

Overview

Mail

Calendar

Contacts

Tasks

What is Outlook Web App (OWA)?

Outlook Web App, which will be more commonly referred to as OWA, is a secure Microsoft WebMail product that allows you to read your email from any computer with an Internet connection.

<https://exchange.neomin.org>



Overview

Mail

Calendar

Contacts

Tasks

Overview

- School districts will begin migrating to OWA (along with the standard Microsoft Exchange Server) in the 2010/2011 school year.
- The web interface of OWA resembles the interface in Microsoft Outlook. If you have used Outlook, OWA should be very comfortable.

Overview

Mail

Calendar

Contacts

Tasks

Logging Into OWA

- There are 2 security options when logging into OWA:
 - Public Computer: this options does not *cache* any of your login information or emails. You will not be able to save email attachments via this option.
 - Private Computer: this option will remember your email address and cache some information. Email attachments can be save via this option.
- Please remember to use your full email address, not just your username when logging into OWA.
- Once logged in you can change your password from the OWA interface. You can also set your vacation notice from within OWA.

Overview

Mail

Calendar

Contacts

Tasks

Logging Into OWA: Two interfaces to choose from!

1. **“Premium” interface** - comes closest to replicating the actual Microsoft Office Outlook experience, with some right-click functionality and access to the full feature set.
2. **“Light” interface** - you receive the Light interface when you are not using one of the browsers or browser versions listed for the premium interface, or you have enabled the "Blind and low vision experience" option in OWA.

Outlook Web App | NEOMIN Introduction

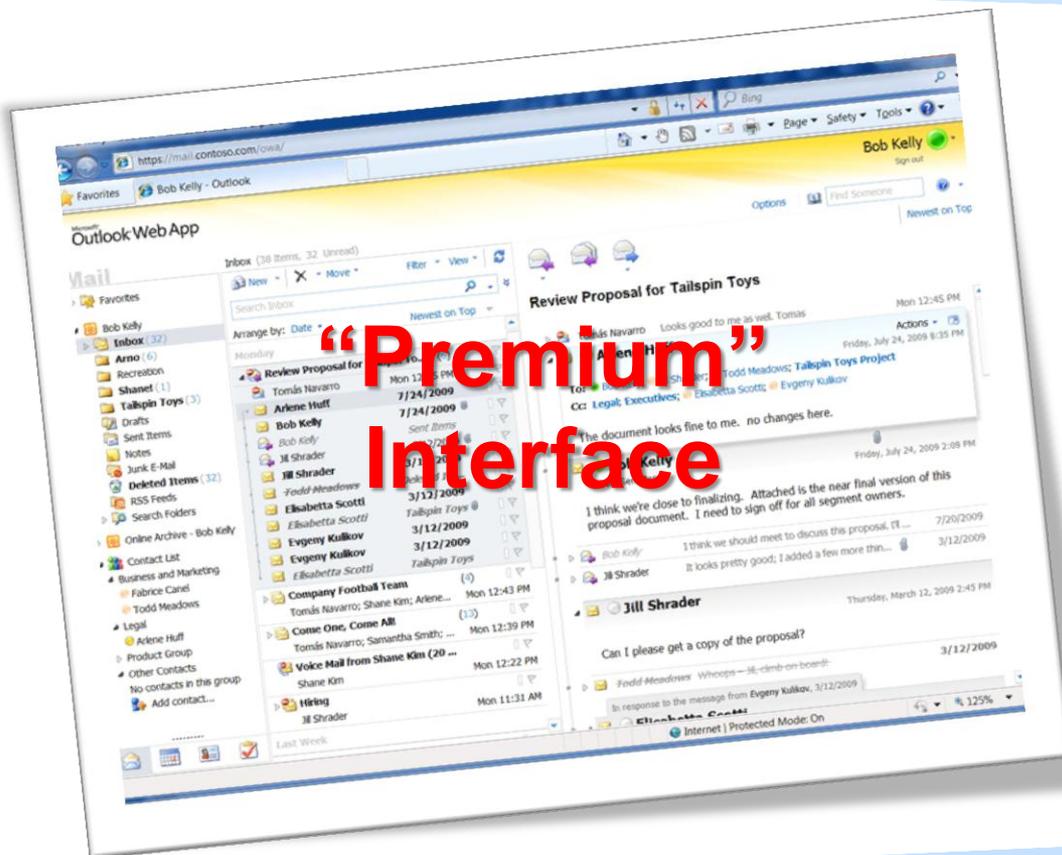
Overview

Mail

Calendar

Contacts

Tasks



“Premium”
Interface

Overview

Mail

Calendar

Contacts

Tasks

Requirements for “Premium” Interface:

- Internet Explorer 7 and above, FireFox 3 and above, Safari 3 on a Mac, and Google Chrome 5 and above.
- If your web browser meets the requirements above, “Premium” will display as the default interface.

