

Microsoft Outlook Web Access

Advanced Options and Extras



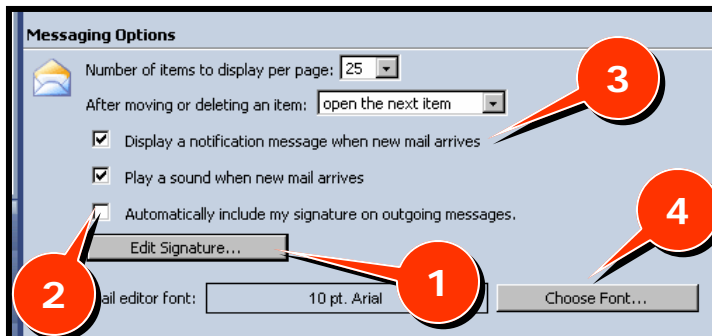
Advanced Options

In Outlook Web Access there is an **Options** shortcut in the **Navigation Pane** where you can set up different advanced options. This document will take you through setting up some of these options.

Inserting a Signature

1. Click the **Options** shortcut in the **Navigation Pane** found on the bottom left of your screen.
2. Under **Messaging Options**, click the **Edit Signature** button. (1)
3. Enter and format signature text.
4. Click the **Save and Close** button.
5. To automatically include your signature on all outgoing messages make sure the **Automatically include my signature on outgoing messages** box (2) is checked.
6. If you want to include your signature only on some messages, then keep the **Automatically include...** box unchecked and click the **Insert Signature** button on the toolbar of a new message.

Figure 1



Summary

Advanced Options

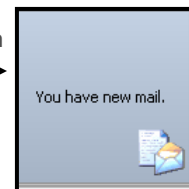
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Desktop Alerts

When you receive a new message, a Desktop Alert will appear on your desktop. Click once on the alert to go to your Inbox. →
 To turn this feature off, click the **Options** shortcut in the **Navigation Pane**. Under **Messaging Options**, clear the **Display a notification message when new mail arrives** box. (3) The change will take place the next time you log on.

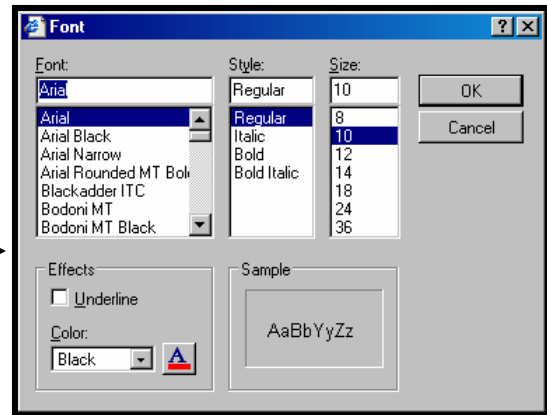


This feature will not work if you have a pop-up blocker enabled.

Setting Default Formatting

You can set default formatting for all outgoing e-mail messages.

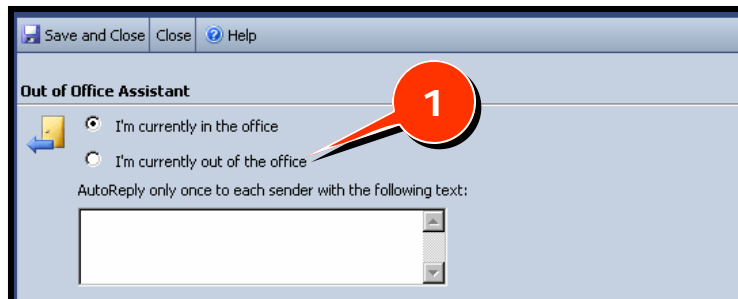
1. Click the **Options** shortcut in the **Navigation Pane** on the bottom left of your screen.
2. Under **Messaging Options**, click the **Choose Font**. (Figure 1, #4)
3. Select formatting options in the Font dialog box. →
4. Click the **Ok** button.
5. Click the **Save and Close** button on the top toolbar.



