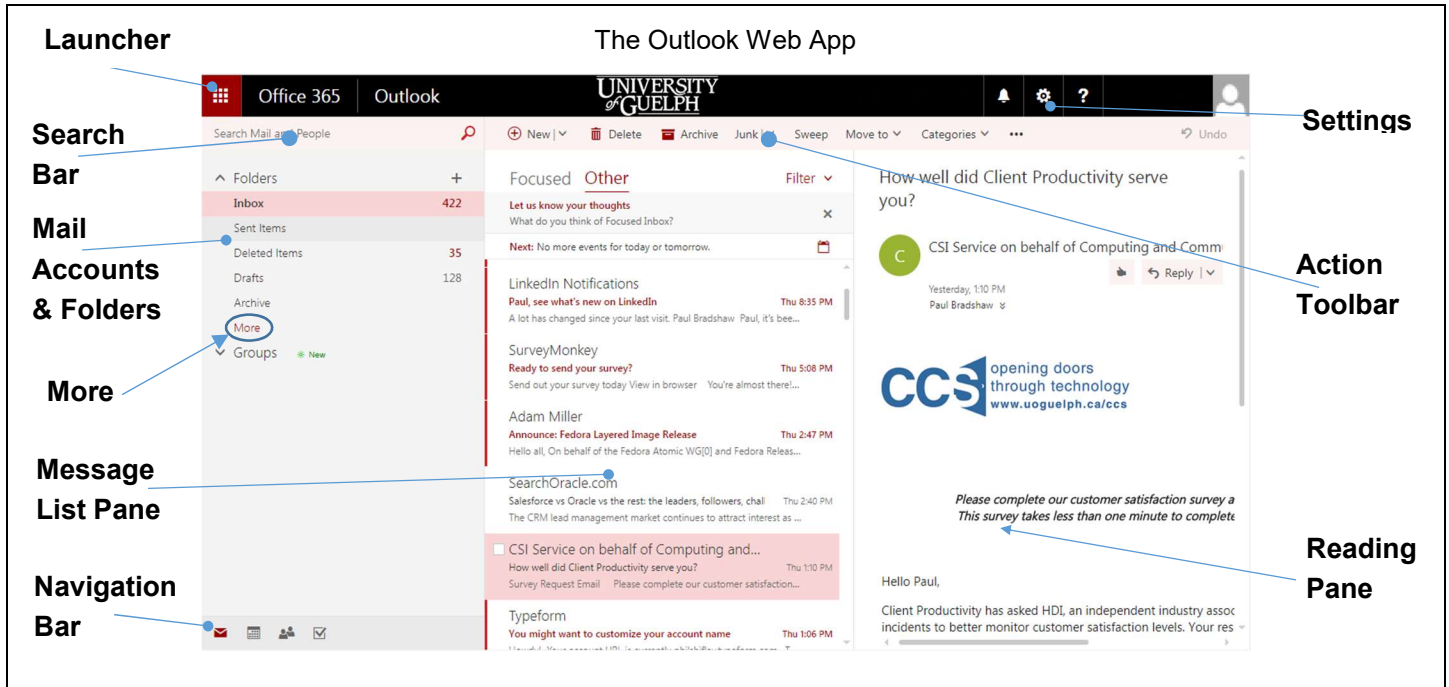


Gryph Mail - Powered by Office 365 Quickstart

Welcome to Gryph Mail – Powered by Office 365. This is a quick overview of the Outlook Web Application (OWA) which provides online email and calendaring for the University of Guelph.



Launcher

Select the Launcher to switch between Mail, Calendar, People, Tasks and the online versions of Microsoft apps like Word, Excel, and PowerPoint.



Search Bar

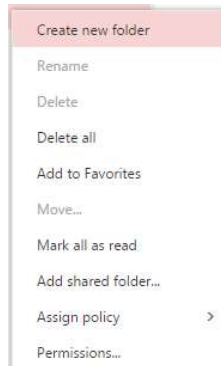
This is where you can search your email folders or look for people.

