How to Use Outlook Web App 2010 (OWA)

Overview
This document is intended to briefly introduce you to Outlook Web App (OWA) Web-Email 2010 and outline the main new features of OWA 2010.

The Outlook Web App 2010 allows you to access WEST LA COLLEGE email and calendar from any computer that has Internet access via a web browser. The “Premium” features are compatible with Internet Explorer, Mozilla Firefox, Apple Safari and Google Chrome.

Logging In to OWA
On the main college home page, click on Faculty/staff link; the OWA email link is on the middle of menu panel of the page. You can access to OWA directly at this link: https://netmail.wlac.edu

- Click on This is a public or shared computer option if you are not using your work or home computer.
- Click on This is a private computer if you are using your work or home computer.
- Enter your User name and Password
- Click the Sign in button

OWA Light vs. Premium Option
By default, you will receive the Premium version interface. The Premium comes closest to the replicating the actual Microsoft Office Outlook experience, with some right-click functions and access to the full features. The Premium option required Internet Explorer 7 and above, Firefox 3 and above, Safari 3 on a Mac, and Google Chrome 5 and above.

The Light interface comes with basic features of OWA. Select the Light interface if you are not using one of the browser versions listed above or you have checked the “Blind and low vision experience” option in OWA.

Although the Light interface has fewer features, you may want to use it if you have a slow Internet connection.

The first time you access Outlook Web App, a second screen will appear. You will be asked to confirm the language and time zone. English language and Pacific Time Zone were configured as default. It is safe to click on the OK button to proceed to the main OWA screen.

Note: If you select the checkbox for “Use the blind & low vision experience”, it will enable the light version of OWA that provides fewer features (see above explanation).

Important Note: We do not recommend to select the “Use the blind & low vision experience” in a second screen.
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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Navigation Pane</strong></td>
<td>The Navigation Pane allows you to select individual folders of your Outlook email (Inbox, Contacts, Calendar, Draft, Sent Items ... )</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Message Pane</strong></td>
<td>The Message Pane lists the messages of the current selected folder in Navigation Pane.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Reading Pane</strong></td>
<td>The Reading Pane lets you view the current selected message in Message Pane.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Tool Bar</strong></td>
<td>Tool bar contains all basic options required to use email: <strong>new</strong>, <strong>delete</strong>, <strong>move</strong>, <strong>filter</strong>, and <strong>view</strong></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Refresh</strong></td>
<td>To check the server for new coming messages.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Conversation Date</strong></td>
<td>Subject lines are currently viewed by date. Click on the <strong>conversation date</strong>, a sub menu displays additional view options.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>Sign Out</strong></td>
<td>To logout the OWA, click on <strong>Sign Out</strong> button</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>Options</strong></td>
<td><strong>Options</strong> button allows users to personalize and customize email options. Examples: <strong>change password</strong>, <strong>create inbox rules</strong>, <strong>create an out-of-office message</strong>, or <strong>select a theme</strong>.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>Online Help</strong></td>
<td>For full documentation on OWA, click on the question mark icon and select <strong>Help</strong>.</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>Conversation View</strong></td>
<td>Conversation view is a new feature in Microsoft Outlook and in Outlook Web App 2010. The conversation view groups messages from a single conversation, or subject line, together. These messages are then moved and deleted as a whole. A new message that is part of a deleted conversation is sent directly to the delete item folder. <strong>See next page for how to turn off the conversation feature.</strong></td>
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<td><strong>11</strong></td>
<td></td>
<td>A single conversation identified by an envelope icon.</td>
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<td><strong>12</strong></td>
<td></td>
<td>A group of conversations identified by a small triangle at the top level.</td>
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Turn off the Conversation View:

Conversation view in MS Outlook client and in Outlook Web App 2010 is enabled by default. You can easy turn it off if you don’t find Conversation View to be of any value.

Turn off the Conversation View in Outlook Web App (OWA) 2010:
- Click on the Conversations by Date
- Uncheck the Conversation

Turn off the Conversation View in Microsoft Outlook client:
- Click on View
- Uncheck Show as Conversation

Create a folder in Outlook

1. On the Folder tab,
2. click New Folder.
3. Type in the Name for the folder.
4. In the Select where to place the folder list, click the Inbox location for the new folder. The new folder will become a sub folder
5. Click OK.
Create a folder in Web-Email

Change Password
Eliminate and block Junk, certain emails

Right click at the message

Add Sender to Blocked Senders List
Add Sender to Safe Senders List
Add Sender's Domain to Safe Senders List

Real homebuyers
The My New Home® YouTube
Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.

- Don't send automatic replies
- Send automatic replies

Send replies only during this time period:

- Start time: Tue 4/22/2014 5:00 AM
- End time: Thu 5/1/2014 9:00 PM

Send a reply once to each sender inside my organization with the following message:

Hi, I'll be on vacation from 4/22/2014 to 5/1/2014. Please send your request to Larry Rowell. Thank you and God bless, Tracy

Send automatic reply messages to senders outside my organization

- Send replies only to senders in my Contacts list
- Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Hi, I'll be on vacation from 4/22/2014 to 5/1/2014. Please send your request to Larry Rowell. Thank you and God bless, Tracy
E-Mail Signature

Outlook Web App

Mail > Options > Manage Myself

Account
Organize E-Mail
Groups
Settings
Phone
Block or Allow

E-Mail Signature

Tracy Pham
Info. Tech. of WLAC

Automatically include my signature on messages I send

Message Format:

- Always show Bcc
- Always show From

Compose messages in this format: HTML

Choose message font:

Tahoma

Simple Text

Options

Set Automatic Replies...
Change Your Password...
Create an Inbox Rule...

See All Options...

Read Receipts
Choose how to respond to requests for read receipts.
- Ask me before sending a response
- Always send a response
- Never send a response

Reading Pane
Choose when items should be marked as Read.
- Mark the item displayed in the Reading Pane as Read
- Wait 5 seconds before marking the item as Read
- Don’t automatically mark items as Read

Conversations
Sort messages in the conversation Reading Pane in this order:
- Newest message on top
- Newest message on bottom

Choose when to sort the messages in List View in an expanded conversation:
- Match the sort order of the Reading Pane
- Show the conversation tree
- Hide deleted items

7 | Page
HOW TO ARCHIVE YOUR EMAIL MESSAGES
On a PC using Outlook 2007 or 2010 (1 of 2 pages)

HOW-TO CREATE A PST (PERSONAL STORAGE) USING OUTLOOK 2007 OR 2010

In the top left of Outlook, click on “File”.

Click on the Account Settings drop down, and then click “Account Settings…”
In the window that pops up, click the second tab "Data Files”.

Click on the “Add…” icon, and then give your PST file a name (they call it “Outlook Data File, which makes much more sense to end users), choose where it goes, and then hit “OK”. By default in Windows 7, it goes into your My Documents folder into a folder called “Outlook Files”.

Close the Account Settings window, and you will be back to the main Outlook window. Your new PST (Outlook Data File) will be over on the left, and you can create new sub folders and drag mail into them.