

Using Outlook Web Access (OWA)

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Logon and Logoff Instructions

Important note: When using Internet Explorer 6.0 on a Windows XP with service pack 2, you may be prompted that a popup has been blocked when trying to complete certain tasks in Outlook Web Access. If this occurs, click the popup bar, and select **Always Allow Pop-ups from This Site**.

+ Logging On and Off Procedures

1. Open your browser and navigate to <http://eagle.lamission.edu> or open <http://www.lamission.edu>, select **Faculty and Staff**, and select **Outlook Web Access** link under Communication.
2. The Outlook Web Access logon window displays

Outlook Web Access

LOS ANGELES
MISSION COLLEGE

User name:

Password:

Client (what's this?)

Premium

Basic

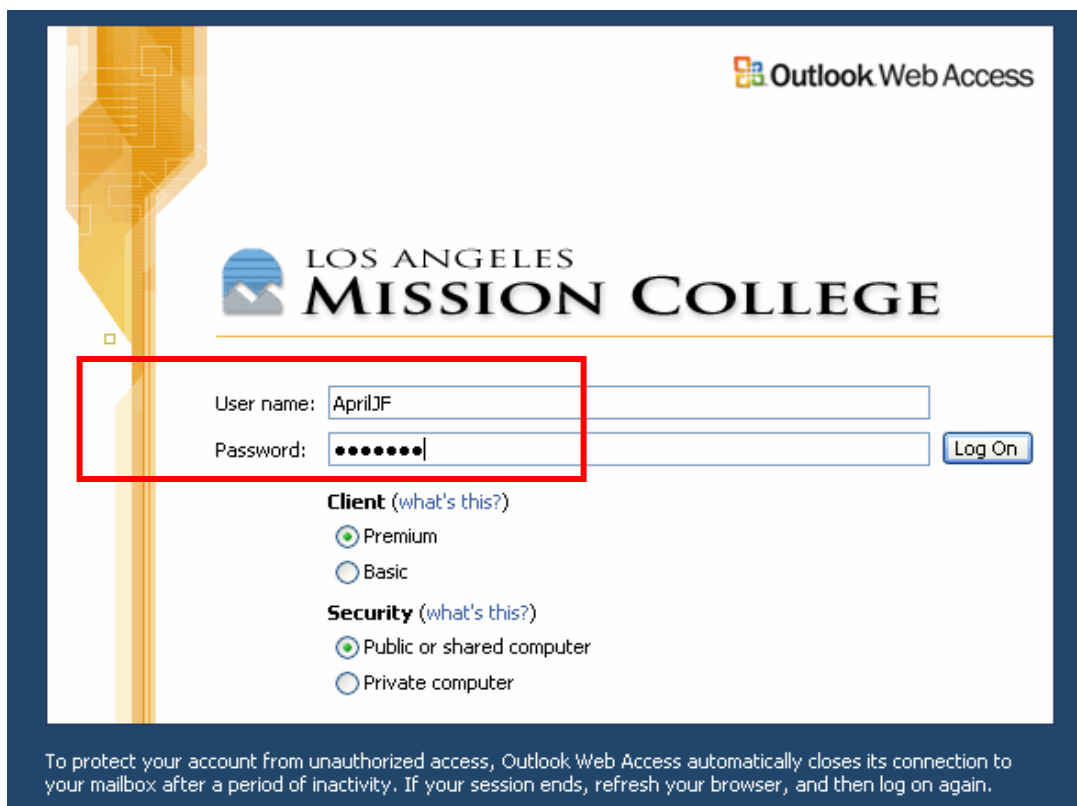
Security (what's this?)

Public or shared computer

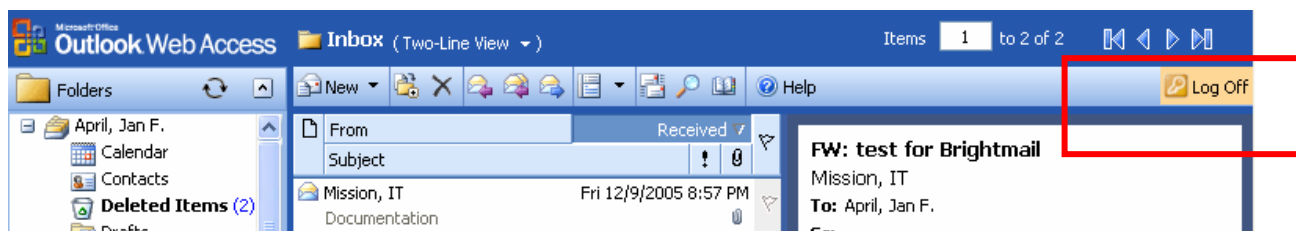
Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

