

Hunter – Outlook Web App



Program Basics

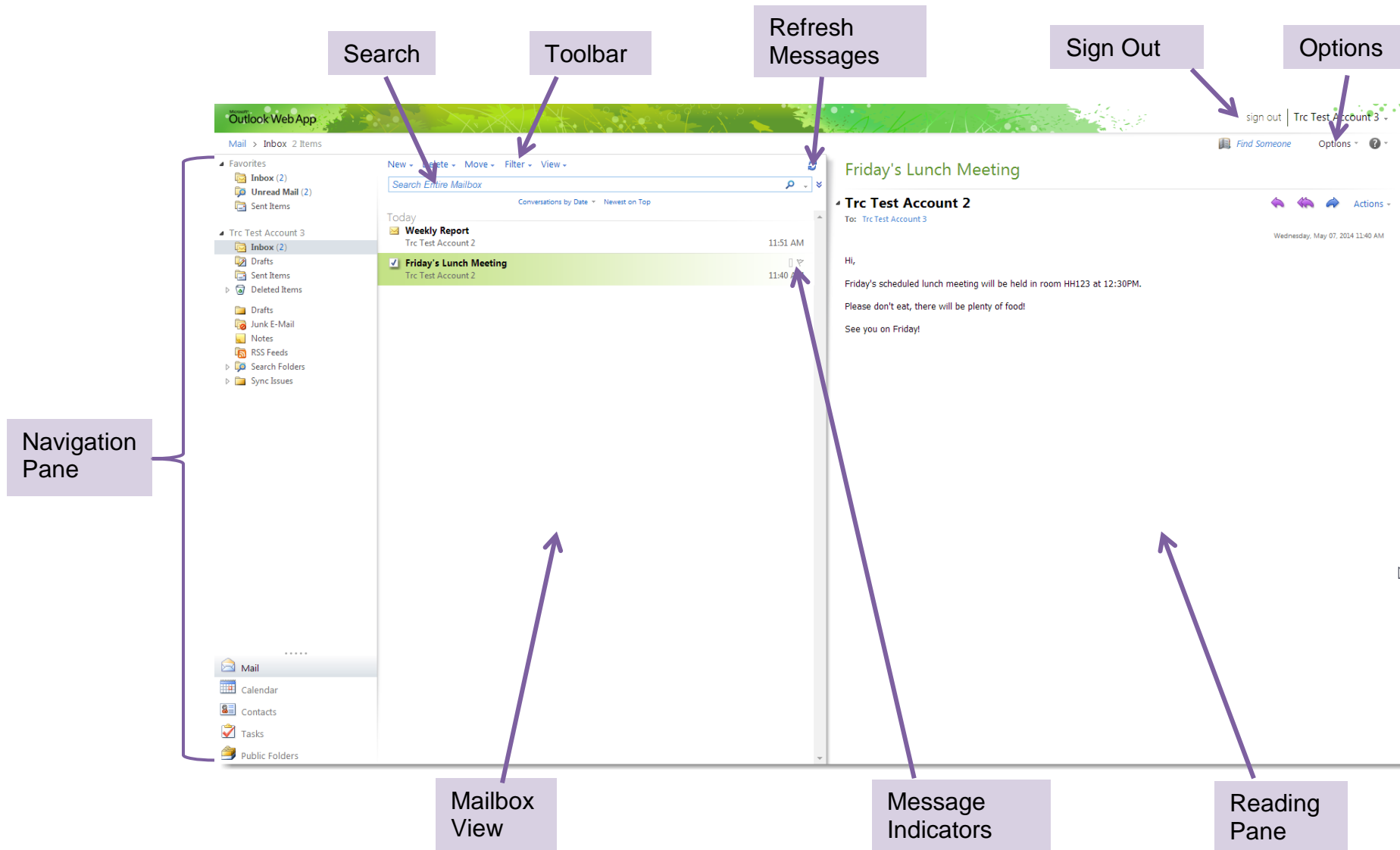
- To Log In to Outlook Web App (OWA):

- Open up your browser and enter the URL <http://mail.hunter.cuny.edu>.
- Choose the security option you wish to use while accessing your Outlook account:

- OWA will typically default to the light version when it detects a mobile device's browser. If the computer you are using is on a slow network or has erratic internet access, click the **Use the light version of Outlook Web App** check box.





- Enter your e-mail address and password in the appropriate fields and click **Sign In**:

Sign in

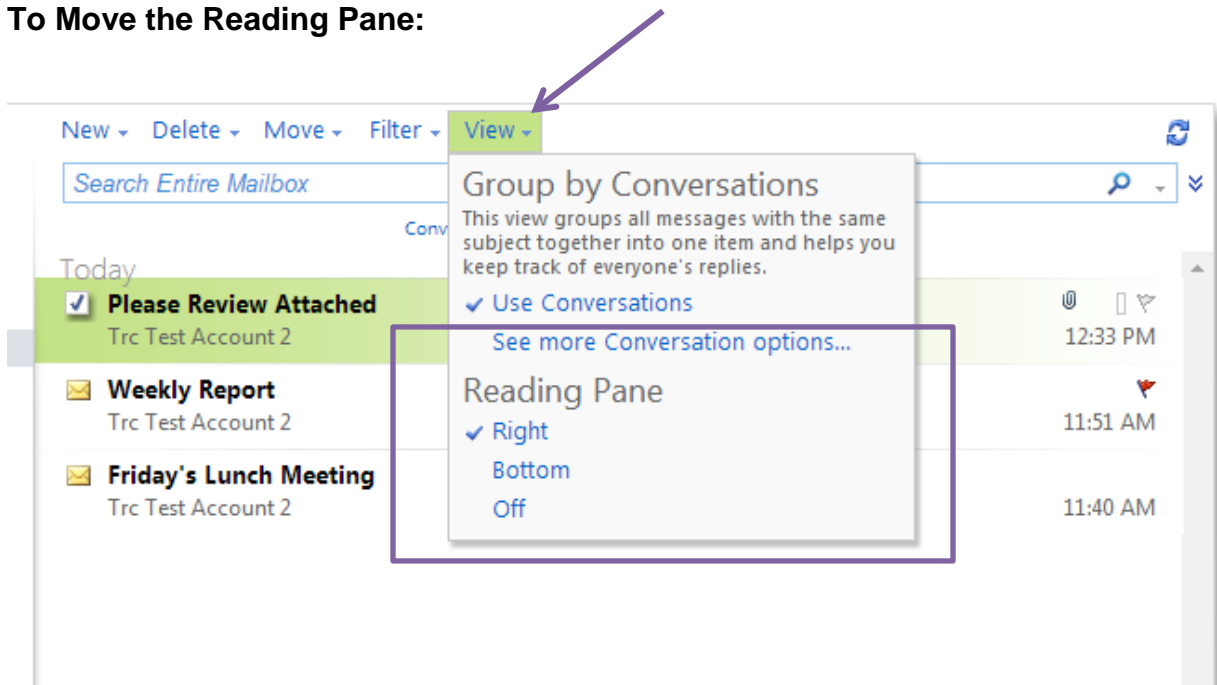


- **Navigation Pane** contains mail folders and provides easy access to **Mail**, **Calendars**, **Contacts**, and **Tasks**
 - **Mail** - Compose, send, read, and reply to e-mails.
 - **Calendar** - Create and manage appointments and meetings.
 - **Contacts** - Manage and store contact information.
 - **Tasks** - To-do items with optional reminders.
- **Message View Pane** functions as the inbox and contains all received mail.
- **Reading Pane** displays the contents of a selected message.

- **Message Indicators:**

- Message has not been read:

- Message has been read:

- File is attached to the message:

- Message has high or low importance.


- **To Move the Reading Pane:**

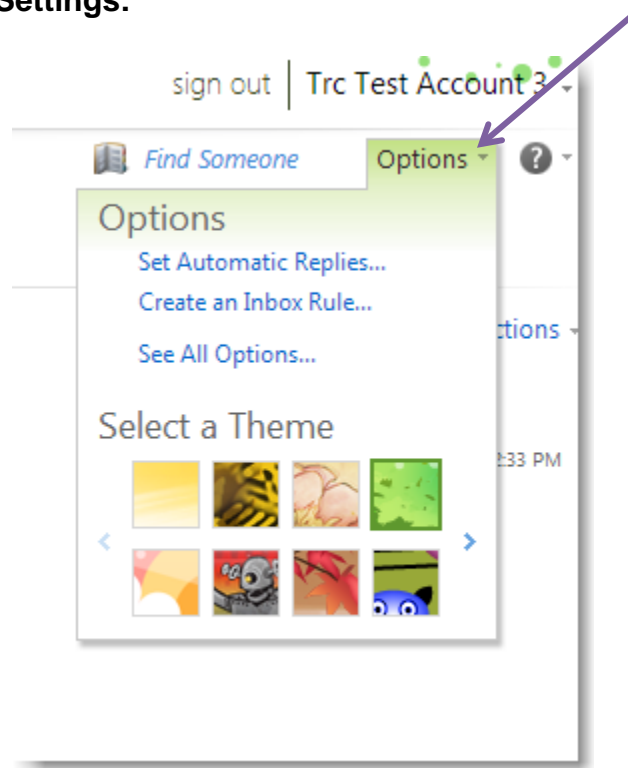


- Click the **View** button on the toolbar.
- Select a position for the Reading Pane from the menu:
 - Right
 - Bottom
 - Off

