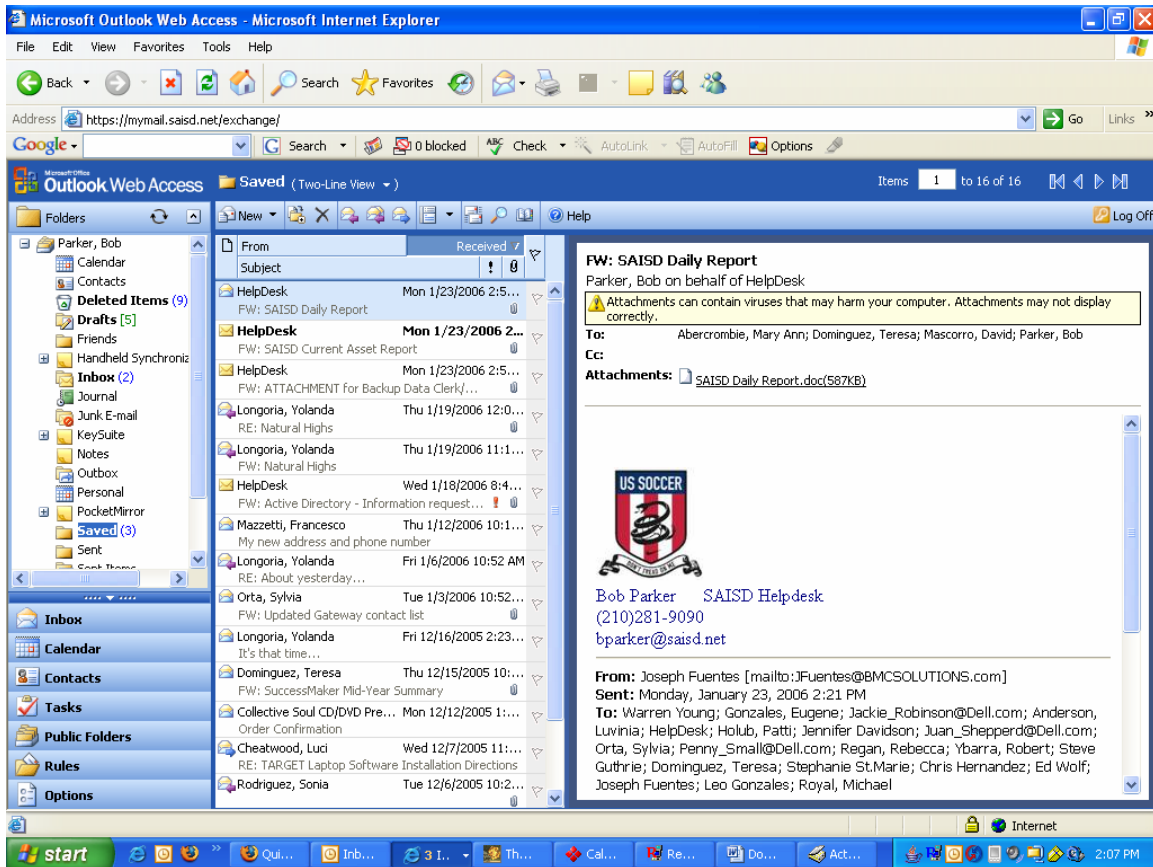


Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

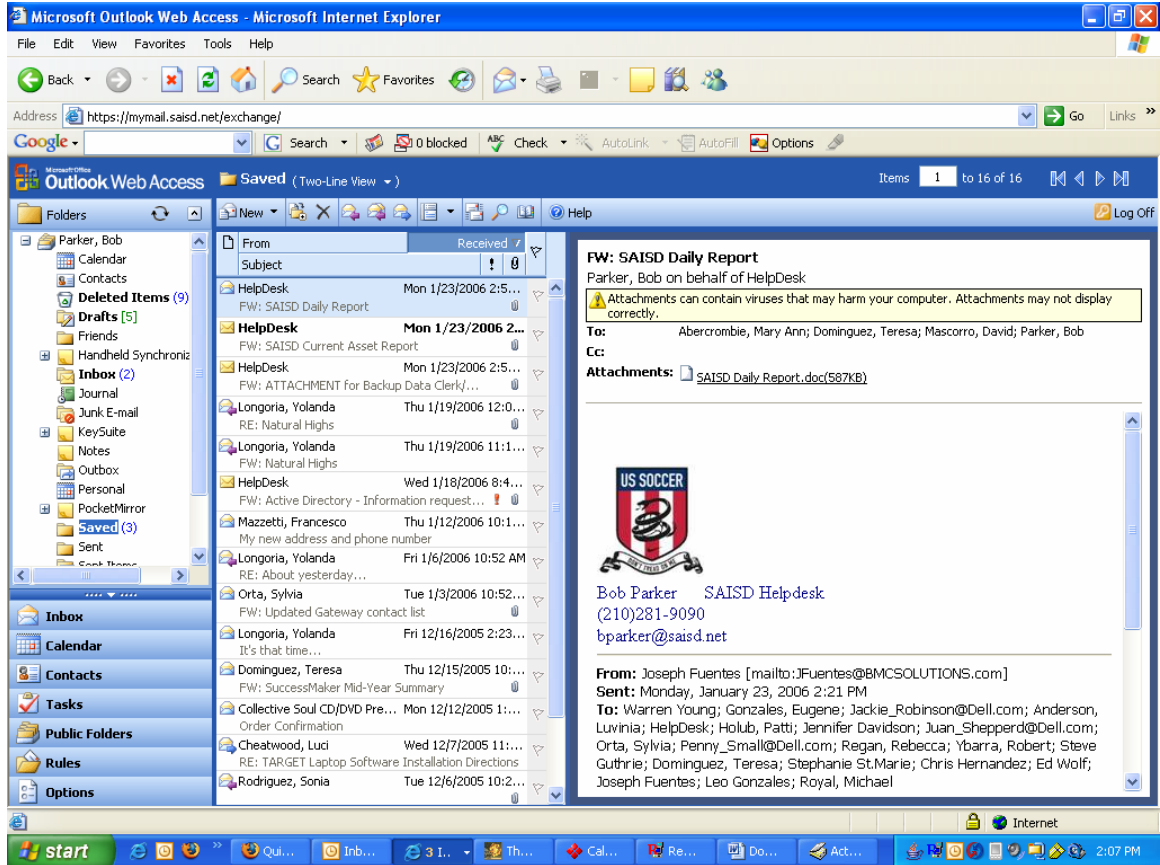
Access E-Mail from Anywhere through the Internet

- Start your Internet Browser i.e. Internet Explorer
- Go to [www.saisd.net](http://www.saisd.net)
- Refer to Quick Links on the right side of the page
- Click on Web Outlook
- Where it shows click here, click on that link.
- Type just your email username (John Doe would be jdoe)
- Type your email password in the password box.
- Click on Log On



You can also get to OWA by typing <https://mymail.saisd.net> .

You have now entered the new and improved Web Outlook.

