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Outlook Web Access Manual

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Log into Web Access by going to the site below:

Note:
NO WWW.

<http://commail.ci.menasha.wi.us>

Click to enter Web Access after entering the Username and Password.

Username:

Password:

Log On







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Email Options

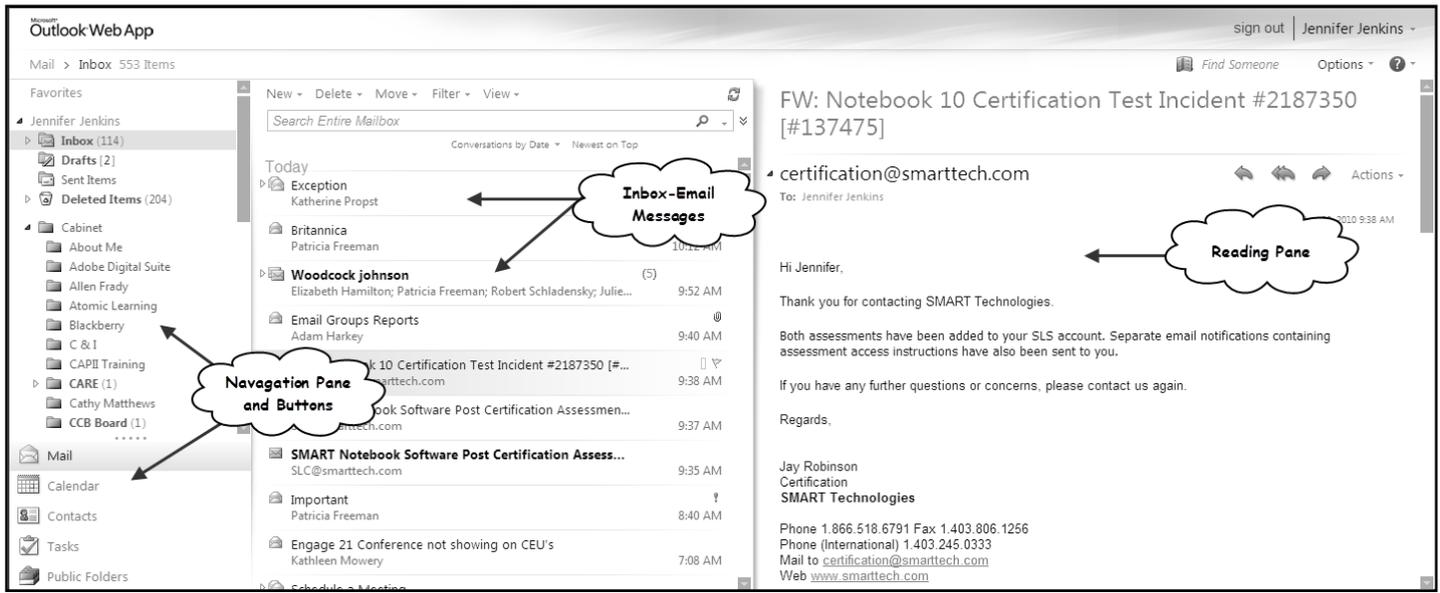
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LOGIN TO MICROSOFT OUTLOOK WEB ACCESS (OWA) 2010

MULTIPLE BROWSER SUPPORT

- OWA 2010 will run on ALL web browsers EXCEPT, Internet Explorer 6.0.
1. Start any Internet Browser, except Internet Explorer.
 2. Login to your email account.
 3. The page will refresh to the **OUTLOOK SCREEN**. Take a minute to review the screen.



THEMES

If you don't like the default Outlook Web App theme, you can choose a different one.

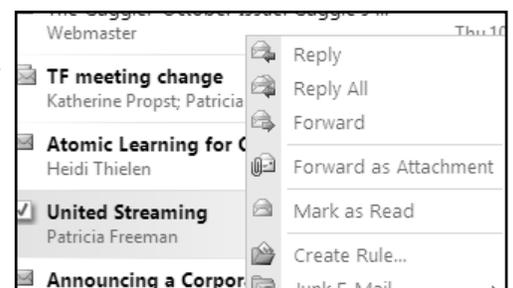
1. At the top left corner of the window, click the **OPTIONS** button.
2. From the drop down menu select one a **THEME**.
3. Click the left or right arrow to view Themes.



RIGHT-CLICK

Right-Clicking almost anywhere in Outlook Web Access will display a menu of choices.

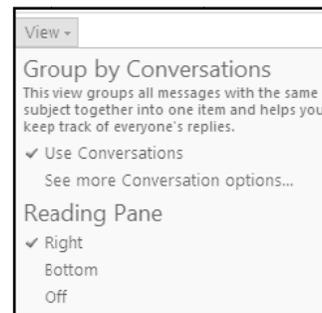
The actions available in the right click menus have been expanded and made more consistent across your mailbox.



