



Outlook Web Access (OWA) 101

Use and Manage Your Outlook Email Account



What you will learn today

 How to get your Username & change your password

 OWA (Outlook Web Access)

 Options

 E-mail

 Managing Outlook

 Calendar



Finding your User Name

- 🏰 Open Internet Explorer
- 🏰 Copy and Paste the following address to the address bar:

<http://intranet.uiwtx.edu/>

Finding your User Name

Address <http://intranet.uiwtx.edu/>

University of the Incarnate Word

User Account Query Form

Select a Query Method

Last Name Beginning with:

All Users

User Type: Employee Student Other All

Account Status: Active Non-Active Both

- Click on the **User Information** Button
- On the next page, click on the **User Account Query Form**
- On the next page, click on the **Last Name Beginning With** button and choose the first letter of your last name
- Click on the **Student** user type button
- Click **Submit Query**
- Click on the name and type in your password (SSN) If you can log in, this is your user name



Username and Email

- 🏰 Your user name is needed to use
 - 🏰 Online references in the library
 - 🏰 Computers in the library
 - 🏰 Computers in the media center
 - 🏰 Blackboard
 - 🏰 Outlook on the Web
- 🏰 Your email is username@uiwtx.edu



Outlook Web Access (OWA)

- 🏰 Outlook Web Access is your Outlook account accessible via the Internet
- 🏰 Access it by clicking on the Cardinal Mail Icon on the UIW Homepage

OWA Screen

Microsoft Outlook Web Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://webmail.uiwtx.edu/exchange/>

OWA@UIW **Inbox** (Two-Line View) Items 1 to 25 of 196 Log Off

Folders

- Peak, Terence E.
- Calendar
- Contacts
- Deleted Items (24)
- Drafts (1)
- Inbox (2)
- Journal
- Junk E-mail
- Notes
- Outbox
- Sent Items
- Sync Issues
- Sync Issues1
- Tasks
- Search Folders
- Unread Mail (2)

New

From	Subject	Received
Givens, Sandy C.	Tablet Training	Mon 7/24/2006 9:05 AM
Mendez, April R.	Laptop	Mon 7/24/2006 8:52 AM
quotes@flexguard.com	FLEXGUARD quotation	Mon 7/24/2006 8:46 AM
Segovia, Gino	Guitar Center	Sun 7/23/2006 3:06 PM
Spam Mail Summary	Spam Mail Summary for tpeak@uiwtx.edu	Sat 7/22/2006 5:11 AM
members@tcea.org	TCEA Update 7-21-06	Fri 7/21/2006 5:05 PM

Tablet Training
Givens, Sandy C.
To: Peak, Terence E.
Cc:

Terry,

Do you still have room in your tablet training classes? If so, I would like to attend either the Tuesday or Thursday training class (in that order). Please let me know.

--Sandy

Sandy C. Givens
Director, Information Management Services
University of the Incarnate Word
210-829-3949
givens@uiwtx.edu

Start

OWATNG Presentation2 Class lists-Tablet - ... Untitled Document ... University of the In... Inbox - Microsoft O... Microsoft Outloo...

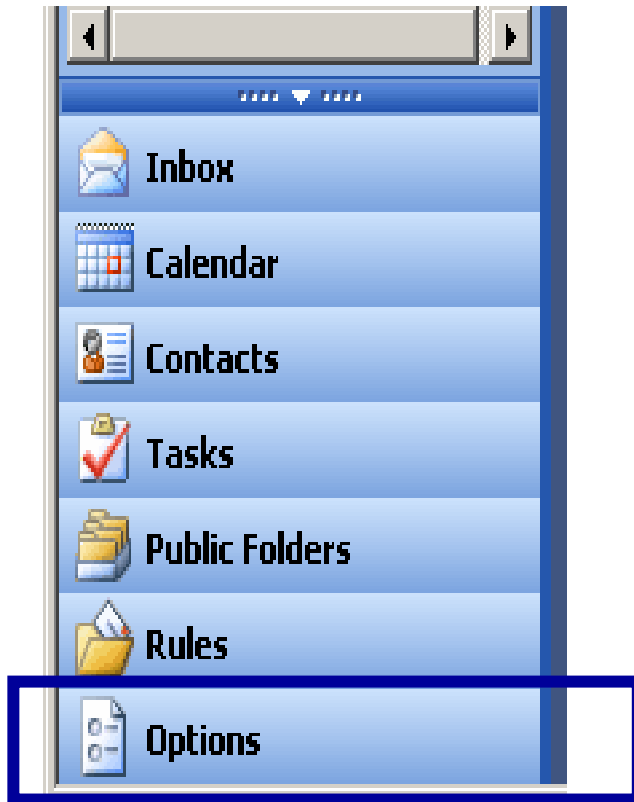
9:19 AM Monday



Open OWA

- 🏰 Go to the UIW Web page
- 🏰 Click on the **Cardinal Mail** link
- 🏰 Login with your current username and password

Changing your Password



- 🏰 Click on **Options**
- 🏰 Scroll down to the bottom of the page
- 🏰 Click on the **Change Password Button**

