

# Introduction to Outlook Web Access

## I. Log on to Internet Explorer MCS D home page

### A. Click Web Mail at the bottom of the list of sites on the left

1. This is a secure site
  - a) Note the lock at the bottom of screen
  - b) The information you provide, such as your name or credit-card number or student information is encrypted so that it can't be read or intercepted by other people.
  - c) Can be used safely from home

### B. Logging in To Your Mailbox

1. Insert domain and user name in Domain/User name box
  - a) mcsd/gkg26
2. Insert Password
  - a) Premium
    - (1) Provides all features of the program
  - b) Basic
    - (1) Provides fewer features but faster performance
3. Security
  - a) Public or Shared Computer
    - (1) Use this on a shared computer
  - b) Private Computer
    - (1) Use this if you are the only person using the computer. It will enable you to be connected for a longer period of time.



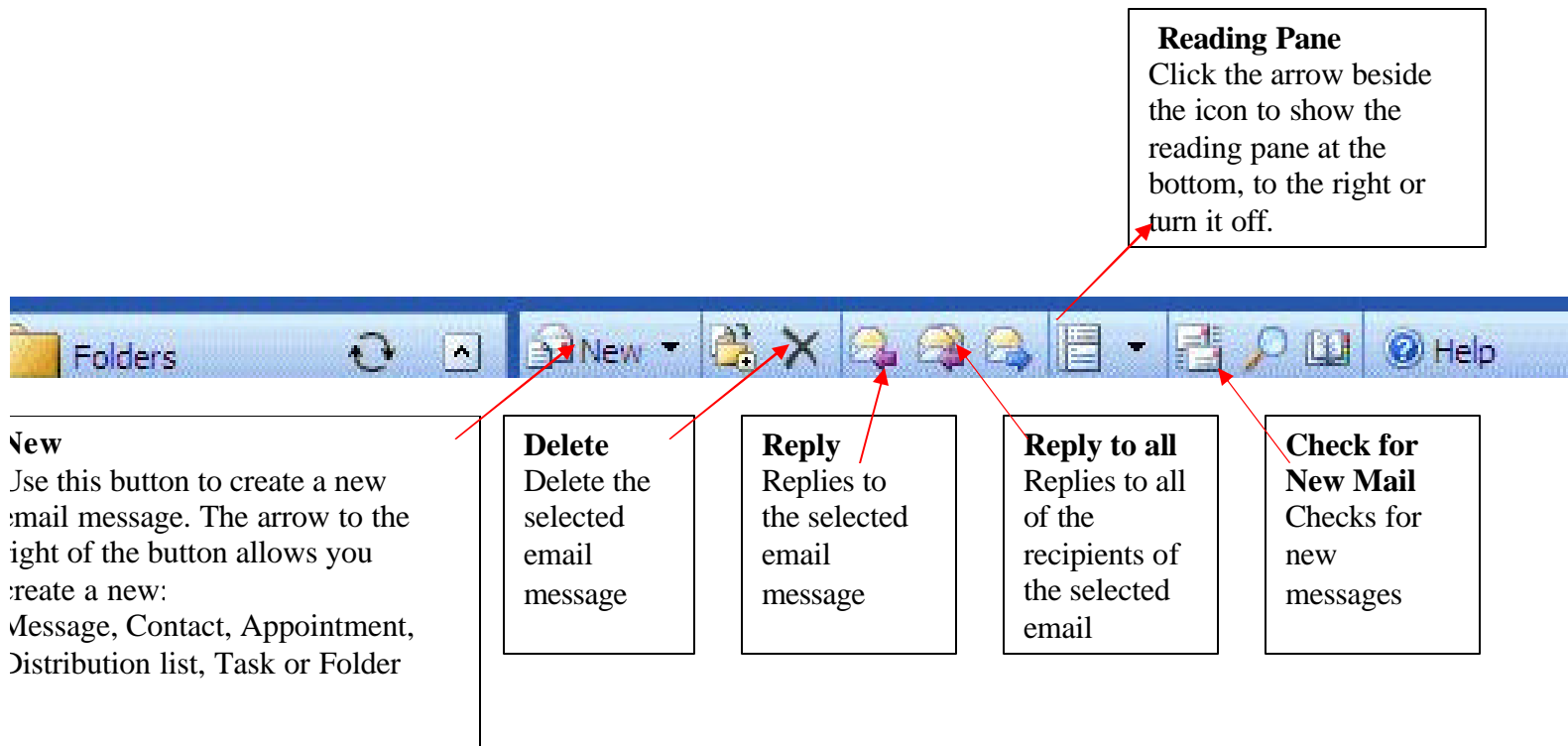
### C. Practicing using Web Mail

1. Web Mail opens in **Inbox**
  - a) Messages are delivered to your mailbox and stored in your Inbox
  - b) The number of new messages in your Inbox appears in parentheses next to Inbox.
  - c) The Inbox displays new messages in bold type.
  - d) Once opened, the messages revert to normal type.
  - e) Inbox Title Bar
    - (1) Message information can be found in the columns on this bar.
      - (a) The first column flags messages that were sent with high priority
      - (b) The second column is shows information about the message
        - (i) An unopened envelope means that the message has not been read
        - (ii) An opened envelope means the message has been read
        - (iii) An envelope with a purple left arrow means you have replied to the message
        - (iv) An envelope with a blue right arrow means you have forwarded the message
      - (c) The third column alerts you to an attachments
