Faculty & Staff Resource Center
NOVA Annandale

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Organizing Outlook (Web App)

Add your Photo to your Outlook Account

1. At the very top right of your Office 365 screen, click on the circle head and shoulders icon.
2. Click on the icon again.
3. Click Upload a new photo.
4. Browse your computer to find a photo, Open.
5. Adjust the size using the plus-minus slider.
6. Click Apply.

This also updates your photo on your Desktop version of Outlook. It make take a few hours to update.

Email

Folders

Creating Folders

1. Right click on the main Inbox folder, or the parent folder you would like to put this folder inside.
2. Choose Create New Subfolder.
3. Give the folder a name.

Using Folders

1. Drag and drop emails from your Inbox, or any folder into any other folder.

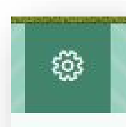
Suggestions

1. Create folders inside folders to organize your emails.
2. Create a Current Projects folder and an Old Projects folder.

Reading Pane View

By default, you only see the reading pane (message window) when you double click on a message. To view the reading pane permanently on the right or at the bottom of the screen, do the following:

1. Click the Settings cog at the top right.
2. Display settings > Reading Pane tab
3. Select how you want to display the reading pane.
4. Check the box Apply to all folders.
5. Click OK.



Conversation View

By default, in the Outlook Web App, all messages are displayed in **conversation view**. To change it so all messages are displayed **individually**:

1. At the top of your message list, click on the down arrow next to the word Filter.
2. Show As > Messages.

Changing the Default Message Font

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Layout, select Message Format.
4. Select the font, size, and color.
5. Click Save.

Marking Items as Read

By default, your email items will be marked as read as soon as they are selected. To change this:

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Automatic processing, select Mark as read.
4. Select the radio button labelled Don't automatically mark items as read.
5. Click Save.
6. To mark an item as read when you are ready, right-click on the item, and click Mark as read.

Change Default Reply Setting

By default, your reply setting in the Outlook Web App is **Reply all**. To change this:

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Automatic processing, select Reply settings.
4. Select the radio button labelled Reply.
5. Click Save.

Undo Send

If you turn on Undo Send, you can cancel an email message you've sent for up to 30 seconds. To turn it on:

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Automatic processing, select Undo Send.
4. Select the radio button labelled Let me cancel messages I've sent for:
5. Select the amount of time in the drop-down box.
6. Click Save.

Creating Rules

Rules are actions that are automatically performed on sent or received e-mail messages and are based on specified conditions.

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Automatic processing, select Inbox and sweep rules.
4. Click the plus '+' symbol to create a new rule.
5. Give the rule a name, and select the conditions.
6. Click OK.

Using Quick Actions

Quick actions are your most frequently used actions. You can set them as tools that appear when you mouse over the sender name and subject line in your message list. Examples are: Mark as unread, Flag, Create rule, Print, etc.

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Layout, select Quick actions.
4. There is space for four quick actions. Use the drop-down boxes to select each action.
5. Click Save.

You can also access all actions along the top menu and under the three dots.

Archiving to the H Drive

You can place messages into an Archive folder in the Outlook Web App, but they don't go into the same place as archived items in your desktop version of Outlook. Also, you can't set up automatic archiving in the Web App. To archive old items and to set up scheduled archiving, please follow directions in the **Organizing Outlook (Desktop Version)** handout.

Forwarding your VCCS Email (Gmail) to your NVCC Email

1. In a browser (such as **Chrome**) navigate to: my.vccs.edu.
2. Enter your MyNOVA username and password.
3. Open your Gmail account.
4. Click on the cog wheel icon, and choose Settings.
5. Click on Forwarding and POP/IMAP.
6. Check the box next to "Forward a copy of incoming mail to:" and enter your NVCC email address.
7. In the next box choose "Keep Virginia's Community Colleges Mail's Copy in the Inbox".
8. In the IMAP Access section, make sure IMAP Status is Enabled.
9. Click on Save Changes.

Email Signatures

In the Outlook Web App only one signature can be created and used per account.

Creating Your Signature

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Layout, select Email Signature.
4. Check both boxes to include your signature on new messages and forwarded/replied to messages.
5. Enter your message using the formatting tools included. Insert an image if you want.
6. Click Save.

Using Your Signature

If you checked both boxes then your signature will be automatically included in all emails.
If you didn't check either or both of the boxes, you will need to manually add your signature:

1. When you have finished composing your email or reply, click the three dots in the top menu.
2. Select Insert Signature.

Out of Office Message / Automatic Reply

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Automatic processing, select Automatic replies.
4. Check the radio button labelled Send automatic replies.
5. Check Send replies only during this time period if necessary, and enter the time period.
6. Enter your message using the formatting tools provided.
7. Check the box Send automatic reply messages to senders outside my organization.
8. Select the radio button labelled Send automatic replies to all external senders.
9. Copy and paste the text from the first box into the second one.
10. Click Save at the top.
11. When you return to the office, go back in and select the radio button labelled Don't send automatic replies. (Unless you set a time range, in which case it will turn off by itself).

