

How to Use Microsoft Outlook Outlook Web Access (OWA) – Version 2003

GETTING STARTED

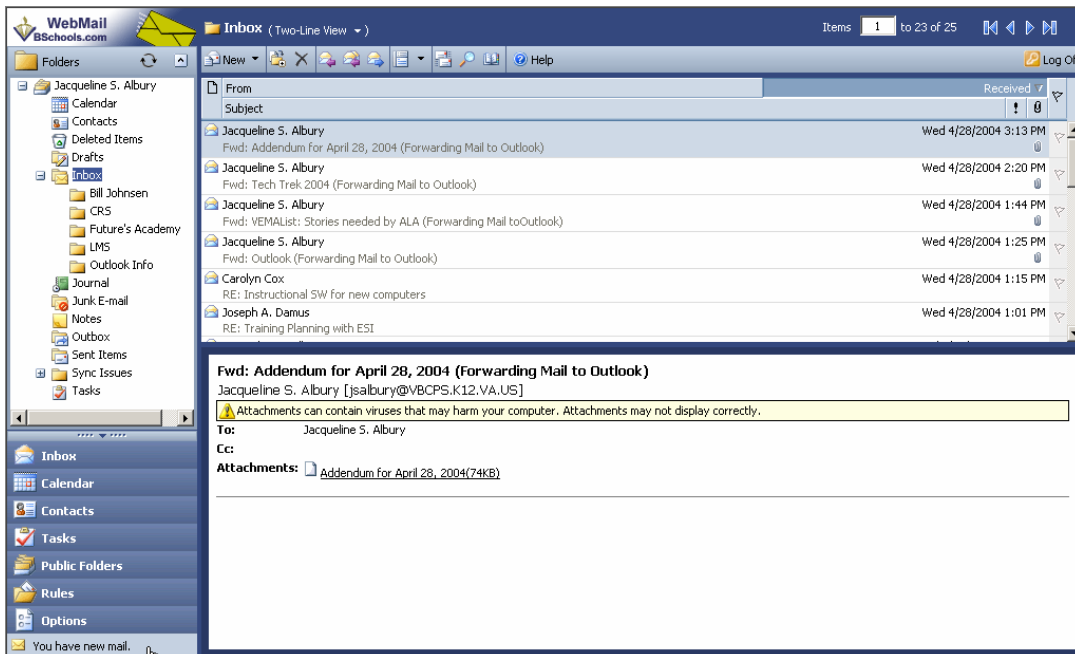
1. To access VBCPSs Outlook Web Access (OWA), type the following URL in the browser address bar <https://webmail.vbschools.com>.

NOTE: If this is your first time using OWA, click on “First Time Outlook Users” and follow the directions provided in that link. For all subsequent access to OWA, follow the directions below.

2. Place your cursor **behind** VBSCHOOLS\. Type your user name (i.e. jdoe).
3. Type your password.
4. Click **Log On**.



5. The OWA main page will look like this:

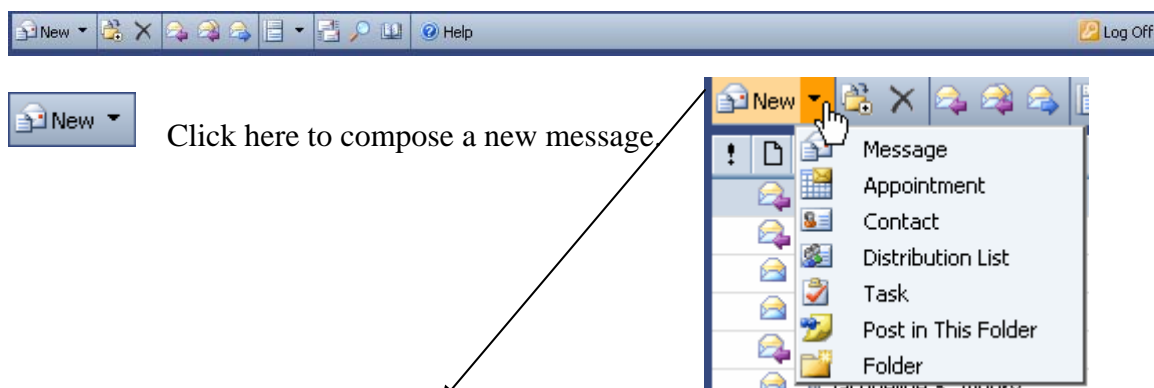


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OVERVIEW OF BUTTONS AND TOOLBARS FOUND IN THE OWA FOLDERS

INBOX – MAIL ITEMS

Messages are delivered to your mailbox on a Microsoft Exchange Server where they are stored in your **INBOX** by default. Here is a brief overview of the toolbars and buttons found in the inbox.



Click here to compose a new message.

Click on the drop down arrow  next to **New** to see more options for creating new items such as appointments, contacts, tasks, folders, etc.

This drop-down menu is available at all times. The options displayed on the button depend on the window you are working in, as does the list of options that displays when you click on the down-arrow to the right of the button. For example, use the **FOLDER** option to create a new folder.



Click here if you wish to reply to the message currently highlighted or in the preview pane.



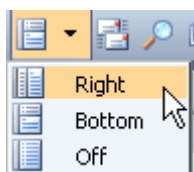
Click here if you wish to reply to EVERYONE that received this email.

