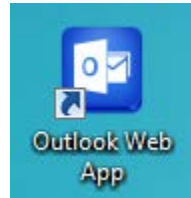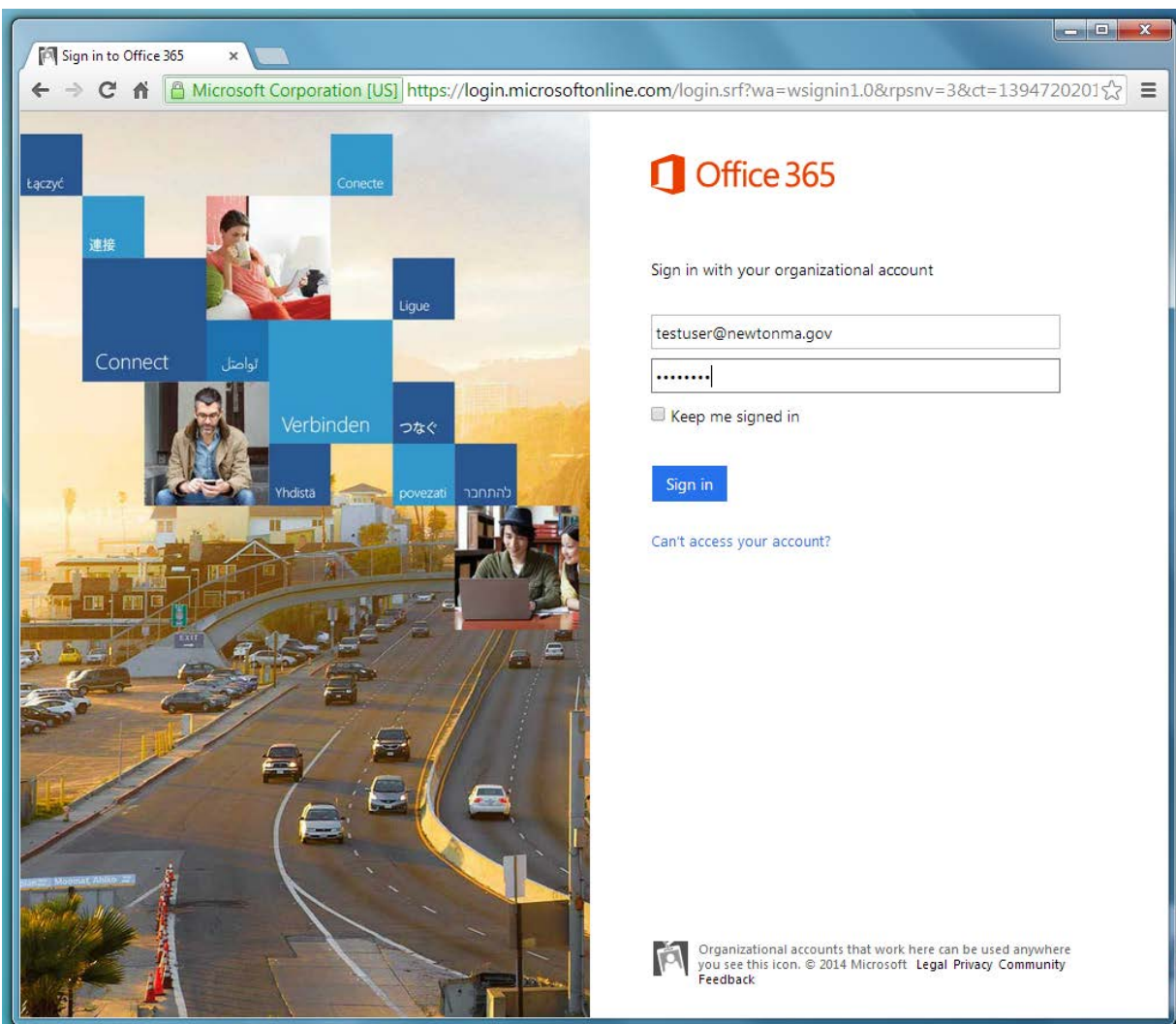# Outlook Web App

Logging into Outlook Web App:

Step 1: Double click on the icon on your desktop "**Outlook Web App**". This will open up your browser with Outlook Online homepage.
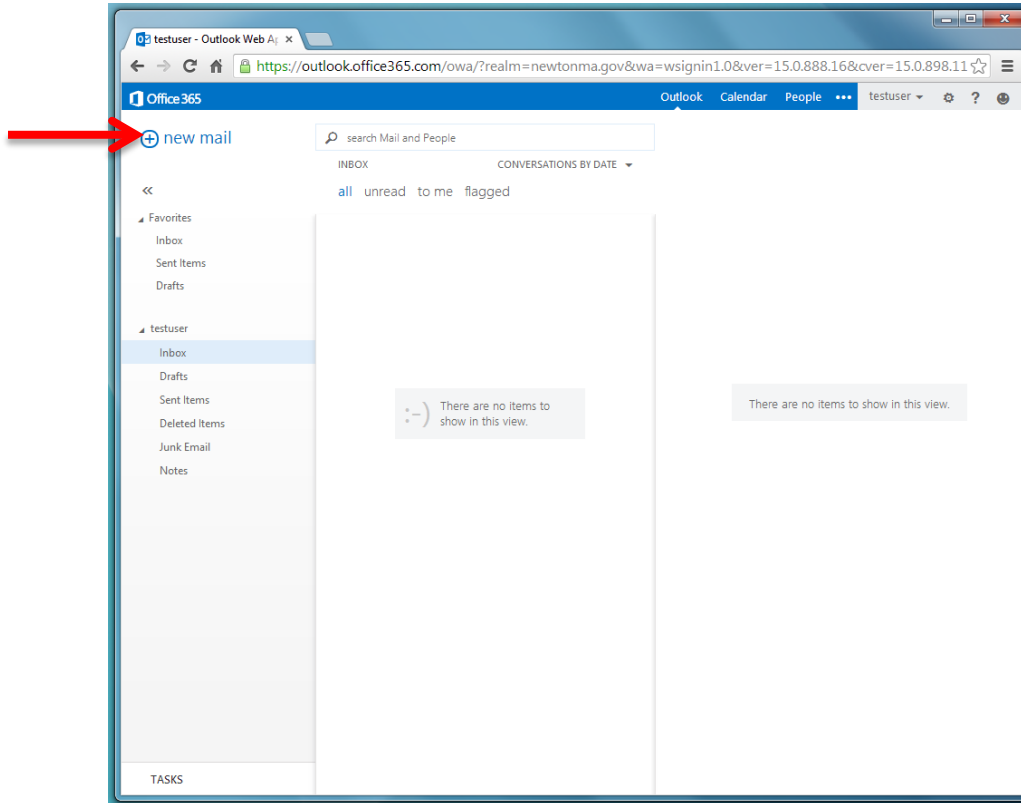

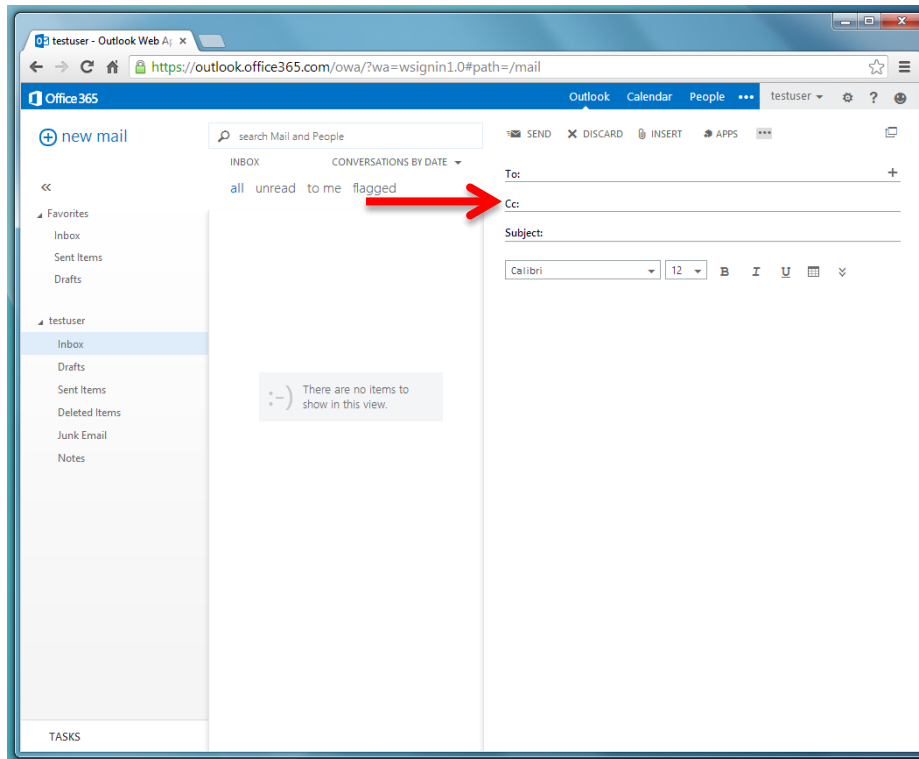**Step 2:** When your browser opens to Outlook Online homepage, please login with your user credentials.

