

Outlook WebApp - Quick Start Guide

Login/Logout

1. Double-click the Outlook Web App icon to launch the website. Confirm the time zone and then the e-mail login screen will appear.
2. On SACS computers, you can check the Private Computer option under Security.
3. Your username is the same one you use on the network.
4. Your password is the same one you use on the network. Click Sign In.
5. Once in, your name will appear in the upper right corner. The link to Sign Out is to the left of your name. Be sure to Sign Out when leaving Outlook instead of just closing the windows.

Basic Navigation

1. Most words you see in Outlook WebApp are links. When in doubt, click and see what it does!
2. Look for the tiny triangles to the right of words. These are menus, and clicking on the triangle will show you a menu of more options.
3. The triangles to the left of folders will show you subfolders. The ones to the left of messages will show you the thread of messages included with that one. When you have a message that has been replied to, there will be a triangle by the names to show or hide the earlier messages.
4. Along the top of the window, below the logo will be "breadcrumbs". These can change depending on where you are in the program. You can click on the words there to jump back to a previous screen or return to the main mailbox view.

Replying to a Message

1. When you click on a message in your Inbox, the message will appear on the right of your screen. Along the top of the message are these options:
 - * Purple arrows – Reply or Reply All
 - * Blue arrow – Forward
 - * Actions link – other choices
2. When you click Reply, a new window will appear with your cursor placed above the original message and ready for you to type your response.
3. Click the blue Send link in the upper left of the window when you're done.

Creating a new Message

1. Click the New link from the menu above your message list. A new window will appear.
2. The To: line is admittedly a little tricky at first. Once you have sent a message to someone, you will be able to just type their name and Autocomplete will help you fill it in.
3. To e-mail someone in NACS (without typing in the whole address), click on the To... link. The Address Book appears. Type any part of the first or last name in the search box at the top and press Enter.
4. From the list of names, click on the name that you want then click on the To -> link at the bottom. The name will be dropped into the box there. Repeat step 3 if you have more people to add to your message.
5. To choose a district mailing list, go to the upper left box and choose Show Other Address Lists. Click on All Groups to see the lists we currently have created.
6. Once your recipients list is complete, click the OK button on the bottom right. You'll be returned to your message window.
7. Enter your subject in the Subject line (resolve to start using meaningful subjects if you haven't been!).
8. Enter your message in the message box.

9. Click the Send link in the upper left corner.

Change Password

1. In the upper right corner, click the Options button and Change Your Password.
2. Put your current password into the Current Password box.
3. Enter your new password into the two New Password boxes. This will become your password for the network and other school-connected programs also.
4. Click OK to confirm the password change.
5. You'll be sent back to a login screen. Enter your username and new password. This will send you back to the password screen. Click the Mail link in the upper left to get back to your mailbox.