

# How to Use Your Web E-Mail: A Mini-Guide



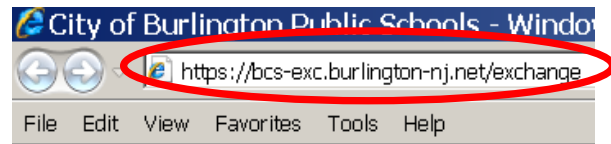
## Contents

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Logging onto Your Web E-Mail | 6. Creating Distribution Lists |
| 2. Receiving E-mails            | 7. Adding a Signature          |
| 3. Sending E-mails              | 8. Creating & Using Folders    |
| 4. Using the Address Finder     | 9. Using the Calendar          |
| 5. Using Contacts               |                                |

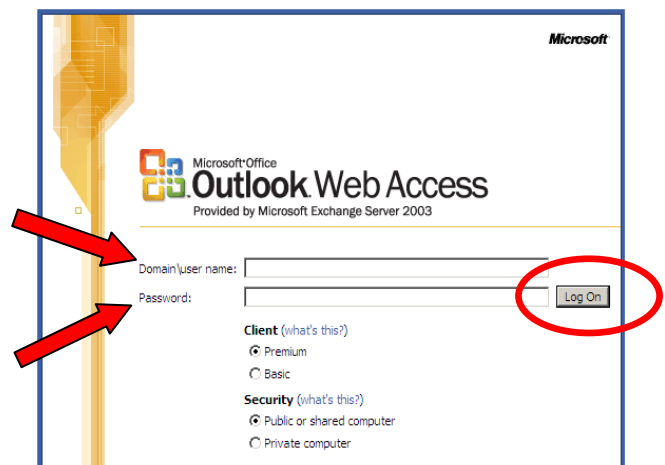
## Outlook Web Access (OWA)

### 1. Logging on

- A.** The Outlook Web Access program can be used from any computer with Internet access. Using the following web site: <https://bcs-exc.burlington-nj.net/exchange> or go to the BCPS website and under SELECTED LINKS click STAFF INTERNET E-MAIL ACCESS, you can log onto your account from anywhere. Copy and paste the “https” URL shown above into the address bar and press ENTER on your keyboard or in the address drop-down box. The logon screen will appear in your web browser.

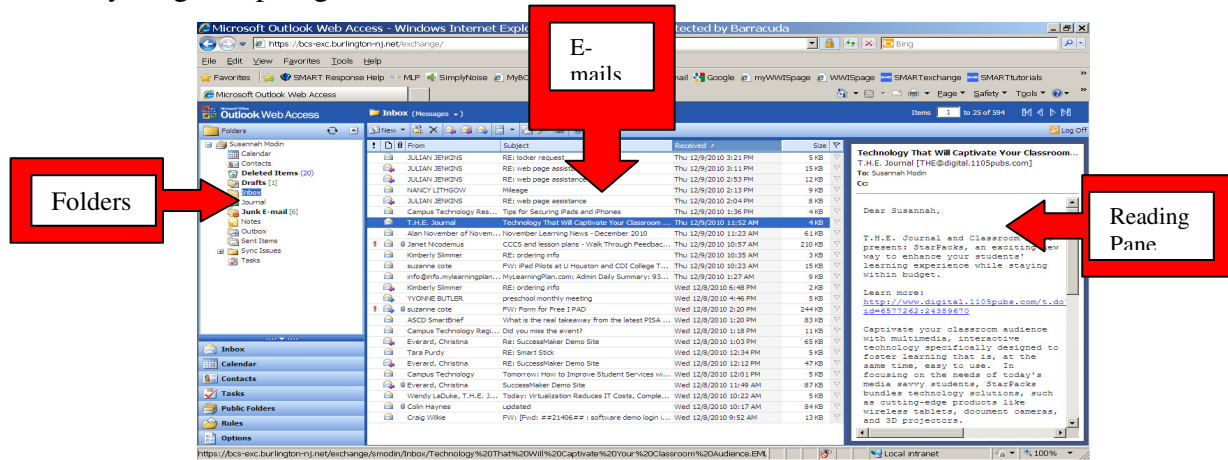


- B.** Type your user name (First Initial+Last Name).
- C.** Type in your password and click on Log On. (Default password is changeme).
- D.** You will be directed to your Inbox immediately.