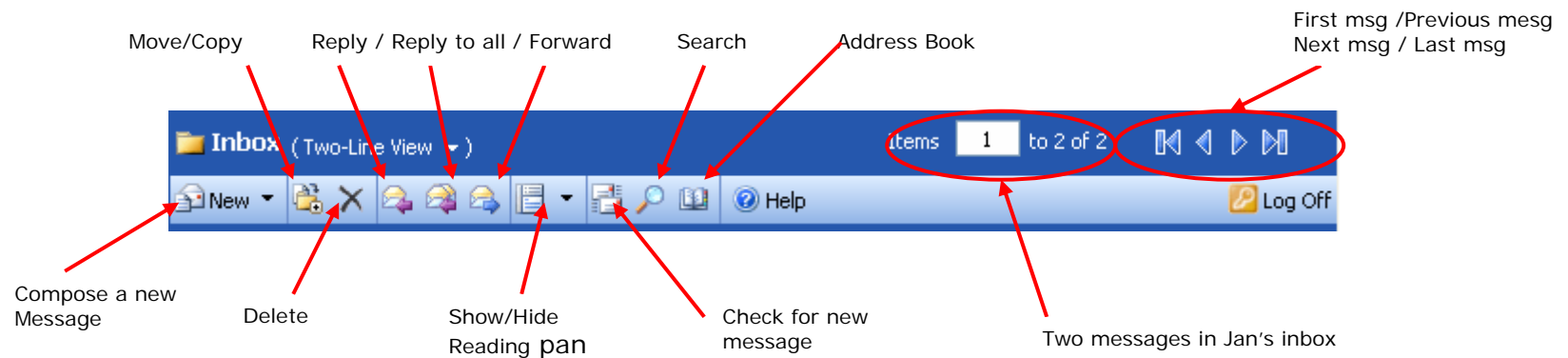
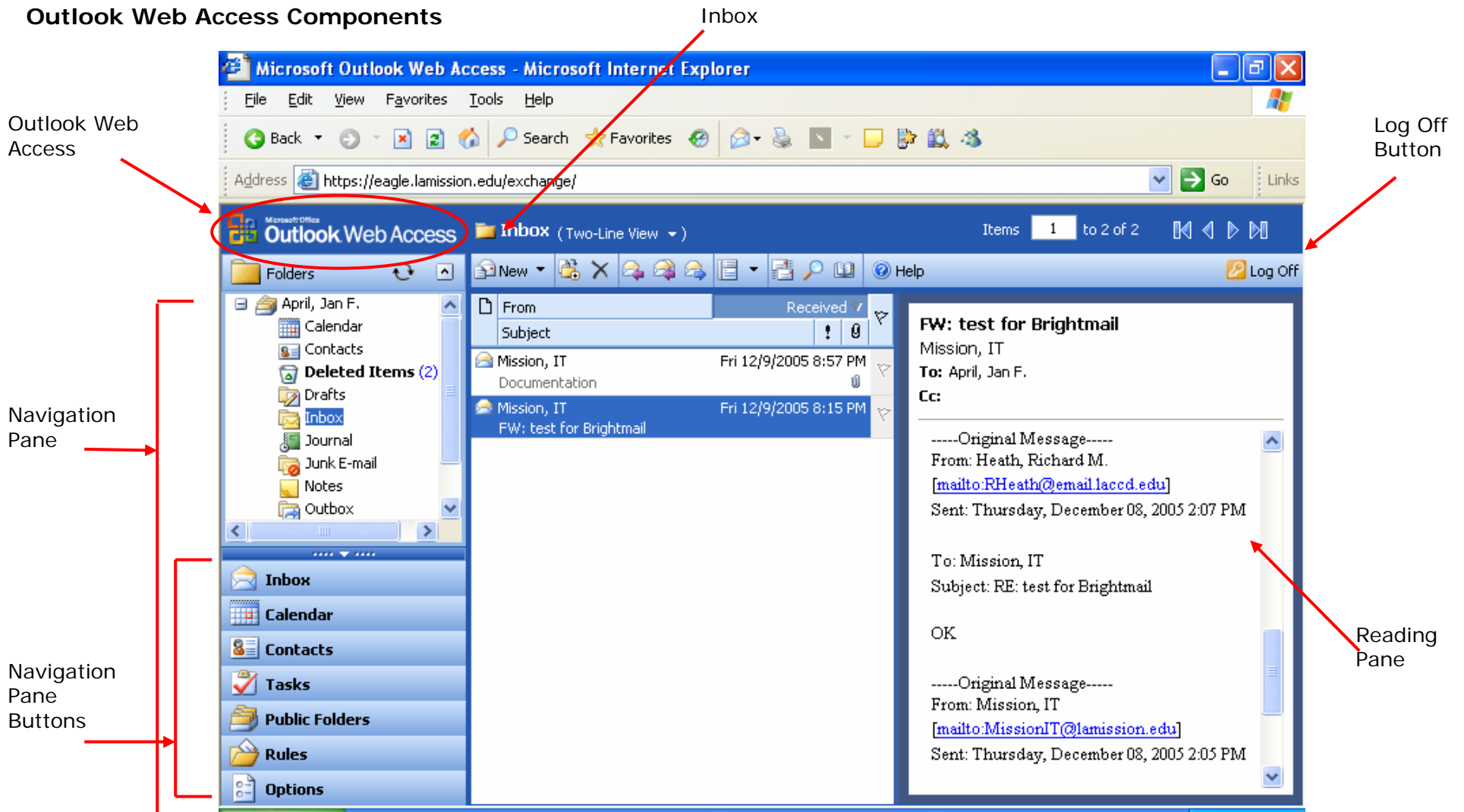
3. Enter your email name and password and click on **Log On** button. Example AprilJF is Jan F. April's email name.



