

Outlook Web App Upgrade to Office 365 for Government

Outlook Web App (OWA)

1. Open your web browser and enter the new URL address: http://outlook.office365.com The link is also on DLI's Intranet's sidebar.

Note: If you access the old URL, you will see this error message, "The Outlook Web App address is out of date."

2. Bookmark the page in your web browser. In Internet Explorer (IE), click on Favorites > Add to Favorites (Press F10 if you do not see Favorites in the IE menu.)

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Outlook Web App	<i> Error</i>	×			
Help					
🖕 🥙 End User Experience - Ho 📵 Delve 🦉 Learner Home 🚯 Employee Connection 🖉 MN Self Service Site 🦉 Innovation Program					
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- 3. Type your Email Address. Note: Domain\username is no longer used.
- 4. Do not check the Keep me signed in box. Never check this box if you are using a public or shared computer.



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- 5. Then click **outside** of the email field.
 - The screen auto changes to the State of Minnesota Office 365 for Government page.
 - The password auto-fills through Single Sign-On when you are on the DLI network.
 - If off-site, you will need to enter your password. ٠

Your Office 365 My account page will be displayed.

6. Click on the "Waffle" icon in the upper left menu to navigate between Mail, Calendar, Tasks, and People.







7. You can also click on Office 365 to go to your Office 365 Home page.

8. To create a new email or meeting: Click the Mail icon, then click New

You can also click on Office 365 to go to	III Off	fice 365	Outlook	Uffice 365					
your Office 365 Home page.	Search Mail and Peop		New		Good m Search ema	Good morning, Deborah Search email attachments			
	 Folders Inbox 	+	Inbox Next: Shar	e	0 Mail	Calendar	People	Tasks	
<u>To create a new email or meeting</u> : Click the Mail icon, then click New			New 🖌						
			ail message						
and select Email message or Calendar event.		Ca	endar event						

Note: If you close the IE window, you will need to login into Outlook Web App (OWA) again.

To setup an automatic "Out of Office" reply

1.	Click the Gears icon in the top right corner.	🌲 🏟 ? 💽	✓ OK X Cancel		
	1 3	Sottings ¥	Automatic replies		
		settings ^	Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to		
		Search all settings	continue until you turn it off.		
			O Don't send automatic replies		
		Automatic replies Create an automatic reply (Out of office)	 Send automatic replies 		
		message.	Send replies only during this time period		
			Start time Tue 3/14/2017 - 1:00 PM -		
_			End time Wed 3/15/2017 👻 1:00 PM 💌		
2.	Click on Automatic Replies		Block my calendar for this period		
3.	Select Send Automatic Rep	lies.	Automatically decline new invitations for events that occur during this period		
4.	Enter Dates for Start Time	and End Time .	Decline and cancel my meetings during this period		
5.	Check box "Send replies on	ly during this time"	Send a reply once to each sender inside my organization with the following message:		
6.	Enter message for internal	users.	B I <u>U</u> ^A A A <u>A</u> <u>A</u> <u>⊨</u> ; <u>≡</u> ≡ = × ×		
7.	Enter message for external	users.	ні,		
8.	Click OK at the top.		I am currently out of the office and will respond to your email when I return. If you need any help, please contact *DLI_HELP.		
			Thank you, Debby Hines		
			Send automatic reply messages to senders outside my organization		
			Send replies only to senders in my Contact list		
			 Send automatic replies to all external senders 		
			Send a reply once to each sender outside my organization with the following message:		
			B I <u>U</u> ÅA Å <u>Å</u> ≜ ⋮≡ ⋮≡ ≣ →≡ ∨		
			Hi,		
			I am currently out of the office and will respond to your email when I return.		
			Thank you,		
			Debby Hines		