Outlook™ Web App for Exchange 2013

Mail

Displaying the Inbox

1. [Click] [mail] to show the mail folders.
2. [Click] INBOX (under FAVORITES).

Creating and Sending a Message

1. [Click] [new message] when in a mail folder.
2. In the TO or CC text boxes, type the names or email addresses of the people you are emailing, separating multiple names with a semi-colon (;). To select a match suggested from your address book, type a few characters for the first match or [Ctrl+K] to select another match.
3. To select names from your address book or contacts:
   a. [Click] TO or [Cc].
   b. Select a name from the list. Or, type in the search box, press [↵], then select a name.
   c. [Click] [>] next to the contact.
   d. Repeat Steps b and c as required. [Click] OK.
4. Type the SUBJECT and the body of the message.
5. [Click] [send].

Attaching a File to a Message

1. [Click] [attach file].
2. Choose ATTACH FILES... or PICTURES...
3. Locate and select the file(s) then [Click] OPEN.

Showing BCC

Above the message, [Click] [show] and choose SHOW BCC.

Sending a Message with High or Low Importance

Above the message, [Click] [show] SET IMPORTANCE and choose HIGH or LOW.

Requesting Read or Delivery Receipts

1. Above the message [Click] [show] and choose SHOW MESSAGE OPTIONS.
2. Select REQUEST A DELIVERY RECEIPT or REQUEST A READ RECEIPT. [Click] OK.

Checking Spelling

Misspelled words are given a red, wavy underline.
To correct, or for language and dictionary options, [Right Click] misspelled words.

Showing/Hiding the Reading Pane

Use the Reading Pane to read messages and conversations without opening them.

1. [Click] [view] and choose DISPLAY SETTINGS.
2. If necessary, [Click] READING PANE.
3. Set the LAYOUT.
4. [Click] OK.

Grouping Messages by Conversation

Arrange messages by conversation to group messages that are related (replies to a previous email).

- To turn on/off grouping by conversation, [Click] the menu at the top right of the message list (e.g. ITEMS BY DATE) and from the CONVERSATIONS section choose ON or OFF.
- To list all messages in a conversation, [Double-Click] a message, or [Click] [>] to its left. Or, select the conversation and view in the Reading Pane.

Ignoring a Conversation

To automatically delete existing and future messages that are part of the same conversation:

1. [Right Click] a conversation in email and select IGNORE. [Click] OK.

Note: Deleted details of messages from Sent Items.

Reading Messages

Select a message or conversation to view in the Reading Pane. Or,

1. [Double-Click] on a message to open it.
2. When finished, [Click] [x].

Opening/Saving Attachments

[Click] on the attachment in the message. Depending on your browser, the file may open or preview.

Otherwise, [Hover] over the file icon in the message for additional options such as DOWNLOAD or OPEN IN BROWSER.

Replying to a Message

1. Open/Select the message.
2. To reply to the sender only, [Click] [reply] or REPLY.
   To reply to all addressees, [Click] [reply all] or REPLY ALL.
3. Complete the message. Here [Click] [send].

Forwarding a Message

1. Open/Select the message.
2. [Click] [forward] FORWARD.
3. Complete the email then [Click] [send].

Saving a Draft

If you are not ready to send a message, save a draft:

1. With the message in progress, [Click] [save] and choose SAVE. The message is automatically stored in a folder called DRAFTS.

When you are ready to complete and send the message:

1. [Click] on the DRAFTS folder in the folder list.
2. Select the message, and make changes as needed.
3. [Click] [send].

Creating a Folder

1. In the navigation panel on the left, [Right Click] the desired folder.
2. Choose CREATE NEW FOLDER.
3. Type a name for the new folder. Press [Enter].

Moving or Copying Messages

1. Select the messages.
2. To move, [Drag] to a folder.
   To copy, [Ctrl+Drag] to a folder. If a subfolder is not visible, [Pause] over its parent folder to expand.

