

# **Getting Started: Outlook Web App**



Produced by the Humboldt Unified School District Information Services Department

## Welcome

This Getting Started guide was designed to help the staff of Humboldt Unified School District get acquainted with the Outlook Web App. The Outlook Web App is part of a product called Microsoft Exchange 2010. Exchange is a robust email server that gives us powerful tools for communication and collaboration. With the Outlook Web App you will receive an email experience that is consistent, both on Windows and Macintosh, and across popular browsers such as Internet Explorer, Google Chrome, Mozilla Firefox, and Safari. This guide is not an all inclusive instruction manual for the Outlook Web App, it is designed to get you acquainted with the programs basic features and functions.

Please note, the email address used for the purpose of this guide is [patrick.keeling2@humboldtunified.com](mailto:patrick.keeling2@humboldtunified.com) (Patrick Keeling 2010), this address is only for testing and demonstration purposes and is not used, email sent to this account will not be responded to, you may also notice some email addresses in this guide are grayed out, those are either personal or private addresses.

Should you need further assistance, please put in a technology helpdesk request by emailing [helpdesk@humboldtunified.com](mailto:helpdesk@humboldtunified.com), or call 759-5020.

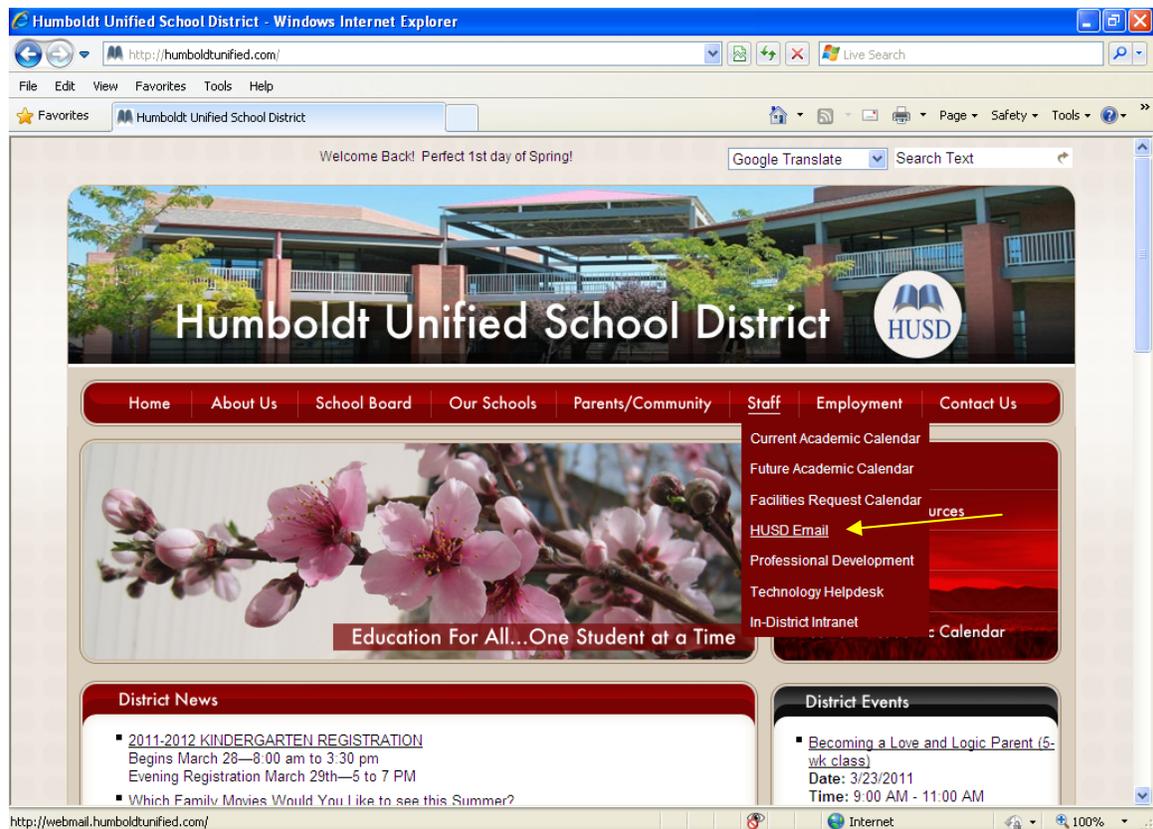
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## Accessing Email

There are two methods you can use to access the Outlook Web App logon Screen.

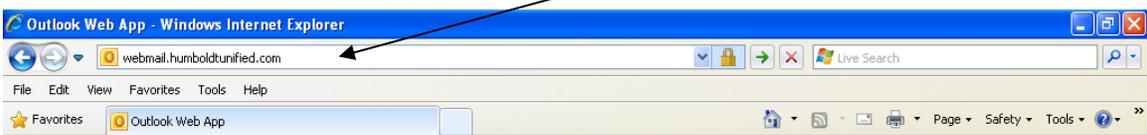
Method 1 – Via the HUSD website

1. Open your preferred web browser and navigate to [www.humboldtunified.com](http://www.humboldtunified.com)
2. Hover your cursor (*don't click*) over **Staff** at the top of the page.
3. Click on the link labeled **HUSD Email**.



Method 2 – Directly

1. Open your preferred web browser and enter [webmail.humboldtunified.com](http://webmail.humboldtunified.com) in the address bar.

