



Email and calendar in Outlook Web Access

OWA Information Deck

Email and calendar on the Web

Outlook Web Access

With Office 365, you still have access to your email and calendar on the web using Outlook Web Access (OWA).

In this information deck, we focus on things you can do in Outlook Web Access, with some exciting improvements!

Email and calendar on the Web

View your
email

View your
calendar

Change your
theme

Set up
automatic
replies

Set up a
meeting

Search

View your email

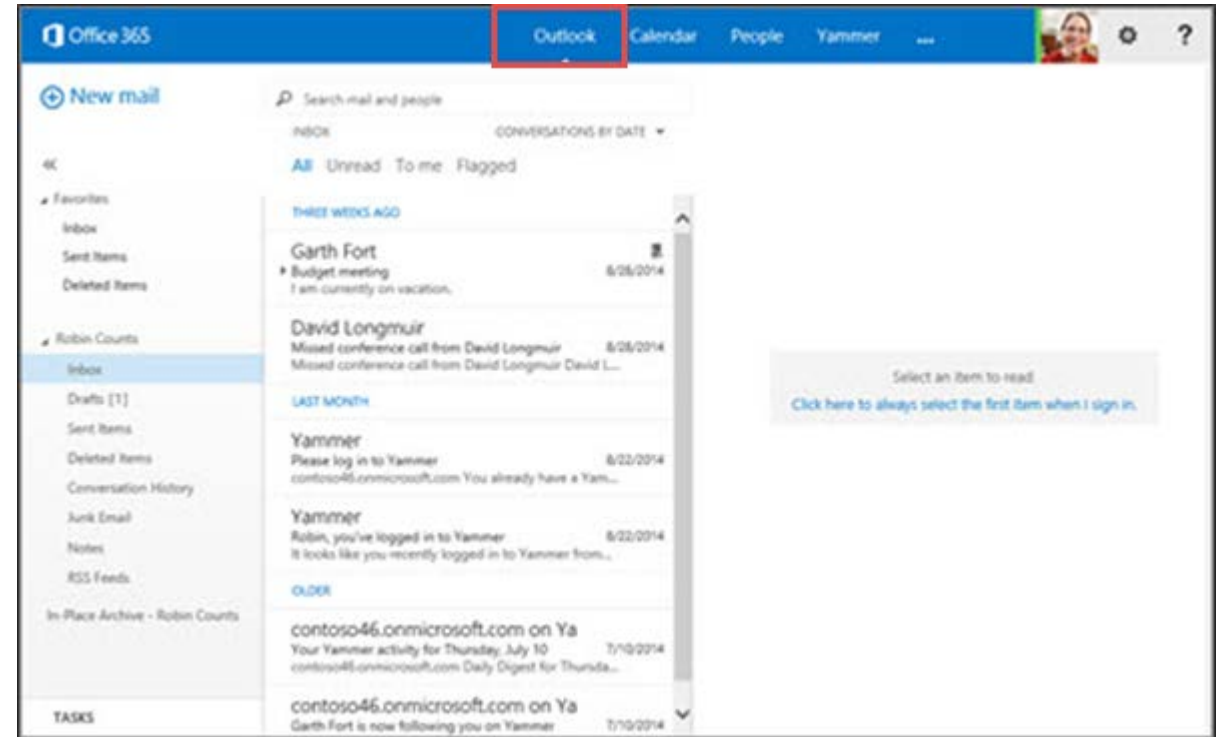
With Outlook Web Access, you can view your email and calendar on any web browser, however

- Our current OWA link will change from <https://exchange.geneva.edu/owa> to a new link since our mail servers are now in the Microsoft Data Center(s).
- For Students, your link will change from <https://webmail.geneva.edu> to a new link since our mail servers are now in the Microsoft Data Center(s). No more Squirrel Mail!! Yeah!

New links, New Look!

To view your email quickly in a browser window, use Outlook Web App.

The Office 365 Outlook Web App will look different compared our current OWA 2010 version, but all the functions have enhancements here and there.

