

Outlook Web Access Email



Information Technology Services

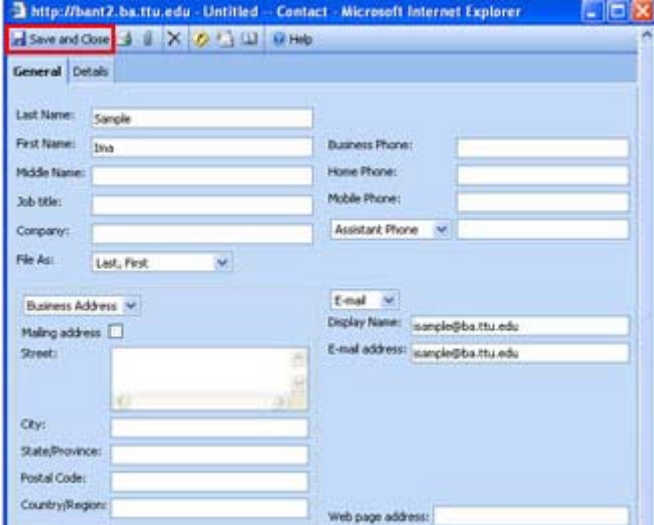
Helpdesk

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Adding a New Contact

To view your contact list, click the contact folder tab. To add a contact, hit the "Add New Contact" icon. This will bring up a new window (right). Proceed to enter in information about your new contact (e.g. Job Title, E-Mail Address, Mailing Address, et cetera). Once you are finished, save your contact by hitting the "Save And Close" icon (highlighted in red).

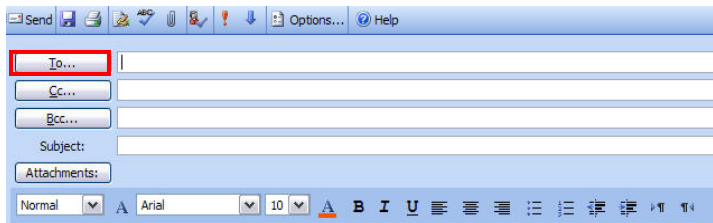


The screenshot shows a web browser window titled "http://bant2.ba.ttu.edu - Untitled - Contact - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays a contact form with two tabs: "General" and "Details". The "General" tab is active. The form contains several input fields and dropdown menus. A red box highlights the "Save and Close" button in the top-left corner of the form. The form fields include:

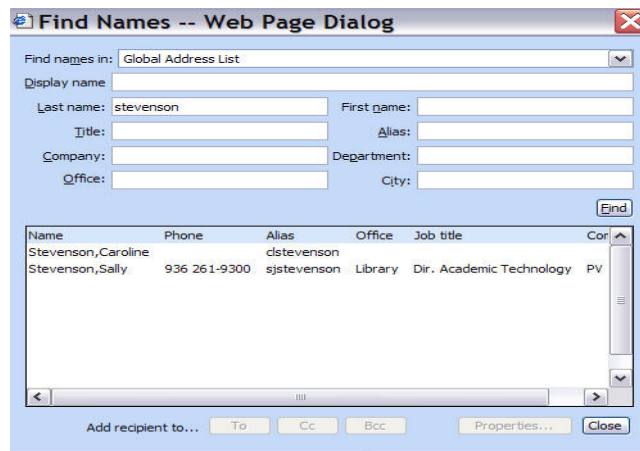
- Last Name: Sample
- First Name: Isha
- Middle Name: (empty)
- Job title: (empty)
- Company: (empty)
- File As: Last, First
- Business Address: (dropdown menu)
- Mailing address:
- Street: (text area)
- City: (text field)
- State/Province: (text field)
- Postal Code: (text field)
- Country/Region: (text field)
- Business Phone: (text field)
- Home Phone: (text field)
- Mobile Phone: (text field)
- Assistant Phone: (text field)
- E-mail: (dropdown menu)
- Display Name: sample@ba.ttu.edu
- E-mail address: sample@ba.ttu.edu
- Web page address: (text field)

Using Contacts

To send an e-mail to someone in your contacts, click on the **To...** icon (highlighted in red).




This will bring up a new window titled **Find Names**. Enter the parameters for which you wish to search in the appropriate fields (e.g. search for people with Stevenson as their last name). Once you find the person for whom you are looking, highlight their name and hit add them to whichever field you wish (e.g. "To", "Cc", or "Bcc").