Creating an E-Mail Signature

1. From any Outlook folder, [Click] [gear] then select OPTIONS.
2. [Click] MY EMAIL.
3. If necessary, [Click] MAIL.
4. Enter EMAIL SIGNATURE. Type and format your email signature as desired.
5. To have newly sent mail automatically include your signature, [Click] AUTOMATICALLY INCLUDE MY SIGNATURE ON MESSAGES I SEND.
6. [Click] SAVE then [Click] [x].

To manually insert your signature when composing a message, [Click] [insert] then POST SIGNATURE.

Opening Another User's Mailbox

1. [Click] your name on the top right, then select OPEN ANOTHER MAILBOX.
2. Type in the name of the other user, [Click] OPEN. If you have permission, the other user's mailbox will open.

Turning on Automatic Replies When Out of the Office

1. [Click] [gear] then select SET AUTOMATIC REPLIES.
2. Select SEND AUTOMATIC REPLIES.
3. To set duration for sending replies, check SEND ONLY DURING THIS TIME RANGE, then set times.
4. Type the message to send while you are away.
5. Specify how to deal with auto-replies to senders OUTSIDE MY ORGANIZATION, and generate a different message if desired.
6. When finished, [Click] SAVE then [Click] [x].

Turning off the Automatic Replies

If an end date was not set, you will be prompted to turn off automatic replies when you login. Otherwise:

1. [Click] [gear] then select SET AUTOMATIC REPLIES.
2. Select DON'T SEND AUTOMATIC REPLIES.
3. [Click] SAVE then [Click] [x].

Searching for Mail

1. In the folder list, select the folder you want to search through (e.g. INBOX or SENT ITEMS).
2. In the SEARCH MAILBOX box above the folder names, type the text to search for.
3. Select one of the suggestions or, to just search for the keyword, press <Enter> or [Click] [search].
4. Select a [Double-Click] to open one of the items.
5. When done, [Click] [x] in the search field.

Chat

Starting a Chat

To start an instant message chat session, [Click] a person's name in the People list or in the FAVORITES section or email, then [Click] [chat].

If you receive a chat message, or an INVITES notification will appear. [Click] ACCEPT.

Changing Your Chat Status

[Click] your name on the top right, select your status.

Signing Out of Instant Messaging

[Click] your name on the top right, choose SIGN OUT OF IM.

Mail	
New message	Ctrl+N
Forward	Alt+
Reply	Ctrl+R
Reply to All	Ctrl+Shift+R
Forward	Ctrl+Shift+F
Save Draft	Ctrl+S
Send	Ctrl+Enter
For Any Outlook Item	
New Item	Ctrl+N
Delete Item	Del
Select Multiple Items	Shift+Click
Selecting Multiple Items (Mail & Tasks)	
Use the mouse to select items or:	
For consecutive items	[Click] on the first item and <Shift>+[Click] on the last

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Exchange 2015 Reference Guide

