

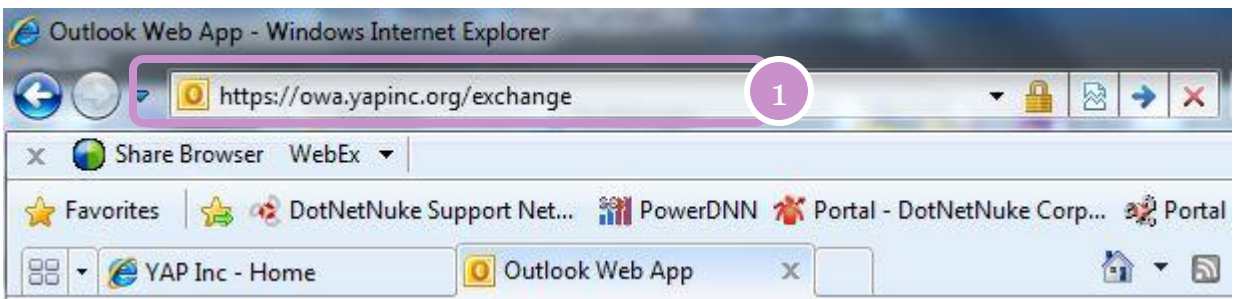
Outlook Web Access (OWA)