Out of Office Assistant

The Out of Office Assistant sends an automatic reply when you receive an e-mail message while you are away. A reply is sent the first time you receive a message from each sender.

1. Click the **Options** shortcut in the **Navigation Pane** on the bottom left of your screen.
2. Under **Out of Office Assistant**, select **I'm currently out of the office**. (1)
3. Enter reply text in the text box.
4. To disable this option select **I'm currently in the office**.
5. Click the **Save and Close** button.

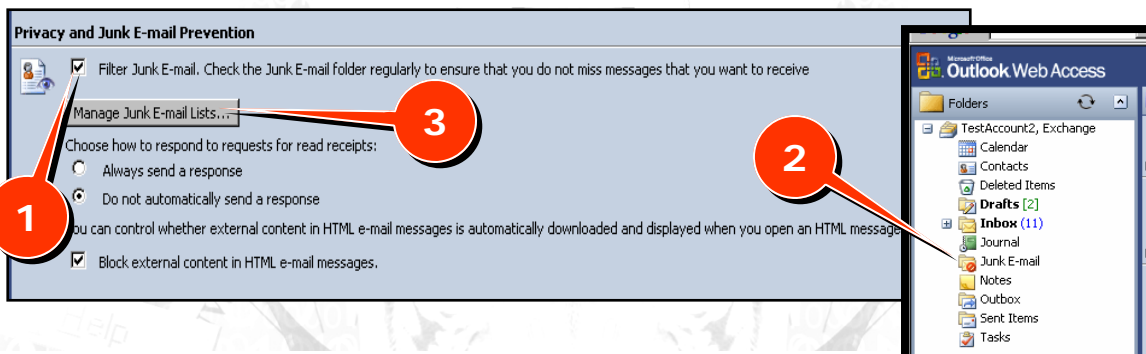


Filtering Junk E-mail

Outlook Web Access allows you to filter unwanted messages.

1. Click the **Options** shortcut in the **Navigation Pane** on the bottom left of your screen.
2. Under **Privacy and Junk E-mail Prevention**, check the **Filter Junk E-mail** box. (1)
3. Be sure to check your **Junk E-mail** folder regularly to ensure that you do not miss messages that you want to receive. (2)

Figure 3



Managing Junk E-mail Lists

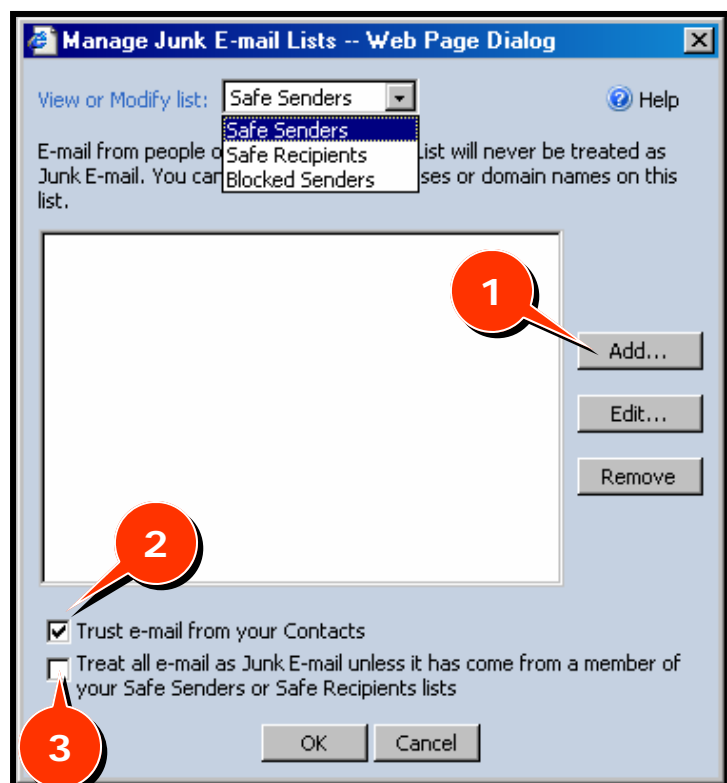
You can specify addresses and domains that you want to receive messages from and ones that you do not want to receive messages from.

