

Mail page

On this page you can...

Search for emails

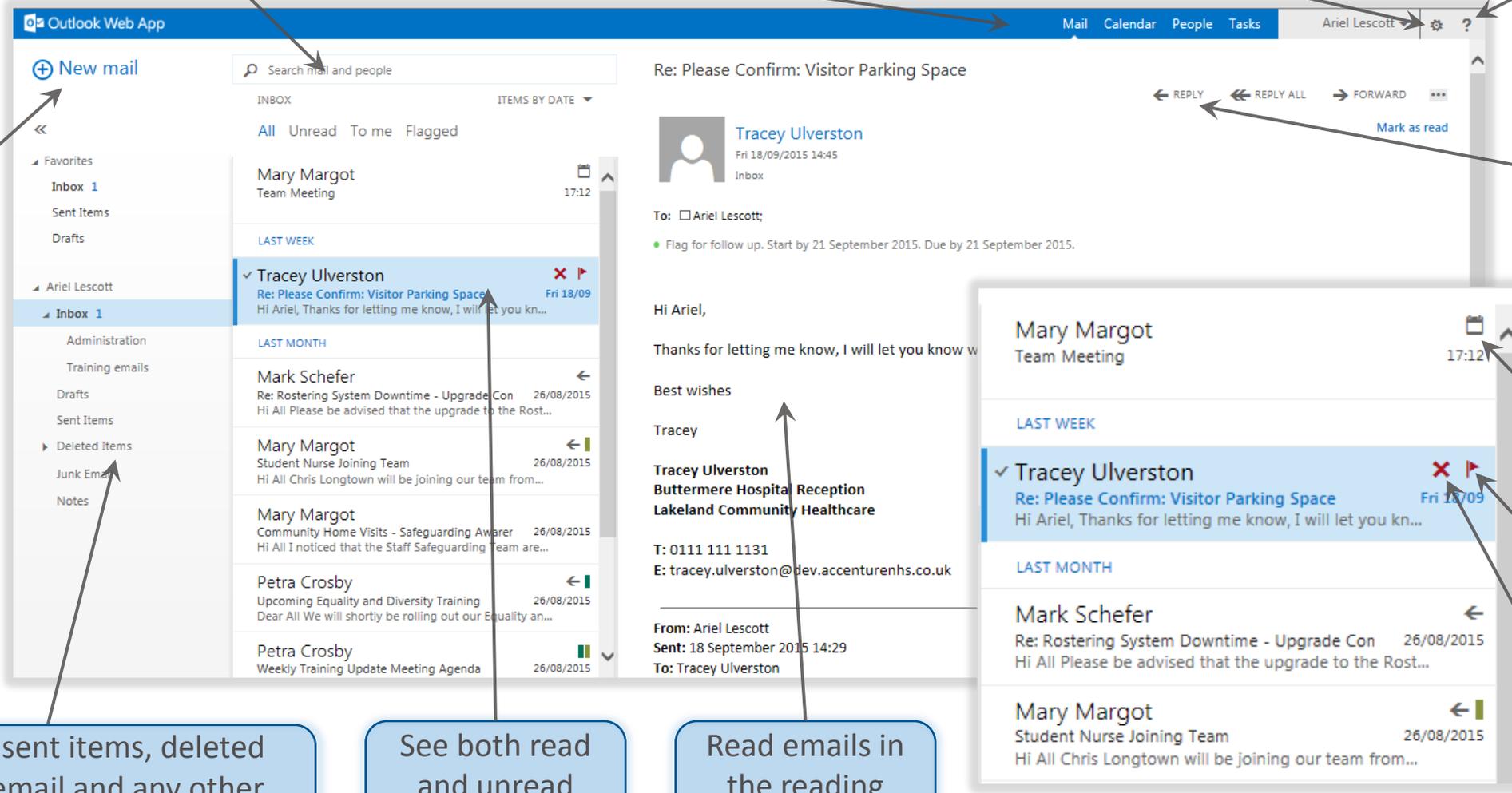
Access Mail, Calendar, People and Tasks from the navigation bar

Access the settings page

Access Outlook Web App Help

Create a new email

Respond to an email



View drafts, sent items, deleted items, junk email and any other folders or shared mailboxes

See both read and unread emails

Read emails in the reading pane

View calendar invites

Flag emails

Delete emails

Calendar page

On this page you can...

