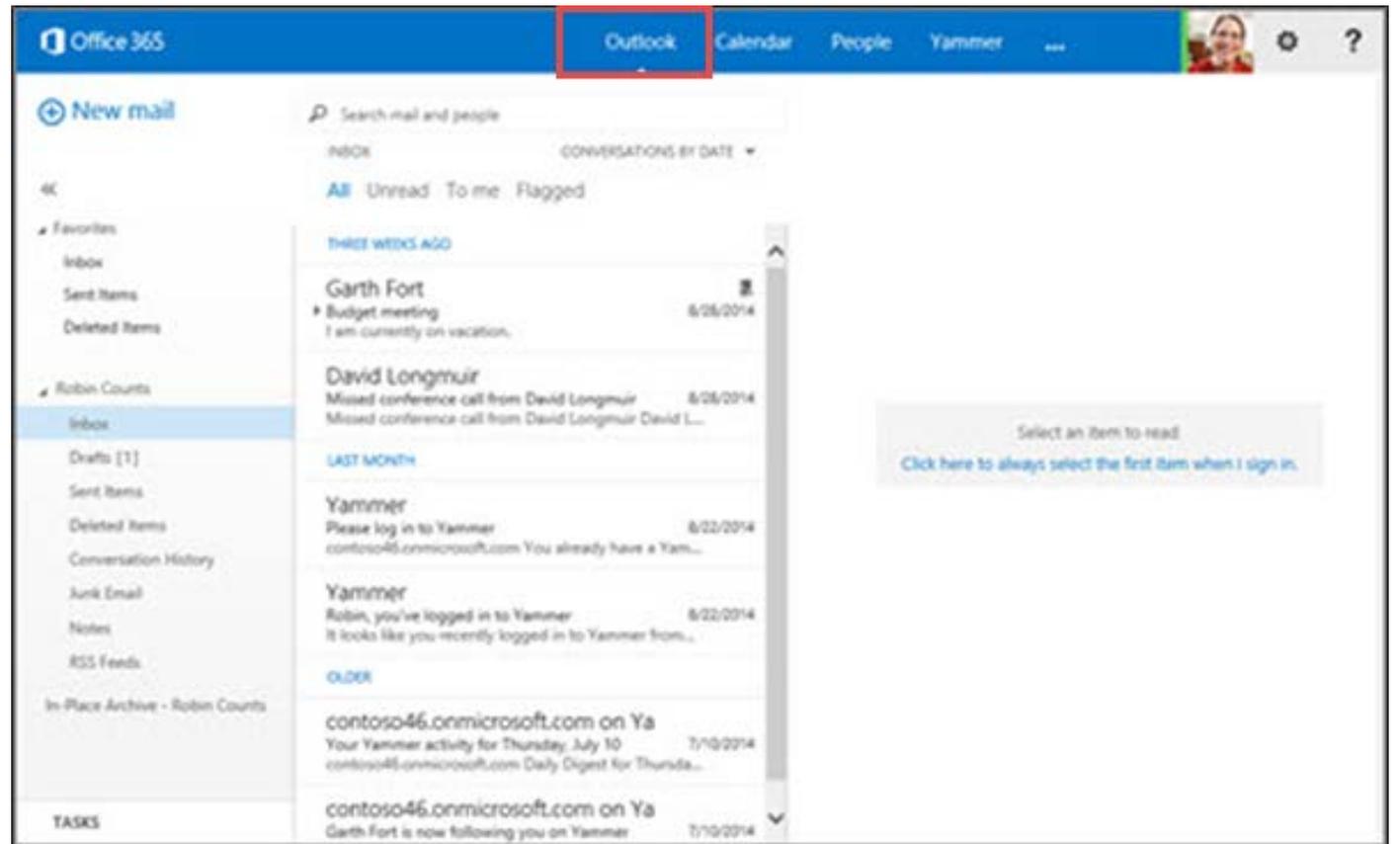
1. Enter your username (e.g. [tjones](#)) and your password just as you do today.
2. If accessing OWA using Internet Explorer from an internal UCOP PC or laptop, you will be passed directly through to OWA.
3. **Remove any bookmarks referencing the old OWA URL and bookmark the new URL for OWA in your browser.**

\*Supported browsers are: Internet Explorer 10 or above, Microsoft Edge Browser (Windows 10), Safari 5 or above, Latest Firefox "Release" version, Latest Chrome "Stable" Version.



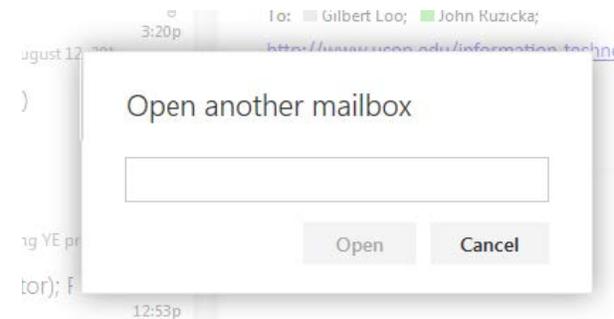
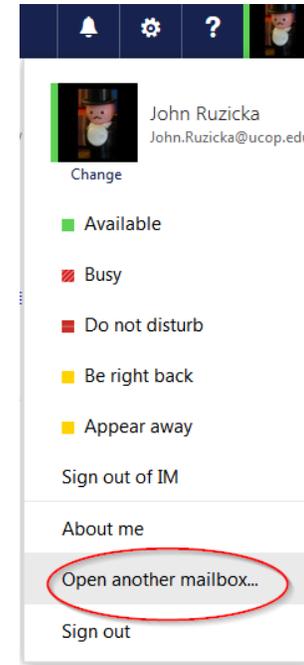
# View your email

1. Select a message to view in the reading pane.



# Open another mailbox

1. Click on your user icon in the upper-right corner.
2. Click "Open another mailbox..."
3. Type the name (user id) of the mailbox and click "Open"