- **To Reset Your Password:**

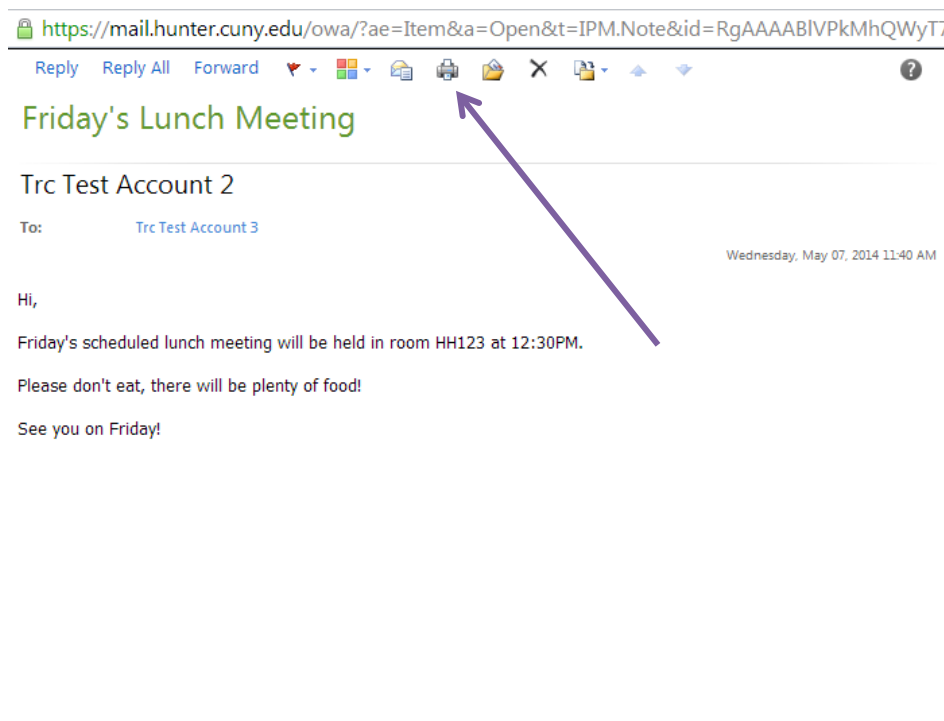
- NetID Central is the web site where you manage your Hunter NetID. Here you can:
 - Find out your NetID if you've forgotten it
 - Reset your password if you've forgotten it
 - Change your password
 - Record an alternate email address or a phone number that ICIT can use to contact you if there is a problem with your account.
- Please visit the NetID Central webpage:
 - <https://netid.hunter.cuny.edu/login?next=/>

- **To Change Program Settings:**

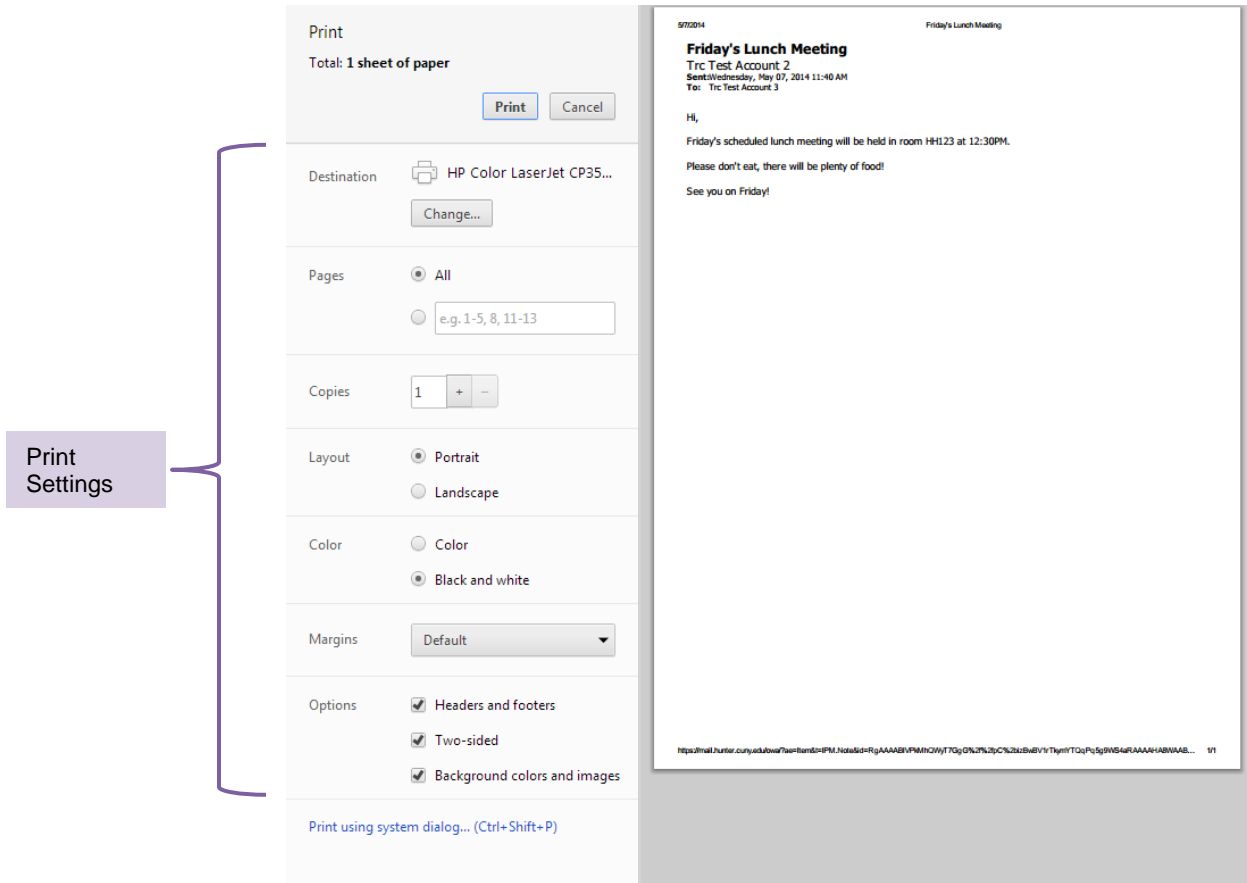


- Click the **Options** button and choose the settings you wish to change.

- **To Print a Message:**

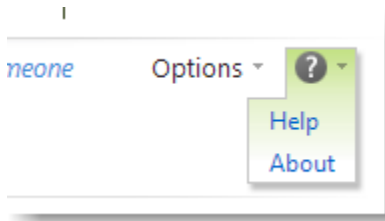


- Double-click the message to open it in its own window.
- Click the **Printable View** button on the toolbar.

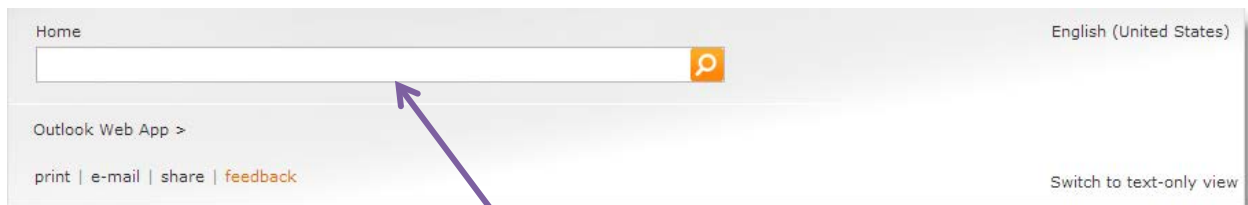


- Choose the print settings in the Print dialog box and click **Print**.

- **To Get Help:**



- Click the **Help** button and select **Help**.



- Type your question in the Search box and press **<Enter>**.

E-Mail

Learn how to set up and access e-mail using your Web browser.



Getting Started with Outlook Web App

Learn about the things you can do with your e-mail account.



E-Mail Setup

Set up your favorite e-mail program to use with your account.



Chat in Outlook Web App

Learn how to use instant messaging in Outlook Web App.



Use Rules to Automatically Forward Messages

Use rules to automatically forward or redirect incoming mail to another account.



Create a Message

Create and send a message.



Learn About Inbox Rules

Create rules for managing your incoming e-mail.



Search for an Item

Learn how to search for items in your Inbox.

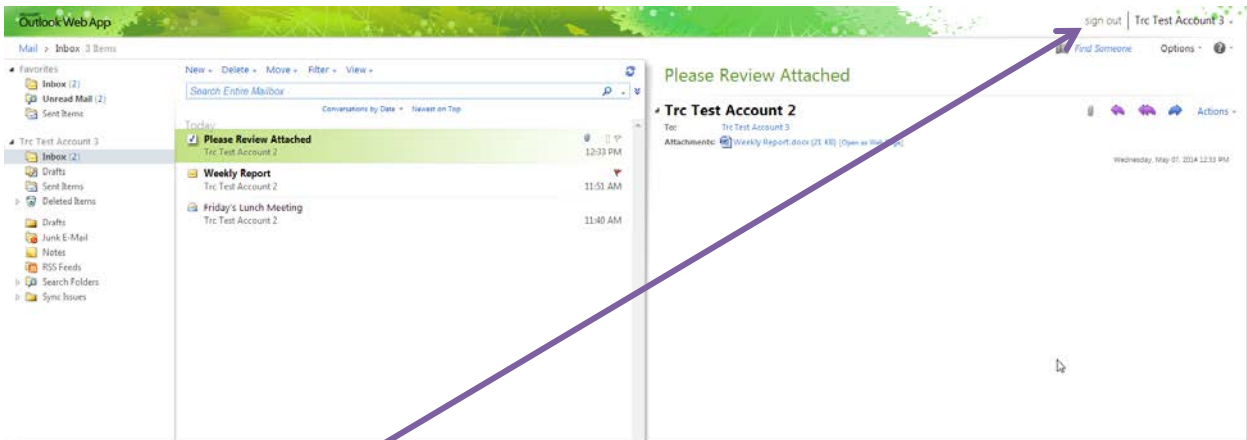


Working with Attachments

Attach documents to messages or meeting requests.

