

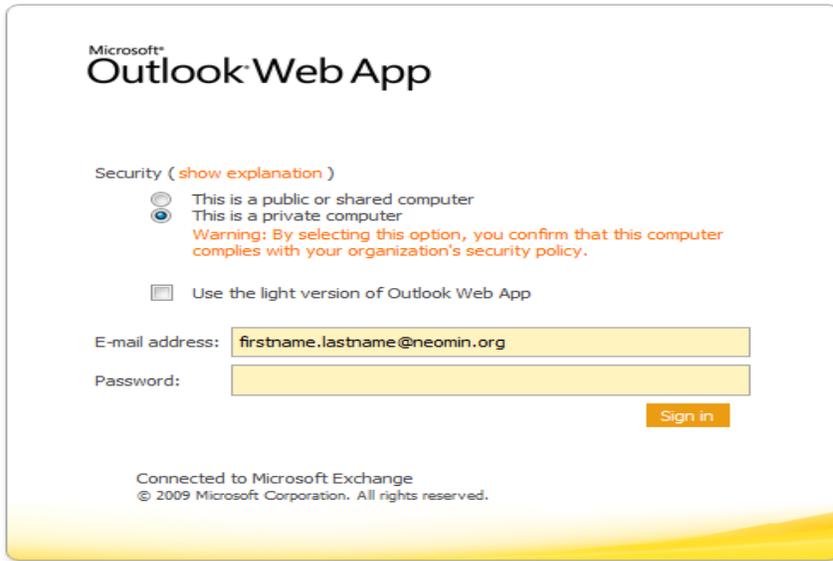
# Getting Started In Outlook Web App



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October 26<sup>th</sup>, 2010

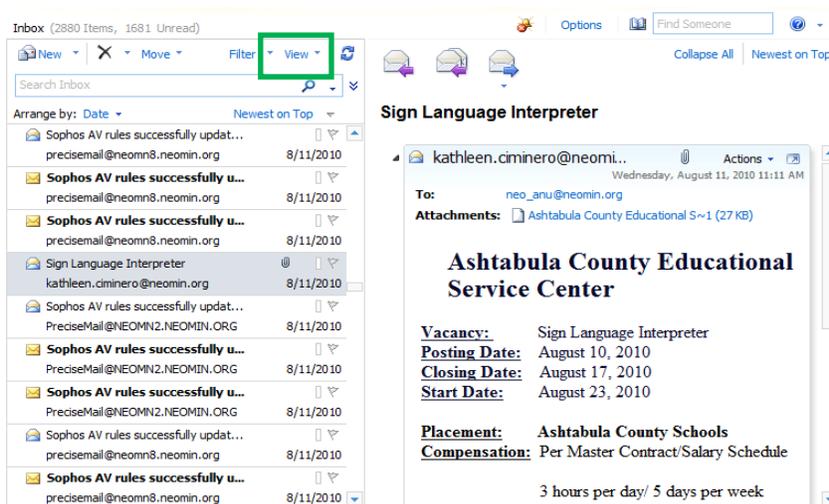
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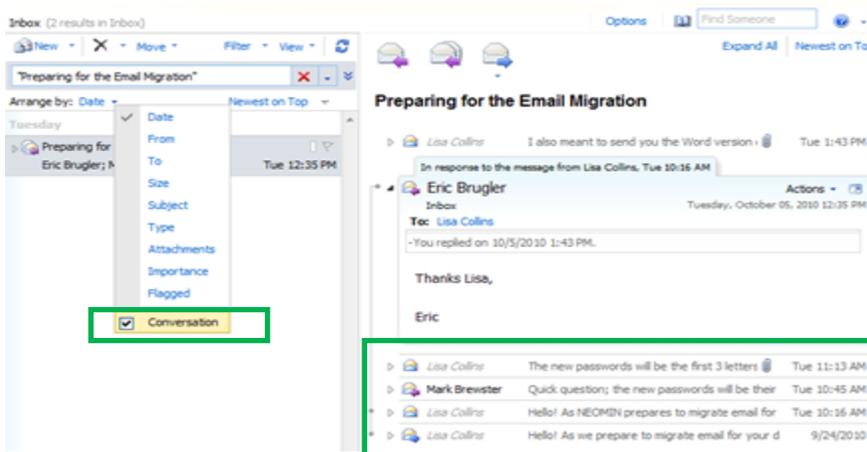
## Logging Into OWA

