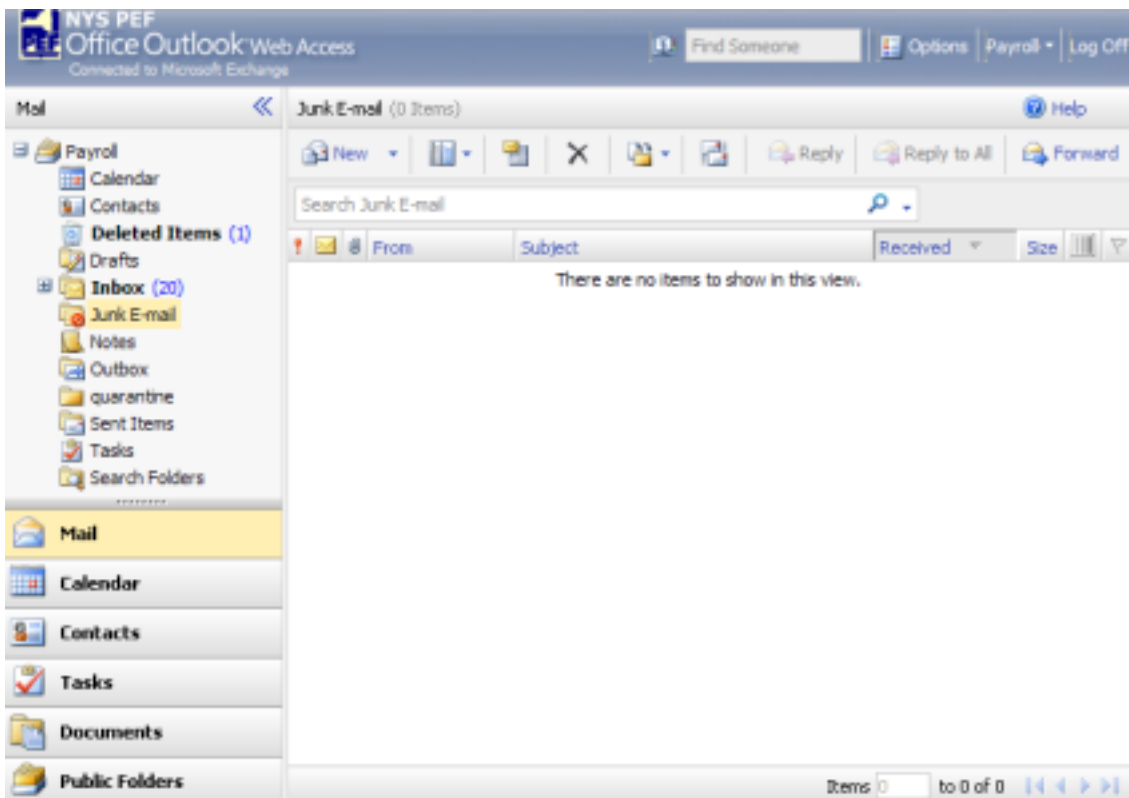


How to Use Microsoft Outlook Outlook Web Access (OWA)

GETTING STARTED

1. To access PEF's Outlook Web Access (OWA), type the following URL in the browser address bar <https://mail.pef.org>
2. Type your username.
If you have trouble, try
PEF.org\username.
3. Type your password.
4. Click **Log On**.
5. The OWA main page will look like this:

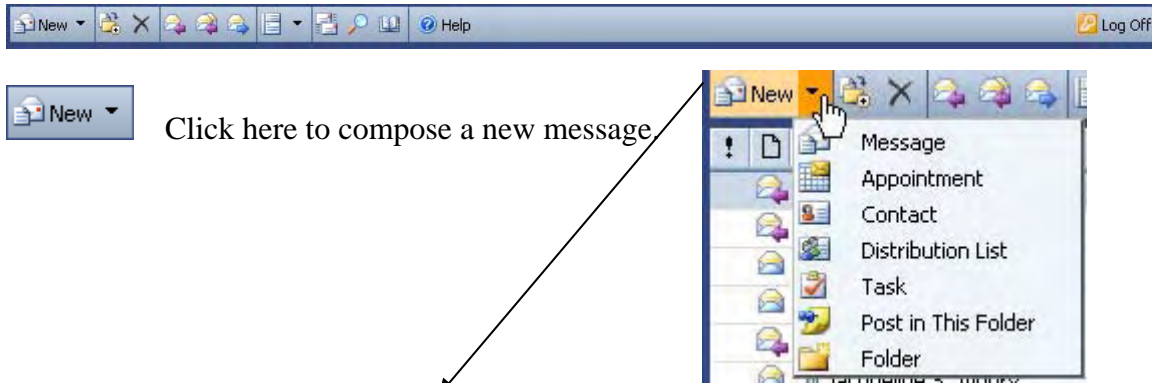


Be sure to hit
Log Off to end
your session
when you are
done!


OVERVIEW OF BUTTONS AND TOOLBARS FOUND IN THE OWA FOLDERS

INBOX – MAIL ITEMS

Messages are delivered to your mailbox on a Microsoft Exchange Server where they are stored in your **INBOX** by default. Here is a brief overview of the toolbars and buttons found in the inbox.



Click here to compose a new message.

Click on the drop down arrow  next to **New** to see more options for creating new items such as appointments, contacts, tasks, folders, etc.

This drop-down menu is available at all times. The options displayed on the button depend on the window you are working in, as does the list of options that displays when you click on the down-arrow to the right of the button. For example, use the **FOLDER** option to create a new folder.



Click here if you wish to reply to the message currently highlighted or in the preview pane.



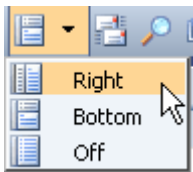
Click here if you wish to reply to **EVERYONE** that received this email.

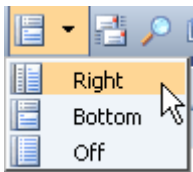


Click here to forward a copy of the message currently highlighted or in the preview pane to someone else.



Click here if you wish to delete the selected message.



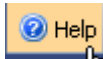
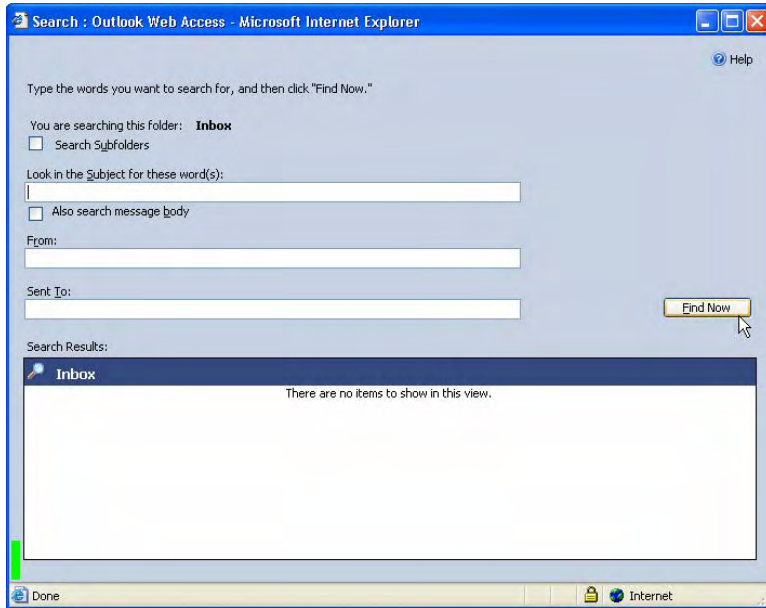
Click  if you wish to change how you preview messages. You can turn this feature off or you can choose to preview messages at the bottom or at the right of your OWA screen.



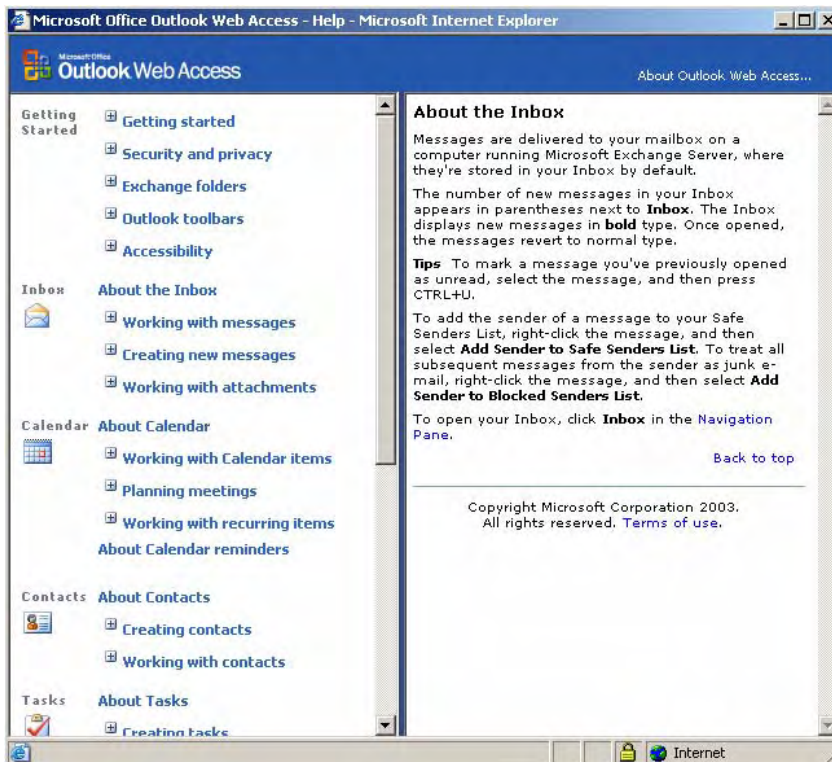
Click here to check for new messages.




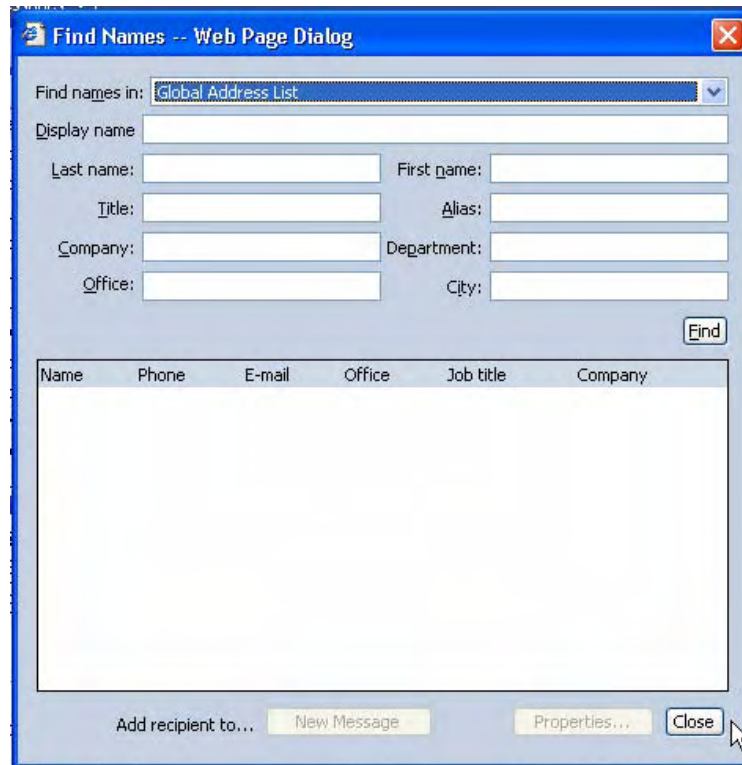
Click here to search for messages. The window below will appear.



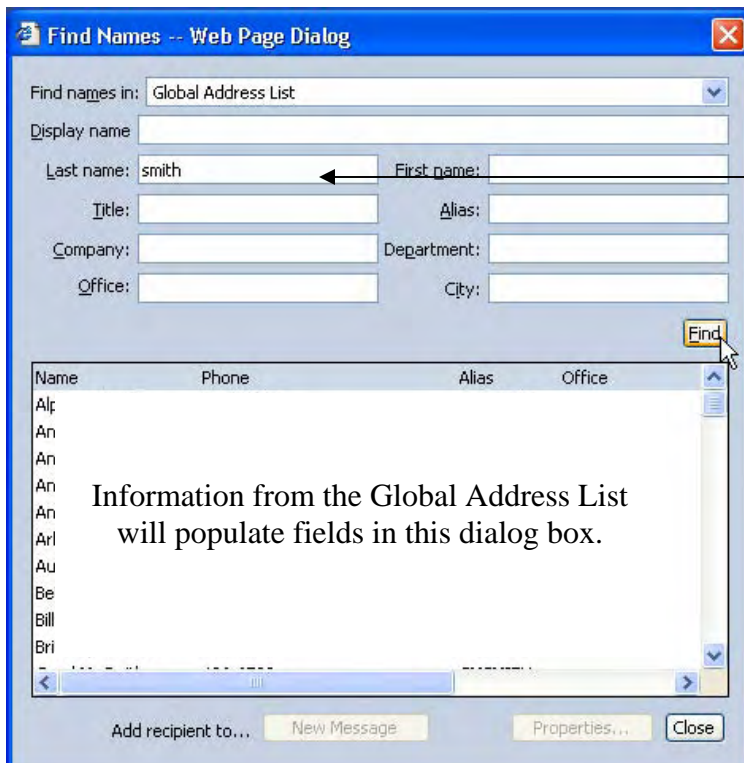
Click if you need help. The window below will appear.



Click  to see the address book. The window below will appear.



There are several ways to search in the address book. Type in the field that you wish to search and click **FIND**.

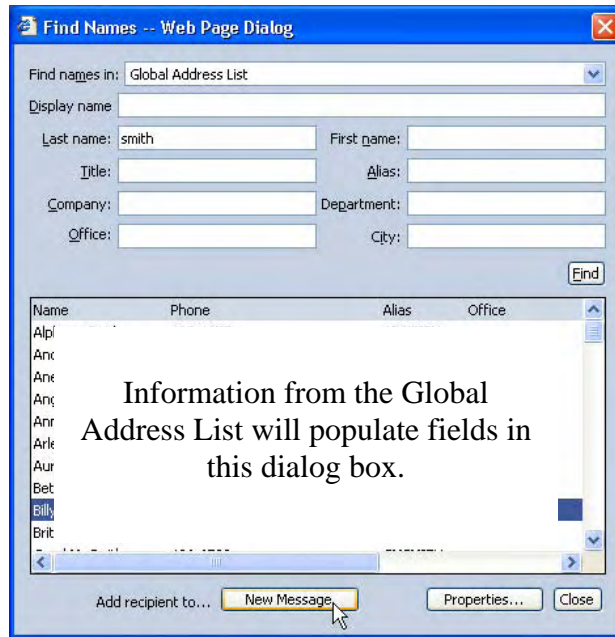


The "Global Address List" includes all PEF mailboxes.

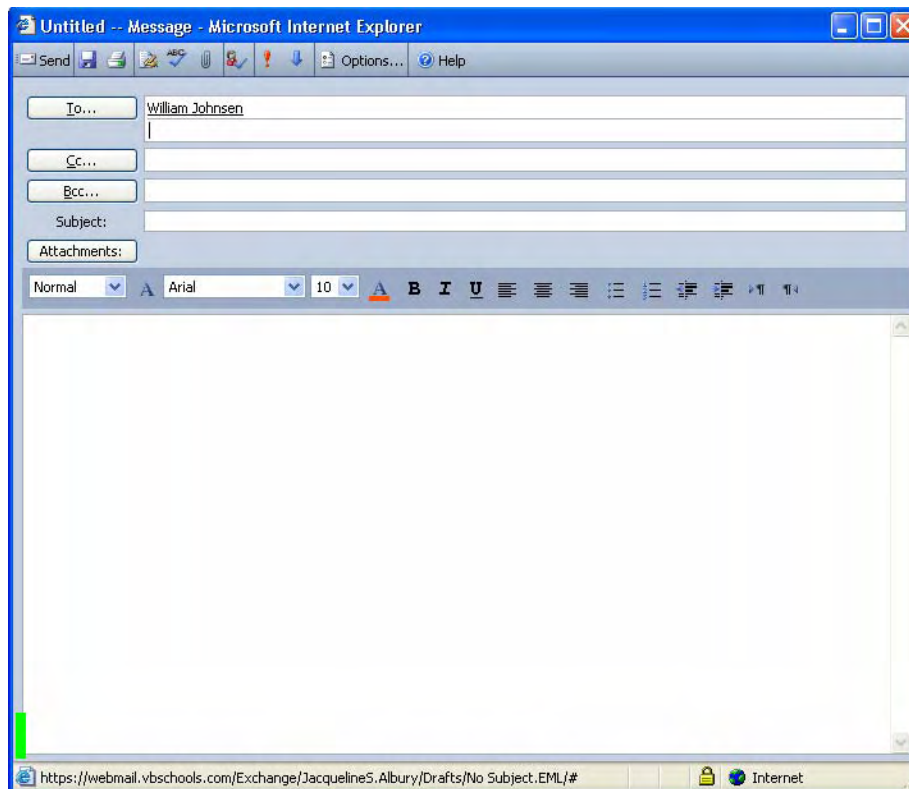
Search by last name.

A list of all people with the last name of Smith will appear.


To send a new message to someone in the address book, highlight his/her name and select **NEW MESSAGE**.
NOTE: You will need to close the address book manually by selecting **CLOSE**.



A blank message window will appear.



When working with your **INBOX**, you may want to sort messages in a variety of ways.



Click here if you want to sort by first name.

Click here if you want to sort by subject.

Click here if you want to sort by date received. You can have the most current listed first or listed last.

CALENDAR

The OWA **Calendar** allows you to create and track appointments. You can also organize and schedule meetings with co-workers, then update or modify the information (time, location, attendees) as required. When you use **Calendar** to keep track of your meetings and appointments, co-workers can check your availability for their own scheduling purposes (they CANNOT see the details of your appointments – only that you are “BUSY”, “OUT OF THE OFFICE”, or “FREE”). Here is a brief overview of the toolbars and buttons found in the calendar folder.



Click this button to schedule a meeting or set up an appointment.



Click here to print items from the calendar.



Click here to delete items from your calendar. BE SURE you have the item selected before you click delete. You WILL NOT get a prompt asking if you are sure that you want to delete something.



Click here to go to today in the calendar.



Click here to switch to daily view.



Click here to switch to weekly view.



Click here to switch to monthly view.



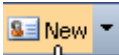
Click here to search for items in the calendar.



Click here to view reminders of upcoming meetings or appointments.

CONTACTS

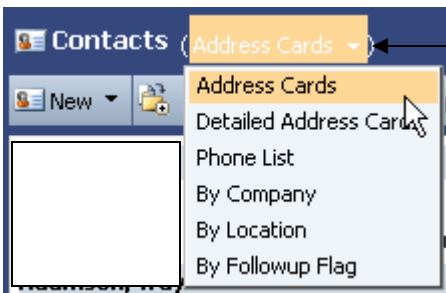
Use **Contacts** to store the e-mail address, street address, phone numbers, and other information that relates to the contact. This can include Web pages, birthdays and anniversaries, and fax or cell phone numbers. **NOTE:** To print contact information the contact must be opened. To open a contact, double-click on the contact name. Here is a brief overview of the toolbars and buttons found in the contact folder.



Click here to create a new contact.



Click on the arrows to move forward and backward in your contacts.



Click on the arrow next to the word **Address Cards** to change the way you view your contacts.

DELETED ITEMS

The **Deleted Items** folder stores contacts, emails and/or appointments that you delete. You can view these items in the **Deleted Items** folder. Once you delete items from this folder, they will be **PERMANENTLY** removed from your mailbox. Provided below is a brief overview of buttons unique to the **Deleted Items** folder.



Click here to empty the deleted items folder.



Click here to recover deleted items.

DRAFTS

In the **drafts** folder you will find those items such as contacts, emails and/or appointments that are incomplete. For toolbar information, please refer to the **MAIL – INBOX ITEMS** overview.

NOTES

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on notepaper. Notes are also useful for storing bits of information you may need later, such as directions or text you want to reuse in other items or documents.



Click here to create a new note.

OUTBOX

The **Outbox** folder stores e-mail until it is sent. For toolbar information, please refer to the **MAIL – INBOX ITEMS** overview.



SENT ITEMS

The **Sent Items** folder stores a copy of each message that has been sent. For toolbar information, please refer to the **MAIL – INBOX ITEMS** overview.




TASKS

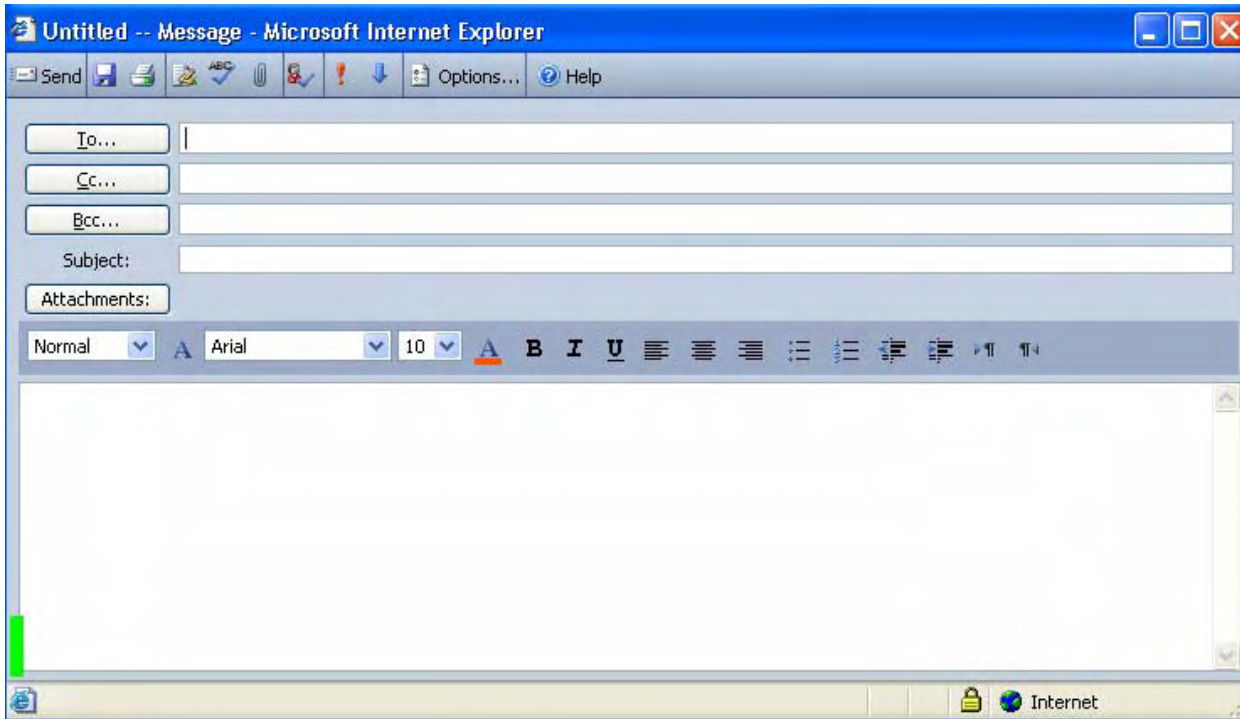
The **Tasks** folder provides access to your Outlook tasks. In the OWA version of the **Tasks** folder you can only assign a task to yourself and view any other tasks already created. Here is a brief overview of the toolbars and buttons found in the **Tasks** folders.



Click here to create a new task.

HOW TO CREATE A NEW EMAIL MESSAGE IN OWA

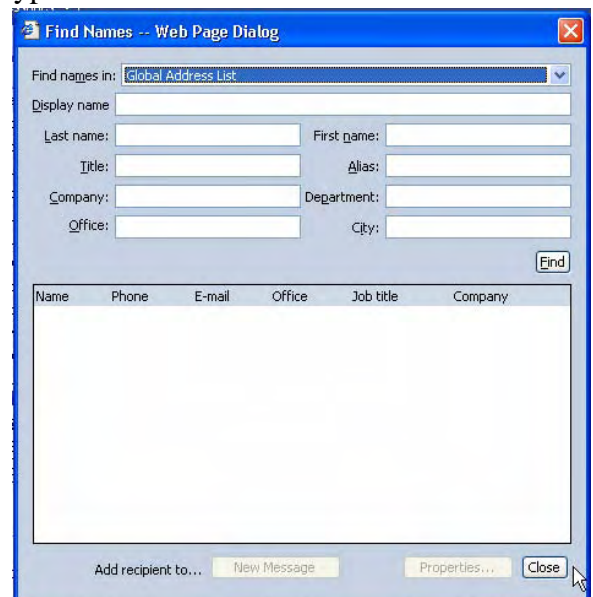
1. While in the inbox, click on new. 
2. The **New Email Message** window will launch.




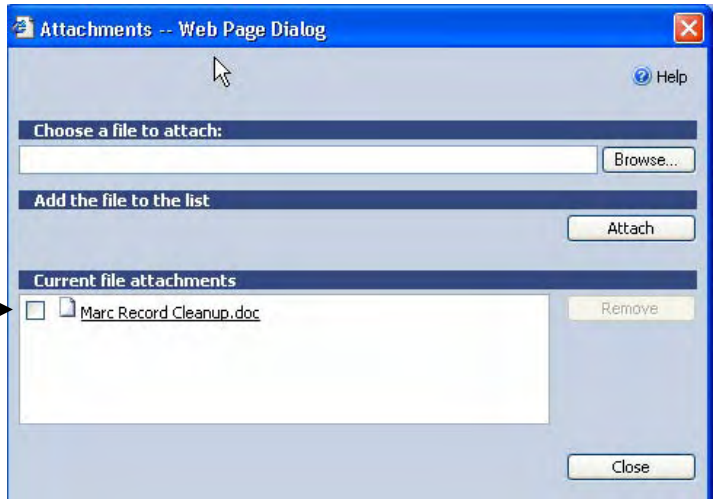
3. Type the email address of people you are sending the email to in the **To...** field.
4. To send a copy of the email to another recipient(s), type his/her email address in the **Cc...** field.
5. To send a blind copy of the email to another recipient(s), type his/her email in the **Bcc...** field.

If you don't know the recipient's email address...

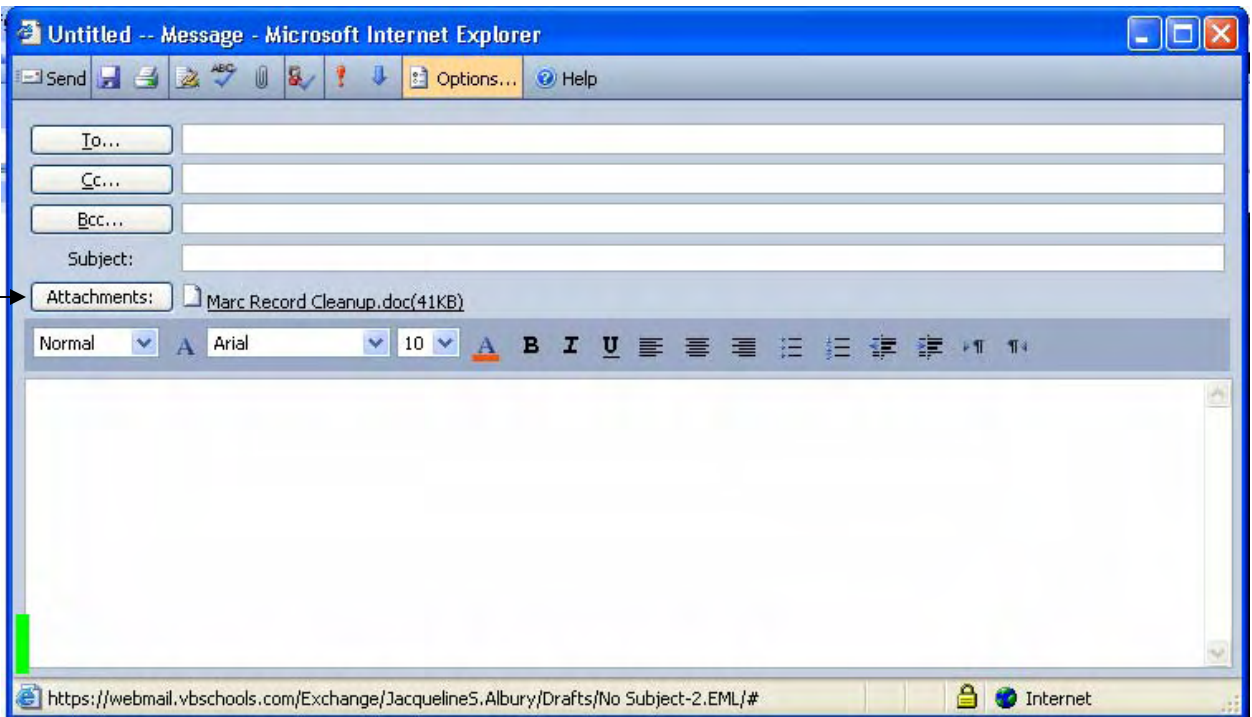
1. Click on the **To...** button.
2. The **FIND NAMES** window will appear.
3. Type in the field that you wish to search and click **FIND**.




5. Once the selected file shows in the Current file attachments window, click on the  button which will take you back to the compose email window.

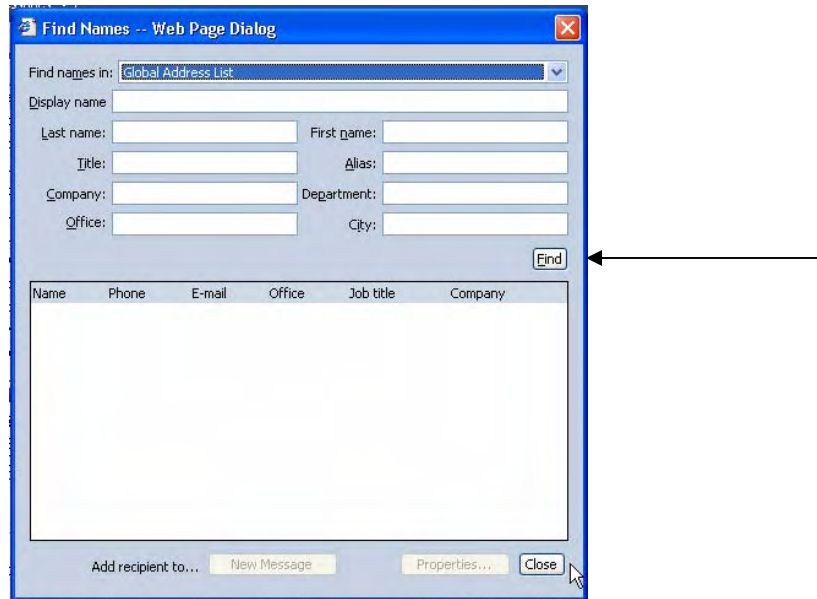


6. You should now see the document listed next to **Attachments**.



HOW TO FIND AN EMAIL ADDRESS WITH ONLY PARTIAL INFORMATION

1. To find the email address of a PEF mailbox, click on the  button. This will launch the **Find Names** window. NOTE: The address book is accessible from most of the OWA folders. The **Find Names** utility will also launch if you click on any of the buttons (**To...Cc...Bcc...**) in a blank email.




Name	Phone	E-mail	Office	Job title	Company
------	-------	--------	--------	-----------	---------

2. Enter as much information as you have about the person you are trying to find. This will also work with partial first or last names. Once you have entered the information you have, click on **Find**.
3. The search results will display on the lower portion of the **Find Names** window.


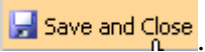


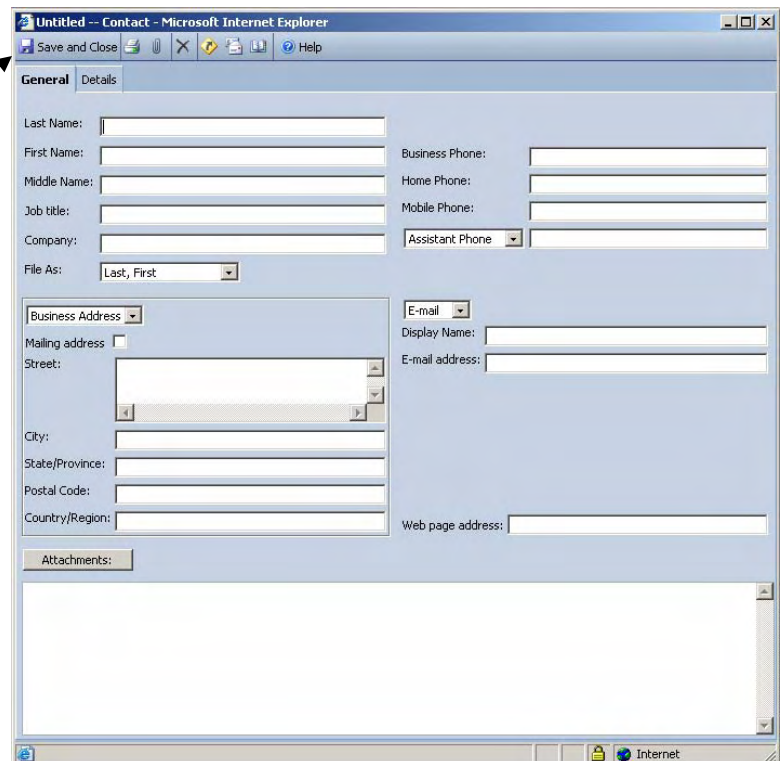
Name	Phone	Alias	Office	Job title
Will				
Will				
Will				

Information from the Global Address List will populate fields in this dialog box.

4. To send a message to an individual shown in the results pane, highlight the name then click on .
5. A new message will open and the **Find Names** dialog box will close.
6. To add other individuals as recipients of this message, enter their name in the appropriate line in the message. (To...Cc...Bcc...) or click on the To...Cc...or Bcc... box to open the **Find Names** dialog box.
7. Search by entering information in the field of your choice.
8. Click on the name of the person you wish to add as a recipient then click To...Cc... or Bcc...
9. The recipient's name will be added to the original message.
10. Click **Close** to exit the **Find Names** dialog box.

HOW TO CREATE A NEW CONTACT

1. While in the **contacts folder** (see picture), click on .
2. The **New Contact** window will launch.
3. Enter as much information as desired. There are **NO REQUIREMENTS** on what you have to enter.
4. Once you have completed click on .



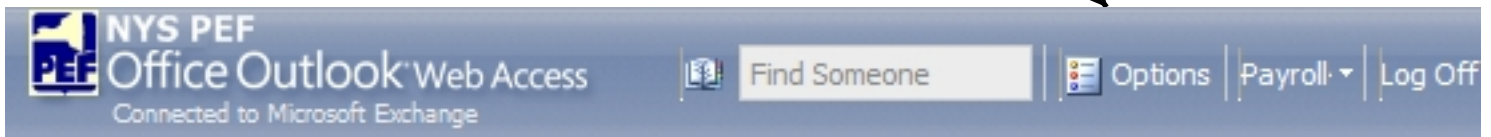
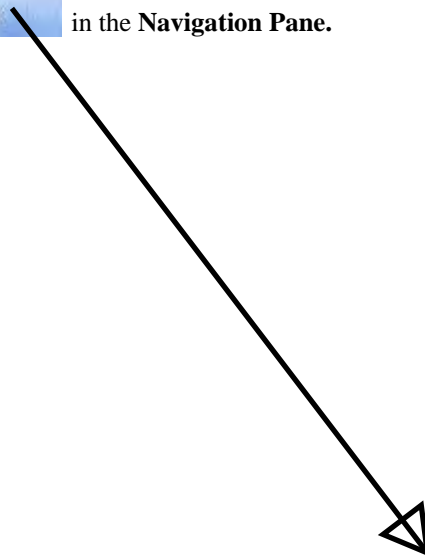
ADVANCED OPTIONS

About Options

Microsoft Office Outlook Web Access provides several ways to customize program features, functionality, and appearance:

- Automatically reply to e-mail you receive
- Customize messages and message views
- Mark previewed items as read or unread
- Set up the spelling checker
- Set up e-mail security
- Help protect your privacy
- Change the color scheme
- Set date and time formats
- Customize your calendar view
- Set reminders for calendar items and tasks
- Customize address book searches
- Change your Windows password
- Recover items you've deleted

To customize these features, click **Options**  **Options** in the **Navigation Pane**.



Remember to click Log Off when you are done! This clears your connection to the server and also clears temporary files used during your session which may contain sensitive information.



Changing the Color Scheme

With Outlook Web Access 2007, you have a choice of color schemes to customize your account.

1. In the **Navigation Pane** of your account, click **Options**.
2. Under **Appearance**, choose a color (Olive Green, Burgundy, Silver, Dark Blue, or Default Blue).
3. Click **Save and Close**.

Changing the Reading Pane View

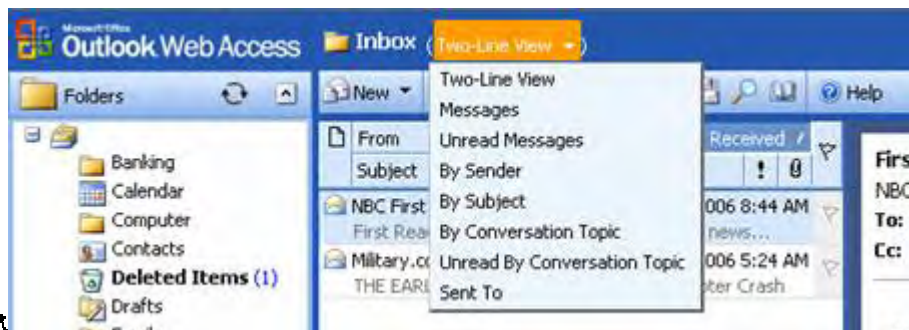
1. In the Toolbar, click the **Show/Hide Reading Pane** button.
2. Choose one of the three options: **Right, Bottom** or **Off**.
3. You may adjust the size of the pane by moving the lines between the panes.

Note : This feature is not available in OWA Light.

Selecting the Two-Line View Option

The Two-Line View option is a great feature of OWA 2007 because it allows you to view more information about an email (including its sender, title, date, importance, and attachments). This feature works well with the Reading Pane.

1. Click **View**, located above the list of emails in your account, next to the folder name.
2. The drop-down menu will display your current selection and other options. Click **Two-Line View**.
3. Note the other options you have here in the **View list**. Selecting 'Messages' gives you an abbreviated, one-line description, 'Unread Messages' shows only emails you haven't viewed, and the rest will order messages by the category you select.



4. There are additional options for the Reading Pane under Options (**Navigation Pane>Options>Reading Pane Options**).

Setting the Number of Messages/Contacts/Tasks You See on a Page

1. In the **Navigation Pane**, click **Options**.
2. Select **Message Options**, then **Number of items to display per page**. Select a number (5-100); the default number is 25.

Note : If you are using a dial-up modem, select 25 items or less for best performance.




3. Click **Save and Close**.

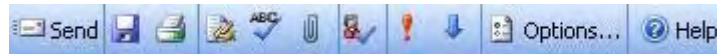
Using Shortcut Menus for Messages and Folders

Outlook Web Access 2007 now provides users with shortcuts to frequently used commands. When you right-click on a message or folder in an OWA list, a menu of commands (Open, Delete, Move/Copy, etc.) appears. Then, all you have to do is choose a command from the list. An example of a shortcut menu for a message is below.



Using the Spelling Check

Outlook Web Access now includes a spelling check for messages. Its functions are similar to most other spelling check software. The Spelling button is located in the toolbar of the message's window .



OWA 2007 supports several languages, including English, French, Spanish, German, Korean and Italian. You may set your spell check to a different language by navigating **Navigation Pane>Options>Spelling Options>Select the language of the dictionary to use while checking spelling**, selecting a language, and clicking **Save and Close**.

Under **Options** (not the Options button you see in the picture above, but the one located in the OWA Navigation Pane), you also have several other choices, including automatically checking your messages when you click Send. Click the **Always check spelling before sending** box.

Creating a Signature for Your Messages

You can create personal signatures to add to the messages you send. You can also choose to attach a particular signature to every message or create several different signatures and insert them into individual messages.

1. Click **Options** in the Navigation pane.
2. Under **Message Options**, choose **Edit Signature**. In the **Signature** window, create your signature.
3. Click **Save and Close**.
4. If you wish to include this signature in every outgoing email, select **Automatically include my signature on outgoing messages** under **Message Options**.
5. If you are in the process of creating a message and wish to insert a signature, click **Insert Signature** in the message's toolbar.

Changing a Message's Default Font

Outlook Web Access uses Arial 10pt in black as its default font for messages. However, you may change the default font if you wish.

1. In the **Navigation** pane, click **Options**.
2. Choose **Message Options** and click **Choose Font**.
3. Select the font, color, etc. and click **OK**.
4. Back on the **Options** window, click **Save and Close**.

Changing/Creating Out of Office Assistant

The Out of Office Assistant option can now be turned on and off using OWA Premium. When selected, you can use the default message or create a personal message for Auto Reply to all incoming emails.

1. Click **Options** in the Navigation pane.
2. Under **Out of Office Assistant**, choose the option desired. In the text window, create your personal message or edit the default message for the dates desired.
3. Click **Save and Close**.

WebReady Document Viewer

OWA 2007 allows Microsoft Office attachments such as Word and Excel documents to be viewed and saved without having the Microsoft Office software installed on the computer.

If you want to simply view the document, Click **Open as Web Page** option to the right of the attachment within the header of the email. This will open a new window and display the contents of the document.

Clicking the document and choosing the **Save** option will allow you to save the document as normal

Creating/Editing Tasks

In the previous version of Outlook Web Access, tasks and calendar items were not supported, even though you could view them as read-only items. OWA 2007 now has many features for task creation and management.

1. In the **Navigation** pane, click **Tasks**.
2. Click **New** to create a new task, or right-click on an existing task and choose **Open** to edit.
3. Make your changes in the **Tasks** page.
4. Click **Save and Close**.