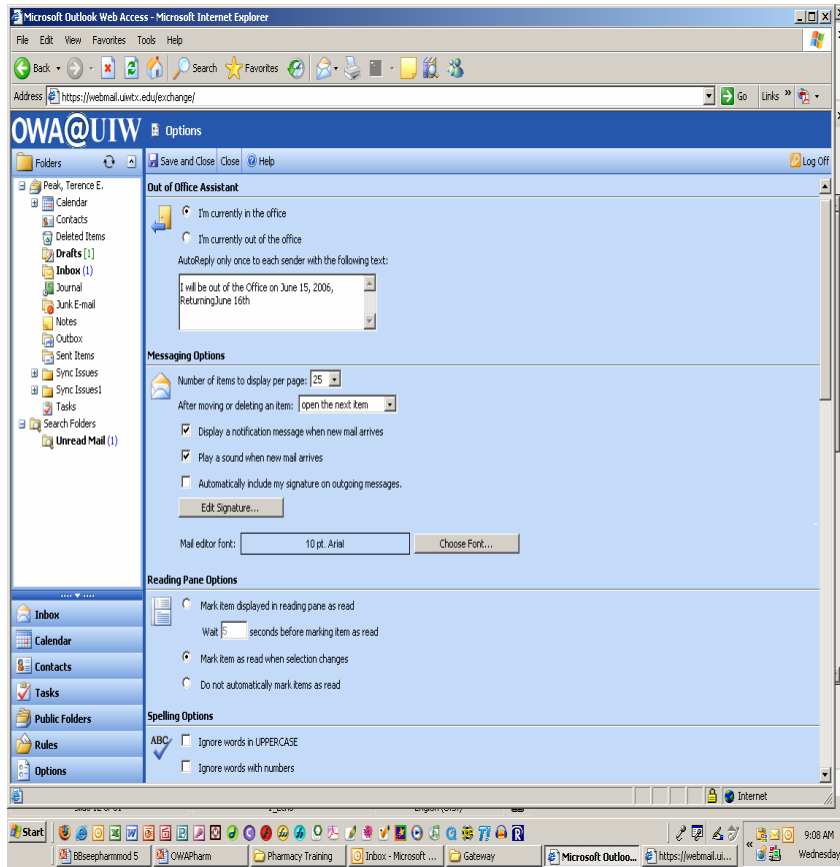
Changing your Password



The screenshot shows a web browser window with the address bar displaying "https://webmail.uiwtx.edu - IIS - Authen...". The main content area is titled "Internet Service Manager for Internet Information Server 6.0". Below the title, there are five input fields: "Domain" (containing "ad"), "Account" (containing "tpeak"), "Old password", "New password", and "Confirm new password". At the bottom of the form, there are three buttons: "OK", "Cancel", and "Reset". The "OK" button is highlighted with a blue border. The browser's status bar at the bottom shows "Done" and "Internet".

- 🏰 Fill out the form with the following information:
 - 🏰 Domain: ad
 - 🏰 Account: your login
 - 🏰 Old password
 - 🏰 New password
 - 🏰 Confirm new password
- 🏰 Click **OK**

Other Options in OWA



Options you can set include



Out of Office Assistant



Reading Pane Options



Spelling Options



Contacts



Appearance



Date and Time
Formats



Recover Deleted
Items



Choose the settings
that best meet your
needs



Messaging



Inbox

🏰 The Inbox is split into 3 sections:

🏰 **Navigation Pane**

🏰 Contains Mail Folders, including Inbox, Outbox, Sent Items, Junk Mail, and Deleted Items

🏰 **Message List**

🏰 Lists all of the messages in the Mail Folders

🏰 **Reading Pane**

🏰 Section devoted to reading Messages

Messaging in OWA

Navigation Pane

- Boettcher, Sara
- Calendar
- Sent Items
- Sync Issues
- Tasks
- Search Folders
- For Follow Up
- Unread Mail (12)
- Inbox
- Calendar
- Contacts
- Tasks
- Public Folders
- Rules
- Options

Message List

From	Received	Subject
y@analysts.com	Tue 7/12/2005 7:58 AM	/Analysts International Service Offering for Uni...
Mail Summary	Tue 7/12/2005 5:17 AM	Mail Summary for sarab@universe.uiwt...
uez, Mario J.	Mon 7/11/2005 5:23 ...	
s, Rodney J	Mon 7/11/2005 4:11 ...	
GB Installs		
Joyce, Walter	Mon 7/11/2005 2:08 ...	Trace -- TEK
Parlett, James W	Mon 7/11/2005 1:29 ...	FW: Grande Communications- LEARN information
SWANSON, KATHERINE J (S...	Mon 7/11/2005 1:27 ...	RE: Accented: I ITW Help Desk
Jul		
Me		
Jul		
RE		
SWANSON, KATHERINE J (S...	Mon 7/11/2005 11:0...	UIW Help Desk
Joyce, Walter	Mon 7/11/2005 10:5...	Service Agreement TEK -- Trace J.
Segovia, Gino	Mon 7/11/2005 10:4...	Library Auditorium
John M. Velasquez, Ph.D.	Mon 7/11/2005 10:4...	RE: Meeting on Wed. Re: HUD Grant and Grants.gov
Julenne Barshop	Mon 7/11/2005 9:54 ...	Meeting on Wed. Re: HUD Grant and Grants.gov
Gott, Adela	Fri 7/8/2005 7:08 PM	Looking for me?
Segovia, Gino	Fri 7/8/2005 5:10 PM	

Reading Pane

CDW/ Analysts International Service Offering for University of the Incarn...
ctotty@analysts.com [ctotty@analysts.com]
To: Boettcher, Sara
Cc: Michael Lyons; Porzondek, Aaron

Hello Sara,

I am sending you this email to confirm our conference call for tomorrow
Tuesday July 12, 2005 at 12:30PM ET.

Please use the following conference call bridge:

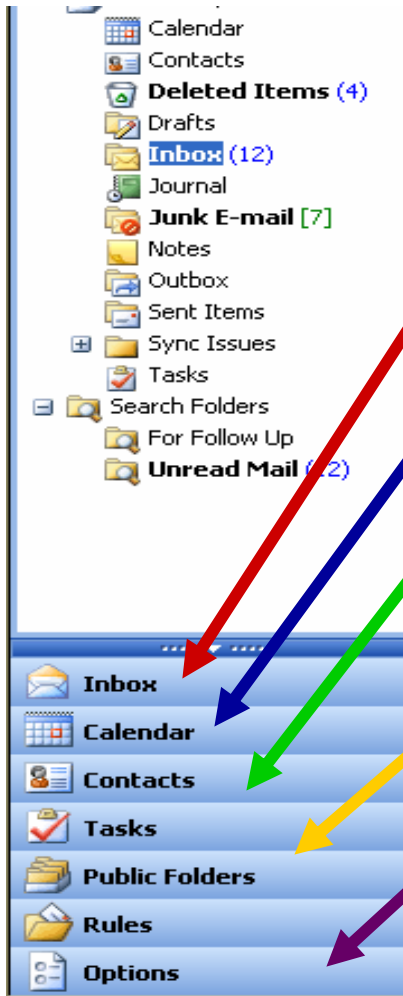
Dial in: **888-255-4861**

Code: **248-371-3375**

I look forward to talking with you then.

