

Microsoft Outlook Web Access (OWA) 2003 Introduction

“District E-mail” Instructions for Bethpage UFSD

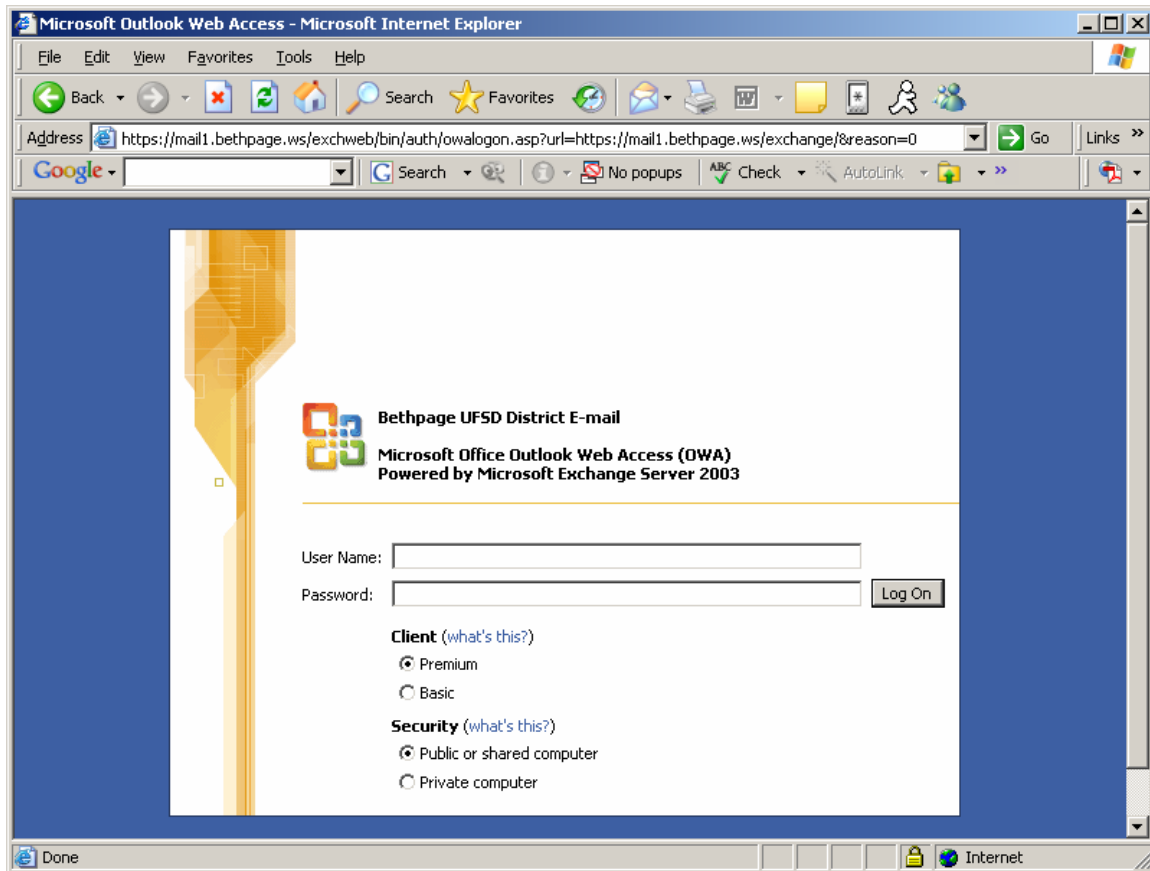
Prepared by William T. Evans

06.30.06

The new version, OWA 2003, offers a number of function and feature improvements over the 2000 version of the web-based e-mail system.

