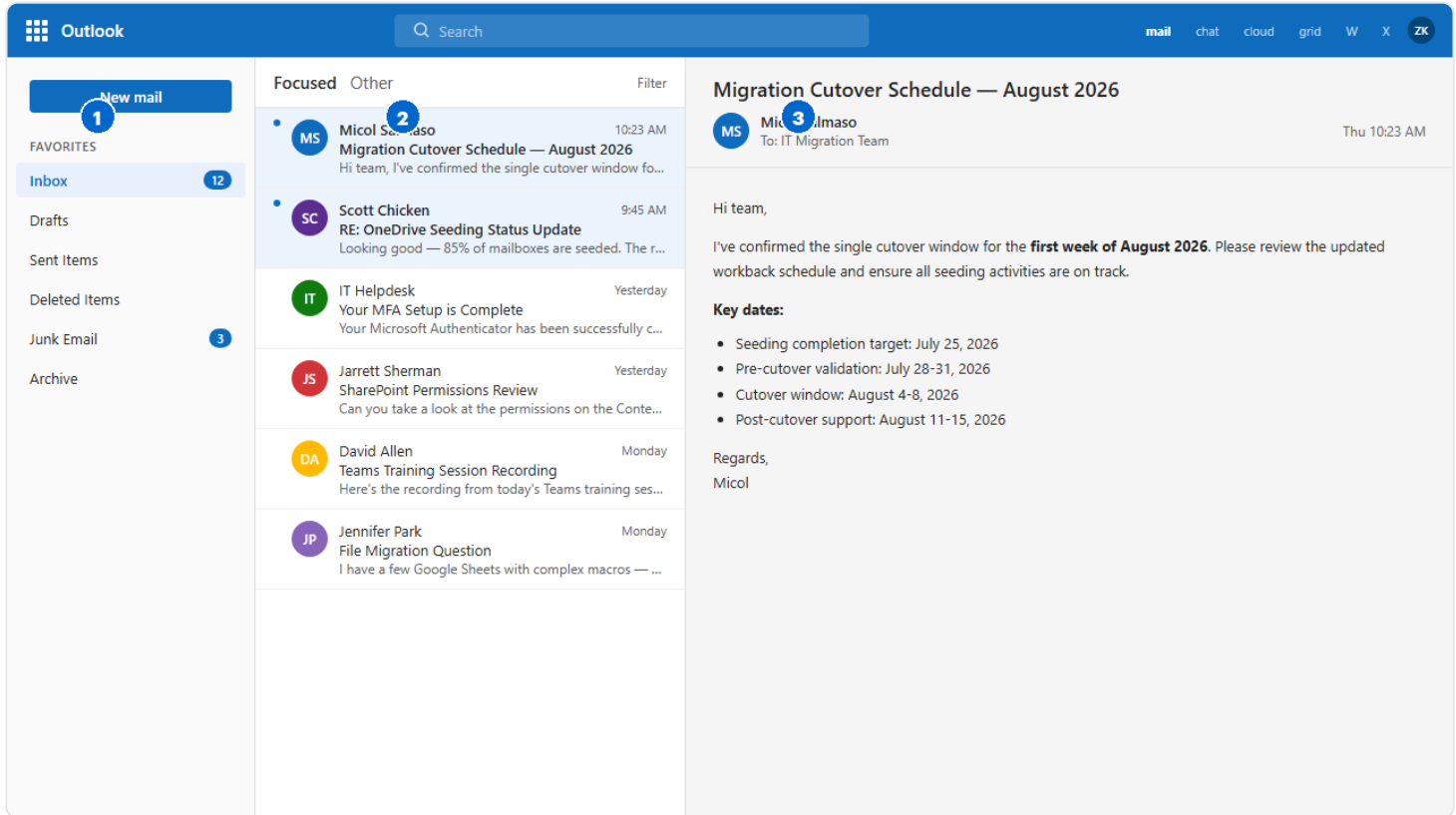


Accessing Outlook on the Web



Outlook on the web — full email experience in your browser

Go to **outlook.office.com** and sign in with your @blueantmedia.com credentials. The web app provides full email, calendar, contacts, and tasks functionality.

Interface Overview

| AREA | LOCATION | FUNCTION |
|--------------|------------------------|-------------------------------------|
| App Switcher | Top-left (waffle icon) | Switch between M365 apps |
| Navigation | Left sidebar icons | Mail, Calendar, People, To-Do |
| Folder Pane | Left side | Inbox, Sent, Drafts, custom folders |
| Message List | Center | List of emails in selected folder |
| Reading Pane | Right side | Email preview and actions |
| Settings | Top-right (gear icon) | All Outlook settings |

Key Features

Focused Inbox

Outlook automatically sorts your mail into **Focused** (important) and **Other** (less important) tabs. Toggle this feature: Settings → Mail → Layout → Focused Inbox.

Quick Actions

- Hover over an email to see quick action icons: **Delete, Archive, Pin, Snooze**
- Right-click an email for the full context menu (Move, Flag, Mark as read, etc.)

Creating Rules

Step 1

Settings (gear) → **Mail** → **Rules**

Step 2

Click "**Add new rule**". Name the rule.

Step 3

Set a condition (e.g., From: specific sender) and an action (e.g., Move to folder).

Step 4

Click **Save**. The rule applies to future emails (optionally run on existing mail).

Automatic Replies (Out of Office)

1. Settings (gear) → **Mail** → **Automatic replies**
2. Toggle on, set date range, and write your out-of-office message
3. Optionally set a different message for external senders

Calendar in Outlook Web

- Click the **Calendar** icon in the left sidebar
- Create events: Click a time slot or use "**+ New event**"
- Share your calendar: Right-click your calendar → "Sharing and permissions"
- Add colleague calendars: "Add calendar" → "From directory" → search by name

Keyboard Shortcuts (Web)

| ACTION | SHORTCUT |
|-----------|----------|
| New email | N |
| Reply | R |

| | |
|-----------|--------------|
| Reply all | Shift + R |
| Forward | Shift + F |
| Search | Alt + Q or / |
| Archive | E |
| Delete | Delete |
| Flag | Insert |

TIP

Press **?** (question mark) in Outlook Web to see the full list of keyboard shortcuts. Many are similar to Gmail shortcuts if you had those enabled.

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.