

Introducing Outlook Web App

This document is an overview. Check links to more detailed training documents on the training website for specific instructions.

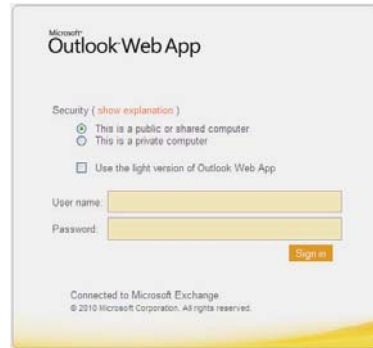
Logging In

Using your Internet Browser, type in the address line:

http://mail.apsva.us

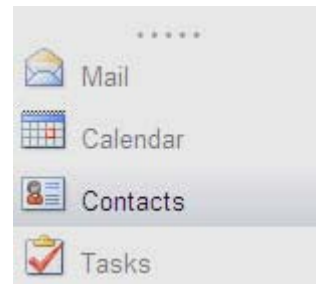
Enter your NEW User name and password.

Click Sign in.



View Selector

Click on each item of the list located in the lower left corner of the OWA window to navigate to the different components of Outlook Web App.



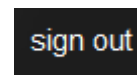
Help

Click ? in the upper right corner and select **Help** to access training materials about the page you are on.



Sign Out

Click **Sign Out** when you are done.



What You See (Mail View)

Navigation Pane

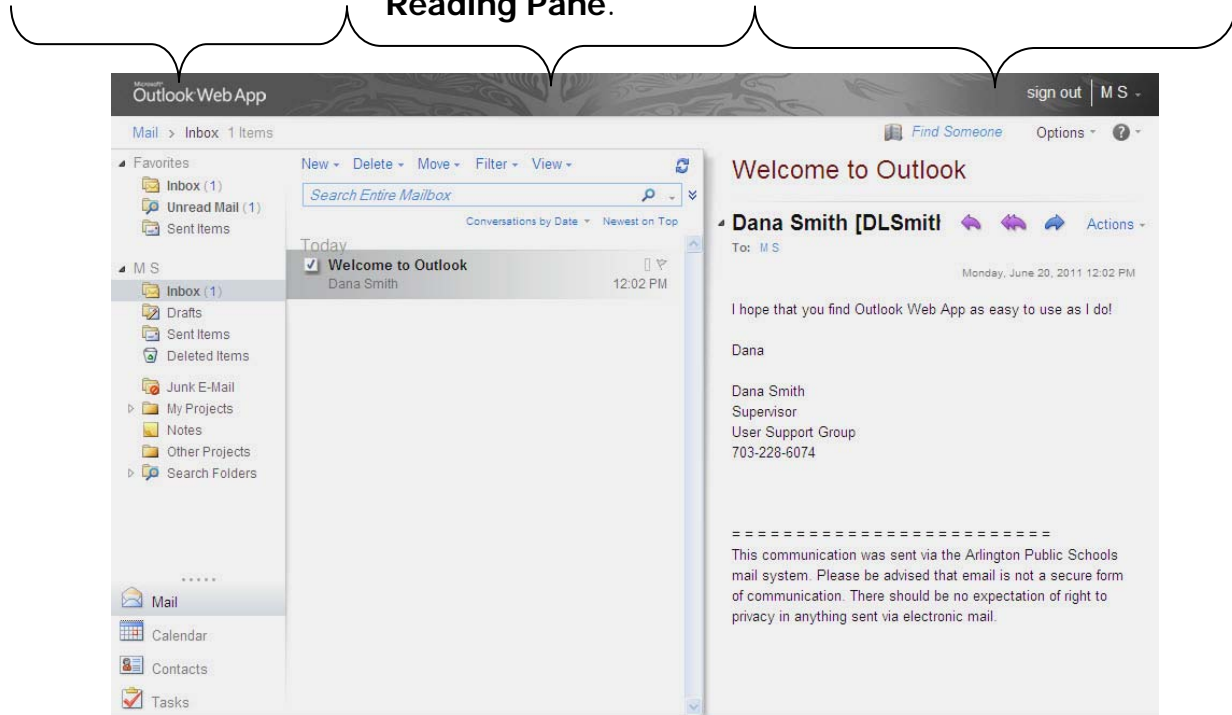
Click on a folder to see the list of emails contained in that folder in the **Item List**

Item List


List of email messages from selected folder. Click on an email message to see contents of the message in the **Reading Pane**.