1. Click the **Options** shortcut in the **Navigation Pane** on the bottom left of your screen.
2. Under **Privacy and Junk E-mail Prevention**, check the **Filter Junk E-mail** box.
3. Click the **Manage Junk E-mail Lists** button. **(Figure 3, #3)**
4. In the View or Modify list box do one of the following:
 - To add addresses or domains that you want to receive messages from, select **Safe Senders**
 - To add addresses or domains that you do not want to receive messages from, select **Blocked Senders**



Messages received from addresses or domains on this list will be sent to your Junk E-mail folder.

5. Click the Add button. **(1)**
6. Enter an e-mail address or an Internet domain name
7. Click the **Ok** button.
8. If you need to edit the address, select it from the list and choose **Edit**.
9. If you check **Trust e-mail from your Contacts (2)** then anyone in your contacts list will be considered a **Safe Sender**.
10. If you check **Treat all e-mail as Junk E-mail unless it has come from a member of your Safe Senders or Safe Recipients list (3)** then all e-mail that isn't listed in this window will be directed to your Junk E-mail folder.
11. When you are finished click the **OK** button.
12. Click the **Save and Close** button on the top toolbar.



Blocking External Content Downloads

Some e-mail messages include content, such as pictures or sound files, that are downloaded from a Web server when the message is opened. By default, Outlook Web Access blocks this external content. To stop automatic blocking of external content:

1. Click the **Options** shortcut in the **Navigation Pane** on the bottom left of your screen.
2. Under **Privacy and Junk E-mail Prevention**, clear the **Block External content in HTML e-mail messages** box.
3. Click the **Save and Close** button on the top toolbar.

