

# Outlook Web App (OWA) Users' Guide for Waseda Mail (for faculty and staff)

## Revision History

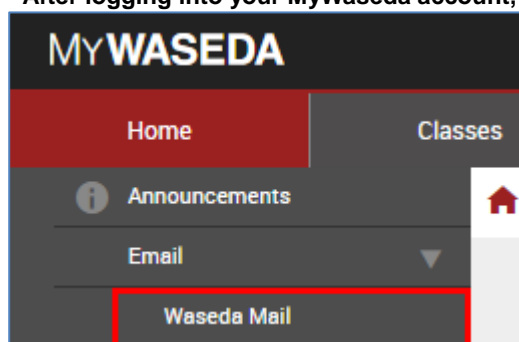
| Revision Date | Version  | Reason for Revision   | Revision Location(s)               |
|---------------|----------|-----------------------|------------------------------------|
| 2017/08/22    | Ver. 1   | Created first version | Created first version              |
| 2017/09/27    | Ver. 1.1 | Add information       | Add some specification information |
|               |          |                       |                                    |
|               |          |                       |                                    |
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## 1. Log in and log out

- 1-1. After logging into your MyWaseda account, click [Waseda Mail] under [Email] on the [Home] pane.



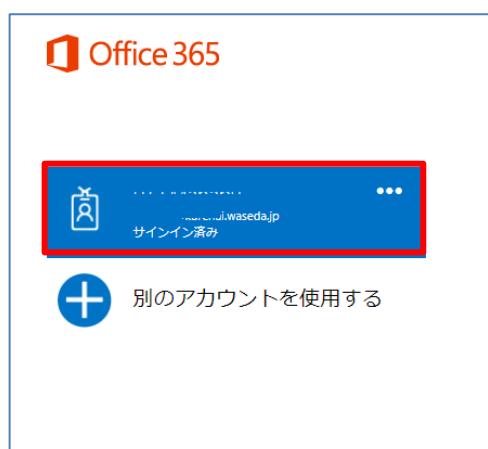
- 1-2. If you wish to access your email without using MyWaseda, access <https://outlook.office365.com/waseda.jp>. On the authentication page, enter your Waseda ID and MyWaseda login password and then click [Login].

A screenshot of the Waseda University login page. The page has a header with 'Login'. Below it is the Waseda University logo and name. A note says '(\*: 必須: Required)'. There are two input fields: 'Login ID\*' and 'Password\*', both highlighted with red boxes. A 'Login' button is at the bottom, also highlighted with a red box.

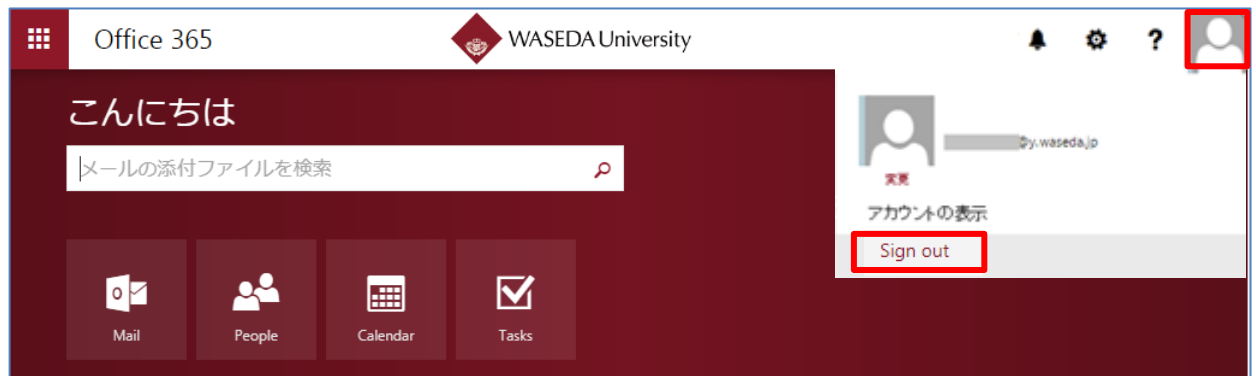
Entry / selection fields

| Field    | Setting                             |
|----------|-------------------------------------|
| Login ID | Your <b>WasedaID</b>                |
| Password | Your <b>MyWaseda login password</b> |

- 1-3. If the following screen appears, click the account you want to use.

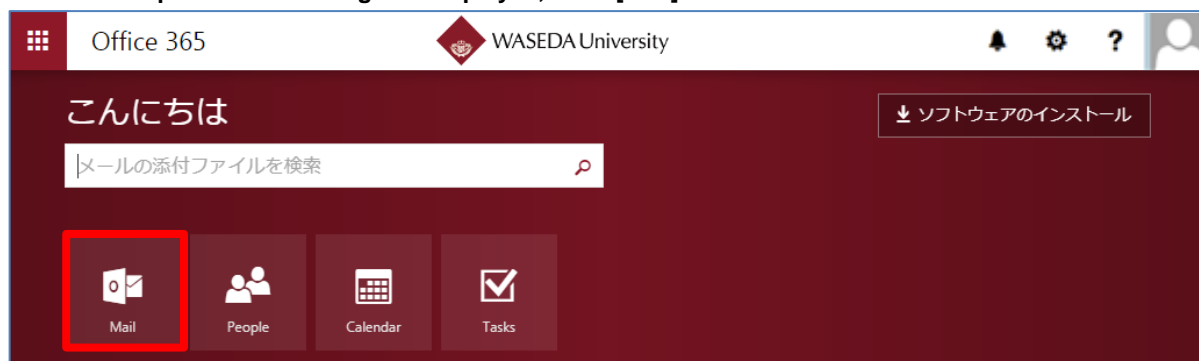


1-4. To log out, select the symbol on the navigation bar and click [Sign out].



## 2. Inbox display and screen configuration








### 2-1. If the top screen on the right is displayed, Click [Mail].






### 2-2. Screen configuration

\* The screen configuration may be different depending on the browser used.

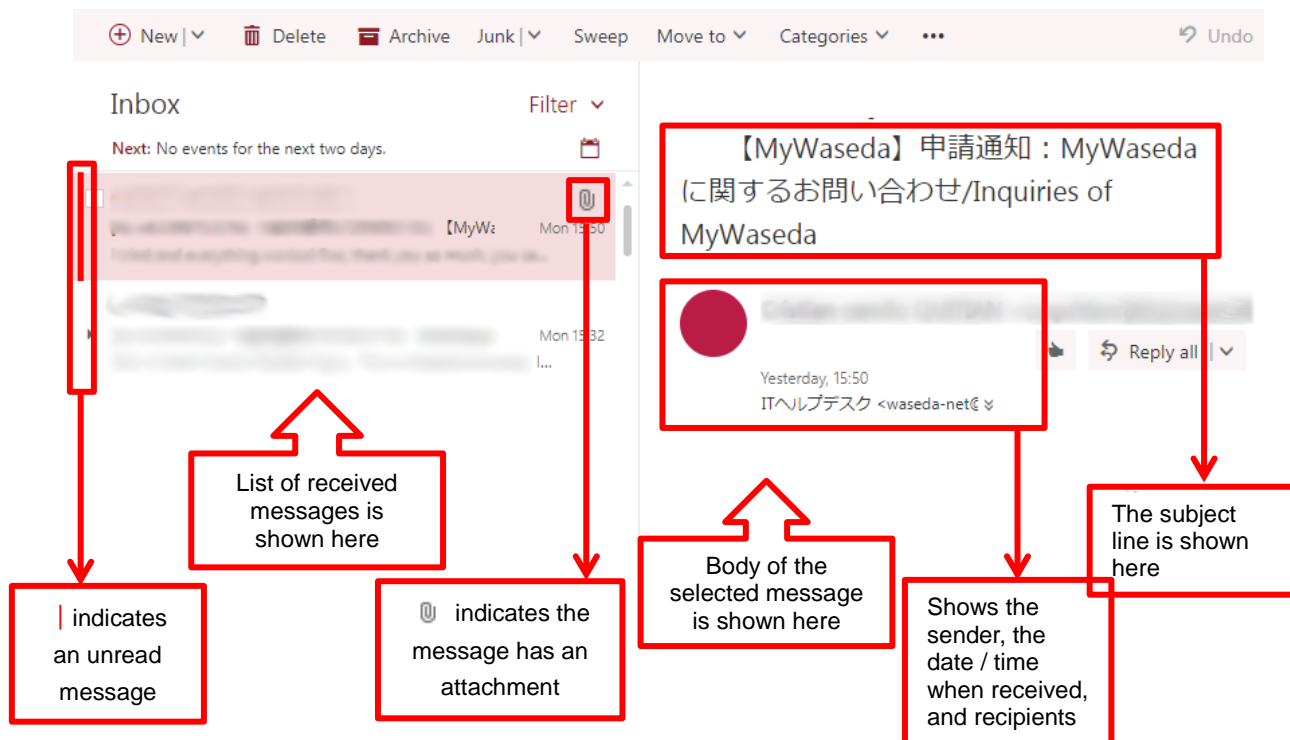


|   | Name             | Function                       | Description   |
|---|------------------|--------------------------------|---|
| 1 | New              | Create new message             | Select [  New   v ] to create a new email message.   |
| 2 | Folder list      | Folder browsing, Create folder | The folder list shows all the folders in the mailbox. This includes favorite and other folders.<br>•Clicking [More] brings up the folders for all mailboxes.<br>•Hovering your mouse cursor over [ ^Folders ] displays a button as in [ ^Folders + ], allowing you to create a new folder.<br>•Selecting [ ^ ] hides the folder list.   |
| 3 | [Search] textbox | Email search                   | When entering a keyword in the [Search Mail and People] textbox and clicking the  icon, you can search for email text or email senders.  |
| 4 | Message list     | Message list                   | In addition to displaying email messages stored in the present folder, this list shows additional information such as the number of unread messages, attachment files, flags, and categories.<br>•By selecting the downward arrow indicator [Filter  ] and selecting the [Filter], [Sort by], or [show as] options, you can alter the display format.<br>•If you select individual messages, the mini toolbar [     ] is displayed. This allow you to conduct email operations such as [Delete], [Mark as read], [Flag this message], and [Keep this message at top of your folder]. |