User's Guide

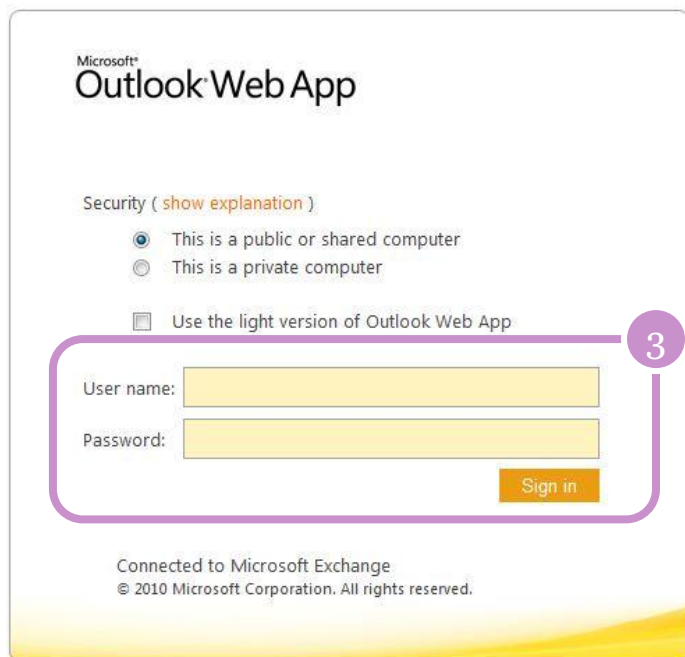


Logging On

1. Type <https://owa.yapinc.org/exchange> into the address bar of the browser.



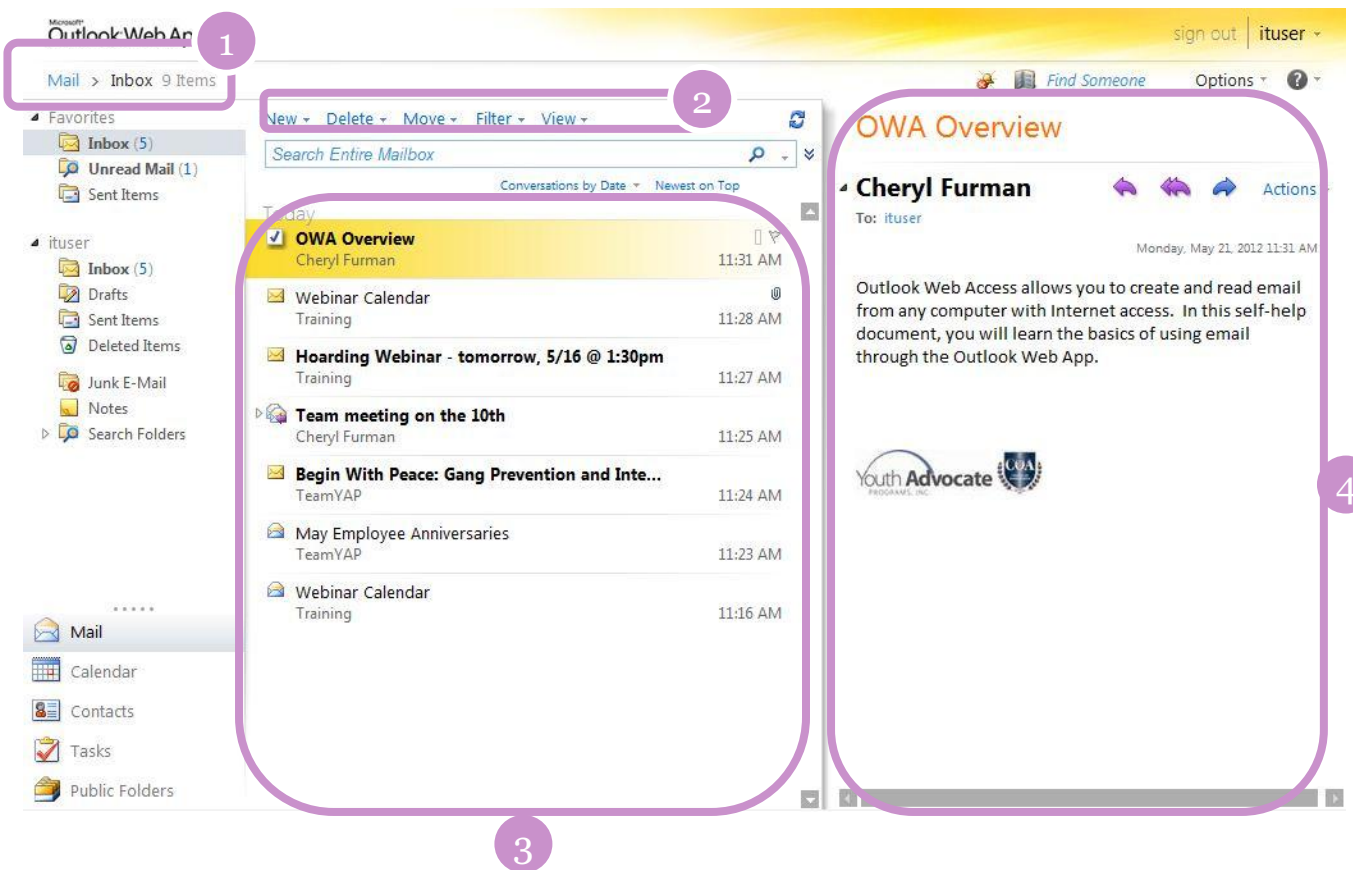
2. Press enter. The Outlook Web Application login screen will appear.



3. Type your username and password.
4. Click the sign in button.

The OWA Window

1. Navigation breadcrumbs: from here, you can toggle between different components of Outlook
2. Outlook Web App Toolbar: menus for creating new messages, organizing mail, contacts, etc.



3. View pane: displays a list of messages in the selected folder
4. Reading pane: display a reading view of the message selected

The OWA Window (cont.)

1. **Navigation Pane:** lists the components of Outlook
 - **Mail:** read, compose, receive, and send email
 - **Calendar:** create and manage appointments
 - **Contacts:** manage names, email addresses, phone numbers, and other information about your contacts
 - **Tasks:** create, sort, prioritize and track tasks
 - **Public Folders:** shared information area

Microsoft® Outlook Web App

sign out | ituser

Mail > Inbox 9 Items

Find Someone Options ?

