

Engage the Students. Infuse the Curriculum. Empower the Faculty. Enhance the Administrative Process.

Hunter – Outlook Web App



Program Basics

• To Log In to Outlook Web App (OWA):

Security (show explanation) This is a public or shared computer This is a private computer Use the light version of Outlook Web App User name: Password: Sign in Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.	Outloo	k Web App
Password: Sign in Connected to Microsoft Exchange	● Th ○ Th	is is a public or shared computer is is a private computer
Sign in Connected to Microsoft Exchange	User name:	
Connected to Microsoft Exchange	Password:	
		ed to Microsoft Exchange

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

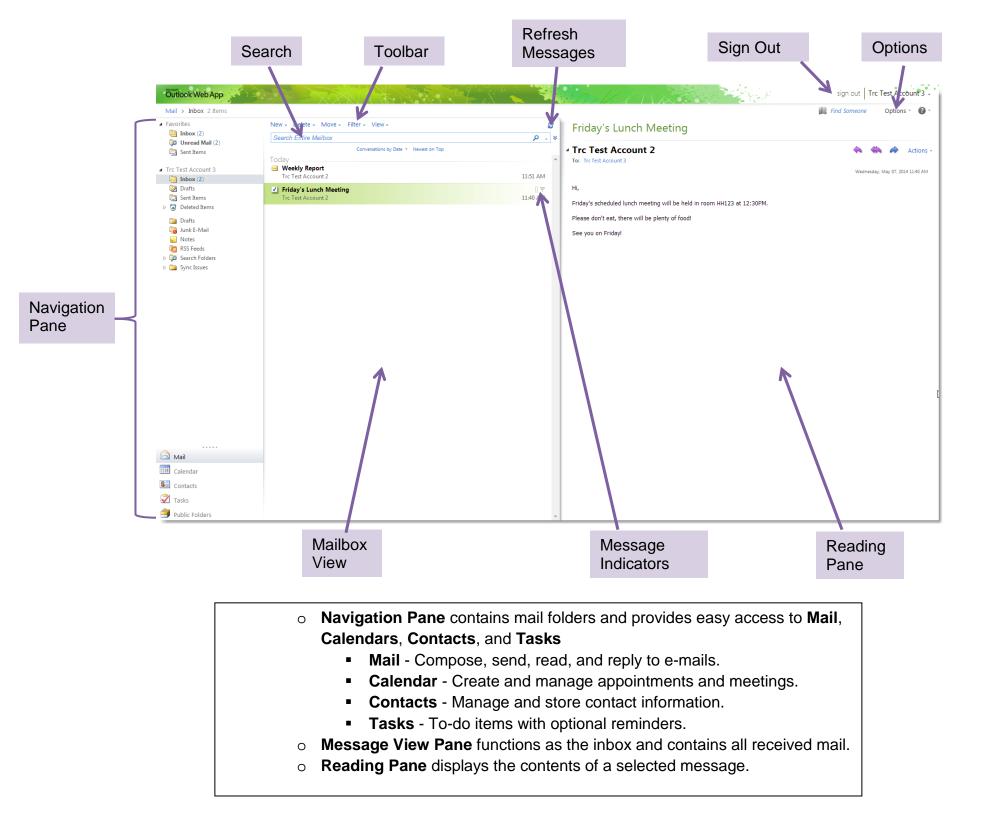


OWA will typically default to the light version when it detects a mobile device's browser.
 If the computer you are using is on a slow network or has erratic internet access, click the Use the light version of Outlook Web App check box.

Use the light version of Outlook Web App	
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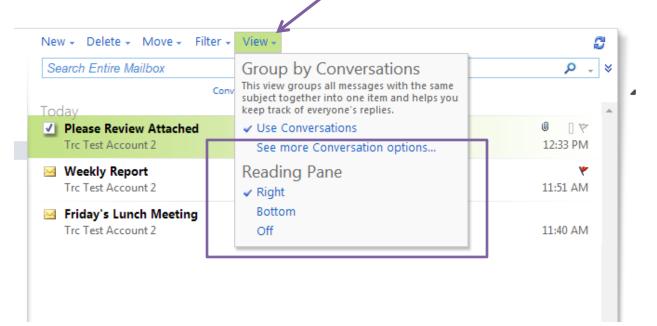
• Enter your e-mail address and password in the appropriate fields and click Sign In:





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:

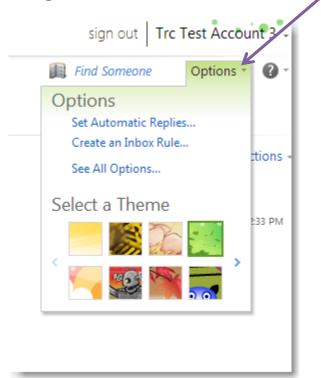


- o Click the View button on the toolbar.
- Select a position for the Reading Pane from the menu:
 - Right
 - Bottom
 - Off

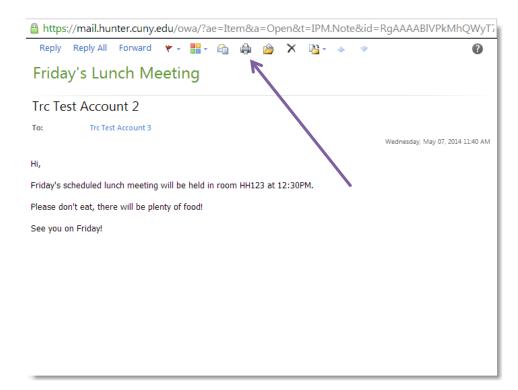
• To Reset Your Password:

- 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:



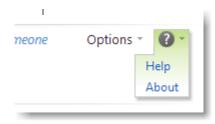
- Click the **Options** button and choose the settings you wish to change.
- To Print a Message:



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

	Print Total: 1 sheet	of paper Print Cancel	972014 Priday's Lunch Meeting Friday's Lunch Meeting Trc Test Account 2 Senti-Vendensky, Ny 07, 2014 11:40 AM Te: Trc Test Account 3 H,
	Destination	HP Color LaserJet CP35 Change	Friday's scheduled lunch meeting will be held in room H4123 at 12:30PM. Please don't eat, there will be plenty of food! See you on Friday!
	Pages	 All e.g. 1-5, 8, 11-13 	
	Copies	1 + -	
Print Settings	Layout	 Portrait Landscape 	
	Color	ColorBlack and white	
	Margins	Default	
	Options	 Headers and footers Two-sided Background colors and images 	Ngudmallunter.conyad.ebudTaerlandsiPRU.NadadarRgAAABNPAINCWyT70g0%25L25CN2baBe8VYTTyniT70gPg5gWS4RAAAA4ABNAAB 11
	Print using sys	tem dialog (Ctrl+Shift+P)	

- Choose the print settings in the Print dialog box and click **Print**.
- To Get Help:



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

Home		English (United States)
	2	
Outlook Web App >		
print e-mail share feedback		Switch to text-only view

• 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.

123	Getting Started with Outlook Web App Learn about the things you can do with your e-mail account.	5	E-Mail Setup Set up your favorite e-mail program to use with your account.
F	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.	ł	Learn About Inbox Rules Create rules for managing your incoming e-mail.
١	Search for an Item Learn how to search for items in your Inbox.	i	Working with Attachments Attach documents to messages or meeting requests.

 \circ $\,$ Or browse the help topics to find the topic you want.

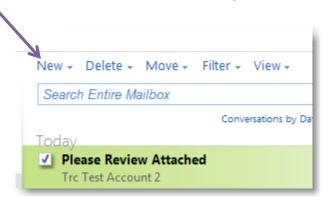
• To Sign Out:

avorites	New + Delete + Move + Filter + View +	Please Review Attached	
Dinbox (2) Onread Mail (2)	Search Entire Mailbox	P . v	
Sent Items	Conversations by Data + Newett on Top	 Trc Test Account 2 	🌒 🐟 🏟 🛷 Action
rc Test Account 3	Inclay Please Review Attached Tre Test Account 2	Te: Tel Tel Account 3 Te: Tel Tel Account 3 Attachmente @Weekly Report.docs (21 KB) (Open on Wood Pel)	Wednesday, May 07, 2014 1213 F
Drafts Sent Items	G Weekly Report Trc Test Account 2	11:51 AM	
Deleted Items Drafts Trafts Trafts	Friday's Lunch Meeting Trc Test Account 2	11-50 AM	
			L≱.

