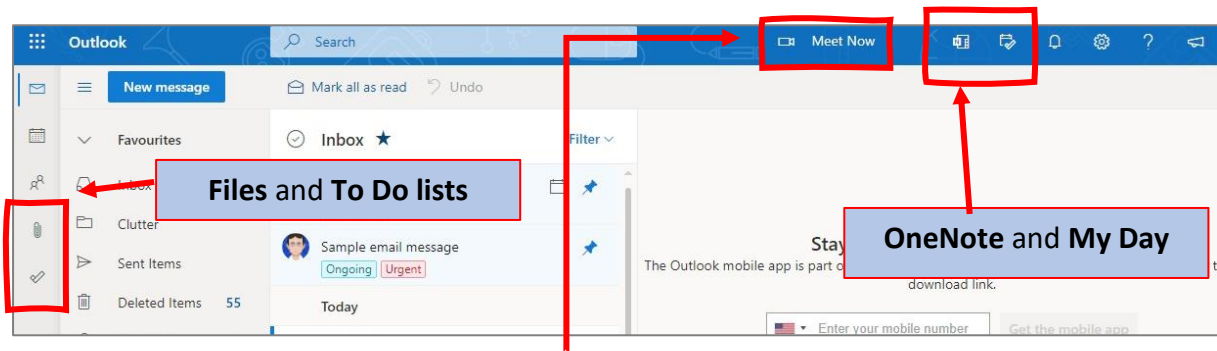


# Web Outlook – for more than just email

*Outlook is your one-stop application for Microsoft 365 emails, calendars, contacts, notes and tasks. We have produced a number of guides to help you get the most out of the browser version of Outlook.*

Outlook is more than just an email and calendar client. There are a number of additional functions that can be used to help make planning and managing information much easier.

Links to these are on the main navigation menu on the **left** of the screen, or the menu bar at the **top** of the screen.

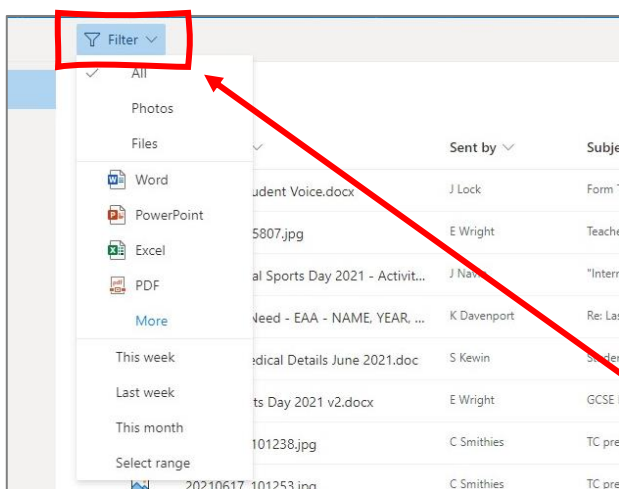


The top menu bar also includes a “**Meet Now**” button. Clicking this will open the **New meeting** window in Teams.

So let’s take a brief look at these additional functions

## Files

One of the useful things that Web Outlook does automatically is saving any attachments to emails in a separate folder. This makes it much easier to find a file that has been shared with you. You don’t even need to know who sent it.



To view your files, click on the “**Files**” icon on the navigation menu.

Files on this page can be shared or downloaded but they cannot be deleted. Deleting the original email message will delete the file.

You can filter the files on the list by type or date using the “**Filter**” option.

## My Day and Task lists

With Outlook you can manage your lists and tasks on one place very easily. To access your “To Do” list, click on the “To Do” icon on the left of the page.



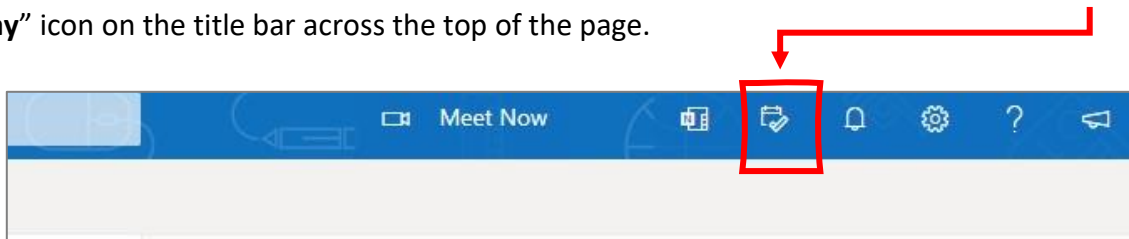
This will open your “**My Day**” page. This will list any tasks you have assigned for the current day.

