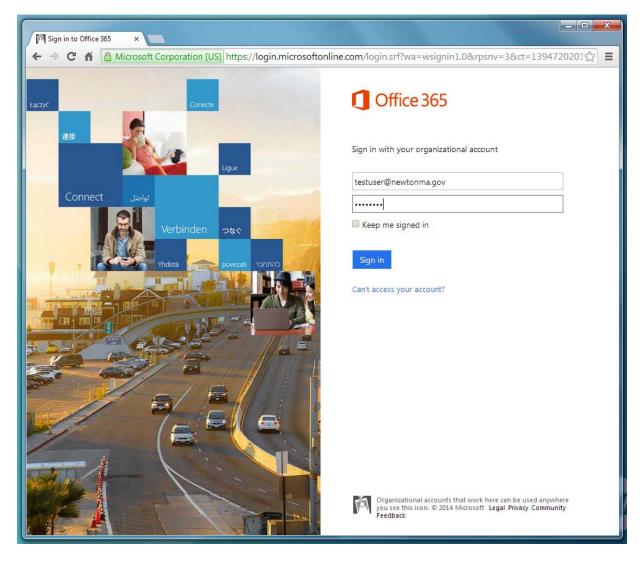
Outlook Web App

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.



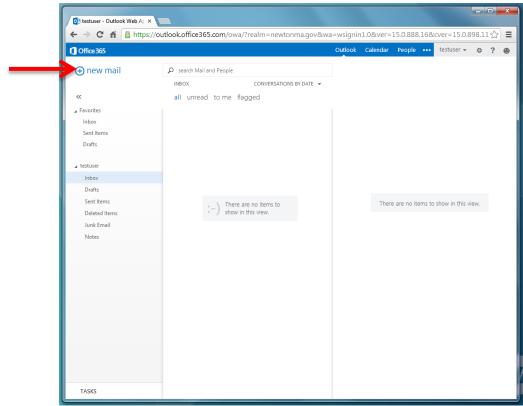
Step 2: When your browser opens to Outlook Online homepage, please login with your user credentials.



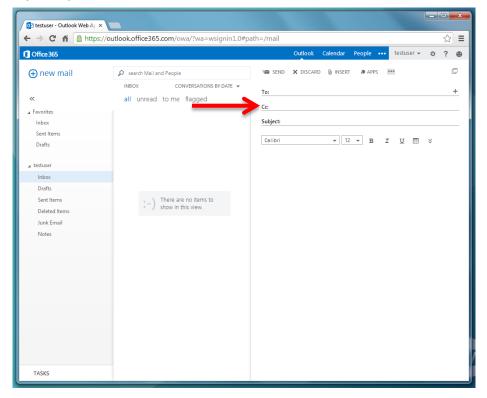
Note: Please make sure you input your full email address. (username@newtonma.gov)

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.

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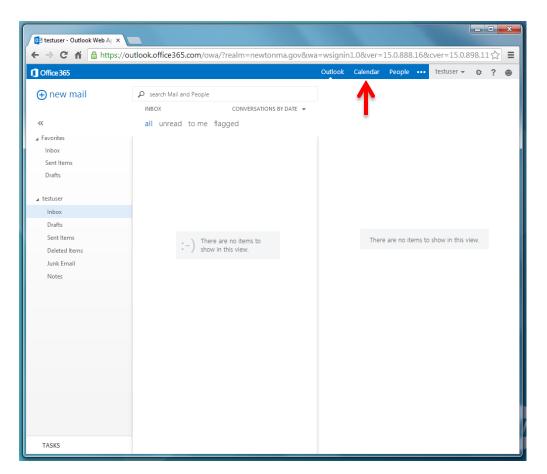
Add An Attachment to An Email:

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.

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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.



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Add an Event to Your Calendar:

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

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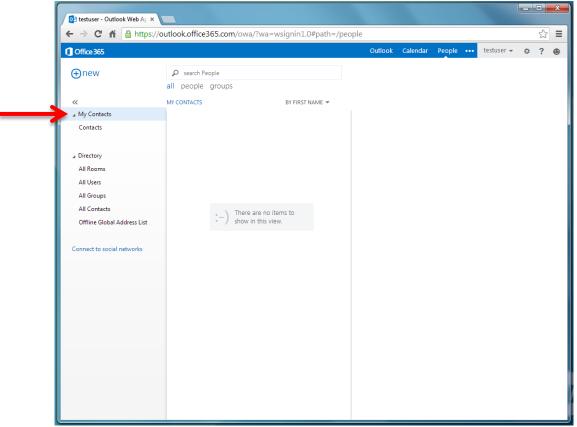
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Adding an event to your Outlook Calendar

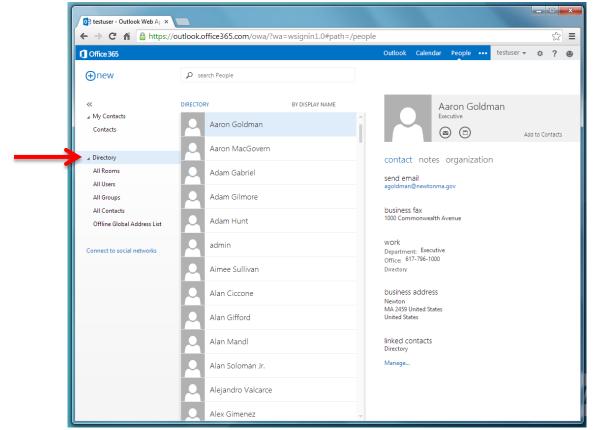
Outlook Contact List:

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.

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Personal Contact List



Employee Contact List