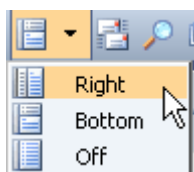


Click here to forward a copy of the message currently highlighted or in the preview pane to someone else.



Click here if you wish to delete the selected message.



Click  if you wish to change how you preview messages. You can turn this feature off or you can choose to preview messages at the bottom or at the right of your OWA screen.

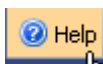
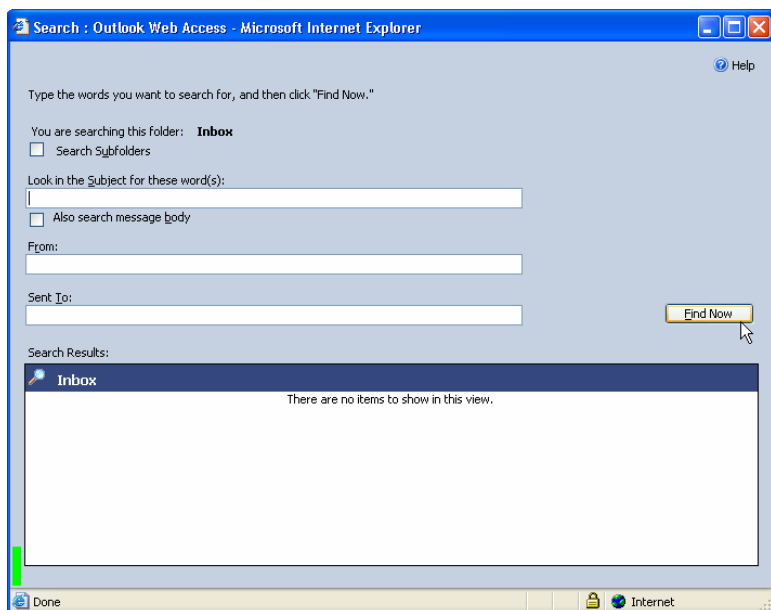


Click here to check for new messages.

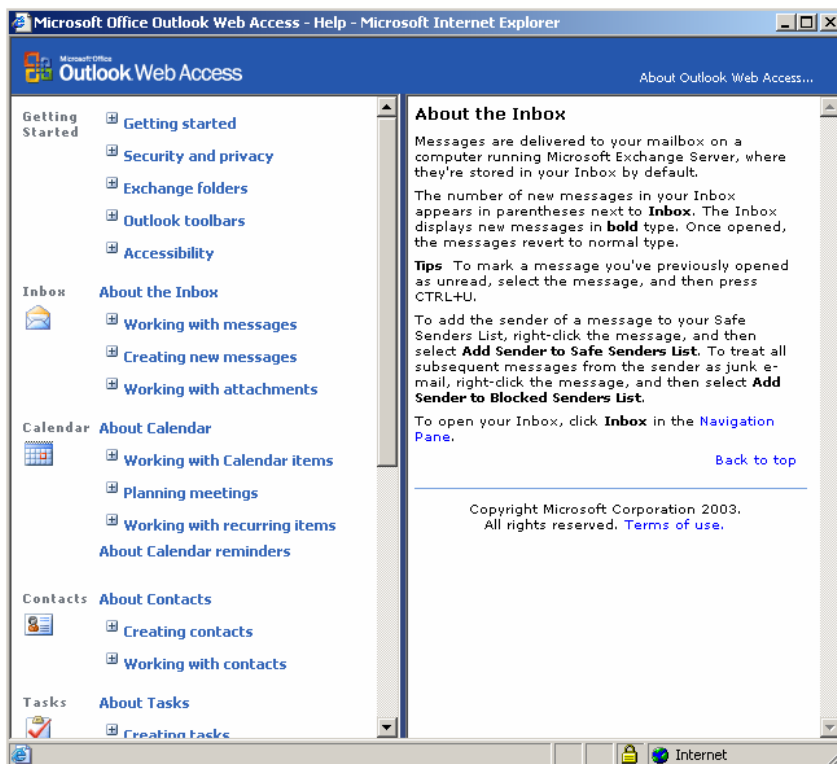
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Click here to search for messages. The window below will appear.