Along the left of the page are tabs for specific lists:

- **My Day** (opens by default) – shows your tasks for the day
- **Important** (lists all tasks defined as Important)
- **Planned** – shows tasks planned for the day and earlier
- **Assigned to you** – shows any task that have been assigned to you by another user
- **Tasks** – shows all your tasks

You can also create your own Lists using the “**New list**” button.

You can also access your **My Day** tasks from the **Email** and **Calendar** pages using the “**My Day**” icon on the title bar across the top of the page.

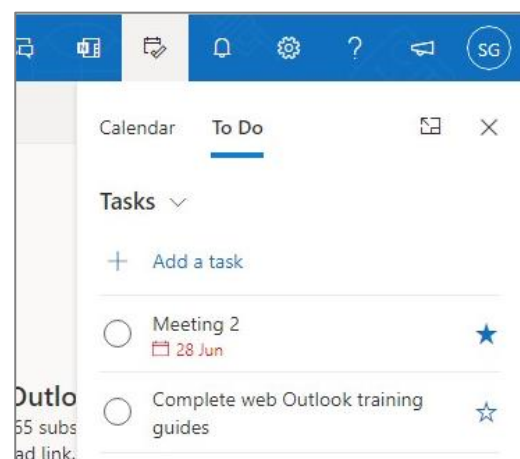


This will open a slide-out window down the right side of the page.

There are two tabs:

- **To Do** – lists your tasks, Click “Add task” to create a new task.
- **Calendar** – displays events and meetings in your calendar for the selected day.

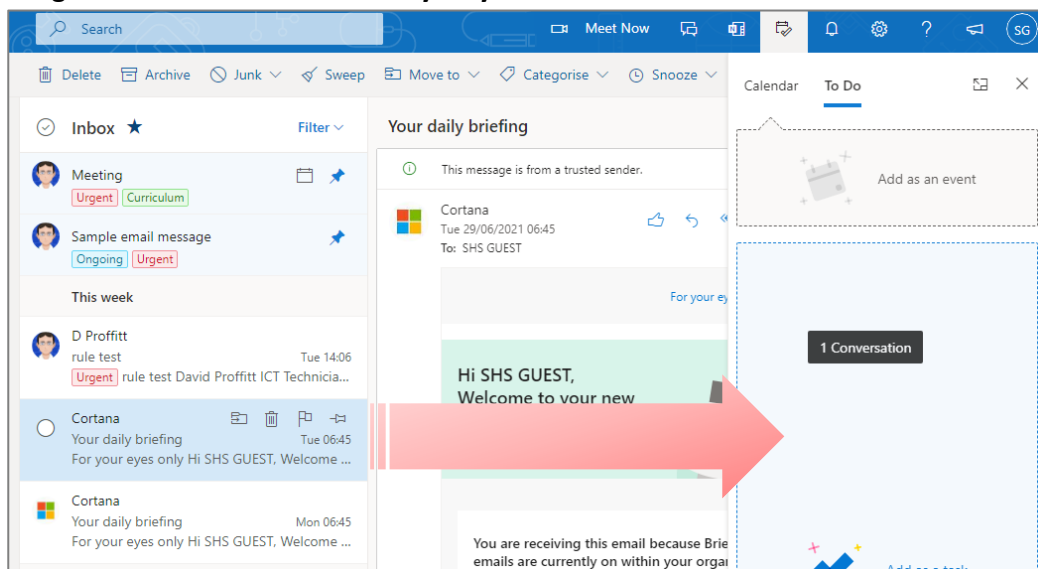
Click the cross in the top-right to close the window.



