

An Introduction to Outlook Web Access 2003

Outlook Web Access 2003 (OWA 2003) looks very similar to Outlook 2003 and allows you to access your messages, calendars, contacts, tasks and public folders from any computer with internet access and 128 bit encryption. OWA 2003 has many added features which allow for improved performance, better security, and a new look.

There are two easy and secure ways to access your email, either thru the District's Intranet or by typing the following URL in your web browser: <http://mail.tesd.net>

The OWA logon screen will appear prompting you for your network username and password. There is no need to enter the domain name before your username. Under *Security*, click the appropriate radio button. [Note: The *private computer* setting will allow for a longer period of inactivity before timing out.] Click the "Log On" button.

The OWA 2003 Mail Window

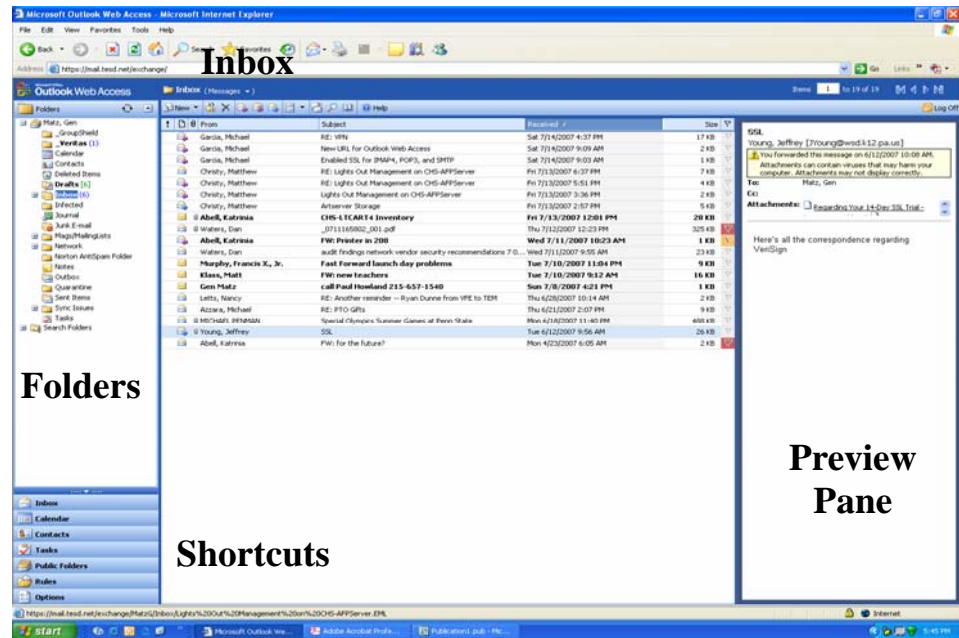
The mail window of Outlook Web Access 2003 will display on your screen. When you first open OWA 2003, the screen is divided into four main areas: Folders, Shortcuts, Preview Pane and Inbox. [Note: These features are specific to Internet Explorer 6.0 and higher. Other web browsers, such as Firefox or Safari, do not support all features.]

Folders:

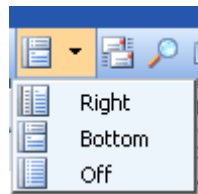
In your *Folders* list you will find such items as your Calendar, Contacts, Deleted Items, Drafts, Inbox, Notes, Sent Items and Tasks.

Shortcuts:

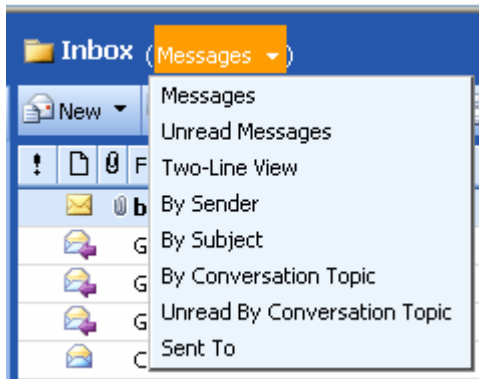
In your *Shortcuts* list, you will find shortcuts to your Inbox, Calendar, Contacts, Tasks, Public Folders, Rules and Options. Access these shortcuts by clicking on them.



