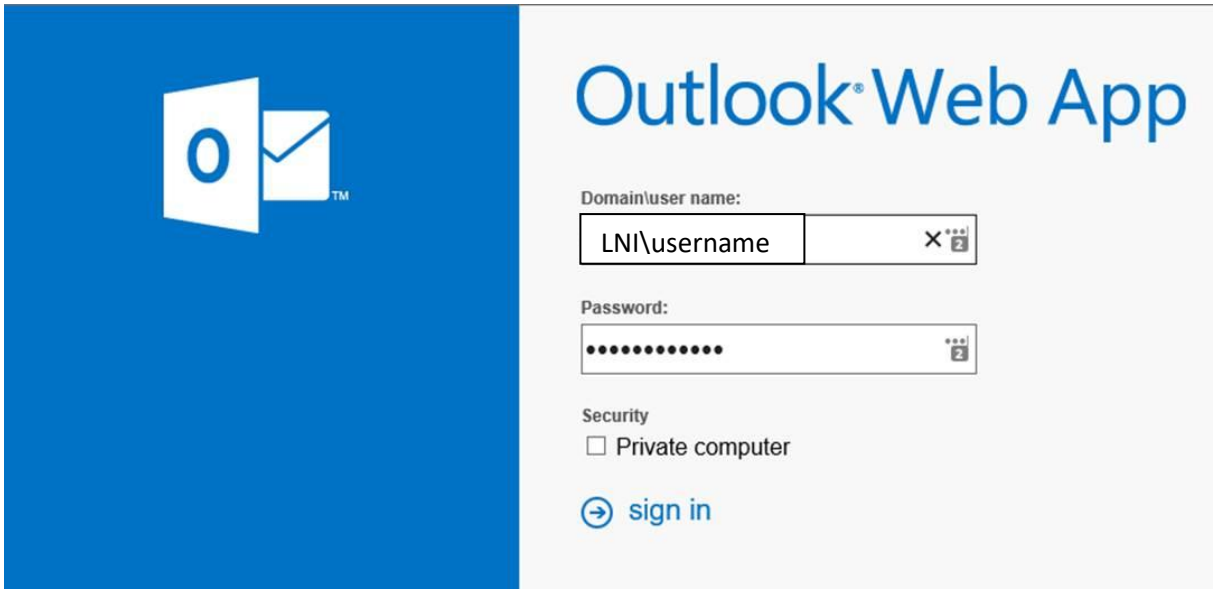
Outlook on the Web (formerly known as Outlook Web Access)

There are several improvements to the web based mail application. The guide below will walk you through some of the more common tasks in Outlook on the Web. The mobile version is also very functional for both IOS and Android devices.

Logging In

1. Supported on Internet Explorer, Chrome and Safari use https://mobile.wa.gov to log in.

2. Once the first screen is load, which is a blue and white splash screen (see figure 1.1), use your LNI\username and password credentials and click on "sign in".

