Microsoft Office 365 Outlook Web App (OWA)

Winter 2016, Version 3

Table of Contents

Introduction ...................................................................................................................................... 3
Logging In .......................................................................................................................................... 3
Navigation Bar ................................................................................................................................... 3
Mail ................................................................................................................................................... 4
  Creating Messages.......................................................................................................................... 5
  Reading Messages .......................................................................................................................... 6
  Replying to Messages .................................................................................................................... 8
  Forwarding Messages .................................................................................................................... 8
  Pinning Messages .......................................................................................................................... 9
  Flagging Messages ........................................................................................................................ 9
  Printing Messages ........................................................................................................................ 10
  Deleting Messages ....................................................................................................................... 10
  Moving Messages ........................................................................................................................ 11
  Filtering and Sorting Messages .................................................................................................... 11
  Managing Folders ......................................................................................................................... 12
    Creating Folders ......................................................................................................................... 12
    Renaming Folders ....................................................................................................................... 13
    Deleting Folders ........................................................................................................................ 13
  Emptying the Deleted Items Folder .............................................................................................. 13
  Creating Signatures ....................................................................................................................... 14
  Turning on Automatic Replies ...................................................................................................... 15
Calendar .......................................................................................................................................... 15
  Creating Appointments ............................................................................................................... 16
  Editing or Deleting Appointments .............................................................................................. 17
  Creating Meetings ....................................................................................................................... 18
  Rescheduling or Canceling Meetings .......................................................................................... 19
  Responding to Meeting Invitations ............................................................................................ 20
People ............................................................................................................................................. 20
  Creating Contacts ....................................................................................................................... 21
  Editing Contacts ........................................................................................................................... 22
  Deleting Contacts ........................................................................................................................ 22
  Creating and Editing Contact Lists ............................................................................................. 23

For additional training resources, visit www.calstatela.edu/training.
Logging Out ..................................................................................................................................... 24
Accessing Office 365 OWA on Mobile Devices................................................................................... 24
Introduction

The **Microsoft Office 365 Outlook Web App (OWA)** is a web-based email system for Cal State LA students, faculty, and staff. It allows users to access their email, calendar, and contacts from any computer with an Internet connection. This handout provides an overview of the Office 365 OWA user interface and covers how to perform basic tasks such as sending and receiving messages, creating signatures, turning on automatic replies, managing folders, creating appointments and meetings, and creating contacts and contact lists.

Logging In

You can log in to Office 365 OWA using your *myCSULA Identity* account.

**To log in to Office 365 OWA:**

1. Launch a web browser, log in to the [MyCalStateLA Portal](https://my.calstatela.edu) with your *myCSULA Identity* account, and then click *Office 365 Email* on the QuickLaunch menu (see Figure 1 and Figure 2).

   **NOTE:** You can log in to Office 365 OWA directly by going to [mymail.calstatela.edu](https://mymail.calstatela.edu) and logging in with your *myCSULA Identity* account.

   ![Figure 1 – MyCalStateLA Portal Login Page](image1)

   ![Figure 2 – QuickLaunch Menu](image2)

Navigation Bar

The **Navigation** bar is located at the top of the Office 365 OWA user interface and provides quick access to the main components of OWA (see Figure 3). Click the **Notifications** icon to access your notifications, the **Settings** icon to access and customize your OWA settings, or the **Help** icon to access online help. To launch other Office 365 apps or services (such as Calendar, People, or OneDrive), click the **App launcher** on the left side of the **Navigation** bar, and then click the desired tile (see Figure 4).
Mail

The **Mail** app of Office 365 OWA provides all the tools you need to send, respond to, organize, filter, sort, and otherwise manage email messages (see Figure 5 and Table 1). When you log in to Office 365 OWA, the Mail app launches by default. If you launch another app, you can switch back to the **Mail** app by clicking **Mail** on the **App launcher**.

