

Outlook Web Access 2003

Quick Reference Guide



The Outlook Web Access 2003 Login Screen



Login Procedures

Example, if your userID is Jones1234

Login as follows:

Domain\user name: **corp\Jones1234**
 Password: **your network password**

Login Options:

Client:

Premium - gives you the full new OWA interface

Basic client provides a cut-down version with fewer features. The Basic client is somewhat faster due to it offering fewer features, which will help those still using slower dial-up connections to their OWA mailbox.

Security:

The Public or shared computer option is for those situations where you are accessing OWA from a non-trusted network, such as an Internet cafe or other public area. **Timeout is 15 minutes by default.**

The Private computer option assumes you are accessing OWA from a trusted computer, such as a computer within your office, or your home. **Timeout is 24 hours by default.**

The Navigation Pane

Located to the left of the main window

Inbox
Access to your inbox

Calendar
Allows you to view and schedule appointments, events, and meetings.

Contacts
Use to store and keep track of addresses, numbers, and e-mail addresses.

Tasks
Use to organize to-do lists by priority, track task progress, and delegate tasks

Public Folders
Enables you to view and access public folders

Rules
Use to create e-mail delivery rules

Options
Use to configure Outlook Web Access Options such as Out of Office, Spell Check, Junk-Mail etc.

Inbox: Managing Your Mail

A horizontal splitter bar located between the folder list and the buttons allows you to collapse the buttons into a button tray:



Inbox – Messages

To Access the Inbox: Click the **Inbox pane** in the Navigation pane.

Inbox Toolbar -



To see all of your Inbox Messages Click on the Page buttons at the top right side of the screen.

To Change the Current View: Select the **Inbox** (Two-Line View) down arrow and select the desired view.

To Check for New Messages: Click the **Check for New Messages** on the Inbox toolbar, or press **<F5>**.

To Open a Message: Click the message you want to read.

To Open an Attachment: Click the attachment link at the top of the message screen.

To Reply to the Message Sender: Click the message, click the **Reply button**, type your reply, and click the **Send button**

To Reply to All Message Recipients: Click the message, click the **Reply to All button**, type your reply, and click the **Send button**.

To Forward a Message: Click the message, click the **Forward button**, enter the e-mail address(es) in the **To: box**, enter additional comments in the text box, and click the **Send button**

To Resend a Message: Open the **Sent Items** folder. Double-click the message and select **Forward**

To Flag a Message for Follow-Up: Right-click the message and select **Follow Up** from the shortcut menu.

To Clear a Flagged Message: Right-click the message and select **Clear Flag** from the shortcut menu.

To Delete a Message: Select the message and press the **delete button**.

To Create a Message:

Click the **New button** or press **<Ctrl> + <N>**. Enter the e-mail address(es) in the **To: box**, or click the **To button** to use the address book. Click the **Cc: button** and enter the e-mail address(es) for whom you want to send a copy of the message. Enter the subject of the message in the **Subject box**. Enter the text of your message in the text box. Click the **Send button**.

To select Message Options: Click the **Options button** on the toolbar in the Message window to specify:

- The importance level of the message.
- The sensitivity level of the message.
- Request a delivery receipt of the message.
- Request a read receipt for this message

To Attach a File: Create a new message, click the **Add Attachment button** on the toolbar in the Message window. Click **Browse** and select the file you want to send, and click **Attach**

To Send a Blind Carbon Copy (Bcc): Click the **Bcc: button** and enter the e-mail address(es) for whom you want to send a blind copy of the message.

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Folders

To Display/Hide the Folder List: Click the  **Up arrow button** at the top of the Navigation pane to toggle the display.

To Create a New Folder: Click the location where you want a new folder, click the **New button**, select **Folder**.

To Move an Item to a Different Folder: Select the item, click the  **Move/Copy button**, select the destination folder and select the Move button.

Calendar

Calendar


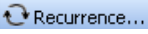
To View the Calendar: Click the **Calendar** pane  on the Navigation pane.


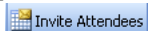
Calendar Toolbar -



To Change Views: Select a **Calendar View Button**  from the toolbar and select the desired view.

To Schedule an Appointment: Click the  **New button** or press **<Ctrl> + <N>**.

To Schedule a Recurring Appointment: Select  **New Button**, select the  **Recurrence...** **Recurrence button** from the button toolbar.

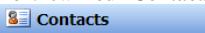
To Schedule a Meeting Request: Click the  **New button** for a new Appointment window, select  **Invite Attendees**, type or search for the names.

To Schedule an All Day Event: Select  **New button** for a new Appointment window, click the **All day event check box**.


To Reschedule an Item: Double-click the meeting, appointment, or event, make your changes and click the **Save and Close button**.

Contacts


Contacts

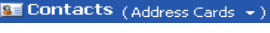
To View Your Contacts: Click the **Contacts** pane  in the Navigation pane.


Contact Toolbar -  **New**     **Help**

To Create a New Contact: Click the  **New button** or press **<Ctrl> + <N>**.

To Edit a Contact: Double-click the contact.

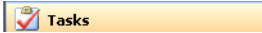
To Delete a Contact: Select the contact and press the  delete button.

To Change Views: Select the down arrow on the menu  **Contacts** (Address Cards) and select the desired view.

To view the entire contact list, you will need to scroll using the page buttons  **Items 1 to 25 of 150** at the top right side of the screen.

Tasks


Tasks


To View Your Task List: Click the  **Tasks** **Tasks pane** on the Navigation Pane.

Tasks Toolbar -  **New**     **Help**

To Create a New Task: Click the  **New button**, or press **<Ctrl> + <N>**,




To Complete a Task: Check the task's **check box**.

To Delete a Task: Select the task and press the **<Delete>** key or press the  **delete button**.

To Create a Recurring Task: Double-click the task and click the  **Recurrence...** **Recurrence button** on the toolbar.

Other Tasks

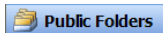
Distribution Lists

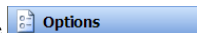
To Create a Distribution List: Click the  **New button** **arrow** and select  **Distribution List**. Click **Find Names**, enter information into the fields and click **Find**, Select a member from the list and click on **Add recipient to...**  and repeat for each name to be added. Click **Close** and click **Save and Close**.

To Delete a Distribution List: Select **Contacts** in the left folder pane, select the list and click the **Delete button**.

To Create a Signature: Select **Options** from the menu on the lower left pane, click the **Edit Signature Button**, create or modify the signature and click **Save and Close** and click **Save and Close**.


Public Folders and Out of Office

To access public folders: Click the  **Public Folders** **Public Folders pane** on the Navigation Pane

To set Out of Office Assistant and other settings: Click the  **Options** **Options pane** on the Navigation Pane to set Out of Office Notifications, Messaging, Reading Pane and Junk E-Mail Options

Creating a Rule

To Use the Rules Wizard:

Make sure that you're in the **Inbox**. Select the  **rules** **button** from lower left button bar. From the Rules window, click the **New** button. Define the rule, in the **When a Message Arrives** section. In the **Then** section, define what action you want for the messages. Click the **Save and Close** button to complete your rule.