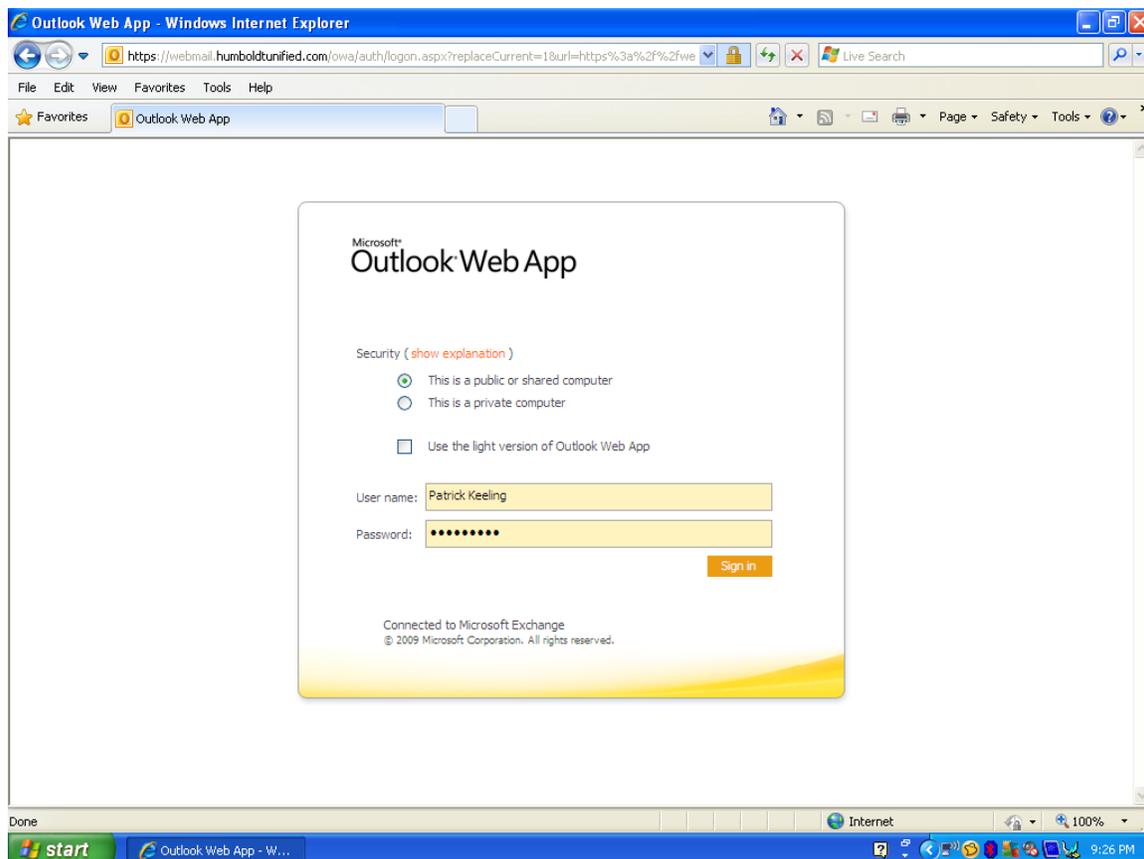


Once you are presented with the login page, please enter your user name and password and click **Sign In**. Your user name and password will be your first name, space, your last name. Should you have issues logging on, please call the Helpdesk at 759-5020

**Note:**

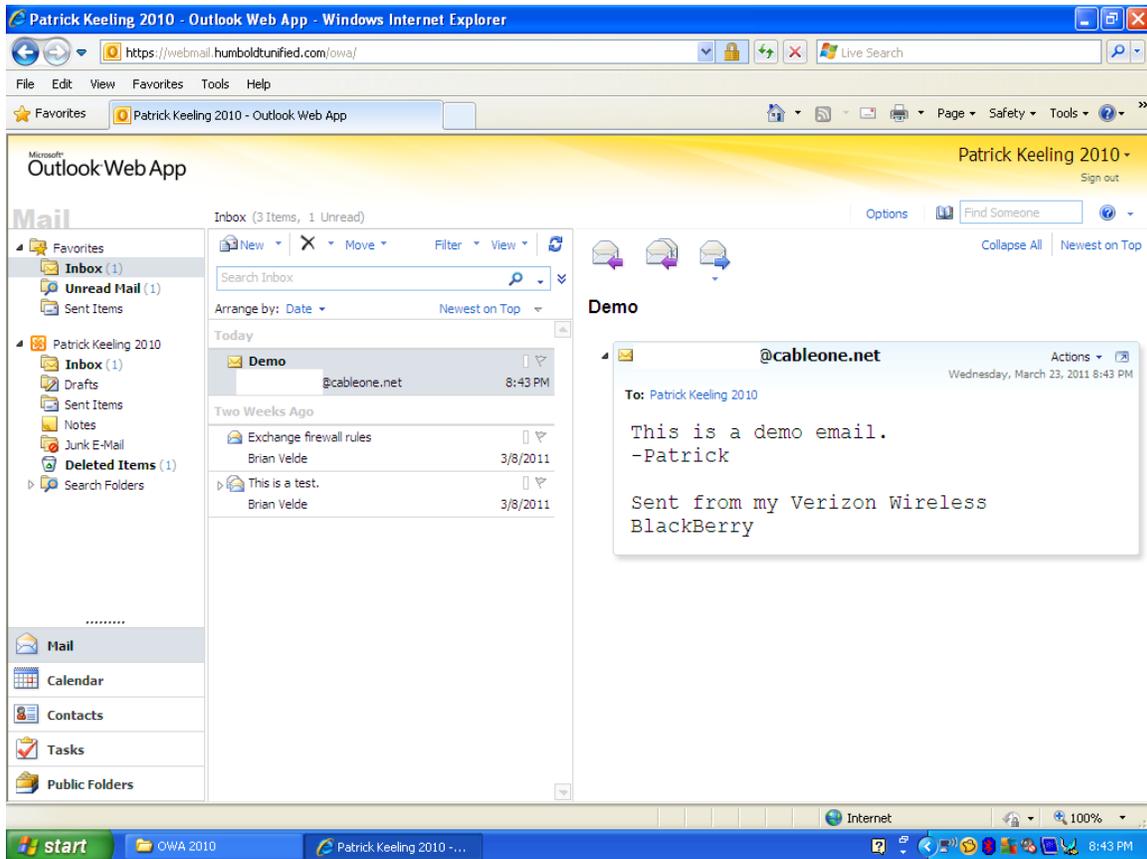
On the login page there are a couple options that you can select before logging on:

- Public or private computer:
  - o The main difference is the time you are given to stay logged on but inactive before being logged out automatically. If you select Public Computer you will be logged out after 15 minutes of inactivity, selecting Private Computer gives you 8 hours.
- Use the Light Version checkbox:
  - o This is designed for users on slow connections, such as dial up. You will not see the full feature set. This option is not recommended for use within the HUSD network or on high speed (*cable, DSL, etc*) connections.



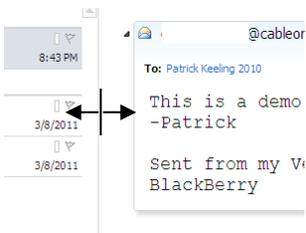
## The Main Email Screen

Once you have logged on you will be presented with a screen similar to the one below.



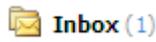
### *Tip:*

To change the size of the Column displaying your email relative to the size of the preview pane, hover your cursor over the dividing line until you see a set of arrows show up similar to the one below. Hold down your right mouse button and drag your mouse left or right to get the desired size of the preview pane and message pane.

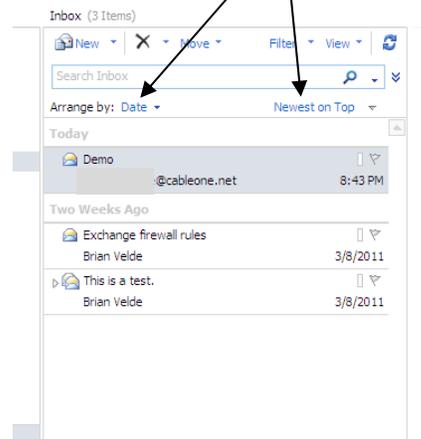


Tip:

There are a couple of ways to sort your email, located at the top of the Email column. You can sort by date, and by newest / oldest on top. If it appears that you are not receiving emails, or that you have new emails (*indicated by a blue number in parenthesis next to your inbox*) but you are not seeing them, make sure to check your sort.

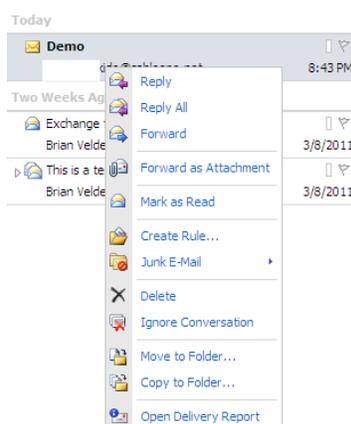
 **Inbox (1)** ← My inbox indicating I have 1 unread message.

Sort options, click on the blue text to change.



Tip:

You can right click objects, such as Emails, to view a list of actions pertaining to that item.