Thank you,
Colleen Totty
ANALYSTS INTERNATIONAL
Senior Program Manager
ctotty@analysts.com
DID: 248-373-6051
Cell: 248-505-9277

The Navigation Pane



Mail

Calendar

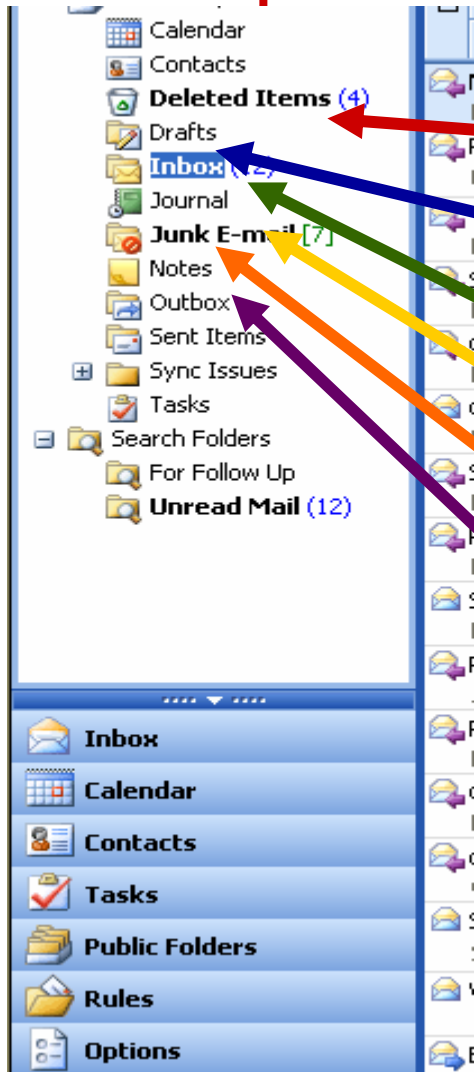
Contacts

Tasks

Options

Each of these tabs will direct you to different function within Outlook

The Navigation Pane



Deleted Items

Drafts

Inbox

Junk Mail

Outbox

Sent Items

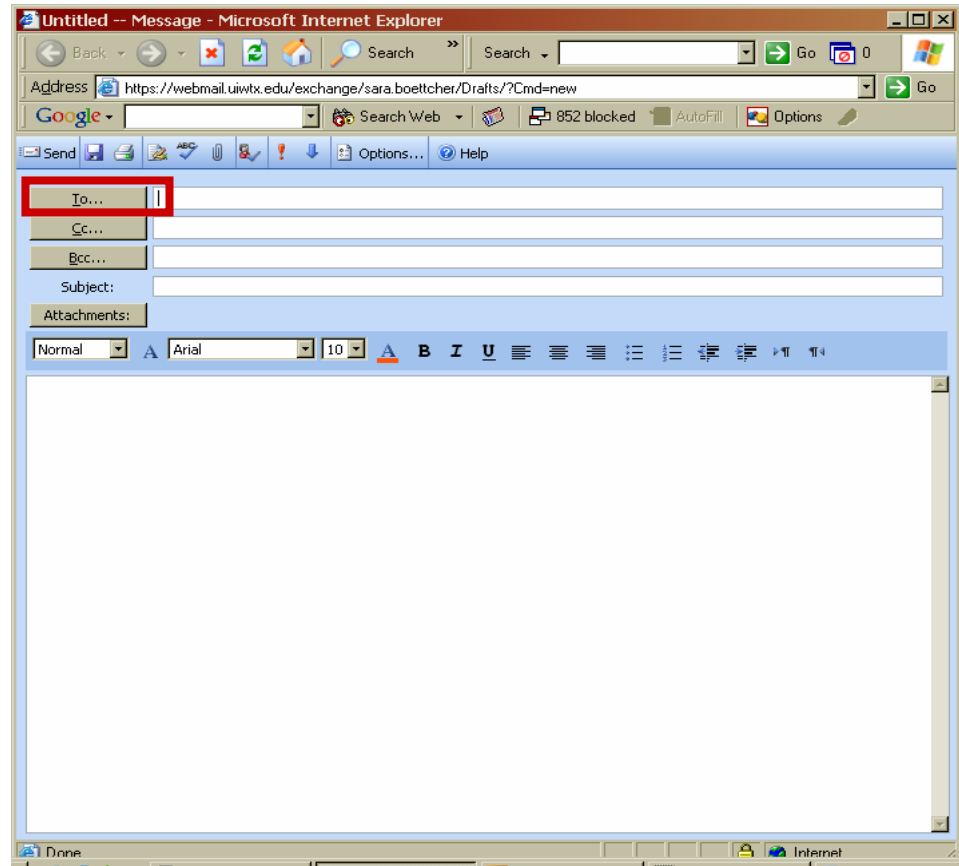


(Note that items in Parenthesis are have not been read)

Composing & Sending E-Mail

Once you open a new Mail Message, this window opens

Click **To:** to activate the Address Book



The Address Book

The screenshot shows a web browser window titled "Find Names -- Web Page Dialog". It contains several input fields and a search button. Below the fields is a table of search results. At the bottom, there are buttons for adding recipients and closing the dialog.

Find names in: Global Address List

Display name |pea

Last name: _____ First name: _____

Title: _____ Alias: _____

Company: _____ Department: _____

Office: _____ City: _____

Find

Name	Phone	Alias	Office	Job title	Company
Peace, Evelyn O.		peace			
Peacock, Cynthia		peacock			
Peak, Terence E.		tpeak			
Pearson-Haas, Andrea E.		apearson			
Peay, Britiny R.		peay			

Add recipient to... To Cc Bcc Properties... Close

https://webmail.uiwtx.edu/exchange/Terence.Peak?Cmd: Internet

Under **Find Names in:**, choose an address book, either **Global (UIW)** or **Contacts (personal addresses)**