Easily access today's date

Choose how to view your calendar

Create a new event

Outlook Web App

Mail Calendar People Tasks Ariel Lescott ?

September 2015

Day Work week Week Month

SHARE PRINT

Calendar Mary Margot

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|--|---|---------------------------|--|----------|--------|
| 31 Bank holiday | 1 Sep 9:00 Team One-to- | 2 9:00 Staff Commu 9:00 Staff Commu | 3 8:00 Home visits | 4 15:00 team meeting | 5 | 6 |
| 7 13:00 Training | 8 9:00 Incoming Refe 13:00 Social Care P | 9 8:30 Visits 9:00 Team meeting | 10 8:30 Visits | 11 | 12 | 13 |
| 14 8:30 Visits 10:00 Medical Dire | 15 9:00 Team One-to- | 16 11:00 All team con 15:00 Submit Mont | 17 8:00 Home visits | 18 | 19 | 20 |
| 21 13:00 Training | 22 9:00 Incoming Refe | 23 8:30 Visits 11:00 MDT review | 24 8:30 Visits | 25 13:30 Team Meetin 13:30 Team Meetin | 26 | 27 |
| 28 8:30 Visits 13:00 Integrated Ci | 29 9:00 Team One-to- | 30 15:00 Submit Mont | 1 Oct 8:00 Home visits | 2 | 3 | 4 |