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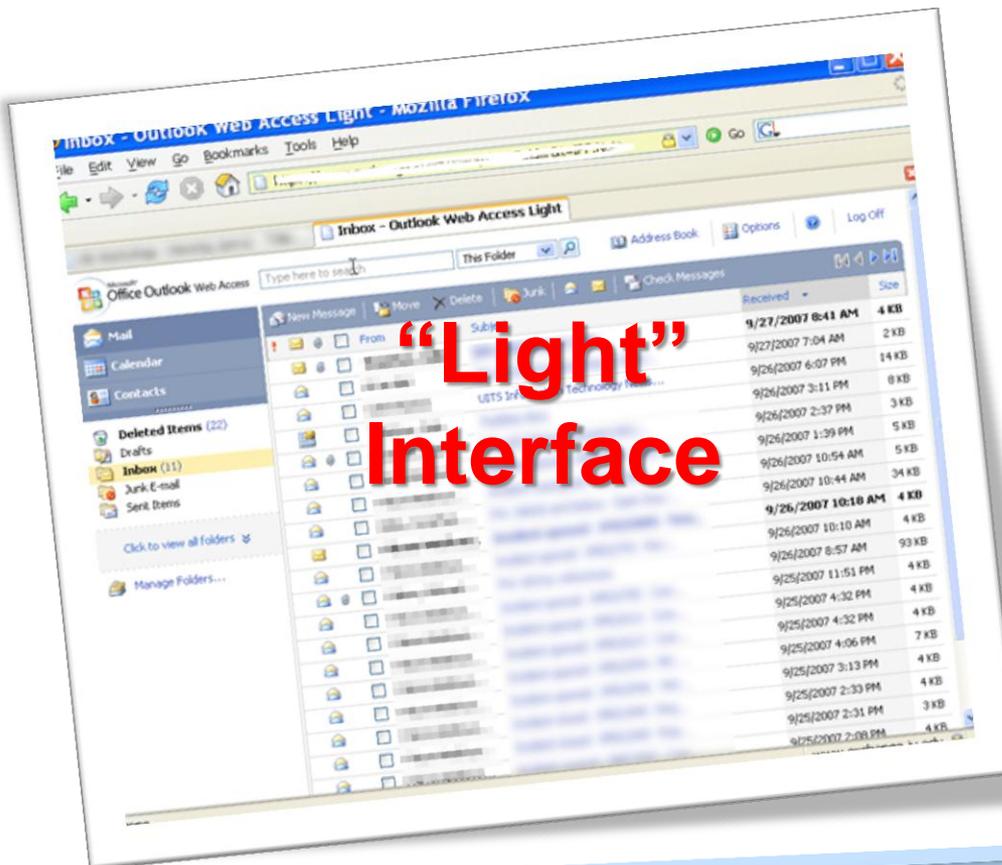
Overview

Mail

Calendar

Contacts

Tasks



Overview

Mail

Calendar

Contacts

Tasks

Features missing from “Light” Interface:

- The Tasks module
- Task-specific properties: Only the text of the task items can be read through OWA Light.
- Reminders
- HTML composing of messages: OWA Light users get only plain text textboxes with no editing or formatting options.
- Flags and Categories
- Monthly or weekly view in Calendar: OWA Light shows the daily view only.
- Free/Busy grid in Appointment/Meeting Scheduling Assistant: OWA Light users get only "Suggested Times".
- Print
- Spell Check
- Conversation View
- Account Quota information
- Recover Deleted Items
- Add/edit distribution lists
- Public Folder access
- S/MIME features
- Add/edit rules

Outlook Web App | NEOMIN Introduction

Overview

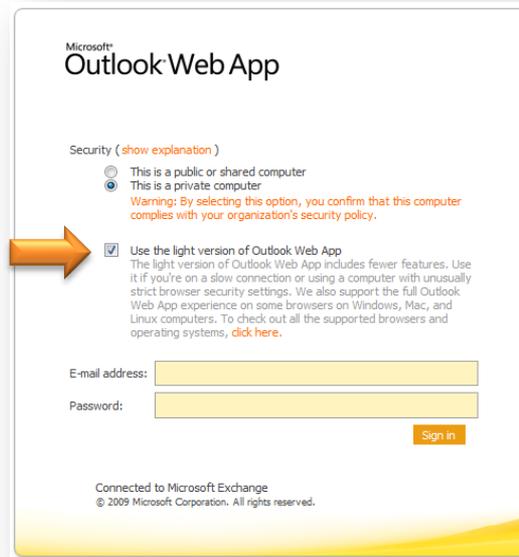
Mail

Calendar

Contacts

Tasks

Can also choose “Light” mode at login if you prefer to use that version:



Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use the light version of Outlook Web App
The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection or using a computer with unusually strict browser security settings. We also support the full Outlook Web App experience on some browsers on Windows, Mac, and Linux computers. To check out all the supported browsers and operating systems, [click here](#).

E-mail address:

Password:

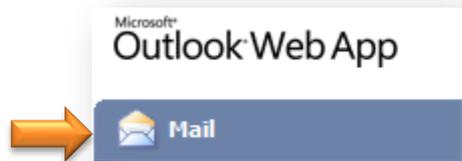
Connected to Microsoft Exchange
© 2009 Microsoft Corporation. All rights reserved.

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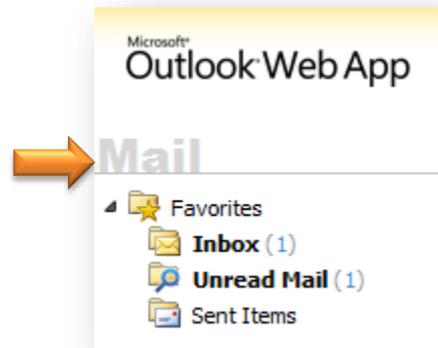
Outlook Web App | Working with Messages

- Overview
- Mail**
- Calendar
- Contacts
- Tasks

Two different mail interfaces:



If you selected the **“Light”** interface.



If you are using the default, **“Premium”** interface.

