

Microsoft Outlook Web App (OWA) For Exchange 2013 Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Outlook® Web App for Exchange 2013

Mail

Displaying the Inbox

1. [F6] (or [Tab] + [Enter]) to view the Mail folders.
2. [F6] (or [Tab]).

Creating and Sending a Message

1. [Ctrl] + [N] to create a new message.
2. In the TO or CC field, type the names or email addresses of the people who are sending, receiving, or participating with a message. To select a name suggested from your address books, press [Enter] for the first match or [Tab] to select another match.
3. To select names from your address book contacts:
 - a. [Ctrl] + [A] to select all.
 - b. Select a name from the list. Go, type in the search box, press [Enter], then select a name.
 - c. [Ctrl] + [A] to select all contacts.
 - d. Repeat steps b and c as needed. [Ctrl] + [Enter] to select the next.
4. Type the SUBJECT and the body of the message.
5. [Ctrl] + [Enter] to send.

Attaching a File to a Message

1. Choose ATTACH FILE in the ribbon.
2. Locate and select the file you want to attach. [Ctrl] + [Enter] to attach.

Showing BCC in the Message Window

1. [Ctrl] + [B] to show BCC.

Sending a Message with High or Low Importance

1. In the message window, [Ctrl] + [I] to set IMPORTANCE: High and choose MAIL in the ribbon.
2. [Ctrl] + [L] to set IMPORTANCE: Low and choose MAIL in the ribbon.

Requesting Read or Delivery Receipts

1. In the message window, [Ctrl] + [R] and choose SHOW MESSAGE OPTIONS.
2. Select REQUEST A DELIVERY RECEIPT or REQUEST A READ RECEIPT. [Ctrl] + [Enter] to request.

Checking Spelling

Misspelled words are underlined. To correct the language and spelling options, right-click the misspelled word.

Showing/Hiding the Reading Pane

Use the Reading Pane to read messages and conversations without opening them.

1. [Ctrl] + [R] and choose DISPLAY SETTINGS.
2. If necessary, [Ctrl] + [Shift] + [F6] to show or hide the Reading Pane.
3. Set the DISPLAY.
4. [Ctrl] + [R].

Grouping Messages by Conversation

Arrange messages by conversation to group messages that are related (reply to a previous email).

- To turn on/off grouping by conversation, [Ctrl] + [Shift] + [C] to show or hide the conversation view in the Reading Pane.
- To turn on/off grouping by conversation, [Ctrl] + [Shift] + [C] to show or hide the conversation view in the Reading Pane.

Ignoring a Conversation

To automatically hide existing and future messages that are part of the same conversation:

1. Right-click a conversation in a mail folder and choose IGNORE CONVERSATION.
2. [Ctrl] + [I].

Note: Items with hidden messages from your inbox.

Reading Messages

Click a message or conversation to view in the Reading Pane. To:

1. [Double-Click] on a message to open it.
2. [Ctrl] + [Click].

Opening/Saving Attachments

1. [Click] on the attachment.
2. If prompted, click OK to save the attachment.

- To specify where to download the file, click Download and select the location.
- To specify where to download the file, click Download and select the location.
- To specify where to download the file, click Download and select the location.

Replying to a Message

1. Open the message.
2. To reply to the sender only, [Ctrl] + [Reply] to reply to all addresses. [Ctrl] + [Reply All].
3. Complete the message. Then [Ctrl] + [Enter].

Forwarding a Message

1. Open the message.
2. [Ctrl] + [Forward].
3. Complete the message. Then [Ctrl] + [Enter].

Saving a Draft

If you are not ready to send a message, save a draft.

1. With the message in progress, [Ctrl] + [Save] and choose MAIL. The message is automatically saved in a folder called DRAFTS.

Note: You are ready to complete and send the message.

1. [Ctrl] + [Save] to save the draft in the Drafts folder.
2. Send the message. Then [Ctrl] + [Enter].
3. Finish the message. Then [Ctrl] + [Enter].

Creating a Folder

1. [Ctrl] + [New Folder] to create a new folder.
2. In the navigation pane on the left (Right-Click) the desired folder, or INBOX, MAIL FOLDERS, or CONTACTS. Choose CREATE NEW FOLDER or CALENDAR.
3. Type a name for the new folder. Press [Enter].

Moving or Copying Messages

1. Select the message.
2. To move, [Ctrl] + [Move] to a folder. If a folder is not visible, [Ctrl] + [View] to show folders to expand.

Creating an E-Mail Signature

1. From any Outlook folder, [Ctrl] + [Signature] to create a signature.
2. [Ctrl] + [Signature].
3. If necessary, [Ctrl] + [Signature].
4. Enter SIGNATURE, type and format your email signature as desired.
5. To have more than one signature, click the signature button in the ribbon. [Ctrl] + [Signature] to create a signature.
6. [Ctrl] + [Signature] to create a signature.

Note: To manually insert your signature when composing a message, [Ctrl] + [Signature] to insert the signature.