READ AN EMAIL MESSAGE

READING PANE-Turn Off/On/Right/Bottom

- Click the **VIEW** button on the toolbar.
 - Under the Reading Pane heading choose either **RIGHT, BOTTOM** or **OFF**. This will control how the message is displayed.
1. At the **INBOX**, click the message.
 2. The message will appear in the Reading Pane. To open the message in a new window, double click on the message.
 3. To read another message, click the message in the Inbox.



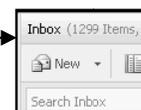
DELETE AN EMAIL MESSAGE

1. Select the message.
2. Click the **DELETE** button on the toolbar.



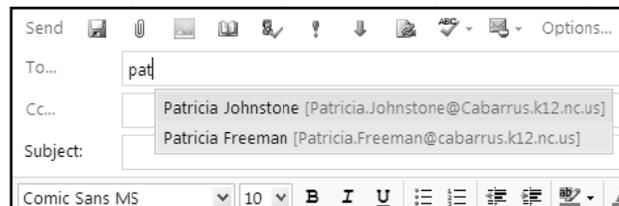
SEND AN EMAIL MESSAGE

1. Click the **NEW MESSAGE** button on the toolbar.
2. The message window will open.
3. Insert the **RECIPIENT'S** email address in the **TO:** field.



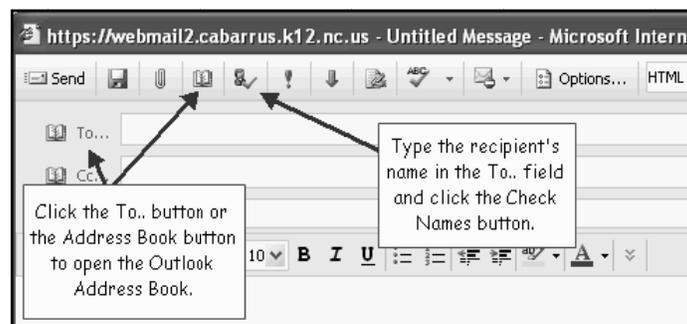
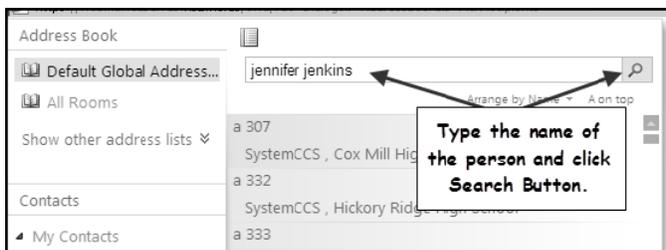
There are **MULTIPLE** ways to locate an individual's email address.

- TYPE the person's **FIRST OR LAST NAME** in the **To...** field and click the **CHECK NAMES** button. A list of people that match the name will appear. Use the mouse to select the correct name.



OR

- Click the **To...** button or the **Address Book** button to **SEARCH** for the person.

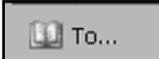


4. Type a **SUBJECT**.
5. Type the **MESSAGE**.
6. Click the **SEND** button on the toolbar.

SEND EMAIL USING A GROUP

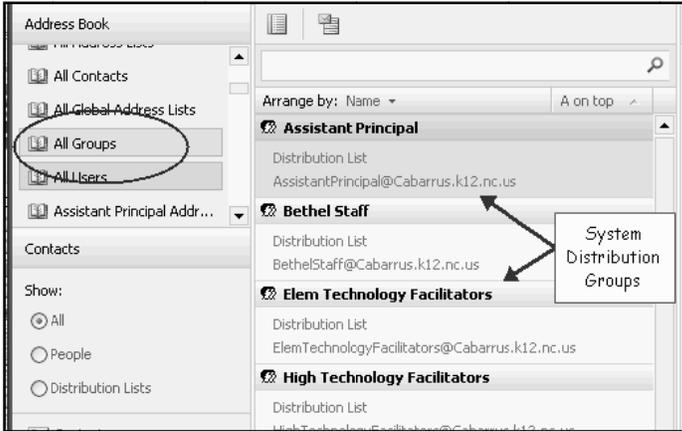
• If you want to send an email to a **GROUP** of people (Example: All Staff at Royal Oaks or Assistant Principals).

1. Begin a **NEW** email message.

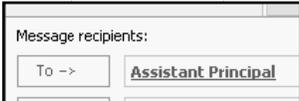
2. Click the **TO...** button in the message header. → 

3. The Address Book will open. Click the **SHOW OTHER ADDRESS LISTS**. 

4. Use the mouse and scroll through the list.

5. Select **ALL GROUPS**. 

6. A list of System Groups will display in the middle pane.

7. Select the **DISTRIBUTION GROUP** (EXAMPLE: Assistant Principal) and **DOUBLE CLICK**. This will put the Group in the **To ->** field at the bottom of the window. 