## 2. Receiving E-Mails

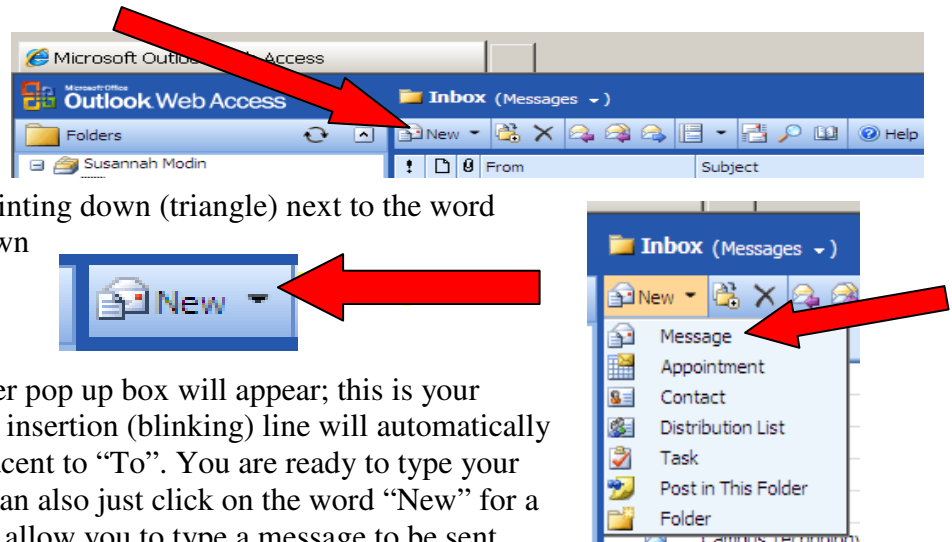
- A. The Outlook Web Access program is set to go directly to your Inbox. You do not have to do anything except logon in order to receive new e-mails.



- B. You will see your name in the far left column and new e-mails will be in bold lettering in the center column.  
 C. The right column or bottom will give you a preview (Reading Pane) of the e-mail you have selected.  
 D. Double click on the e-mail you would like to read and the e-mail will open in a separate window.

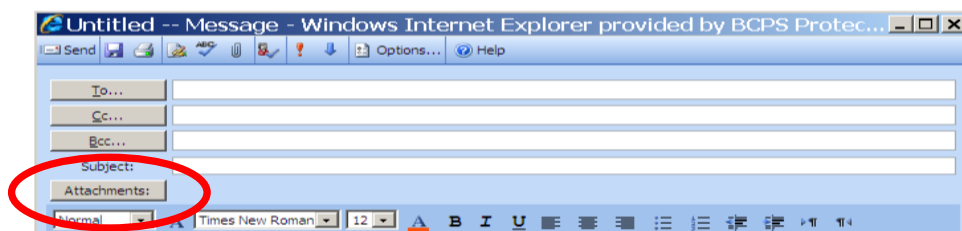
## 3. Sending E-mails

- A. Locate the Toolbar above the center column.  
 B. Click on the arrow pointing down (triangle) next to the word “New” and a drop down box will appear with several options.  
 C. Click on the word “Message” and another pop up box will appear; this is your untitled message. The insertion (blinking) line will automatically appear in the line adjacent to “To”. You are ready to type your message. Note: You can also just click on the word “New” for a new window that will allow you to type a message to be sent.