Outlook Web App | Working with Messages

Overview

Mail

Calendar

Contacts

Tasks

**The remaining presentation
will focus on the
“Premium” interface.**

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Outlook Web App | Working with Messages

Overview

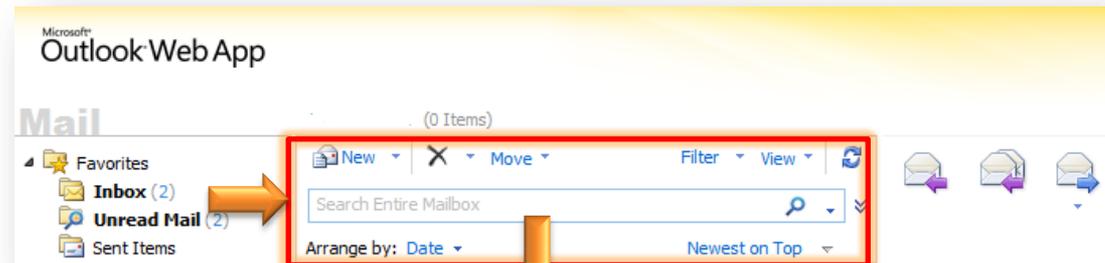
Mail

Calendar

Contacts

Tasks

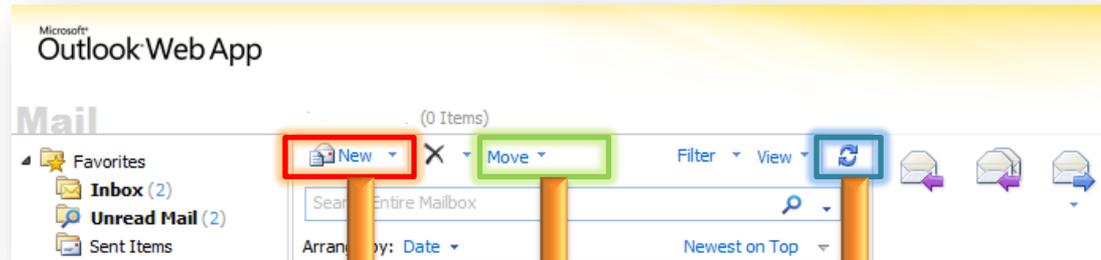
Folder View (shows contents of current folder):



Enter a term to search within folders or subfolders.

Outlook Web App | Working with Messages

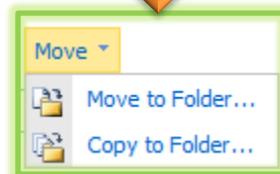
- Overview
- Mail**
- Calendar
- Contacts
- Tasks



Create a new message



Move or copy a message



Refresh / Retrieve new messages

Outlook Web App | Working with Messages

Overview

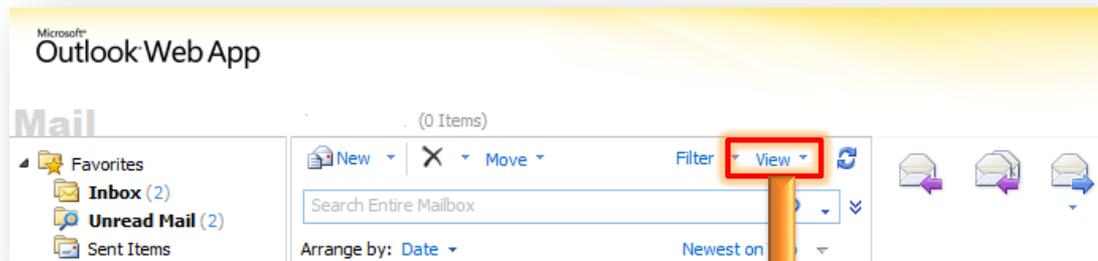
Mail

Calendar

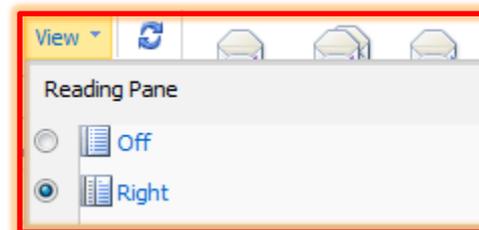
Contacts

Tasks

View (toggling the reading pane):



**2-column vs.
3-column view**



Outlook Web App | Working with Messages

Overview

Mail

Calendar

Contacts

Tasks

2-Column View:

The screenshot shows the Outlook Web App interface in a 2-Column View. The left sidebar contains navigation options: Mail (highlighted in orange), Calendar, Contacts, and Tasks. The main content area displays a list of messages. A red box highlights the message list area, and the text "No Reading Pane" is overlaid in large red font. The messages are sorted by date, with the most recent at the top. The interface includes a search bar, a filter dropdown, and a view dropdown.

From	Subject	Date
ROBISON, COURTNEY	RE: Verizon Netbook	9:51 AM
ServiceDesk	Request 1391119 status changed to: Work In Progress	8:26 AM
KoHo.com	Your Shopping Pass Is Here! Save Up To 20%	5:23 AM
PMDF Internet Messaging	Undeliverable: Instance MN Automatic Patron Updates	5:05 AM
Forum@neomn.k12.oh.us	Notification of new entries in "INFOho".	Thu 4:09 PM
genevieve.gglott@neomn.org	Re: eSIS Transition - Library Patron Updates	Thu 2:31 PM
Mrs. Karen Trukovich	Re: ***Introducing Cat 3r 2.0***	Thu 2:28 PM
Autumn Roper	***Introducing Cat 3r 2.0***	Thu 1:38 PM
Tia Symcheck	Re: morning	Thu 11:54 AM
INFOho Support	Enabling new features of Symphony 3.3.1	Thu 11:22 AM
Home Improvement - BHG.com	Simple End-of-Summer Projects	Thu 10:58 AM
Garden Notes - BHG.com	Simple Notes to Enjoy the Summer Outdoors	Thu 10:54 AM
Tia Symcheck	morning	Thu 10:23 AM

