Microsoft’s Outlook Web App for Exchange Server 2013 is a completely redesigned application that will allow you to access your mail, calendar and contacts on almost any device wherever you go. Using current versions of either Internet Explorer, Firefox, Chrome or Safari, all of your favorite Outlook features will be available.

Outlook Web App Interface:

- **New Mail**: Click to open a new mail message
- **Instant Search**
- **Folder List**: Displays the folders within your mailbox. Click the arrow next to a folder to expand it. Right click a folder to create subfolders.
- **Instant Search**
- **Message List**: View and navigate your Inbox messages.
- **Reading Pane**: Displays message details, etc.
- **Navigation Bar**: Move between your Inbox, Calendar, Contacts and Tasks
- **Built-in Help**
- **Settings**: Configure all of your mail settings.
- **Message List**: View and navigate your Inbox messages.

Signing In:

1. Open a web browser; go to “https://email.hood.edu/owa”
2. Enter your Hood User ID (hood\<user name>)
3. Enter your Hood Password
4. Click “Enter”

Understanding the Message Header:

- Sender Picture/Image
- View Sender Info
- Reply to Sender
- Reply to All
- Forward Message
- Mark message as Read or Unread
- Access more actions

Understanding the Settings “Gear”:

- **options**
- **account**
- **organize email**
- **groups**
- **site mailboxes**
- **settings**
- **phone**
- **block or allow apps**