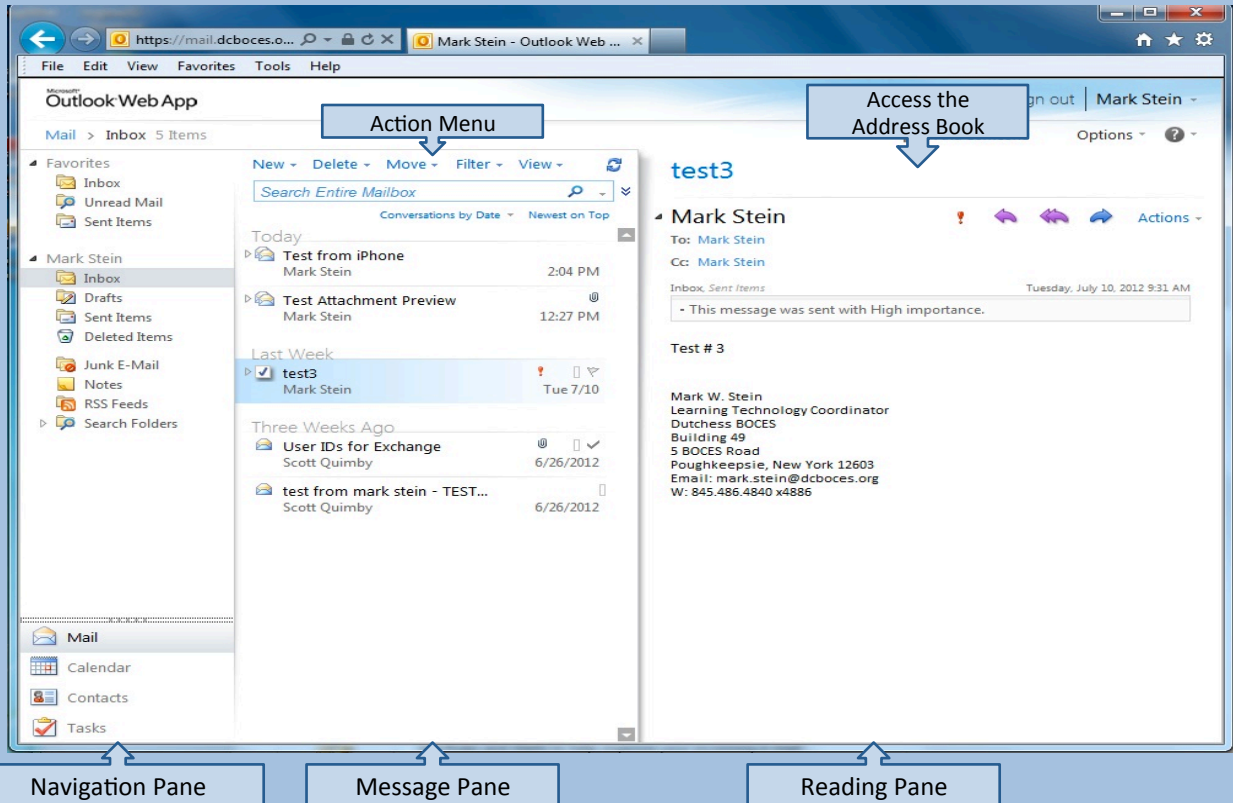


OUTLOOK 2010 WEB ACCESS (OWA) QUICK REFERENCE GUIDE

The OWA 2010 SCREEN











GETTING STARTED WITH MAIL BASICS

- ❖ Access OWA using this link
<https://mail.dcboces.org/owa>
- ❖ The Navigation Pane allows you to select mailbox folders & Outlook Web applications (Mail, Contacts, Calendar, and Tasks).
- ❖ To create your E-mail signature:
 - ❖ Click the **Options** button at the top right side of the main screen and choose **See All Options**.
 - ❖ Select **Settings** on the left side to go to Mail options. Type in your signature.
 - ❖ Tick the box at the bottom to ensure all of your new messages show your signature and select **Save**.
- ❖ The Reading Pane allows you to view the content of the selected message. This can be moved or turned off via the **View** Action dropdown menu.
- ❖ Create new folders by right-clicking on your Mailbox name and selecting **Create New Folder**.
- ❖ Setup your Out of Office notification: click **Options** and choose **Set Automatic Replies**. Fill in the required information, tick the appropriate checkboxes to send Out of Office messages for a specified period of time. Type in the text you want to send to both Internal and External users. Click the **Save** button.

The toolbar within a message looks like this:



- ❖  Add attachments to your message
- ❖  Save a copy of the message as draft.
- ❖  Insert a photo into the message
- ❖  Access Global Address Book or Contacts
- ❖  Check spelling
- ❖   Choose High or Low importance
- ❖  Insert Signature

Contacts

- ❖ Click the **Contacts** button on the Navigation Pane to open your calendar.
- ❖ Choose whether to display a preview of Contacts details from the **View** button.
- ❖ Access the Global Address Book by clicking the address book icon toward the top right side of the window.
- ❖ Arrange contacts by clicking on the **Arrange by link**.

- ❖ Set Options within an E-mail: When creating a new message, click the Options menu at the top of the E-mail to:
 - ❖ Set E-mail importance
 - ❖ Request a delivery receipt
 - ❖ Request a read receipt

CALENDAR

- ❖ Click the Calendar button on the Navigation Pane to open your calendar.
- ❖ Choose your Calendar view preferences from the toolbar buttons to select Day, Week, or Monthly options.
- ❖ Create a new appointment or meeting Request using the **New** button.
- ❖ When creating a meeting request, use the **Scheduling Assistant** tab to show suggested times based on people's availability.
- ❖ Share your calendar using the **Share** button. Choose **Share this Calendar** and click on the **To...** link to select recipients. Choose the level of access and send.