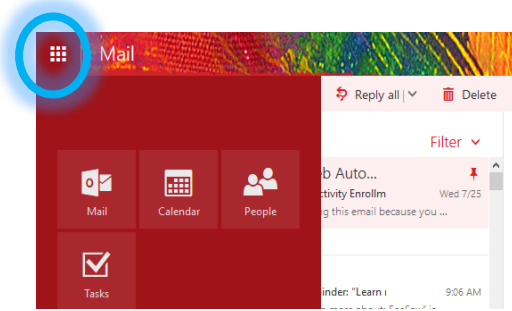


New OWA 2016 Features

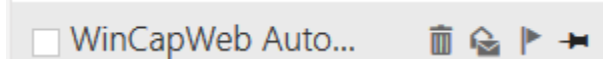
Where are my Calendar, People, and Tasks?

The Apps grid 'waffle' will help you get to all of these places.

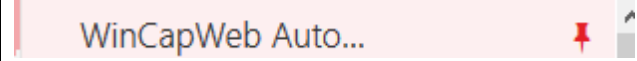


Email:

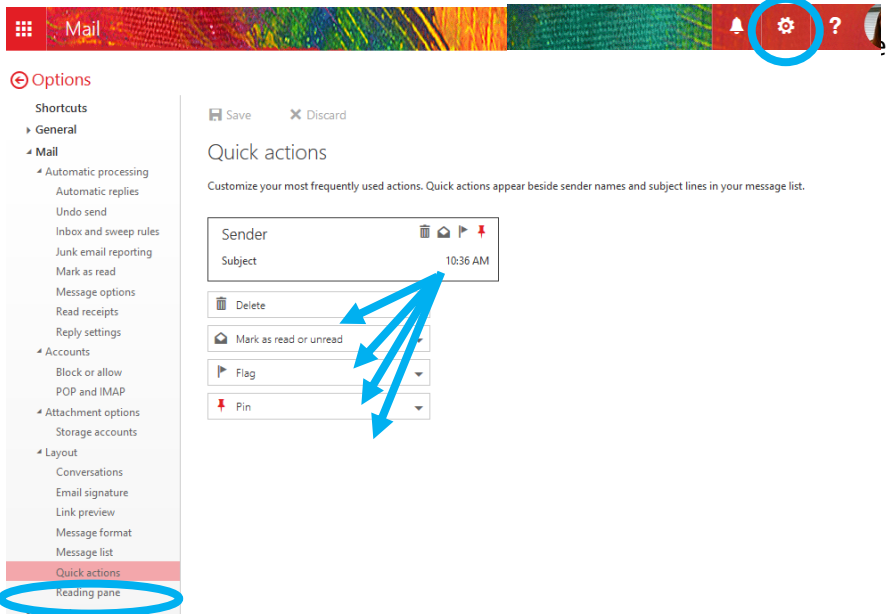
More options when you hover over an email, including pinning an email to the top of the list with a Quick Action.



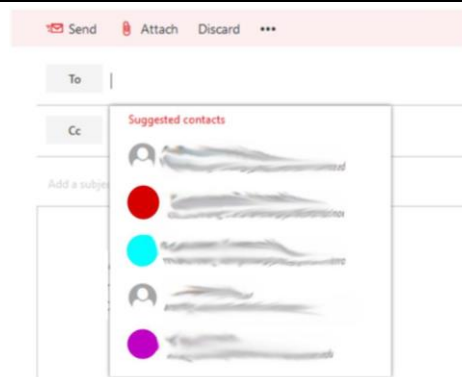
Email pinned shows the push pin and is also highlighted in your theme color.