Navigation Pane:

- Favorites
 - Inbox (5)
 - Unread Mail (1)
 - Sent Items
- ituser
 - Inbox (5)
 - Drafts
 - Sent Items
 - Deleted Items
 - Junk E-Mail
 - Notes
 - Search Folders

Mail

Calendar

Contacts

Tasks

Public Folders

1

New Delete Move Filter View

Search Entire Mailbox

Conversations by Date Newest on Top

Today

- OWA Overview** Cheryl Furman 11:31 AM
- Webinar Calendar Training 11:28 AM
- Hoarding Webinar - tomorrow, 5/16 @ 1:30pm Training 11:27 AM
- Team meeting on the 10th Cheryl Furman 11:25 AM
- Begin With Peace: Gang Prevention and Inte... TeamYAP 11:24 AM
- May Employee Anniversaries TeamYAP 11:23 AM
- Webinar Calendar Training 11:16 AM

OWA Overview

Cheryl Furman

To: ituser

Monday, May 21, 2012 11:31 AM

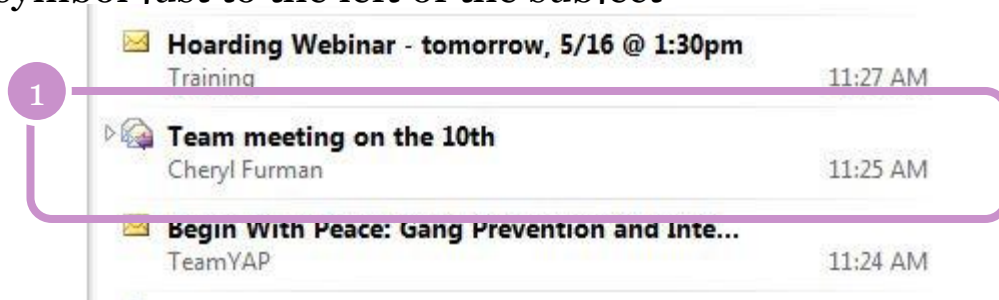
Outlook Web Access allows you to create and read email from any computer with Internet access. In this self-help document, you will learn the basics of using email through the Outlook Web App.

Youth Advocate PROGRAMS, INC. COA

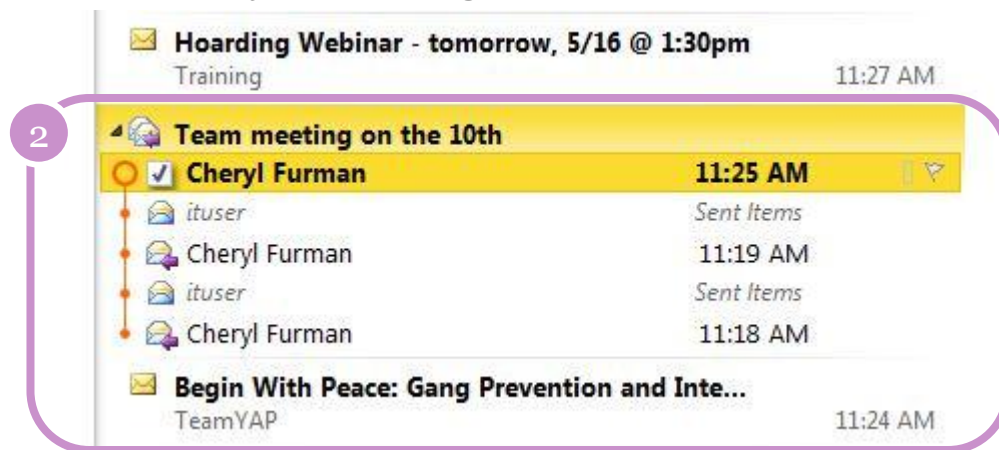
Conversation View

By default, OWA displays conversation view. This means that emails that share the same subject will be grouped together, regardless of time and date sent.

1. A group of conversations is indicated with a right arrow symbol just to the left of the subject



2. To view the individual messages within a conversation, click the right arrow. The list of related messages will appear below the subject heading.

