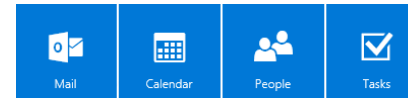


## Outlook Web Access - Basics

Below is a screen shot of what your mailbox looks like when you log in to Outlook via the Internet. Just as in GroupWise, there are differences between the client version which you will access from a computer in the district and the Internet version.

Applications can be accessed by clicking on the “waffle”, **circled in red**, located in the upper left corner.

- Mail – view pictured below
- Calendar
- People – formerly called Address book
- Tasks – formerly a part of calendar



Answering the email – The default choice is reply all. This may not always be your choice. For additional options, click the drop down arrow, **circled in purple**. This is where you will find

- Reply – answering just the person who sent the email
- Forward
- Print, Etc

Settings can be changed by clicking the gear in the upper right, **circled in green**. More on this in additional cheatsheets

Additional Menu choices are at the top of each application. The choices for Mailbox are **outlined in blue** below.

Sign out by clicking the person shape in the upper right **outlined in yellow**

A screenshot of the Outlook Web Access interface. The top navigation bar is dark blue with a 'waffle' icon circled in red on the left and a bell, gear (circled in green), question mark, and user profile icon (outlined in yellow) on the right. Below the navigation bar is a search bar and a menu bar with options like 'New', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', and 'Categories', all outlined in blue. The main content area is split into three panes. The left pane shows a 'Favorites' list with 'Inbox' selected and 74 items. The middle pane shows an 'Inbox' list with several email entries, including 'Success: GB Mass Synch' and 'Parchment HelpDesk'. The right pane shows a detailed view of an email from 'mkovach@parchment.k12.mi.us' with a subject 'Success: GB Mass Synch'. The email body contains a list of schools. A purple circle highlights the 'Reply all' dropdown arrow. A white arrow points from the text 'This is the Reading Pane' to the email content area.



**New** – Click this to create a new mail message or calendar event

**Delete** – Click to delete any messages you have selected. Clicking the checkbox on the first item you want to delete and then holding the **shift key** down while clicking the checkbox of the last email also selects all of the messages in the middle.

**Archive** – Archiving email messages can save space and the time it takes to scroll through old messages, while allowing you to retain the email messages. If the email has an attachment and what you really want is the attachment, save the attachment on your home directory, not in your email.

**Junk** – this feature identifies sites you consider to be junk and puts them in your junk folder instead of your inbox

**Sweep** – Allows you to create a rule to block emails from senders you want to block

**Move to** – You can drag and drop message you want to save and organize into a folder in your cabinet. You can also use move to do this or use move to select messages from a specific sender and send them to your cabinet.

**Categories** – You can apply color to items in your Mail, Calendar, People, Tasks, and Notes. In other words, you use categories to label your messages and related items, so that you can organize and track them quickly.

**...** – Additional options are available by selecting a message and clicking the dots. These are pictured on the menu to the right.

