

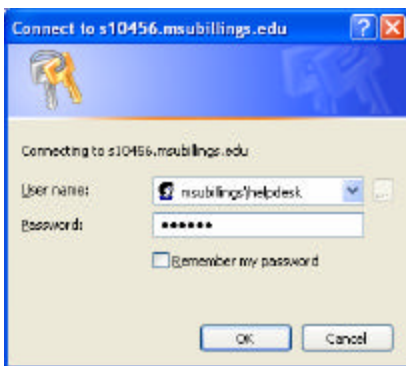
# Outlook Web Access Instructions

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To access your MSU-Billings Exchange 2000  
(username@msubillings.edu) e-mail account from the web:

## To Login to your Outlook Web Access (OWA) E-Mail

1. Open your web browser to the MSU-Billings Home Page at <http://www.msubillings.edu> click on Faculty/Staff, then under Quick Links, click on E-Mail - check it on the web , then click on Main Campus Employees. OR, open your web browser and type in this address: <http://s10456.msubillings.edu/exchange>
2. You will NO LONGER see the yellow Outlook Web Access screen, but you will get *EITHER* a new window that asks for your username and password, OR a new window that will ask you for your username, password and domain. It is very specific and the information must be entered correctly or you will not be able to access your mail



In this example:

In the username, type in msubillings\*username*

NOTE: your username is generally the first part of your e-mail address before the @ sign.

Type in your e-mail/login password and press enter or click on OK

OR



In this example:

In the username, type in *username*

NOTE: your username is generally the first part of your e-mail address before the @ sign.

For password, type in your e-mail/login password

For domain, type in msubillings

Press enter or click on OK

If you click cancel at this point, you will get the following error: Error. Access is denied.

If you type your username and/or password incorrectly, it will come back up and ask you for your username and password. If you try 5 times unsuccessfully to enter your username and password, you will be locked out of your account for 5 minutes.

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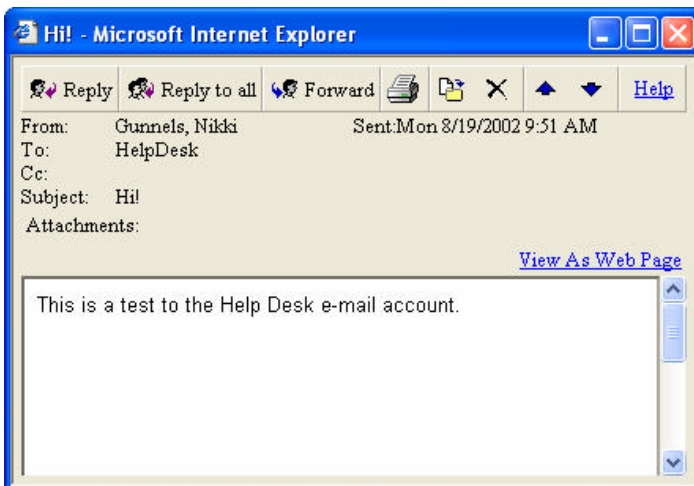
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## To read mail

To read e-mail, double-click on the e-mail message. It will open a new window. New mail will always show up in boldface type. **IMPORTANT:** Some e-mail messages you receive may contain a link in the heading that reads **View as Web Page**. When you see this link, it means the original message contained elements that Outlook Web Access filtered out because they pose a potential security risk. These elements include Java applets and ActiveX controls. Click the link to view the message, in its unfiltered form, in a *separate browser window*. Before the message opens, you will receive a warning message about the potential security risk of viewing such content.

## To reply or forward mail

To reply just to the sender, click on Reply. To reply to all persons who received the email, click on Reply to all. To forward to the mail to someone who did NOT receive the e-mail, click on Forward. When you have finished composing your new message, reply, or forward, on the message toolbar, click **Send**. When the message has been sent, the message window will close and you will be returned to the folder you were working in.



## To create a new e-mail

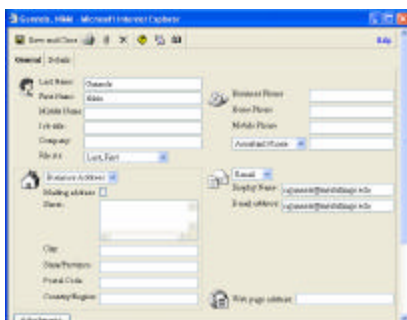
Messages are created in the New Message form. **Note** This is the same form Outlook Web Access provides for replying and forwarding messages. When replying to and forwarding messages, the heading information (To, From, and Subject) is already filled out for you.


