## **Office 365 Outlook: Web Users Quick Start**

1. URL = <https://outlook.office.com/owa>

This address appears on our district website Staff page and is noted by the link titled: **Office 365 Outlook: Migrated Users**

1. Enter your email address in the following format: **eid@burnabyschools.ca**

(e13623@burnabyschools.ca for example)

1. Click Next



1. Enter your Email password
2. Click Sign In
3. Choose your preferred Language and Time Zone
	1. English (Canada)
	2. Pacific Time (US & Canada)
4. Click Save

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1. By default, the application displays your ‘favourite’ folders. To display all your email folders click on the ‘More’ link and the list will expand.
2. To send a new Email or create a new Calendar item click on the ‘**New**’ icon which is at the top of the navigation pane.
3. Your Outlook Calendar, Contacts, and Tasks can all be accessed via the toolbar located at the bottom of the navigation window (bottom left of the screen).
4. To log out:
	1. Click on your Initials which are located in the upper right of the screen
	2. Choose the Sign Out option from the menu.
	3. Close the browser once logged out to ensure subsequent users of the computer are not able to access your outlook content.
5. Account settings are accessed by clicking on your Initials in the upper right corner or by clicking on the ‘Gear’ icon, which is next to application help.