Webmail Upgrade

**Target Audience:** All Nuvance Employees

Beginning in June, Microsoft Office will be upgraded to Microsoft Office 365. Due to this upgrade, users will notice subtle changes in appearance and functionality when using Nuvance Health Webmail.

### Getting Started:

1. Access the Nuvance Health Webmail sign in window

2. Enter **Nuvancehealth\(\) (Nuvance Health Windows user name)**

3. Enter your **NH Windows password**

4. Click **Sign in**

5. **Office Outlook Web Access** link window displays

6. Click the Office Outlook Web Access link

   After clicking the link, you may be prompted to **Pick an Account**. Pick the account, or click Use another account

7. You can add to favorites by clicking **Add to Favorites** button
Introduction to the Menu Bars:

- Click to toggle between Office 365 apps.
- Click to access Office 365.
- Click to refresh Outlook.
- Click to launch Skype.
- Notifications received by your Office 365 apps.
- Settings allow you to set Out of Office, display, color theme and password settings.

What are you looking for?
You can search for email and people within the directory.

Change your point of view
Click on the icons to switch between Mail, Calendar or People.
Hover over the icons to display thumbnail calendar and upcoming appointments.

People
Clicking on the People icon allows you to search for or add people to your Favorites, Directory, or Create Groups.
Inbox Features:

1. Right click on the desired email
2. Choose Move to Other inbox or Always Move to other inbox

OR

1. Highlight the desired email
2. Click Move to on the toolbar
3. Choose Move to Other inbox or Always

The more you utilize the Focused and Other mailbox, the better it will learn to sort for you.
Webmail Calendar Features:

Webmail’s Calendar enables users to view and schedule appointments, events and meetings. View shared calendars and compare calendars by viewing them side-by-side.

- **Add Calendar** allows you to add additional calendars or holidays.
- **Share** allows you to let someone else view your calendar.
- **Change the view of your calendar by day, work week, week, or month.**
- **Click New** to add New Event, New email message or invitation, or birthday event to calendar.
- **Make changes to your calendar, view different calendars, view your groups, or create new calendars.**
**People Features:**

The People area allows users to create groups, add to the directory or contacts, favorite people, or mark for follow up.

- Click on **New** to add a new contact, list, or group.
- Click on **Manage** to import or export contacts.

Easily **Send a message** to people on your contact list.