New and Exciting Features in the Microsoft Outlook Web App

Increased Storage

With KSUmail, you now have an incredible amount of email storage space. At 50 gigabytes, you have increased flexibility with collaboration and communication with others.

New Web Layout

Microsoft Outlook Web App features a cleaner, simplified interface to improve efficiency. The email subject line is larger and integrates the new *Action Bar* across the Mail, Calendar, People, and Task tools.

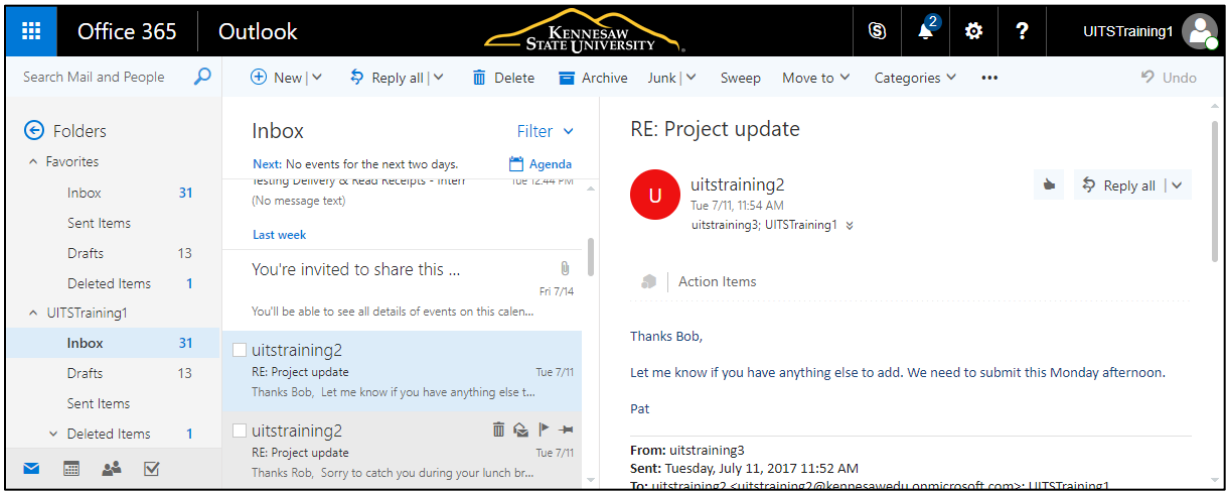


Figure 1 - Microsoft Office for the Web Interface

Improved Collaboration with Students

Microsoft Outlook provides additional opportunities to collaborate with students. Students will now appear in the *Global Address List* allowing you to add them as contacts or to contact groups. You are also able to share items such as calendar appointments and tasks as appropriate. Students will also be utilizing Microsoft Outlook for the Web, providing them robust access to KSUmail.

Integration with OneDrive

The Outlook Web App provides seamless integration with OneDrive. OneDrive, an incredibly useful cloud storage system with 5 terabytes of space, can be used to share files with KSU faculty, staff, and students. With the Outlook integration, you may attach files stored on the OneDrive. You can also upload attachments directly to OneDrive when writing your email and set the editing permission levels for the recipient.

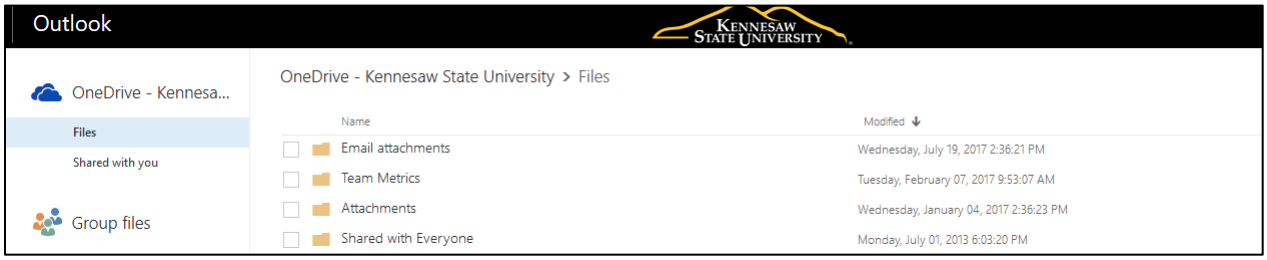


Figure 2 - OneDrive Integration

Integration with Skype for Business

With Office365, Kennesaw State faculty and staff will have the ability to send instant messages and desktop sharing features via Skype for Business. Furthermore, you can quickly IM contacts, view their availability, as well as view past conversations.

