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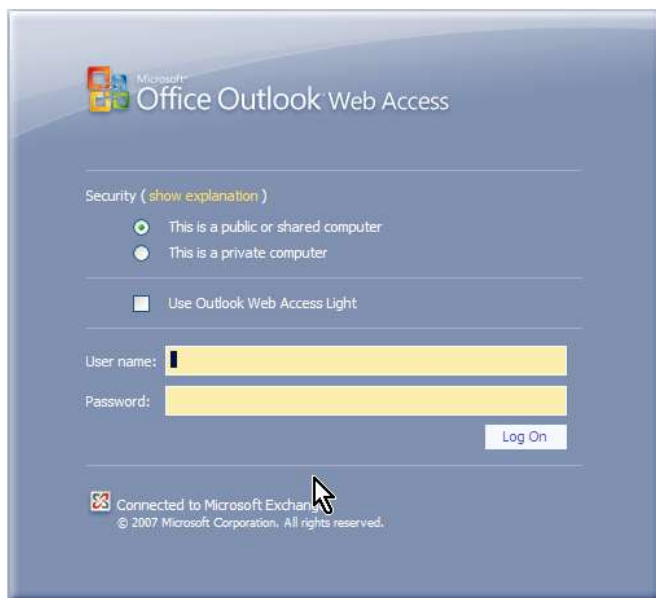
Exchange 2007 Outlook Web Access Email

Logging On

To access Outlook Web Access in a browser open <http://www.hollins.edu> and click on the gold icon



at the bottom right of the page.



From your home computer, select the option "This is a private computer". This will prevent your session from timing out after 15 minutes.

In a public place, choose "This is a public or shared computer". Your session will be logged out after 15 minutes.

For User name and Password, enter your Hollins network username and password.

Click Log On.

*** PC users have the option to use Outlook Web Access or Outlook Web Access Light. Mac users will automatically use Outlook Web Access Light. The following directions are for Outlook Web Access (full version).

To Display your Inbox

Click on the  icon on the Navigation pane

To Read a Message

Double click on the Subject of the message


To Create a New Message

Click  on the toolbar.


Type the address of the recipient/s into the To and CC boxes.

Click the Subject field and enter a subject


Click in the body of the message and type your message.

Click  to send the message.

Checking Spelling



Click  to check spelling. This icon is visible when you are creating a message.


Drafting a message

You can save a message that you are not ready to send as a draft by clicking on . The message will be saved in the Drafts folder in your Inbox. You can open it from there to later edit and send it.

Replying to an E-mail


Open or select the message


Click  Reply or  Reply to All.

Compose your message and click  Send to send it

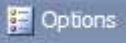
Forwarding a Message


Open the message.

Click  Forward and enter the address to which you want to forward the message.

Compose your message and click  Send to send it

Creating an E-mail Signature

Using Options , you can create a signature that will be automatically added to your email.

Click Options  (top OWA toolbar)

In the  **E-mail Signature** section, create your signature.

Check the box to automatically include your signatures on outgoing messages.

Click  Save at the top of the Options screen to save your signature.

Moving and Copying a Message


You can drag and drop a message from one folder to another.

Click on its subject.


Drag it on top of the folder where you want to put it and release it.









To select multiple messages, select the first message. Then hold down the Ctrl key and select other messages by clicking on them

Deleting A Message

To delete one message, select it and click the Delete button .


To delete multiple messages, select the first message, hold down the Ctrl key and select other

messages by clicking on them. Click the Delete button .

	Luke D. Vilelle	direct web link to my Outlook calendar
	Ellen M. Witt	issues on portal
	Cheryl Witt	Fw: Card Reader
	Margaret C. Airey	RE: Blackboard
	Jeffrey M. Hodges	Today @ Hollins - August 8, 2008
	Jeffrey M. Hodges	RE: Issues with personal announcements
	 Carol Peters Reed	Outlook Distribution Lists

Using Auto Reply

Use auto reply to notify people that you are not available to respond to their emails.

Click Options  and then Out of Office Assistant

E-Mail



Click Send Out of Office auto-replies.

Select the dates you want to send the out of office auto-replies.


Enter the message you want senders to receive. (You can have different messages depending on whether the person is inside or outside your organization).

You can choose to have the message sent to people within your organization, outsiders on your contact list, or all outsiders who email you during this time period.

Click on Save to save your message.

This document is in progress and will be appended to in the next few weeks.


Adding an Attachment

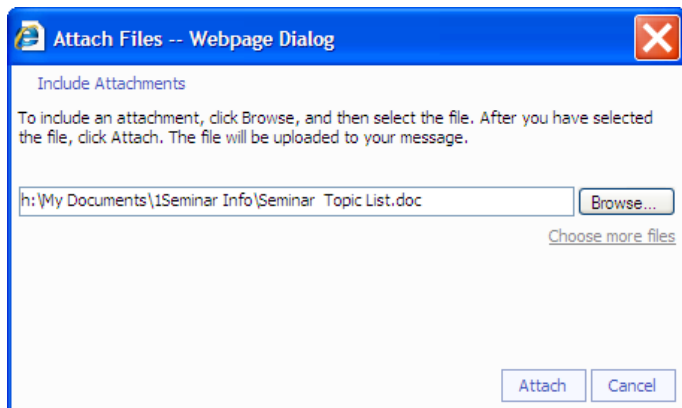
To add an attachment to an email, click on the attachment button .