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Figure 3 – Navigation Bar

![Navigation Bar](image1)

Figure 4 – App Launcher

![App Launcher](image2)

Figure 5 – Mail App

![Mail App](image3)

**Action Toolbar**

**Folder Pane**

**Content Pane**

**Reading Pane**
Table 1 – Mail App Elements

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action toolbar</td>
<td>Provides quick access to the most commonly used commands, including search.</td>
</tr>
<tr>
<td>Folder pane</td>
<td>Displays the folders in your mailbox. Click the Expand arrow to show the folder list, or click the Collapse arrow to hide it. To display all folders, click More at the bottom of the folder list. To expand or collapse a folder that contains subfolders, click the triangle icon next to the folder name.</td>
</tr>
<tr>
<td>Content pane</td>
<td>Displays a list of all the messages in the current folder. Pointing to a message displays icons that you can use to quickly delete, mark as unread, flag, or pin the message. Right-clicking a message displays a menu of actions that you can take.</td>
</tr>
<tr>
<td>Reading pane</td>
<td>Displays the contents of the selected message, and allows you to read and compose messages.</td>
</tr>
</tbody>
</table>

Creating Messages

Creating an email message is a relatively simple process. Every message must have at least one recipient. You can direct a single message to multiple recipients by including multiple email addresses in the To field or by using the Cc or Bcc fields.

- The To field is for primary message recipients. Usually, these are the people that you want to respond to the message.
- The Cc field is for carbon copy recipients. These are usually people that you want to keep informed about the subject of the message, but from whom you do not require a response.
- The Bcc field is for blind carbon copy recipients. These are people that you want to keep informed, but whom you want to keep hidden from other message recipients.

To create a message:

1. In the Mail app, click New on the Action toolbar (see Figure 6). A blank Message form displays in the Reading pane (see Figure 7).

![Figure 6 – New Button on the Action Toolbar](image)

![Figure 7 – Message Form](image)
2. In the **To**, **Cc**, or **Bcc** field, type the email address of each recipient, and then press the **Enter** key.

   **NOTE**: The **Bcc** field is not displayed by default. You can display it by clicking the **More commands** icon on the **Action** toolbar, and then clicking **Show Bcc** on the menu.

3. In the **Subject** field, type the subject of your message.

4. In the **Message** field, type the message that you want to send.

5. To change the importance level of the message, click the **More commands** icon, point to **Set importance** on the menu, and then click the desired level (**High**, **Normal**, or **Low**).

   **NOTE**: By default, new messages have their importance level set to **Normal**.

6. To request a read receipt, click the **More commands** icon, click **Show message options** on the menu, select the **Request a read receipt** check box in the **Message options** dialog box, and then click the **OK** button (see Figure 8).

7. To add an attachment, click **Attach** on the **Action** toolbar, locate and select the file that you want to attach from your **Computer** or **OneDrive**, and then select how you want to attach the file. The attachment appears below the **Subject** field (see Figure 9).

   **NOTE**: You can remove the attachment by clicking the **Delete** button to the right of the file name.

8. To send the message, click **Send** on the **Action** toolbar.

   **NOTE**: If you want to send the message at a later time, you can save it in the **Drafts** folder by clicking the **More commands** icon, and then clicking **Save draft** on the menu. If you decide not to send the message, click **Discard** on the **Action** toolbar.

---

**Reading Messages**

All new messages are automatically delivered to your **Inbox** folder. The number of unread messages in a folder appears next to the folder name in the Folder pane (see Figure 10). Also, a blue bar appears to the left of unread messages in the Content pane (see Figure 11).
The message list in the Content pane displays the header of each message (see Figure 11). The message header provides basic information about a message such as the sender’s name or email address, the subject of the message, and the date or time the message was received. Icons displayed in the message header provide additional information about a message.

- A **Reply** icon indicates that the message has been replied to.
- A **Forward** icon indicates that the message has been forwarded.
- A **Paper Clip** icon indicates that the message includes one or more attachments.
- A **Flag** icon indicates that the message has been flagged for follow up.
- A **Pin** icon indicates that the message has been pinned.