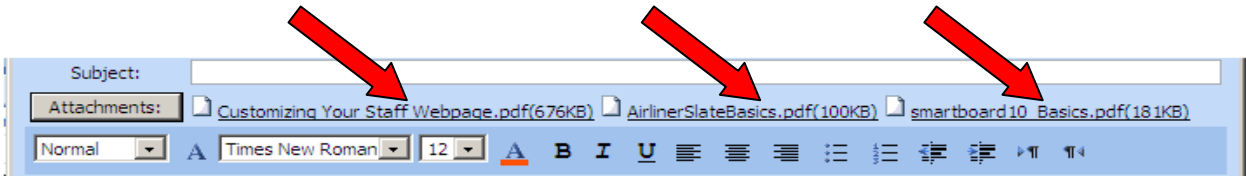


## 4. Sending E-mails with Attachments

- A. To send an e-mail with an attachment, click on the Attachments button.

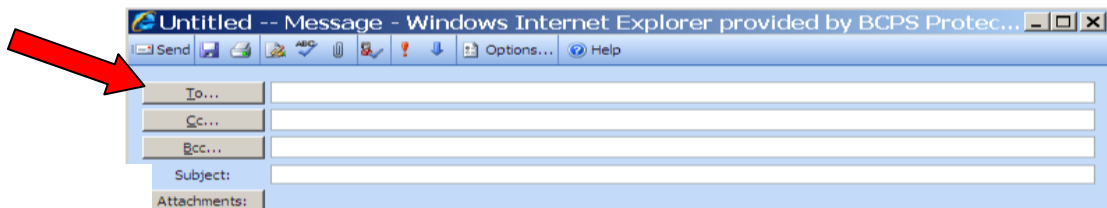


- B. A window will appear that will require you to select the Browse button and locate the file you would like to send. Click the Attach button to attach the file. You can attach multiple files to an e-mail, just repeat the process. When completed, click Close. You will see on your e-mail the attachments that you will be sending.

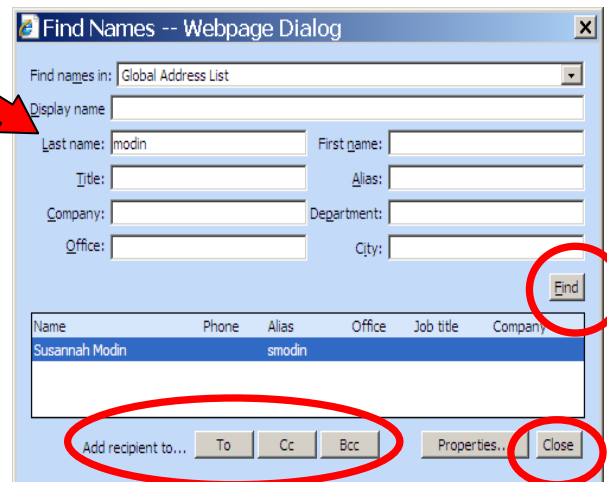


## 5. Using the Address Finder

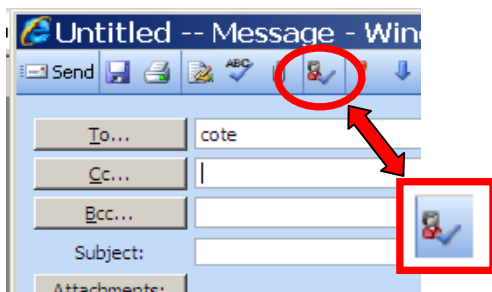
- A. On the untitled message, click on the word “To” and the Global Address List will open. You can look up any BCPS employee e-mail address by typing in the last name and clicking on Find.



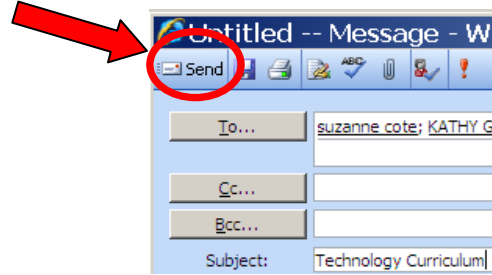
- B. Select the e-mail recipient by clicking on it once, it will become highlighted then click on the word “To” at the bottom of the box, the name will move automatically to the untitled message.
- C. Close the Global Address List and begin to type your message in the box.



