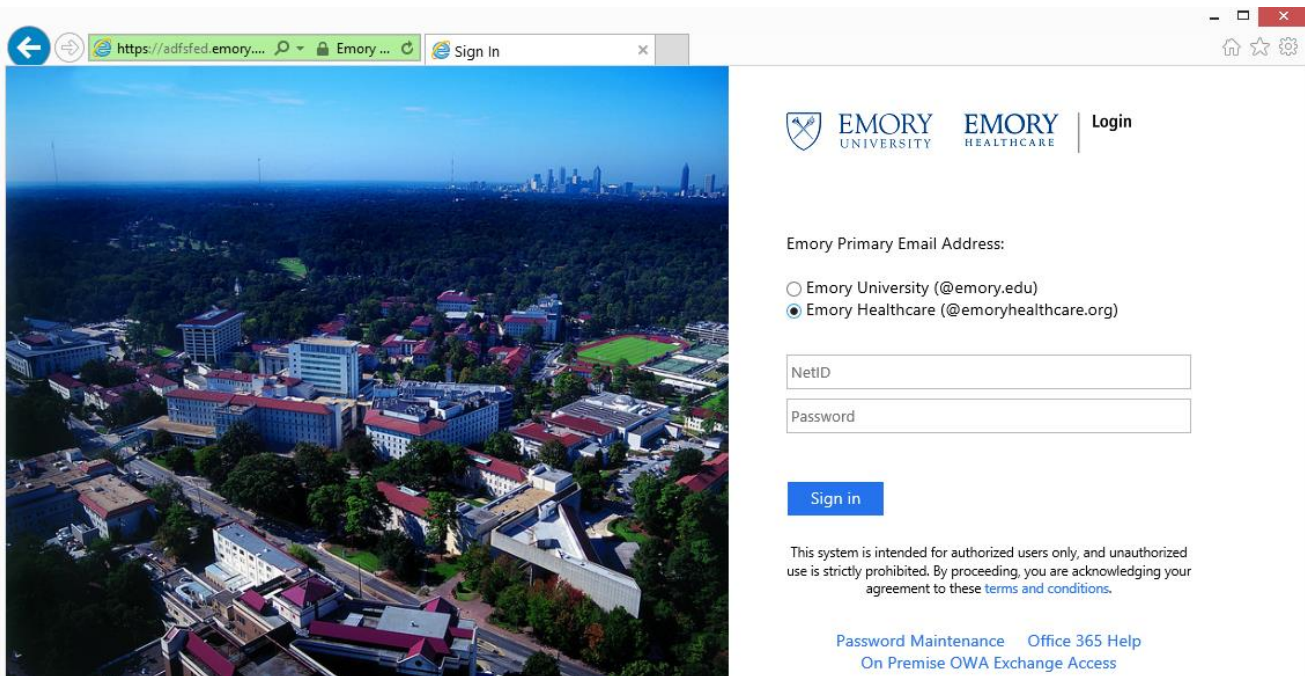# What's New in Outlook Web App for Office 365?

Outlook Web App (OWA)

- Outlook Web App (previous Outlook Web Access) gives you access to almost all of the features available on your office computer. You can read, send and delete email; manage your Contacts; and schedule meetings on your Calendar from any computer with an internet connection.

- There are several ways to access your OWA account once your email account has moved:

  - Go to http://email.emory.edu.

  - Once logged into an Emory computer, go to the Emory Healthcare intranet: http://ourehc.org and click on the Office 365 Web Mail link.

OWA 365 Login Screen

- The Login screen has been updated:

- If your primary email address is @emoryhealthcare.org:

  - Click the radio button beside Emory Healthcare.

  - Enter your Emory Healthcare logon id in the format *your-Healthcare-ID***@eushc.org** (e.g. n123456@eushc.org).

  - Type your Emory Healthcare password (the same password you use to login to the Emory Healthcare Virtual Desktop).

- If your primary email address is @emory.edu:

  - Click the radio button beside Emory University.

  - Enter your Emory University Netid in the format *your-University-NetID***@emory.edu** (e.g. jdoe@emory.edu).

