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Microsoft Outlook Web App (OWA) For Exchange 2013 Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Outlook® Web App for Exchange 2013

Mail

Decrypting the Inbox

1. [Ctrl] [H] to show the Mail ribbon
2. [Ctrl] [D] to show the Mail ribbon

Creating and Sending a Message

1. [Ctrl] [N] to create a new message
2. In the TO or CC listboxes, type the names or email addresses of the people you are sending. Separating multiple names with a semi-colon (;). To auto-suggest names from your address book, press -> after the first match or [Tab] to select another match.
3. To select names from your address book contacts:
 - a. [Click] [To] or [Cc]
 - b. Select a name from the list. Or, type in the word for [To] or [Cc], then select a name.
 - c. [Click] [To] or [Cc] to select the contact.
4. Repeat [To] or [Cc] as needed. [Ctrl] [OK]
5. Type the SUBJECT and the body of the message.
6. [Ctrl] [S] to save.

Attaching a File to a Message

1. [Ctrl] [A] to attach
2. Choose a file to attach in the list.
3. Locate and select the file you want to attach.

Showing BCC

In the message window, [Ctrl] [B] and choose SHOW BCC.

Sending a Message with High or Low Importance

In the message window, [Ctrl] [I] SET IMPORTANCE and choose HIGH or LOW.

Requesting Read or Delivery Receipts

1. In the message window, [Ctrl] [M] and choose SHOW MESSAGE OPTIONS.
2. Select REQUEST A DELIVERY RECEIPT or REQUEST A READ RECEIPT. [Ctrl] [OK]

Checking Spelling

Mispelled words are underlined with red squiggles. To correct, or for language and dictionary options, right-click the misspelled words.

Showing/Hiding the Reading Pane

Use the Reading Pane to read messages and conversations without opening them.

1. [Ctrl] [R] and choose DISPLAY SETTINGS.
2. If necessary, [Ctrl] [M] to maximize.
3. Set the LAYOUT.
4. [Ctrl] [OK].

GROUPING Messages by Conversation

Arrange messages by conversation to group messages that are related (reply to a previous email).

- To turn on/off grouping by conversation, [Ctrl] the ribbon at the top right of the message list (to [Turn OFF] or [Turn ON]) and then the [CONVERSATIONS] button. Choose ON or OFF.
- To list all messages in a conversation, [Click] the Conversation [Ctrl] [D], select the conversation and view in the Reading Pane.

Ignoring a Conversation

To automatically hide existing and future messages that are part of the same conversation:

1. Right-click the conversation in the message list and choose IGNORE CONVERSATION.
2. [Ctrl] [OK].

Note: Does not hide messages from your inbox.

Reading Messages

Select a message or conversation to view in the Reading Pane. To:

1. [Click] [Click] on a message to open it.
2. [Ctrl] [D] to open.

Opening/Saving Attachments

1. [Click] on the attachment.
2. If prompted, click YES to save the attachment or NO.

- To quickly view Microsoft Office files, PowerPoint and video PDF attachments view if your computer does not have the necessary application, [Hover] over the attachment, then [Click] [Preview].
- To quickly view images, [Click] the image thumbnail. When finished viewing, close the image window.
- To [Download] over the attachment, then [Click] [Download].

Replying to a Message

1. Open/Select the message.
2. To reply to the sender only, [Ctrl] [R] REPLY. Or to reply to all addresses, [Ctrl] [R] REPLY ALL.
3. Complete the message then [Ctrl] [S] to save.

Forwarding a Message

1. Open/Select the message.
2. [Ctrl] [F] FORWARD.
3. Complete the email then [Ctrl] [S] to save.

Saving a Draft

If you are not ready to send a message, save a draft.

1. With the message in progress, [Ctrl] [S] and choose SAVE. The message is automatically saved in a folder called DRAFTS.

When you are ready to complete and send the message:

1. [Click] on the DRAFTS tab in the folder list.
2. Select the message then [Ctrl] [S] to save.
3. Finish the message, and [Ctrl] [S] to save.

Creating a Folder

1. [Click] MAILBOXES, CALENDAR, PEOPLE or TASKS.
2. In the navigation pane on the left (Right-Click) the desired folder, or NEW CALendars, TASKS or CONTACTS. Then CREATE NEW FOLDER or CALENDAR.
3. Type a name for the new folder. Press -> Enter.

