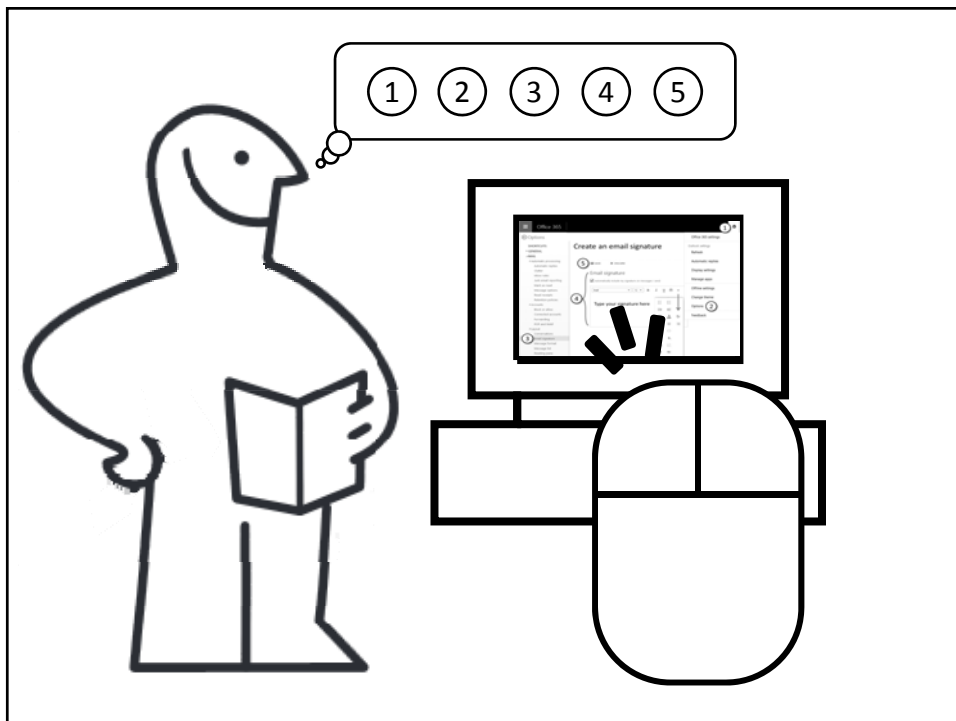
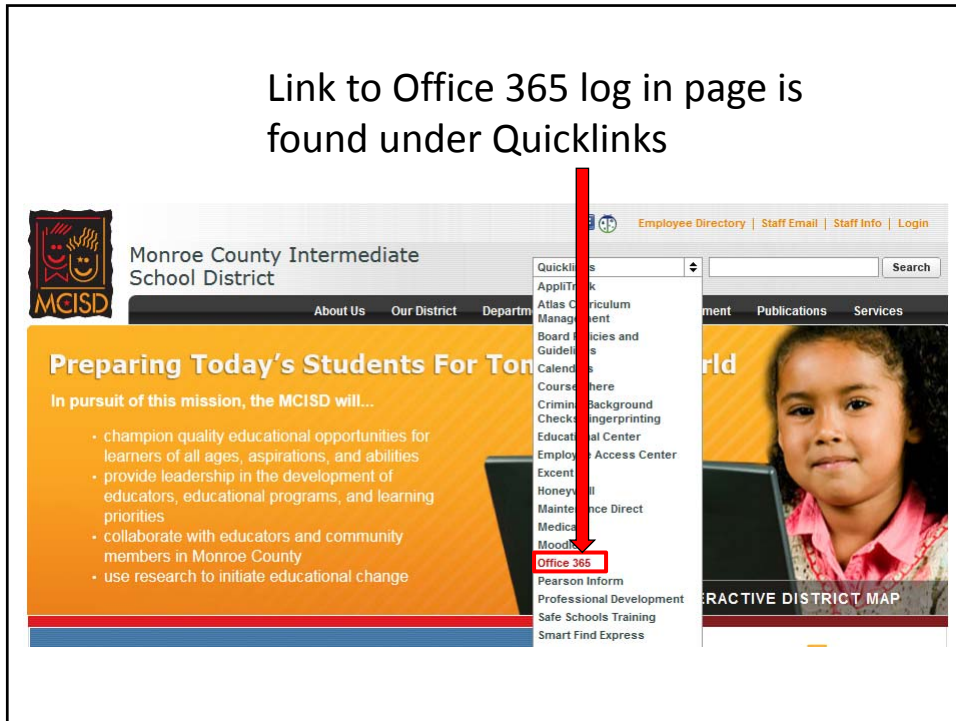