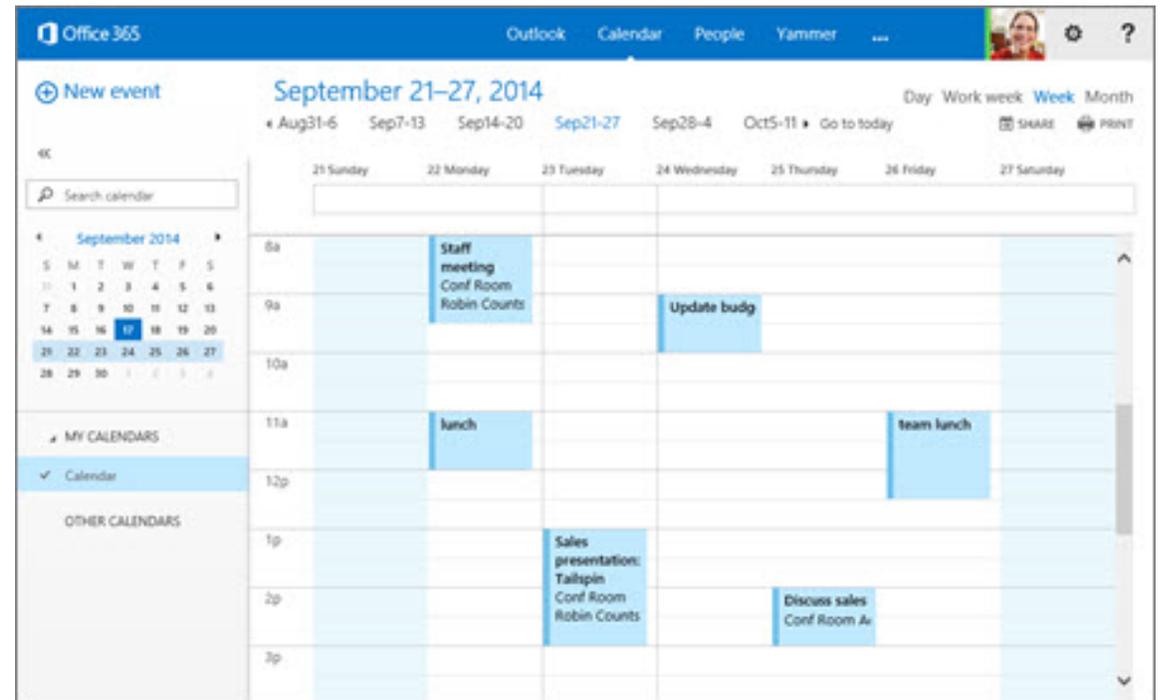
# View your calendar

Outlook provides a calendar that you can use to schedule your meetings and appointments. Your calendar will remain up to date across all your devices where you're using Outlook Web Application (OWA).

# View your calendar

Access your calendar quickly in a browser window using Outlook Web App.

1. Log onto OWA, choose **Calendar**.
2. To change your calendar view, such as from day view to week view, choose **day**, **work week**, **week**, or **month** in the upper right corner.



# Change your theme

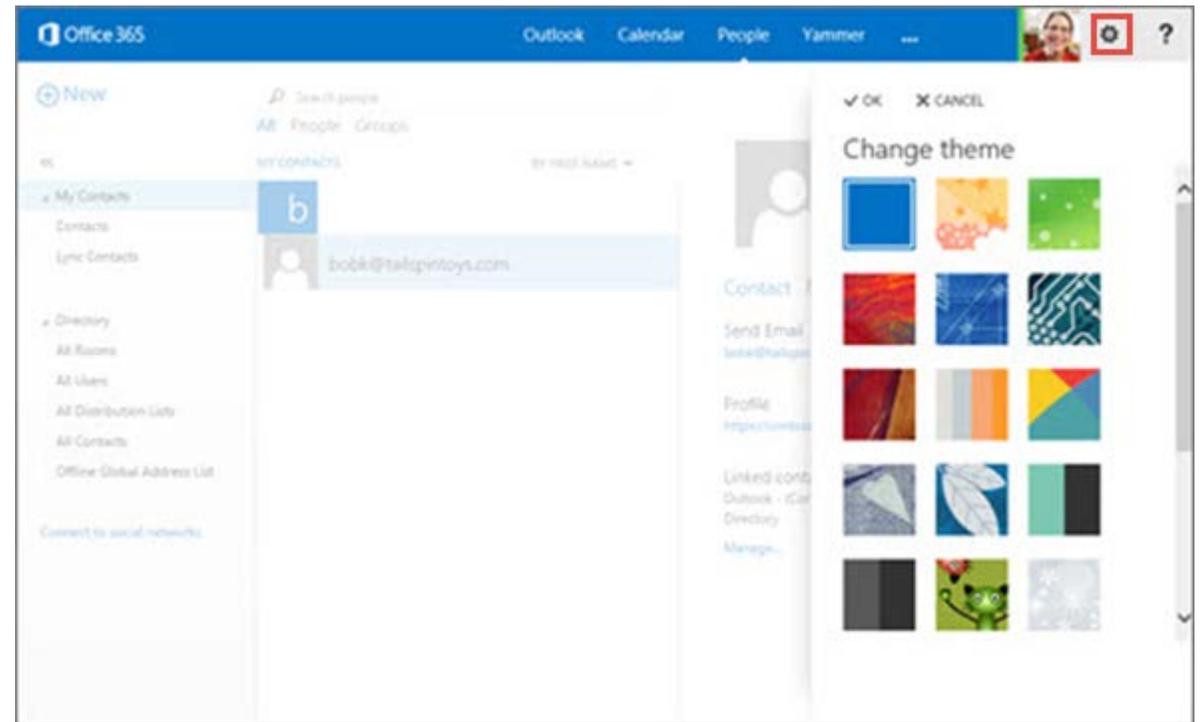
You can easily change the theme you use for OWA. Choose from a wide variety of colors and patterns to make OWA your own.

# Change your theme in Outlook Web App

One way to personalize OWA is by changing the theme. It's quick and easy to do.

