

Office 365 Exchange – Helpful Hints

Much useful information about the web browser version of Outlook is contained within Outlook Web Access (OWA). Click on "?" in the upper right corner to explore useful topics. Below are three topics that have come up during the roll out of our new email system.

To change the "look and feel" to be more like Outlook - click on "gear" in upper right corner. Click "Options" and then click the arrow to left of "General". Click "Outlook Web App Version" and then click checkbox for "Use the Light Version of Outlook Web App". Click Save. Close the web browser and relaunch the Outlook Web App.

To display all folders and/or subfolders (not applicable to "Light" version of OWA) - click arrow to left of "Folders" option on left side of screen. Click "More". Change the view to your liking and then click the "pin" icon to retain this folder view for future OWA sessions.

To "hide" the reading pane - click "gear" icon in upper right corner. Click "Display Settings" and then click "Reading Pane". Click "Hide Reading Pane" and then click "ok".