

## Overview

New to Office 365? Use this guide to learn the basics about mailbox access, navigation, and features.

The screenshot shows the Outlook Web Application (OWA) interface. The top navigation bar includes 'Office 365' and 'Outlook'. Below this is a search bar and a row of action buttons: 'New', 'Delete', 'Archive', 'Jump to', 'Sweep', 'Move to', 'Categories', and 'Undo'. The left sidebar contains 'Folders' (Inbox, Sent Items, Deleted Items, More) and 'Groups' (Groups give teams a shared space for email, documents, and scheduling events). The main area is divided into three panes: the 'Folders List' on the left, the 'Reading Pane' in the center, and the 'Message Pane' on the right. The 'Reading Pane' displays a list of emails in the 'Inbox' for 'Today' and 'Yesterday'. The 'Message Pane' shows the details of a selected email from 'Pfefferkorn, Pete (pfeff...)' with the subject 'UT Event Listings for Thursday, April 7, 2016'. The 'Message Pane' includes a preview of the email content, which lists various events and a featured article about the 2016 Campaign Trail.

**Menu**  
Access your Mail, Contacts, Calendars, and Tasks

**Search Box**  
Search your mail and contact folders

**Create New**  
Create a new message or calendar event

**Folders List**  
View messages in folders throughout your mailbox

**Settings**  
Manage mailbox settings

**Account Options**  
Change your profile picture, open another mailbox, or sign out

**Reading Pane**  
View selected messages

**Reply**  
Respond to or forward a message

**Message Pane**  
Quickly view email subject and sender information and a preview of the first part of a message

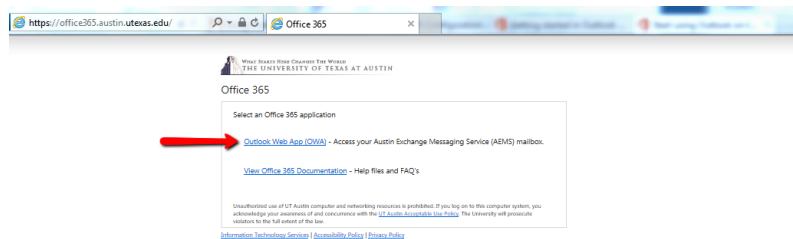
## Access Your Email

There are two common ways to access your mail: via the Outlook Desktop Application and the Outlook Web Application.

This document focuses on how to use the Outlook Web Application.

Please refer to [Microsoft Support](#) for details on the differences in features and find out which is right for you.

### 1. Visit <https://office365.austin.utexas.edu/> and click 'Outlook Web App'



### 2. Enter your UT EID and password



## Features Menu

Click the Office 365 Menu button to access your Mail, Calendar, People, or Tasks.

The screenshot displays the Outlook Web Application (OWA) interface. At the top, there is a navigation bar with the 'Office 365' and 'Outlook' tabs. Below this, a menu is open, showing options for Mail, Calendar, People, Tasks, and Sway. The main content area shows a calendar view for Thursday, April 7, 2016, with a list of events including 'UT Event Listings for Thursday, April 7, 2016'. The left sidebar contains a list of groups and a 'Discover' button. The right sidebar shows a list of recent items, including 'Deleted Items' and 'More'.

Office 365 Outlook

Mail Calendar People Tasks Sway

View all my apps

Deleted Items 294

More

Groups

Groups give teams a shared space for email, documents, and scheduling events.

Discover

UT Event Listings for Thursday, April 7, 2016

This message has a digital signature, but it wasn't verified because the S/MIME control isn't currently supported for your browser or platform.

From: ut.events@utexas.edu [mailto:ut.events@utexas.edu]  
Sent: Wednesday, April 06, 2016 12:45 PM  
To: University of Texas at Austin-UT-EVENTS-UT Events <utexas-ut-events-ut-events@regroup.com>  
Subject: UT Event Listings for Thursday, April 7, 2016

The University of Texas at Austin  
What starts here changes the world.

Mail Calendar People Tasks Sway

View all my apps

EVENTS: April /

["Inequality & Human Rights" Conference](#)  
Time: Apr. 7, All-day. Open through Apr. 9, 2016  
Location: School of Law

## Granting Access to your Mailbox, Calendar, or Folders

Two types of access are available.

**Delegation** grants an individual access to your entire account. **Sharing** limits an individual's view to a certain number of folders.

It is recommended to grant as little access to as few people as possible. Consider what permissions are needed to accomplish the individual's tasks.

