

USING OUTLOOK WEB ACCESS

How to Login

- Click **Staff Email** at the top of the www.wsd1.org home page, effective Apr 27th.
Or
- Enter URL of <https://email.wsd1.org> in your web browser, effective Apr27th.
- Click “This is a shared or public computer”. It is a more secure option as your account information will not be cached.
- Choose Web Access Light if your web browser is not Internet Explorer 6.0 or higher. The full functions of Outlook Web Access are available only for Internet Explorer 6.0 or higher.
- Enter your WSD Email user account address and password (eg. Email address to be entered as mmartino@wsd1.org, not just mmartino)



How Outlook Web Access works

This link provides an overview of features of Outlook Web Access
<http://www.microsoft.com/exchange/code/OWA/index.html>

Microsoft's Help is useful for the basic functions. Click “Help” icon in top right area



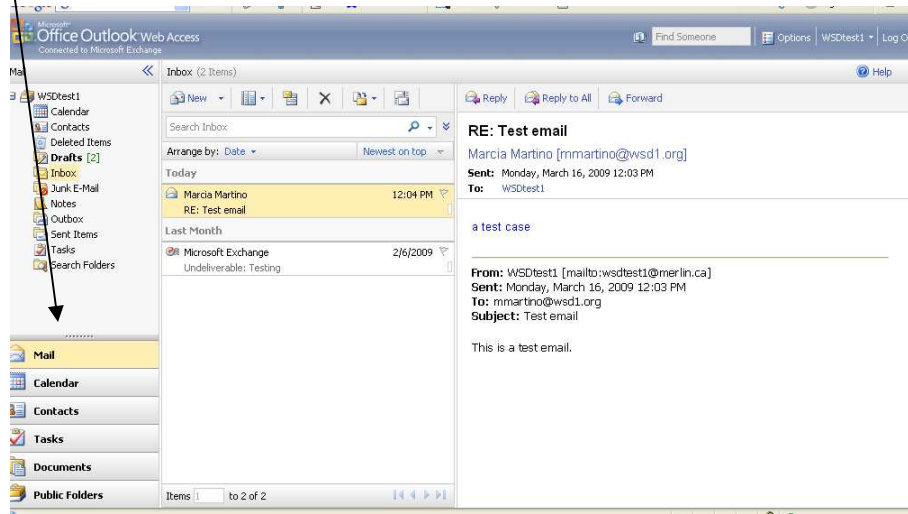
Information sessions will be available at a later date on features, such as, calendar, shared folders, shared distribution lists, tasks, etc.

Your Outlook Web Access session will timeout after 30 minutes of inactivity.

Your Inbox will refresh automatically with a new email after a minute or so of its arrival at the Exchange mail server. However, if you are using the Light version of Web Access, you must Refresh your Inbox manually by clicking Check Messages icon



To move to/from Mail to another area (eg, Contacts, Calendar, etc), click the appropriate word in the left column.



Contacts

There are two types of contacts – people and distribution lists
Contacts are entries that you create to store contact information about people or groups. You can use a contact to store as little as a name and a telephone number, or as much information as you have available about an individual or a company. You can also create personal distribution lists. These lists can be used to send e-mail to multiple recipients through a single entry in your Contacts folder. Distribution lists may be personal ones, or shared ones. Maintenance of shared distribution lists is done in Outlook 2003 or 2007 email client.

For instructions, Click Help in Outlook Web Access
Scroll down left side to Working with Contacts. Click it. The functions (create a new contact, delete a contact, etc) are described.

Forward/Redirect my incoming email to another email account

Forward results in the incoming emails appearing as if they came from your wsd1.org account, however, it retains all recipients in the body of the message.
Redirect retains the original sender information. However, a redirected email does not retain any other recipients originally included, copied or blind-copied.

Forwarded or redirected emails leave a copy of the email in your mailbox. You should periodically review this account's mailboxes and delete unwanted emails that were forwarded.

This is set up as a "Rule".

- Click **Options**
- Click **Rules**. If you get **Compatibility with Outlook** box, click **Delete Disabled Rules**
- Click **New Rule**
- Click **Create a New Rule for Arriving Messages**
- Click **Forward** or **Redirect**
- Choose **Forward the message to people or distribution lists**
- Name box - Enter the **email address to which emails are to be forwarded**
- Click **Save**

Options

The following functions can be set in Options by clicking **Options**, choosing the required function and saving your changes:

- Spell check
- Junk E-Mail - The Default is to not apply built-in Microsoft rules for determining if an email is a junk message. It is not recommended that this feature be used unless you intend to periodically check your Junk email folder for valid emails.
- Deleted Emails - Deleted emails will go to the Deleted Items folder unless you change the setting to have them automatically purged when you logoff. Deleted emails are part of the 1GB mailbox quota. The Deleted Items folder should be periodically cleaned to regain storage space in your mailbox. If you inadvertently delete an email you can quickly recover it from the Deleted Items folder. If you choose to purge deleted items automatically at logoff, you may still be able to recover recently deleted items.
- Change Email Password
- Out of Office/Vacation message
- Email signature – The division signature message will be automatically included in all emails. You can also add your own.

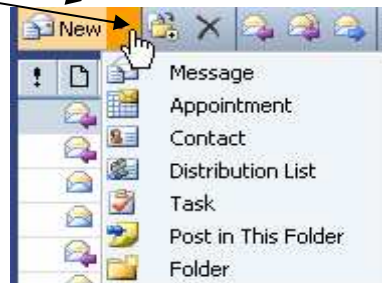
Changing Email Password

There are criteria for an email password as follows:

- Password must be at least 7 characters long.
- It cannot contain your account name or parts of your full name that exceed two consecutive characters
- It must contain characters from 3 of the following:
 - A number (0 - 9)
 - A letter in lower case (a – z)
 - A letter in upper case (A - Z)
 - A special character (for example ! # \$ % & ? @ *)

Create a Message

- Click **New** to compose a new message
- Click to see options for other new items



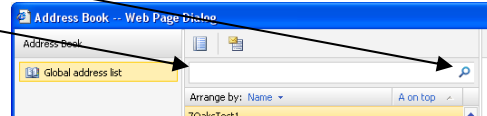
Click to add an attachment to the message

Find someone's email address

When creating a new message, forwarding a message or replying:
Click **Address Book icon**



You can search by first name, last name or full name.
Enter the **name or partial name**. Click **Search icon**



Reply to, Forward, Delete, File a message, etc

Use icons in the message bar at the top of the opened message or right click on the unopened message in Inbox for choice of options.



Click to delete the selected message

Search for a Message

Find a message by searching for a match in sent to or from name, subject and/or message body.

- Enter search value in **Search Inbox**
- Click **Search icon**
- Change parts of message to be searched. Click **Down arrows**