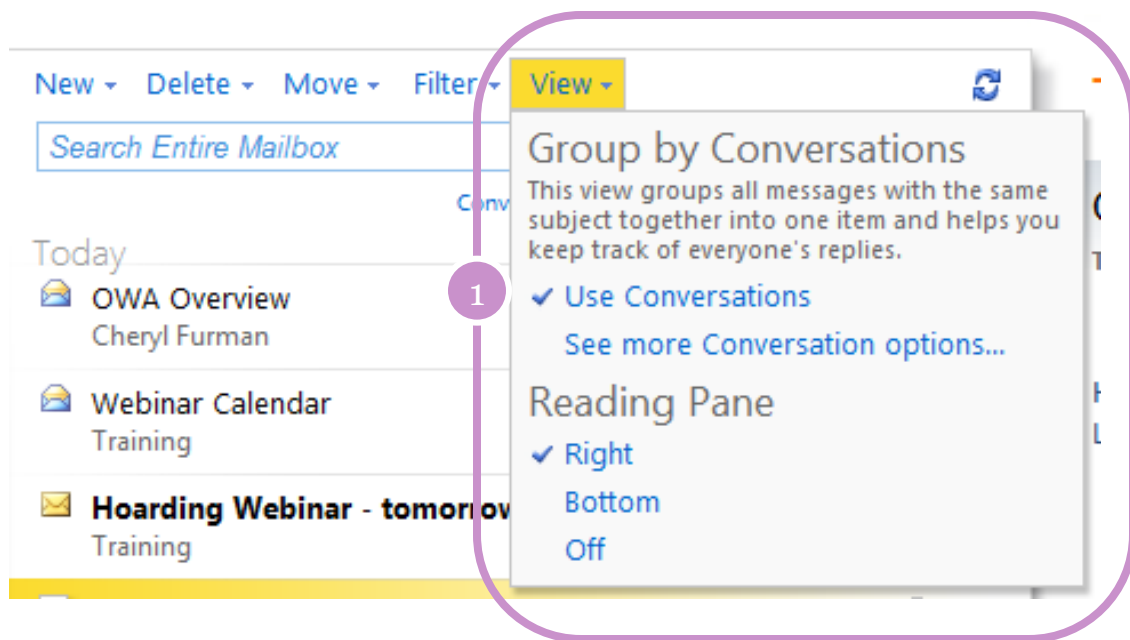


3. Click the arrow again to collapse the list.

Conversation View (cont.)

Disabling Conversation View: If you wish to view your messages in the traditional chronological format, you can change this setting.

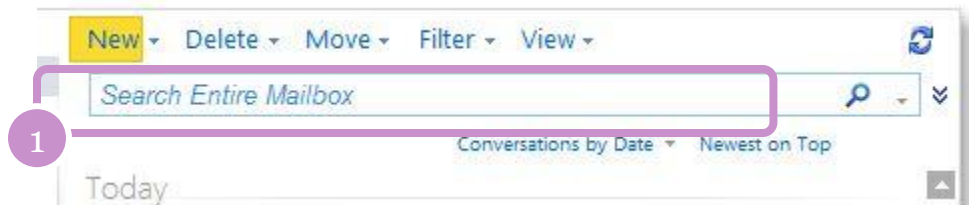
1. Click the VIEW command from the toolbar; a dropdown menu will appear.



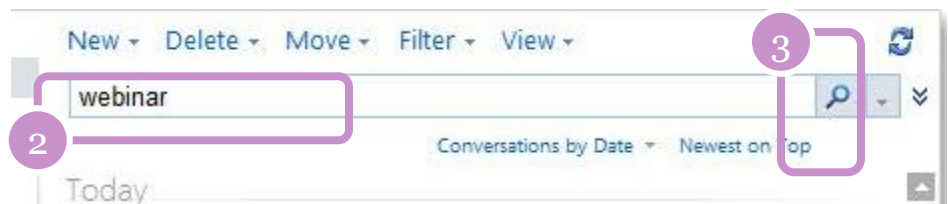
2. Uncheck Use Conversations; the message list will become a single chronological view.