      - (d) The fourth column shows who the message is from
      - (e) The fifth column shows the subject of the message
      - (f) The sixth column shows when the message was received.
    - (2) To organize the messages by who they are from, click on the From part of the menu bar
    - (3) To organize the messages in the order that they were received, click on the Receive part of the menu bar

(4) To organize the messages by subject, click on the Subject part of the menu bar

## 2. Inbox Toolbar

- a) Place mouse over icons to get descriptions and review icons



**Reading Pane**  
Click the arrow beside the icon to show the reading pane at the bottom, to the right or turn it off.

**New**  
Use this button to create a new mail message. The arrow to the right of the button allows you to create a new: Message, Contact, Appointment, Distribution list, Task or Folder

**Delete**  
Delete the selected email message

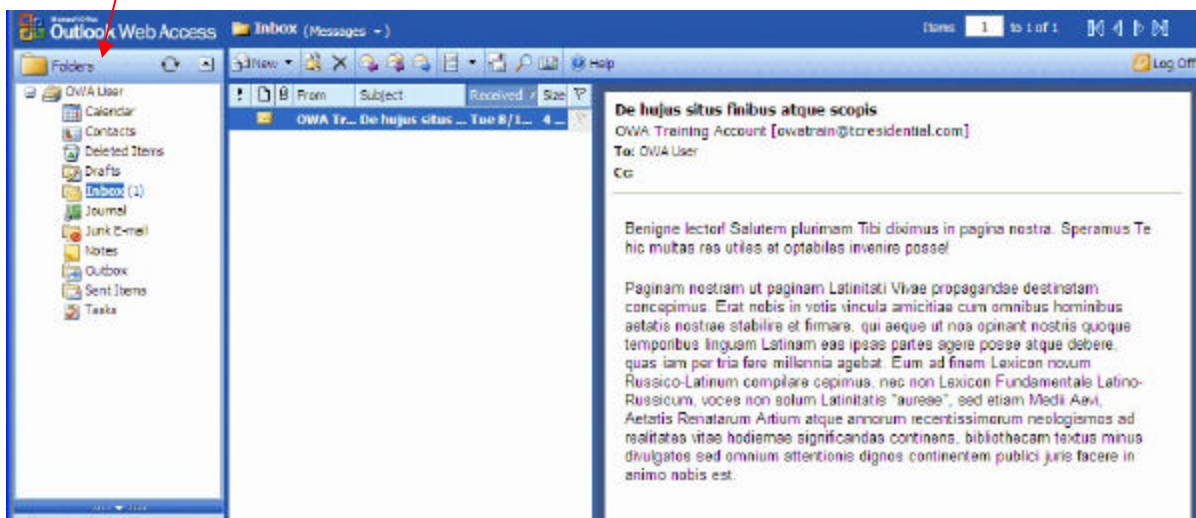
**Reply**  
Replies to the selected email message

**Reply to all**  
Replies to all of the recipients of the selected email

**Check for New Mail**  
Checks for new messages

## 3. About the Navigation Pane

- a) The Navigation Pane, located next to the main window, is made up of two areas:
- b) An expandable folder list that provides access to your personal Microsoft Office Outlook Web Access folders (your Inbox and Calendar, for example) and any folders you create.
- c) The folders are displayed in a hierarchy that you can expand to view the folder contents or collapse to view only the top-level folder.
- d) The plus sign icon next to a folder indicates that the folder contains other folders (subfolders). To view the subfolders, click the plus sign.
- e) When you click any folder or button in the Navigation Pane, its contents are displayed in the Outlook Web Access main window.
- f) To open your Inbox, click Inbox in the Navigation Pane.



