

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).

**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 1).
3. **Outlook** - Send and receive email messages; schedule and view your appointments, meetings, or other events; search for people and create contacts or a contact list; and keep track of tasks you need to get done (See Figure 1).

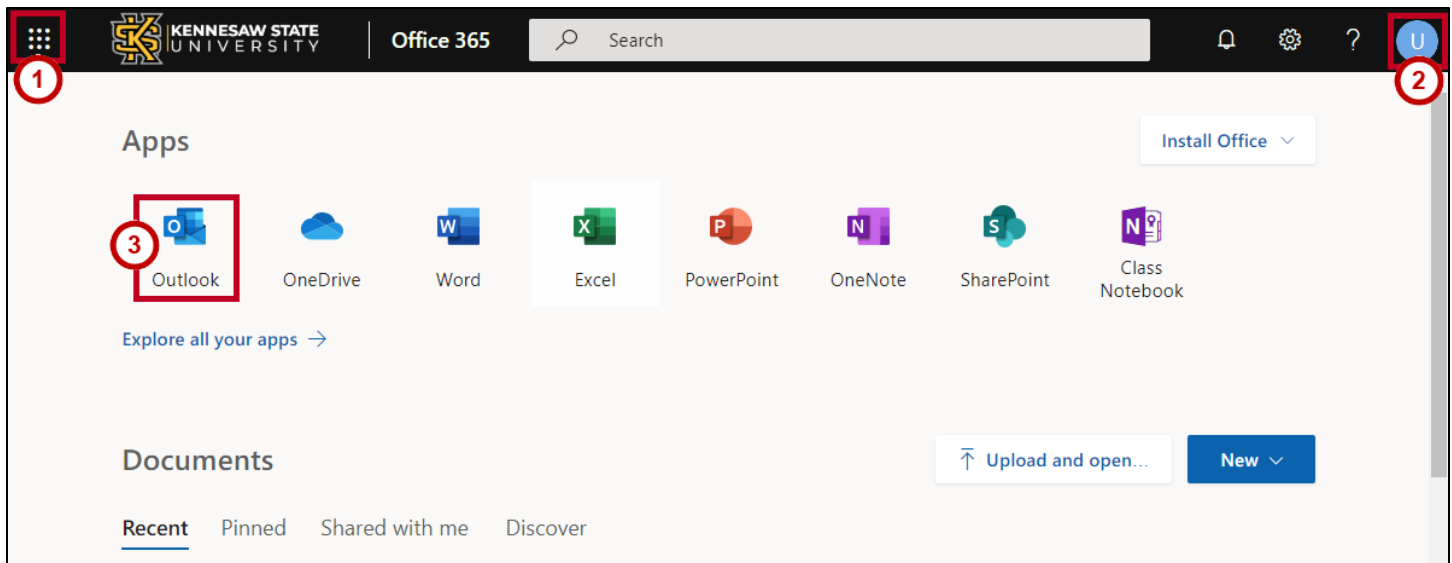


Figure 1 - Office 365 Interface

## 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. **Search Mail** - Search for the person or text to find a particular message (See Figure 2).
3. **Settings** - Change your settings for *Office 365, Mail, Calendar, or People* (See Figure 2).
4. **New Message** - Create a new message (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).