Searching for Messages

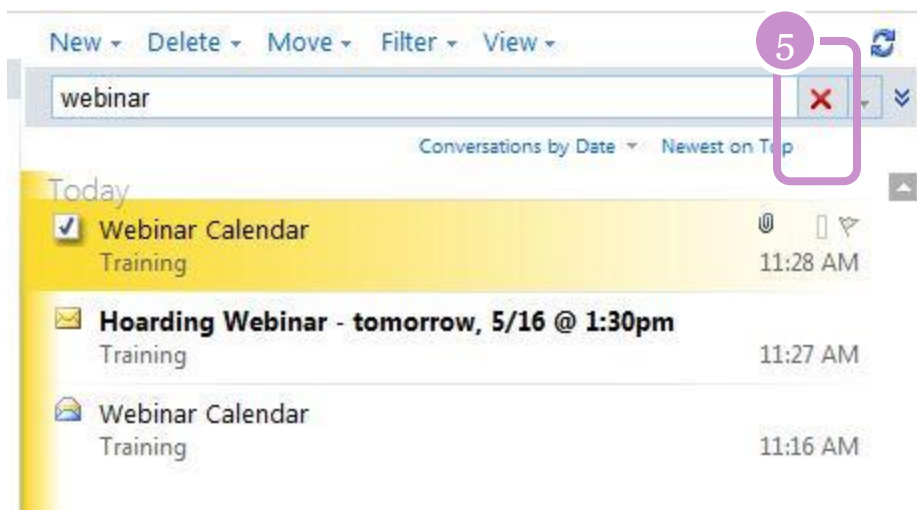
1. Click inside search entire mailbox field located below the toolbar.



2. Type in a phrase, keyword, or contact name
3. Click the magnifying glass icon or press enter to search



4. A filter will be applied to the entire mailbox and only messages matching the search criteria will be shown
5. To remove the filter, click the red X in the search field.

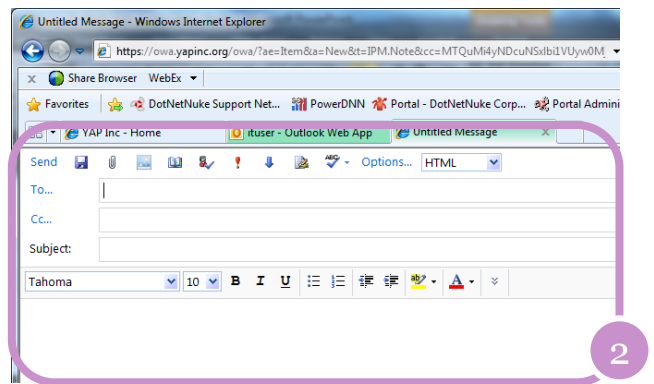


Basic Email Functions

1. To compose a new email, choose NEW from the toolbar



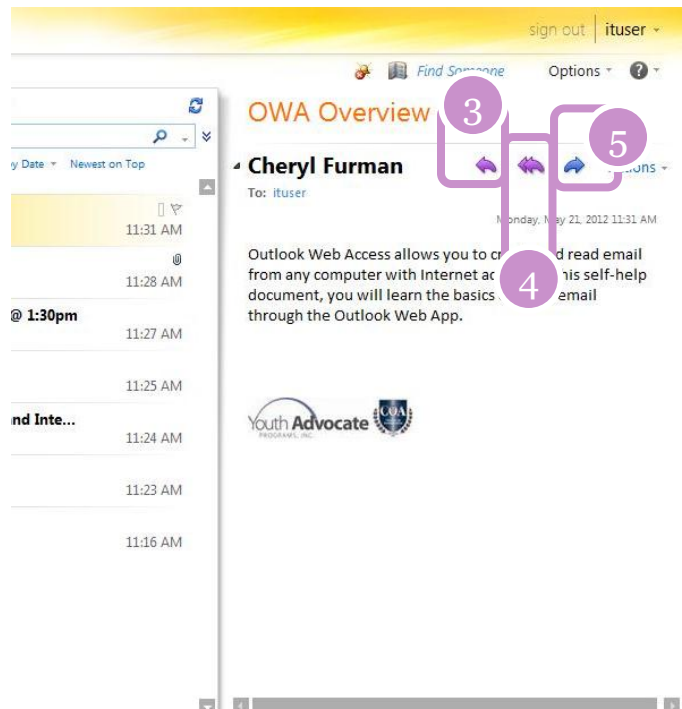
2. The message window will appear.