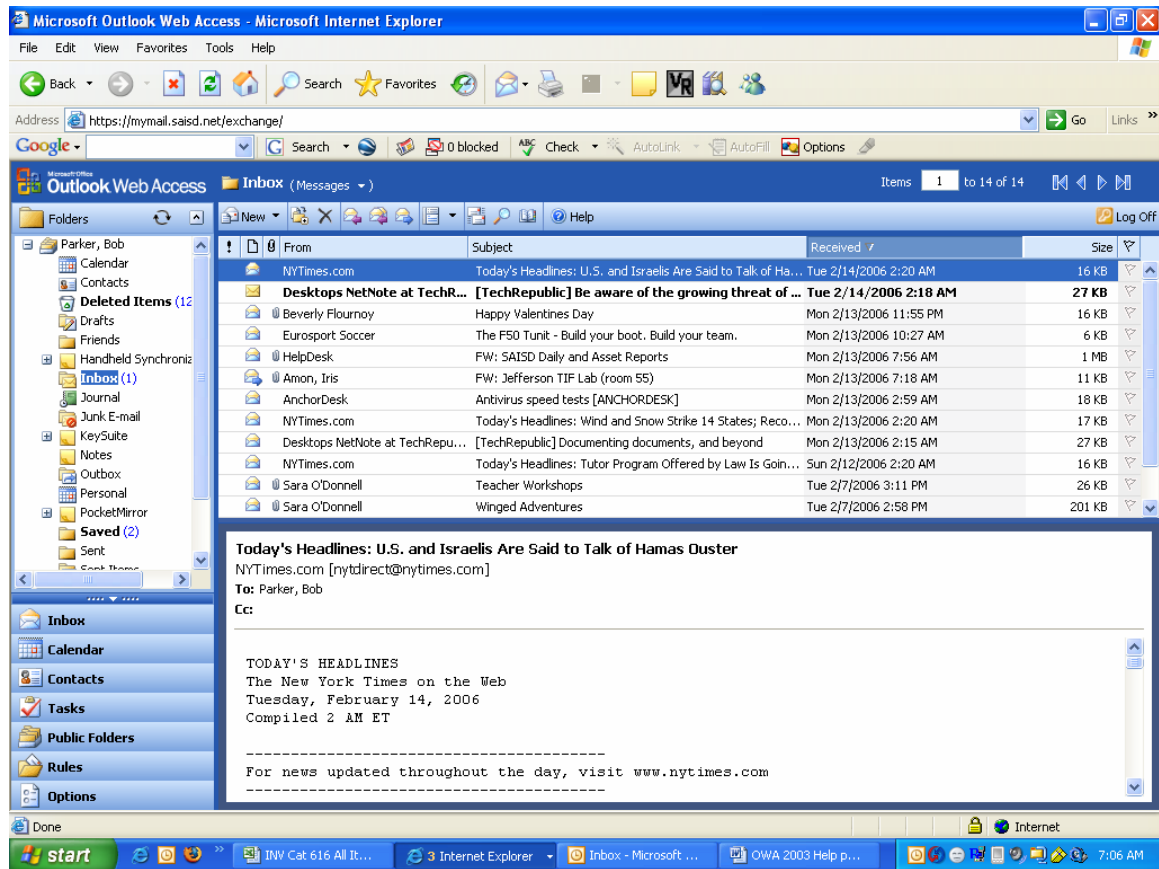


Notice many of the new features.

- Looks more like the regular Outlook program
- Easier access to folders, calendar, contacts and others
- Preview panel that can be changed to fit the user
- Added features like a spell check and signature file creator.

## The OWA Screen

When you first open OWA 2003 you will find that the screen is divided into 4 main areas: folders, shortcuts, inbox and preview pane.



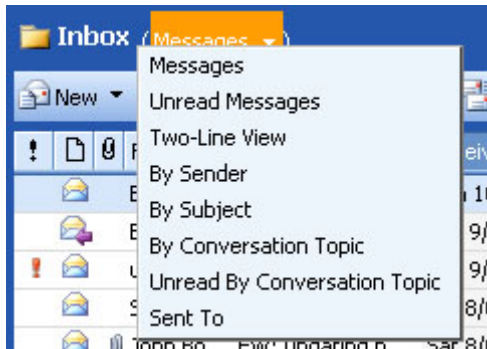
**Folders:** in your folders list you will find such items as your calendar, contacts, deleted items, drafts, inbox, journal, junk email, notes, sent items and tasks.

**Shortcuts:** in your shortcuts list you will find exactly that, shortcuts to your inbox, calendar, contacts, tasks, public folders, rules and options. You can access any of these shortcuts by simply clicking them.

**Inbox:** your inbox list will default to the two-line view. This means that the pertinent information to the email (sender, date, re :) will appear across two lines. You can change the view by clicking the drop-down arrow located next to the word **Inbox**.