- Remember to Login only as a **Private computer** if the computer you are using is not shared with others
- Use your **full email address** to Login
- Your **initial password** is the first 3 letters of your last name and the last 3 numbers of your employee identification number



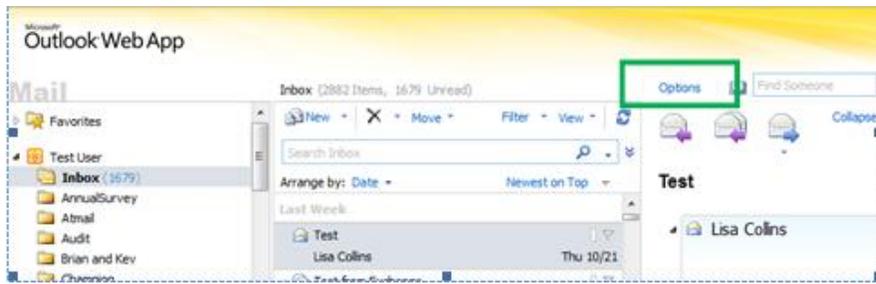
## Changing your reading view

- You can modify the view of your mailbox to have the preview pane on or off
- Just click view and choose the on or off button



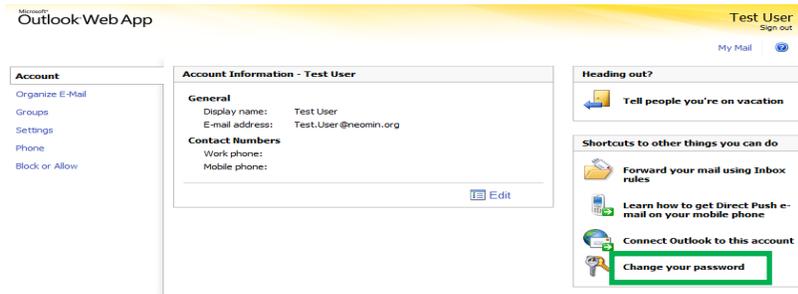
## Conversation View

- The conversation view groups messages together in an attempt to provide an easier message grouping. This view will show the entire flow of the conversation, (You will even see your own sent messages as part of the conversation.



## Changing your Password

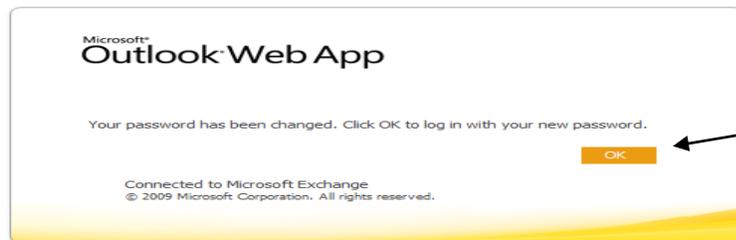
- Click Options in the upper right hand corner



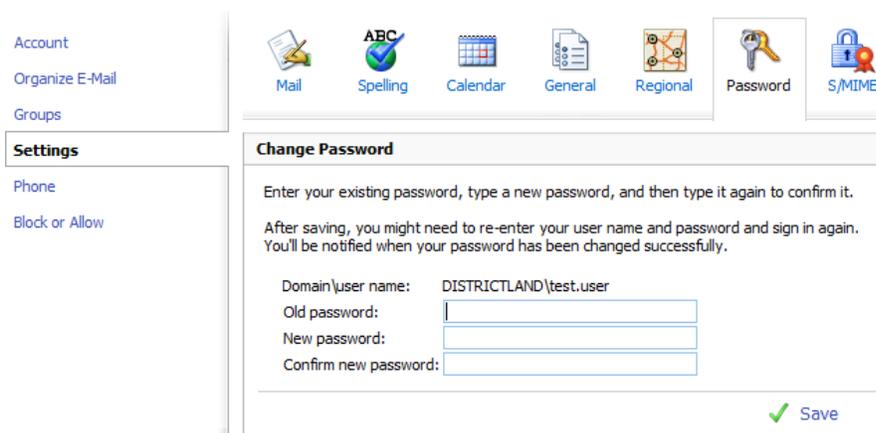
- Click Change password  
**\*\*\*New Passwords must be at least 6 characters and contain a mix of letters and numbers.**



