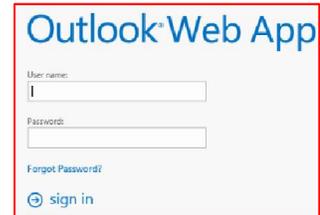# Getting Started with the Outlook® Web App

In your browser, enter **Outlook.lagcc.cuny.edu** to access the LaGuardia Community College Outlook® Web App. Login with your Active Directory Credentials.

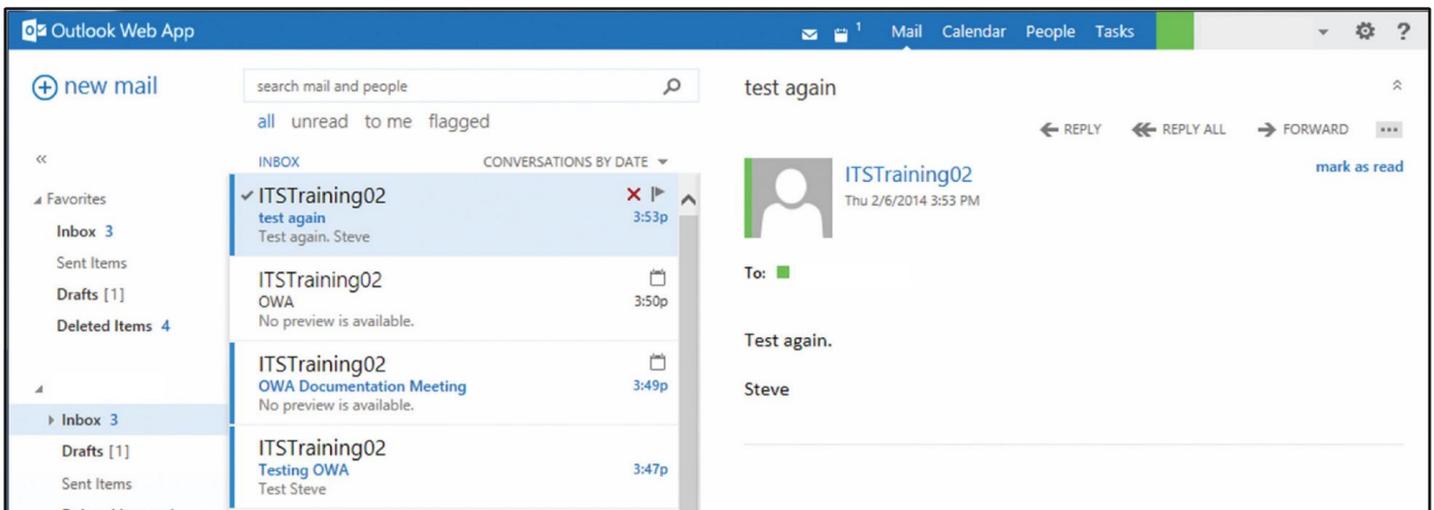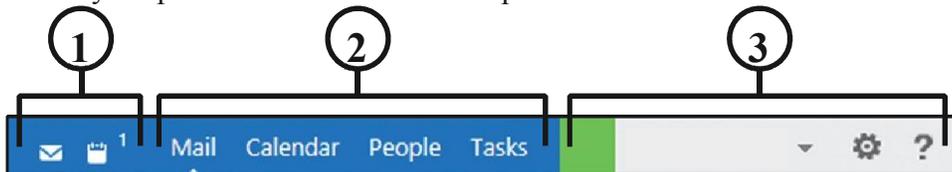After a successful login, your Outlook® Account opens.

At the top of **Outlook® Web App**, there are notifications, links to each of the types of information stored in your mailbox, and links to your personal information and options.

1. These icons will appear when you have a new message, or a calendar or task reminder. You can click the envelope icon to see a preview of the latest new message, or the calendar icon to view and manage calendar and task reminders. The icons appear only when there is a new message or an active reminder.
2. Click **Mail**, **Calendar**, **People**, and **Tasks** to switch to other areas of **Outlook Web App**.
3. Access **personal information**, **options**, and **help**.

