Quick Start Guide: Outlook on the Web
What you'll see in Mail

When you sign in to https://mail.uottawa.ca/owa/, you'll go straight to your Inbox.
1. **New email:** Create a new email by selecting Add + New.

2. **Folders pane:** Includes a list of folders in your mailbox. Collapse the pane by selecting Folders at the top of the list. Expand and collapse folders in this view by selecting the triangle + next to the top-level folder, or right-click an existing folder and select Create new folder.

3. **Search window:** Type the name of a person to locate a contact or emails from that contact, or type text that you want to search for to find a particular message, and then select 📦.

4. **Inbox list:** Displays how many messages there are in a conversation and how many are unread, or if there is an attachment, flag, or category associated with the messages. Select All 📩 in the upper right of the list to filter, sort, or choose how to view your emails (as messages or conversations).

5. **Reading pane:** Displays messages or conversations that you select in the folders pane. Respond to any message in the conversation by selecting it and then selecting ✉️ Reply. Print an email here by selecting the Reply menu and then selecting Print.

Use the command bar above the reading pane to perform common email actions such as deleting, archiving, categorizing, or moving emails.
Calendar

Keep track of appointments, meetings, or any other event from anywhere you have Internet access. Add, edit, or delete events by using daily, weekly, or monthly views. For more information about working with calendars in Outlook on the web, go to Using the Calendar in Outlook on the Web.

1. **Search calendar**: Begin typing the name of a person or an event to locate a meeting or appointment containing a particular contact or event title, and then select 🔄.
2. **New event:** Create a new event by selecting **New > Event.**

![Event creation interface]

3. **Calendar:** Displays the calendar in month view. You can move through the months by selecting the forward or back arrows. Selecting a particular date highlights that date in the main, larger calendar view. The current date is always highlighted.

4. **My calendars:** View more than one calendar at a time and create other calendars, such as a calendar to use for a specific project or to track personal appointments. You also can add other people’s calendars, view multiple calendars in a single view, or select which calendar to display. To create a new calendar, right-click **My calendar** and select **New calendar.** To rename or remove a calendar, right-click the calendar and select **Rename** or **Remove.**

5. **View options:** Choose whether you want to see your calendar in Day, Work week, Week, or Month view.

6. **Calendar pane:** Calendars are displayed based on the view you want to use. Create a new appointment here by double-clicking a day or time slot.

7. **Share and print:** Use the command bar above the reading pane to share or print your calendar.

![Share and print interface]

8. **Month view:** If you have a lot of events, the month view of a calendar can be very busy and difficult to read. Select any day in the calendar pane for a clearer view of all the events of that day.
People

Store and manage all of your contacts in one place. Create new contacts or search for and edit existing ones. If you work in an organization or business, you can also view any address books that have been set up for your organization. To learn more about managing contacts in Outlook on the web, go to Use contacts in Outlook on the web.

Tasks

Keep track of things you need to get done or view and track flagged messages in email that are associated with an action item. To learn more about managing tasks in Outlook on the web, go to Using Tasks in Outlook on the web.