

Outlook Web Access



The Outlook 2003 Web Access Interface

The Outlook 2003 Web Access interface consists of three parts: the **Navigation Pane**, the **View Pane**, and the **Reading Pane**.

- Use the Navigation Pane to access the different areas of your account: Inbox, Calendar, Tasks, Contacts, etc.
- Use the View Pane to see a listing of your messages, tasks, or meetings.
- Use the Reading Pane to read messages.

The screenshot shows the Outlook 2003 Web Access interface with three main panes: Navigation Pane, View Pane, and Reading Pane. Red arrows point to various buttons and elements:

- New**: Points to the 'New' button in the View Pane toolbar.
- Reply & Reply to All**: Points to the 'Reply' and 'Reply to All' buttons in the View Pane toolbar.
- Forward**: Points to the 'Forward' button in the View Pane toolbar.
- Address Book**: Points to the 'Address Book' button in the View Pane toolbar.
- Navigation Pane**: Points to the left sidebar containing 'Folders', 'Inbox', 'Calendar', 'Contacts', 'Tasks', 'Public Folders', 'Rules', and 'Options'.
- View Pane**: Points to the central list of messages with columns for 'From', 'Subject', 'Received', and 'Size'.
- Reading Pane**: Points to the right sidebar showing the details of the selected message, including 'To:', 'Cc:', and 'Attachments:'.

A text box in the top right corner states: "To view the body of the message pane from the bottom (like GroupWise): Click **VIEW** icon, Select **Bottom**".

Email

To **Read a Message in the Reading Pane**, click once on the title of the message in the View Pane.
To **Read a Message in a new window**, double-click on the title of the message in the View Pane.
To **Start a New Message**, click the New button.
To **Reply to a Message**, select the message in the View Pane and click on either the Reply or Reply to All button.
To **Delete a Message**, select the message in the View Pane and click on the delete button.
To **Forward a Message**, select the message in the View Pane and click on the forward button.
To **Flag a Message**, click on the Flag button to the left of the message title in the View Pane.

To **Add an Attachment**:

- Click on the **paperclip** in the New Message window toolbar.
- Click on the **Browse** button to choose the file you want to attach.
- Click on the **Attach** button.
- Click **Close**.

The dialog box shows the process of adding an attachment. It includes a 'Help' button, a 'Choose a file to attach:' section with a 'Browse...' button, an 'Add the file to the list' section with an 'Attach' button, and a 'Current file attachments' section with a 'Remove' button. A 'Close' button is also present at the bottom.

Log On

Open Internet Explorer. In the address bar type:
https://owa.dentonisd.org
Enter your user name and password
(Contact your CTS/TI for this information)

Log Off

If you do not log off of Outlook 2003 Web Access, it is possible for strangers to access your email account after you have left the computer. To log off, click the **Log Off** button.



Calendar

View Your Calendar

You can view your Outlook 2003 calendar by clicking on the Calendar heading in the Navigation Pane.

- To view Today's schedule, click on the **Today** button on the toolbar.
- For a daily view, click on the **Daily View** button.
- For a weekly view, click on the **Weekly View** button.
- For a monthly view, click on the **Monthly View** button.



Schedule An Appointment

1. Click the **Calendar** heading in the Navigation Pane.
2. Click the **New** button on the toolbar.
3. Enter a description into the **Subject** box.
4. Enter a location into the **Location** box.
5. Enter **Start** and **End** times.
6. If the meeting is a recurring meeting, click the **Recurrence** button. Specify how often the meeting takes place and an end date. When you are finished with the Recurrence dialog box, click OK.
7. If you want to invite someone to your meeting, click the **Invite Attendees** button.

Folder Setup

To create a new folder to appear in the left column:

1. Click **New**
2. Select **Folder**
3. Enter **folder name** (your preference)
4. Select location from folder list
5. Click **OK**

Keyboard Shortcuts

Since Outlook Web Access is a web application, some keyboard shortcuts may not work as expected. However, the following keyboard shortcuts have been tested within Outlook Web Access:

Print <Ctrl> + <P>
Undo <Ctrl> + <Z>
Cut <Ctrl> + <X>
Copy <Ctrl> + <C>
Paste <Ctrl> + <V>
Save, Close, and Send <Alt> + <S>
Reply <Ctrl> + <R>
New Item <Ctrl> + <N>
New Appointment <Ctrl> + <Shift> + <A>
New Contact <Ctrl> + <Shift> + <C>
New Note <Ctrl> + <Shift> + <N>
New Task <Ctrl> + <Shift> + <K>

Special thanks to Northern Virginia Community College for granting permission to modify and use this document. For additional help on using Outlook Web Access, please visit the DISD website at www.dentonisd.org

Contacts

Add a New Contact

1. Click the **Contacts** heading on the Navigation Pane.
2. Click the **New** button.
3. A dialog box opens. Enter the appropriate information into the web form.
4. Click **Save and Close**.

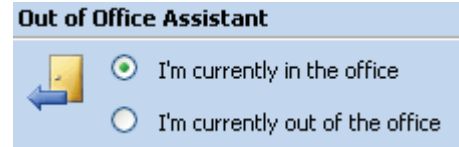
Send a Message from Contacts

1. Click **Contacts** in the Navigation Pane.
2. Click the **Send Mail to Contact** button on the toolbar.
3. Choose a Contact
4. Enter a subject and message.
5. Click the **Send** button.



Out of Office Reply

You can customize the body of the message to include the dates you will be away or alternative contact information.



1. Click on the **Options** heading in the Navigation Pane.
2. Select **"I'm currently out of the office"** in the Out of Office Assistant section.
3. Enter the body of your Out of Office Reply into the text box.
4. Click on Inbox in the Navigation Pane to **return to your email inbox**.

Change Your Password

1. Click on the **Options** heading in the Navigation Pane.
2. In the Password section, click the **Change Password** button.
3. A dialog box will open. Enter your information and click **OK**.

Spelling Options

1. Click the **Options** heading in the Navigation Pane.
2. Scroll to the **Spelling Options** section
3. **Place a checkmark** in the appropriate box to select the options you want.
4. You can **choose a different language** by selecting one from the drop-down menu.

Signatures

1. Click the **Options** heading in Navigation Pane.
2. Scroll down to the **Messaging Options** section.
3. Check **Automatically include my signature**.
4. Click the **Edit Signature** button.
5. **Enter your signature** and click **Save and Close**.