- Or browse the help topics to find the topic you want.

- **To Sign Out:**

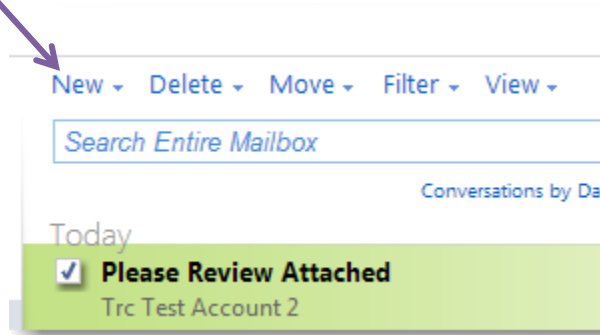


- Click the **Sign Out** button in the upper-right corner of the window.

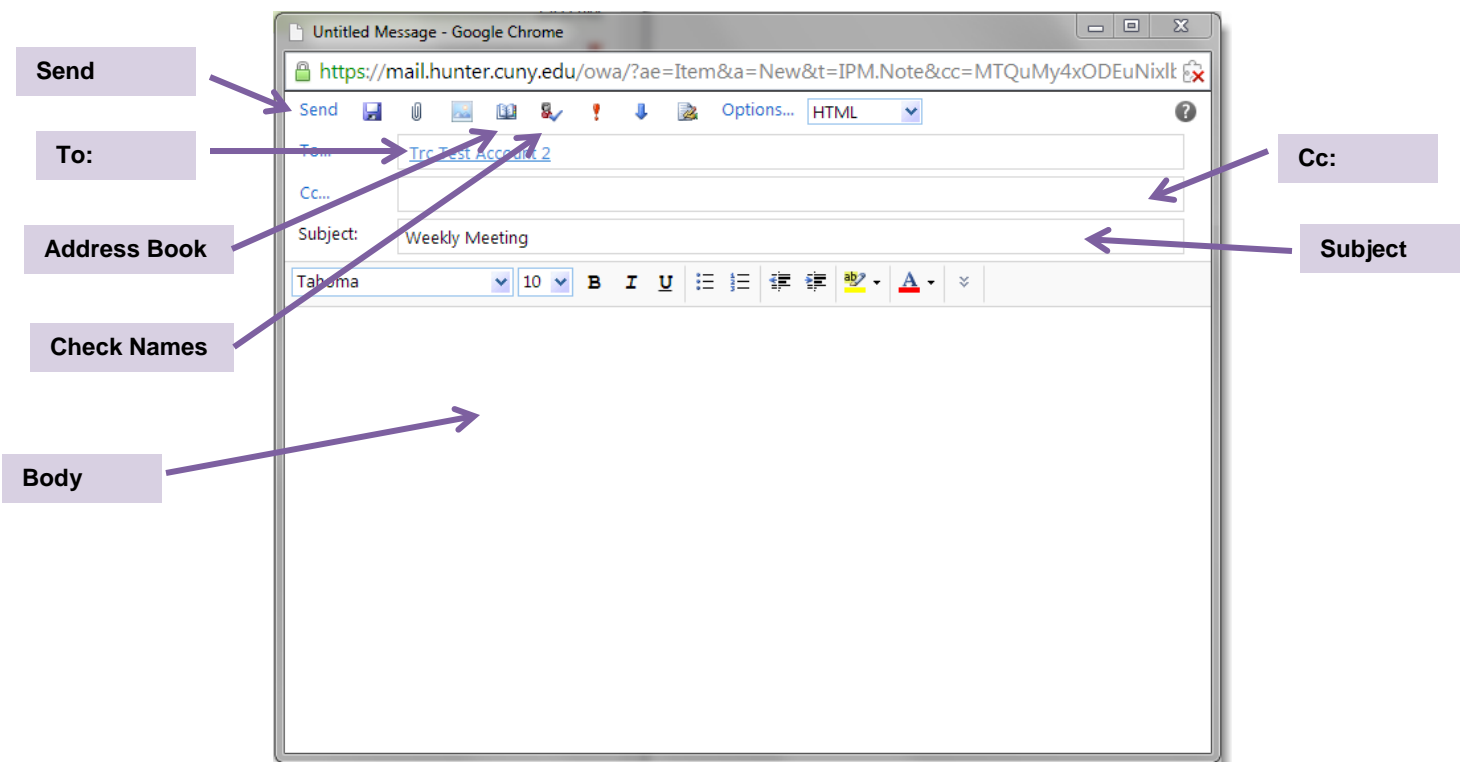
Mail: Basics

- **To Create a New Message:**




1. Click the **New** button on the Inbox toolbar. Or, press **<Ctrl> + <N>**.



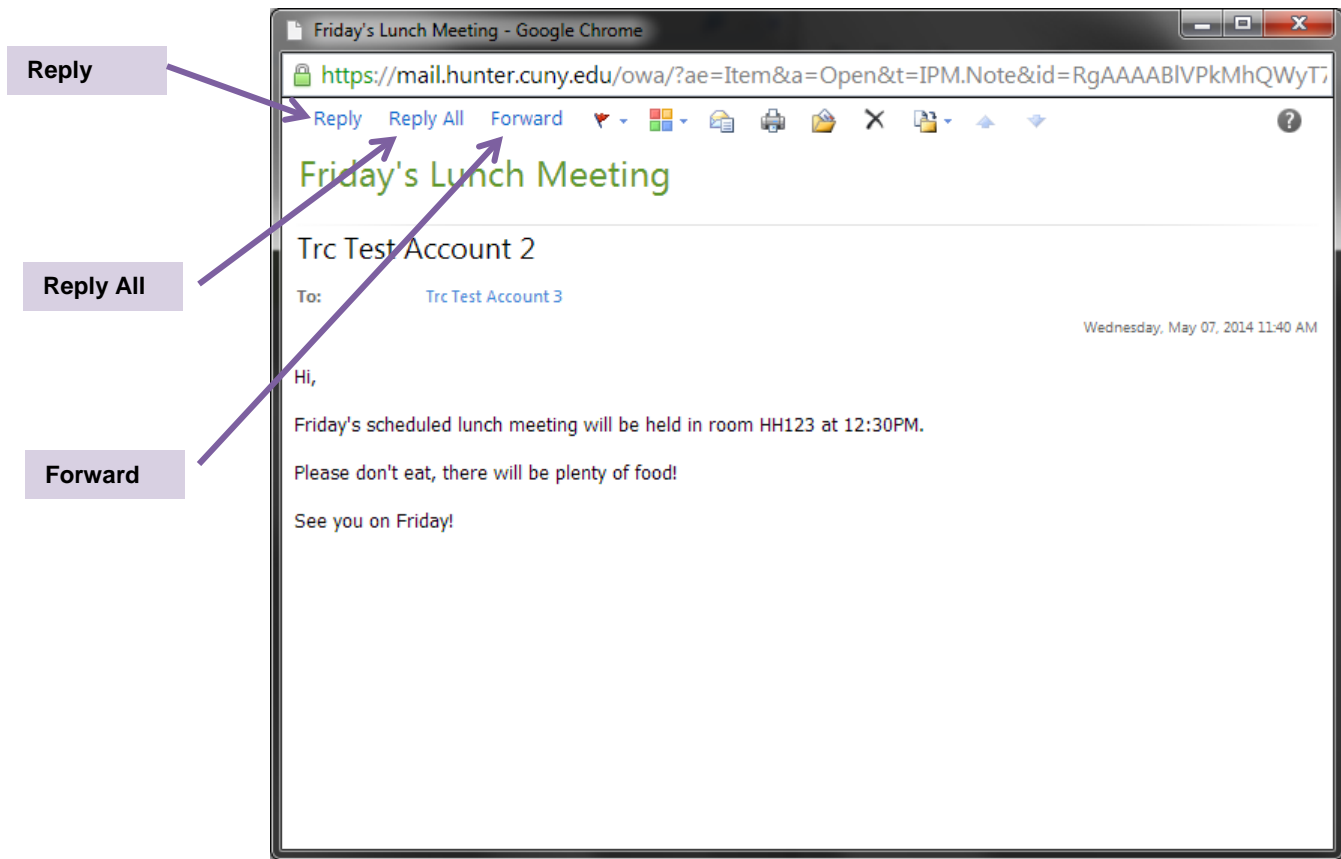
2. Enter the e-mail address (es) in the **To:** box, or click the **To:** button to use the **Address Book**.



3. Click in the **Cc:** (or **Bcc:**) box enter the e-mail address(es), or click the **Cc:** (or **Bcc:**) button to use the **Address Book** for those you want to send copies of the message.
4. Enter the subject of the message in the **Subject** box.
5. Enter the text of your message in the **Body** box.
6. Click the **Send** button.

- The simplest way to find an address is to enter the name of the person you're looking for in the search box at the top of the Outlook Web App window, next to the address book icon .
- You can find someone by opening and searching the **Address Book**, using the search box at the top of the page. Type the name of the person you're looking for in the box, and then click the magnifying glass icon  to start the search. When you search in the **Address Book** window, the search is limited to the address book you've selected in the **Navigation Pane**.
- If you've already opened a new message, you can type the name of the people you want to send the message to on the **To** or **Cc** lines of the message. **Outlook Web App** will try to resolve the names automatically.
- You can also manually check names in messages by clicking the Check Names button  on the message toolbar.

