

Outlook Web Access 2007 Quick Start Guide

West Islip School District

Outlook Web Access is designed to look and feel similar to Outlook 2007. This new web based version offers more security and functionality for users.

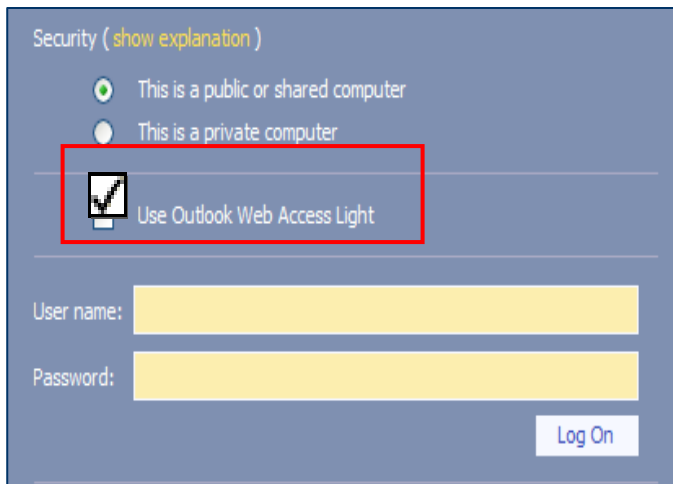
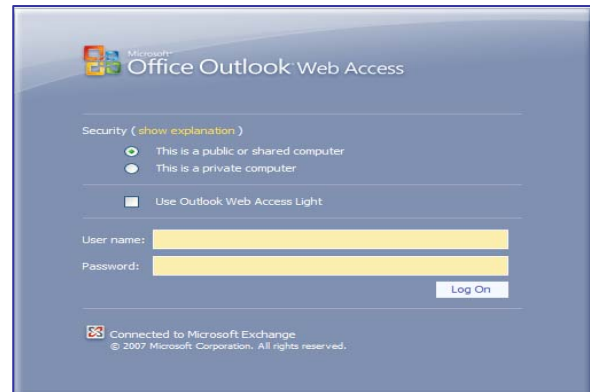
Connecting

Using your browser, browse to the district email webpage or type in the URL

<https://webmail.wi.k12.ny.us/owa>

You will be prompted for your network user name and password.

Outlook Web Access 2007 Premium is designed to work in Internet Explorer 6.0 or higher.



Your experience will vary slightly depending upon which browser you use and if you utilize **Outlook Web Access Light**.

Outlook Web Access Light (as opposed to **Outlook Web Access Premium**) is faster at the expense of enhanced features, such as the ability to right-click on objects for actions and drag-and-drop functionality.

Please note: Outlook Web Access Light is mandatory for other

an option for Internet Explorer running on Windows computers but is **mandatory for other browsers. (Firefox, Safari, etc.)**



When logging on, please remember the **Security** options. The more secure, public computer option is selected by default. Selecting the private computer option increases the inactivity timeout. You should always logout of **Outlook Web Access** when you leave your computer.

When you first logon, you will be prompted to select your settings:

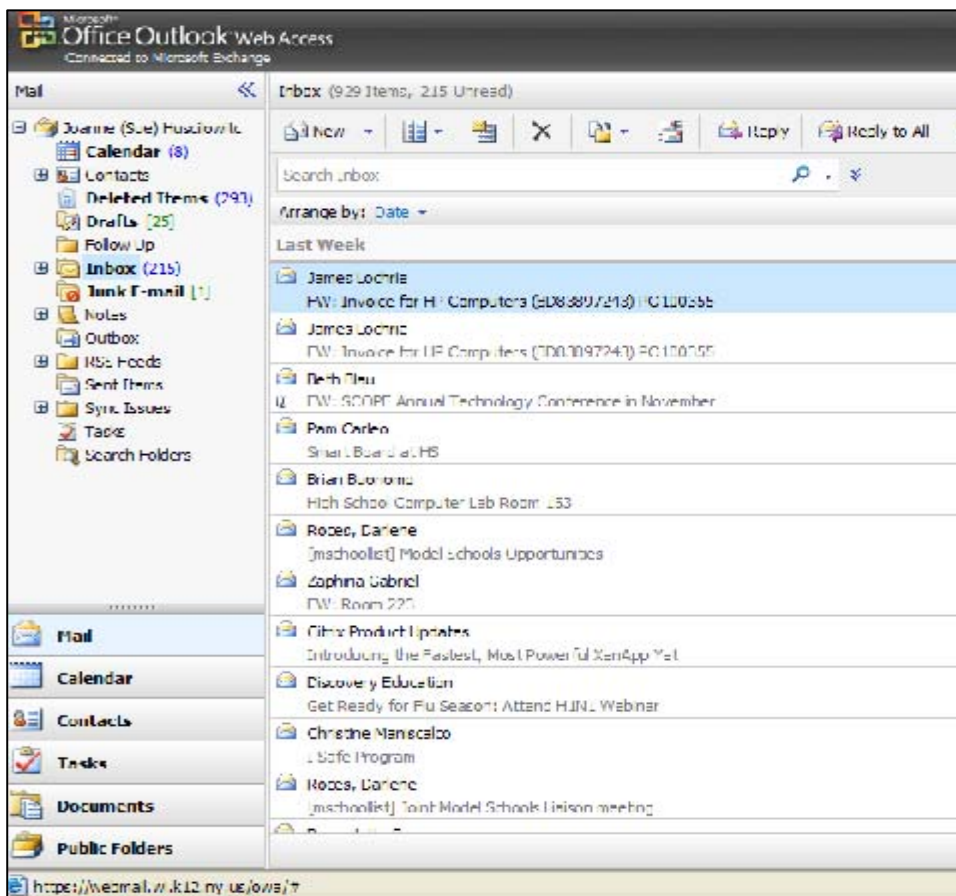
-  **Language**
-  **Time Zone**
-  **Visibility**