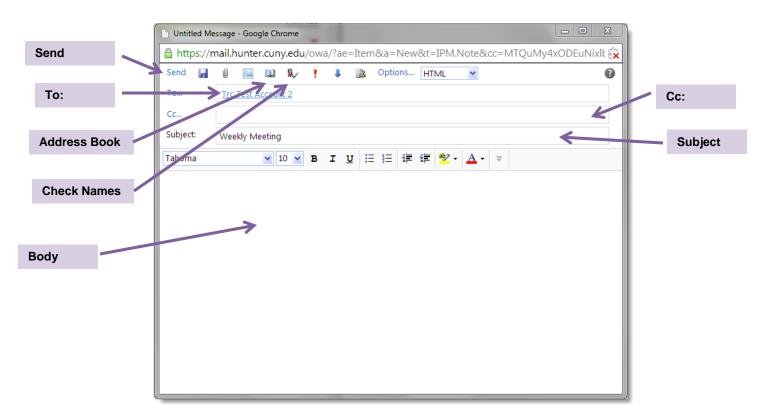
• Click the **Sign Out** button in the upper-right corner of the window.

Mail: Basics

- To Create a New Message:
 - 1. Click the New button on the Inbox toolbar. Or, press <Ctrl> + <N>.



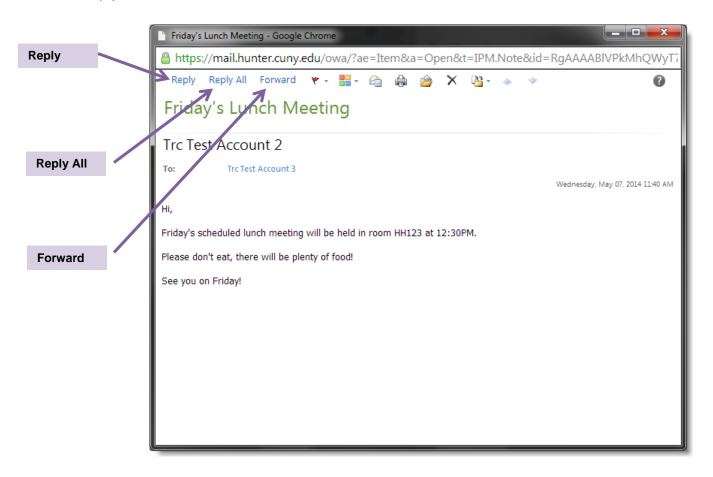
2. Enter the e-mail address (es) in the **To:** box, or click the **To:** button to use the **Address Book**.



- 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 12.
- 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 *P*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.

	Untitled M	essage - Google Chro	ome				x
	🔒 https://i	mail.hunter.cuny	.edu/owa/?	ae=Item&a=Nev	w&t=IPM.Note&	c=MTQuMy4xODEuNi	xlk 🙀
	Send 🛃	0 🔜 🛍	8/ 1	Doptions	HTML 💙		0
	То	Trc Test Account	2				
	2						
	Subject:	Weekly Meeting					
Attach File	Tahoma	✓ 10	🖌 в І	<u>u</u> := := :	🖅 - <u>A</u> -	*	

• **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.

	📗 Find Someone Options * 🔞 *
Please Review Attached	
Trc Test Account 2 To: Trc Test Account 3 Attachments: Weekly Report.docx (21 KB) [Open as Weekly Report.docx (21 KB)]	Wednesday, May 07, 2014 12:33 PM
Open attachment	Open as Web Page
	•

• **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.

