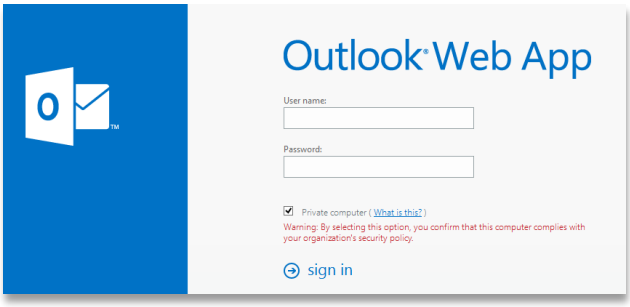
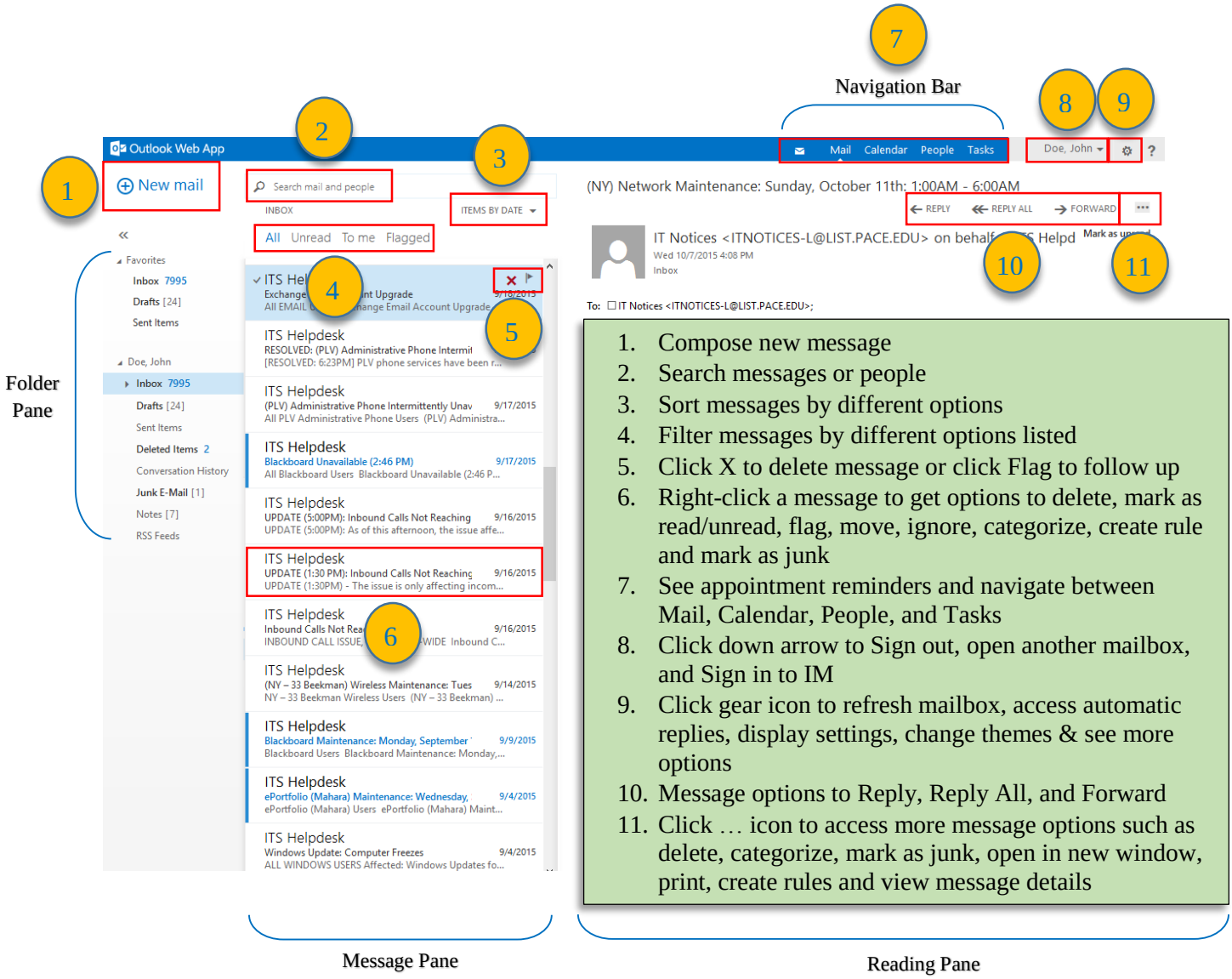
Outlook Web App (OWA) 2013 Features

Log in to *http://email.pace.edu* with your MyPace Portal username and password.



Note: Issues with a user account should be addressed to the ITS Help Desk at 914-773-3333 or at https://help.pace.edu.



1. Compose new message
2. Search messages or people
3. Sort messages by different options
4. Filter messages by different options listed
5. Click X to delete message or click Flag to follow up
6. Right-click a message to get options to delete, mark as read/unread, flag, move, ignore, categorize, create rule and mark as junk
7. See appointment reminders and navigate between Mail, Calendar, People, and Tasks
8. Click down arrow to Sign out, open another mailbox, and Sign in to IM
9. Click gear icon to refresh mailbox, access automatic replies, display settings, change themes & see more options
10. Message options to Reply, Reply All, and Forward
11. Click … icon to access more message options such as delete, categorize, mark as junk, open in new window, print, create rules and view message details