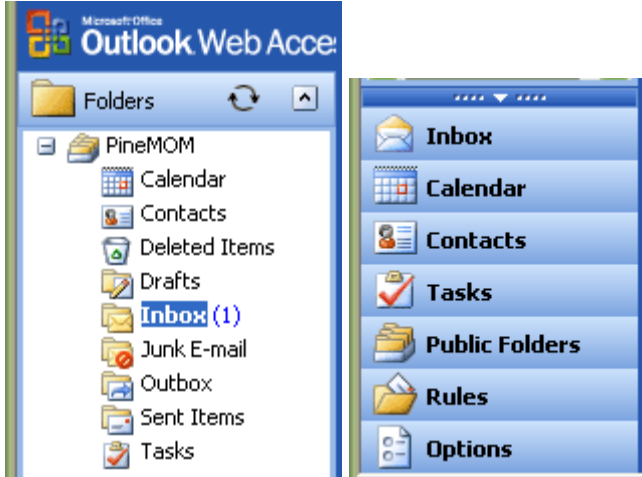


BSD - Outlook Web Access (v2003) for *Windows* Users

Log on to the Internet using Internet Explorer

- 1) Go to <http://www.bsd405.org/mail> If a “Security Alert” screen appears, click “Yes.”
- 2) In the login screen type:
 - a) User ID = bsd/login (ex. bsd\strauspp ... 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.

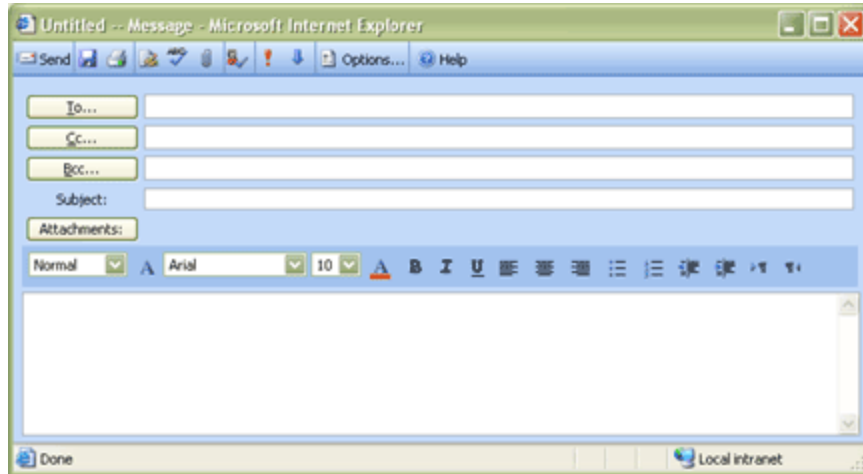



Buttons across the top of the Inbox screen:

Button	Description
	Displays 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 always available. The icon displayed varies, depending on the window you're working in, as does the list of options displayed when you click the arrow next to the button.
	Checks the server for new messages. This button also refreshes your browser window.
	Allows you to search your Microsoft Exchange mailbox folders and your organization's public folders . You can base your search on one or more message characteristics, such as sender, subject line, or text in the message body.
	Allows you to organize messages and other items in your mailbox . You can move messages from one folder to another, or copy them to a different location.
	Moves the selected item—such as a contact, appointment, or message—to the Deleted Items folder. Hold down SHIFT when you click this button to permanently delete the selected items.
	Permanently deletes all items in the Deleted Items folder. You can, however, recover deleted items for a limited time after removing them from Deleted Items. Contact a system administrator about the expiration period for deleted items.
	Allows you to select a Reading Pane, which provides two ways to preview messages without opening them. You can preview messages in the bottom half of the view or side-by-side with the list of messages. You can also turn off the Reading Pane. You can also set the size of the Reading Pane for each folder. In the message list, place your pointer over the line that separates the Reading Pane from the messages, click, and then adjust the pane to the size you want.
	Opens the Find Names dialog box, which allows you to search your organization's global address list or your contacts. You can also address a new message from the Find Names dialog box by selecting a name from the list and clicking Add recipient to...New Message . Note You can't use the Find Names dialog box to search for distribution lists in your Contacts folder.
	Allows you to quit Outlook Web Access. This helps prevent others from using the computer to view the contents of your mailbox. Important Click Log Off before you close your Outlook Web Access browser window or navigate to another Web site.

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:

<ol style="list-style-type: none"> 1) Use the Online Help <ol style="list-style-type: none"> a) Click on Help on the Menu Bar 	<ol style="list-style-type: none"> 2) Use the district Help Desk <ol style="list-style-type: none"> a) Call: x4321 b) E-mail: address is <help>
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