


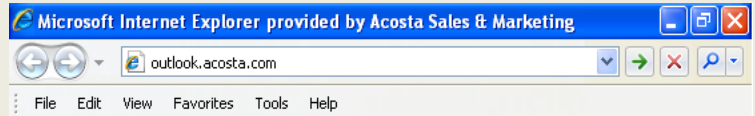
# OWA 2007 QUICK REFERENCE GUIDE

**Outlook Web Access (OWA) 2007** is a fully featured **e-mail, scheduling, and contact management** system you can use on any computer with a Web browser and an Internet connection. **OWA 2007** is similar in appearance and function to **Outlook 2007**, making it possible to switch easily between these two programs to handle your **mail and meetings**.

**Note:** *OWA 2007 is designed to run in Microsoft Internet Explorer 7. Other browsers (e.g. Netscape Navigator) might not provide the full range of functions described in this guide. Selecting Outlook Web Access Light before logging in will allow access and limited functionality when using other browsers.*

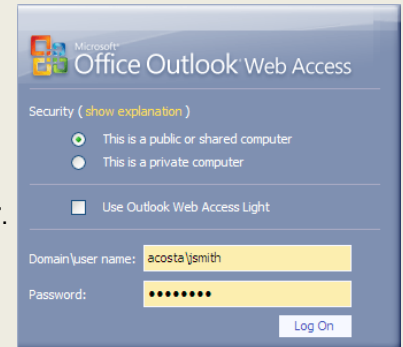
## Logging On

1. Open a web browser and type **outlook.acosta.com** in the address bar and press Enter or click the  at the end of the address bar.



2. When the **Log On window** appears, select one of the following options in the Security area:

- **This is a public or shared computer:** sets **OWA 2007** to log out automatically after a short period of inactivity. This protects the account on public-access or shared computers.
- **This is a private computer:** sets **OWA 2007** to log out automatically after an extended period of inactivity.
- **Use Outlook Web Access Light:** provides fewer features and can sometimes be faster. Choose this option if you are on a **slow** connection, or if you are **not** using **Internet Explorer 7**.



3. Enter your domain/username and network logon password and click **Log On**

Ex. **acosta\jsmith** or **acosta\john.smith** or **external\jsmith** or **external\john.smith**