In the **Display Name Column**, type the first three letters of the last name

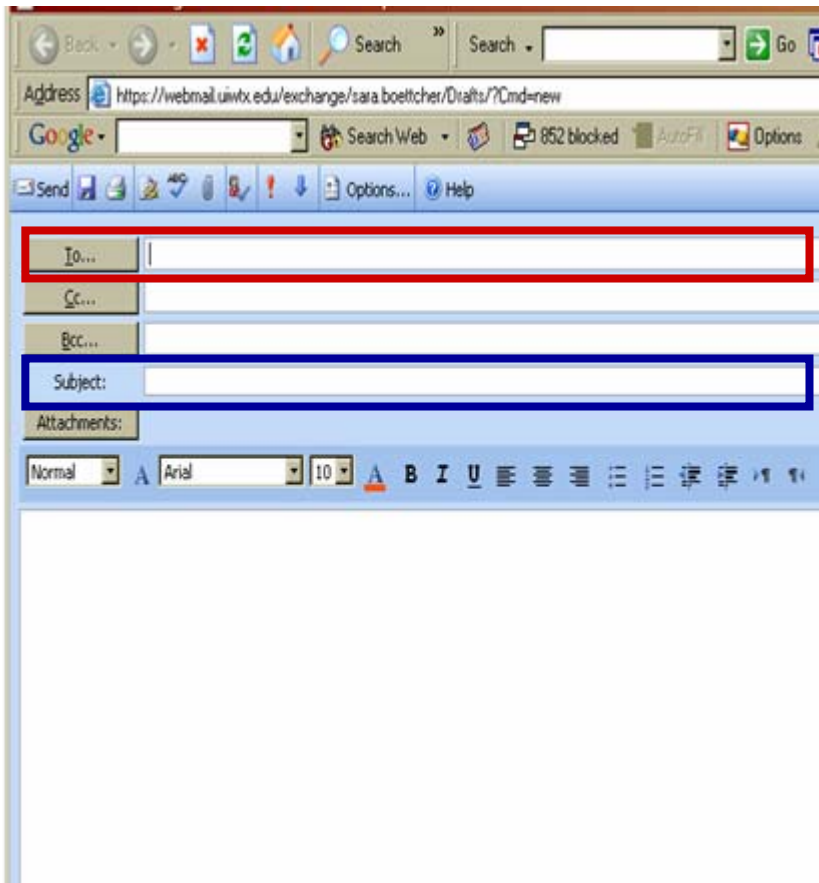
Click **Find**

A list of names will appear, choose the **name you need**

Click **To, Cc, or Bcc**

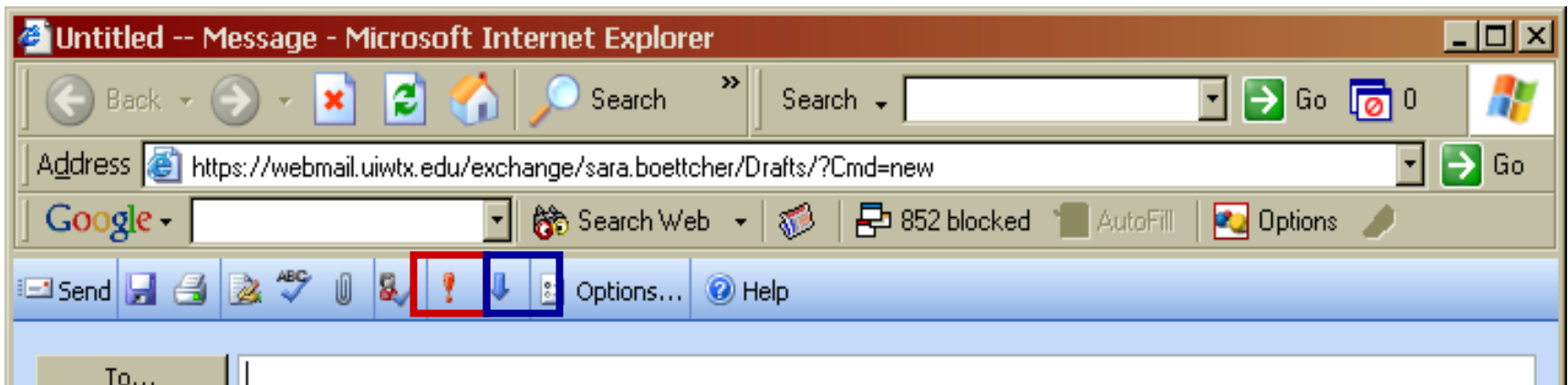
Click **Close**

Addressing E-mail



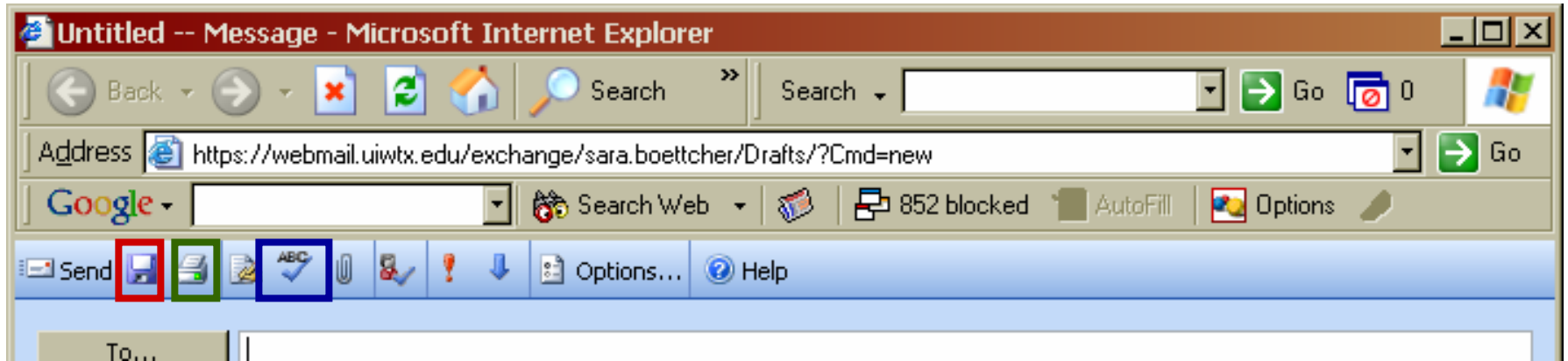
- 🔥 Type the full email address of the recipient in the **To** Column
- 🔥 Hit the ENTER Key
- 🔥 Add additional addresses in the same manner
- 🔥 Type a subject in the **Subject** Column
- 🔥 Type the body of the message

Setting Priority



- 🔥 Priority lets recipients know the importance of a message. Set message priority is by using the message toolbar
- 🔥 Click the **High Priority button (exclamation point)** to specify High priority.
- 🔥 Click the **Low Priority button (down arrow)** to specify Low priority.
- 🔥 To set the priority back to Normal, click the selected priority a **second time**