4. Choose the type of Client connection you want based on your Internet connection speed:
 - o **Premium:** Select this option if you are on a fast Internet connection (such as DSL or other broadband). This will give you the enhanced OWA features.
 - o **Basic:** Select this option if you are on a slow Internet connection (such as dialup). This will give you the core OWA features with reduced connection problems.
5. Choose the Security option you want based on your location:
 - o **Shared or Unsecured:** Select this option if you are working from a non-secure computer, or one that multiple people have access to (such as at a public library). This will cause your OWA session to automatically timeout after only a short period of inactivity to prevent non-authorized people from accessing your account.
 - o **Private or Secured:** Select this option if you are working from a secured computer (such as from your desktop at NIEHS). This will cause your OWA session to timeout after a longer period.
6. OWA will open your inbox in web browser.
7. To log off Outlook Web Access, click **Log Off** button in the right-hand side of the toolbar. (image)



Outlook Web Access Components



Working with message

+ Creating a Message

1. Open any e-mail folder and click on New . A new empty message appears as figure 1.

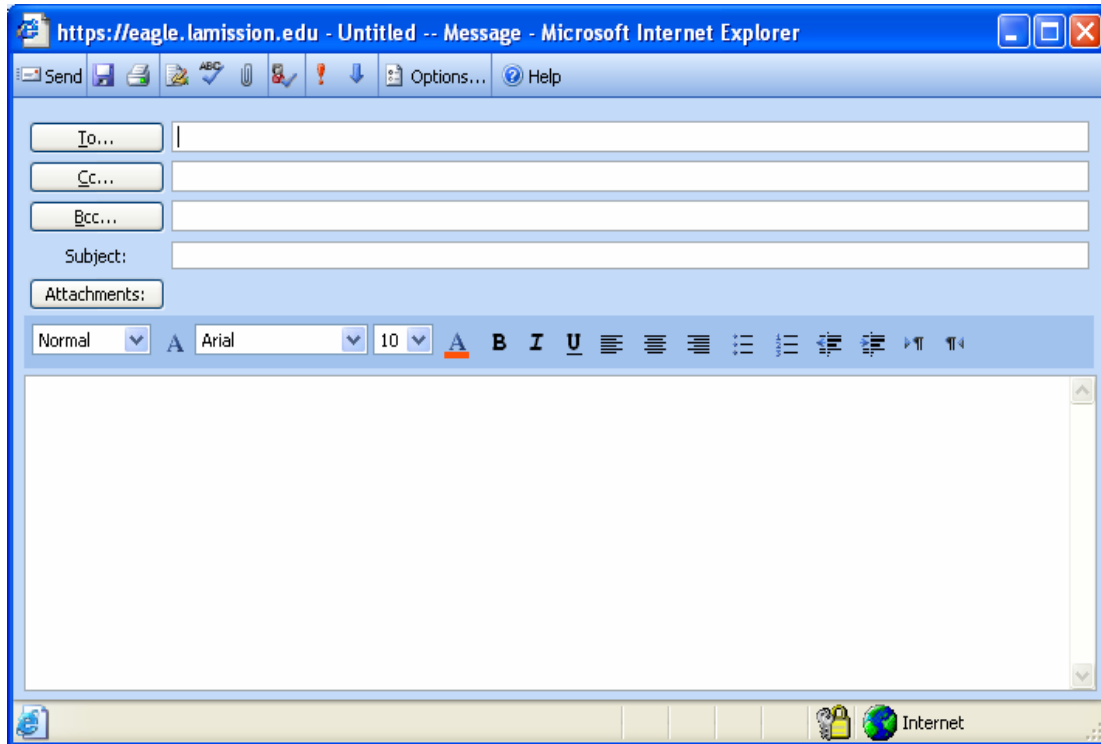


Figure 1

2. Enter the recipients email address in the **To...** field (and optionally the **Cc...** and **Bcc...** fields). Separate multiple recipients with a semicolon (;). Tab to move between various fields.

If the recipients are District employees, click on the **To...** field, a **Find Names – Web Page Dialog** window appears as figure2:

In the **Find Names – Web Page Dialog** window

At the Display name, type the recipient's last name, press Enter

All similar last names will be listed in the bottom box

- Select the recipient name entry. You can select more than one entry by hold down the SHIFT key.
- Click on To or Cc or Bcc to add recipient(s)
- Click on Close button to close the **Find Names – Web Page Dialog** window when you have done the selection.

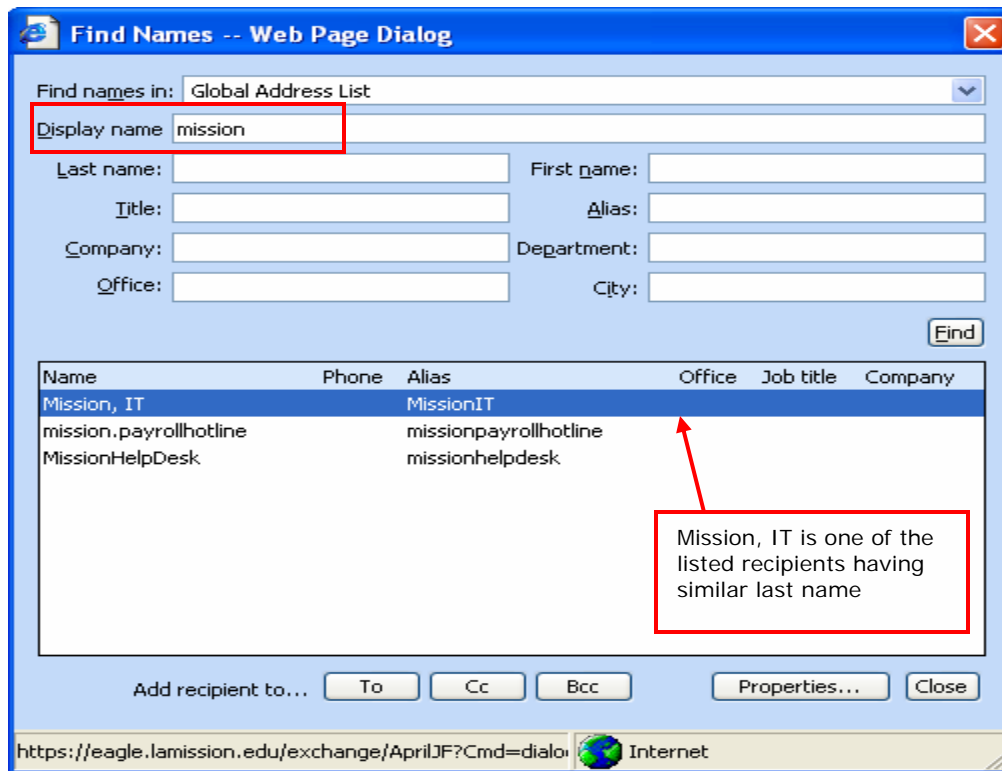
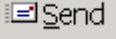