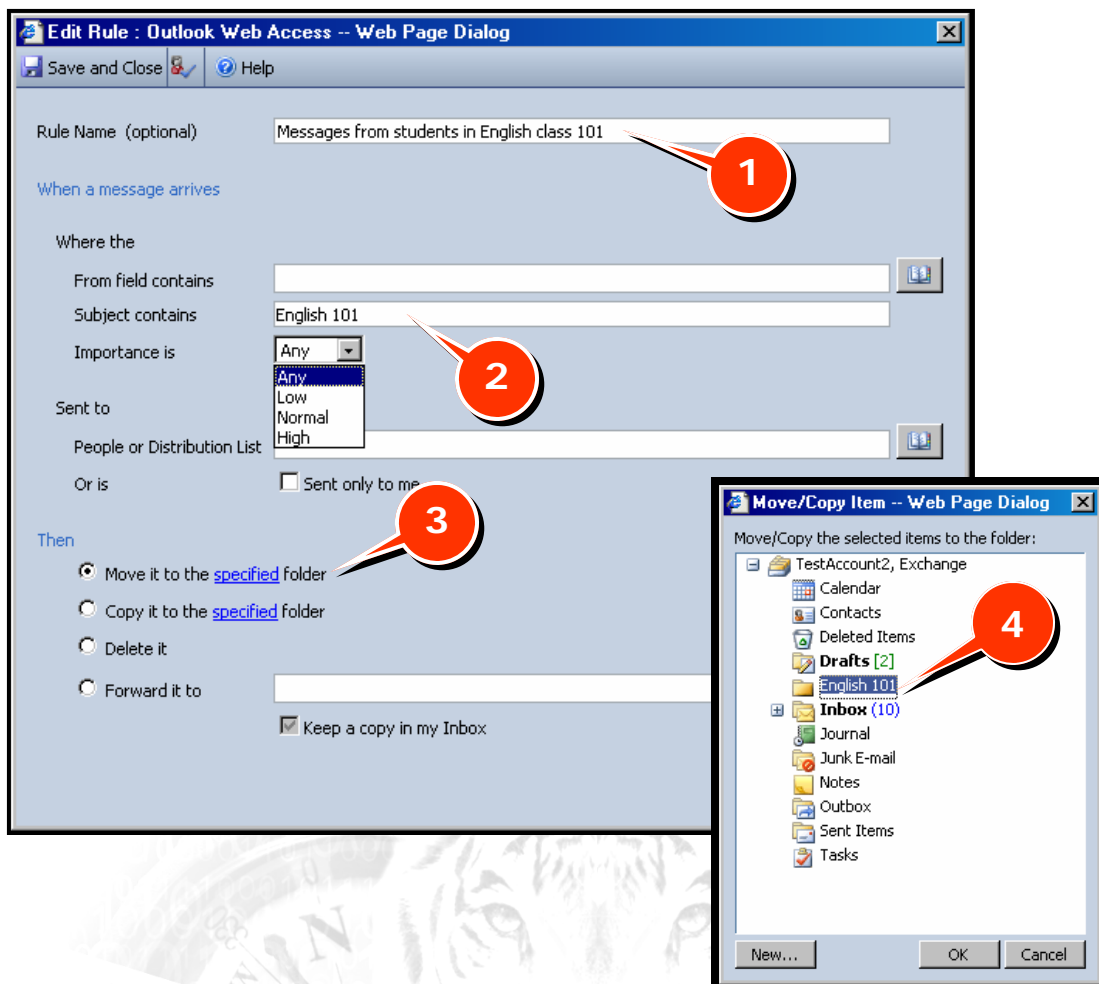
Extras

Some of Outlook Web Access extra features will be covered in the rest of this document, they include creating rules, setting flags, and getting delivery and read receipts when you send a message.

Creating Rules

Rules allow you to manage your messages by performing actions that meet specific conditions. An example would be: You are a Faculty member who teaches English 101 and you want all of your students to send an assignment to you using e-mail. You instruct your student to type English 101 in the subject box of the e-mail they send. You then set up a rule that will see English 101 in the subject box and send it directly to the English 101 folder that you created.

1. Click the **Rules** shortcut in the **Navigation Pane** found on the bottom left of your screen.
2. Click the **New** button on the toolbar.
3. Enter a name for the rule in the **Rule Name** box. (Messages from student in English 101) **(1)**
4. Enter or select criteria in the **When a messages arrives** section. (Subject contains English 101) **(2)**
5. Enter or select criteria in the **Then** section. (Move it to the specified folder) **(3)**
6. If you choose the **Copy it to**, or **Move it to the specified folder** criteria then you need to click on the **specified folder** link and highlight the folder you want to move or copy it to. (English 101 folder) **(4)**
7. Click the **Save and Close** button on the toolbar.



Marking Messages as Read or Unread

Right-click the selected message in the **View Pane**. Select the **Mark as Read** or **Mark as Unread** from the pop-up menu. Unread messages are displayed as bold text.

Flags

You can quickly flag a message to organize your messages or remind yourself to follow up on the message.

- To flag a message, click the flag icon next to the message
- To mark a flag as complete, right-click the flag icon and select **Flag Complete** from the pop-up menu. The flag will then turn into a checkmark
- To change the flag color, right-click the flag icon and select a color from the pop-up menu
- To clear the flag, right-click the flag icon and select **Clear Flag** from the pop-up menu

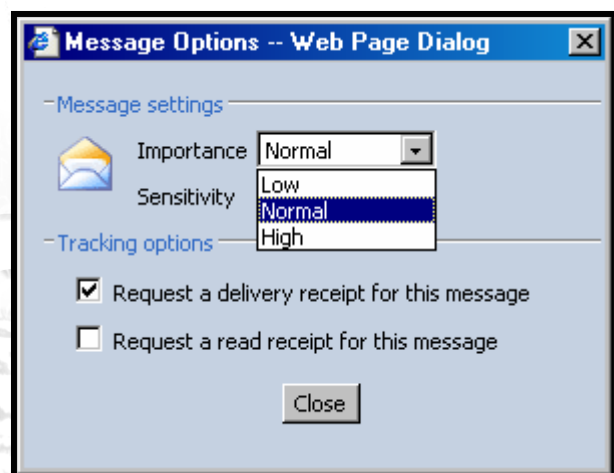
Checking Names


Outlook Web Access can match partial names (including part of the person's last name, e-mail address, or the full display name) to their corresponding e-mail aliases using the Check Names feature.