Reading Pane

Read and act on (reply, forward, delete) email message.




Quick Hints and Tools

Mail is organized in "Conversations." A conversation is a grouping of emails with the same subject line. This helps you keep track of everyone's replies. When there is more than one email in a conversation, you will see a  symbol next to the email on the list.



Use **New** to start a new email and **Delete** to delete an email.

Use the Search feature to look for an email. Click on  to apply more search criteria.

What You See (Calendar View)

Navigation Pane

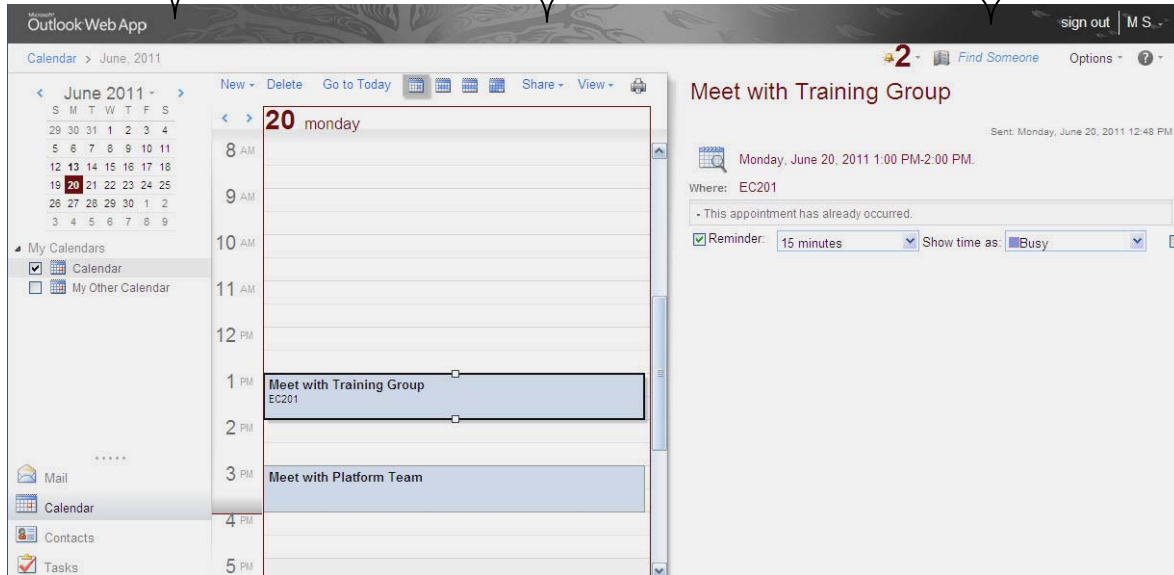
Use to change months/years or to view more than one calendar.

Item List

Lists your appointments and meetings in single day, work week, week or month formats.

Reading Pane

When you have set the **Item List** to view a single day, information shows here about each appointment as you click on it.



Quick Hints and Tools

If you are viewing your calendar in the week or month formats, double-click on an appointment in your calendar to get a detail box to see more information about the appointment.



Use **New** to enter a new Appointment or Meeting.

An **Appointment** is an activity in your calendar that does not involve other people.

A **Meeting** is an appointment to which other people are invited using email.

Use the calendar icons to select **Day**, **Work Week**, **Week** and **Month** views of your calendar.

Use **Share** to share your calendar with other people or to add another calendar to your list of calendars.

