Web Access to Email with Office 365

Web Access to email allows you to access your LSE mailbox from any computer or mobile device connected to the internet. Be aware, however, that Outlook 365 looks and behaves a little differently from Outlook 2010 or 2013, offering a cut down version of the key features you would expect, as well as some useful new ones.

The guide below highlights some of the key features of Office 365 to help you get started.

Logging in

To log on to your Office 365 inbox:
1. Open your web browser and go to mail.lse.ac.uk *You will be presented with the Outlook Web App log in screen*

2. Use the radio buttons to choose an appropriate security option.
3. Enter your LSE username and password. **Click Sign in**

Microsoft®

Outlook Web App

Use the following link to open this mailbox with the best performance:

https://outlook.com/owa/lse.ac.uk

Add to Favorites

Connected to Microsoft Exchange
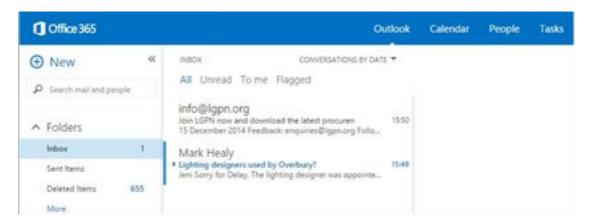© 2010 Microsoft Corporation. All rights reserved.

Navigating in Office 365

OFFICE 365 ICON
The Office 365 icon on the top left of the screen will take you to a screen providing access to several Office online products, such as Word, Excel and OneNote. These products aren't currently available to staff, but will be in the future. To return to your email, click on Outlook in the blue menu bar.

NAVIGATION PANE
Outlook Web App has some similarities with the full version of Outlook 2010 installed on LSE computers. You will see your inbox with the navigation pane on the left side, and the familiar **Mail, Calendar, Contacts** and **Tasks** buttons in the blue menu bar across the top. Click on the option required to open it.

To create a new email, calendar item, contact or task:

1. Click on the relevant item in the blue menu bar at the top:

   - For email click **Outlook**
   - For appointments click **Calendar**
   - For contacts click **People**
   - For tasks click **Tasks**

Click on **New** at the top of the navigation pane on the left side of the screen and proceed as usual.

Using email

Office 365 email will give you access to many of the features you have in Office 2010 on the desktop, including access to Conversation view, providing a threaded view of your email messages similar to other online email programs like GoogleMail.

VIEWING & WORKING WITH EMAIL

To see your mail folders:

1. Click on **Outlook** in the blue menu bar at the top of the screen
2. In the navigation pane, click on **More**. *Your folders open.*

To delete, flag, move or mark several messages as read or unread:

1. Select the first message and hold down SHIFT (to select a block) or CTRL (to select individual messages) and click the next or last message in the group as needed.
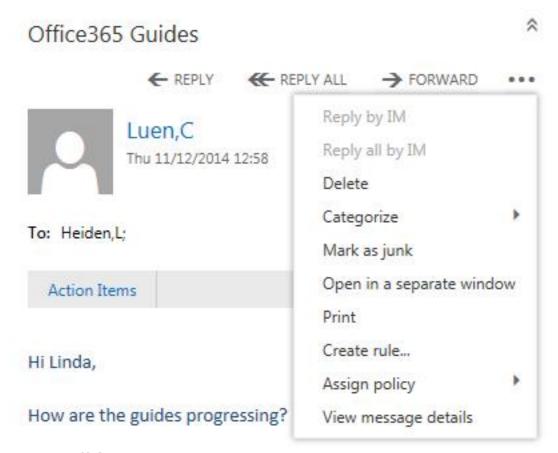2. Click the relevant icon in the panel on the right.

4 conversations selected

✕ DELETE

⚑ FLAG

✉ MARK AS UNREAD

✉ MARK AS READ

▪ MOVE

CANCEL

To work with a message and then return to the folder:
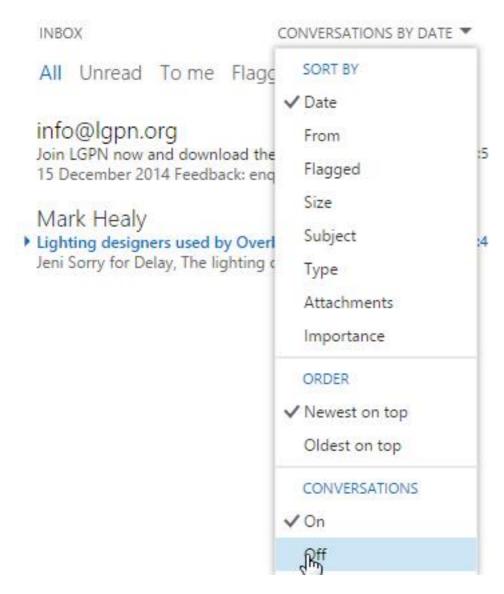
1. Click on a single message. *The message opens in the preview panel on the right.*
2. Use the **Reply, Reply All, Forward** or **Mark as read** options as required.
3. Delete, print or use other options by clicking the … icon.