You can view your inbox in **two-line, by messages, by unread messages, by sender, by subject, by conversation, by unread conversation**, and by **sent to**. (It is most common to leave it in two-line view).

To change the view, please click on the *Two-Line View* text next to Inbox.



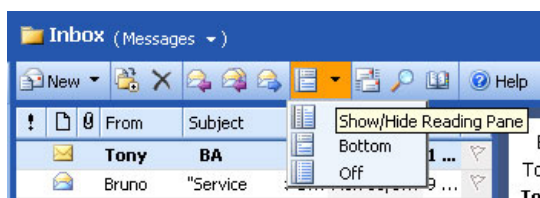
If you wish to open one of the mail messages full screen (as opposed to only the preview pane) simply double-click the email in question.

**Preview pane:** the preview pane allows you to view your selected message without physically opening it. As an added feature in OWA 2003, you can even open attachments from this preview pane.

**How to change from 3 columns to one column with Preview Pane:** When you first open OWA 2003 you will find that the screen is divided into 4 main areas: folders, shortcuts, inbox and preview pane.

This will be divided into a total of three columns. Many people prefer a more traditional view where the preview pane is located beneath the messages as opposed to the right hand side of the screen.

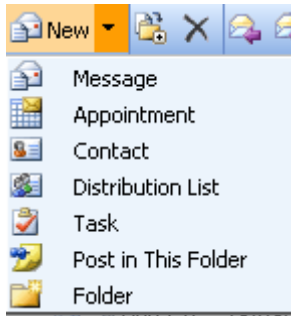
To change how the columns appear on your screen, click the arrow located next to the **Show/hide reading pane** button (*this button is located on the main toolbar at the top of the OWA 2003 screen*). In the drop-down you will find various ways to organize the column on your screen. Select **Bottom** to have the preview appear at the bottom of your screen.



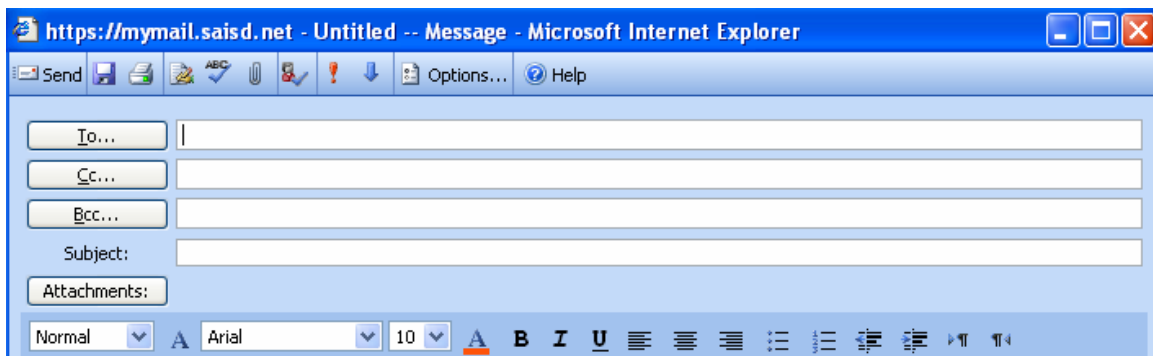
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### How to create a new message

To create a new message, click the downward arrow located next to the word **New**. A drop-down list with various options will appear. Select **Message**.



An untitled message dialog box will appear on your screen. Compose your message and click the **Send** button located at the upper left-hand corner of the window.



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### Using the **To** button to find other users

If you don't want to go through the trouble of entering long, complicated email addresses, or if you know someone else is a user within the SAISD, but you are unsure as to what their email address is, the Exchange server will help you find it. Start by creating a new email message. Click the **To** button.

The **Find names** dialogue box will appear.

Name	Phone	Alias	Office	Job title	Company
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In the **Find names in:** box, click the drop-down to select either Global address book or Contacts.