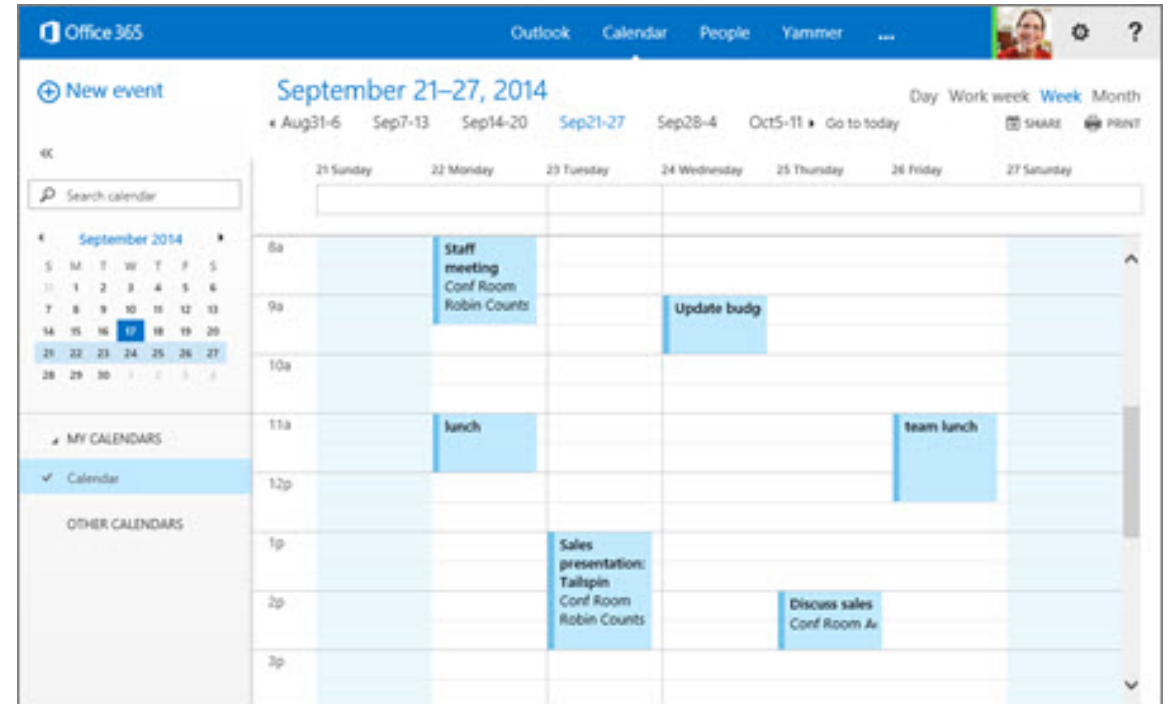


View your calendar

OWA provides browser based access to your calendar. Your calendar will remain up to date across all your devices where you're using Office 365.

View your calendar

Access your calendar quickly in a browser window using Outlook Web App.

