Outlook on the Web App

Table of Contents

Outlook on the Web App .................................................................................................................. 3
Accessing Outlook on the Web App ................................................................................................. 3
Creating a New Email using the Global Address Book ................................................................. 3
Out of Office Reply ........................................................................................................................... 5
Reading Pane ................................................................................................................................... 6
Filtering Email ................................................................................................................................. 6
Settings – Signature, Read Receipts, Default Font, Etc. ................................................................. 7
Spellcheck Setting ............................................................................................................................ 8
Changing Your Password ................................................................................................................ 9
Outlook on the Web App
Outlook on the Web allows you to log into your Outlook account from any computer, anytime from anywhere. All of your Emails, Contacts and Calendar appointments transfer to the Outlook on the Web.

Accessing Outlook on the Web App
1. Go to your browser and type in: http://outlook.clcillinois.edu
2. The follow window appears:

![Sign in to Outlook on the Web App](image)

3. Type in your username
4. Type in your password and click the Sign In button.

Creating a New Email using the Global Address Book
1. Click on the New button at the top. Notice you can click the down arrow to select Meeting Request.

![Select New Meeting Request in Outlook on the Web App](image)

2. The Untitled Mail Message dialog box opens.
3. Click the **To** button.

4. The Default Global Address Book Displays.

5. Click into the **Search box** and begin to type the person’s name. You can type either the person’s first or last name.

6. When you locate the name of the person you wish to email, **double-click** on their name so it appears in the **To** box.

7. Click **OK**.

8. Add the subject and type the email and then click the **Send** button.

9. The Default Global Address is the default location for new emails. If you are sending an email from your Contacts, click Contacts to locate the individual/s.
Out of Office Reply
This feature can be used to send an automatic out-of-office-reply message letting the sender know the email they sent will not be read immediately.

1. Click **Option** and click **Set Automatic Replies**.

2. The following window appears:

3. Click **Automatic Replies** button.
4. Click in the radio dial **Send Automatic Replies**.
5. Notice you can also **send automatic replies** for a **certain period** of **time**.
6. Click into the **message area** and type your **out of office response**.
7. Notice you can also send automatic replies to senders outside my organization.
8. Click **Save**.
**Reading Pane**

1. From the **Inbox**, change the Reading Pane by clicking on **View** and then choose to view the Reading Pane on the bottom or on the Right.

**Filtering Email**

1. From the **Inbox**, click **Filter** to view various categories of how you can view your email such as by Unread, Categories, etc.
Settings – Signature, Read Receipts, Default Font, Etc.
Create an Email Signature, request Read Receipts, change default font, etc. from the Settings option.

1. From the **Inbox**, under **Options**, click **See All Options**.

2. From the **Left Pane**, click **Settings**.

3. To add an E-Mail Signature, type in the information you wish to include.

4. Click in the box, **Automatically include my signature on messages I send** and then click the **Save** button.

5. Notice other options such as Message Font, Read Receipts, Reading Pane and Conversations.
6. Scroll down to view various Message Options.

7. Check or uncheck any Message Options and then click Save.

**Spellcheck Setting**
Be sure that your emails are spell checked before you send them.

1. From the **Inbox**, under **Options**, click **See All Options**.

2. From the **Left Pane**, click **Settings**.
3. At the top, click the **Spelling** button.

4. Click in the **box** next to **Always Check Spelling Before Sending**.

5. Click **Save**.

### Changing Your Password

1. From the **Inbox**, under **Options**, click **Change Your Password**.
2. The Change Password window appears.

3. Click into the **Current Password box** and type in your Current Password.

4. Click into the **New Password box** and type in a New Password.

5. Click into the **Confirm Password box** and retype your New Password.

6. Click the **Save** button.