

# Outlook Web App (OWA)

## *Accessing Microsoft Exchange 2010 via the Web*

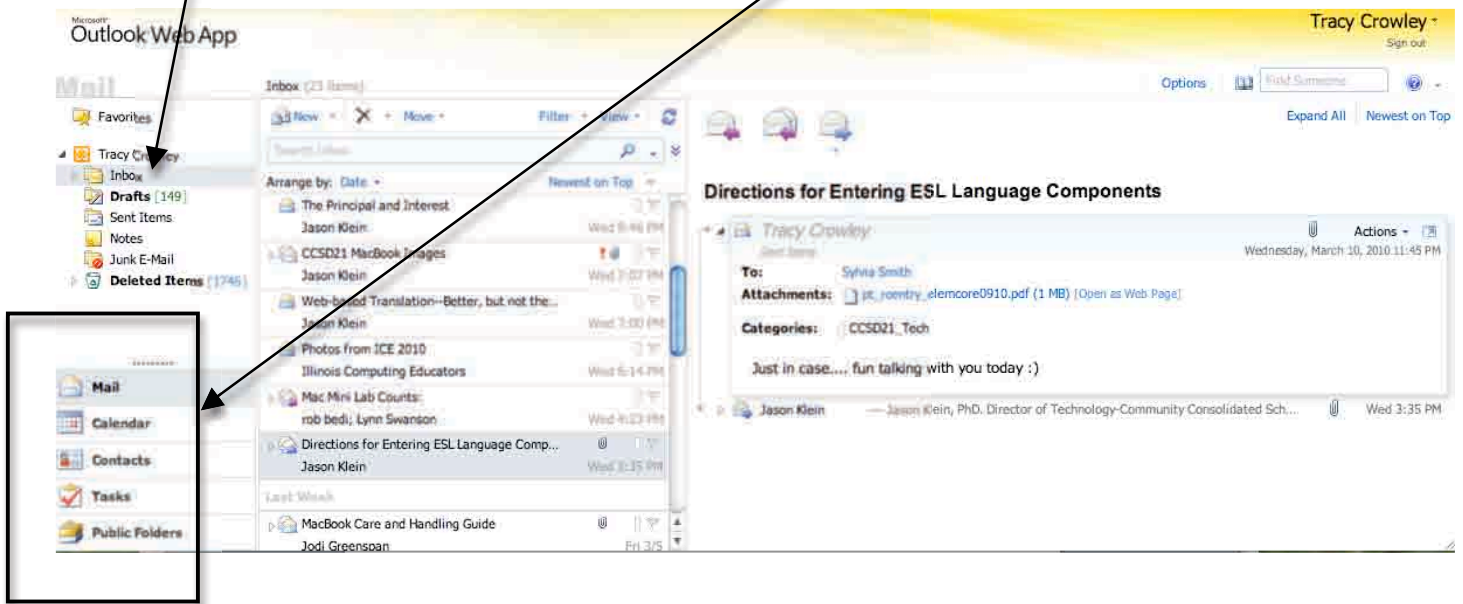
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# Outlook Web App (OWA)

## The Basics

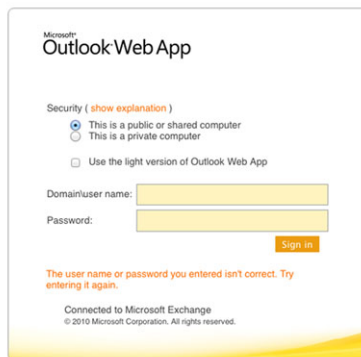
OWA is a webmail service that allows you to access your email, calendars, tasks, contacts, and other mailbox content through the web.



## Getting Started

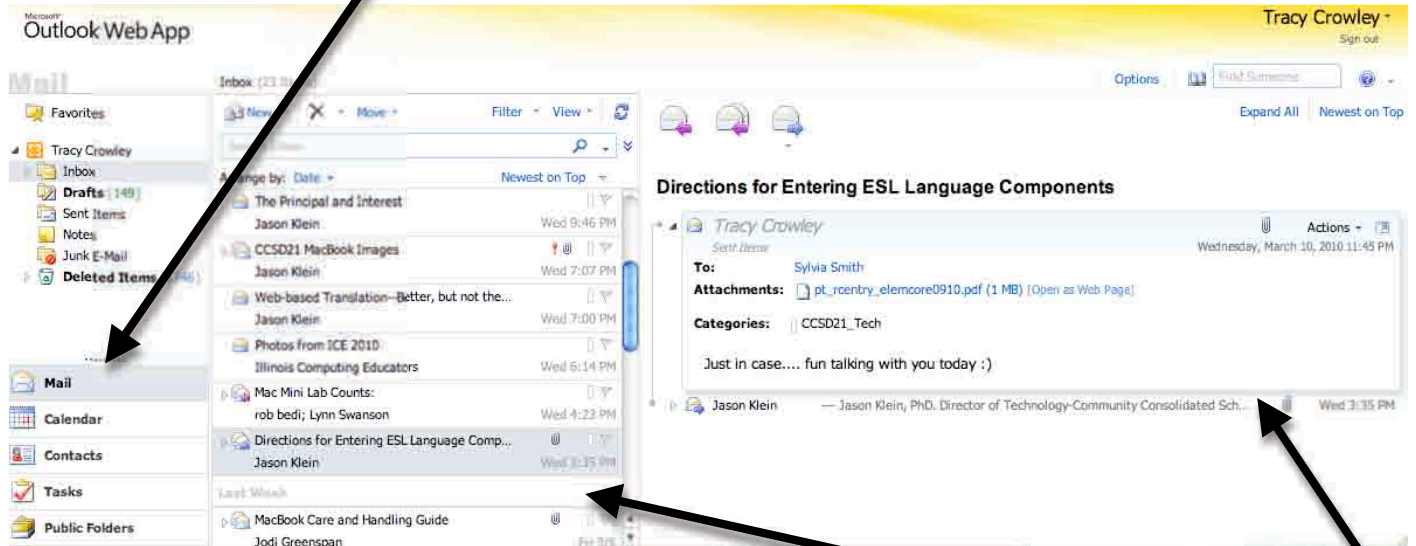
First, go to <https://webmail.ww-p.org/owa/>

Then, enter your Domain/username and password, lastname first initial (no space) -> Sign in  
 Example: ww-p/tcrowley



