

# **MICROSOFT OUTLOOK WEB ACCESS**



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# Outlook Web Access (OWA)

## User Guide

### Logging Into and Out of Outlook Web Access

- Access Your SCCOE Exchange Email Through Internet Explorer
  - Launch an Internet browser (Internet Explorer, Mozilla Firefox, etc)
    - Note: when using Firefox, a “light” version of Outlook Web Access program launches and you will have fewer options than you would with Internet Explorer
  - On the Address Line, type:  
**mail.sccoe.org** and press enter. (note: no www)
  - User Name: your first initial, last name
  - Password: your regular email password
    - Press enter or click LOG ON.
      - Note: leave SECURITY option as-is.
- Log off of Outlook Web Access
  - Click on the Log Off icon in the upper right corner.

### Opening And Reading Messages

- The screen will open to display the contents of your INBOX.
- Click on a message TWICE to open it in its own window.
- Click on a message ONCE to display the note in the Preview Pane (if you have a preview pane on the right side).
- Use the tool bar to:

- Reply
- Reply to all
- Forward
- Print
- Delete



Message toolbar on Internet Explorer



Message toolbar on Mozilla Firefox (Outlook light)

## Composing and Addressing a New Message

- Click the **NEW** (*Internet Explorer*) or **NEW MESSAGE** (*Firefox*) icon on the toolbar.
- Click on the **TO:** box and you can select a recipient from the Global Address Book or from your Contacts list (those email IDs that you have created and saved).
- OR Simply type the e-mail address(es) of the recipients in the TO:, CC:, and BCC: boxes.
  - Separate multiple names with semicolons (;).
  - If you are sending to an SCCOE employee, you can just enter their first and last name or their e-mail user name (i.e. DJones).
- In the SUBJECT box, type a brief subject line to provide a summary of your message.
- Type your message in the message body.
- Click the **SEND** icon (top left) to send the message.
- A copy of your message is saved in the SENT ITEMS folder.



Toolbar for a new message on Internet Explorer



Toolbar for a new message on Mozilla Firefox

## Attaching and Sending a File

- While composing a note, click the paperclip icon on the toolbar.
- Choose a file to attach by clicking on **BROWSE**.
- Search for the location on your computer where your file is located.
- Double-click the file name which you would like to attach.
- Add the file to the list by clicking **ATTACH**. The file will appear in the Current File Attachments box.
  - You can repeat the procedure of BROWSING and ATTACHING if you have a second file to attach to this note.
- When your file(s) appears in the Current File Attachments Box, click on **CLOSE**.
- The file name will now appear in the Attachments area of the note header.

## Reading and Saving Attachments You Receive

- Messages with attachments will display with a paperclip icon in the INBOX.
- To view the attachment: click once on the attachment and choose **OPEN** to open it in a new window.
- To save the attachment, choose **FILE/SAVE AS** and navigate to the desired location on your computer where you wish to store it. This does not remove it from the e-mail note; it just makes a local copy for you.
- To save an attachment quickly without viewing it first, RIGHT mouse-click on it and select **SAVE TARGET AS** from the pop-up menu that appears. Store it on the desired location in your computer.

## Creating a New Folder

### In Internet Explorer;

1. Click on the INBOX in the left column to select it.
2. RIGHT CLICK for a menu to appear; choose **Create New Folder**.
3. The new folder will appear beneath your Inbox. Type in the name of the new folder.
4. To move emails to the folder, choose the **MOVE or COPY to FOLDER** icon  when the email is open.
  - a. You can also DRAG the email from the Inbox on the right over to the folder. When the folder highlights, you can release the mouse and the item is moved into the folder.

### In Mozilla Firefox (or when using Outlook LIGHT):

1. In the left column, click on **MANAGE FOLDERS**.
2. In the section **CREATE NEW FOLDER**, choose the folder under which this new folder will reside.
3. Type in the new folder name, then click **CREATE**.
4. To move emails to the folder, choose the **MOVE** icon when the email is open or from the Inbox view and choose the destination folder. 

## **CALENDAR**

- You can access your calendar by clicking the calendar icon in the folder list or the icon in the shortcut list at the bottom.
  - The calendar appears with the current day and a smaller view of the current month on the right side of the screen.
  - To create a new appointment on your calendar, click on the NEW button on the calendar toolbar or double-click on the calendar on the space corresponding to the start time of the appointment.
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- Note: you cannot access other's calendars via the web access.

## **CONTACTS**

Your CONTACTS folder is maintained on the Exchange server. You will be able to manage and access your CONTACTS from the SCCOE or remotely.

Access your CONTACTS by clicking on the Contacts icon in the folder list or the icon in the shortcut list at the bottom.

## **OPTIONS**

Various options are available on OWA for you to manage your email. View the shortcut bar beneath the folder list to choose the various options.

## **Out of Office Assistant**

- You can use this function to automatically send a message to people the first time they write to you.
- Type in your out of office message (perhaps including alternate contact information, dates you will be away, etc.).
- Click the radio button to tell the system that you are out of the office.
- Remember to turn off the Out of Office Assistant when you return to the office.