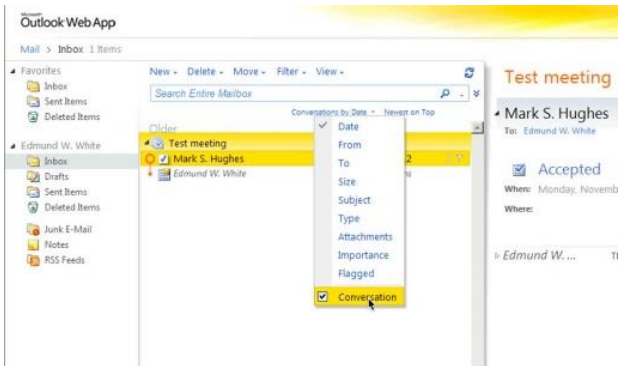


General Navigation

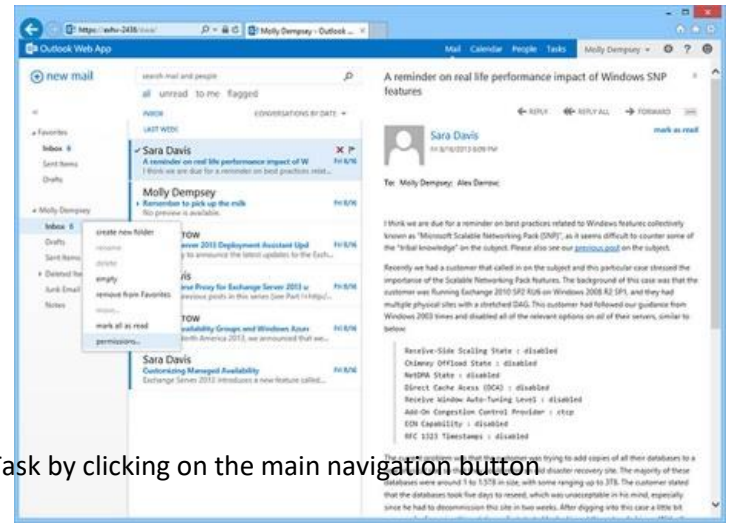
Once logged in you will get directed to a new OWA version which is now called Outlook on the Web.

The majority of the layout in Outlook on the Web will look very familiar to what the old system had in its look and feel.

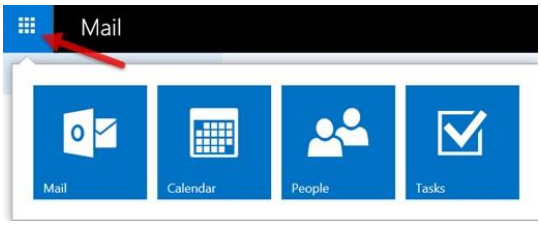
Inbox – OWA 2010



Inbox – Outlook on the Web 2016



- Move between Mail, Calendar, People (Contacts) or Task by clicking on the main navigation button



- In many areas throughout the application, you will find this symbol: It is used to hide and expose sections or sub menus within Outlook on the Web. You can use it to give more viewing area on your screen or show you options that are otherwise hidden.

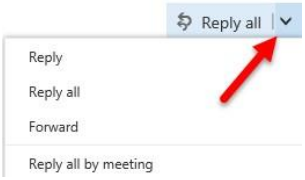
E-mail

To access your mailbox, choose "Mail" from the main navigation button.

