Purpose

With Office Outlook Web Access (OWA), you can use a Web browser to access your email from any computer with an Internet connection.

Logging into Outlook online

- 1. Open your Web browser.
- 2. In the Address box, enter: outlook.office365.com
- 3. Enter your Legislature email address (username@oregonlegislature.gov)
 - Depending on which browser you are using, the screen may change and ask to sign in.

0.00		
Microsoft		
Sign in to continue to Outlook		
grahamt@oregonlegislature.	gov	
No account? Create one!		
Can't access your account?		
	Nex	đ
Sign-in options		

- 4. Select Next
- 5. If prompted, enter your network password or enter your MFA code
- 6. Your mailbox will appear



Personalizing Outlook's Online Function and Appearance

Outlook online has several general and message handling options that you can set and save as part of your profile.

To change these settings:

1. Click on the gear icon in the upper right corner.



- 2. The settings diaglog box opens
- 3. Navigate down to the settings you would like to change:
 - There are several options to choose from

Settings	Layout	Message handling	×
Q Search settings Q Search settings Mail C Calendar ⊗ People	Compose and reply Smart suggestions Attachments Rules Conditional formatting Sweep Junk email Quick steps Customize actions Sync email Message handling Envarrling	Message options When signing out Empty my deleted items folder Mark as read Mark displayed items as read as soon as they're selected Mark displayed items as read after 5 seconds Mark displayed items as read after 5 seconds Mark displayed items as read when the selection changes Don't automatically mark items as read In the unread filter Aways keep items unread unless I explicitly mark them as read 	
	Automatic replies Retention policies S/MIME Groups	Read receipts Choose how to respond to requests for read receipts. Akays send a response Never send a response Attion confirmations When I move, delete, or archive a message Image: Confirm that the action was successful	

Removing or Wiping Mobile Devices from Account

Each account may allow up to 10 devices to access it. Outlook online gives you the ability to remove a mobile device so that it will no longer have access to your account.

1. Click on the gear icon in the upper right corner.



- 2. Click General
- 3. Click Mobile devices
- 4. Hover over the device you want to delete and click the delete icon to remove the device