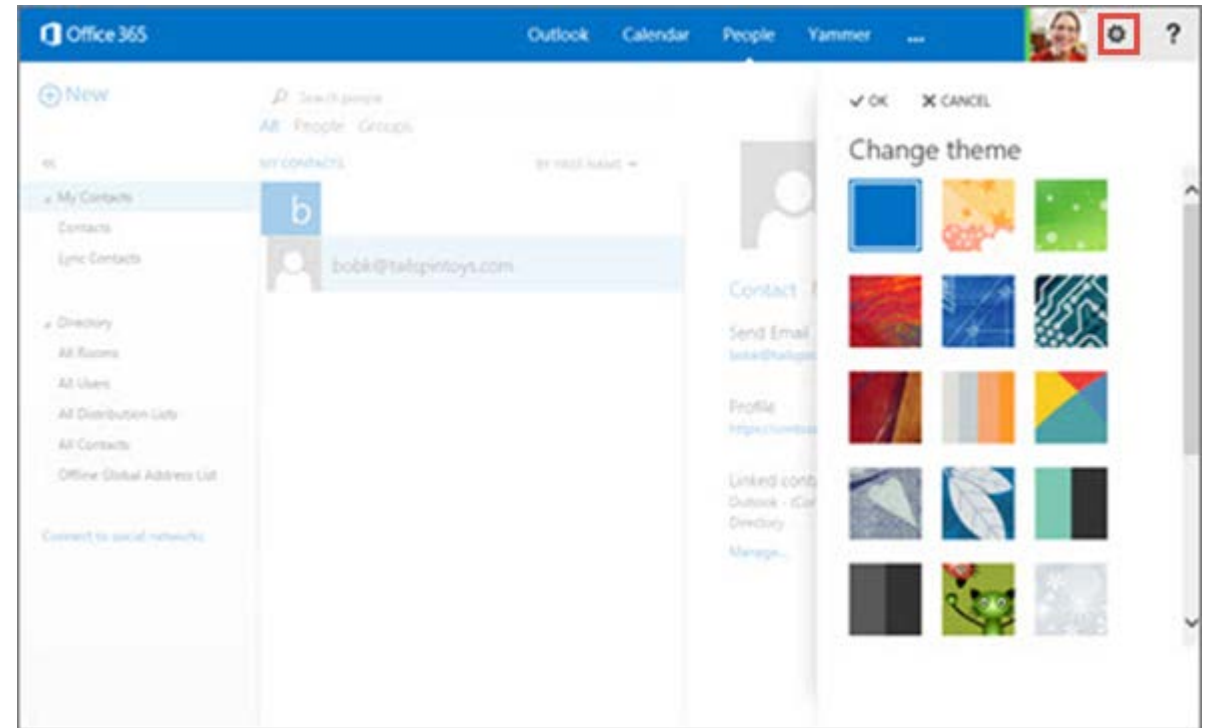


Change your theme

You can easily change the theme you use for Office 365 OWA. Choose from a wide variety of colors and patterns to make Office 365 your own.

Change your theme in Office 365 OWA

One way to personalize Office 365 is by changing the theme. It's quick and easy to do.

