

OUTLOOK WEB APPLICATION

Create a New Mail Message

View email by thread (like gmail)

View Email

View Calendars

Mail Message Options

- Runs in Any Web Browser
- There's an app for phones
- Resources on City website
- Help at newtonma.gov/email

Search mail and contacts

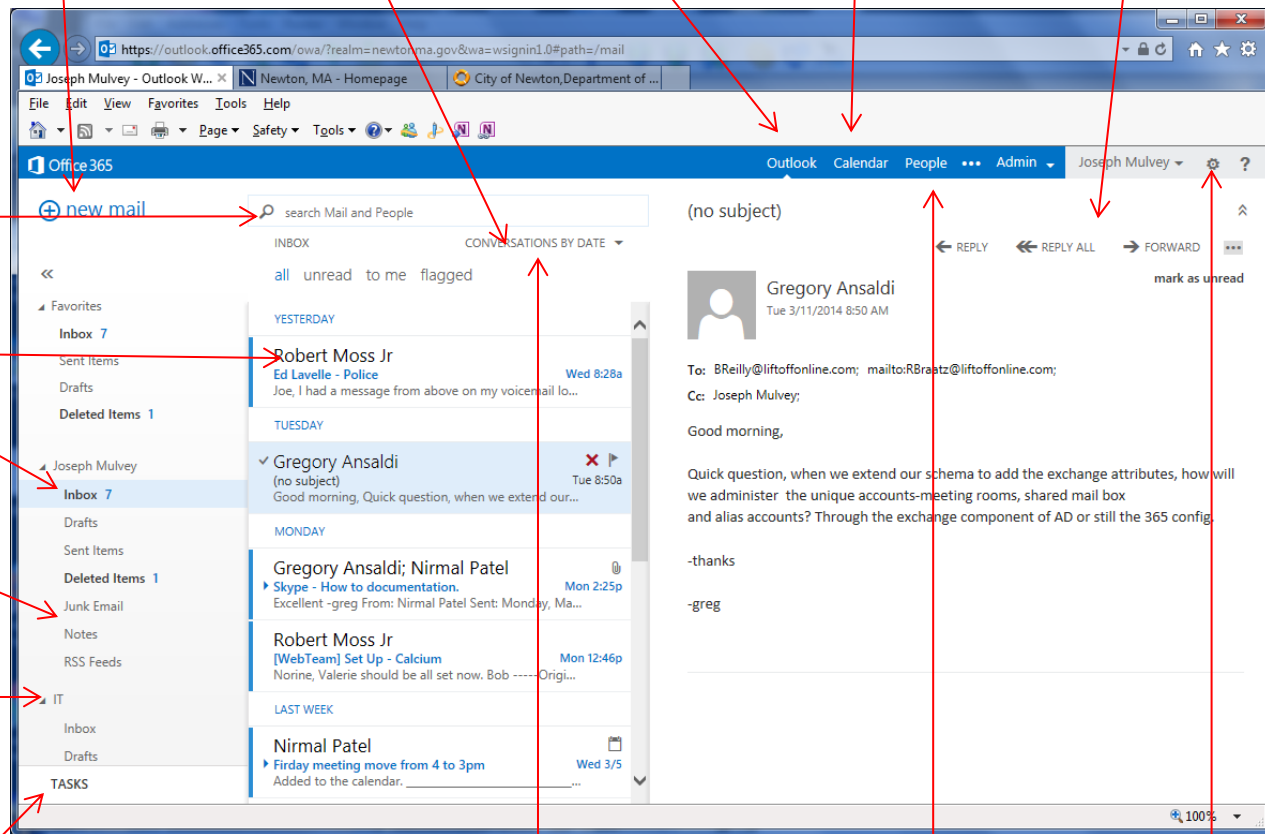
Current Mail Folder Contents

Your New Mail Folder

All Other folders

Department Group emails i.e. Law, Purchasing, Webteam

Supports Task Lists



Sort by user, subject, date, and more

Public and Private Contact lists

Customize settings