

# Outlook Mail App in Office 365 – Screen Comparisons

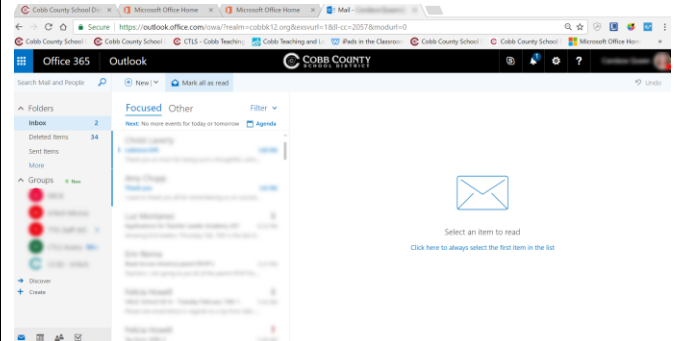
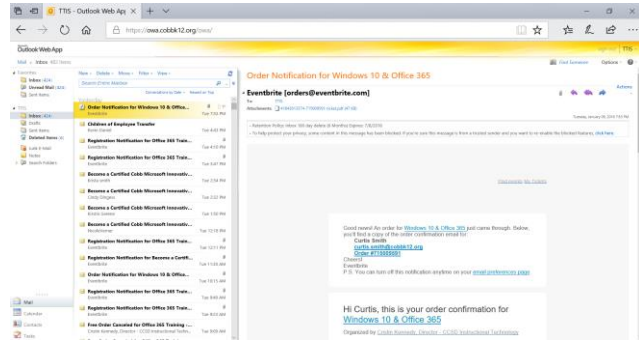
This document provides a screenshot comparison of common Outlook views in Outlook Exchange with prior views in Outlook Web. The left column is the prior version of web-based email, and the right column is the new Outlook Exchange. If you need assistance with Outlook, please reach out to your TTIS.

## Previous Outlook Web Version

## New Outlook Exchange

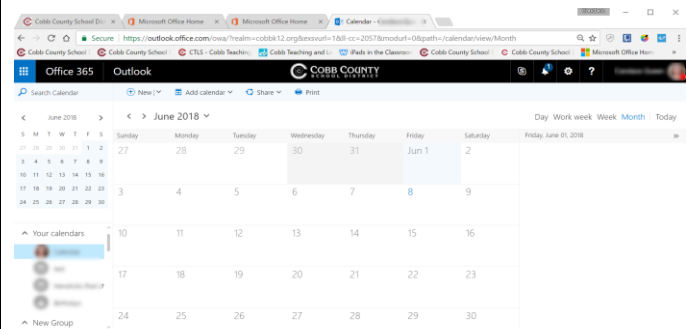
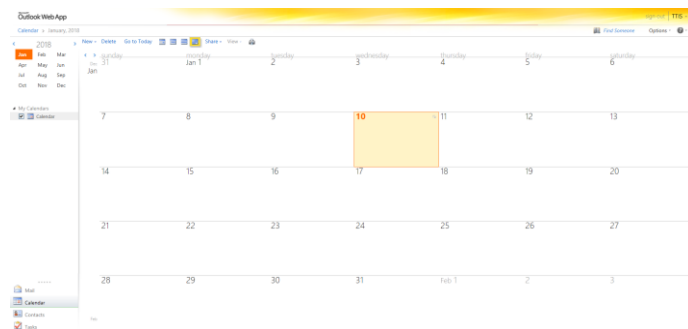
### Mail View

### New Mail View



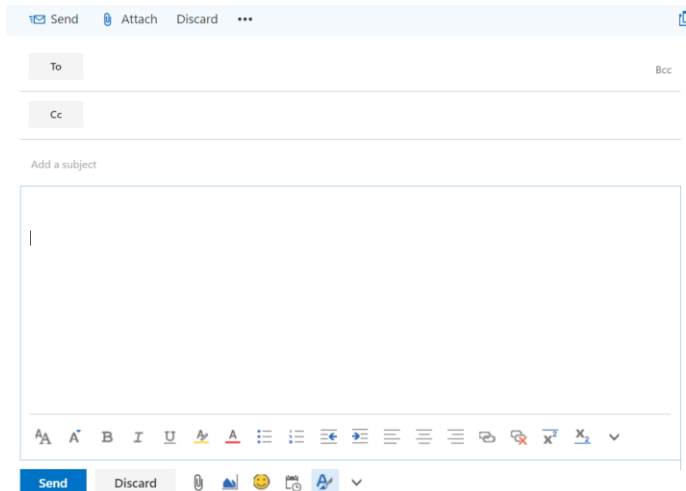
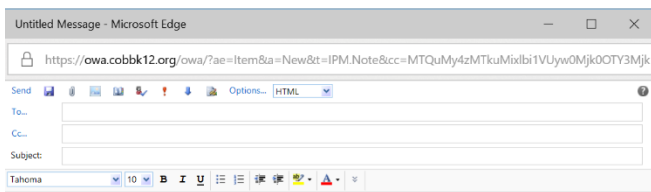
### Calendar View