The screenshot shows the Outlook Web Access interface. On the left is the Navigation Pane with a folder list including OWA User, Calendar, Contacts, Deleted Items, Drafts, Inbox (1), Journal, Junk E-mail, Notes, Outbox, Sent Items, and Tasks. The main window displays an email message with the following content:

**De hujus situs finibus atque scopis**  
OWA Training Account [owatrain@tcsresidential.com]  
To: OWA User  
Cc:

Benigne lector! Salutem plurimam Tibi diximus in pagina nostra. Speramus Te hic multas res utiles et optabiles invenire posse!

Paginam nostram ut paginam Latinisti Vivae propagandae destinatae concepimus. Erat nobis in votis vincula amicitiae cum omnibus hominibus aetatis nostrae stabilire et firmare, qui aequo ut nos opinantur nostris quoque temporibus linguam Latinam eas ipsas partes agere posse atque debere, quas iam per tria saecula millennia agebat. Eum ad finem Lexicon novum Russico-Latinum compilare cepimus, nec non Lexicon Fundamentale Latino-Russicum, voces non solum Latinitatis "aureae", sed etiam Medii Aevi, Aetatis Renatarum Antium atque annorum recentissimorum neologismos ad resitates vitae hodiernae significandas continens, bibliothecam textus minus divulgatos sed omnium attentionis dignos continentem publici juris facere in animo nobis est.

#### 4. Outlook Access Bar

- a) The Blue bar at the top of the screen contains many items
  - (1) The name of the program (Outlook Web Access)
  - (2) The name of the folder that is shown
  - (3) The number of items in the Folder
    - (a) In this case there is only one message.
    - (b) If there was more than one message, it would be noted in this space
  - (4) The arrows move back and forth between the pages so that you can see all of your messages

#### D. Check Messages

##### 1. Click **Check for New Mail** icon

##### 2. Teachers should have 2 messages from me

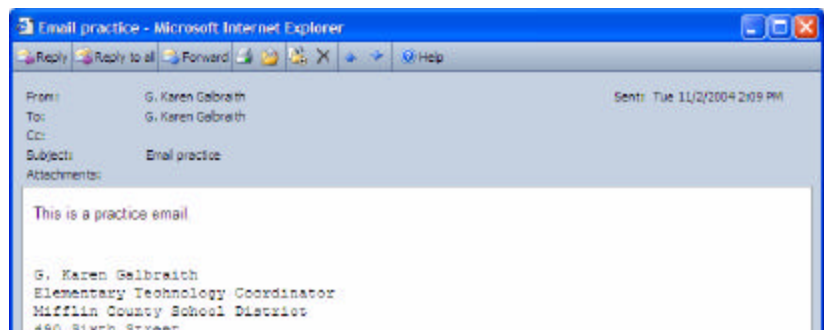
- a) One without attachment
- b) One with attachment
- c) Unread messages are bolded