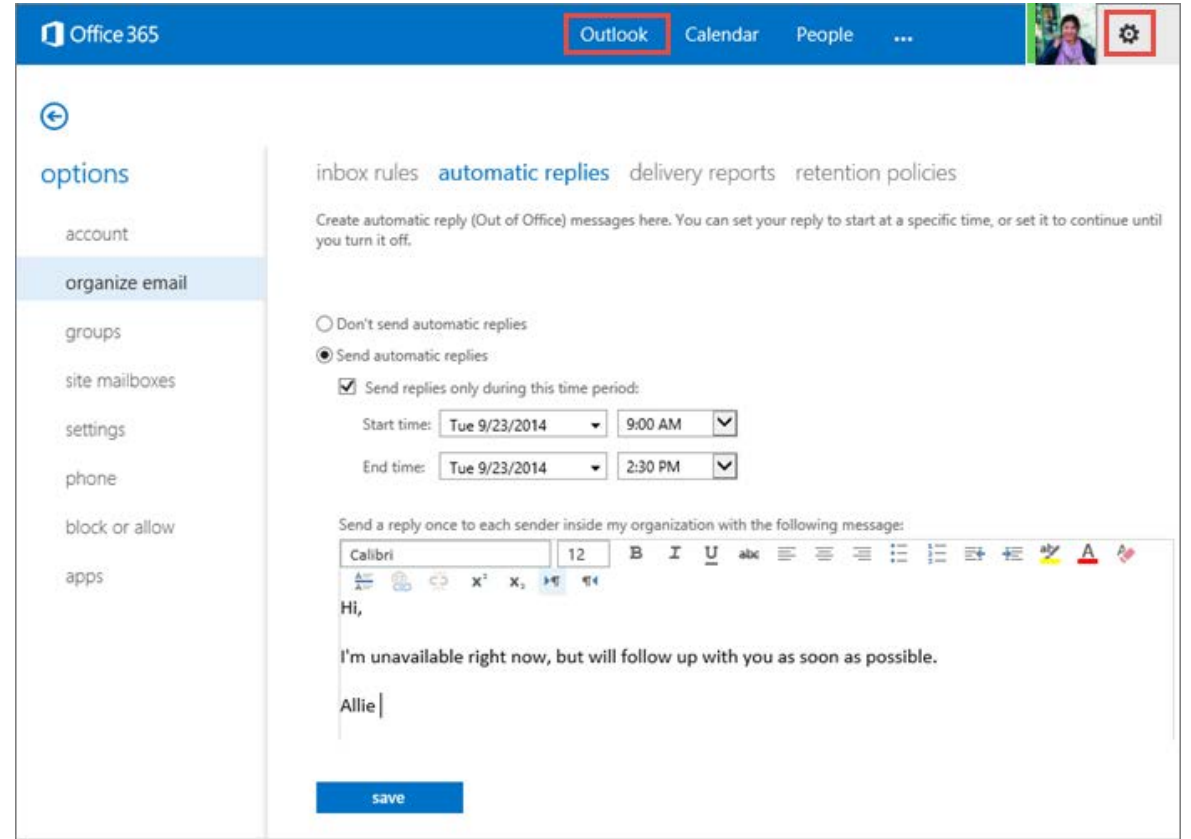


Set up automatic replies for when you're unavailable

You can set up automatic replies to let people know when you're unavailable (even if you are off campus!). You can specify a time range for your automatic replies, and even specify different messages for different groups all from your internet browser!

Set up automatic replies for email

Set up automatic replies in your browser window using **Outlook Web App**.



The screenshot shows the Outlook Web App interface. The top navigation bar includes 'Office 365', 'Outlook' (highlighted with a red box), 'Calendar', 'People', and a settings gear icon. The left sidebar lists various options: 'options' (selected), 'account', 'organize email', 'groups', 'site mailboxes', 'settings', 'phone', 'block or allow', and 'apps'. The main content area is titled 'automatic replies' and includes links for 'inbox rules', 'delivery reports', and 'retention policies'. It contains instructions on creating automatic replies and two radio button options: 'Don't send automatic replies' and 'Send automatic replies' (which is selected). Under the selected option, there is a checkbox for 'Send replies only during this time period' which is also checked. This is followed by 'Start time' and 'End time' dropdown menus, both set to 'Tue 9/23/2014' with times of '9:00 AM' and '2:30 PM' respectively. Below these are fields for the reply message, including a font dropdown set to 'Calibri' and a size dropdown set to '12'. The message text reads: 'Hi, I'm unavailable right now, but will follow up with you as soon as possible. Allie'. A 'save' button is located at the bottom of the form.

Schedule a meeting

Use your calendar to stay organized by having your meetings and appointments in one place, available across all your devices. In just a few clicks (or taps), you can set up a meeting with someone or an appointment for yourself, and get reminders ahead of time so you don't miss anything.

Schedule a meeting

Schedule a meeting in **Outlook Web App**.

The screenshot shows the 'New event' form in the Outlook Web App. The interface includes a top navigation bar with 'Office 365', 'Outlook', 'Calendar' (highlighted with a red box), 'People', 'Yammer', and 'OneDrive'. On the left, a sidebar shows a calendar view for September 2014 and a list of 'MY CALENDARS' with 'Calendar' selected. The main form area contains the following fields and options:

- New event** button (highlighted with a red box).
- Event title: **Planning Meeting** (highlighted with a red box).
- Location: **Conf Room 3645** (highlighted with a red box).
- Attendees: **Allie Bellew**, **David Longmuir**, **Sara Davis**, and **Anahita Bahrami** (highlighted with a red box). A red '+' button is next to the list.
- Start: **Tue 9/23/2014** at **9:00 AM**.
- Duration: **90 minutes**.
- Show as: **Busy**.
- Reminder: **15 minutes**.
- Calendar: **Calendar**.
- Repeat: **Never**.
- ☐ Mark as private.
- ☒ Online meeting.
- ☒ Request responses.
- Font settings: **Calibri**, size **12**, with bold, italic, underline, and list icons.
- Agenda:** (highlighted with a red box).

Search your email or calendar

There are multiple ways to search for your email messages, people or calendar items.

Search your email or calendar

You can search for messages and people in Outlook Web App by using the search box at the top of each window.