# Email

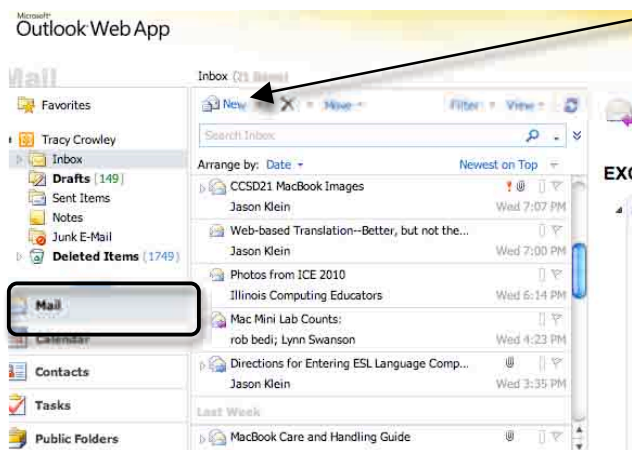
On the left-hand side of the screen, you will see different choices of what to do once you are inside OWA. To use email, click 'Mail'.



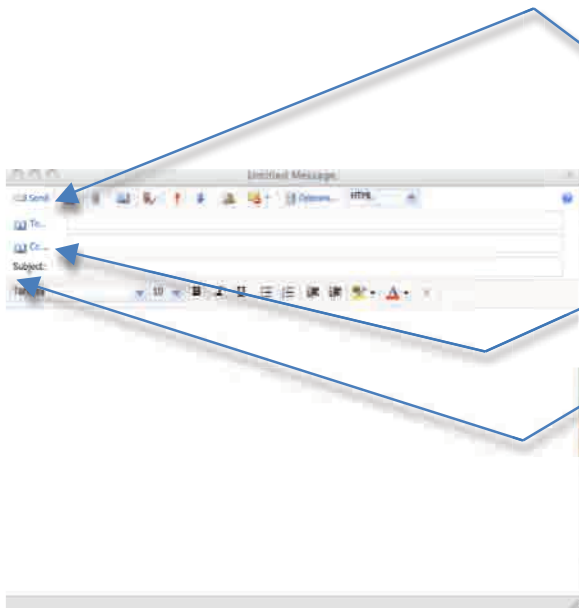
Next to the menu on the left-hand side is the list of emails in the Inbox. Messages are in order by date with the most recent messages on top. When you click on a message in the list (it will be highlighted), you will see the entire message on the right.

## Creating a Mail Message

Make sure 'Mail' is highlighted in the left-hand column. Then, hit 'New'.



Next, a blank email box will appear for you to enter information.



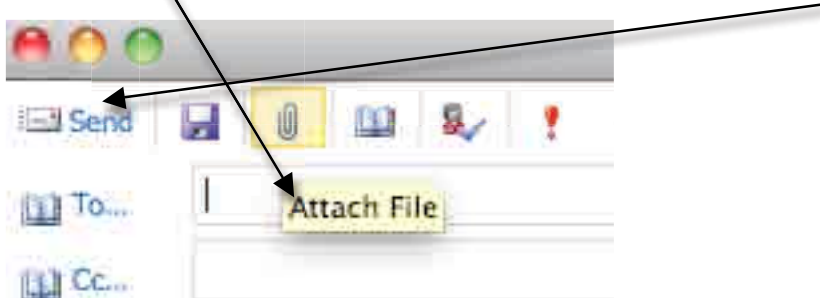
In the 'To' field type the person's email address. Names that are recognized may appear in the field.

If you would like to copy anyone on the email, use the 'CC' field.

Tell the receiver what the message is about in the 'Subject Field'.

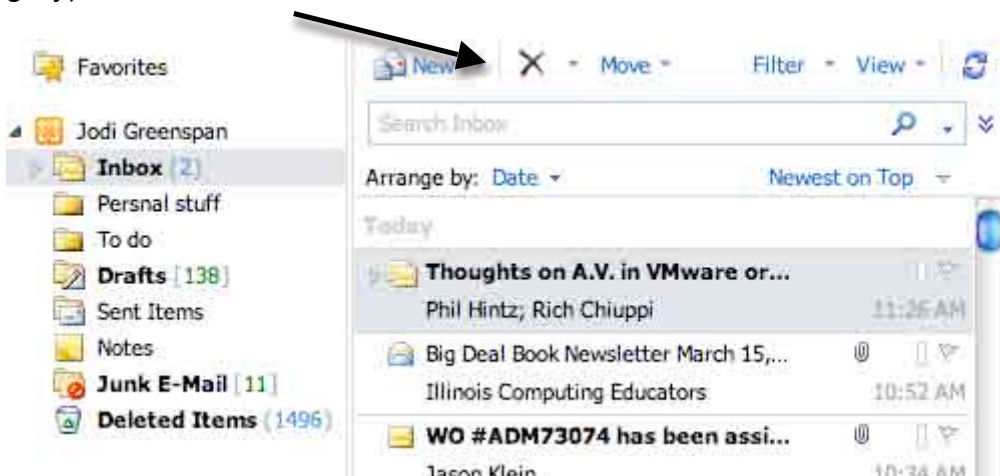
Above these fields are icons to do things such as saving, attaching items, checking names, and marking the message as high importance.

If you hover over the icons with your cursor, a message will appear telling you what the icon will do. When you are finished typing your message, hit the 'Send' button.

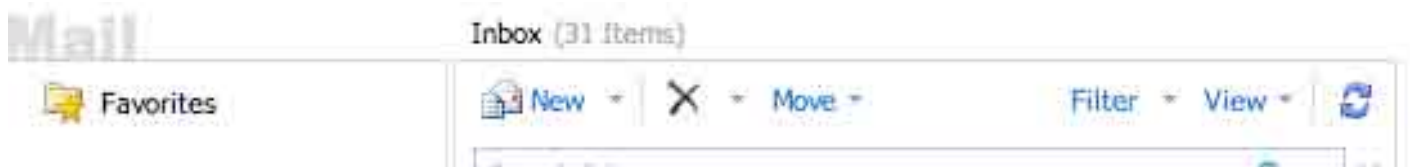


### Deleting, Moving, and Copying Messages

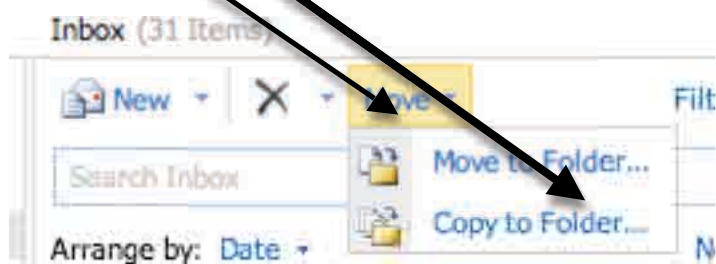
To delete a message, make sure the message is highlighted by clicking on it (the message will turn grey), and hit the 'X' icon.