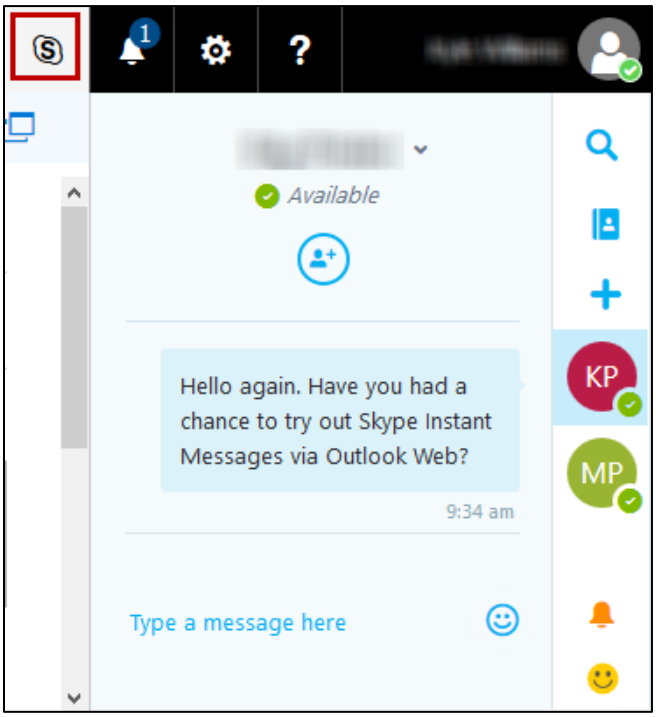


Figure 3 - Skype for Business

Action Bar

The *Action Bar* is available across the *Mail*, *Calendar*, *People*, and *Task* areas.

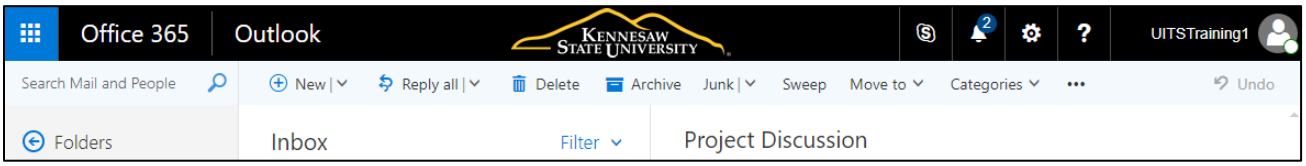


Figure 4 - Action Bar

Undo Send

Once enabled in your settings, the *Undo Send* feature gives you up to 30 seconds to cancel the sending of an email. Simply click on the **Undo** button after sending an email message before the timer runs out to cancel the sending of a message.

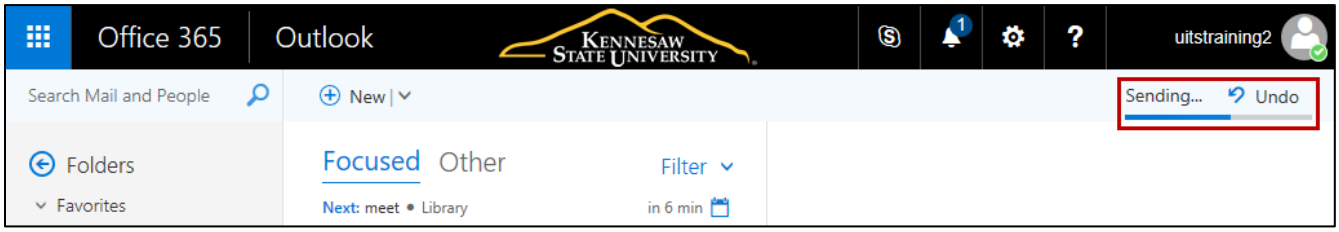


Figure 5 - Undo Send

Automatic Reply Alert

When sending an email to a recipient who has enabled automatic replies, Outlook will alert you of their status even before you send your email. Simply type their email address in the *To*, *Cc,* or *Bcc* fields and Outlook will indicate if they have *Automatic Replies* enabled by displaying it in the new message.

