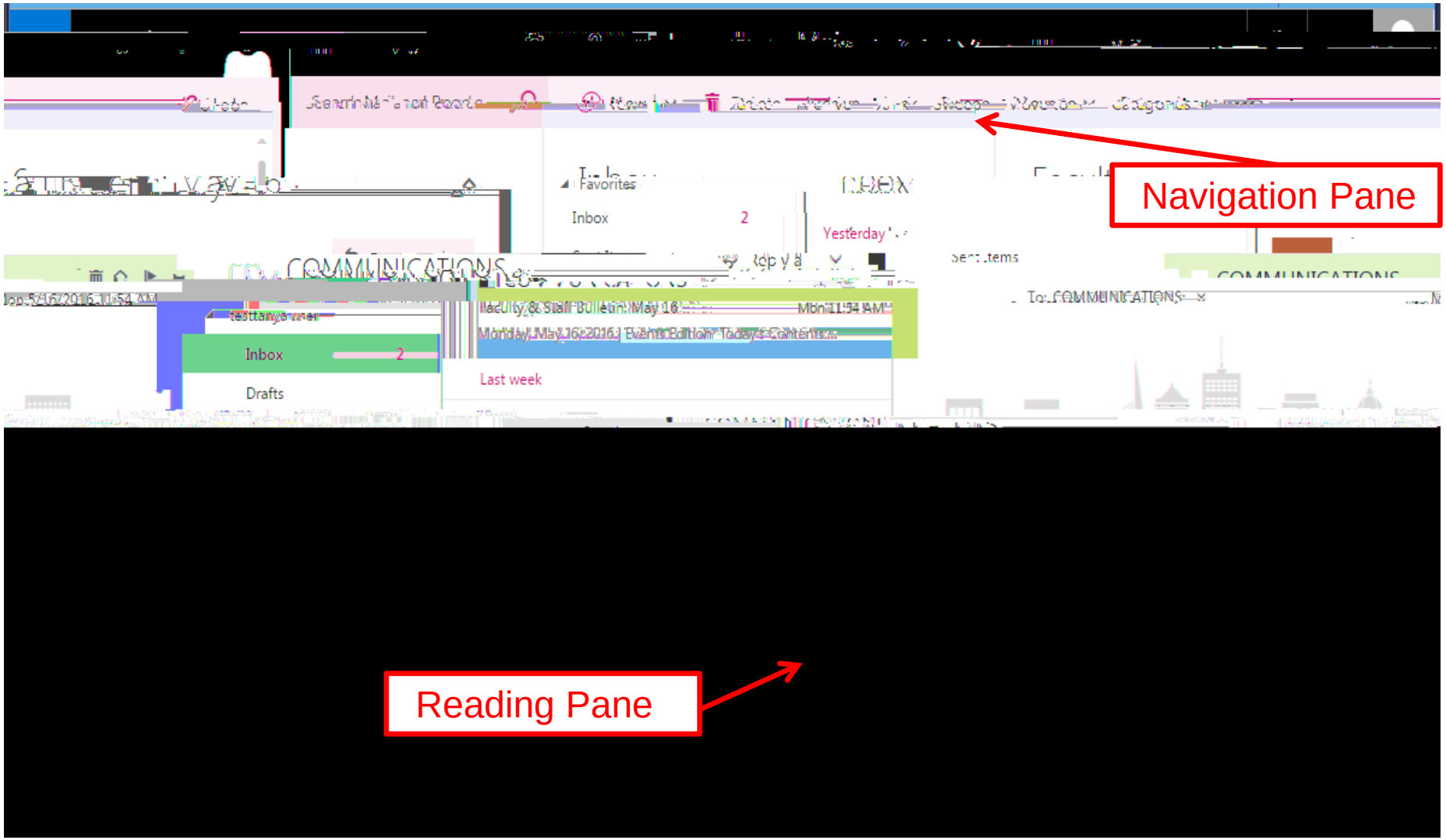
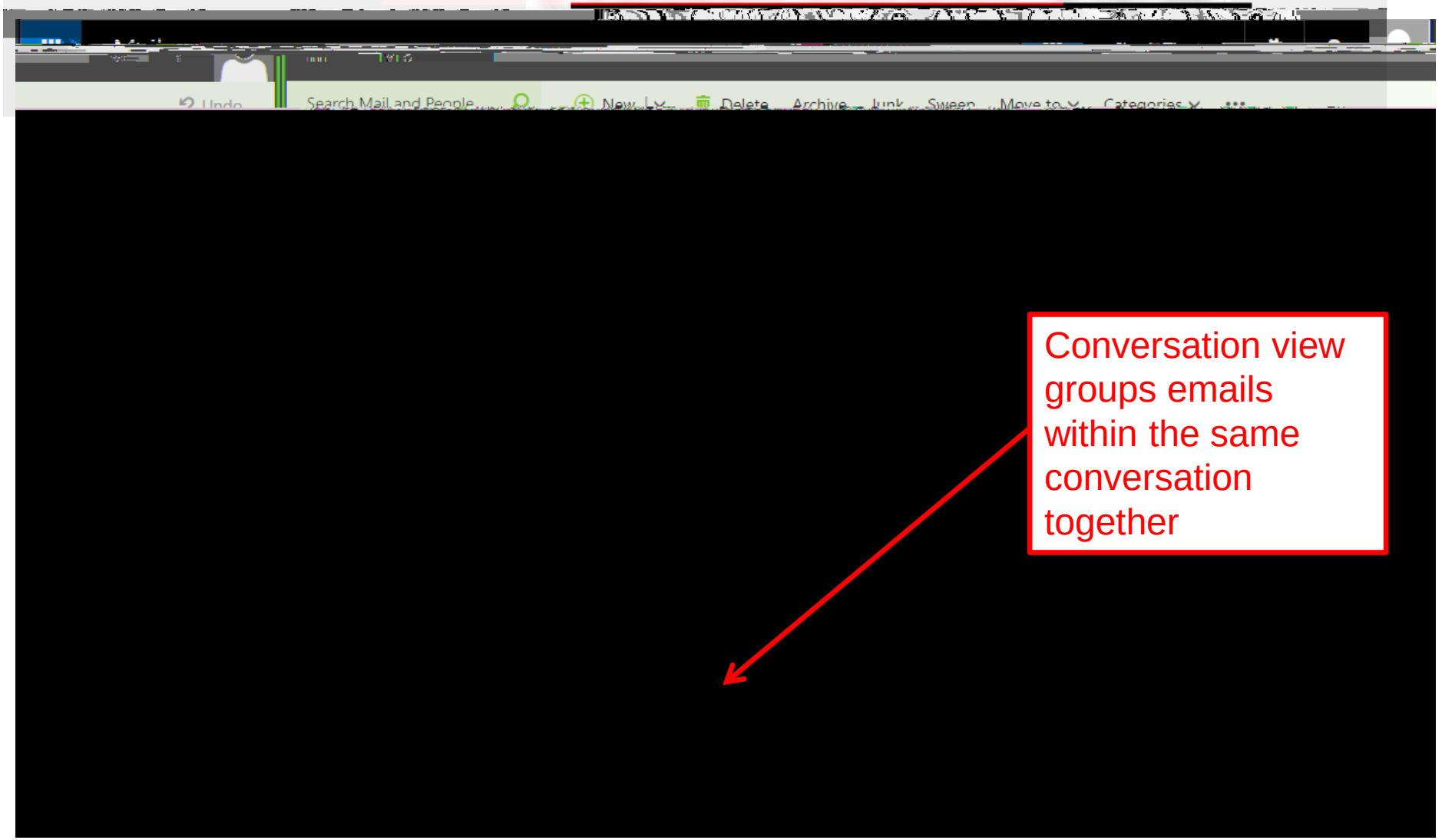
Outlook Web Access 2016

