

Microsoft Outlook Web Access

E-mail




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=Shortcut =Advice =Caution

E-mail

Outlook Web Access (OWA) allows you to create and read e-mail from any computer with internet access. To get to the Outlook Web Access site open your Internet browser and type <http://outlook.towson.edu> into the Address Bar. Login to OWA using your TU user name and password.

Creating a Message

1. Click the drop down arrow next to the **New** button  and choose **Message**.
2. If you know the e-mail address you can type it directly into the **To...**, **Cc...**, or **Bcc...** box.
3. To search for the name click on the **To...**, **Cc...**, or **Bcc...** icon.
4. Click the drop down arrow next to **Find names in:** and choose the **Global Address List** or your **Contacts** list. **(Figure 1,1)**
5. Type in what you know about the recipient, usually the **Last name:** is sufficient.
6. Click **Find**. **(Figure 1,2)**
7. Highlight the name of the recipient you were looking for and choose either the **To**, **Cc**, or **Bcc** button next to **Add recipient to...** **(Figure 1,3)** This will populate the corresponding field in your new e-mail message.
8. Click on **Close**.



If you choose the **Properties** button **(Figure 1,4)** it will bring up information on this recipient. There is also a link to **Add to Contacts** if you want to add the recipient to your personal contact list.

Summary

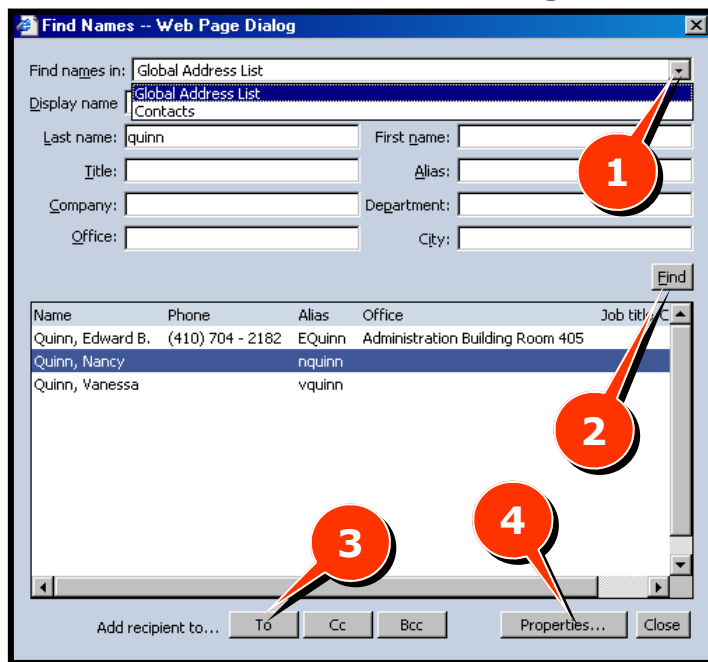
E-mail

1. Creating a Message
2. Spell Check
3. Saving a Draft
4. Attachments
5. Reading a New Message
6. Replying / Forwarding
7. Sorting
8. Hyperlinks
9. Printing


Deleting/Recovering

1. Deleting a Message
2. Recovering a Deleted Item

Figure 1




Creating a Message (cont...)

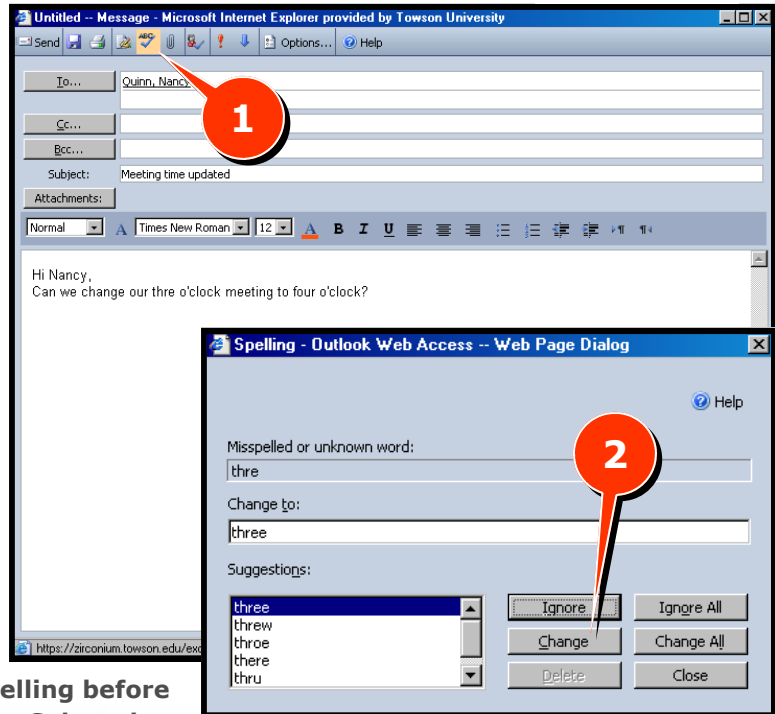
1. After you have the **To...** field populated, enter a desired subject in the **Subject** field.
2. Next, type a message into the message box.
3. Click the **Send** button  when you are finished.


Spell Check

It is a good idea to get into the habit of checking your messages for spelling errors before you send them.

