

OUTLOOK WEB ACCESS PROGRAM - PART I

LOGGING IN

(1.) Begin by opening your web browser.

Look for this icon:  or this one: 
Internet Explorer Netscape Navigator

(2.) Go to the Pasadena ISD Home page: <http://www.pasadenaisd.org>

(3.) At the District Home Page, find the link for District E-mail 

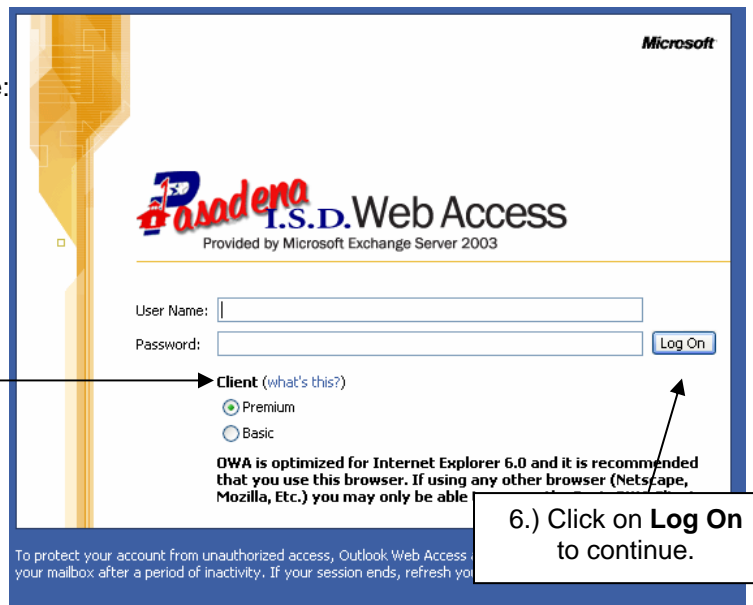
(4.) You should see a password prompt similar to this one:

You can enter your username 3 different ways:

- **username** (it will autofill the domain for you)
- **pasadenaisd\username**
- or **username@pasadenaisd.org**

(5.) Choose **premium** by default. If you experience performance issues you can try the Basic Client to see if it improves the speed.

Clicking “what’s this?” will provide an explanation of the two client options.



Microsoft

Pasadena I.S.D. Web Access
Provided by Microsoft Exchange Server 2003

User Name:

Password:

Client (what's this?)

Premium

Basic

OWA is optimized for Internet Explorer 6.0 and it is recommended that you use this browser. If using any other browser (Netscape, Mozilla, Etc.) you may only be able

To protect your account from unauthorized access, Outlook Web Access will lock your mailbox after a period of inactivity. If your session ends, refresh your page.

6.) Click on **Log On** to continue.

*** If you can't remember your password, please call the Technology Services Help Desk at **713.740.0260**. ***

A QUICK LOOK AT THE MAIN SCREEN

(1.) These buttons allow you to **compose new mail, check for mail, delete messages**, and other functions. More detail is provided below.

(2.) These buttons allow you to access various functions. We'll concentrate on the **Inbox, Calendar, and Contacts**.

(3.) New mail appears in this window.

(4.) You can preview your message here.

(5.) Use these buttons to navigate through pages of messages.

(6.) You can log off here..

THE MAIN TOOLBAR

Delete Items

Find Address Book Entries

Microsoft Office
Outlook Web Access **Inbox** (Two-Line View ▾)

Folders

Refresh All Folders

Expand or Collapse Your Folder List

New Item

Copy Item to Another Folder

Reply

Forward

Check for New Messages


Show/Hide Reading Pane

Search for Items

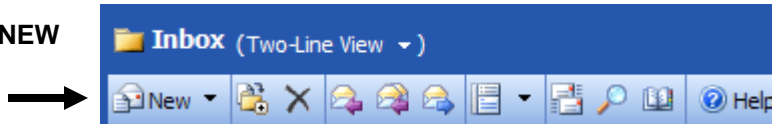
Use the Help Function

COMPOSING AND SENDING A MESSAGE

In order to compose a message, you should first make sure that you are looking at your Inbox.

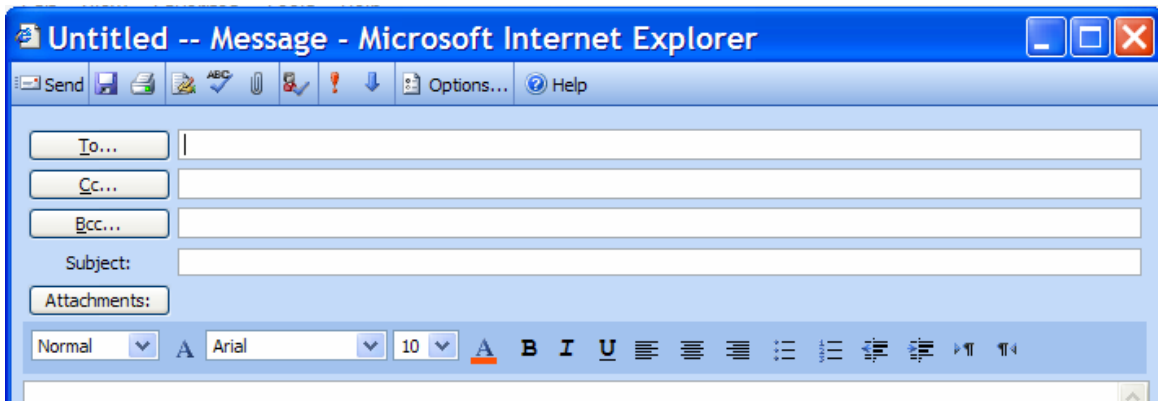
(1.) Do this by clicking on the  icon.

