Outlook Web App | NEOMIN Introduction

- 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

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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.

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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.

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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.

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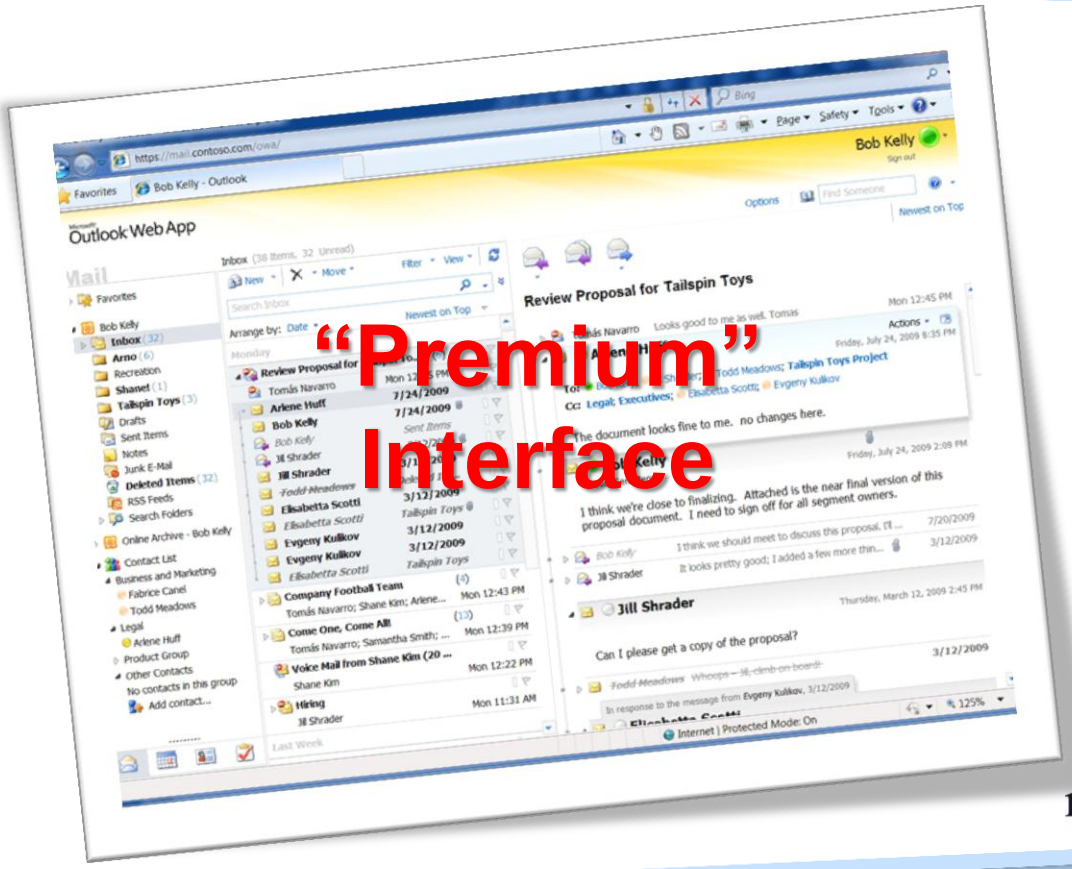

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Requirements for “Premium” Interface:

- 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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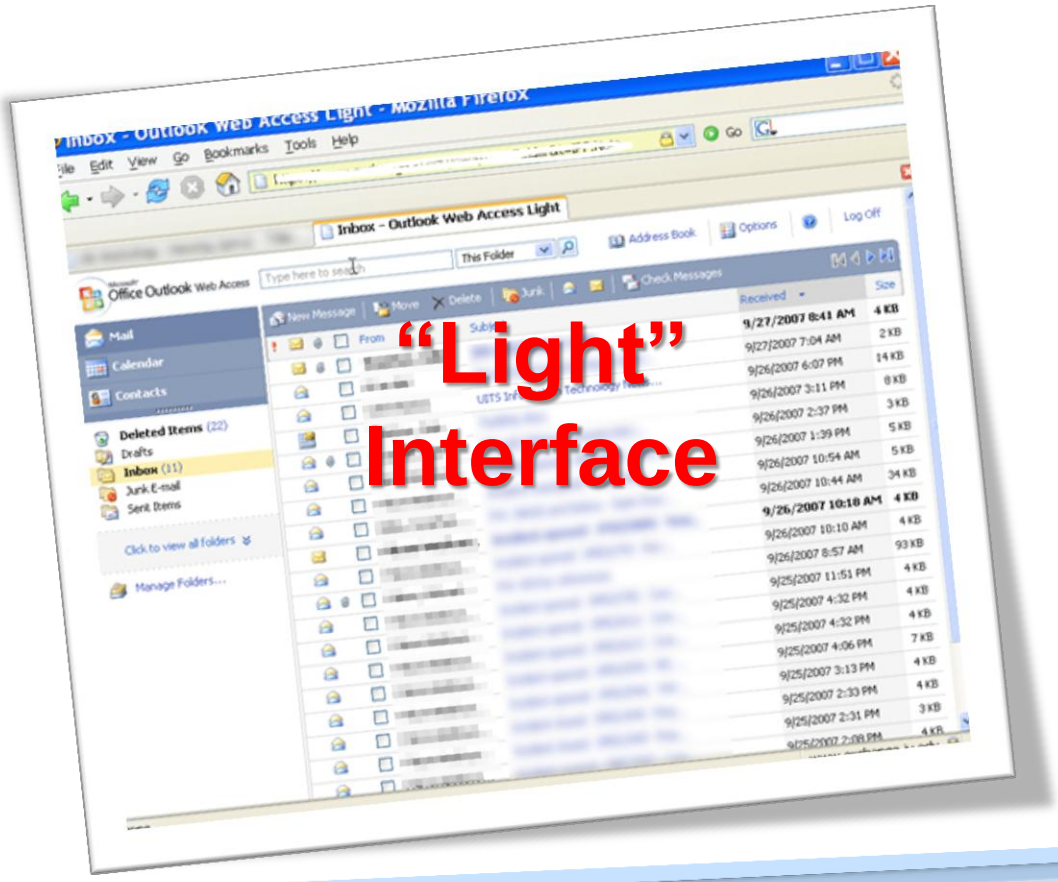

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Features missing from “Light” Interface:

- 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

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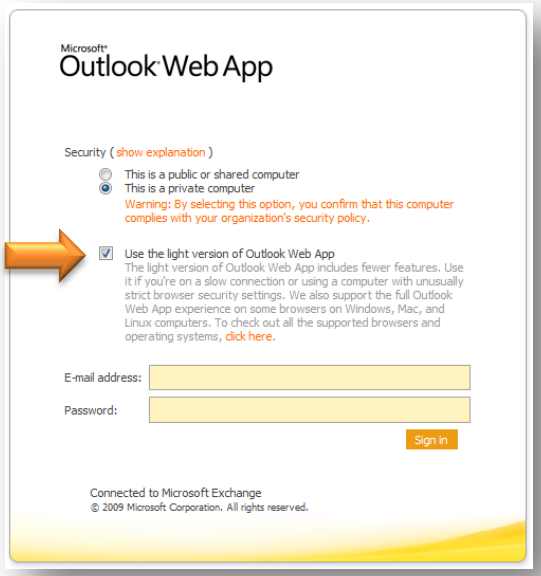
Can also choose “Light” mode at login if you prefer to use that version:



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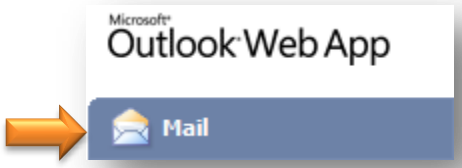
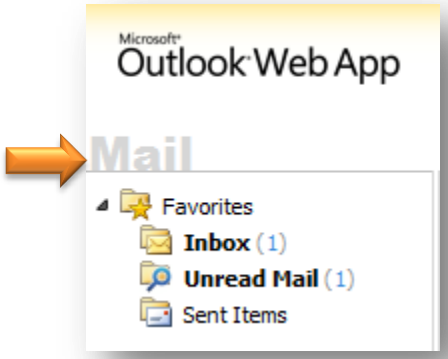
Two different mail interfaces:



If you selected the "**Light**" interface.



If you are using the default, "**Premium**" interface.

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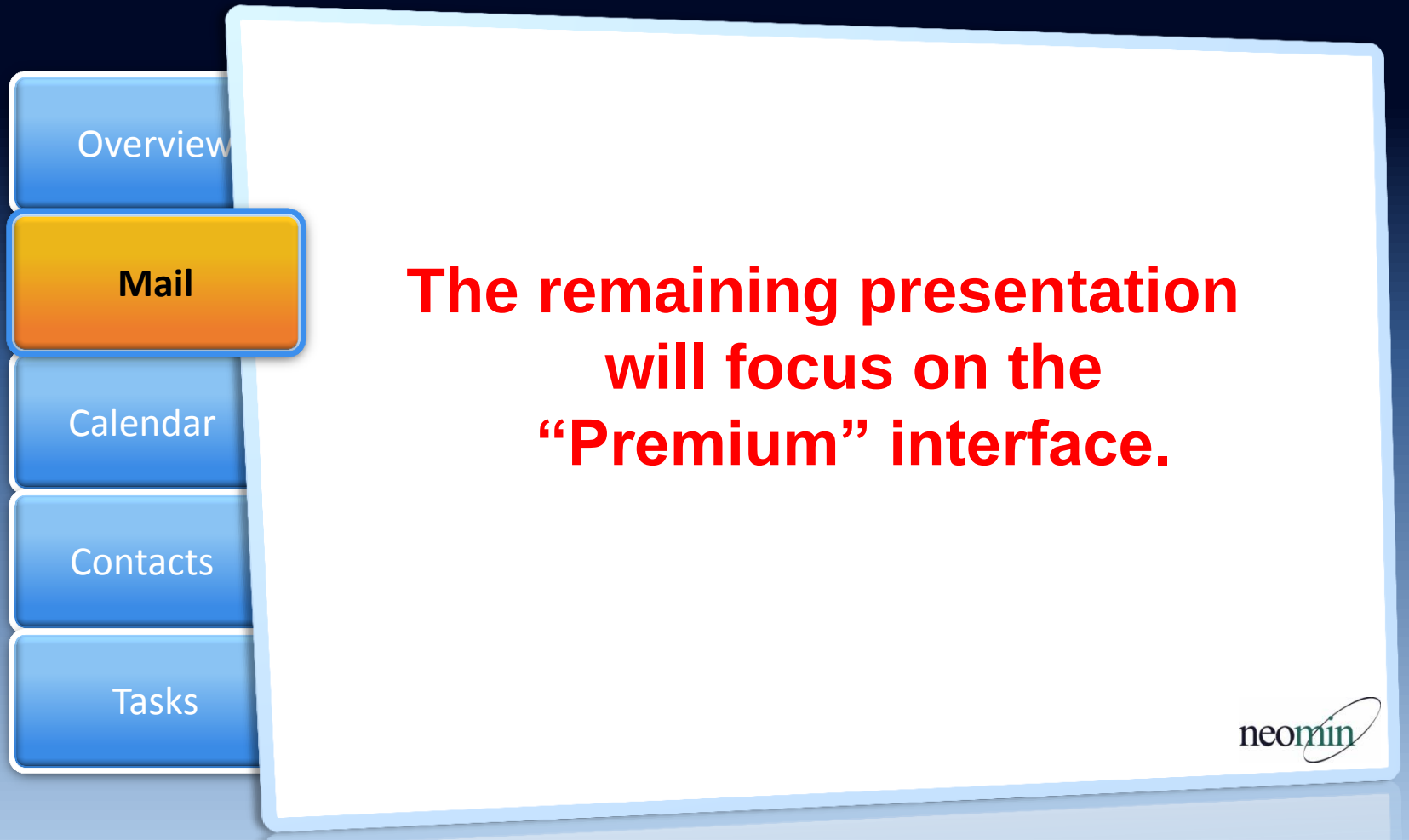

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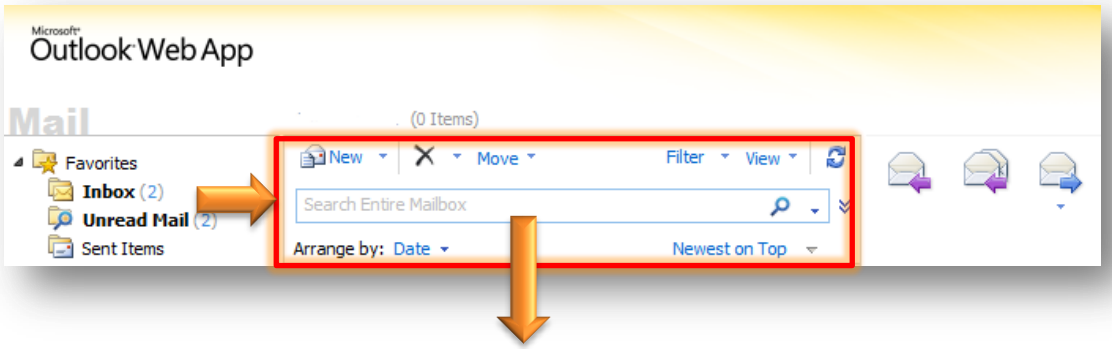
Folder View (shows contents of current folder):



Enter a term to search within folders or subfolders.