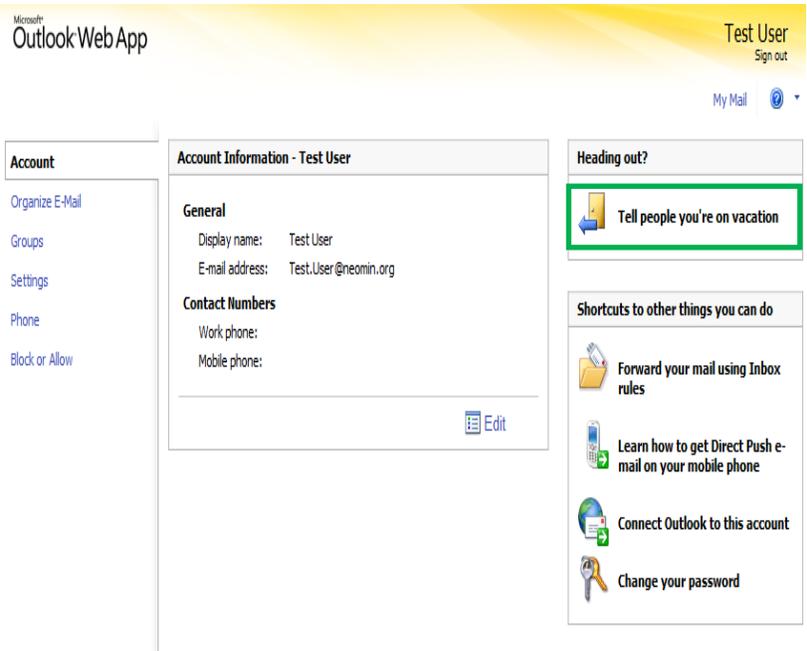
- Type in your old password
- Then type in your new password & confirm it.
- Click Save



- You will then see a confirmation page. Click OK. **(NOTE: You will then be prompted to login in with your NEW password.)**