Other Message Options



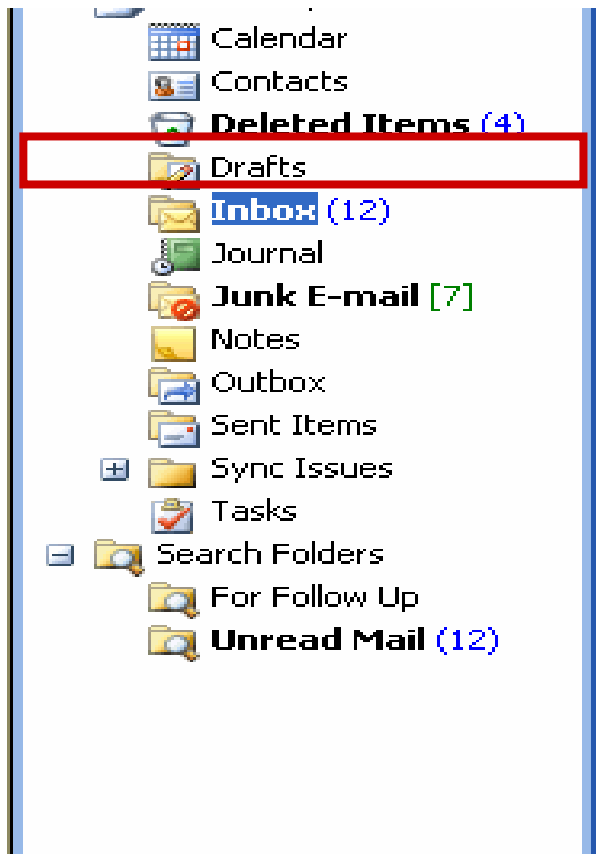
🏰 Outlook has much of the same functionality as Word

🏰 **Spell Check**

🏰 **Saving**

🏰 **Printing**

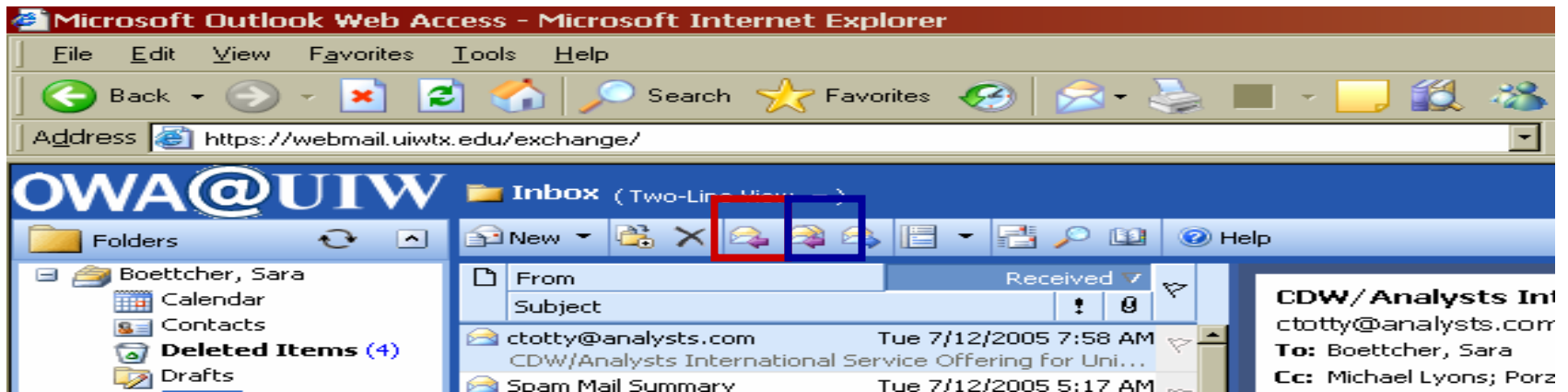
Saving a Message



🏠 If you want to complete a message at a later time, save it in to the **Drafts folder**

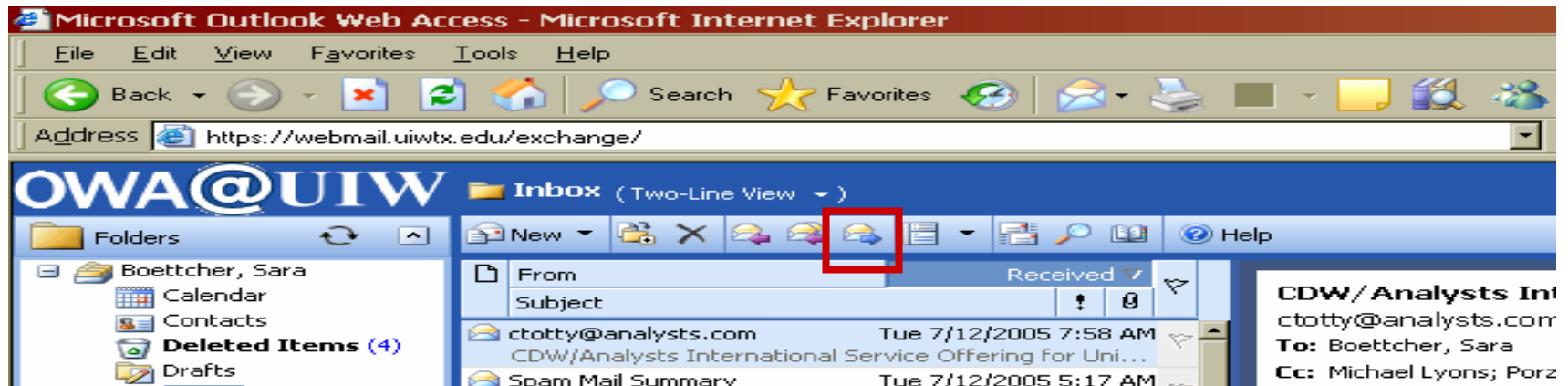
- 🏠 Choose File and Save
- 🏠 The message saves to the **Drafts folder**
- 🏠 Re-open the message by opening the **Drafts Folder**, then double-click the message to open it