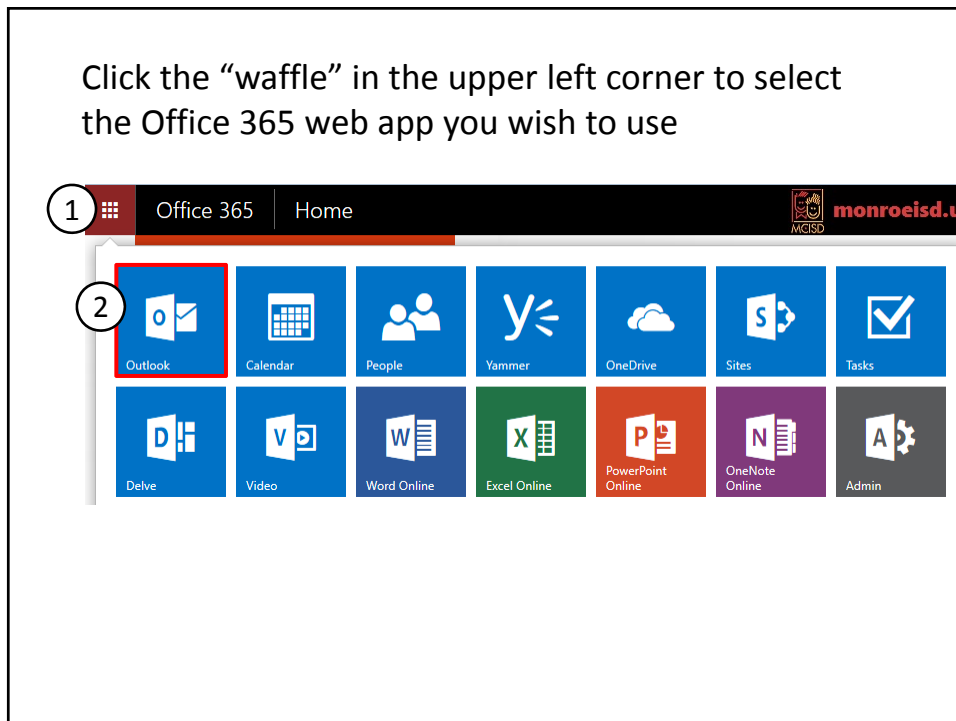
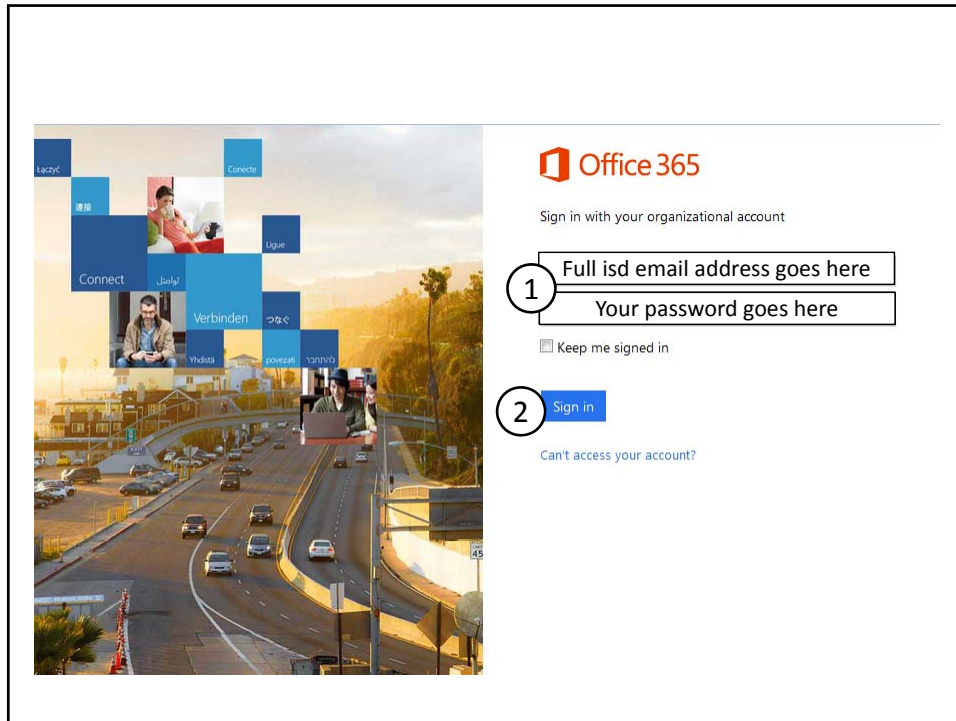