Office365 Guides

← REPLY   ← REPLY ALL   → FORWARD   •••

Luen,C
Thu 11/12/2014 12:58

To: Heiden,L;

Action Items

Hi Linda,

How are the guides progressing?

Reply by IM

Reply all by IM

Delete

Categorize   ▶

Mark as junk

Open in a separate window

Print

Create rule...

Assign policy   ▶

View message details

To turn off Conversation view:

1. Click on the **CONVERSATIONS BY DATE** drop down at the top of your inbox
2. Under **Conversations**, click **Off**

INBOX   CONVERSATIONS BY DATE ▼

All   Unread   To me   Flagg   SORT BY

                        ✓ Date

info@lgpn.org   From
Join LGPN now and download the   :5
15 December 2014 Feedback: enq   Flagged

                        Size
Mark Healy
▸ Lighting designers used by Overl   Subject   :4
Jeni Sorry for Delay, The lighting c
                        Type

                        Attachments

                        Importance

                        ORDER

                        ✓ Newest on top

                        Oldest on top

                        CONVERSATIONS

                        ✓ On

                        Off

Working with Contacts

My Contacts contains your personal Contacts list. Open the **Directory** to see the all-school list of contacts.

Viewing other mailboxes from Webmail
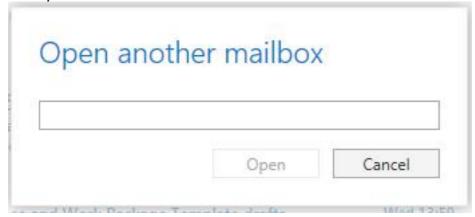
With Office 365, you can add a shared mailbox to the navigation pane on the left, or open another mailbox in a new tab.

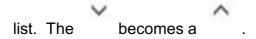**To open a mailbox in a new tab:**

1. Log into webmail.

2. Click on the at the top right-hand side of the Outlook Web App screen and click on **Open another mailbox**…*The Open Other Mailbox dialog box opens.*
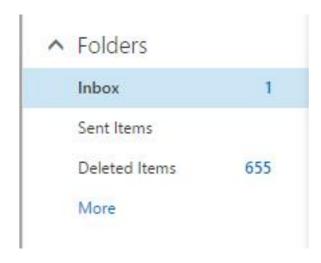

3. Enter the name of the other mailbox you wish to view. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it.
4. If more than one match for the name is found, a list of these will be displayed.
5. Click on the mail box name you wish to view and then click on **Open.** *The new mailbox will open in a new tab. Your own mailbox remains open in the previous tab.*
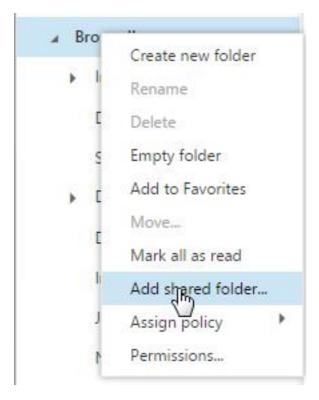
To add a mailbox to your navigation pane:

1. From the navigation pane, click the ⌄ beside Folders to open the list. The ⌄ becomes a ⌃ .

2. Click on **More**.
3. Right-click on your name and choose **Add shared folder**…

4. Enter the email of the mailbox you want to add and click **Add**. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it
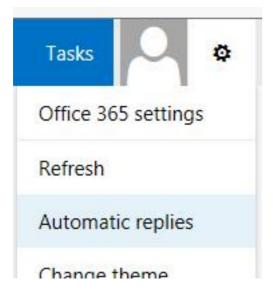
The mailbox will appear below your other account(s) in the navigation pane.

Out of Office Assistant

If you plan to be away from LSE for a period of time and will not access your email, you can switch on the Out of Office Assistant to manage your Inbox and automatically respond to incoming mail.