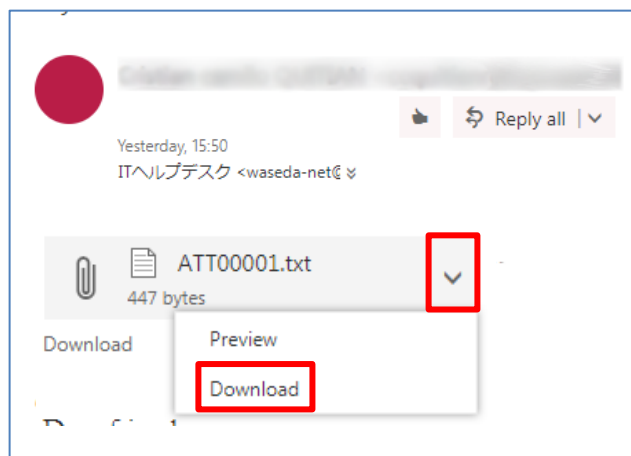
|   |                |   |  |
|---|----------------|---|--|
| 5 | Browser window | Browse, reply to, delete emails, etc.             | <p>Displays the contents of the selected message.</p> <ul style="list-style-type: none"> <li>•Using the [  Reply all   ▾ ] displayed at the upper right of the browser window allows you to conduct email operations such as [Reply], [Reply all], or [Forward].</li> <li>•A new command bar</li> </ul> <div data-bbox="655 309 1436 347" data-label="Text"> <p>[  Delete  Archive Junk   ▾ Sweep Move to ▾ Categories ▾ ... ]</p> </div> <p>is displayed at the top of the screen, allowing you to access functions such as deleting email, batch processing, moving emails etc.</p> <ul style="list-style-type: none"> <li>•Selecting other [ ... ] enables settings such as [Print] or [Create rules...].</li> </ul> |
| 6 | Settings       | Office 365 settings, Email signature, Inbox rules | Allows configuration of email signature, inbox rules, etc.   |

### 3. Browse email and downloading attachments

#### 3-1. Click the inbox or other folder to list the messages in the folder.

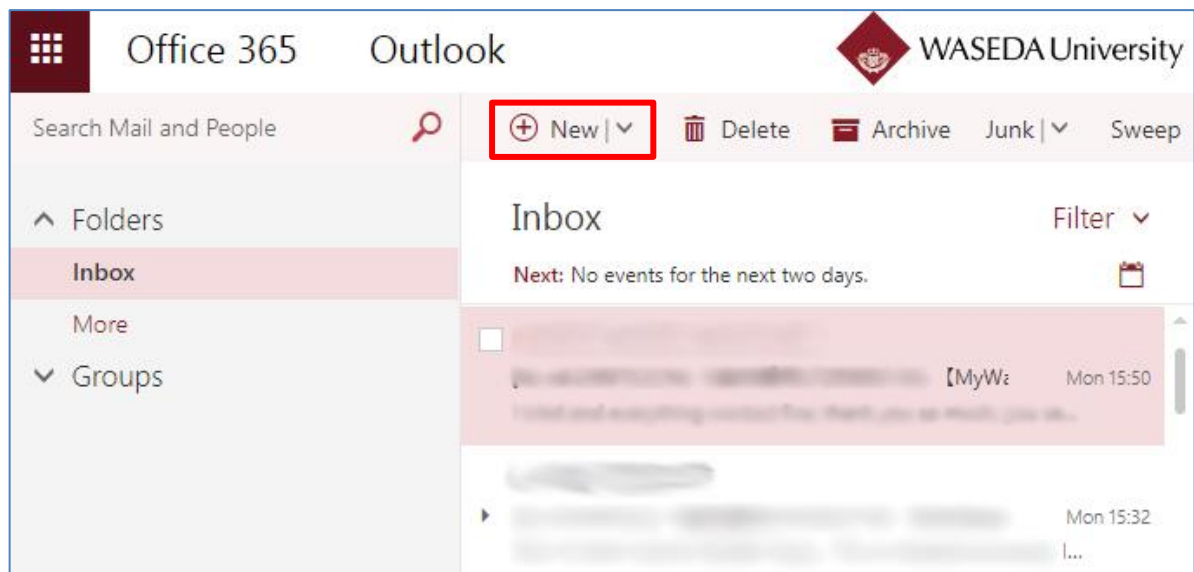


#### 3-2. To view an attached file, click the [v] icon beside the file, save the file on your computer, and then view the file.

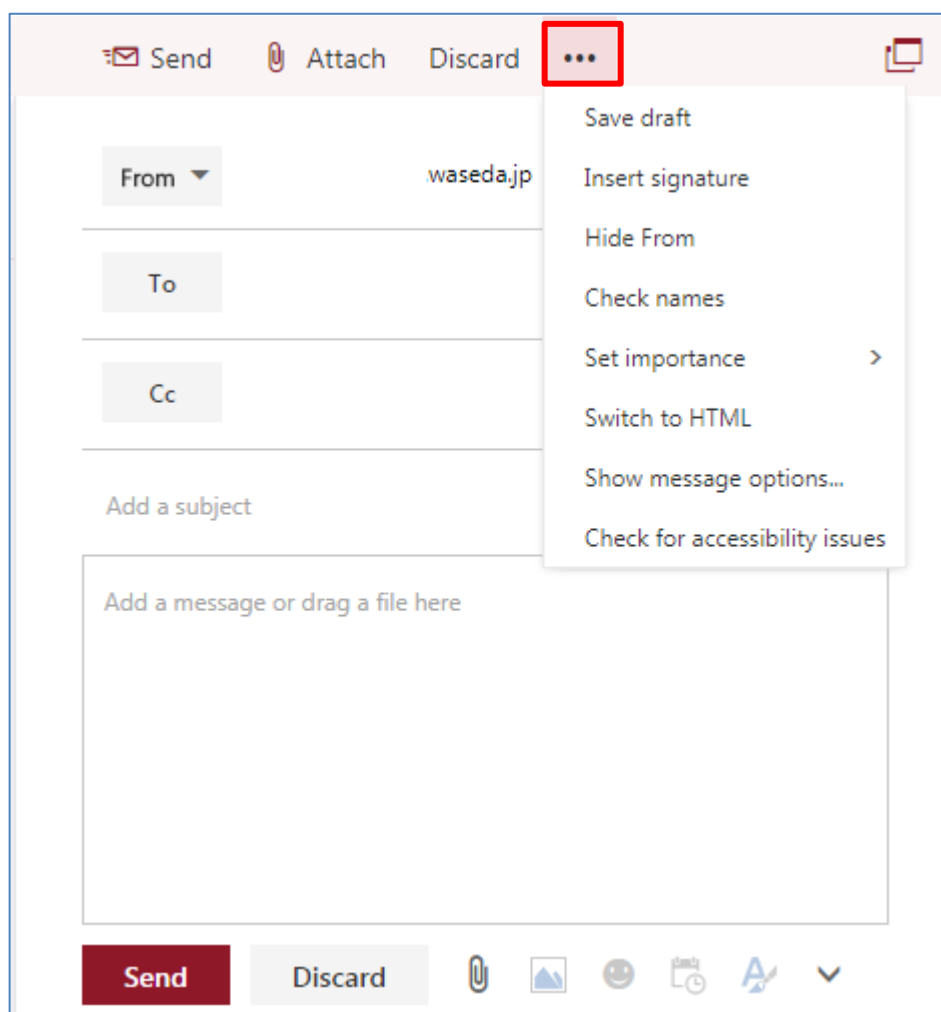


## 4. Create and send new messages

### 4-1. Select [NEW] to create a new message.



### 4-2. You can save the message as a draft and perform other commands by selecting [...] from the command bar at the top of the page.

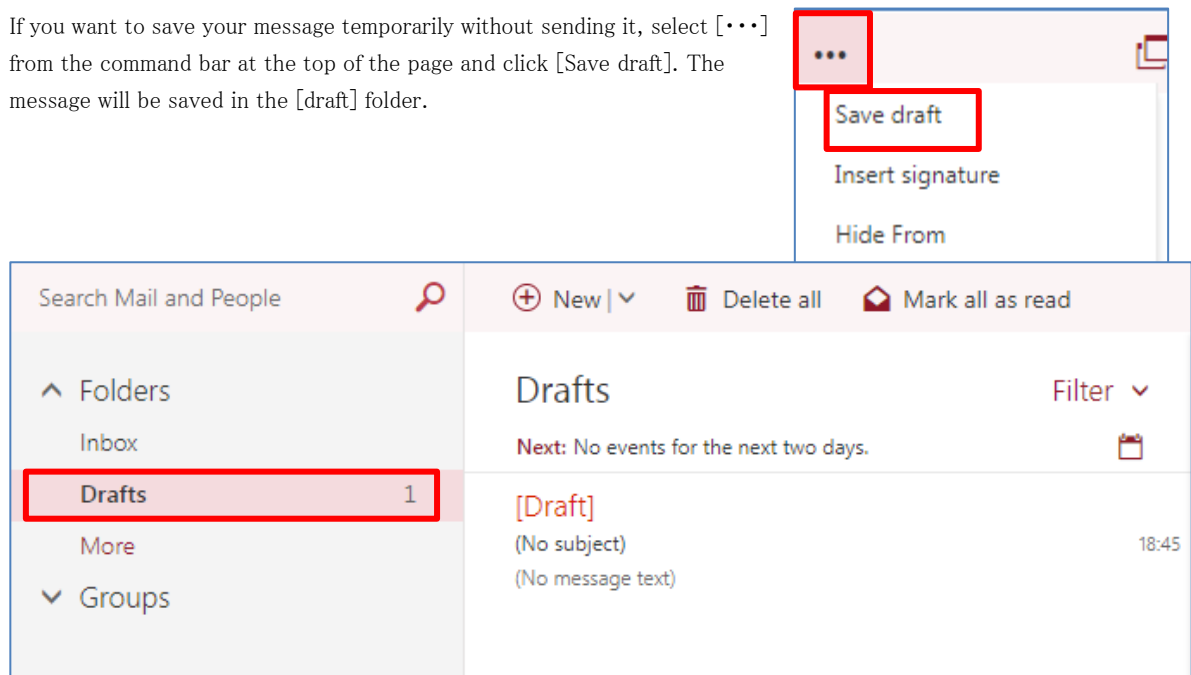




4-3. Enter the required information for each field and click the **[Send]** button.