Link to Office 365 log in page is found under Quicklinks





Forwarding to another email account

The screenshot shows the Outlook Web App interface. At the top, the navigation bar includes 'Office 365' and 'Outlook' with a settings gear icon (1). On the left, the 'Options' menu is expanded to 'MAIL' > 'Forwarding' (3). The main content area is titled 'Forwarding' and contains a 'Start forwarding' radio button (4) and a 'Stop forwarding' radio button. Below 'Start forwarding' is a text input field 'Forward my email to:' with the placeholder 'Enter an email address' and a checkbox 'Keep a copy of forwarded messages in Outlook Web App'. At the top of this section are 'SAVE' and 'DISCARD' buttons (5). On the right, a settings pane is visible with 'Options' (2) selected.

Change the color scheme (Theme) of your Outlook Web App

The screenshot shows the 'Change theme' dialog box. At the top, there are 'OK' and 'CANCEL' buttons (4). Below the title is the instruction: 'You can change the look of Outlook Web App by selecting one of the available themes.' A grid of 28 theme thumbnails is displayed, including various colors and patterns (3). On the right, the settings pane is visible with 'Change theme' (2) selected. The settings gear icon (1) is at the top right.

Create an "Out of Office" automatic reply message

This screenshot shows the Outlook Web App interface for configuring automatic replies. The top navigation bar includes 'Office 365' and 'Outlook' with a settings gear icon (1). The left sidebar shows the 'Options' menu with 'MAIL' expanded and 'Automatic replies' selected (3). The main content area is titled 'Automatic replies' and includes a 'SAVE' button (5) and a 'DISCARD' button. It features radio buttons for 'Don't send automatic replies' and 'Send automatic replies' (selected), with a checked option for 'Send replies only during this time period'. Time pickers for 'Start time' (Tue 2/17/2015, 1:00 PM) and 'End time' (Wed 2/18/2015, 1:00 PM) are visible. A text area for the reply message is shown with a font style of 'Calibri' and size '12', and a red bracket (4) highlights the text input area. The right sidebar contains 'Office 365 settings' with 'Outlook settings' expanded and 'Options' selected (2). A 'Feedback' link is also present.

Create an email signature

This screenshot shows the Outlook Web App interface for configuring an email signature. The top navigation bar includes 'Office 365' and a settings gear icon (1). The left sidebar shows the 'Options' menu with 'MAIL' expanded and 'Email signature' selected (3). The main content area is titled 'Create an email signature' and includes a 'SAVE' button (5) and a 'DISCARD' button. A checked checkbox 'Automatically include my signature on messages I send' is visible. A text area for the signature is shown with a font style of 'Serif' and size '12', and a red bracket (4) highlights the text input area. A rich text editor toolbar is open, showing various formatting options. The right sidebar contains 'Office 365 settings' with 'Outlook settings' expanded and 'Options' selected (2). A 'Feedback' link is also present.

Change message formatting

The screenshot shows the Outlook settings page for 'Message format'. At the top right, a gear icon is circled with a '1'. The left sidebar has 'Message format' selected and circled with a '3'. The 'Message format' section is circled with a '4' and contains the following options: 'Always show Bcc' (checkbox), 'Always show From' (checkbox), 'Compose messages in this format:' (HTML dropdown), and 'Message font:' (Calibri dropdown, 12 size, Bold, Italic, Underline, and Text color buttons). A red bracket groups these options, with a '5' circled next to the 'SAVE' button. A text box below the font settings says 'Select the default font, size, formatting and color for your email text'. On the right, the 'Options' menu item is circled with a '2'.

Change location of the Reading Pane

The screenshot shows the Outlook settings page for 'Reading pane'. At the top right, a gear icon is circled with a '1'. The left sidebar has 'Reading pane' selected and circled with a '3'. The 'Reading pane' section is circled with a '4' and contains the following options: 'Choose where the reading pane should appear.' (radio buttons for 'Show reading pane on the right', 'Show reading pane at bottom', and 'Hide reading pane'), 'When writing email messages:' (radio buttons for 'Type in the reading pane' and 'Type in a new window'), and 'When signing in to Outlook Web App:' (radio buttons for 'Select the first message in the list' and 'Let me select the message'). A red bracket groups these options, with a '5' circled next to the 'SAVE' button. An inset image shows the reading pane in the bottom-right corner of the email view. On the right, the 'Options' menu item is circled with a '2'.