

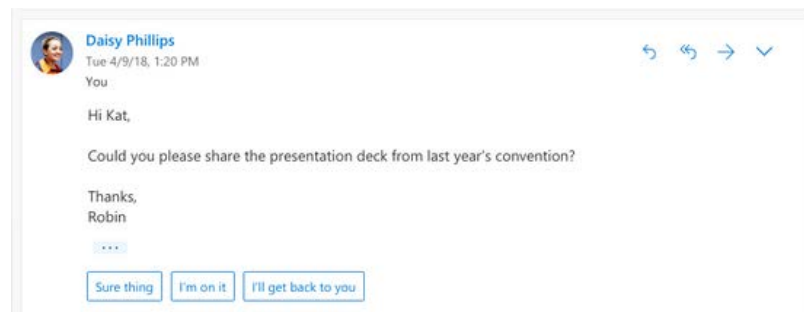
Changes to Outlook Web

Beginning September 10, you will notice changes to Outlook on the web, also known as accessing email through the Mycalhoun portal. Below you will find additional information regarding the changes and what action is required.

- **Toggle option**-In the new Outlook, you will see a toggle in the upper right hand corner to “try the new outlook.” The toggle option will only be available for **30 days**, after which point Microsoft will begin implementing changes permanently for all users to be completed by January 1, 2019.



- **New file module**-Instead of searching through your inbox to locate a file, everything will be located in the new file module for easy access.
- **Suggested replies**- You will now have the option to send a short reply with just one click through suggested replies. Send something like “sure thing,” or “I’ll get back to you.”



- **Groups**-Microsoft has improved existing features that simplify group creation and also introduced new features like group File that allows users to view latest activity within groups.
- **Favorites**- Create favorites for important projects or people and never miss an email.

To view more information, photos, and FAQ’s, please visit

<https://techcommunity.microsoft.com/t5/Outlook-Blog/Designed-to-be-fast-The-Outlook-on-the-web-user-experience-gets/ba-p/234909>.