Signing In to OWA Webmail

Initial Sign-In

1. Go to office.com/signin (you can use this link, then bookmark the page).
2. This will take you to the Office 365 sign-in screen.
3. For first-time sign-in, click on Use Another Account.
4. Enter your Albemarle County User Name and Password (the one you use to sign on to your computer) and select Sign In.

Signing in brings up the OWA (Outlook Web Access) home screen.

5. You can access Mail in either of 2 ways:
   a. Go directly to the Mail icon on the OWA home screen (this is easier).
b. Click on the 'waffle' at the top left, then click on the Mail icon from the drop-down menu. You can also get back to any Office 365 app at any time by using this waffle.

6. Either access point will bring you to the home screen for OWA Webmail.
Repeat Sign-In

After your initial sign-in, your account will automatically show up in the sign-in menu (either immediately or when you enter the first letters in your name).

a. When you select your account, you will see the Password window pop up.
b. Enter your password (same as first log-in).
c. Select Sign in.
Focused Inbox

Focused Inbox helps you focus on the emails that matter most. It separates your Inbox into two tabs: Focused and Other.

If messages aren't organized the way you want, you can move them and specify where all future messages from that sender should be delivered.

Focused Inbox categorizes messages according to content when you begin using it. Promotional, marketing, and bulk-generated messages are likely to go into the 'Other' mailbox, while personally-generated e-mails will go into the 'Focused' box. Over time, Focused Inbox will 'learn' what you prioritize based on the patterns you establish, and will route your emails accordingly.

Moving Messages using Focused Inbox

1. From either Focused or Other inbox, select a message that you want to move.
2. Right-click the message, which brings up a menu window.
3. Select 'Move to Other inbox' or 'Move to Focused inbox' (whichever the message is not currently in).
4. If you want ALL future messages from this sender to be routed this way, select 'Always Move to Other inbox' or 'Always Move to Focused inbox'.

Disabling/Enabling Focused Inbox

Focused Inbox is the default setting for Outlook 365 Webmail. To disable or enable Focused Inbox:

1. Click on 'Filter'.
2. Uncheck or check 'Show Focused Inbox' in the drop-down menu.
Viewing as Messages or Conversations

"Conversations" is an option in Outlook 365 Webmail.

"View as Messages" displays emails individually and chronologically.

"View as Conversations" displays emails as conversation threads, and also chronologically.

To view as either 'Messages' or 'Conversations':
1) Select 'Filter.'
2) Under 'Show as' in drop-down menu, check either 'Messages' or 'Conversations.'

Messages or Conversations: Which should you use?

The default for Outlook 365 is 'View as Conversations,' which groups all emails sharing the same subject line. Some users find this feature convenient, but many do not. The reason is that 'Conversations' collapses most content within a conversation thread. As a result, only the most recent email in the thread is readily visible, and depending on how many emails are in the thread, it can be very difficult to find and access a specific one. If you like keeping all emails from one subject line together for continuity, then 'Conversations' may work well for you. If you prefer to receive emails chronologically and then organize them in your system, then 'Messages' is probably still the best option.
1. In Outlook Inbox, click on 'New.'

2. Fill in Addressee, Cc, Subject, and message body as needed.

3. Select 'Send.'
Attaching a File

Note: Microsoft OneDrive is not yet enabled on our system, so files cannot be attached through OneDrive. These instructions are for attaching an existing file from your computer.

1. Select 'Attach.'

2. Select device or folder that contains attachment. (Remember, OneDrive is not yet available.) Most attached files will come from your computer.

3. Select file from your computer.

4. Click 'Open.'
5. OneDrive is not yet operational, so all files in Outlook 365 must be Attached as Copy.

6. When Message screen comes up, attachment will be included in message.

7. Fill out ‘To,’ ‘Cc,’ ‘Subject,’ and message body as desired, then ‘Send.’
Creating a Signature

1. Select Settings (Gear icon at top right of screen).

2. Select 'Mail' in right side drop-down menu.

3. Select 'Layout', then 'Email signature' in left side drop-down menu.

4. Select both 'Automatically include...' boxes to include your signature on all emails.

5. Create your signature. You can apply formatting, links and graphics using buttons at the top of the Message Box.

6. Select 'Save'.

7. To reverse or change, simply uncheck the boxes and modify or eliminate your signature, then select 'Save'.
Sending Automatic Replies

1. Select Settings (Gear icon at top right of screen).

2. Select 'Automatic Replies,' which will bring up menu below.

3. Select 'Send automatic replies.'

4. Select box for specified time period (if desired).

5. Enter the start and end times that your auto-reply will be sent.

6. Select how you want your calendar to be managed during your 'out-of-office' period. This is a relatively new feature!

7. Enter the text for your automatic reply.

8. Select who you want your automatic reply sent to beyond the organization, and the message you want sent (does not have to be the same message).

9. Select 'OK' (red box at the top left corner of the window) to save your changes.
The settings button is the 'gear' in the top right corner. From here, the drop-down menu allows you to change all settings.

Many settings can also be accessed from task-specific drop-down menus while you are in the task windows (i.e. Mail, Calendar, etc.). However, all settings can be accessed and changed through the Settings Menu.

Interestingly, clicking on a settings tab on the right drop-down menu will bring up the settings at the far left column on your screen. Settings can then be specified by clicking on items in the left-side menu.
Using Mentions

We all use the '@' symbol to link to websites, etc. Now you can use it to link to people or organizations through Outlook 365 Webmail.

1) In the body of your email message or calendar invite, enter the '@' symbol, followed by the first few letters of your contact's first or last name.

2) A drop-down list of your contacts with those letters will appear. Select your contact you want to 'mention' from that list. You can also use Search Directory if your contact is not in the drop-down list.

3) That contact will then move directly to the body of your email, and will also be included in your 'To' address field.

4) You can shorten the contact name once it is in the email body (for example, if you want the first name only). This will not affect the communication.

*Note: This feature is only available on the Office 365 platform, not on Office 2016. Contacts who have not yet moved to O365 will be able to receive emails in which they are '@mentioned.' However, they will not be able to use '@mention' in emails that they are sending.