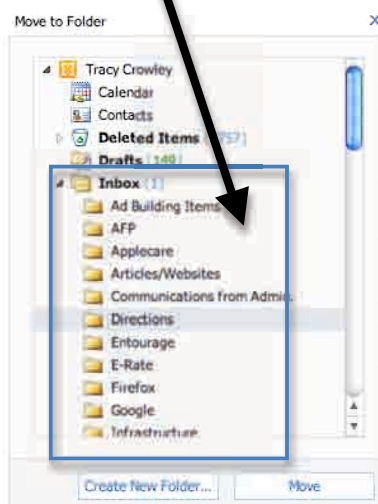
To move or copy a message, click the 'Move' button.



You will have two choices, to move the item or copy the item to a new folder. If you choose to move the item, the item will be moved out of your inbox and into the folder you designate. If you choose to copy the item, the item will remain in your inbox, and a copy will be placed in the folder of your choice.



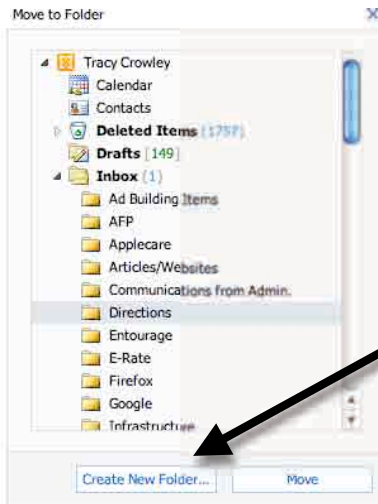
If you choose 'Move to Folder', you will be prompted to pick a location to move the item into. Click on the folder you want so it is highlighted. Then hit 'Move'.



These items are still in your Inbox, they are just filed by topic and out of the "current view" list.

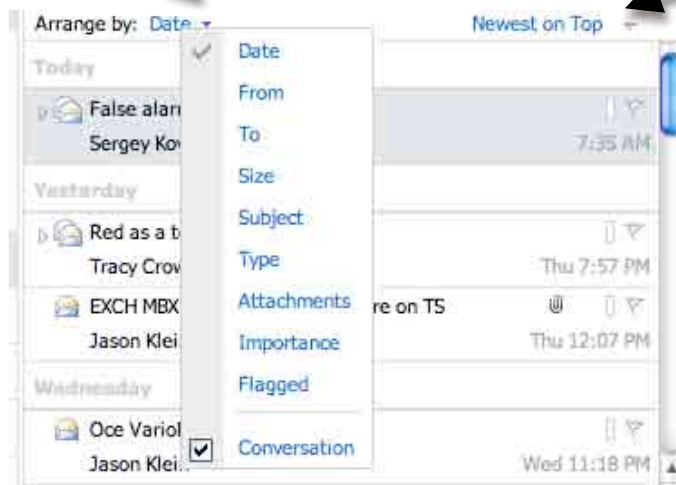
If you choose to 'Copy to Folder', you will be prompted to pick a location to copy the item into. The process is the same, but this time the item will remain in your current list and also be copied to your folder.

You can also move or copy an item to a new folder. In both cases, you would follow the same procedure as above, but instead of choosing a folder, you would click on the "create new folder" button at the bottom of the window.



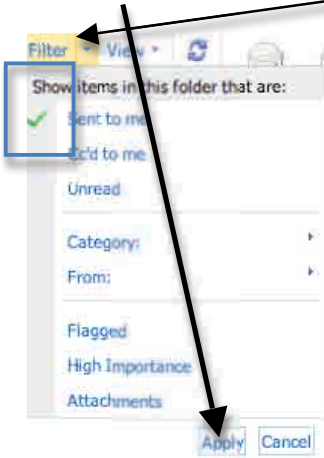
## Arranging emails

You can arrange your list of emails in many different ways. Messages will be arranged by date as a default, but you can change that with a click of a button. To change the arrangement, click on 'Date' and you will see a menu. Click on your choice from the list and your emails will appear in that order. Also, you can choose for newest messages to be on top or oldest to be on top by clicking the arrow.

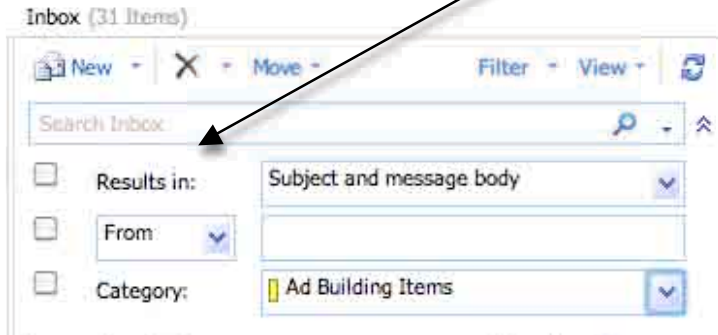


## Searching Emails

It is often helpful to search for items using a filter. To do this, select 'Filter' and click on the filter you would like to use. A green arrow will appear next to the filter you have selected. Then, hit 'Apply'.