**Global address book:** think of this as the SAISD yellow pages. Every person or group with a SAISD Outlook email account can be found in the Global address book.

**Contacts:** think of this as your personal little phone book. Only addresses you personally enter into your contacts will appear here. These contacts are your personal list and not available to anyone else in the district.

Now you can use any combination of the other fields to find who you are looking for. For example, you wish to email someone but are unsure of how to spell their name. In the **First name** field, type the beginning of a name, e.g. "lv" and leave the rest blank. Now click the **Find** button. A list of names that meet the search criteria will appear.

If a list of names appears on your list, simply click the appropriate one to select it. Under the **Add recipient to...** section, select either **To**, **Cc** or **Bcc** to put the recipients name in the correct box. You can follow these steps again to add additional people. Once you

have found all the recipients you would like, select **close** and you will return to your new message with all the recipients in place.

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### **Attachments**

With OWA 2003 you can attach a document, picture or other file to the message you are sending. To add an attachment to a new message, simply select the **Attachments** button. Note: You can also select the **paperclip** located at the top of the window. Either one will take you to the **Attachments web dialog box**.

Once the dialog box is open, select **Browse** to find the file you would like to attach. Once you have found the correct file, select **Attach**. Repeat this process if you would like to attach more files to the same email message. When you are done, select **Close**. The file/s you selected will now be attached to your message ready to be sent.

**Please note:** Windows XP Service Pack 2 introduces new behavior in Microsoft Internet Explorer that may affect users of Outlook Web Access (particularly attachments). For assistance with any issues please read the following article (located on the Microsoft web site):

<http://support.microsoft.com/?kbid=883575>

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### **Deleting a message**

To delete any message that appears on your list, simply select it by clicking it once, then hit the **Delete** key on your keyboard. Hitting the **X** symbol at the top of your page will do the same thing.

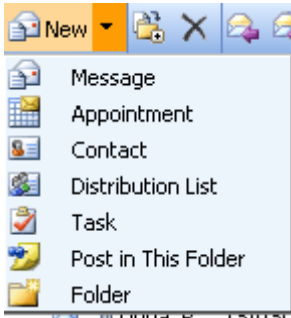
**Note:** when you delete a message it is actually moved to your deleted items folder. This still takes up space so it is good practice to periodically go to your deleted items folder and delete the messages from there. This will permanently delete the messages and free up the space.

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### **How to create a contact**

The Contacts section is your personal email address book. Select the **Contacts** icon either in your folder list or your shortcuts to access it. Your **Contacts** window will appear with a list of your personal contacts. To create a new contact, click the downward arrow located next to the word **New**. A drop-down list with various options will appear. Select **Contact**.

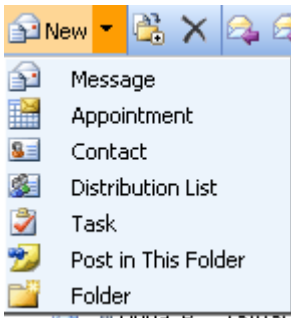
The **New contact** dialog box will open on your screen. Enter whatever information you require for this contact into the necessary fields. When you are finished, select the **Save and close** button. Next time you select your Contacts shortcut or folder, you will see your new contact listed.