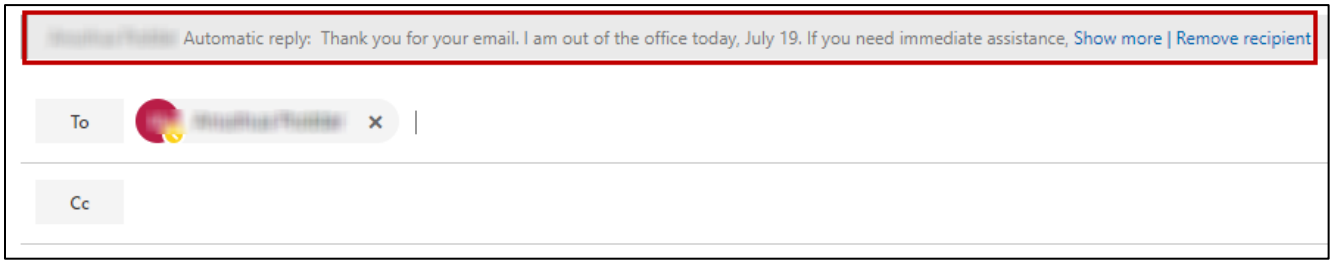


Figure 6 - Automatic Reply Alert

Note: The Automatic Reply Alert feature is not available on Firefox version 54.0.1

Creating and Attaching New Office Files

When you choose to add an attachment, you have the ability to select a *New Office File*. With this, you can create a new *Word*, *Excel*, or *PowerPoint* in Office 365 as well as upload it to OneDrive

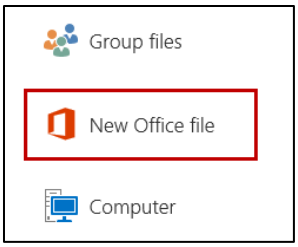


Figure 7 - New Office File

Editing Attachments and Replies

Outlook Web allows you to edit attachments without ever having to download the file. When opening the attachment in Outlook, you can simply click the **Edit and Reply** button above the attachment and message. From here, you may edit the document in Word Online and reply to the sender of the original message when you are complete.

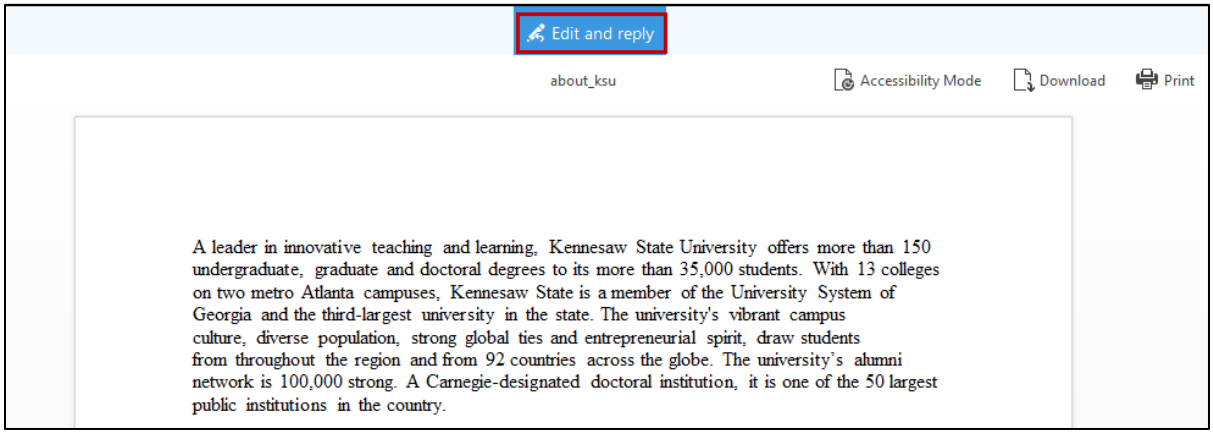


Figure 8 - Editing Attachments

Attachment Reminder

If the word 'attachment' appears in the body of your email but there is no file attached, the *Attachment Reminder* popup will appear upon clicking **Send**. This prompt will ask if you prefer to send the email with no attachment or if you wish to not send the message, allowing you to attach your desired file.