Figure 2

3. Enter a subject. Type your message. Click on . The message will be sent and a copy of the message will be stored in the Sent Items folder. You should periodically delete unneeded messages from the Sent Items folder. Note: If you want to send a blind carbon copy and do not see the Bcc field, click **Options**, and then select **Show Bcc**. Figure 3

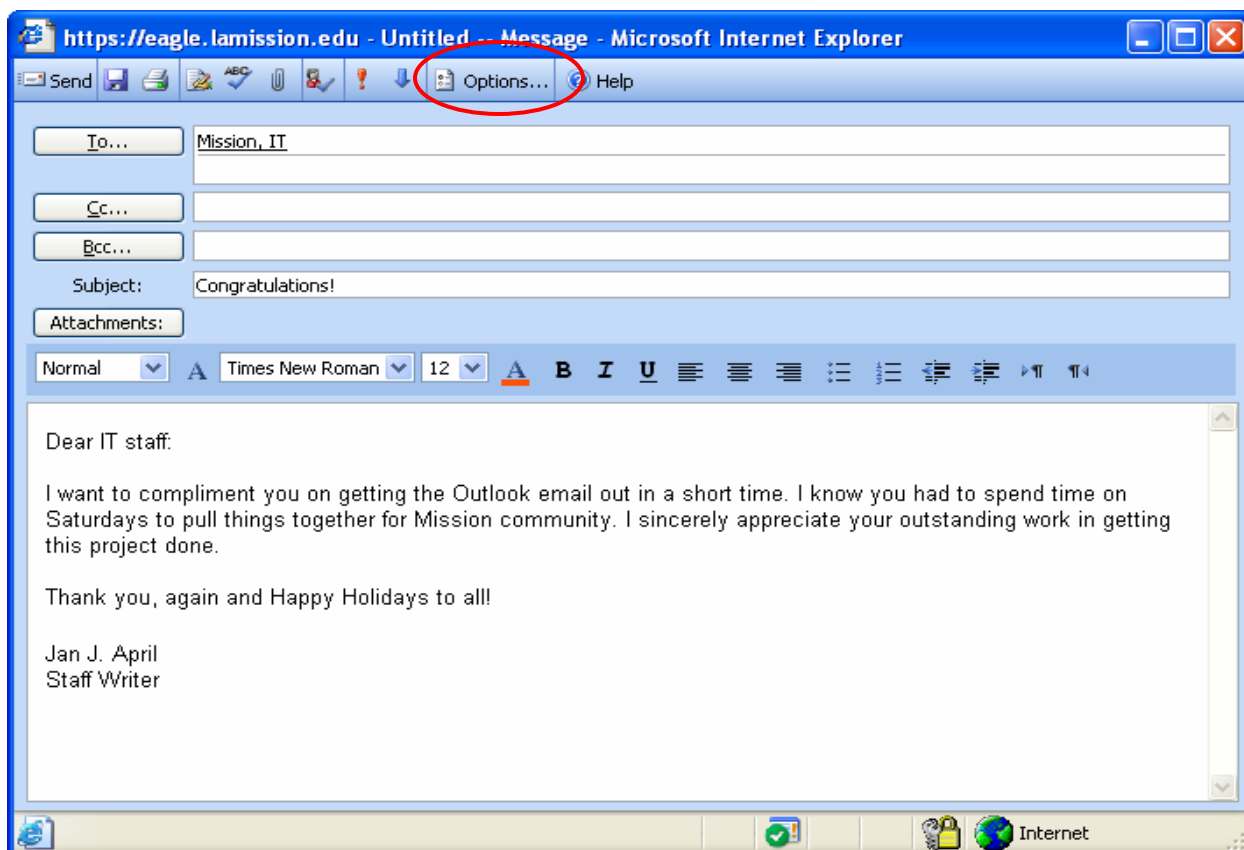


Figure 3

+ Reply to or forward a message

You can reply to the sender or reply to the sender with other recipients of a message or forward a message by using one of the following methods:

Method 1: Highlight and click on the message you would like to reply to the sender or reply to the sender with other recipients of a message or forward a message. Figure 4