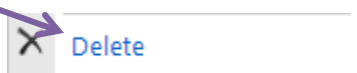
- **To Read a Message:** Click a message to view it in the **Reading Pane**. Or, double-click the message to open it.
- **To Reply** to a Message: Select/open the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Forward** a Message: Select/open the message, click the **Forward** button, enter the e-mail address(es) in the **To:** box, enter comments in the **Body** area, and click the **Send** button.
- **To Reply All** to a Message: Select/open the message, click the **Reply All** button, type your reply, and click the **Send** button



- You can also perform these functions in the **Reading Pane** while the message is selected in the **Mailbox Pane**.

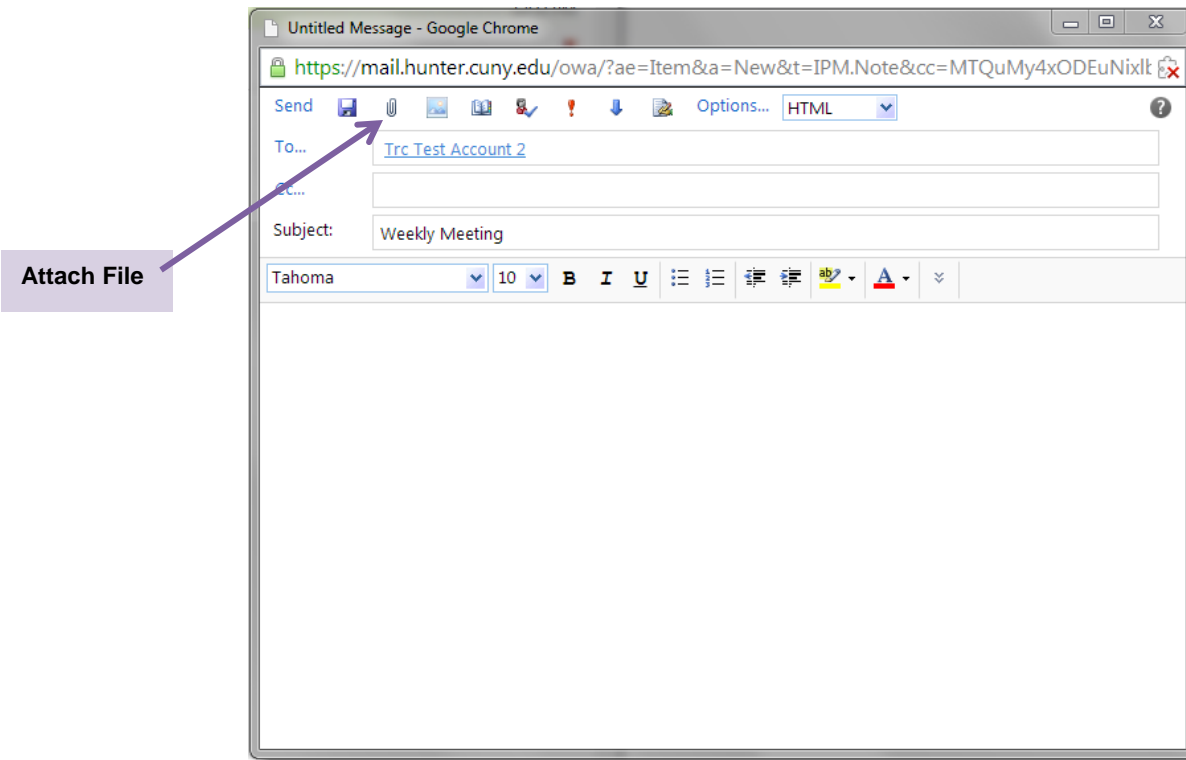


- **To Delete a Message:** Select the message and press the **<Delete>** key on the keyboard or right-click and select **Delete** from the context menu which opens.

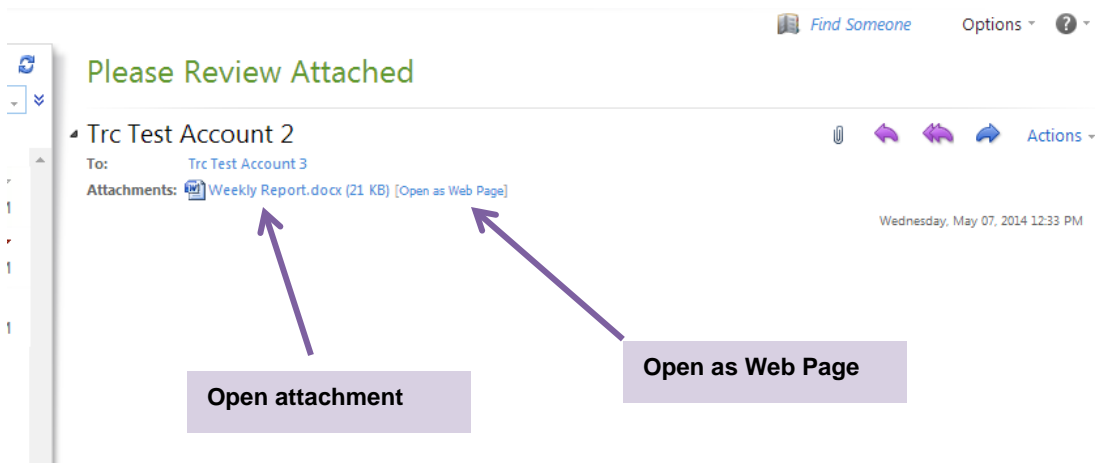


Mail: Advanced Tasks

- **To Attach a File to a Message:** Create a new message and click the **Attach File** button in the **Standard** toolbar.

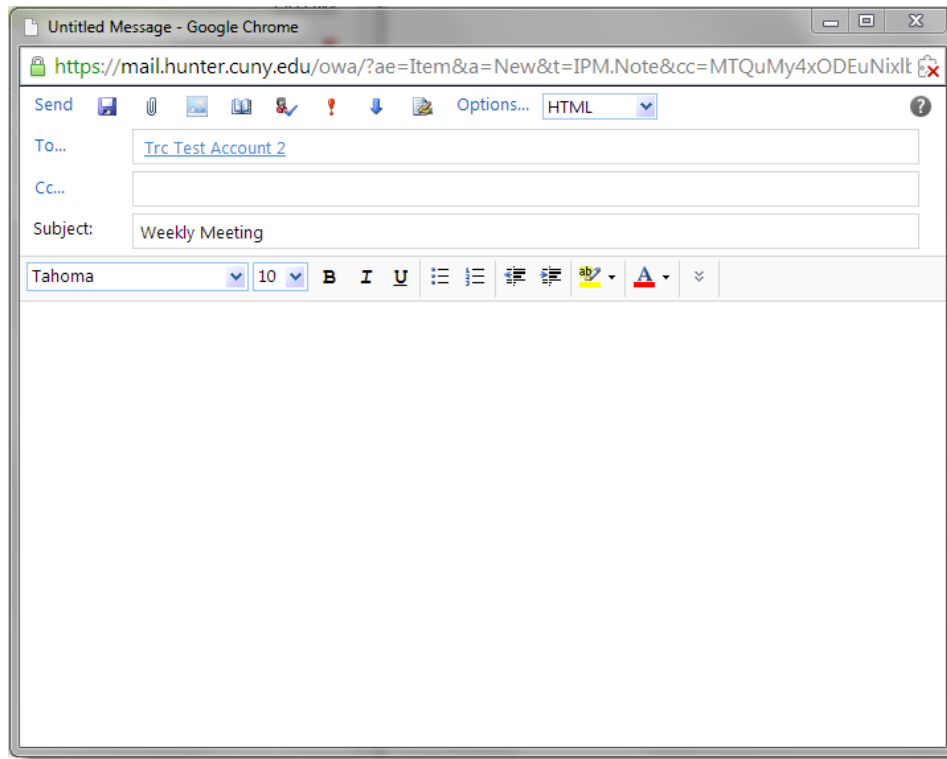


- **To Preview an Attachment:** Click the **Open as Web Page** link in the **Reading Pane**. Use the buttons in the window to navigate through the different pages in the document.

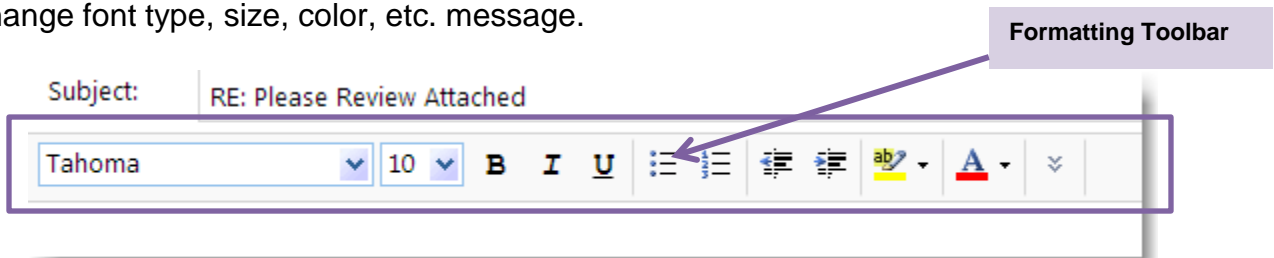


- **To Open an Attachment:** Click the attachment name link in the **Reading Pane**. The file opens in its default program.

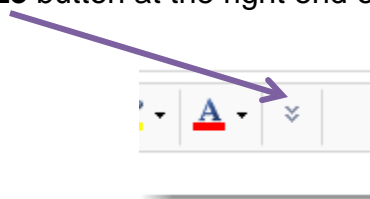
- **To Check Spelling:** Create a new message and click the Check button on the Standard toolbar.



- **To Format Text:** Use the buttons on the **Formatting** toolbar in the **New Message** window to change font type, size, color, etc. message.



- **To Customize the Formatting Toolbar:**
 - Click the **Customize** button at the right end of the **Formatting** toolbar.



- Click the check box next to each command you wish to add to the toolbar. Click the **Customize** button again to close the list:



- **To Set Message Priority:** In the e-mail message window, on the **Standard** toolbar, click the Importance:

- **High Importance**

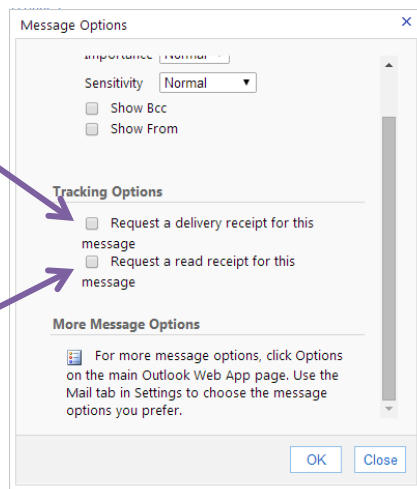


- **Low Importance**

- **To Add a Read or Delivery Receipt:** In an e-mail message window, click the **Options** button on the toolbar. Click the **Request a delivery receipt for this message** and/or the **Request a read receipt for this message** check box. Click **OK**. You will receive a message in your Inbox when the message is delivered or read.

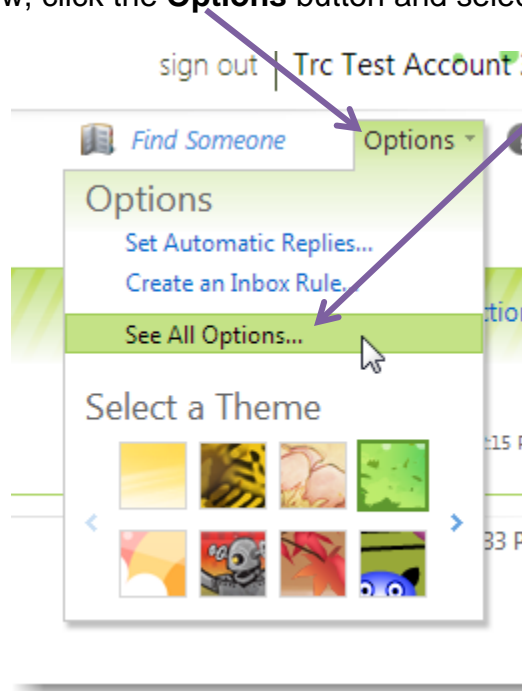
Request a delivery receipt for this message

Request a read receipt for this message

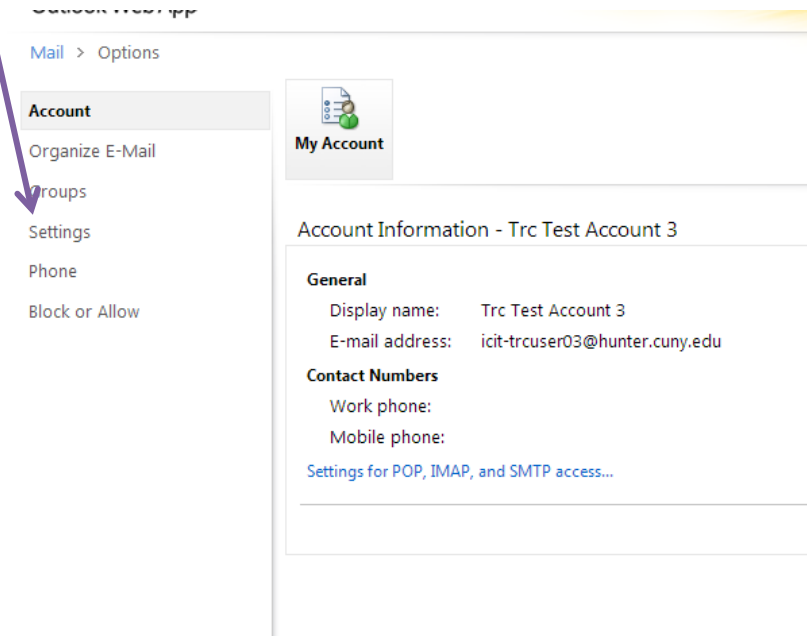


- **To Create and Add a Signature to an email message:**

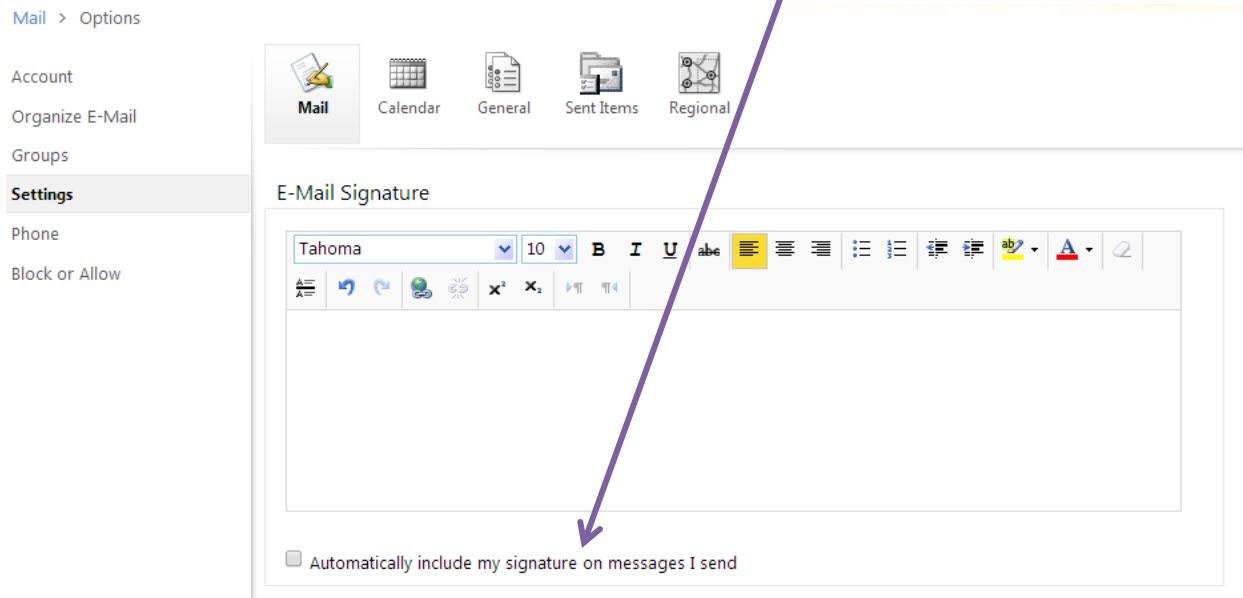
- In the program window, click the **Options** button and select **See All Options**:



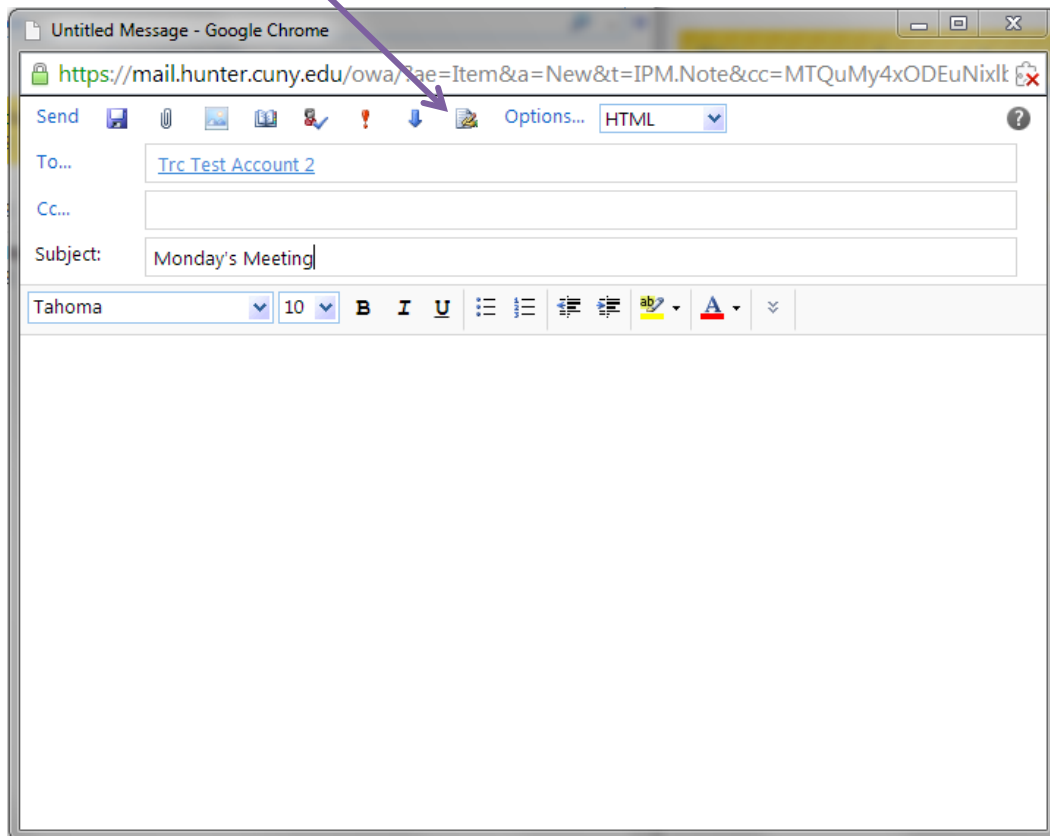
- Click the **Settings** link on the left side.