Figure 2




1. After your message is created click the **Spelling** button  on the toolbar (**Figure 2,1**).
2. The Spelling window will appear and display the first word in your e-mail message that it thinks it is spelled incorrectly. You can highlight one of the **Suggestions:** and then click **Change (Figure 2,2)**, to replace it with the suggested spelling. You can also type a replacement word in the **Change to:** box and then click **Change**, or click **Ignore** to disregard the suggestions.
3. To change Spelling options go to the **Options** link on the **Navigation Pane** (lower left hand pane). You can choose to **Ignore words in UPPERCASE**, **Ignore words with numbers**, and/or **Always check spelling before sending**. Click the drop down arrow to **Select the language of the dictionary to use while checking spelling**.
4. Click on **Save and Close** when you are finished.



 The first time you use spell-check you may be prompted to choose a language.




Saving a Draft of the Message

You can save an e-mail message to your **Drafts** folder to send or complete at a later time.


1. Create a new message that you want to save.
2. Click the **Save** button  on the toolbar.
3. Click the **Close** button  to close the message window.
4. This will put the message into your **Drafts** folder. When you are ready to send it, click the **Drafts** folder in the **Navigation Pane**. In the **View Pane** (the upper right hand pane), double-click the message that you want to send. You can edit it if needed and then click the **Send** button  on the toolbar.


Attachments

You can either send or receive attachments of different file formats with Outlook Web Access.



- **Opening Attachments:** Select or open the message that contains the attachment. A paperclip icon will be displayed next to the message in the **View Pane**. Right-click the name of the attachment in the reading pane (the lower left hand pane) or message window and select **Open**. In the **File Download** dialog box, click **Open** to see its contents. To save the attachment when you right-click choose **Save Target As** from the pop-up menu. Browse to the location you want to save it and click the **Save** button.
- **Sending Attachments:** After starting a new e-mail message, click the **Add Attachment** icon  on the toolbar. Click the **Browse** button. Locate and select the file that you want to attach. Click the **Attach** button. Click the **Close** button  when you are finished. Click **Send**  and your message will be sent with the attachment.

Reading a New Message


Your new e-mail messages won't automatically show up when you are in OWA. You will need to click the **Check for New Messages** button  on the toolbar.

1. In the **View Pane**:
 - Double click on the message you want to read to open it in a new window. To close the message, click the **Close** button  in the upper right corner of the message.
 - To view the message without opening it in a separate window, click once on the message and its contents will appear in the **Reading Pane**.

Replying to a Message

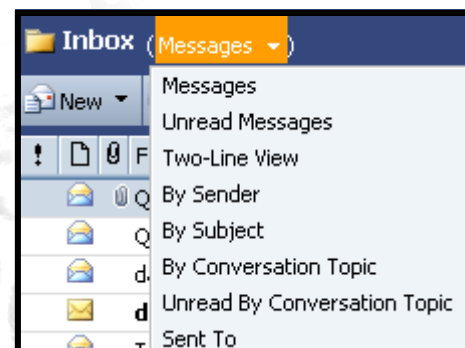
1. Open the message you want to reply to.
2. To reply to the sender only choose the **Reply** button  on the toolbar. To reply to the sender and all recipients, click the **Reply to all** button  on the toolbar.
3. Type your reply text in the message box.
4. Click the **Send** button.

Forwarding a Message

1. Open the message you want to forward.
2. Click the **Forward** button  on the toolbar.
3. Enter the recipient's e-mail addressed in the **To**, **Cc**, or **Bcc** boxes, or click on one of these buttons to search and bring in the recipients names. (Separate multiple e-mail addresses with a semicolon.)
4. If you want to enter a new subject or more text you can.
5. Click the **Send** button.

Sorting Messages

1. You can sort your mail messages by specific criteria such as subject, sender, or conversation topic. To sort messages click the arrow next to the Inbox list on the Folder Bar and select a view from the menu.
2. To quickly sort messages, click a column heading in the View Pane: (From, Received, etc.) Click the heading again to switch between ascending and descending order.





Hyperlinks

When you enter a Web address into a message, Outlook Web Access recognizes the text as a Web address and changes the text into a hyperlink. (Blue underlined text denotes an active hyperlink.)


If you receive a message with a hyperlink, click once on the link to go to the Web page.

Printing

1. Open the message you want to print.
2. Click the **Print** icon  on the toolbar.
3. Select the printer you want to use.
4. Click the **Print** button  on the toolbar.

Deleting and Recovering


Deleting a Message

1. Click the message that you want to delete.
2. Click the **Delete** icon  on the toolbar. (You can also right-click on the message and choose **Delete**)
3. The deleted item is moved to your **Deleted Items** folder.

Recovering a Deleted Item


1. Click the **Deleted Items** folder in the **Navigation Pane**.
2. Right-click the item that you want to recover and select **Move/Copy to Folder** from the pop-up menu.
3. Select a folder to move the item to.
4. Click the **Move** button.

Permanently Delete Items

To permanently delete items, select the **Deleted Items** folder  and click the **Empty Deleted Items** icon on the toolbar. You can also right-click on the **Deleted Items** Folder and choose **Empty Deleted Items**.

Recovering a Permanently Deleted Item

You can recover permanently deleted items for a limited amount of time.

1. Click the **Deleted Items** folder in the **Navigation Pane**.
2. Click the **Recover Deleted Items** icon  on the toolbar.
3. Click the item that you want to recover.
4. Click the **Recover** icon. This will move the item into your **Deleted Items** folder.
5. Click the **Close** button when you are finished.