Moving or Copying Messages

1. Select the message.
2. To move, [Drag] to a folder.
3. To copy, [Ctrl] [Drag] to a folder. If a folder is not visible, [Hover] over the parent folder to expand.

Creating an E-Mail Signature

1. From any Outlook folder, [Click] [S] then select OPTIONS.
2. [Click] SETTINGS.
3. If necessary, [Click] MAIL.
4. Under EMAIL SIGNATURE, type and format your email signature as desired.
5. To have more than one signature, [Click] AUTOMATICALLY INCLUDE MY SIGNATURE OR SIGNATURES I CHOOSE.
6. [Click] SAVE then [Ctrl] [S] to save.
7. To manually insert your signature when composing a message, [Ctrl] [I] then [Ctrl] [G] to paste.

Opening Another User's Mailbox

1. [Click] your name on the top right, then select OPEN ANOTHER MAILBOX.
2. Type in the name of the other user. [Ctrl] [ENTER]. If you have permission, the other user's mailbox will open.

Turning on Automatic Replies

When you are out of the office:

1. [Click] [Turn on] SET UP AUTOMATIC REPLIES.
2. Select SEND AUTOMATIC REPLIES.
3. To customize the messages, select FROM MY OUTLOOK. [Click] ON. [Click] ON. Then set times.
4. Type the message to send while you are away.
5. Choose how to deal with auto-replies to SENDERS OUTSIDE MY ORGANIZATION, and provide a different message if desired.
6. When finished, [Click] ON. Then [Click] [OK].

Turning off the Automatic Replies

If an out-of-office notice, you will be prompted to turn off automatic replies when you log in. Or review:

1. [Click] [Turn off] SET UP AUTOMATIC REPLIES.
2. Select DON'T SEND AUTOMATIC REPLIES.
3. [Click] SAVE then [Ctrl] [OK].

Searching for Mail

1. In the folder list, select the folder you want to search through (e.g., MAIL, DRAFTS).
2. In the ribbon, click SEARCH. Type above the list of items. Type a keyword or words to search for.
3. Select the other suggestions or to get search for the keyword, press -> Enter or [Ctrl] [J].
4. Select or Double-Click to open one of the items.
5. When done, [Ctrl] [D].

Chat

Starting a Chat

To start an instant message conversation, [Click] a person's name in the People list or [Hover] over a person's name in the folder list, then click on [Click] [Start Chat]. If you receive a chat message, an IM REQUEST notification will appear. [Click] [ACCEPT].

Changing Your Chat Status

[Click] your name on the top right, select your status.

Signing Out of Instant Messaging

[Click] your name on the top right, choose SIGN OUT OF IM.

Mail	
New message	[Ctrl] [N]
Deleted	[Ctrl] [D]
Reply	[Ctrl] [R]
Reply to all	[Ctrl] [R] [A]
Forward	[Ctrl] [F]
Save Draft	[Ctrl] [S]
Save	[Ctrl] [S]

For Any Outlook Item	
View Item	[Ctrl] [D]
Delete Item	[Ctrl] [D]
Send Message to All	[Ctrl] [S] [A]

Relating Multiple Items (Mail & Tasks)

Conversation items: [Click] on the list item and -> [Ctrl] [Click] on the list item.

Non-conversation items: [Click] on the list item and -> [Ctrl] [Click] on a list item with a different item.

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Synopsis

Note: This guide was updated in September 2015 and reissued under ISBN 978-1-939791-89-4. Please search that ISBN to get the latest version of this guide. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipts Checking Spelling Show/Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening/Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User's Mailbox Creating an E-Mail Signature Opening Another User's Mailbox Turning on/off Automatic Replies when Out of the Office. Chat: Starting a Chat Changing Your Chat Status Signing Out of Instant Messaging. People: Displaying People Creating and Editing Contacts Finding a Contact Linking/Unlinking Contacts Creating a Distribution List Sending a Mail Message or Meeting Request to a Contact. Tasks: Displaying Tasks Changing Tasks Viewed Creating a Task Marking a Task or Flagged Item Complete. Calendar: Displaying the Calendar Viewing the Calendar Creating & Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Repeat. Common Procedures: Using Flags Sorting Tasks/Contacts/Email Deleting an Item Undeleting an Item Using Categories Logging Off. Also includes a list of keyboard shortcuts.

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