8. Click the **OK** button to return to the email message.

9. Finish the email message and click the **SEND** button.

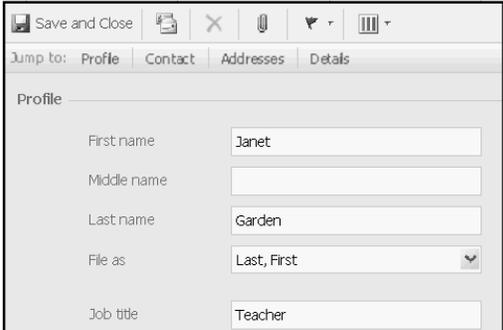
OUTLOOK CONTACTS

Your **CONTACTS** folder is your **PERSONAL E-MAIL ADDRESS BOOK** and place to store information about the people and businesses with whom you regularly communicate.

CREATE A NEW CONTACT

1. Click the **CONTACTS** button in **GO** Menu to open the Contacts folder. 
2. In **CONTACTS**, on the toolbar, click the **NEW CONTACT** button. → 

3. On the new contact page, manually input contact information. *Name, Address, Phone, Email, etc.*

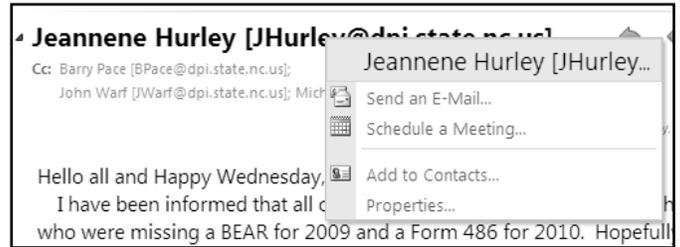
4. When finished click the **SAVE AND CLOSE** button on the Contacts Tab. 

• The contact will be filed in alpha order by the first name or last name depending on the File as selection.

ADD A CONTACT FROM EMAIL MESSAGE

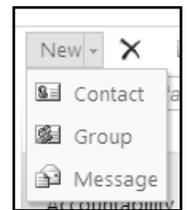
When you receive a message, you can add the user's e-mail address to your Address Book while the message window is still open. You may also select a name from a Sent message.

1. Go to the email message.
2. Right-click on the name.
3. Select **ADD TO CONTACTS** from the menu.
4. A Contact dialog box opens, scroll down to verify the e-mail address and name.
5. Add any additional information for this contact.
6. Click the **SAVE AND CLOSE** button when all information is entered for this contact.

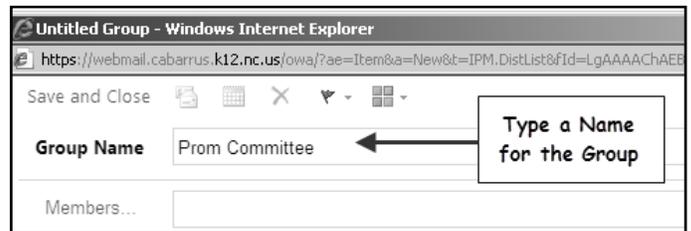


CREATE A GROUP

1. Click the **CONTACTS** button on the Navigation Menu.
2. In **CONTACTS**, on the toolbar, click the **DOWN TRIANGLE** next to the **NEW** button.
3. From the menu, click **GROUP**.



4. Type a **NAME** for the Group.
5. Click the **MEMBERS** button.

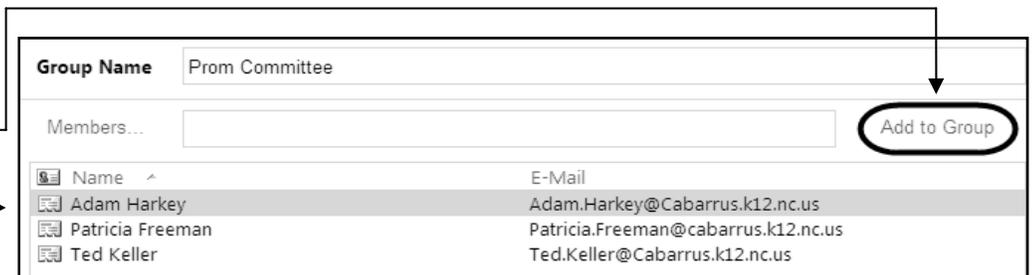


6. The Outlook Address Book will open. Search the Address Book for the group members email addresses.
7. As you locate people double click on their name to add them to the Members field at the bottom of the window.
8. When finished click the **OK** button.