Basic Navigation

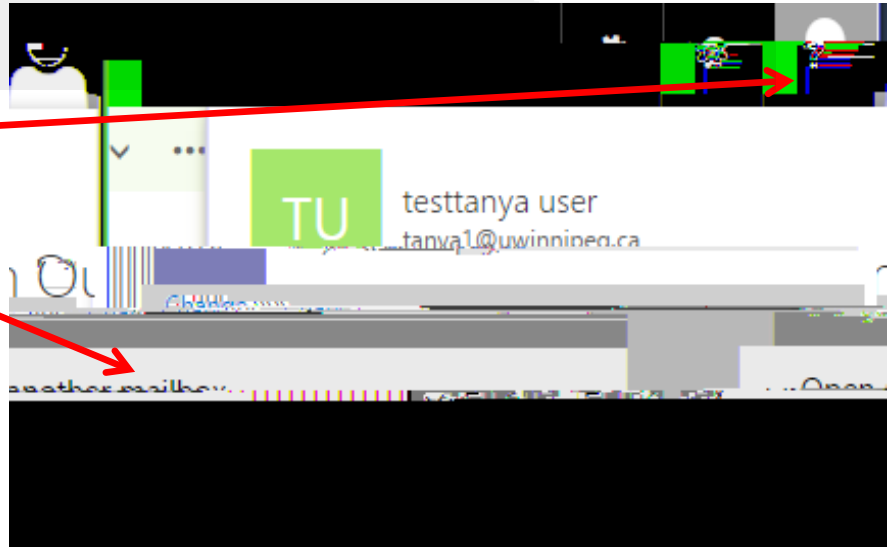

Navigation Pane
Favorites
Inbox 2
Yesterday
Inbox 2
Drafts
Last week
Reading Pane

