

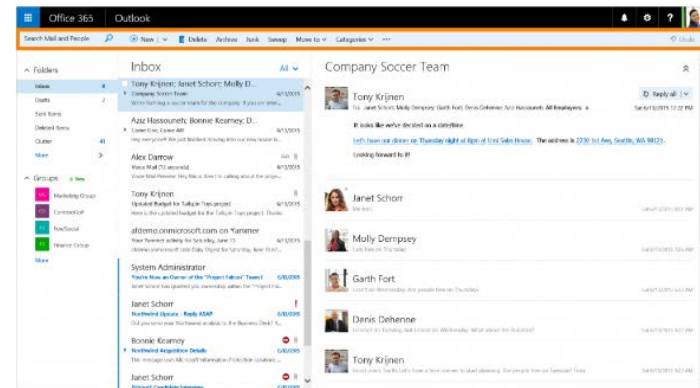
## Quick Reference Guide

This guide provides an insight on the new features to Outlook Web App (OWA)

### Action bar

Available across Mail, Calendar, People and Task providing quick access to the most common commands, whether you are clearing out your inbox, replying to an email, or adding an event to your calendar.

The email subject line is larger and more prominent, and messages in the reading pane are now indented for easier reading. In Calendar, you will find more prominent buttons.

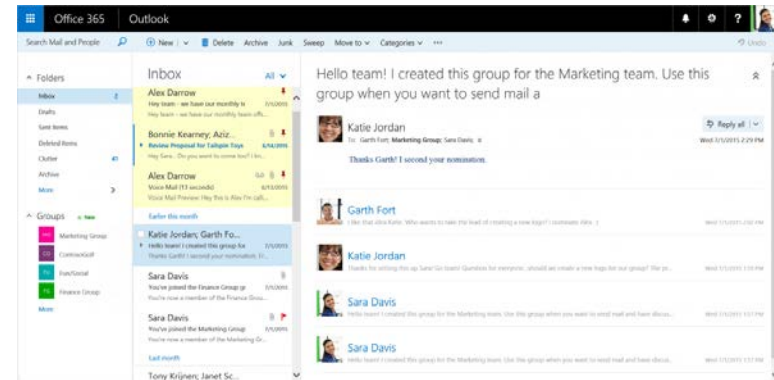


### Tools

**Pin**—You can now pin any message in your inbox to have it highlighted in yellow and kept at the top of your inbox. Pins are a terrific way to keep important messages handy and prevent them from getting buried in your inbox.

**Sweep**—Sweep provides a simple set of actions to manage emails from specific senders. It is great for managing reoccurring messages like newsletters, digital coupons, and other email received on a regular basis. With Sweep, you can choose to keep messages from a specific sender for a specified number of days, only keep the latest message, or delete all messages from the sender.

**Archive**—One-click archiving allows you to quickly move messages out of the inbox to a folder of your choice.

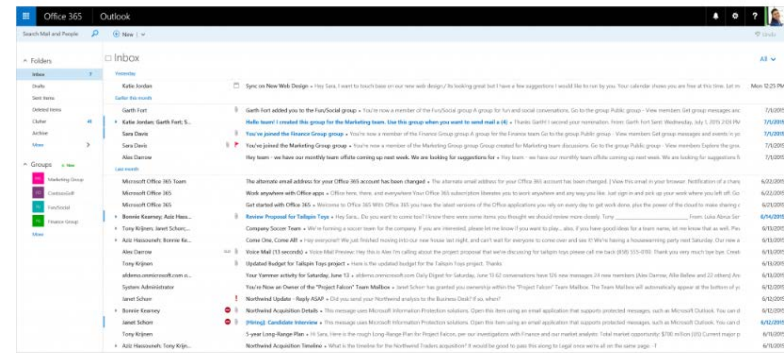


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**Undo**—A dedicated Undo button so you can quickly undo unintended actions with a single click.

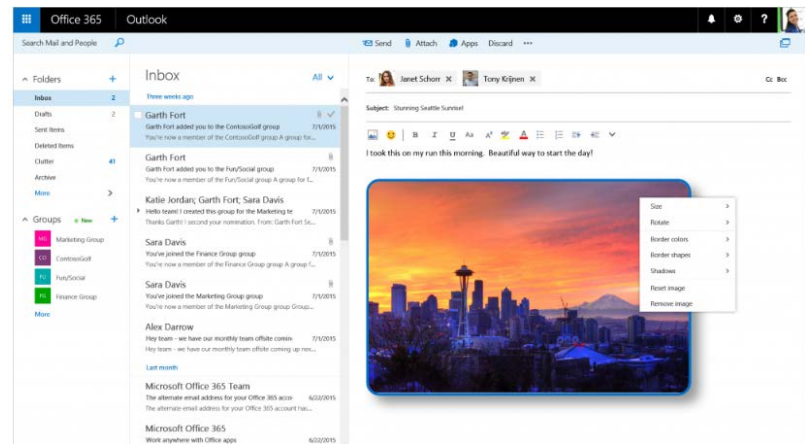
**Improved single line view**—If you prefer the single line message view over the traditional reading pane, Outlook on the web now includes a preview of the message contents in-line with the subject. In addition, you can now perform common actions in bulk, which makes managing your inbox not only easier, but also a lot faster.