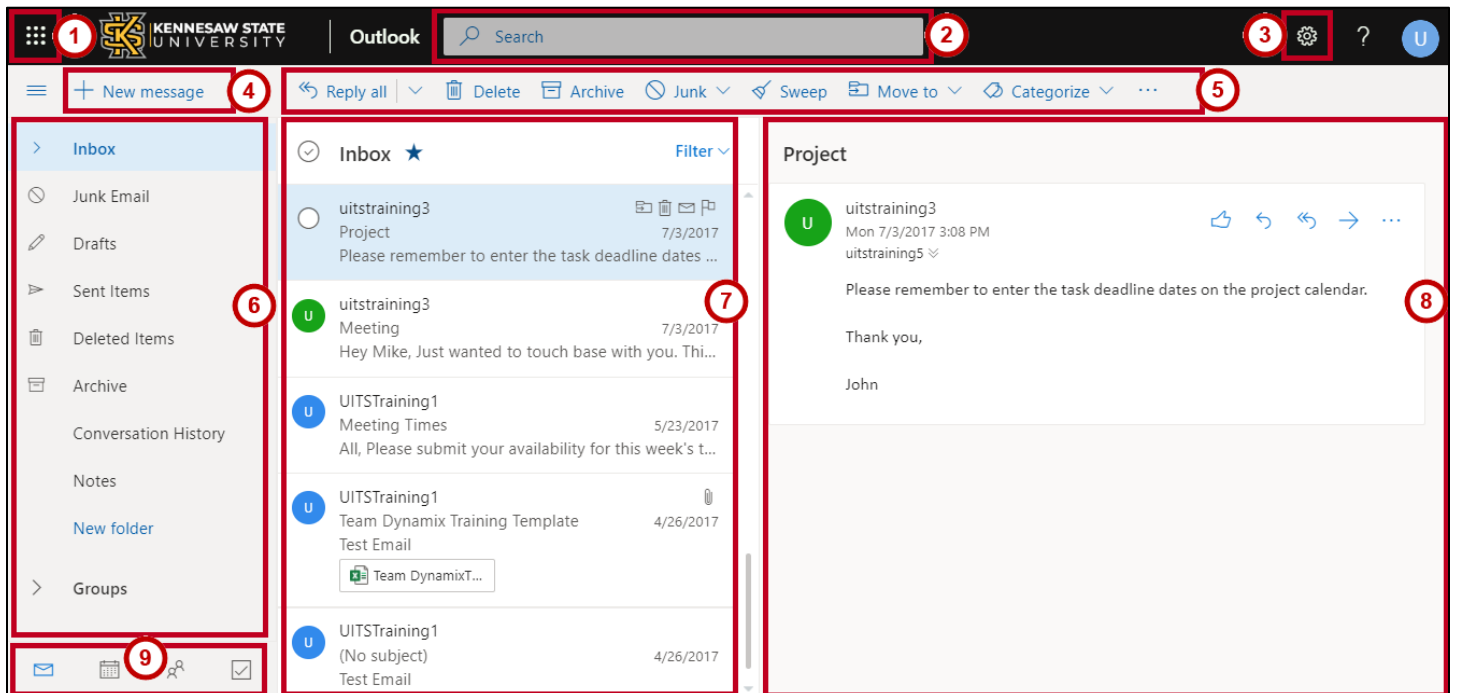


Figure 2 - Mail Interface

## 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. **Search Calendar** - Search selected calendar(s) for events by keyword (See Figure 3).
3. **Settings** - Change your settings for *Outlook* (See Figure 3)
4. **New Event** - Create a new calendar event (See Figure 3).
5. **Calendar View Options** - Choose if you want the calendar view to be *Day*, *Work week*, *Week*, or *Month* as well as jump to Today or set a specific date parameter (See Figure 3).
6. **Command Bar** - Share or print a calendar (See Figure 3).
7. **Calendar in List** - Use this calendar to view a specific period based on the view selected (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. **Add/Import Calendar** - Use this to add a new personal calendar or import a shared calendar (See Figure 3).
10. **Calendar List** - View or hide more than one calendar at a time by selecting them (See Figure 3).
11. **Outlook for Web Application Shortcuts** - Switch to the *Mail*, *Calendar*, *People*, or *Tasks* application (See Figure 3).

