Overview: Outlook Web App

Outlook Web App lets you use a Web browser to access your Cambridge College .edu email from any computer that has an Internet connection. You can use the browser to read and send e-mail messages, organize contacts, create tasks, and manage your calendar.

Benefits of the upgraded version of Outlook WebApp include:
- New and improved dashboard, with many features we had been missing in 2003
- Increased storage space of 50GB per user

The upgrades we have performed are part of the Microsoft Exchange Online services that are available through the Microsoft Office 365 platform. It's one of a number of products within Office 365 that we hope to roll out over time.

With the migration to Microsoft Exchange Online services Outlook Web App is now available through the Office 365 portal at:
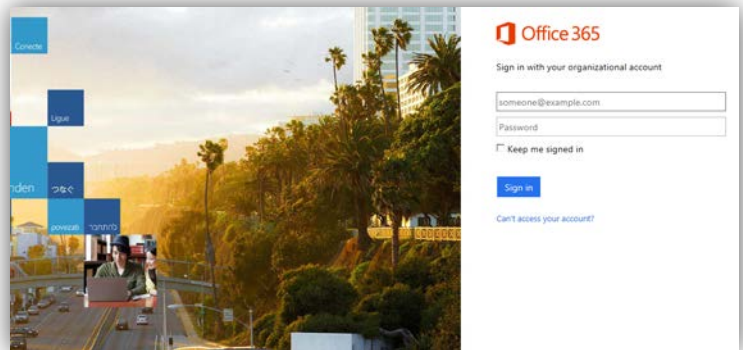**https://outlook.office365.com**

When you navigate to the login page, you'll notice the look and feel of Outlook Web App is updated. This is a result of upgrading from Outlook Web Access 2003 to Outlook Web App 2013:

Old OWA 2003 Access Page: **New OWA 2013 Access Page:**

Office 365: Logging In

Browse to **https://outlook.office365.com** and log on with your email address and password.

*Email: Type your email address as **firstname.lastname@cambridgecollege.edu***
*Password: Your password remains the same as your credentials at Cambridge College.*

Important: If you have previously had an email address format containing your first initial and last name (ex:jdoe@cambridgecollege.edu) you should still login with your firstname.lastname@cambridgecollege.edu (ex:john.doe@cambridgecollege.edu).
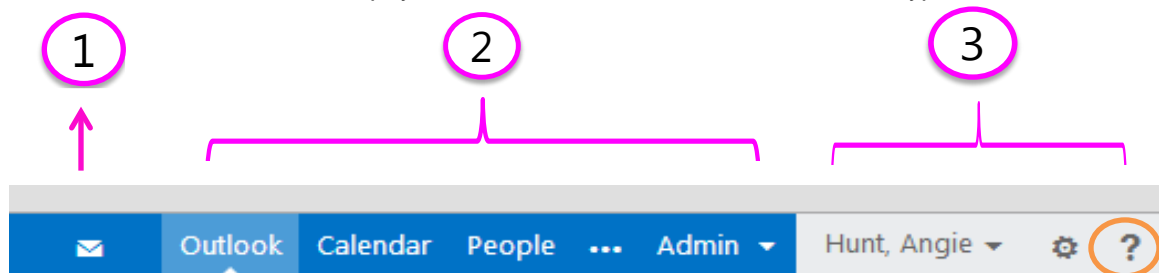
Navigation: Outlook Web App (OWA)

When you first login, you might see a landing page before you log into your email.

The first time you sign into OWA, you will need to set your language and time zone preference. In the Language List, select English (United States). In the Time Zone list select the US time zone of your location.