What You See (Contacts View)

Navigation Pane

Use to select which types of contacts you would like to see in the

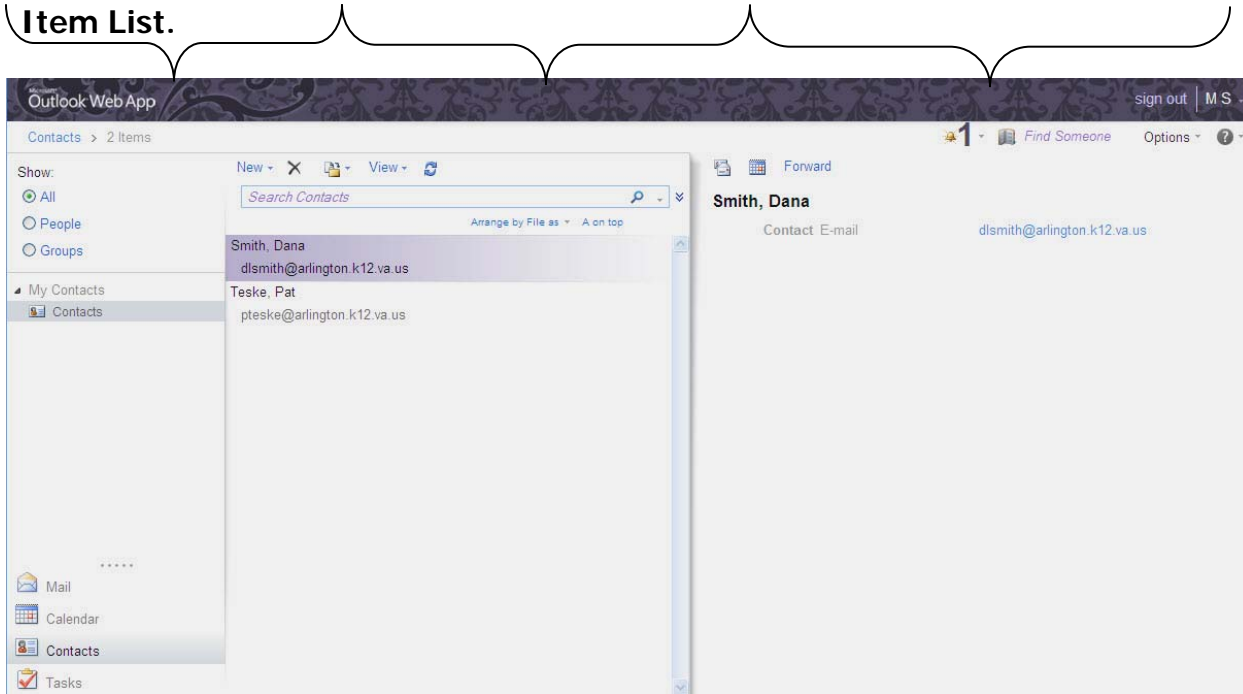
Item List.

Item List

Use to view list of contacts from the types selected.

Reading Pane

Use to view details about an individual contact.



Quick Hints and Tools

There are two ways new contacts are added to your contacts list. You can add new contacts manually, by entering a **New** contact. New contacts are also added when you send email to a new person. The contacts list is *NOT* the same as the Default Global Address List which lists everyone with an APS email address.



Click on the address book icon (upper right corner) to open your address books, including the *Default Global Address List* of everyone with an APS email address.

Click on **Find Someone** to search for one person in your address books.

What You See (Tasks View)

