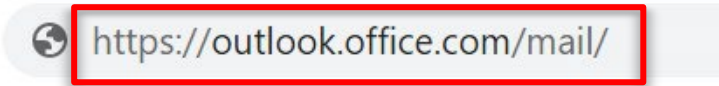
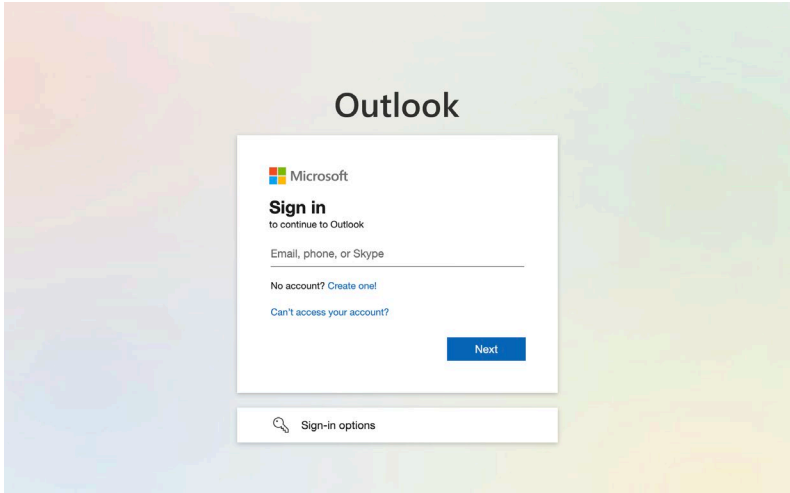


Using and configuring Outlook Web App

PURPOSE: How to use and navigate the Outlook Web App

- How to login to the Outlook Web App (OWA)
- How to view your calendar in OWA
- How to view another mailbox in OWA

HOW TO LOGIN TO THE OUTLOOK WEB APP

<p>Open up a web browser and navigate to outlook.office.com/mail/. Note: This guide is shown using Google Chrome.</p>	
<p>Enter your cu.edu email to sign-in.</p>	



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Enter your CU system username and password to login. You will be then be prompted to authenticate your identity.



CU System Administration
Failure to follow University data security and confidentiality requirements may subject the user to penalties such as employment termination, suspension of access privileges, a letter of reprimand, an unsatisfactory performance evaluation and/or accountability in a court of law. By logging on you acknowledge your acceptance of this statement.

You are logging into: **Office 365**

UserID
Password

Submit

This login page only accepts a **CU System ID** username and password.

[Help with a locked account](#)

You will then be asked if you want to stay signed in.

Press **(fn) F** to exit full screen

Outlook



duongt@cu.edu

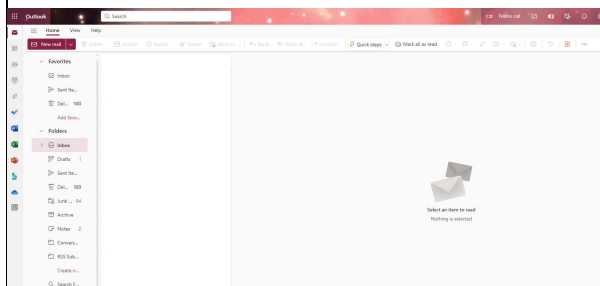
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

The webmail view will now display emails from your @cu.edu account.



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Call: (303) 860-4357

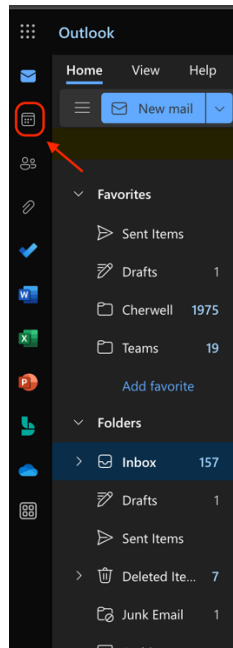
Email: help@cu.edu

UIS SERVICE DESK

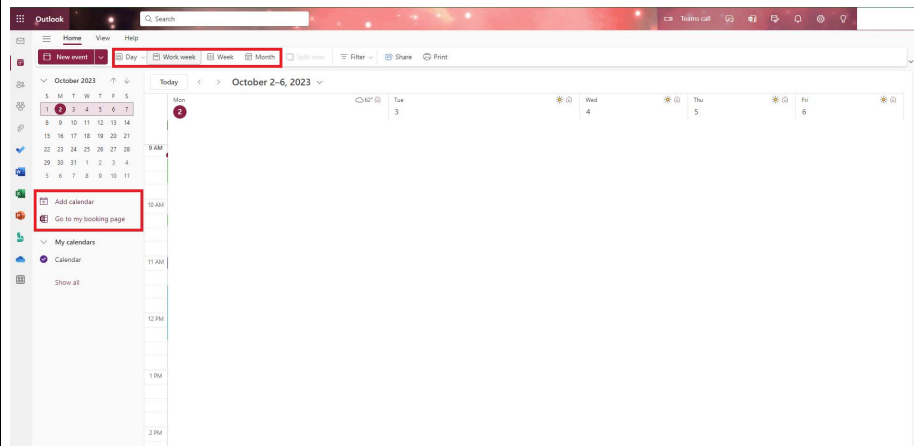
EMAIL & CALENDARS

HOW TO VIEW YOUR CALENDAR IN OUTLOOK WEB APP:

The calendar can be accessed from the sidebar.



