
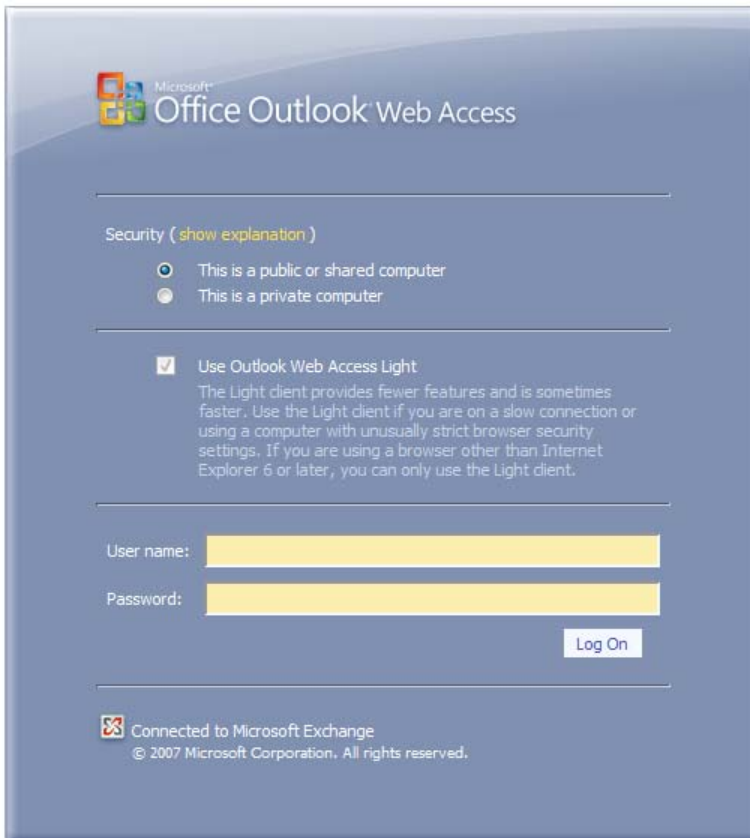


OUTLOOK WEB ACCESS QUICK REFERENCE GUIDE

ACCESS OUTLOOK WEB ACCESS

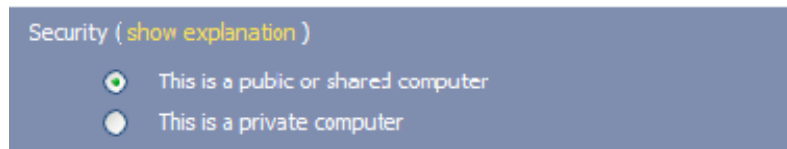
1. Make sure you are connected to the Internet.
2. Launch your web browser (use Internet Explorer for feature rich experience).
3. Type the following into the address bar: outlook.vccd.edu.
4. Click on the **Enter** button. 

The Outlook Web Access Login screen displays.

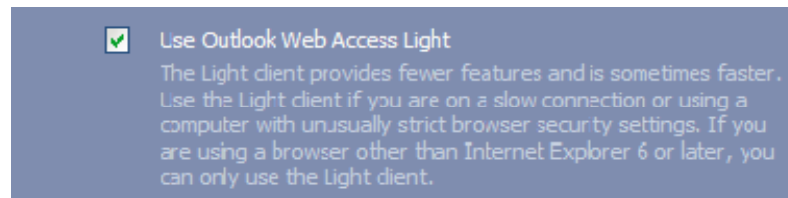


5. At the **Login** screen:
 - a. In **Security**, select one of the following:
 1. **This is a public or shared computer** is the default setting. This setting is intended if your computer is used by others at your location. If you select this option you will automatically be logged off after 15 minutes of inactivity. This helps to prevent unauthorized access to your e-mail account.

- This is a private computer.** If you are the only person who uses your computer, select this option. You are allowed a 2 hour period of inactivity before being automatically logged off.



- Optional:** If desired, select **Use Outlook Web Access Light** for faster performance (but fewer features). This option is suggested if you're on a dial-up connection.



- Enter your **username**. This is the first part of your email address before the @ symbol. (ie. for email address johndoe@vccd.edu, the username would be johndoe).
- In the **Password** field, enter your password.



- Click the **Log On** button.