Click browse  to find the file you want to attach.

Highlight the file and click Open.

If you want to attach additional files, click the Choose more files link.
When you're ready, to attach the files, click Attach.

If you want to add more than 3 attachments, click the  button again and repeat this process selecting up to 3 files and then pressing Attach.



Opening an Attachment

To open an attachment, click on its name next to **Attachments:**.

Sent: Friday, August 08, 2008 11:37 AM
To: Ellen M. Witt
Attachments:  [8x10-proof.pdf \(2 MB\)](#) [Open as Web Page]

You will see the option to save the file or open it.


If you have a viewer for the file or the application that created it, clicking on Open will open it.

If you don't have a viewer or the application that created it, you can still save the file.

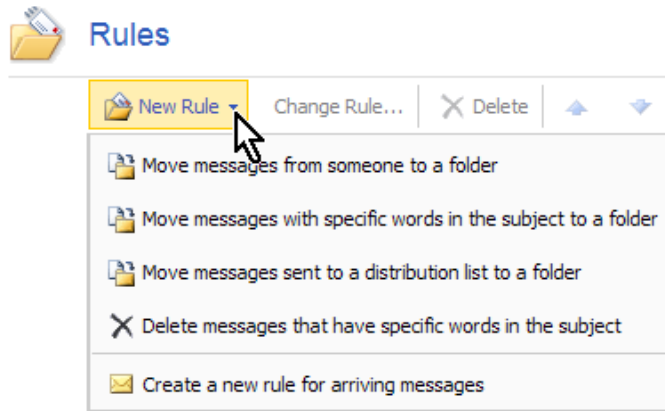
Another option if you don't have the viewer is to click on the [Open as Web Page] link. This will open a read only version of the document.

Creating Rules

You can manage your email messages by using rules to automatically perform actions on incoming messages. After you create a rule, Outlook Web Access applies the rule to messages that arrive in your Inbox.

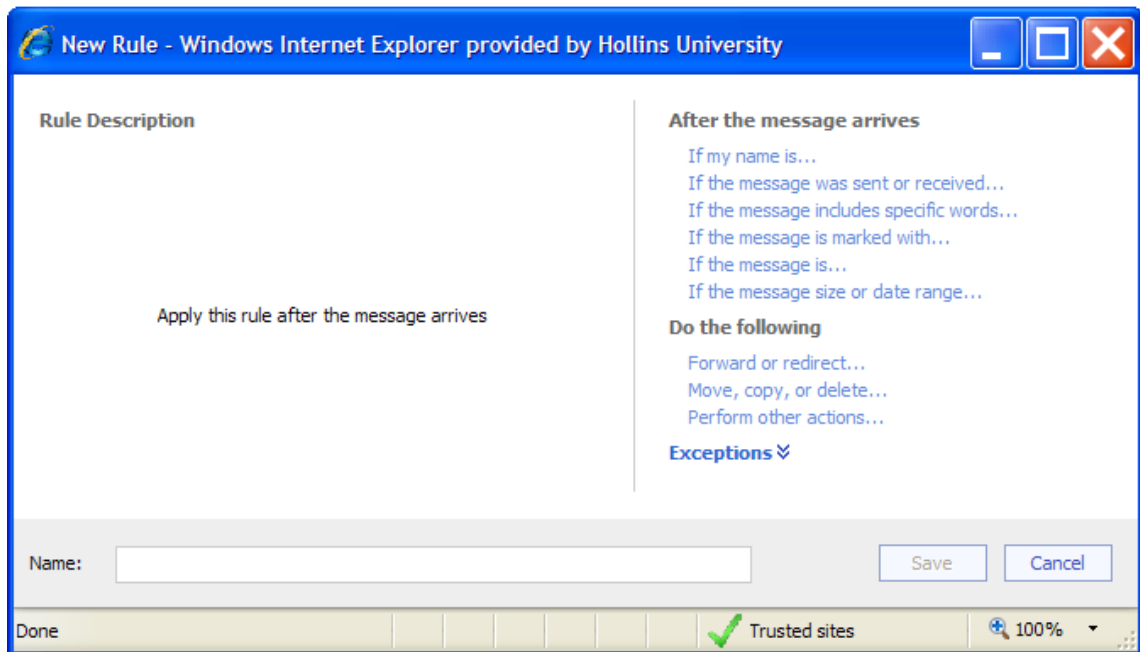
1. Click on Options  near the top right of the OWA screen
2. Click Rules in the Navigation Pane to the left.
3. When the Rules screen opens, click New Rule.

4.



5. Select the appropriate choice from the drop down list of options. If the top 4 options aren't appropriate, select Create a new rule for arriving messages.

6. In the Rule Name field, type a name for the rule.



7. Under the **After the message arrives** section, specify one or more of the conditions.

8. Under the **Do the following** section, select what to do with the message if it meets the conditions you selected.

Note : To forward the message to someone, select Forward it to, and then type the users email address or distribution list name in the adjacent box. Separate two or more entries with a semicolon (;).

9. Click Save and Close.

Forwarding your E-Mail to another E-mail Address

Create a rule to send email to another address after the message arrives. Use the steps in the previous topic to do this.