Opening Another User's Mailbox

1. [Ctrl] + [Open Mailbox] to open another mailbox.
2. Type in the name of the other user. [Ctrl] + [Open Mailbox]. If you have permission, the other user's mailbox will open.

Turning on Automatic Replies

Automatic replies are messages that you send to people who email you when you are out of the office.

1. [Ctrl] + [Automatic Replies] to turn on automatic replies.
2. [Ctrl] + [Automatic Replies] to turn on automatic replies.
3. To customize automatic replies, click the automatic replies button in the ribbon. [Ctrl] + [Automatic Replies] to turn on automatic replies.
4. Type the message to send while you are away.
5. Change how to deal with auto-replies to SEND OUTSIDE MY ORGANIZATION, and provide a different message if desired.
6. When finished, [Ctrl] + [Automatic Replies] to turn on automatic replies.

Turning on the Automatic Replies

If an automatic reply is not set, you will be prompted to turn on automatic replies when you log in. Otherwise:

1. [Ctrl] + [Automatic Replies] to turn on automatic replies.
2. [Ctrl] + [Automatic Replies] to turn on automatic replies.
3. [Ctrl] + [Automatic Replies] to turn on automatic replies.

Searching for Mail

1. In the ribbon, select the filter you want to search through (e.g., RECENT, SENT ITEMS).
2. In the ribbon, click SEARCH. Then above the list of items, type the text you want to search for.
3. Select one of the suggestions or, to find more, type the keyword, press [Enter] or [Ctrl] + [Enter].
4. Select a Double-Click to open the item.
5. When done, [Ctrl] + [Enter].

Chat

Starting a Chat

To start a chat session, click a person's name in the People list or (if you have a person's name in the People list) click on their name. If you receive a chat request, an IM REQUEST notification will appear. [Ctrl] + [Accept] to accept.

Changing Your Chat Status

[Ctrl] + [Status] to change your status.

Signing Out of Instant Messaging

[Ctrl] + [Sign Out] to sign out of instant messaging.

Mail	
Download	[Ctrl] + [D]
Display	[Ctrl] + [D]
Reply	[Ctrl] + [Reply]
Forward	[Ctrl] + [Forward]
Save Draft	[Ctrl] + [Save]
Send	[Ctrl] + [Send]

For Any Outlook Item

Save Item	[Ctrl] + [Save]
Delete Item	[Ctrl] + [Delete]
Send Message	[Ctrl] + [Send]

Relating Multiple Items (Mail & Tasks)

Conversation view: [Ctrl] + [Conversation View] to show or hide the conversation view in the Reading Pane.

Non-conversation view: [Ctrl] + [Conversation View] to show or hide the conversation view in the Reading Pane.

© 2013 Microsoft Corporation. All rights reserved.



Synopsis

Note: This guide was updated in September 2015 and reissued under ISBN 978-1-939791-89-4. Please search that ISBN to get the latest version of this guide. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Outlook Web App for Exchange 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Mail: Displaying the Inbox Creating and Sending a Message Attaching a File to a Message Showing BCC Sending a Message with High or Low Importance Requesting a Read or Delivery Receipts Checking Spelling Show/Hide the Reading Pane Grouping Messages by Conversation Ignoring a Conversation Reading Messages Opening/Saving Attachments Replying to a Message Forwarding a Message Saving a Draft Creating a Folder Moving or Copying Messages Opening Another User's Mailbox Creating an E-Mail Signature Opening Another User's Mailbox Turning on/off Automatic Replies when Out of the Office. Chat: Starting a Chat Changing Your Chat Status Signing Out of Instant Messaging. People: Displaying People Creating and Editing Contacts Finding a Contact Linking/Unlinking Contacts Creating a Distribution List Sending a Mail Message or Meeting Request to a Contact. Tasks: Displaying Tasks Changing Tasks Viewed Creating a Task Marking a Task or Flagged Item Complete. Calendar: Displaying the Calendar Viewing the Calendar Creating & Editing Appointments Scheduling Meetings Responding to Meeting Requests Making an Appointment Repeat. Common Procedures: Using Flags Sorting Tasks/Contacts/Email Deleting an Item Undeleting an Item Using Categories Logging Off. Also includes a list of keyboard shortcuts.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc. (September 23, 2013)

Language: English

ISBN-10: 1939791111

ISBN-13: 978-1939791115

Product Dimensions: 11 x 8.5 inches

Shipping Weight: 0.3 ounces

Average Customer Review: 5.0 out of 5 stars [See all reviews](#) (1 customer review)

Best Sellers Rank: #2,116,848 in Books (See Top 100 in Books) #95 in [Books > Computers & Technology > Software > Microsoft > Microsoft Outlook](#) #191 in [Books > Computers & Technology > Software > E-mail](#) #455046 in [Books > Reference](#)

Customer Reviews

good quick guide

[Download to continue reading...](#)

Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version (4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

[Dmca](#)