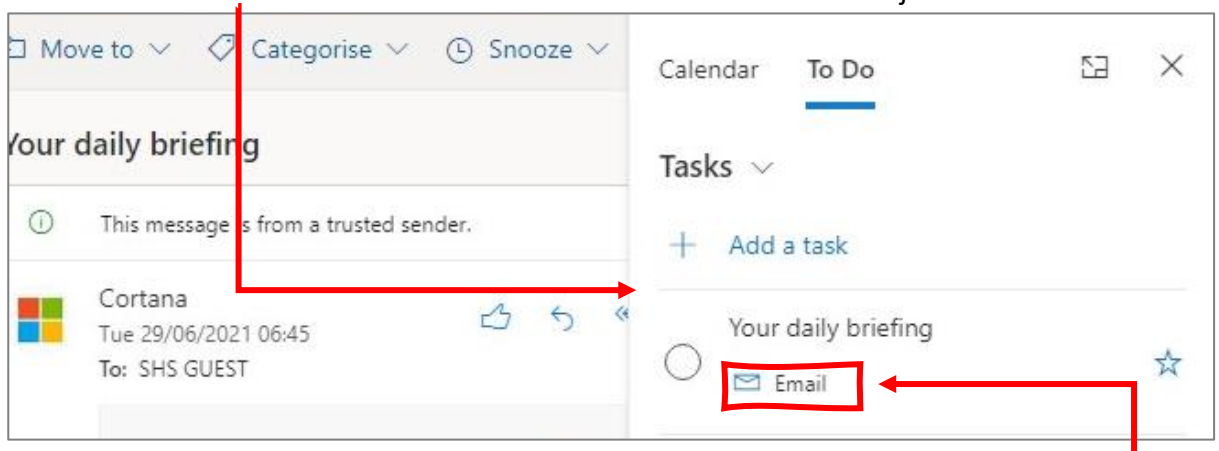
## Create Tasks and Events from your email

### Creating a Task

- Open Outlook in **Email** view
- Click on the **“My Day”** icon on the title bar
- **Left-click** on the email you want to add as a task
- Drag the email across to the **“My Day”** window



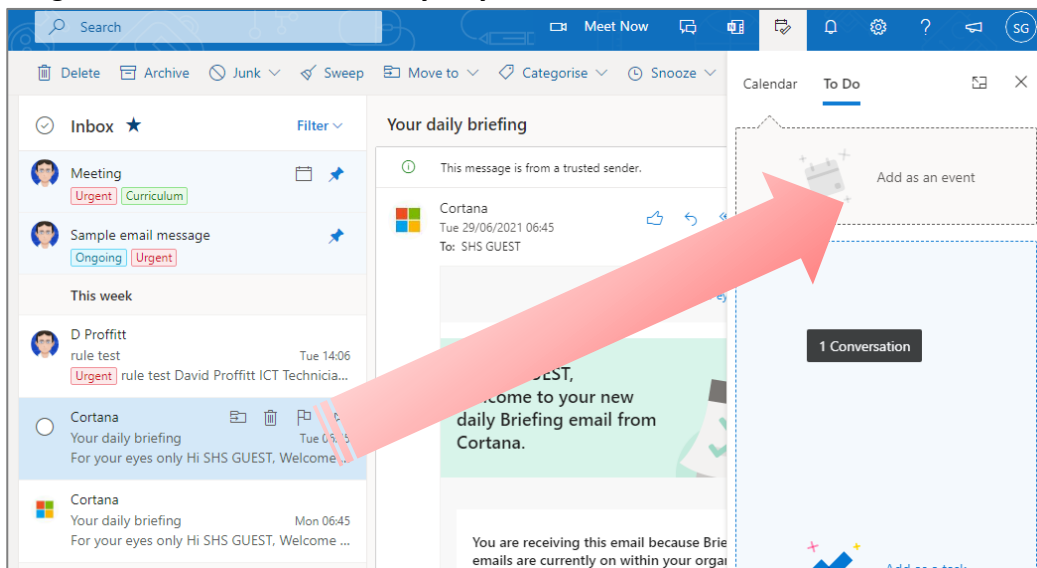
- The window will change to show two drop zones. To add as a task, drop in the bottom **“Add a task”** zone.
- This will create a **new task**. The **title** will be taken from the email subject line.