1. Sign into OWA, choose **Outlook**, **Calendar**, or **People**.
2. Choose **Settings** ⚙️ > **Change theme**.
3. Select the theme that you want, and then select **OK**.

Note: Changing your theme in OWA does not change the theme you might be using for Outlook on your desktop.



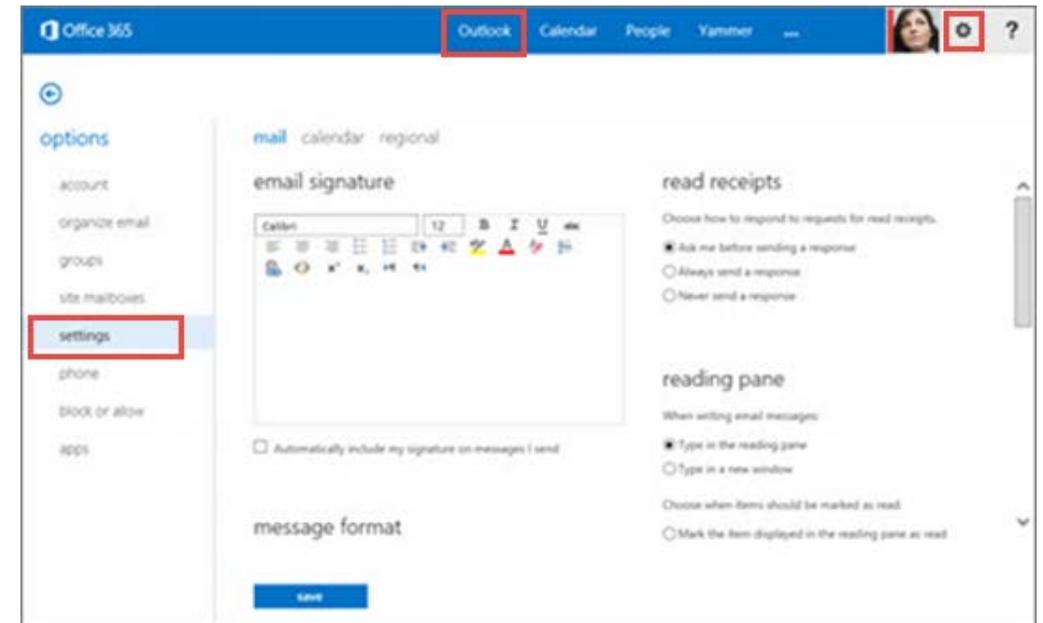
# Set up an automatic signature for your email

One way to put OWA to work for you is by adding an automatic signature to your email. This is useful when you don't want to type your contact information at the end of every message. It also helps maintain consistency across the messages you send.

# Set up an automatic signature for email

Your personalized signature can automatically be added to outgoing messages, or you can choose to add it to specific messages only.

1. Log onto OWA, and choose **Outlook**.
2. Choose **Settings** ⚙️ > **Set automatic replies**.
3. Choose **settings** > **mail**.
4. Type the text for your signature, and specify the font and other settings you want to use.
5. Select **Automatically include my signature on messages I send**, then **Save**.



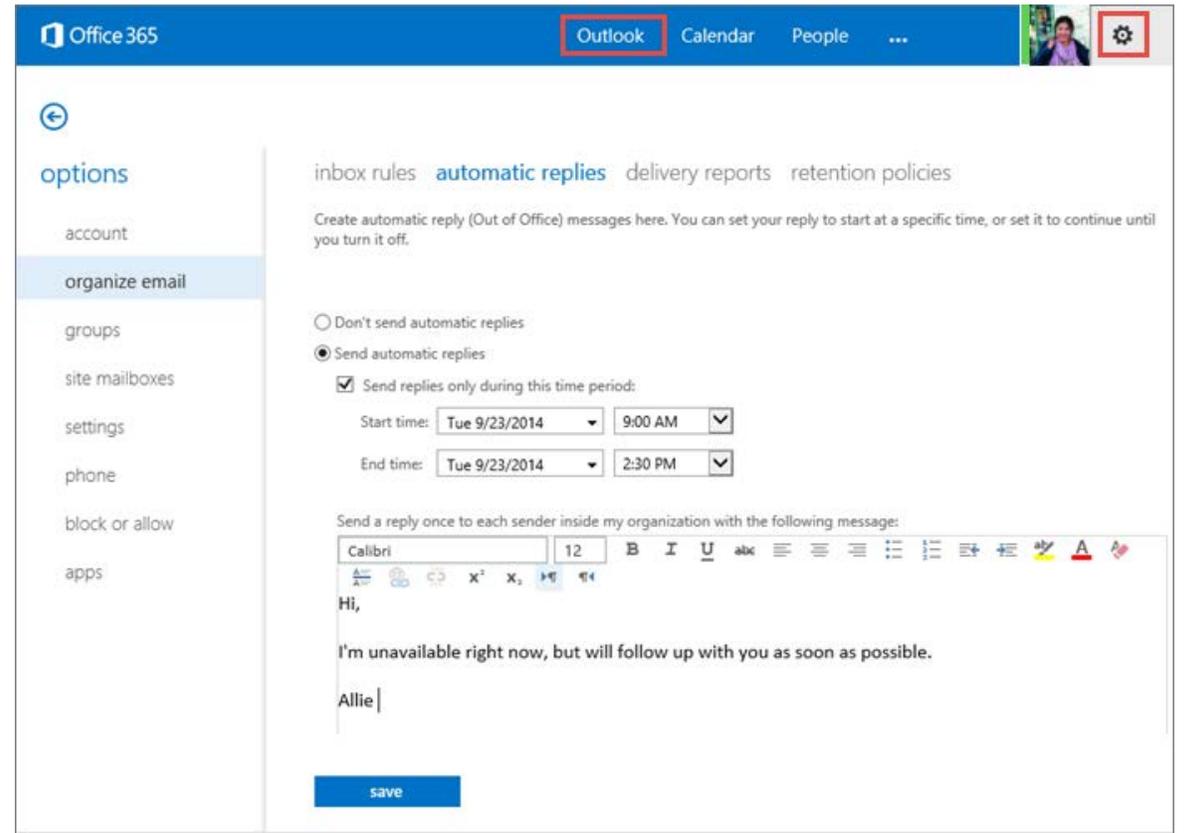
# Set up automatic replies for when you're unavailable

You can set up automatic replies to let people know when you're unavailable. You can specify a time range for your automatic replies, and even specify different messages for different groups.