##### 3. Review the message bar

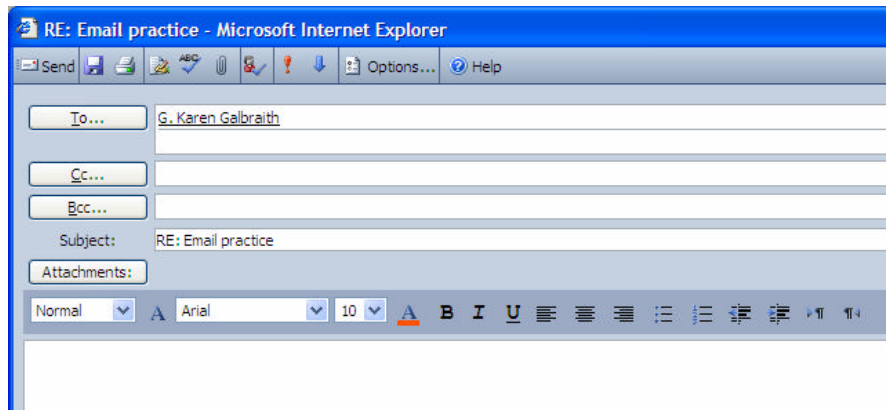
- a) Level of importance
- b) Flag
- c) Attachment
  - (1) Attachments are deleted when message is deleted
  - (2) Attachments must be saved if needed
- d) From
- e) Subject
- f) Date/time received
- g) Size
  - (1) Size restrictions
    - (a) 25MB Email limit
    - (b) Users will be warned at 25MB
    - (c) prohibited from sending at 25.5MB
    - (d) Prohibited from receiving at 26MB
  - (2) Attachment restrictions
    - (a) Messages of 10MB or less can be sent
    - (b) Messages of 15MB or less can be received

##### 4. Double Click on first message (without attachment) to open it

- a) Review message window icons
  - (1) Reply, reply to all, forward
  - (2) Print



- (3) Move to folder
- (4) Delete
- (5) Scroll up and down
- b) Review Message Screen
  - (1) From
  - (2) When sent
  - (3) To, CC
  - (4) Subject
  - (5) Attachments (if any)
- c) Click reply
  - (1) Review reply message window
    - (a) Menu bars
    - (b) To, CC, BCC, subject,



attachments

- (2) Click mouse above original message to reply
  - (a) Original message can be deleted if needed
- (3) Click send
- (4) Close original message window
- (5) Should be back in Web Mail

#### E. Send new message

1. Click new message icon
2. Review new message window
3. Click **To**
  - a) Global address book appears
    - (1) This address book lists everyone in the school district
  - b) Find name of person to your right
    - (1) Type name in display box and click **Find**
    - (2) Name will appear in space below
    - (3) Highlight name to choose it
    - (4) Click **To** and name will appear in message recipients
    - (5) Can also do CC and BCC from this window
    - (6) Click Close to leave Address Book and return to message
    - (7) Name will appear in **To** box.
4. Fill in subject of message in Subject box
5. Type message in message area
6. Click Send icon to send message
7. Spend time practicing sending and receiving messages to class members using global address book

#### F. Where are my messages?

1. Inbox
  - a) Messages that are received are saved in the In box
  - b) Messages deleted from the Inbox go to the Deleted Messages Folder
2. Sent Messages
  - a) Messages that are sent are saved in the Sent Messages Folder
  - b) Messages deleted from the Sent Messages Folder go to the Deleted Messages Folder
3. Deleted Messages

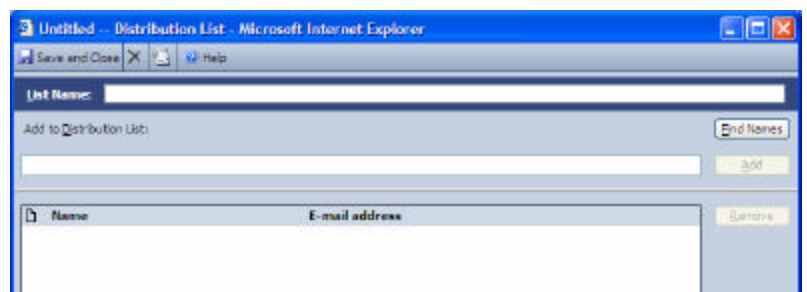
- a) For a message to be permanently deleted, it must be deleted from this folder
- 4. Junk Mail
  - a) The district is no longer filtering Junk Mail so unwanted mail may turn up in your In Box or Junk Mail Folder
  - b) Sometimes, mail that you want is routed to your Junk Mail folder
  - c) Junk Mail folder must be checked and mail deleted regularly