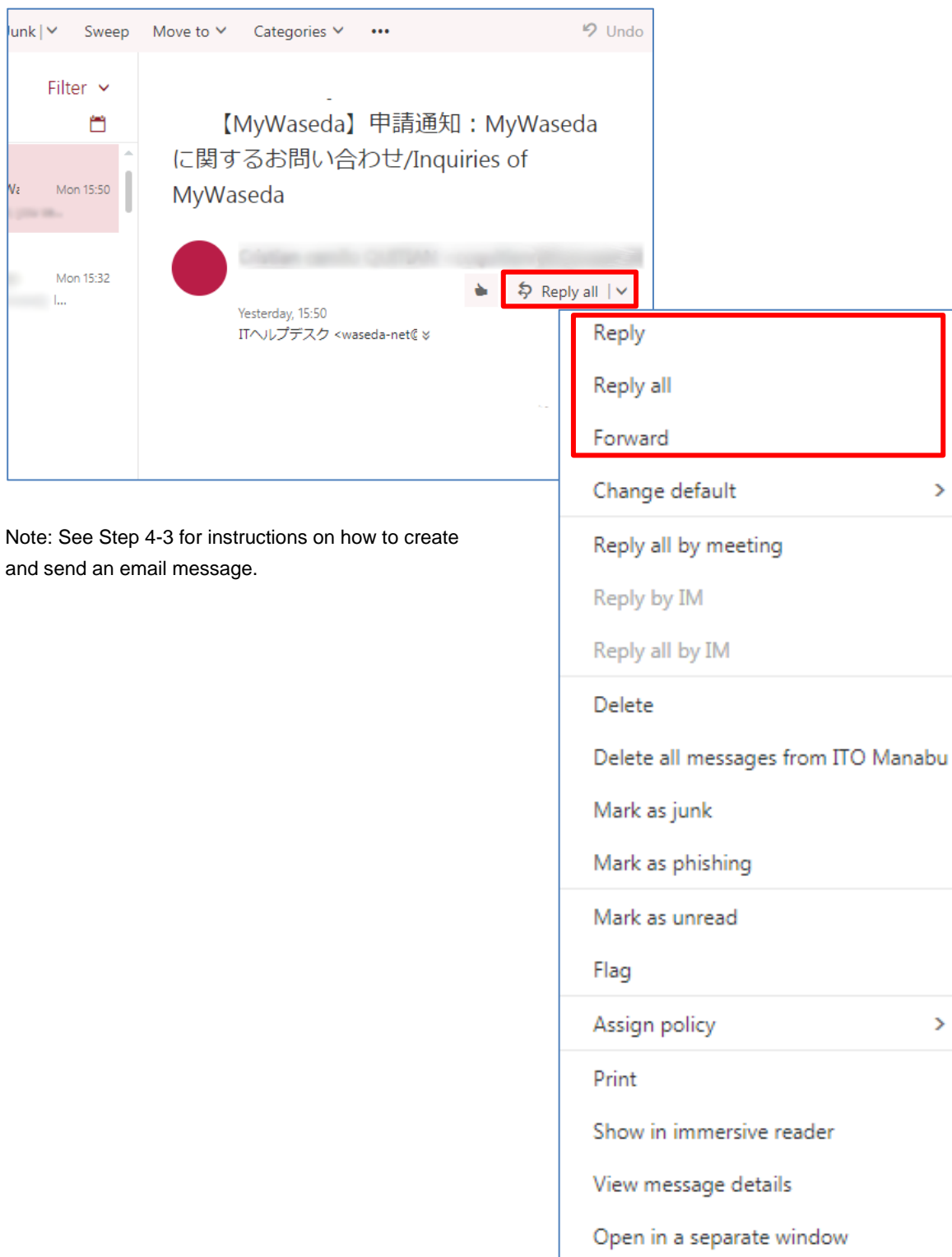
The screenshot shows the email composition interface. At the top, there is a command bar with 'Send', 'Attach', 'Discard', and a menu icon. Below this, the 'From' field is set to '.waseda.jp'. The 'To' field has a red box with the text 'Enter the destination email address'. The 'Cc' field has a red box with the text 'Enter any email addresses you want to CC to'. The 'Bcc' field is highlighted with a red box, and a red arrow points from it to a separate red box containing the text 'Click here to enter BCC addresses'. Below the address fields is a red box with the text 'Enter a subject line'. The main body of the email has a red box with the text 'Enter your message'. Below the body is a red box with the text 'Click here to attach a file to your message', with a red arrow pointing to the 'Attach' icon in the bottom toolbar. The bottom toolbar contains 'Send' (highlighted with a green border), 'Discard', and several icons for attachments, images, emojis, and formatting.

If you want to save your message temporarily without sending it, select [...] from the command bar at the top of the page and click [Save draft]. The message will be saved in the [draft] folder.



## 5. Reply to, reply to all, and forward received emails

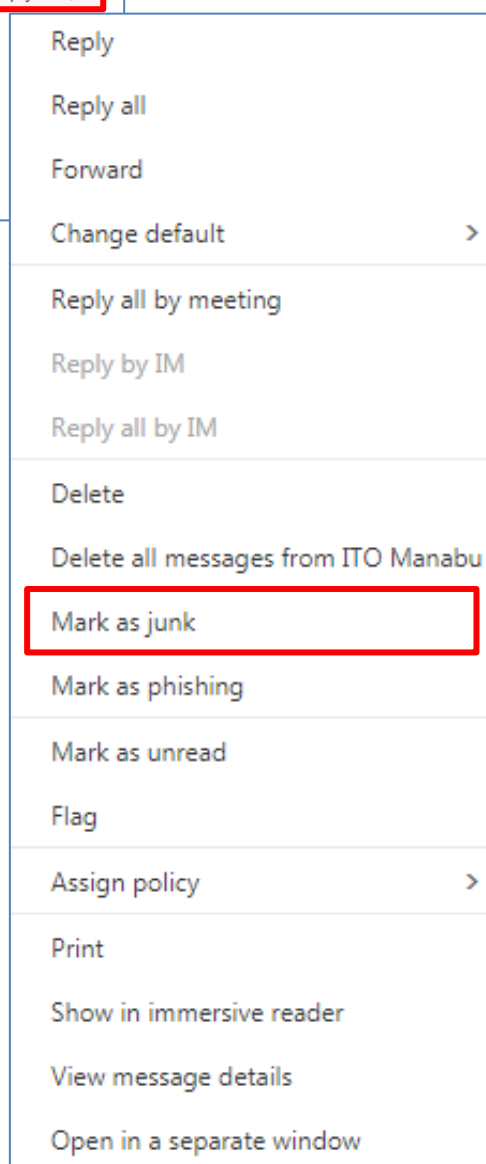
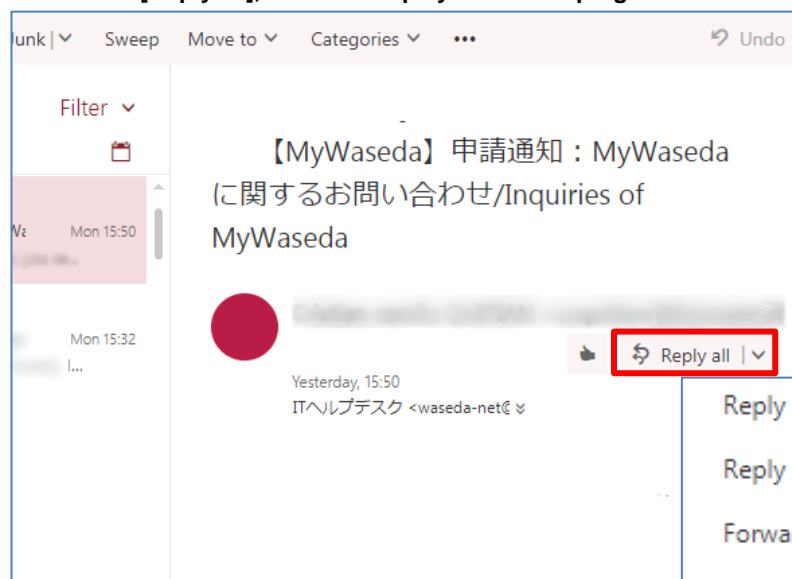
5-1. Click [Reply all], which is displayed in the top right of the browser window, to create a [Reply], [Reply all], or [Forward] message.



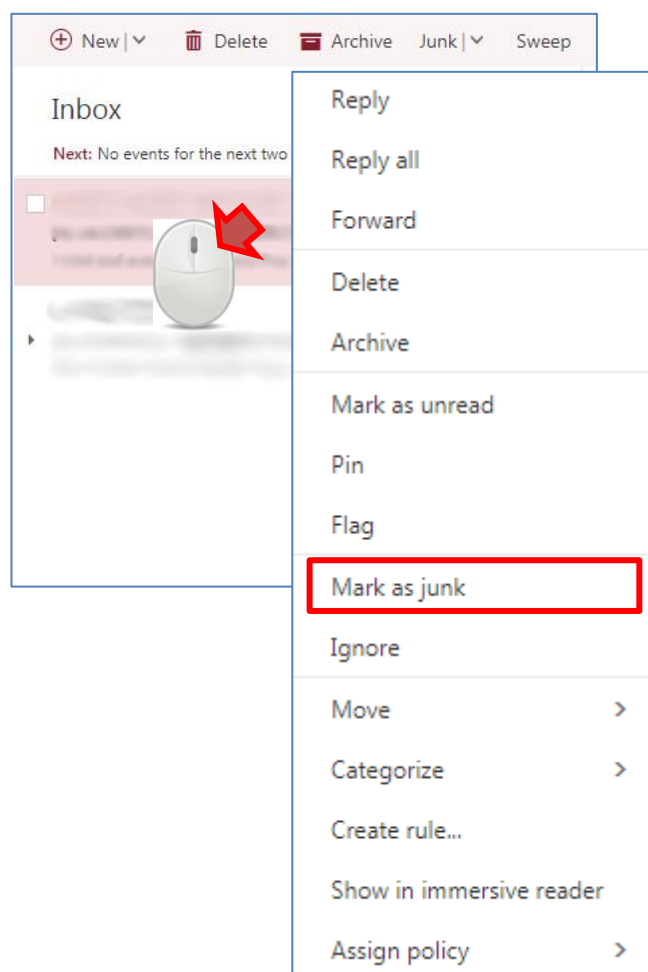
Note: See Step 4-3 for instructions on how to create and send an email message.

## 6. Mark received emails as spam

6-1. Click [Reply all], which is displayed in the top right of the browser window, and click [Mark as junk].



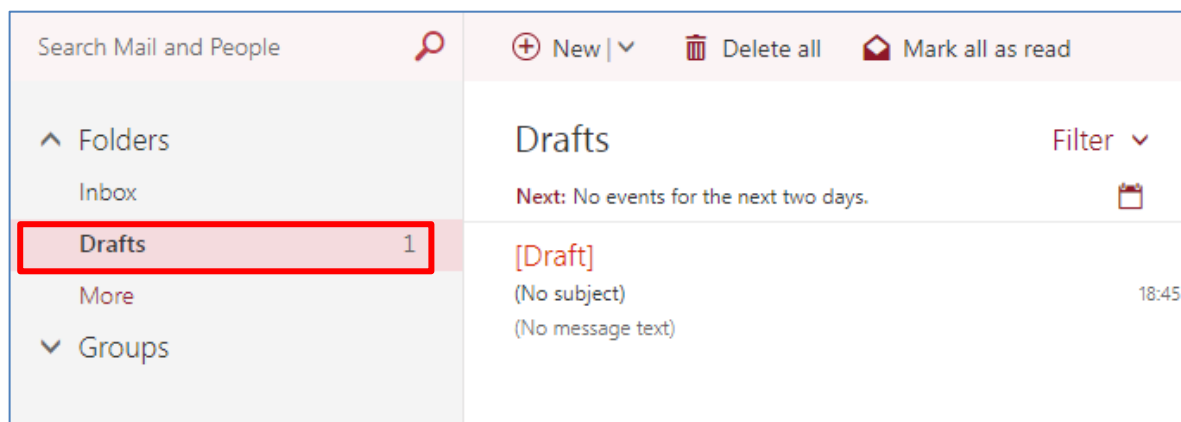
You can also mark a message as spam from the menu after right-clicking on the message in the message list.