Iris H.-Y. Chiu,Iain G. MacNeil

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Health Information Exchange: Navigating and Managing a Network of Health Information Systems Brian Dixon,2016-02-09 Health Information Exchange HIE Navigating and Managing a Network of Health Information Systems allows health professionals to appropriately access and securely share patients vital medical information electronically thus improving the speed quality safety and cost of patient care The book presents foundational knowledge on HIE covering the broad areas of technology governance and policy providing a concise yet in depth look at HIE that can be used as a teaching tool for universities healthcare organizations with a training component certification institutions and as a tool for self study for independent learners who want to know more about HIE when studying for certification exams In addition it not only provides coverage of the technical policy and organizational aspects of HIE but also touches on HIE as a growing profession In Part One the book defines HIE describing it as an emerging profession within HIT Informatics In Part Two the book provides key information on the policy and governance of HIE including stakeholder engagement strategic planning sustainability etc Part Three focuses on the technology behind HIE defining and describing master person indexes information infrastructure interfacing and messaging etc In Part Four the authors discuss the value of HIE and how to create and measure it Finally in Part Five the book provides perspectives on the future of HIE including emerging trends unresolved challenges etc Offers foundational knowledge on Health Information Exchange HIE covering the broad areas of technology governance and policy Focuses on explaining HIE and its complexities in the context of U S health reform as well as emerging health IT activities in foreign nations Provides a number of in depth case studies to connect learners to real world application of the content and lessons from the field Offers didactic content organization and an increasing complexity through five parts **International Equity Exchange-Traded Funds** Tomasz Miziołek,Ewa Feder-Sempach,Adam Zaremba,2020-09-23 This book presents the economic foundation of international equity investments providing a practical guide to invest in international equity exchange traded funds ETFs It shows how to gain exposure to foreign stock markets through both theoretical foundations of international diversification and in depth characteristics of global regional country specific and international sector thematic ETFs Unlike other books in the field which broadly discuss different aspects of the ETF market this book explores one specific market segment offering the first in depth and state of the art analysis of international equity ETFs and including in particular ETFs with global regional single country and international sector thematic exposures The number and variety of such financial instruments are constantly growing Hence it seems obvious that there is an urgent need for a book that will help investors who are willing to diversify their portfolios outside the domestic market in both developed and emerging frontier markets International Equity Exchange Traded Funds presents a comprehensive review of investment possibilities offered by international ETFs for stock market investors *The Dental Reference Manual* Geraldine M. Weinstein,Mitchell T. Zientz,2016-11-29 This book is designed to meet the needs of both

dental students and dentists by providing succinct and quickly retrievable answers to common dental questions Students will find both that it clearly presents the particulars which should be familiar to every dentist and that it enables them to see the big picture and contextualize information introduced to them in the future Practicing dentists on the other hand will employ the book as a daily reference to source information on important topics materials techniques and conditions The book is neither discipline nor specialty specific The first part is wide ranging and covers the essentials of dental practice while the second part addresses individual specialties and the third is devoted to emergency dental treatment Whether as a handy resource in the student s backpack or as a readily available tool on the office desk this reference manual fills an important gap in the dental literature **Learning Analytics Explained** Niall Sclater,2017-02-17 Learning Analytics Explained draws extensively from case studies and interviews with experts in order to discuss emerging applications of the new field of learning analytics Educational institutions increasingly collect data on students and their learning experiences a practice that helps enhance courses identify learners who require support and provide a more personalized learning experience There is however a corresponding need for guidance on how to carry out institutional projects intervene effectively with students and assess legal and ethical issues This book provides that guidance while also covering the evolving technical architectures standards and products within the field **Reference Manual for Telecommunications Engineering** Roger L. Freeman,2002 Contains a compendium of the most frequently used data in day to day telecommunications engineering work tables graphs figures formulae nomograms performance curves standards highlights constants and statistics Designed for easy and rapid access Comprehensive reference for designing building purchasing using or maintaining all kinds of telecommunications systems Central source of information on transmission switching traffic engineering numbering signaling noise modulation and forward error correction *The Exchange and Mart* ,1871 New York Stock Exchange Guide New York Stock Exchange,1984 *Virtual exchange: towards digital equity in internationalisation* Müge Satar,2021-08-16 This volume includes a collection of short papers presented at the second International Virtual Exchange Conference IVEC hosted virtually at Newcastle University in September 2020 The contributions address the conference theme towards digital equity in internationalisation and offer fresh insights into the current state and future of online intercultural communication and collaborative learning Providing examples of interdisciplinary multinational and multimodal research and pedagogy in virtual exchange from around the world this book will appeal to educators administrators researchers and internationalisation leads in higher education interested in supporting and implementing virtual exchange