- D. You can also type in either the last name or first name of the person in the To: line and then click Check Names. This will quickly find the user's e-mail address.

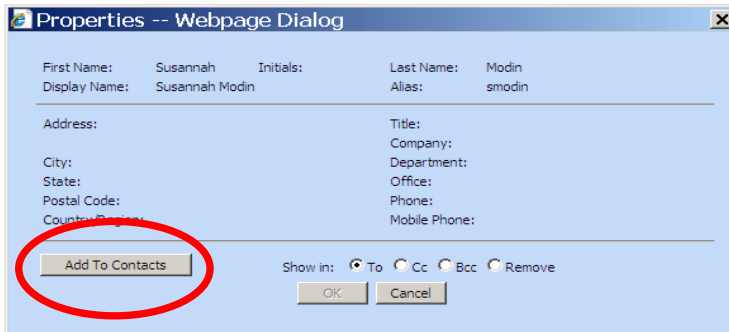
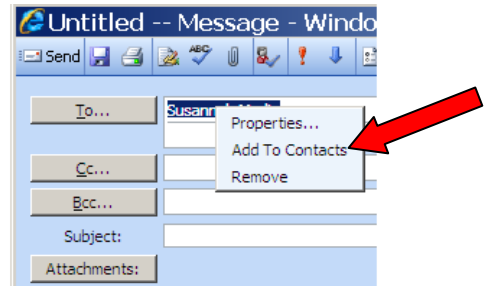


- E. When you have finished typing, click on the “Send” tab, your message will disappear from your screen.



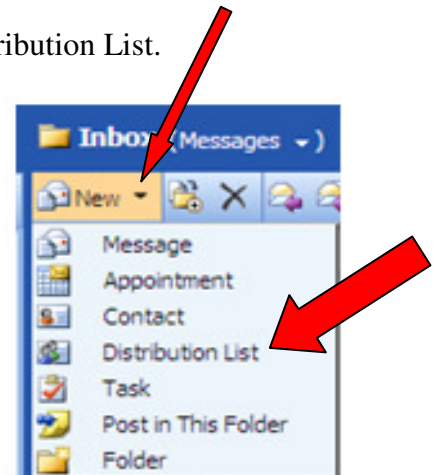
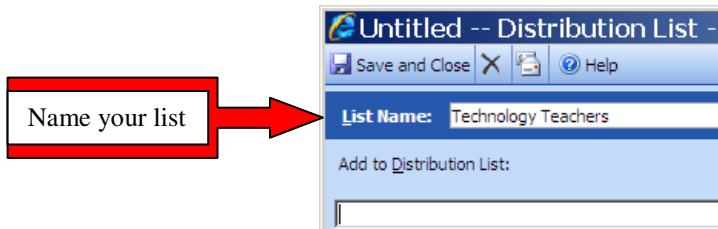
## 6. Using Contacts and Creating a Contact List

- A. One of the options for Outlook Web Access is to collect and keep e-mail addresses you use frequently; this is called a Contact List. (In the left column you will see a link to your Contacts folder.) You can add contacts from the Global Address List.
- B. From the new message box, once you have typed the name of the person you are e-mailing, right-click on that person’s name.
- C. A mini-menu will appear. Select Add to Contacts.
- D. A dialog box will appear with the person’s work information. Click on the option to Add to Contacts and then click on Close.