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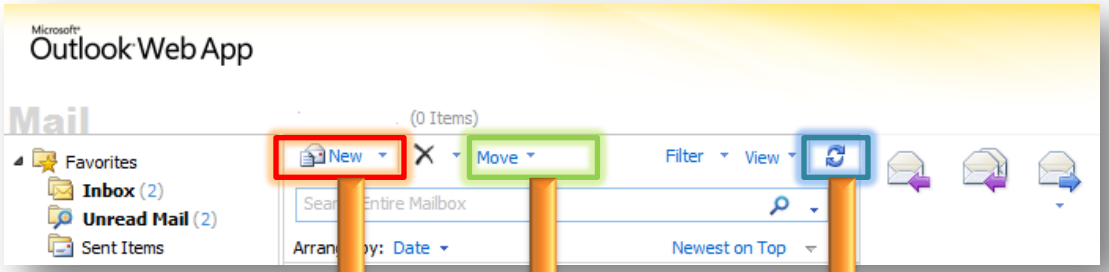
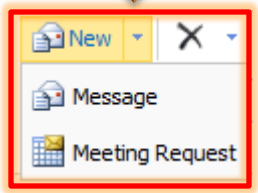
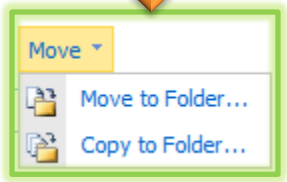


Create a new message



Refresh / Retrieve new messages

Move or copy a message



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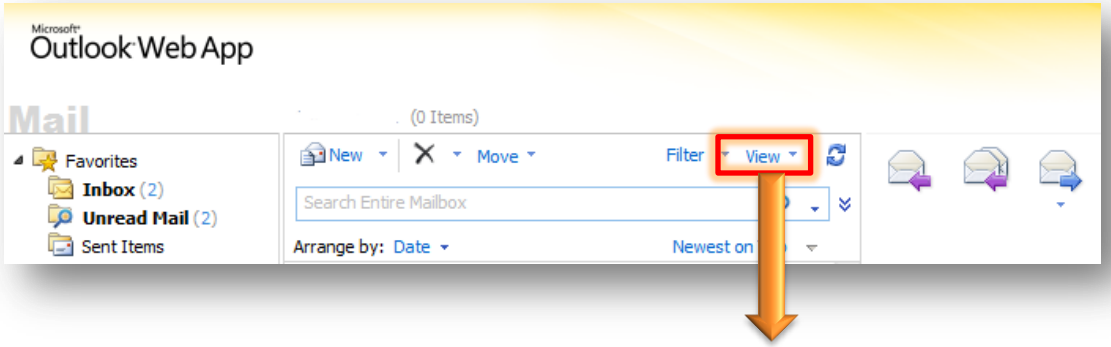
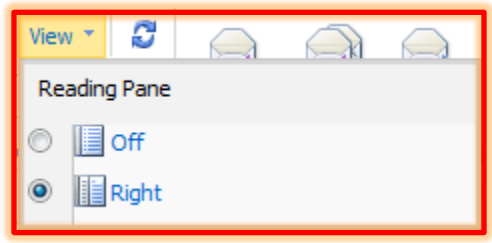
View (toggling the reading pane):



2-column vs. 3-column view



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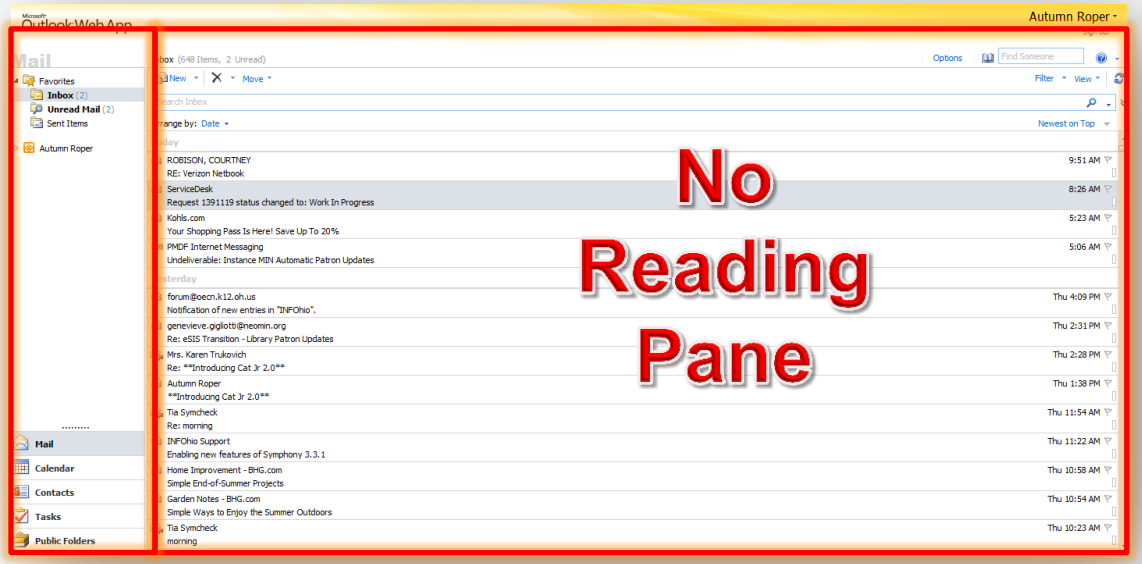
2-Column View:



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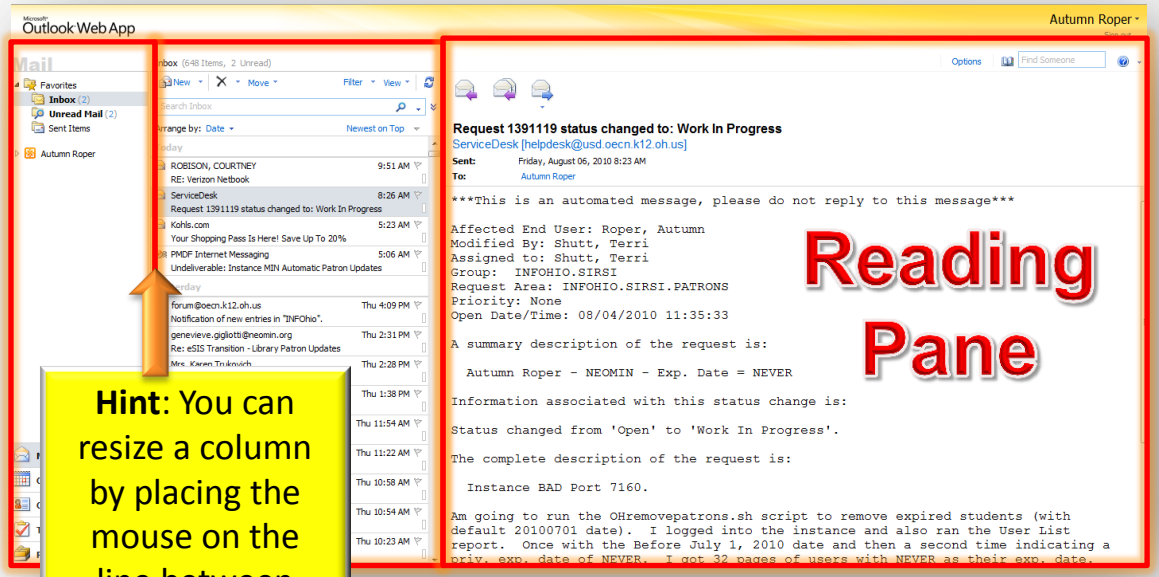
3-Column View:



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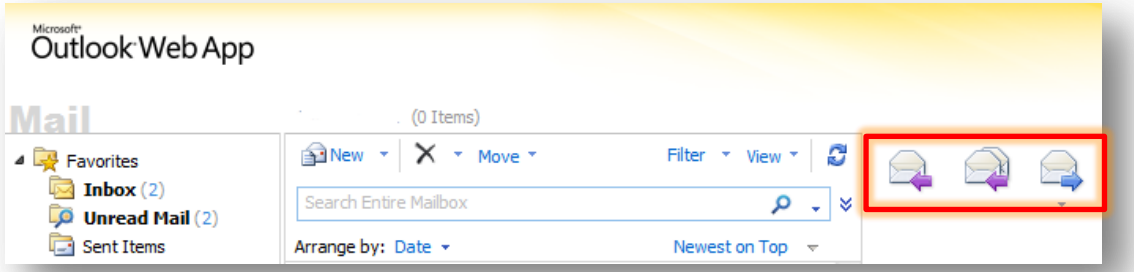
Will see these buttons on 3-Column View…



Reply **Reply All** **Forward**

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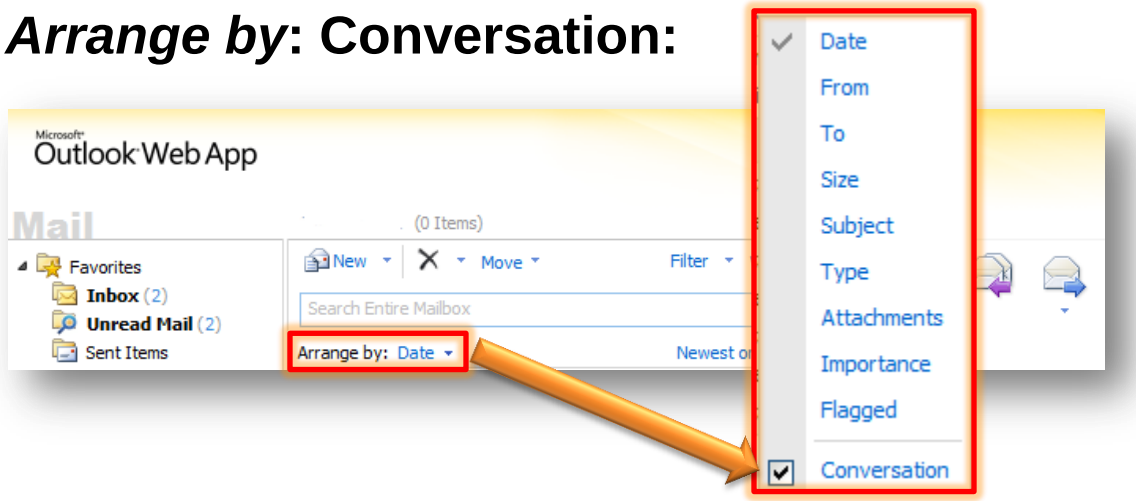
***Arrange by*: Conversation:**



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

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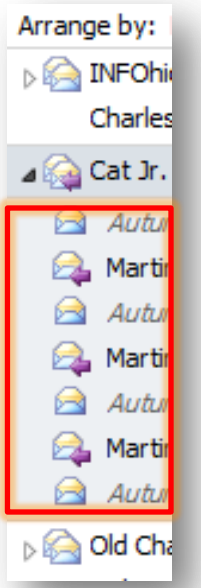
***Arrange by*: Conversation:**

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



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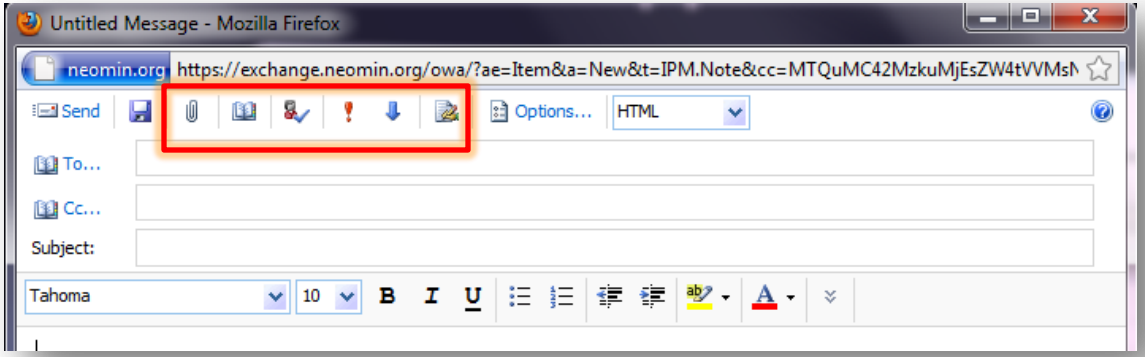
Toolbar buttons:



Attach File

Address book

Check Names

Importance: High

Importance: Low

Insert Signature

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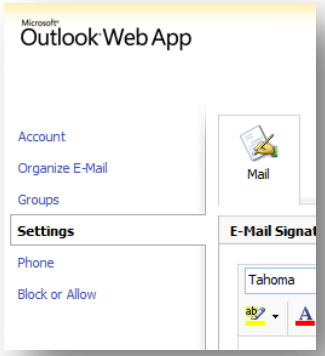
Insert Signature button:

- 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**



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

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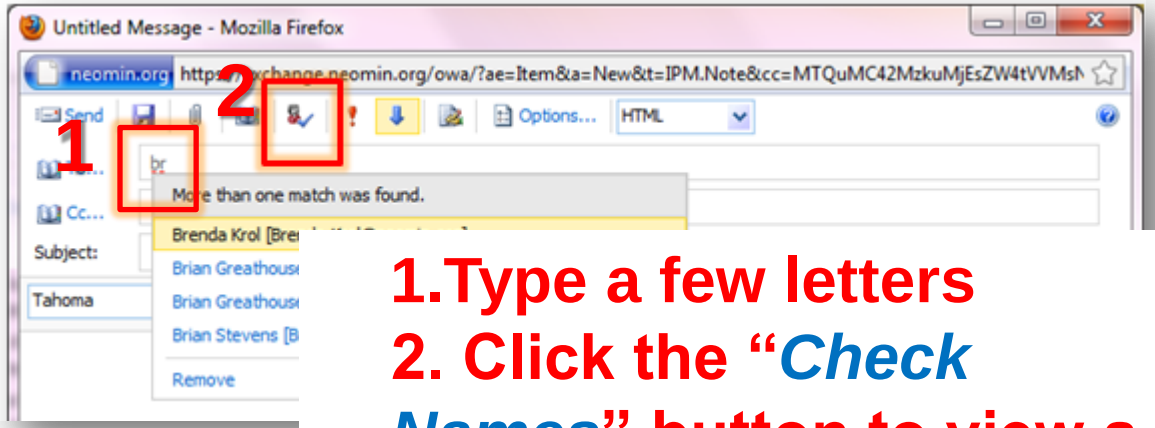
Check Names button:



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

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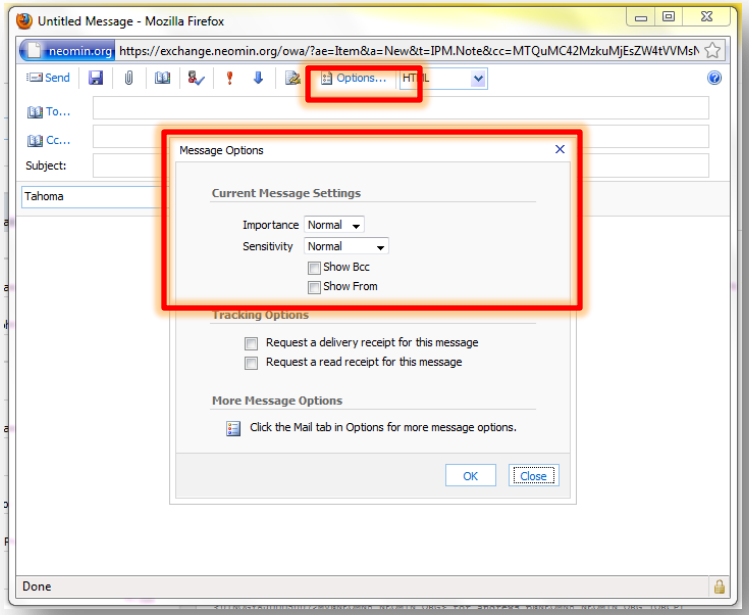
Setting Message Options (per Email):



- **Importance**
  - Low
  - Normal
  - High
- **Sensitivity**
  - Normal
  - Personal
  - Private
  - Confidential
- **Show Bcc**
- **Show From**

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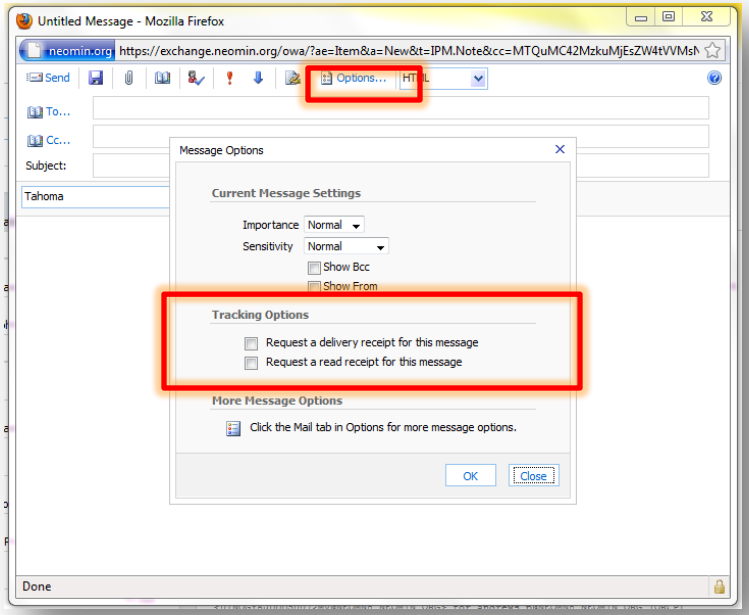
Setting Message Options (per Email):



- **Tracking Options**
  - Request delivery receipt
  - Request red receipt

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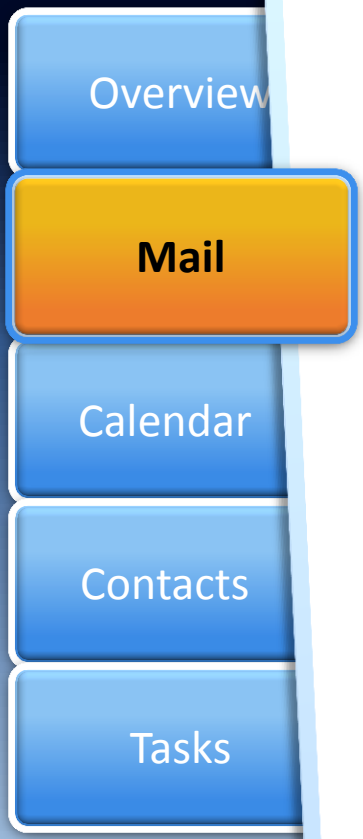
Outlook Web App | Mail Options > Settings



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

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Outlook Web App | Mail Options > Settings