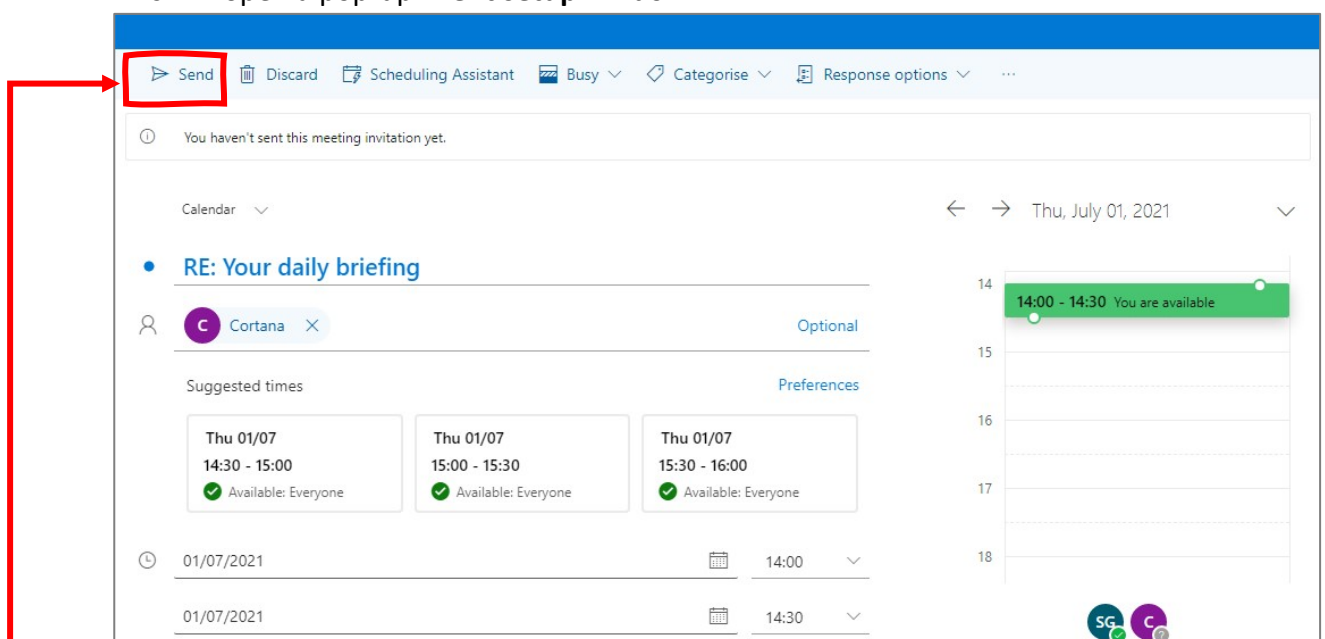
- You will see a small **Email** icon below the task name. Click this to open the original email in a new window.

## Creating an Event

- Open Outlook in **Email** view
- Click on the **“My Day”** icon on the title bar
- **Left-click** on the email you want to add to your Calendar
- Drag the email across to the **“My Day”** window



- The window will change to show two drop zones. To add as an event, drop in the top **“Add as an event”** zone.
- This will open a pop-up **Event setup** window.

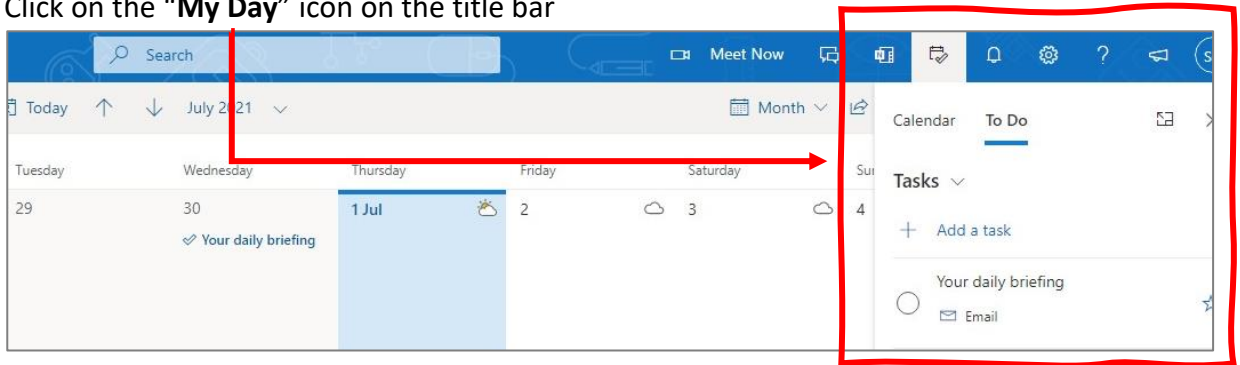


- Add any relevant details then click **“Send”** to add to your calendar.

## Adding a Task to your calendar

However you create a task, you can easily add it to your calendar as an event.

- Open Outlook in **Calendar** view
- Click on the **“My Day”** icon on the title bar



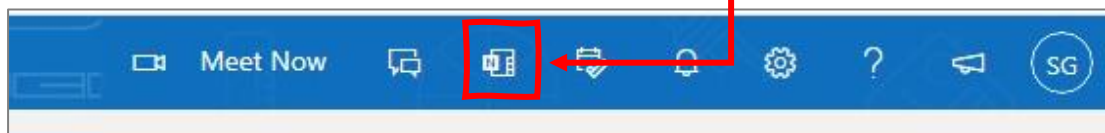
- **Left-click** on the task you want to add to your Calendar
- Drag the task across to the Calendar and drop on the relevant day. The **“Task”** icon will appear next to the event title to indicate it was created from a Task.
- This will create an **All Day** event in your calendar. To edit this:
  - click on the event and select **Edit**
  - Click on **“More options”** to see all available options for the event