Mail Accounts & Folders

Lists all folders and subfolders in your mailbox. Collapse the pane by selecting Folders at the top of the list. Expand and collapse folders by clicking on the triangle icons next to the folder names. Add folders by selecting the plus icon. +



Right-clicking on a folder reveals a drop-down menu with different ways you can manage the folder.



More

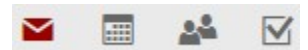
If you see **More** in the folder list it indicates that there are more folders to show and clicking on **More** will reveal them.

Message List Pane

Lists the messages in the folder you have currently selected. Right-clicking on an email gives you a drop-down menu with different ways to handle the email.

Navigation Bar

You can easily switch between email, calendaring, people and tasks by clicking on these icons which are in the lower left of the window.



Settings

Also known as the “gear” icon, it allows you to change the look and feel of OWA, as well as providing access to actions such as setting your out of office message and setting up your email signature.



Action Toolbar

Provides access to the most common commands, such as composing new email or deleting a message.

Reading Pane

Displays the contents of the currently selected email message.

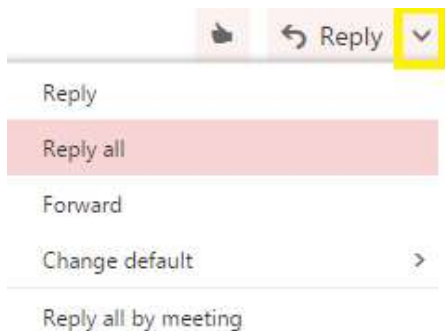
Creating a new email message

To the right of the Search Bar in OWA, select




Responding to a message

Click on the message you'd like to respond to and select the arrow beside Reply to view message response options (Reply, Reply All, Forward, etc.)




Email Signatures

To create your email signature:

- 1) Click the gear icon to access your settings. 
- 2) Select **Mail**
The **Options** Menu will appear on the left side of the window
- 3) Select **Email Signature** (it's under **Layout**)
- 4) Check the box to automatically include your signature on new messages
- 5) If you are staff or faculty, guidance for creating your email signature can be found here: <https://www.uoguelph.ca/brand-guide/resources/#email>

Automatic Replies – Out of the Office Message

To create your auto-reply message:

- 1) Click the gear icon to access your settings. 
- 2) Select **Automatic Replies**
- 3) Select Send Automatic replies in the window that appears.

You can set the time period within which the automatic replies will be sent by selecting “Send replies only during this period” and choosing the relevant dates.

You also have the ability to send different messages for senders inside our organization (e.g. Office 365 users at @uoguelph.ca, @guelphhumber.ca) and senders outside our organization (non @uoguelph.ca or @guelphhumber.ca)

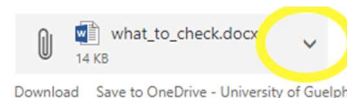
Attachments

When composing an email message, select the paperclip icon (at the bottom of the compose window) and choose from OneDrive or from your computer.



When reading an email with an attachment, you have several options available to you. You can download it directly to your computer or save it to OneDrive.

Clicking the down arrow on the attachment will show a drop-down windows that even gives you the option to preview and edit the document inside OWA!



Just getting started at U of G?

Looking for more information on the Outlook Web App?

<https://www.uoguelph.ca/ccs/office365/training/online-training-resources/mail>

CCS has everything you need to get going with Office 365 at the U of G's Office 365 Website

<https://www.uoguelph.ca/ccs/office365>

Need the desktop version of Outlook 2016 as well as other Microsoft Office 2016 applications including Excel, Word and PowerPoint 2016? We've got you covered there too!

<https://www.uoguelph.ca/ccs/office365/training/online-training-resources/getting-started-with-office365#desktopClients>

Interested in what else CCS offers? Check here for a list of other services provided by CCS <https://www.uoguelph.ca/ccs/get-started>

CCS opening doors through technology
www.uoguelph.ca/ccs

Need more help?

CCS Is here to help you!

Phone  519-824-4120 x 58888

Email  58888help@uoguelph.ca

Website  www.uoguelph.ca/ccs

Want to talk to someone in person? Come visit the [IT Help Desk](#) on the first floor of the McLaughlin Library!