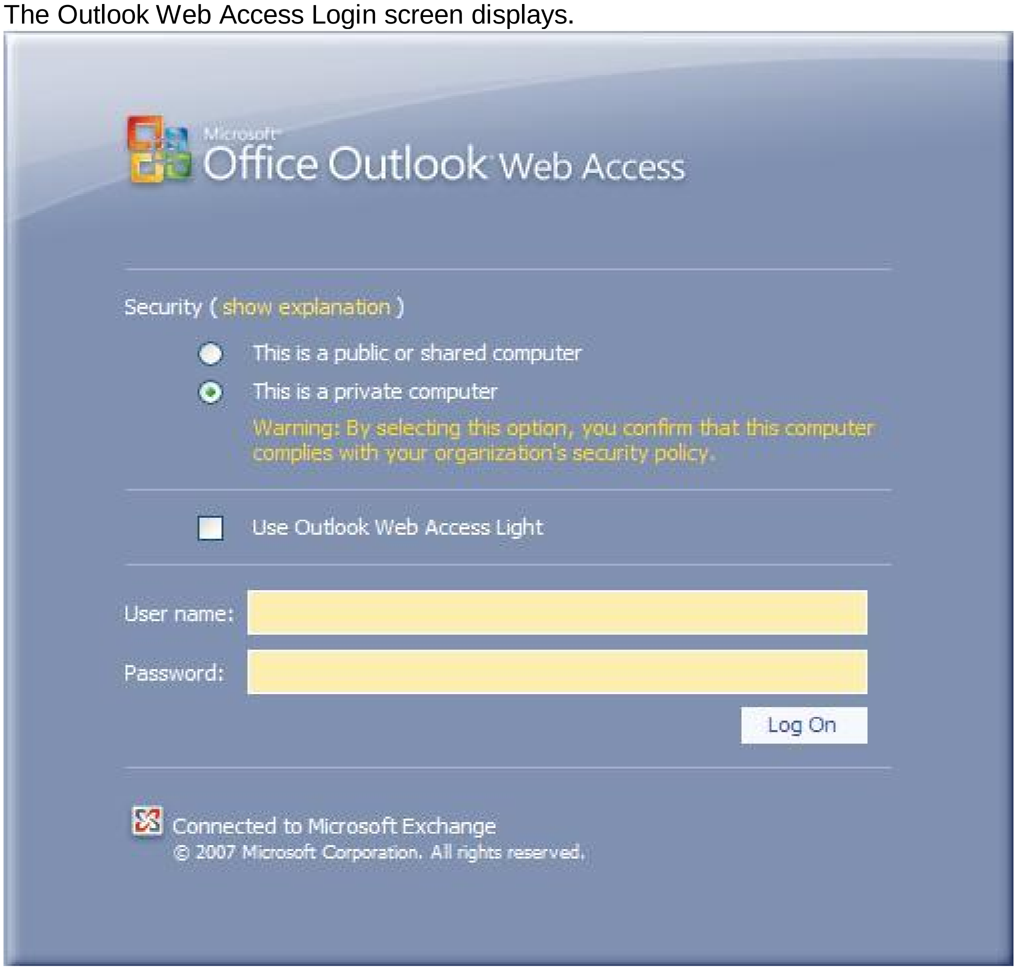
Outlook Web Access Quick Reference Guide

Starting Outlook Web Access

1. Make sure you are connected to the Internet.
2. Launch your web browser (i.e., Internet Explorer).
3. Do one of the following:
   ÅFrom the Imagine! web site, chose **Resources**, **For Employees** and select **Outlook Web Access**
   ÅType the following into the address bar: https://webmail.imaginecolorado.org/owa

The Outlook Web Access Login screen displays.