(2.) Next, click on **NEW**



(3.)

Click on the **To...** box →



(4.)

PISD Employee E-Mail Account:

In the **To...** box, type the **last** and **first** name of the PISD employee.

-OR-

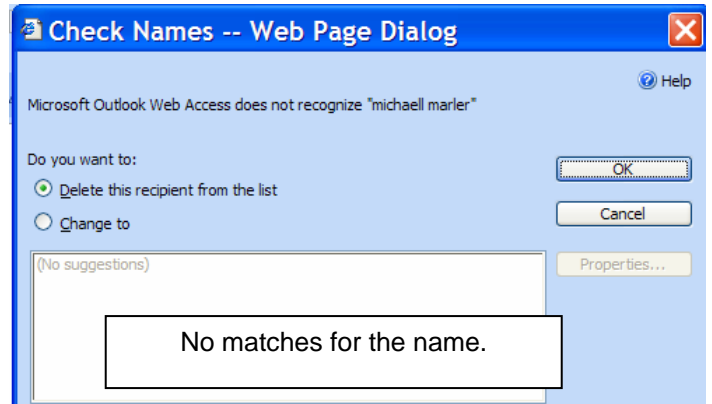
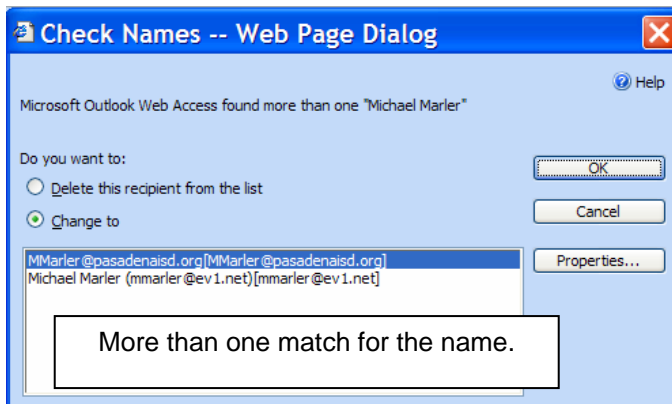
Internet E-Mail Account:

In the **To...** box, type the **complete E-mail address** of that person.

For example: *gwilshire@intell.com*

You may separate multiple addresses with a semi-colon.

(5.) If you misspell the name of a PISD employee, or leave part out, you may see one of these windows:



COMPOSING AND SENDING A MESSAGE CONTINUED ...

(9.) When you are ready, click on the **Send Button** →

(6.) **Cc...** means *Carbon Copy*
Bcc... means *Blind Carbon Copy*

The screenshot shows the 'Staff Development Training - Microsoft Internet Explorer' window. The 'To...' field contains 'Mike Marler; Tom Deibel; Linda Stephens'. The 'Cc...' field contains 'mmarler@excite.com'. The 'Bcc...' field contains 'ismith@abc123.com'. The 'Subject:' field contains 'Staff Development Training'. The 'Attachments:' field shows 'training.pdf(632KB)'. The text area contains 'The Staff Development Training will take place on Thursday, October the 4th, from 4:00 pm - 6:00 pm.' followed by 'Thanks, Joe Smith'. A callout box (7.) points to the subject field with the text 'Enter your Subject'. Another callout box (8.) points to the text area with the text 'Enter your Message'. A third callout box (9.) points to the 'Send' button with the text 'When you are ready, click on the Send Button'.

CHECKING SENT MESSAGES

On the left side of your screen, you will see a folder list:

The screenshot shows the 'Folders' pane in Outlook. The folder list includes 'Mike Marler', 'Infected', 'C:\Program Files\Network', 'Calendar', 'receipts', 'Sent Items', 'Sync Issues', and 'Tasks'. The 'Sent Items' folder is highlighted with a blue selection bar.

Click on **Sent Items** to see a list of sent messages.

	To	Subject	Sent /
	Linda Scarpa	RE: Question	Mon 8/23/2004 11:49 AM
	Linda Scarpa	Question	Mon 8/23/2004 11:46 AM
	Bob Daugherty (Technology Serv...	RE: id badge	Mon 8/23/2004 9:39 AM
	Esther Mata	RE: IT Center	Mon 8/23/2004 9:11 AM

OUTLOOK WEB ACCESS PROGRAM - PART II

ATTACHMENTS

Attachments are files that are sent in addition to normal e-mail messages. These files include (but are not limited to) items such as word processing files, spreadsheets, and picture files.