### Delegation

Delegate access allows an individual to access the entire account on behalf of the mailbox owner.

Delegates can:

- View or make appointments on your calendar
- Move/view/delete mail
- Send email from your account on your behalf

Delegate access can also be managed in the Outlook Web Application.

### Sharing

Sharing access allows an individual to access specific folders or calendars.

Individuals with sharing permissions can:

- Grant access to individuals or a group of people to view the calendar
- Grant individuals access to specific mailbox items
- Customize permissions for each folder or calendar individually

Sharing access can also be managed in the Outlook Web Application.

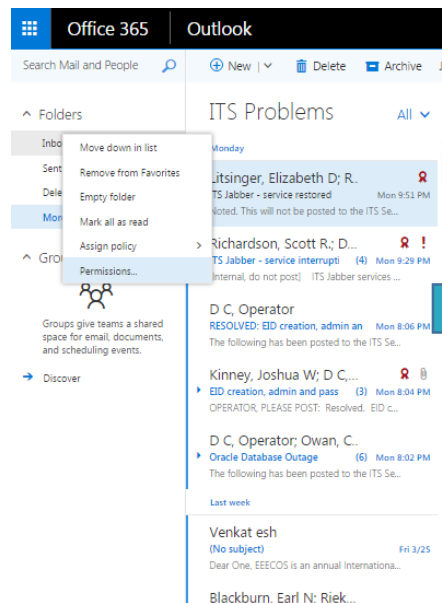
## Mailbox Sharing

### Sharing Your Mailbox or Folders

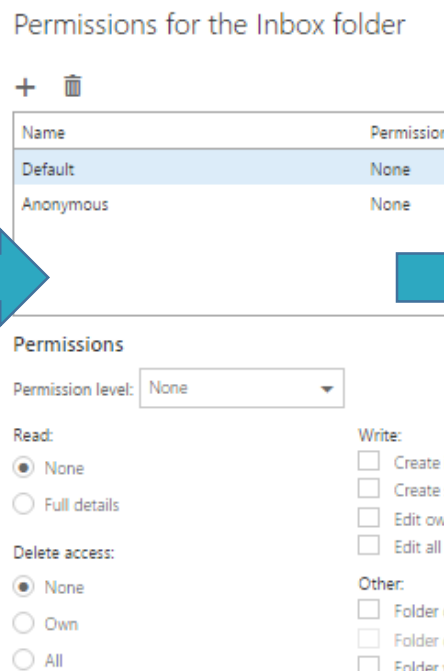
A user with full access to a shared mailbox or folder can open the item using either the Outlook Web App or Outlook's desktop client.

Follow these steps to share your mailbox and folders with other users.

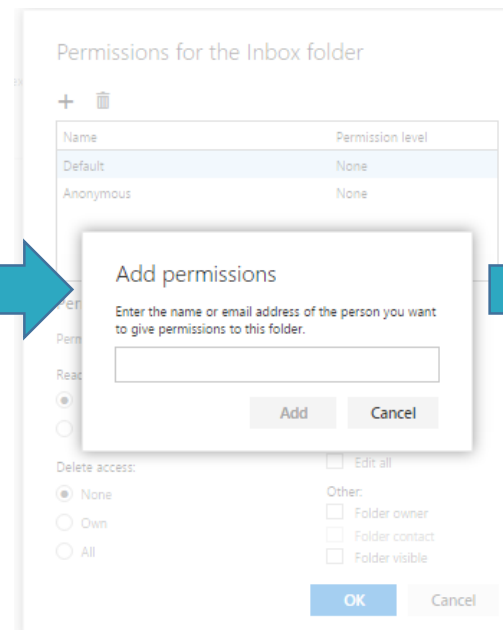
1. Right click your primary mailbox and select Permissions.



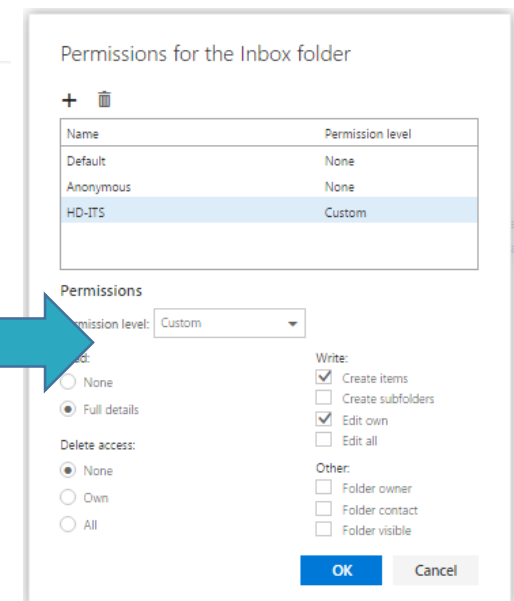
2. Click the '+' icon to share your selected folder.