Mail

When you sign in to **Outlook**® **Web App**, you go straight to your **Inbox**.
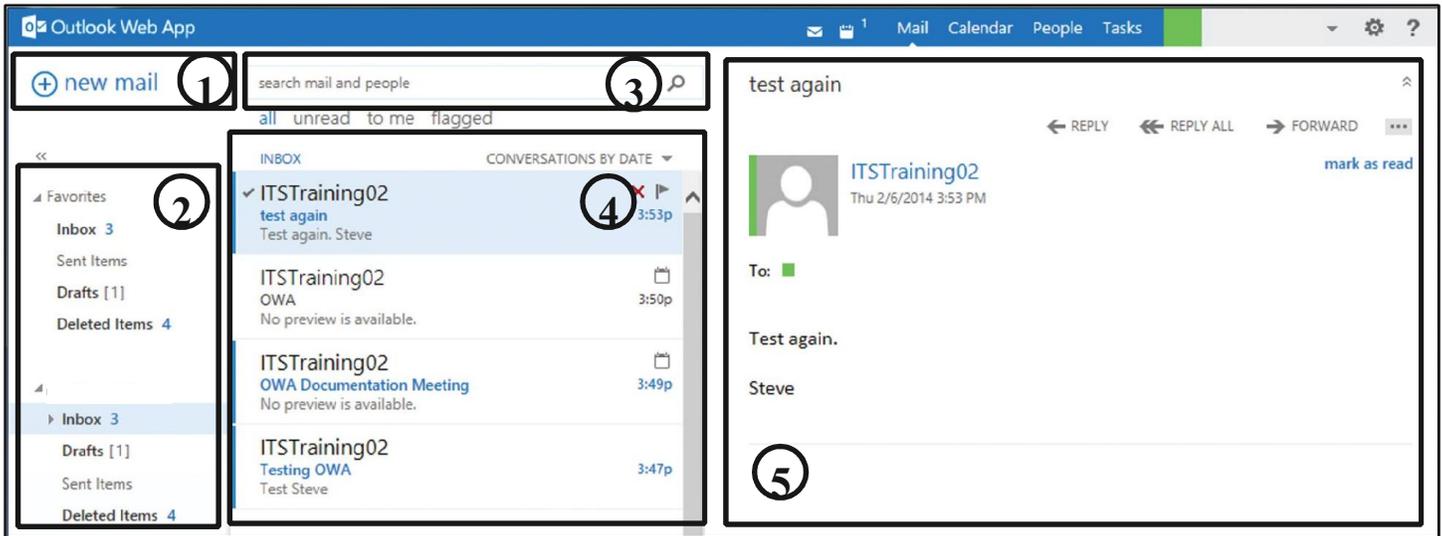

1. Create a **new message** by clicking **new mail** icon.
2. The **folder list** includes folders in your **mailbox** and **Favorites**. It may include other **folders** that you create.
   - You can collapse this pane by clicking the **folder** icon at the top.
   - You can expand or collapse folders in this view by clicking the triangle icons next to the folder name.
3. Type what it is you want to search for in the **search window**.
   - You can type the name of a person you want to find messages from, or text that you want to search for to find a particular message.
4. Each entry in the **list view** has additional information, such as how many message there are in a conversation and how many are unread, or if there is an attachment, flag, or category associated with any messages in the conversation.
   - A conversation can have one or more messages.
   - When a conversation is selected, you can delete it, add a flag, or add a category by clicking the icons.
   - At the top of the list view are filters that you can click to quickly find messages that are unread, that include your name in the to or the CC line, or that have been flagged.
   - In addition to the filters, you see the name of the folder you are viewing and the view that you have selected.
5. In the **reading pane**, you can view the conversation that you have selected. You can respond to any message in the conversation by clicking the links on the right.