VERY IMPORTANT STEP!!!!

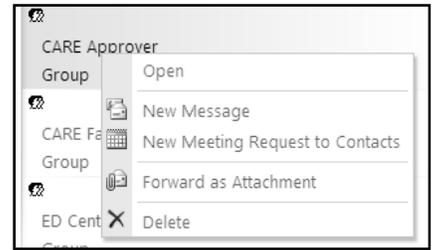
9. Click the **ADD TO GROUP** button. The group members will populate on the screen.



10. Click the **SAVE AND CLOSE** button on the toolbar.
11. The Group is saved in your Contacts.

SEND A GROUP TO ANOTHER PERSON VIA EMAIL

1. Go to **CONTACTS**.
2. Find the **GROUP**.
3. Right click on the **GROUP NAME** in your Contacts.
4. From the menu choose **FORWARD AS ATTACHMENT**.



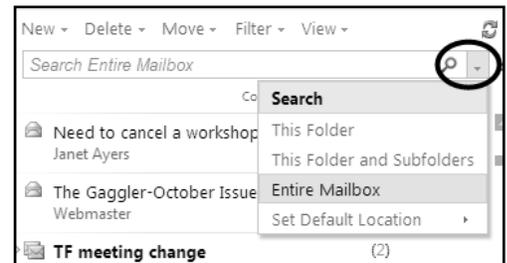
5. You will return to the email message window. Enter other information in the To:, subject line, message.
6. Click the **SEND** button.



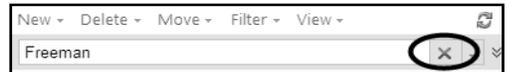
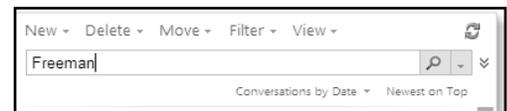
SEARCH MAILBOX

There is a search window at the top of the list items in any mail, contacts, or task folder.

1. Click the **DROP DOWN ARROW** in the search window to specify where the search should occur.



2. Type the search term in the search field.
3. Press the **Enter** key or click the **search** button.
4. Items matching the term will appear on the screen.
5. To clear the search click the **RED X**.



REPLY TO A MESSAGE

1. Select any message in your Inbox.
2. Click the **REPLY** or **REPLY TO ALL** button in the toolbar.
3. Type the message.
4. Click the **SEND** button.



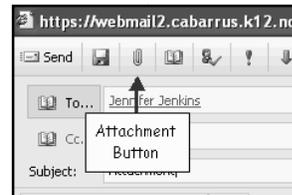
FORWARD A MESSAGE

1. Select a message.
2. Click the **FORWARD** button on the Toolbar.
3. The message opens in a new window.
4. Insert the e-mail address for the recipient(s).
5. Type a message and click the **SEND** button. The original message forwards to the new recipient.



SEND EMAIL WITH AN ATTACHMENT

1. Compose an email message.
2. Click the **ATTACHMENT** button on the toolbar.
3. Navigate to the file and select it.
4. Click the **OPEN** button. Outlook will upload the attachment.
5. When upload is complete the attachment will show in Attach field in the message.
6. Click the **SEND** button.



READ ATTACHMENTS

When you receive a message with an attachment, the Inbox will display a paper clip icon.

1. At the Inbox, **select** the message with the attachment.
2. Single click on the **ATTACHMENT**.
3. A dialog box will appear prompting you to **Open** or **Save** the message.
4. Click the **Open** button.
5. The file opens in the application window.
6. Close the message window.

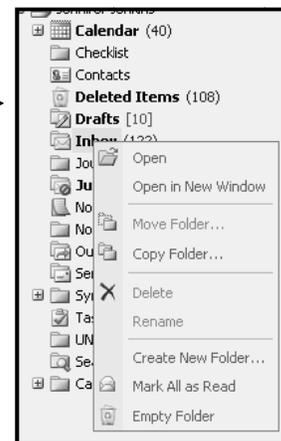


☞ If you wish to save an attachment to a folder, right-click the attachment and choose **SAVE**. The Save Attachment dialog box will open and you can select the desired folder.

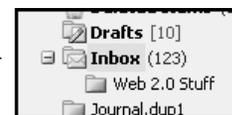
CREATE A FOLDER

Create your own folders to move e-mail from the Inbox when you need to store messages.

1. At the Outlook main window, **right-click** on the **Inbox** folder.
 - If you have a **Cabinet** folder (migrated from GroupWise) you can create folders in the Cabinet folder.
2. Choose **Create New Folder** from the context menu.
3. Type a folder name and click **away** from the folder.



