

Office 365 — View your email

With Office 365, you have easy access to your email and calendar wherever you are—on your computer, tablet, or phone. To view your email or calendar on your computer, you can use Outlook or Outlook Web App. To view your email or calendar on your phone or tablet, you can use Outlook Web App or a compatible app that's on your device (such as an email and calendar app).

Outlook is the application that is installed on your computer.

Outlook Web App is the browser-based version of Outlook that you can access over the internet, on just about any device.

With Office 365, you can view your email on your computer, tablet, or phone.

On your computer, you use Outlook.

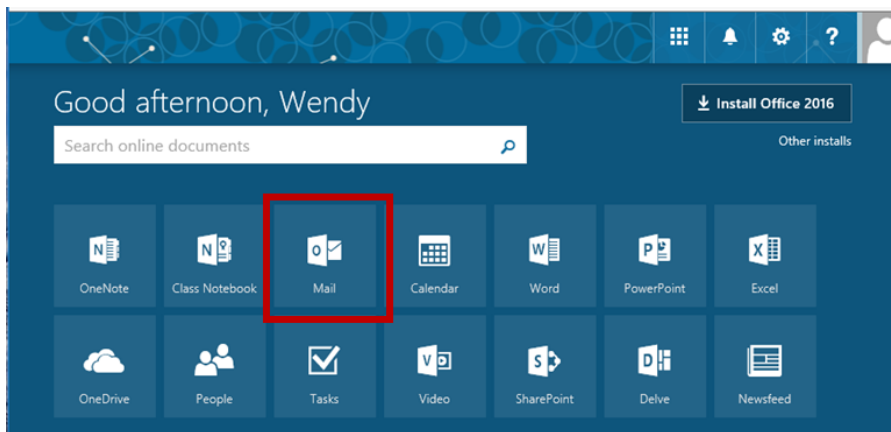
On your phone or tablet, you use an app.

On just about any device, you can access your email in a browser window using Outlook Web App

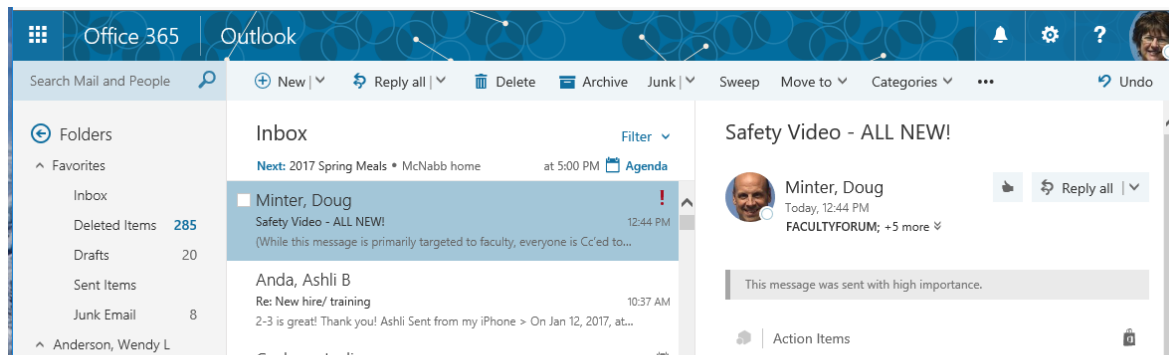
View your email

To view your email quickly in a browser window, use Outlook Web App.

1. Open your web browser and go to portal.office.com.
2. The Office 365 home screen will open, click on the Mail icon.

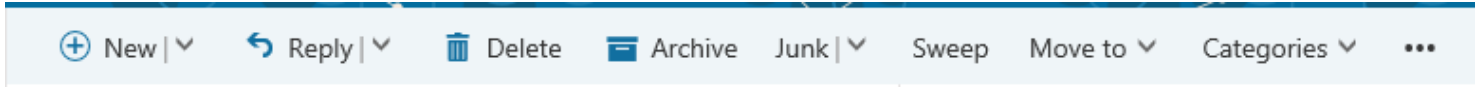


3. Select a message to view in the reading pane.

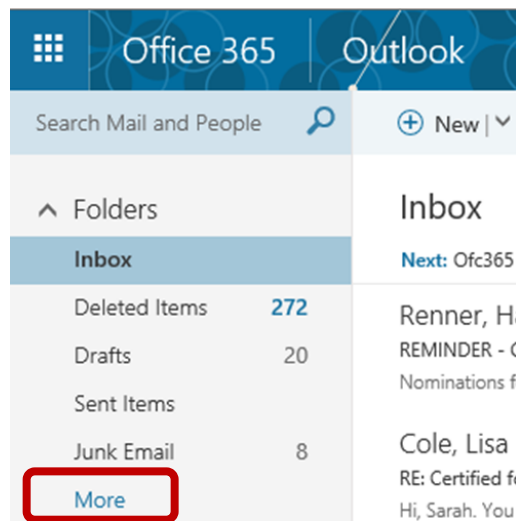


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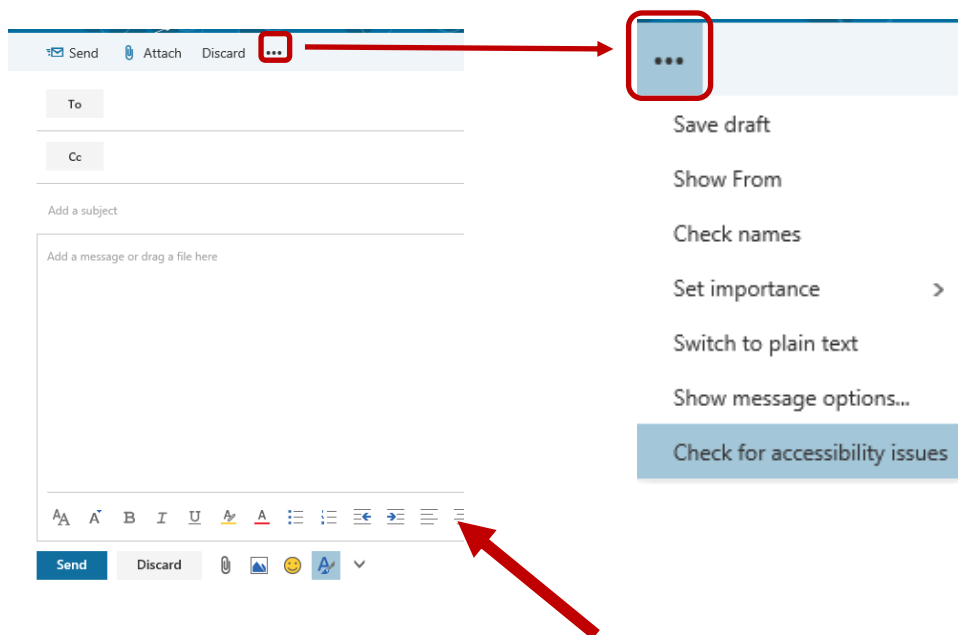
4. Once a message has been selected your toolbar becomes available.



5. To view more of your inbox folders click the blue More in the folder list.



6. Clicking on the ellipsis will bring up an additional menu.



7. When composing a new email or replying your format bar will be at the bottom of the email window.