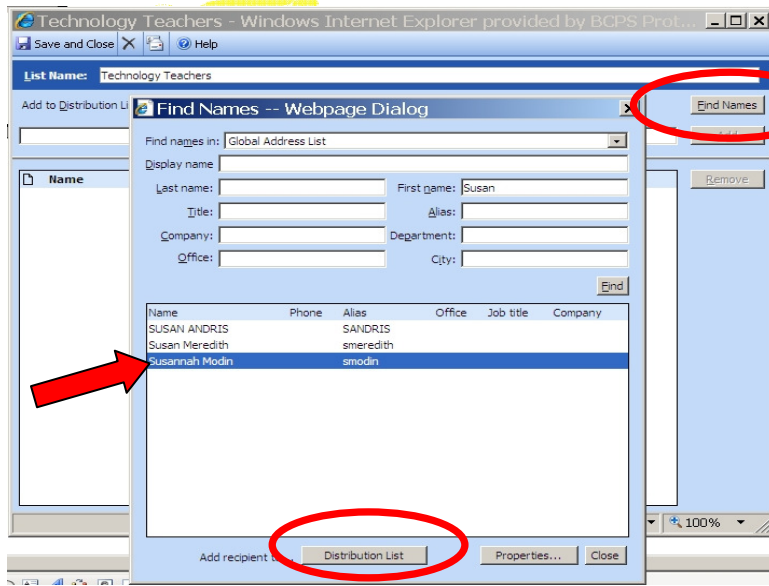


## 7. Creating an E-mail Distribution List

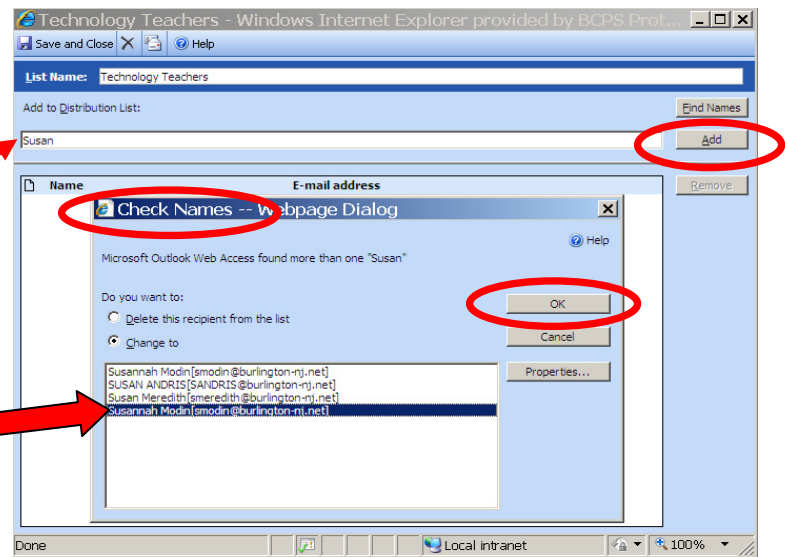
- A. Click on the drop down arrow next to New button and select Distribution List.
- B. Type in your name of your new list.



C. To add someone to your Distribution List, click Find Names and search for the user OR type in the last name of the person you would like to add to your list and click Add.