Preview Pane:



The *Preview Pane* allows you to view a selected message without opening it. To change the *Preview Pane* view, click the arrow located next to the *Show/Hide* pane button (to the left of the *check for new mail* icon on the toolbar). In the drop-down, select *Right*, *Bottom* or *Off*. You can even open attachments from the preview pane.

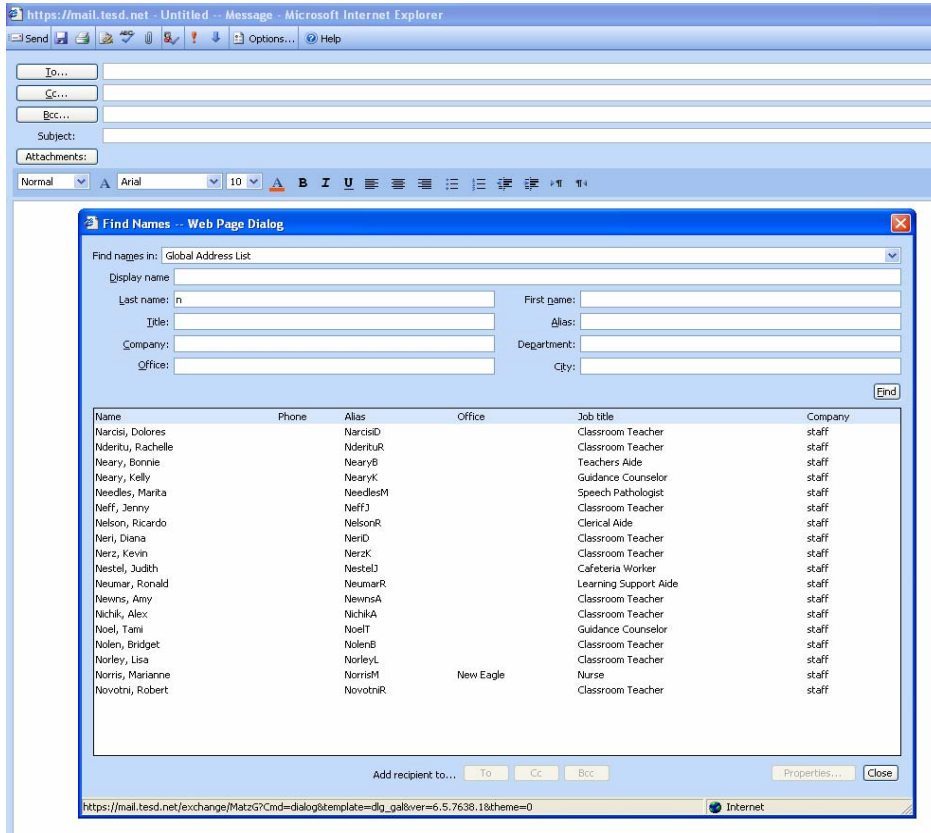


Inbox:

Your *Inbox* list defaults to a two-line view. This means that the pertinent information to the email (e.g., the sender and date) will appear across two lines. You can change the view by clicking the drop-down arrow located next to the word *Inbox*. The example above is set to *Messages* in the drop-down.

Creating a Message and Using the *To* Button to Find Users

To create a new message, click the downward arrow next to the word *New*. A drop-down list with various options will appear. Select *Message*. An untitled message dialog box will appear on your screen. Compose your message and click the *Send* button at the upper left-hand corner of the window.



If you prefer not to type the email addresses, click on the *To* button. The *Find Names* dialog box is displayed. You have the option of finding names in either the Global Address List or in Contacts by selecting the drop-down arrow.