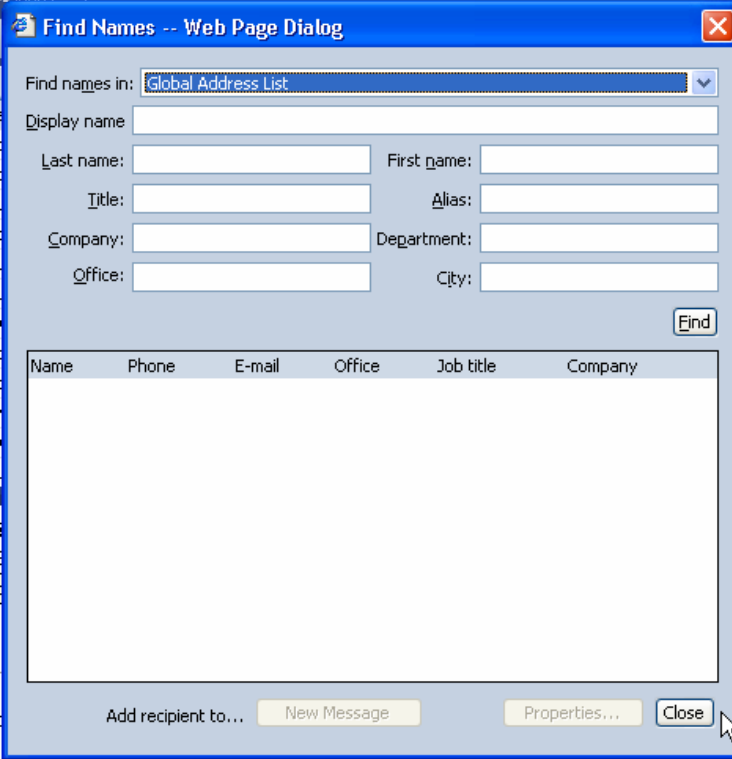


Click here if you need help. The window below will appear.

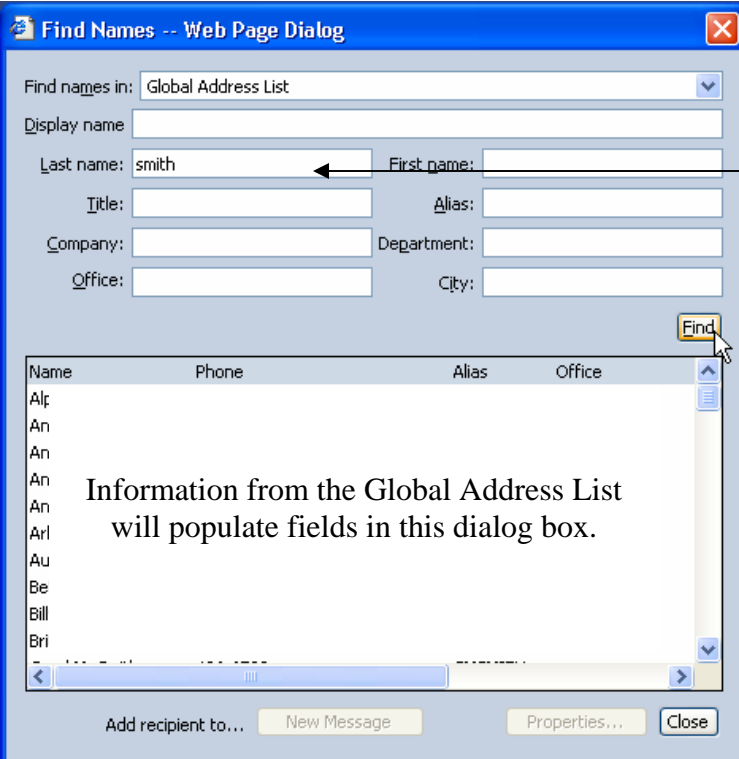


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Click  to see the address book. The window below will appear.



There are several ways to search in the address book. Type in the field that you wish to search and click **FIND**.



Name	Phone	Alias	Office
Alf			
An			
An			
An			
Arl			
Au			
Be			
Bill			
Bri			

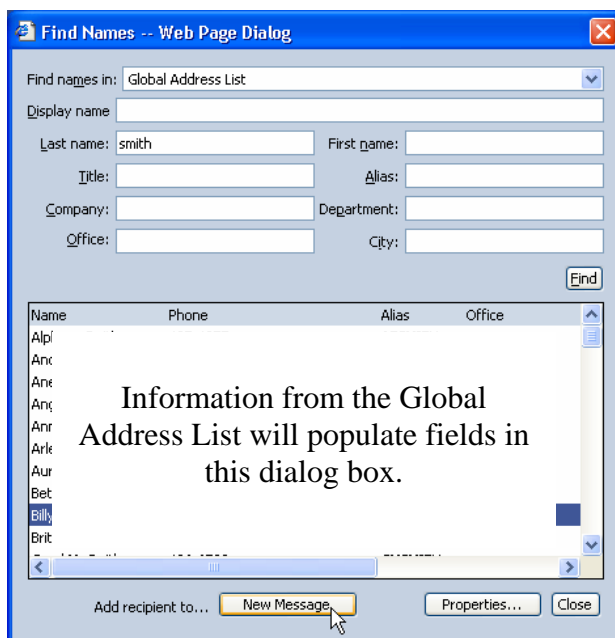
The “Global Address List” includes all Virginia Beach City Public Schools employees.

Search by last name.