**Immersive reading pane**—When in single line view, clicking a message now displays the message in the same window—no pop-up or separate windows!



## Formatting Tools

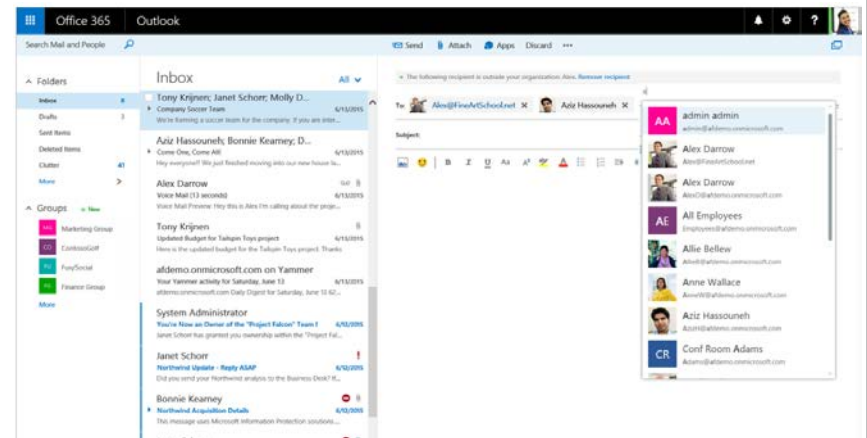
Outlook on the web now provides the ability to easily resize images, add custom borders, apply shadow effects, rotate images and more. Included is a full set of emojis to help you better express yourself.



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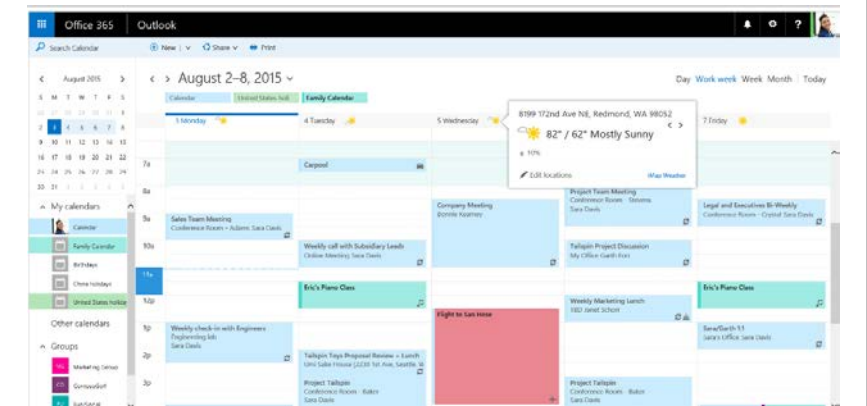
### OWA suggests people and distribution groups that you most commonly email.

Finding the people you want to reach has also been improved. When you place your cursor on the recipient line (To, Cc, Bcc), Outlook on the web shows a list of the most common people and distribution groups you have been emailing. As you type, the list of recipients is automatically refined to filter only those matching your search. The list of common recipients is intelligent and adapts as the people you email changes over time.



### Improvements to Calendar

- A five-day weather forecast included right in your calendar. Icons next to each day give you a quick look at the forecast; simply click one to see a more detailed view.
- Calendar now supports charms—icons you can apply to Calendar items as visual cues that help you quickly identify specific types of events. For example; an airplane charm to an upcoming flight, a knife and fork for a business dinner, or a music note for a piano class. There are a number of charms to choose from, and once added, each charm appears in the lower right corner of the calendar event.



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### A better mobile browser experience

- To enhance this mobile browsing experience, we've made a number of UI and navigational improvements, including:
- Updates to closer resemble the UI look of Outlook apps on Windows, Mac, iOS and Android.
- Improved navigation for switching between Mail, Calendar and People.
- More prominent search command.
- Ability to switch between emails without returning to the message list.
- Time strip updated to show the full week within the calendar.
- Improved UI for creating new events and using the scheduling assistant in Calendar.

If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333

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