

# Outlook Web app (OWA)

## Navigation bar

On right: Mail, Calendar, People, Tasks -- <name> Sign out, Settings, ? (Help)

## MAIL TAB

**New mail** - Click the plus sign in a circle in the upper left.

**Folders** – Right-click *Inbox* or a sub-folder on left and select *Create new folder*. Name it.

**Search Window** - Type what it is you want to search for here, such as the name of a person you want to find messages from, or text that you want to search for to find a particular message.

**Sort** - Items by Date drop down menu

**Filter** - All, Unread, To me, Flagged

**Favorites** – right-click on a folder and choose Add to Favorites

## More Actions menu

Click on email in list and look to upper right: ...

- Delete
- Categorize
- Mark as junk
- Open in Separate window
- Print
- Create rule...
- View message details