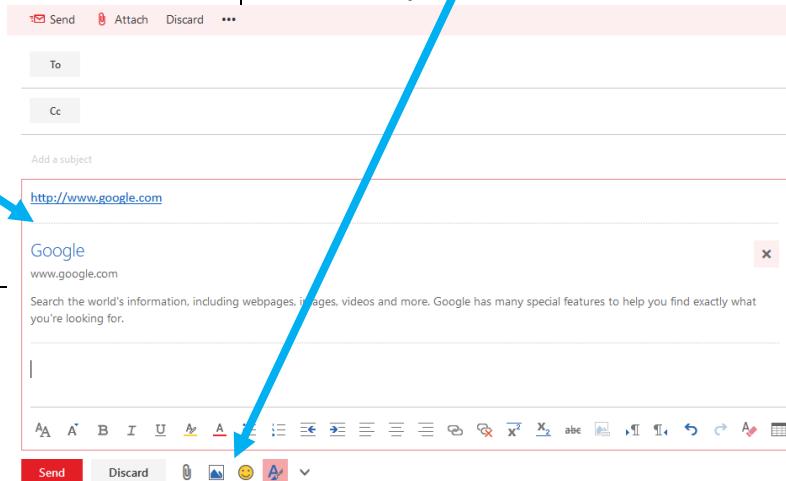
To change Quick Actions, go to the Gear in upper right corner and then select Quick Actions under the Mail heading, sub-heading Layout, near the bottom of the options.



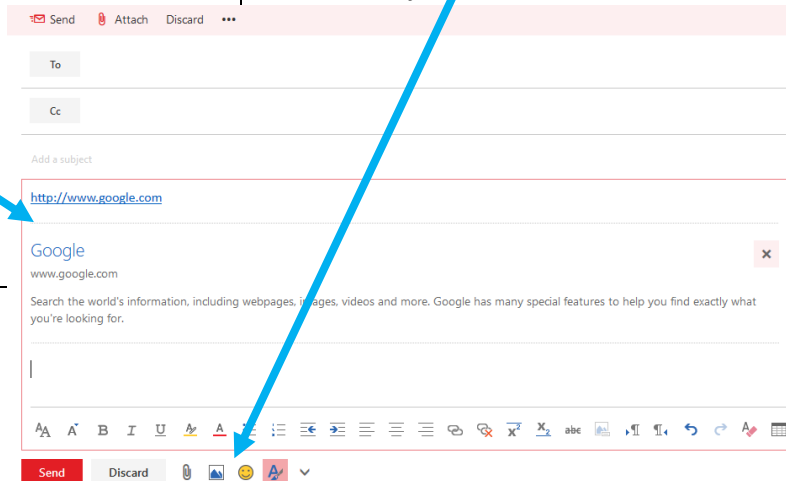
When you click in the email address recipient line, you will see suggested contacts for your most commonly used contacts/groups.



When you type a web address, you will get a preview of that website. (This can also be turned off in Options, Mail, Layout, Link Preview – uncheck box.)



Easier to insert a picture directly into emails and now you can add emojis.



New OWA 2016 Features

Calendar:

As soon as you single-click on a date, a window will open for you to add details. The blue “More details” button will now give you a new feature of adding an email reminder.

The screenshot displays the OWA 2016 calendar interface. On the left, a calendar grid shows the week of August 5-11, 2018. A date selection window is open for Monday, August 06, 2018, with a blue highlight on the 8a slot. The window includes fields for 'Add a location', time selection (8:00 AM to 8:30 AM), and an 'All day' checkbox. A 'More details' button is visible in the bottom right of the window. On the right, a detailed configuration panel is shown. It includes 'Repeat' (Never), 'Save to calendar' (Calendar), 'Reminder' (30 minutes), and 'Show as' (Busy). A red text label 'Add an email reminder' is positioned above the 'Email reminder' section, which includes 'Email reminder' (3 days) and 'Send reminder to' (Me). Below this is a 'Reminder message to send' text area and 'Close' and 'Discard' buttons. A blue arrow points from the 'Add an email reminder' text to the 'Email reminder' dropdown. At the bottom of the panel, there is a link 'Add an email reminder'.

Faster and better search with filtering options:

The screenshot shows the OWA 2016 search interface. On the left, a search sidebar is open with 'Exit search' and 'In folders' options. Under 'Date', 'All' is selected. Under 'From', 'Tue 7/31/2018' is selected. Under 'To', 'Tue 7/31/2018' is selected. The main search results area shows 'All folders' and 'Today' results. Three search result cards are displayed: 'Mail' with 'Search Mail and People', 'Calendar' with 'Search Calendar', and 'People' with 'Search People'. Each card features a red grid icon and a magnifying glass icon.