G. Delete messages

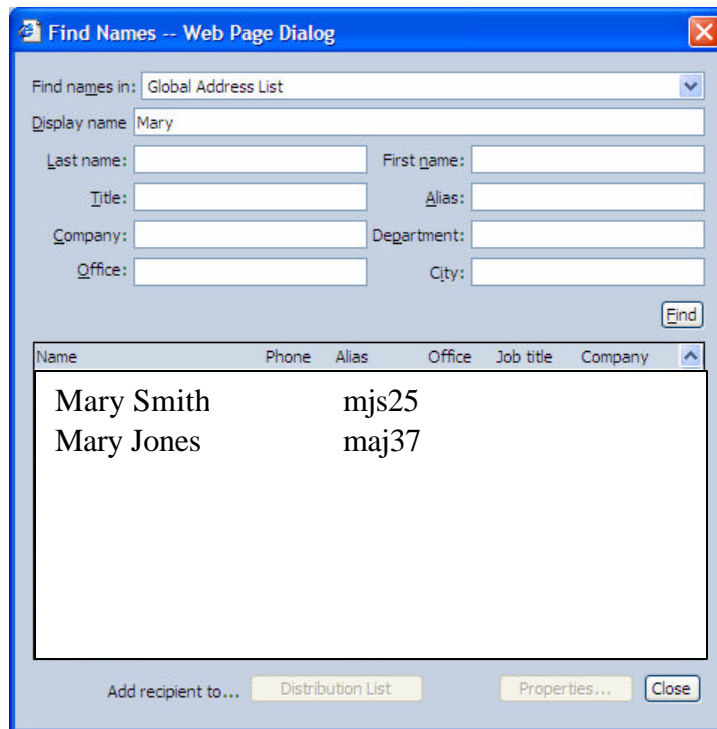
1. From the In box
  - a) Choose a message to delete
  - b) Highlight message
  - c) Click on **X** on menu bar to delete
  - d) To delete more than one message at a time
    - (1) Click on the first message
    - (2) Hold down the shift key
    - (3) Click on the last message
    - (4) All of the messages should be highlighted
    - (5) Click on the **X** to delete them all at the same time.
  - e) Message is deleted from Inbox and stored in Deleted items folder
2. From the Sent Messages Folder
  - a) Choose a message or messages to delete
  - b) Highlight message
  - c) Click on **X** on menu bar to delete
  - d) Message is deleted from Sent Messages and stored in Deleted items folder
3. From the Deleted Items Folder
  - a) Choose a message or messages to delete
  - b) Highlight message
  - c) Click on **X** on menu bar to delete
  - d) This will permanently delete the message
  - e) To delete all of the messages, click the trash can on the menu bar
  - f) To recover deleted messages, click the trash can icon with the left arrow on the menu bar

H. Create a Distribution List


1. A distribution list is a group of people to whom you often send the same email messages
  - a) Ie. Members of the same club, grade level, family members, etc
2. From the **In box**, click the arrow to the right of the **New** button
3. Drag down and click Distribution List
4. Name the list something that is meaningful to you in the List Name box
5. Click on **Find Names**
6. Type the name of the first person on your list in the **Display Name** box
7. Name and email address will appear in the Name/ Email address space
8. Highlight name to choose it
9. Click **Add Recipient** to List button at the bottom of the window
10. Delete first name for Display Name box and insert name of the next person on your list and continue in the same manner
11. When the list is complete, click **Close** at the bottom of the Find Names Window
12. You will be back at the Distribution List Window

