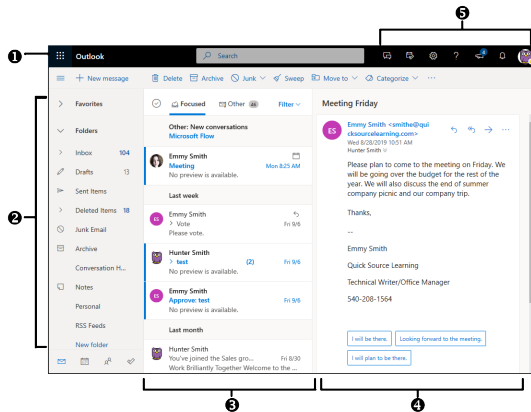


Getting Started

The Outlook Mail Window



- ❶ **App Launcher** – contains the main hubs for most features and all Office 365 apps, including **Mail**.
- ❷ **Navigation Pane** – contains shortcuts to folders and sections.
- ❸ **View Pane** – displays the contents of the selected folder.
- ❹ **Reading Pane** – displays the contents of the selected item.
- ❺ **Nav Bar** – contains shortcuts to tools you commonly use in Office 365.

Signing In

To access Outlook in Office 365 you must sign in at the customer portal.

1. Navigate your web browser to **portal.office.com**.
2. Enter your User ID and password.
3. Click the **Sign In** button.
4. Click the **App Launcher**  button.
5. Select **Outlook** from the resulting menu.



Using the Nav Bar

The **Nav Bar** contains some commonly accessed features of Office 365 that may be useful to you while you are in Outlook. When you click on one of these features, a panel or window will open giving you all of your options for that feature.

- **Chat** - this button allows you to access Microsoft Teams where you can interact with members of your team.
- **Tasks** - create and manage tasks.
- **Settings** - access various Office 365 settings.
- **Help** - get additional help with Outlook and other features of Office 365.
- **What's new** - Learn about new features in Outlook and Office 365.
- **Notifications** - View and manage your notifications.

Default Folders

- **Inbox** - stores all received email messages.
- **Drafts** - stores any unfinished email messages.
- **Sent Items** - keeps a copy of all message you have sent.
- **Junk Email** - contains items that have been filtered as spam.
- **Notes** - contains notes imported from your desktop Outlook account.

Note: You may see additional folders that have been added by your organization's administrator.

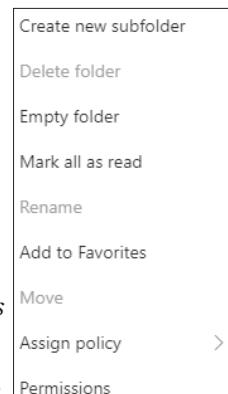
Creating a New Folder

1. In the **Navigation** pane, click the **New folder** shortcut.
2. Enter a name for the folder in the box that appears and press the **Enter** key.



*Note: To create a new subfolder, right-click an existing folder, and select **Create new subfolder**. Enter a name in the box and press the **Enter** key.*

Working with Folders

1. Right-click the folder you want to work with.
2. Do any of the following:
 - *To rename the folder*, select **Rename**. Enter a new name for the folder in the text box and press the **Enter** key.
 - *To delete the folder*, select **Delete Folder**. Click the **OK** button to confirm deletion.
 - *To delete all of the items in a folder but leave the folder*, select **Empty Folder**. Click the **OK** button to confirm deletion.
 - *To add the folder to your favorites*, select **Add to favorites**.
 - *To move the folder to another location*, select **Move**. Select a new location for the folder in the box that appears and click the **Move** button.
 - *To mark all of the items in the folder as read*, select **Mark all as read**.
 - *To assign a time to delete all of the items in the folder*, select **Assign policy** and select a time frame.
 - *To set permissions for the folder*, select **Permissions**. Make selections in the dialog box that appears and click the **OK** button.



Searching in Outlook

1. Enter your search keywords in the **Search** box in the **Mail** screen.
2. Click the **Search**  button or one of the suggested results that appears.
3. *Optional:* To narrow your search, click the **Filters** shortcut in the **Search** box. Enter filter criteria and click the **Search** button.
4. Click the **Back**  button in the **Search** box when you are finished.