



Outlook Web Access (accessing your email offsite)

Outlook Web App is a way of accessing your email using a browser connection from offsite not logged onto one of our computer systems. Everything you do in Outlook Web App will be transferred to the native Outlook connection from your desktop in the office.



Logging in to Outlook Web Access

1. Open your Browser (e.g. Chrome is the preferred browser).
2. Go to: <https://webmail.collierschools.com/owa>
3. Enter your network credentials
 - Username: Your current network username (using lowercase letters).
 - Password: Enter your current password.
4. Click Sign In.

When you log into your CCPS webmail account for the first time, you will be prompted to select your preferred language and time zone.

- Choose your desired language
- Select the time zone: (Eastern Time – US & Canada)
- Click Save to confirm your selections

Once these settings are saved, you will not be prompted to configure them again.



Viewing Messages

1. Select the email
2. The message content will display in the preview pane on the right.



Replying or Forwarding Messages

1. Select the email you want to respond to.
2. Click the drop-down arrow next to Reply all, then choose one of the following options:
 - **Reply** – Responds to only the sender
 - **Reply All** – Responds to the sender and all original recipients (To and CC fields only)
Note: Use only when everyone needs the information
 - **Forward** – Sends the email to new recipients you select (original sender and recipients are not included)
3. Click Send.



Create a New Message

1. Click New (+).
2. In the To field, enter recipient email addresses or click To to select from the address book.
3. (Optional) Click Cc to add carbon copy recipients.
4. Enter a subject in the subject line.
5. Type your message in the body area.
6. Click Send.



Attach a File

1. Click Insert.
2. Select Attach.
3. Browse for and select the file(s) you want to attach.
4. Click Open.
5. The file will appear as an attachment in your message.



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Open an Attachment



1. Click the attachment located under the message header.
2. The file will open automatically in Preview, or it will open in the file type (such as Word, Excel, or PowerPoint).
3. To save the file, click Download.

Out of Office Assistant (Automatic Replies)



1. Click Settings (gear icon) in the upper right corner of the screen.
2. Select Automatic Replies.
3. Select Send automatic replies.
4. Set your timeframe.
5. Enter your message for:
 - Inside your organization
 - Outside your organization
6. Click Save.

Create a Contact Group (Distribution List)



1. Click the App Launcher (waffle icon) in the upper-left corner of the screen.
2. Select People.
3. Select the + New drop-down button.
4. Select Contact List.
5. Enter a name for the list.
6. Add members by searching for names in the directory:
 - Enter a few letters of the person's name in the Add members field
 - Click Search Directory
7. Select a name from the results list.
8. Repeat steps 6-7 for each member you want to add.
9. Click Save.

View the Calendar



1. Click the App Launcher (waffle icon) in the upper-left corner of the screen.
2. Click Calendar.
3. Select the desired view in the upper right corner (day, work week, week, month).

Schedule an Appointment

In Calendar view:



1. Select + New (Calendar Event).
2. Enter the Event details (title, Location, Start/end date and time).
3. Select the Calendar where you want to save the appointment.
4. Select whether the appointment is recurring or not.
 - Select a repeat frequency (daily, weekly, monthly, yearly), or
 - Select Never for a one-time event.
5. (Optional) Add notes or comments in the text box at the bottom.
6. Click Save.



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Schedule a Meeting (with attendees)

In Calendar view:



1. Select + New Event.
2. Enter the Event details (title, Location, Start/end date and time).
3. In the Add People field, search for and select the attendees you want to invite.
4. Select the calendar where you want to save the meeting.
5. Choose whether the meeting is recurring or not:
 - Select a repeat frequency (daily, weekly, monthly, yearly), or
 - Select Never for a one-time event.
6. (Optional) Add Notes or comments in the text box at the bottom.
7. Click Send.



Create a Folder

1. In the mail navigation pane, right-click where you would like to create a folder.
2. Select Create New Folder or Subfolder.
3. Enter a folder name.
4. Press Enter or click outside of the box to save.

Move an Item to a Folder



Method 1: Drag and drop

- Click and drag the item to the desired folder in the navigation pane.

Method 2: Menu option

1. Right-click the email.
2. Select Move.
3. Select the folder you would like to move the email to.

Note: Select Move to a different folder if the desired folder is not listed. Locate and select the desired folder. Click Move.



Move a Folder to another Location

1. Click and hold the folder you want to move.
2. Drag it to the new location in the navigation pane.
3. Release to drop it in place.