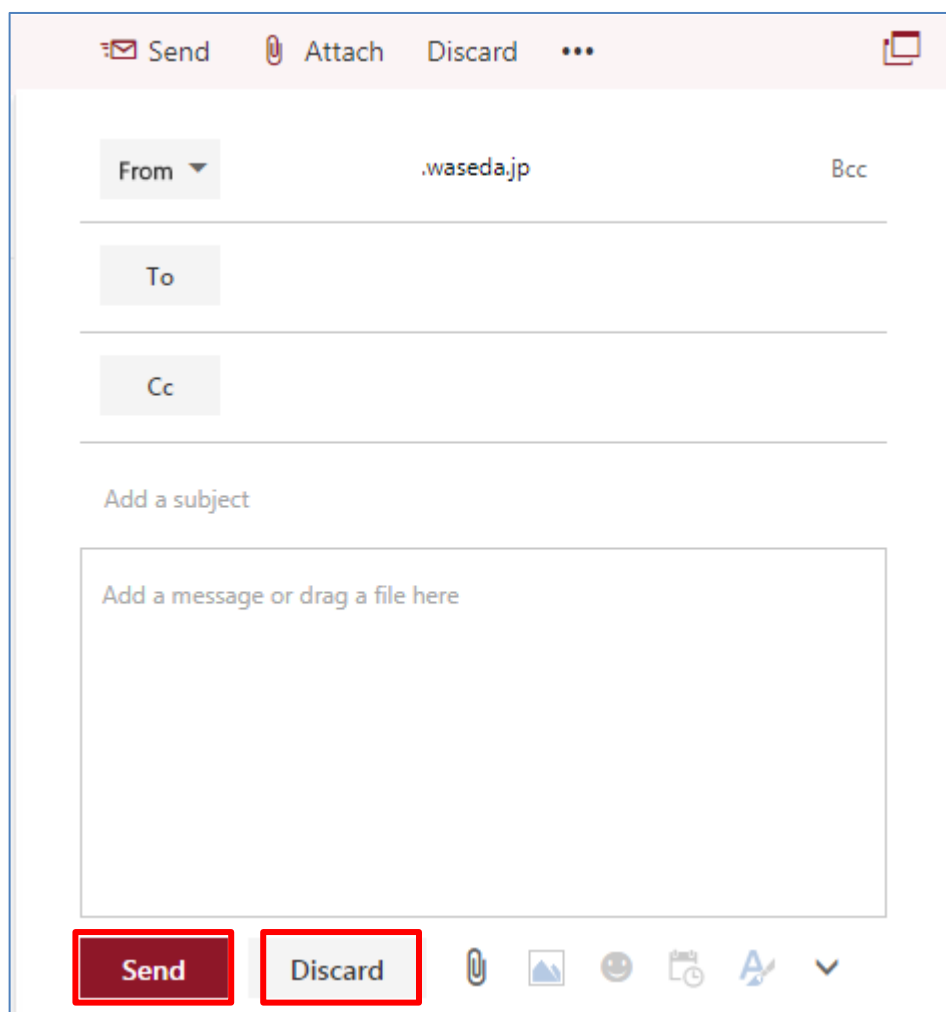
## 7. Draft message commands

### 7-1. Click the 「下書き」 folder to edit or delete saved email messages.


Created messages are automatically saved and added to the 「下書き」 folder. Therefore, if you intentionally or unintentionally cancel a message while creating it, it can be found in the 「下書き」 folder.

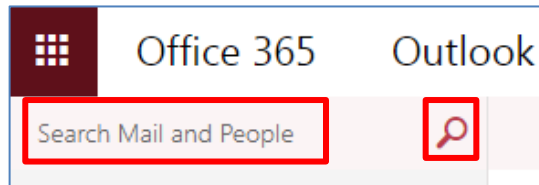


### 7-2. Select the draft message you wish to resume editing. Once you have finished creating the message, click the [Send] button. If you don't want the message, click [Discard].

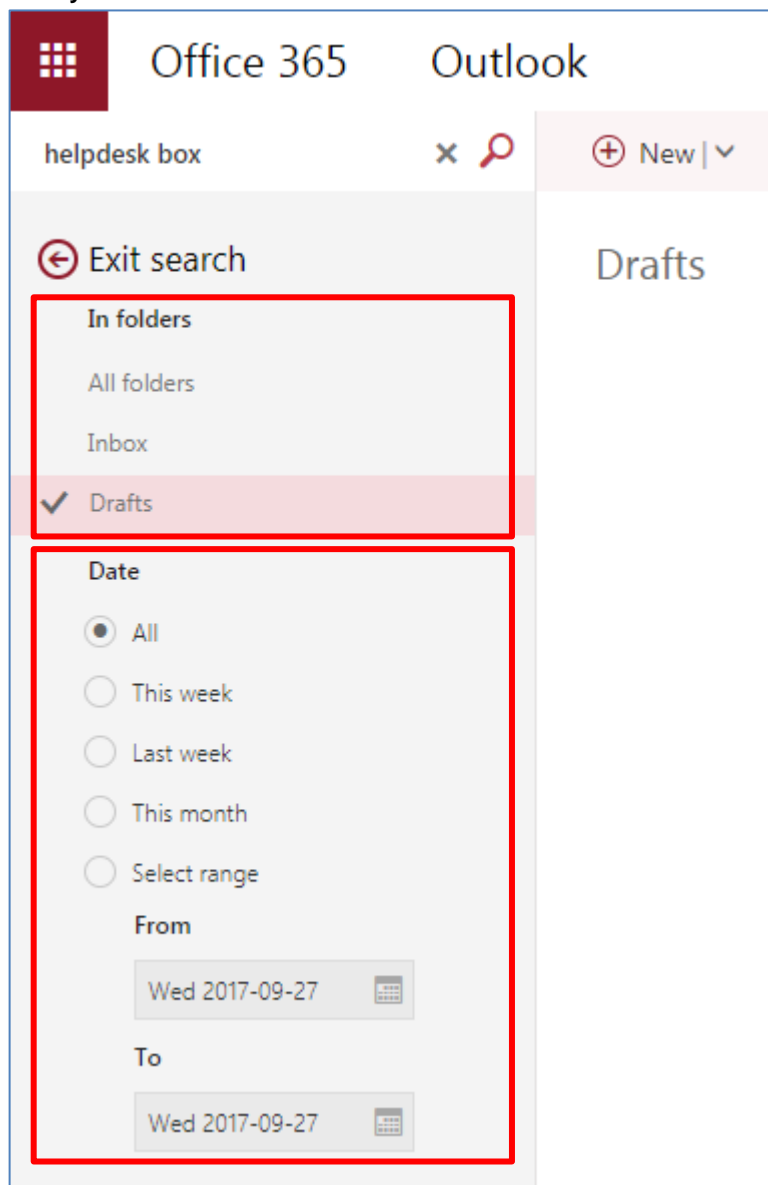


## 8. Search email messages

- 8-1. Enter the person (user name), subject line, or other term you want to search for in the [Search Mail and People] box and click the search  icon.



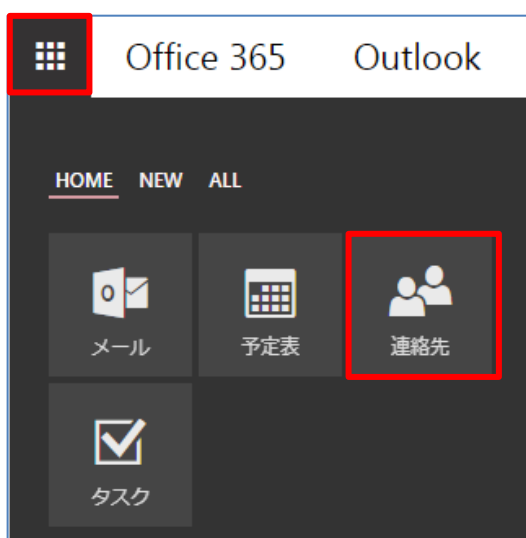
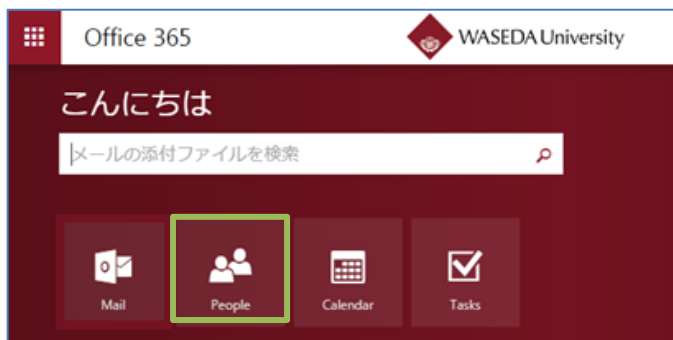
- 8-2. Select a specific folder (Inbox, for example) or select [All folders]. You can narrow search results by date as well.



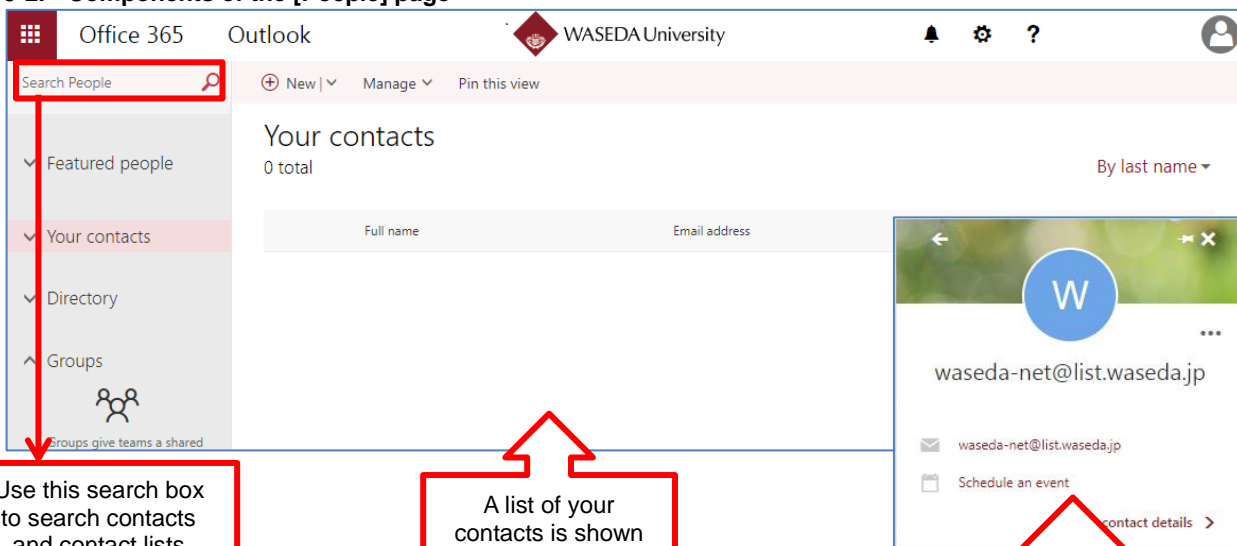
## 9. Using contacts (People)

9-1. Click [People] or [連絡先] from the Waseda Mail (Office 365) top page.

Clicking the  icon in the top right of the Mail top page jumps to the Contacts page.