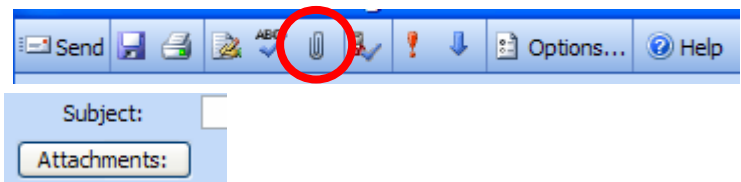
Because E-Mail attachments are often used to spread viruses, some file types are automatically blocked by our E-Mail servers. These file types include files ending with **.exe**, **.pif**, **.bat**, **.js**, **.com** or **.vbs** (just to name a few).

It is a good idea to open a file attachment **ONLY** when you are expecting one to be included with an e-mail message. This is because some viruses spread by automatically sending infected attachments without the users' permission.

When in doubt about an attachment, check with the sender before opening the attachment.

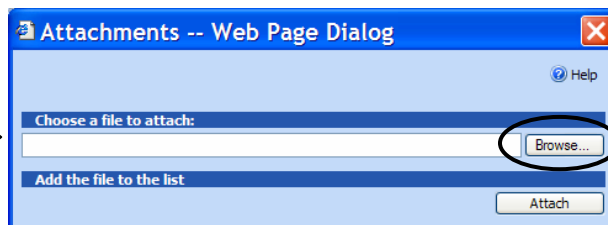
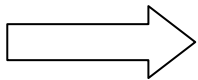
ADDING ATTACHMENTS

When you are creating a new E-Mail message, click on the paperclip icon:

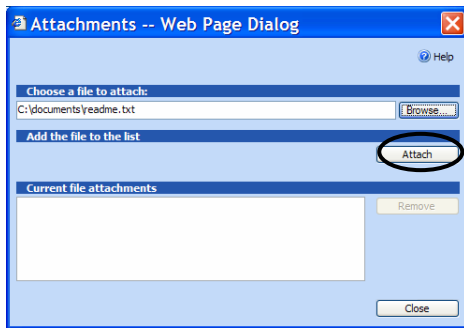


(You may also click on the **Attachments** button:)

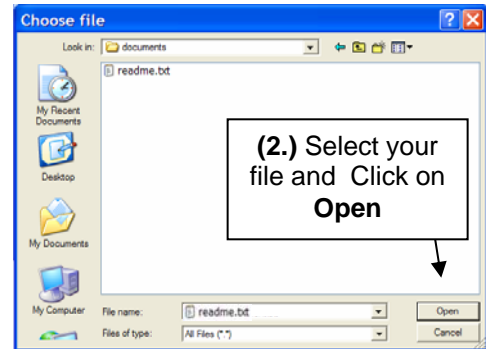
You should see a window that looks like this:



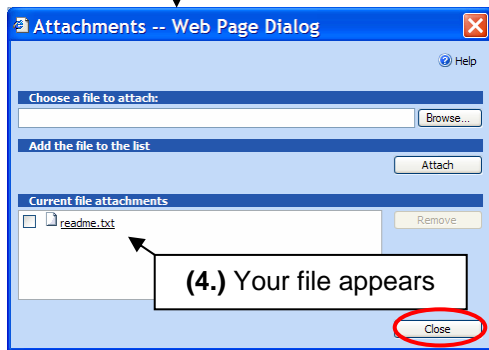
(1.) Click on the **BROWSE** button to locate your file.



(3.) Click on **Attach**

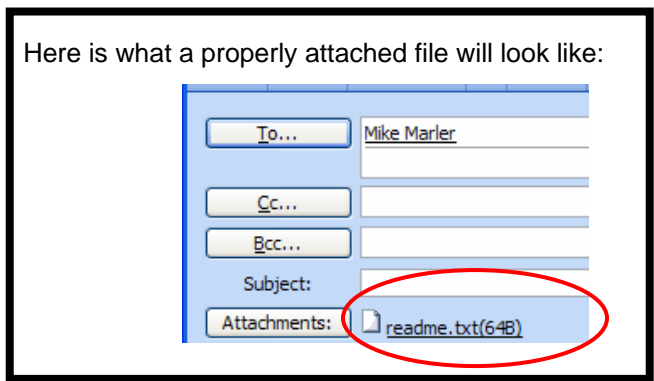


(2.) Select your file and Click on **Open**



(4.) Your file appears

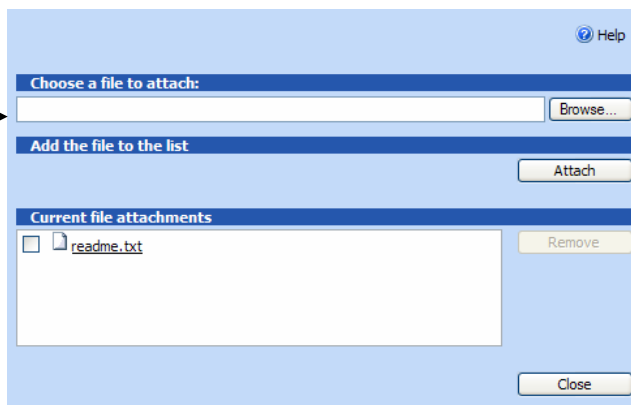
(5.) Click on **Close**



Here is what a properly attached file will look like:

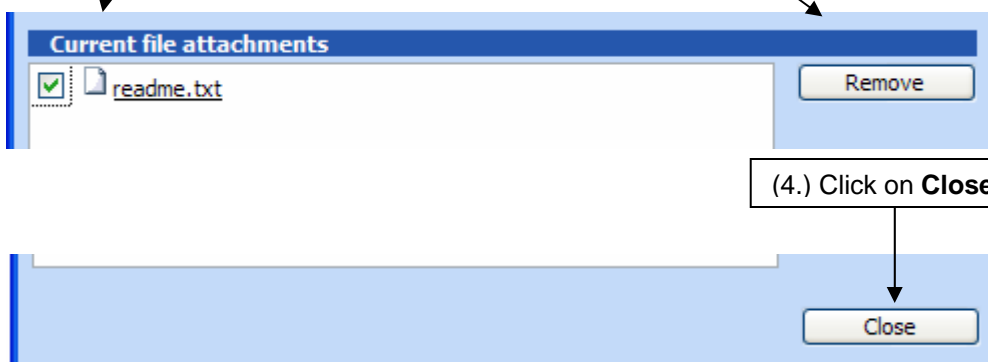
REMOVING ATTACHMENTS:

(1.) Click on the **Attachments:** Button to display the **Add/Remove Attachments** screen:



(2.) Place a **check** in the box next to the file.

(3.) Click on **Remove**



(4.) Click on **Close**

READING YOUR MESSAGES

(1.) Click on the **Inbox** icon to bring up a list of received E-Mail messages.

Messages with a “closed” envelope have not been opened yet.

Messages with an “open” envelope have already been opened.

(2.) Click **once** to see a message in the preview window.

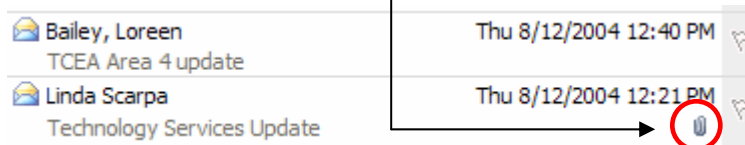
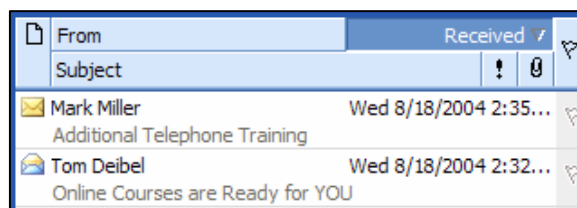
Double click on a message to open it in a new window.

(3.) If your message has an attachment, it will have a small **paperclip** next to the name.

(4.) **Double click** to open (run) the file/program.

-OR-

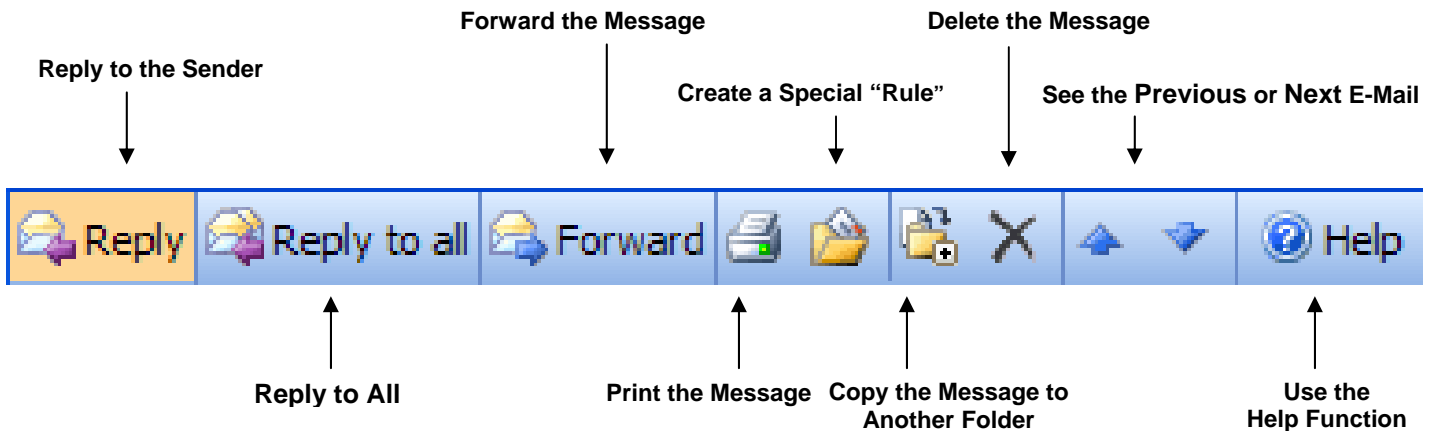
RIGHT click to save the attachment.