Outlook Web App | Working with Messages

Overview

Mail

Calendar

Contacts

Tasks

3-Column View:

The screenshot displays the Outlook Web App interface in a 3-column view. The left column shows the 'Mail' navigation pane with 'Inbox (2)' selected. The middle column shows a list of emails, with the selected email highlighted. The right column shows the reading pane for the selected email. A red box highlights the entire 3-column view area. A yellow callout box with a red arrow points to the line between the middle and right columns.

Hint: You can resize a column by placing the mouse on the line between each column.

Reading Pane

Request 1391119 status changed to: Work In Progress
ServiceDesk [helpdesk@usd.oeck12.oh.us]
Sent: Friday, August 06, 2010 8:23 AM
To: Autumn Roper
This is an automated message, please do not reply to this message
Affected End User: Roper, Autumn
Modified By: Shutt, Terri
Assigned to: Shutt, Terri
Group: INFOHIO.SIRSI
Request Area: INFOHIO.SIRSI.PATRONS
Priority: None
Open Date/Time: 08/04/2010 11:35:33
A summary description of the request is:
Autumn Roper - NEOMIN - Exp. Date = NEVER
Information associated with this status change is:
Status changed from 'Open' to 'Work In Progress'.
The complete description of the request is:
Instance BAD Port 7160.
Am going to run the OHremovepatrons.sh script to remove expired students (with default 20100701 date). I logged into the instance and also ran the user list report. Once with the Before July 1, 2010 date and then a second time indicating a priv. exp. date of NEVER. I got 32 pages of users with NEVER as their exp. date.

Outlook Web App | Working with Messages

Overview

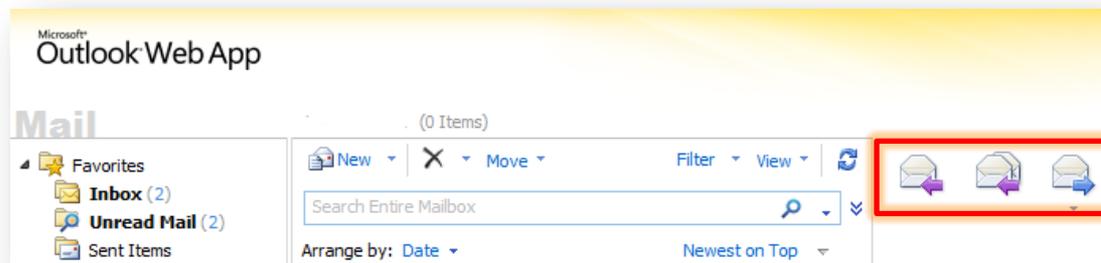
Mail

Calendar

Contacts

Tasks

**Will see these buttons on
3-Column View...**



Reply



Reply All



Forward

Outlook Web App | Working with Messages

Overview

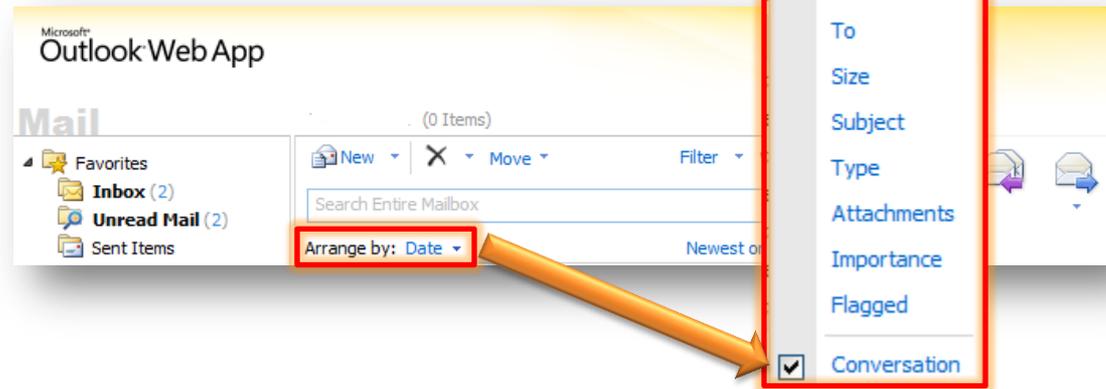
Mail

Calendar

Contacts

Tasks

Arrange by: Conversation:



E-mails with the same Subject can be grouped in the same conversation.

Outlook Web App | Working with Messages

Overview

Mail

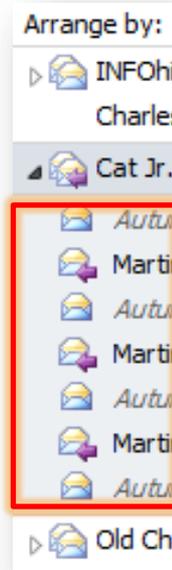
Calendar

Contacts

Tasks

Arrange by: Conversation:

All emails with the same subject line, from that day, will be grouped together.