Delivery / Read Receipts

Set for all emails you send

1. Click the Settings cog at the top right.
2. Under Your app settings, select Mail.
3. Under Automatic processing, select Read receipts.
4. Select the radio button next to the option you prefer.
5. Click Save.

Set for an individual email

1. Click + New to create a new email.
2. Compose your message.
3. Click the three dots in the top menu and choose Show message options.
4. Select your choices, and click OK.
5. Send your email.

Embedding PDFs and Images in the Body of an Email

PDFs

In the Outlook Web App you can't embed a PDF into the body of an email, so you should convert the PDF to a jpeg image first, then follow the directions below.

Images

1. Place your cursor where you want the image to appear in the body of the email.
2. Click on the image icon at the bottom of the message window.
3. Browse for your image, click Open.
4. Click on the image to select it.
5. Drag the corners to resize, or click on the down arrow for more options.
6. There are **no text wrapping** options in the Web App. For text wrapping, use the Desktop version.

Email Shortcuts

1. **CTRL + Enter** - Send
2. **CTRL + R** - Reply
3. **CTRL + Shift + R** - Reply All
4. **CTRL + Shift + Left** - Highlight word

Calendar

Formatting

1. Click the Settings cog at the top right.
2. Under Your app settings, select Calendar.
3. Under Personalization, select Calendar appearance.
4. Select your options.
5. Click Save.
6. View > View Settings > Other Settings.
7. Change font and font size for the text in your calendar.
8. Change the interval size on the calendar – default is 30 minutes.
9. Click OK, OK.

Color Coding & Categorizing

1. Create a new appointment on the calendar.
2. Right click in the appointment.
3. Mouse over Categorize.
4. Either pick a category, or click Manage Categories to create a new category:
    a. Click + Add new category.
    b. Name the category (for example, Meeting, Teaching, Professional Development, or Personal).
    c. With the drop-down arrow, choose a color for your new category.
    d. Click OK, OK.

Meeting Requests

First Way

1. Right click on the calendar in the time slot you want the meeting to begin.
2. Choose New.
3. Enter subject, location, start time, end time, and a message.
4. Under **People**, click Add people to select people to invite. Add as many people as you want.
5. At the top left, click Send.

Second Way

1. Double Click on an existing event / meeting on your calendar.
2. Under **People**, click Add people to select people to invite. Add as many people as you want.
3. At the top left, click Send.

Reoccurring Appointments/Meetings

1. Create a new appointment or double click on an existing appointment.
2. Under **Details**, click the drop-down box under **Repeat**.
3. Select how often you would like this appointment to reoccur.
4. Enter the dates when you would like the reoccurring appointment to begin and end.
5. At the top left, click Save or Send.

Setting Reminders

1. Create a new appointment or double click on an existing appointment.
2. Under Details, click the drop-down box under **Reminder**.
3. Select how far ahead of the appointment you would like your reminder.

4. At the top left, click Save or Send.

Sharing Calendars

Share your Calendar with Others

1. Under **Your Calendars** on the left of the screen, right-click on your calendar.
2. Click Sharing Permissions.
3. Enter the recipients email address.
4. In the drop-down box select the level of permissions you want to share with the recipient.
5. Click Share.
6. Continue to add more recipients if necessary.
7. Click Done at the top left.

Accept a Shared Calendar

1. You will receive a notification that someone wants to share a calendar with you.
2. Click Open this Calendar.
3. The shared calendar will display in your Calendar list.

Change Permissions

1. If you want to change the level of permissions you are sharing with someone:
2. Under **Your Calendars** on the left of the screen, right-click on your calendar.
3. Click Sharing Permissions.
4. Click the drop-down box next to that person’s name and change the permissions.
5. Click Done at the top left.

Stop Sharing your Calendar

1. Under **Your Calendars** on the left of the screen, right-click on your calendar.
2. Click Sharing Permissions.
3. Click the trash can icon next to the drop-down box for that person.
4. Click Done at the top left.

Contacts (People)

Distribution Lists (Groups)

Create a Group

1. At the very bottom left of the screen, click on the People Icon.
2. Click on the drop-down arrow next to + New.
3. Click on Group.
4. In the box labelled **Standard group**, click Next.
5. Give your group a name. If the group name is available, the word Available will appear in green. If not, try a different name.
6. Add a description and a privacy level.
7. Check the box to send all group messages into members’ inboxes.
8. Click Create at the top left.
9. Add recipients to add to your group.
10. Click Save.

Send Mail to a Group

1. Click on the Group in the left menu.
2. Select the **Conversations** tab.
3. Click + New.
4. Compose your message.
5. Click Send.

Delete a Group

1. Click on the Group in the left menu.
2. Click on the small settings cog at the far right.
3. Click Edit Group.
4. At the very bottom, click Delete group.
5. Check the box to acknowledge all messages in the group will be deleted, and click Delete.