Calendar
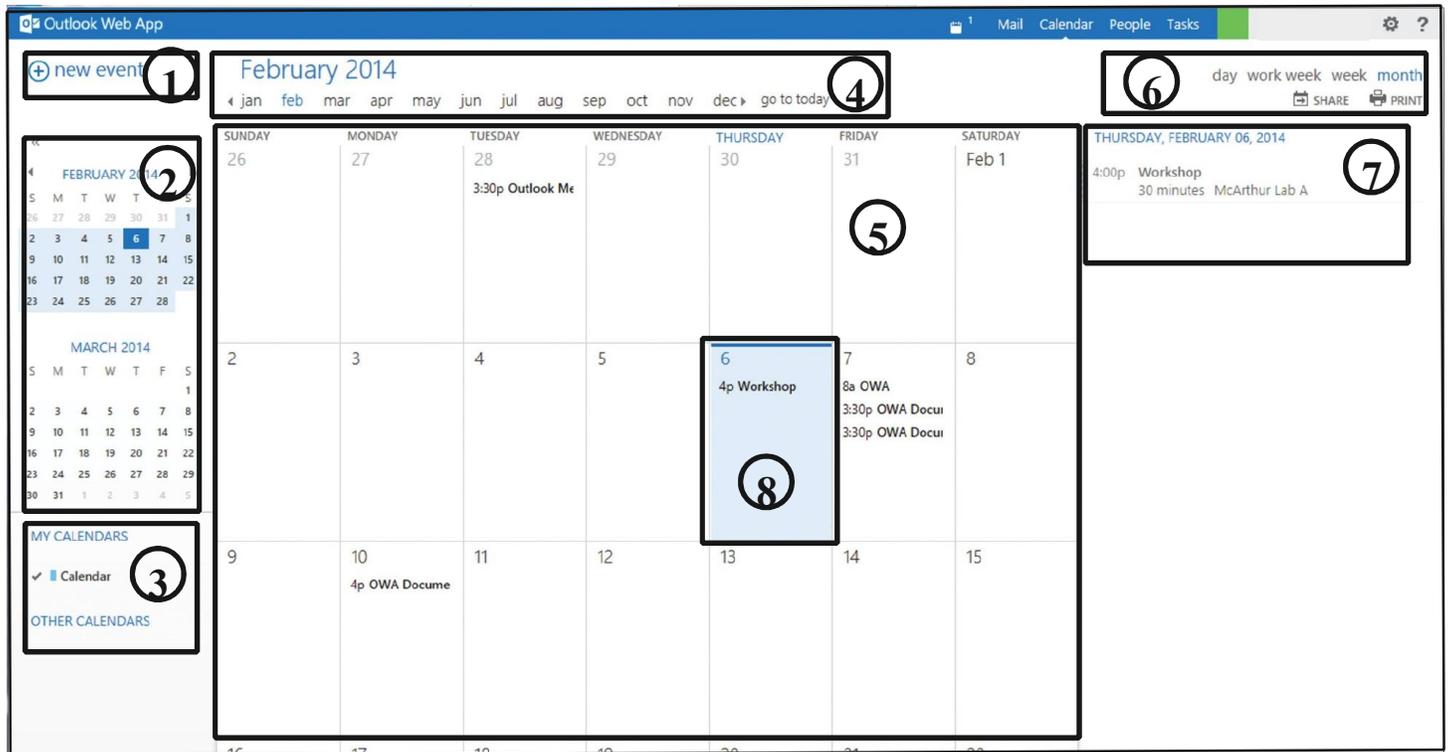
1. Create a **new event** by clicking the **new event** icon. An event can be an appointment, a meeting, or an allday event.
2. Use the calendars to navigate from one date to another. Shading will show you what week you are currently viewing, and darker shading marks the current date. You can use the **calendar** icon at the top to collapse or expand this side of the calendar view.
3. You can view more than one calendar at a time. This section allows you to add other people's calendars and select display.
4. This area allows you to navigate from one month to another. Click a month to jump to view that month. You can also click the arrows on either end to see the dates before and after what is currently displayed.
5. The **main window** is where calendars are displayed.
6. Select different views of the calendar as well as calendar sharing and printing.
7. Displays the agenda for the selected date.
8. Shading indicates the current date.