21 SEPTEMBER 2015

13:00 Training
3 hours Training Room 2, HQ

View calendars other than your own

View meetings in your calendar

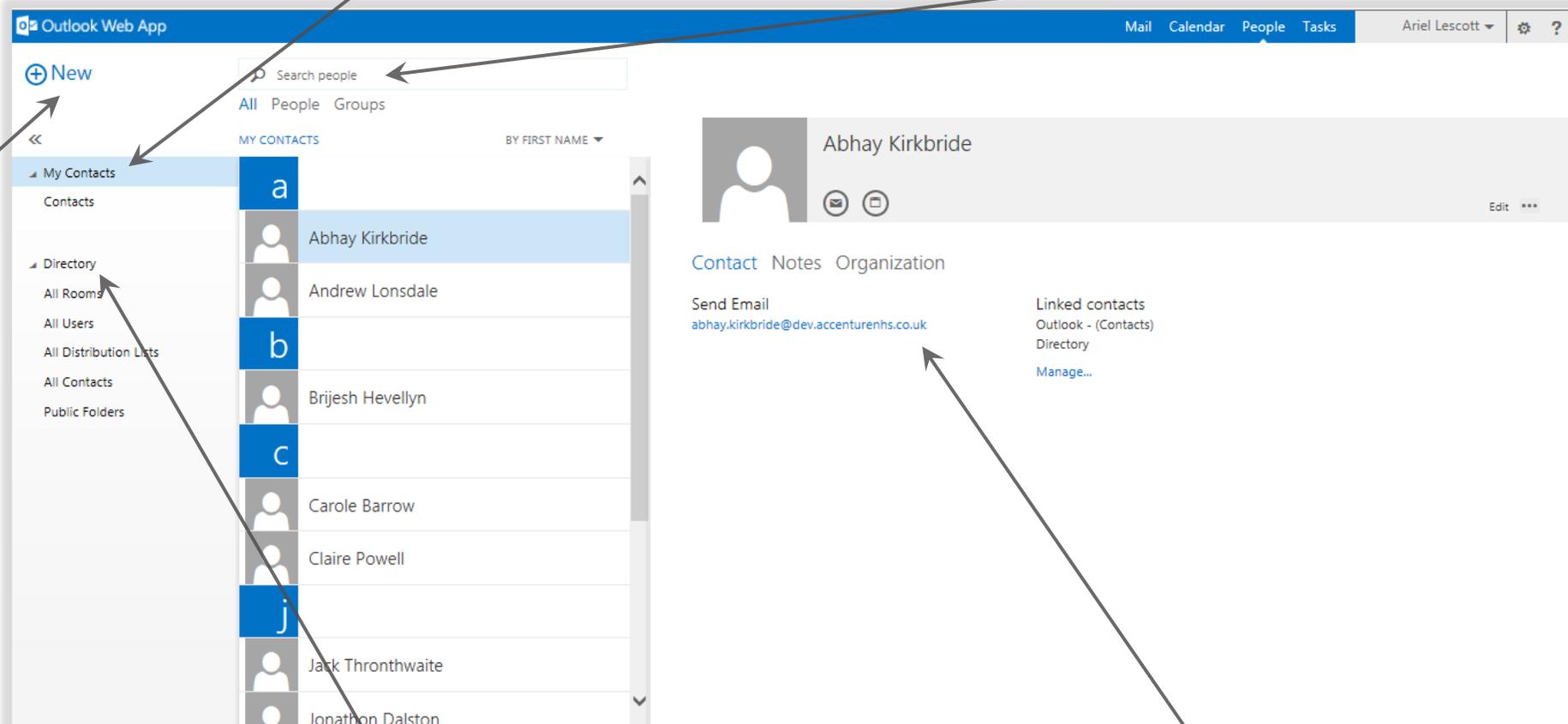
People page

On this page you can...

View your personal contacts

Search for contacts

Create a new contact



View contact names across the health and social care sector

View the details of your contacts

Tasks page

On this page you can...