**To read a message:**
1. In the **Content** pane, select the message that you want to read. The message is displayed in the **Reading** pane (see Figure 12).

   **NOTE:** You can open the message in a separate window by double-clicking it in the **Content** pane.

2. If the message includes an attachment, do one of the following (see Figure 13):
   - To preview the attachment, click the down arrow on the attachment, and then click **View** on the menu. The file opens in the web browser window. When done previewing, click the **Close** button to close the attachment and return to the email.
   - To download the attachment, click the down arrow on the attachment, and then click **Download** on the menu. The file is saved in the **Downloads** folder on your computer.
   - To save the attachment to your **OneDrive**, click the down arrow on the attachment, and then click **Save to OneDrive - Cal State LA** on the menu.
NOTE: It is not recommended to open or save an attachment unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses.

**Replying to Messages**

When replying to a message, you can reply to the individual sender, or you can reply to the sender of the message and all other recipients. When you reply to a message, the subject is automatically copied from the original message and the Re: prefix is added to indicate that the message is a reply. Also, the text of the original message is automatically copied into the new message.

**To reply to the sender:**

1. In the **Content** pane, select the message to which you want to reply.
2. In the **Reading** pane, click the More actions down arrow, and then click **Reply** on the menu (see Figure 14). A **Message** form addressed to the sender displays in the **Reading** pane.
3. In the **Message** field, type your response in the space above the original message.
4. Click **Send** on the **Action** toolbar.

**To reply to the sender and all other recipients:**

1. In the **Content** pane, select the message to which you want to reply.
2. In the **Reading** pane, click **Reply all**. A **Message** form addressed to the sender and all other recipients displays in the **Reading** pane.
3. In the **Message** field, type your response in the space above the original message.
4. Click **Send** on the **Action** toolbar.

**Forwarding Messages**

When you receive a message, you can forward it to one or more recipients. When you forward a message, the subject is automatically copied from the original message and the Fw: prefix is added to indicate that the message is a forward. Also, the text of the original message is automatically copied into the new message.
To forward a message:
1. In the Content pane, select the message that you want to forward.
2. In the Reading pane, click the More actions down arrow, and then click Forward on the menu (see Figure 14). A Message form displays in the Reading pane.
3. In the To field, type the email address of the person that you want to forward the message to.
4. In the Message field, type your response in the space above the original message.
5. Click Send on the Action toolbar.

Pinning Messages
Pins are a great way to keep important messages handy and prevent them from getting buried in a folder. Pinned messages are kept at the top of a folder and are highlighted in yellow (see Figure 15).

To pin a message:
1. In the Content pane, select the message that you want to pin.
2. On the Action toolbar, click the More commands icon, and then click Pin on the menu (see Figure 16).

   NOTE: You can quickly pin a message by pointing to the message in the Content pane, and then clicking the Pin icon that appears. You can unpin a message by clicking the Pin icon again.

Flagging Messages
You can flag a message to remind yourself to follow up on it later. When you flag a message, Today is automatically assigned as the follow-up date. Office 365 OWA includes five preconfigured flags (Today, Tomorrow, This week, Next week, and No date) that you can use. Flagged messages include a Flag icon and are highlighted in yellow (see Figure 17). When you no longer need the flag, you can either mark the message as complete or clear the flag.
To flag a message:
1. In the Content pane, select the message that you want to flag.
2. On the Action toolbar, click the More commands icon, and then click Flag on the menu.
3. To change the follow-up date, right-click the Flag icon on the message, and then click the desired option on the menu (see Figure 18).

NOTE: You can quickly flag a message by pointing to the message in the Content pane, and then clicking the Flag icon that appears.

To mark a flagged message as complete:
1. In the Content pane, right-click the Flag icon on the message, and then click Mark complete on the menu (see Figure 18). The Flag icon changes to a Check Mark icon.