People
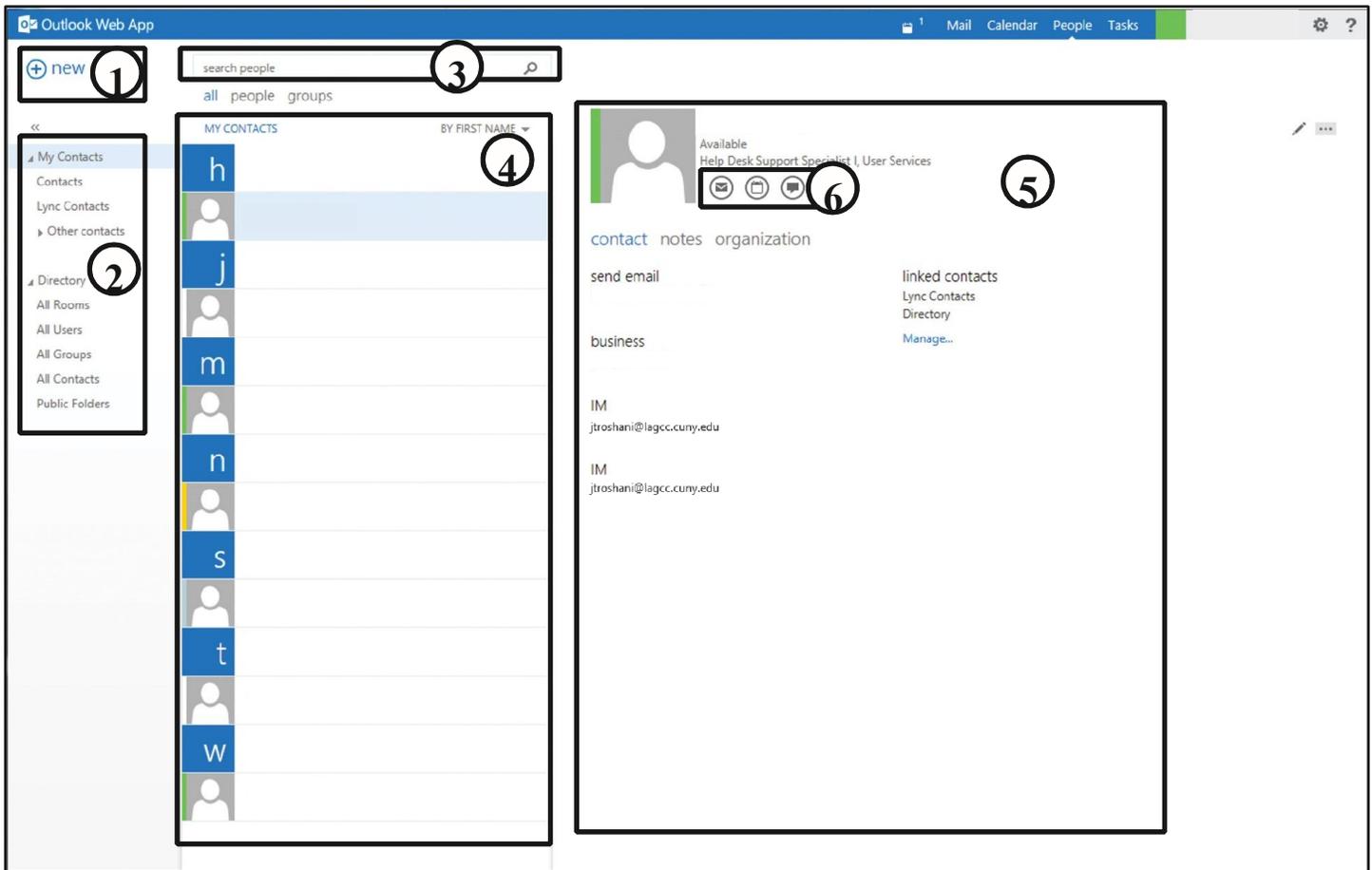
1. Create a **new contact** by clicking the **new** icon.
2. The section where you can locate **contact** information.
3. The **search** area allows you to enter a person's name to search for them in your contacts and in the Global Address List.
4. The **MY CONTACTS** section lists all the contacts in the current folder.
5. The selected person in the contact list is displayed on the **contact card**.
6. The icons in the **contact card** allow you to take actions such as send a message or create a meeting request.

