Outlook Web App 2013: Applications (apps)

OWA has several useful apps enabled by default such as Action Items, Suggested Meetings, My Templates, and more...

**NEW FEATURE! Action Items app**

Based on the content of an email message, Action Items will automatically highlight the relevant text and recommend a follow up action (flag).

1. Click the **Action Items** button in the app toolbar.
2. Click the **FOLLOW UP** flag at the bottom of the expanded message box.
3. A new action item will be added to your Tasks.
4. Click **MARK COMPLETE** to remove the item from your Task.

**Suggested Meetings app**

Like the Action Items app, Suggested Meetings will be triggered by the content of an email message.

1. Click the **Suggested Meetings** button in the app toolbar.
2. Click the **SCHEDULE MEETING** link at the bottom of the expanded message box.
3. A new window will open with the suggested meeting details.
   - Be sure to review the suggested start date and time before scheduling the meeting.

Manage and Install Apps
Much like Add-ins in the Outlook client, you can use apps to aid with specialized functions. Disable or remove apps that you do not use, or search for and add new apps from the Office Store.

1. Click the gear icon (⚙️) in the top right corner to update your OWA Options and settings.

2. Click Manage Apps to open a list of installed apps.

3. To delete an app, click it in the list and click the trash can icon (🗑️).
   - Some apps cannot be deleted.

4. To disable an app, click it in the list and click disable in the right-hand box.
   - Repeat the steps to re-enable apps.

5. To add new apps, click the plus sign at the top of the list and click Add from the Office Store.