To unflag a message:
1. In the Content pane, right-click the Flag icon on the message, and then click Clear flag on the menu (see Figure 18).

Printing Messages
You can print a copy of a message for reference or to store in hard copy format.

To print a message:
1. In the Content pane, select the message that you want to print.
2. On the Action toolbar, click the More commands icon, and then click Print on the menu.
3. A printer-friendly version of the message opens in a new window and the Print dialog box opens. Select the desired print options, and then click the Print button.
4. Click the Close button in the upper-right corner of the Message window.

Deleting Messages
Over time, your mailbox can fill with hundreds of messages. You should delete messages that you no longer need. When you delete a message, it is moved to the Deleted Items folder.

To delete a message:
1. In the Content pane, select the message that you want to delete.
2. Click Delete on the Action toolbar (see Figure 19).
NOTE: You can quickly delete a message by pointing to the message in the Content pane, and then clicking the Delete icon that appears. If you want to restore a deleted message, move the message from the Deleted Items folder to the desired folder.

Moving Messages

You can organize your messages by moving them from your Inbox folder to other folders.

To move a message:

1. In the Content pane, select the message that you want to move.
2. On the Action toolbar, click Move to, and then click the desired folder (see Figure 20).

NOTE: You can also move a message by dragging it to a different folder.

Filtering and Sorting Messages

By default, the Content pane displays all the messages in the current folder. The messages are grouped by conversation and are sorted by the date received, with the newest message at the top. You can use filters to show only messages that are unread, messages that are flagged, etc. In addition, you can sort messages by date, subject, size, importance level, etc.

To filter messages:

1. At the top of the Content pane, click the down arrow , and then click the desired filter in the Filter section of the menu (see Figure 21). Only those messages that meet the selected criteria are displayed in the Content pane.

To sort messages:

1. At the top of the Content pane, click the down arrow , and then click the field by which you want to sort the messages in the Sort by section of the menu (see Figure 21).
Managing Folders

The Folders pane includes a list of folders in your mailbox (see Figure 22). Select any folder in the list to view its contents. By default, only the folders that are added to your Favorites are displayed in the pane. You can display the full list of folders by clicking More at the bottom of the list. Below is a description of the default folders:

- **Inbox**: All incoming messages are delivered to this folder.
- **Clutter**: Unimportant messages (based on your reading habits) are automatically moved to this folder.
- **Drafts**: A copy of in-progress messages are automatically stored in this folder.
- **Sent Items**: A copy of messages you send is stored in this folder.
- **Deleted Items**: Every item that you delete from your mailbox is moved to this folder.
- **Junk Email**: Incoming messages that are identified as spam are automatically moved to this folder.
- **Notes**: This is a read-only folder. You must use Outlook to create or edit items in this folder.

Right-clicking a folder in the Folder pane displays a menu of actions you can take (see Figure 23). These actions include creating, renaming, deleting, emptying, or moving a folder; adding a folder to your Favorites; and marking all items in a folder as read.

**NOTE**: The default folders cannot be renamed, deleted, or moved. When you right-click a default folder, those options appear dimmed on the menu.

Creating Folders

In addition to the default folders, you can create your own folders to help you organize your messages in a way that makes the most sense to you. For example, you can create a folder for a specific project or for all messages sent by a particular person.

**To create a folder:**

1. In the Folder pane, right-click the folder in which you want to create the new folder (e.g., Inbox), and then click Create new subfolder on the shortcut menu.
2. Type a name for the new folder in the box that appears, and then press the Enter key (see Figure 24).
NOTE: If you want to create a folder at the same level as your Inbox folder, click the Create new folder icon next to the top-level folder.

![New Folder Name Box](image)

**Figure 24 – New Folder Name Box**

**Renaming Folders**

You can rename any folder that you create.