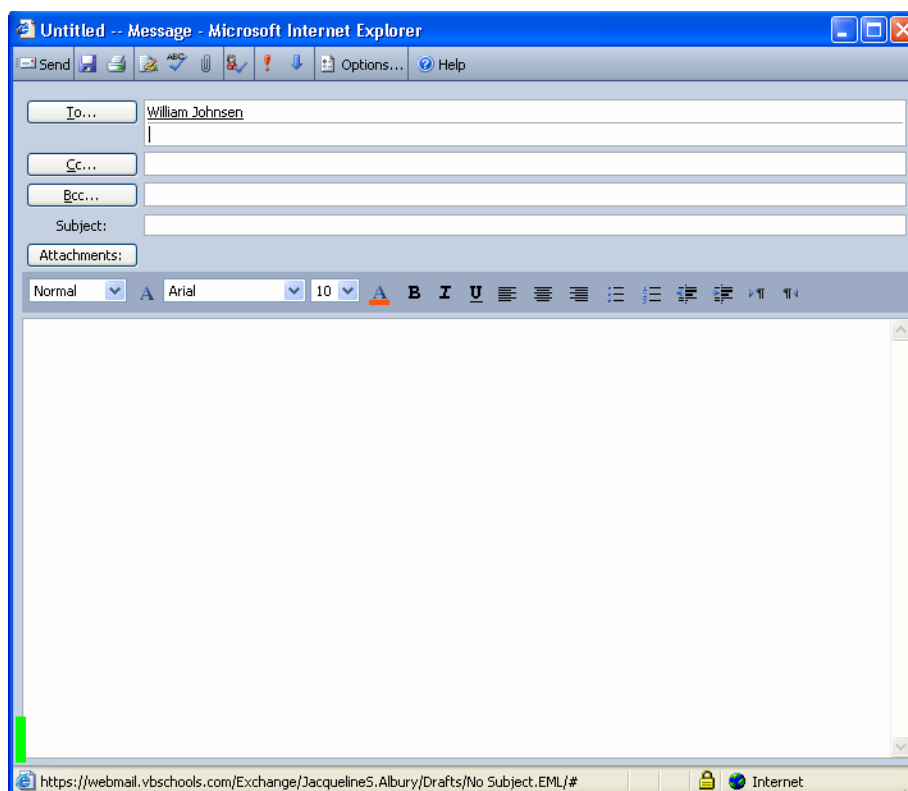
A list of all people with the last name of Smith will appear.

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To send a new message to someone in the address book, highlight his/her name and select **NEW MESSAGE**.
NOTE: You will need to close the address book manually by selecting **CLOSE**.

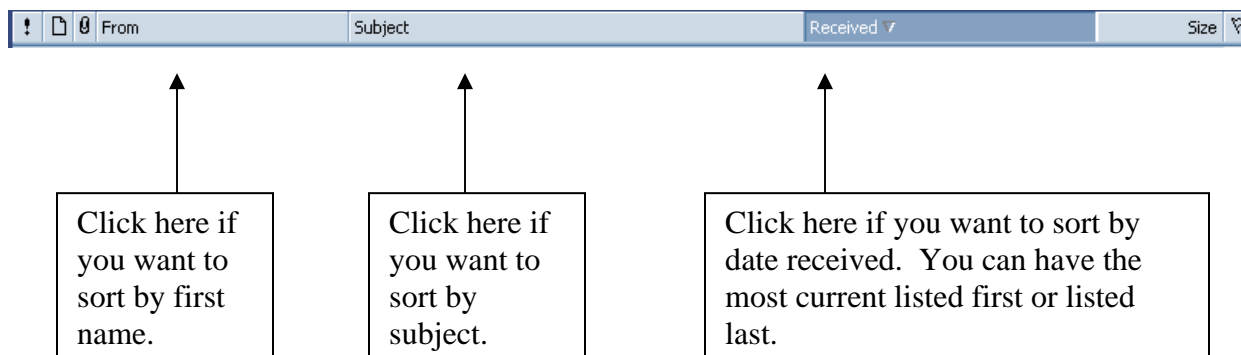


A blank message window will appear.



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When working with your **INBOX**, you may want to sort messages in a variety of ways.



CALENDAR

The OWA **Calendar** allows you to create and track appointments. You can also organize and schedule meetings with co-workers, then update or modify the information (time, location, attendees) as required. When you use **Calendar** to keep track of your meetings and appointments, co-workers can check your availability for their own scheduling purposes (they CANNOT see the details of your appointments – only that you are “BUSY”, “OUT OF THE OFFICE”, or “FREE”). Here is a brief overview of the toolbars and buttons found in the calendar folder.



Click this button to schedule a meeting or set up an appointment.



Click here to print items from the calendar.



Click here to delete items from your calendar. BE SURE you have the item selected before you click delete. You WILL NOT get a prompt asking if you are sure that you want to delete something.



Click here to go to today in the calendar.



Click here to switch to daily view.



Click here to switch to weekly view.



Click here to switch to monthly view.



Click here to search for items in the calendar.

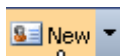
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Click here to view reminders of upcoming meetings or appointments.

CONTACTS

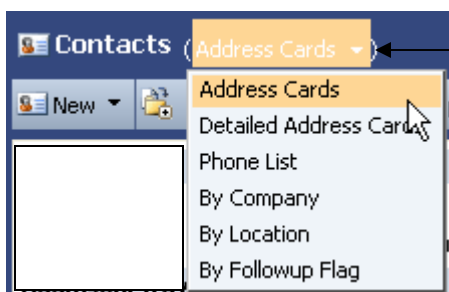
Use **Contacts** to store the e-mail address, street address, phone numbers, and other information that relates to the contact. This can include Web pages, birthdays and anniversaries, and fax or cell phone numbers. **NOTE:** To print contact information the contact must be opened. To open a contact, double-click on the contact name. Here is a brief overview of the toolbars and buttons found in the contact folder.



Click here to create a new contact.



Click on the arrows to move forward and backward in your contacts.



Click on the arrow next to the word **Address Cards** to change the way you view your contacts.