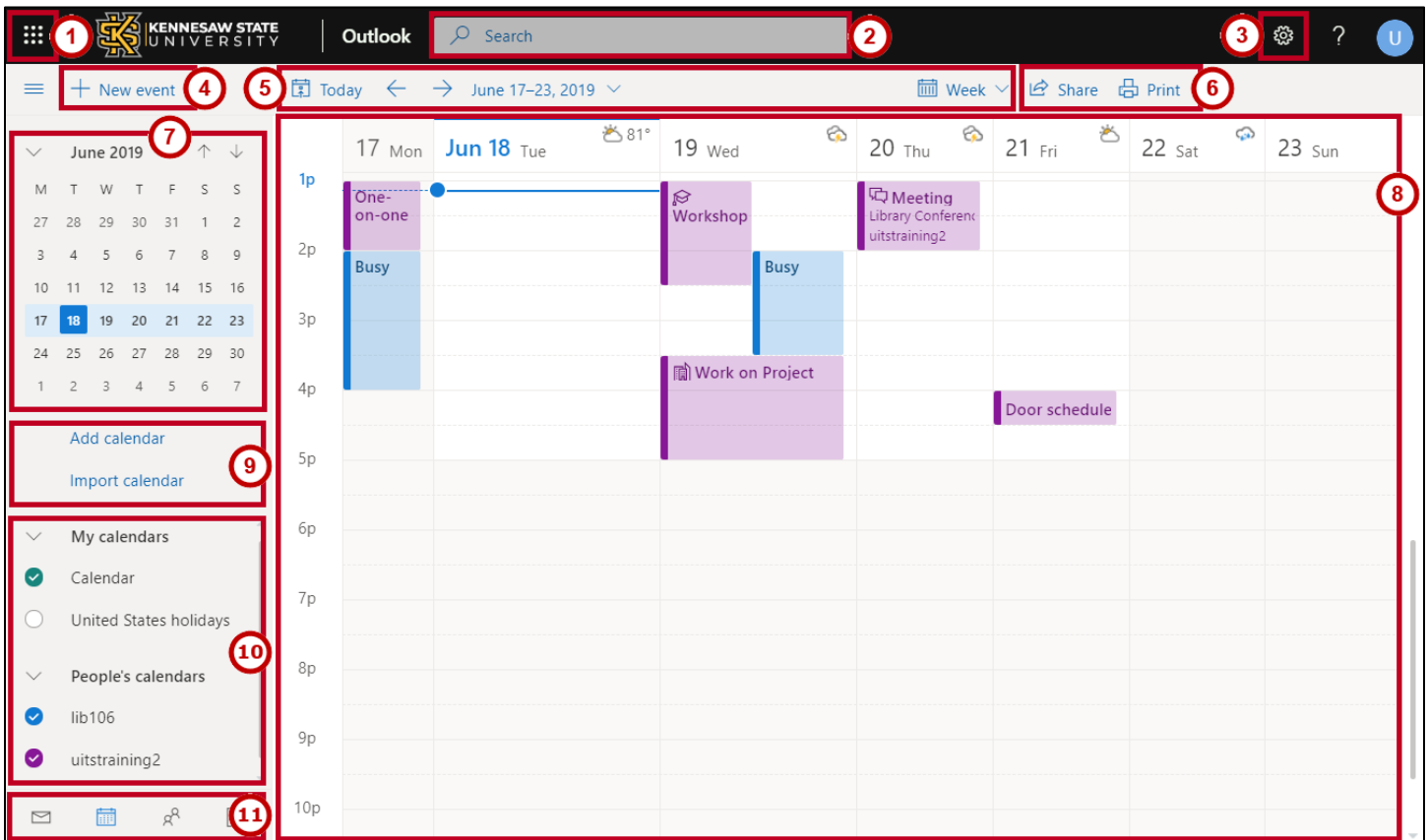


Figure 3 - Calendar Interface

## People Interface

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

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

2. **Outlook Search** - Search for a person to view their contact information (See Figure 4).
3. **Settings** - Change your settings for *Outlook* (See Figure 4)
4. **New Contact** - 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).