4. At the **Login** screen:

a. In **Security**, select one of the following:

- **This is a public or shared computer** is the default setting. This setting is intended if your computer is used by others at your location. If you select this option you will automatically be logged off after 15 minutes of inactivity. This helps to prevent unauthorized access to your e-mail account.
- **This is a private computer**. If you are the only person who uses your computer, select this option. You are allowed a 2 hour period of inactivity before being automatically logged off.

b. Optional: If desired, select **Use Outlook Web Access Light** for faster performance (but fewer features). This option is suggested if youôre on a dial-up connection. If you are using a browser other than Internet Explorer, this option will be selected.

c. In the **User name** field, enter your network/email user name

d. In the **Password** field, enter your password.

5. Click the **Log On** button.

Messages

To check for new messages:

- Click the **Check Messages** button. 

To open a message:

- Double-click a message to open it in a new window.

To delete messages:

- Select the message or messages that you want to delete.
- Click the **Delete** toolbar button  or press the **Delete** key on your keyboard.

To open message attachments:

- Open the message containing the attachment.
- In the message header, click the attachment file name.
- Choose **Open**.

To save message attachments:

- Open the message containing the attachment.
- In the message header next to **Attachments**, click the attachment file name.
- Choose **Save** to save the file to your computer.
- In **Save As** navigate to the folder you want to save the document.
- Click **Save**.

To reply to or forward a message:

- Select or open the message that you wish to reply to or forward.

Reply	Replies to sender only.
Reply to All	Replies to all addressees on the **To** and **Cc** lines.
Forward	Sends message to another user (with any attachments)

- Type any desired text in the message body, and then click the **Send** toolbar button. 

To create a new message:

- From the **Inbox**, click the **New** message toolbar button. 

- In the **To** field, enter recipients, separating each name with a space.
- In the **Cc** field, enter recipients that should receive a copy of this message.
- In the **Bcc** field, enter recipients that should receive a blind copy of this message.
    - **NOTE:** If you add a recipient's name to the Bcc field in a message, a copy of the message is sent to that recipient, and the recipient's name is not visible to other recipients of the message.
- In the **Subject** field, type the message subject, and then type the message contents in the body.
- To attach a file, click the **Attach File** button on the toolbar. 
    - In **Attach Files** dialog box, click the **Browse** button.
    - Select the file you wish to attach.
    - Click the **Attach** button. 

    - Repeat steps a and b to add additional files.
    - If you want to remove an attached file, single click the file in the **Attach…** location box and press **Delete** on your keyboard.
- To request a delivery receipt or read receipt, click the **Options** toolbar button 

, and then check the appropriate boxes under **Tracking Options**. Click the **OK** button.
- To check your spelling, click the **Spelling** button. 

- Click the **Send** toolbar button. 

Check Spelling

To spell check one item:

- Open the item you wish to spell-check.
- Items include e-mail messages, appointments, tasks, documents, and journal entries.
- Click in the body of the item.
- On the **Tools** menu, click the **Spelling** button. 

- When a word is selected, shown by red underlining 

, right mouse click on the highlighted word and choose the options you want.

To automatically check spelling on all e-mails:

- Click the **Options** button on the top Menu ribbon. 

- Select **Spelling** on the left hand pane.
- Select the **Always check spelling before sending** check box.

Recipients

To check recipient names:

- Click the **Check Names** toolbar button.  Or click the **Send** toolbar button. If Outlook Web Access doesn't recognize a recipient you have entered, the name will appear in red.
- Select **Remove without Sending**.
- If more than one match is found, select the correct name from the list.

To find recipients in Address Books:

- When creating a new message, click either the **To** or **Cc** buttons.
- In the **Address Book** pane on the left, select the list you would like to search.
- **NOTE:** The **Global Address List** is the list of all Imagine! e-mail addresses. **Contacts** shows only e-mail addresses that you have entered in your Contacts.
- Double click the name you wish to use and select **OK** when you're done.

E-mail Signatures

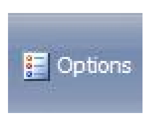
To add a custom signature to each e-mail you send:

- Click the **Options** button on the top Menu ribbon. 

- Select **Messaging** on the left hand pane.
- In the **E-mail Signature** window, type and format the signature you want to use. Include the following information:
  - Name
  - Title
  - Address
  - Phone
  - E-mail Address
- Select the **Automatically include my signature on outgoing messages** check box.
- Click **Save**. 