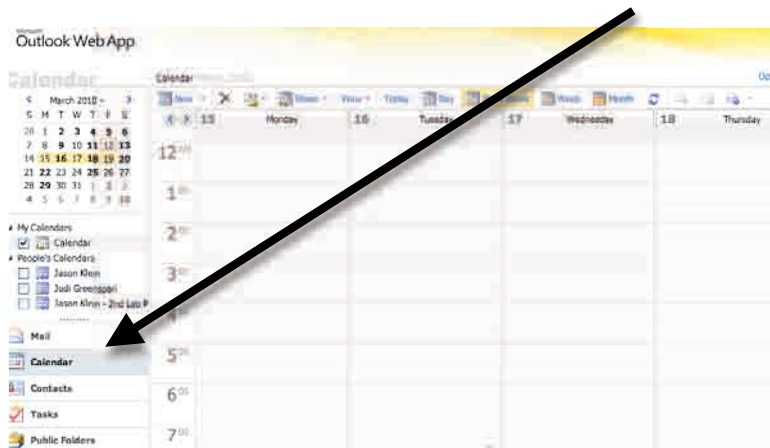
You can also look for emails using the Spotlight Search. First, click the double, downward facing arrows (they will face up after you click on them) under the Refresh icon. This will open up more choices to refine your search. Type in a key word in the Search Inbox, add as much detail in the choices below as you would like to narrow your search, and then hit the Return key.



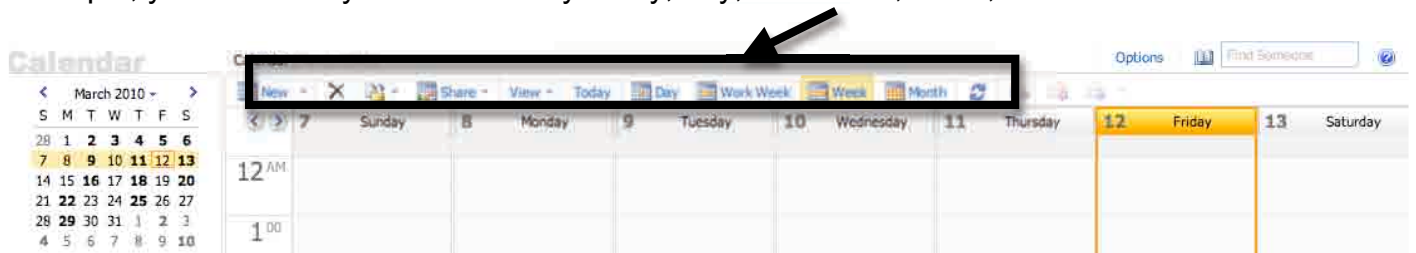
# Calendar

## Viewing the Calendar:

On the left-hand side of the page, click on 'Calendar'. This will bring up the calendar view.



Now, you can choose what kind of view you would prefer by clicking on a specific icon. For example, you can view your calendar by today, day, workweek, week, or month.



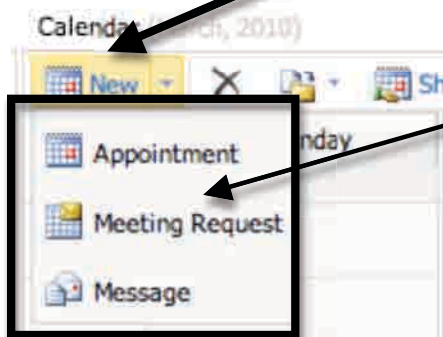
On the top, left-hand side of the calendar you will see a month view. You can change months by clicking on the arrows to the left or to the right. You can also see which days you have events added because the date will be in bold. Clicking on a day or week will bring you to that selection, depending on the view you are in (week, month, etc.)



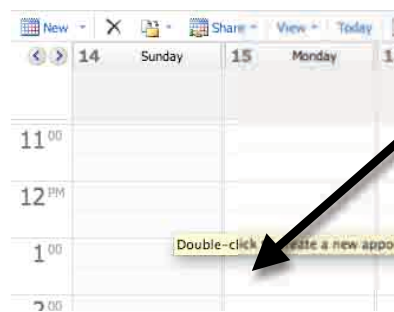
## Adding an Event

There are two ways to add events on to your calendar.

The first way is to click on the 'New' button with the calendar icon. Then, choose a new appointment, meeting request, or message.

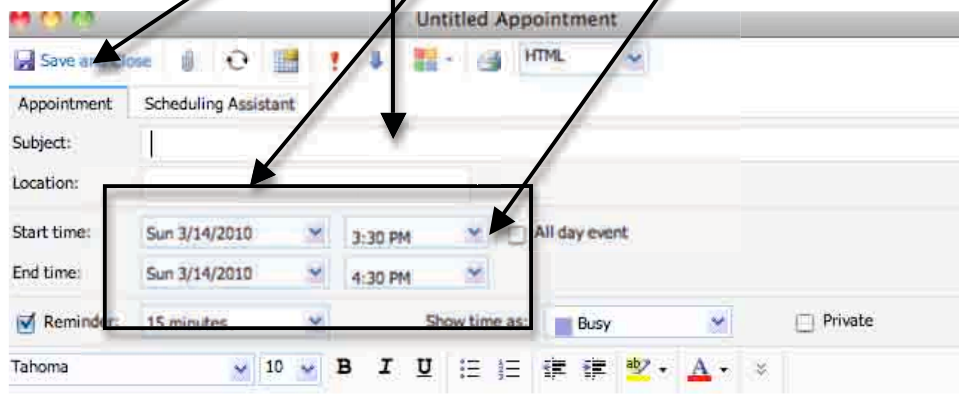


The second way is to click on the time and date in the actual calendar, and the set up box will appear.



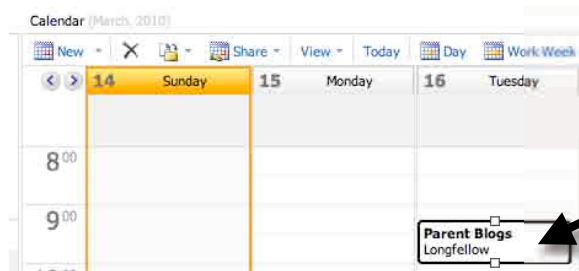
*Click here for an appointment on Monday at 1:30.*

Either way you choose, the next step is a box will pop up for you to enter information into. Here, you can add the subject, location, and start and end times. You can also add a message, add attachments, categorize the event, and set reminders for the event. When you are done, click on 'Save and Close'. Now your event is added into your calendar.