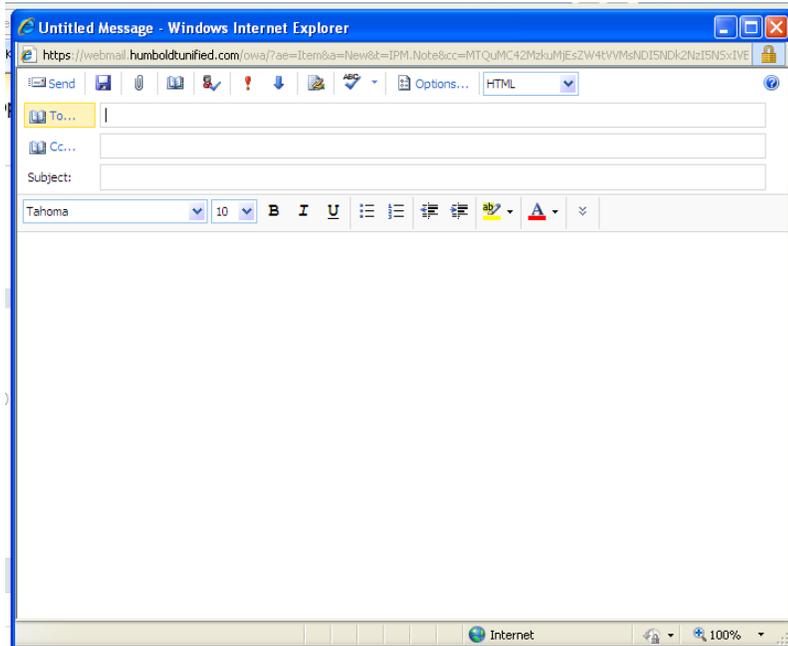


## To Compose a New Email

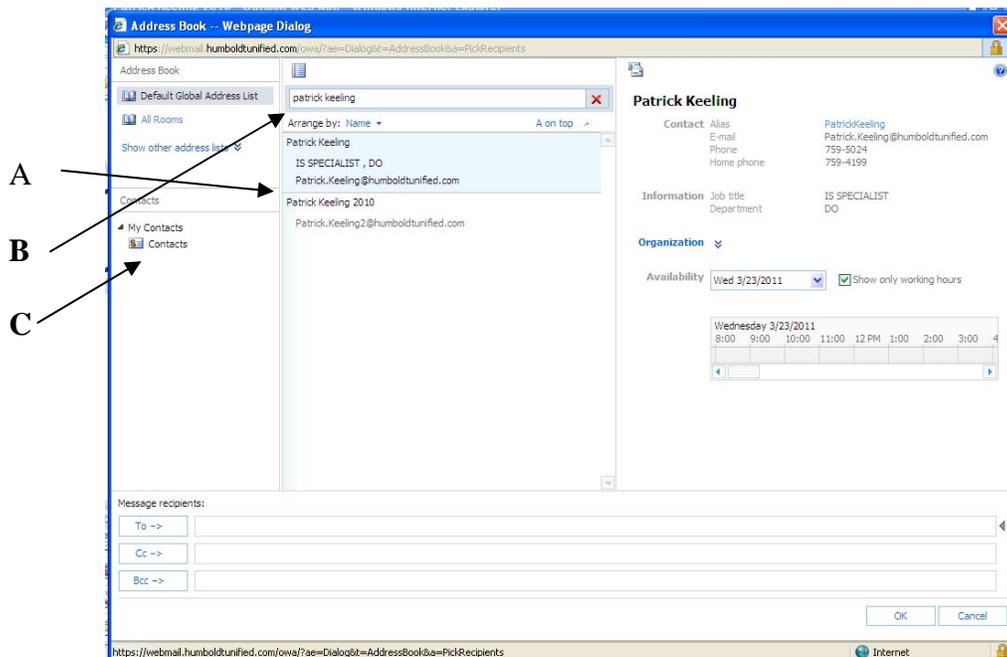
1. Click the New button



2. You will be presented with the Untitled Message box shown below. To add addresses, click the **To...** button.



3. When the global address screen appears you can:
  - a. select users from the address list
  - b. search for a person by entering their name in the search box
  - c. switch to view your contact list by clicking on Contacts



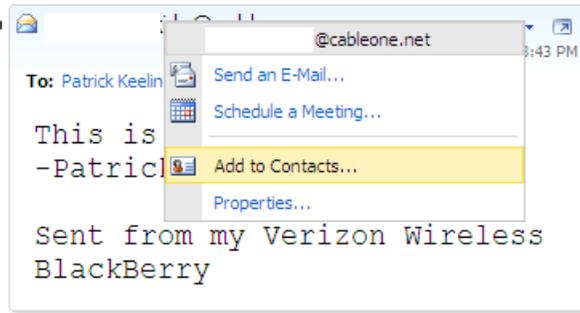
4. You can add names to the To... Field by double clicking them, or highlight the name(s) you want (*hold down the Ctrl key and click each person you want to email to select multiple people at once*) and click the **To... Cc...** or **Bcc...** Buttons to add the names where you want them. Then click **OK** at the bottom right hand corner. Your recipient's names have now been added to your email.
5. Finish typing your email and click Send in the upper left hand corner to send the email.

## Creating Contacts

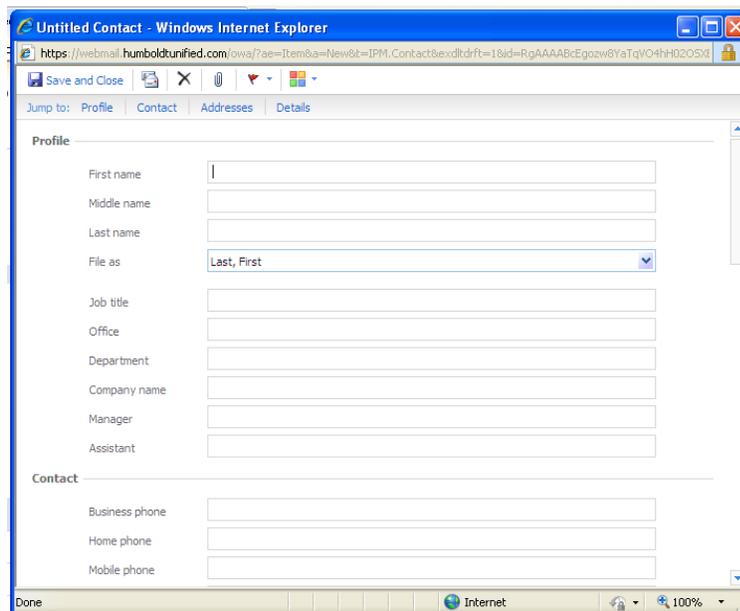
Creating contacts from an Email you have received

1. Right click their email address and select **Add to Contacts**.

### Demo

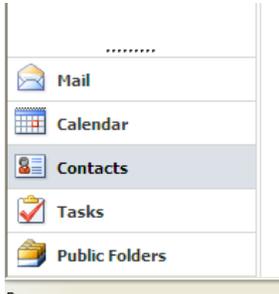


2. You will then be presented with a screen to add additional information. Enter the person's name, and any other information you would like associated with that person and click **Save and Close** at the top left hand corner of the window.