Out of Office Assistant

To enable or disable the Out of Office Assistant

- Click the **Options** button on the top Menu ribbon. 

- Click the **Out of Office Assistant** on the left hand pane.
- To enable the Out of Office Assistant, choose **Send out of Office auto-replies**.
- Click **Send Out of Office auto-replies only during this time period** check box and select the **Start time** and **End time** that you will be out of the office.
- You can also click the **Send Out of Office auto-replies to External Senders** box to send a reply to email addresses outside the organization.
- In the text box, type the message you would like sent to senders while you are away.
- To disable the **Out of Office Assistant**, choose **Do not send Out of Office auto-replies**.
- Click **Save**. 

Calendar and Meetings

To open your calendar and view your schedule:

- Click the **Calendar** button on the left Navigation Pane. 

- To view appointments and meetings for the current day, click the **Day View** toolbar button. 

- To view appointments and meetings for the current work week, click the **Work Week View** toolbar button. 

- To view appointments and meetings for the current week, click the **Week View** toolbar button. 

- To view appointments and meetings for the current month, click the **Month View** toolbar button. 

To create an appointment:

- Open your Calendar, and then click the **New** toolbar button. 

- Type a short description of the appointment in the **Subject** box.
- Type the appointment location in the **Location** box.
- Select the appropriate dates and times from the **Start Time** and **End Time** drop-down lists.
- If you wish a reminder notification, click the **Reminder** check box and select how many minutes before the appointment you want to be notified.
- Select how you wish the appointment to appear in your schedule from the **Show time as** drop-down list.
- Click the **Private** check box to prevent others from viewing it in your calendar.
- If the appointment is recurring, click the **Recurrence**  button, select the appropriate recurrence pattern, and then choose **OK**.
- Click the **Save and Close** button. 

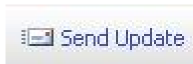
To send a meeting request:

- Open your Calendar, and then click the **New** toolbar button. 

- Click the **Invite Attendees** toolbar button. 
- Type the names of the **Required** and **Optional** attendees in the appropriate boxes. Or click on **Required…** or **Optional…** to select from a list.
- Click the **Scheduling Assistant** tab to verify the schedule of attendees.
- Type a short description of the meeting in the **Subject** box.
- Type the appointment location in the **Location** box.
- Select the appropriate dates and times from the **Start Time** and **End Time** drop-down lists.

- Select how you wish the appointment to appear in the schedule from the **Show Time** as drop-down list.
- Click the **Private** check box to prevent others from viewing it in your calendar.
- Type any additional text in the message body, and then click the **Send** button. 

To reschedule meetings:

- Double-click the meeting in your calendar.
- Change the **Required**, **Optional**, **Start Time**, **End Time**, or **Location** fields as required.
- Click the **Save and Close** button if there are no other attendees or the **Send Update** button if there are other attendees. 

To respond to meeting requests:

- Double-click the meeting request in your Inbox.

	Adds the meeting to your calendar and sets your availability to busy.
	Adds the meeting to your calendar and sets your availability to tentative.
	Declines the meeting request and deletes the message from your Inbox.

- In the drop down that appears, make the appropriate selection.

Contacts

To create a contact:

- Click the **Contacts** button on the left Navigation pane. 

- Click the **New** toolbar button. 

- Type the contact's information, and then click the **Save and Close** toolbar button.

To delete a contact:

- Select the contact you wish to delete.
- Click the **Delete** toolbar button or press the **Delete** key on your keyboard.

Public Folders

To open public folders:

- Click the **Public Folders** button on the left Navigation pane. 

- Click the plus sign ⊞ next to **Public Folders** to expand the display of your organization's public folders. Click the plus sign ⊞ next to a folder to view additional folders nested within it.
- To open the public folder, click it. The messages posted to that folder are displayed in the adjacent viewing area.

- **NOTE:** Some Public Folders limit who can view, create, and modify items in the folder. If you have questions regarding access permission or passwords, contact your supervisor.

Questions?

Call the Help Desk at 303-457-5649