1. Enter the recipient's partial names in the **To**, **Cc**, and **Bcc** boxes. (Separate multiple names with a semicolon.)
2. Click the **Check Names** button on the top toolbar. (If OWA recognizes a name, the e-mail address will be filled in automatically. If OWA does not recognize a name or if there is more than one match for the name, the name will appear in red and the **Check Names** dialog box will appear.)
3. In the **Check Names** dialog box, do one of the following:
 - To delete the recipient from the message, select **Delete this recipient from the list**
 - To change to another name, select **Change to** and select a name from the box. (If no suggestions appear, delete the recipient or click the **Cancel** button)
4. Click the **OK** button.
5. Click the **Send** button when you are finished.

Setting Message Options

1. Create the message you want to set options for.
2. Click the **Options** button.
3. Under Message settings, do the following:
 - To set the importance of the message, click the down arrow on the Importance and select a level of importance
 - To set the sensitivity of the message, click the down arrow on the Sensitivity box and select a level of sensitivity
 - Check the delivery and/or the read receipt options if you need that option
4. Click the Close button.
5. Click the Send button.



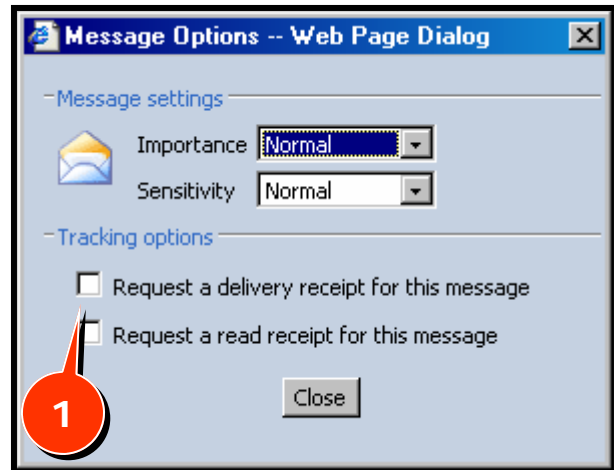
-  To quickly set the importance level on a message, click the **Importance: High !** Or **Importance: Low** button on the top toolbar.



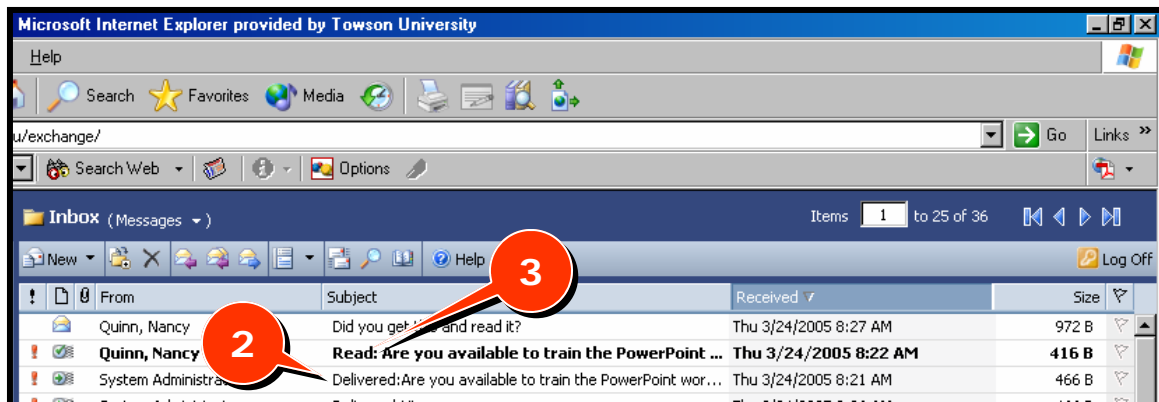
Setting Up Delivery and Read Receipts

If you would like to track your messages to make sure they are delivered to the recipient, and read by the recipient then you can set up delivery and read receipts.