# Set up automatic replies for email

To set up automatic replies in your browser window using **Outlook Web App**:

1. Log onto OWA..
2. Choose **Settings**  > **Set automatic replies**.
3. On the automatic replies page, select **Send automatic replies**.
4. Select the checkbox next to **Send replies only during this time period**, and then specify start and end dates and times.
5. In the box below font settings, type the message that you want people inside your organization to see when they send you email.
6. Scroll down the page.



The screenshot shows the Outlook Web App interface. The top navigation bar includes "Office 365", "Outlook", "Calendar", "People", and a settings gear icon. The left sidebar lists various settings categories: "options", "account", "organize email", "groups", "site mailboxes", "settings", "phone", "block or allow", and "apps". The "automatic replies" page is active, showing options for "inbox rules", "automatic replies", "delivery reports", and "retention policies". The "Send automatic replies" section is selected, with the "Send replies only during this time period" checkbox checked. The start time is set to "Tue 9/23/2014 9:00 AM" and the end time is "Tue 9/23/2014 2:30 PM". A text box contains the message: "Hi, I'm unavailable right now, but will follow up with you as soon as possible. Allie |". A "save" button is visible at the bottom.



# Find or add a contact

When you first sign into Outlook Web App, it might look like you have no contacts at all. You do have access to people in your organization even if you're not sure where they are at first.

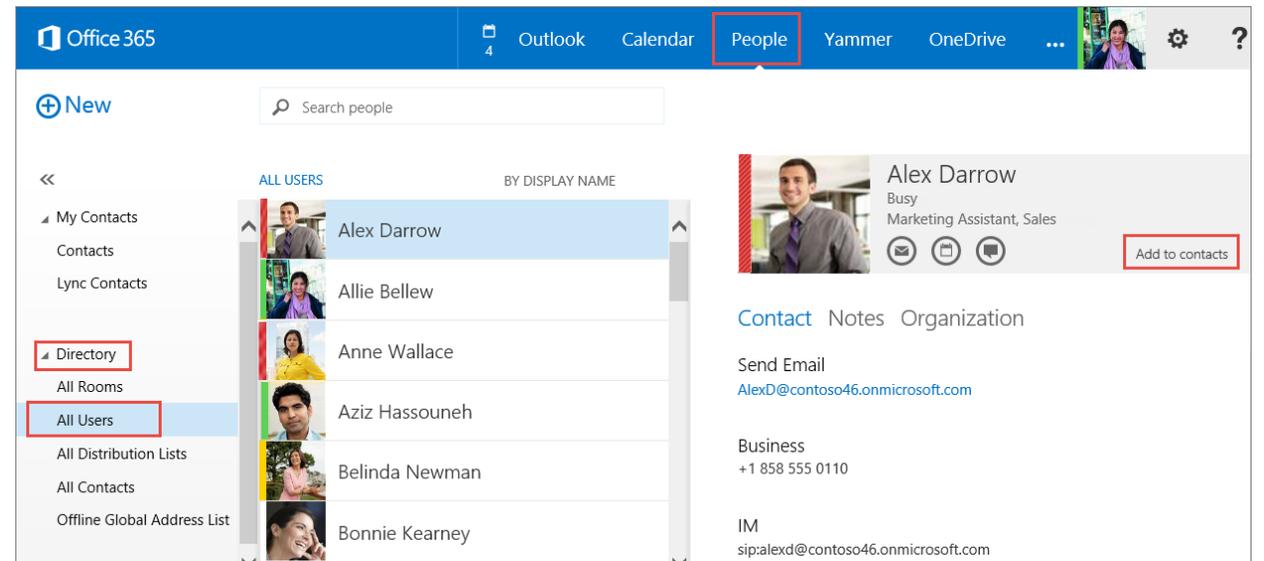
A good place to start is by finding people in your organization, then you can add them to your contacts list. You can also add external people as contacts.

# Find a contact

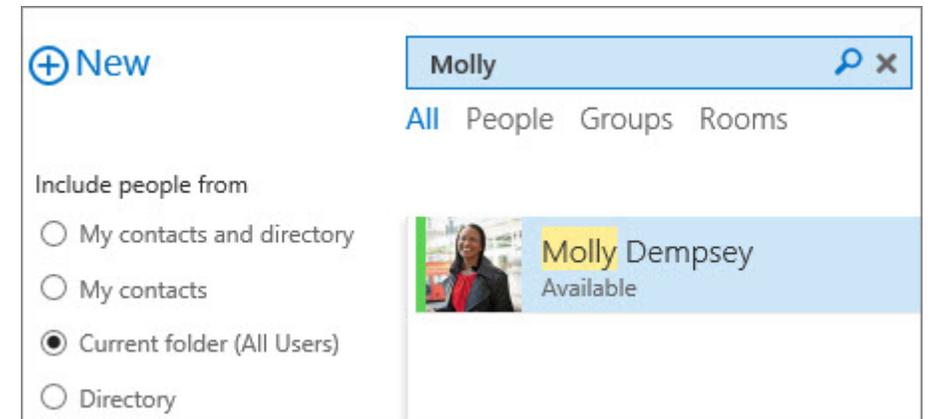
1. Sign into Outlook Web App, then choose **People**.
2. In the left pane, under **Directory**, choose **All Users** to see the list of all people within your organization.

Search for someone by typing their name in the **Search** box. Make sure the **All Users** folder is selected.

To add someone from the list, choose their name and then select **Add to Contacts**.



