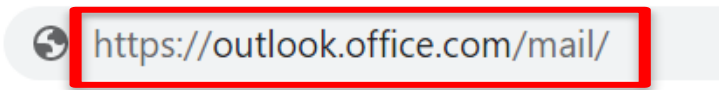
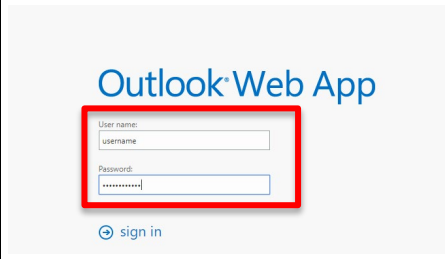
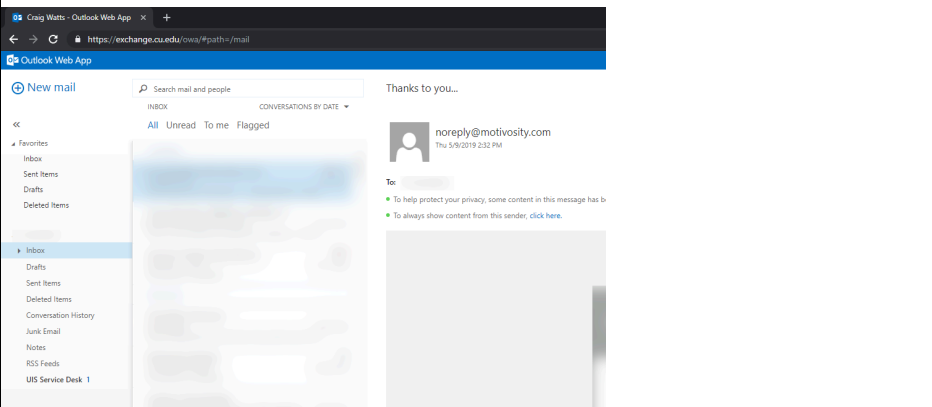


Using and configuring Outlook Web App

PURPOSE: How to use and navigate the Outlook Web App

- How to login to the Outlook Web App (OWA)
- How to view your calendar in OWA
- How to view another mailbox in OWA

HOW TO LOGIN TO OUTLOOK WEB APP:

<p>Open up a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Internet Explorer) and navigate to outlook.office.com/mail/.</p> <p>Note: this guide is shown using Google Chrome.</p>	
<p>Login to this page using your CU Username and Password.</p>	
<p>The webmail view will now display emails from your @cu.edu account.</p>	

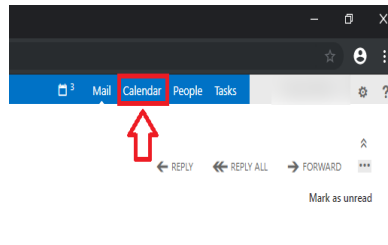


UIS SERVICE DESK

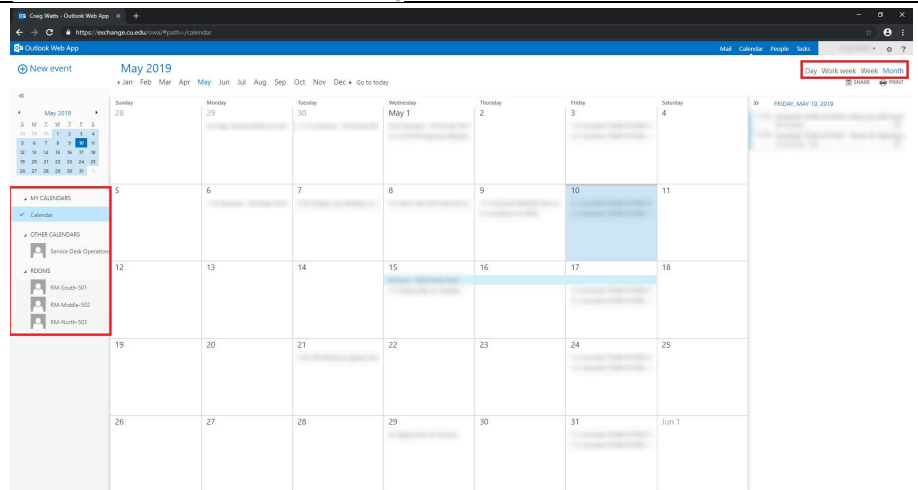
EMAIL & CALENDARS

HOW TO VIEW YOUR CALENDAR IN OUTLOOK WEB APP:

The calendar can be accessed from the top right section of the webpage.



The calendar view is organized to have the calendars you are allowed access to on the left underneath “My Calendars” and “Other Calendars” and some other names like “Rooms” depending upon the type of calendars you have access to. You can change the view type from the default of “Month” by going to the top right.



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Double Click on any empty space within the calendar to open up a new task.

Within this view you can set the name of the event, set a location which can be attached to a room by using the “Change room” button to the right, and invite attendees.

You can view a list of all contacts or search all CU Systems contacts by clicking the plus icon on the right of the “Invite Attendees” box.

The rest of the event is managed through drop down menus, allowing you to change the day, time/duration, reminder settings, which calendar this event will be assigned to, and if you would like to repeat the event.

After the checkbox to mark the event as private, you can type a description of the event.

Click send at the top once you have completed event creation.