  - Type your Emory University password (this password may be different from the password you use to login to the Emory Healthcare Virtual Desktop).
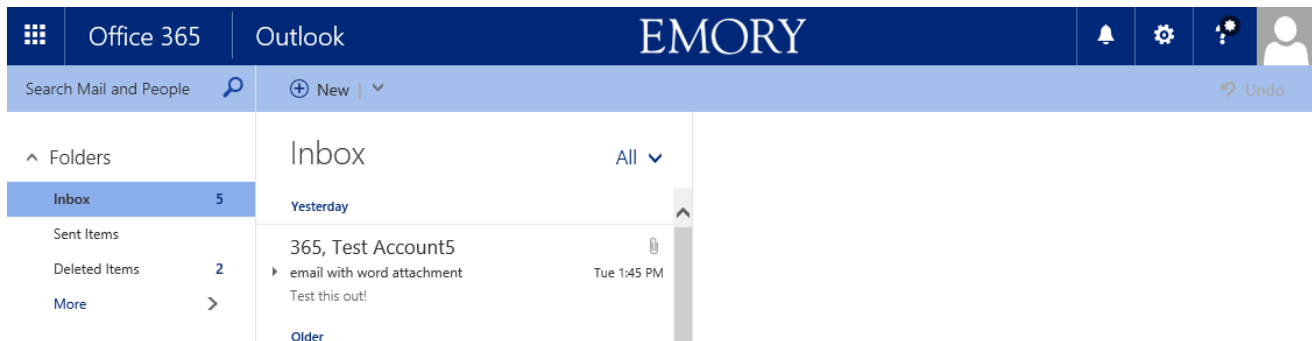
First Time logging into OWA
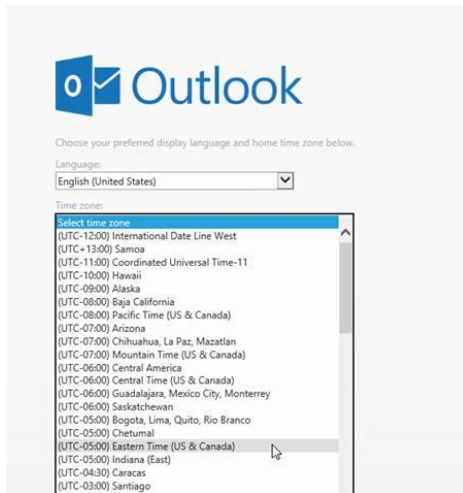
- The first time you log into OWA after the upgrade to Office 365, you will see the following screen:

- Select your language and your time zone (Eastern Time US & Canada) and click the **Save** option.
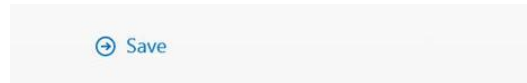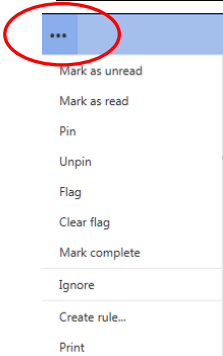

Main Screen

- The main screen will then appear:

- Once you click on a message, more options will appear on the Action toolbar on the top of the screen:


Additional Toolbar Options

- You will see additional options by clicking on the ellipsis (…) on the Action toolbar including flagging items, creating rules and printing.

**Apps Button – Switching to Mail, Calendar and People**

- The Apps button in the top left corner allows you to switch to your Mail, Calendar or People (previously called Contacts).

  Note: During this initial phase of the Office 365 project, Emory Healthcare is currently only supporting those 3 apps. Support for the other online apps will be added in a later phase.
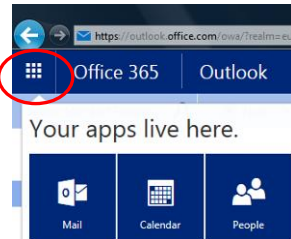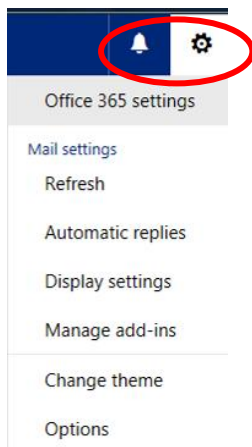

Working with Mail Messages

- Hovering over a message displays various actions, including Delete, Mark as Read, Flag this message and Keep this message at the top of the folder:
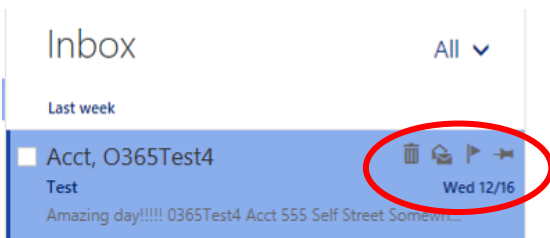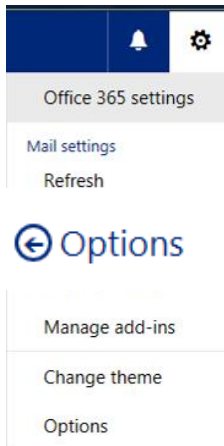

Office 365 Settings

- Clicking on the Gear on the top right of the screen gets you to Office 365 Settings, which include setting up Automatic Replies, Display Settings and Options.

Office 365 Options

- Clicking on Options from the Office 365 Settings button displays the following screen:

  - This is where you set up options for Automatic replies (also available from gear button), Junk Mail settings, Read options, Attachment options, Layout options, Calendar options and People options.
  - To go back to the main screen, you need to click on the left arrow button.

Logging Off OWA

- Click on the person icon on the top right of the screen and click **Sign out**.