The calendar view is organized to have the calendars you are allowed access to on the left underneath “My Calendars” and “Other Calendars” and some other names like “Rooms” depending upon the type of calendars you have access to. You can change the view type from the default of “Month” on the top right.



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Double Click on any empty space within the calendar to open a new task.

Within this view, you can name the event, set a location and invite attendees.

You can view a list of all contacts or search all CU Systems contacts by clicking the plus icon on the right of the "Invite Attendees" box.

The rest of the event is managed through drop down menus, allowing you to change time/duration, reminder settings, which calendar this event will be assigned to, and if you would like to repeat the event.

You can type a description of the event.

Click send at the top once you have completed event creation.



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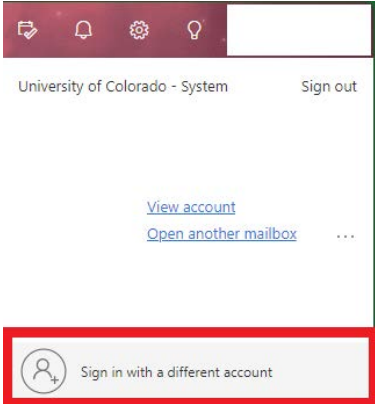
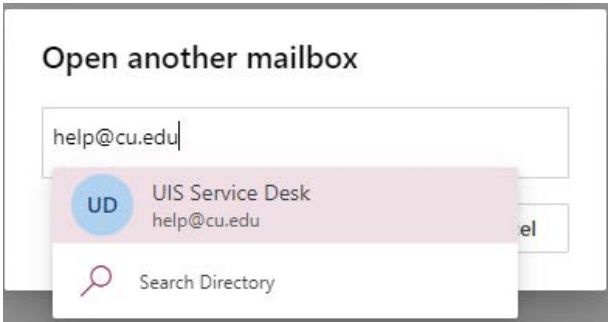
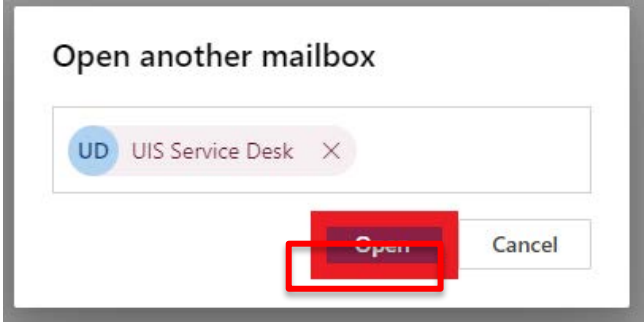
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HOW TO VIEW ANOTHER MAILBOX IN OUTLOOK WEB APP:

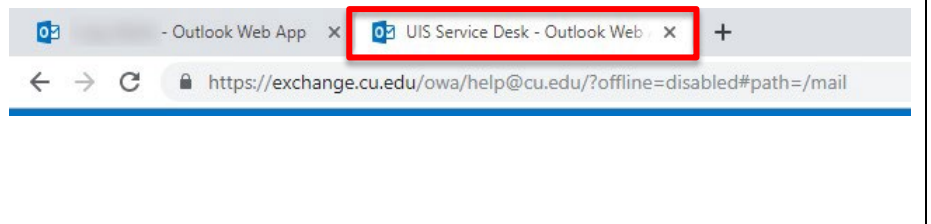
<p>In the top right corner where your name is, click the drop-down arrow, and select Open another mailbox...</p>	 <p>The screenshot shows the user profile menu in the Outlook Web App. The user is logged in as 'University of Colorado - System'. The menu includes options for 'View account', 'Open another mailbox', and 'Sign in with a different account'. The 'Open another mailbox' option is highlighted with a red box.</p>
<p>This will open a prompt with a search box. Type in the name of the mailbox you are trying to access.</p> <p>If you have added it before, it may auto populate within the drop down. Otherwise, select the search contacts and directory button.</p>	 <p>The screenshot shows the 'Open another mailbox' search prompt. The search box contains 'help@cu.edu'. A dropdown menu shows a search result for 'UIS Service Desk' with the email address 'help@cu.edu'. Below the search box is a 'Search Directory' button.</p>
<p>Select Open once you have found the correct mailbox.</p>	 <p>The screenshot shows the 'Open another mailbox' prompt with the search result 'UIS Service Desk' selected. The 'Open' button is highlighted with a red box.</p>



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EMAIL & CALENDARS

This will open the mailbox selected in a new tab.



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