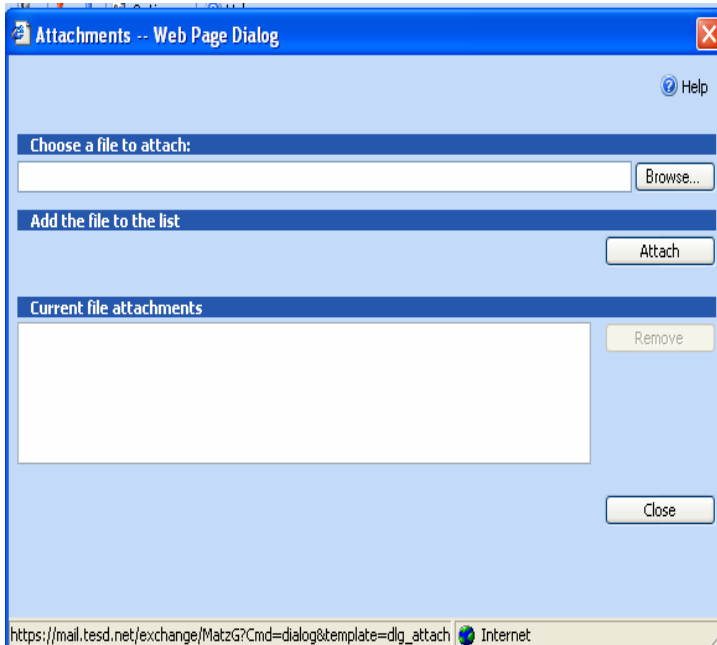
You can use any combination of fields to find who you are looking for. For example, if you are unsure how to spell someone's last name, type the first letter in the *Last Name* field and leave the rest blank. Click *Find*.

When the list of names appears, simply click the appropriate name to select it. Under the *Add recipient to....* section, select either *To*, *Cc* or *Bcc* to add the recipients name in the correct box. Follow these steps to add additional people. Once you are done finding all the recipients, click *Close* and you will return to your new message with all the recipients in place.

Note: If you want to find a building group as opposed to an individual, type *all* in the *Display name* and then click *Find*.

Adding Attachments

With OWA 2003 you can attach a document, picture or other file to the message you are sending. To add an attachment to a new message, simply click the *Attachments:* button. You can also click the paperclip located at the top of the window.



Once the dialog box is open, click *Browse...* to find the file you want to attach. Once you have found the correct file, click *Attach*.

Repeat this process if you would like to attach more files to the same email message.

When you are done, click *Close*. The file(s) you selected will now be attached to your message ready to be sent.

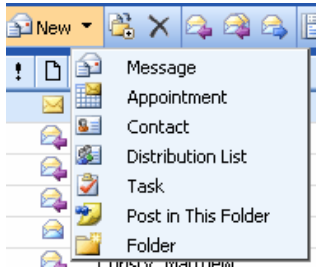
Deleting a Message

To delete any message that appears in your mail list, simply select it by clicking it once, then hit the delete key on your keyboard. Clicking the X on the Toolbar will do the same thing.

Note: When you delete a message it is moved to your *Deleted Items* folder. This folder counts towards your total mailbox size. It is good practice to regularly delete the items in your *Deleted Items* folder. Right click and select *Empty Deleted Items*. This will permanently delete the messages from your mailbox.

Creating a Contact

The Contacts address book is your personal email address book. Click on the *Contacts* icon either in your *Folder* list or your *Shortcuts* to access it. Your *Contacts* will appear with a list of your personal contacts.