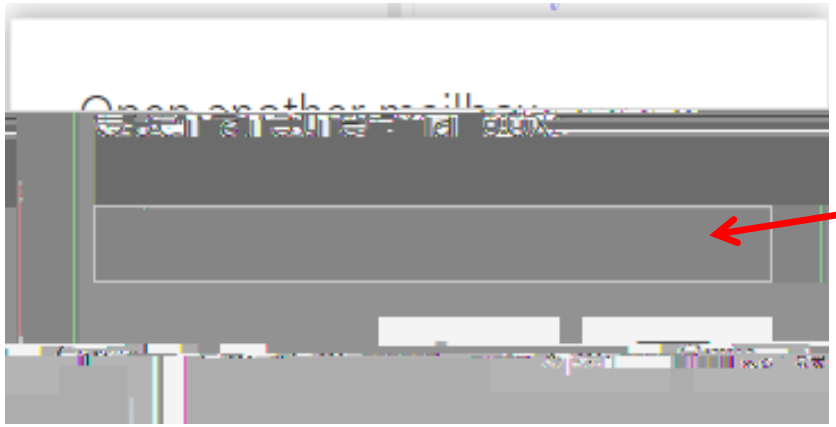
Conversation View



Opening another Mailbox

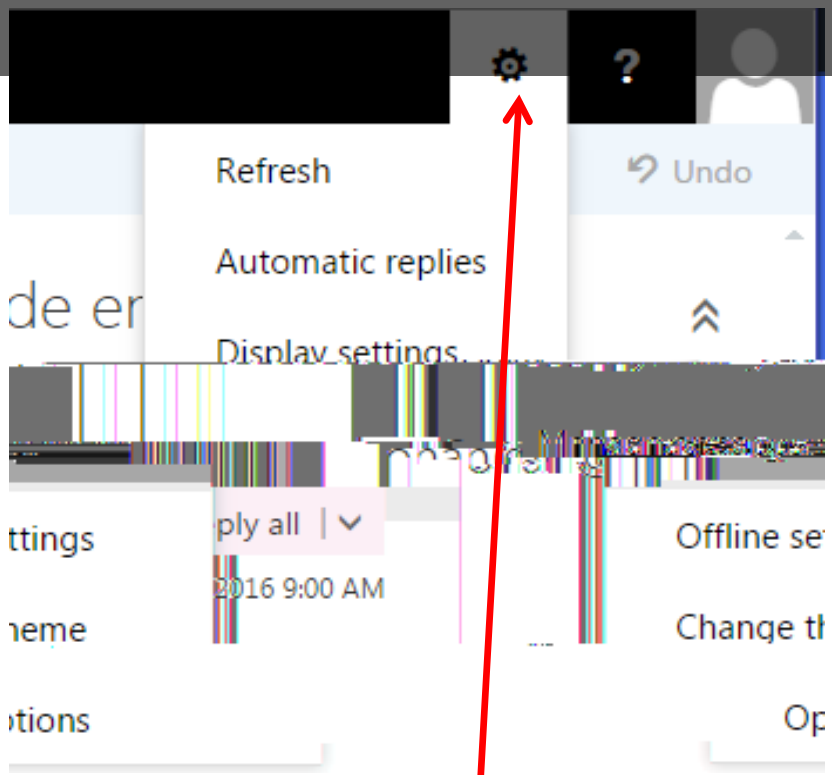
How to open another mailbox





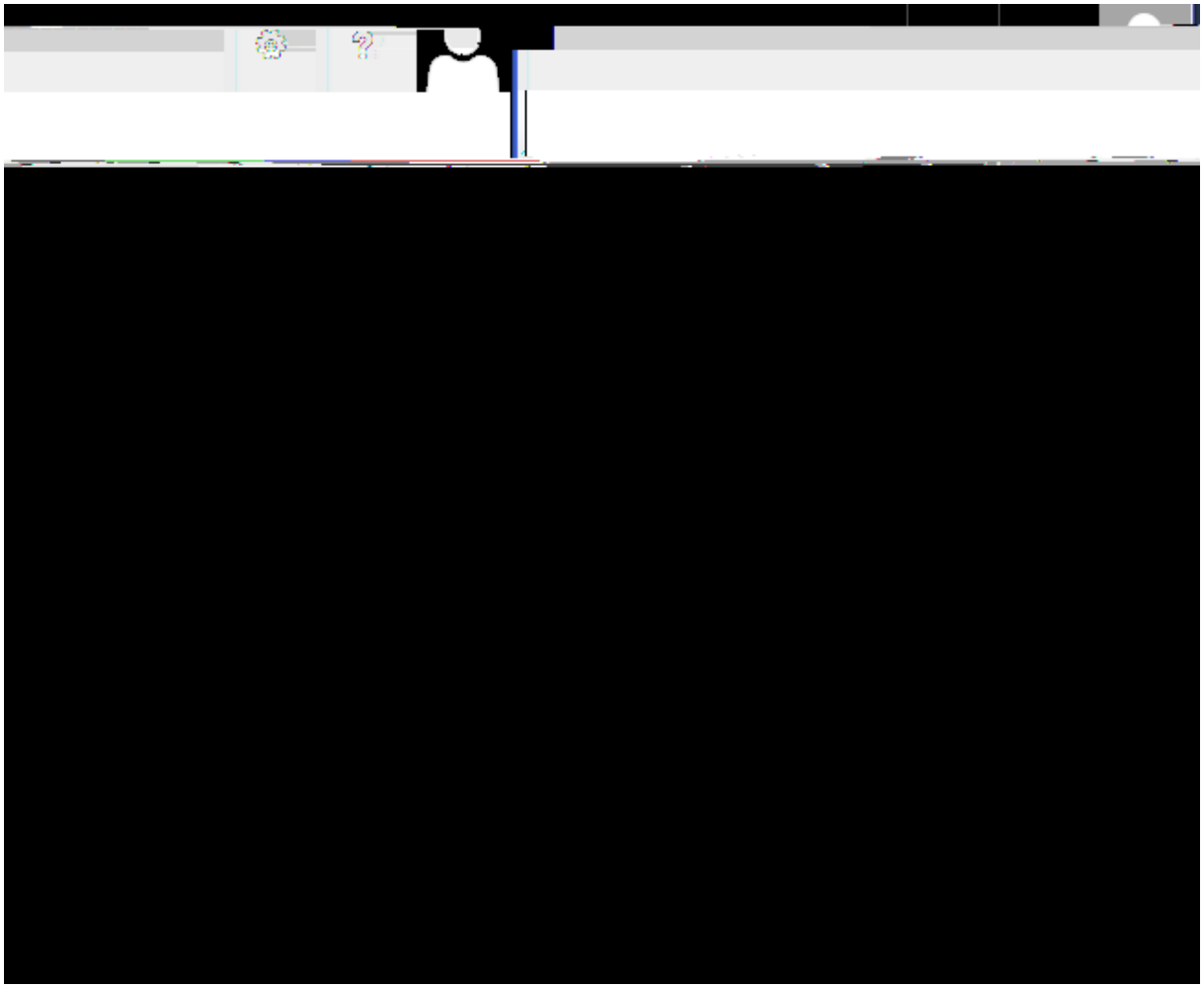
Type in the name of the mailbox you wish to open