Untitled Me	ssage - Google Chrome		x
🔒 https://n	nail.hunter.cuny.edu/owa/?ae=Item&a=New&t=IPM.Note&cc=MTQuMy4	4xODEuNixl	t 😥
Send 📙	🕼 🔤 🛍 🍇 🍷 🌲 Options 🖬 🖬		0
То	Trc Test Account 2		
Cc			
Subject:	Weekly Meeting		
Tahoma	10 ¥ B I U 吕 信 律 学 ★ ▲ · ×		

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



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

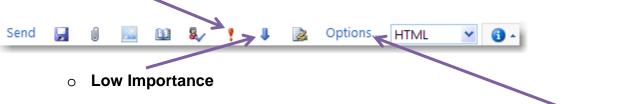


 Click the check box next to each command you wish to add to the toolbar. Click the Customize button again to close the list:



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

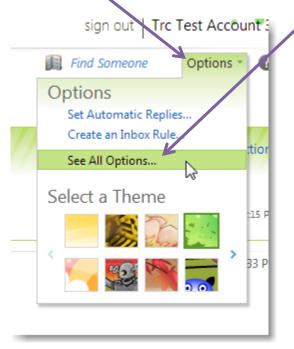




• To Add a Read or Delivery Receipt: In an e-mail message window, click the Options button on the toolbar. Click the Request a delivery receipt for this message and/or the Request a read receipt for this message check box. Click OK. You will receive a message in your Inbox when the message is delivered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

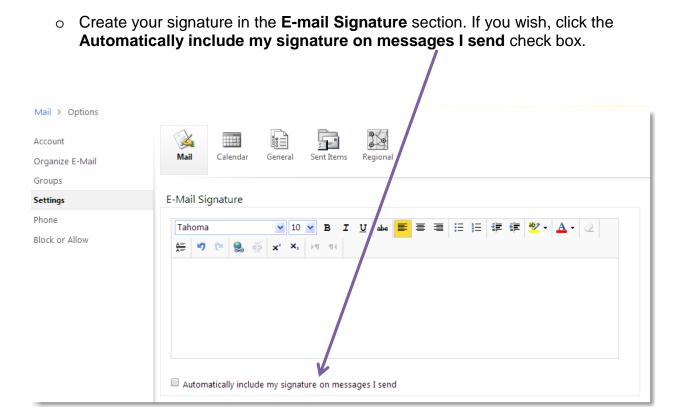


- To Create and Add a Signature to an email message:
 - In the program window, click the **Options** button and select **See All Options**:



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

outcon trees up	
Mail > Options	
Account	
Organize E-Mail	My Account
groups	
Settings	Account Information - Trc Test Account 3
Phone	General
Block or Allow	Display name: Trc Test Account 3
	E-mail address: icit-trcuser03@hunter.cuny.edu
	Contact Numbers
	Work phone:
	Mobile phone:
	Settings for POP, IMAP, and SMTP access



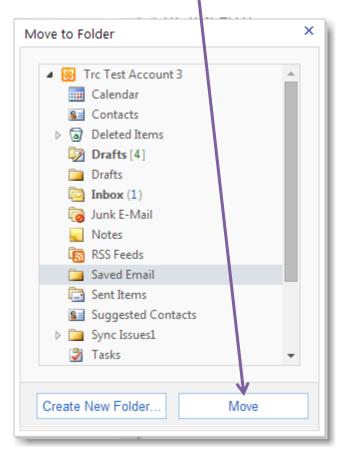
• **To Manually Add a Signature to an E-mail Message:** In the e-mail message window, click the **Insert Signature** button on the toolbar.

Untitled Me	essage - Google Chrome	- 0 X
https://n	nail.hunter.cuny.edu/owa/ ae=Item&a=New&t=IPM.Note&cc=MTQuMy4x	DDEuNixlt 😥
Send 📙	🌒 🔤 🛍 🍫 📍 📭 🗽 Options 🛛 HTML 🗹	0
То	Trc Test Account 2	
Cc		
Subject:	Monday's Meeting	
Tahoma	10 ▼ B I U 注 注 译 译 型 · ▲ · ×	

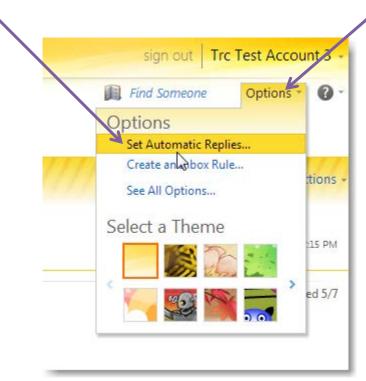
• To Move a Message to a Different Folder: Select the message you want to move, click the Move button on the toolbar and select Move to Folder.

