## Introduction

Outlook Web App (OWA) is a version of Microsoft Outlook accessed within a web browser. This quick start guide will assist you with **accessing**, **navigating**, and **utilizing** *OWA* in your work at UCSF.

NOTE: You are not to use your UCSF Outlook email account for business correspondence until **August 1**. Beginning **July 30**, you are encouraged to begin forwarding any emails you want to keep from your CommonSpirit Gmail account to your Outlook email account. Access to your CommonSpirit Gmail account, including your calendar and contacts, will be available through **August 31**.
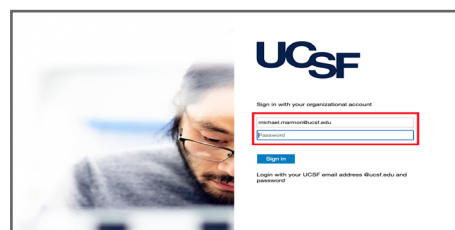
Accessing Outlook Web App

Outlook Web App or OWA can be accessed in a web browser by navigating to Outlook.com.

1. After Outlook loads, select the [Sign in] button.

2. On the resulting **Microsoft** screen, enter your **UCSF email address**.
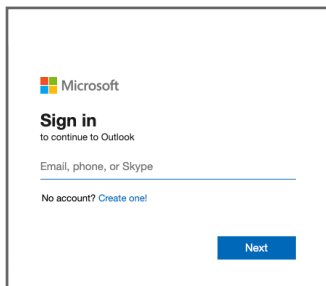
3. Select the [Next] button.

4. A UCSF log-in screen will load, enter you **UCSF email address** and **password** before clicking the **Sign In** button.

5. When prompted, open the **Duo Mobile App** on your selected mobile device and enter the **six-digit code** appearing on screen.

6. Select the **Yes, this is My Device** option to *remember* it within Duo.

7. If prompted, select **Continue** to *trust* **ucsf.edu** before loading OWA.

Navigating Outlook Web App

Now that OWA has loaded successfully, let's review the user interface of the application.

1. In the **top left corner** in OWA, the **App Launcher** (⊞) will provide access to all *available* **Microsoft 365 applications** from a single location.

2. The **top navigation** will include access to **OneNote feed**, **task list**, **notifications**, **settings** and your MS365 **profile**

3. To **search** for specific emails, use the **search box** at the top of the page


4. The **Outlook ribbon** provides you with the ability to **create** emails, **delete** them, and **create rules** to *route* emails. You can **mark** these messages as *read* or *unread* and **flag** important emails to review later.


5. The **left portion** of the screen is the **navigation pane**, where you *access* your Outlook **calendar** (▦), **contacts** (▣) and **shortcuts** (▦) to Microsoft applications. The *navigation pane*, also provides **access to** your *inbox* or **folders** for organizing your emails.

NOTE: To create a **folder**, *right click* the **Folder heading** and select the **Create New Folder** option. To create a **sub-folder**, **right click** on any folder and select the **Create New Subfolder** option.

6. The **Inbox** will highlight all your emails and the **Focused** tab will show your most important emails.
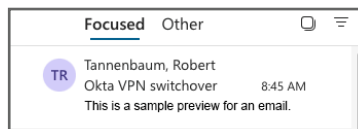
7. The **Reading Pane** will show the *complete text* for an email message in one place. From the Reading Pane, you can **reply**, **reply all** or **forward** emails and the Apps icon provides access to available add-ins.
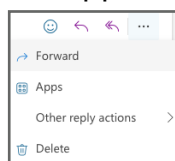
Setting your Outlook Email Signature

An email signature is added to your emails to include professional contact details to the recipients. UCSF provides an email signature template that can be copied and pasted to your account.

1. Select the ⚙ icon next to your **profile picture**.

2. Locate **Compose** and **Reply** under the **Mail** heading.

3. Under the **Email Signature** heading, select the + New signature link.

4. Enter a **Signature Name** in the **Signature** field, then enter your *signature information* directly or **copy** and **paste** from the UCSF template mentioned earlier.

Sample Signature ⌄	Rename	Delete

NOTE: Your signature can be **formatted**, you can also add **links** or **images** by using the toolbar at the bottom of the signature field.

5. Click the Save button to save your new signature.

6. Select the **signature name** that you just created from the **New Messages** dropdown

Select default signatures

For New Messages: Standard ⌄

7. Select the same **signature name** in the **Replies/Forwards** dropdown

For Replies/Forwards: Sample Signature ⌄

8. Click the Save button to save your updated signature.

Creating and Sending Emails in Outlook

Outlook Web App is utilized for internal and external communications; these steps highlight to compose and send emails to your stakeholders and colleagues.