Again, be very careful about opening unexpected attachments. See the previous page for details.

WORKING WITH YOUR MESSAGES

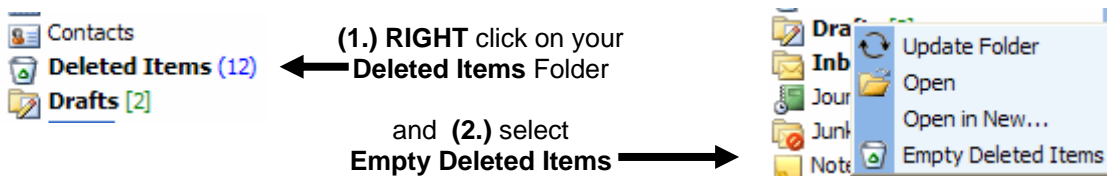
After Opening an E-Mail, you have several choices:



EMPTYING YOUR DELETED ITEMS FOLDER

The Technology Services Department has imposed a **storage limit** of **60 MB** for all users. If your mailbox exceeds **60 MB**, you will receive a warning indicating that you will not be able to send messages until you have cleaned out your mailbox. This can be done by deleting old messages from your **Inbox**, as well as from your **Sent Items** folder.

Please Note: Whenever you delete a message, that message is actually moved to a **Deleted Items** Folder. As a result the message will continue to take up space on the computer until the **Deleted Items** Folder is Emptied.



OUTLOOK WEB ACCESS PROGRAM - PART III

CONTACTS

(1.) Clicking on the  button opens an address book.

You can use the address book to keep track of e-mail addresses, phone numbers, addresses and other pertinent information.

CREATING A NEW CONTACT

(2.) You can create a new contact by clicking on **New**: →



An information window will open:

(3.) Enter the desired information and click on **Save and Close** when you are finished.

General Details

Last Name: Robert

First Name: Jones

Middle Name: Michael

Business Phone: 713.555.0147

Home Phone: 713.555.0148

Mobile Phone: 281.555.1212

Job title: Account Manager

Company: Wilshire Kinetics Inc.

Assistant Phone: [dropdown]

File As: Last, First [dropdown]

Business Address [dropdown]

Mailing address

Street: 3202 Ave M

City: Houston

State/Province: TX

Postal Code: 77123

Country/Region:

E-mail [dropdown]

Display Name: Robert Jones

E-mail address: rjones@wki.com

Web page address: http/www.wki.com/rjones

Attachments:

VIEWING YOUR CONTACTS

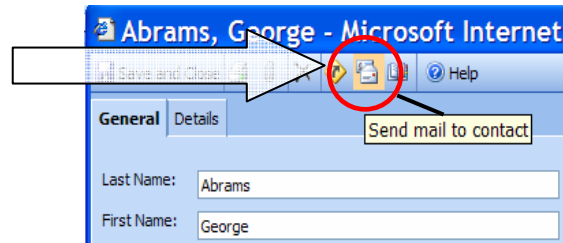
(1.) After clicking on the  button, you should see a list of contacts. (If you have not yet entered any contacts, no contacts will be displayed.)

(2.) Click on any contact to open:

- Astor, George
- E-mail g_astor@abc123.com
- Athletics Personnel 

← Contacts with this symbol are called **Distribution Lists**

(3.) If you have an e-mail address entered for a contact, you can click on this button to send that person an e-mail:



(4.) If your contact list extends to more than one page, use these arrows to navigate through the list.



DISTRIBUTION LISTS:

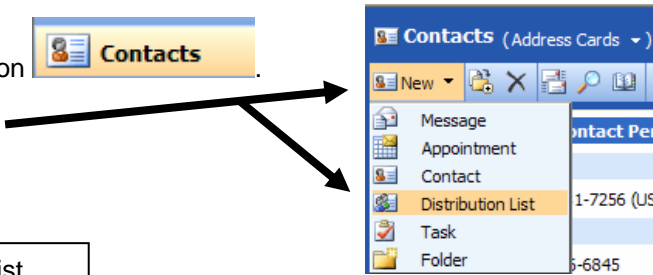
Here is Microsoft's definition of a distribution list:

"A group of recipients created to expedite mass-mailing of messages and other information. When mail is sent to a distribution list, all members of that list receive a copy."

CREATING A DISTRIBUTION LIST

(1.) If you have not already done so, click on 

(2.) Click on **New**, then **Distribution List**:



(8.) When you are finished creating your list, click on **Save and Close**.

(3.)