The screenshot displays the 'SCHEDULING ASSISTANT' window. At the top, there are buttons for 'SEND', 'DISCARD', and 'SCHEDULING ASSISTANT'. Below this, a message states 'This event occurs in the past.' The event details are as follows:

- Event:** (empty text field)
- Location:** RM-Boulder-609. To the right of this field is a 'Change room' button.
- Attendees:** RM-Boulder-609. To the right of this field is a plus icon (+).
- Start:** Fri 5/31/2019 (dropdown menu)
- Duration:** All day (dropdown menu)
- End:** Fri 5/31/2019 (dropdown menu)
- Reminder:** None (dropdown menu)
- Show as:** Free (dropdown menu)
- Calendar:** Calendar (dropdown menu)
- Repeat:** Never (dropdown menu)
- Mark as private
- Request responses

At the bottom, there is a rich text editor with a font dropdown set to 'Calibri', a size dropdown set to '12', and various text formatting icons (bold, italic, underline, list, link, unlink, indent, outdent, text color, background color, link, unlink, insert table, insert image). Below the editor is a large empty text area for the event description.



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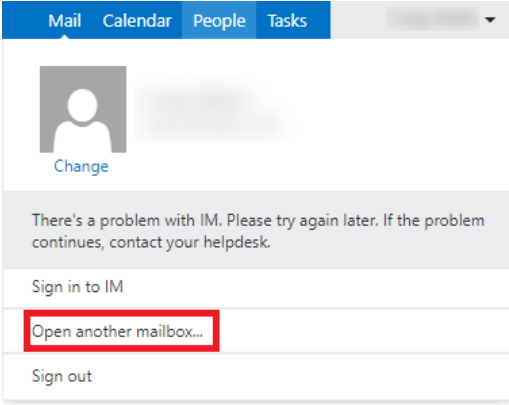
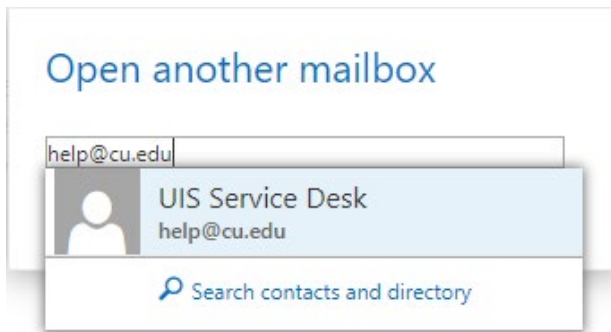
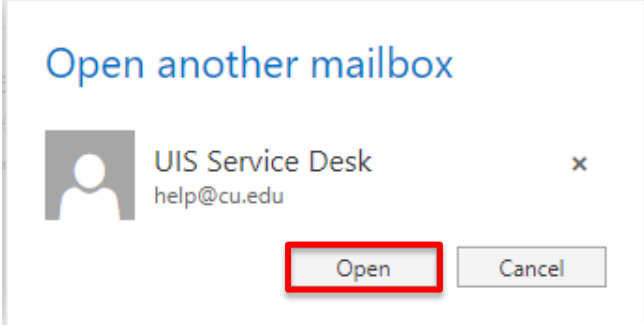
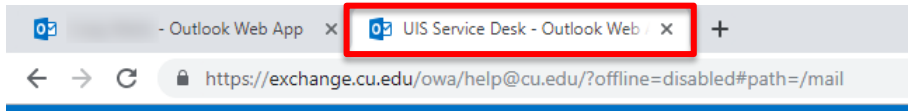
Call: (303) 860-4357

Email: help@cu.edu

UIS SERVICE DESK

EMAIL & CALENDARS

HOW TO VIEW ANOTHER MAILBOX IN OUTLOOK WEB APP:

<p>In the top right corner where you name is click the drop down arrow, and select "Open another mailbox..."</p>	 <p>A screenshot of the Outlook Web App user menu. The menu is open, showing options: "Change", "There's a problem with IM. Please try again later. If the problem continues, contact your helpdesk.", "Sign in to IM", "Open another mailbox..." (highlighted with a red box), and "Sign out".</p>
<p>This will open a prompt with a search box. Type in the name of the mailbox you are trying to access. For this example, we will use the "UIS Service Desk" mailbox. If you have added it before it may auto populate within the drop down, if not select the "search contacts and directory" button.</p>	 <p>A screenshot of the "Open another mailbox" search prompt. The search box contains "help@cu.edu". Below the search box, a dropdown menu shows "UIS Service Desk" with "help@cu.edu" below it. A "Search contacts and directory" button is visible at the bottom.</p>
<p>If the mailbox name is specific, it should automatically select the correct mailbox to connect to. Select "Open" once you have found the correct mailbox.</p>	 <p>A screenshot of the "Open another mailbox" confirmation dialog. The dialog shows "UIS Service Desk" with "help@cu.edu" below it. There are "Open" and "Cancel" buttons. The "Open" button is highlighted with a red box.</p>
<p>This will open the mailbox selected in a new tab.</p>	 <p>A screenshot of a browser window showing two tabs. The active tab is "UIS Service Desk - Outlook Web" (highlighted with a red box). The address bar shows the URL: "https://exchange.cu.edu/owa/help@cu.edu/?offline=disabled#path=/mail".</p>