DELETED ITEMS

The **Deleted Items** folder stores contacts, emails and/or appointments that you delete. You can view these items in the **Deleted Items** folder. Once you delete items from this folder, they will be **PERMANENTLY** removed from your mailbox. Provided below is a brief overview of buttons unique to the **Deleted Items** folder.



Click here to empty the deleted items folder.



Click here to recover deleted items.

DRAFTS

In the **drafts** folder you will find those items such as contacts, emails and/or appointments that are incomplete. For toolbar information, please refer to the **MAIL – INBOX ITEMS** overview.

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NOTES

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on notepaper. Notes are also useful for storing bits of information you may need later, such as directions or text you want to reuse in other items or documents.



Click here to create a new note.

OUTBOX

The **Outbox** folder stores e-mail until it is sent. For toolbar information, please refer to the **MAIL – INBOX ITEMS** overview.



SENT ITEMS

The **Sent Items** folder stores a copy of each message that has been sent. For toolbar information, please refer to the **MAIL – INBOX ITEMS** overview.



TASKS


The **Tasks** folder provides access to your Outlook tasks. In the OWA version of the **Tasks** folder you can only assign a task to yourself and view any other tasks already created. Here is a brief overview of the toolbars and buttons found in the **Tasks** folders.

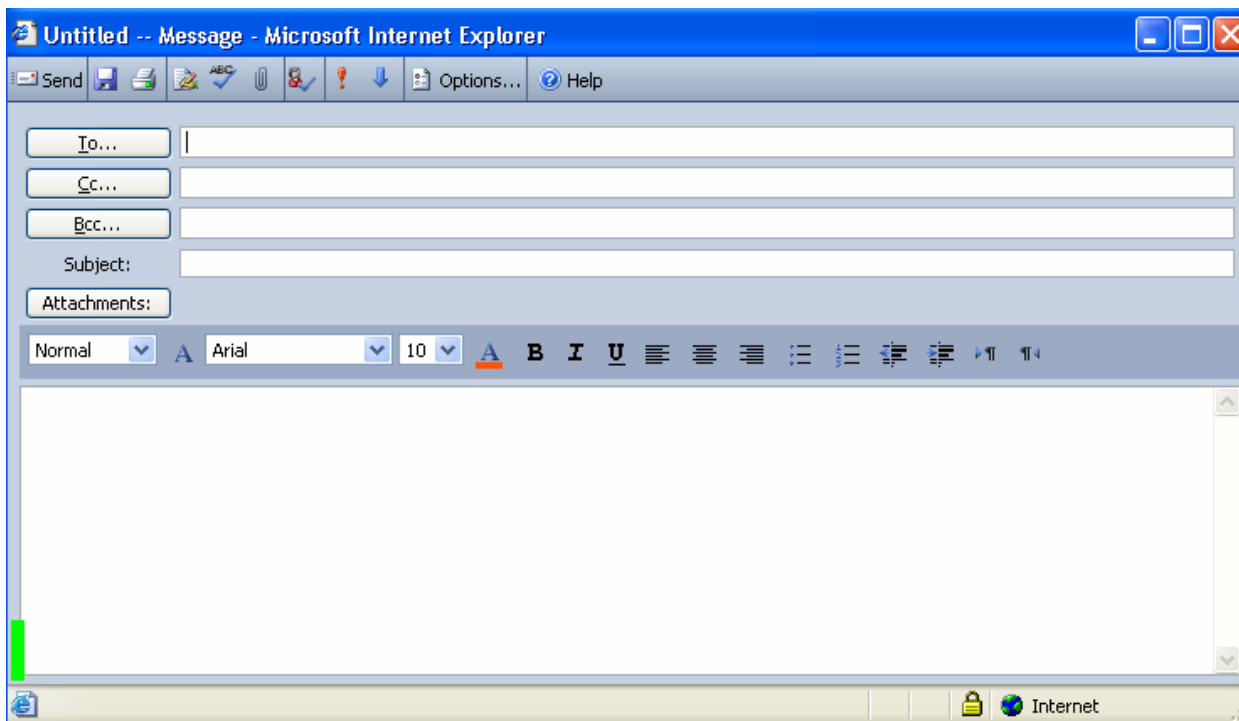


Click here to create a new task.

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HOW TO CREATE A NEW EMAIL MESSAGE IN OWA

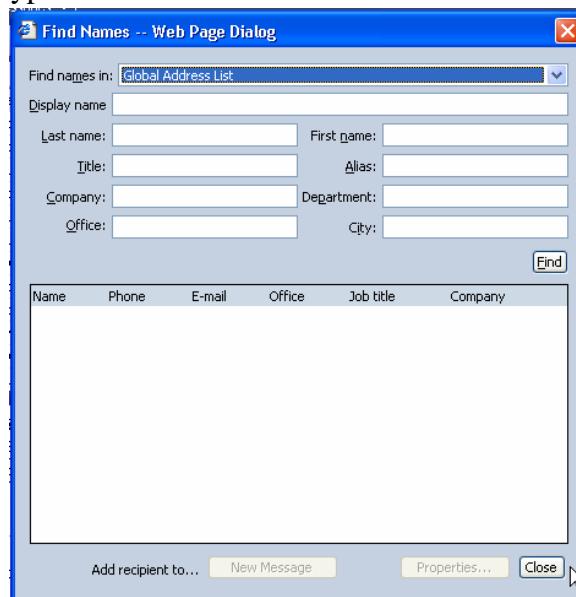
1. While in the inbox, click on new. 
2. The **New Email Message** window will launch.