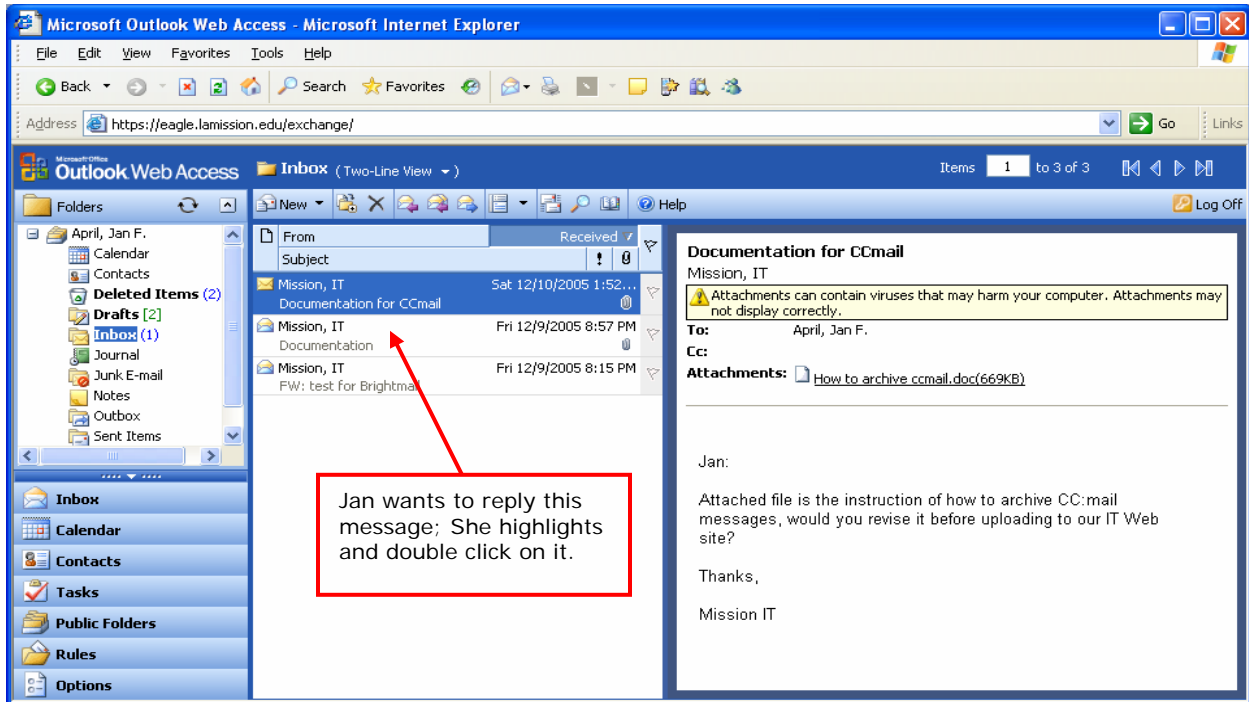


Figure 4

2. A read message window appears as Figure 5. Click on **Reply** to reply to the sender; click on **Reply to all** to reply to sender and other recipients of the message; click on **Forward** to forward the message to different address.

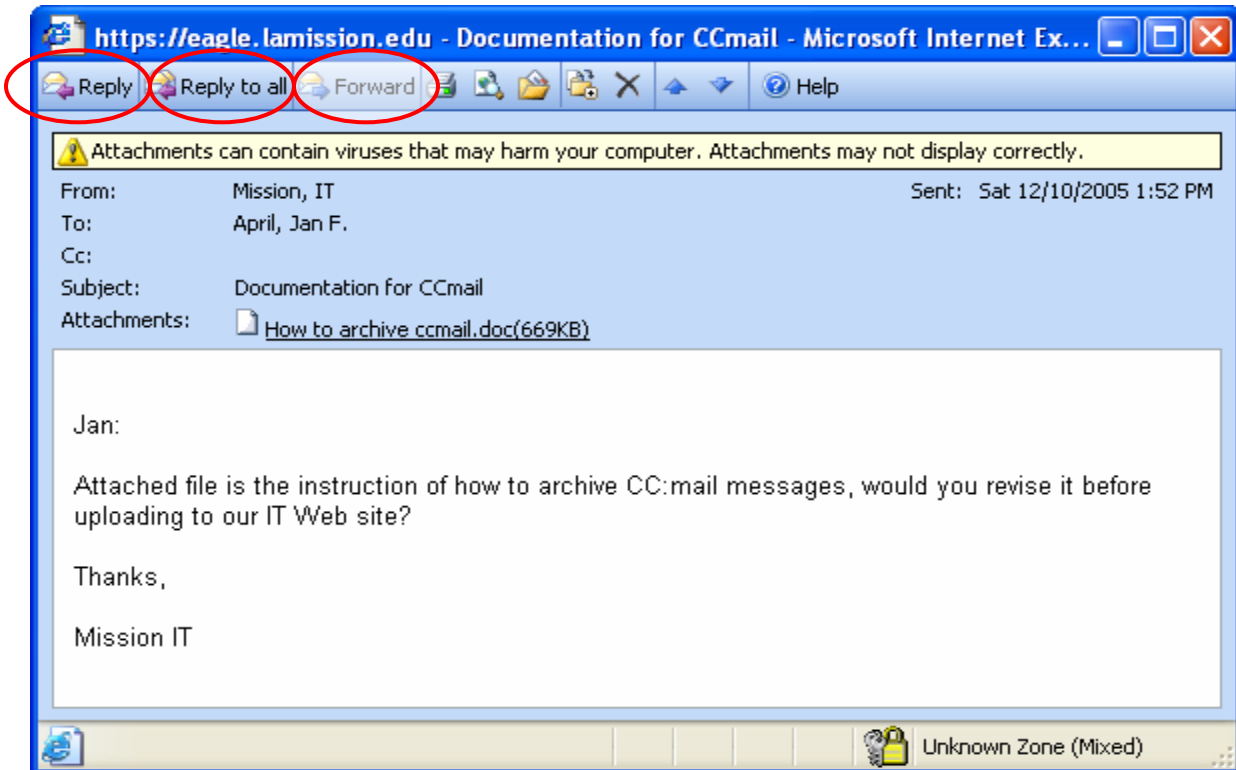





Figure 5

Method 2: Highlight the message and select one of the icons on the toolbar – Figure 6