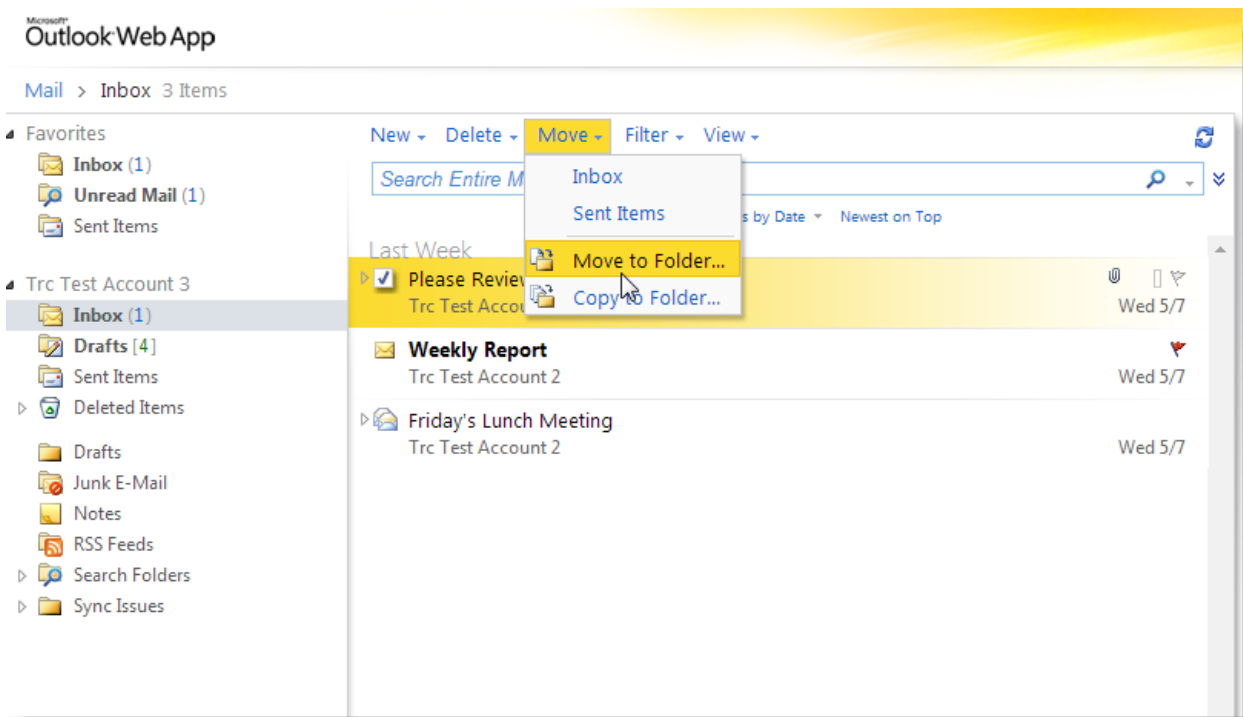
- Create your signature in the **E-mail Signature** section. If you wish, click the **Automatically include my signature on messages I send** check box.



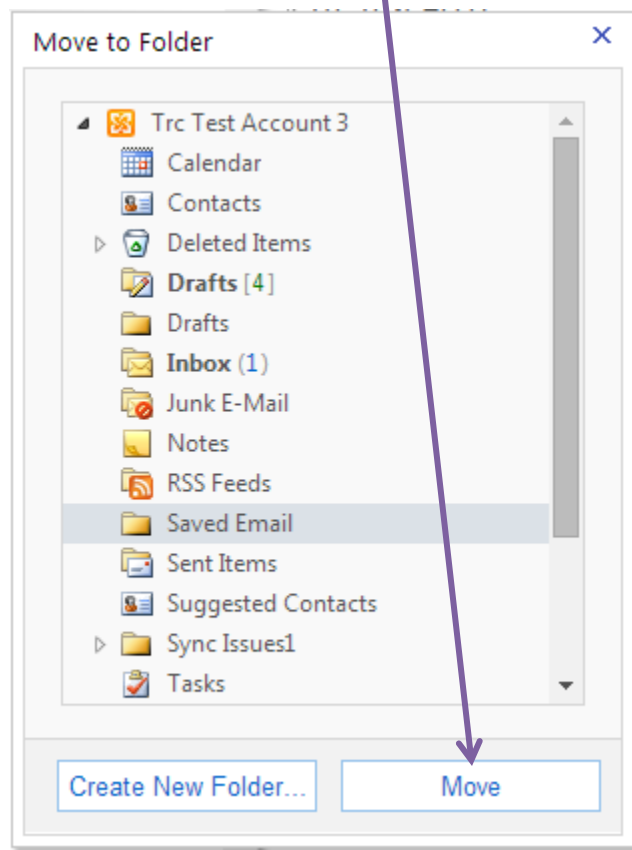
- **To Manually Add a Signature to an E-mail Message:** In the e-mail message window, click the **Insert Signature** button on the toolbar.



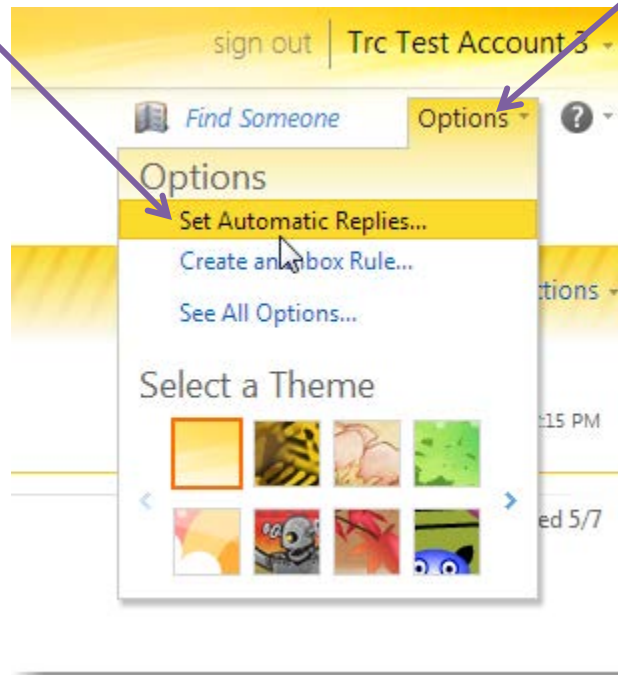
- **To Move a Message to a Different Folder:** Select the message you want to move, click the **Move** button on the toolbar and select **Move to Folder**.



- Select the destination folder and click **Move**. Note, you can also create a new folder from this dialog box.



- **To Turn On Automatic Replies (Out of Office Assistant):** Click the **Options** button and select **Set Automatic Replies...** button



- Click the **Send automatic replies** option and complete the **time period** and **message** fields as necessary. Click **Save**.

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Tue 5/13/2014 12:00 PM

End time: Wed 5/14/2014 12:00 PM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U abc [list icons] [insert icons] [undo/redo icons] [undo/redo icons]

Send automatic reply messages to senders outside my organization

Send replies only to senders in my Contacts list

Send replies to all external senders

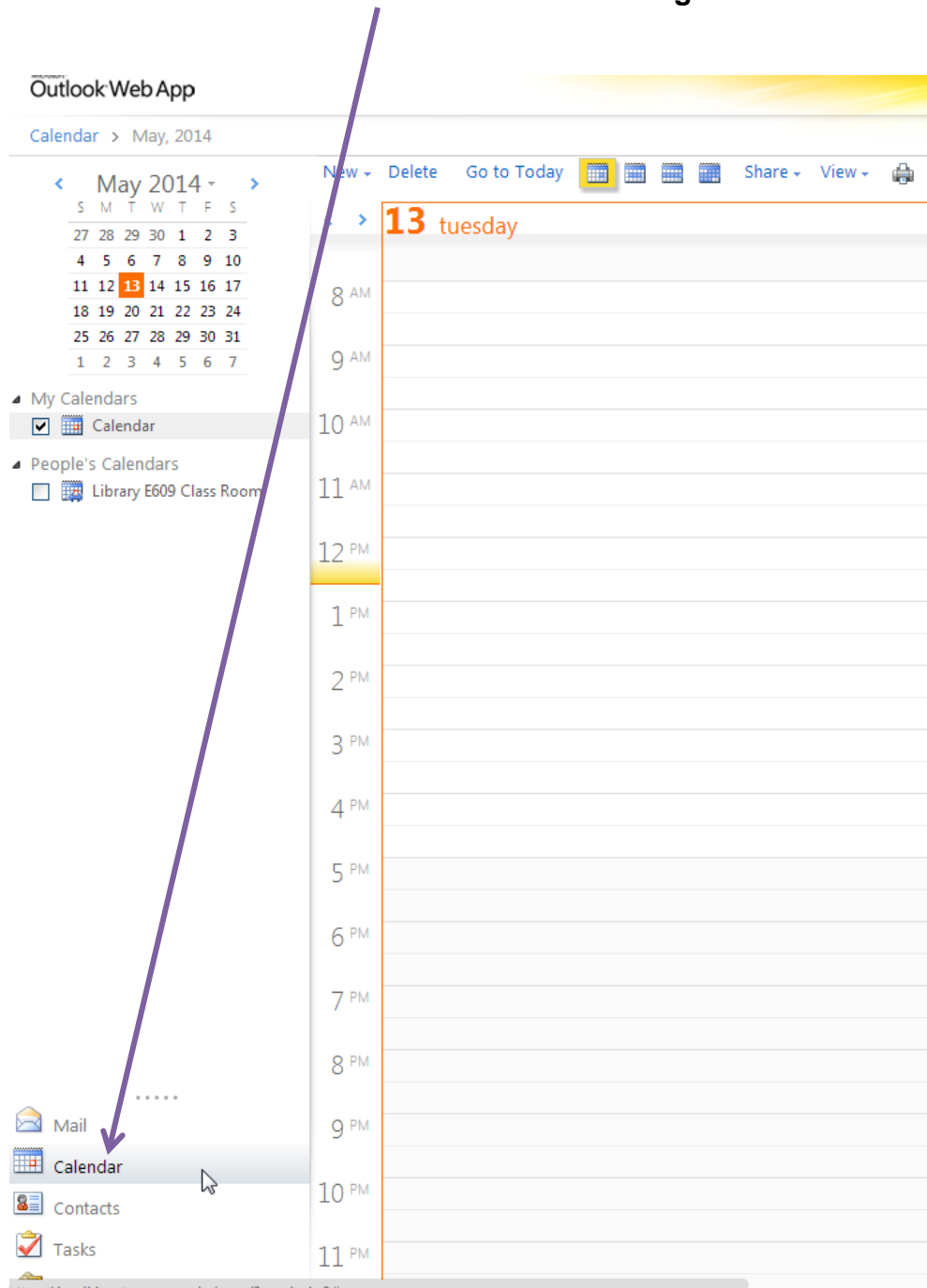
Send a reply once to each sender outside my organization with the following message:

Tahoma 10 B I U abc [list icons] [insert icons] [undo/redo icons] [undo/redo icons]

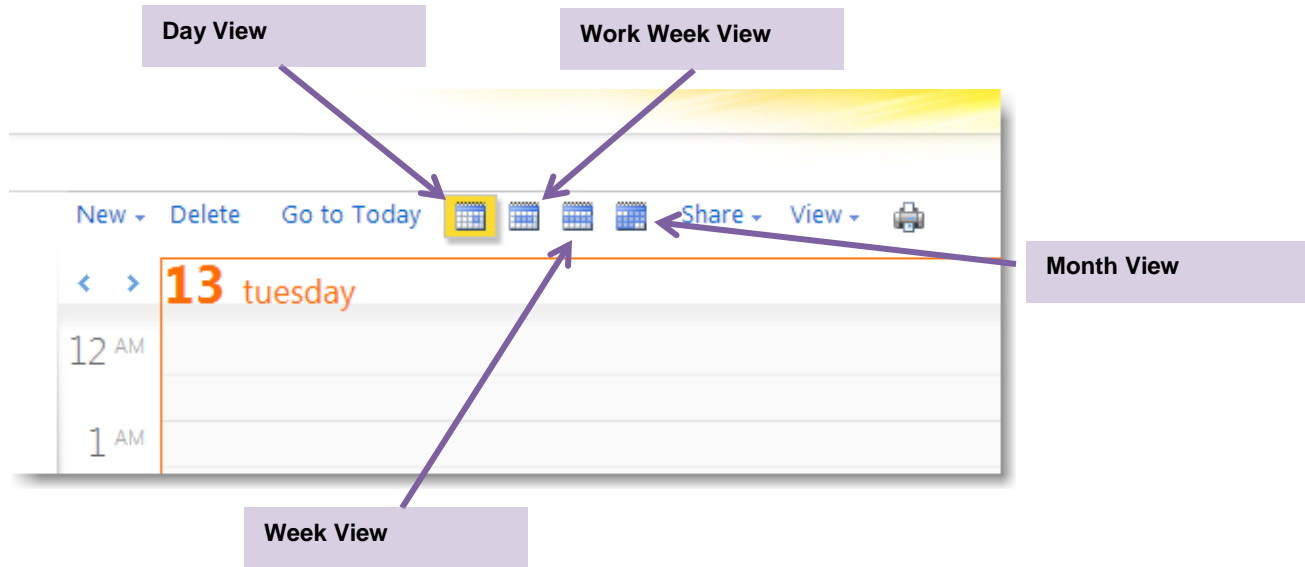
✓ Save

Calendar

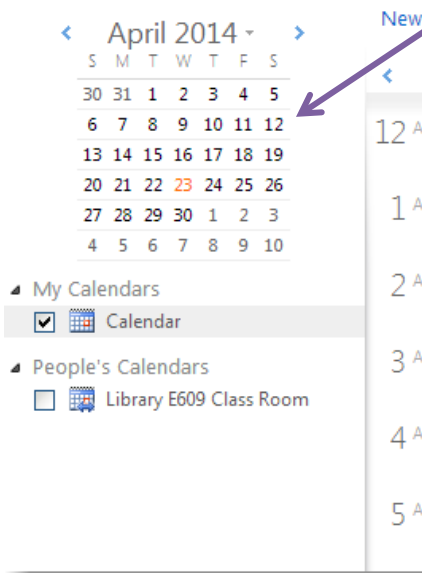
- **Open the Calendar:** Click the **Calendar** button in the **Navigation Pane**.



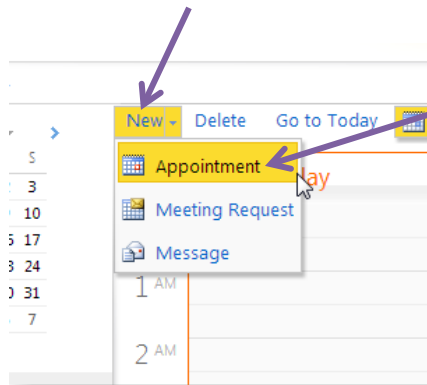
- **To Change Views:** Click the appropriate toolbar button to change to **Month**, **Week**, **Work Week**, and **Day** views.

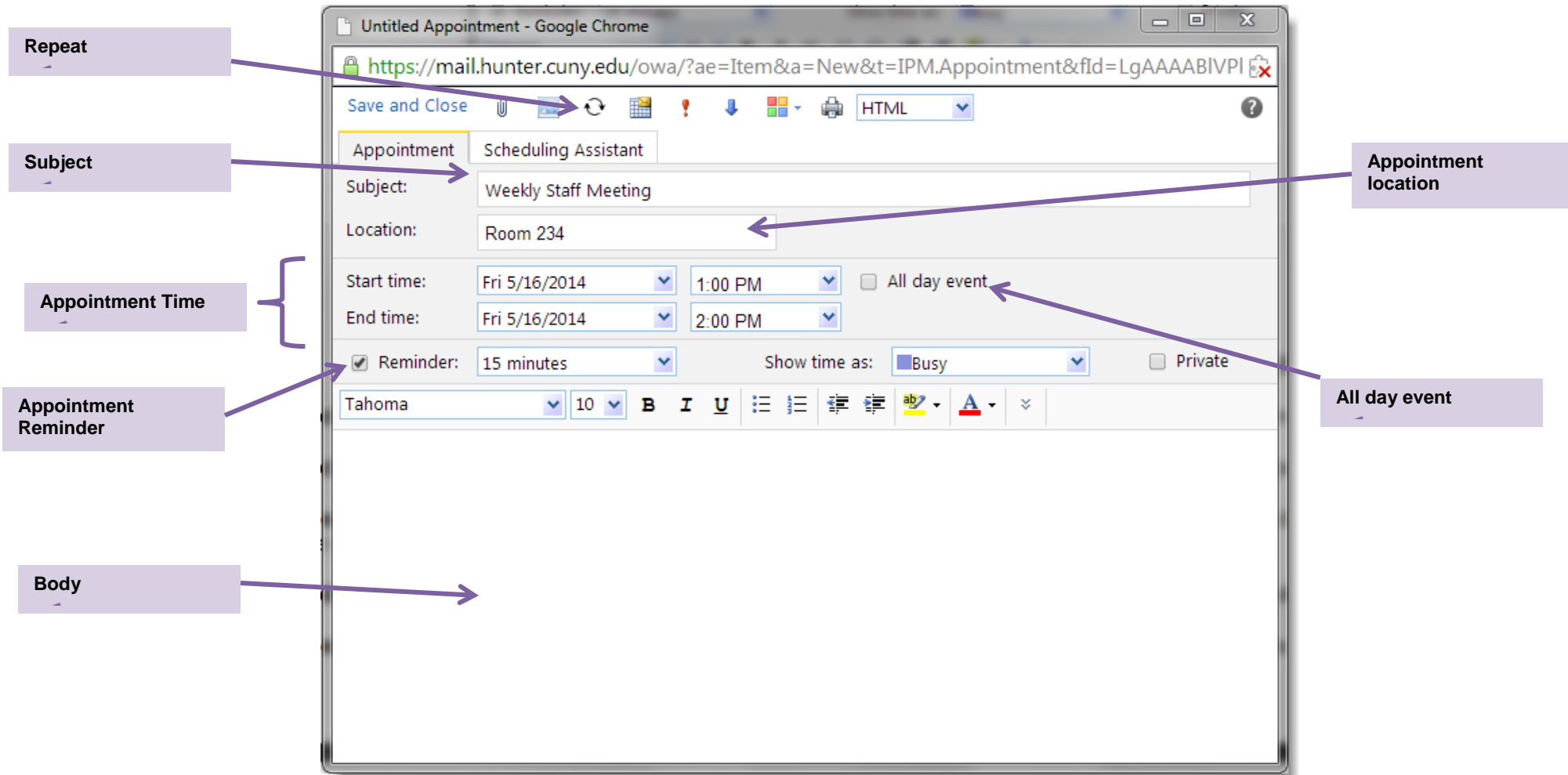


- **To View a Specific Date:** Click the date you wish to view in the **Date Navigator** (the small calendar located in the upper left-hand corner).