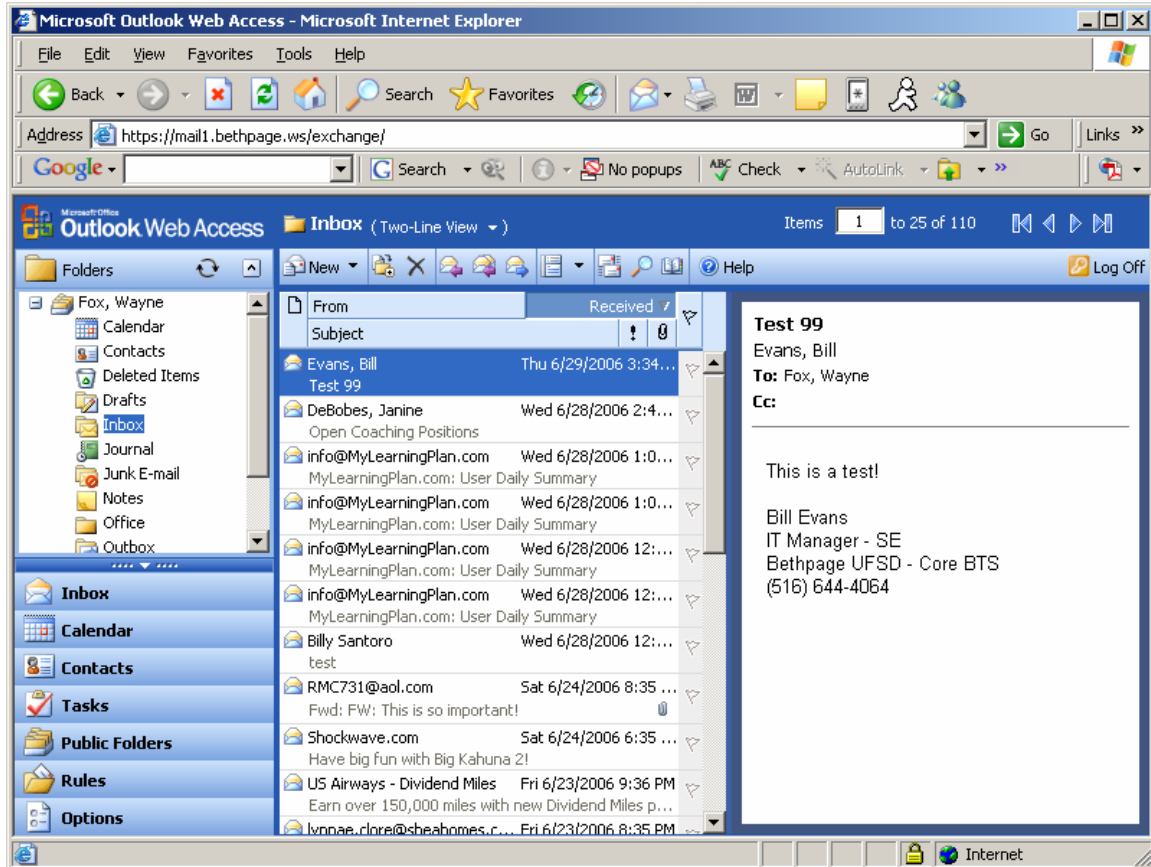
Part 1: Log in

Point your Internet browser (*Internet Explorer only*) to <http://mail.bethpage.ws> and you will see the following screen:

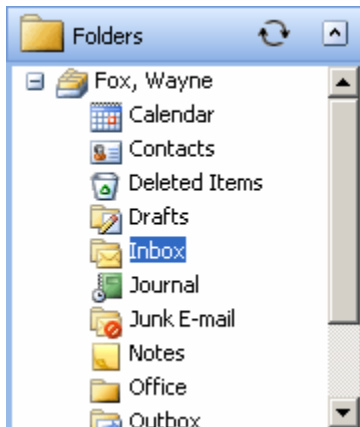


Your email address is the first initial of your first name and then your full last name followed by @bethpage.ws. For example, John Smith's email address would be jsmith@bethpage.ws. Your password is the same as when logging on to the district computer network (it was either given to you or set by you).

Once you are logged in you will see the following initial screen:

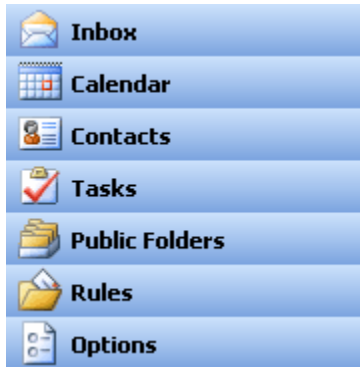


Part 2: Components and Display Setup



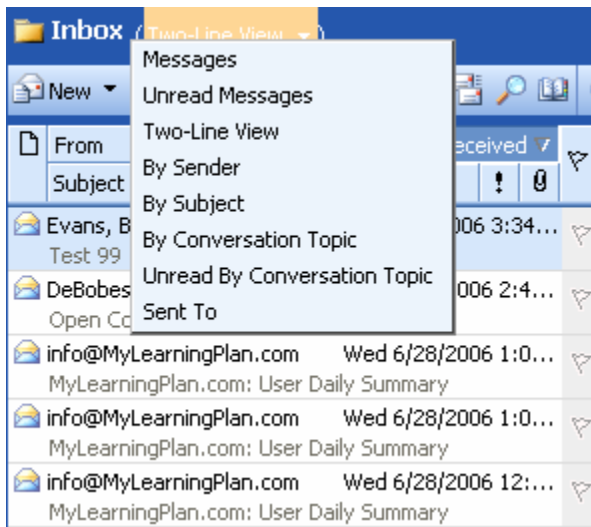
Folders

In your folders list you will find such items as your Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Junk E-mail, Notes, Sent Items, Tasks and more.



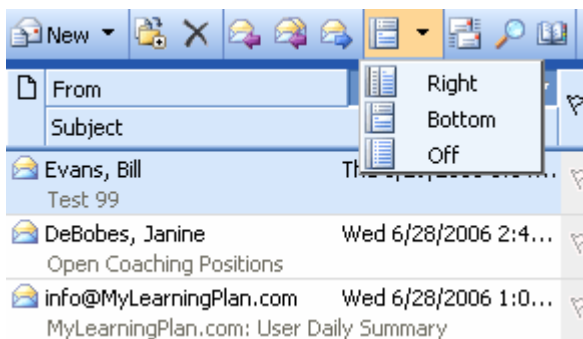
Shortcuts

In your shortcuts list you will find exactly that, shortcuts to your Inbox, Calendar, Contacts, Tasks, Public Folders, Rules, and Options. You can access any of these shortcuts by simply clicking them.



Inbox

Your Inbox list will default to the Two-Line View. This means that the pertinent information to the email (Sender, Date, RE) will appear across two lines. You can change the view by clicking the drop-down arrow located next to the word Inbox. You can view your Inbox by Messages, Unread Messages, By Sender, By Subject, By Conversation, Unread Conversation, and Sent To. It is most common to leave it in Two-Line View or Messages. If you wish to open one of the mail messages full screen (as opposed to only the preview pane) simply double click the email in question.



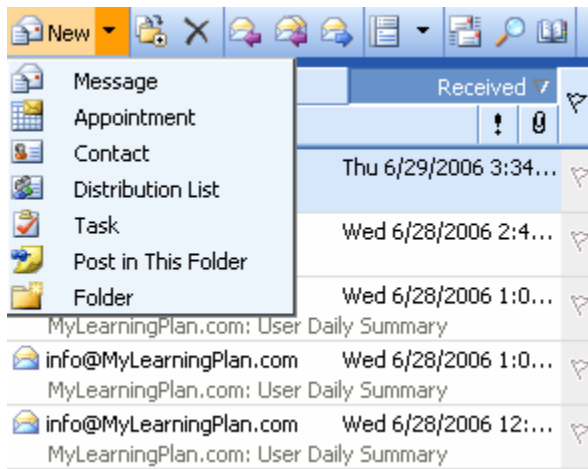
Preview Pane

The Preview Pane allows you to view your selected message without physically opening it. As an added feature in OWA 2003, you can even open attachments from this preview pane.

NOTE

When you first open OWA 2003 you will find that the screen is divided into 4 main areas: Folders, Shortcuts, Inbox and Preview Pane. This will be divided into a total of three columns. Many people prefer a more traditional view where the preview pane is located beneath the messages as apposed to the right hand side of the screen. To change how the columns appear on your screen click the arrow located next to the show/hide reading pane button (this button is located on the main toolbar at the top of the OWA 2003 screen). In the drop down you will find various ways to organize the column on your screen. Select Bottom to have the preview appear at the bottom of your screen. Also, you can choose “Off” to not have the Preview Pane appear at all.