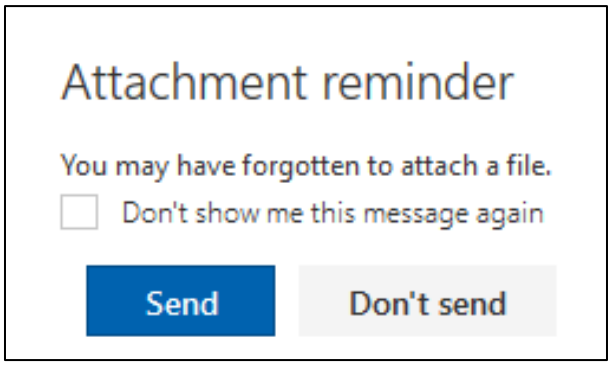


Figure 9 - Attachment Reminder

Suggested Meeting Times and Action Items

Outlook for the Web will check received emails for potential meeting times, dates and/or action items. If Outlook finds something that it thinks could be a meeting request, it will highlight the information in blue. You can then use this to create a calendar appointment from the message. Potential *Action Items* will provide a button above the email body to add the contents as a task.

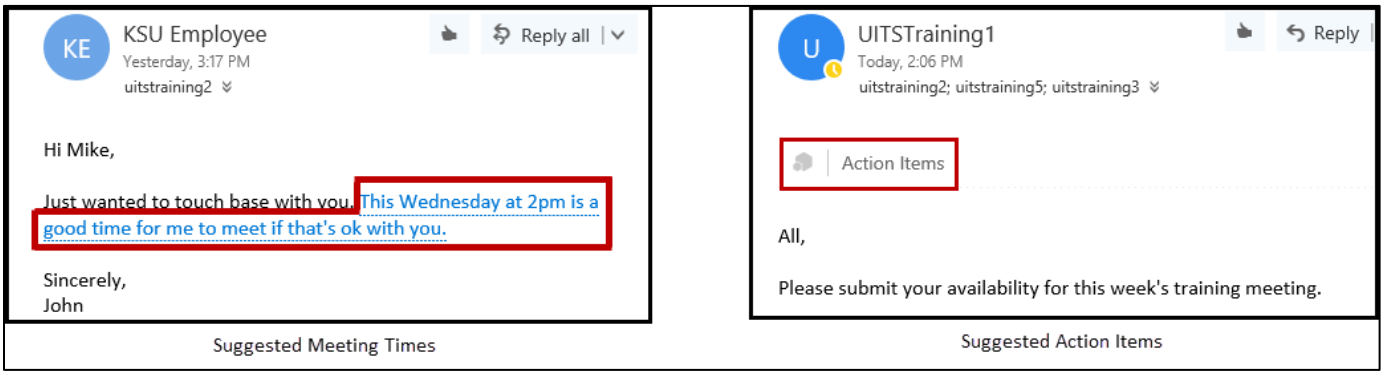


Figure 10 - Suggested Meeting Times and Action Items

Upcoming Event Notification in Inbox

When you are in the Outlook web inbox, you can view the next upcoming event. Here, you may see the name of the event as well as the event time. Clicking the **Agenda** button also provides a quick look at the next few events.

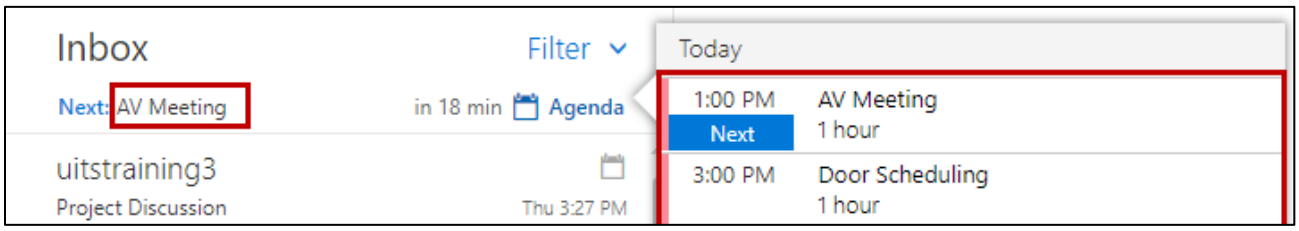


Figure 11 - Upcoming Event Notification

Proposing New Meeting Times

If you receive an invitation to a meeting that you cannot attend, you have the ability to propose a different meeting time. By clicking **Propose new time** in the event invitation, you have the option of providing the sender a proposed meeting time.

