

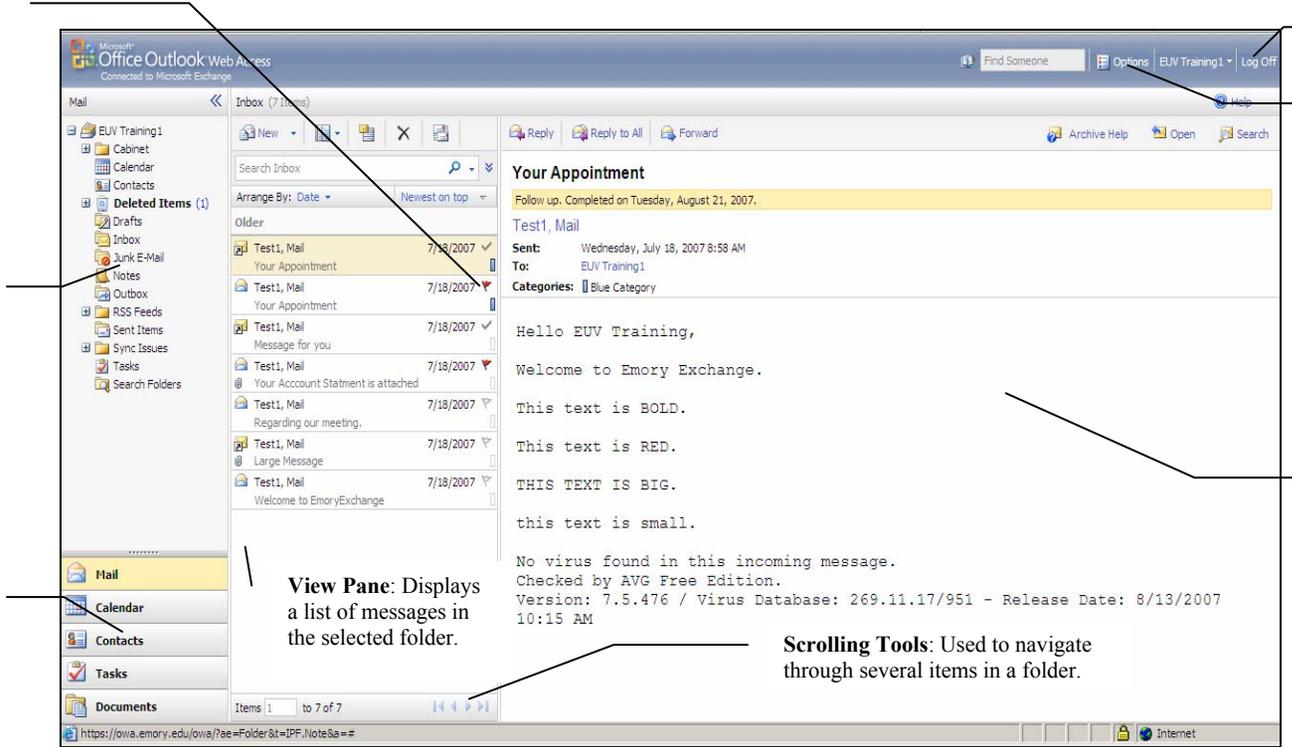
Outlook Web Access (OWA) Tip Sheet

Outlook Web Access gives you access to almost all of the features available on your office computer. You can read, send, and delete email, manage your Contacts and schedule meetings on your Calendar from any computer with an internet connection.

Follow-up Flag: Click to mark item as follow-up and display with a red flag. All flagged items appear in the For Follow Up Folder under Search Folders until flag is completed or removed. Right-click on flag for more options.

Navigation Pane: e-mail organized in folders. Right-click a folder to move, rename, create a new folder, etc.

Section Buttons: used to navigate to various sections of Outlook: Mail, Calendar, Contacts, etc.



Log Off Button: Allows use to securely log off and quit Outlook.

Options Button: Allows use to set up Web Access the way that you want it, including Out of Office Assistant, Junk Mail, Signatures, etc.

Reading Pane: (Used to be called Preview Pane) Displays text of the selected message. Click on Show/Hide Reading Pane button to show on bottom of screen or to turn off. To resize the Reading Pane, drag the border with the mouse.

View Pane: Displays a list of messages in the selected folder.

Scrolling Tools: Used to navigate through several items in a folder.