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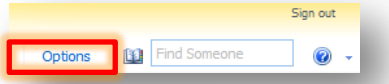
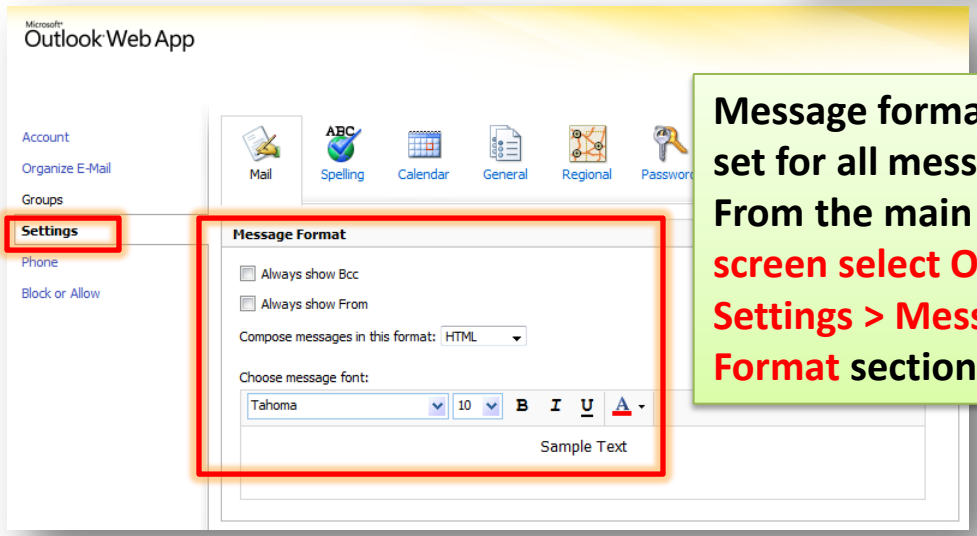
Preset your message format:

Top right of main screen → **1**



2



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

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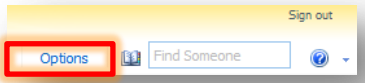
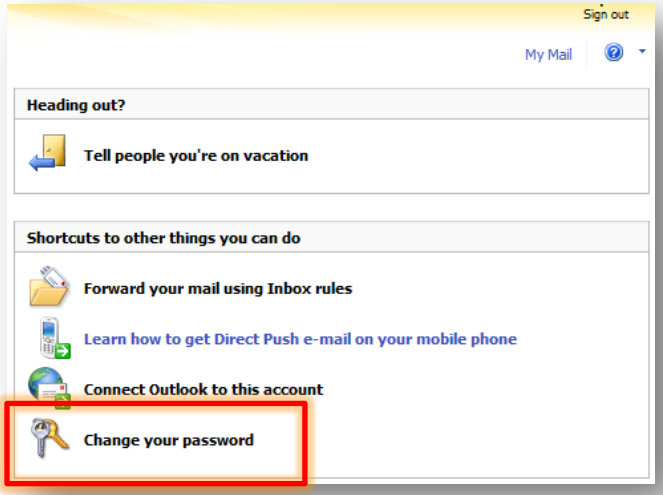
Change your email password:

Top right of main screen

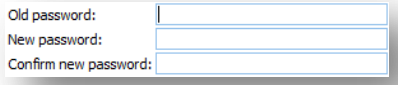
1





2

3



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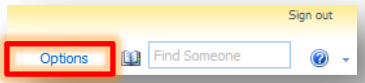
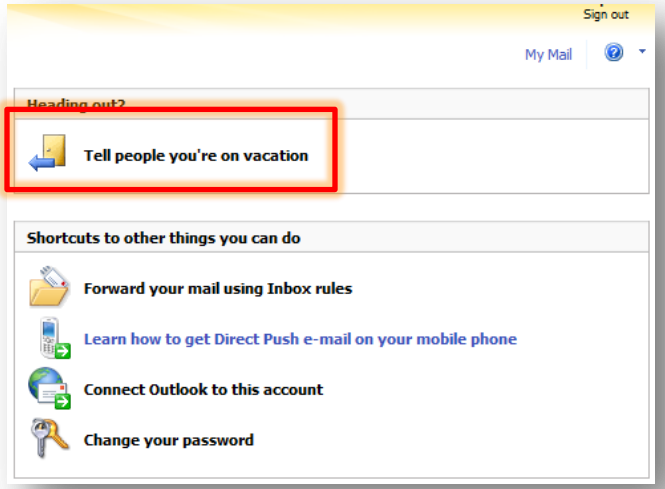
Setting a vacation notice:

Top right of main screen

1



2



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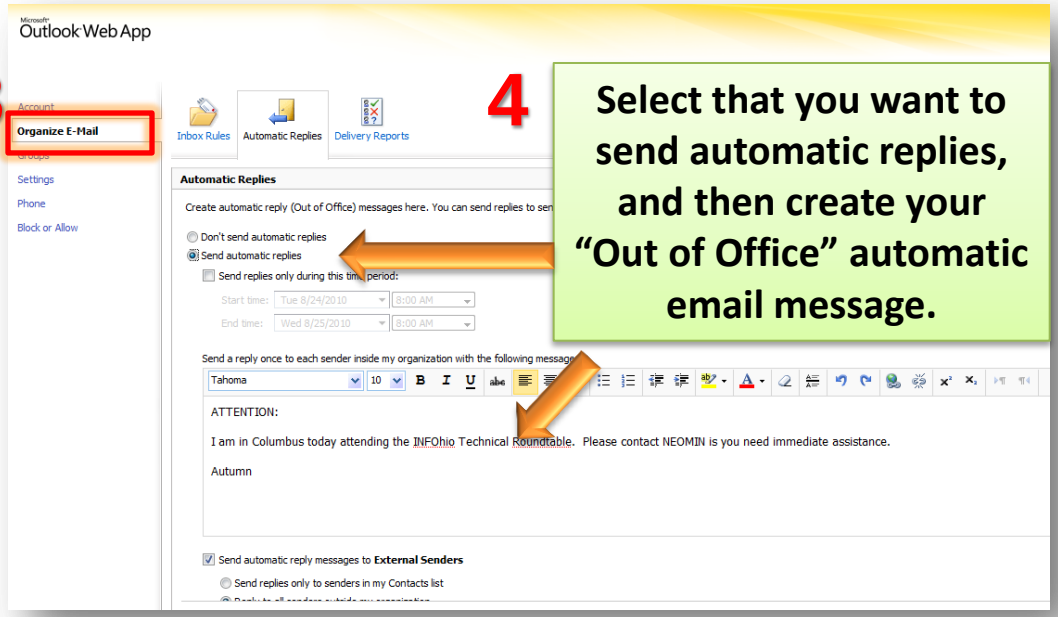
Setting a vacation notice (continued):



Select that you want to send automatic replies, and then create your "Out of Office" automatic email message.

