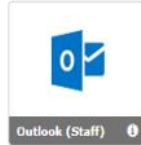



Log Into Outlook Web App

1. Go to **wakeid.wcpss.net** and enter your WakeID and Password.
2. Click **Log In**.
3. Click **Outlook (Staff)**.




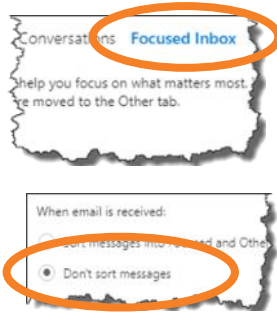
Personalize Display Settings


Change or hide Reading pane and select how messages are displayed in your Inbox.

1. In the upper right corner, click  to view Settings.
2. Click **Display settings**.

Turn Off Focused Inbox


1. Click  to view Settings.
2. Click **Display Settings**.
3. Click **Focused Inbox**.
4. Select **Don't sort messages**.
5. Click **OK**.

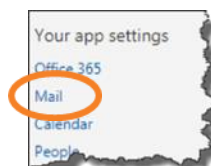


For **Help**, click  in upper right corner and enter key words in the search bar.

Mail Rules


Create rules to automatically manage mail. (e.g. automatically file all messages from a specific person into a certain folder.)

1. Click  to view Settings.
2. Under **Your app settings**, click **Mail**.
3. Under Automatic processing, click **Inbox and sweep rules**.
4. Click to add a new rule.



Email Signature

Create an email signature to easily include your name and other contact information at the end of a message.

1. Click  to view Settings.
2. Click **Mail**.
3. Under **Layout**, click **Email signature**.

NOTE: You must create an email signature for all platforms (web, client and mobile).

Turn Off Conversations

Conversations group messages by subject in your inbox. Turn off to view each message individually.

1. Click **Filter**.
2. Click **Show as**.
3. Click **Messages**.



Your contacts vs. Directory

Your contacts: Personal contacts and Contact lists you create and save.

E.g. Parents, non-WCSS employees

Directory: District managed WCPSS employees and WCPSS distribution lists.

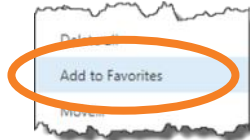
E.g. Principals, School Staff list

Add a Folder to Favorites

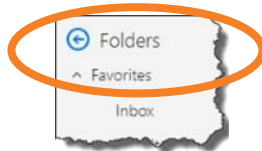
Easily keep track of important folders.

1. **Right-click** the folder under your personal folder.

2. Select **Add to Favorites**.



3. Folder will show under **Favorites**.

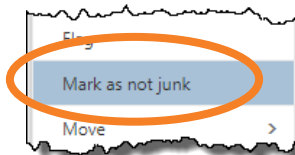


To adjust Notification sounds, go to **Settings** and click **Notifications**.

Junk Email

Safe messages can be incorrectly marked as junk.

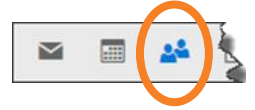
1. **Right-click** the safe email message.
2. Click **Mark as not junk**.
3. Select if you would like to send a report to Microsoft.



Create Contact List

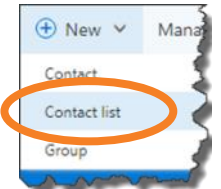
Formerly called groups in Lotus Notes. Create and manage a group of contacts.

1. Click **People**.



2. Click **New**.

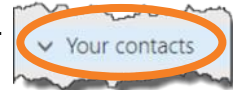
3. Click **Contact List**.



4. Enter List name and Add members.

5. Click **Save**.

6. Click **Your contacts** to view Contact lists.



To create an **Out of office message**, click  and select **Automatic replies**.

Change Profile Picture

Personalize your profile picture.

1. In upper-right corner, click **your picture**.



2. Click **camera icon**.



3. Click **Upload a new photo**.

4. Browse and select photo.

5. Click **Set as profile photo**.



Messages **cannot** be recalled using OWA.