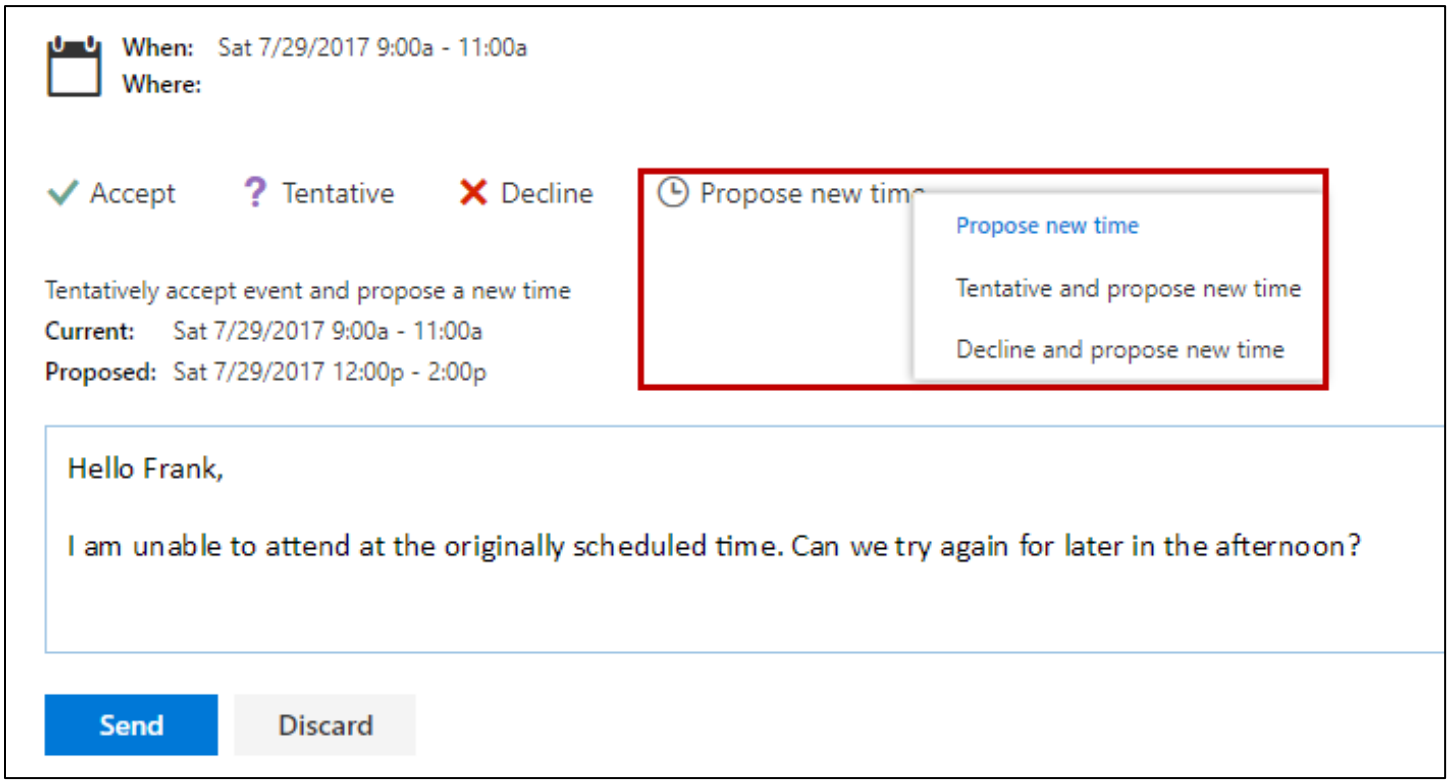


Figure 12 - Propose New Meeting Time

Scheduling Assistant

When scheduling events, you may utilize the *Scheduling Assistant* to help with selecting a time in which all participants are available to meet. Just click the **Scheduling Assistant** button when creating your event to be taken to the *Scheduling Assistant*.