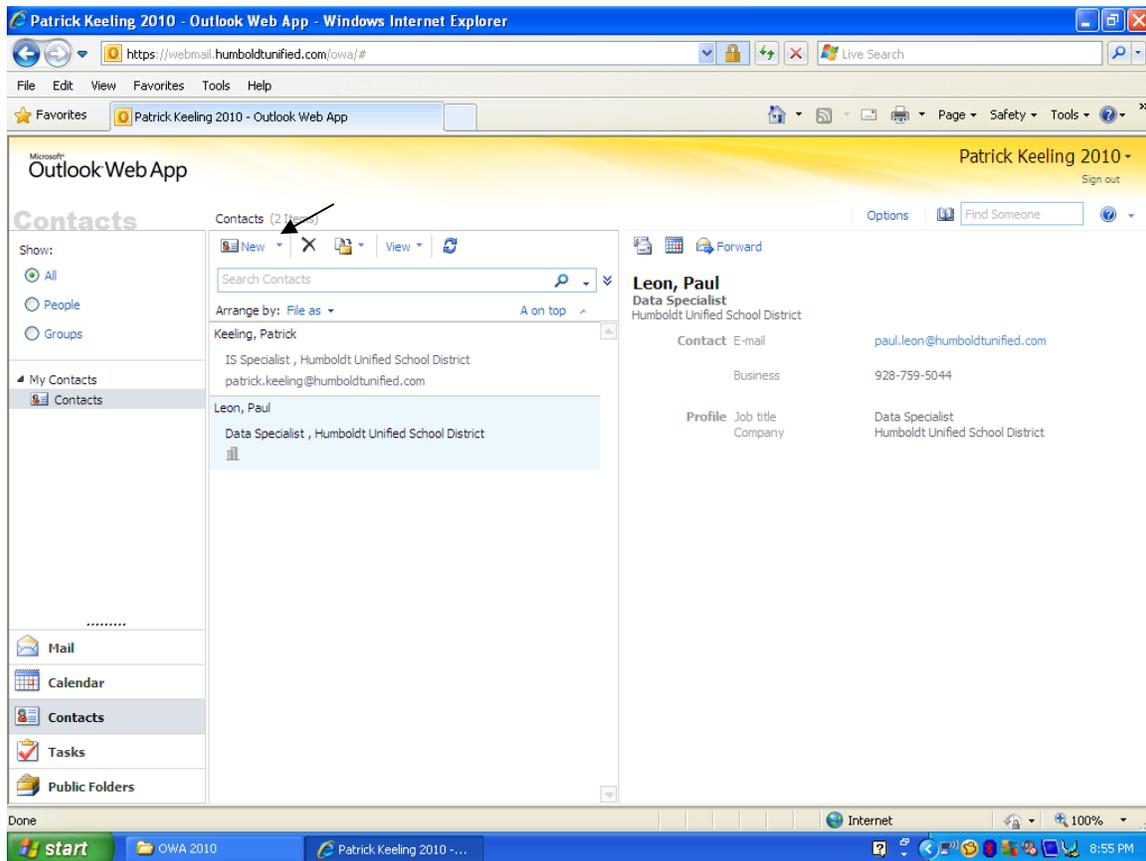
A screenshot of a web browser window titled 'Untitled Contact - Windows Internet Explorer'. The address bar shows a URL from 'humboldtunified.com'. The page has a navigation bar with 'Jump to: Profile Contact Addresses Details'. The main content area is titled 'Profile' and contains several input fields: 'First name', 'Middle name', 'Last name', 'File as' (a dropdown menu set to 'Last, First'), 'Job title', 'Office', 'Department', 'Company name', 'Manager', and 'Assistant'. Below this is a section titled 'Contact' with fields for 'Business phone', 'Home phone', and 'Mobile phone'. The status bar at the bottom shows 'Done', 'Internet', and '100%'.

## To add a contact manually

1. Click on **Contacts** at the lower left hand corner of your screen.



2. You will be presented with the Contacts section of the Outlook Web App. To add a new contact, click the **New** button.



3. Enter the person's information in the window that appears and click **Save and Close**.

The screenshot shows a web browser window titled "Untitled Contact - Windows Internet Explorer". The address bar contains the URL: <https://webmail.humboldtunified.com/owa/?ae=Item&a=New&t=IPM.Contact&fid=>. The browser's navigation bar includes a "Save and Close" button and standard navigation icons. Below the navigation bar, there are tabs for "Profile", "Contact", "Addresses", and "Details", with "Profile" currently selected. The main content area is divided into two sections: "Profile" and "Contact".

**Profile Section:**

- First name:
- Middle name:
- Last name:
- File as:
- Job title:
- Office:
- Department:
- Company name:
- Manager:
- Assistant:

**Contact Section:**

- Business phone:
- Home phone:
- Mobile phone:
- Assistant:
- E-mail:
- Display as:

The browser's status bar at the bottom shows "Doni", "Internet", and "100%".