Mail > Inbox 3 Items		
Favorites Pavorites Inbox (1) Unread Mail (1) Sent Items	New + Delete + Move + Filter + View + Search Entire M Inbox	۲ ب م
Trc Test Account 3	Please Review Trc Test Accol	0 [🕅 Wed 5/7
Drafts [4]	Weekly Report Trc Test Account 2	♥ Wed 5/7
 Deleted Items Drafts Junk E-Mail Notes RSS Feeds 	Friday's Lunch Meeting Trc Test Account 2	Wed 5/7
Discription Search Folders Discription Sync Issues		

 Select the destination folder and click **Move**. Note, you can also creat a new folder form this dialog box.



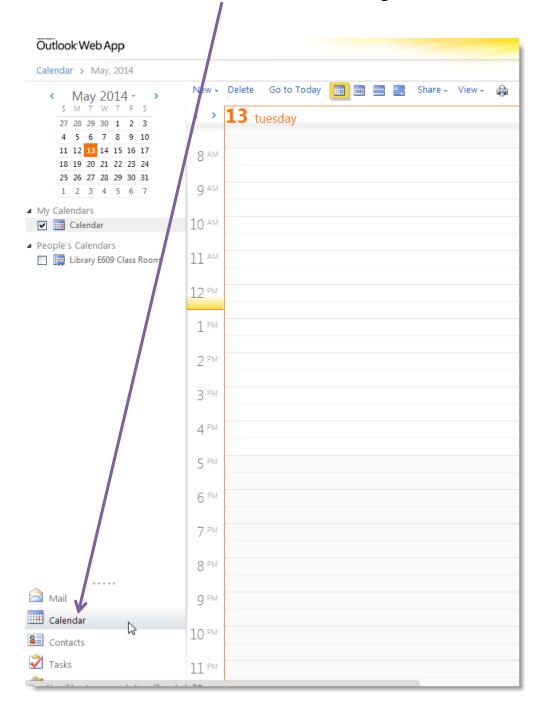
• To Turn On Automatic Replies (Out of Office Assistant): Click the Options button and select Set Automatic Replies... button



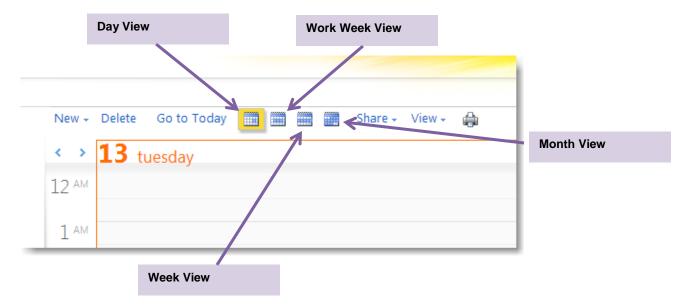
 Click the Send automatic replies option and complete the time period and n 	nessage fields as necessary. Click Save.
Automatic Replies	
Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.	
 Don't send automatic replies Send automatic replies 	
Send adomatic replies	
Start time: Tue 5/13/2014 V 12:00 PM V	
End time: Wed 5/14/2014 v 12:00 PM v	
Send a reply once to each sender inside my organization with the following message: Tahoma	
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 V 10 V B I U abe 国 喜 喜 臣 臣 諱 諱 卽 V A V 2 뜶 9 V & & # X N N	
	♥
	✓ Save

Calander

• Open the Calendar: Click the Calendar button in the Navigation Pane.



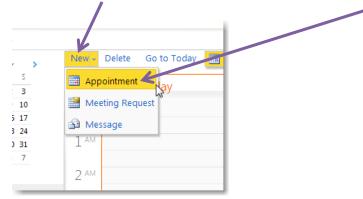
• To Change Views: Click the appropriate toolbar button to change to Month, Week, Work Week, and Day views.