Outlook Web App | Working with Messages

Overview

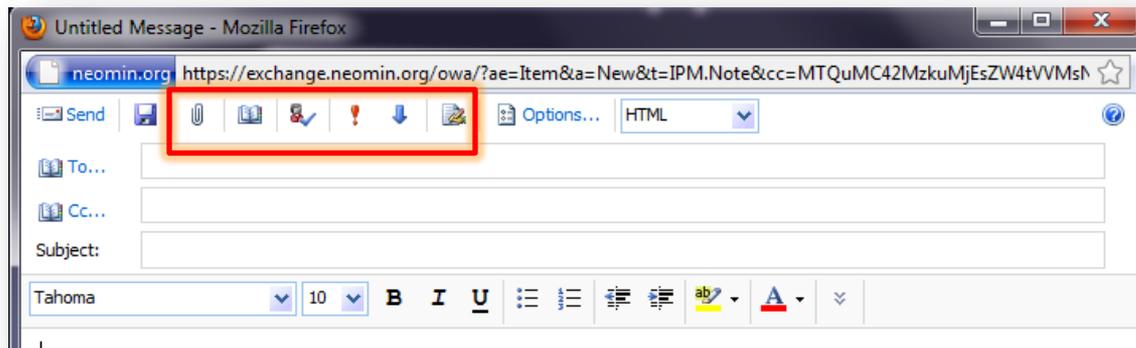
Mail

Calendar

Contacts

Tasks

Toolbar buttons:



**Attach
File**



**Address
book**



**Check
Names**



**Importance:
High**



**Importance:
Low**



**Insert
Signature**

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Outlook Web App | Working with Messages

Overview

Mail

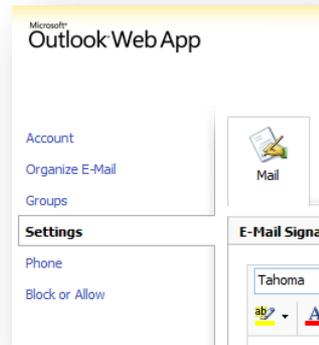
Calendar

Contacts

Tasks

Insert Signature button:

- When you create a new message, add your signature to it by clicking **Insert Signature** on the toolbar.
- **NOTE: You need to first create the signature file on the main OWA screen > Options > Settings > Mail**



Automatically include my signature on messages I send

You can also set the Signature file to automatically be included in each email...

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Outlook Web App | Working with Messages

Overview

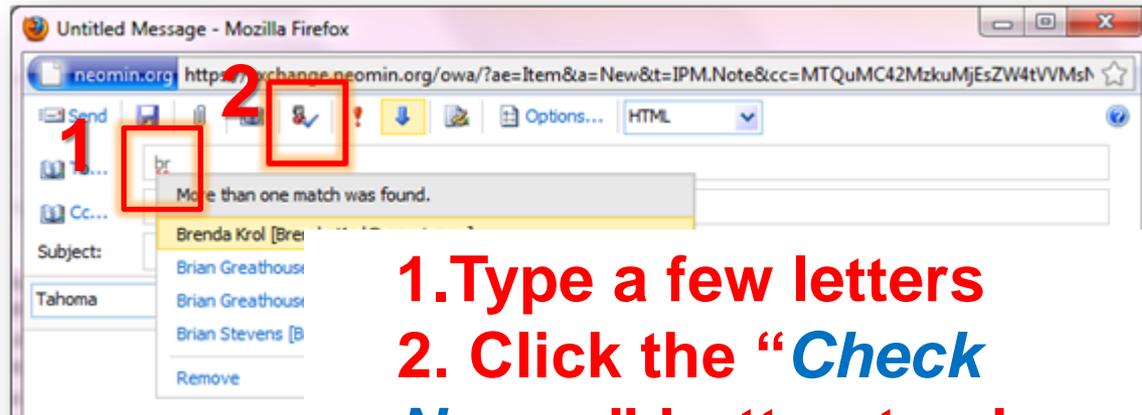
Mail

Calendar

Contacts

Tasks

Check Names button:



1. Type a few letters
2. Click the “**Check Names**” button to view a list of names from the Global Address Book.

Outlook Web App | Working with Messages

Overview

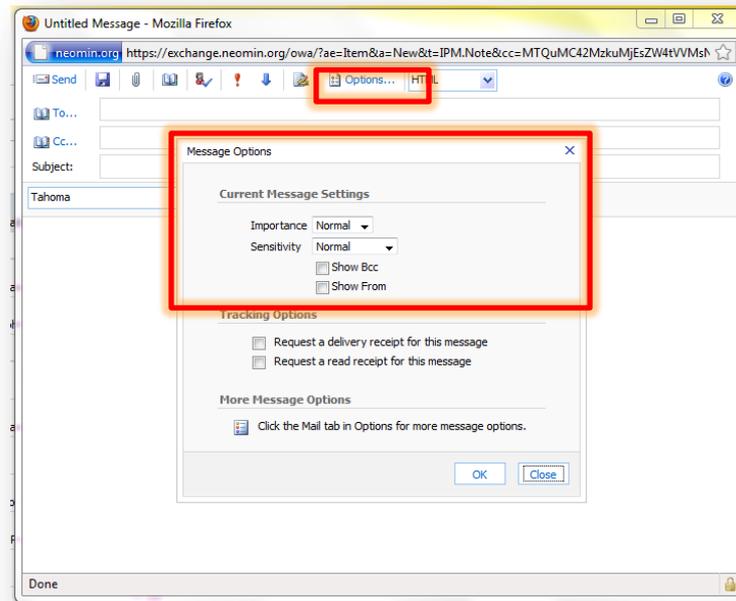
Mail

Calendar

Contacts

Tasks

Setting Message Options (per Email):