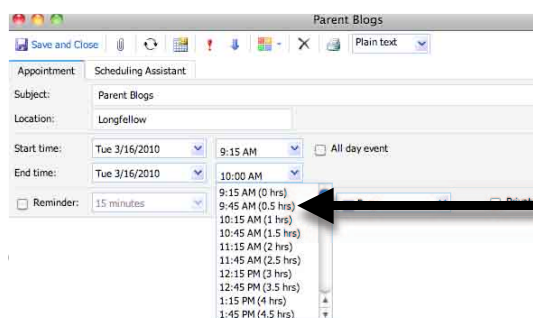


## Modifying and Deleting Events

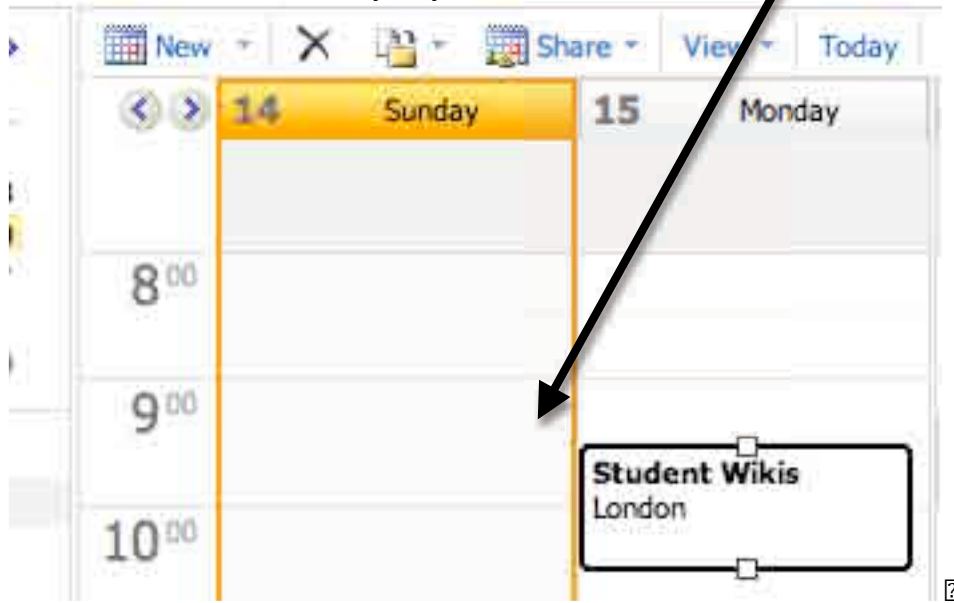
To modify an event currently in your calendar, go to your calendar and click on that event.



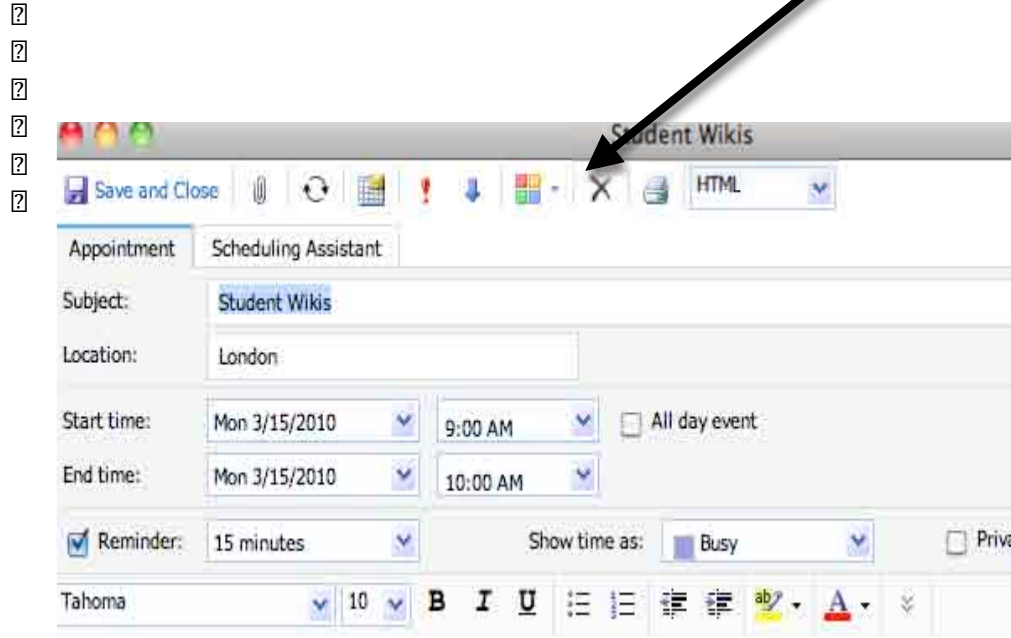
A box with the event information will open up. Simply select the information you would like to change and enter in the new information. Click 'Save and Close', and you will be prompted to save. Now, all of the changes are reflected in your calendar.



To delete an event already in your calendar, click on the event.



In the top bar there is a 'delete' icon (a black X). Hit the black X.

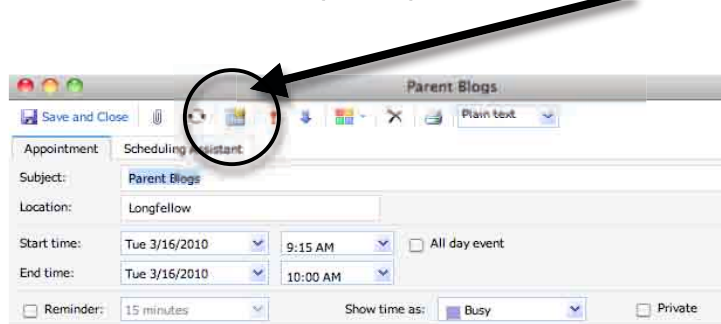


## Sending Event Invitations

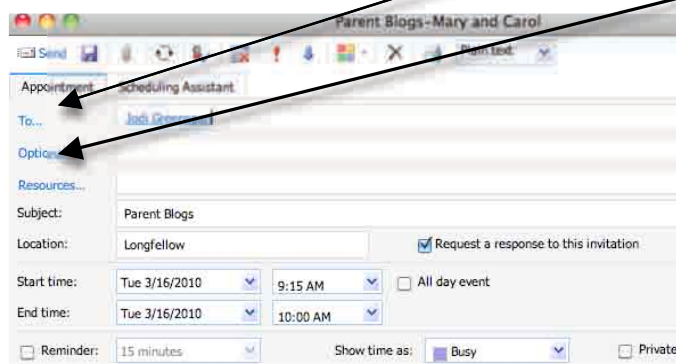
To invite people to an event, first click on the event in the calendar.



