


Using Outlook Web Access (OWA) for Employees

Outlook Web Access (OWA) is started when you click the E-mail icon in myTri-Cspace, or when you login directly at <https://webmail.tri-c.edu>.

Below are some highlights of OWA to help you manage your email. If you need more detailed information on how to use any features, click the help icon at the top right of the OWA page. 

OPTIONS MENU, located in the top right corner, contains the features described below.

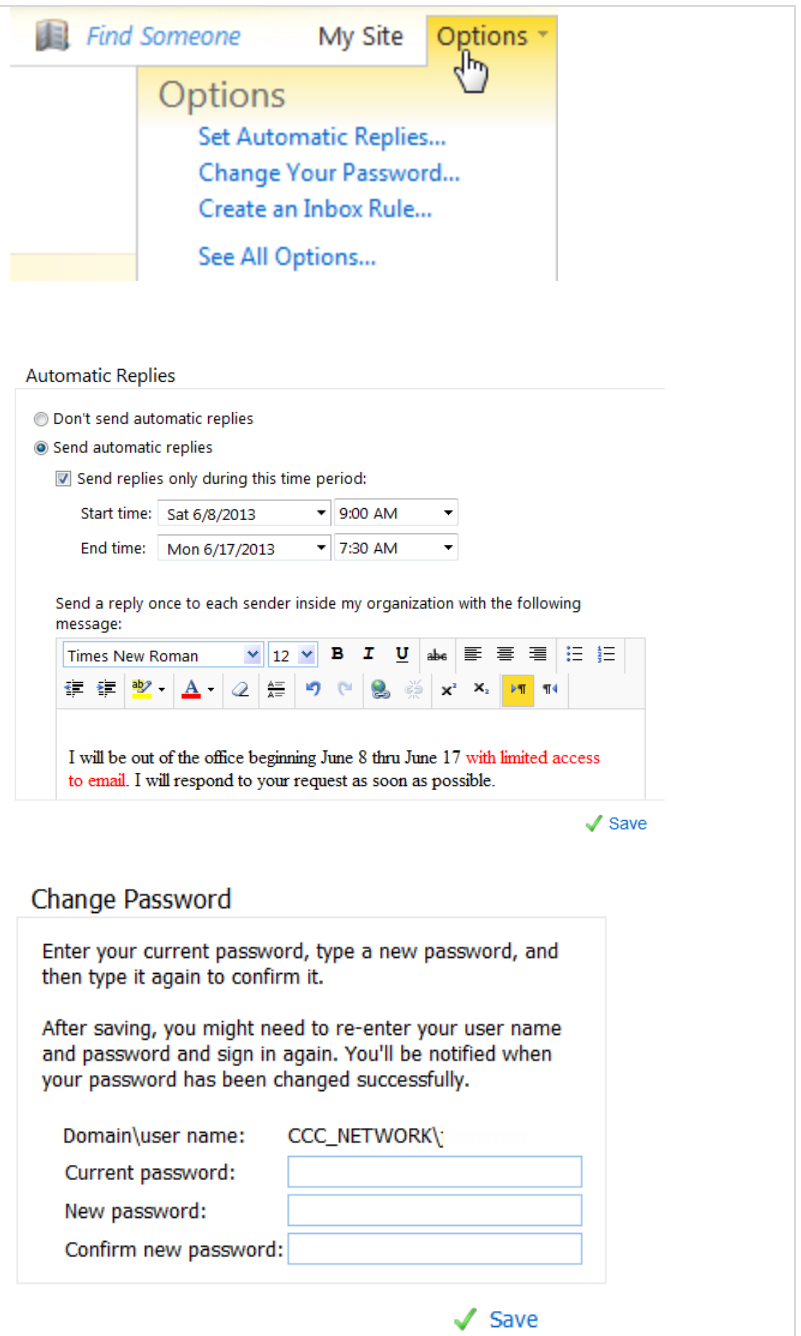
- **Set Automatic Replies...**

Specific start and end dates can now be entered for a period you'll be away from the office.

- Easily add color and different font styles.
- Set it up in advance and not worry about remembering to turn it off!

- **Change Your Password...**

Enter your current password, new password, confirm the password, click Save.