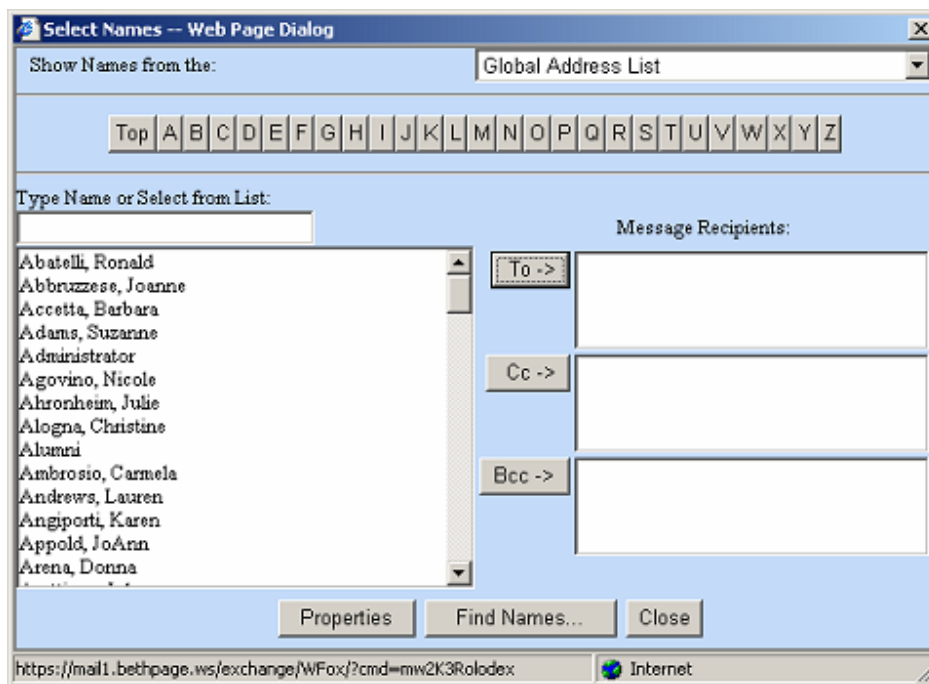
Part 3: Composing and Managing Message Creation



Compose a New Message

To create a new message click the downward arrow located next to the word “New”. A drop-down list with various options will appear. Select “Message”.

An untitled message dialog box will appear on your screen. Compose your message and click the “Send” button located at the upper left-hand corner of the window.



Address Book

Once you click on the “To” button the Select Names dialogue box will appear. From here you can select and list names by using the A-Z buttons or searching. Click the button “Find Names” to use the standard search system.

NOTE

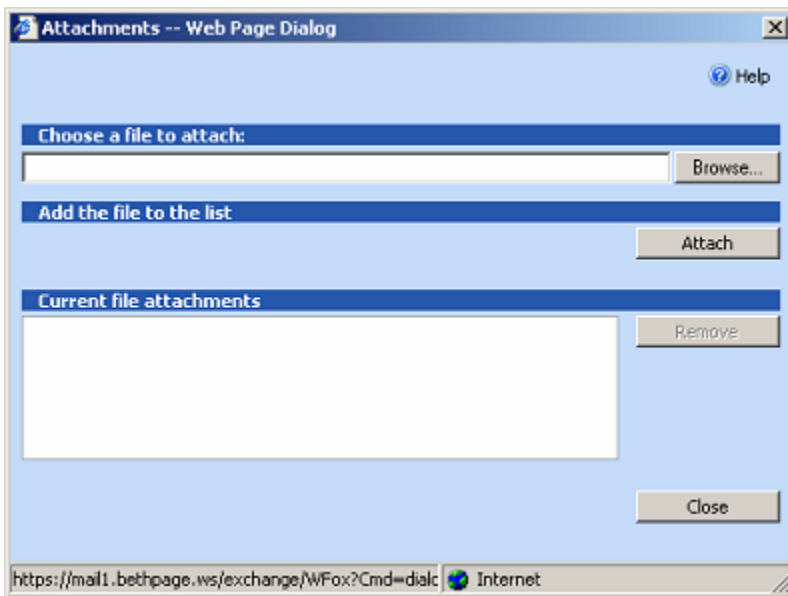
Global Address List: Think of this as Yellow Pages. Every person or group with a Bethpage UFSD e-mail can be found in the Global Address List. The Global Address List is available to all those with a Bethpage UFSD e-mail account.