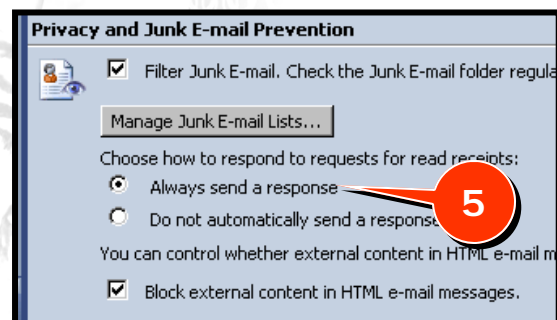
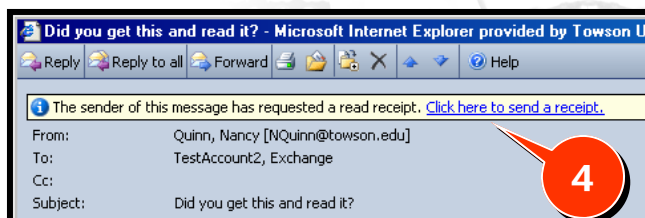
1. Create the message that you want a delivery receipt for.
2. Click the **Options** button on the top toolbar.
3. Under **Tracking** options do the following:
 - To receive a notification that the message has been delivered click the **Request a delivery receipt for this message** box (1)
 - To request a notification that the message has been opened by the recipient, click the **Request a read receipt for this message** box (1)
4. Click the **Close** button.
5. Click the **Send** button when you are finished.



- If you checked **Request a delivery receipt for this message** you will get a **Delivered:** in the **Subject** line of your inbox (2)
- If you checked **Request a read receipt for this message** you will get a **Read:** in the **Subject** line of your inbox (3)



6. If someone sends you a message with a read receipt set up, when you open that message there will be a note at the top saying: **The sender of this message has requested a read receipt. Click here to send a receipt.** (4)
7. You can set whether to automatically send a read receipt when one is requested of you. Click the **Options** shortcut on the **Navigation Pane** on the bottom left of your screen. Under **Privacy and Junk E-mail Prevention**, select **Always send a response**. (5)



Checking Mailbox Quota and Current Size

Students, faculty and staff are all given a certain amount of space to house their e-mail. You can check your mailbox size by clicking the Mailbox Size/Quota button.



Your current mailbox size is presented at the top of the page in box letters.

On this page, you will see a graph illustrating the current size of your mailbox. Blue indicates the size of your mailbox, in megabytes, green, the amount of size you have available, yellow, when you will receive a warning, orange, when you cannot send messages, and red, when your inbox has been shutdown.

Mailbox Quota and Current Size

Your current mailbox size is: **5.04 MB**

Your quota is defined as:

You'll receive a warning message at: 90 MB
 You will be unable to send messages at: 95 MB
 You will be unable to receive or send messages at: 100 MB

0 90 95 100

Current Size
 Acceptable Size
 Warning
 Cannot Send
 Cannot Send/Receive

Sizes per Folder:

Note: The size of a parent folder does *not* reflect the cumulative size of its child folders. For example, the Root folder could have 8 MB, while the Inbox/Subfolder folder (child) could have 8 MB. The folder size reflects what is helping you to isolate precisely which folders contain large amounts of data.

Folder Size	Folder Name/Path
0 MB	[ROOT]
1.56 MB	Calendar



See the OTS article, Outlook 2003 Storage Capacity Management, located at http://wwwnew.towson.edu/adminfinance/ots/training/documentation/Outlook%202003/Outlook_2003_Quota_Management.pdf for more information on managing your quota.