Microsoft Office 365

Email

In the left side panel (pictured to the left) are the different mail related items such as the “Inbox”, “Sent Items”, “Drafts”, “Deleted Items”, and “Junk Email”. By clicking on the item in the left panel email related items located in those folders will be displayed.

By clicking “Outlook” email related items will be displayed.

By clicking “Calendar” calendar related items will be displayed.

By clicking “People” email contact related items will be displayed.

By clicking the “Username” you can sign out of your email account.

By clicking on the “Office 365” link (at left) you will be taken to a web page where Outlook web apps can be set up.

By clicking on the settings icon (insert left) a menu will be displayed. Select “Office 365 settings” you will go to a page where Outlook web apps can then be set up.

See Below: