



### Signing In

- Point your browser to: [email.fhda.edu](mailto:email.fhda.edu)
- Select either private or public computer. If you are the only person who has access to the computer it is private. With the private version, the system will allow a longer period of inactivity before signing you out.
- Leave the box next to “Use the light version...” unchecked unless you are visually impaired or are using a very old version of your browser.
- Enter you 8-digit Campus Wide ID (CWID) and the password you use to sign into MyPortal.
- If you don’t know your CWID or password, follow this link: <https://myportal.fhda.edu/LuminisSecurityServices/> to get your ID and/or re-set your password.

### Some basics:

1. E-mail and calendar are completely integrated. A meeting invitation will generate an e-mail that appears in your inbox and displays on your calendar.
2. Right clicking (Control click on a Mac) will often display a menu that contains the action you are looking for.
3. Moving your mouse over an icon will display the icon’s function.
4. Icons without a down-arrow next to them do only one thing. There is no drop-down menu.
5. Clicking on an icon or title can produce something different than when you click on the down arrow next to it. For example clicking on New in the menu bar will bring up the form to create a new e-mail. However clicking on the down arrow to its right will display a list of options.
6. Arrows pointing to the right are used to expand and collapse lists. In the example to the right, the solid arrow shows that Ann Beebe’s list of files is expanded, but the Inbox folder is collapsed.
7. Always click the Save button, when you have entered some text in an e-mail, contact or appointment.
8. Don’t be afraid to try something, you can’t break it. Try opening one of the Help videos in a separate browser window and follow along. The User Guides and videos can be found at:  
[http://ets.fhda.edu/call\\_center/OutlookGuides](http://ets.fhda.edu/call_center/OutlookGuides) or click on the “?” to view the online help.
9. Clicking on the Address Book will display the district address book with all contact information and meeting rooms. Entering a name in “Find Someone” next to it, will allow you search for a specific person.
10. Use the following key combinations to Copy – Ctrl C, to Cut – Ctrl X, and to Paste – Ctrl V. They can be used with Text or e-mail addresses.





## The e-mail screen:

Reminders

- meeting 3:30pm test  
Friday, May 18, 2012 4:00 PM  
conference room c  
44 minutes overdue
- testing OWA Meeting  
Tuesday, May 15, 2012 4:00 PM  
LC-104  
3 days overdue
- We're having a meeting!  
Dismiss all  
Open item Dismiss

5 minutes Snooze

Outlook WebApp

Mail > Inbox 29 items

sign out Ann Beebe

6 Find Someone Options Check Messages

New Delete Move Filter View

Search Entire Mailbox

Conversations by Date Newest on Top

Wednesday

testing scheduling  
Microsoft Outlook

Monday

I'd like to share my calendar -- group calendar with you  
Ann Beebe

test 10.7  
Adam Barr

I'd like to share my calendar -- group calendar with you

Ann Beebe

To: Ann Beebe; Adam Barr; Brian Johnson

Inbox, Sent Items

Ann Beebe has invited you to view his or her calendar. Click Add to add the calendar.

Preview of selected e-mail.

Ann Beebe - group calendar  
Microsoft Exchange Calendar

Add This Calendar

Options

- Set Automatic Replies...
- Change Your Password...
- Create an Inbox Rule...
- See All Options...
- Select a Theme

Actions

- Reply to Sender
- Reply to All
- Forward

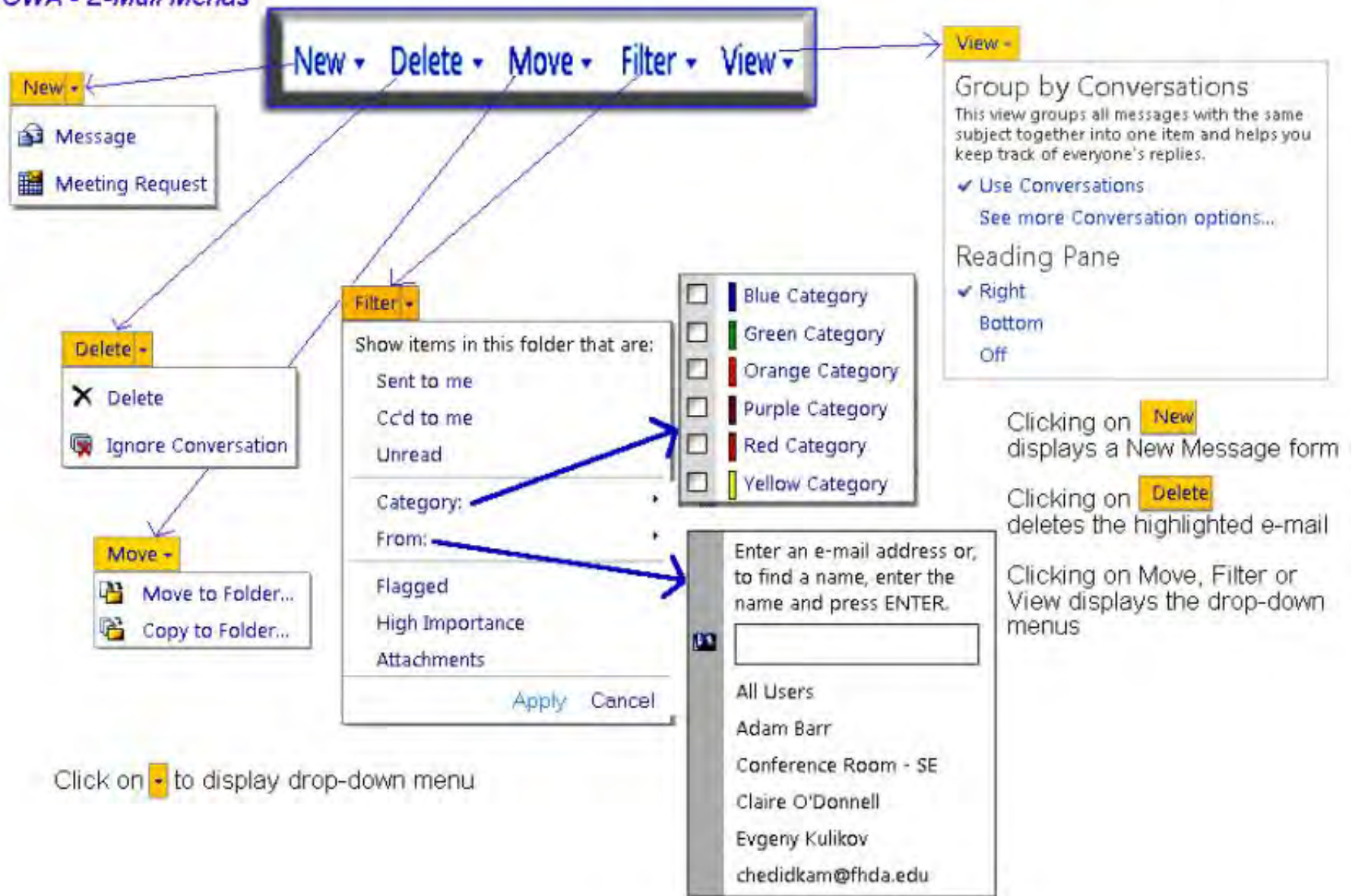
Actions Menu

- View original message
- Oldest on Top
- Expand All
- Collapse All
- Reply
- Reply All
- Forward
- Forward as Attachment
- Mark as Unread
- Create Rule...
- Junk E-Mail
- Delete
- Ignore Conversation
- Move to Folder...
- Copy to Folder...
- Open Delivery Report

Ann has 29 items in her inbox, 9 of which are unread.  
She has saved 2 drafts and deleted 2 items that are still available for retrieval.  
She has created 2 private folder, Work and Play



OWA - E-Mail Menus

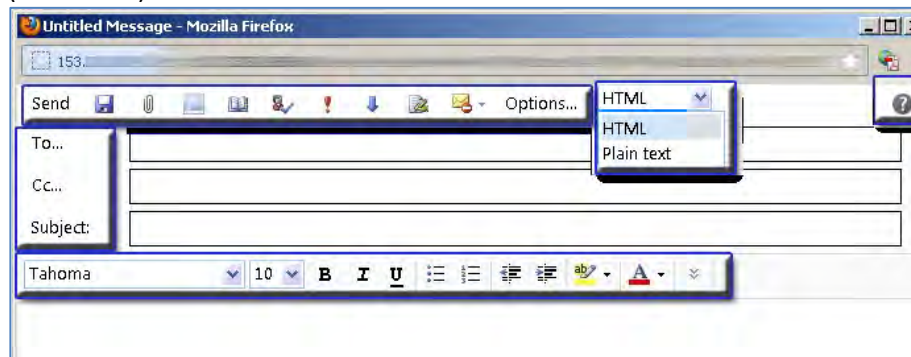






## New Message Forms

- Icons at the top of the form are explained in the table to the right.
- Type in part of the name and click the “Check Names” icon at the top of the screen. A list of matches will display for you to select from.
- Another option is to click on To... or Cc... to open the address books.
- To add a signature, go to the main screen, click on Options/See All Options/Settings/Mail.
- To get to Bcc, click on To or Cc and you will see the field at the bottom of the screen. Use Options to determine if you want Bcc displayed.
- When entering several e-mail addresses, they are separated by a “;” (semicolon).



## Replying & Forwarding Messages

- Right-click on the item in the inbox or
- Use purple and blue arrows at top of preview reading panel or message or
- Select from Action Menu in reading panel.



\* FireFox browsers have a built in Spell-checker. It must be turned on to function. If as you type. If misspelled words are not underlined in red and a right click does not provide a list of correctly spelled words, do the following: Go to the browser menu Tools/Options/Advanced and select the General tab. Under Browsing, check the last box – “Check my spelling as I type”.

## Button Description

Button	Description
	Sends the message to the recipients.
	Saves the message in the Drafts folder but doesn't send the message.
	Attaches a file to the message. For more information about how to attach files, see <a href="#">Working with Attachments</a> .
	Insert a picture into the message
	Opens the Address Book to look up recipient names.
	Checks the names of the message recipients in the Address Book or in your Contacts folder. This can be used in place of opening the district address book.
	Sets the importance of the message to High.
	Used to print message. Appears on received and sent messages only.
	Sets the importance of the message to Low.
	Adds a signature at the end of the message. For more information about signatures, see <a href="#">Add a Signature</a> . You have to create a signature before this button will do anything.
	Checks spelling in the text of the message. For more information about how to check spelling, see <a href="#">Learn About Spelling</a> . FireFox uses context Spell Checking*
<b>Options</b>	Displays the Message Options dialog box. For more information about message options, see <a href="#">Set Message Options</a> .
<b>Message Format list</b>	Sets the format of the message to HTML or Plain text. For more information about how to set format, see <a href="#">Format Messages</a> .



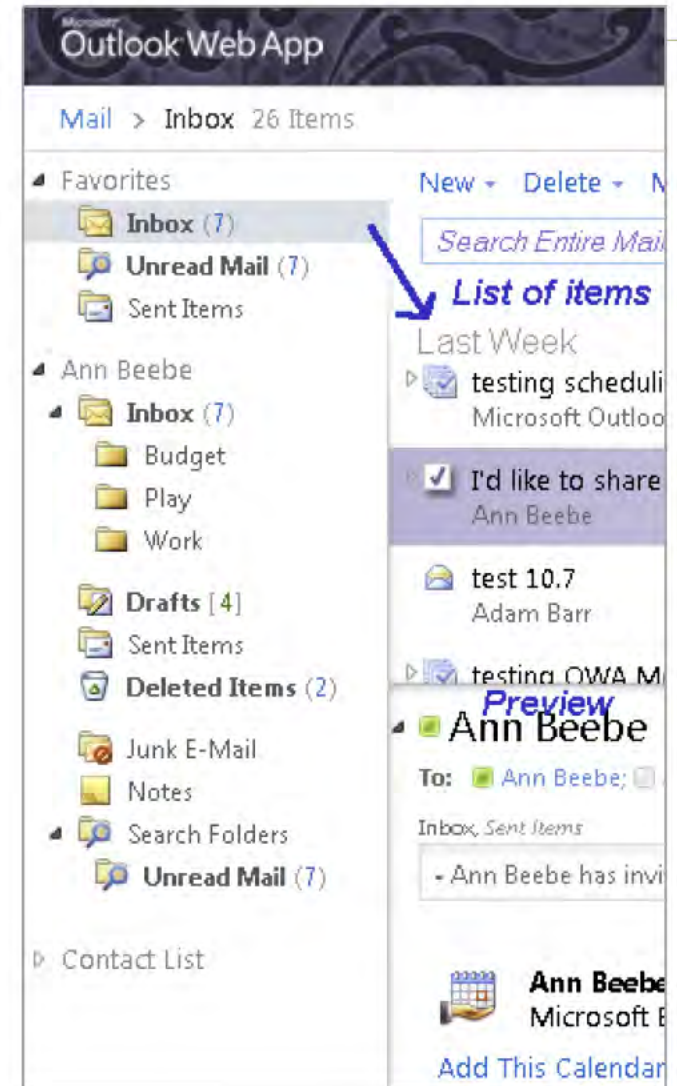
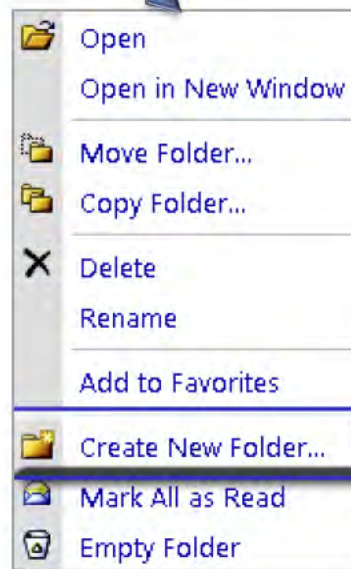
### Folders

- Folders are always displayed on left side of the screen.
- The content of a folder is listed to the right when the folder is highlighted.
- You can set the Reading Panel for each folder using the drop-down View menu.
- Use Collapse/Expand buttons to the left of any item with sub-items or sub-folders
- To add a sub-folder, highlight the main folder and Right-click (Control-click on a Mac). Select Create New Folder. You will then see the folder and able to name it.
- The right-click pop-up menu allows you to do all sorts of things with your folders.

*Folder Right-click Menu*






*Right-click menu when item in folder is highlighted.*





### Lessons Learned

Now that we've had several weeks to work with OWA, we have discovered several things that will make your move to OWA a little easier:

- The four most powerful tips:
  1. Right-click to display contextual menus (read page 1 of this document).
  2. Mouse Over to display icon description (again page 1 of this document).
  3. Expanded  and Collapsed  folders indicated by black and clear arrows (again page 1 of this document).
  4. Check Names  to find an address in both district directory and your personal contacts (page 4 of this document).
- Internet Explorer (IE) on a PC provides all of the OWA features such as a view of a contact's schedule in the address book.
- Everyone who was converted before July (that is everyone except Faculty) will run into the Delivery Failure problem. Read the [handout](#) and or [FAQ](#) (E-mail #33) to learn how to handle it.
- Rather than pasting e-mail addresses from Eudora/Thunderbird, etc. directly into a message, create a group and paste them into the Members box and click on Add to Group button. See page 5 of the [Contacts Quick Start Guide](#) for information on creating groups. Pasting directly into a message can lead to unpredictable results.
- When entering several e-mail addresses, they are separated by a “;” (semicolon). The backspace key on the keyboard can also be used to enter a “;”.