List Name: Instructional Technology Distribution List

Type the **name** of your list here.

Add to Distribution List (4.)

Tom Deibel (5.)

Type the **names of your recipients** here and click on **Add**

(6.)

You can click on **Find Names** to search for addresses in either the mail PISD list, or in your personal address book.


(7.)

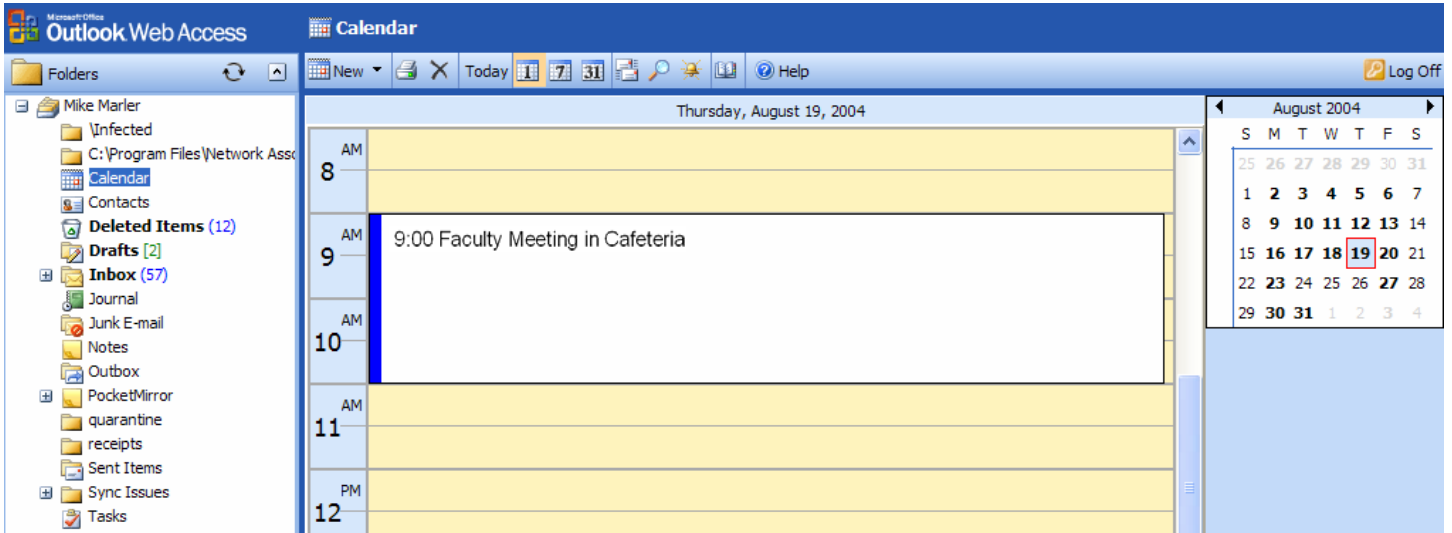
Members of your Distribution List appear here. For members **inside** the District, you can just type their name. Type the full E-mail address for members with addresses **outside** the District.

Name	E-mail address
Mike Marler	MMarler@pasadenaisd.org
Linda Scarpa	LScarpa@pasadenaisd.org
mmarler@excite.com	mmarler@excite.com

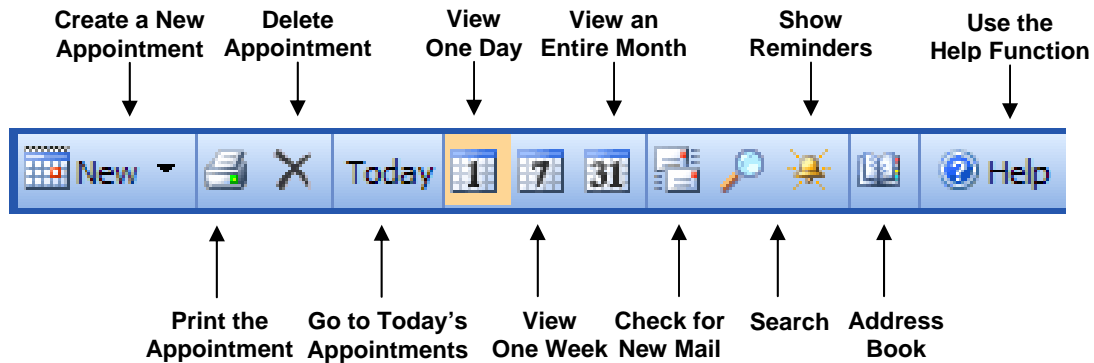
OUTLOOK WEB ACCESS PROGRAM - PART IV

THE CALENDAR

Click on the  **Calendar** button to open the Calendar:



THE CALENDAR TOOLBAR



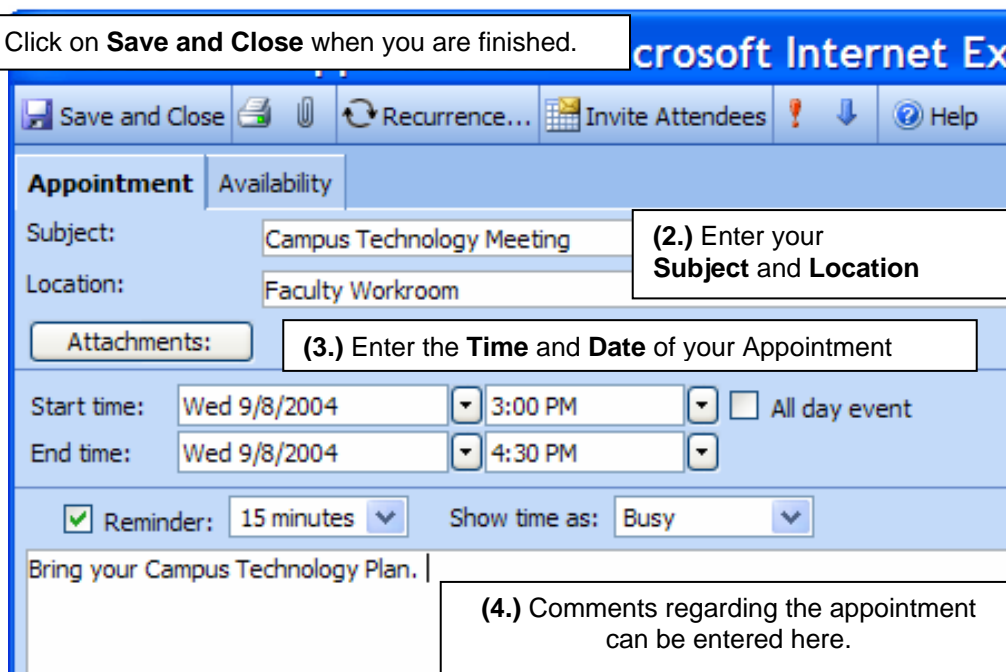
CREATING AN APPOINTMENT

(1.) Begin by clicking on **New**:



This window will open:

(5.) Click on **Save and Close** when you are finished.



(2.) Enter your **Subject and Location**

(3.) Enter the **Time and Date** of your Appointment

(4.) Comments regarding the appointment can be entered here.

RECURRING APPOINTMENTS (OPTIONAL INFORMATION)

(1.) Open a new Appointment

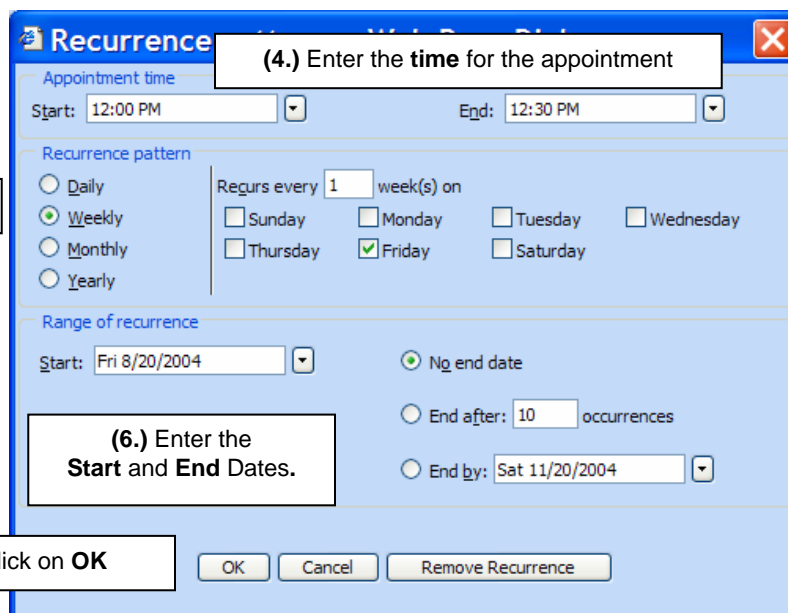
(2.) Enter the **Subject and Location** for your Appointment

(3.) Click on the



button.

(5.) Set the **Recurrence Pattern**



(4.) Enter the **time** for the appointment

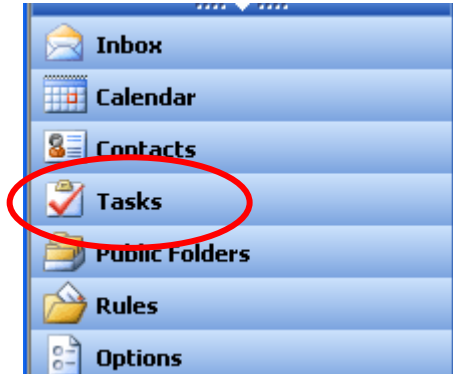
(6.) Enter the **Start and End Dates.**

(7.) Click on **OK**

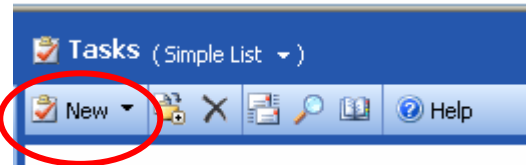
OUTLOOK WEB ACCESS PROGRAM - PART V

THE TASK LIST FUNCTION

(1.) Begin by clicking on **Tasks**



(2.) This menu will appear at the top of the screen: →



(3.) Click on **New** to create a new task:

(7.) When you are finished, click on **Save and Close**

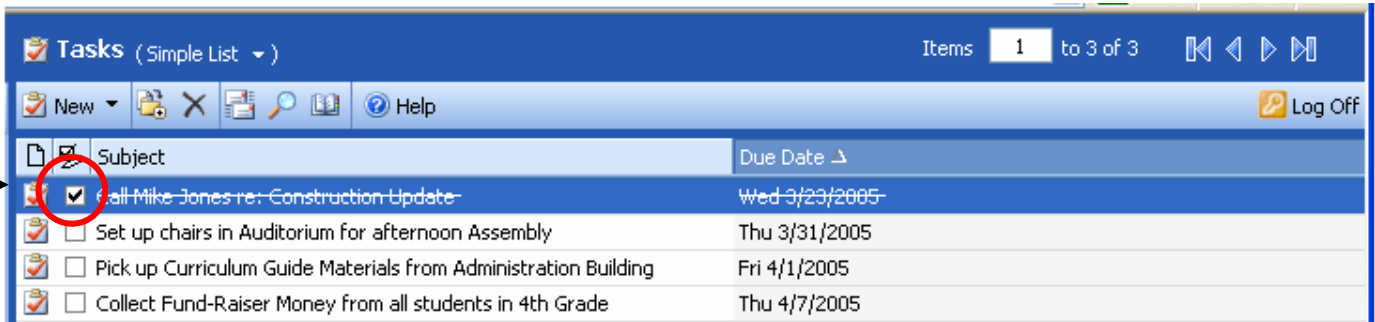
(4.) Enter the **subject** of your Task

A screenshot of the Outlook Web Access 'Task' form. The 'Save and Close' button is highlighted with a red oval. The subject is 'Pick up Curriculum Guide Materials from Administration Building'. The due date is 'Fri 4/1/2005'. The status is 'Not Started'. The start date is 'None'. The priority is 'Normal'. The reminder is 'Fri 4/1/2005' at '8:00 AM'. The browser address bar shows 'https://webmail.pasadenaisd.org - Untitled -- Task - Microsoft Internet Explorer'. The toolbar includes 'Save and Close', 'Recurrence...', and 'Help'.

(5.) Enter the **due date** for your Task here

(6.) Enter a **reminder** for your task here (optional)

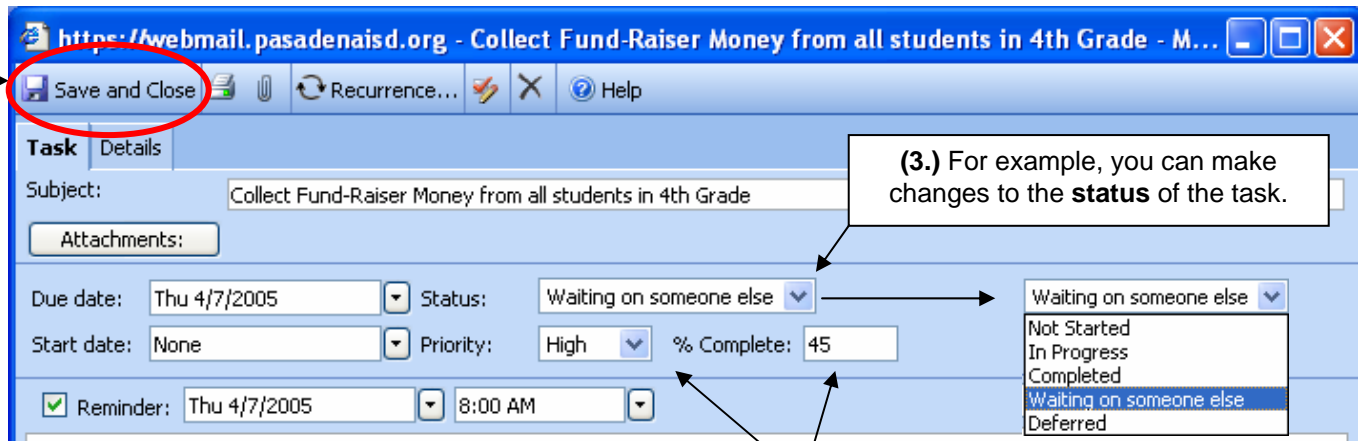
Saved tasks appear in this list:



(1.) Placing a check in this box will mark the task as **completed**.

(2.) Double Clicking on an item will open it, so that updates to the task can be entered.

(5.) Click on **Save and Close** when you are finished.



(3.) For example, you can make changes to the **status** of the task.

(4.) You can also enter the **% complete** or change the **priority** of the task.