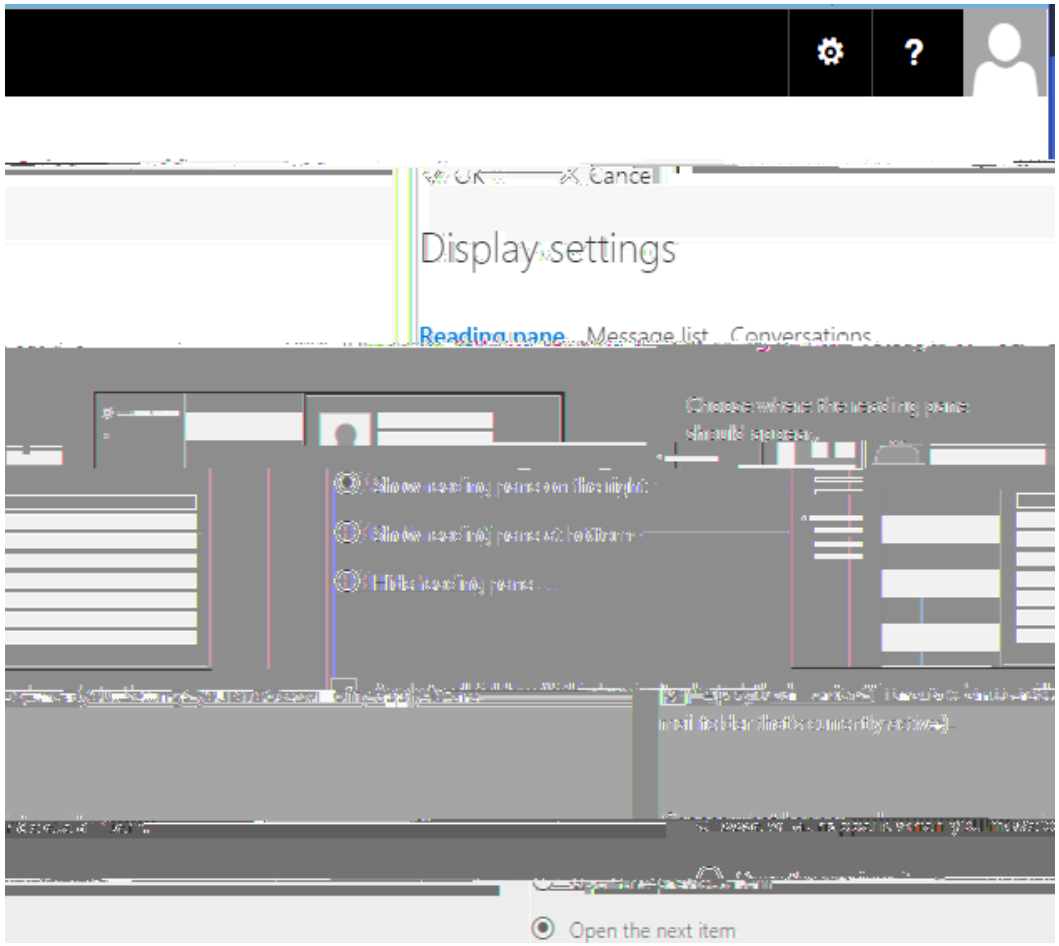
Settings



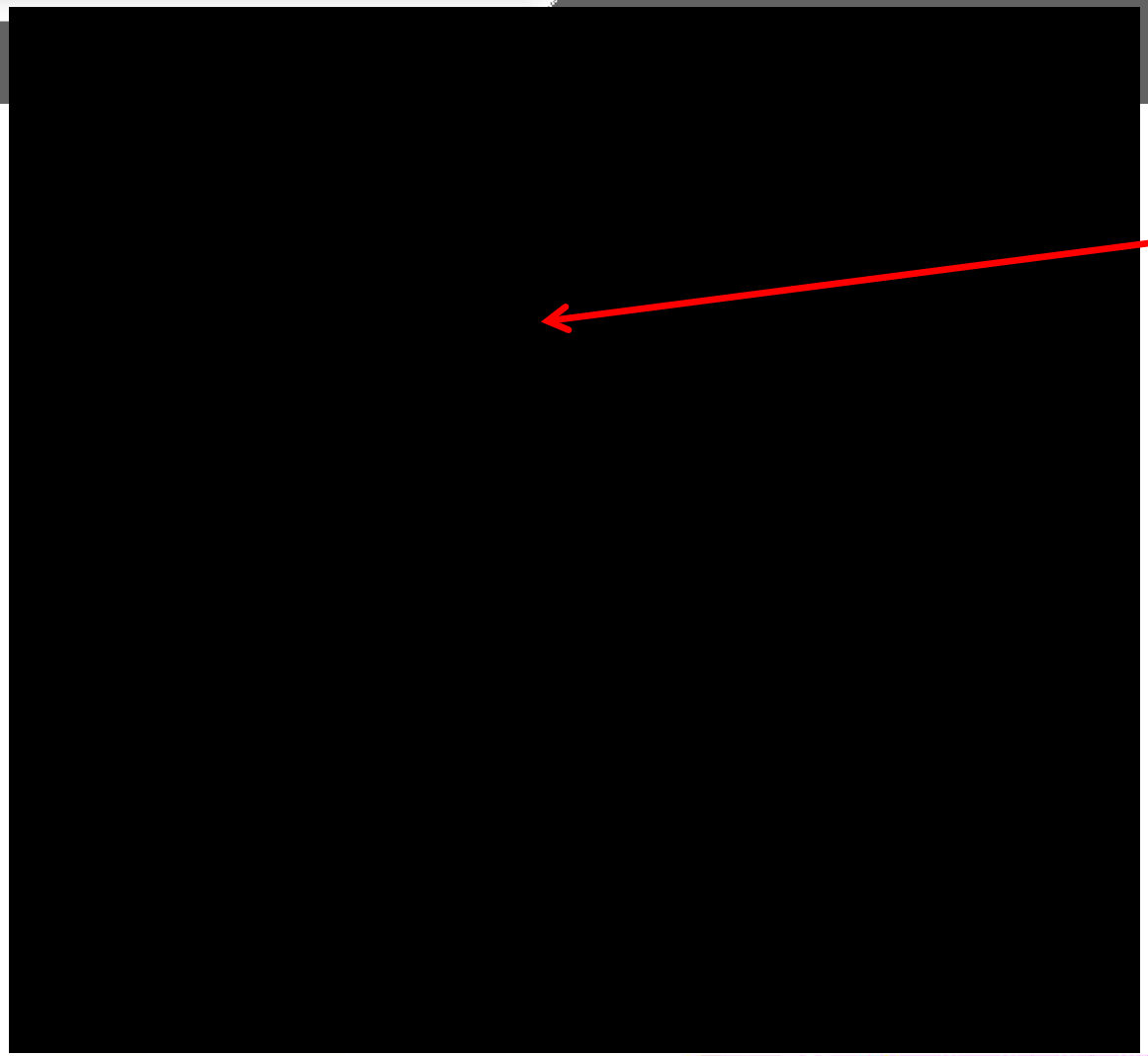
Here you can create your out of office reply, change your display, change your theme and get into the general options

