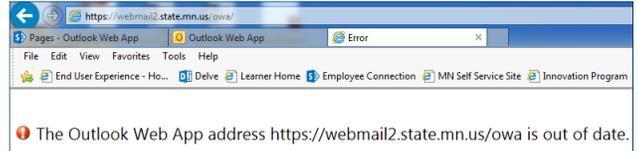


Outlook Web App Upgrade to Office 365 for Government

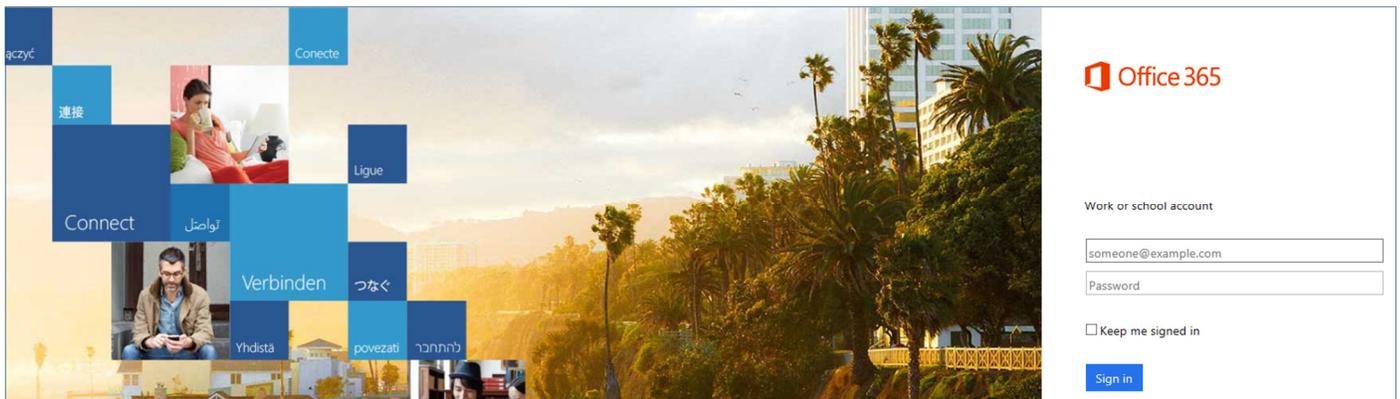
Outlook Web App (OWA)

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.

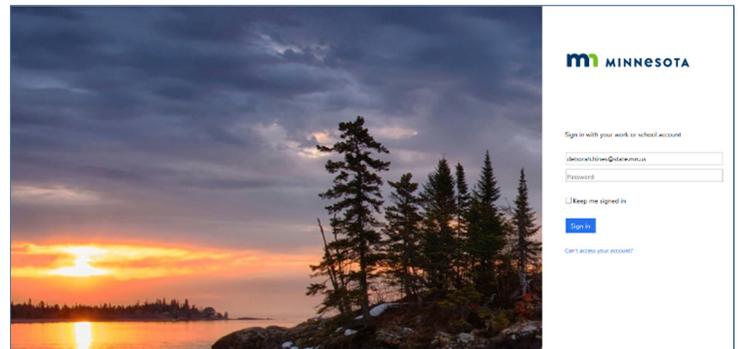
Note: If you access the old URL, you will see this error message, "The Outlook Web App address is out of date."



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.)
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.**

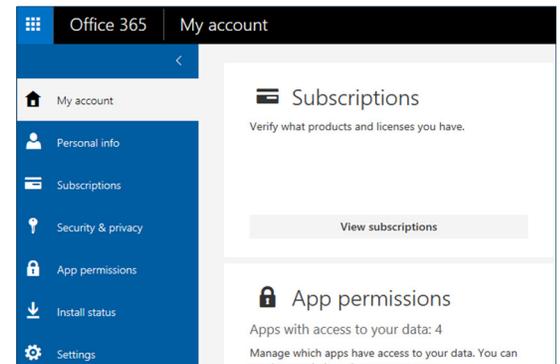
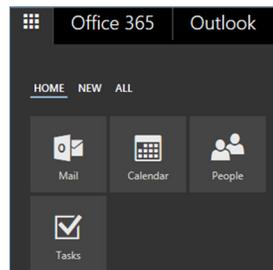


5. Then click **outside** of the email field.
 - The screen auto changes to the State of Minnesota Office 365 for Government page.
 - The password auto-fills through Single Sign-On when you are on the DLI network.
 - If off-site, you will need to enter your password.

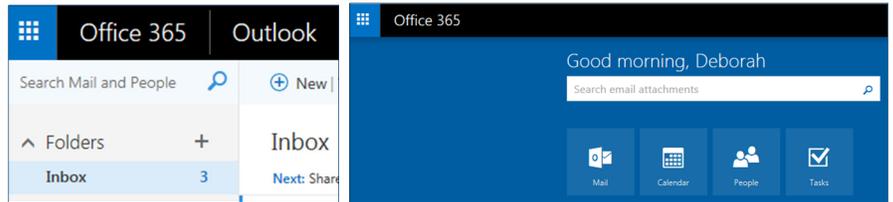


Your **Office 365 My account** page will be displayed.

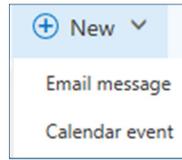
6. Click on the "Waffle" icon in the upper left menu to navigate between **Mail**, **Calendar**, **Tasks**, and **People**.



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



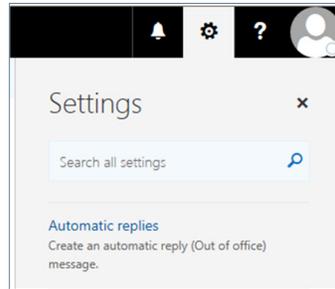
- To create a new email or meeting:**
Click the **Mail** icon, then click **New** and select **Email message** or **Calendar event**.



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

- Click the **Gears icon** in the top right corner.



- Click on **Automatic Replies**.
- Select **Send Automatic Replies**.
- Enter Dates for **Start Time** and **End Time**.
- Check box “**Send replies only during this time**”
- Enter message for internal users.
- Enter message for external users.
- Click **OK** at the top.