3. Type the email address of people you are sending the email to in the field.
4. To send a copy of the email to another recipient(s), type his/her email address in the field.
5. To send a blind copy of the email to another recipient(s), type his/her email in the field.

If you don't know the recipient's email address...

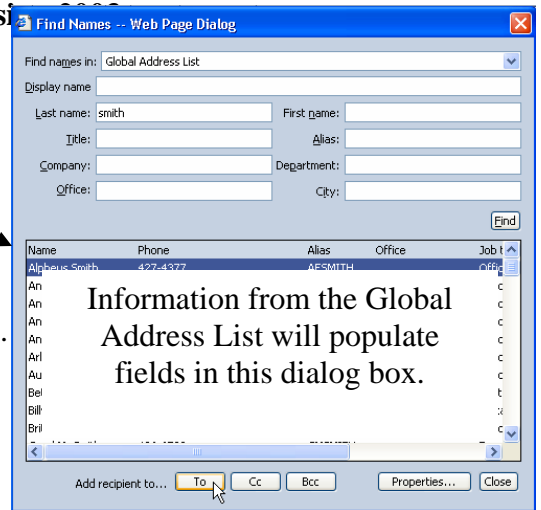
1. Click on the button.
2. The **FIND NAMES** window will appear.
3. Type in the field that you wish to search and click **FIND**.





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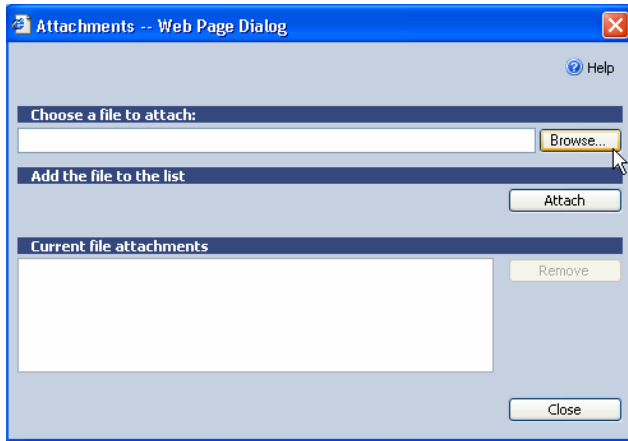
4. The window will be populated with the results of your search.
5. Highlight the name of the person.
6. Click the  button. This will put the person's name in your email message.

NOTE: You will need to manually close the **FIND NAMES** window.

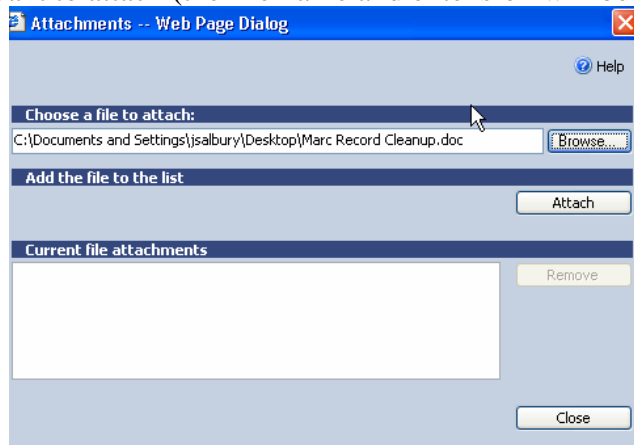


HOW TO ADD AN ATTACHMENT TO AN EMAIL


1. To add an attachment to a message you are composing, click on the **Add Attachment** button .
2. The **Add Attachment** window will launch.
3. Click on  to find the file you want to attach.

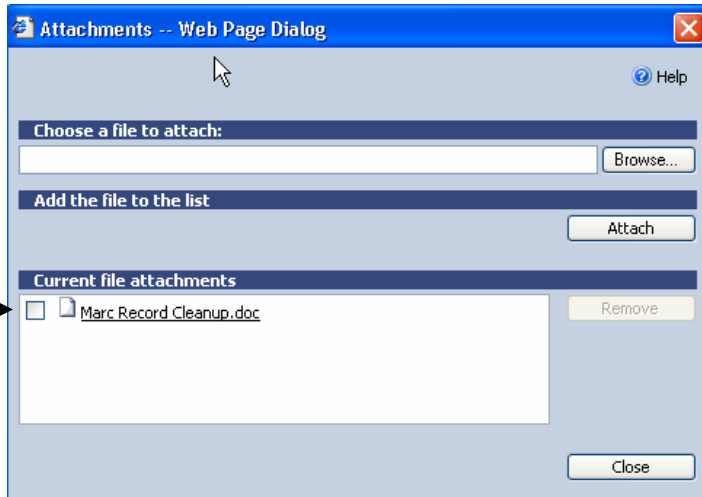


4. Once you have located the file you want to attach (the file name and extension will be displayed in the dialog box), click on .