4. The new folder appears in the folders list. Notice the Inbox folder now has a minus symbol in front of it, designating a folder with displayed subfolders.

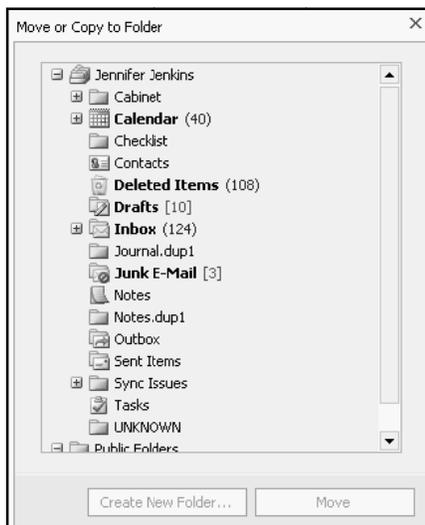
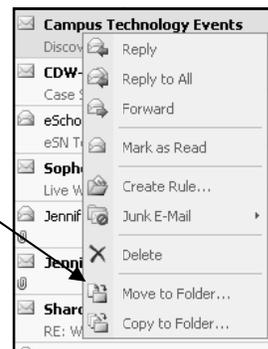


MOVE A MESSAGE TO A FOLDER

- At the Outlook main window, **select** the message to move.
- **Drag-and-drop** messages from one folder to another.

OR

1. At the Outlook main window, **select** the message to move or copy.
2. Right click on the message.
3. Choose **Move** or **Copy to Folder** from the menu.



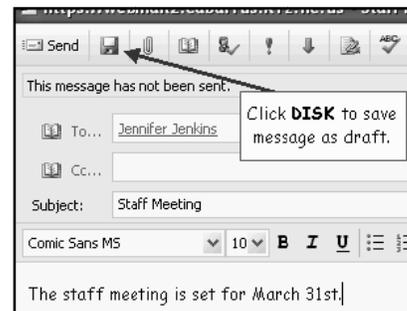
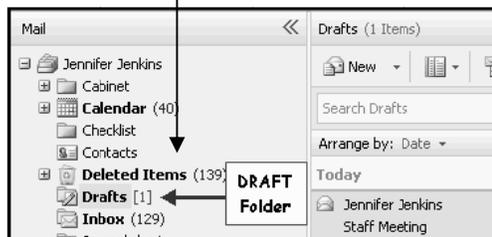
4. Select the desired folder.
5. Click **Move** or **Copy**.

PRINT AN EMAIL MESSAGE

1. **DOUBLE CLICK** on the **MESSAGE** in a second window (double click the message).
2. Click the **PRINT** button on the toolbar. → 
3. The Print options window opens. Make print settings and click the **PRINT** button.

SAVE EMAIL MESSAGE AS DRAFT

1. **COMPOSE** a **NEW** email message.
2. Click the **SAVE** button on the toolbar. → 
3. This will place the message in the **DRAFT FOLDER** in the Navigation Pane.

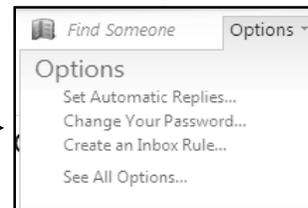


🔗 Outlook will save message in the **DRAFT FOLDER** until you send the message.

OUTLOOK OPTIONS

CHANGE PASSWORD

1. In Outlook, click the **OPTIONS** button in the top right corner of the screen.
2. From the drop down menu choose **CHANGE YOUR PASSWORD**.



3. Type the **CURRENT** password.
4. Type a **NEW** password.
5. Type the new password again to confirm it.
6. Click the **SAVE** button.

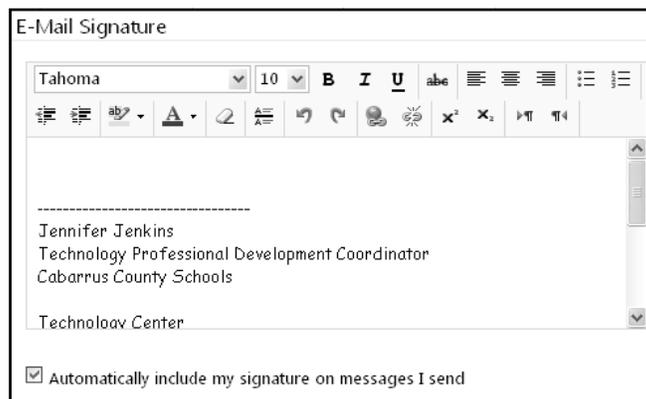


EMAIL SIGNATURES

1. At the Outlook screen, click the **OPTIONS** button in the upper right corner of the screen.
2. From the drop down menu choose, **SEE ALL OPTIONS**.