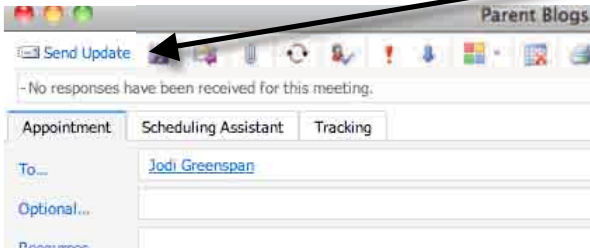
When the event box opens, press the calendar icon to send an invite



Then, there will be some blank fields to fill in for invitation. In the 'To...' field, enter the names or email addresses of the people you would like to invite to attend the event. In the 'Optional' field, enter the names or email addresses of the people who would be considered optional for the event. You can also check the 'Request a Response to this Invitation' box to view responses to the invitations. When you are finished, hit 'Send'.

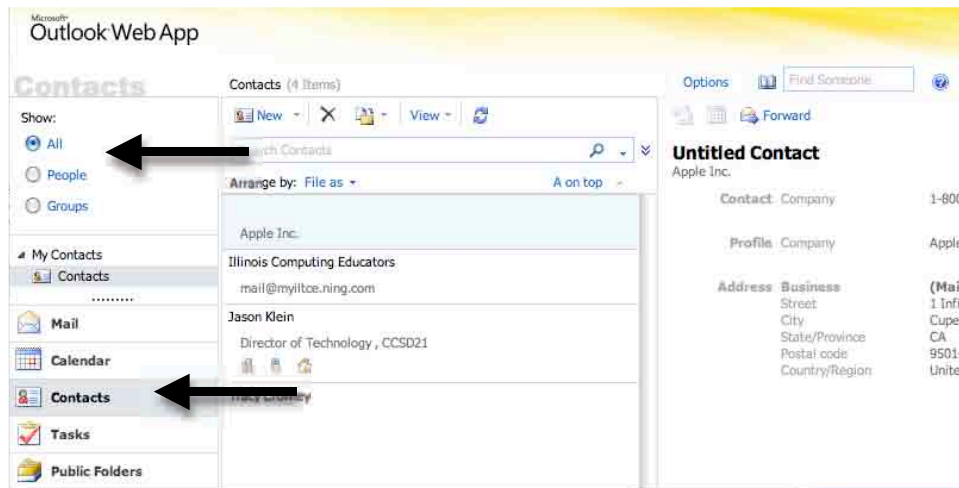


If you need to change event information after sending out invitations, follow the instructions above under 'Modifying and Deleting Events'. However, this time you would hit 'Send Update' and the changes will be sent out to all invitees.



## Contacts

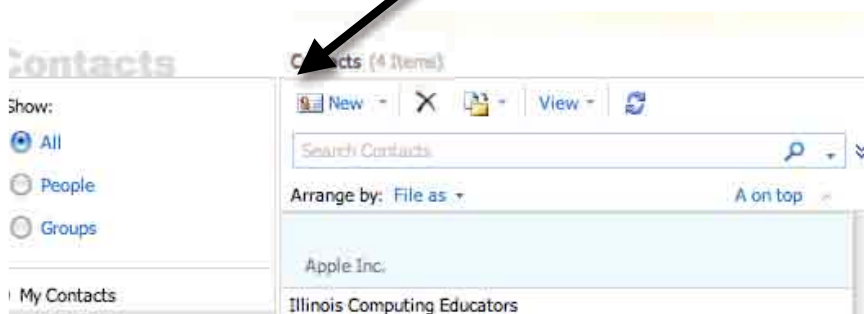
To get the 'Contacts' section, click on 'Contacts' on the left-hand side of the screen. You can choose to view contacts by all, people, or groups by clicking in the circle next to any of those groups. A list will appear in the center, and detailed information about the highlighted contact to the right.



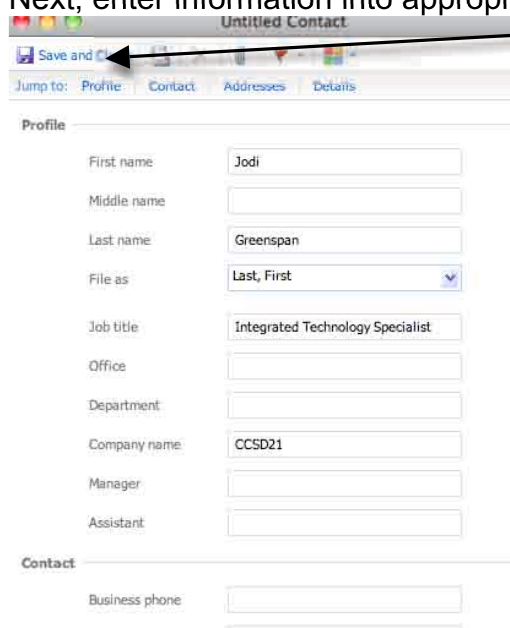
Remember, any Unionsd staff member is already included in your contacts list. However, you may want to add other contacts from out of the district.

## Adding a Contact

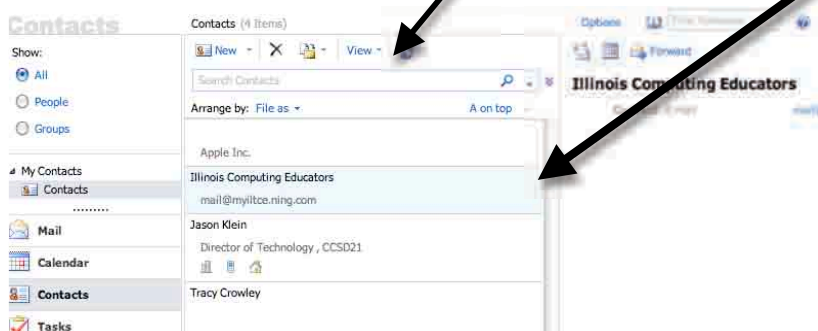
To add a contact, first click 'New'.



Next, enter information into appropriate fields. Then hit 'Save' to save the information into contacts.