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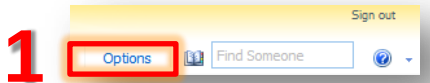
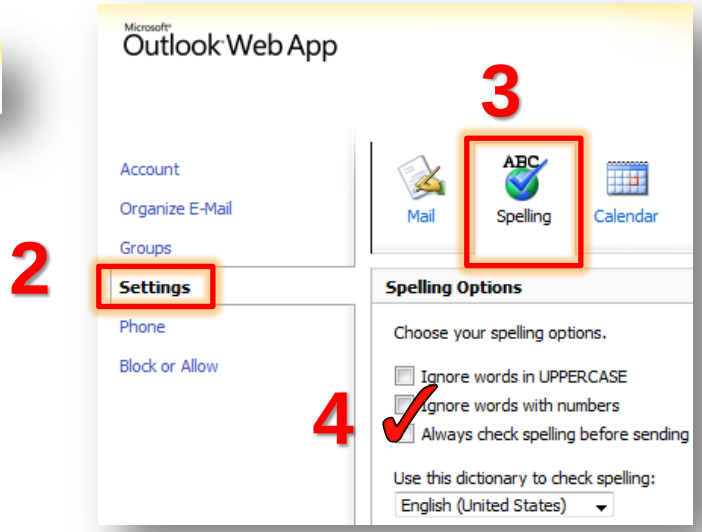
Check spelling before sending a message:

Top right of main screen





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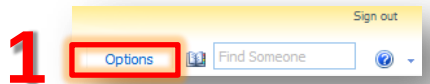
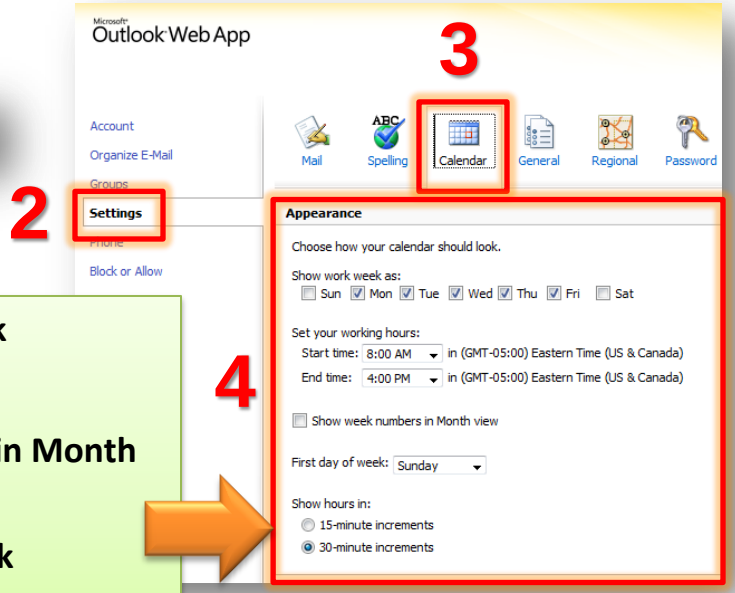
Choose how your calendar should look:

Top right of main screen





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

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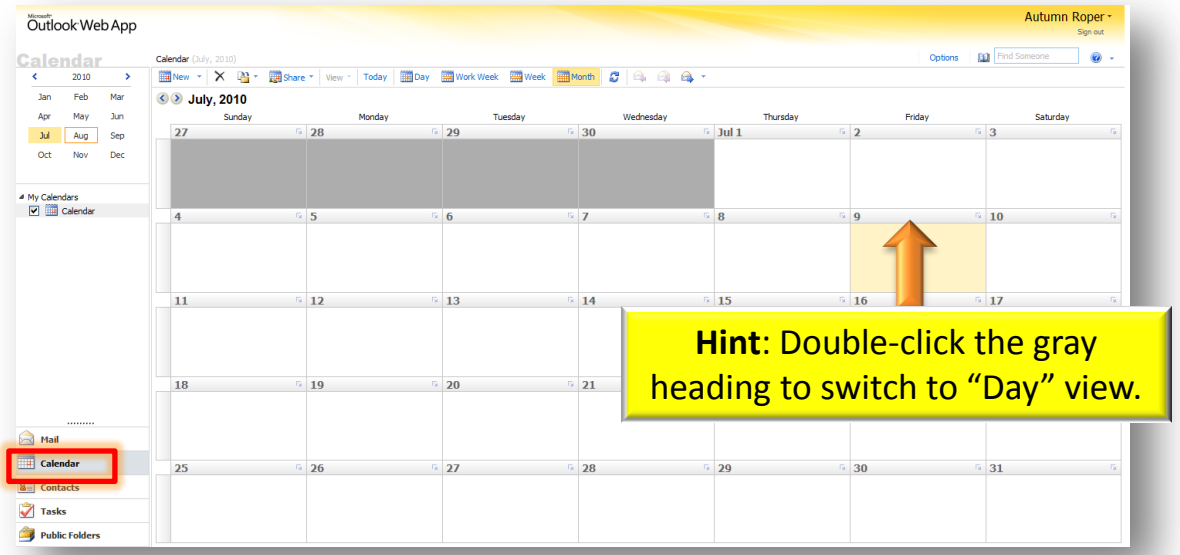
OWA Calendar:



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Toolbar Basics:

Navigate to another year

New Appointment

***Change View*:**

- **Day**
- **Work Week**
- **Week**
- **Month**

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Outlook Web App | Creating an Appointment

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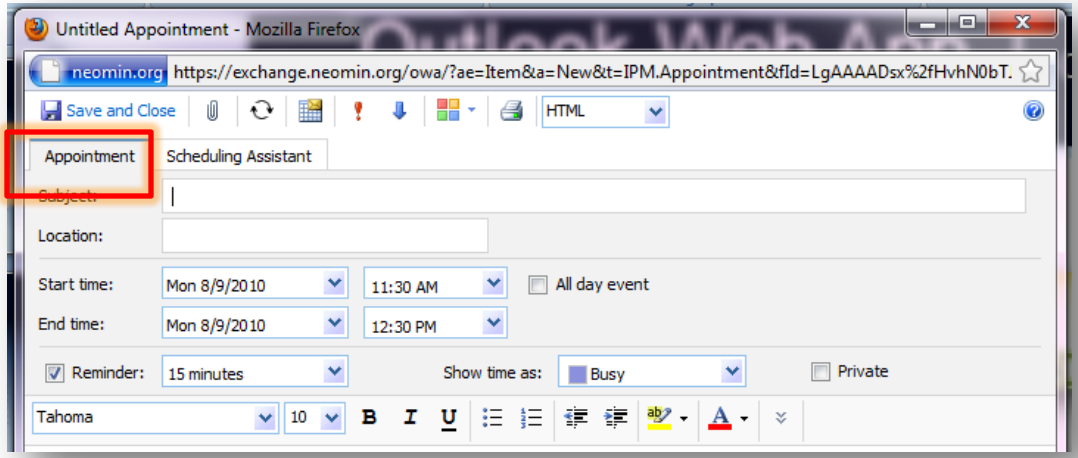
Appointments are commitments that only you are required to attend.