Replying and Forwarding



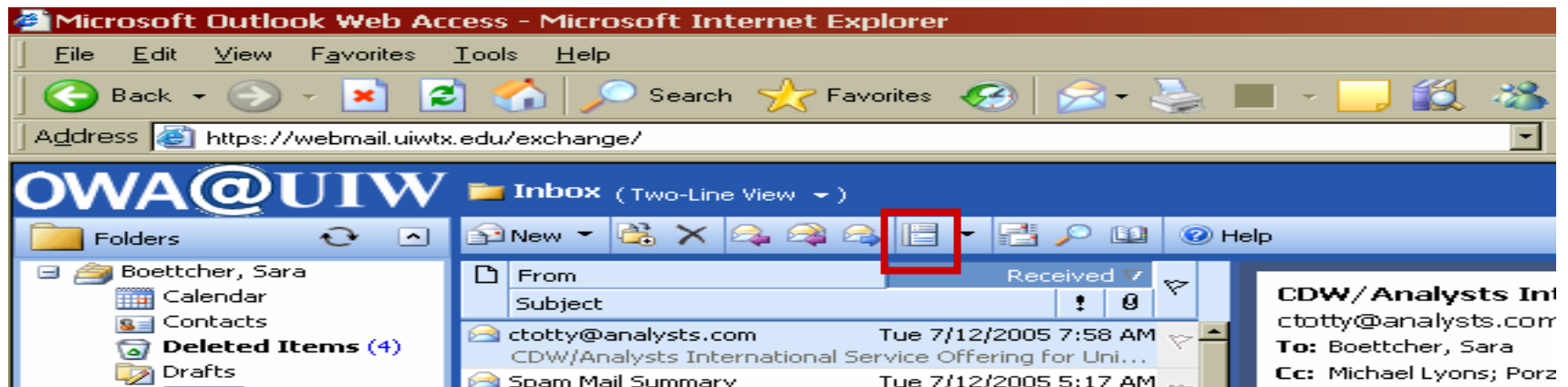
- 🏰 Select a message from the Inbox
- 🏰 Click the **Reply** button on the toolbar
- 🏰 If the message was originally sent to multiple recipients and you want reply to every recipient, click **Reply to All**

Replying and Forwarding



- 🏰 To forward a message
 - 🏰 Click **Forward** on the message form toolbar
 - 🏰 Type an address
 - 🏰 Click Send

Reading Pane



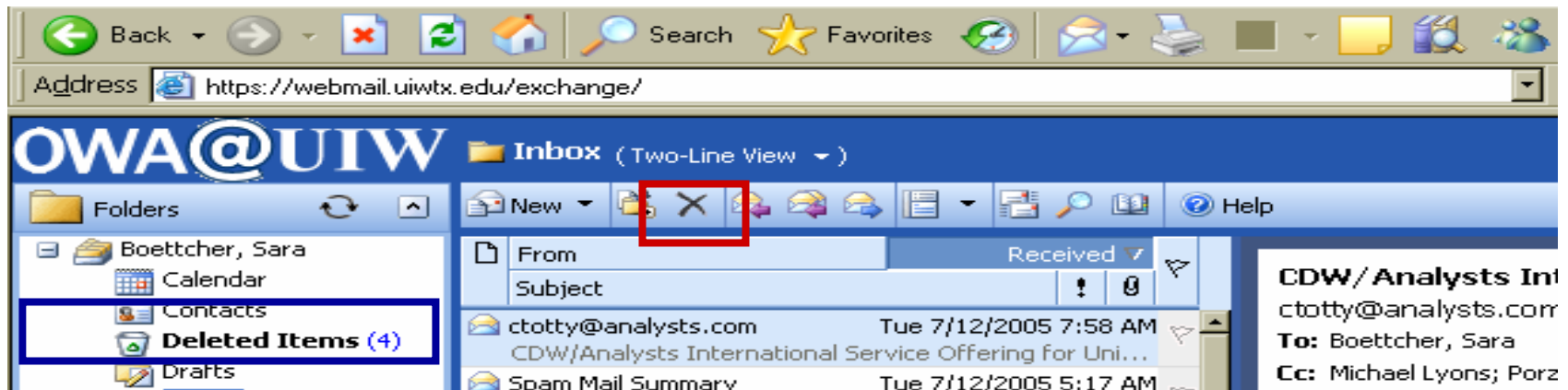
- 🏰 You can move the reading (message) Pane to the side or bottom
- 🏰 Click the **Reading Pane Icon** and choose where you want the message to be displayed



Managing Outlook

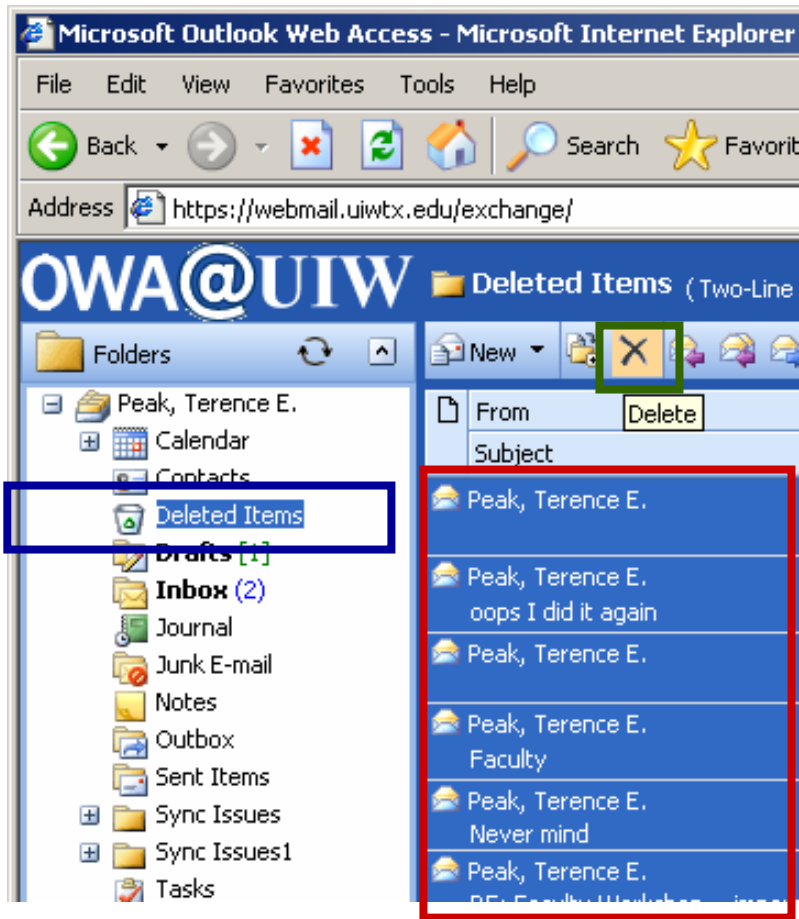
- 🏰 Outlook accounts have a limited amount of storage
- 🏰 This includes all Mail, Sent Items, Drafts, Outbox items, and Deleted items
- 🏰 Outlook stores a copy of each sent message in the Sent Items folder
- 🏰 To completely remove deleted items, they must be deleted **TWICE**