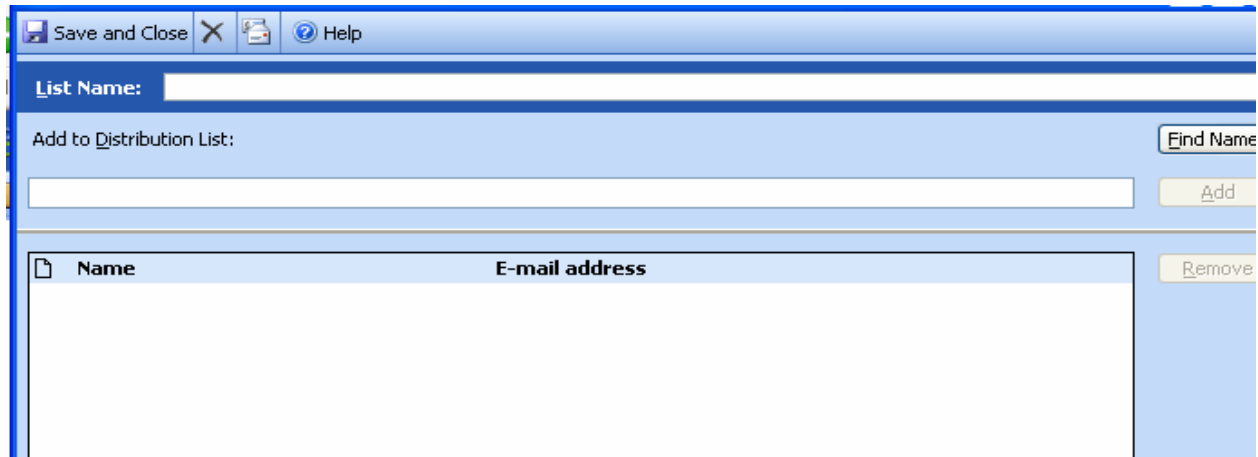
To create a new contact, click the downward arrow next to the word *New* on the Toolbar. Select *Contact*.

The new contact dialog box will open. Enter whatever information you require for this contact into the necessary fields. When you are finished click the *Save and Close* button. The next time you click on your *Contacts* shortcut or folder you will see your new contact listed.

Creating a Distribution List

A distribution list is an email address assigned to a group of users. To create a new distribution list click the downward arrow located next to *New* on the Toolbar. Select *Distribution List*.

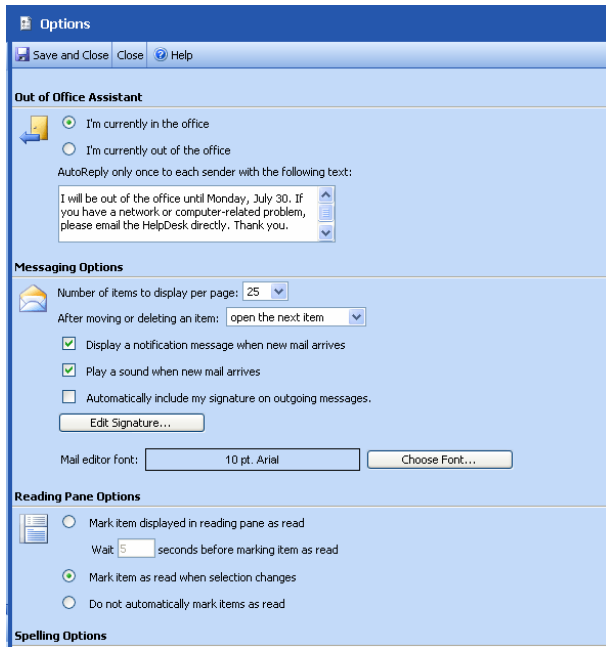
An untitled distribution list will be displayed. Add email addresses either by typing them into the Add to *Distribution List* field or using the Find names button to locate the names in the Global Address List or your Contacts.



Type the name of the group under *List Name*. You can name the group whatever you prefer and the distribution list is now a part of your *Contacts*. When you are finished click the *Save and Close* button.

Options

Through the *Options* section you have the ability to personalize OWA 2003.



Available *Options* includes the following:

- Out of Office Assistant
- Messaging Options
- Reading Pane Options
- Spelling Options
- Date and Time Formats
- Calendar Options
- Reminder Options
- Contact Options
- Recover Deleted Items

Be sure to click *Save and Close* when you are finished. To access your options, simply click the *Options* icon under your Shortcuts.

Help



If you run into trouble, don't be afraid to click on the *Help* button on the Toolbar!