-  Reply
-  Reply to all
-  Forward

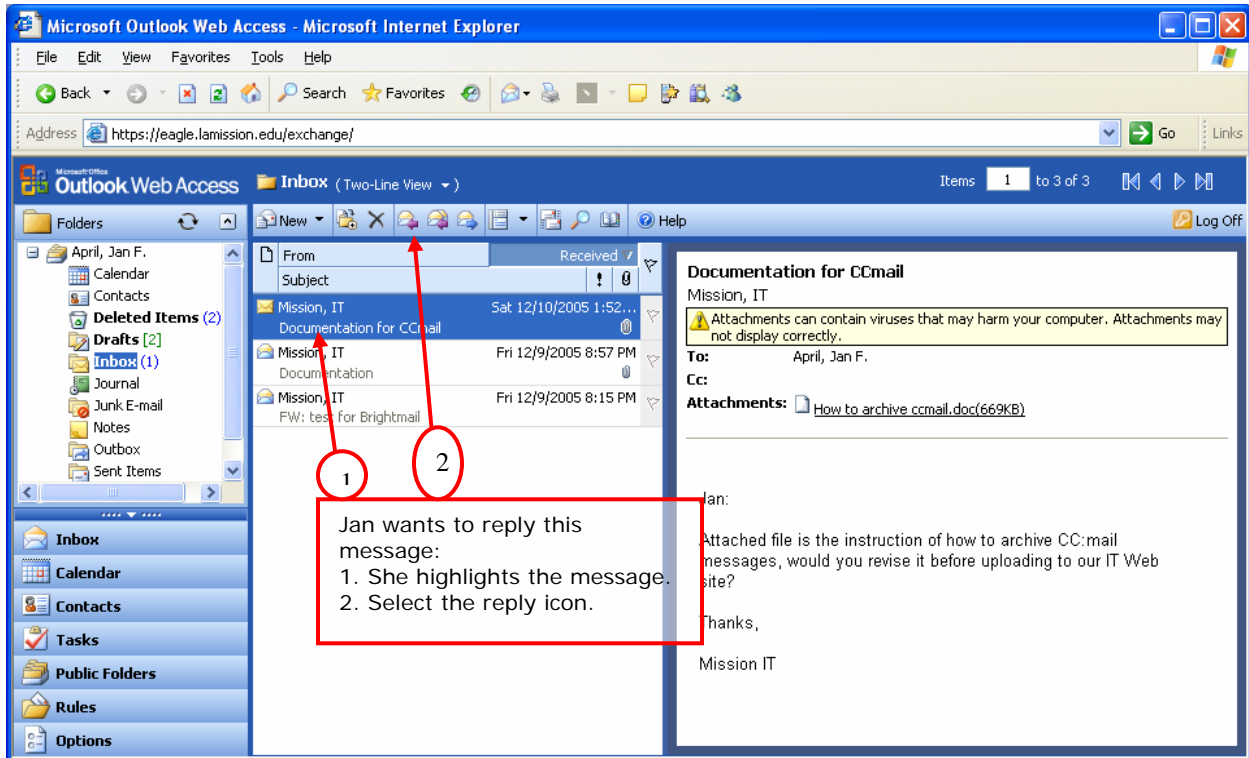


Figure 6


Tips:

When replying to or forwarding a message, the **Subject** text box is already filled in. **RE** will precede the subject of a message you're replying to. **FW** will precede the subject of a message you're forwarding. You can leave this subject, or you can delete it and type a new subject of your own.

Working with Attachments

A. Attaching a file to your message

You can attach one file or multiple files to your message before sending. Keep in mind the file size of the files you are attaching. The maximum size of all attached files is 6MB. In addition, if you are attaching large files, there is not enough room in the recipients' email inboxes to receive them.