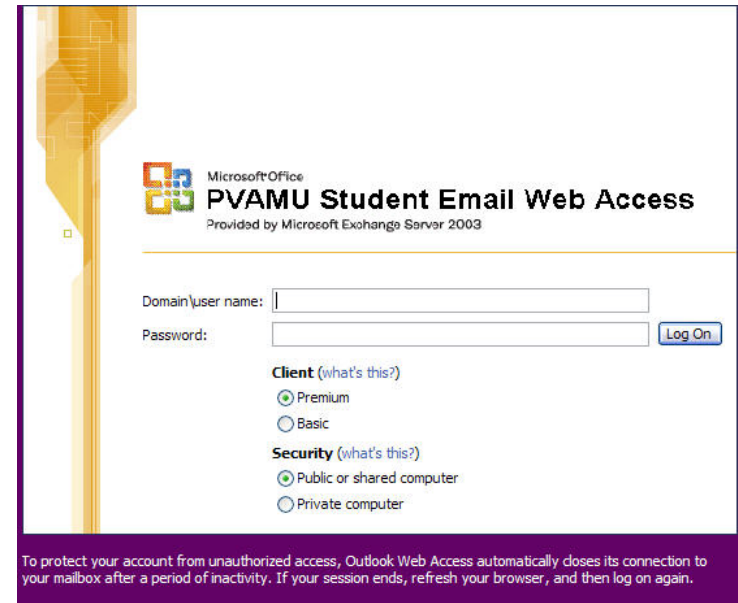


This is an example of using the "Find Names" window to locate a contact.

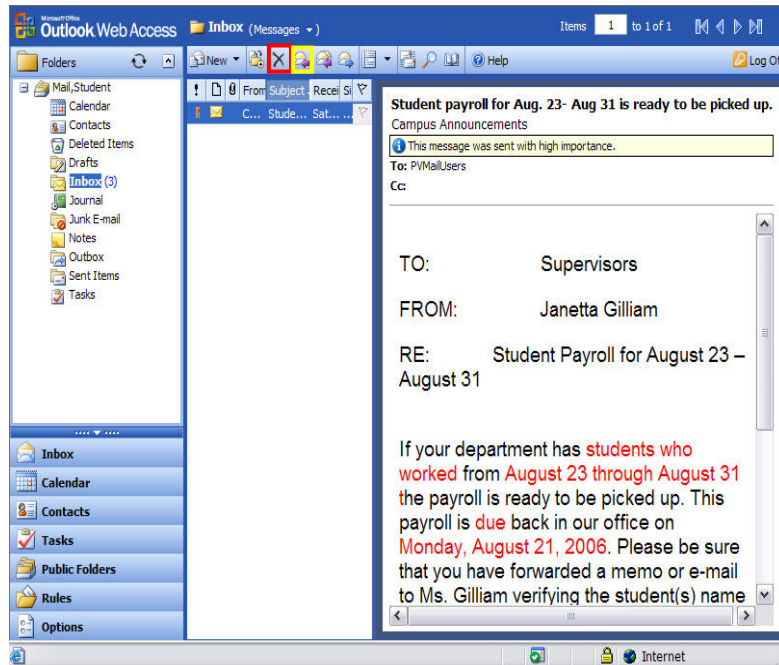
Use the following instructions to access your E-mail, calendar, and other Outlook features from remote locations via the Web.

Logging On

1. Establish an Internet connection
2. Open your Web browser
3. In the address line, enter the following address:
<http://pwamu.edu>
4. Click on Panther Email. 
5. In the "User name" field, enter your username
6. In the "Password" field, enter your password.



Reading E-Mail

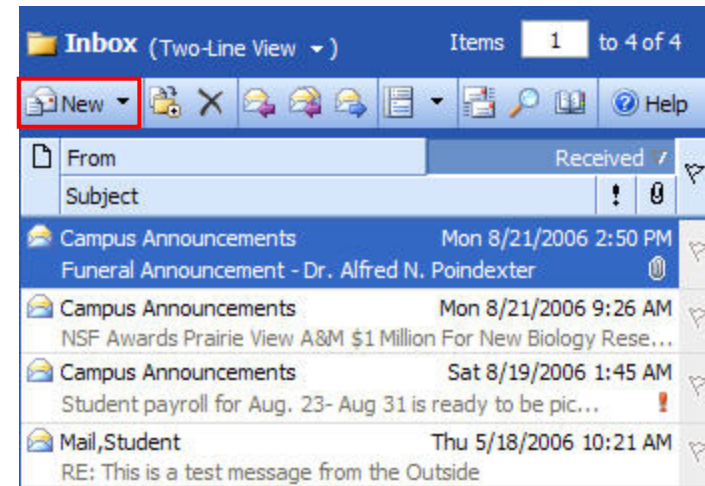


This is what the main Outlook Web Access window looks like.

Read your e-mail by double clicking on the highlighted message. Reply to an e-mail by hitting the reply icon (highlighted in yellow). When you are finished with an e-mail that you will not need to access again, you may want to delete it using the delete icon (highlighted in red). Doing this will remove the selected message(s) from your Inbox. Empty your "Deleted Items" folder to completely remove all deleted items from the server.

Composing Mail

To send a new e-mail, click the **New** icon on the toolbar (highlighted in red). This will open up a new window in which you can compose your new mail message.



This is the toolbar for composing new messages. From left to right: send, save, print, insert signature, spell check, add attachment, check names, high priority, low priority, options, help.