IT Training – Outlook 365 Web App

The purpose of this training is to help staff understand the changes that have been made to our email using the new Outlook 365 Web Application. Most of the usual stuff is in the same place as before but this will help setup the new app so it works best for everyone.

- The new link for the Outlook Web App is https://outlook.office365.com/. This has been updated on both the internet and intranet pages.

- Once you log in using your username (make sure to add "@vmgma.com" to the end) and your network password you will see the new version of the web app.

- Here you will want to click on the Gear in the upper right hand side of the page and turn off Focused Inbox and if you want, turn on Desktop Notifications. The notifications will show you a small bubble in the bottom right hand side of the browser and play a noise when you get an email. Then click on "View All Outlook Settings" at the bottom.

- In the Settings menu you will be in the Layout section first. Make sure Focused Inbox is checked for "Don't sort my messages" and Message Organization is checked for "Show email as individual messages".
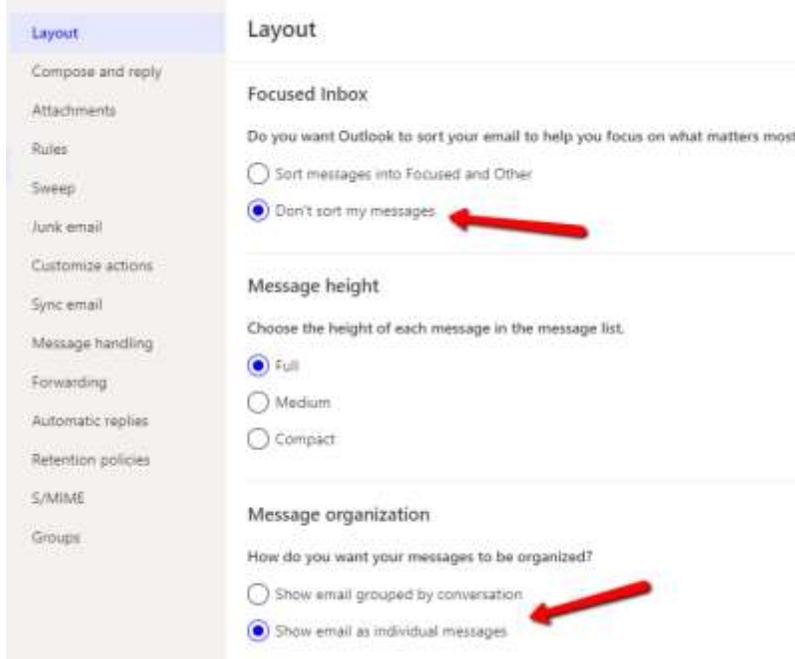
- To add a signature in the new Web App, in the Settings click on Compose and reply. Here you can add your signature and then check the two boxes underneath so it will automatically load your signature on emails.
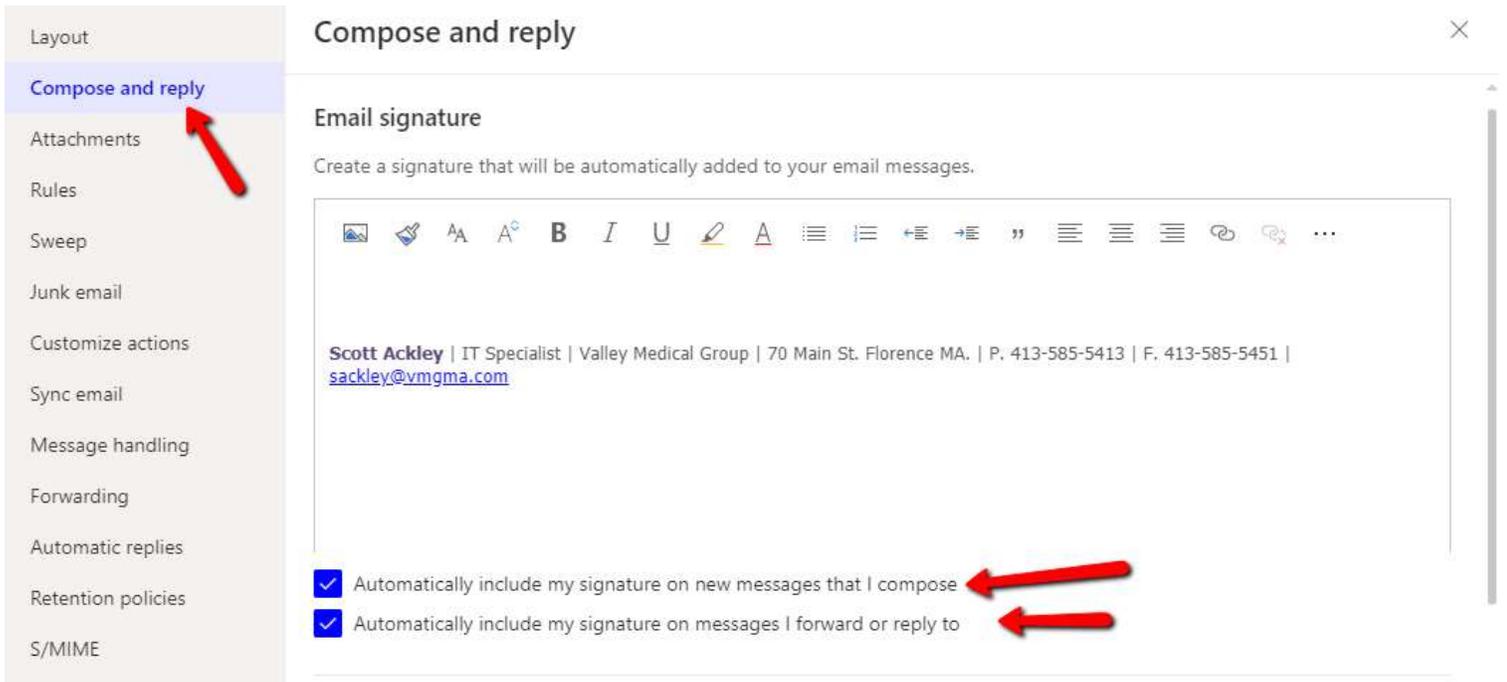
- Once done, you can close the setting box. On the main page of the Web App you can click on this icon (called My Day) next to the gear for a quick look at your calendar and events.
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