Contacts: Think of this as your personal phone book. Only addresses you personally enter into your contacts will appear here. These contacts are your personal list and not available to anyone else in the district.

Now you can use any combination of the other fields to find who you are looking for. For example, you may wish to email someone but are unsure of how to spell their first name and don't know their last name. In the first name field type the beginning of the name, perhaps the first 2 letters, and leave the rest blank. Now click the find button. A list of names that meet the search criteria will appear. Sometimes only one person will match your search, and sometimes more than one will.

If a list of names appears on your list simply click the appropriate one to select it. Under the "Add recipient to..." section select either To, Cc or Bcc to put the recipient's name in the correct box. You can follow these steps again to add additional people. Once you are done finding all the recipients you would like, click close and you will return to your new message with all the recipients in place.

If you would like to find a group as opposed to a single individual type an @ in the display name field then click find. A list of most groups will appear.



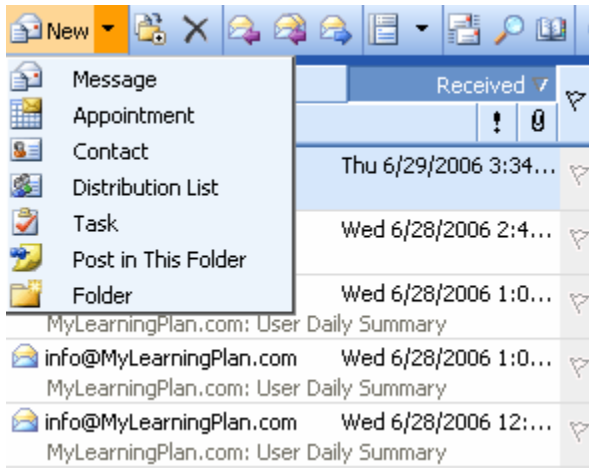
Attachments

With OWA 2003 you can attach a file to the message you are sending. To add attachments to a new message simply click the "Attachments" button. You can also click the paperclip located at the top of the window.

Deleting a Message

To delete any message that appears on your list, simply select it by clicking it once, then hit the delete key on your keyboard. Hitting the "X" symbol at the top of your page will do the same thing. When you delete a message it is actually moved to your deleted items folder. This still takes up space so it is good practice to periodically go to your deleted items folder and delete the messages from there. This will permanently delete the messages and free up the space.

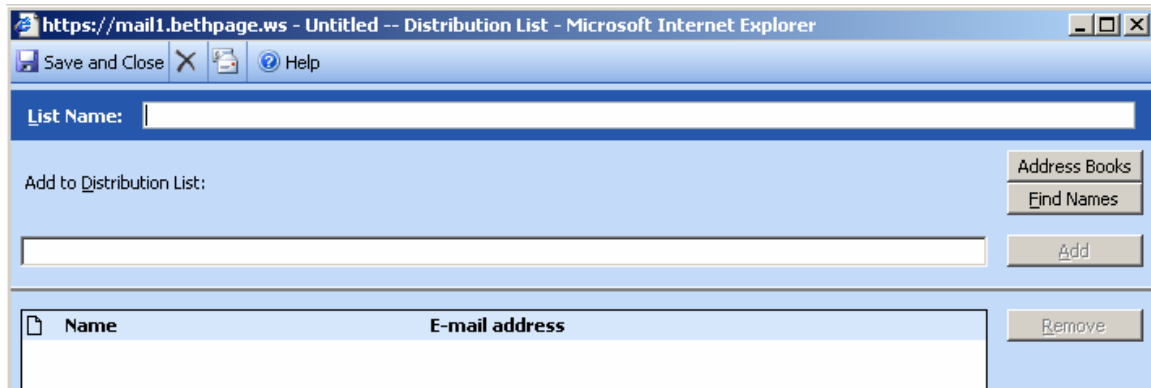
Part 4: Creating and Managing Contacts



Creating a Contact

The Contacts section is your personal email address book. Click on the Contacts icon either in the Folder list or Shortcuts to access it. Your contacts window will appear with a list of your personal contacts. To create a new contact click the downward arrow located next to the word “New”. A drop-down list with various options will appear. Select “Contact”.