The screenshot shows the Outlook Web App interface. The top navigation bar includes Office 365, Outlook, Calendar, People (highlighted with a red box), Yammer, and OneDrive. The left sidebar shows the 'Directory' section with 'All Users' selected (highlighted with a red box). The main area displays a list of users under 'ALL USERS' and 'BY DISPLAY NAME'. The user 'Alex Darrow' is selected. A detailed view for Alex Darrow is shown on the right, including his profile picture, name, title (Marketing Assistant, Sales), and contact information. The 'Add to contacts' button is highlighted with a red box.



The screenshot shows the Outlook Web App search interface. The top navigation bar includes Office 365, Outlook, Calendar, People (highlighted with a red box), Yammer, and OneDrive. The left sidebar shows the 'Directory' section with 'All Users' selected (highlighted with a red box). The main area displays a search box with 'Molly' entered. Below the search box, there are radio buttons for 'Include people from': 'My contacts and directory', 'My contacts', 'Current folder (All Users)' (selected), and 'Directory'. A search result for 'Molly Dempsey' is shown, indicating she is 'Available'.

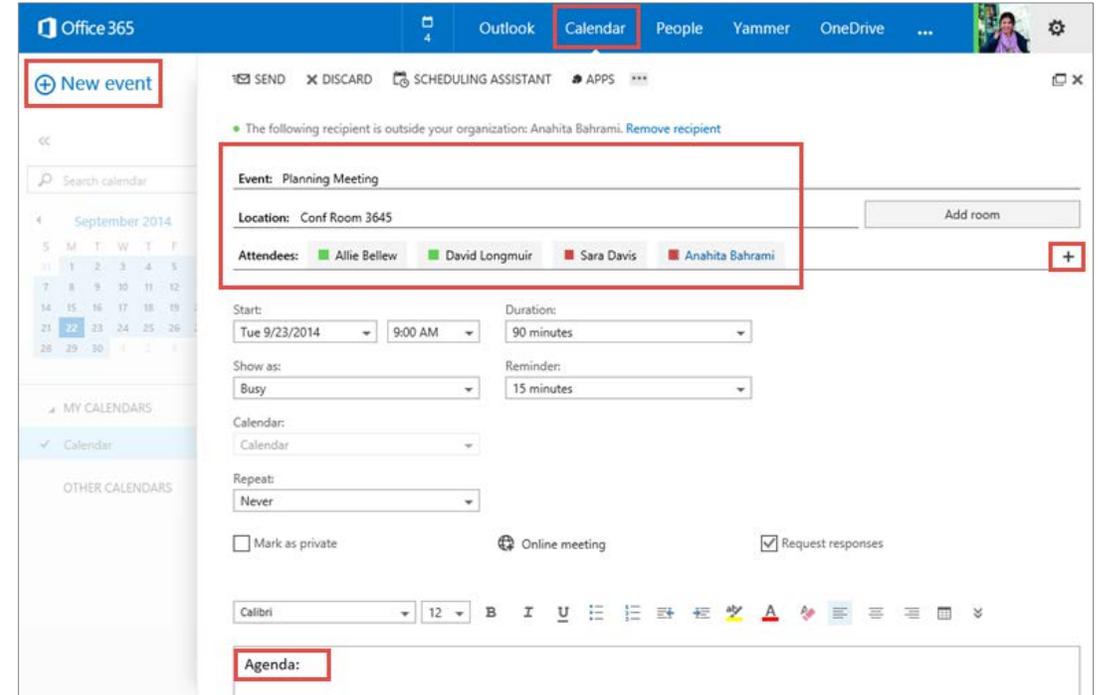
# Schedule a meeting

Use your calendar to stay organized by having your meetings and appointments in one place, available across all your devices. In just a few clicks (or taps), you can set up a meeting with someone or an appointment for yourself, and get reminders ahead of time so you don't miss anything.

# Schedule a meeting

To schedule a meeting in **Outlook Web App**:

1. Sign into OWA, then choose **Calendar**.
2. Choose **+ New event**.
3. Type the event (meeting) name and location.
4. For **Attendees**, type the names in the space available, or choose **+** (Plus Sign) to open your list of contacts, then add the invitees.
5. Select **Scheduling Assistant** at the top of the meeting invite to see your invitee's availability before you set the date and time.
5. Specify the date, time, duration and reminder.
6. Type the agenda and select **SEND**.



To schedule a meeting in Outlook on your desktop:

- If you're using Windows, see [Schedule a meeting with other people](#)
- If you're using Mac OS, see: [Create a meeting or appointment](#)

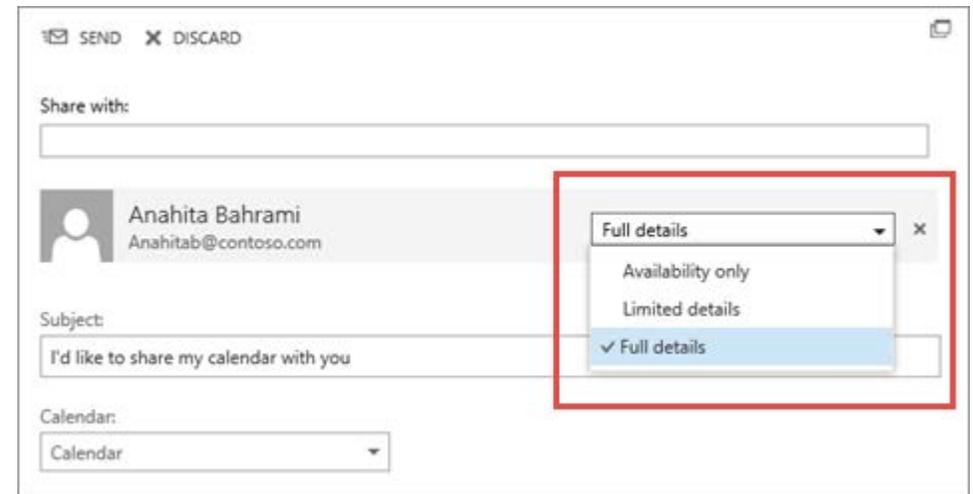
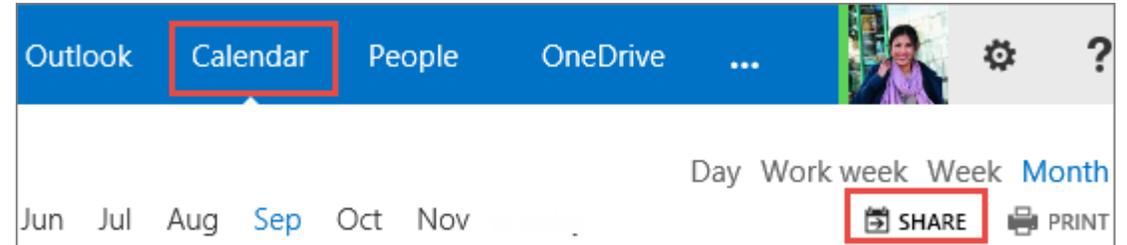
# Share your calendar with others