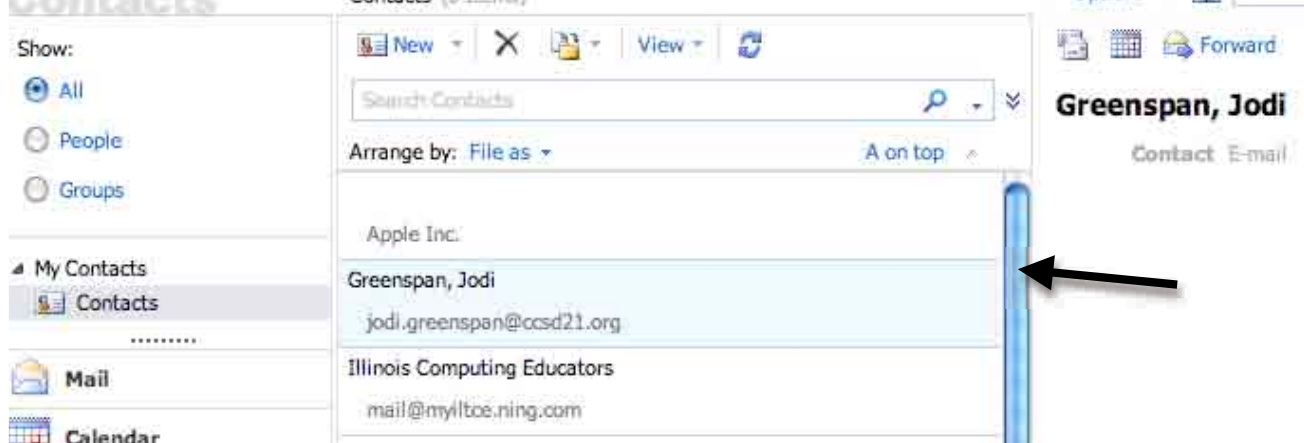


To delete a contact you have saved, click on the contact to highlight the contact in your list and click on the 'Delete' button (the black X).

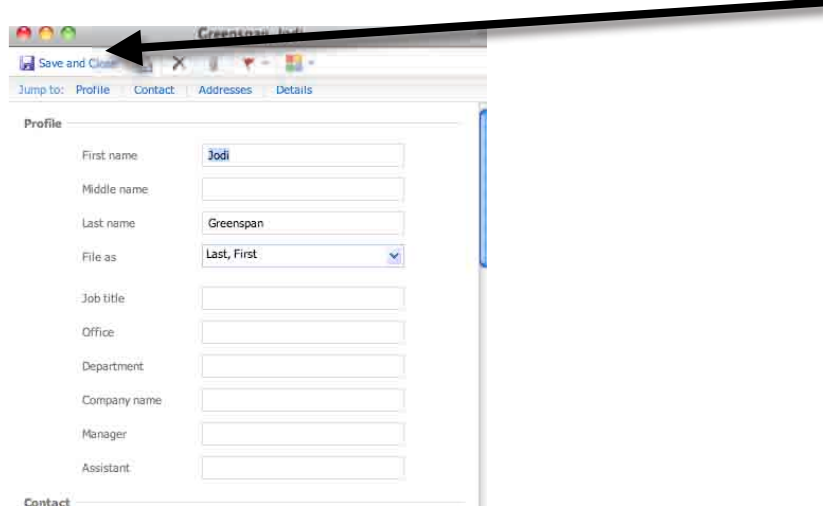


## Editing Contacts

To edit a contact, click on the person or company's name in the list.

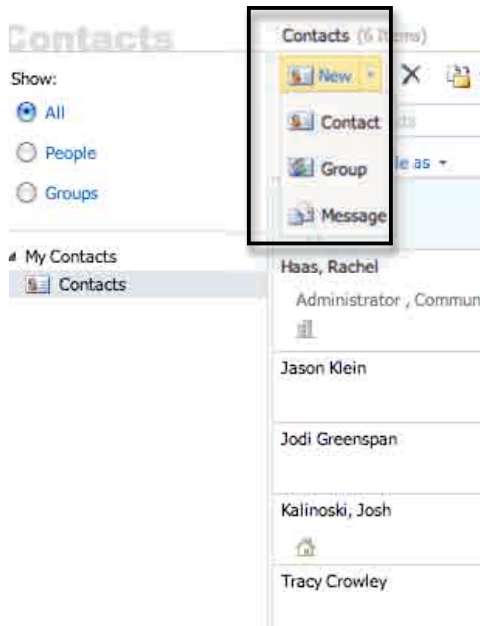


Then, edit any information you would like and hit 'Save and Close'. All changes will be saved in your contacts.