3. The page will refresh. From the menu on the left of screen, click **SETTINGS**.
4. The **EMAIL SIGNATURE** setting appears.

5. Type the information for your signature message. Example, name, title, etc.
6. Place a check mark before **Automatically include my signature on outgoing messages**.
7. Click the **SAVE** button, located in the bottom right corner of the Options page. The signature saves and is automatically added to new messages.

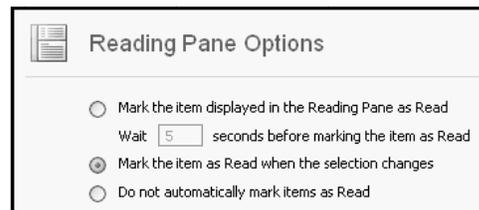


8. Click the **MY MAIL** button (top right corner of the screen to return to your **Inbox**).

READING PANE OPTIONS

The reading pane lets you read items in your mailbox without opening them. It is available in all views (Mail, Calendar, Contacts, and Tasks) and can be used to read items and make limited changes to them.

- Use the options under **READING PANE OPTIONS** to configure how OWA handles unread messages in the Reading Pane

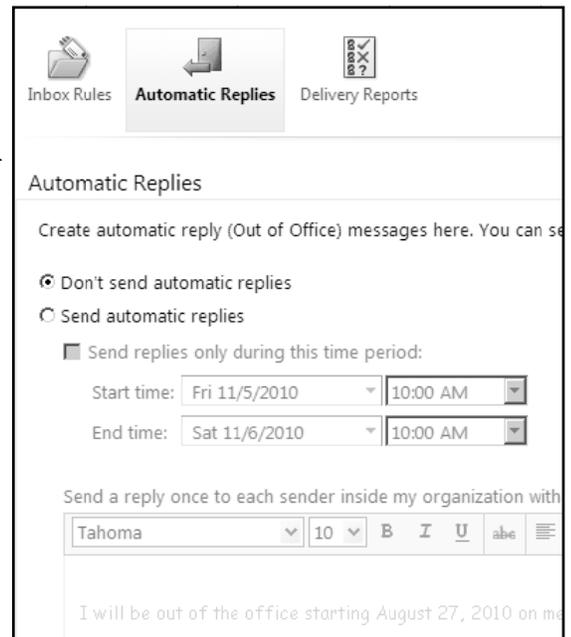


OUT OF OFFICE (Automatic Replies)

Use the Out of Office Assistant to set up a message that will send automatically to everyone who sends you e-mail during an absence.

1. Click the **OPTIONS** button in the upper right corner of the screen.
2. From the menu on the left side of the screen, click **ORGANIZE E-MAIL**.
3. For **AUTOMATIC REPLIES**, select the options for the Auto Reply.
4. Click the **SAVE** button at the bottom right corner of the screen.

****This message will be sent to anyone who e-mails you during the specified time frame. This action remains in place until you disable the assistant by selecting Do not send Out of Office auto-replies. If you selected a time period, the Out of Office Assistant will disable on the date and time you specified.**

