Use the browser of your choice
Your new email address is “your user name” @ “your libraries new domain” .org

In most cases, your user name is the same as it always was (your first initial followed by your last name). However, the old system had a character limitation where some users had to use a shortened form of their last name. The character limitation no longer exists, so all the new accounts have been created with the users first initial followed by their full last name.
already set to this value

toggle to this value

Save
First View
Inbox with 'Focused' and 'Other' message filtering can be easily turned off. Simply click on 'Filter'.

Your Focused inbox is cleared.
In Box

Your Focused inbox is cleared.

Turn off 'Focused' filtering here
Display all your folders by clicking 'More'
Popular settings to get you up and running

- Display settings
  Choose how your Inbox should be organized.

- Offline settings
  Use this computer when you're not connected to a network.

- Manage add-ins
  Turn add-ins from your favorite app vendors on and off.

- Manage connectors
  Connect Outlook to your favorite services.

- Theme
  Default theme
Set the orientation of your reading pane and more, in 'Display Settings'.
Select a 'Theme' here
Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

- **Automatic processing** — Control how incoming and outgoing email is handled.
- **Accounts** — Choose how email will flow in and out of your accounts.
- **Layout** — Customize the look of your inbox and email messages.

Opens up left sidebar with many Mail Options
Always save your changes

'Undo Send' - option to set the amount of time that passes before actually sending, up to 30 sec, to give you a window of time in case you forgot something, or included too much
Create your signature file

Select signature file options
Uncheck so no link previews appear in message window

Links in sender's email can be previewed in message window
Reply Setting - change the default of 'Reply All' to 'Reply' if you wish.
Hover cursor over colored dot to reveal contact info
Click on a message to display in reading pane
Hover cursor over envelope to reveal email address
Check your Junk folder frequently. Sometimes, emails you do want get routed into that folder.

To help the software 'learn' what messages you do actually want, highlight the email you want and click either in the 'It's not spam' link in the actual message, or the 'Not junk' button in the tool bar above.

Either method will route that email back into your Inbox.

How you reply to this dialog box is up to you. There is no official OWLSNet policy.