

MAC Outlook Web Access 2003

Using Microsoft Outlook Web Access on MAC for E-mail and Calendar – MAC Version

Preface

This user guide assumes you have completed self-registration and you have successfully logged into OWA. If you have not, please go to **<https://exchange.sandi.net/register>** and complete the self-registration process.

Thank you,

The Outlook Team

Outlook Web Access (2003)

Outlook Web Access (OWA) 2003 is a desktop information management program designed for individuals who require more than basic e-mail. It includes workgroup tools that help you manage messages, contacts, appointments, tasks, track activities, open and view documents, and share information. OWA will allow you to do the following:

- * Organize and track all your information
- * Maintain a personal calendar of appointments, events, and meetings
- * Schedule meetings
- * Store names, addresses and other information about contacts
- * Keep a journal of messages sent, received, Office documents, and events
- * Access OWA from the Web

Objectives

This document gives detailed instruction on how to accomplish specific tasks in Microsoft Outlook Web Access. By following the instructions in this handout, you will be able to successfully do the following tasks:

Login to OWA

E-mail

- Configure OWA e-mail account
- Compose messages
- Check spelling
- Create signatures
- Address messages and find contact names
- Send and Receive messages
- Add attachments to messages
- Open message
- Reply to messages
- Forward messages
- Print and delete messages

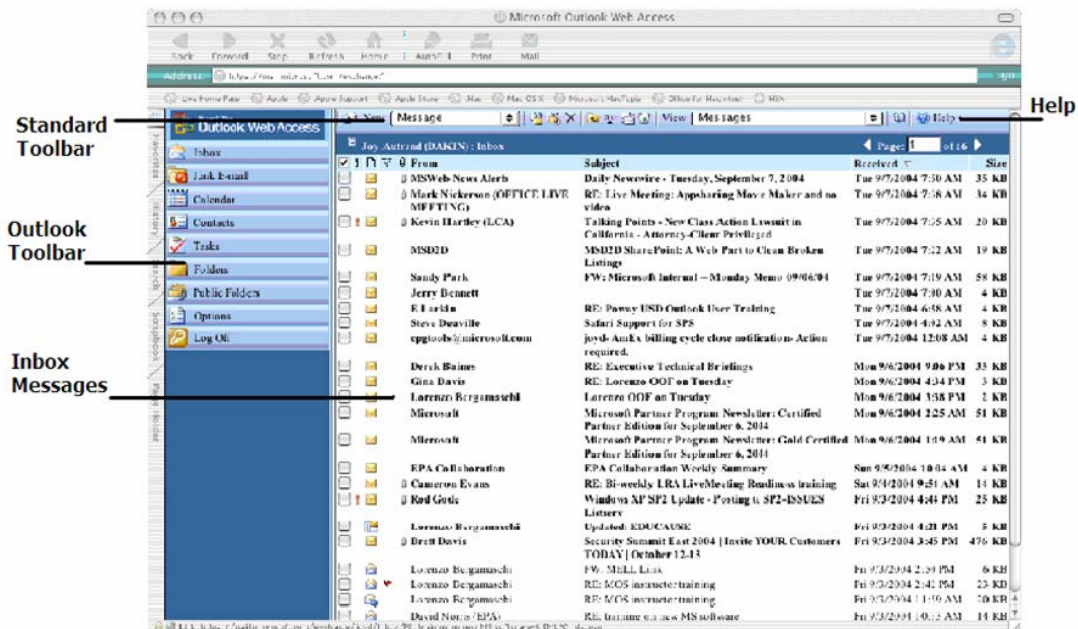
Contacts

- Find contact names
- Create distribution lists (contact groups)
- Import and Export distribution lists

Calendar

- Add appointments, meetings, and events to the calendar
- Create recurring appointments and events
- Assign categories to appointments
- Delegate permissions and share your calendar

Parts of the OWA Page



Login Process

You will need your username and password to Login to the exchange server to access your mailbox in OWA.

Employee ID

You will need to know your San Diego City Schools Employee ID. It is listed on your monthly paystub.