The screenshot shows the OWA interface. At the top, there are links for "Find Someone", "My Site", and "Options". The "Options" menu is open, showing options: "Set Automatic Replies...", "Change Your Password...", "Create an Inbox Rule...", and "See All Options...". Below the menu, the "Automatic Replies" settings are displayed. The "Send automatic replies" option is selected. The "Send replies only during this time period" checkbox is checked. The start time is set to "Sat 6/8/2013 9:00 AM" and the end time is "Mon 6/17/2013 7:30 AM". A text box contains the message: "I will be out of the office beginning June 8 thru June 17 with limited access to email. I will respond to your request as soon as possible." Below the text box is a "Save" button with a green checkmark. The "Change Password" section is also visible, with instructions to enter current and new passwords. The domain name is "CCC_NETWORK\". There are three input fields for "Current password", "New password", and "Confirm new password". A "Save" button with a green checkmark is at the bottom.

- **Create an Inbox Rule...**

Rules can be used to automatically handle messages for you.

Examples include sorting incoming e-mail into folders based on your criteria, forwarding the message to another email address, and marking the message as importance.

Click the help icon at the top of the Inbox Rules page for detailed information.

- **See All Options...**

Create a Signature See All Options > Settings > Mail tab.

In the E-Mail Signature section, create your signature (the information you want to appear at the bottom of your emails). Click “Automatically include my signature on messages I send” if you want the message to appear on all your emails (including responses).

Check Spelling See All Options > Settings > Spelling tab.

Check the options you want to use.
Click Save.

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

It includes these words in the subject...

'Monday's class'

Do the following:

Redirect the message to...

10KSB

Refer to the College’s [Internal Communication guidelines](#) for email communications.

Spelling Options

Choose your spelling options.

- Ignore words in UPPERCASE
- Ignore words with numbers
- Always check spelling before sending

READING PANE

This allows you to see the entire email message, without having to click and open the email.

To create a reading pane:

1. Click View
2. Click Right or Bottom (where you want the email content to appear).

To disable this feature, click Off.

View -

Group by Conversations

This view groups all messages with the same subject together into one item and helps you keep track of everyone's replies.

- Use Conversations
- See more Conversation options...

Reading Pane

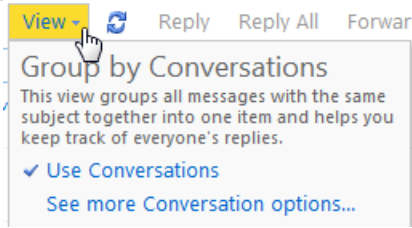
- Right
- ✓ Bottom
- Off

GROUP BY CONVERSATIONS

All messages with the same subject are grouped together into one item so you can quickly identify the most recent messages and related responses.

The group is always preserved, even if individual email messages are located in different folders in the mailbox. By treating an entire group of messages as a single conversation, they can be managed, ignored, moved or deleted as a whole.

- To disable feature: click View > click Use Conversations. The check mark will be removed, indicating the feature is not enabled.
- Ignore option: If you want to remove all messages (current and future) for a specific conversation, select the message, go to Actions > Ignore Conversations. Once you mark a conversation as “ignore”, future messages will be sent straight to the deleted items folder.



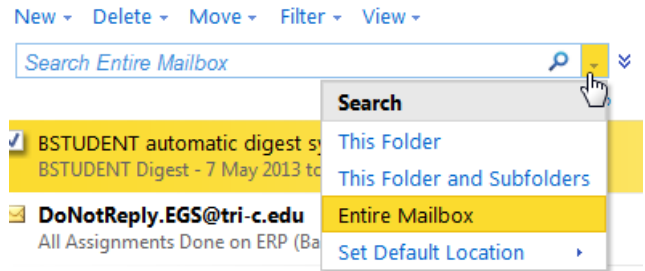
SEARCH The search box is located at the top of the inbox.

Click the drop down arrow to define the folder(s) to search in.

Advanced search queries in Outlook Web allow you to search by:

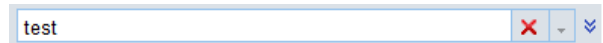
- Text contained in subject and/or the message body
- “To:” or “From:” fields
- Categories

Click the down arrow for location:



Click  to use advance search queries.

Click X to return to the inbox.