Navigation Pane

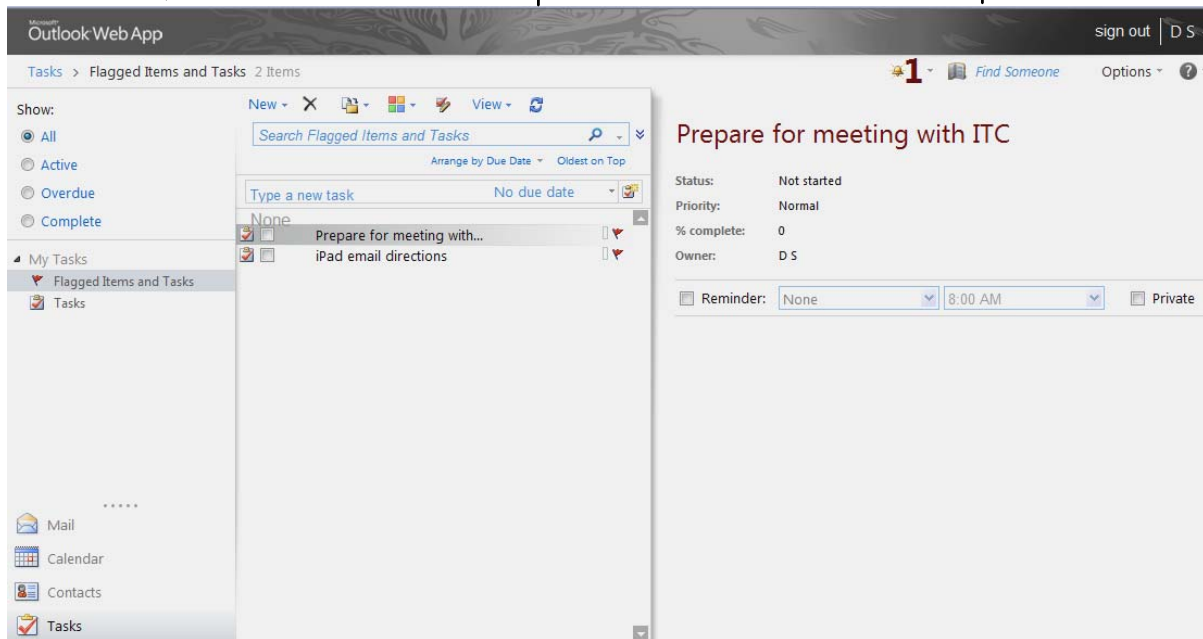
Use to select which tasks you want to view, under My Tasks (you can add folders there), and which types of tasks within that folder (All, Active, Overdue, Complete)

Item List

Use to view and organize the list of tasks. You can also mark a task complete on this list.






Reading Pane

Use to view details about an individual task.



Quick Hints and Tools

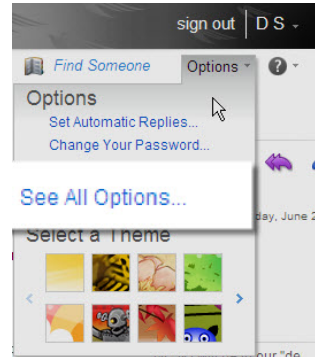
Tasks let you track anything that you choose. For example, you can create a task to write a report, and then add a reminder, start date, due date, and notes to the task. If you need to do the same task more than once, you can make it a repeating task.

-  Use to create a new task or email message.
-  Use to delete a task.
-  Use to move a task to a folder.
-  Use to assign a color category to a task.
-  Use to mark a task as complete.

Options

Click **Options** - See All Options

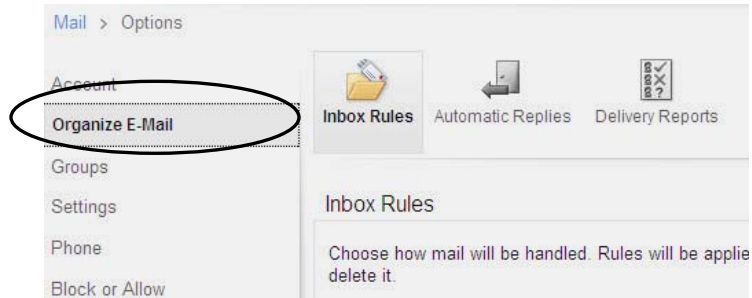
The Options area has many features.
Here are a few to get you started.



Organize E-mail –

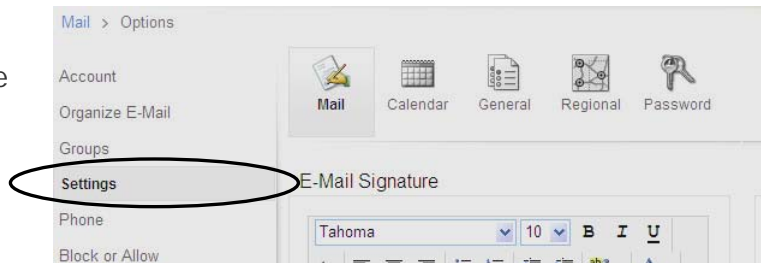
Set up your rules under the **Inbox Rules** tab.

Set up your away messages under the **Automatic Replies** tab.



Settings –

Set up your email signature under the **Mail** tab.



Block or Allow

This is where you set up to filter your Junk mail.

This is where you designate safe senders and recipients.