Login to Outlook Web Access

You can access your OWA folders from any computer with internet access anytime, anywhere.

Microsoft

San Diego City Schools
Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server

6-Digit Employee ID:

DWA Password:

Security ([hide explanation](#))

Public or shared computer
Select this option if you use Outlook Web Access on a public computer.

Private computer
Select this option if you are the only person who uses this computer. Your Exchange server will allow a longer period of inactivity before logging you off.

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

To use web access to reach your OWA folders

- 1 Make sure you are connected to the Internet.
- 2 Open Internet Explorer.
- 3 In the Address text box type in the Address for your mail server. **https://exchange.sandi.net/email**

- 4 Enter your **employee ID** and **password**. (choose Private for longer log-in time)
- 5 Click **OK**.

Getting Help

If you need more information about certain features of OWA or more information about accomplishing tasks in OWA, you can use OWA's **Help** function:

To get help via the Office Assistant

- 1 On the OWA **Tool** bar, click the blue **question mark** surrounded by a circle.
- 2 The Microsoft **Outlook Web Access – help** - appears.
- 3 Click on the topic you need assistance with in the left panel.
- 4 The Information about that topic will show up in the right panel.
- 5 Click the **red circle** in the upper left to close the help window.

ScreenTips

If you aren't sure what a specific command or button does, or if you want to know more about an option in a dialog box, you can get help through ScreenTips. ScreenTips show information about different elements on the screen.

To see the name of a toolbar button

- * Rest the pointer over the button.
The name appears.

Using the OWA Shortcut Bar

When you log in to OWA, the default view is your **Inbox** it displays two panes in the main window. The **OWA Shortcut Bar** is on the left, the **Inbox** is on the right in the **View pane**.

The **OWA Shortcut Bar** contains icons that are shortcuts to different folders in OWA, such as **Contacts**, **Tasks**, and **Calendar**. When you click a folder's icon, the **View pane** displays the contents of that folder.

Working with E-mail Messages

Creating E-mail Messages

To create a new e-mail message

- 1 In the **OWA Shortcuts** bar click **Inbox**.
- 2 From the toolbar at the top, choose **New > Message**.
- 3 In the **To...** field, type the recipient's e-mail address (use a semicolon to separate multiple recipients,
or
 - Click the **To...** button to open the **Find Names – Web Page** dialog box.
 - Type the recipient's first name (or part of the first name) in **First Name:** field, and/or type the recipient's last name (or part of the last name) in **Last Name:** field.
 - Click **Find**.
 - Select the recipient's name from under the **Name** column by placing a check in the box next to the desired name and either click the **To - >** button, the **Cc - >** button, or the **Bcc - >** button.
 - Click **Close**.
- 4 In the **Subject:** field, type the subject of your e-mail.
- 5 In the message field, type your e-mail message.
- 6 When you're finished, click the **Send** button on the toolbar.

Inserting Attachments (Enclosures)

You can attach various types of files to your e-mail documents.

To insert an attachment

- 1 Create or open the e-mail document that you want to attach the file to.
- 2 Click the **Attachments:** button below the subject line or the **Paper Clip** Icon at the top of the page.
- 3 The **Attachments – Web Page Dialog** box will appear.
- 4 Type in the location of the file you would like to attach or click the **Browse** button and navigate to the folder that contains the file you wish to attach.
- 5 Select the file by double clicking it or Click the **Open** button
- 6 To add the file click the attach button and wait until it shows up in the **Current file attachments:** box. When you are finished attaching files.
- 7 Click the **Go back to message** button or the **Send** button.
Note: By default, Microsoft OWA blocks attachment files (such as **.bat**, **.exe**, **.vbs**, and **.js**) that can contain viruses. You will be asked whether you want to send a potentially unsafe attachment. If you answer **Yes**, OWA will send the attachment.

Opening an Attachment

To open an attachment:

- 1 Open the e-mail. Then place the cursor over the **attachments:** message, hold the **ctrl** key and click the mouse choose **Download Link to Disk**.
- 2 The Save dialog box appears you can rename the file or click the **Save** button to save into the default Documents folder.