You can access your email by clicking the Outlook button at the top of the screen:
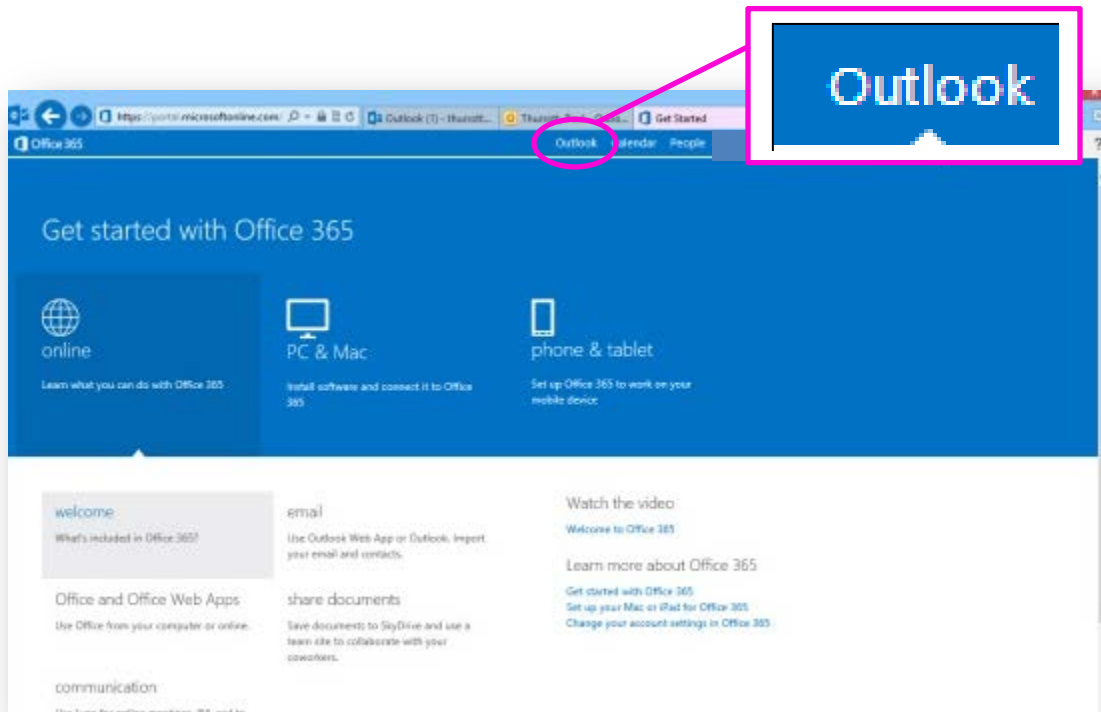
In the Outlook section at the top, you will see notifications and links to each type of information:

1- Icons to notify you of a new message or new calendar reminder.
2- Links to switch to the other areas of Outlook Web App. This is where you can navigate between email and other features of OWA
3- Personal information, options, and help. Clicking the triangle next to your name allows you sign out of OWA.

Helpful Tip! From anywhere within OWA, you can click on the question mark to be directed to Outlook Web App Help. The help file is smart enough to recognize which area you are in, and provides detailed training right then and there.