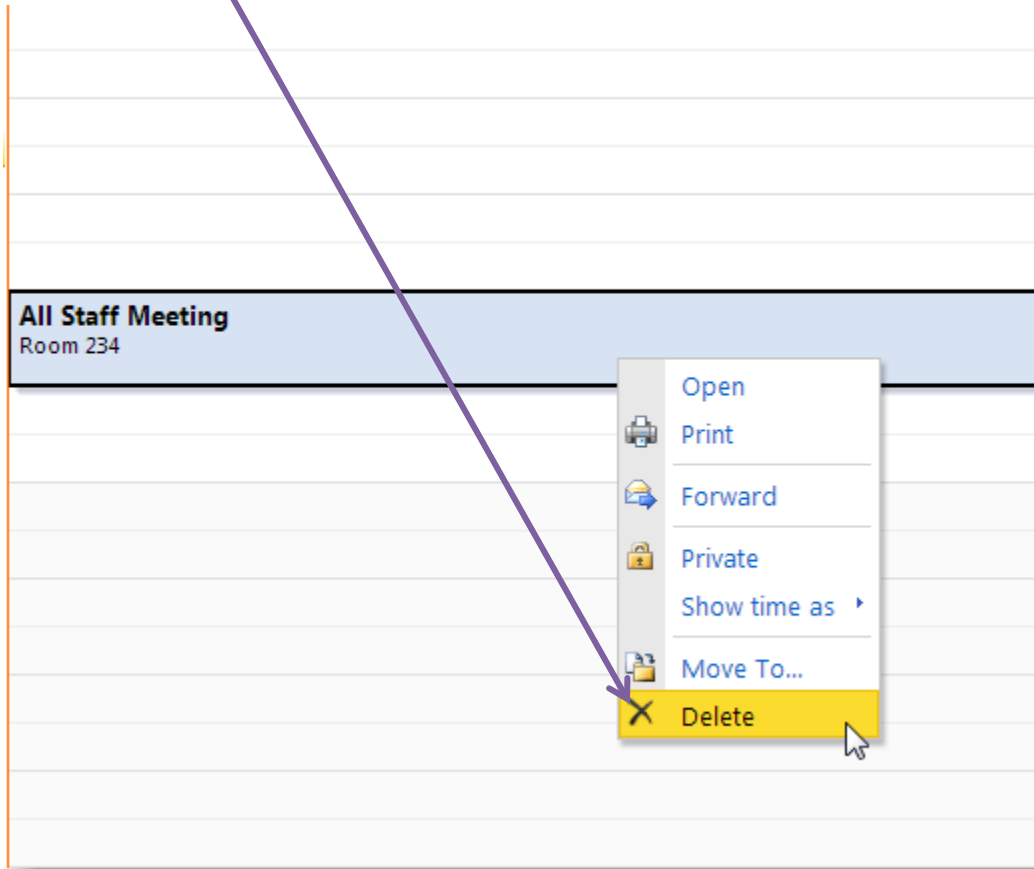
- **To Schedule an Appointment:** Click the **New** button on the toolbar, and select **Appointment**.





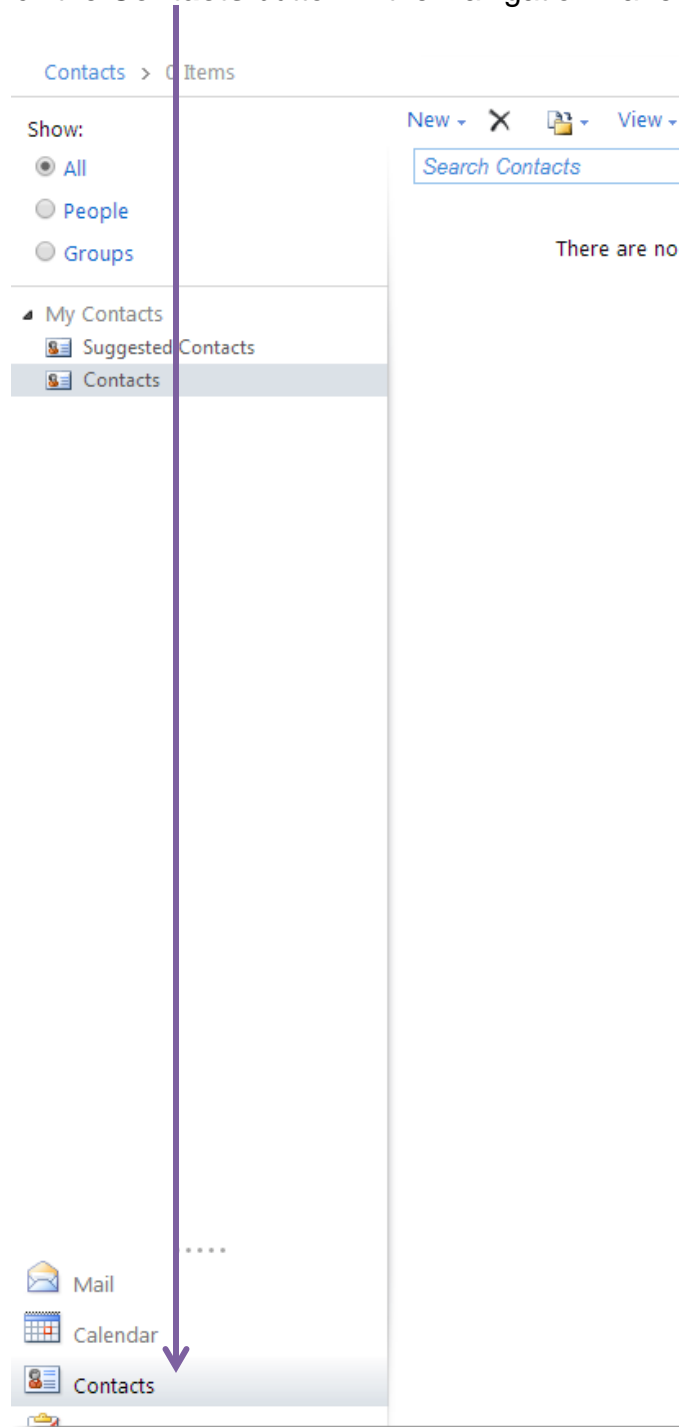
- **To Schedule a Recurring Appointment:** On the toolbar, click the **Repeat...** button.
- **To Schedule an All Day Event:** Click the **All day event** check box.

- **To Edit an Item:** Double-click the item, make your changes, and click the **Save & Close** button on the toolbar.
- **To Delete an Item:** Select the item and press **<Delete>** on your keyboard, or right-click the item and select **Delete** from the contextual menu.

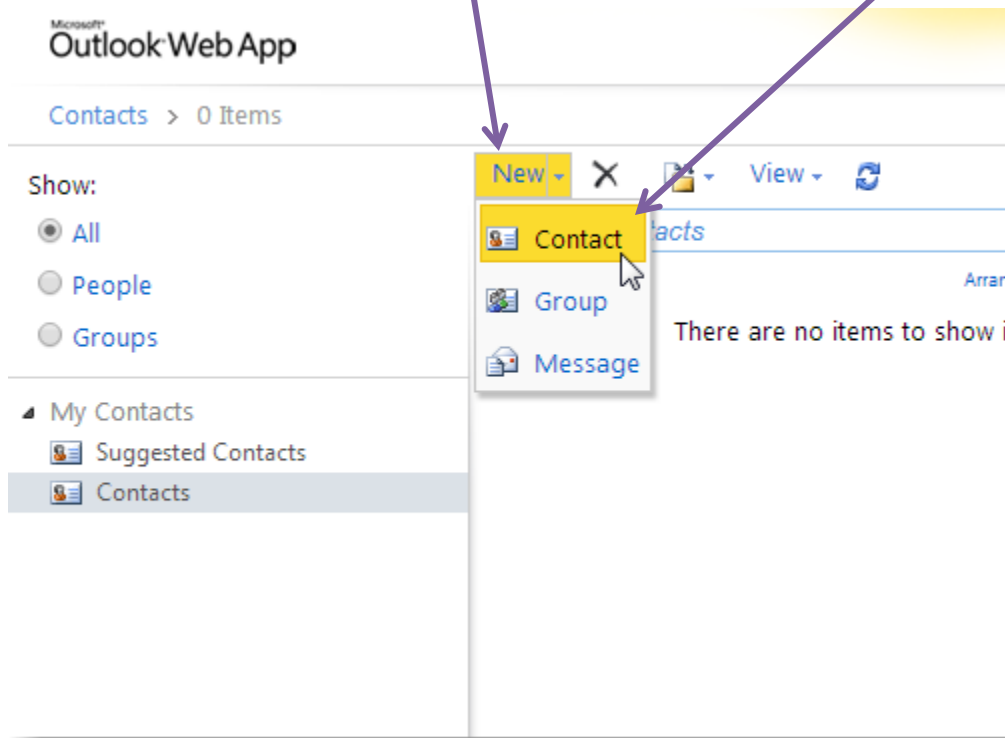


Contacts

- **To Open Contacts:** Click the **Contacts** button in the Navigation Pane.



- **To Create a New Contact:** Click the **New** button on the toolbar, and select **Contact** from the contextual menu.



- **To Edit a Contact:** Double-click the contact and make your changes.
- **To Delete a Contact:** Select the contact and press **<Delete>**.