With Outlook Web App you can share your calendar with anyone inside or outside your organization. When you share your calendar with someone inside your organization, they will be able to add it directly to their calendar view in Outlook Web App. People outside your organization will be sent a URL that they can use to view your calendar.

Note that Calendar sharing may not be available for your account, or may be limited to people in your organization.

# Share your calendar with others

1. Sign into Outlook Web App, then choose **Calendar** > **Share**.
2. Type the name or email address of the person, or people that you want to share your calendar with in the **Share with** box.
3. Select how much information you want them to see, and then select **SEND**.
  - **Full details** will show the time, subject, location, and other details of all items in your calendar.
  - **Limited details** will show the time, subject, and location, but no other information.
  - **Availability only** will show only the time of items on your calendar.



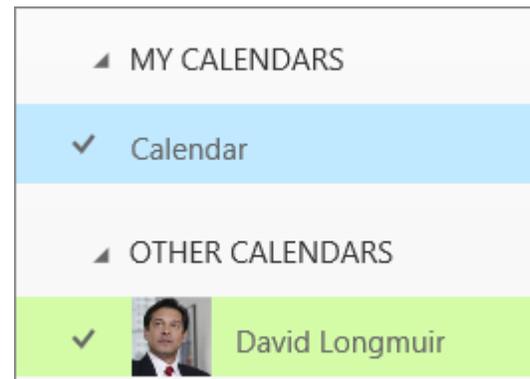
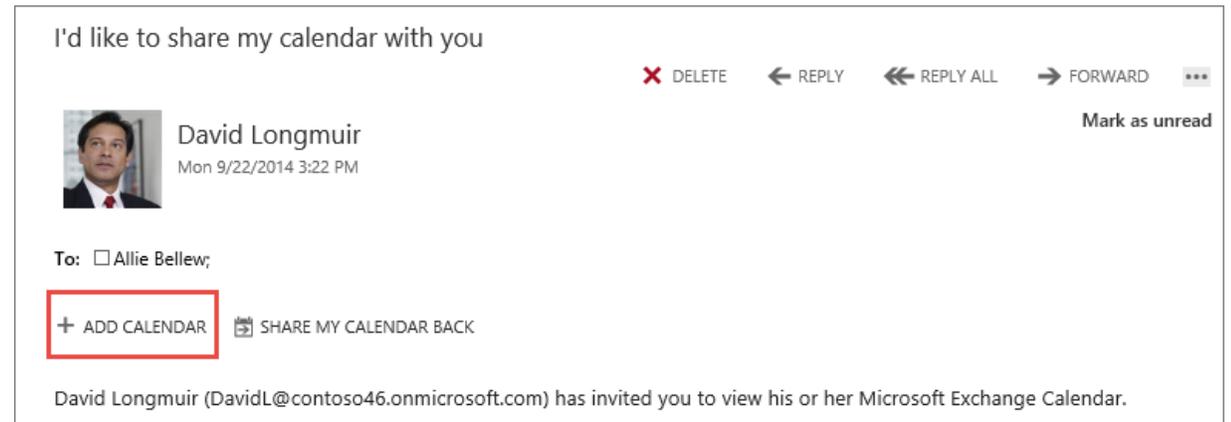
# View a shared calendar

Others can share their calendar with you, and depending on the permission they give you, you'll be able to view their calendar, edit it, or act as a delegate for meeting requests.

# View a shared calendar

When someone shares their calendar with you, you receive a notification with information about your access.

1. Select **+ADD CALENDAR**, to accept the shared calendar.
2. Then go to your **Calendar** tab and select the shared calendar to view the items.



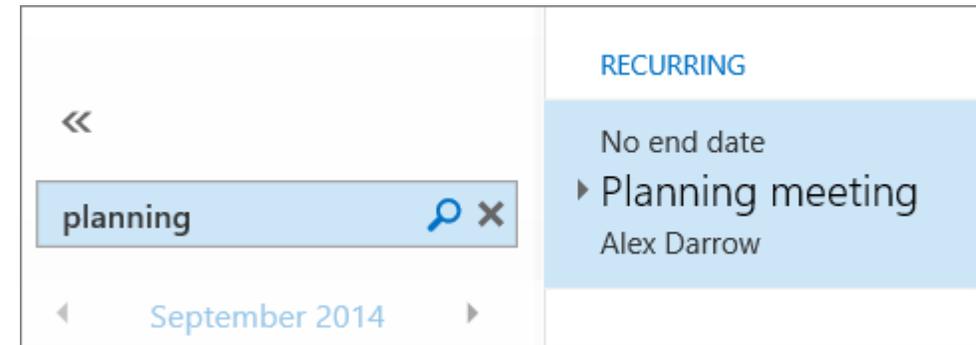
# Search your email or calendar

There are multiple ways to search for your email messages, people or calendar items.

# Search your email or calendar

You can search for messages and people in Outlook Web App by using the search box at the top of each window.