Settings have changed and have added features



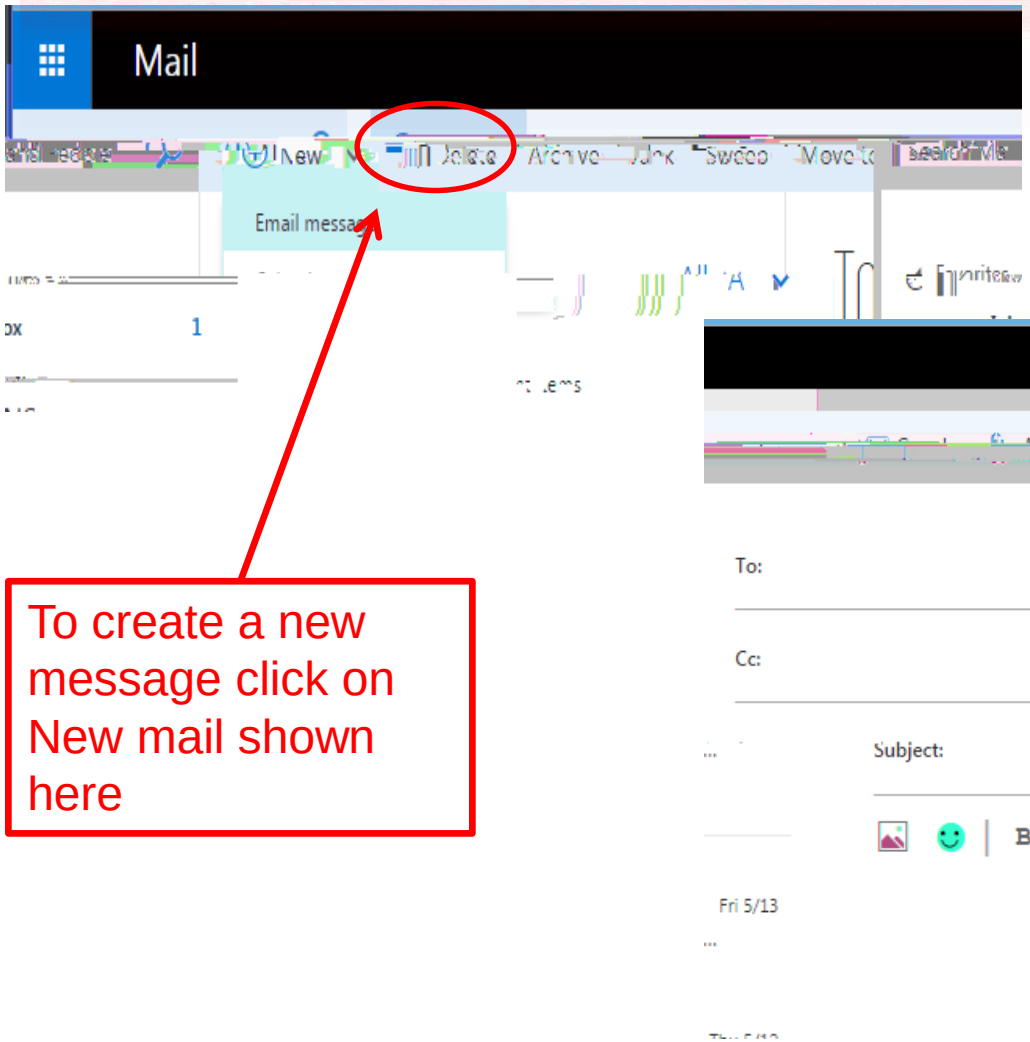

Cancel
Display settings
Reading pane
Message list
Conversations
Open the next item