Managing Deleted Messages



- 🏰 Messages are deleted by clicking on the **Delete icon (X)**
- 🏰 You can then recover the messages by moving them out of Deleted Items and into other folders
- 🏰 Deleted messages are moved to the **Deleted Items folder**

Removing Deleted Items



Messages are never completely deleted unless the Deleted Items folder is emptied

Highlight all of the messages to be deleted

Click on Deleted Items

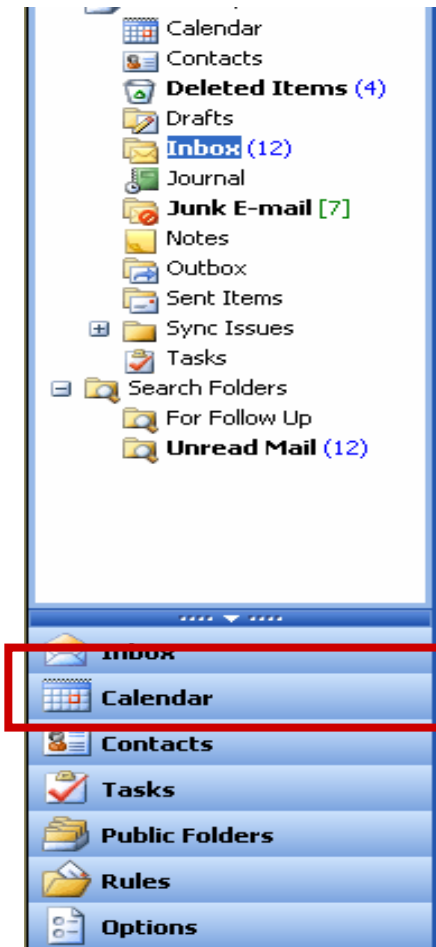
Click on the Delete Icon

Click Yes on the Pop-up menu



Calendar

Scheduling with OWA



Click **Calendar** on the Navigation Bar



Calendar Items

🏰 Outlook's calendar can contain three types of items:

🏰 **Appointments:** involves only your schedule and time

🏰 **Meetings:** an appointment becomes a *meeting* when you invite other people

🏰 **Events:** when an appointment lasts longer than 24 hours



Calendar

- 🏰 Open the calendar by clicking on the **Calendar** button on the lower left
- 🏰 Find the following sections:
 - 🏰 **Banner Area** This section is where your appointments and calendar views appear
 - 🏰 **Time Bar** Shows different times of day
 - 🏰 **New Button** Use this button to set new appointments
 - 🏰 **Day/Week/Month Button** Click one of these buttons to see each type of calendar view

Calendar Views

The screenshot displays the OWA@UIW Calendar interface. The main area shows a weekly view for Wednesday, July 13, 2005. A red border highlights the main calendar area, which contains a yellow background with time slots. A yellow box highlights the 'New' button and a 'Today' button with a date picker. The 'Today' button shows the date '7/13/05'. The calendar area shows a meeting titled 'Multimed training (LIB 230??)' at 8 AM and another meeting titled 'HUD grant meeting (??)' at 2 PM. The right side of the interface shows a calendar overview for July 2005, with the date '13' highlighted in a red box.

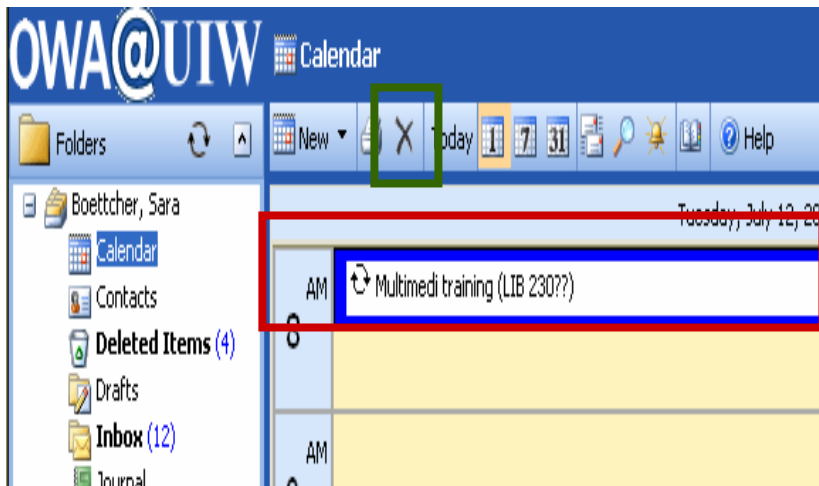
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Scheduling an Appointment

The screenshot shows a calendar appointment scheduling dialog box. The 'Appointment' tab is selected. The 'Subject' field is highlighted with a blue box. The 'Location' field is highlighted with a green box. The 'Start time' and 'End time' fields are highlighted with a red box. The 'Attachments' field is highlighted with a grey box. The 'Reminder' field is highlighted with a purple box. The 'Show time as' field is highlighted with a purple box. The 'Save and Close' button is highlighted with an orange box.

- 🔥 In the Calendar View, click **New**
- 🔥 Type in the information needed, such as
 - 🔥 **Time beginning and ending**
 - 🔥 **Subject or reason for appointment**
 - 🔥 **Location**
 - 🔥 **A description of the appointment**
- 🔥 Click **Save and Close**

Deleting an Appointment



Highlight the item on your calendar



Click the **delete** button

Scheduling a Meeting

The screenshot shows a webmail interface for scheduling an appointment. The browser window title is "http://webmail.uwtx.edu - Untitled -- Appointment - Microsoft Internet Explorer". The interface includes a toolbar with buttons for "Send", "Save", "Recurrence", and "Cancel Invitation". Below the toolbar are tabs for "Appointment" and "Availability". The "Appointment" tab is active, showing fields for "Required...", "Optional...", and "Resources...". A "Request Responses" checkbox is checked. The "Subject:" and "Location:" fields are empty. The "Attachments:" button is visible. The "Start time:" is set to "Wed 8/16/2006 2:00 PM" and the "End time:" is "Wed 8/16/2006 2:30 PM". The "All day event" checkbox is unchecked. The "Reminder:" is set to "15 minutes" and "Show time as:" is set to "Busy". A large text area is at the bottom for entering appointment details.

