Interface - Microsoft Outlook Web App

This guide walks you through the *Mail, Calendar, People, and Tasks* interface in Microsoft Outlook web app.

**Office 365 Interface**

The Office 365 interface is where you first arrive after logging in. You can access *Mail, Calendar, People, and Tasks* from here.

1. **App Launcher** - Use the app launcher to quickly switch between applications (See Figure 1).
2. **Settings** - Change your settings for *Office 365, Mail, Calendar, or People* (See Figure 1).
3. **Mail** - Send and receive email messages (See Figure 1).
4. **Calendar** - Schedule and view your appointments, meetings, or other events (See Figure 1).
5. **People** - Search for people and create contacts or a contact list (See Figure 1).
6. **Tasks** - Keep track of tasks you need to get done (See Figure 1).

![Figure 1 - Office 365 Interface](image-url)
Mail Interface

1. **App Launcher** - Use the app launcher to quickly switch between applications (See Figure 2).

   **Note:** This menu will be here in any application you navigate to.

2. **Settings** - Change your settings for *Office 365, Mail, Calendar, or People* (See Figure 2).

3. **Search Mail** - Search for the person or text to find a particular message (See Figure 2).

4. **New** - Create a new message or calendar event (See Figure 2).

5. **Command Bar** - When a message is selected you will be able to delete, move to a folder, print, categorize, flag, and many more options (See Figure 2).

6. **Folder List** - A list of folders in your mailbox or other people’s mailbox (See Figure 2).

7. **Message List** - Messages listed in the currently selected folder. At the top of the message list you can filter how you want to view the list (See Figure 2).

8. **Reading Pane** - The message currently selected appears. You can respond to the message by using *Reply, Reply all, or Forward* (See Figure 2).

9. **Outlook for Web Application Shortcuts** - Switch to the *Mail, Calendar, People, or Tasks* applications (See Figure 2).

![Figure 2 - Mail Interface](image-url)
Calendar Interface

1. **App Launcher** - Use the app launcher to quickly switch between applications (See Figure 3).

   **Note:** This menu will be here in any application you navigate to.

2. **Settings** - Change your settings for Office 365, Mail, Calendar, or People (See Figure 3).

3. **Search Calendar** - Search for a person to view their calendar (See Figure 3).

4. **New** - Create a new message or calendar event (See Figure 3).

5. **Command Bar** - Add, share, or print a calendar (See Figure 3).

6. **Calendar in List** - Use this calendar to view a specific time frame based on the view selected (See Figure 3).

7. **Calendar List** - View or hide more than one calendar at a time by selecting them (See Figure 3).

8. **Calendar** - Calendars are displayed here. To create a calendar event, double-click on the day or time slot you want (See Figure 3).

9. **Calendar View Options** - Choose if you want the calendar view to be Day, Work week, Week, or Month (See Figure 3).

10. **Calendar Pane** - This pane only shows up for the Month view. Select a day on the month and this pane will show the events for that day (See Figure 3).

11. **Outlook for Web Application Shortcuts** - Switch to the Mail, Calendar, People, or Tasks application (See Figure 3).

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**Figure 3 - Calendar Interface**

People Interface

1. **App Launcher** - Use the app launcher to quickly switch between applications (See Figure 4).

   **Note:** This menu will be here in any application you navigate to.

2. **Settings** - Change your settings for *Office 365, Mail, Calendar, or People* (See Figure 4).

3. **Search People** - Search for a person to view their contact information (See Figure 4).

4. **New** - Create a new contact or contact list (See Figure 4).

5. **Command Bar** - When a contact or contact list is selected you will be able to edit, delete, add to favorites, or add to a contact list (See Figure 4).

6. **Contact Places** - A list of all the places you can find contacts (See Figure 4).

7. **Contacts** - Contacts listed in the currently selected folder (See Figure 4).

8. **Contact Pane** - The contact card of the person or contact list selected. You can send an email, schedule an event, or view relevant information directly from their card (See Figure 4).

9. **Outlook for Web Application Shortcuts** - Switch to the *Mail, Calendar, People, or Tasks* application (See Figure 4).

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![Figure 4 - People Interface](image)
Tasks Interface

1. **App Launcher** - Use the app launcher to quickly switch between applications (See Figure 5).

**Note:** This menu will be here in any application you navigate to.

2. **Settings** - Change your settings for *Office 365, Mail, Calendar, or People* (See Figure 5).

3. **New** - Create a task (See Figure 5).

4. **Command Bar** - When a task is selected you will be able to delete, categorize, complete, or reactivate (See Figure 5).

5. **My Tasks** - View tasks by flagged items and tasks, or just tasks (See Figure 5).

6. **Filter** - Filter how you want to view the list of tasks (See Figure 5).

7. **Task List** - Tasks listed in the currently selected folder (See Figure 5).

8. **Reading Pane** - View and edit the contents of the task you selected (See Figure 5).

9. **Outlook for Web Application Shortcuts** - Switch to the *Mail, Calendar, People,* or *Tasks* application (See Figure 5).

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For additional support, please contact the KSU Service Desk

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