People to add

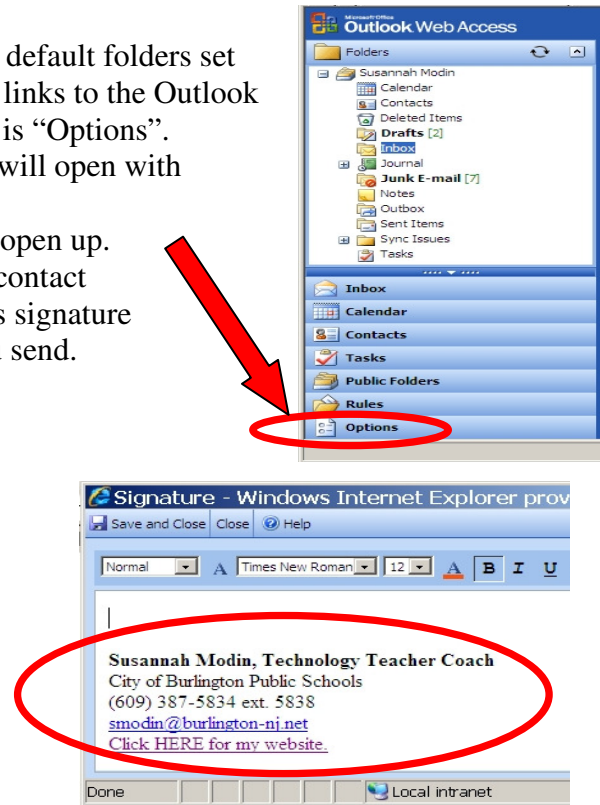
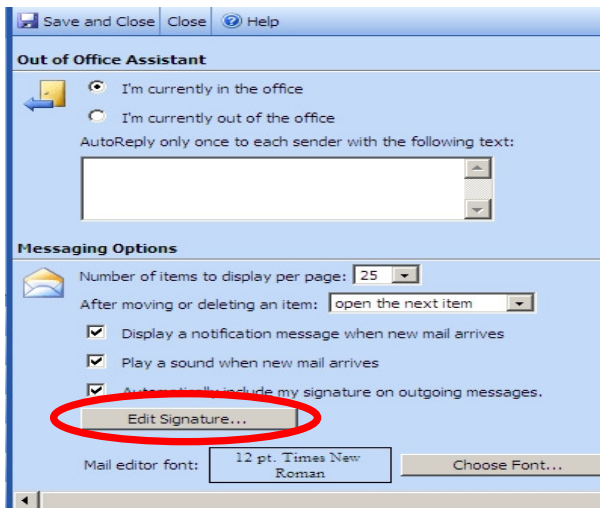


D. To send an e-mail to your distribution list, follow the directions for creating an e-mail and when selecting TO:, type in the name of the distribution list and click Check Names.



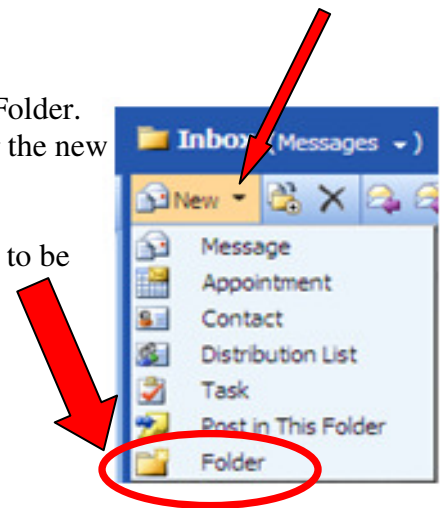
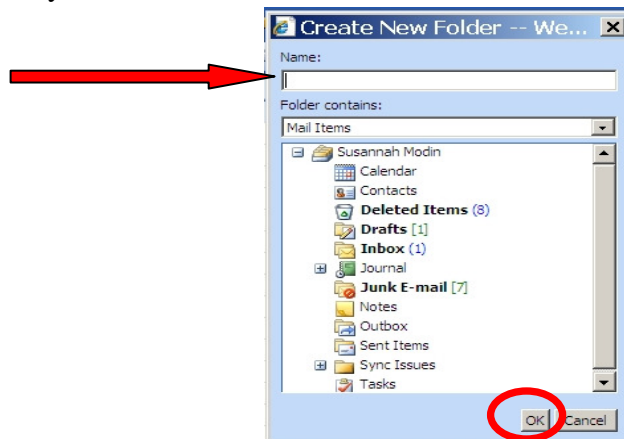
## 8. Options - Add Your Signature to E-Mails

- A. On the left side of the screen, you will see the default folders set up in a column, right below are another set of links to the Outlook Web Access program. The last one on the list is “Options”.
- B. Click on the Options button and a dialog box will open with several selections.
- C. Click on Edit Signature and a dialog box will open up. It will be blank. Type in your name, title and contact information and click on Save and Close. This signature will automatically appear on every e-mail you send.



