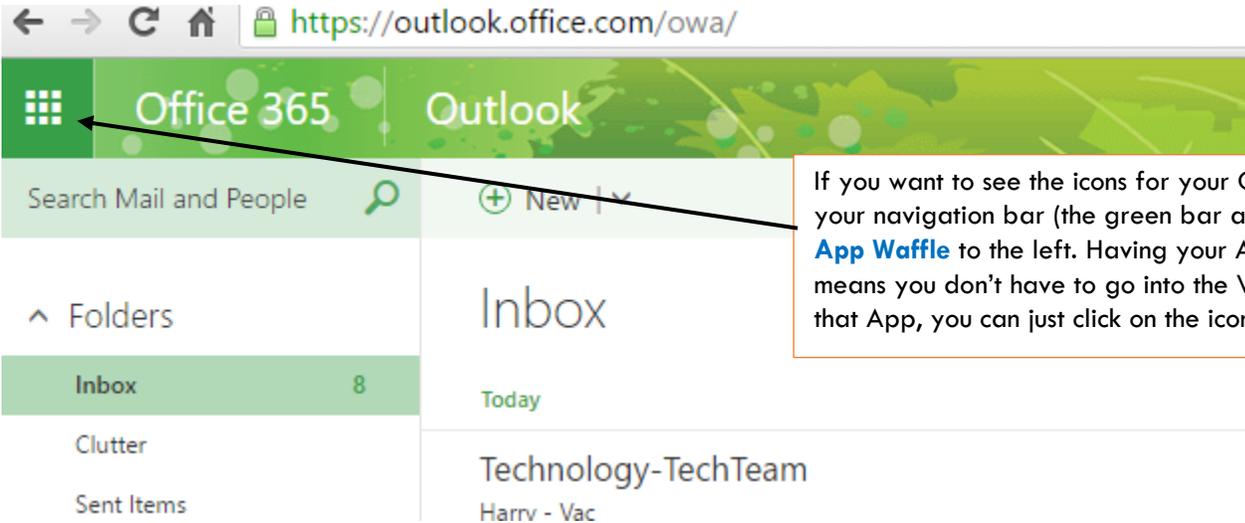


Quick Tricks and Tips for O365 WebClient

Pinning your Apps to your Navigation Bar



Go to the portal and click on the **Outlook WebMail icon**.



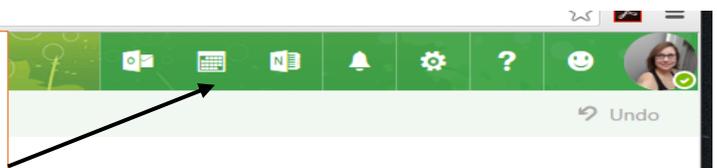
If you want to see the icons for your O365 Apps on your navigation bar (the green bar above), click on the **App Waffle** to the left. Having your Apps pinned here means you don't have to go into the Waffle to go into that App, you can just click on the icon on the nav bar.



A window displaying your Apps will appear.
If you hover over the right upper corner of an App, **three white dots** will appear. Click on them.
A picklist will appear.
Select '**Pin to nav bar**'

You can pin **up to 3 Apps** to your Navigation Bar

Once they are pinned, you will see the icons for them appear on the right hand side of your navigation bar. I have pinned my Outlook Mail, Calendar, and One Note.



Your Profile

To the far right of your navigation bar is your **profile icon**. This is where you can upload your picture, edit your profile and update your current busy status. The green check mark means that I am Available.

Click on your profile icon.

Michelle Dean
mdean@rockyview.ab.ca

- Change
- Available
- Busy
- Do not disturb
- Be right back
- Appear away
- Sign out of IM
- About me
- Open another mailbox...
- Sign out

A drop down list will appear and you can click on whichever **status** you require. When other people are trying to IM you, looking you up, they will automatically know if you are Available, Busy, Not to be Disturbed, or Away from your desk.

If you click on **About Me**, it will take you to your profile and you can update your picture, your information, post a blog, access your recent documents.

You can also **open another Mailbox** from here. If you have access to other mailboxes, enter the mailbox name and click Open. A new tab will open up with the Mailbox.

Outlook

Search Mail and People

Inbox

Doodle

Monday

Doodle

Carri Bedard; Bev Ayles; Jenna Abbott; Nikk

Doodle

Doodle

Doodle

Doodle

Doodle

Janine Constant; Michelle Dean

Sunday

Heather Lyons

Last week

Tracey Canuel

Doodle

Michelle Dean

Michelle Dean

Doodle

Open another mailbox

club

Open Cancel

About Me

When you click on **About Me**, you are taken to your profile. This is where you can go in and update/edit your profile, upload a new picture, enter a blog post, and see your recent documents

Michelle Dean
Secretary 2 - Education Centre

[Edit profile](#)

mdean@rockyview.ab.ca
EducationCentre
Michelle Dean's OneDrive

Department EducationCentre

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All posts

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[Got it!](#)

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Name Michelle Dean

Department EducationCentre

Title Secretary 2 - Education Centre

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Update your "Ask Me About" with topics you can help people with, such as your responsibilities or areas of expertise.

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