Tasks
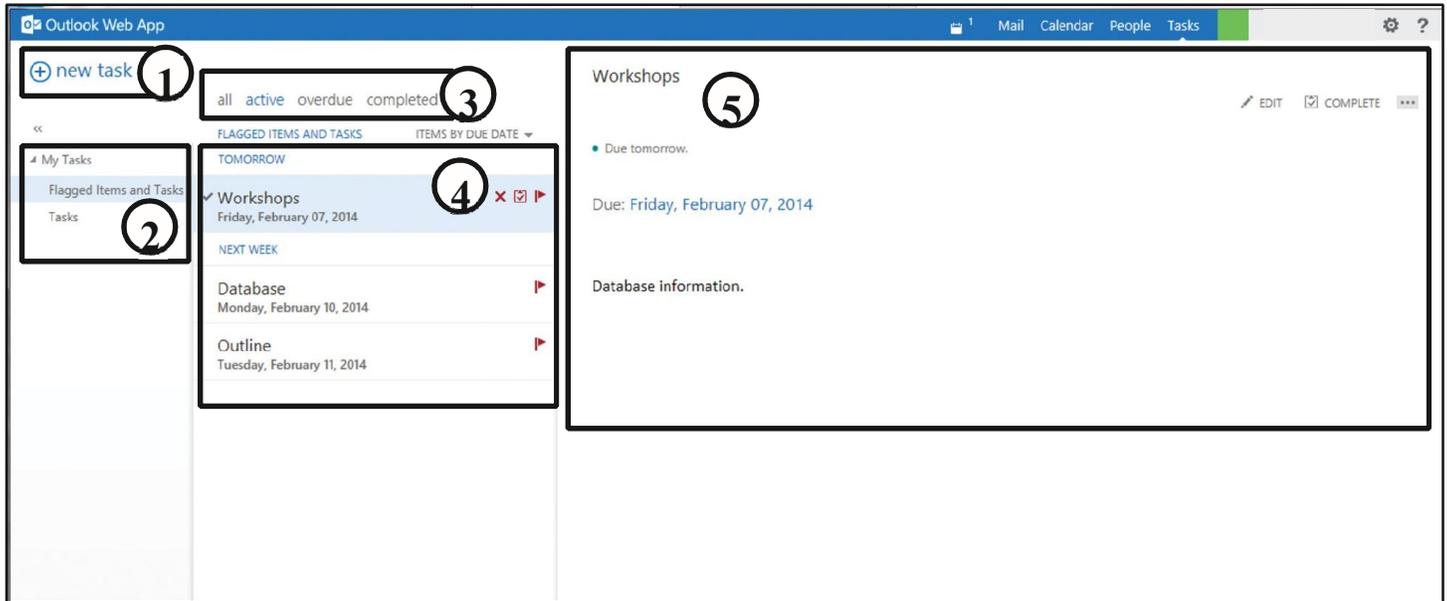
1. Create a **new task** by clicking the **new task** icon.
2. The **MyTasks** column to view flagged items and tasks, or just tasks.
3. Select the **filter** depending on what items you want to see.
   - Tasks and flagged items that do not have a date associated with them and that are not completed will appear only when **all** is selected.
4. Items are listed that meet the current filter criteria.
   - Click any item to view it in the **reading pane**.
   - You can use the controls to the list view to make changes to an item's status. For example, you can mark a task as complete or remove a flag from a message.
5. The **reading pane** displays the content of the items you have selected.
   - You can use the controls in the upper corner to make changes to the time if it is a task.
   - If it is a message, the controls will be the same as you would see while reading your email.