Dark Trading Anna-Carina Salger,2020-01-20 This timely book explores the pressing topic of dark trading Following new EU legislation regulating financial markets MiFID II and MiFIR it traces the rapid development of off market securities trading dark trading analyzes economic studies of this development and positions the resulting regulatory framework of the EU over against that of the US The study closes with proposals for reform that provide new impetus for further scientific

discussion Non-Interpretive Skills for Radiology: Case Review E-Book David M. Yousem,2016-09-14 The only review book of its kind David M Yousem s Non Interpretive Skills prepares you for exam questions on every aspect of radiology that does not involve reading and interpreting images communication quality and safety ethics leadership data management business principles analytics statistics and more Ideal for residents and practitioners alike this unique study tool contains hundreds of questions answers and rationales that cover the entire range of NIS content on the credentialing boards and MOC exams Your exam preparation isn t complete without it Exclusive test preparation on every NIS area including business ethics safety quality improvement resuscitation techniques and medications used by radiologists 600 multiple choice questions with answers and rationales provide a practical and solid foundation for exams and clinical practice Author David M Yousem MD MBA and his colleagues at the Johns Hopkins Department of Radiology share years of expertise in radiology education quality assurance and business topics A single easy to use source for thorough review of the NIS topics you ll encounter on exams and in your radiology practice *D&B Reference Book of Corporate Managements* ,2008 **Research Handbook on Shadow Banking** Iris H.-Y. Chiu,Iain G. MacNeil, Research Handbook on Shadow Banking brings together a range of international experts to discuss shadow banking activities the purposes they serve the risks they pose to the financial system and implications for regulators and the regulatory perimeter Including discussions specific to the UK European Union US China and Singapore this book offers high level and theoretical perspectives on shadow banking and regulatory risks as well as more detailed explorations of specific markets in shadow banking **San Francisco Blue Book and Club Directory, the Social Reference Book** ,1904 **Bookbuyers' Reference Book** ,1993 **Labor Relations Reference Manual** ,2005 Vols 9 17 include decisions of the War Labor Board **From Organizational Welfare to Business Success: Higher Performance in Healthy Organizational Environments** Gabriele Giorgi,Mindy Shoss,Annamaria Di Fabio,2017-10-25 This e book provides insight into the link between employee health and productivity performance with a focus on how individuals groups or organizations can intervene in this relationship to improve both well being and performance related outcomes Given the continuous changes that organizations and employees face such as the aging workforce and continued economic turbulence it is not surprising that studies are increasingly finding that employee health is related to job conditions The papers in this e book emphasize that organizations make a critical difference when it comes to employees health and well being In turn healthy employees help their organizations to flourish Such findings are in line with the recent emphasis by both the International Labour Organization ILO and the United Nations UN on the importance of work for individual well being and the importance of individual well being for productive and sustainable economic growth see e g ILO 1985 World Health Organisation 2007 UN 2015 Overall the papers report findings from a cumulative sample of nearly 19 000 workers and perspectives from 68 authors They suggest that performance cannot be successfully achieved at the cost of health and well being and provide various perspectives and tools to guide future research and practice

Standard Handbook for Electrical Engineers, Seventeenth Edition Surya Santoso,H. Wayne Beaty,2017-11-24 Up to date coverage of every facet of electric power in a single volume This fully revised industry standard resource offers practical details on every aspect of electric power engineering The book contains in depth discussions from more than 100 internationally recognized experts Generation transmission distribution operation system protection and switchgear are thoroughly explained Standard Handbook for Electrical Engineers Seventeenth Edition features brand new sections on measurement and instrumentation interconnected power grids smart grids and microgrids wind power solar and photovoltaic power generation electric machines and transformers power system analysis operations stability and protection and the electricity market Coverage includes Units symbols constants definitions and conversion factors Measurement and instrumentation Properties of materials Interconnected power grids AC and DC power transmission Power distribution Smart grids and microgrids Wind power generation Solar power generation and energy storage Substations and switch gear Power transformers generators motors and drives Power electronics Power system analysis operations stability and protection Electricity markets Power quality and reliability Lightning and overvoltage protection Computer applications in the electric power industry Standards in electrotechnology telecommunications and IT *Statistical Reference Book of the Republic of Bulgaria* ,2017 *Commonwealth Ministers Reference Book 2008* Commonwealth Secretariat,2008 An essential source of information on key aspects of policy issues for all Commonwealth ministers from trade to transport It includes articles case studies partnership initiatives interviews and reports that inform and educate ministers regarding opportunity and potential in the Commonwealth **New York Stock Exchange Constitution and Rules ..** New York Stock Exchange,1984

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