### 9-2. Components of the [People] page

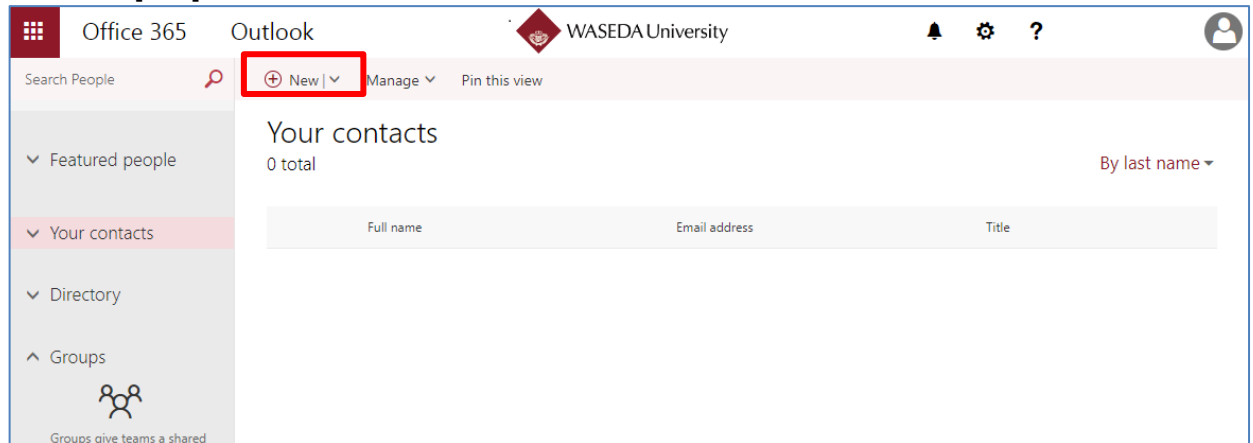


Use this search box to search contacts and contact lists

A list of your contacts is shown here

Click on contact from list, details of the contact are shown

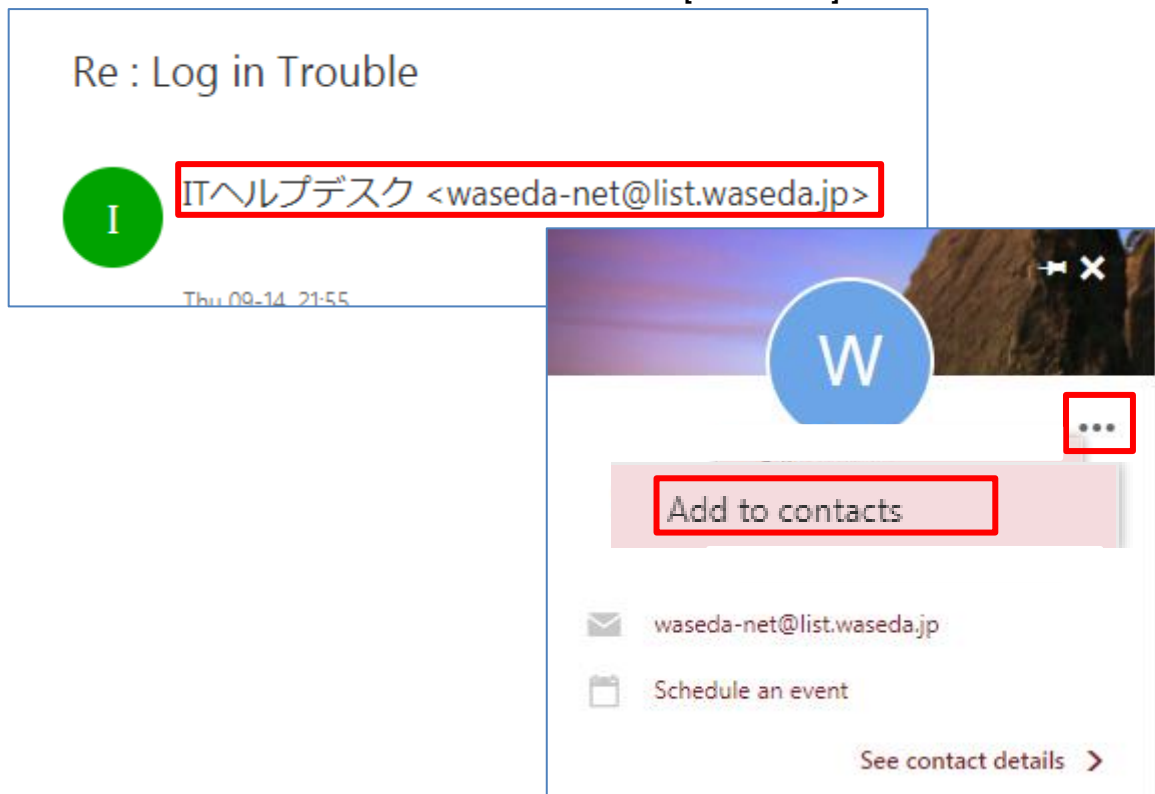
**9-3. Click [New] to create a new contact.**



**9-4. On the [Add contact] page, enter the necessary details and then click [Save].**

This screenshot displays the 'Add contact' form in Outlook. At the top, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box. The form is titled 'Add contact' and contains several input fields. A red box highlights the 'Name' section, which includes 'First name' and 'Last name' fields, a '+ Name' link, and an 'Email' section with 'Email' and 'Display as' fields. The 'First name' field contains a single character, and the 'Last name' field is empty.

9-5. To create a contact from an email message, click on the name of the sender or recipient that you wish to add from the view mail window and then click [Add contact].

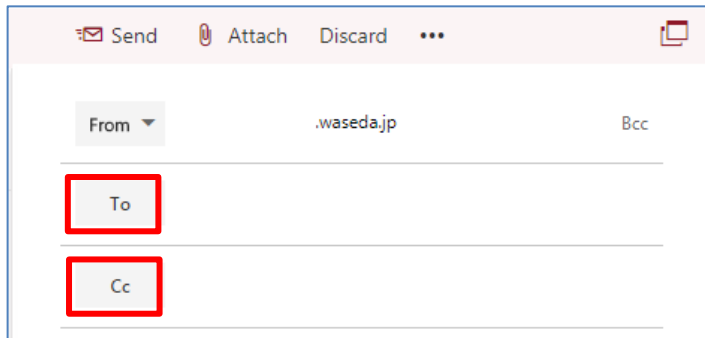


9-6. On the [Add contact] page, enter the necessary details and then click [Save].

The image shows the "Add contact" form. The "Save" button is highlighted with a red box. The form includes fields for "Name" (First name, Last name), "Email", and "Display as". A red box highlights the "Name" and "Email" sections.

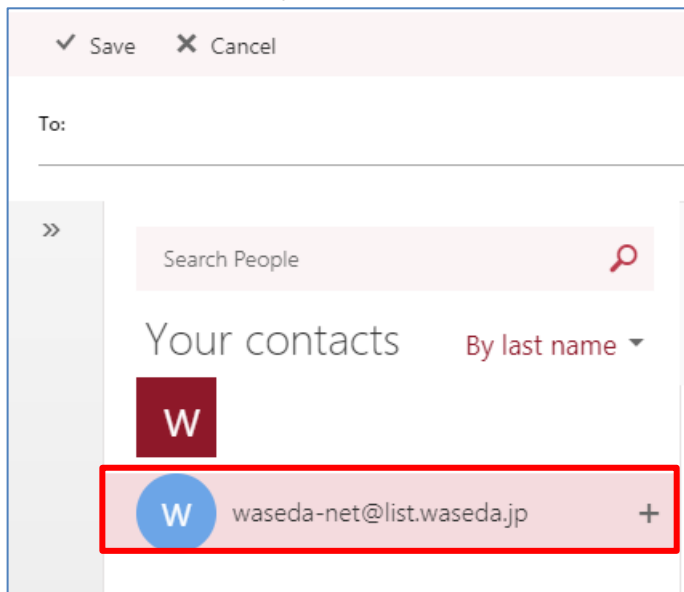


9-7. To send an email using contacts, click either [To] or [Cc] on the create message page.



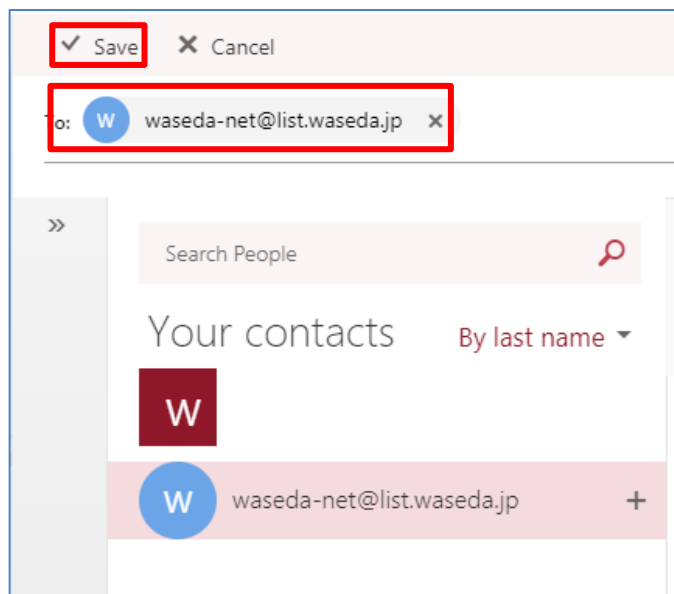
The screenshot shows the 'Create message' page with a header bar containing 'Send', 'Attach', 'Discard', and a menu icon. Below the header, the 'From' field is set to '.waseda.jp' and the 'Bcc' field is empty. The 'To' and 'Cc' fields are highlighted with red boxes, indicating they are the focus of the instruction.

9-8. Select the contact you wish to add and click [+] icon.



The screenshot shows the 'To:' field with a contact list. The contact 'waseda-net@list.waseda.jp' is highlighted with a red box, and the '+' icon is visible next to it. The contact list is titled 'Your contacts' and includes a search bar and a sort dropdown set to 'By last name'.

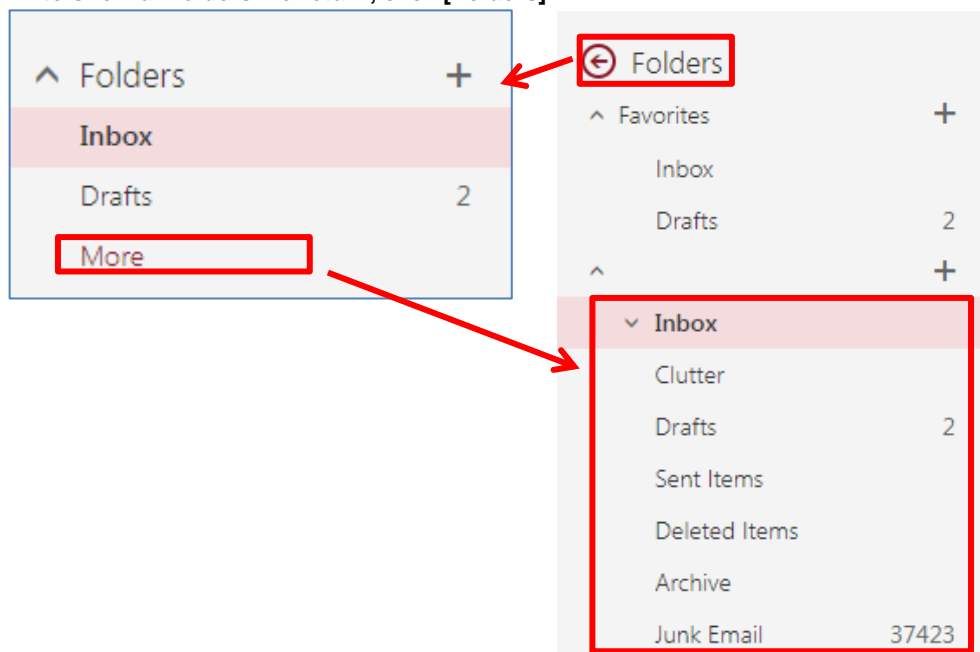
9-9. Check that the contact has been added as a recipient and then click [Save].