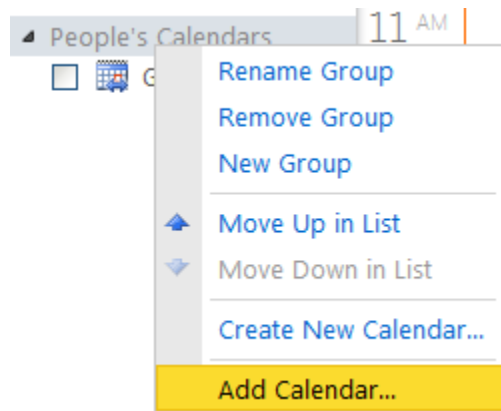


CALENDAR

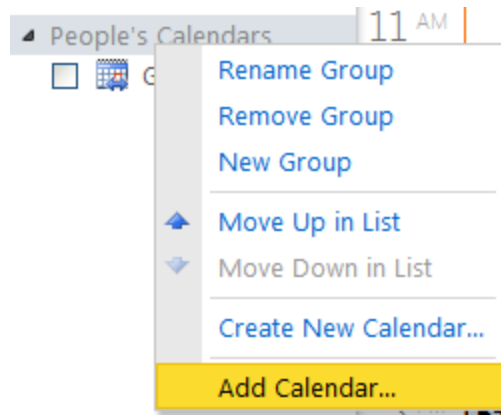
• **Sharing**

Let people know your schedule by sharing your calendar with people inside and outside Tri-C.

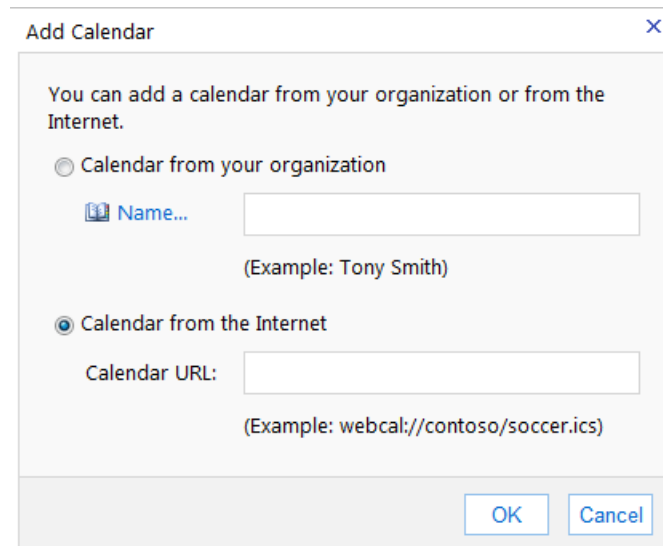
1. Click Calendar in the left navigation menu.



2. Right click People's Calendars
3. Click Add Calendar



4. Enter a calendar from Tri-C or from the Internet.
5. Click OK.

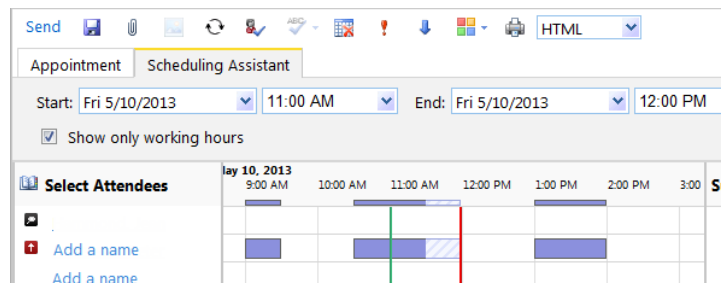


- **Scheduling Assistant**

Need to schedule an appointment or meeting? Use this tool to determine when people are available and send a meeting request.

1. Create a new appointment or meeting request on your calendar.
2. Click the Scheduling Assistant tab.
3. Type the names of people you want to attend your meeting, or click Select Attendees to open the Address Book.

The availability chart displays all your attendees'



schedules on the day of the meeting. A blue bar in the schedule window next to a name means the person is busy at that time.

Click the help icon at the top of the Calendar page for detailed information.

FORWARD AS AN ATTACHMENT

This can come in handy if you need to forward a message to someone but don't necessarily want the person to open it immediately.

1. Right click the message you want to forward
2. Select Forward as Attachment
3. A new email form will appear with it included as an attachment.