1. Log onto Outlook Web App and select **Outlook**.
2. Type what you want to search for in the **Search mail and people** box and press **Enter**.
3. Refine your search by selecting one of the filters below the search box: All, Unread, To me, or Flagged.
4. Select **Calendar**, and type what you want to search for in the **Search Calendar** box.

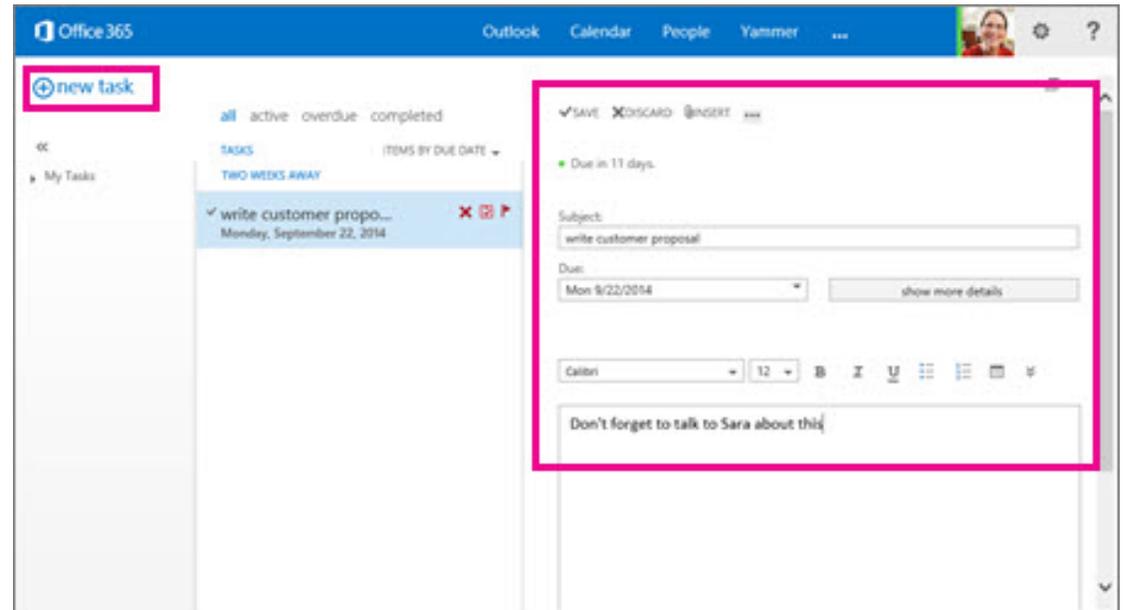


# Assign tasks for yourself or others

You can use tasks to set up a to-do list for yourself that's available on all your devices. You can assign tasks to other people.

# Set up a task for yourself

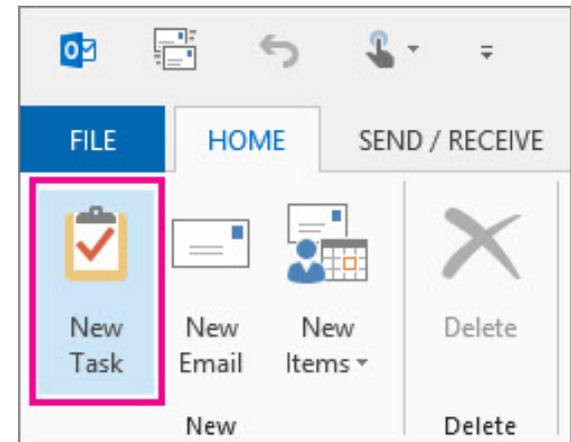
1. Log onto <https://outlook.com/ucop.edu>, then choose **Calendar**.
2. In the lower-left corner of the window, select **TASKS**.
3. In the top left corner of the window, select **+ New task**.
4. Fill out details such as a subject, due date, and other information about your task.
5. Choose **SAVE** when you're done.



# Assign a task to someone else

If you have Outlook installed on your computer, you can use it to assign tasks to others.

1. Open **Outlook**, and on the navigation bar at the bottom of the window, select **Tasks**.
2. Select **New Task** on the ribbon on top of the window.
3. Fill out details such as a subject, due date, and other information about your task.
4. On the ribbon, choose the **Task** tab, and then choose **Assign Task**.
5. Choose **To**, and then select the person to whom you want to assign the task.
6. Select **Send**.



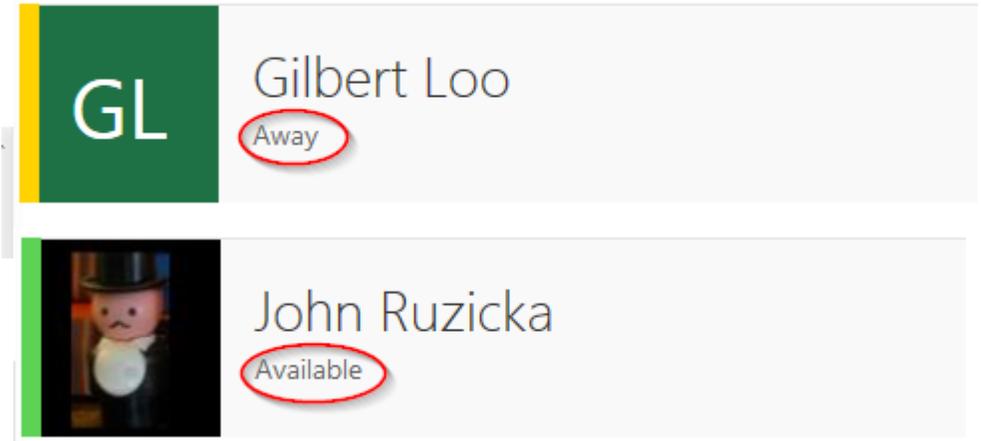
# Check presence status and send an IM

- Less formal than email and faster than a phone call, Instant Messaging (IM) is tough to beat for speed and ease of use.

# Check presence status

Presence information includes your contacts' status, such as Available, Busy, or Away.