**To rename a folder:**
1. In the Folder pane, right-click the folder that you want to rename, and then click Rename on the shortcut menu.
2. Type a new name for the folder, and then press the Enter key.

**Deleting Folders**

You can delete any folder that you create. When you delete a folder, it is moved to the Deleted Items folder.

**To delete a folder:**
1. In the Folder pane, right-click the folder that you want to delete, and then click Delete on the shortcut menu.
2. The Delete folder dialog box opens asking you to confirm. Click the OK button (see Figure 25).

![Delete Folder Dialog Box](image)

**Figure 25 – Delete Folder Dialog Box**

**Emptying the Deleted Items Folder**

By default, every item that you delete from your mailbox is moved to the Deleted Items folder. You can permanently delete the item by emptying the Deleted Items folder or by deleting the item individually from the Deleted Items folder.
To empty the Deleted Items folder:

1. In the Folder pane, right-click the Deleted Items folder, and then click Empty folder on the shortcut menu.
2. The Empty folder dialog box opens asking you to confirm. Click the OK button (see Figure 26).

![Figure 26 – Empty Folder Dialog Box](image)

Creating Signatures

You can create a signature and have it automatically added to outgoing messages. Signatures can include text and graphics. Business signatures commonly include the signer’s name, job title, company name, address, phone number, and email address.

To create a signature:

1. Click the Settings icon on the right side of the Navigation bar, and then click Options on the menu (see Figure 27).
2. The Mail options page displays. In the left pane, under Mail, under Layout, click Email signature (see Figure 28).
3. On the Email signature page, select the check boxes that apply.
4. In the Signature field, type your signature in the space below the toolbar.
5. Click Save at the top of the page.

![Figure 27 – Settings Menu](image)  ![Figure 28 – Email Signature Page](image)
Turning on Automatic Replies

You can use the **Automatic replies** feature to notify people who send you messages that you are not available to respond. Automatic replies are sent once to each sender. You can create different messages to send to people inside Cal State LA and people outside Cal State LA.

To turn on automatic replies:

1. Click the **Settings** icon on the right side of the **Navigation** bar, and then click **Automatic replies** on the menu (see Figure 27).
2. On the **Automatic replies** page, select the **Send automatic replies** option button (see Figure 29).
3. Type your message in the box labeled **Send a reply once to each sender inside my organization with the following message**.
4. Select or deselect other options as desired, and then click **OK** at the top of the page.

![Figure 29 – Automatic Replies Page](image)

Calendar

The **Calendar** app allows you to create and track appointments and meetings. You can view your calendar in four different ways by clicking **Day**, **Work week**, **Week**, or **Month** in the upper-right corner of the page (see Figure 30). The small calendar in the left pane can be used to navigate from one date to another. The current date is highlighted with a dark blue background. The left and right arrows next to the month name can be used to scroll to another month. You can switch to the **Calendar** app by clicking **Calendar** on the **App launcher**.
Creating Appointments

An appointment is a block of time you mark on your calendar for a specific activity. Appointments can be a single occurrence or can be scheduled to repeat. Appointments appear only on your calendar.

To create an appointment:
1. In the Calendar app, click New on the Action toolbar. A blank Calendar event form displays (see Figure 31).
2. In the **Title** field, type a brief description of the appointment.
3. In the **Location** field, type the location where the appointment will occur.
4. In the **Start** and **End** fields, select the appropriate dates and times.
5. If you want the appointment to repeat, select a repeating pattern from the **Repeat** list.
6. If you have more than one calendar, select which calendar to save the appointment to from the **Save to calendar** list.
7. To change when the reminder appears, select a different option from the **Reminder** list.
8. To change how the appointment appears on your calendar (**Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**), select a different option from the **Show as** list.
9. In the **Notes** field, type any additional information.
10. When you are done, click **Save** on the **Action** toolbar.

## Editing or Deleting Appointments

If the information about an appointment has changed since it was created, you can edit the appointment. You can also delete an appointment and remove it from your calendar.