- 3 The **Download Manager** dialog box will let you know when the download is complete. Close the dialog box by clicking the **Red** circle in the upper left corner of the dialog box.
- 4 To view the document click **File > Open**
- 5 The **Open** dialog box appears click Documents in the left window and to view the message double click the message in the right pane. The message will open.
- 6 When you are finished viewing the file close the window and OWA will be there.

Signatures and Out of Office Assistant

Signature

A signature is information that you automatically include at the end of every one of your e-mails. By creating the signature once, you don't have to retype the information every time you send an e-mail. In Outlook Web Access you can easily create a standard signature.

To create a signature

- 1 From the **Short cut Icons**, choose **Options**.
- 2 Scroll to **Messaging Options**.
- 3 Click the check box next to **Automatically include my Signature on outgoing messages**.
- 4 Click edit signature.
Please use the following district standard signature format
Name
Title or Position
Location / Address
Phone
Email
- 5 When you are finish click **Save and Close** at the top of the options page.

Out of Office Assistant

The **Out of Office Assistant** lets people inside your network know when you are not available with an auto reply note sent to anyone inside your network in response to an internal e-mail. This is very helpful when you are sick, or unavailable to respond to important e-mails. **It does not inform persons out of the internal network.** **Out of Office Assistant** has two options "**I'm currently in the office**" is the default.

- 1 In the **Shortcut Bar** on the left click **Options**.
- 2 Click the circle next to **I'm currently out of the office**
- 3 Type the message you would like to send in the **text box** below.
- 4 Click **Save and Close** at the top to save changes

Sending E-mails

To send an e-mail

- * Click the **Send** button on the toolbar.

Reading E-mails

By default, OWA is configured to download all your messages from your incoming mail server and add them to your inbox. Incoming e-mails will have the following look:

- Unread messages appear in bold type, and the envelope icon to the left shows a closed flap. Once the message is opened, the type changes from bold to plain text, and the envelope shows an open flap.
- Messages sent with a high importance level are marked with a red exclamation point to the left of the message.
- Messages sent with low importance will have blue arrow pointed down to the left of the message.
- Messages with attachments are marked with a paper clip.
- Messages you reply to will have a purple arrow in front of the open envelope.

To open an e-mail

- 1 Click **Inbox** on **OWA Shortcut** bar on the left.
- 2 Click the desired message to view it, it will open the message in its own window.

Replying, Forwarding, and Deleting an E-mail



- 1 To reply to a message, select the message to open then click the **Reply** button on the Standard toolbar (**Purple arrow facing left over single open envelope**). OWA will create a new message and the message will be addressed to the sender of the original message.
- 2 To send a message to reply to all people who received the message, click **Reply To All** button (**Purple arrow over multiple open envelopes**).
- 3 To forward the selected message, click the **Forward** button on the Standard toolbar (**Blue arrow facing right over single envelope**). OWA will create a new message with all the data of the original message and allow you to add a message.
- 4 To delete a message place a **check mark** in the **white box** to the left of the message then click the **Black X** on the Standard toolbar or click the message to open it and click the **Black X** on the Standard Toolbar.

Printing anything in OWA

OWA lets you print the information stored in any OWA folders. You can print a message from your Inbox, a day or month in your Calendar, or contact information from your contacts folder. To print any information in OWA, complete the following:

To Print a message from your Inbox

- 1 Double clicking the message to open it in another window.
- 2 At the top click the **Printer icon** on the **Explorer toolbar** or click **File > Print**. This opens the Print dialog box.
- 3 In the print style list choose the Page Setup and Define Styles you want to use. Change other print options in the print dialog box to your preferences.
- 4 Make sure the printer you are printing to is correct. If not use the drop down menu to choose the correct printer.
- 5 Click **OK**.

To Print from any other folder

- 1 Open the Folder you would like to print from **Calendar, Contacts, Tasks**.
- 2 Choose the view you would like to print.
- 3 **Choose File > Print** on the **Explorer tool bar** or click the **Printer icon** at the top of the page.
- 4 In the print style list choose the Page Setup and Define Styles you want to use. Change other print options in the print dialog box to your preferences.
- 5 Make sure the printer you are printing to is correct. If not use the drop down menu to choose the correct printer.
- 6 Click **OK**.