## Notes

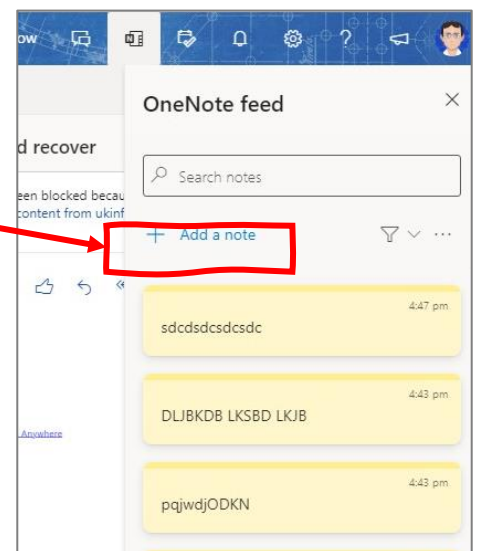
The Notes slide-out window gives you access to your personal Notes.

To use the Notes section:

- Click on the **“OneNote Feed”** icon on the title bar



- Any notes you have created will appear in the list. It is displayed in chronological order with the most recently used at the top.
- To create a new note, click on **“Add a note”**
- Notes displays up to the first four lines as the preview.
- To change the background colour of a note, right-click on the Note, click on **“Change colour”** the select the colour you want.



## Meet Now and Chat



**Meet Now** will take you directly to the **Teams meeting** page

**Chat** will take you to **Teams**

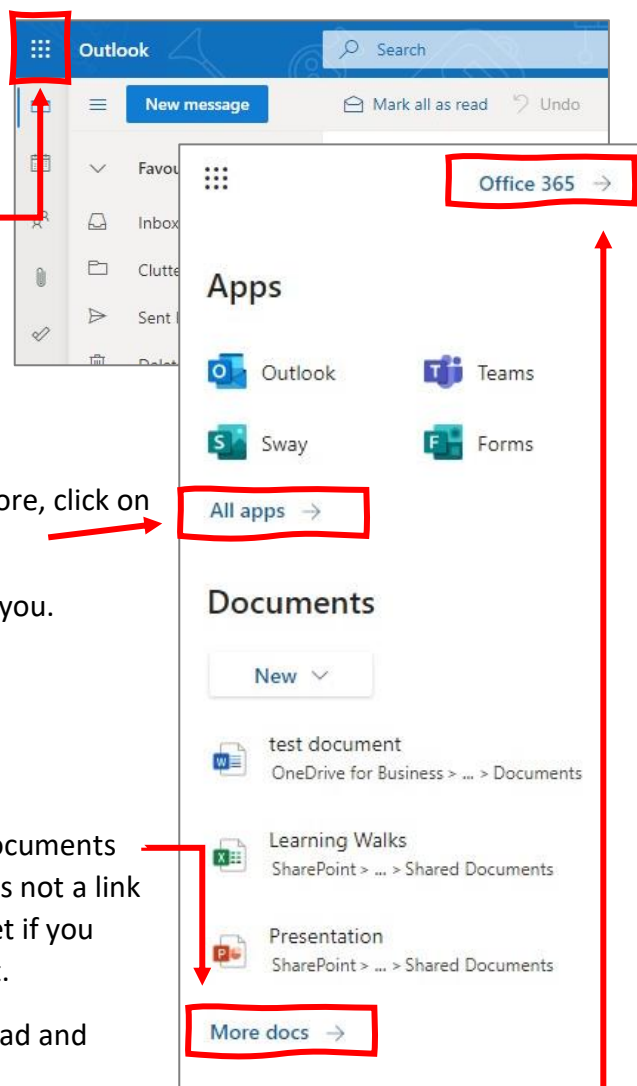


## Go anywhere with the App Launcher

All of the Office 365 applications provide a direct link to the entire suite through the **App Launcher**.

The App Launcher is located at the top-left of every Office 365 web application. It is a set of small squares, sometimes referred to as “the waffle”.

Click on this to open the **App Launcher** slide-out.



### Apps

This will list the most popular Apps. To see more, click on “**All apps**”.

This will show a list of all the Aps available to you.

### Documents

Displays your most recently used documents.

Click on “**More docs**” to view more of your documents on the Office 365 page. Please note that this is not a link to OneDrive. This is the same page you will get if you click the “Office 365” link at the top of the list.

The **Office 365** page includes a link to download and install the Office 365 suite on your desktop.