To open the New Message form, in Inbox, on the toolbar, select **New**.

When you have finished composing your new message, reply, or forward, on the message toolbar, click **Send**. When the message has been sent, the message window will close and you will be returned to the folder you were working in.

## To send a new e-mail to someone from your contacts

From within Outlook Web Access, click on Contacts from the left hand side menu. You will get a list of all your contacts. Double click on who you want to send an e-mail. You will get a window similar to the following:



Click on the  icon to send mail to contact. You will now get a new e-mail addressed to that contact.

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### To send a new e-mail to someone in the global address book

Messages are created in the New Message form. To open the New Message form, in Inbox, on the toolbar, select **New**. A new e-mail message window will open. Click on **To**. You will get this window:

You can type in different things depending on what you want. You can type the person's last name in Last Name. It will show everyone with that particular last name. You can do the same with First Name, or Department.

Highlight the name of who you want to send to and click on Add recipient to To | Cc | or Bcc.


Click on close. You now have an e-mail message addressed to who you just chose.


When you have finished composing your new message, reply, or forward, on the message toolbar, click **Send**. When the message has been sent, the message window will close and you will be returned to the folder you were working in.


**NOTE: Exchange 2000 Outlook Web Access NOW SUPPORTS Distribution Lists!**

### To delete e-mail

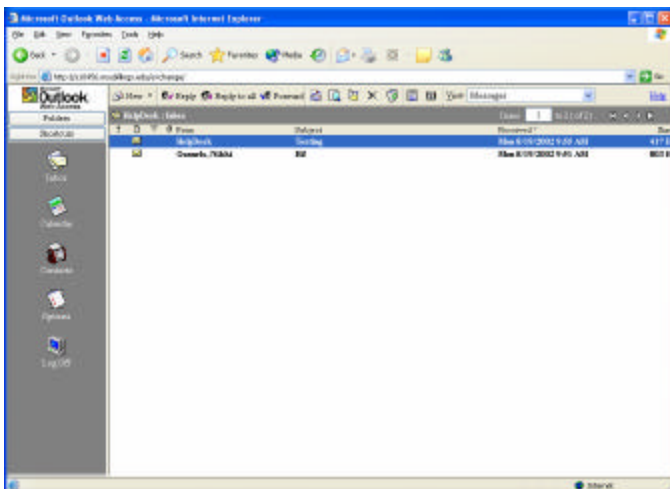
To delete e-mail messages, you can either:

In your inbox, highlight which message you want deleted and click on the  (delete) button from the main toolbar. This will move the item to the deleted items folder.

If you are reading a message, and it is displayed in its own window, you can also click on the  (delete) button from the current e-mail message toolbar. This will move the item to the deleted items folder.

To empty your trash, you will need to click on the  **Empty deleted items folder**. This will permanently delete your deleted items folder.

### The Outlook Web Access (OWA) Views



By Default, when you open your Outlook Web Access, it will look similar to this window:

You can click on different views according to your needs. To change the views on your Outlook Bar

The inbox, calendar, contacts, options and log off are what's included by default. (Shown here on the extreme left of the screen in the gray.)

This example is the Shortcut View

# Outlook Web Access Instructions

## The Outlook Web Access (OWA) Views continued

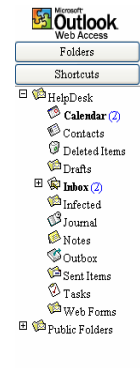
### Default View (Shortcuts)



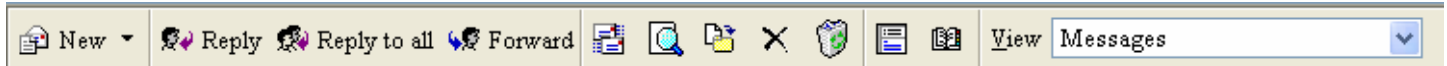
Note: If you see a + sign, it means that there are subfolders. You can click on the + sign and you will see the subfolders.

Also, if an item is bolded in the Folder's view, it means that there are unread items there.