1. Click the **"Attachments"** button or click  icon on the toolbars – Figure1

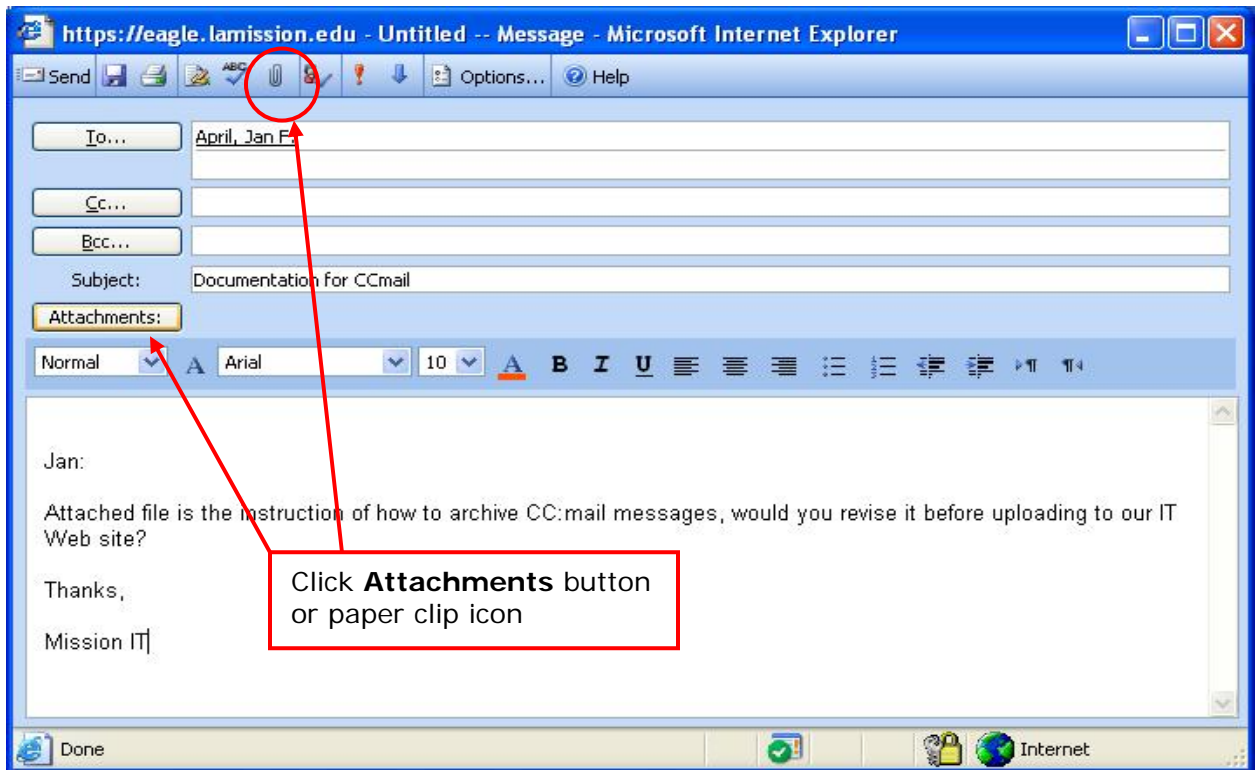


Figure1

2. The **Attachments – Web Page Dialog** window appears as Figure2

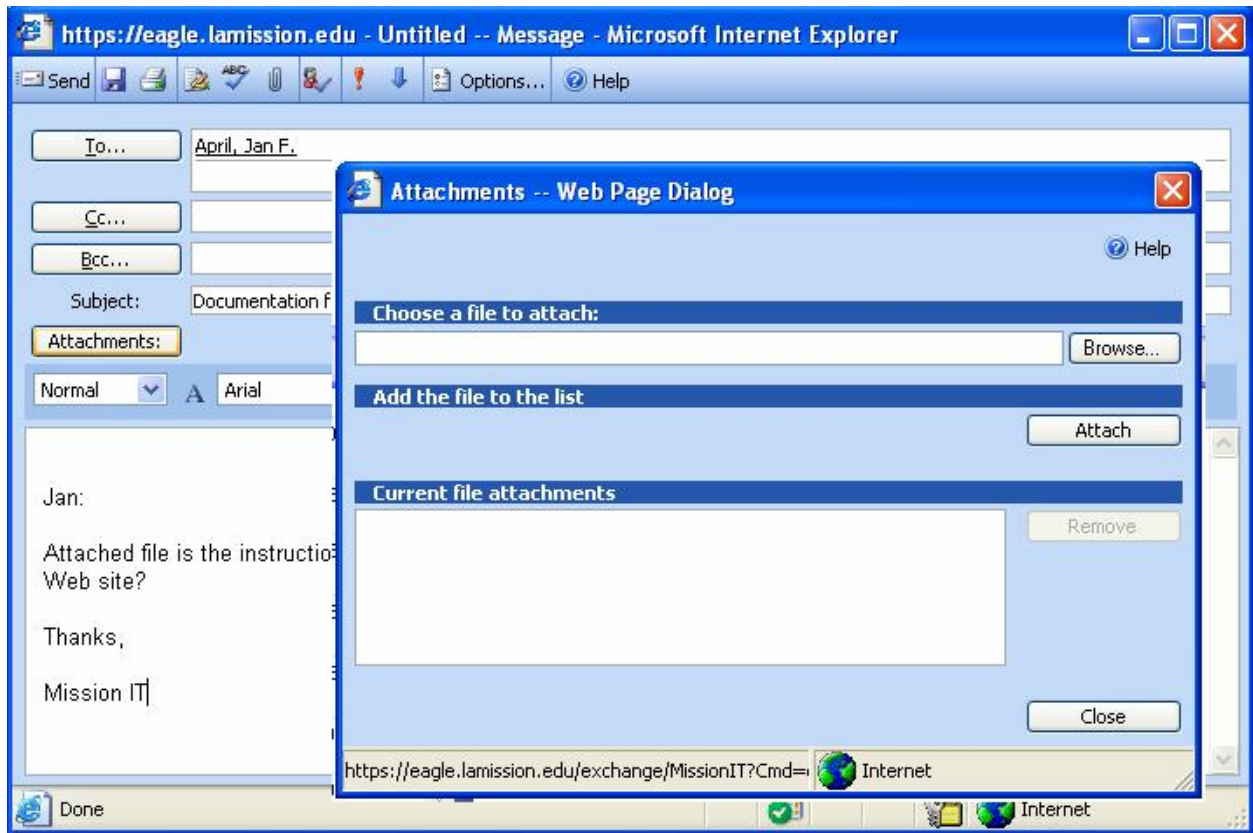
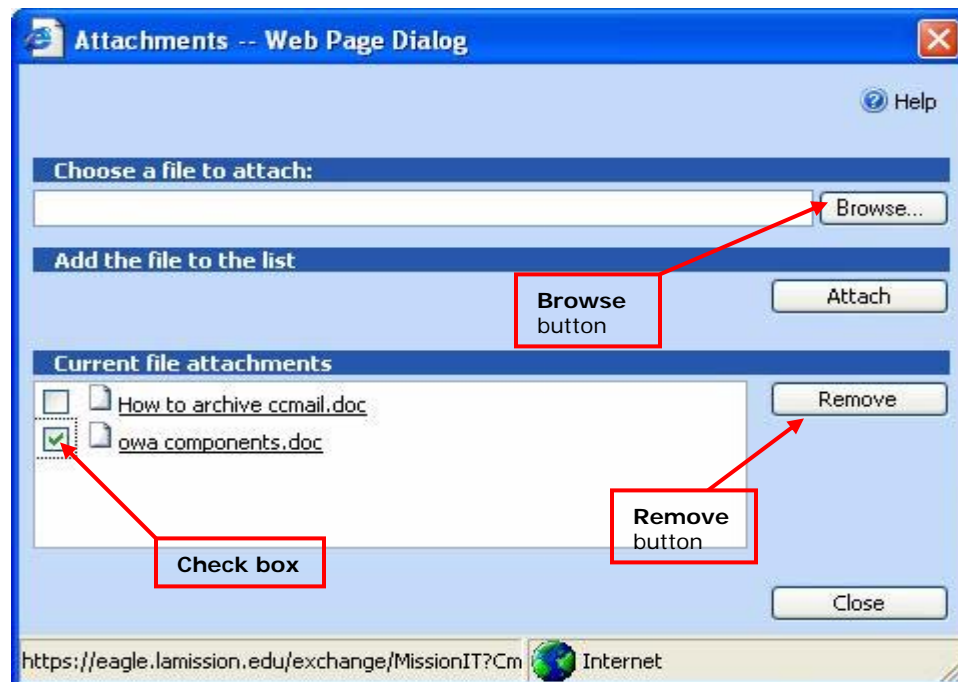