### To edit an appointment:

1. On the calendar, click the appointment that you want to edit.
2. In the appointment callout box, click **Edit** (see Figure 32).
   
   **NOTE**: If you are editing a repeating appointment, when prompted, click **Edit occurrence** to have your changes affect only that occurrence or **Edit series** to edit every event in the series.
3. On the **Calendar event** form, make the desired changes.
4. When you are done, click **Save** on the **Action** toolbar.

![Figure 32 – Appointment Callout Box](image)

### To delete an appointment:

1. On the calendar, click the appointment that you want to delete.
2. In the appointment callout box, click **Delete** (see Figure 32).
   
   **NOTE**: If you are deleting a repeating appointment, when prompted, click **Delete occurrence** to delete only that occurrence or **Delete series** to delete every event in the series.
3. The **Delete event** dialog box opens asking you to confirm. Click the **Delete** button (see Figure 33).
Creating Meetings

A meeting is an appointment to which you invite other people. Responses to your meeting invitation appear in your Inbox folder. Like appointments, meetings can be a single occurrence or can be scheduled to repeat. You create a meeting the same way you do an appointment, but you invite attendees.

To create a meeting:

1. In the Calendar app, click New on the Action toolbar. A blank Calendar event form displays (see Figure 31).
2. In the Title field, type the meeting topic.
3. In the Location field, type the location where the meeting will be held.
4. In the Add people field, type the email address of the person that you want to invite to the meeting, and then press the Enter key (see Figure 34).
5. Repeat step 4 to add additional attendees.

Note: After you add all the attendees, you can use the Scheduling assistant to check their availability.

Figure 34 – Meeting Attendees
6. In the **Start** and **End** fields, select the appropriate dates and times.
7. If you want the meeting to repeat, select a repeating pattern from the **Repeat** list.
8. If you have more than one calendar, select which calendar to save the meeting to from the **Save to calendar** list.
9. To change when the reminder appears, select a different option from the **Reminder** list.
10. To change how the meeting appears on your calendar (**Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**), select a different option from the **Show as** list.
11. In the **Notes** field, type any message that you want to include with your meeting request.
12. When you are done, click **Send** on the **Action** toolbar. A meeting invitation is sent to each attendee and the meeting is added to your calendar. Each person who receives your meeting invitation can accept, tentatively accept, or decline the invitation.

**Rescheduling or Canceling Meetings**

You can reschedule or cancel a meeting you previously scheduled.

**To reschedule a meeting:**

1. On the calendar, click the meeting that you want to reschedule.
2. In the meeting callout box, click **Edit** (see Figure 35).

   **NOTE:** If you are editing a repeating meeting, when prompted, click **Edit occurrence** to have your changes affect only that occurrence or **Edit series** to edit every event in the series.

3. On the **Calendar event** form, make the desired changes.
4. When you are done, click **Send** on the **Action** toolbar to send an update to the attendees.

**To cancel a meeting:**

1. On the calendar, click the meeting that you want to cancel.
2. In the meeting callout box, click **Cancel**, and then click **Send the cancellation now** on the menu that appears. A cancellation notice is sent to the attendees.

   **NOTE:** If you want to include a message with the cancellation notice (e.g., the reason you are cancelling the meeting), click the **Edit the cancellation before sending** option on the menu, type your message in the text box that appears, and then click the **Send** button.
Responding to Meeting Invitations

Other people may invite you to meetings. Meeting invitations appear in your Inbox folder. You can respond to a meeting invitation by accepting, tentatively accepting, or declining the invitation. You can also propose a new meeting time. When you accept or tentatively accept a meeting invitation, it gets added to your calendar.

To respond to a meeting invitation:

1. In the Mail app, in the Content pane, select the meeting invitation to which you want to respond.
2. In the Reading pane, click Accept ☑, Tentative ❓, or Decline ❌, and then click the desired option on the menu that appears (see Figure 36).