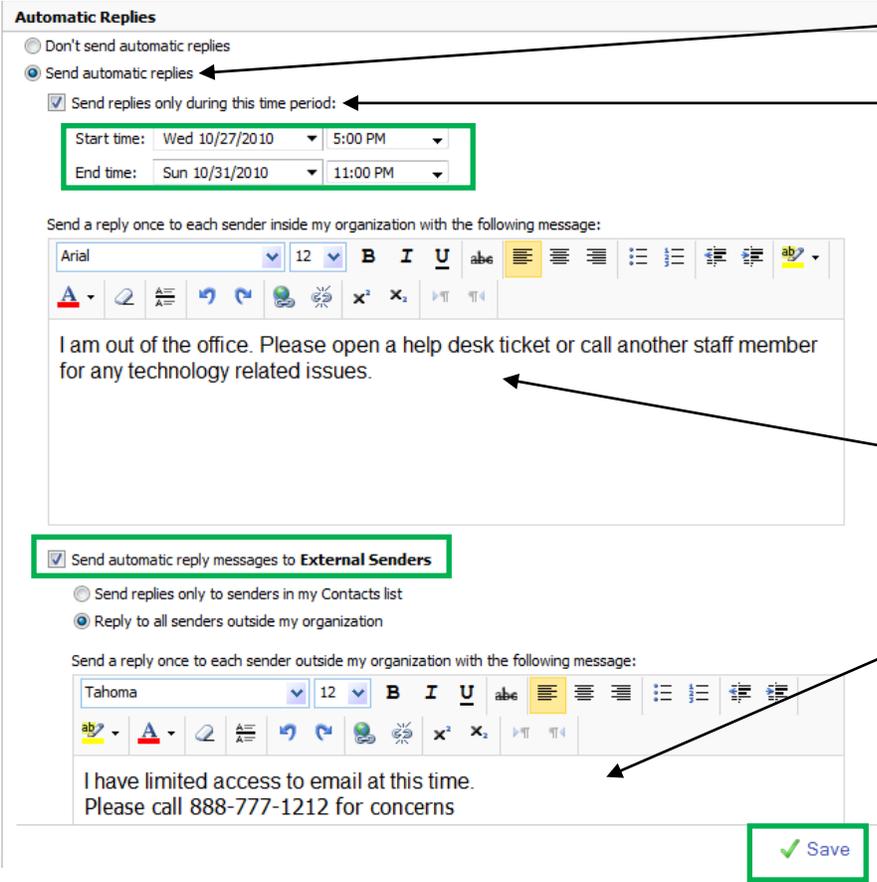


- After you log back in you will be brought back to this page. CONGRATULATIONS! You are done changing your password. You can navigate to wherever you want to go next.

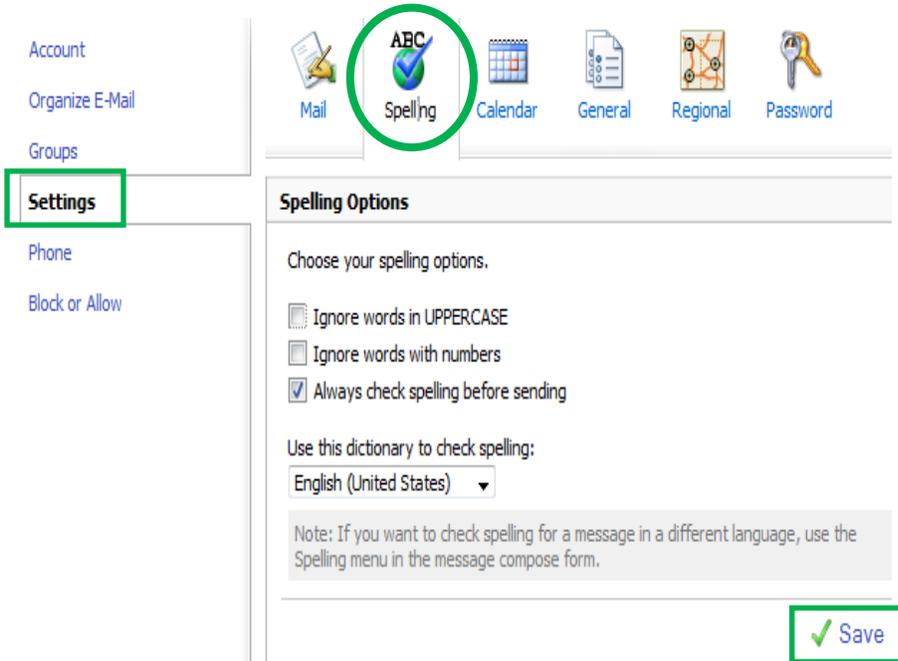


**Set your vacation notice**  
(aka Out of Office reply)

- Click on the link 'Tell people you're on vacation'