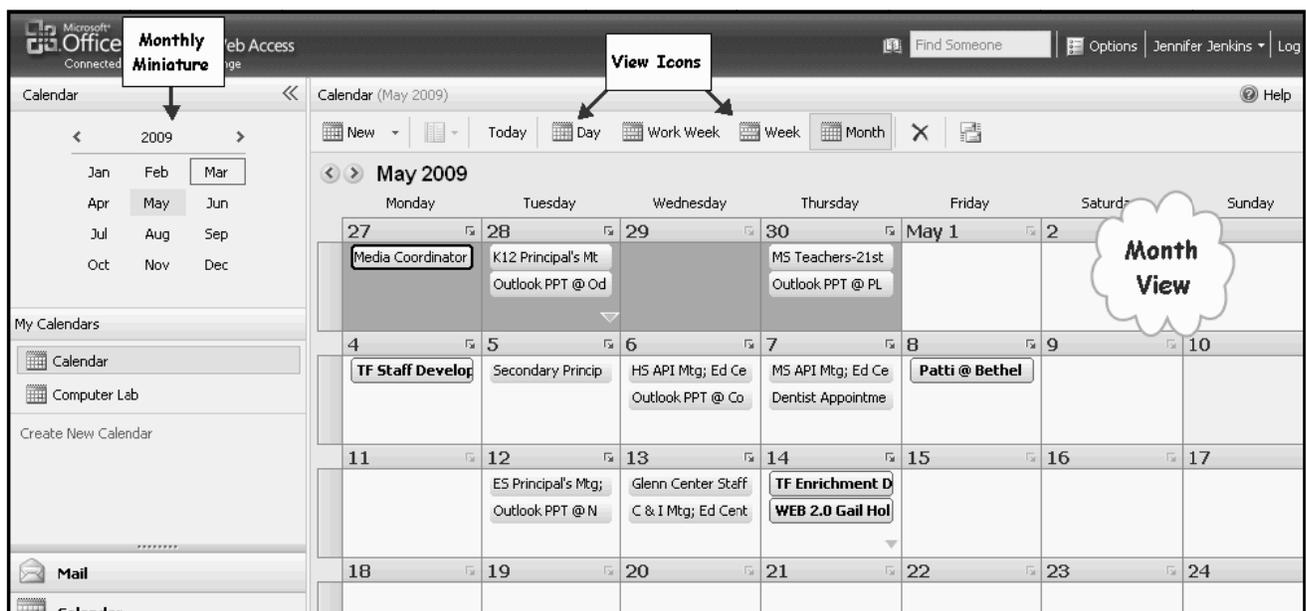


OUTLOOK CALENDAR

- At the OWA main window, click the Calendar button to view the calendar. You can change the view of your calendar to be **daily**, **week-day**, **weekly** or **monthly**.
- At the top of the calendar are view icons: Today, Day, Work Week, Week and Month. Click these tabs to change the calendar view from daily to weekly or monthly.

NAVIGATING THE CALENDAR

You can use the vertical scroll bar to **NAVIGATE** between appointments for a given day or you may click on a new day to view appointments for that date. You can also quickly navigate appointments for the week or month by changing the **VIEW**.



CREATE AN APPOINTMENT

1. Click the **CALENDAR** button.
2. Click the **NEW** button.
3. Type a Subject.
4. Type Location (optional).
5. Select a **DATE, START, and END time**. (*Use the Start and End lists to select the start and end of the event*).
6. Select a Reminder Interval (optional).
7. Type notes for the Appointment (optional).
8. Click the **SAVE** and **CLOSE** button to add the appointment to your calendar.

DELETE AN EVENT

1. At the Calendar view, navigate to the date.
2. Select the event (use the mouse to select).
3. Click the **DELETE** button on the toolbar. The event should disappear from the Calendar.

RECURRING EVENT

A recurring event indicates the event will occur more than once at a specified interval (daily, once a week, once a year, etc).

1. Create a **NEW APPOINTMENT**.
2. On the toolbar, click **RECURRENCE** button.
3. In the Recurrence dialog box, under **APPOINTMENT TIME**, use the **Start and End list** to select the **start** and **end** times of the recurring item.
4. Under **RECURRENCE PATTERN**, select how often the appointment will occur.
5. Under the **RANGE OF RECURRENCE**, select when you want this recurrence pattern to start and end.
6. Click **OK**.
7. Click **SAVE AND CLOSE** button (or press CTRL+S) to save the appointment before closing the browser window.

CHANGE A RECURRENCE INTERVAL

You can change the recurrence interval of an item as needed. You can also change a recurring item to a single occurrence by deleting its recurrence pattern.

1. In Calendar, **double-click the item to open it**. When you are prompted by Outlook Web Access, click **The Series**.
2. On the toolbar, click **RECURRENCE**.
3. In Recurrence, make the appropriate changes to the recurrence pattern.
Note: To make the item non-recurring, select None under Recurrence Pattern.
4. Click **OK**.
5. Click **SAVE AND CLOSE** button to save appointments before closing the browser window.

DELETE A RECURRENCE

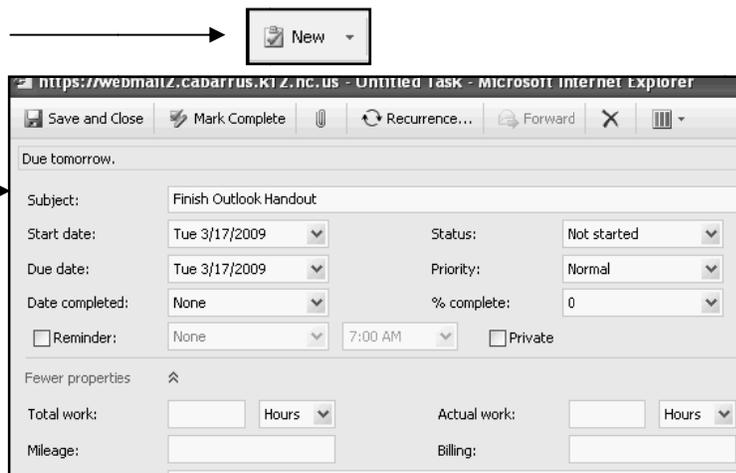
1. In Calendar, highlight the appointment, and click the **DELETE** button.
2. Outlook Web Access prompts you to select one of the following options: **DELETE OCCURRENCE OR DELETE SERIES**.

