Microsoft®

# Outlook Web Access 2003

***Quick Reference Guide***

## *The Outlook Web Access 2003 Login Screen*


**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.**

## *Login Procedures*

Example, if your **userID is Jones1234**

Login as follows:

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

## *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** [Inbox] in the Navigation pane.

**Inbox Toolbar** -
New | Help | Log Off

**To see all of your Inbox Messages** Click on the Page buttons [Items 1 to 5 of 5] 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] **Reply button**, type your reply, and click the [Send] **Send button**

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

**To Forward a Message:** Click the message, click the [Forward] **Forward button**, enter the e-mail address(es) in the **To: box**, enter additional comments in the text box, and click the [Send] **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] **New button** or press **<Ctrl>** + **<N>**. Enter the e-mail address(es) in the **To: box**, or click the [To...] **To button** to use the address book. Click the [Cc...] **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] **Send button**.

**To select Message Options:** Click the [Options...] **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...] **Bcc: button** and enter the e-mail address(es) for whom you want to send a blind copy of the message.

Microsoft®

# Outlook Web Access 2003

## *Quick Reference Guide*

### *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 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 -**

**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 and select the desired view.

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

## Tasks

### *Tasks*

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

**Tasks Toolbar -**

**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 button** on the toolbar.

## Other Tasks

### *Distribution Lists*

**To Create a Distribution List:** Click the **New button list 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 pane** on the Navigation Pane

**To set Out of Office Assistant and other settings:** Click the **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.