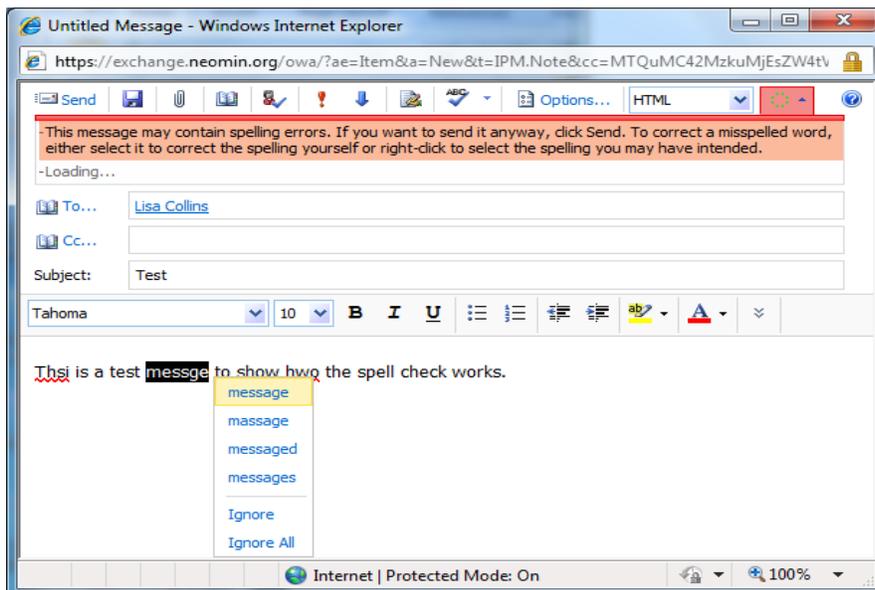


- Click send automatic
- Click 'Send replies only during this time period' to specify a start and stop point for your notice.
- Specify the timeframe that your notice should be active
- You have a choice to send custom notices to people that are inside our network (NEOMIN addresses) and a different notice to people who are outside of the NEOMIN network. (Click 'Send automatic reply messages to External Senders if you want notices to be sent to people outside NEOMIN. Create a separate message. )
- Click Save in the bottom right hand corner when done.



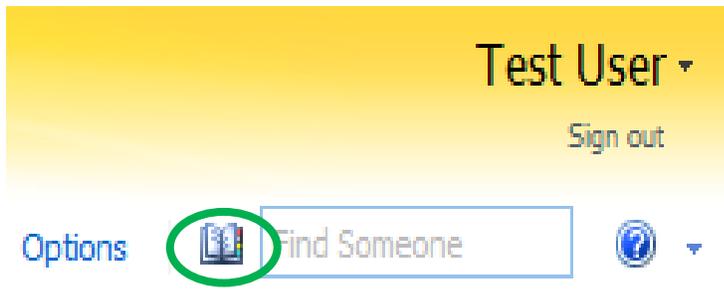
## Spell Check Options

- Choose Settings on the far left then choose the 'Spelling' tab
- Choose the options you want, especially 'Always check spelling before sending'.
- Then click Save



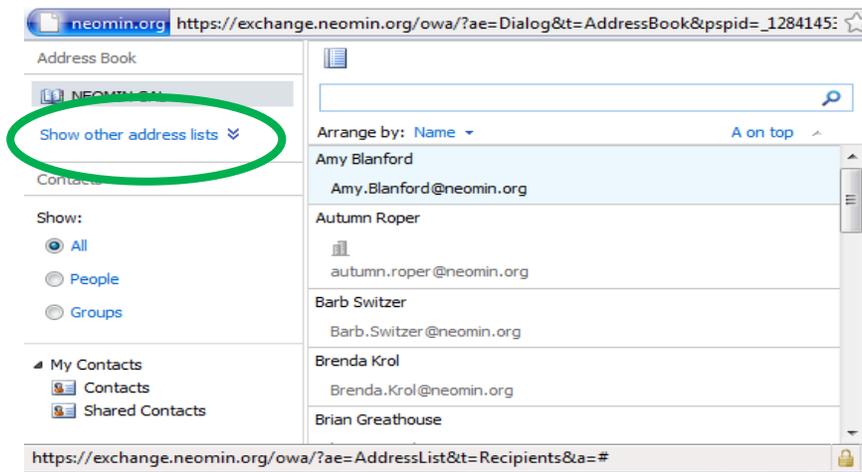
## Spell Checking in a Message

- Misspelled words in an email will be underlined with red.
- Right click on the misspelled words for other suggestions