3. To reply to a message, click the single purple left arrow

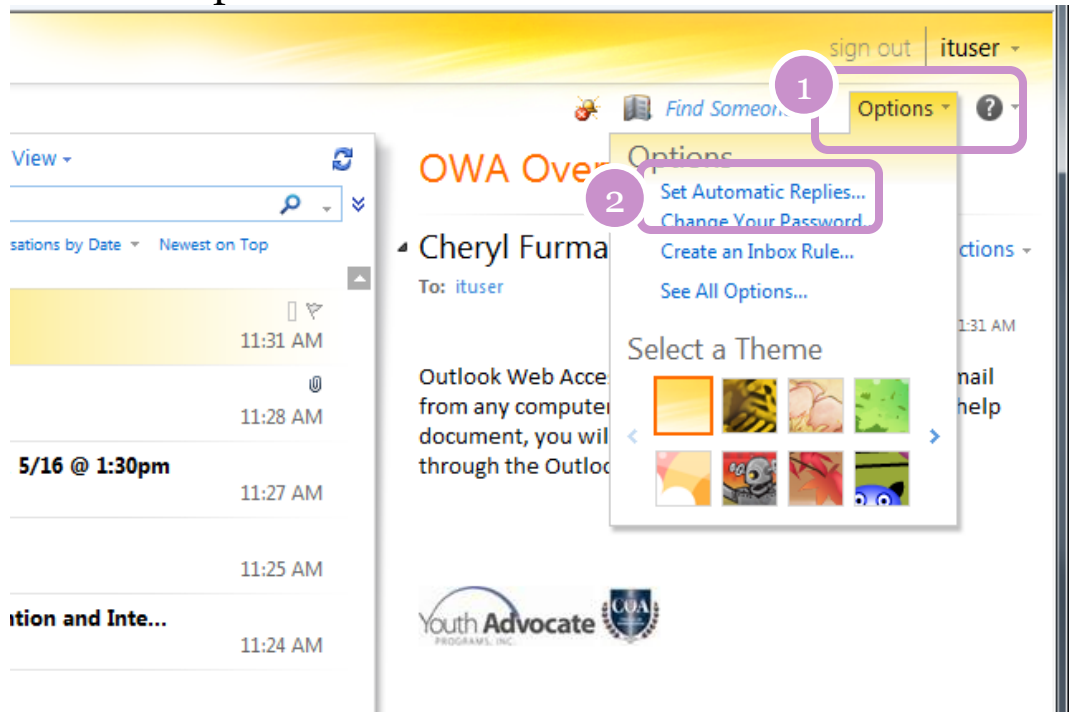
4. To reply all to a message, click the double purple left arrow

5. To forward a message, click the single blue right arrow



Options

1. To set automatic replies (Out of Office), click the dropdown arrow next to the Options menu .



2. Choose Set Automatic Replies; the window below will appear

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Mon 5/21/2012 1:00 PM

End time: Tue 5/22/2012 1:00 PM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U abc

↩ ↶ ☺ ☼ ✕ ✕ ⏪ ⏩

Options (cont.)

3. To create an email signature, choose See All Options from the Options menu
4. From the options window, choose Settings
5. Locate the Email Signature panel

