

Getting started with Outlook on the web

First Steps

Create a desktop shortcut to the Outlook on the web website

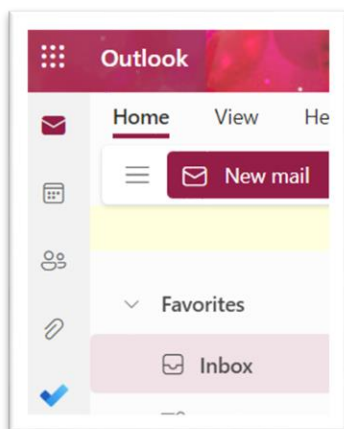
1. Right-click your desktop and choose New → Shortcut
2. In the table below, copy the Shortcut Path for your preferred browser

Browser	Shortcut Path
Chrome	"C:\Program Files (x86)\Google\Chrome\Application\chrome.exe" http://mail.scls.info
Edge	"C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe" http://mail.scls.info
Firefox	"C:\Program Files (x86)\Mozilla Firefox\firefox.exe" -p "default" http://mail.scls.info

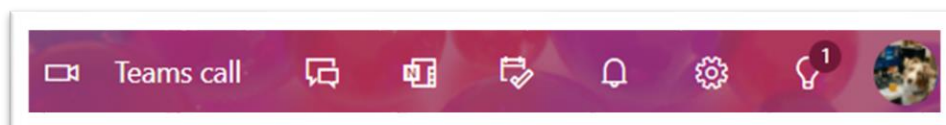
3. Paste the Shortcut Path in the "Type the location of the item" field and click Next
4. Type a name for your new shortcut (ex. SCLS Email) and click Finish
5. Your new shortcut will appear on your desktop

Getting Oriented

1. Use the icons that run down the upper left side of the page to navigate to **Mail**, **Calendar**, **People** (Contacts), **Files**, and **To Do**. The squares in the far upper left will take you to additional apps



2. In the upper right of the web page, you'll see some additional icons.

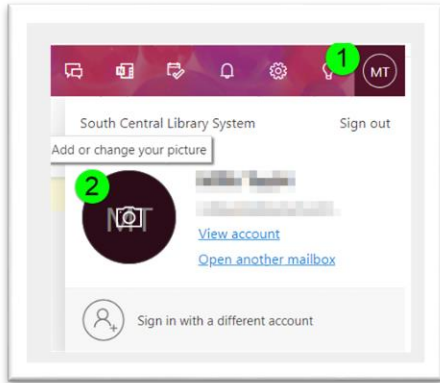


- a. Your user profile picture is where you sign out of your account
- b. The gear icon is where your settings are located

A Little Housekeeping

Change your user profile picture

1. Click the user circle in the upper-right of the web page and then click on the circle where the picture would go



2. Click on Upload photo
3. Navigate to the desired picture and then select Open
4. Adjust as needed and click Save when done

Create a signature

1. Click the Gear in the upper-right of the page and click on **View all Outlook settings**
2. Navigate to **Mail > Compose and reply**
3. In the Email Signature section, enter and format your signature
4. Click **Save** to save the signature
5. Next, select your desired settings for New Messages and Replies/Forwards
6. Click **Save**

Turn off conversation view

By default email conversations are grouped and arranged by date. Most people don't like this. Follow these steps to turn off conversation view.

1. Click the gear in the upper-right of the webpage and select **View all Outlook settings**
2. In the Layout section, find the **Message organization** section
3. Select **Show email as individual messages**

Working with Email

Sending an email

1. Click New mail button in the upper left
2. Enter the email address of the recipient, a subject, type your message, click send

Tips:

- For multiple recipients, enter semicolons between recipients
- You can begin to type the name of the recipient and click on “Search Directory” to show a list of possible matches

Receiving an email

Outlook on the Web constantly checks for new email and does NOT have a “check email button.”

Printing email

1. Select the message that you want to print
2. In the reading pane, click on ... and select **Print**
3. The message will open in a new window, and a print menu will open on top of your message
4. Select the printer and options you want, and then select OK

Organizing email

This Microsoft support article covers these topics related to organizing email:

- Prioritize messages with Focused Inbox
- Use Filters to sort and display your messages
- View messages as conversations or individually
- Create a rule
- Archive a message

<https://support.microsoft.com/en-us/office/organize-email-with-outlook-on-the-web-c5a22636-6a10-4f96-a9e5-1f1071cde749>

Calendar

Microsoft has several videos that will help you get familiar with the Calendar features:

<https://support.microsoft.com/en-us/office/welcome-to-your-outlook-calendar-6fb9225d-9f9d-456d-8c81-8437bfcd3ebf>

People (Contacts)

Microsoft 365 divides contacts into two sections: My Contacts (your personal contacts) and the Directory (global contacts).

This Microsoft support article covers many People-related topics including:

- Create a contact
- Create a contact group
- Create a contact from a message
- Edit a contact

<https://support.microsoft.com/en-us/office/people-overview-outlook-web-app-5fe173cf-e620-4f62-9bf6-da5041f651bf>

More information

You can find more information about Microsoft 365 and Outlook on the web here:

<https://www.scls.info/technology/email>