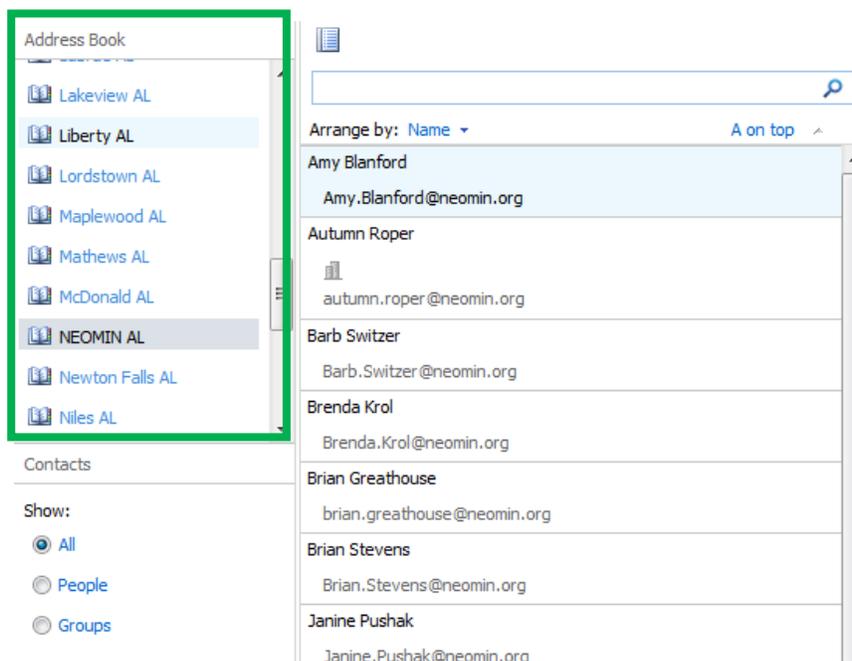


## Global Address Lists

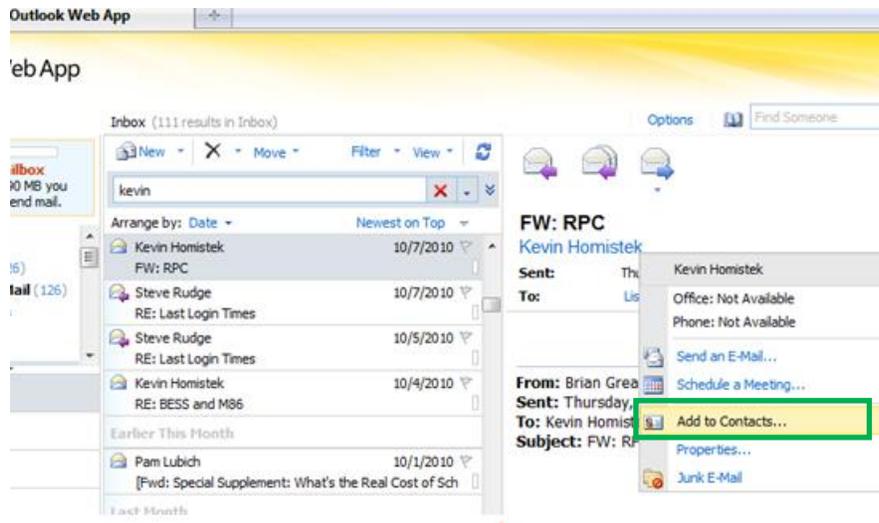
- Click the book in the upper right hand corner of the screen to open up a list of all email addresses for your district and other districts.



- To see other district lists, Click 'Show other address lists'

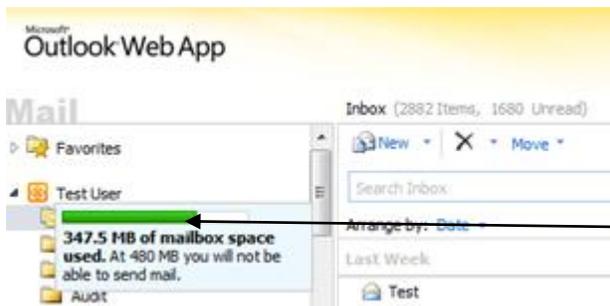


- Click on a districts name to display that districts email addresses



### Quick add to Contacts

- You can quickly add someone who has emailed you to your contacts
- Right click on their email address while viewing their email
- Choose 'Add to Contacts'
- A new window will open. Click Save and Close (unless you want to add more details)



### Mailbox quotas

- Are still 512 mb
- You can see how much of your quota that you are using by hovering the mouse over your name.