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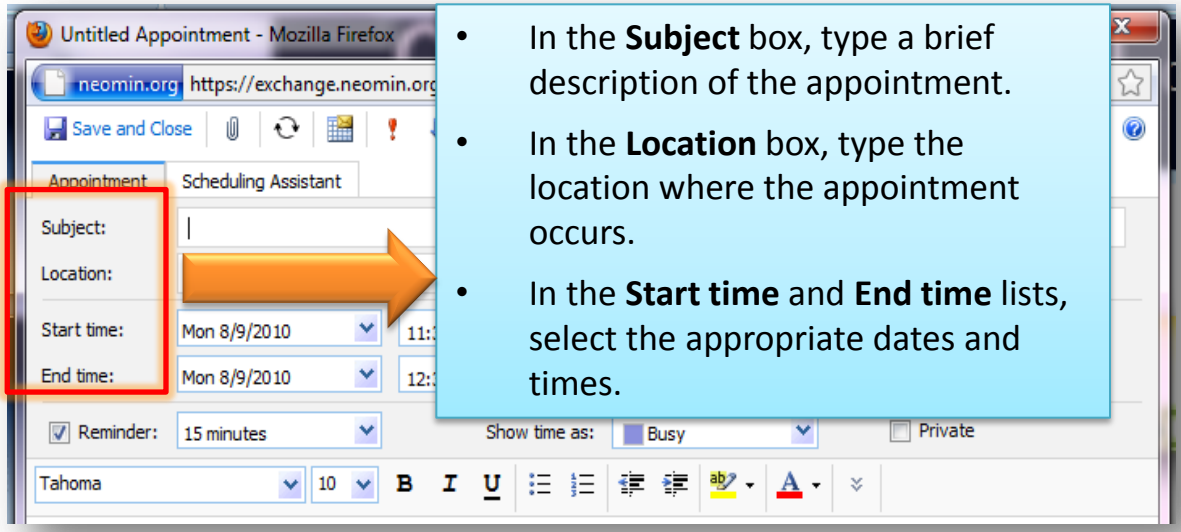
Appointment options:



- 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.

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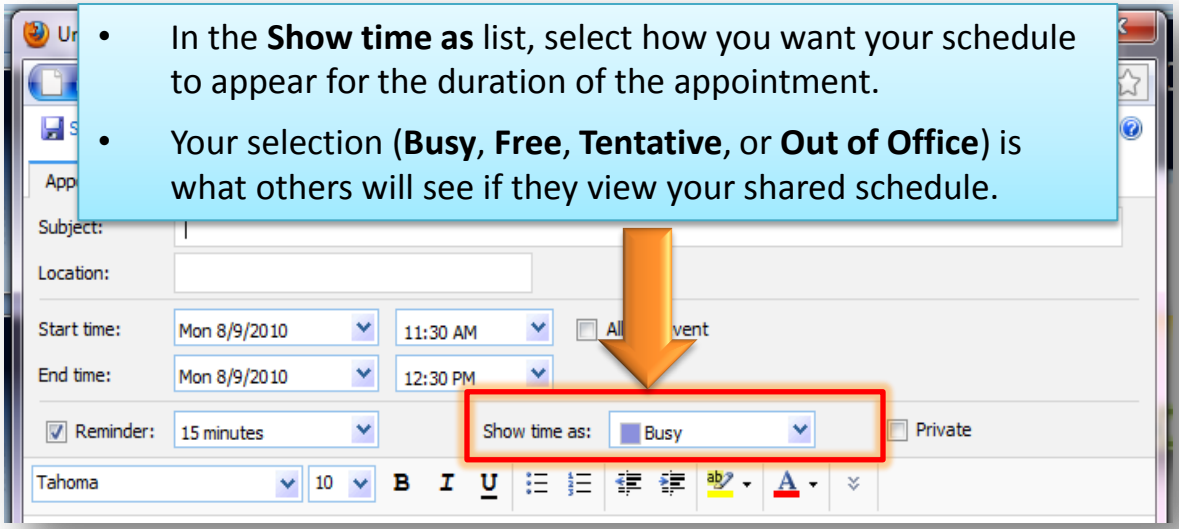
Tasks

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.

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Outlook Web App | Creating an Appointment

Overview

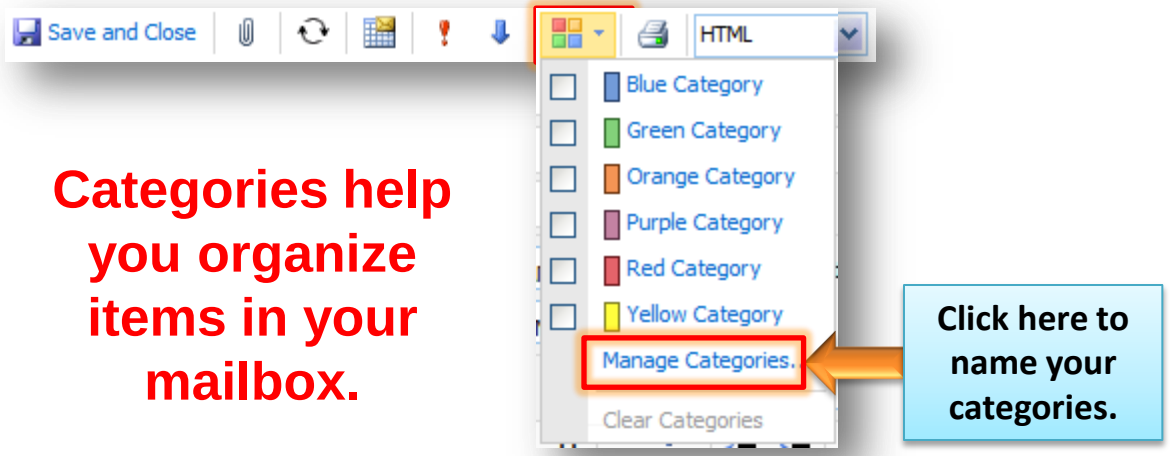
Mail

Calendar

Contacts

Tasks

Apply a category:



Categories help you organize items in your mailbox.

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.

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