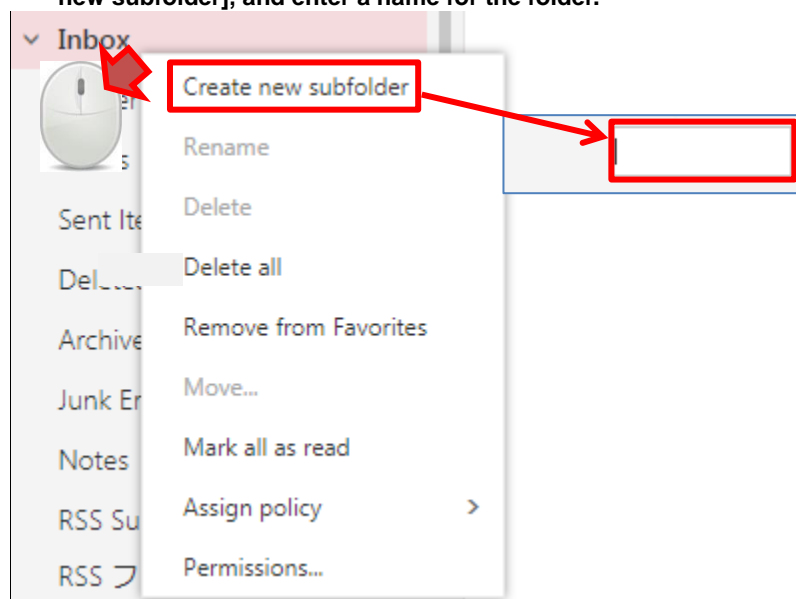
The screenshot shows the 'To:' field with the contact 'waseda-net@list.waseda.jp' added as a recipient. The 'Save' button is highlighted with a red box. The contact list is still visible below the 'To:' field.

## 10. Organize emails

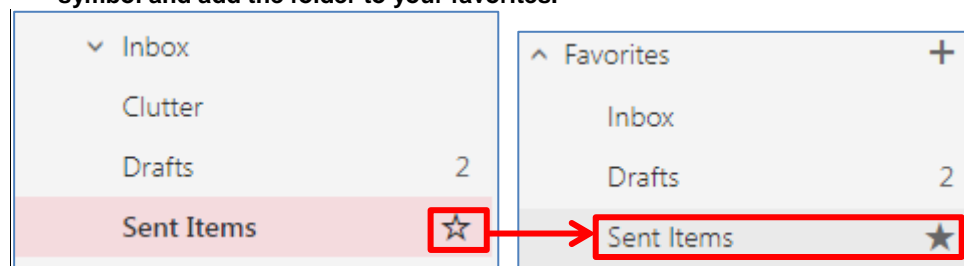
10-1. To either create or view a folder within the Inbox or another folder, click [More] from the folder list to show all folders. To return, click [Folders].



10-2. To create a folder, right-click on the folder where you want to create the new folder, click [Create new subfolder], and enter a name for the folder.



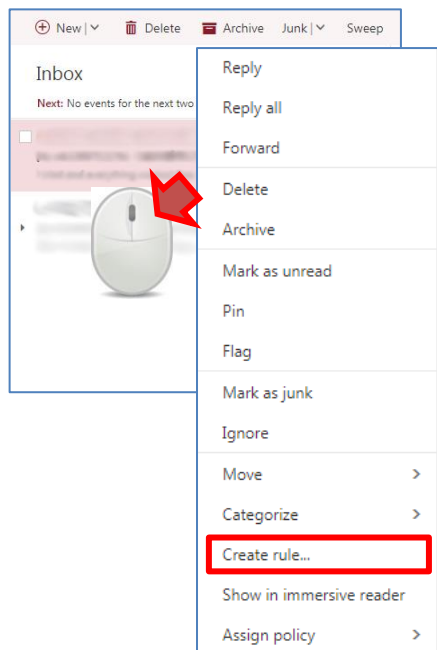
10-3. Cursor over a folder to reveal the [☆] symbol. Clicking on the symbol will change it to a [★] symbol and add the folder to your favorites.



## 11. Automatic email sorting

You can create rules to automatically sort received messages into specified folders to make organizing your messages more efficient

**11-1. Right-click on the message you want to sort from the inbox list and then click 「create rule...」.**



**11-2. The 「New inbox rule」 page will open. Create a rule and click [OK].**

A screenshot of the 'New inbox rule' dialog box. The dialog has a title bar with 'OK' and 'Cancel' buttons. The 'Name' field contains 'Move messages from waseda-net@list.waseda.jp'. Below this, there are three conditions: 'It was received from...' (waseda-net@list.waseda.jp), 'and it was sent to...' (waseda-net@list.waseda.jp), and 'and it includes these words in the subject...' (Hello). There is an 'Add condition' button. Below the conditions, there is a section 'Do all of the following' with a dropdown menu showing 'Move the message to folder...' and a 'Select one...' button. There is an 'Add action' button. Below this, there is a section 'Except if it matches any of these conditions' with an 'Add exception' button. At the bottom, there is a checkbox 'Stop processing more rules (What does this mean?)' which is checked. To the right of the dialog, there are three red boxes with arrows pointing to specific parts of the dialog: 'Enter a name for the rule' points to the 'Name' field; 'Select / enter the necessary conditions. Delete conditions with [x]. Add conditions with [Add condition].' points to the conditions section; 'Click [Select one...] to sort messages meeting the conditions into a specific folder.' points to the 'Select one...' button. Below the main dialog, there is a 'Select folder' dialog box showing a list of folders: Inbox, Clutter, Drafts, Sent Items, Deleted Items, Archive, Junk Email, Notes, and RSS Subscriptions. The 'Inbox' folder is selected. A red box with an arrow points to the 'Inbox' folder with the text 'On the select folder dialog, select the folder and click 「OK」.'.

Enter a name for the rule

Select / enter the necessary conditions. Delete conditions with [x]. Add conditions with [Add condition].

Click [Select one...] to sort messages meeting the conditions into a specific folder.

On the select folder dialog, select the folder and click 「OK」.

Note: Once the rule has been set, received messages meeting the conditions will be sorted automatically into the specified folder.

Note: Messages received before the rule was set will not be automatically sorted. Messages can be moved by right-clicking and selecting 「Move」.

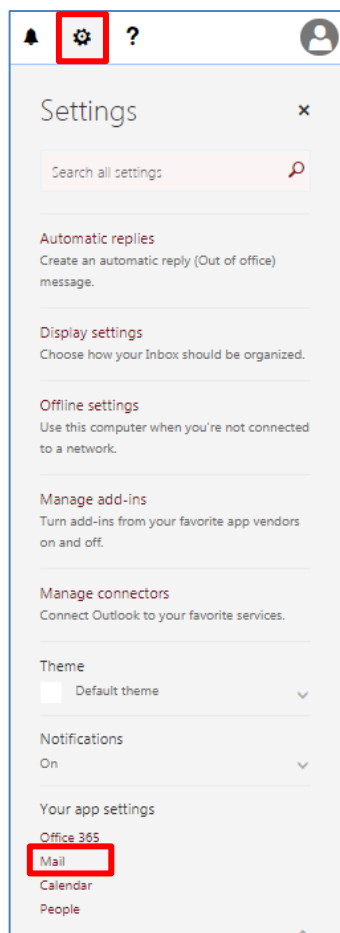
## 12. Automatic email sorting (forward all or specific emails)

You can forward messages containing specific information to another email address.

Note: You cannot forward messages placed in the spam folder.

**12-1. Click the [Setting] icon at the top right of the top page and then click [Mail] under [Your app settings] at the bottom of the settings menu.**

**Note: You may have to scroll to the bottom of the menu depending on your computer.**



"13. Automatic forwarding of emails" differs greatly in the following points.

Point1: You can set the forwarding address more than two

Point2: Spam mails will not be forwarded.



Note

12: Automatic email sorting (forward specific emails) :

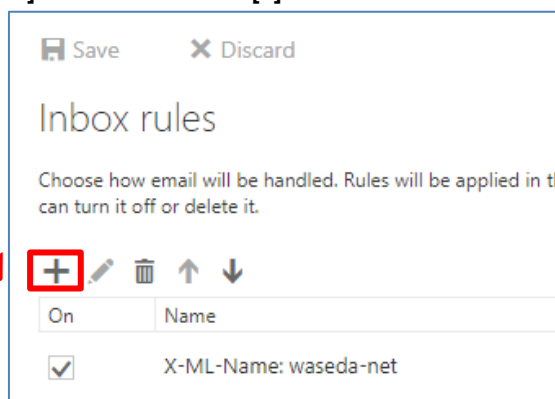
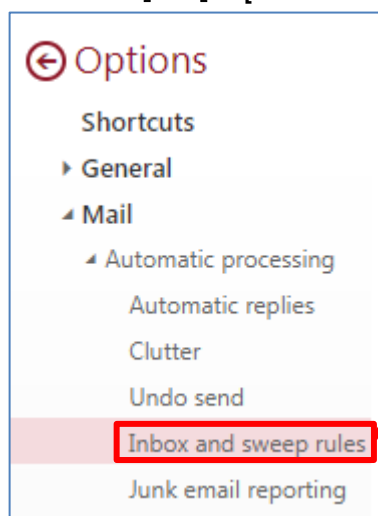
You can set the forwarding address more than two

13: Automatic forwarding of emails :

You can set the only one forwarding address

If you set up both "12" and "13", only "13" of setting will be valid.