3. Enter the name or email address of the person with whom you wish to share your mailbox.



4. Select desired permissions levels



## Calendar

The screenshot displays the Outlook Web Application (OWA) calendar interface. The interface includes a top navigation bar with 'Office 365' and 'Outlook' tabs. A left sidebar contains a 'Calendar View' section with a monthly calendar grid and a 'My Calendars' section listing various calendar sources. The main pane shows a detailed view of the selected calendar for March 13-19, 2016, with a time-based grid. Callout boxes provide instructions for creating new events, selecting view options, and managing multiple calendars.

**Create New**  
Create a new calendar event or email message

**View Options**  
Select calendar view options to switch day, work week, week, and month views.

**Calendar View**  
Easily change dates from one day to the next.

**My Calendars**  
View more than one calendar at a time.

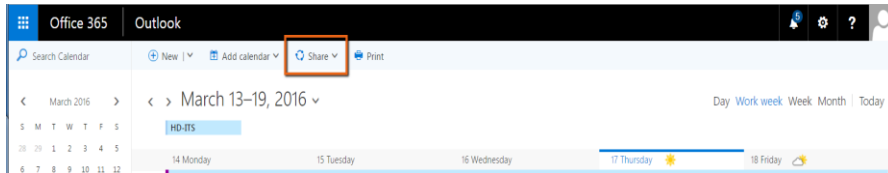
**Main Pane**  
View selected calendars in the main pane.

## Sharing Your Calendar

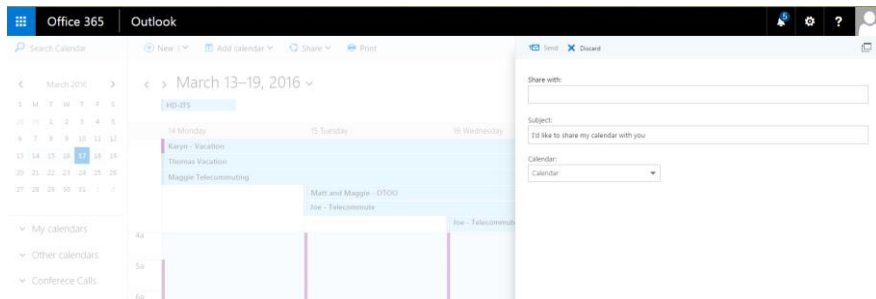
Mailbox Owner steps

1. Navigate to the **Calendar** tab

2. Click **Share**



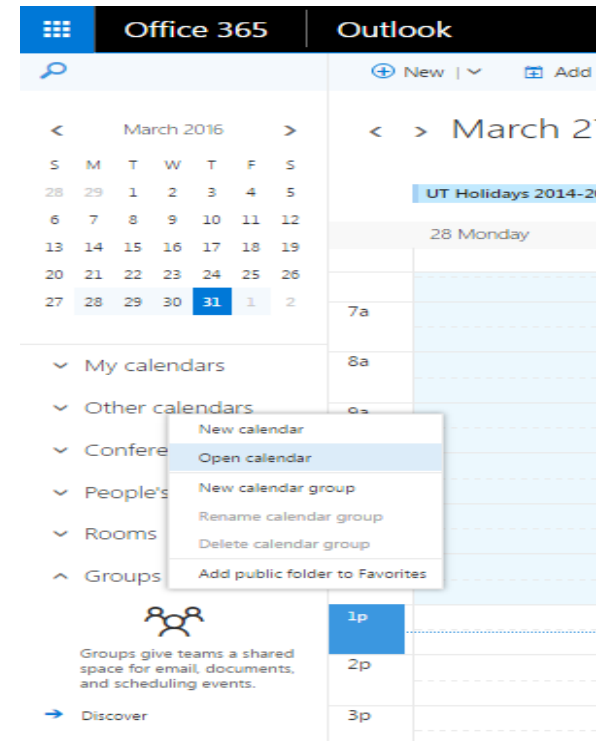
3. Type the name of the person with whom you want to share your calendar



## Opening a Shared Calendar

Recipient steps

1. Right click **Other Calendars** and then click **Open Calendar**



2. Search for the calendar you wish to open in the 'From Directory' option by typing a shared calendar name