Note: Please make sure you input your full email address. (username@newtonma.gov)

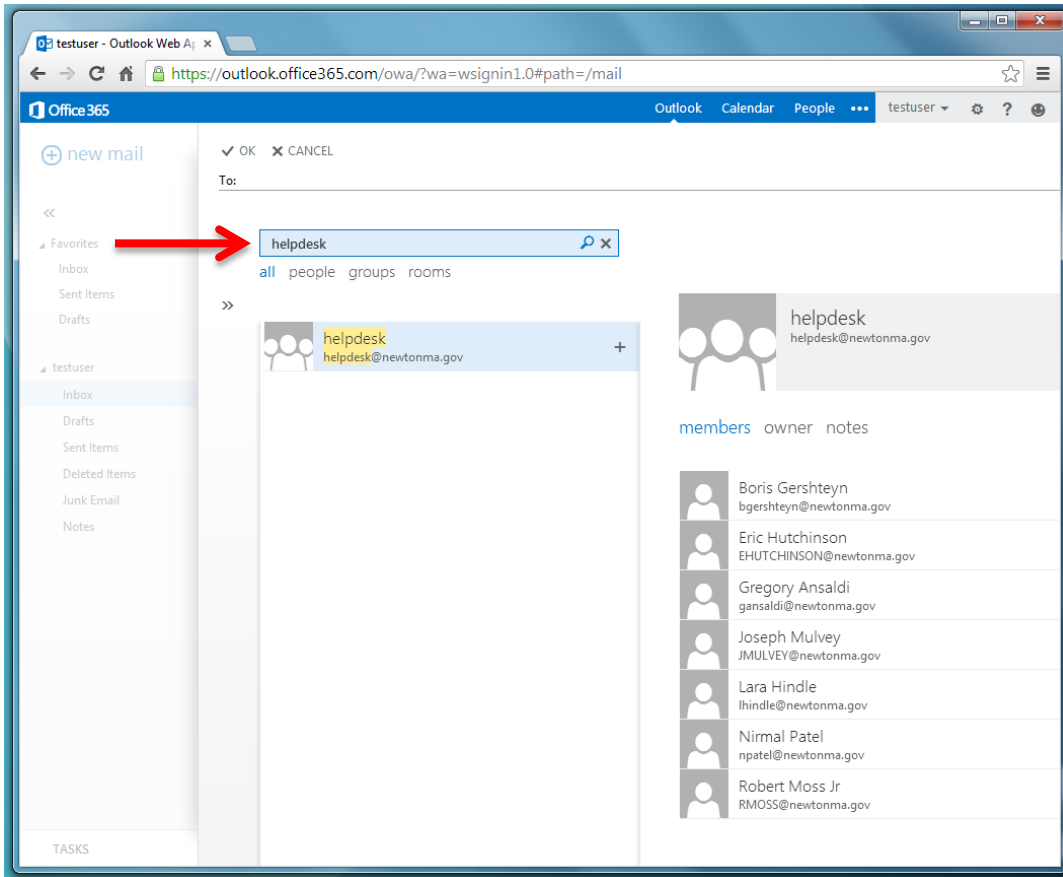# Composing a New Email Message:

Step 1: Click on **"new mail"** to compose a new email message.

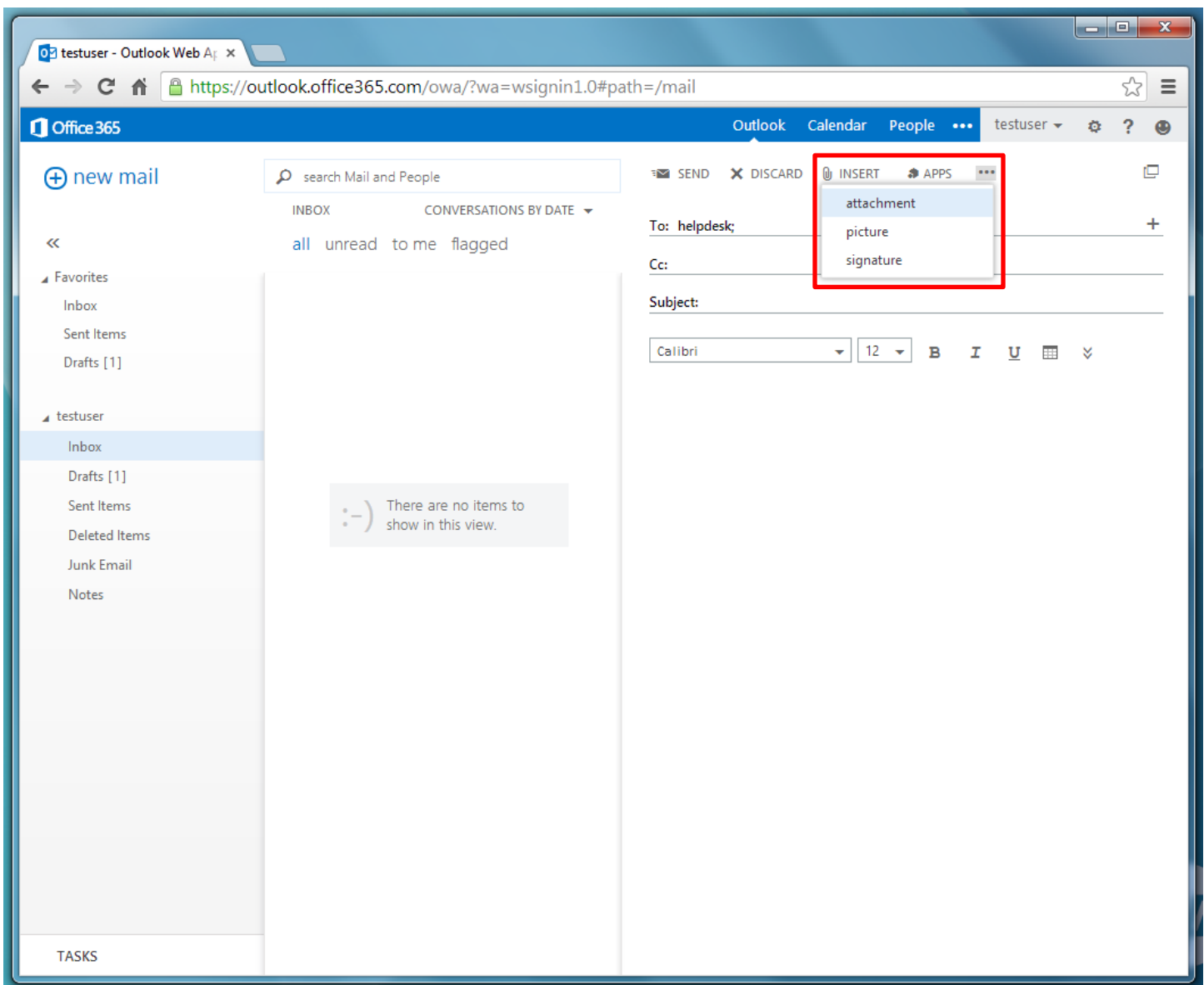**Step 2:** To add a recipient, please click on **"To:"**.