**12-2. Click [Mail] > [Inbox and sweep rules] and then click the [+] icon.**



**12-3. [New inbox rule] page will open. Create a rule for forwarding messages.**

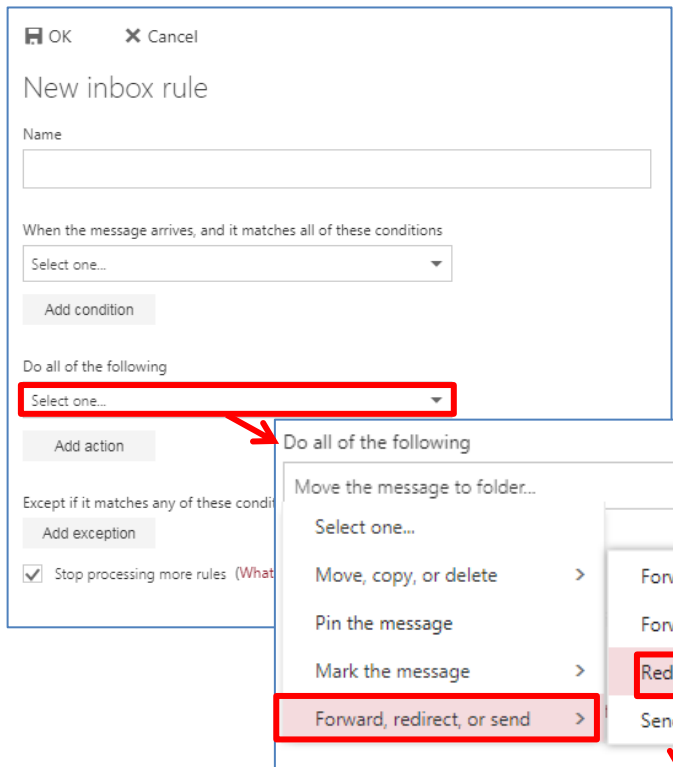
The screenshot shows the 'New inbox rule' dialog box. It has a title bar with 'OK' and 'Cancel' buttons. The main title is 'New inbox rule'. Below it is a 'Name' field. The first section is 'When the message arrives, and it matches all of these conditions', which contains a 'Select one...' dropdown and an 'Add condition' button. The second section is 'Do all of the following', which contains a 'Select one...' dropdown and an 'Add action' button. The third section is 'Except if it matches any of these conditions', which contains an 'Add exception' button. At the bottom, there is a checkbox labeled 'Stop processing more rules (What does this mean?)' which is checked. Red arrows point from text boxes to specific elements: 'Enter a name for the rule' points to the 'Name' field; 'Select / enter the necessary conditions Delete conditions with [x]. Add conditions with [Add condition].' points to the 'Select one...' dropdown in the first section; 'Select / enter actions for messages that match the conditions Delete actions with [x]. Add actions with [Add action].' points to the 'Select one...' dropdown in the second section.


**12-4. On [When the message arrives, and it matches all of these condition] dialog, select and input condition you want.**

The screenshot shows the 'New inbox rule' dialog box with the 'When the message arrives, and it matches all of these conditions' dialog open. The 'When the message arrives, and it matches all of these conditions' dialog has a 'Select one...' dropdown and an 'Add condition' button. The 'Select one...' dropdown is open, showing a list of conditions: 'It was sent or received', 'It includes these words', 'My name is', 'It's marked with', 'It's', 'Its size is within the specified range...', and 'It's received within a specific date span...'. The 'It includes these words' condition is selected. A red arrow points from the 'It includes these words' condition to the 'Specify words or phrases' dialog. The 'Specify words or phrases' dialog has a text input field and a '+' button. A red arrow points from the '+' button to the text input field. A note box says: 'Note: If you want to forward all messages, select [Apply to all messages]'. The 'Apply to all messages' option is visible at the bottom of the 'When the message arrives, and it matches all of these conditions' dialog.

**12-5. On right-hand [Specify word or phrases] dialog, enter the words and phrases you want to set as conditions and click the [+] icon to add them. (You can add multiple words and phrases.)**

**12-6. On the [Do all of the following] dialog, click [Forward, redirect or send].**



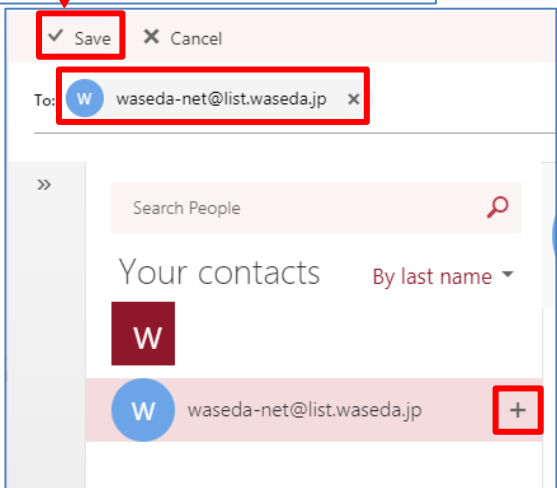
 **Forward the message to...**  
When automatically sending messages received with the sorting rule, "FW:" designation is added to the beginning of the subject line.

**Redirect the message to...**  
When redirecting a message received with a sort rule automatically, the message is not changed and sent to the account specified in the rule. It seems to the recipient that the message is being sent directly from the original sender.

**The function commonly called "Forward" means "Redirect" in Office 365.**

**12-7. On the right-hand [Redirect the message to...] dialog, enter the forwarding email address and then click [Save].**

Note: You can add saved email addresses by clicking the [+] icon. (You can add multiple addresses.)





Note: Mail addresses that do not conform to the international regulation of the form of mail address may not be able to set up forwarding.

Example 1: "." Is used at the end of the local part

abc. @ Example.com

Example 2: "." Is contiguous

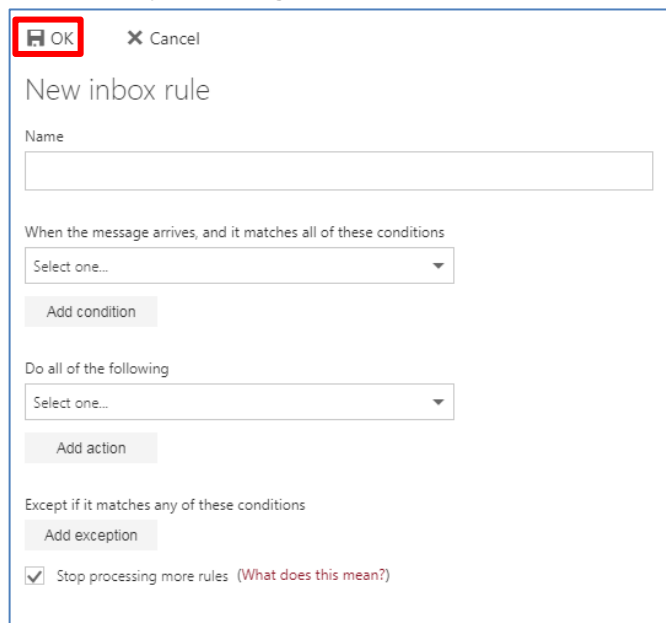
abc..123 @ example.com

If transfer to an e-mail address that does not conform to the regulations is mandatory, please set it by the description method sandwiching the left part of the @ mark in double quotes as shown below.

Description example

aaa. @ Example.jp → "aaa."@example.jp

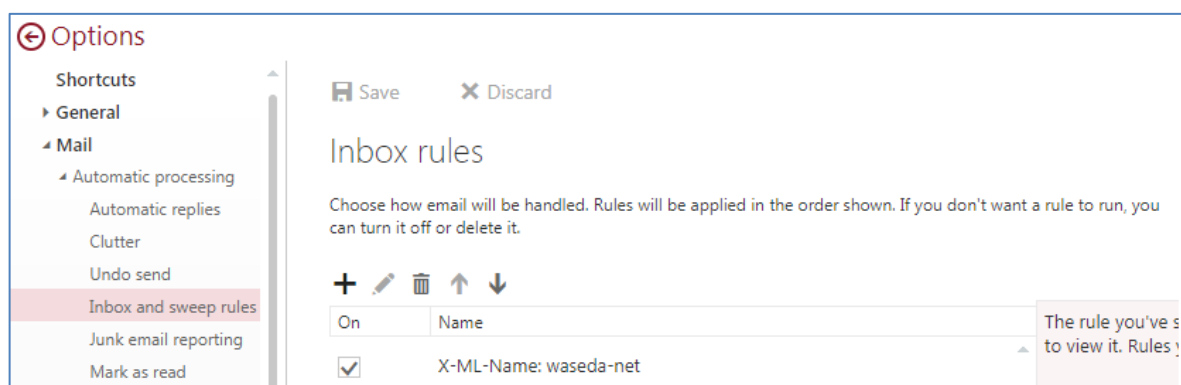
**12-8. Check your settings and then click the [OK] button.**



The screenshot shows a 'New inbox rule' dialog box. At the top, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'. Below the buttons is the title 'New inbox rule'. Underneath is a 'Name' label followed by a text input field. Below that is a section titled 'When the message arrives, and it matches all of these conditions' with a 'Select one...' dropdown menu and an 'Add condition' button. Below this is another section titled 'Do all of the following' with a 'Select one...' dropdown menu and an 'Add action' button. Below that is a section titled 'Except if it matches any of these conditions' with an 'Add exception' button. At the bottom, there is a checkbox labeled 'Stop processing more rules' (with a link 'What does this mean?') which is checked.

**12-9. You can check inbox rules you created from the [Settings] icon > [Your app settings] > [Mail] > [Mail] > [Inbox and sweep rules].**

Note: You can apply "Edit", "Delete", "Add", "Enable / Disable", and other commands on rules.

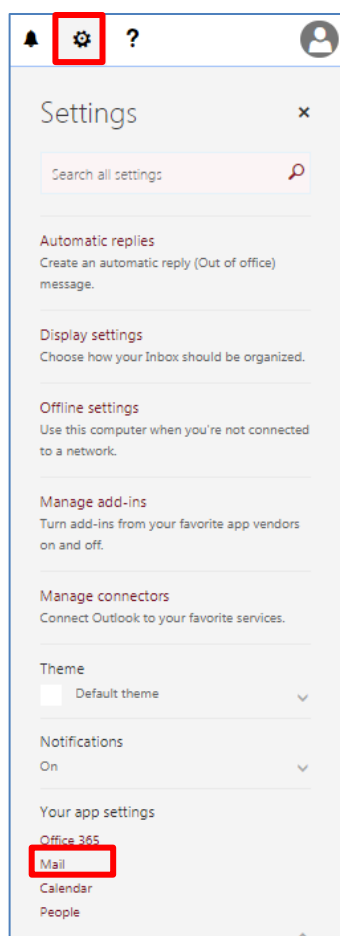


The screenshot shows the 'Options' screen. On the left is a sidebar with a list of settings: 'Shortcuts', 'General', 'Mail', 'Automatic processing', 'Automatic replies', 'Clutter', 'Undo send', 'Inbox and sweep rules' (highlighted), 'Junk email reporting', and 'Mark as read'. The main area is titled 'Inbox rules' and has 'Save' and 'Discard' buttons at the top. Below the title is a description: 'Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.' Below this is a list of rules. The first rule is 'On' with a 'Name' field and a checkbox. The second rule is 'X-ML-Name: waseda-net' with a checkbox. A tooltip on the right says 'The rule you've s to view it. Rules !'.

## 13. Automatic forwarding of emails

13-1. Click the [Setting⚙️] icon at the top right of the top page and then click [Mail] under [Your app settings] at the bottom of the settings menu.

**Note:** You may have to scroll to the bottom of the menu depending on your computer.



"12: Automatic email sorting (forward specific emails)" differs greatly in the following points.