## 9. Creating Folders

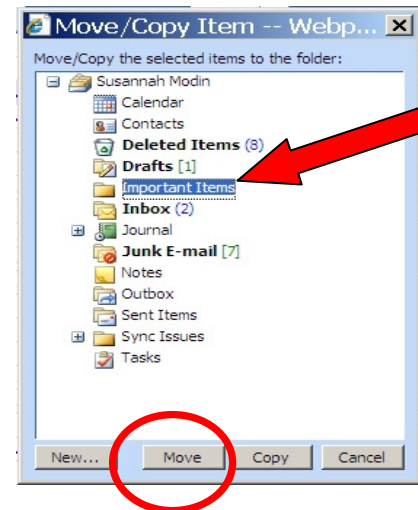
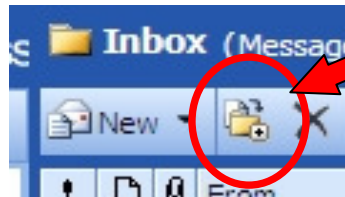
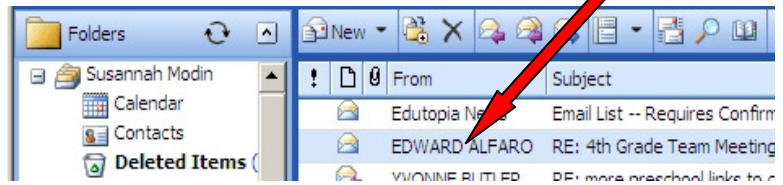
- A. Click on the Drop down arrow menu next to New and select Folder.
- B. A Create New Folder window will appear. Type the name for the new folder.
- C. Click on an established folder where you want the new folder to be in - either the primary (which is your name) or any of the secondary folders. Click “Ok”.





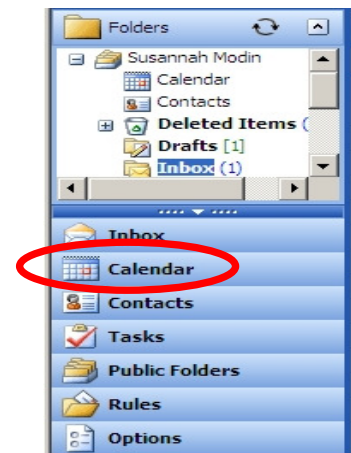
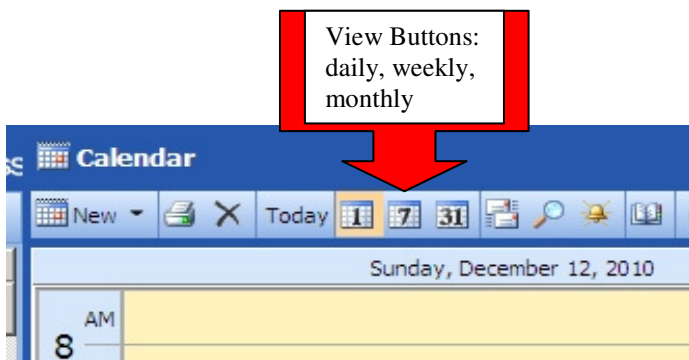
## 10. Using Folders

- You can move existing e-mails to established folders for easier retrieval. First select the item you want to move to the folder you have created.
- Click on the icon for moving folders. A window will pop up. Select the folder you want to move the item to.
- Click on "Move" and the e-mail will be transferred to your selected folder.