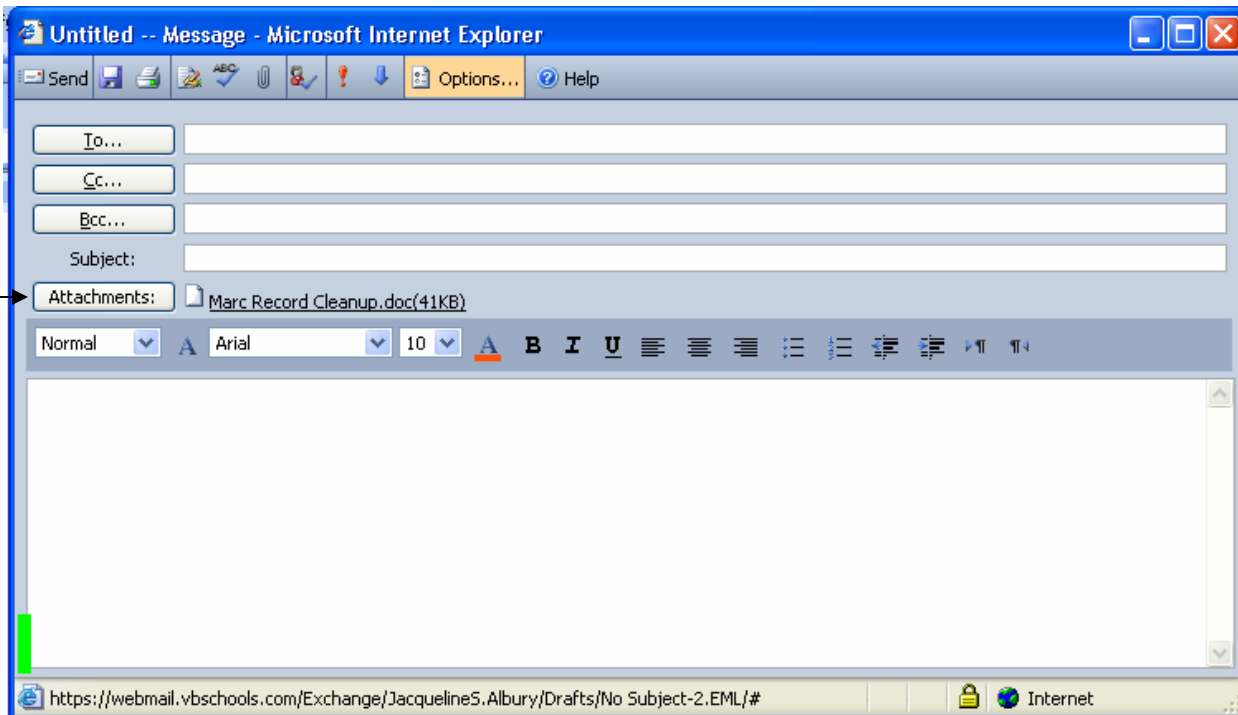


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5. Once the selected file shows in the Current file attachments window, click on the  button which will take you back to the compose email window.




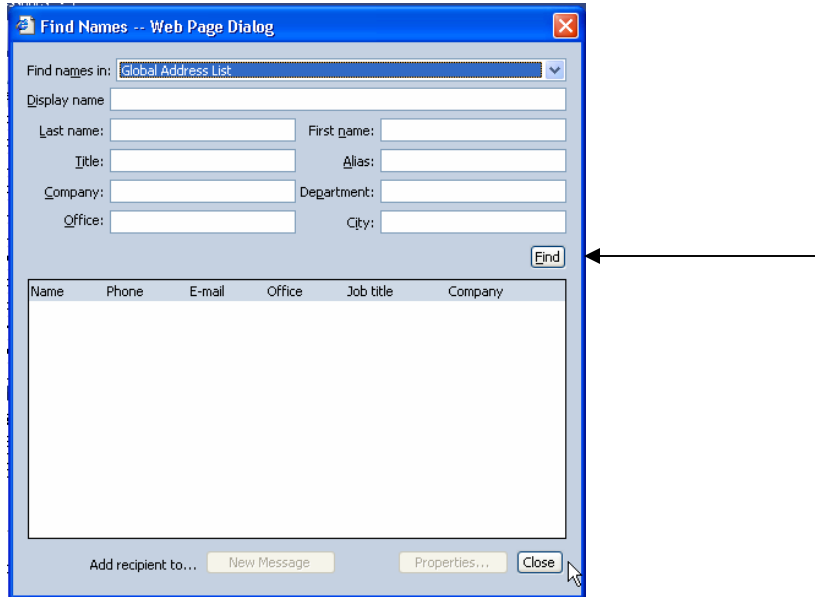
6. You should now see the document listed next to **Attachments**.