Navigation: Outlook Email

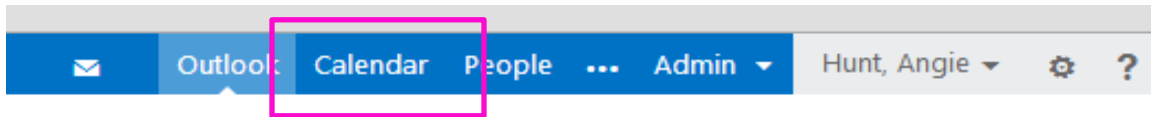In the picture below you can view the Outlook dashboard as a whole. The various sections of the dashboard are noted:
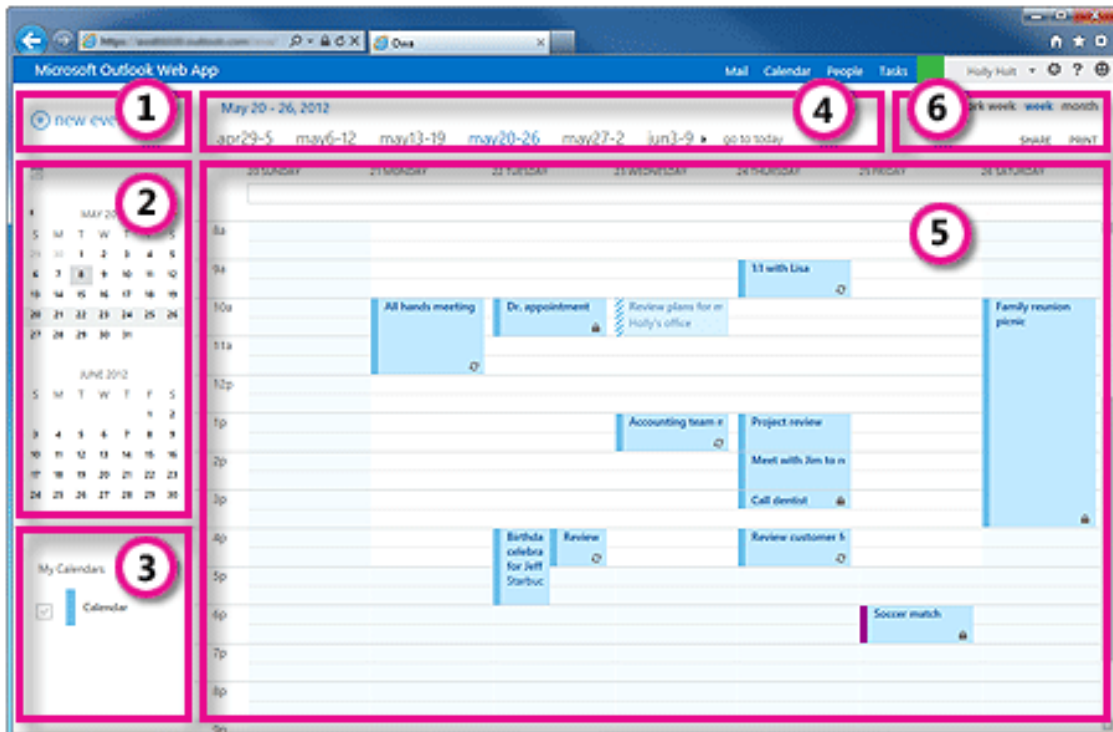

1. **New Mail** - In the upper left hand corner, you can create a new message by clicking the icon next to new mail.
2. **Folders List** - The folder list includes the folders in your mailbox and Favorites. You can collapse this pane by clicking the folder icon at the top. You can expand and collapse folders in this view by clicking the triangle icons next to the folder names.
3. **Search Window** - Type what you want to search for in this box, such as the name of a person you want to find messages from, or text that you want to search for to find a particular message.
4. **List of messages in the current folder -** Each entry in the list view has additional information, such as how many messages there are in a conversation and how many are unread, or if there is an attachment, flag, or category associated with any messages in the conversation. A conversation can have one or more messages. When a conversation is selected, you can delete it, add a flag, or add a category by clicking the icons. The reading pane, where the conversation that you've selected is displayed. You can respond to any message in the conversation by clicking the links at the top of the message.
5. **Reading pane** - The reading pane is where the conversation that you've selected is displayed. You can respond to any message in the conversation by clicking the links at the top of the message.

Navigation: Calendar

Click the "Calendar" quick link at the top of the Office 365 OWA page to get to your calendar:

In the picture below you can view the Calendar dashboard as a whole. The various sections of the Calendar dashboard are noted:

1. **New Event** - In the upper left hand corner, you can create a new event by clicking the icon next to new mail.
2. **Navigate to Date** – You can use the calendar to navigate from one date to another.
3. **View another calendar** – Use this section to view more than one calendar at a time
4. **Navigate to Date** – This area is an additional area you can use to navigate from one day to another.
5. **Main Calendar Window**
6. **View** – Select the view you prefer