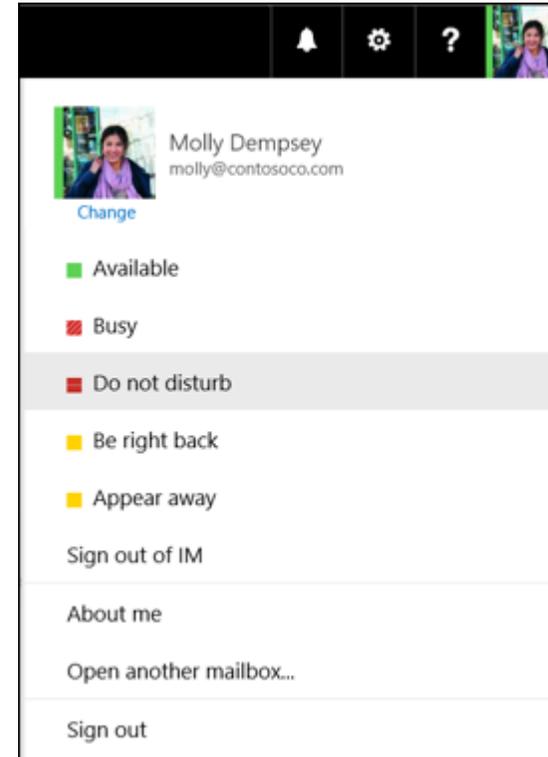
- Find someone in your **Contacts**. Or search for them by typing their name in the **Search** box.
- The text under their name indicates their current status, such as **Available**, **Busy**, **Offline**, **In a call**, or **In a meeting**. The color to the left of their name also provides a visual status indicator.



# Sign in to Instant Messaging (IM)

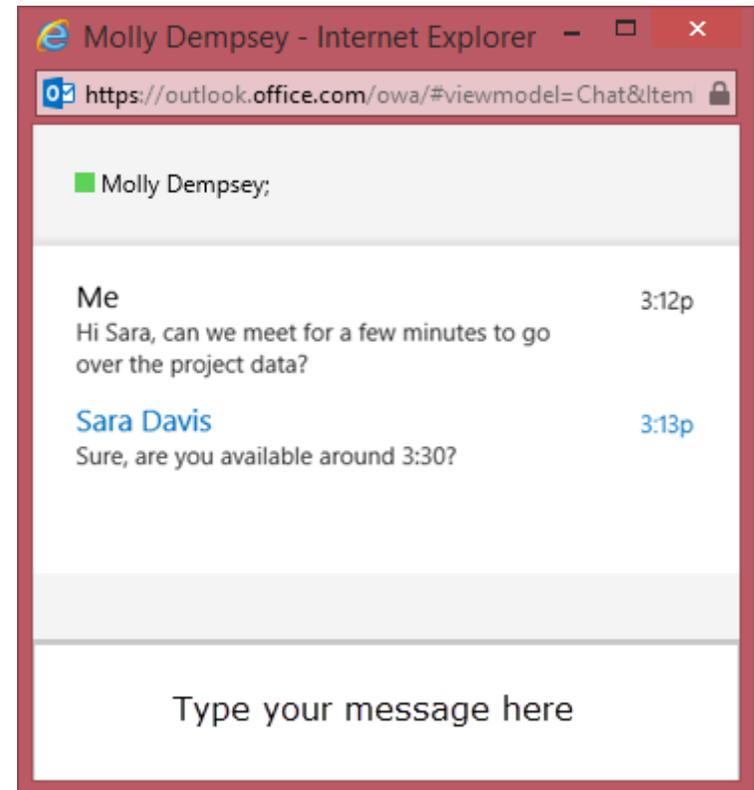
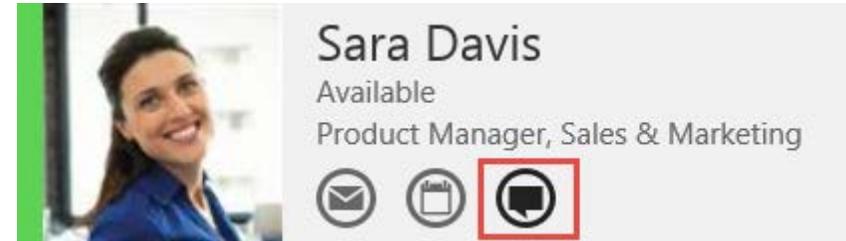
You can start or accept an IM session with someone directly from Outlook Web App.

1. Sign in to IM in Outlook Web App, then select your name at the top of the window, and click **Sign in to IM**.
2. Once you're signed into IM, select your name, then select your status.



# Start an IM Session

1. Find the person you want to send an instant message to. You can look them up in People, or find a message from them and select their name to see their contact card.
2. Click on their Instant Message Address.
3. Type your message and press Enter on your keyboard.
4. When you're done, select **X** at the top of the IM window to end the conversation and close the window.

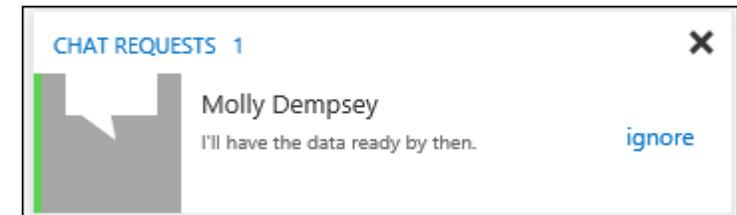


# Accept an IM Session

A contact might start an IM session with you. The request will appear at the top of the Outlook Web App page.

To accept the request and respond, select **Accept**, or just click anywhere in the notification.

Select **Ignore** to decline the request.



# Additional resources

Follow these roadmaps to learn more about using email and calendars on your desktop (Mac and Windows), or mobile devices using a step-by-step approach.

- [Outlook Web App options on a mobile device](#)
- [Learning roadmap for Outlook for Mac 2011](#)
- [Working with your email, calendar, and contacts on your Android Phone](#)
- [Working with your email, calendar, and contacts on your iPhone](#)
- [Working with your email, calendar, and contacts on your iPad](#)

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