



Email and calendar on the go

Office 365 Information Deck

Email and calendar on the go

Outlook and Outlook Web App

With Office 365, you have easy access to your email and calendar wherever you are—on your computer, tablet, or phone. To view your email or calendar on your computer, you can use Outlook or Outlook Web App. To view your email or calendar on your phone or tablet, you can use Outlook Web App or a compatible app that's on your device (such as an email and calendar app).

- Outlook is an application that you install on your computer.
- Outlook Web App is the browser-based version of Outlook that you can access over the internet, on just about any device.

In this information deck, we focus mostly on things you can do in Outlook Web App. However, we also provide links to information about Outlook.

Email and calendar on the go

View your
email

View your
calendar

Change your
theme

Set up an
automatic
signature for
your email

Set up
automatic
replies for
when you're
unavailable

Find or add a
contact

Schedule a
meeting

Share your
calendar with
others

View a shared
calendar

Search your
email or
calendar

View your email

With Office 365, you can view your email on your computer, tablet, or phone.

- On your computer, you use Outlook.
- On your phone or tablet, you use an app.
- On just about any device, you can access your email in a browser window using Outlook Web App.

View your calendar

Outlook provides a calendar that you can use to schedule your meetings and appointments. Your calendar will remain up to date across all your devices where you're using Office 365.

Change your theme

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

Set up an automatic signature for your email

One way to put Office 365 to work for you is by adding an automatic signature to your email. This is useful when you don't want to type your contact information at the end of every message. It also helps maintain consistency across the messages you send.

Set up automatic replies for when you're unavailable

You can set up automatic replies to let people know when you're unavailable. You can specify a time range for your automatic replies, and even specify different messages for different groups.

Find or add a contact

When you first sign into Office 365, it might look like you have no contacts at all. You do have access to people in your organization even if you're not sure where they are at first.

A good place to start is by finding people in your organization, then you can add them to your contacts list. You can also add external people as contacts.

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.

Share your calendar with others

With Office 365 you can share your calendar with anyone inside or outside your organization. When you share your calendar with someone inside your organization, they will be able to add it directly to their calendar view in Outlook or Outlook Web App. People outside your organization will be sent a URL that they can use to view your calendar.

Note that Calendar sharing may not be available for your account, or may be limited to people in your organization.

View a shared calendar

Others can share their calendar with you, and depending on the permission they give you, you'll be able to view their calendar, edit it, or act as a delegate for meeting requests.

Assign tasks for yourself or others

You can use tasks to set up a to-do list for yourself that's available on all your devices. And, if Outlook is installed on your computer, you can assign tasks to other people.

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