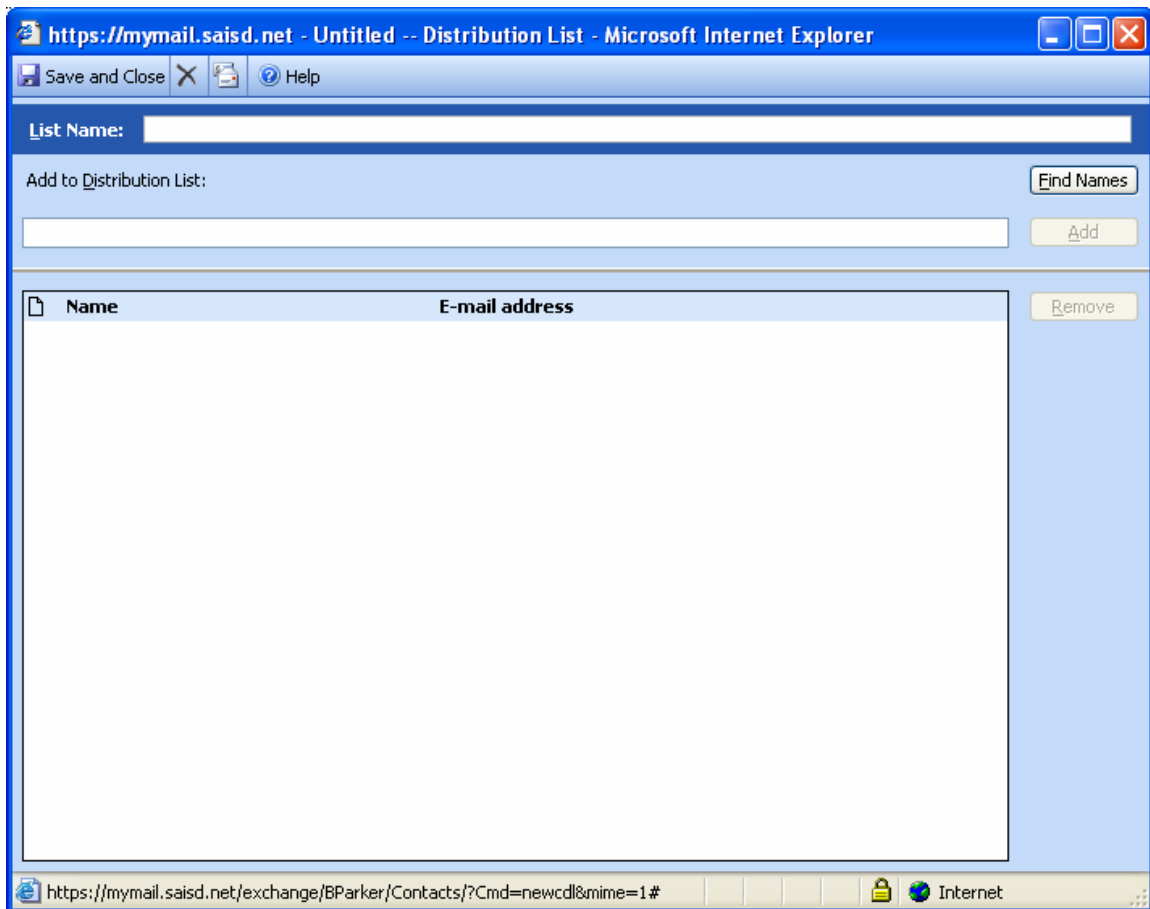
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### How to create a personal distribution list

A personal distribution list (also known as a Group) is one email address given to a group of individuals. This comes in very handy when you have a group of individuals you email the same message to on a frequent basis (i.e. a special team or class group). This will help you to avoid entering each individual's email separately.



To create a new personal distribution list, select the downward arrow located next to the word **New**. A drop-down list with various options will appear. Select **Distribution List**.



An untitled distribution list will appear on your screen. Add email addresses either by manually typing them into the **Add to distribution list** field or using the **Find names** button to locate them in the global address book or your personal contact list.

Make sure to type in the name of the group under **List name**. You can name the group whatever you like. Select **Save and then close**. The personal distribution list will now be a part of your personal contacts list.

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### Options

Through the **Options** section, you have the ability to personalize your OWA 2003 client. Be sure to **Save and close** when you are finished, otherwise your changes will not take effect. To access your options, simply select the **Options** icon under your shortcuts.



**Adding a signature:** There are many areas you can personalize in the **Options** section. Under **Messaging** options, select the **Edit signature...** button and enter a signature to go with every email sent out. This way you don't have to type your name and title every time you send a message.

**Spell check:** Another nice feature is the spelling options. You can check off **Always check spelling before sending** to avoid embarrassing spelling mistakes.

