

Email on your browser



Quick Start Guide

Filter your messages

Find unread messages, messages sent directly to you, or with message flags. Use the sort by option to sort by date, from, to, subject, flagged and other options.

Use folders

Create new folders to keep track of your messages by project, person, or task.

Go to Outlook Web App

Go to your email by selecting **Outlook**.

Switch view

Go to your calendar, people, or sites in one click.

Take action on a message

Reply, forward, or IM the sender all within the Preview Pane.

The screenshot displays the Outlook Web App interface. At the top, the navigation bar includes 'Office 365', 'Outlook', 'Calendar', 'People', 'Yammer', 'OneDrive', 'Sites', and a user profile for 'Molly Dempsey'. Below the navigation bar, there is a search bar and a 'new mail' button. The left sidebar shows a 'Favorites' section with folders for 'Molly Dempsey' (Inbox 41, Drafts, Sent Items, Deleted Items 9, Junk Email, Notes) and an 'In-Place Archive - Molly Dempsey' section. The main area is divided into a message list and a preview pane. The message list shows several messages, with the selected message from 'Zrinka Makovac' (dated 8/7/2013) highlighted. The preview pane shows the content of this message, including the sender's name and profile picture, the subject 'Review quarterly results', and the body text: 'That sounds good. I think Alex and Allie should also be part of that meeting. Molly'. Action buttons like 'REPLY', 'REPLY ALL', and 'FORWARD' are visible above the message content.

Get started with email in your browser

Sign in through your organization's Office 365 portal and choose **Outlook** from the navigation bar.

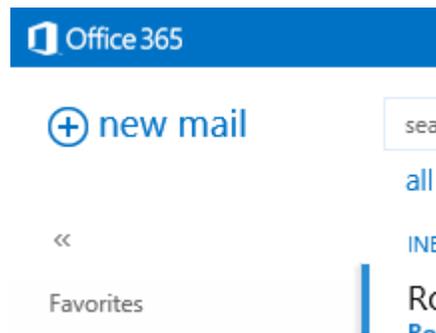


Outlook Calendar People Yammer OneDrive Sites ...

Create a new message

Use New Mail to create a new message.

1. Select Outlook from the Office 365 screen, click **New mail**.
2. In the message, add recipients, a subject, and type the body of the message.
3. Click **Send**.

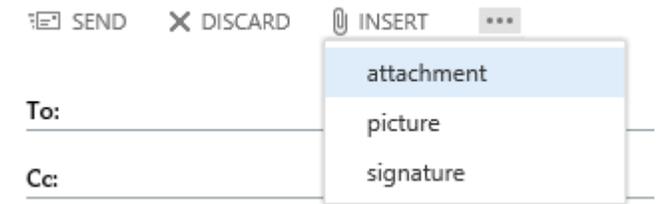


Attach a file, picture, or signature

Outlook Web App can send include attached files, embedded images, or a signature in messages that you send.

To attach a file or another type of item

- In the email message, select **Insert**, then select **Attachment** to attach a file or **Picture** to embed an image, then use File Explorer to browse for and select the file or picture.
- To add a signature, select signature.



Create and include a signature

You can create a signature and then choose if you want it to be automatically added to all of your messages, or you can create a signature and add it to individual messages.

To create a signature

1. From Outlook, Calendar, or People, click **Settings > Options > Settings > Mail**. You can create a new signature or change the one you already created. Select **Automatically include my signature on messages I send** to include your signature on all new messages you send.

To sign a message

1. In your email message, at the top, select **Insert > Signature**.

Change the format of your text

To change the font, size, color, and format of the text in your email message, you can select them from the format ribbon in your message.



Add a hyperlink

To add a hyperlink

1. In the message, enter the text that you want to make a hyperlink.
2. Select the down arrows in the text format ribbon.
3. Select Hyperlink.
4. Enter the URL for the link and select OK.

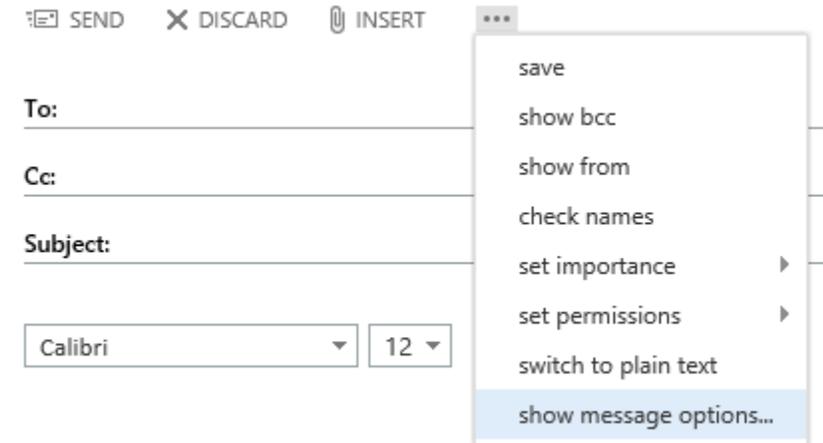
Tip: You can add any items from the format options to the format ribbon by selecting the checkbox next to it.



Set message options

You can let recipients know if your message has a higher or lower priority than usual, set permissions, or show fields that aren't always available (such as bcc and from) by selecting the options icon at the top of a new message.

- To set importance, in the email message, select **Set importance**, choose **High Importance** or **Low Importance**, and then send the message.
- To show more message options, such as read or delivery receipts, select **Show message options**.



Set display settings

To quickly adjust the appearance of your email, go to Settings > Display settings. You can use Display settings to choose the layout, if you see preview text or not, how conversation view works, and how the reading pane is used.

✓ OK ✕ CANCEL

display settings

[message list](#) [conversations](#) [reading pane](#) [Outlook Web App version](#)

Layout:

- Sender name on top
- Subject on top

Preview text:

- Show preview text
- Hide preview text

Set mail options

You can use **Settings > Options > Settings > Mail** to configure things like your default signature, what happens when a new email is received, and how read receipts are processed.

The screenshot shows the Outlook settings interface for 'mail' options. The left sidebar lists various settings categories, with 'settings' selected. The main content area is divided into three sections: 'email signature', 'message format', and 'read receipts'. The 'email signature' section shows a rich text editor with a signature for Molly Dempsey. The 'message format' section has checkboxes for 'Always show Bcc' and 'Always show From', and a dropdown for 'Compose messages in this format' set to 'HTML'. The 'read receipts' section has radio buttons for 'Ask me before sending a response', 'Always send a response', and 'Never send a response'. Below that, the 'reading pane' section has radio buttons for 'Type in the reading pane' and 'Type in a new window', and a section for 'Choose when items should be marked as read' with a dropdown set to 'Mark the item as read when the selection changes' and a 'Wait' field set to 5 seconds. A 'save' button is at the bottom of the settings area. The footer shows 'Microsoft ©2013 Microsoft Corporation Legal | Privacy' and 'Community | Feedback'.