The new contact dialog box will open on your screen. Enter whatever information you require for this contact into the necessary fields. When you are finished click the “Save and Close” button. Next time you click on your Contacts shortcut or folder you will see your new contact listed.



Creating a Distribution List

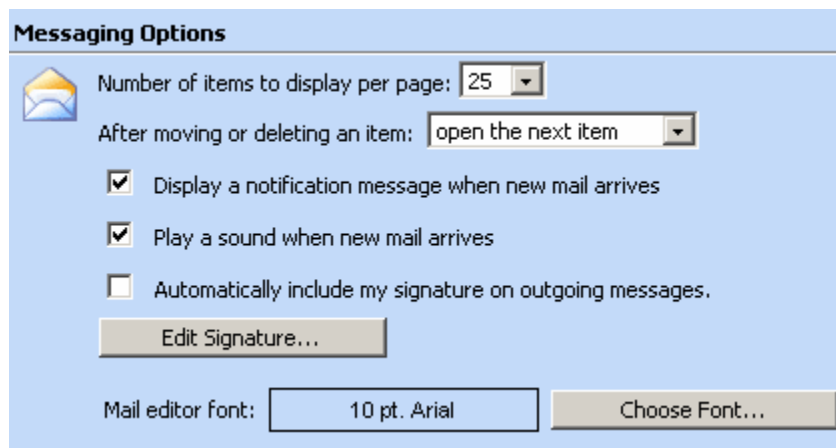
A Distribution List is one e-mail address given to a group of individuals. This comes in very handy when you have a group of individuals you e-mail the same message to on a frequent basis. This will help you to avoid entering each individual’s e-mail separately every time.

To create a new distribution list click the downward arrow located next to the word “New”. A drop-down list with various options will appear. Select “Distribution List”. An untitled distribution list will appear on your screen. Add e-mail addresses either by manually typing them into the Add to distribution list field or using the find names button to find them in the global address book or your personal contact list.

Make sure to type in the name of the group under List Name. You can name the group whatever you like. Click “Save and Close” when you are done. The distribution list will now be a part of your personal contacts list.

Part 5: Options and Other

Through the options section you have the ability to personalize your OWA 2003 settings. **Be sure to “Save and Close” when you are finished otherwise your changes will not take effect.** To access your options simply click the Options icon under your shortcuts.



Messaging Options

Number of items to display per page: 25

After moving or deleting an item: open the next item

Display a notification message when new mail arrives

Play a sound when new mail arrives

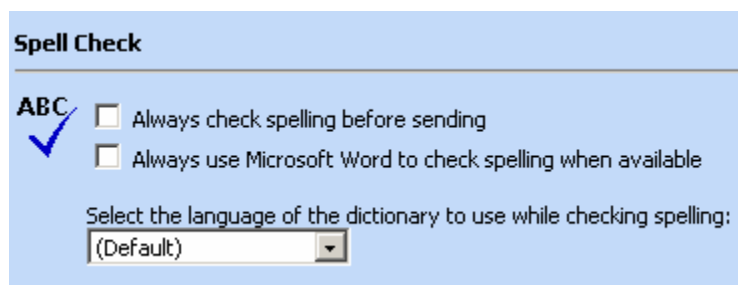
Automatically include my signature on outgoing messages.

Edit Signature...

Mail editor font: 10 pt. Arial Choose Font...

Adding a Signature

There are many areas you can personalize in the options section. Under messaging options click the “Edit Signature...” button and enter a signature to go with every e-mail sent out. This way you don’t have to type your name and title every time you send a message.



Spell Check

ABC Always check spelling before sending

Always use Microsoft Word to check spelling when available

Select the language of the dictionary to use while checking spelling:
(Default)

Spell Checking

Another nice feature is the spelling options. You can check off “Always check spelling before sending” to avoid spelling mistakes.

Junk E-mail Prevention

Using the Junk e-mail filter is optional. Bethpage UFSD has an administratively managed Junk e-mail (or SPAM) filtering. However, no SPAM filter is 100% accurate. From this personal filtering system you can block unwanted messages. If you turn this feature on please be sure to check the folder “Junk E-mail” often.

As always, if you need any assistance with e-mail or any other service please contact Help Desk (by email helpdesk@bethpage.ws is best) and we will be happy to help you!