### New Calendar View



### Old E-mail

### New E-mail



## Attach File

The screenshot shows a Microsoft Edge browser window titled 'Untitled Message - Microsoft Edge'. The address bar contains the URL: <https://owa.cobbk12.org/owa/?ae=Item&a=New&t=IPM.Note&cc=MTQuMy4zMTkuMxlbi1VUyww0Mjk0OTY3Mjk>. The email composition form is visible with fields for 'To...', 'Cc...', and 'Subject:'. A 'Tahoma' font is selected. An 'Include Attachments' dialog box is open, displaying instructions: 'To include an attachment, click 'Choose File', and then select the file. After you've selected the file, click 'Attach'. The file will be uploaded to your message.' Below the instructions are 'Browse...' and 'Choose more files' links. At the bottom of the dialog, it says: 'If you don't like waiting to type while your files are being uploaded, [install or upgrade Silverlight](#).' and 'Attach Cancel' buttons.

## New Attach File

The screenshot shows the Outlook interface for selecting a file from OneDrive. The title bar reads 'Outlook' and the user is identified as 'COBB COUNTY SCHOOLS DISTRICT'. The main area shows 'OneDrive - Cobb Co.' with a list of files. The files list includes columns for 'Name', 'Modified', 'Size', and 'Modified by'. A 'Next' and 'Cancel' button are at the bottom.

| Name                 | Modified | Size | Modified by |
|----------------------|----------|------|-------------|
| Shared with you      |          |      |             |
| Group files          |          |      |             |
| Recent attachments   |          |      |             |
| New Office file      |          |      |             |
| Computer             |          |      |             |
| Accounts and options |          |      |             |

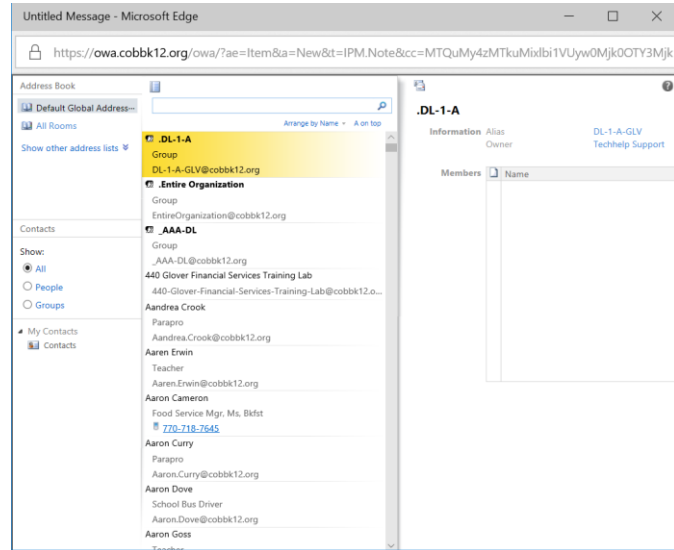
## Mail Options

The screenshot shows the same Microsoft Edge browser window as in the 'Attach File' section. The 'Message Options' dialog box is open, showing settings for the email. Under 'Current Message Settings', 'Importance' is set to 'Normal' and 'Sensitivity' is set to 'Normal'. There are checkboxes for 'Show Bcc' and 'Show From'. Under 'Tracking Options', there are checkboxes for 'Request a delivery receipt for this message' and 'Request a read receipt for this message'. At the bottom, there is a 'More Message Options' section with a link 'For more message options, click Options'. 'OK' and 'Close' buttons are at the bottom right.

## New Mail Options

The screenshot shows the Outlook email composition form. The 'More options' menu is open, showing a list of actions: 'Save draft', 'Insert signature', 'Show From', 'Check names', 'Set importance', 'Switch to plain text', 'Show message options...', and 'Check for accessibility issues'. The 'Send' button is highlighted in blue. The status bar at the bottom indicates 'Draft saved at 2:28 PM'.

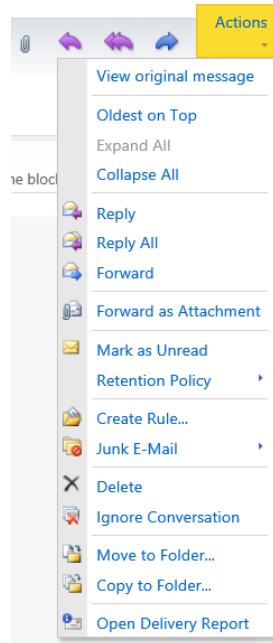
## Address Book



## New Address Book



## Actions



## New Actions