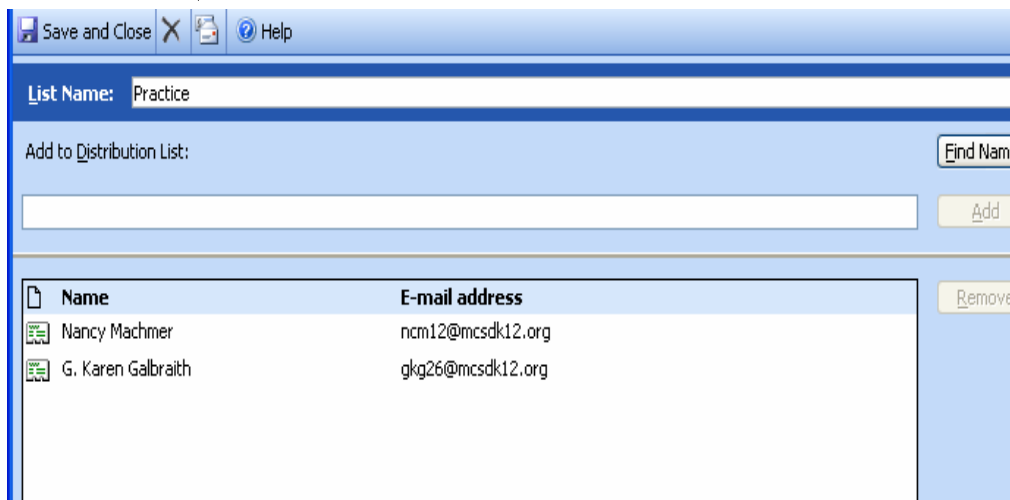


13. Click **Save and Close** at the top of this window



I. Send mail to members of Distribution List

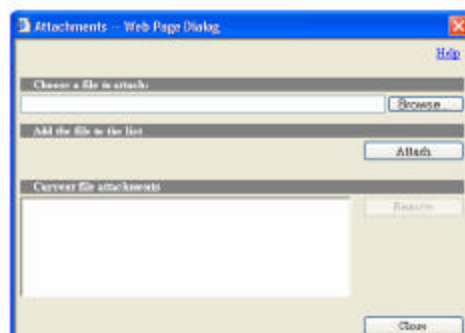
1. Open the Contacts Folder
2. Open the Distribution List
3. Click the  next to the x in the menu bar. (Send Mail to List)



4. An Email Message window will appear
5. Type the message and send the email as usual.

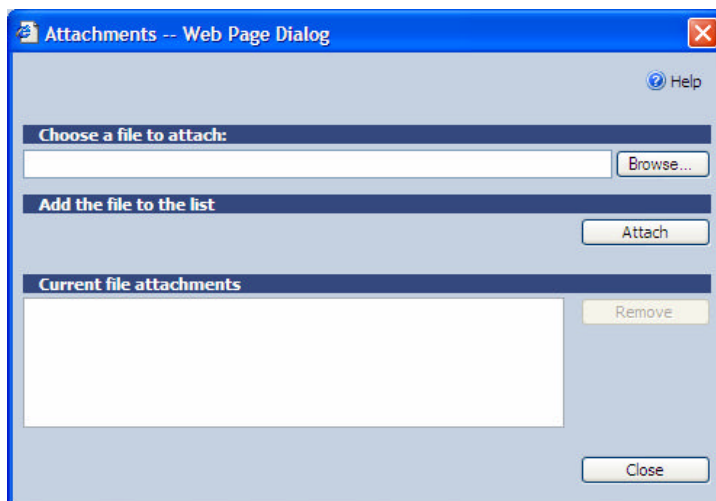
J. Attachments

1. An attachment is a file, such as a word processing document or a picture, which you can include with your email message.
2. Look in your inbox for Message 2 from me
3. Notice the paper clip next to the From column. This means that this message contains an attachment
4. Double – click to open the message
5. Read the message and double-click on the attachment icon
6. Notice attachment warning
  - a) Most viruses are sent and received through attachments
  - b) Virus protection on all district computers
  - c) Should be in place on home computers
7. Choose open it to open the attachment in its own window
8. Choose Save to disk to save the attachment
  - a) You will be directed to a Save As screen and you can choose where to save the attachment
9. Practice opening attachments in those both ways
  - a) Make sure they open and save to their folder as one of the ways



#### K. Sending Attachments

1. Create Attachment
  - a) Open Word and type a few sentences
  - b) Save this document to folder as *Attachment document*
2. Create new message in webmail
  - a) To: person to your right
  - b) Subject: attachments
  - c) Message: type a sentence “Here is my attachment.”
  - d) Click on **Attachments** Button below Subject button
3. Attach saved *Attachment Document*
  - a) Click Attachment button
  - b) Click **Browse** (to find *attachment document* in folder)
    - (1) **Choose File** window appears
    - (2) Click arrow to the right of **Look in** box
    - (3) Click on your folder
    - (4) Click *Attachment Document*
    - (5) Its name should appear in **File Name** box at the bottom of the window
    - (6) Click **Open** button
    - (7) File name now appears in **Choose File to Attach** box
  - c) Click Attach to **Add the file to the list**
  - d) File name will appear in **Current File Attachments** window
  - e) Click close to close attachment window and return to message window
  - f) Attachment name will appear at the top of the message next to the **Attachment** button.
4. Send message
  - a) Click **Send** button to send
5. You can attach more than one file, and you can mix file types, e.g. you can attach Word and Excel files to the same message.