Conversations



Here you choose to have the newest message on top or the oldest for the

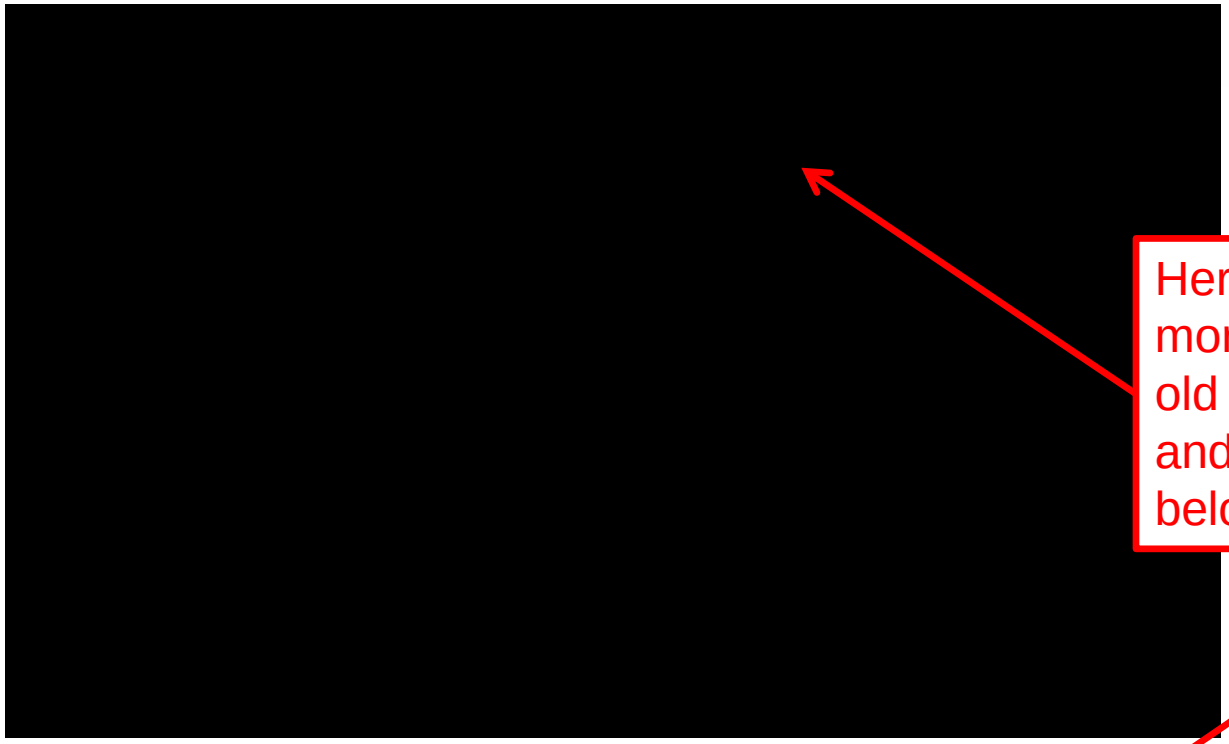
How to create a new email



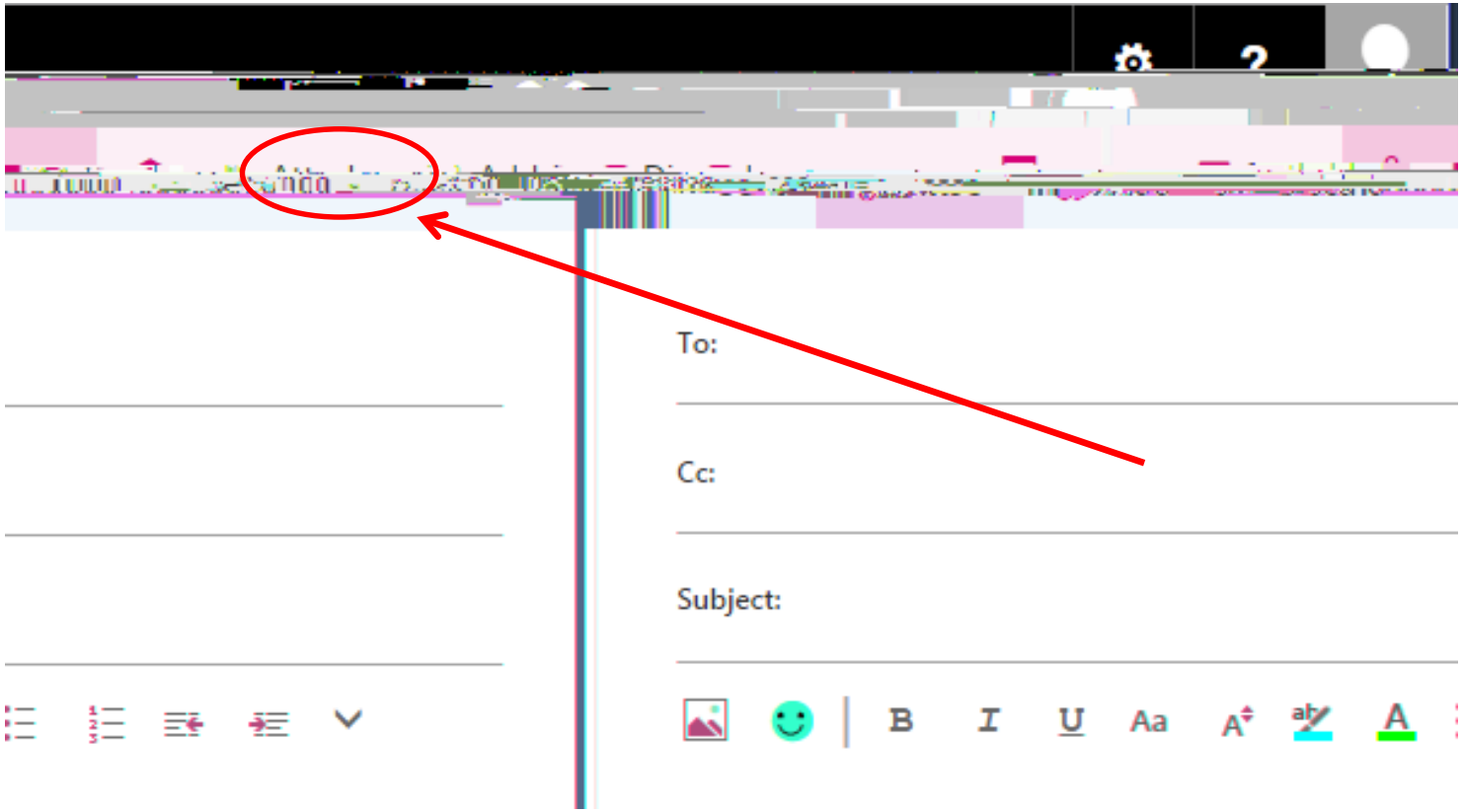
The email will open up inside the same window. Click on here to open it in a new window

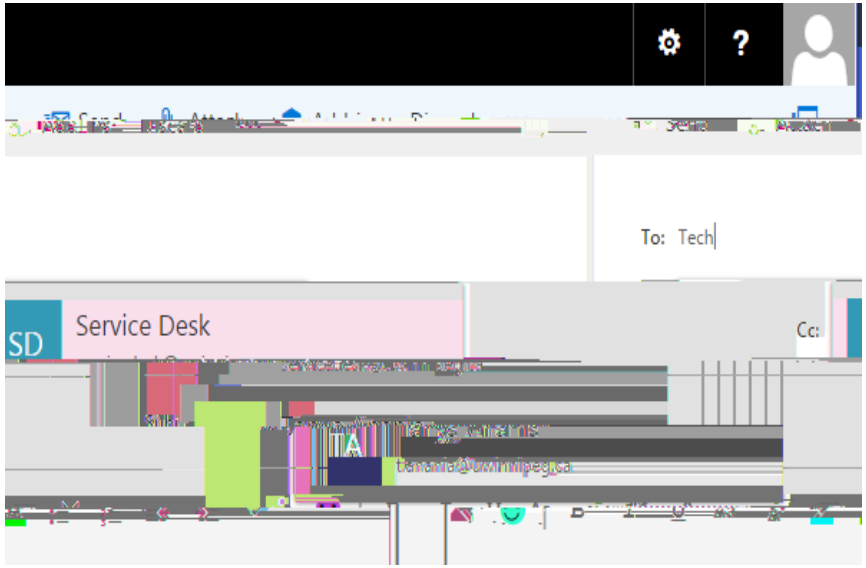
To create a new message click on New mail shown here