TASKS

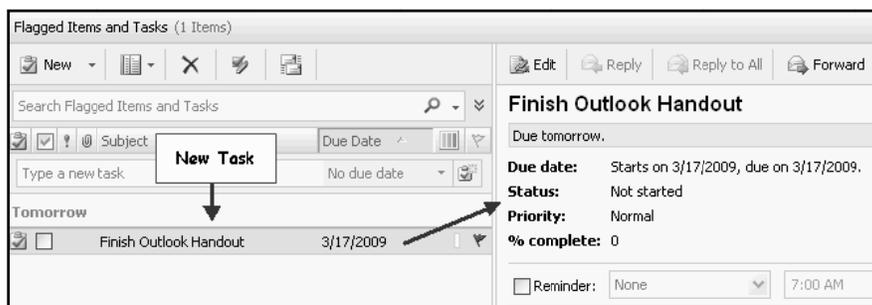
The Tasks folder contains to-do items for you to track until completion. These to-do items can be tasks, e-mail messages, or contacts that have been flagged for follow-up.

By default, all tasks are flagged for follow-up when they are created, even if they have no start date or due date. Therefore, whenever you create a task, or flag an e-mail message or a contact, a to-do item is created automatically. Tasks can occur one time or on a recurring schedule. Tasks can be updated to show progress by using the % complete field.

1. At the OWA window, click the **TASKS** button.
2. In Tasks, click the **NEW** button on the toolbar.
3. Enter a **SUBJECT** and any other **properties** (start and end date) that you want to include. Only a subject is required. All other values, such as dates and reminders, are optional.
4. If you want the **TASK** to recur, click **RECURRENCE**. In the Recurrence dialog box, under the Recurrence Pattern, set the recurrence pattern for the task, and then click **OK**.



5. Click the **SAVE AND CLOSE** button on the toolbar. The task will appear in the **TASK PANE**.

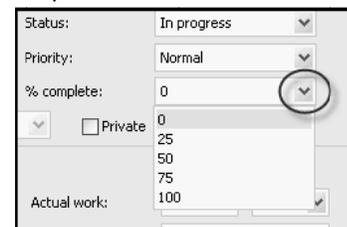


NOTE: You can also create a new task by typing the subject in the Type a new task box at the start of the task list and then clicking Add New Task or pressing ENTER.

MARK A TASK COMPLETE

You can show progress on a task or update it to read Completed. When the due date for a task has passed and before the task is marked complete, the task will display overdue.

1. At the **TASK Pane**, double click the **TASK** or click the **EDIT** button.
2. Click the list arrow for the **% COMPLETE** box.
3. Select the **level** of completeness, in the **% COMPLETE:** box, use the scroll arrows to choose a number to represent how much of the task has been completed.
4. Click the **SAVE AND CLOSE** button.



OR Place a check in the **box** to the **left** of the task name.



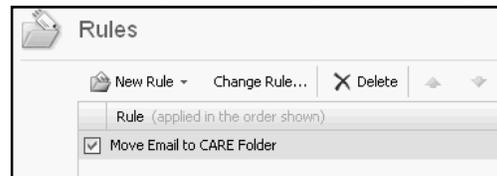
DELETE A TASK

- Click the check box to the **left** of the task and click the **DELETE** button on the toolbar.

OR select the task and press the **Delete** key on the keyboard.

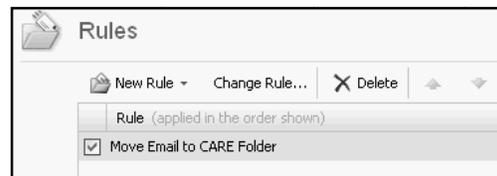
EDIT A RULE

1. Navigate to **OPTIONS** and select **RULE** from the Navigation Pane.
2. Select the **RULE** from the rules window and click the **CHANGE RULE...** button.
3. This will open the rule editing window. Make the changes that you want, and then click the **SAVE** button or **CANCEL** to close the rule without saving.



DELETE A RULE

1. Navigate to **OPTIONS** and select **RULE** from the Navigation Pane.
2. Select the **RULE** from the rules window by clicking it.
3. Click the **DELETE** button on the toolbar.
4. A window will pop up asking if you want to permanently delete the selected items. Click **OK** on the confirmation window to permanently delete the rule, or click **CANCEL** to cancel the deletion and to close the confirmation window.



REORDER RULES

Outlook Web Access acts on rules from top to bottom in the order that they appear in the Rules window.

TO CHANGE THE ORDER OF RULES...

1. Navigate to **OPTIONS** and select **RULE** from the Navigation Pane.
2. Click the rule you want to **MOVE**.
3. Click the **UP** or **DOWN** arrow to move the rule to the position that you want in the list.