To use the Out of Office Assistant:

1. Open your internet browser and go to http://mail.lse.ac.uk Enter your LSE username and password and click **Sign In**
2. Click on the gear wheel button next to your name at the top of the preview pane. Click **Set automatic replies**

3. At the top of the screen click **Send automatic replies**. If relevant, set the start and end time for automatic replies to be sent by ticking the **Send replies only during this time period** box and filling in the dates and times of your choice.

4. Fill in your message.
5. When you have finished, click **Save** at the top of the screen.

Unless you have set an end time, your out of office message will be sent indefinitely until you turn it off. Each correspondent will only receive your out of office response once.

To stop sending automatic replies:

1. Click on the gear wheel button next to your name at the top of the preview pane. Click **Set automatic replies**
2. At the top of the screen click **Don't send automatic replies**
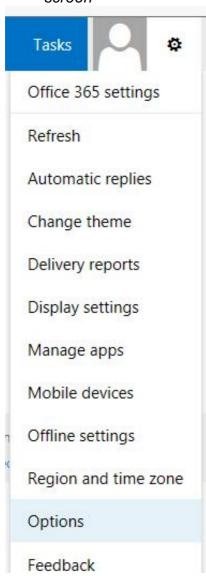3. When you have finished, click **Save**

You can send different messages to internal (other LSE email addresses) and external (non-LSE email addresses) correspondents if you wish. This is helpful if you need to give different details to each group. The same date and time criteria will apply equally to both groups.

Forwarding Email via Web Access

After logging in to Webmail, follow the steps below:

1. Click on the cog-shaped Settings icon near the upper right corner of the screen and select **Options** *The Options Pane opens on the left side of the screen*

2. In the Options Pane, click **Forwarding**. The Forwarding section opens in the main section of the screen
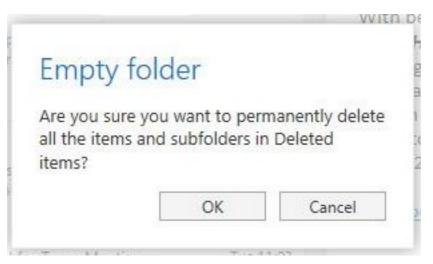
3. Click the Start forwarding radio button and enter the relevant email address in the box provided.
4. If you want to keep a copy of each message in your LSE email account, tick the box. NB: if you will manage your mail through the nominated account while you are away from the office, it is best to leave this blank. Instead, forward any messages you want to deal with from the office back to your LSE email address so that you need deal only with relevant messages upon your return.
5. **Save** when you are finished.
6. To return to your **Inbox**, click the **Return** button next to Options at the top of the Options pane.
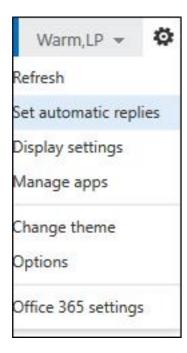
Emptying the Deleted Items folder

To empty the Deleted Items folder:

1. Right click on the Deleted Items folder in the Navigation Pane.
2. Select **Empty Folder**. *A message appears asking if you are certain.*
3. If you are unsure, select **Cancel**. Otherwise, click **OK**. **NOTE**: if you also use Outlook 2010 or 2013 to manage your email, this action will empty your Deleted Items folder in those versions, too.

Out of office assistant

To use the out-of-office assistant, click on the gear wheel button next to your name at the top of the preview pane and click **Set automatic replies**.

Logging off

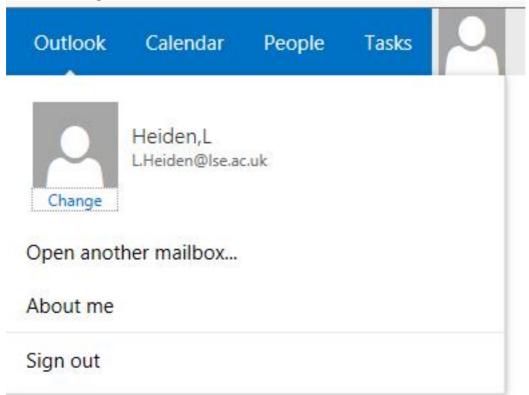Remember to log off, particularly when using a public machine.

To log off on campus:

1. When on campus, you will not be able to log out of Office 365 email. Simply close your browser to end your session.

To log off elsewhere:

1. Click on the person icon next to **Tasks** in the blue menu bar
2. Select **Sign Out**

3. Close your web browser to complete the logging off process and keep your Outlook Web Access secure.

Online help

Click the **?** button in the top right hand corner of the screen to access online help with Outlook 365.

Here you can find a wealth of concise articles on everything from *creating signatures* and *adding shared accounts* to *using rules*, and more.