This only occurs for **new mailboxes** and can be adjusted later, if needed.



Mail

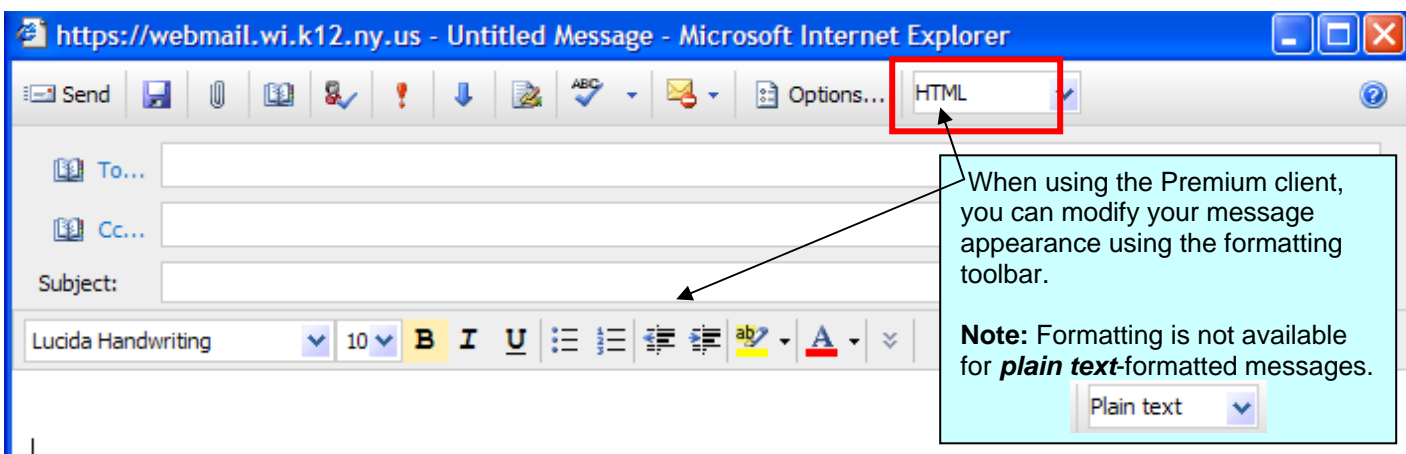
Upon logon, you are presented with your **Inbox**. The screen is divided into 2 main sections. To the left is a series of buttons for various sections, such as **Mail**, **Calendar** and **Tasks**. When selecting a section, its contents are revealed.



- The **Calendar** folder displays your schedule and calendar items.
- The **Contacts** folder contains your personal contacts information.
- When you delete a message, it is placed in the **Deleted Items** folder. Please empty this folder regularly.
- The **Drafts** folder holds items that you have sent yet.
- Mail you receive is stored in the **Inbox**.
- The **Junk E-mail** folder is where possible spam messages are moved.
- The **Notes** folder is a place to keep small bits of information.
- When a message is sent, it stays in the **Outbox** until delivered to the mail system.
- By default, every message you send is copied to the **Sent Items** folder. Please clean out this folder