Step 3: In the search bar, enter recipient's name. Then click on **"+"** next to the recipient's name to add them to the email.

Add An Attachment to An Email:

Step 1: Click on **"INSERT"**, then select **"attachment"**. Once **"attachment"** is selected, a pop-up window will appear, prompting you to select the location of your attachment.
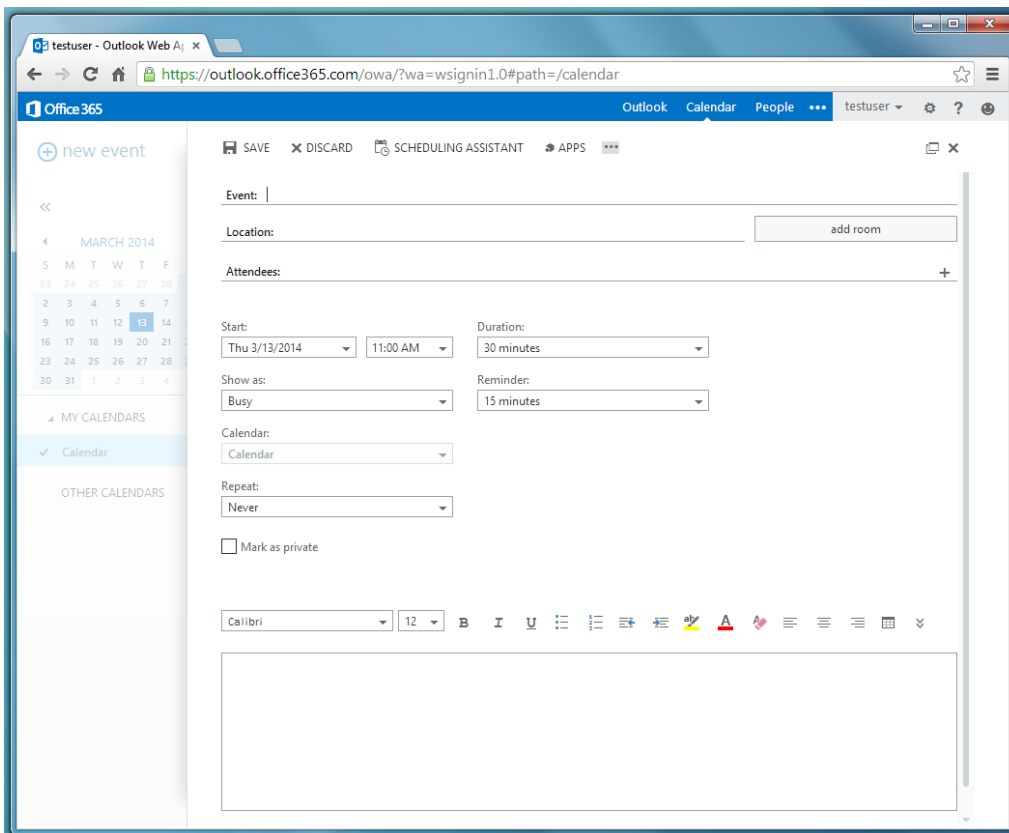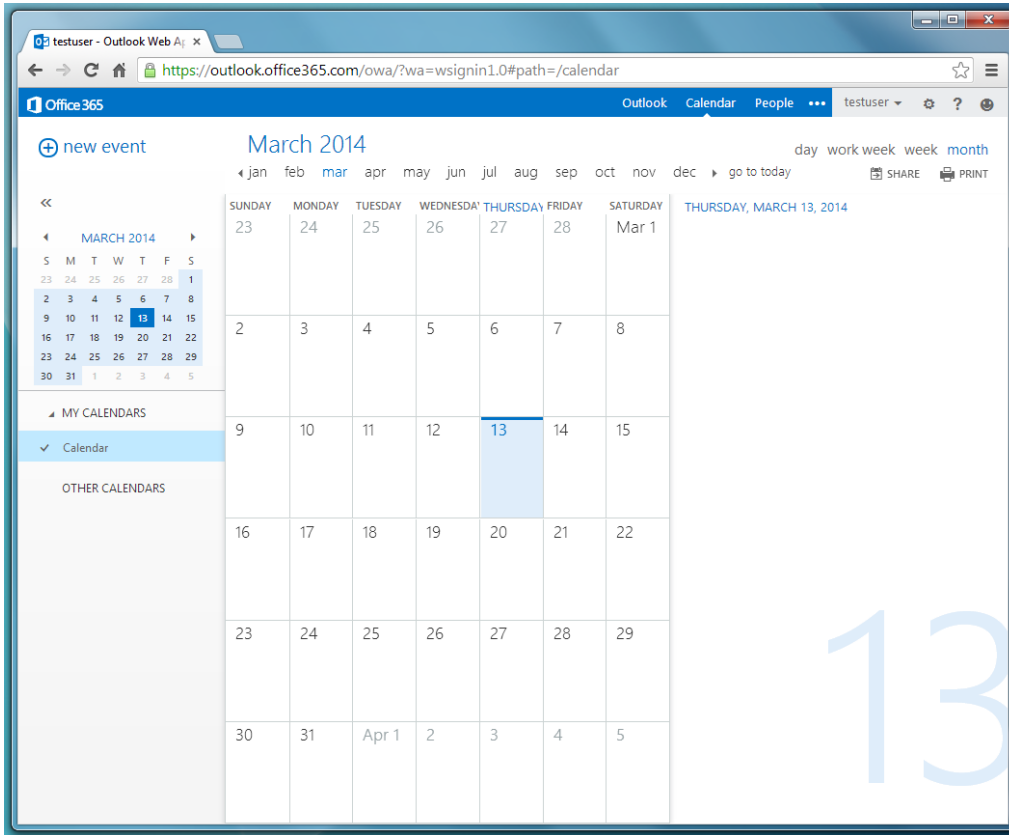

Outlook Calendar for Your Events:

Step 1: In your Outlook Inbox, on the top right you will see three pages (Outlook, Calendar, People). Please select **"Calendar"**. Once you select "**Calendar**" you will be directed to Outlook Calendar.
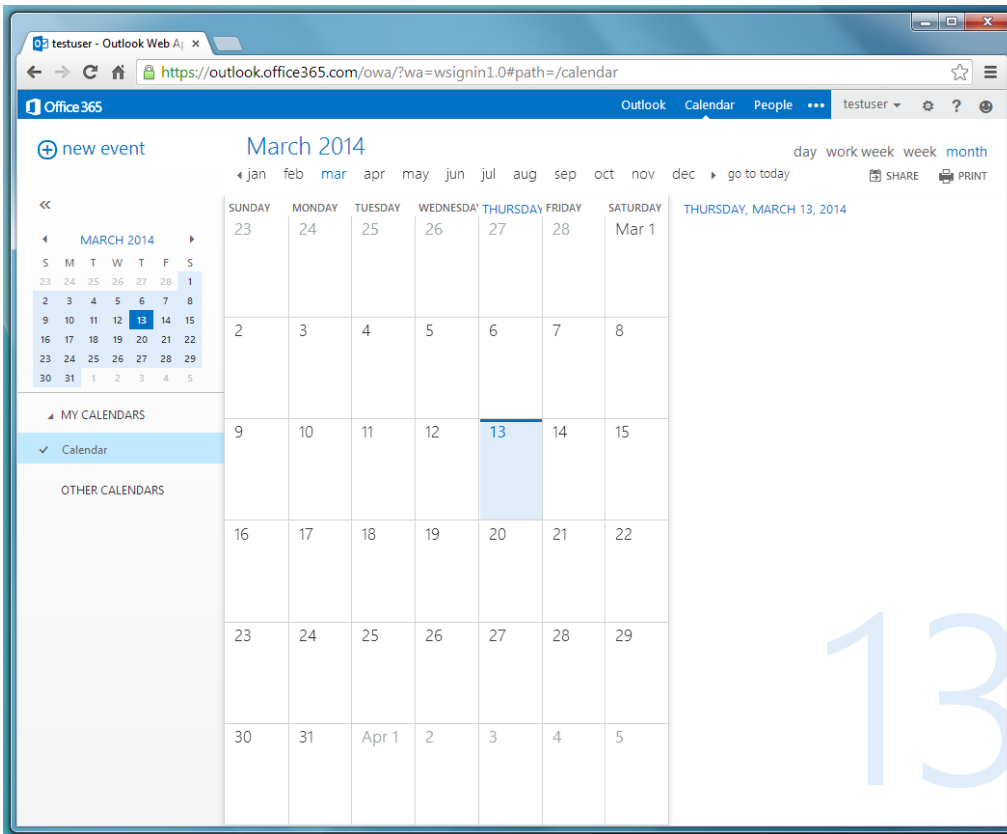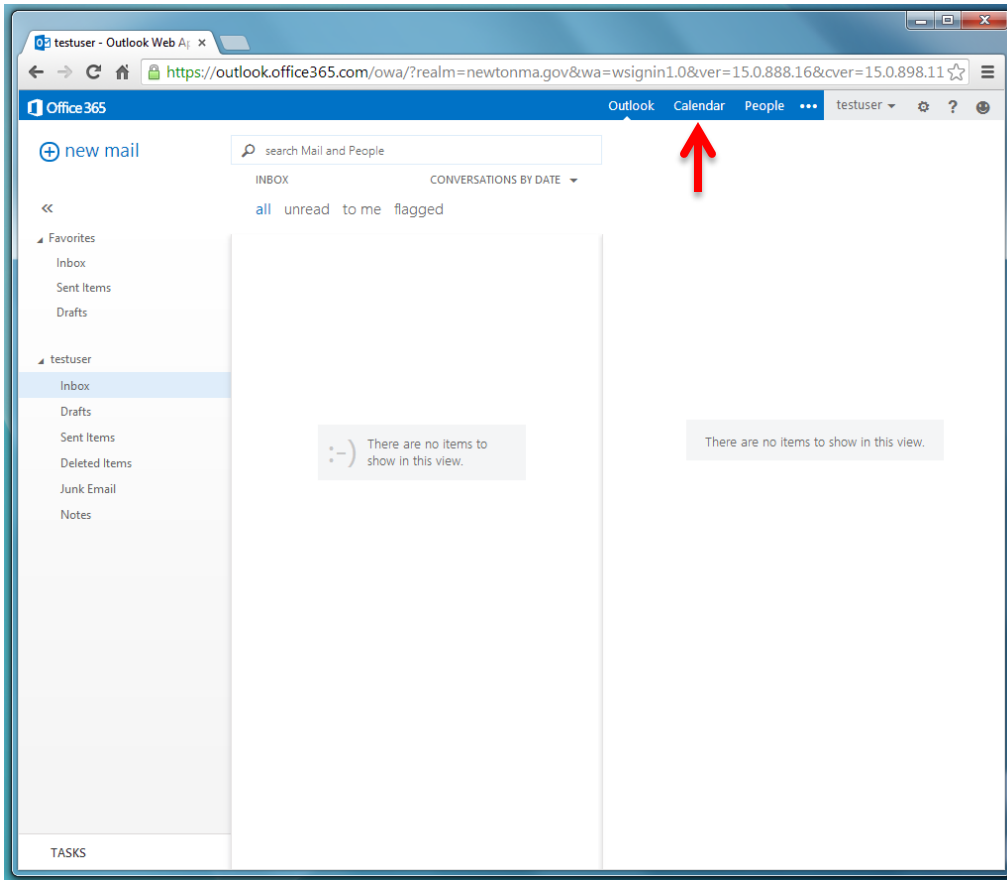
Outlook Calendar

Add an Event to Your Calendar:

**Step 1:** Click on **"new event"**, to add an event to your calendar.
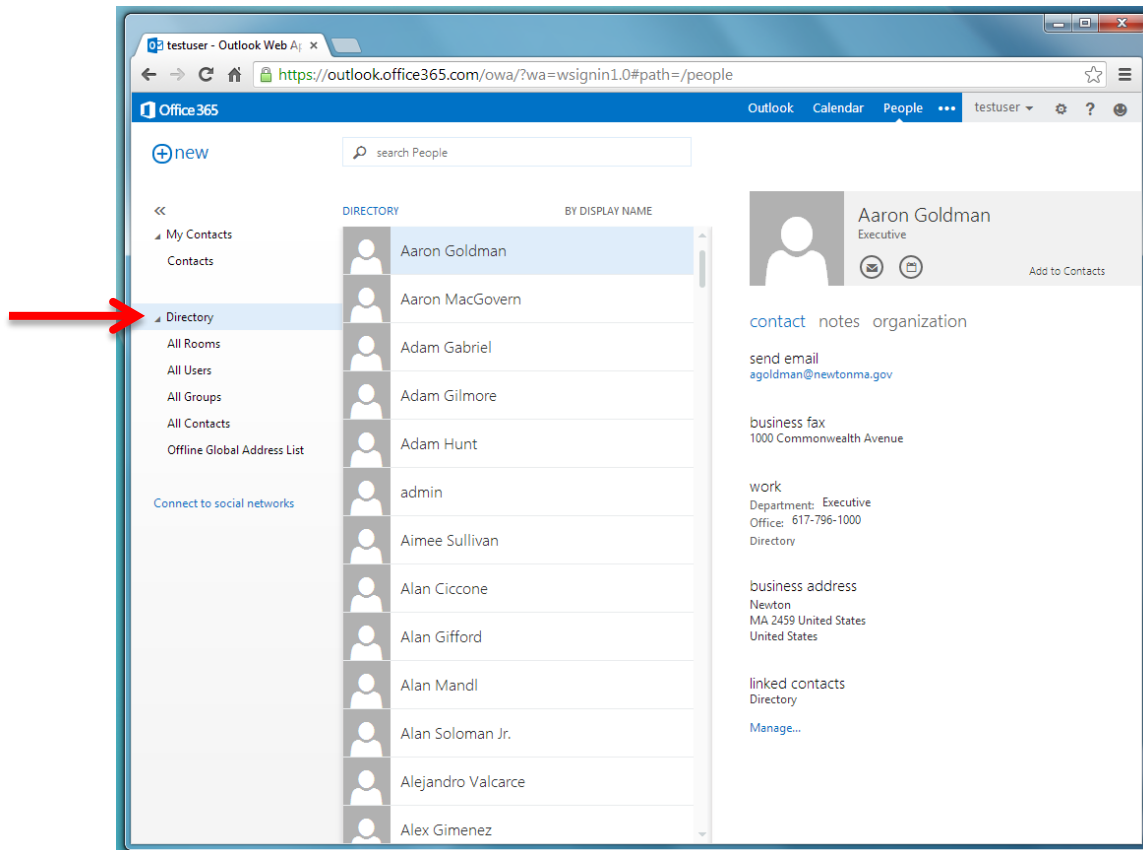

Adding an event to your Outlook Calendar

Outlook Contact List:

Step 1: To browse your personal contact list or employee contact list, in your Outlook Inbox, on the top right you will see three pages (Outlook, Calendar, People). Please select **"People"**. Once you select "**People**" you will be directed to Outlook Contact List.
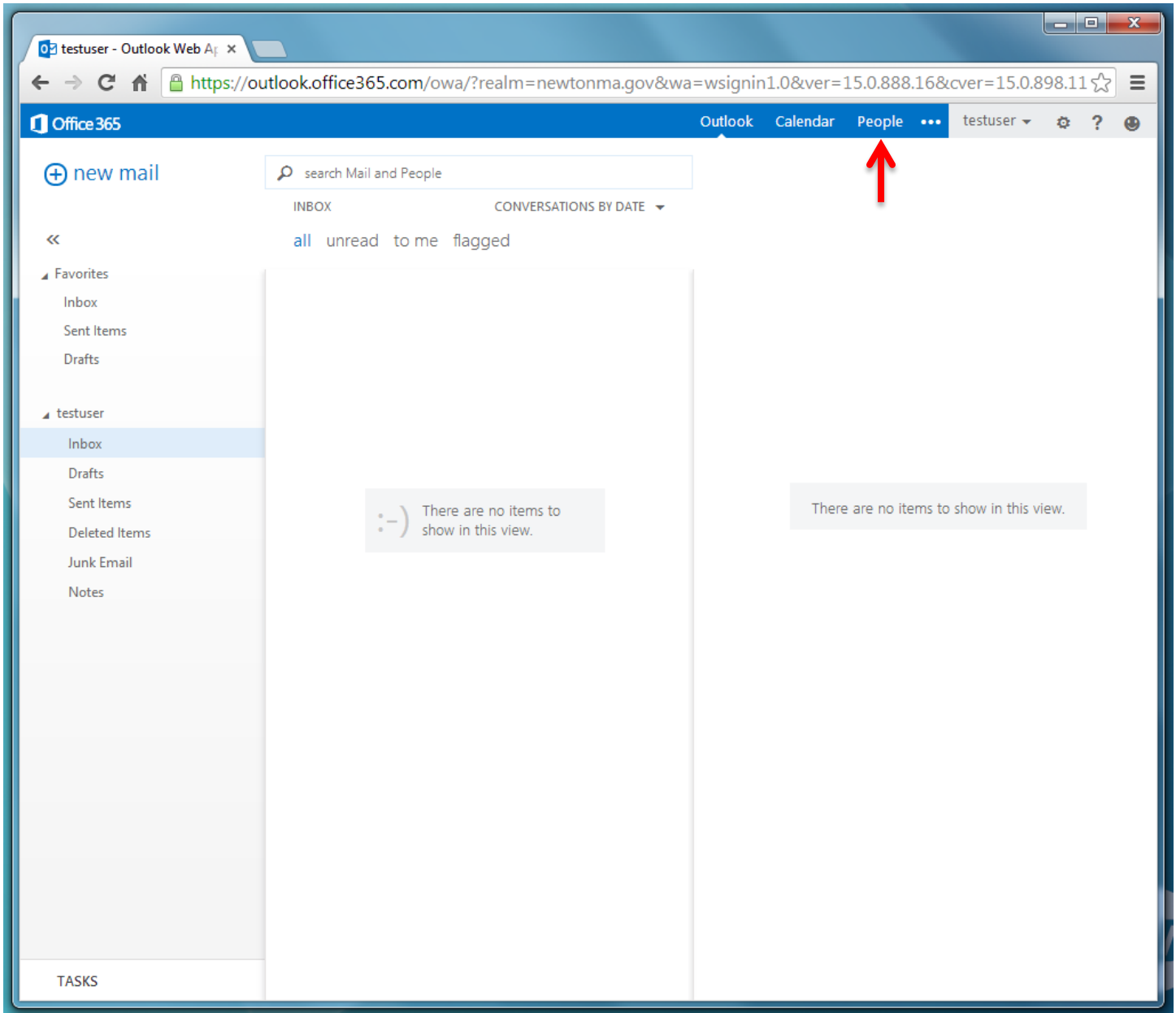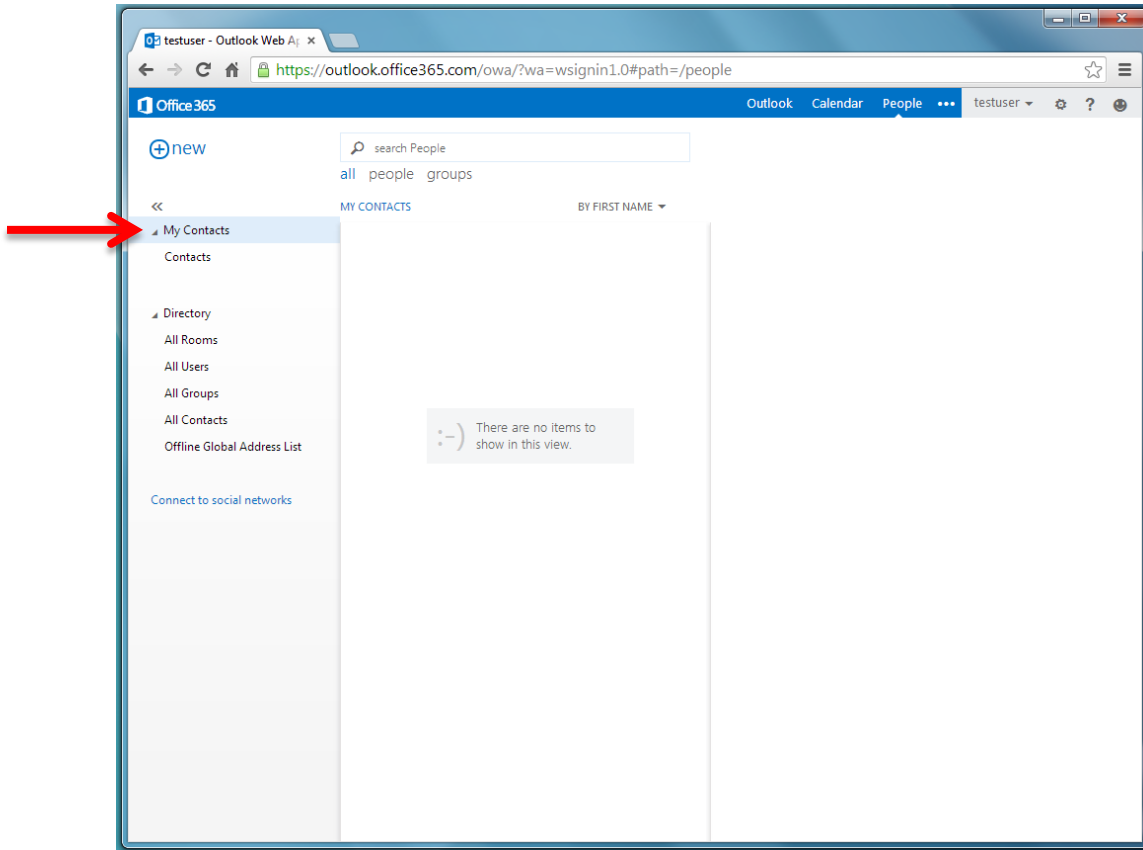
Personal Contact List

Employee Contact List