How to Sign Out

1. Click your name in the upper right side of the screen.
2. In the dropdown menu, select **Sign out**.
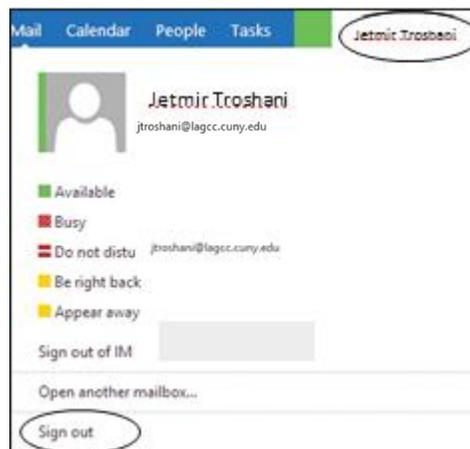
Settings
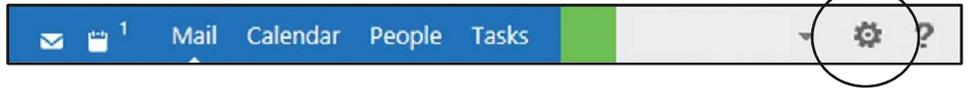
You can customize **Outlook**® **Web App** by changing the look or behavior of features such as messages, rules, and calendar options. After you change the settings in **Options**, click **Save** on the toolbar to apply your changes. You may need to sign out and sign back in to see your changes.

How to Forward All Email to Another Account

1. In the upper right corner of the window, click the **Settings** icon. Select **Options** from the dropdown menu.

2. In the **Options** window, select **organize email.** Select the "Plus" sign.

3. In the dropdown menu, select "Create a new rule for arriving messages..".

4. In the **New Inbox Rule** window enter the name of the rule such as "email forward". In the "**When the message arrives, and:**" dropdown menu, choose "**[Apply to all messages]**". In the "**Do the following:**" dropdown menu choose "**Redirect the message to...**" . Click **Save**.

5. Your email will be forwarded to either a contact you select from your contact list or to an email address that you enter. (Note: this is the address where all of your email will be forwarded to.) Click **OK**.

6. The **new inbox rule** window appears with the email address that you entered in the previous window.

7. Click **Save**. A warning message box appears. Click **Yes**.

8. The **Email Forward** rule is automatically selected and activated.

1

Mail Calendar People Tasks ⚙

Refresh
Set automatic replies
Display settings
Manage apps

Offline settings
Change theme

Options

2

Outlook Web App

options | inbox rules automatic replies delivery reports

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn i

organize email

+ ▾

On | Rule
☑ From "ITSTraining20" MoveTo "Workshops"
☑ Received from ITSTraining20

groups
site mailboxes

3

Create a new rule for arriving messages...
Move messages from someone to a folder...
Move messages with specific words in the subject to a folder...
Move message sent to a group to a folder...
Delete messages with specific words in the subject...

4

New Inbox Rule - Google Chrome

new inbox rule   Help

Apply this rule...
Name:
Email Forward

*When the message arrives, and:
[Apply to all messages] ▾

Do the following:
Redirect the message to... ▾   *Select people...

More options...

save   cancel

5

✓ OK ✕ CANCEL

To

search people 🔍
all people groups
MY CONTACTS   BY FIRST NAME ▾

h   Available
                           Help Desk Support Specialist I,

6

New Inbox Rule - Google Chrome

new inbox rule   Help

Apply this rule...
Name:
Email Forward

*When the message arrives, and:
[Apply to all messages] ▾

Do the following:
Redirect the message to... ▾   *Select people...
                                The forward to email address appears here.

7

warning
Do you want this rule to apply to all future messages?

yes   no

8

inbox rules automatic replies delivery reports

Choose how mail will be handled. Rules will be handled in the order shown. If you don't want a rule to run, you can turn it off or delete it.

+ ▾ ✎ 🗑 ↑ ↓ ↻

On | Rule
☑ Email Forward