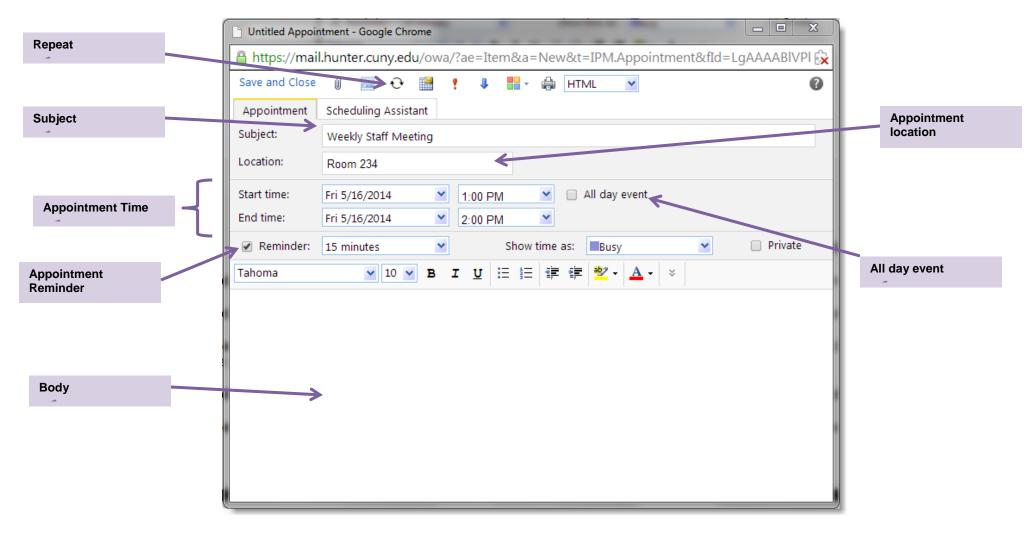


• **To View a Specific Date:** Click the date you wish to view in the **Date Navigator** (the small calendar located in the upper left-hand corner).

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		М							
	30	31	1	2	3	4	5		
	6	7	8	9	10	11	12		12 A
	13	14	15	16	17	18	19		12
	20	21	22	23	24	25	26		1.0
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⊿ Peop	le's	s Ca	len	dar	s				3 A
Library E609 Class Room									
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• To Schedule an Appointment: Click the New button on the toolbar, and select Appointment.





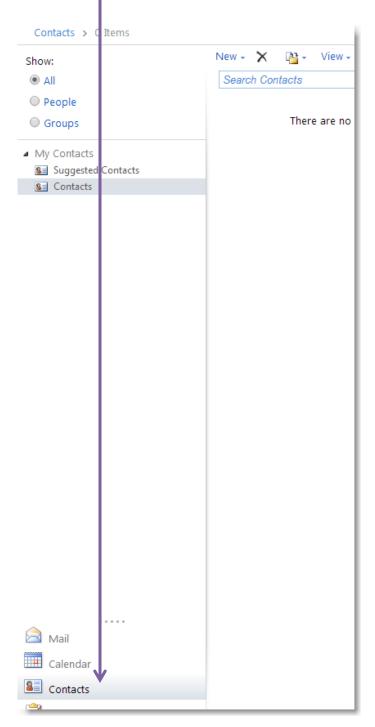
- To Schedule a Recurring Appointment: On the toolbar, click the Repeat... button.
- To Schedule an All Day Event: Click the All day event check box.

- **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.

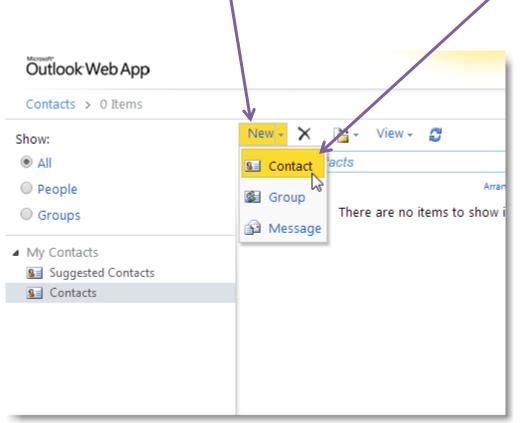
All Staff Meeting Room 234		
	_	Open
	٦	Print
	2	Forward
	1	Private
		Show time as 🔸
	2	Move To
	×	Delete
		Μ,
	_	

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 >.