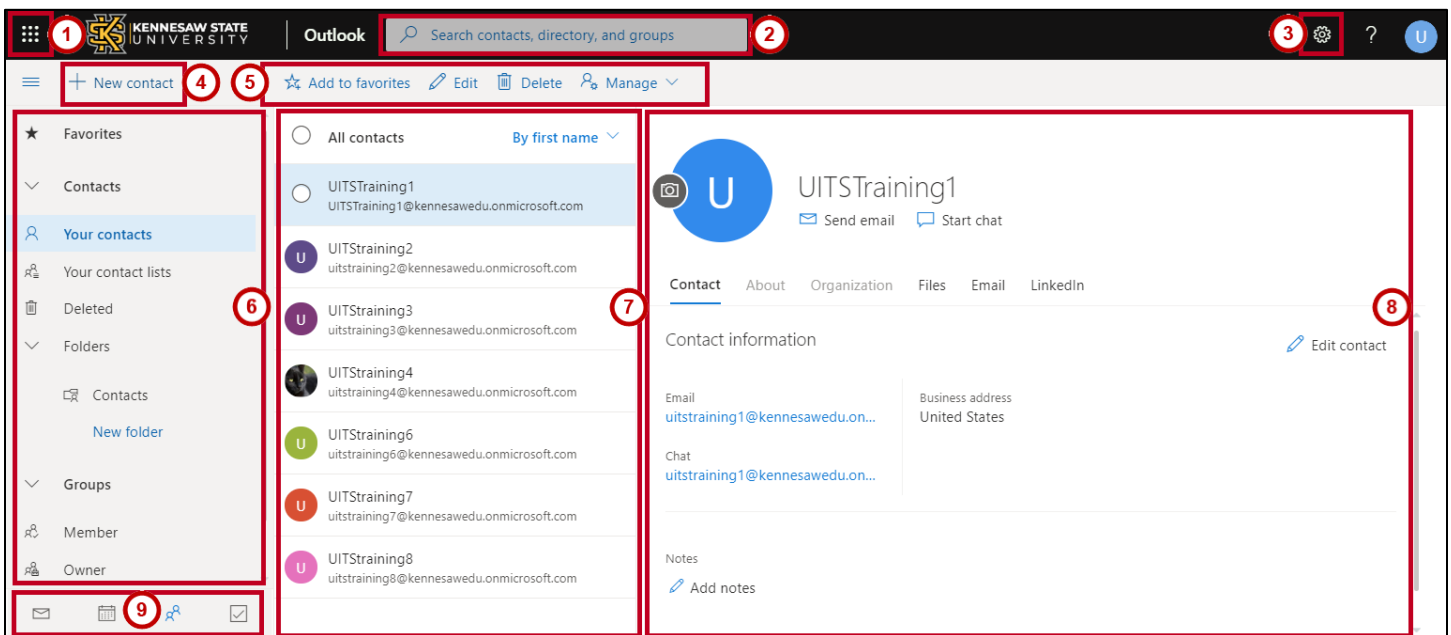


Figure 4 - People Interface

## 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).

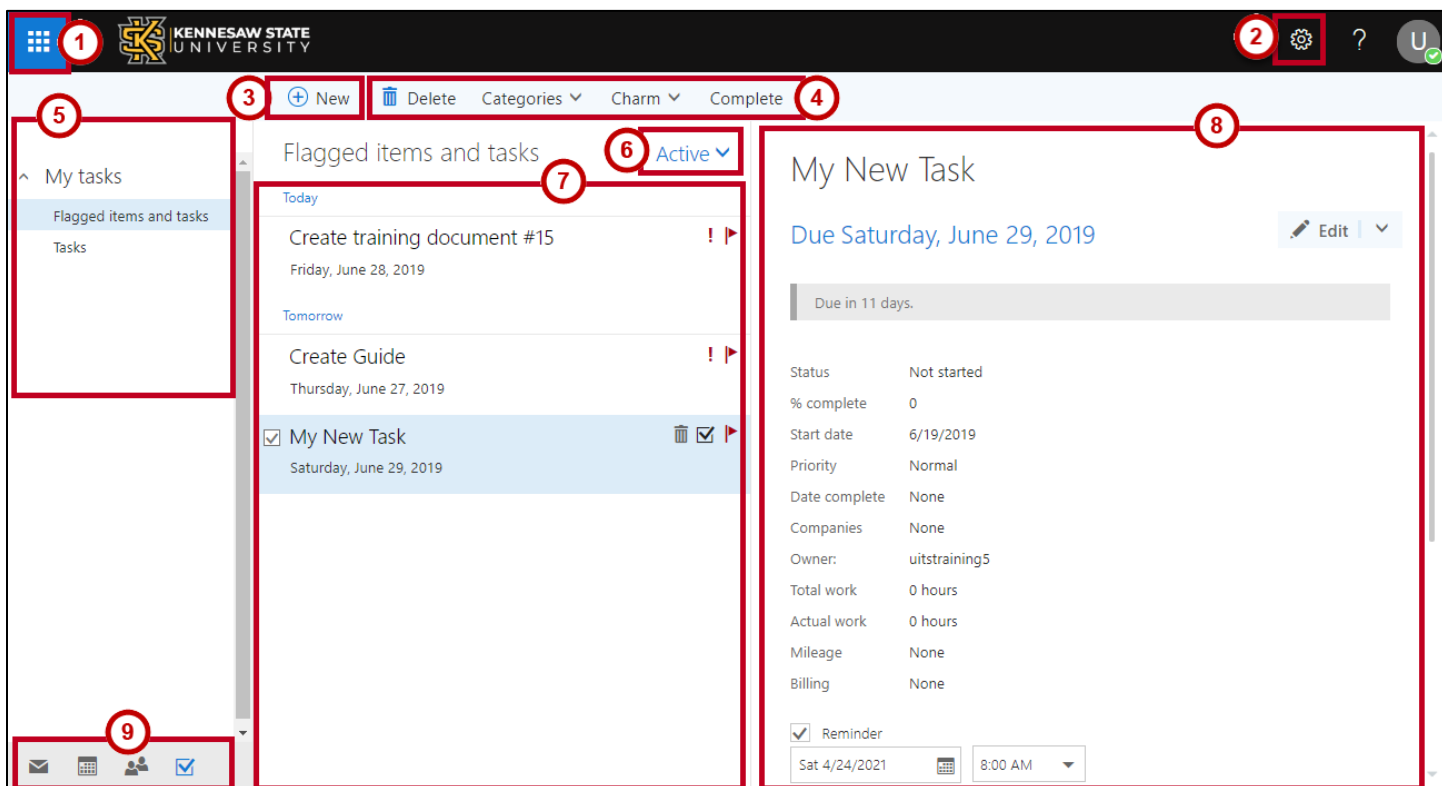


Figure 5 - Tasks Interface