Outlook Web App (exchange.chapman.edu)

This guide will cover the basics and navigation for the new Outlook Web App. For advanced features or additional questions and trainings, please feel free to email Service Desk at servicedesk@chapman.edu, call at 714-997-6600 or visit us at our desk located along the wall at the 1st Floor of Leatherby Libraries.

Login Page

- To access Outlook Web App, the URL or link still remains the same – exchange.chapman.edu
- Chapman’s logo and colors are now showing instead of Microsoft’s default yellow/orange.
- The login method also remains the same (username = email address; password = email/computer password).
- “Use the light version” – if you choose to check this box, once you log in, the interface will be stripped down and you’ll also lose some features such as the ability to view or upload your picture. If you’re on a slow internet connection, checking this box will help slightly.
• The layout is very similar to the previous version. Folders are still on the left hand side, the reading pane by default (or depending on your settings) will be on the right hand side and the emails you’ve received will be around the middle section. The guide will cover where the features are located, but one major difference of this layout is location to navigate to your calendar and contacts (at the top left at section A).
Navigation (Mail, Calendar, People (Former Contacts), and Tasks)

- By going to the top left and clicking what looks like a “dial pad” icon, you’ll see the navigation buttons to access your mail, calendar, people (contacts) and tasks.
- Tip: If you wish to open your calendar, people or tasks in a new tab in the browser, click on the dial pad icon, then right click on the desired function (calendar, people, tasks) and select “Open in a new tab”.

Navigation (New Email or Calendar Event/Appointment)

- At section B, regardless if you are in Mail or Calendar, if you click on the down arrow, you’ll be able to create a new email or a calendar event/appointment.
- Note: If you click you’re in the Mail section and click on “New” instead of the down arrow, it will automatically open a blank email for you. If you’re in the Calendar section and click on “New” instead of the down arrow, it will automatically open a blank calendar event/appointment window.
In section C, if you click the down arrow, you will be given filtering options, sorting options and view as options.

Filtering and sorting options are fairly straightforward but if you’re looking at your emails and are missing emails, make sure under “View as” the “Messages” option is checked. “Messages” will list out all of your emails whereas “Conversations” will group emails based on replies and forwards with the same subject line - very similar to how some online messaging forums are setup.
In section D at the top right of the window, you’ll see the cogwheel icon. By clicking on this icon, you’ll be able to access common settings such as Automatic (Out of Office) replies and display/theme settings.

For additional options such as setting up read/reply receipts or email rules, click on “Options”.

At the very top right corner, you’ll see your profile picture or the picture icon. Once you click on this, you can upload or change your Outlook and Skype for Business (formerly Lync) profile picture, open a shared mailbox that you’ve been given access to or to sign out.