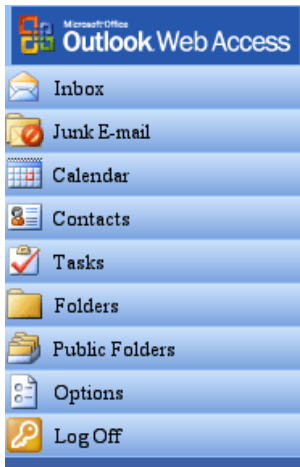


BSD - Outlook Web Access (v2003) for *Macintosh* Users

Log on to the Internet using Internet Explorer

- 1) Go to <https://webmail.bsd405.org/exchange>
- 2) If a “Security Alert” screen appears, click “Yes.”
- 3) In the login screen type:
 - a) User ID = bsd\login (ex. bsd\straussp ... don't forget bsd\....).
 - b) Password = your Windows network password.
 - c) Click **OK**.



Tour of Outlook:

The Outlook Bar, located to the left of the main window, offers a number of shortcuts to your personal folders. Calendar, Contacts, Inbox, Sent Items, etc.

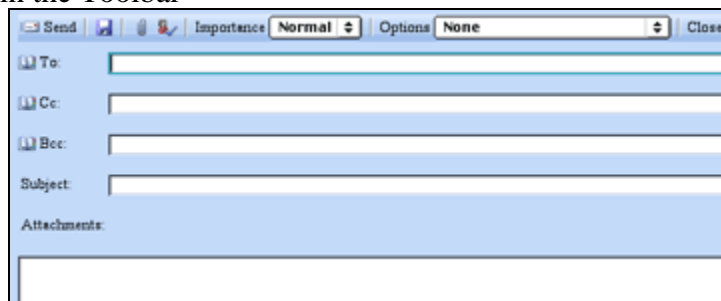
Buttons across the top of the Inbox screen:




Button	Description
	Provides Help that is specific to the window you're working in.
	Allows you to create a new item, such as an e-mail message, a contact, or a task. This menu is available at all times. The icon displayed to the left of New varies, depending on the window you're working in.
	Moves up one level in your folder hierarchy.
	Checks the server for new messages. This button also refreshes your browser window.
	Allows you to move messages and folders from one folder to another.
	Allows you to copy messages and folders from one folder to another.
	Allows you to rename folders.
	Moves items to the Deleted Items folder. Select the check box next to one or more items in the main Outlook Web Access window, such as a contact, appointment, or message, and then click this button.
	Permanently deletes all items in the Deleted Items folder.
	Opens a dialog box that allows you to search your organization's address list.
	Allows you to sort e-mail messages and contacts by certain characteristics.

Sending a Message:

- 1) Click the **New** button in the Toolbar



- 2) **Address** the message
 - a) Click in the **To...** dialog area OR click directly on the **To...** button
 - b) Enter recipients:
 - i) The last name of the person to receive the message if the person is in the District **OR**
 - ii) The full email address if the person is NOT in the District address list (i.e. smiths@yahoo.com)
OR
 - iii) Type a hyphen and a space in the Display Name area
 - c) If more than one person is to receive the message in **To...** enter a semicolon between each last name
 - d) Click on the **Check Names** icon in the Toolbar. 
 - e) If the name is in the Global Address List the name will be moved above the input box and underlined. **If the name appears in red, a window will open allowing for further options.**
 - f) If you don't know the exact spelling, type in a partial name and then click on **Check Names**
 - i) The partial name will turn red and open an assistant window.
 - ii) Make desired choices and click **OK**.
 - iii) If there are **NO** suggestions, or none of the suggestions are appropriate, click on Delete Recipient and click **OK**.
- 3) **Enter** an appropriate Subject
- 4) **Enter** the message in the message area
- 5) Click on **Send** to mail the message

Reading and Responding to Messages:

- 1) To Read a message:
 - a) Click on the message in a message list window
- 2) To Reply to a message:
 - a) Click on the **Reply** or **Reply to all** icon
 - b) The reply will be properly addressed, named and will contain the previous message
 - c) Enter your reply
 - d) Click on **Send**
- 3) To Forward the message:
 - a) Open the message
 - b) Click on the **Forward** icon
 - c) Enter addresses of people to get this message
 - d) Enter any message to go with this forwarded message
 - e) Click on **Check Names** icon
 - f) Click on **Send**
- 4) To Print the message:
 - a) Open the message by double clicking on it
 - b) Click on the printer icon

- 5) To Delete the message:
 - a) Click on the **Delete** icon (**X**) in the Toolbar; or touch the **Delete** key OR
 - b) Open the message and click on the **Delete** icon (**X**) in the Toolbar

Creating a Personal Distribution List (for sending messages to groups):

- 1) Click on the triangle to the right of **New**
- 2) Select **New Distribution List** in the dropdown menu.
- 3) Give the list a UNIQUE name. It is the shortcut you will use to bring up this distribution list. It should NOT be the last OR first name of someone in the District.
- 4) To add names to the distribution list:
 - a) Enter the person's name in the "Add to Distribution List" box and click **Add** OR click on "Find Names"
 - b) Click **OK** when finished adding all the desired names to this distribution list
 - c) If the name is NOT in the Global Address List or Outlook/Contacts Address Book, you will need to add them as a new Contact first.
- 5) Click on **Save and Close** when finished
- 6) Test the distribution list
 - a) Open a new message
 - b) In the **To...** dialog box enter the name of the distribution list
 - c) Click on **Check Names** icon on the Tool Bar; the distribution list name should become underlined

Reading Attachments:

- 1) Click on the **Attachment** icon or on a link within the email.
- 2) The most common file types will launch the appropriate application and open the document.

Sending Attachments from Outlook Web Client:

- 1) Click on the **Insert File Paperclip** icon or the **Attachments** button.
- 2) Click on the **Browse** button to locate the file on your Hard Drive or in your server folder.
- 3) When you locate the file click **Open**, then **Attach** and **Close**
- 4) Type any addition message information and click on **Send**.

Folders for Mail Messages:

- 1) Click the triangle to the right of **New** and drag down to **Folder**.
- 2) Type in a name the folder.
- 3) Type of Folder to create should be set to **Mail Items**. In the bottom window, select its destination.
- 4) Click **OK**.

Saving Messages into Folders:

- 1) Click and drag a selected message into the desired folder;

Logging Off

- 1) It is very important that you click **Log Off** in the Outlook bar when finished working with your mail.
- 2) Quit web browser.

Getting Help:

- 1) Use the Online Help
 - a) Click on **Help** on the Menu Bar
- 2) Use the district Help Desk
 - a) Call: x4321
 - b) E-mail: address is <help>