

# Outlook Web App

## Frequently Asked Questions

### I seem to be missing some messages?

You will first want to check your Group by Conversations View. Go to **View>Unselect Use Conversations**

Conversation view shows all messages in a conversation, no matter what folder they're stored in. For example, if you've replied to a message in your Inbox, you'll see both the original message and your reply in Conversation view.

### How do I print a message?

1. Open the message by *double-clicking on the message*
2. Click on the **Printer Icon**

### How do I find a LSC faculty member or a LSC student in the address book?

1. Open a new message – click **New>Message**
2. Click **To...**
3. Type the *first and last name* of the person (partial name is ok) and click **Search** (magnifying glass)
4. Select the *person*
5. Click **To, Cc, or Bcc**
6. Click **OK**
7. *Complete your message*
8. Click **Send**

### How do I add an attachment to my message?

1. Open a new message – click **New>Message**
2. Click on the **Paperclip Icon**
3. *Find and click on the File you want to attach*
4. Click **Open**
5. *Complete your message*
6. Click **Send**

## **How do I create and add a signature to my messages?**

1. Click **Options>See All Options**
2. Click **Settings**
3. Click **Mail**
4. *Type your signature in the E-Mail Signature box*
5. Select “**Automatically include my signature on messages I send**”
6. Click **Save** (lower right corner)

## **How do I set up an automatic spell check?**

1. Click **Options>See All Options**
2. Click **Settings**
3. Click **Spelling**
4. Select “**Always check spelling before sending**”
5. Click **Save** (lower right corner)

## **Where can I go for additional Help?**

- Click on the **Help Icon** (question mark, upper right corner)
- **Technology Support Center** – 218-733-1016 or E1001