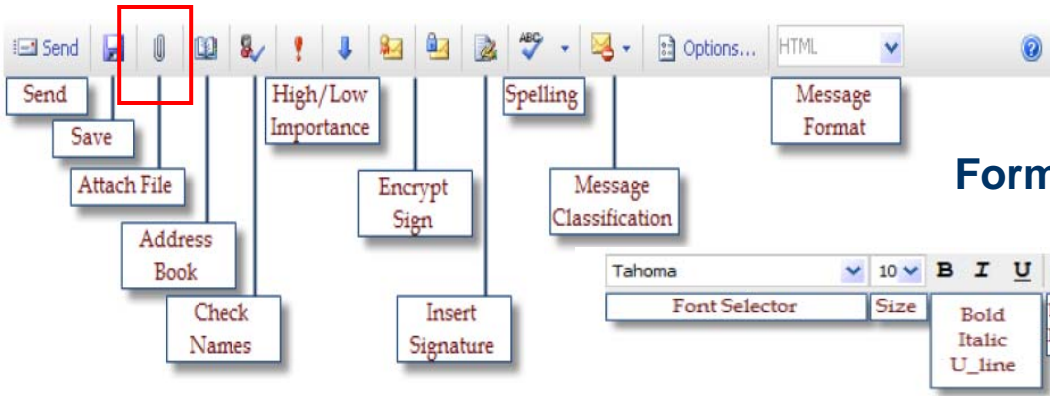
Creating Messages

When you click the **New Message** icon, you will be presented with an area to compose your message. Enter the recipient address in the **To...** (or **Cc...** to be “carbon copied”) areas. You may Click on **To...** or **Cc...** to bring up an address book of known recipients. Enter a brief, descriptive subject on the **Subject** line. Enter your message below.

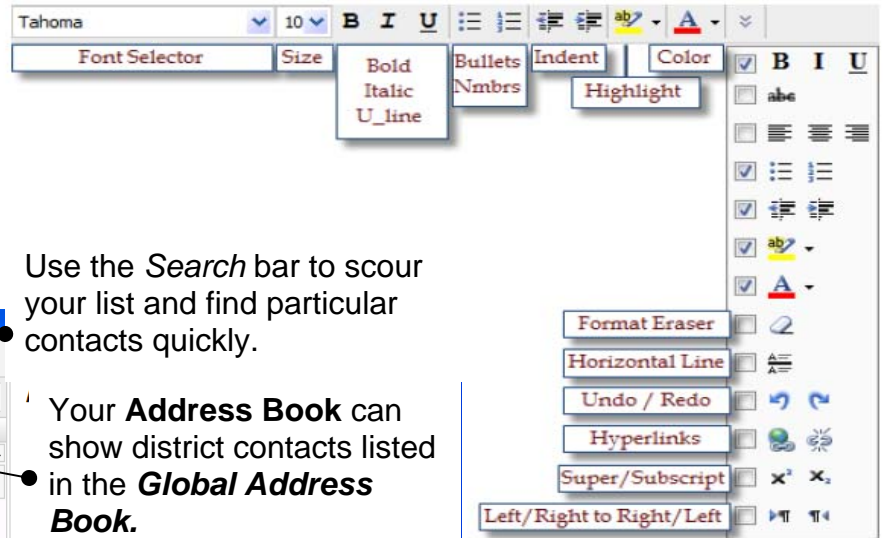


Standard Toolbar

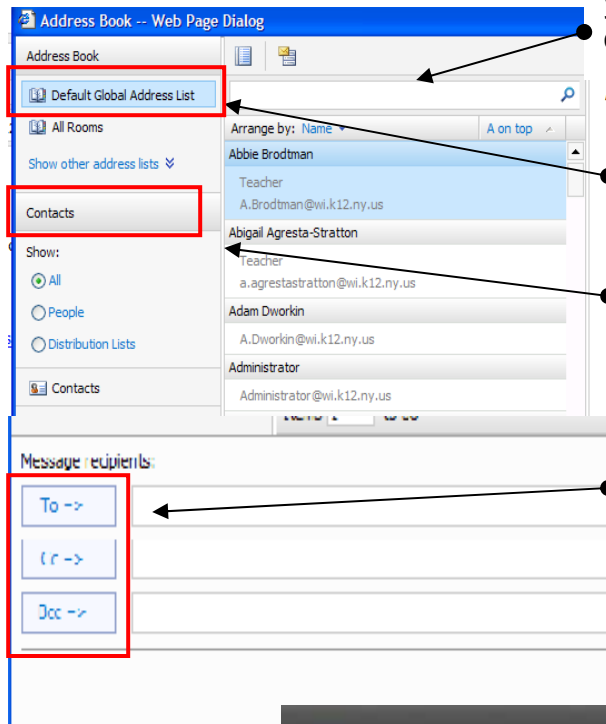
Note that the new icon for Attachments is the *paper clip*



Formatting Toolbar



Address Book

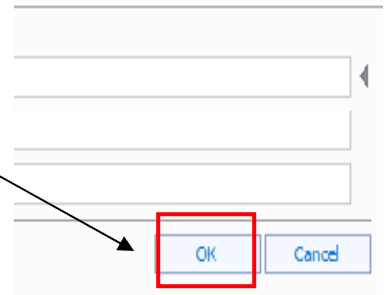


Use the *Search* bar to scour your list and find particular contacts quickly.

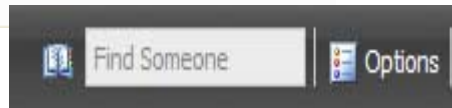
Your **Address Book** can show district contacts listed in the **Global Address Book**.

Contacts from your Personal contact list are found here

After searching for someone, click on the TO, CC or BCC to insert the name and select OK



Options



This is found up in top right hand side near your name.

You will need to reset various settings with the new email system such as your digital signature, date and time formats, spell checker etc.