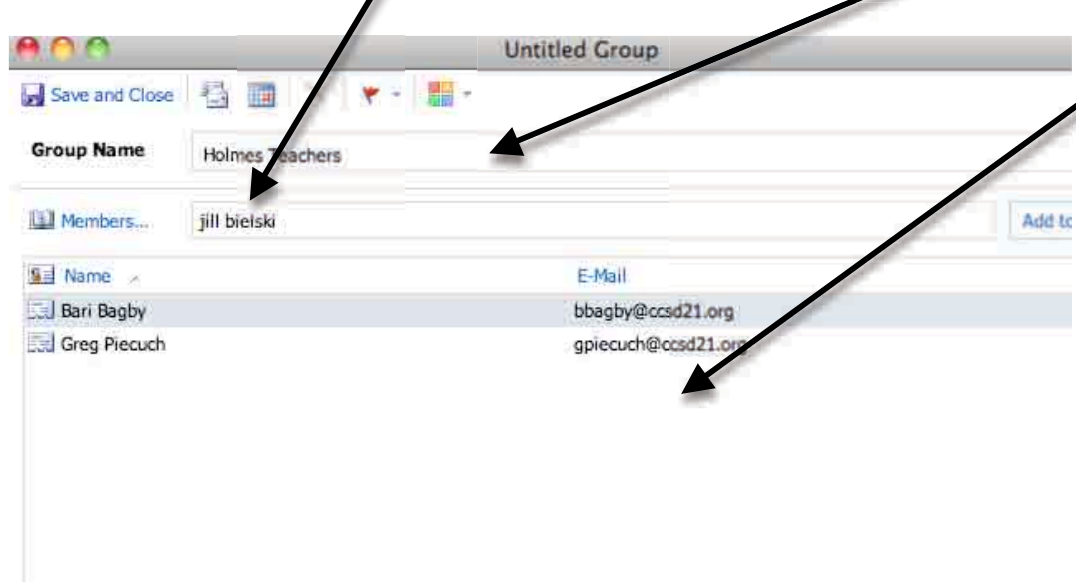


## Creating Groups

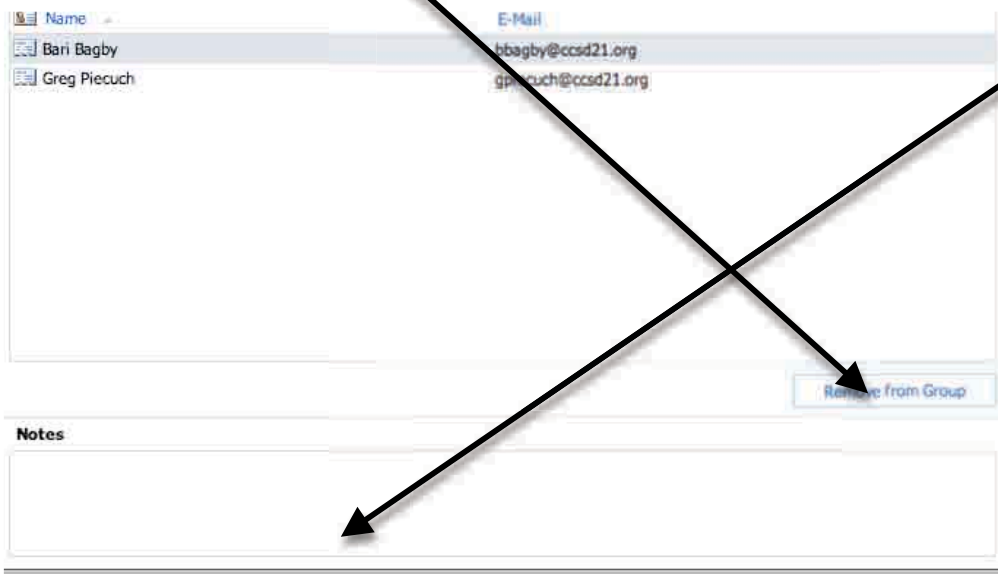
Often, you will find yourself writing to the same group of people often. One thing you can do to make this process simpler is to create a group. To do this, while in the contacts category, click on “new” and then “group”



You will then see a new “untitled group” appear. First give the group an appropriate name. Then, in the space labeled members, begin adding contacts that you would like to include in this group. When you press return, these members will appear in the large box of group members.



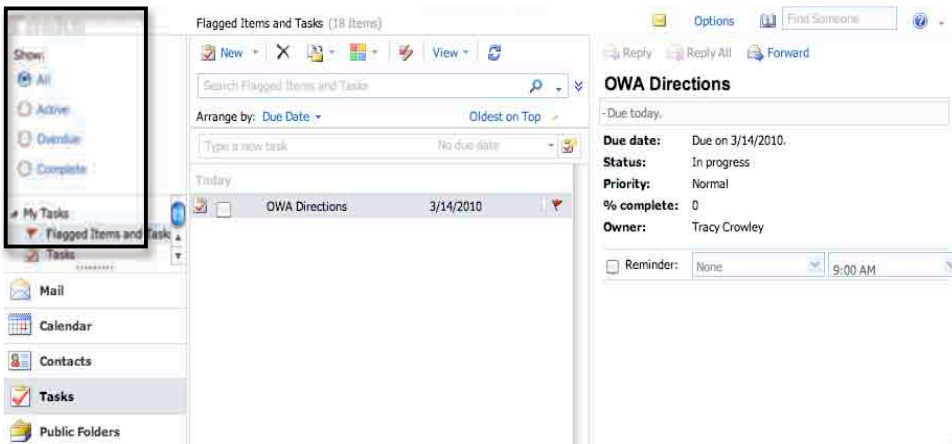
If you need to add notes about the members, you can highlight their names and add the notes in the square at the bottom. Also, if the group changes, you can highlight names of group members and click on “remove from group” to remove them.



## Tasks

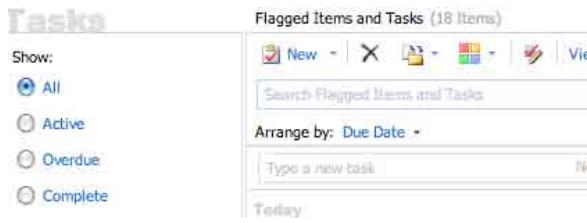
Tasks are a great way to keep everything you need to get done organized. To do this, click on ‘Tasks’ on the left-hand side of the page.

You can view tasks by all, active, overdue, and complete by clicking in the circle next to the item.

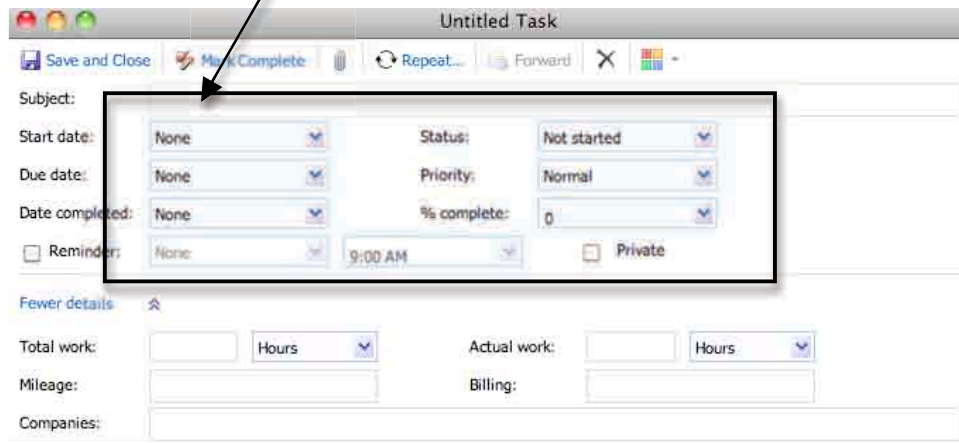


To add a task, click on ‘New’.





Type the task in the 'Subject' field. Then, use the buttons and fields in this box to set start and complete dates, the status, priority, category, mark as private, and add any attachments or other information. Click 'Save and Close' when the information is complete and the information will be saved to your task list.



## Completing Tasks

As you complete the tasks on your list, you can check them off. Once they are marked as complete, a line will appear through the item. Alternatively, you can select the item to highlight it and click delete remove the item.