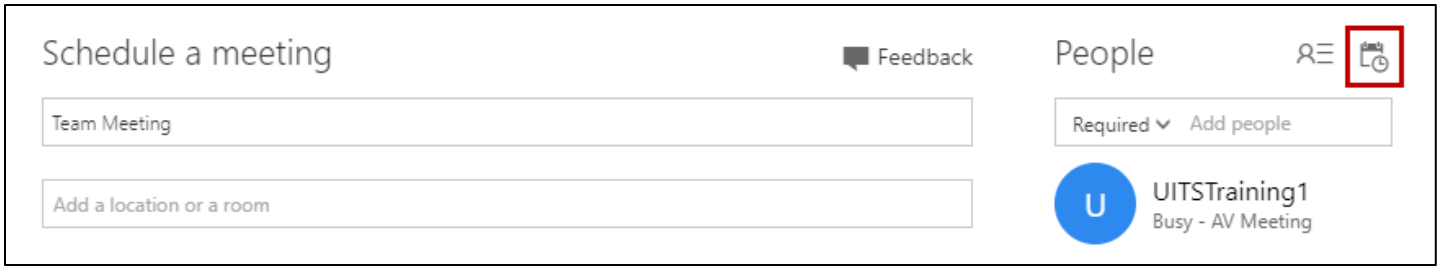
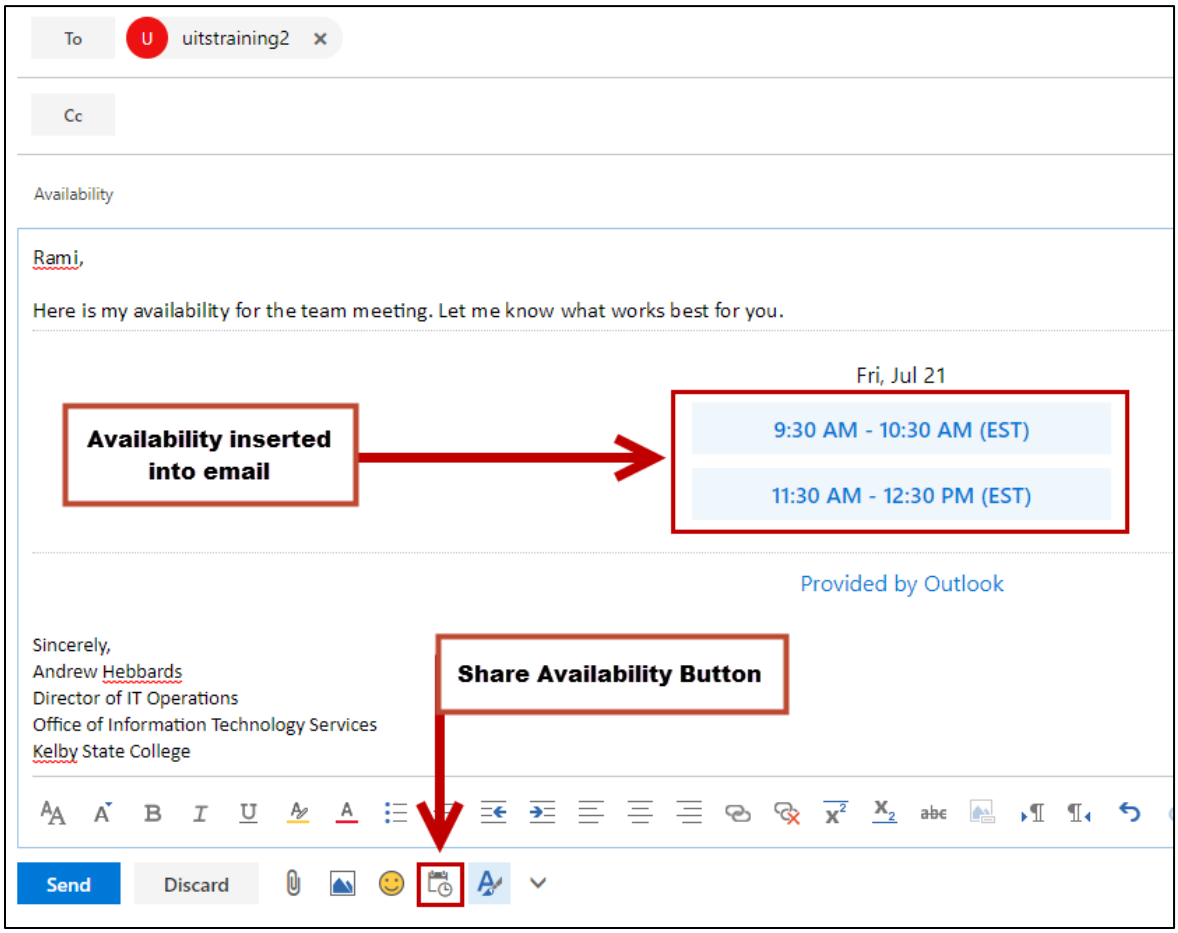


