Outlook Web App 2013: Getting Started

The Outlook Web App (OWA) for faculty and staff* has a new look and feel that is similar to the Outlook email client. This training document outlines some of the core features for using your Mail and Calendar.

*Students, please visit the UHD Office 365 page for more information about using GatorMail.

Sign in to OWA

2. Enter your UHD username and password.
3. Click sign in.

Reading email

Email messages can be read in two ways:

1. Click to select an email message in the viewing pane and read it in the reading pane.
2. Double click the email message to open a pop out window that contains the entire conversation.