### Folders View



## What do all the icons mean?

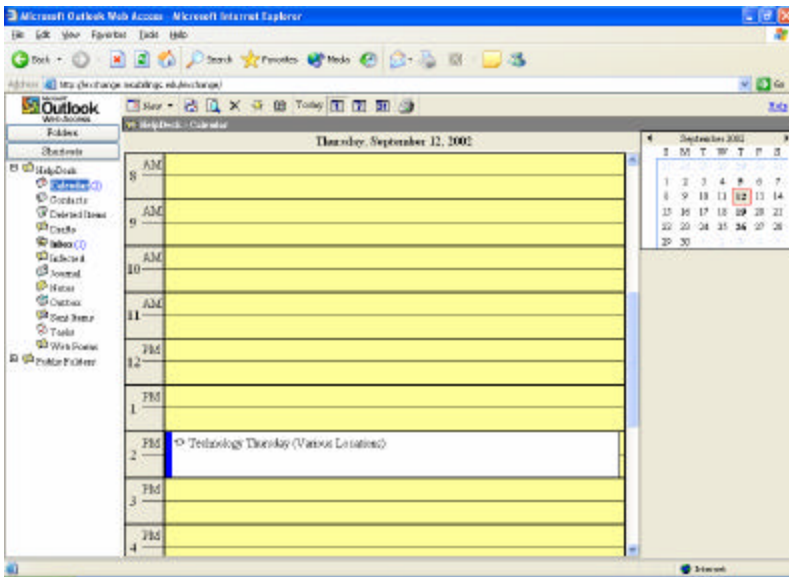


	Here you can create a <b>new</b> : folder, appointment, contact, distribution list, post in this folder, or folder.
	If you click on this, you will <b>reply</b> to the sender only of whichever e-mail message is highlighted. A new e-mail window will open.
	If you click on this, you will <b>reply to all</b> the recipients of whichever e-mail message is highlighted. A new e-mail window will open.
	If you <b>forward</b> a message, your message will open a new window and you can type the e-mail address of where you want to forward your mail.
	<b>Check for new messages.</b> Refresh or Reload does the same thing; it will check to see if you have new e-mail on the server.
	<b>Search,</b> A tool that allows you to search in your inbox for subject or body words or phrases, or allows you to search by From or Sent To.
	<b>Move.</b> This allows you to move or copy an e-mail into a specific folder.
	<b>Delete,</b> This will move the current e-mail message into the deleted items folder. (NOTE: This will not empty your trash!)
	<b>Empty deleted items folder.</b> This will permanently delete your deleted items folder.
	<b>Show / Hide preview pane</b>
	<b>Address Book</b> Allows a user to search names in the Global Address List.
	<b>View</b> Sort your views by Messages (by default), Unread Messages, By Sender, By Subject, By Conversation Topic, Unread By Conversation Topic, Sent To

# Outlook Web Access Instructions

## Using the Calendar

Click on Calendar on the left hand side menu. You will get a window similar to this



## Views on Calendar

There are three different views. By default, it shows up as daily. You can also view your calendar by week or by month.

What the icons mean:




New ▾ Message Appointment Contact Distribution List Folder	<b>Create New:</b> Message, Appointment, Contact, Distribution List, Folder
	<b>Check for new messages</b>
	If you click on this you will <b>search</b> your calendar
	<b>Delete</b> the highlighted calendar event/meeting
	<b>View Reminders</b>
	<b>Address Book</b>
Today	Click on this icon to <b>go to Today on the calendar</b>
	Click on this icon to <b>Switch to daily view</b> calendar
	Click on this icon to <b>Switch to weekly view</b> calendar
	Click on this icon to <b>Switch to monthly view</b> calendar
	<b>Print</b>

## Outlook Web Access Instructions

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### *Creating Appointments*

To create a new appointment:

- (1) In Calendar, click **New** on the toolbar. 
- (2) In the **Subject** field, type a brief description of the appointment.
- (3) In the **Location** field, type the place where the appointment occurs.
- (4) In the **Start Time** and **End Time** drop-down lists, select the appropriate dates and times.
- (5) In the **Show time as** drop-down list, choose how you want your schedule to appear for the duration of the appointment. Your selection (**Busy**, **Tentative**, **Free**, or **Out of Office**) is what others will see when they view your schedule.
- (6) If necessary, type any additional information in the space provided, such as a list of necessary materials to take to the meeting.
- (7) Click **Save and Close**.


### *Modifying Appointments*

If information about an appointment has changed since it was created, you can modify it.

- (1) To open the appointment, on your calendar, double-click it. **IMPORTANT:** If you are going to change the recurrence interval of an appointment, when prompted by Outlook Web Access, you must choose **Open the series**. If you choose **Open this occurrence**, you will not be able to change the recurrence interval.
- (2) To change the subject or location of the appointment, type new text in the appropriate boxes.
- (3) To change the date and time of the appointment, in the **Start Time** and **End Time** drop-down lists, change the start and end time of the new entries.
- (4) Click **Save and Close**.