•Importance

- Low
- Normal
- High

•Sensitivity

- Normal
- Personal
- Private
- Confidential

•Show Bcc

•Show From

Outlook Web App | Working with Messages

Overview

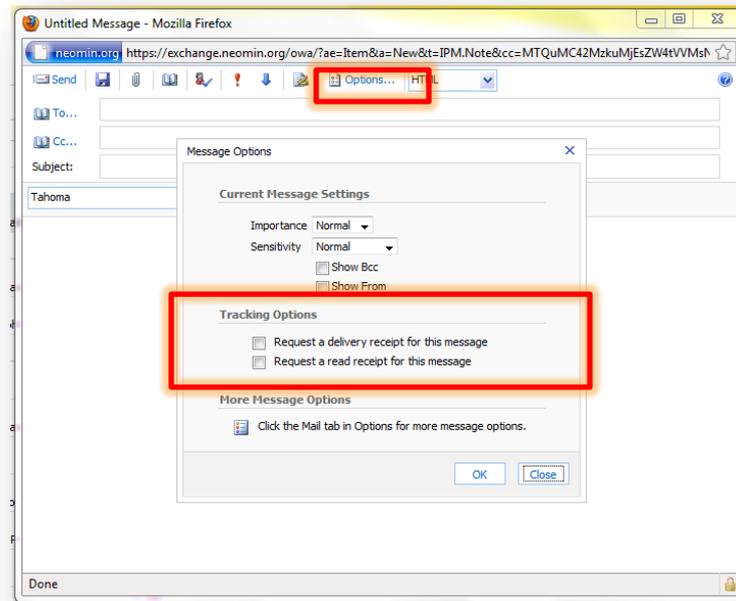
Mail

Calendar

Contacts

Tasks

Setting Message Options (per Email):



•Tracking Options

- Request delivery receipt
- Request red receipt

Overview

Mail

Calendar

Contacts

Tasks

Change *Settings* under *Options* to:

- Preset your message format
- Change your email password
- Check spelling before sending a message
- Choose how your calendar should look

Outlook Web App | Mail Options > Settings

Overview

Mail

Calendar

Contacts

Tasks

Preset your message format:

Top right of main screen



1



2

Microsoft
Outlook Web App

Account
Organize E-Mail
Groups
Phone
Block or Allow

Mail Spelling Calendar General Regional Password

Settings

Message Format

Always show Bcc
 Always show From

Compose messages in this format: HTML

Choose message font:
Tahoma 10 B I U

Sample Text

Message format can be set for all message. From the main **OWA** screen select **Options > Settings > Message Format** section.

Outlook Web App | Mail Options > Settings

Overview

Mail

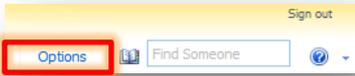
Calendar

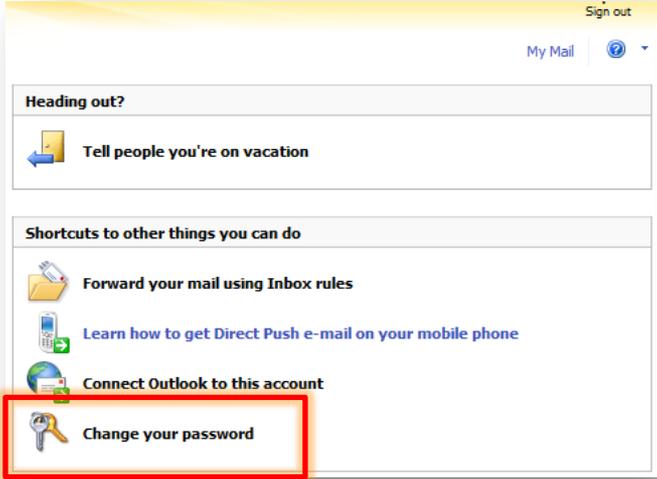
Contacts

Tasks

Change your email password:

Top right of main screen

1 

2 

3 

Sign out
My Mail

Heading out?

 Tell people you're on vacation

Shortcuts to other things you can do

 Forward your mail using Inbox rules

 Learn how to get Direct Push e-mail on your mobile phone

 Connect Outlook to this account

 Change your password

Old password:

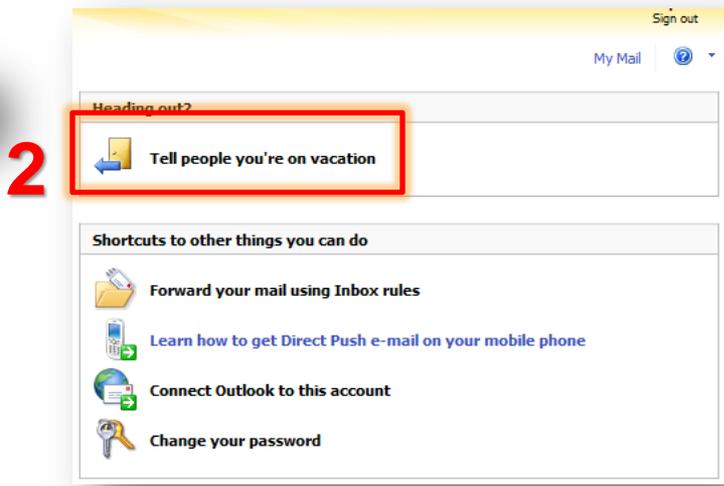
New password:

Confirm new password:

Outlook Web App | Mail Options > Settings

- Overview
- Mail**
- Calendar
- Contacts
- Tasks

Setting a vacation notice:



Outlook Web App | Mail Options > Settings

Overview

Mail

Calendar

Contacts

Tasks

Setting a vacation notice (continued):

The screenshot shows the Outlook Web App interface for setting automatic replies. A red box labeled '3' highlights the 'Organize E-Mail' link in the left navigation pane. A red number '4' is placed above a green callout box that says 'Select that you want to send automatic replies, and then create your "Out of Office" automatic email message.' An orange arrow points from this callout box to the 'Send automatic replies' radio button, which is selected. Another orange arrow points from the callout box to the text area where the vacation message is being composed. The message text reads: 'ATTENTION: I am in Columbus today attending the INFOhio Technical Roundtable. Please contact NEOMIN if you need immediate assistance. Autumn'. Below the message text, there are checkboxes for 'Send automatic reply messages to External Senders' and 'Send replies only to senders in my Contacts list'.

Outlook Web App | Mail Options > Settings

- Overview
- Mail**
- Calendar
- Contacts
- Tasks

Check spelling before sending a message:

Top right of main screen

1 Options

2 Settings

3 Spelling

4 Always check spelling before sending

Microsoft® Outlook Web App

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

Mail Spelling Calendar

Spelling Options

Choose your spelling options.

- Ignore words in UPPERCASE
- Ignore words with numbers
- Always check spelling before sending

Use this dictionary to check spelling:
English (United States)

Outlook Web App | Mail Options > Settings

- Overview
- Mail**
- Calendar
- Contacts
- Tasks

Choose how your calendar should look:

1 *Top right of main screen*

Options

2 **Settings**

3 **Calendar**

4 **Appearance**

- ✓ Determine work week
- ✓ Set working hours
- ✓ Show week numbers in Month view
- ✓ Show first day of week
- ✓ Show hours in increments

The screenshot shows the Outlook Web App interface. The 'Options' button is highlighted with a red box and the number 1. The 'Settings' button is highlighted with a red box and the number 2. The 'Calendar' icon in the top navigation bar is highlighted with a red box and the number 3. The 'Appearance' settings panel is highlighted with a red box and the number 4. The 'Appearance' panel includes options for 'Show work week as:', 'Set your working hours:', 'Show week numbers in Month view', 'First day of week:', and 'Show hours in:'.

Microsoft Outlook Web App

Account
Organize E-Mail

Groups

Phone

Block or Allow

Mail Spelling Calendar General Regional Password

Appearance

Choose how your calendar should look.

Show work week as:
 Sun Mon Tue Wed Thu Fri Sat

Set your working hours:
Start time: 8:00 AM in (GMT-05:00) Eastern Time (US & Canada)
End time: 4:00 PM in (GMT-05:00) Eastern Time (US & Canada)

Show week numbers in Month view

First day of week: Sunday

Show hours in:
 15-minute increments
 30-minute increments

Outlook Web App | Calendar

Overview

Mail

Calendar

Contacts

Tasks

OWA Calendar:

Microsoft OutlookWebApp Autumn Roper - Sign out

Calendar (July, 2010) Options Find Someone

Calendar (July, 2010) New X Share View Today Day Work Week Week Month

July, 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	Jul 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21			
25	26	27	28	29	30	31

My Calendars
Calendar

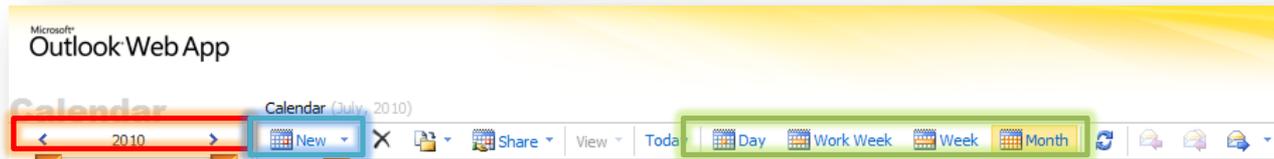
Mail
Calendar
Contacts
Tasks
Public Folders

Hint: Double-click the gray heading to switch to "Day" view.

Outlook Web App | Calendar

- Overview
- Mail
- Calendar**
- Contacts
- Tasks

Toolbar Basics:



Navigate to another year

New Appointment

Change View:

- Day
- Work Week
- Week
- Month

Outlook Web App | Creating an Appointment

Overview

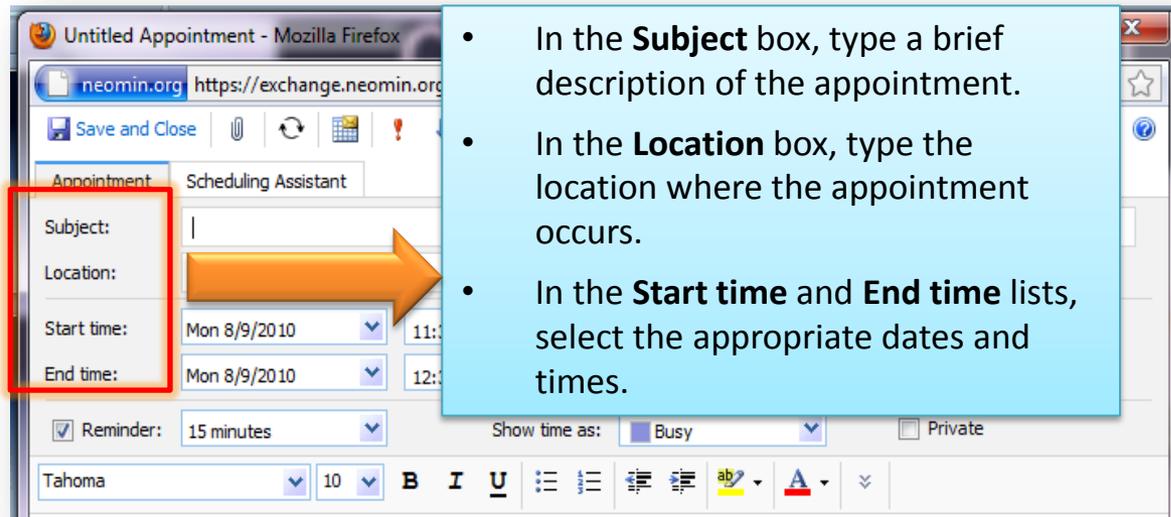
Mail

Calendar

Contacts

Tasks

Appointment options:



- In the **Subject** box, type a brief description of the appointment.
- In the **Location** box, type the location where the appointment occurs.
- In the **Start time** and **End time** lists, select the appropriate dates and times.

Outlook Web App | Creating an Appointment

Overview

Mail

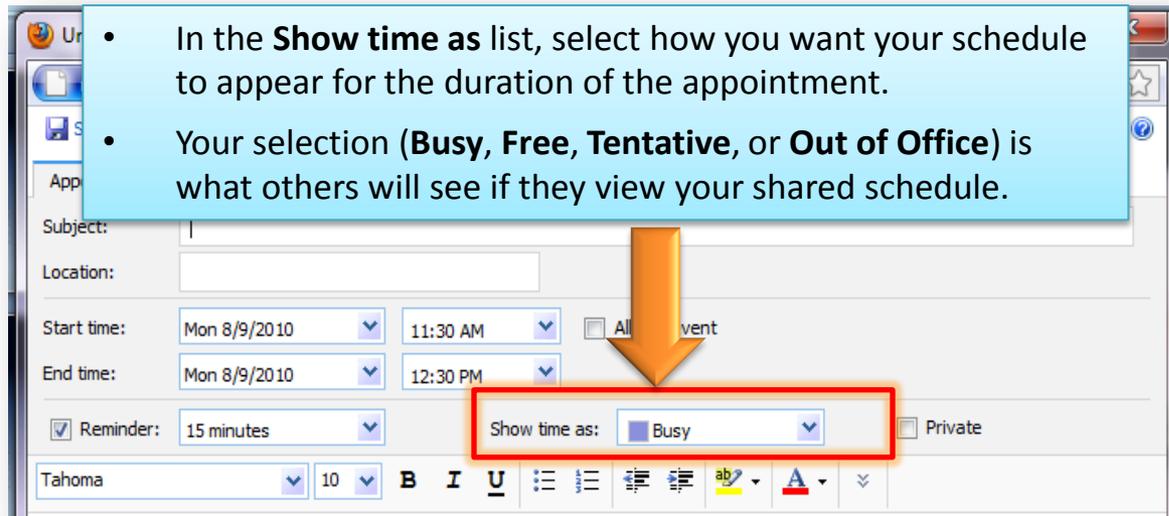
Calendar

Contacts

Tasks

Appointment options:

- In the **Show time as** list, select how you want your schedule to appear for the duration of the appointment.
- Your selection (**Busy**, **Free**, **Tentative**, or **Out of Office**) is what others will see if they view your shared schedule.



The screenshot shows the appointment creation interface in the Outlook Web App. The 'Show time as' dropdown menu is highlighted with a red box, and an orange arrow points to it from the text above. The form includes fields for Subject, Location, Start time (Mon 8/9/2010, 11:30 AM), End time (Mon 8/9/2010, 12:30 PM), Reminder (15 minutes), and a Private checkbox. The 'Show time as' dropdown is currently set to 'Busy'. The text 'All event' is visible next to the start and end time fields.

Outlook Web App | Creating an Appointment

Overview

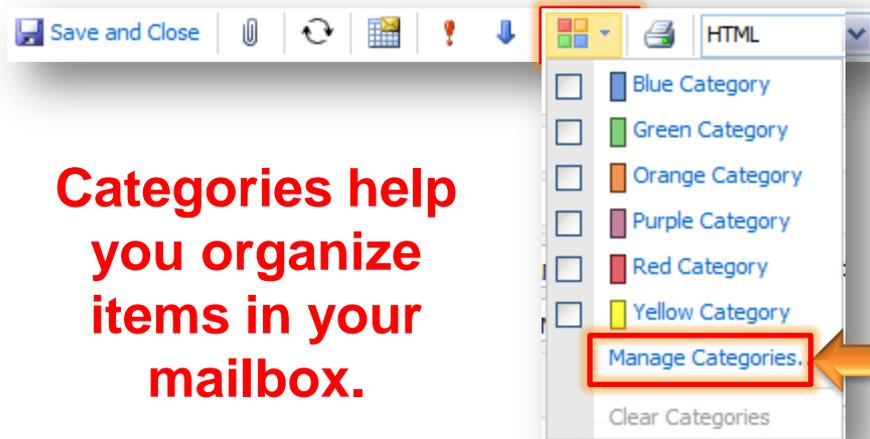
Mail

Calendar

Contacts

Tasks

Apply a category:



Categories help you organize items in your mailbox.

Click here to name your categories.

1. Each category is assigned a color and a name.
2. You can apply a category to anything in your mailbox: a message, a calendar item, a contact, or a task.