NOTE: If you click the Edit the response before sending option on the menu, type your comment in the text box that appears, and then click the Send button.

![Figure 36 – Meeting Invitation in the Reading Pane](image)

People

The People app provides access to your personal contacts and the campus directory (see Table 2 and Figure 37). You can switch to the People app by clicking People 📞 on the App launcher 📆.

Table 2 – People App Elements

<table>
<thead>
<tr>
<th>Name</th>
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<td>Folder pane</td>
<td>Displays contact folders. Click the Expand arrow ☑ to show the folder list, or click the Collapse arrow ❌ to hide it.</td>
</tr>
<tr>
<td>Content pane</td>
<td>Displays a list of all the contacts in the current folder.</td>
</tr>
<tr>
<td>Reading pane</td>
<td>Displays the contact card for the selected person.</td>
</tr>
</tbody>
</table>
Creating Contacts

You can create contacts to store information about the people you regularly communicate with, including their name, email address, street address, and phone number.

**To create a contact:**

1. In the People app, in the Folder pane, select the folder in which you want to create the contact.
2. Click New on the Action toolbar. The Add contact form displays (see Figure 38).
3. Enter a name and any other information that you want to include for the contact.

   **NOTE:** Click the Add icon next to the desired field to see more options for that field.

4. When you are done, click Save on the Action toolbar.
**Editing Contacts**

If the information about a contact has changed since it was created, you can edit the contact.

**To edit a contact:**

1. In the **People** app, in the **Content** pane, select the contact that you want to edit. The contact card for the selected person is displayed in the **Reading** pane (see Figure 39).
2. Click **Edit** on the **Action** toolbar.
3. On the **Edit contact** form, make the desired changes.
4. When you are done, click **Save** on the **Action** toolbar.

![Figure 39 – Contact Card](image)

**Deleting Contacts**

When you delete a contact, it is moved to the **Deleted Items** folder.

**To delete a contact:**

1. In the **People** app, in the **Content** pane, select the contact that you want to delete. The contact card for the selected person is displayed in the **Reading** pane.
2. Click **Delete** on the **Action** toolbar.
3. The **Delete contact** dialog box opens asking you to confirm. Click the **Delete** button (see Figure 40).

![Figure 40 – Delete Contact Dialog Box](image)
Creating and Editing Contact Lists

A contact list (also known as a distribution list) is a collection of contacts. It provides an easy way to send email messages and meeting invitations to a group of people.

To create a contact list:

1. In the People app, in the Folder pane, select the folder in which you want to create the contact list.
2. On the Action toolbar, click the New down arrow, and then click Contact list on the menu (see Figure 41). A blank Contact list form displays (see Figure 42).

![Figure 41 – New Menu in the People App](image)

![Figure 42 – Contact List Form](image)

3. In the List name field, type a name for the contact list.
4. In the Add members field, type the email address of the person that you want to add to the contact list, and then press the Enter key.
5. Repeat step 4 to add additional members.
6. In the Notes field, type any additional information.
7. When you are done, click Save on the Action toolbar.

To edit a contact list:

1. In the People app, in the Content pane, select the contact list that you want to edit. The contact card for the selected list is displayed in the Reading pane.
2. Click Edit on the Action toolbar.
3. On the Contact list form, make the desired changes.

**NOTE:** You can remove a member from a contact list by clicking the Delete button (X) to the right of the member’s name (see Figure 43).

4. When you are done, click Save on the Action toolbar.
Logging Out

Logging out helps prevent someone else from accessing your mailbox. When you are done using Office 365 OWA, you should log out and close the web browser window.

To log out of Office 365 OWA:
1. Click your profile picture on the right side of the Navigation bar, and then click Sign out on the menu (see Figure 44).
2. Close the web browser window.

Accessing Office 365 OWA on Mobile Devices

You can use mobile devices such as phones and tablets to access Office 365 OWA. Setup instructions for various mobile devices are available on the Phone and tablet setup reference page.