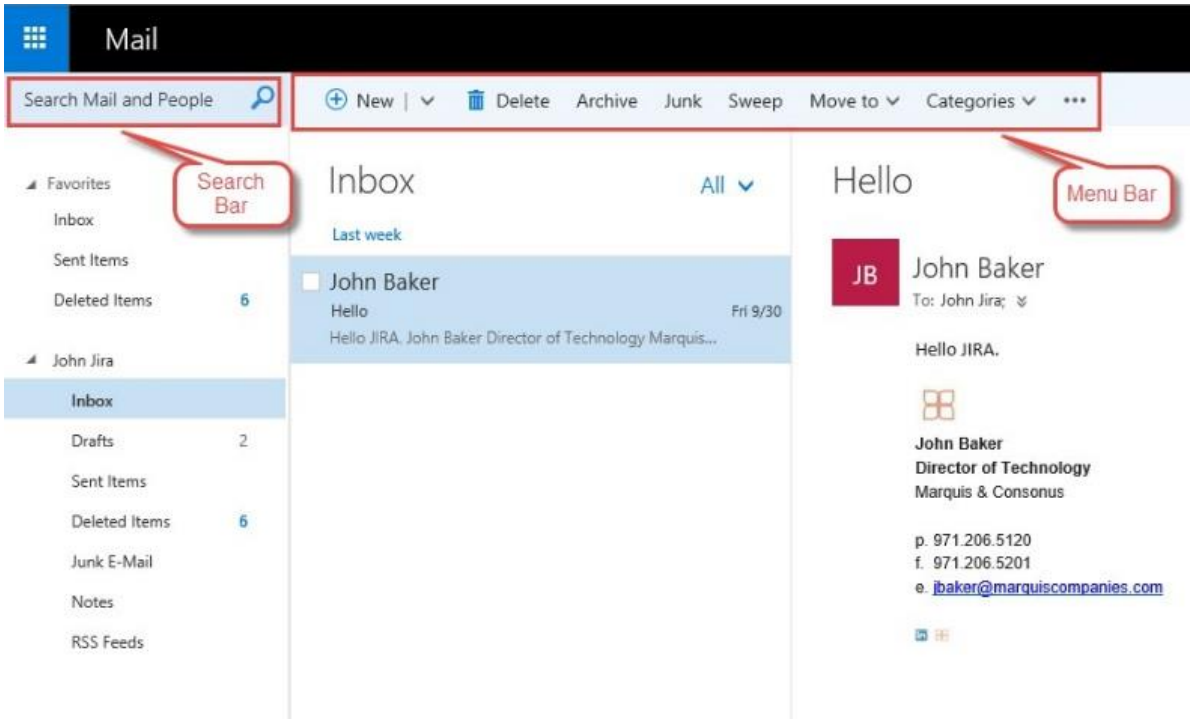
Viewing e-mail

1. Choose “Mail” from the main navigation button.
2. Your main Mail screen will be presented.
3. From here you can manage your e-mail just as any standard mail application.

In many areas of Mail, you can find additional options by choosing the “down caret” and shown below.



The main Mail menu bar is laid out to perform the most common tasks. Use the Search Bar to search through Mail and find People.

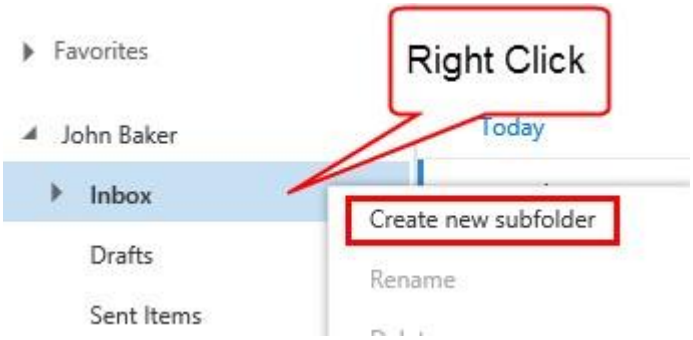


Composing a Message

1. Select "New" from the main Mail menu bar.
2. Enter the appropriate information in the new message fields.
3. Include any necessary documents by selecting "Attach" from the menu bar.
4. For additional e-mail options, choose the "•••" from the menu bar.

Creating a Subfolder in Your Mailbox

1. From the menu bar on the left, right click on the folder you want to create a subfolder in.
2. Choose "Create new folder".
3. Enter the name of the new folder.



Calendar

To access the Calendar, choose "Calendar" from the main navigation button

Creating a New Event

1. Select "New" from the menu bar
2. Enter the details of the event
3. To add people to the invite, enter the names under the People section on the right
4. If you would like OWA to automatically send an e-mail reminder prior to the event, choose "Add an email reminder"
5. Attach files using the "Attach" option from the top menu bar
6. When all of the necessary information is entered, choose "Save" from the top menu bar

Change the Calendar View

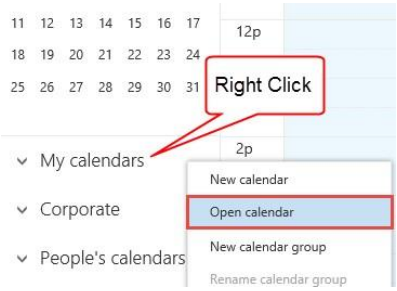
1. From the main Calendar view, choose "Day", "Work week", "Week" or "Month" from the options in the upper right menu
2. Choose "Today" to quickly jump to the current day's view

Share Your Calendar

1. From the main Calendar view, choose "Share" then "Calendar"
2. Choose the people within the organization that you would like to share your calendar with
3. Choose the level of detail you want the user to see from the drop down menu
4. Choose "Send"

Open a Shared Calendar

1. From the main Calendar view, right click on My Calendars
2. Choose "Open Calendar"
3. Enter the name of the person that has shared their calendar with you
4. Choose "Open"



Contacts

To access your Contacts, choose "People" from the main navigation button. From this section you can create new Contacts and your own custom Contact groups. You can also search through your own personal contacts or the entire organization by using the "Search People" option in the upper left section of the screen.