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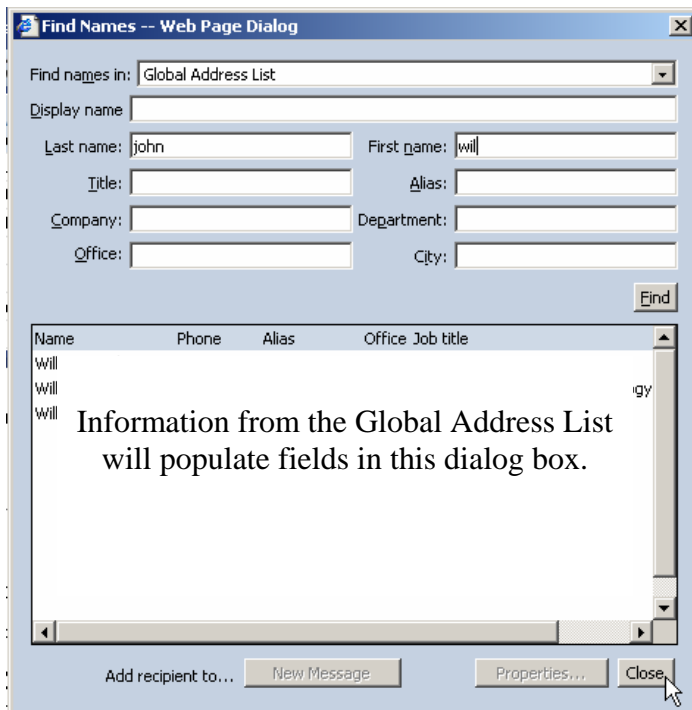
HOW TO FIND AN EMAIL ADDRESS WITH ONLY PARTIAL INFORMATION

1. To find the email address of a VBCPS employee click on the  button. This will launch the **Find Names** window. NOTE: The address book is accessible from most of the OWA folders. The **Find Names** utility will also launch if you click on any of the buttons (**To...Cc...Bcc...**) in a blank email.



Name	Phone	E-mail	Office	Job title	Company
------	-------	--------	--------	-----------	---------

2. Enter as much information as you have about the person you are trying to find. This will also work with partial first or last names. Once you have entered the information you have, click on **Find**.
3. The search results will display on the lower portion of the **Find Names** window.



Name	Phone	Alias	Office	Job title
Will				
Will				
Will				

Information from the Global Address List will populate fields in this dialog box.


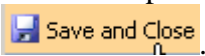
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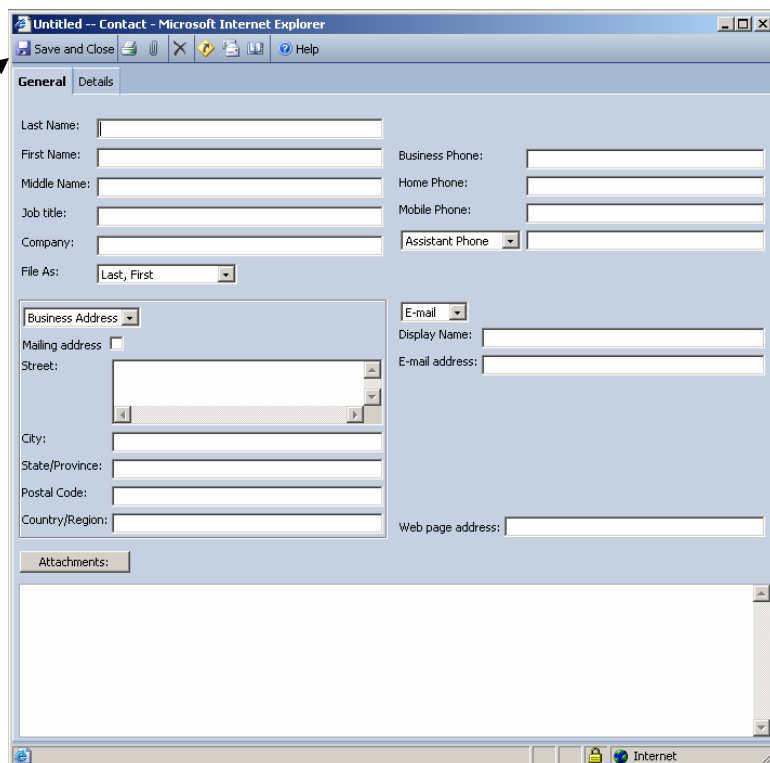
4. To send a message to an individual shown in the results pane, highlight the name then click on



5. A new message will open and the **Find Names** dialog box will close.
6. To add other individuals as recipients of this message, enter their name in the appropriate line in the message. (To...Cc...Bcc...) or click on the To...Cc...or Bcc... box to open the **Find Names** dialog box.
7. Search by entering information in the field of your choice.
8. Click on the name of the person you wish to add as a recipient then click To...Cc... or Bcc...
9. The recipient's name will be added to the original message.
10. Click **Close** to exit the **Find Names** dialog box.

HOW TO CREATE A NEW CONTACT

1. While in the **contacts folder** (see picture), click on 
2. The **New Contact** window will launch.
3. Enter as much information as desired. There are **NO REQUIREMENTS** on what you have to enter.
4. Once you have completed click on .

A screenshot of a web browser window titled "Untitled - Contact - Microsoft Internet Explorer". The window displays a form for creating a new contact. The form is divided into two tabs: "General" and "Details". The "General" tab is active and contains several input fields: Last Name, First Name, Middle Name, Job title, Company, File As (with a dropdown menu set to "Last, First"), Business Address (with a dropdown menu), Mailing address (checkbox), Street, City, State/Province, Postal Code, Country/Region, Business Phone, Home Phone, Mobile Phone, Assistant Phone (with a dropdown menu), E-mail (with a dropdown menu), Display Name, E-mail address, and Web page address. At the bottom of the form is an "Attachments:" section with a large empty text area. The browser's address bar shows "Internet".