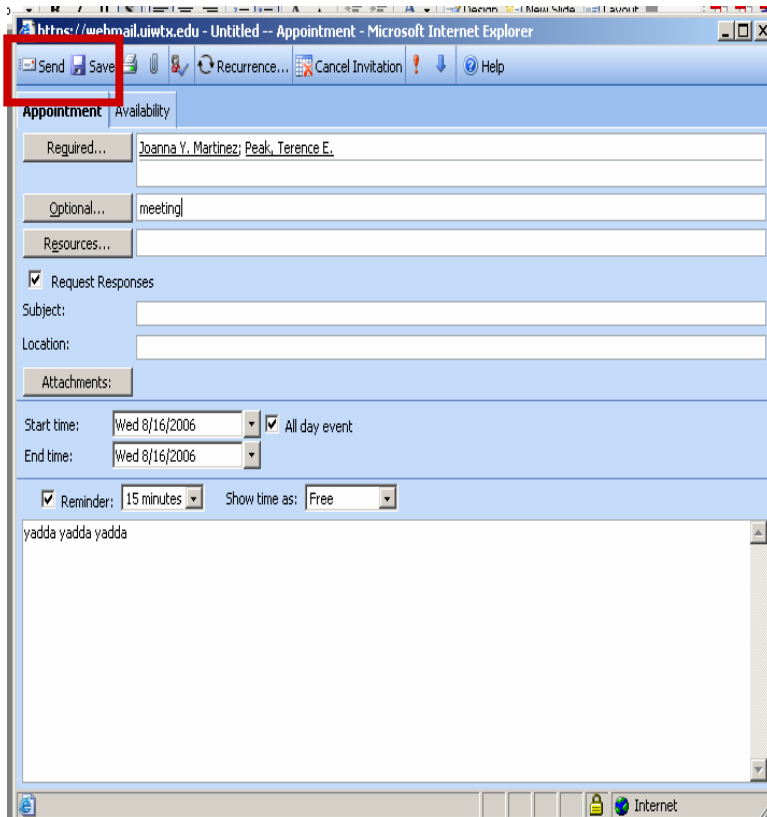
🏰 Click on **Invite Attendees**

🏰 The **Required** Button appears because the attendees are invited via email. Add the email addresses of attendees

🏰 **Fill in** the remaining appointment information

🏰 Click **Send**

Scheduling Changes



The screenshot shows a webmail interface in Microsoft Internet Explorer. The browser's address bar displays "https://webmail.uiwtx.edu - Untitled - Appointment - Microsoft Internet Explorer". The toolbar contains several icons, with "Send" and "Save" highlighted by a red rectangular box. Below the toolbar is the "Appointment" form, which includes fields for "Required..." (Joanna Y. Martinez; Peak, Terence E.), "Optional..." (meeting), and "Resources...". There are also checkboxes for "Request Responses", "All day event", and "Reminder: 15 minutes". The "Subject" and "Location" fields are empty. The "Start time" and "End time" are both set to "Wed 8/16/2006". The "Show time as:" dropdown is set to "Free". The main content area contains the text "yadda yadda yadda".

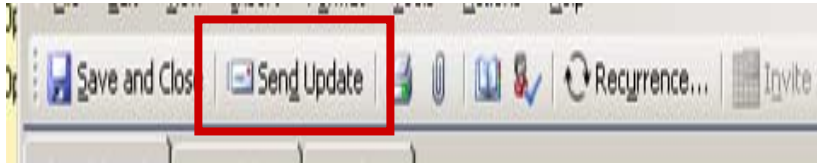


Double-click on the appointment time



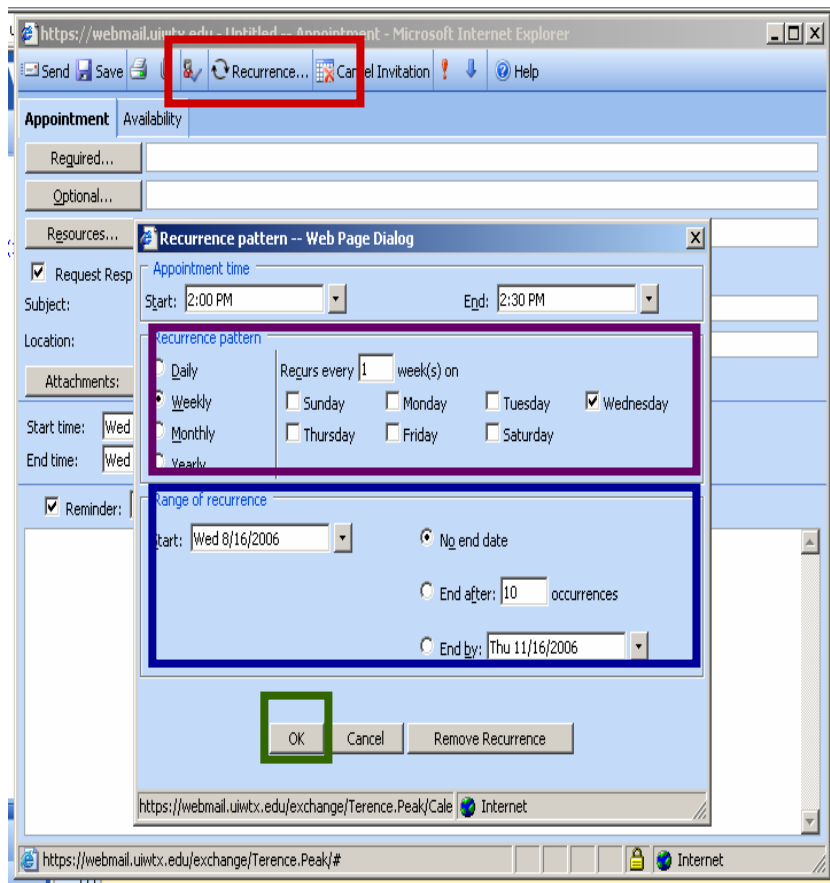
Make the necessary changes in the form and then click **Save and Close** on the toolbar

Scheduling Changes in Meetings



- 🏰 The same steps apply If you make changes that affect the meeting attendees.
- 🏰 Click **Send Update** so that the attendees get the new information

Recurrence



🏠 If an event or meeting takes place several times over a cycle, it can be scheduled recurrently

🏠 On the meeting toolbar, click **Recurrence**

🏠 Recurrence can be set

🏠 **Daily, weekly, monthly** or yearly, or a specific day of the week

🏠 **Range of recurrence** is set by the number of occurrences or by end date

🏠 Once these options are set, click **OK**

● ● ● | Questions?

🏰 Terry Peak @ 829-3920