Figure 13 - Scheduling Assistant

Share Availability

You also have the ability to share your availability with others while creating an email. This is useful in that you can proactively select times that work best for you based on your schedule. Just click **Share Availability** when creating a new email. From here, you can select your preferred times to insert into the email message.



Action Pane

The *Action Pane* allows you to quickly access actions that they use most often in email such as *trash*, *mark as read*, *flag*, and *pin*. To display the *Action Pane*, hover your **mouse cursor** over an email message in your inbox.

Note: Flagging an email message will add the message to your *Tasks* as an *Action Item*.

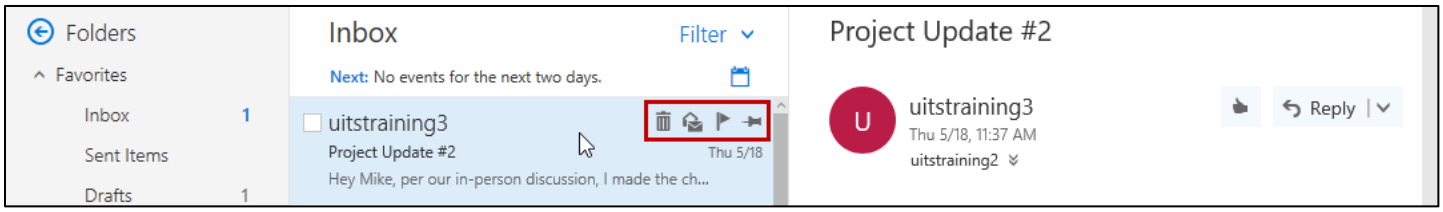


Figure 14 - Action Pane

Pin

You can now pin important messages to your inbox so that it is highlighted and kept at the top of your message queue. Pin can be accessed from the *Action Pane*, or by right-clicking an email and selecting it from the menu.

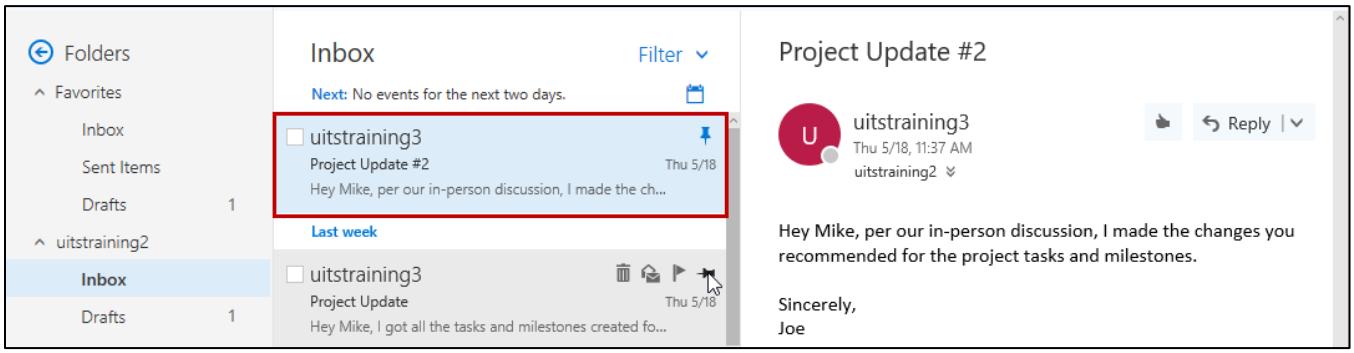


Figure 15 - Pinned Email

Delivery and Read Receipts

You can now request a receipt be sent to your inbox upon successful delivery of an email, and/or when a recipient has read the designated message.