Practice sending and receiving attachments

## J. Working with Folders

### 6. Contacts

- a) This is your address book

### 7. Drafts

- a) Any message that you are not ready to send can be saved and stored in this folder
- b) Incomplete and unsent messages are often automatically saved to this folder

### 8. Inbox

- a) Stores newly received email and email that has been read but not deleted or moved
- b) Unread email messages are displayed in bold type.

### 9. Outbox

- a) Stores email until it has been sent

### 10. Sent items

- a) This folder stores a copy of each message that has been sent

### 11. Deleted Items

- a) This folder stores messages that you have deleted from other folders
- b) Once you delete a message from this folder, it will be permanently removed from your mailbox.

### 12. Personal Folders

- a) Journal
- b) Notes
- c) Tasks
- d) Calendar

## L. Set up folders

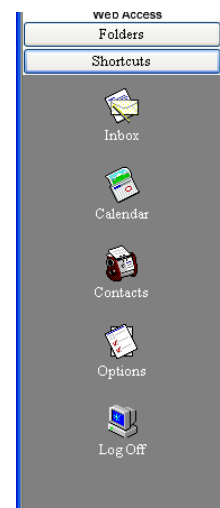
1. Used as a way to organize messages
2. Click arrow to the right of **New**
3. Scroll down to **folder** in the drop down menu
4. Type Name of folder in box
5. Click on Mail Message for types of items in folder
6. Highlight first item in folder list to select folder hierarchy
7. Click ok
8. Window will close
9. If changes to folder are not readily apparent, right click on first item in folder and choose **Update Folder**
10. New folder should appear in list

## M. Move message to folder

1. Click on the message in the In Box to highlight it
2. Click on move icon in menu bar
3. Move/Copy window appears
4. Choose the appropriate folder by highlighting it
5. Click OK
6. Message will be removed from In Box and placed in folder

## N. Shortcuts (click to toggle between Folder view or Shortcut view)

1. Inbox
2. Calendar
  - a) create and track appointments
  - b) all appointments and meetings can be set as recurring, meaning they occur more than one time, on a regular basis
  - c) can be set to send yourself a reminder of the meeting or appointment
3. Contacts



- a) Personal e-mail address book and information storage
  - b) Stores e-mail address, street address, phone numbers, and any other information including birthdays and anniversaries, and fax or cell phone numbers.
  - c) Contacts can be sorted, grouped, moved or copied to a different
4. Options
- a) Customizes Web Mail features
    - (1) Out of Office Assistant generates automatic replies to e-mail you receive while away.
    - (2) Date and Time Formats
    - (3) Calendar Options :
      - (a) Use the Week begins on drop-down menu to set the day your calendar will display as the beginning of the week.
      - (b) Use the Day start time and Day end time drop-down menus to set the times Outlook Web Access will display for each business day.
    - (4) Contact Options
      - (a) Select **Global Address List** to use the MCSD address book as the first place to search
      - (b) Select **Contacts** to use your personal contacts as the first place to search
    - (5) Change Password
    - (6) Recover Deleted Items
    - (7) Spell Check
      - (a) Will always check messages for spelling errors if checked
      - (b) Can also spell check on the command bar in the message screen
    - (8) New Mail
      - (a) Specify to check mail automatically every minute, 5 minutes, 10 minutes or never
      - (b) Can request an alert message
    - (9) Signature
      - (a) Adds signature and address information to all email messages
    - (10) Address Book Order
      - (a) Changes the order in which the address books are accessed
    - (11) Must click Save and Close (at top of option screen) to save any changes
5. Log off
- a) Be sure to log off to end your session
  - b) If you just click exit or close, you are still logged on as a user

O. New

- 1. Click on the arrow to the right of New in any window
  - a) Message
  - b) Appointment
    - (1) Set up a new appt on the calendar
  - c) Contact
    - (1) Add a new contact to the your personal address book
  - d) Distribution List
    - (1) Add a group of contacts to your personal address book
      - (a) Ex. Reading Teachers (include email addresses of all reading teachers you wish to contact)
      - (b) Use when sending everyone in the group the same message
  - e) Post in this folder
    - (1) Create and post a note to the open folder
  - f) Folder
    - (1) Create a new folder

P. Getting More Help

- 1. Online Help is at the far side of the Outlook menu bar.