MESSAGES

➤ To check for new messages:


- Click the Check for new messages button.



➤ To open a message:

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

➤ To delete messages:

- Select the message or messages that you want to delete.
- Click the **Delete** toolbar button  or press the **Delete** key on your keyboard.

➤ To open message attachments:


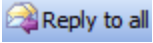
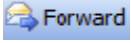
- Open the message containing the attachment.
- In the message header, click the attachment file name.
- Choose **Open**.

➤ To save message attachments:


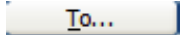
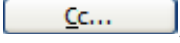
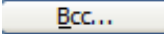
- Open the message containing the attachment.
- In the message header next to **Attachments**, click the attachment file name.

3. Choose **Save** to save the file to your computer.
4. In **Save in:** navigate to the folder you want to save the document.
5. Click **Save**.



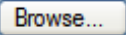
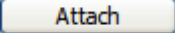
➤ **To reply to or forward a message:**

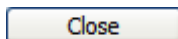
1. Select or open the message that you wish to reply to or forward.
2.  **Reply** Replies to sender only.
3.  **Reply to all** Replies to all addressees on the **To** and **Cc** lines.
4.  **Forward** Sends message to another user (with any attachments)
5. Type any desired text in the message body, and then click the **Send** toolbar button.

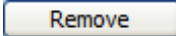
➤ **To create a new message:**

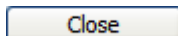
1. From the **Inbox**, click the **New message** toolbar button. 
2. In the **To** field , enter recipients, separating each name with a semi-colon (;).
3. In the **Cc** field , enter recipients that should receive a copy of this message.
4. In the **Bcc** field , enter recipients that should receive a blind copy of this message.



NOTE: If you add a recipient's name to the Bcc field in a message, a copy of the message is sent to that recipient, and the recipient's name is not visible to other recipients of the message.

5. In the **Subject** field, type the message subject, and then type the message contents in the body.
6. To attach a file, click the **Attachments** button  or the toolbar button. 
7. In **Choose a file to attach:**, click the **Browse** button.  Select the file you wish to attach.
8. In **Add the file to the list**, click the **Attach** button. 
9. Repeat steps a and b to add additional files.
10. When all the files you want to attach are in **Current file attachments**, click the **Close** button.

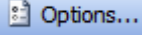


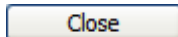
11. If you want to remove an attached file, in **Current file attachments**, check the box next to the file you want to remove and click the **Remove** button.  Click the **Close** button.




12. Set the message importance by clicking the **Importance: High** toolbar button  or the
13. **Importance: Low** toolbar button  as appropriate.

NOTE: Setting the importance is optional. If you don't select High or Low, the message will be sent as Normal importance.

14. To request a delivery receipt or read receipt, click the **Options** toolbar button , and then check the appropriate boxes under **Tracking options**. Click the **Close** button.




15. To check your spelling, click the **Spelling** button. 


16. Click the **Send** toolbar button. 

CHECK SPELLING

➤ To spell check one item:



- Open the item you wish to spell-check.
- Items include e-mail messages, appointments, tasks, documents, and journal entries.
- Click in the body of the item.
- On the **Tools** menu, click the **Spelling** button. 
- When a word is selected, choose the options you want.

➤ To automatically check spelling on all e-mails:

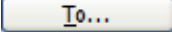
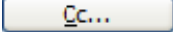



- Click the **Options** button on the left **Navigation Pane**. 
- Under **Spelling Options**, select the **Always check spelling before sending** check box.

RECIPIENTS

➤ To check recipient names:


- Click the **Check Names** toolbar button.  or click the **Send** toolbar button.  If Outlook Web Access doesn't recognize a recipient you have entered, the name will appear in red.
- Select **Delete this recipient from the list**, and click **OK**.
- If more than one match is found, click **Change to**, select the correct name from the list, and click **OK**.