Point1: You can set the only one forwarding address

Point2: Spam mails will also be forwarded.



**Note**

12: Automatic email sorting (forward specific emails) :

You can set the forwarding address more than two

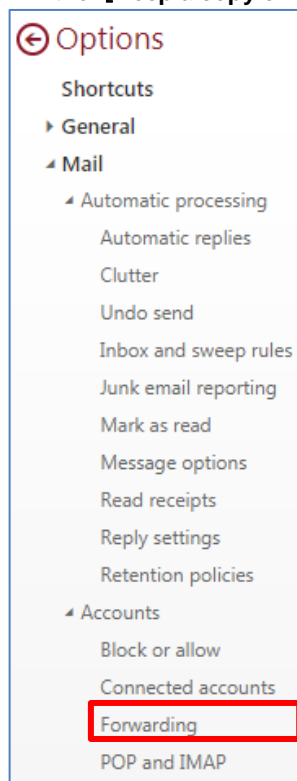
13: Automatic forwarding of emails :

You can set the only one forwarding address

If you set up both "12" and "13", only "13" of setting will be valid.



13-2. Click [Mail] > [Forwarding] and select [Start forwarding]. Enter the forwarding email address in "Forward my email to:" and click [Save]. To have forwarded messages remain in Office 365, check the [Keep a copy of forwarded messages] check box.



Note: Mail addresses that do not conform to the international regulation of the form of mail address may not be able to set up forwarding.

Example 1: "." Is used at the end of the local part

abc. @ Example.com

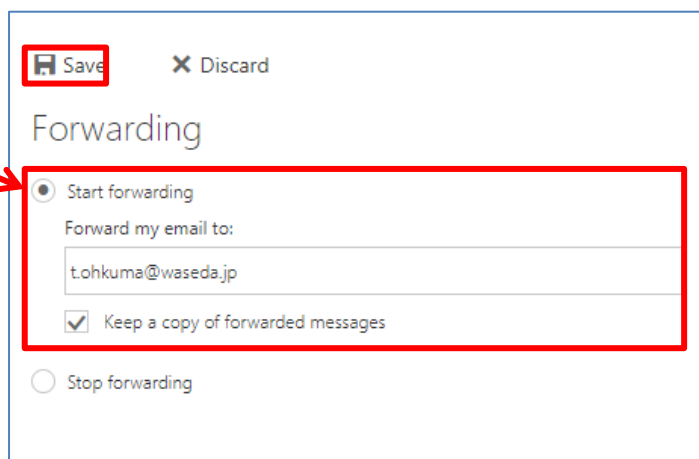
Example 2: "." Is contiguous

abc..123 @ example.com


If transfer to an e-mail address that does not conform to the regulations is mandatory, please set it by the description method sandwiching the left part of the @ mark in double quotes as shown below.

Description example

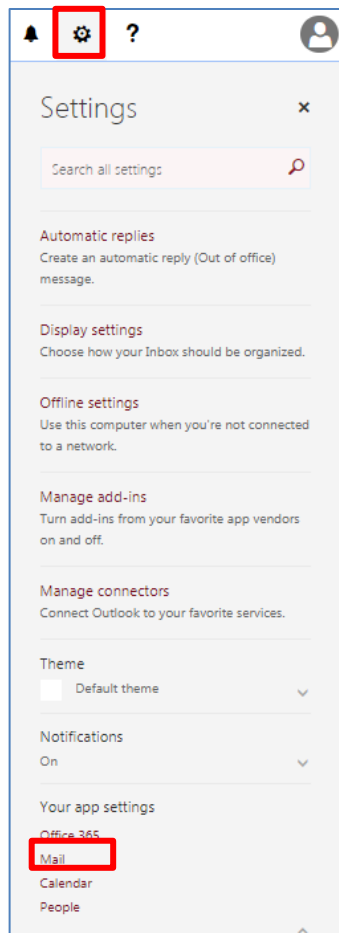
aaa. @ Example.jp → "aaa."@example.jp



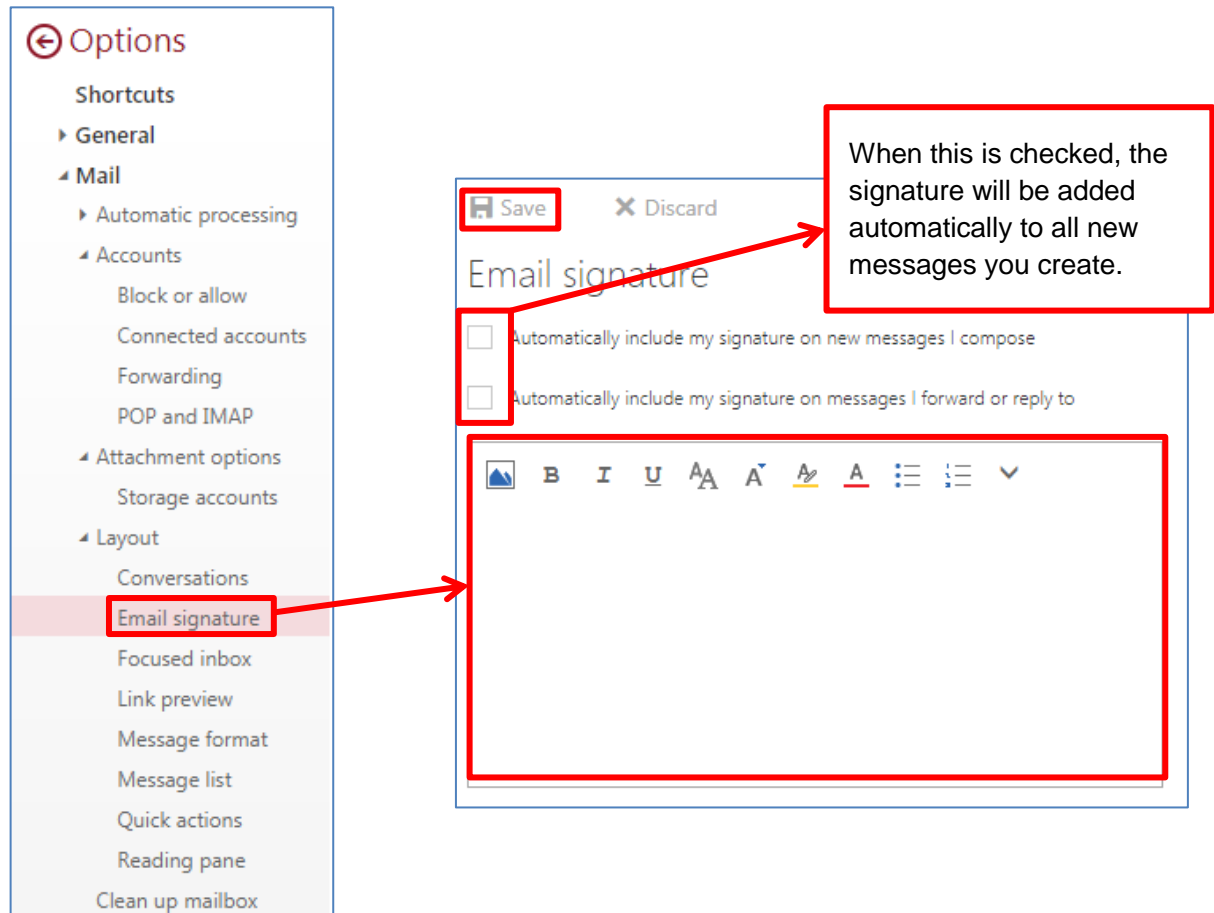
## 14. Configuring signatures

14-1. Click the [Setting 

**Note:** You may have to scroll to the bottom of the menu depending on your computer.



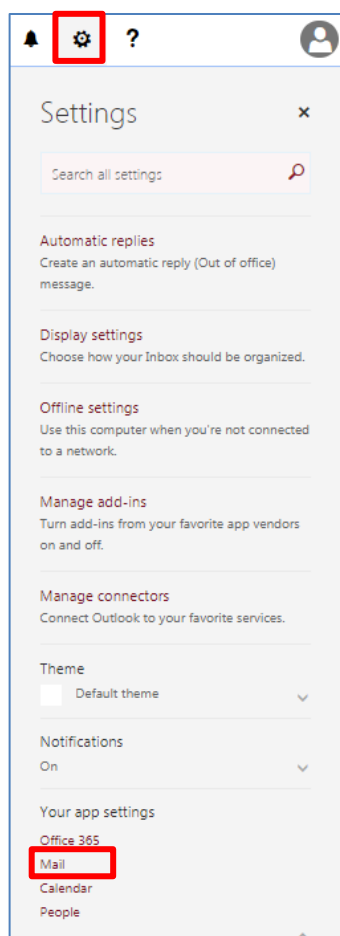
14-2. Click [Mail] > [Email signature], enter a signature, and click [Save].



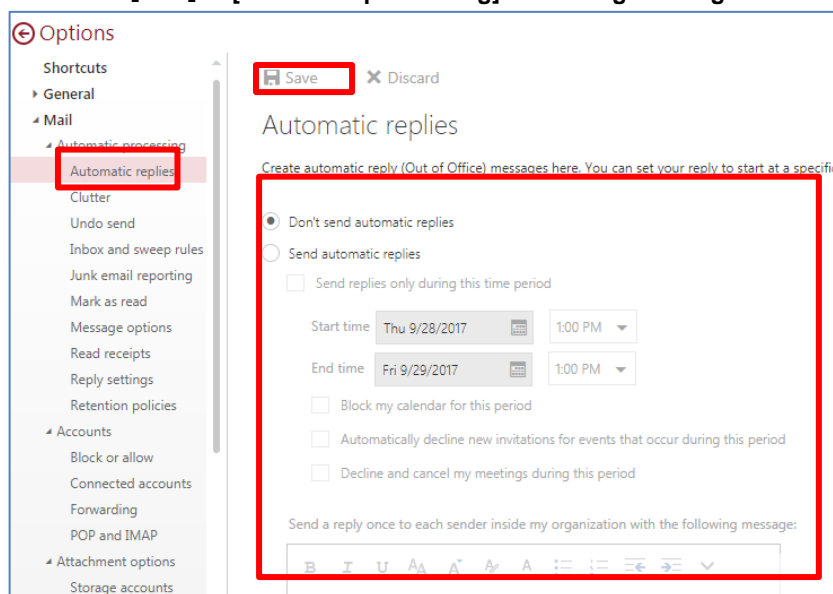
## 15. Configuring out-of-office messages

**15-1. Click the [Settings] icon at the top right of the top page and then click [Mail] under [Your app settings] at the bottom of the settings menu.**

**Note:** You may have to scroll to the bottom of the menu depending on your computer.



**15-2. Click [Mail] > [Automatic processing] and change settings as needed. Then click [Save].**



In the [Automatic processing], there are two setting fields for inside and outside the organization, so if you do not specify it in particular, please set both.

## 16. Contact us

**16-1. If you experience problems with any of these operations, please contact us at the following address.**

Waseda Mail Contact Office

IT Help Desk

Email: [waseda-net@list.waseda.jp](mailto:waseda-net@list.waseda.jp)