Working with Contacts

Adding Contacts

Microsoft OWA Contacts is the address book component of Outlook Web Access. It integrates with e-mail and your calendar. Think of it as a detailed address book that also saves all the correspondence activities with any individual contact so you may review it at anytime.

To add a new contact manually

- 1 With any folder open, choose **New > Contact** from the **New** button on the Standard toolbar. From the Contacts folder click **New** on the Standard toolbar. The New Contact form will open.

Fill in the contacts form as follows:

- 1 Type the contacts full name into the **Full Name** text box.
- 2 Fill in the remaining text boxes as labeled. Any text box with an arrow next to the box allows for additional entries. Click on the arrow and a drop down menu will allow you to specify each type of entry.
- 3 You may enter any additional information specific to this contact in the large text box.
- 4 You may enter additional information about a contact by clicking on the **Details** tab of the form. Here you may enter information like Department, Spouses Name, Birthday, and more.
- 5 Click the **Save and Close** button on the Standard toolbar.

Create a Distribution List

You can add individual contacts as well as distribution lists to your Contacts folder. A distribution list is a single item that contains an entire set of contact descriptions. You can create distribution lists for students, classes, or departments. When you address an e-mail message or meeting request, you can easily send it to all the members of a distribution list you have created.

To define a distribution list

- 1 Open a blank Distribution List from within the Contacts folder by clicking **New > Distribution List**. Within any folder choose the arrow next to **New > Distribution List** on the Standard toolbar.
- 2 Type a name for the distribution list into the **Name** text box.
- 3 To select members from your existing Contacts list or from an internal database of contacts click **Find Names**. The Select Members dialog box appears and you may choose where to select names from by using the drop down menu next to the **Find Names in** text box.
 - Type in the name in **Display Name** box then click **find**.
 - Click on the name to **highlight the name**.
 - Click the **Add to distribution list** button to add to the list. Then type another name in the Display Names box to choose another person to add to the list.
 - When you are finished click the **Close** button at the bottom of the dialog box.
- 4 To add a new member that is not on a list available to you, type the e-mail address in the **Add to distribution list text box**. Then click **Add**.
- 5 Click the **Save And Close** button on the Standard toolbar.

Using the OWA Calendar

Microsoft OWA Calendar is the scheduling component of Outlook Web Access. It integrates with e-mail and contacts. You can view a day, a week, or a month. You can use the OWA Calendar to manage your daily, weekly, monthly, and yearly activities. You can schedule appointments, events, and meetings:

An **Appointment** is an activity that can be scheduled for any specific time period and consumes a block of *only* your time.

A **meeting** is just like an appointment, but it involves other people that you schedule.

An **Event** is an occurrence that takes the entire day or multiple days.

OWA keeps track of your appointments and events. You only need to double click any time slot in the OWA Calendar in day view and begin typing.

You can use OWA to organize meetings. Select a time on your Calendar, create an appointment, and select people to invite. OWA will help you find the earliest time at which all the people are free. When the meeting notice is sent to invitees by e-mail, each will receive a meeting request in their Inbox. When they open the request, OWA will notify them if the meeting conflicts with an existing item in their Calendar. The invited guest can accept, tentatively accept, or decline your meeting by clicking a button. If allowed by you as meeting organizer, invitees can counter-propose an alternate meeting time. As organizer, you can track who has accepted, declined, or counter-proposed times by opening the meeting.

Scheduling Meetings

To schedule a meeting

- 1 Click **Calendar** on the **Shortcut** bar.
- 2 Click on **New > Appointment.**, choose **Invite attendee's to create a meeting ...**
- 3 Click the **Invite Attendees** button to type in the e-mail address of attendee's.
 - 1 To find attendees in the Global Address list or from your contacts in OWA, click on **Required... Optional... or Resources** and the **Find Names -Web Page** Dialog box appears.
- 4 Type the name of the person you would like to invite in the **Display name** text box or type the recipient's first name (or part of the first name) in **First Name:** field, and/or type the recipient's last name (or part of the last name) in **Last Name:** field.