## Managing Junk Email

The Humboldt Unified School District uses mail filtering software to block spam and virus infected emails. However, you may receive emails from time to time that get through the filter, or that are legitimate, but that you do not want.

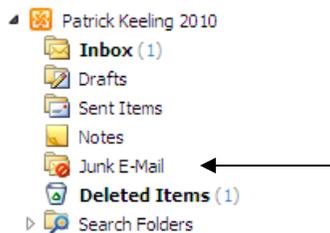
At HUSD we classify Junk and Spam as:

- Spam
  - A spam email is any email that is inappropriate, contains an advertisement for a product that was not requested, or is attempting to scam a recipient.
- Junk
  - A junk email may be perfectly legitimate, but not pertinent to the recipient.

*If you feel that you are getting a large amount of spam or suspicious email, please contact the helpdesk.*

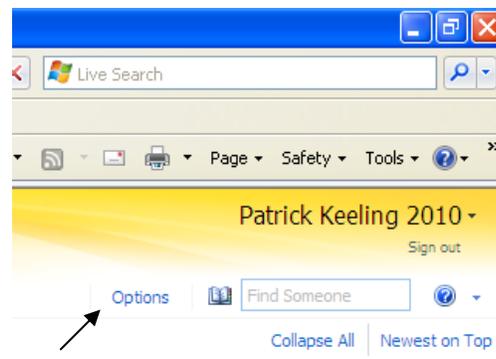
### Tip:

You can view emails that are currently being filtered by your junk email settings by opening the Junk E-Mail folder.

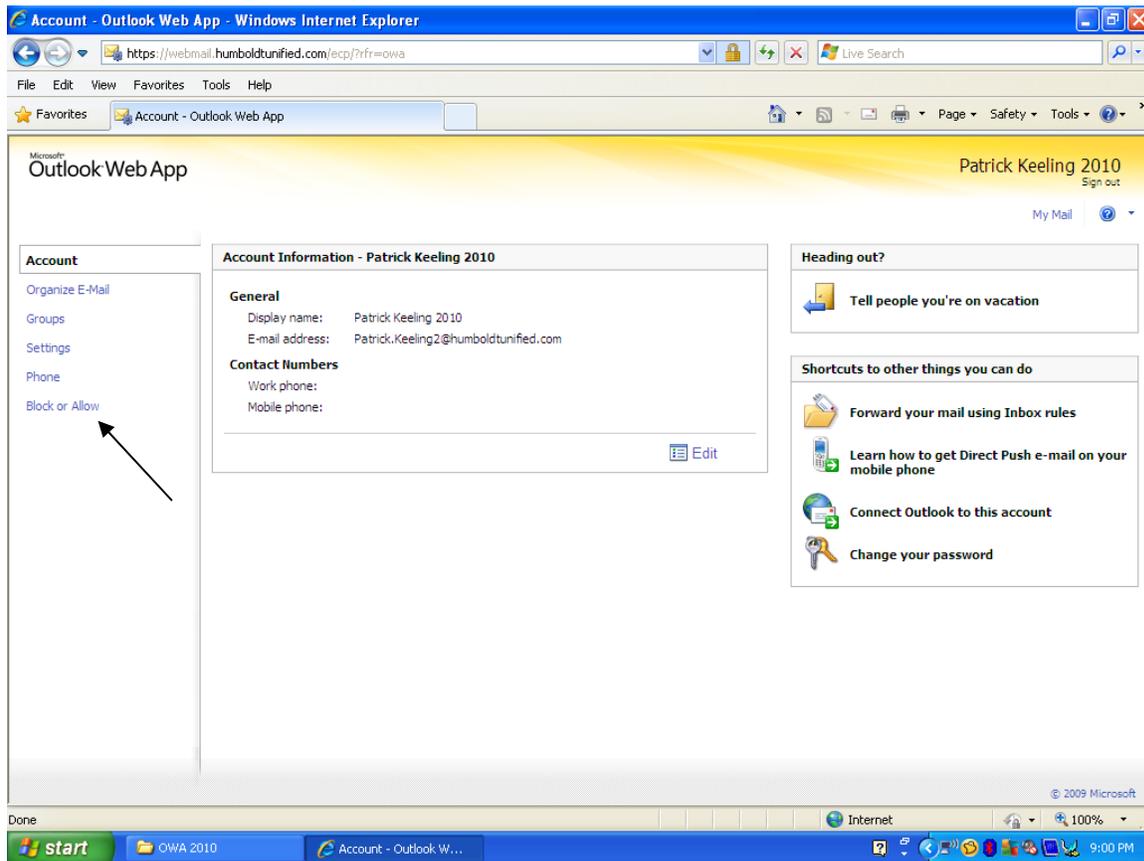


You can manage junk email without assistance of the Information Services department, here's how:

1. From the main Outlook Web App window click on **Options** in the upper right hand portion of the screen.

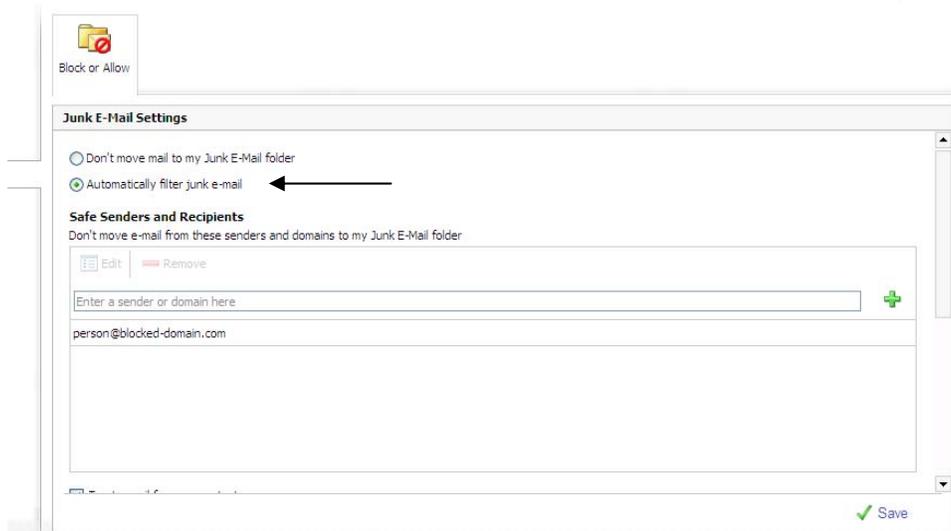


2. Once presented with the Options screen, click **Block or Allow**, the last link on the left hand side.



3. You will now be presented with a page that has a few options for junk mail management.

**Note:** be sure **Automatically filter junk e-mail** is selected, otherwise selections on this page will not work.



4. In the Safe Senders and Recipients section you can enter email addresses that you want to receive email from.

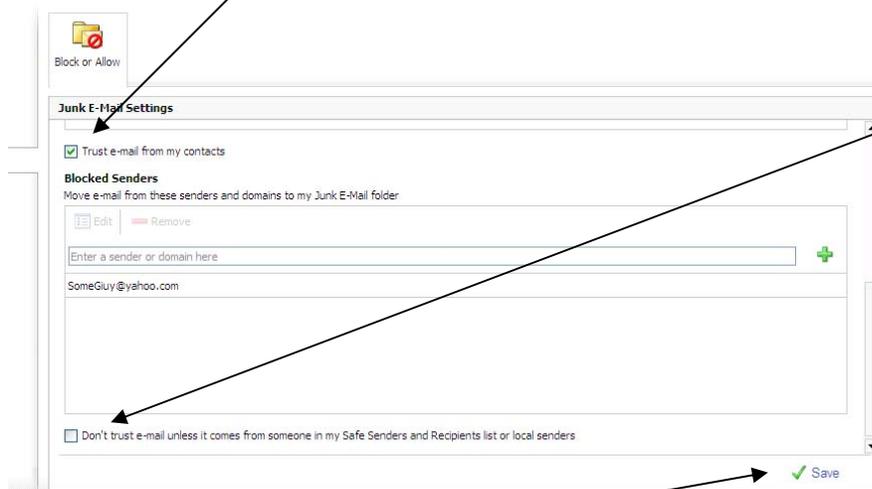
**Note:**

If an email is being blocked by our content filter, adjusting these settings will not correct that. Please contact the helpdesk.

5. The Blocked Email section (*this section is accessed by scrolling down*) is where you will enter senders you do not want email from, in the example I have filtered messages from [SomeGuy@yahoo.com](mailto:SomeGuy@yahoo.com).

**Note:**

Be sure **Trust e-mail from my contacts** is checked.



**Note:**

Do not check the Don't Trust e-mail unless... box. It will block email from ANYONE that is not in your safe senders list.

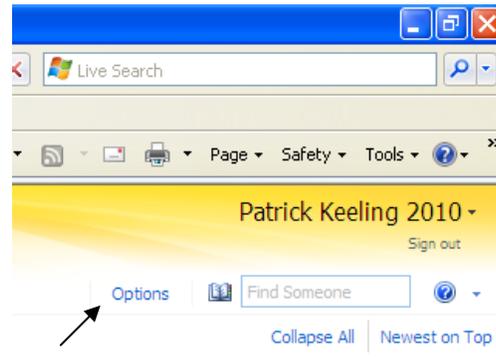
**Note:**

Be sure to click Save after you have finished making changes.