*Note: The password field is case sensitive.*

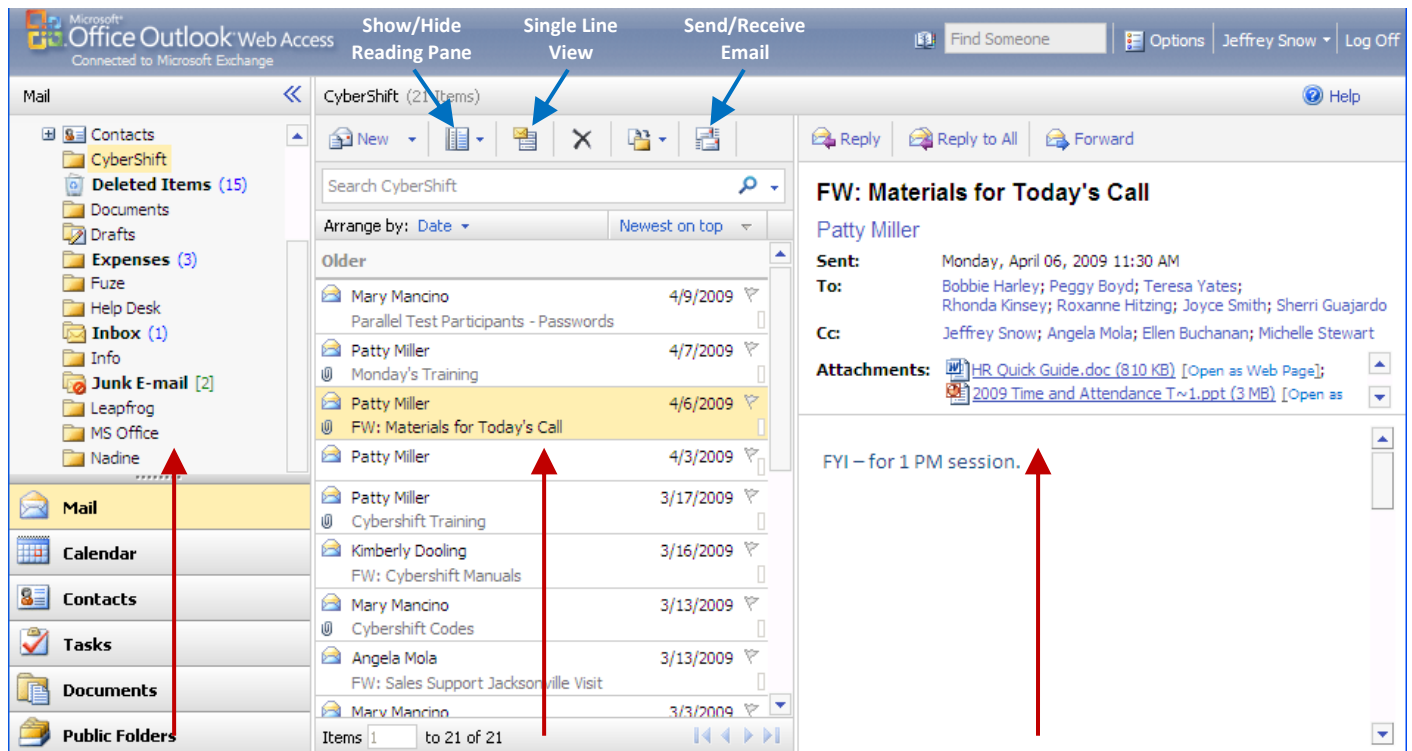
## Logging Off

**Logging off** helps to keep your account secure, especially when using **OWA 2007** on a public or shared computer.

1. Click **Log Off** in the upper right corner of the screen to exit **OWA 2007**.
2. Click **Close Window** on the logoff confirmation screen. Be sure to click **Yes** to **close the window** and end your session securely.

The Outlook 2007 Web Access interface consists of three main parts: the **Navigation Pane**, the **View Pane** and the **Reading Pane**.

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



**Navigation Pane**

**View Pane**

**Reading Pane**

## 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 right of the message title in the View Pane.

- To add a **Category** to a message, click the rectangle ( ) to the right 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, choose the file you want to attach and click the **Attach** button.
- To **Search** messages, type in the **Search Bar** what you wish to search for and then click the **Search** Button
- To **Set Importance** of a new message, click on either the exclamation point (high) or the down arrow (low).
- To **Add a Signature** to a new message, click the **Insert Signature** button
- To **Make a New Folder** in the Navigation Pane, **right-click** on the desired top-level folder and click **Create New Folder**, then type the name of the folder and click Enter.

## Calendar

**View Your Calendar** by clicking on the Calendar Section Heading in the Navigation Pane.

To View Today's schedule, click the **Today** button.

- For a daily view, click on the **Day** button.
- For a Mon-Fri view, click on the **Work Week** button.
- For a weekly view, click on the **Week** button.

Today | Day | Work Week | Week | Month

### Schedule An Appointment

1. Click the **New** button on the toolbar.
2. Enter a description and location in the appropriate field.
3. Enter **Start** and **End** times.
4. If it is a recurring appointment, click the **Recurrence** button on the toolbar, and specify the schedule.
5. If you want to invite someone to the appointment, select the **Scheduling Assistant** tab, or click the **Invite** button.
6. To have a reminder of the appointment, select the  **Reminder** checkbox and specify a notification time.
7. You can also select whether the appointment time is busy, free, out of the office, tentative or private.
8. Click the **Save and Close** button or the **Send** button if you've invited attendees when done.

## Contacts

**View Your Contacts** by clicking on the Contacts Section Heading in the Navigation Pane.

### Add a New Contact

1. Click the **New** button.
2. Enter the appropriate information into the web form that opens.
3. Click **Save and Close**

### Send a Message from Contacts

1. Click the **Send Message to Contact** button on the toolbar.
2. Enter a subject and message.
3. Click **Send**

### Send a Meeting Request from Contacts

1. Click the **New Meeting Request from Contacts** button on the toolbar.
2. Enter a subject, location and duration for the appointment.
3. Click **Send**

## Options

**OWA 2007** has a wide range of display and mail handling options that you can **set** and **save** as part of your profile.

To change account options, click **Options** in the upper right corner of the screen. Set and select the desired options in the various areas (Messaging, Calendar Options, etc.) and click the **Save** icon.

### Message Options

- Email Signature- edit your email signature for OWA, and select **Automatically include my signature**.

### Spelling

- Place a checkmark in the appropriate box to select the options.

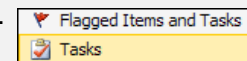
### Out of Office Assistant

- You can choose whether to send different Out of Office Replies to internal as well as external users.
- You can specify to send Out of Office Replies only during a specified time period.

## Tasks

### View Your Tasks

View your contacts by clicking on the Tasks Section Heading in the Navigation Pane.



### New Task

1. Click the **New Task** **New** button.
2. Enter a description into the **Subject** box.
3. Select options such as start date, due date, and priority.
4. Click the **Save and Close** button.

### Forward a Task

1. Click on the **Forward** button.
2. Select the recipients of the task.
3. Click **Send**