Getting started with Microsoft Outlook on the web

Outlook on the web is the browser-based version of Office 365 Outlook. It’s accessible from most browsers and gives you access to your email, calendar, and contacts. Using any computer with an Internet connection, sign in to your Office 365 account to use Outlook on the web.

# Explore Outlook on the web

You might not need to use it often, but there are a few things to know that will make your experience go more smoothly.

To get you up to speed fastest, you’ll want to know:

* How to get to Outlook on the web to sign in.
* How to see and use your mail and mail folders.
* Where to find your calendar and appointments.

Creating out-of-office replies and marking emails as important or confidential are other options you might use frequently.

Next, you might want to change how your emails look to others or how they’re organized for your review and use. Use the **Settings** pane to access these and other familiar display settings.

Finally, scroll down the **Settings** pane to the links to app settings for **Mail** and **Calendar**—this is where you can find more customization options like using email signatures or setting reminders.

## Sign in to Outlook on the web

When you sign in to Outlook on the web, your Office 365 Outlook Mail opens.

1. Go to [https://outlook.office365.com](https://outlook.office365.com/).

This screenshot shows the padlock icon next to the words “Microsoft Corporation” which indicates that you’re accessing a secure site. This screenshot shows the padlock icon next to the words “Microsoft Corporation” which indicates that you’re accessing a secure site. 

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Enter your email address and password, and then select **Sign in**.

You can begin immediately reading and responding to your emails. To create a new message, select **New**.

## Open your calendar

Find your calendar app by selecting app launcher App launcher icon that looks like a 3 by 3 grid on the navigation bar, and then selecting **Calendar**.

Your **Calendar** opens, showing your appointments and events. You can create new meeting invitations or respond to invitations you have received. You can also:

* Add different types of calendars.
* Share your calendar with others.
* Print your calendar.

To go back to your email, select app launcher again, and then select **Mail**.

## Create an out-of-office message

The option to send an automatic reply to people who send you email is on the **Settings** pane.

From either Calendar or Mail, select **Settings** Settings icon that looks like a gear on the navigation bar, and then select **Automatic replies**.

## Set importance or permissions for an email

Open a new message. In the row of icons under the message pane, select the down arrow to see more actions. Besides setting importance and permissions, you can:

* Check names.
* Save your message as a draft.
* Switch to plain text.

# Change how your Inbox, Mail, and Calendar look

In Outlook on the web, a few commonly made changes are grouped together for quick access from the **Settings** pane. Your inbox can be customized from **Display settings**, for example. Many other options are available by diving a little deeper into your Mail and Calendar app settings.

## Open the Settings pane

On the navigation bar, select **Settings**.

For your inbox, select **Display settings**. Options include:

* Where your reading pane appears.
* What happens when you move or delete an item.
* Whether your first message appears in the reading pane.
* Whether to show preview text.
* Whether to sort messages into **Focused** and **Other**.

## Use Your app settings to further customize

Use the **Your app settings** option for Mail to activate or change:

* Email signatures.
* Read receipts.
* Attachment preferences.
* Message formats.

Options for Calendar include:

* How to handle reminders.
* Whether to automatically add events like airline flights from your email to your calendar.
* Whether to show or hide weather on your calendar.

## Open Your app settings

1. From either Mail or Calendar, select **Settings**, and then scroll to the bottom.

Under **Your app settings**, select the app that you want to customize, and then select the option that you want to review or change.

# Outlook on the web is ready for you

This overview of Outlook on the web will get you started with information to get working right away. If you have questions or run into issues, use **Search** from the **Help** pane to find support content.

# For more information

## Microsoft IT

[microsoft.com/itshowcase](http://www.Microsoft.com/ITShowcase)

## Microsoft Office Support

[support.office.com](https://microsoft.sharepoint.com/teams/IT_Showcase_Content_Development/Readiness/Mark/7193%20OWA%20(ext)/support.office.com)

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