Create a New Contact

1. From the main People view, choose "New"
2. Add the appropriate contact information to the "Add contact" form
3. Choose "Save"

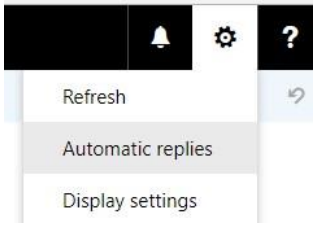
Create a New Contact List / Personal Distribution Group

1. From the main People view, choose the down caret next to "New"
2. Choose "Contact list"
3. Enter the name of the list you want to create
4. Add the names of the people you want included in the list. These can be company employees or your own personal contacts.
5. Choose "save"

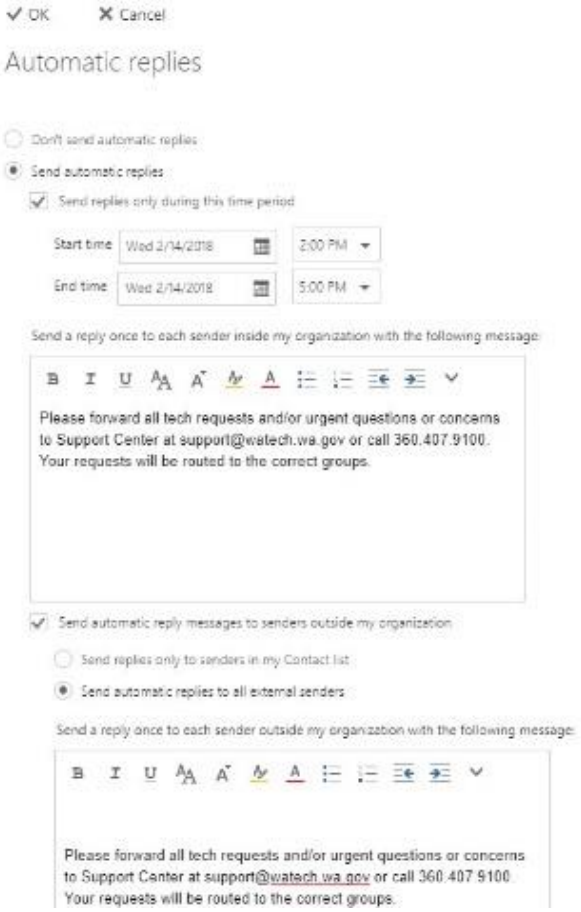
Automatic Replies

Setting Automatic Replies

1. Click on the gear icon and select Automatic replies.



2. Select “Send automatic replies”. You can also specify a time period the automatic replies will be set for (this also allows setting an automatic reply ahead of time).
3. Set verbiage for sender inside your organization.
4. You can also select to send automatic replies to senders outside my organization by checking the “Send automatic reply messages to senders outside my organization” box. Select whether to send only to sender in your Contacts list or to all external senders.
5. Click OK once completed to save and set the automatic replies.



Add the shared mailbox so it displays under your primary mailbox

If you want to monitor the email from your primary mailbox and the shared mailbox at the same time, use this method. In addition, after you complete this task, the shared mailbox and its folders are displayed in the left navigation pane each time you open Outlook on the web.

1. Sign in to your account in Outlook on the web.
2. Right-click the name of your primary mailbox (such as Molly Dempsey) in the left navigation pane, and then choose Add shared folder.
3. In the Add shared folder dialog box, type the name or email address of someone who has shared a mailbox with you, and then click Add.

The shared mailbox displays in your Folder list in Outlook on the web. You can expand or collapse the shared mailbox folders as you can with your primary mailbox. You also can remove the shared mailbox from your Folder list. To remove it, right-click the shared mailbox, and then click Remove shared folder.

To explore other changes in the application, use the following websites:

Improvements to OWA in Exchange 2016 (Part 1)
http://www.msexchange.org/articles-tutorials/exchange-2016-articles/management-administration/improvements-owa-exchange-2016-part1.html

Improvements to OWA in Exchange 2016 (Part 2)
http://www.msexchange.org/articles-tutorials/exchange-2016-articles/management-administration/improvements-owa-exchange-2016-part2.html

Outlook Web App (OWA) 2016 Quick Reference Guide
https://confluence.marquiscompanies.com/display/KB/Outlook+Web+App+%28OWA%29+2016+Quick+Reference+Guide