Logon to Outlook Web App
1. Launch a web browser.
2. Enter http://webmail.hws.edu
3. Enter your HWS username and password, then click Sign in.
   **Note:** The new version is mobile friendly, no need to use the light version.

Create New E-mail
1. Click New Mail
2. Begin typing in the To: field or to search for an address click To:
3. Click Send

Delete E-mail
1. Click on the message you want to delete in the message list
2. Click on the red X

Reply Options
- **REPLY**
- **REPLY ALL**
- **FORWARD**
1. Click the corresponding button
2. Begin typing your message
3. Click Send

Set Automatic Replies
1. Click the settings gear to the right of your name in the upper right corner
2. Click Set Automatic Replies

Folder List
Contains all folders being stored on the server.

Favorite Folders
Contains Inbox, Sent and Deleted folders as well as any folder you have added.

View Buttons
Use to switch between your mailbox, calendar, contact list (people), and Tasks.

Turn Off Conversation View
1. Click Conversations By Date
2. At the bottom of the menu under Conversations, click Off