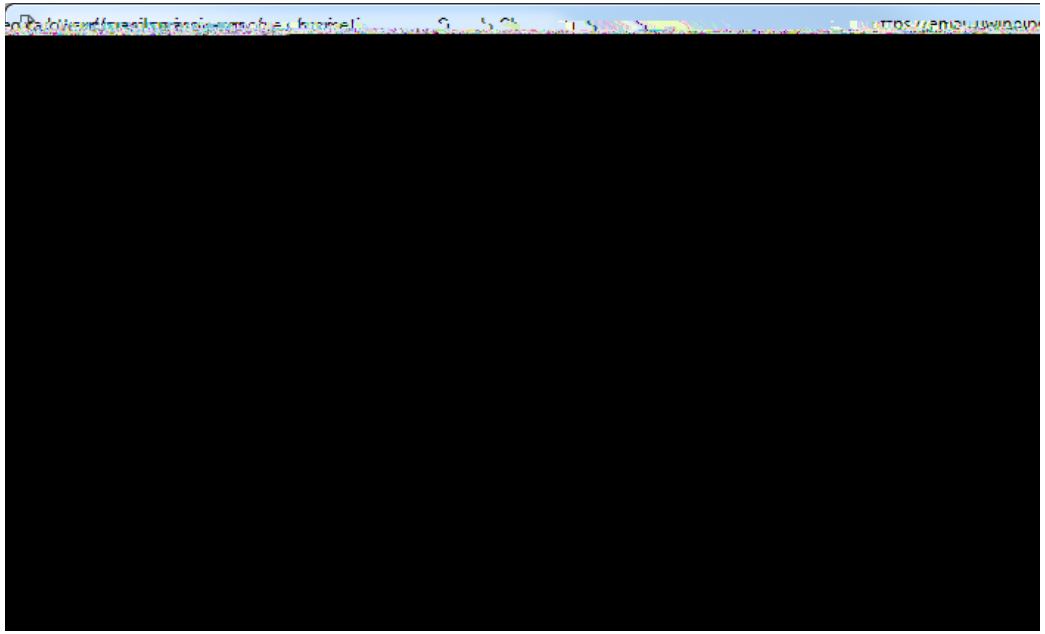
How to create a new email cont’



Here is where you will find more options those were in the old version: check name, save and importance (see image below)

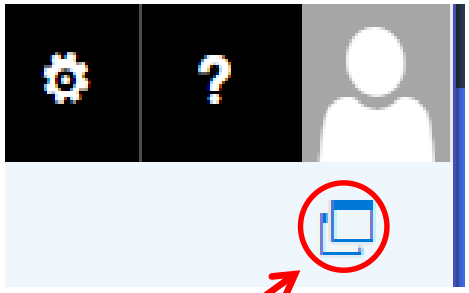

To:
Cc:
Subject:





You can click on either the ‘To:’ button to get the address book or

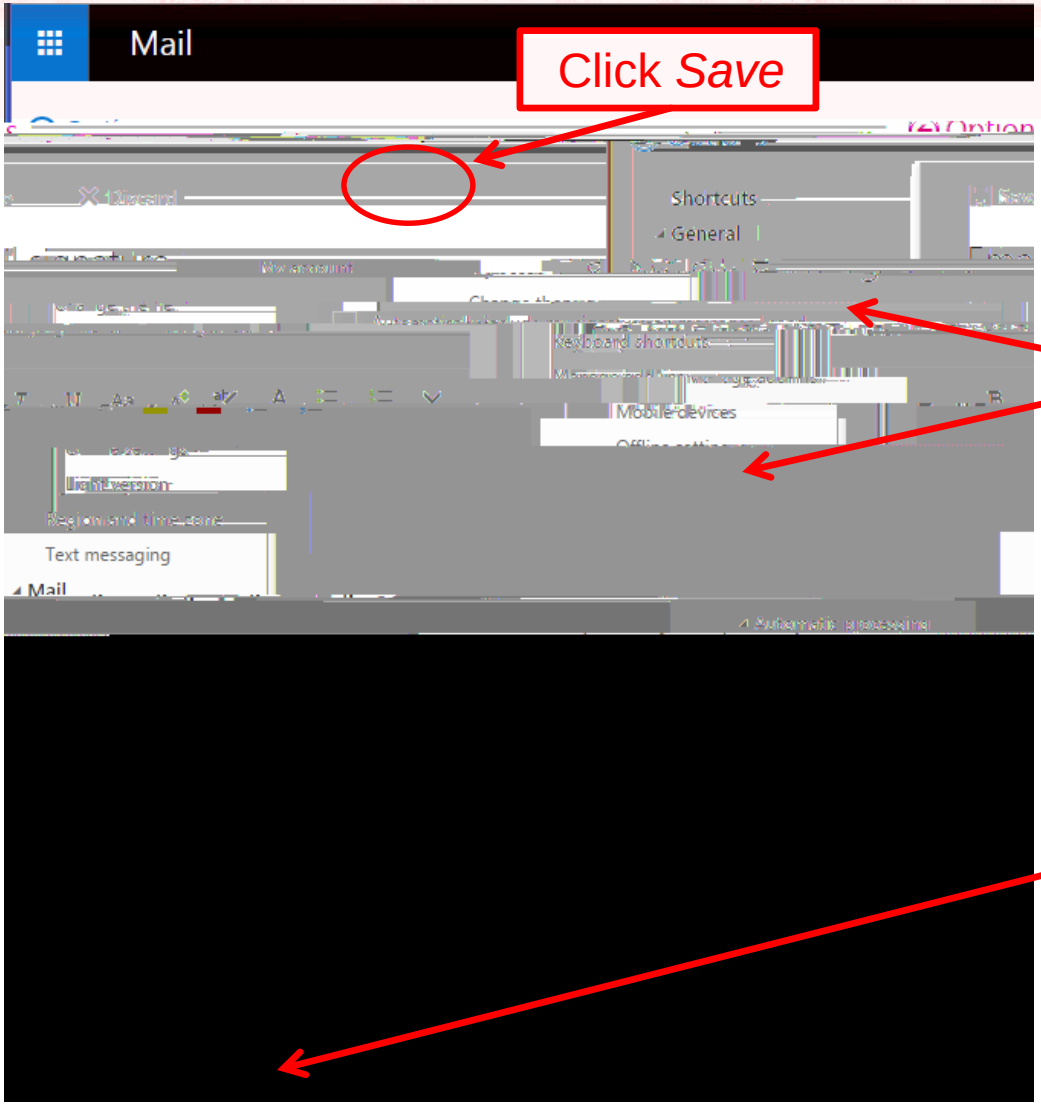
Opening an email in new window



This will allow you to open a new email message in a separate window

Here you can see that it looks very similar to the previous screen

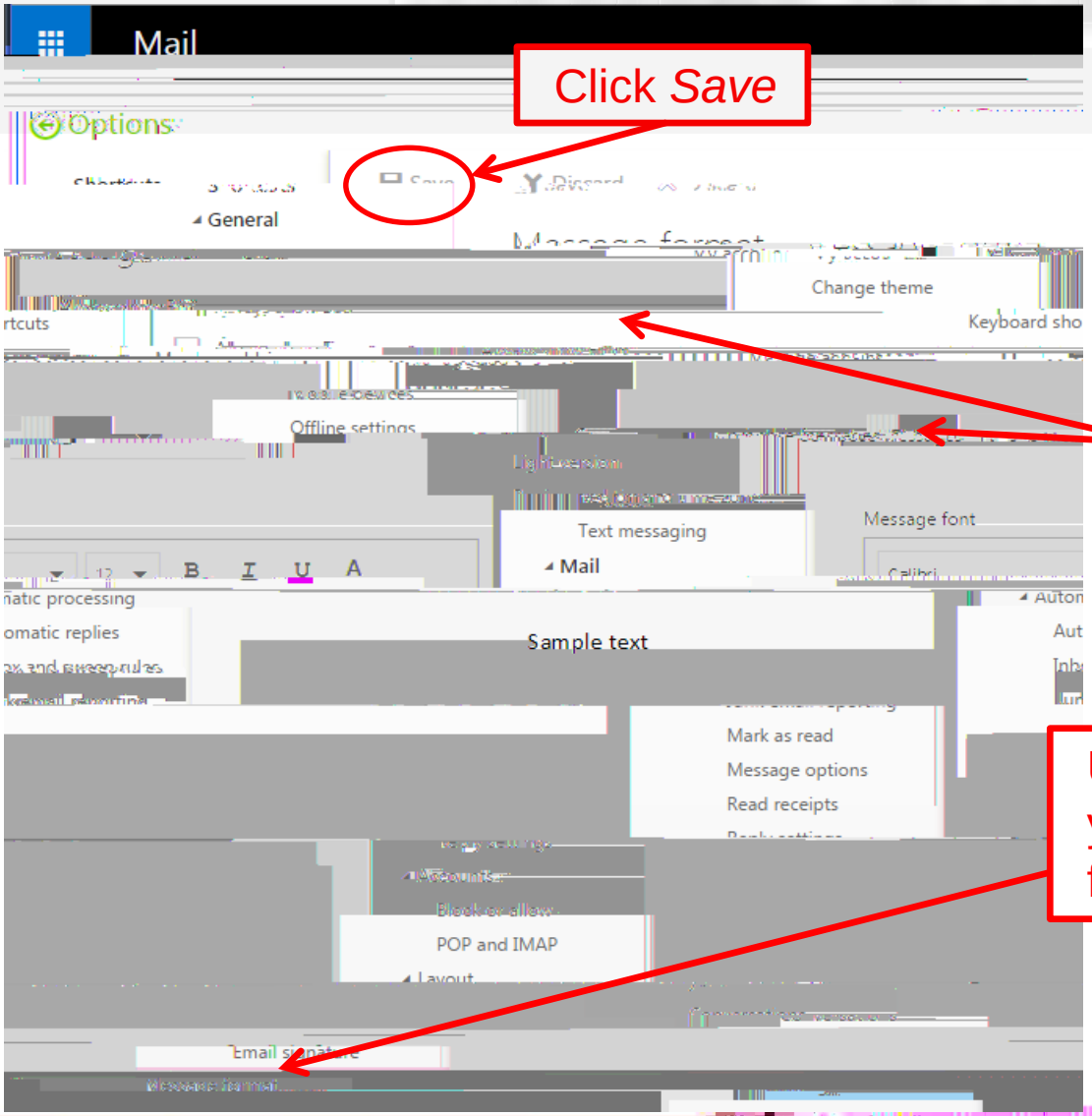
Creating an email signature



Check off the box and type in your email signature

Under options, Mail, layout you will find the email signature option.

Message format

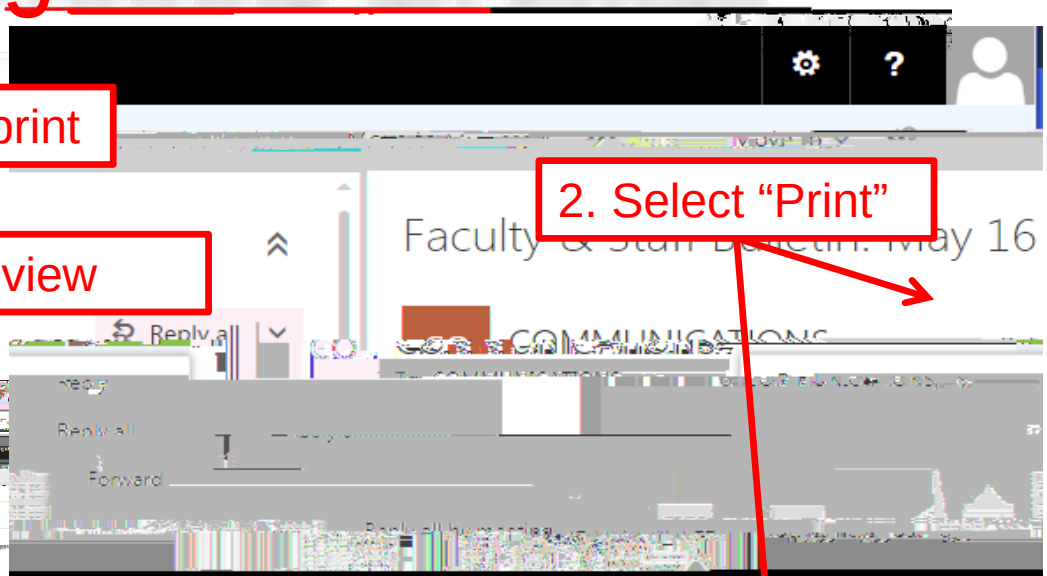


Here you can choose the Bcc or From fields and how you would like to compose your message

Under options, Mail, layout you will find the message format option.

Printing an email

1. Open the email you wish to print



2. Select “Print”

3. Check print preview

5. Select “Print”

4. Select printer and change any settings such as paper size as needed