### *Requesting a Meeting*



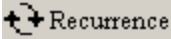


To send a meeting request to one or more people.

- (1) In Calendar, click **New** on the toolbar.
- (2) Click **Invite Attendees** on the Appointment toolbar. 
- (3) In the **Required** and **Optional** fields, type the names of the people you would like to receive this meeting request. **Tip:** When adding names to your meeting request, you can type in the person's name, or click the **Required** or **Optional** buttons. This will open the **Find Names** dialog box, which allows you to search through your organization's global address list for a particular person.
- (4) You can click **Resources** to search for resources in your organization as well. Once you locate a person in the **Find Names** dialog box, their name can be added directly to your meeting request.
- (5) By default, the **Request Responses** check box is selected. If you do not want your meeting request recipients to send you their responses, click to clear this check box.
- (6) In the **Subject** field, type the meeting's topic.
- (7) In the **Location** field, type the location where the meeting is to be held.
- (8) In the **Start Time** and **End Time** drop-down lists, select the appropriate dates and times. On the toolbar, click the **Recurrence** button if this meeting is going to take place on a regular basis.
- (9) In the **Show time as** drop-down list, choose how you want your schedule to appear for the duration of the meeting. Your selection (**Busy**, **Tentative**, **Free**, or **Out of Office**) is what others will see when they view your schedule and the schedules of all attendees.
- (10) In the message text area, type any message you want to accompany your meeting request, and then click **Send**.

Each potential attendee is sent a meeting request, and the new meeting is added to your schedule. Every person who receives your meeting request can choose to accept or decline it.

## Requesting a Meeting, continued

The toolbar provides the following options:

Button	Description
	This button allows you to <b>attach a document</b> or other relevant material to the meeting request.
	Use these buttons to assign high or low <b>importance</b> to the meeting.
	Use this button to set a <b>recurrence interval</b> for the meeting.
	Use this button to resolve an e-mail alias you typed in the <b>Required</b> or <b>Optional</b> fields. If Outlook Web Access doesn't recognize a recipient, the <b>Find Names</b> dialog box will open.
	Use this button to prevent a meeting invitation from being sent. You will still be able to use the form to create an appointment for yourself.

## Options

You can customize Outlook Web Access with features that can be performed automatically, such as telling people you're out of the office whenever they send you a message, or adjusting your appointments to local time while you are traveling.

To set Outlook Web Access options:

On the Outlook Bar, click the **Options** icon. It may be necessary to first click the Outlook Bar's **Shortcuts** tab.

**Out of Office Assistant.** This option generates automatic replies to e-mail you receive while away. Each time you activate the Out of Office Assistant, Outlook Web Access will only send an automatic reply to someone the *first time* they send you a message.

To enable the Out of Office Assistant, click **I'm currently out of the office**, and then in the text box, type a message people will receive when they send you e-mail while you're away.

To disable the Out of Office Assistant, click **I'm currently in the office**.

To enable voice and video messaging on your computer, under **E-mail**, click **Download**. This will install the necessary components on your computer from an Exchange server. Once you perform this action, you will no longer see the **E-mail** field.

**Date and Time Formats.** Use the following drop-down menus to select your preferred format for various time and date displays. Also use this section to configure Outlook Web Access for the local time zone.

Short Date Style

Long Date Style

Time Style

Current Time Zone

**Note:** The options provided in this section may vary, depending on the language configured for Internet Explorer. Outlook Web Access uses the browser language setting to provide region-specific options.

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### *Calendar Options:*

Use the **Week begins on** drop-down menu to set the day your calendar will display as the beginning of the week.

Use the **Day start time** and **Day end time** drop-down menus to set the times Outlook Web Access will display for each business day.

### **Contact Options:**

Select **Global Address List** to use your organization's address book as the first place to search, such as when you are looking for names in the **Find Names** dialog box.

Select **Contacts** to use your personal contacts.

### *Exiting Outlook*

**IMPORTANT:** After you finish using Outlook Web Access, be sure to **close your browser!** If you do not close Internet Explorer, there is no guarantee that your session is closed.

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### Exiting the e-mail program



Click the button labeled "Log Off" in the lower left corner of the screen to exit your account. For security reasons, you must also close the web browser so that others do not have access to your e-mail. To close the web browser, click the "X" in the top right corner of the screen if you are using a Windows computer; click the box in the top left corner of the screen if you are using a Macintosh. **IF YOU DO NOT FOLLOW THIS PROCEDURE, THE NEXT PERSON WHO USES YOUR COMPUTER WILL HAVE FULL ACCESS TO YOUR E-MAIL.**