Overview: The Microsoft Office 365 Outlook Web App (OWA) is Baylor College of Medicine’s cloud-based communications tool, which allows you to access your e-mail (webmail), calendar, contacts, and tasks from any computer via a web browser. This guide provides some useful tips on using Office 365 OWA user interface, as well as links to Microsoft online help topics.

Outlook Web App (OWA) Specifications:

Supported Browsers
- Chrome (latest version)
- Firefox (latest version)
- Internet Explorer 10+ (recommended for Windows 7/8)
- Safari 6+
- Note: It is not recommended that you use a mobile browser for webmail. Instead, it is recommended that you use your device’s built-in mail app or the OWA app from the Apple or Google Play app stores.

OWA App for Mobile Devices
- iPhone 4S or newer, running iOS 6+
- iPad 2 or newer, running iOS 6+
- Android 4.4+ (Kit Kat)
- Windows Phone and Tablets 8.1+

Sign in to the Outlook Web App (OWA)

1. Open a web browser and go to http://mail.bcm.edu.
2. Enter your BCM User name and Password, and click sign in.
Useful Tips

**Turn E-mail Conversations On/Off**
By default, e-mail messages are grouped together when they are part of the same e-mail thread. To stop grouping messages by conversation/thread, navigate to the Outlook view, select the Conversations By Date dropdown menu from the top of the screen and select off from the Conversations section.

**Show/Hide/Display Reading Pane**
1. From the OWA Navigation Bar, click Settings.
2. Select Display settings, and then reading pane.
3. Select the desired reading pane options, and click OK to save your settings.
   
   **NOTE:** Select the Apply to all folders checkbox to set these preferences for all mail folders.
Set Out of Office Automatic Replies
1. From the OWA Navigation Bar, click Settings.
2. Select Automatic replies.
3. Select the Send automatic replies radio button.
4. Enter the desired settings (start time, end time, and message), and click save.

Open an Item in a Separate Window
By default, e-mail and calendar items will display within the Reading Pane.
- To compose an email in a separate window, click the Open in a separate window icon.
- To open an e-mail message in a separate window, click the More actions icon, and select Open in separate window.

Pin Applications to the OWA Navigation Bar
Applications that are frequently used within the OWA interface can be pinned to the navigation bar using the More actions icon located on the application.
- Hover over the application to display the More actions icon.
- Click the More actions icon and select the Pin to nav bar option.

Microsoft Online Help
Click the links below for additional help on the following topics:

- Get Started with Office 365
- Mail Overview
- People Overview
- Calendar Overview
- OneDrive for Business