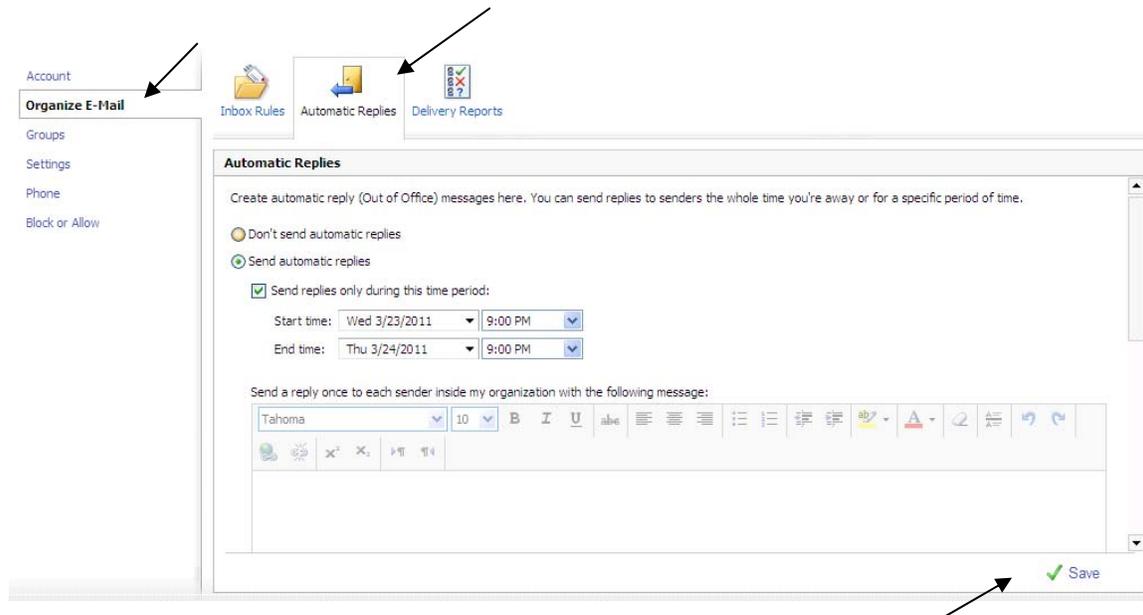
## Automatic Replies

From time to time it is convenient to send an automatic reply to an email, for example if you will be on vacation for a few days, and will not be checking your email you can setup a reply that tells the sender you have received their email and will get back to them.

1. From the main Outlook Web App window click on **Options** in the upper right hand portion of the screen.



2. Click on **Organize E-Mail** on the left hand side, then **Automatic Replies**.

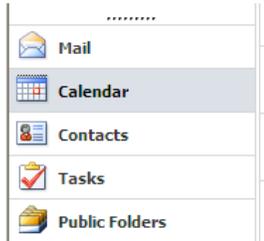


4. From the Automatic Replies screen you can turn automatic replies off and on, select a date range to use the auto reply, and enter the message you would like to send. Be sure to click the **Save** button in the lower right hand corner when you are done.

## Calendar

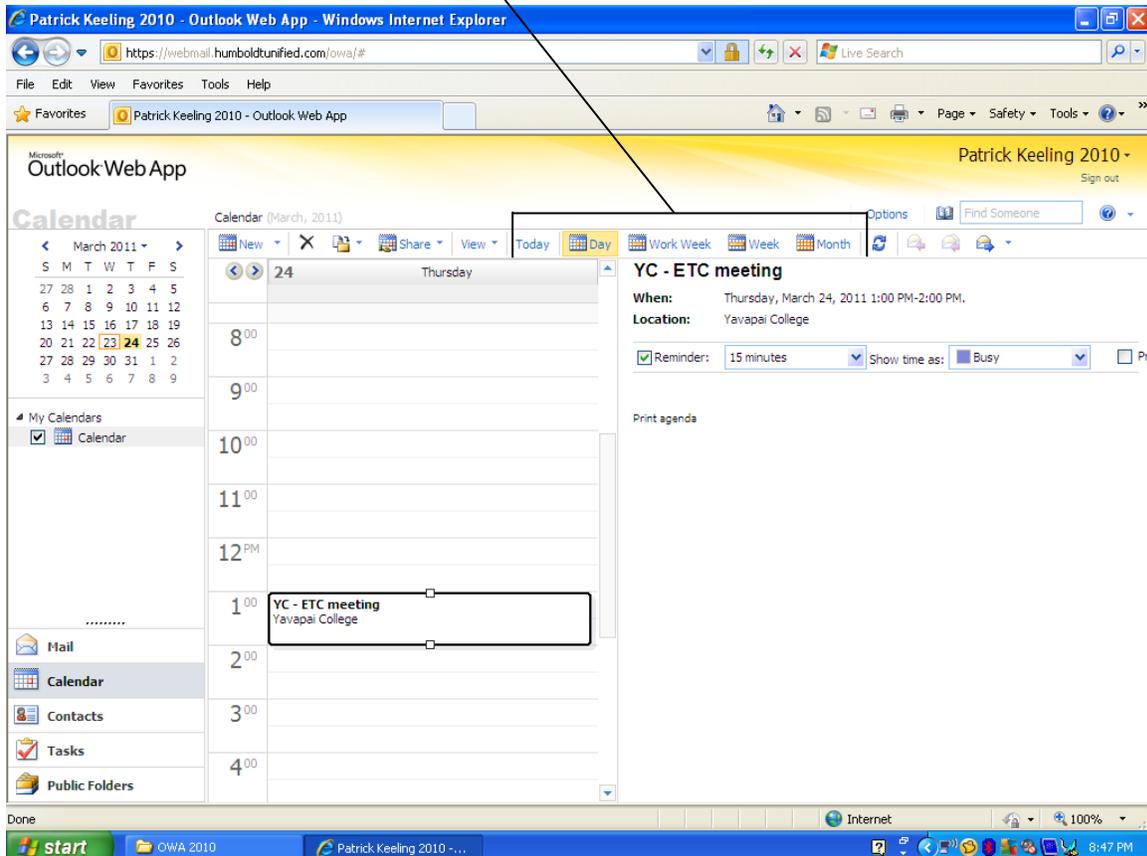
Outlook Web App gives you powerful options for calendaring and organization. This section will describe how to access, view and add events to your calendar.

1. To access your calendar, click **Calendar** on the lower left hand section of the screen.



2. You will now be presented with the calendar window. Like the Email view, you have events in the center, to view more information on an event, click it and you will see any notes in the right hand section.

*Tip:* You can change the view of your calendar by selecting different options from the top, such as day, work week, or month.



3. You can create a new calendar event by clicking the New button, and filling out the information in the Untitled Appointment box and clicking Save and Close