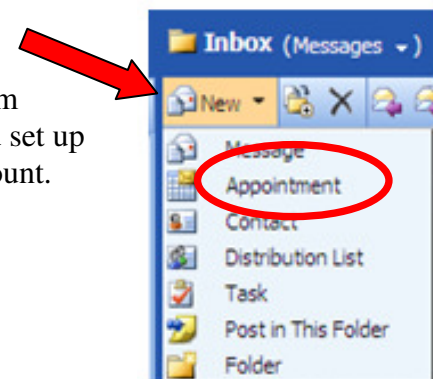


## 11. Using the Calendar

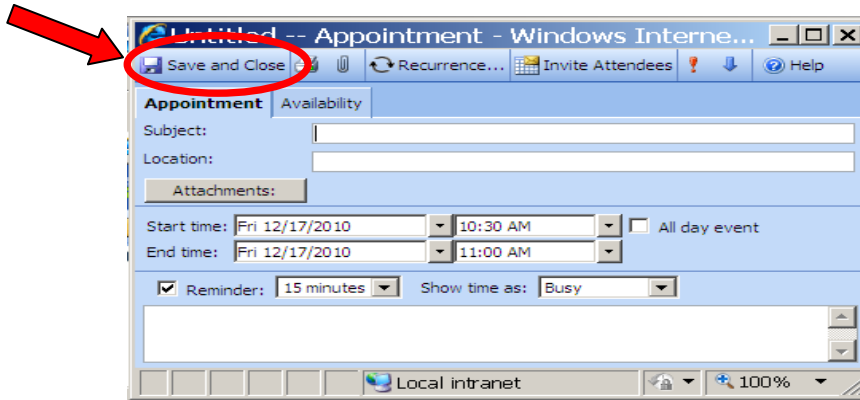
- Outlook Web Access can help you plan all of your professional activities using the Web Outlook calendar. First click on Calendar from your Outlook Web Access account.
- Select different calendar views by single days, a full week or a full month.



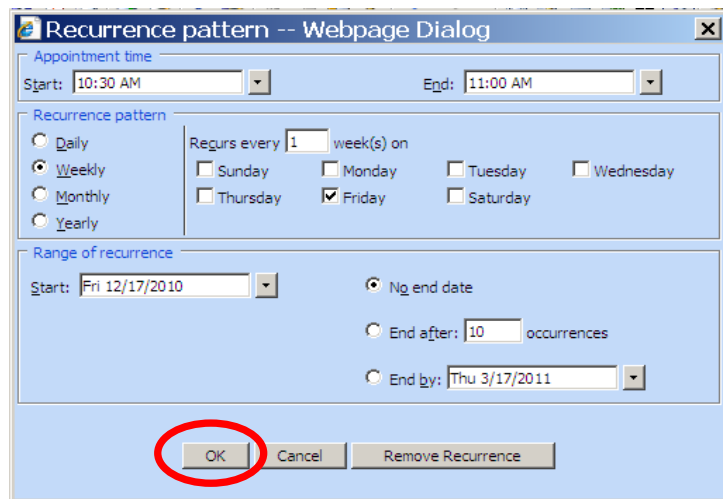
- You can input specific appointments by filling out the form below. You can invite others to the same appointment and set up a reminder to yourself that will appear in your e-mail account.
- Click on the New button and select Appointment.



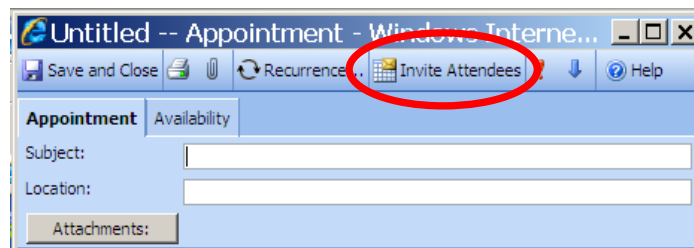
- E. \*Remember to click on “Save and Close” in order for the appointments to take effect.



- F. In order to send out an invitation to a recurring appointment, click on “Recurrence” and the untitled appointment box will appear again. Fill in the information as requested and click OK.



- G. In order to invite others to this appointment, click on Invite Attendees.



- H. When the untitled appointment box reappears – you can now input e-mail addresses.  
 I. You can now click on “Send” and your invitational e-mail will go all the recipients you listed in the Required or Optional lines.