Note: If the recipient has already set their mailbox to never send read receipts, you will not receive one regardless of your personal settings.

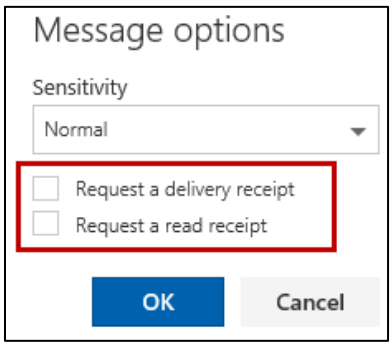


Figure 16 - Delivery/Read Receipt

Suggested Contacts

When creating a new email message, you can place your cursor on the *To*; *CC*; or *BCC* lines and the most common people and distribution groups you most commonly email will be displayed.

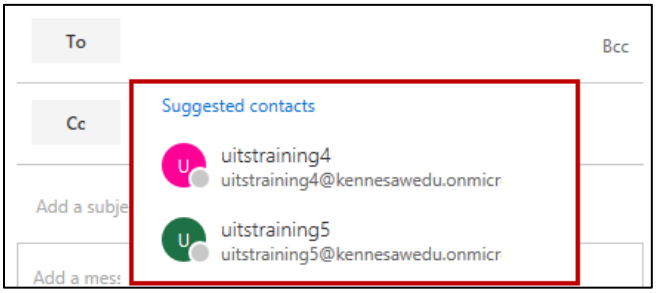


Figure 17 - Suggested Contacts

Improved Email Tools and Link Preview

Improvements to the email tools in Microsoft Outlook Web App provides the ability to resize and apply effects to images pasted into an email, and automatically generate a rich preview of a link that is pasted into a message; giving recipients a peek into the contents of a web page, or a preview of a video link.

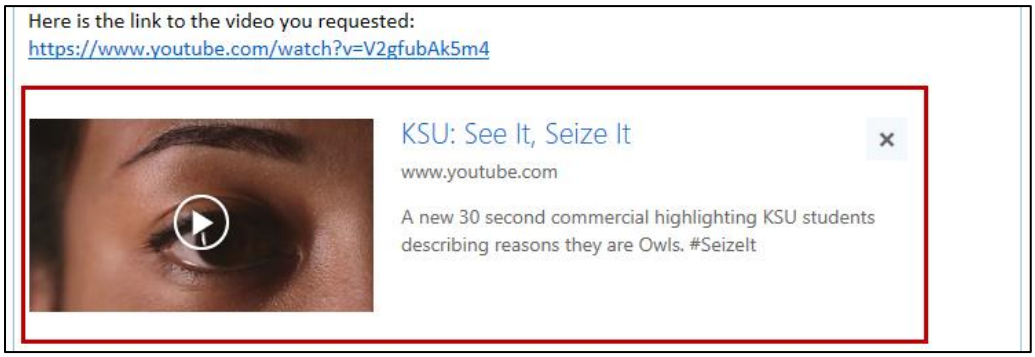


Figure 18 - Link Preview

People (Contacts) on your Calendar

A new feature in the *People* tool is *Contacts on your Calendar*. Outlook for the Web displays information on who you'll be meeting with as well as items you'll be working on during the day according to your calendar.

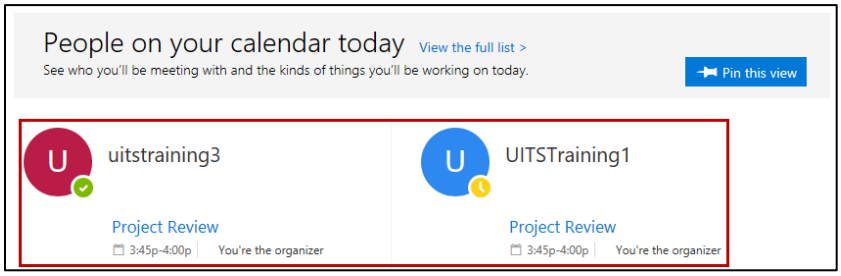


Figure 19 - People on Your Calendar

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