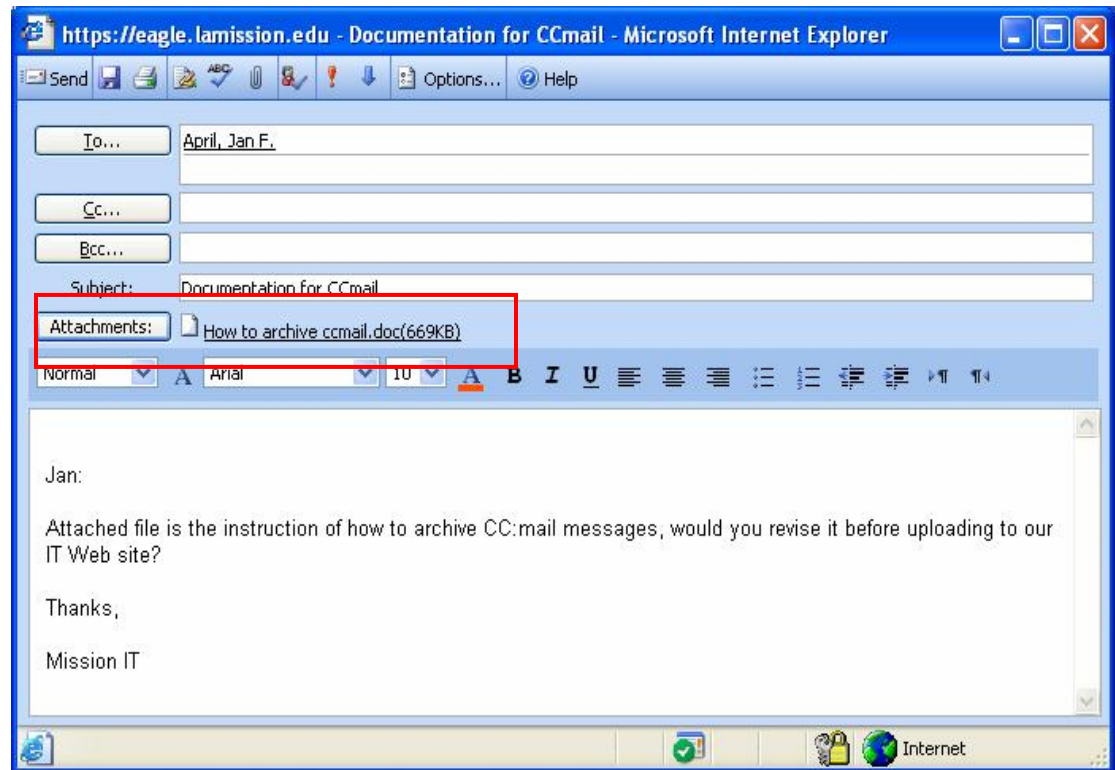
Figure2

In the **Attachments – Web Page Dialog** window


- Click on **Browse ...** button to locate the file you want to attach
- Click **Attach**. The file will appear under **Current file attachments**. Repeat for any additional files you want to attach.
- An attached file can be removed by select the check box next to the file you want to remove, and click on **Remove** button.



3. The files you selected are displayed in the heading, next to **Attachments**.



B. Read an attachment

When a message contains an attachment, Microsoft Office Outlook Web Access displays a paper clip icon  next to it in the folder listing.

When the message is opened, the name of the attached file appears in the message heading information. Some attachments, such as .txt and .gif files, are opened directly by the Web browser.

Caution Don't open an attachment unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses. For this reason, Outlook Web Access may require you to first save attachments to your computer's hard disk before opening them.