Log On and Log Off

- From your Internet Browser, type in the following address in the address bar:
`https://exmail.sfwmd.gov`
- Once you get to the Web Access main login screen: Select public or shared computer if you are checking your email on a public computer OR Select private computer if you are using your own computer at work.
- Type in your user name and password.
- Click Log On OR press Enter.
 - Outlook Web Access Light may need to be selected if you are using another browser besides Windows Explorer.

- Logging off is easy to forget. Be sure to click the **Log Off** button in the top right corner of the application each time you are finished using it.



Creating Folders

- Right click on your name in the Navigation Pane
- Click on **Create New Folder...**
- Type a name for the new folder.
- Press Enter.

	New Message		Search
	Show/Hide Reading Pane		Help
	Single/Multiple Line		New Appt
	Delete		New Contact
	Check Messages		Go to Today
	Reply to Sender		1 Day View
	Reply to All		5 Day View
	Forward		7 Day View

Selecting Multiple Messages

- To select several consecutive messages click on the first message and then press [**Shift**] and click on the last message
- To select several non-consecutive messages click on the first message and then press [**Ctrl**] and click on additional ones.

Moving Messages

1. Make sure you can see the folder that you want to move messages into in the Navigation Pane. (If you cannot see the folder, click on the + sign before the Inbox to expand it and show all folders.
2. Drag and drop a message from the View Pane into the appropriate folder.

Sending Msg. Low/High Importance

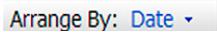
1. When creating a message, click the high or low priority button.
2. To revert to normal importance, click the same button again.



Flagging Messages for Follow-up

1. Click on the flag  for that message.
- Right-click on flag to change color of flag OR to clear the flag.
- Click on flag to complete the follow-up work and remove it from the Follow Up folder.

Changing Sorting Order (Arranged By)

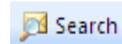
1. Click on the drop-down arrow after the Arrange By: option. 
2. Select how you want to arrange the messages by.

Finding Messages

1. Click in the Search Inbox area.



2. Type in the information that you're looking for
 3. Click on the **magnifying glass** or press **Enter**.
 4. Click the **red X** to clear your search criteria.
- You can also use the search button on the archive toolbar instead of the method described above



Deleted Items

1. Select the items that you want to delete and press the Delete button OR just drag and drop them into **Deleted Items**
- To recover a deleted item, click on **Deleted Items** and drag and drop the items back into the area that they came from (Mail, Calendar, Contact, etc.)

Creating Appointment/Meeting

1. Click on the **Calendar** in the Navigation Pane
2. Click on **New Appointment** button 
3. Type in the appropriate information.
4. Click **Save and Close** OR **Send**.
- Click on the **Invite Attendees** button to create a meeting and invite others. Click on the **Scheduling Assistant** tab to check invitees' availability.

Working with a Distribution List

- You cannot create/edit distribution lists in the web version but you can view/use already created distribution lists.

Setting Up Out of Office Message

1. Click on the **Options** button in top right corner.
2. Click on **Out of Office Assistant** in the Navigation Pane.
3. To enable the Out of Office Assistant, click **Send Out of Office Auto-replies**
4. Enter your start and end dates & times (optional)
5. In the text box, type the message you want people to receive when they send you e-mail messages while you're away.

6. Scroll down the screen to set the options for the **External Senders**.
7. Click the **Save** button at the top of screen.
- To disable the Out of Office Assistant, click **Do not send Out of Office auto-replies**.

Working with Attachments

- To read an attachment: Open the message, right-click on the attachment link and click **Open** OR double-click on the attachment.
- To print an attachment: Open the message, right-click on the attachment link and click **Print Target**.
- To save an attachment: Open the message, right-click on the attachment link and click **Save Target As...** After naming the file and deciding on location, click **Save**.

To Customize Outlook Web Access

1. Click on the **Options** button in the Navigation Pane. Then use links in Navigation Pane: 
 - Click on Messaging for message options and e-mail signatures
 - Click on Spelling to set up auto spell checker
 - Click on Calendar Options to change calendar settings
 - Click on Junk Mail to set up options to handle your junk mail better
 - Click on Change Password to change your Outlook Web Access password
 - Click on General Settings to change the appearance of your screen
 - Click on Deleted Items to set up the auto emptying of your deleted items
 - Click on Mobile Devices to set up your PDA for those using Microsoft ActiveSync on a Windows Mobile Device
2. Click on the **Save** button in upper left corner to save your settings.
3. Click on **Mail** to go back to the main screen.