- 5 Use the drop down list to the right of **Find names in:** to specify where you want look for the names. Select **Global Address List** or **Contacts**.
- 6 Click the **Find...** button to search. The names show up in the large text box below.
- 7 Select the recipient's name from under the **Name** column and either click the **Required - >** button or **Optional - >** button. If you are selecting a meeting room, click the **Resources - >** button.
- 8 To see more information about a specific conference room, select it from the **Resources** list, and then click **Properties**.
- 9 (After you execute Step 11 below, the **Required** and **Optional** attendees' names will appear in the **Required** or **Optional** text boxes when you are finished selecting attendees.
- 10 Click **Close** button to return to the meeting dialog box.
- 11 Either click a time on the Appointment section or click the **Availability tab** and choose times at the bottom of the page.
- 12 In the **Subject:** field, type a description of the meeting you're proposing.
- 13 If you did not schedule a room, enter the location in the **Location:** field.
- 14 If this is a recurring meeting, click **Recurrence ...** on the toolbar, and then select the recurrence pattern. Click **OK**.
- 15 To have OWA display a message to remind you of the appointment, click **Reminder:** and set the reminder time to its right,
- 16 This setting tells OWA how much time before the appointment you want to be reminded of your appointment.
- 17 Select any other options you want. **Fill in the details: show time as, categories, etc**
- 18 When you're finished, click the **Send** button on the toolbar.

Scheduling Appointments

You can schedule a one-time appointment that is added to your calendar or you can create a recurring appointment for classes you have scheduled. Remember, an Appointment is an activity that can be scheduled for any time period and consumes a block of your time on your calendar.

To create an Appointment

- 1 Click **Calendar** on the **Shortcut** bar.
- 2 Choose **New > Appointment**.
- 3 In the **Subject:** field, type a description of the appointment.
- 4 In the **Location:** field, enter where you need to be for your appointment.
- 5 If this is a recurring appointment, click **Recurrence ...** on the toolbar, and then select the recurrence pattern. Click **OK**.
- 6 In the **Start time:** and **End time** fields, enter the appropriate date and time.
- 7 To have OWA display a message to remind you of the appointment, click **Reminder:** and set the reminder time to its right,
- 8 This setting tells OWA how much time before the appointment you want to be reminded of your appointment.
- 9 Select any other options you want. **Fill in the details: show time as, categories, etc**
- 10 When you're finished, click the **Save and Close** button on the toolbar.

Scheduling Events

An event is an activity that lasts 24 hours or longer. Usually, an event occurs once and can last for one day or several days, but an annual event, such as a birthday or anniversary, occurs yearly on a specific date. Events and annual events do not occupy blocks of time in your calendar; instead, they appear in banners. An all-day **appointment** displays time as busy when viewed by others, while an **event** or annual event displays time as free.

To create an Event

Click **Calendar** on **Shortcut** bar.

- 1** Click **New**. Check the box to the left of Start time that says **All Day Event**.
- 2** In the **Subject:** field, type a description of the event.
- 3** In the **Location:** field, enter where your event takes place.
- 4** If this is a recurring appointment, click **Recurrence ...** on the toolbar, and then select the recurrence pattern. Click **OK**.
- 5** If the event lasts longer than one day, in the **Start time:** and **End time** fields, change the relevant date.
- 6** To have OWA display a message to remind you of the event, click **Reminder:** and set the reminder time to its right.
- 7** This setting tells OWA how much time before the event you want to be reminded of your event.
- 8** To indicate to people viewing your calendar that you are unavailable for other activities (such as a meeting) during this event, in the **Show time as:** list, select **Busy**.
- 9** Select any other options you want. **Fill in the details-categories, etc**
- 10** When you're finished, click the **Save and Close** button on the toolbar.

Tip: In Day/Week/Month view, you can create an event by double-clicking the date heading of the day of the event.