Create a new task

View active, overdue and completed tasks

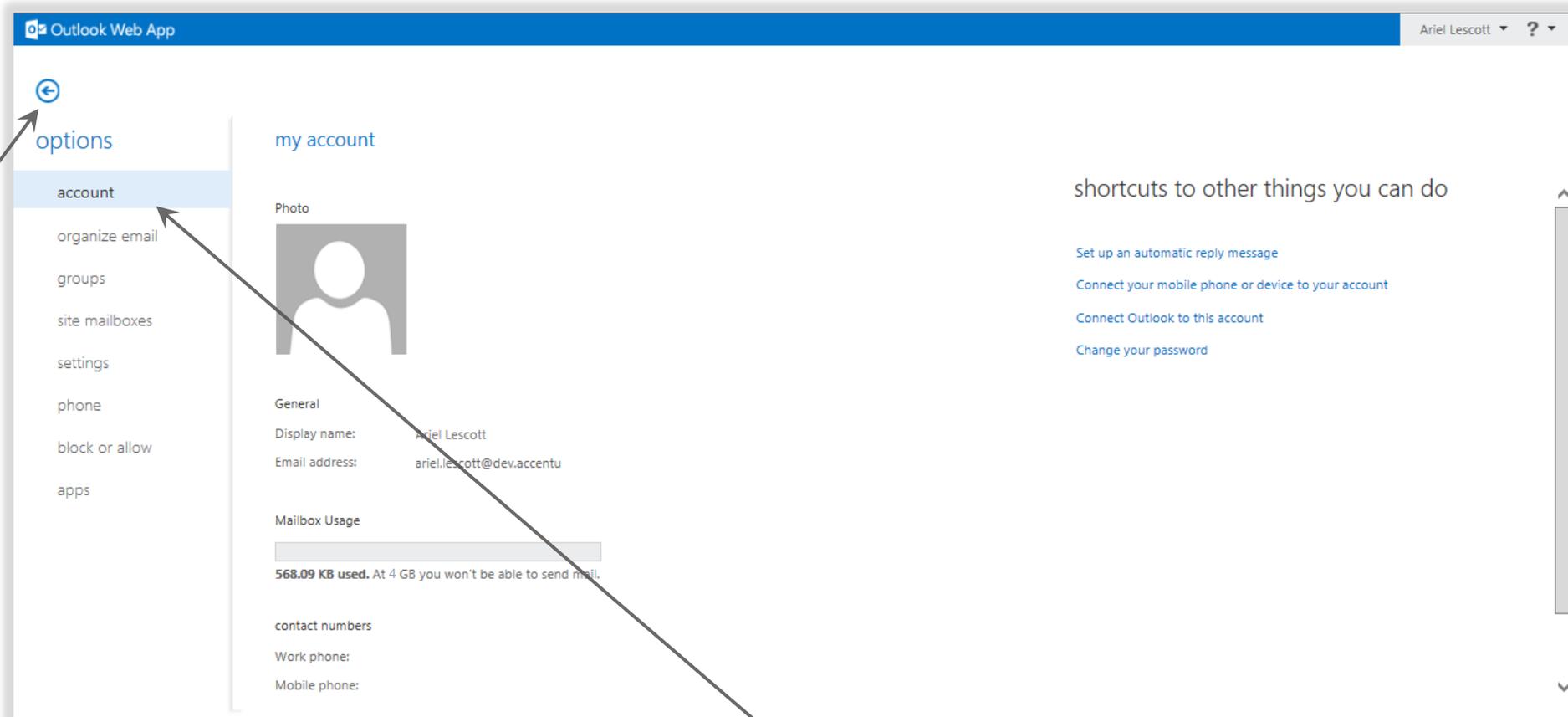
Monitor and mark tasks as complete

View flagged emails and created tasks

View the details of your tasks

Settings page

On this page you can...