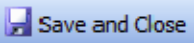
➤ To find recipients in Address Books:

- When creating a new message, click either the **To** or **Cc** buttons.  
- In the **Find Names In** drop-down box, select the list you would like to search.
NOTE: The **Global Address List** is the list of all Sodexho e-mail addresses. **Contacts** shows only e-mail addresses that you have entered in your Contacts.
- Enter the display name or other desired search terms in the appropriate boxes, and then click
- **Find** .
- Select the name you wish use, and then click either the **To**  or **Cc**  button next to
- **Add recipient to...**

E-MAIL SIGNATURES

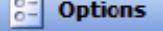
➤ To add a custom signature to each e-mail you send:

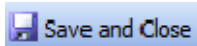
- Click the **Options** button on the left **Navigation Pane**. 
- Under **Messaging Options**, click **Edit Signature**.
- In the **Signature** window, type and format the signature you want to use. Include the following information:

- Name
 - Title
 - Address
 - Phone
 - E-mail Address
- Click **Save and Close**. 
 - Select the **Automatically include my signature on outgoing messages** check box.
 - Click the **Save and Close** button.

OUT OF OFFICE ASSISTANT

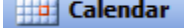



➤ To enable or disable the Out of Office Assistant

1. Click the **Options** button on the left **Navigation Pane**. 
2. To enable the **Out of Office Assistant**, choose **I'm currently out of the office**.
3. In the text box, type the message you would like sent to senders while you are away.
4. To disable the **Out of Office Assistant**, choose **I'm currently in the office**.
5. Click the **Save and Close** button.



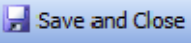


CALENDAR AND MEETINGS


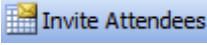

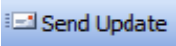

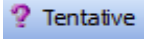
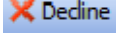

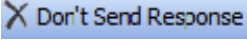
➤ To open your calendar and view your schedule:

1. Click the **Calendar** button on the left **Navigation Pane**. 
2. To view appointments and meetings for the current day, click the **Switch to Daily View** toolbar button. 
3. To view appointments and meetings for the current week, click the **Switch to Weekly View** toolbar button. 
4. To view appointments and meetings for the current month, click the **Switch to Monthly View** toolbar button. 



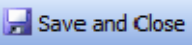

➤ To create an appointment:

1. Open your Calendar, and then click the **New** toolbar button. 
2. Type a short description of the appointment in the **Subject** box.
3. Type the appointment location in the **Location** box.
4. Select the appropriate dates and times from the **Start Time** and **End Time** drop-down lists.
5. Select how you wish the appointment to appear in your schedule from the Show time as dropdown list.
6. To set the appointment recurrence pattern (if needed), click the **Recurrence** toolbar button , select the appropriate recurrence pattern, and then choose **OK**.
7. Click the **Save and Close** button. 

➤ To send a meeting request:

1. Open your Calendar, and then click the **New** toolbar button. 
 2. Click the **Invite Attendees** toolbar button. 
 3. Type the names of the **Required** and **Optional Attendees** in the appropriate boxes.
 4. Click the **Availability** tab to verify the schedule of attendees.
 5. Type a short description of the meeting in the **Subject** box.
 6. Type the appointment location in the **Location** box.
 7. Select the appropriate dates and times from the **Start Time** and **End Time** drop-down lists.
 8. Select how you wish the appointment to appear in the schedule from the **Show Time** as dropdown list.
 9. Type any additional text in the message body, and then click the **Send** button. 
- **To reschedule meetings:**
1. Double-click the meeting in your calendar.
 2. Change the **Required**, **Optional**, **Start Time**, **End Time**, or **Location** fields as required.
 3. Click the **Send Update** toolbar button. 
- **To respond to meeting requests:**
1. Double-click the meeting request in your Inbox.
 -  **Accept** Adds the meeting to your calendar and sets your availability to busy.
 -  **Tentative** Adds the meeting to your calendar and sets your availability to tentative.
 -  **Decline** Declines the meeting request and deletes the message from your Inbox.
 2. In the new message window that appears, type a response.
 3. Click the **Send** button  or the **Don't Send Response** button. 

CONTACTS

- **To create a contact:**
- Click the **Contacts** button on the left **Navigation Pane**. 
 - Click the **New** toolbar button. 
 - Type the contact's information, and then click the **Save and Close** toolbar button. 
- **To delete a contact:**
- Select the contact you wish to delete.
 - Click the **Delete** toolbar button  or press the **Delete** key on your keyboard.

QUESTIONS?

- Call the District Help Desk at 805.652.7777 (x7777 when on-campus).
- On the web, go to: www.vccd.edu/departments/information_technology/email/