1. Select the ✉ New mail ⌄ button to load a blank email.

Creating and Sending Emails in Outlook (continued)

2. Enter the **recipient's email** in the **To** field.

NOTE: You can add a **colleague's email address** to the **CC** field for visibility into the information being discussed or **BCC** to provide visibility but with those individuals being hidden from the other recipients.

To		Bcc
Cc		

3. Add a **subject** to your message to provide context to the **email's topic**.

Add a subject

4. The **message** field is the area to insert *content* for your email.

To		Bcc
Cc		

Add a subject   Draft saved at 10:28 AM

5. The **navigation menu** for the email allows you to **adjust** or **format** the font, **attach files** and **add links** to your message among other options.

Aptos | 12 | **B** *I* U S ...

6. Once you are satisfied with your message, it can be sent by clicking the **Send** button.

Creating Meeting Invites in Outlook

Outlook can be used to create and add meeting invites containing Zoom links to your Outlook calendar.

1. Select the ▦ icon from the left-hand navigation.

2. You can set your **calendar view** to the **current day**, **work week**, **week** or **month**. Outlook provides users with a **reference calendar** and your **meeting information** for the selected calendar view.
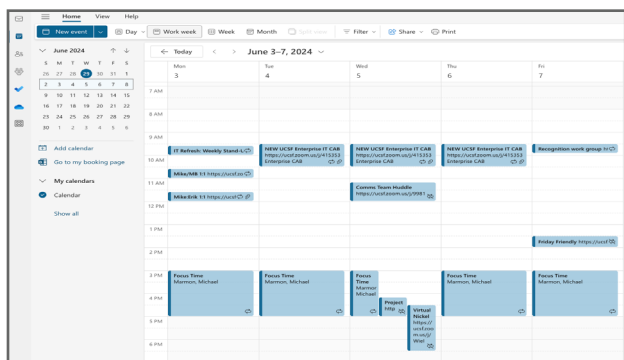
NOTE: You can view past meeting information by **selecting** any prior day on the reference **calendar**.

3. To create a new event, select the [🗓 New event ⌄] button to load a **blank** meeting invite.

a. Add a **Title** for the meeting.

[🔠 Add a title]

NOTE: The **Title** should be *descriptive* of the meeting topic.

b. Enter the **email addresses** of the invitee(s) in the **Attendees** field.

[👥 Invite attendees   Optional]

NOTE: To view the **availability** for an invitee, select the [Scheduling Assistant] tab to view their **availability** from *today* moving *forward.*

c. Set the **Start** and **End time** for the meeting
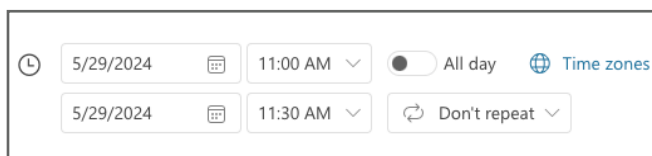
d. Be sure to add an **agenda** to your meeting to provide *additional context* to the meeting's topic. **Attachments** can be added to the meeting invite by selecting the **paper clip** icon.
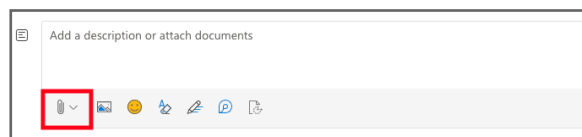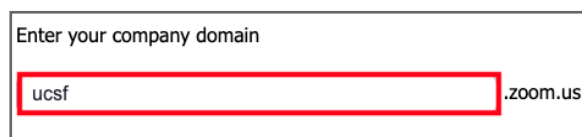
4. To add a **Zoom meeting** to your meeting invite, select the [🔷 Zoom ⌄] icon then the [⊕ Add a Zoom Meeting] option.

a. When prompted, select **Allow**.

b. Scroll down and select [🔑 SSO] to sign into **Zoom** via **MyAccess**.

c. Enter **UCSF** in the domain field before clicking **Continue**.

d. If you are not currently signed into **MyAccess**, you will be prompted to enter your **UCSF email address** and **password**.

e. Once you have **authenticated** with Zoom, you will see the **meeting location** update to include a *Zoom link* and the **message body** will include the *meeting information.*
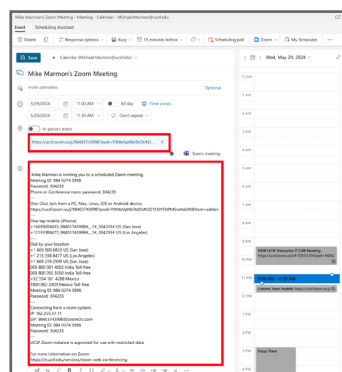
NOTE: Be sure that the **Teams Meeting** toggle is set to **off**, otherwise your meeting invite will also include a link to a *Teams Meeting*!

[⚪ 🟣 Teams meeting]

5. Now that you have created your meeting invite, it can be sent by clicking the [▷ Send | ⌄] button.