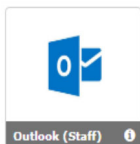# WAKE COUNTY PUBLIC SCHOOL SYSTEM

Outlook Web App (OWA): Quick Start Guide

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.
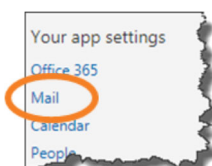
Email Signature

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**.
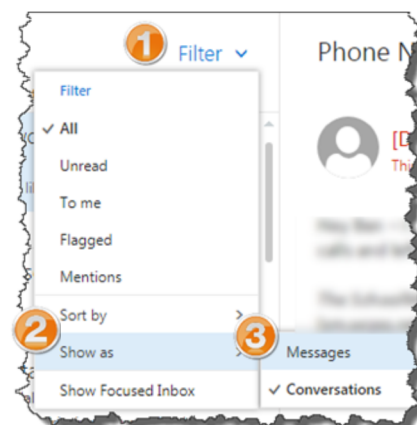
Your contacts vs. Directory

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.

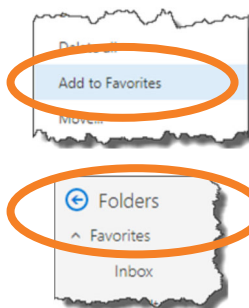E.g. Principals, School Staff list

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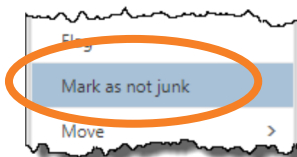
3. Folder will show under **Favorites**.

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

Junk Email

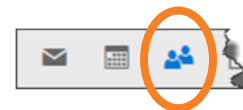Safe messages can be incorrectly marked as junk.

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.
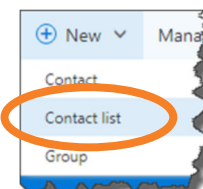
Create Contact List

Formerly called groups in Lotus Notes. Create and manage a group of contacts.
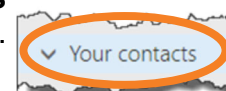
1. Click **People**.

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.