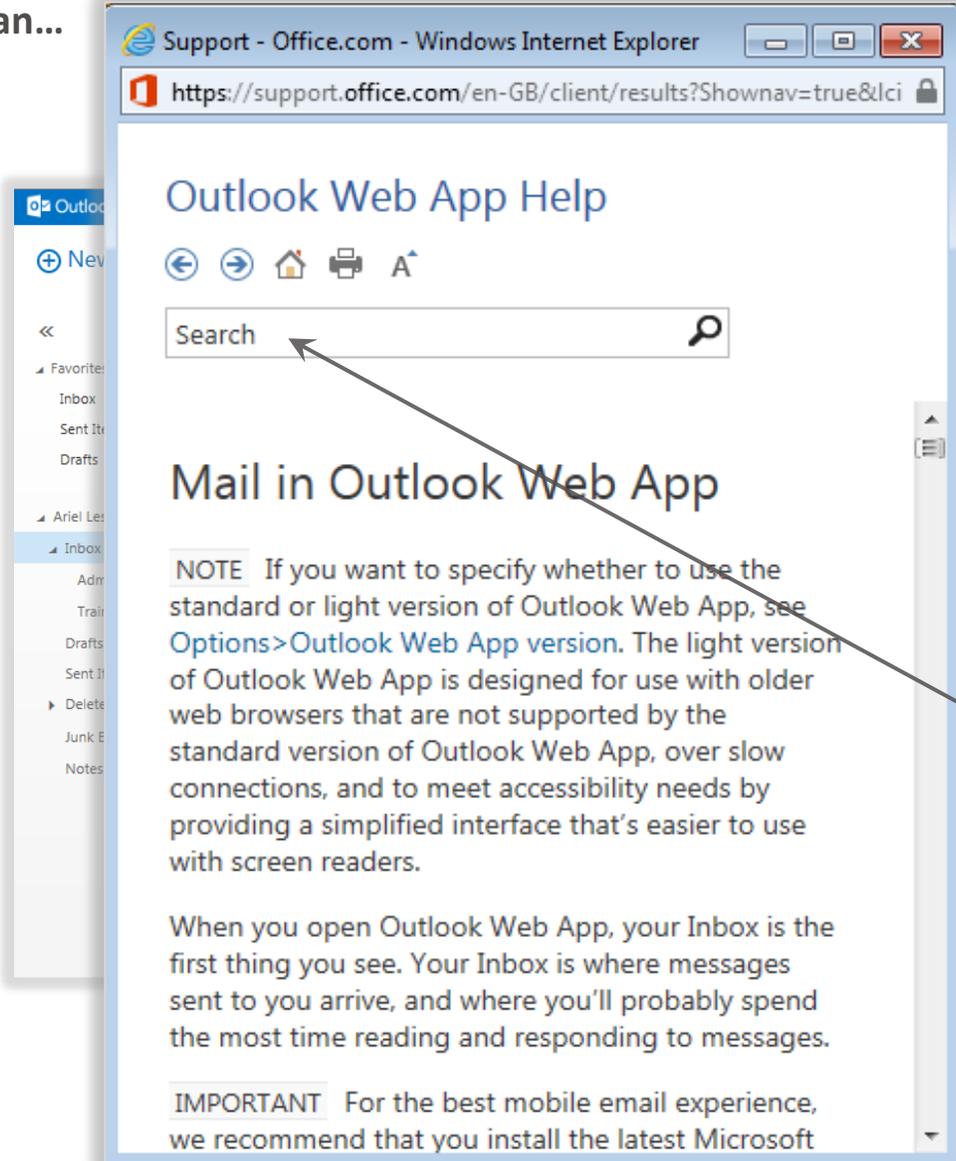
Go back to the inbox page

Edit your personal settings which are split into 8 categories; account, organize email, groups, site mailboxes, settings, phone, block or allow and apps

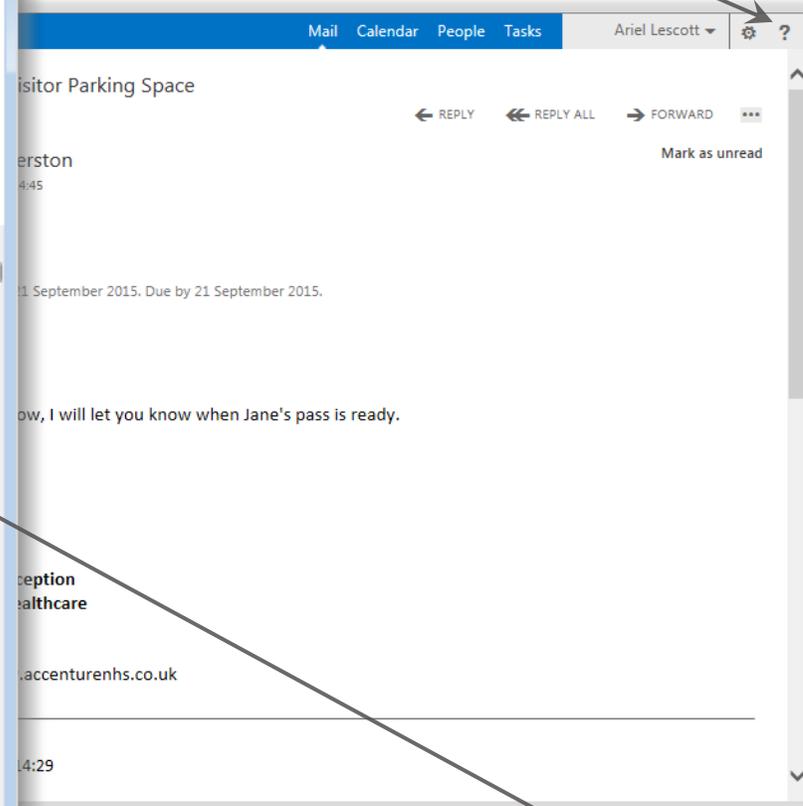
Outlook Web App Help

On this page you can...

You can also press F1 on your keyboard to access Outlook Web App Help



Access Outlook Web App Help, after having searched the User Guide for additional information



Search for online solutions by entering key words associated with your query into the search box