

## Crosswalk - How to do it in OWA (Outlook Web Application)

### Email Messages

### OWA

Read	View in Reader Panel or double click to open
Print	Open E-mail with double click and click Print Icon at top of e-mail
Reply to	Right click or click on purple Reply/Reply all arrow in Reader Panel
Forward	Right click or click on blue Forward arrow in Reader Panel
Move to another folder	Drag & drop
Delete	Click Delete at top of mail box or right click
Create new	Click New at top of inbox
Access District wide Directory	Click Address book at top right next to Find Someone
Change fonts and style	High light text and use controls in e-mail text box
Embed URLs	Paste, just as in a Word document
Add attachment	Click on paperclip icon at top of new message window
Move email from sent folder to another folder	Drag & drop
Save a message as draft to complete or send later	Close message without sending, it will be stored in Drafts or drag & drop
Manually "get new mail"	Select Mail, Inbox and click circular blue arrows in upper right hand corner

### Contacts

Create a new contact	Select Contacts (lower left) and click on New
Edit	Highlight contact, double click to open and edit
Delete	Highlight contact and click large X at top of page or right click.

### Folder Creation

Create a folder	Hightlight parent folder and right click
Rename a folder	Hightlight folder and right click
Move messages into a folder	Hightlight folder and right click or drag & drop
Delete messages from a folder	Hightlight folder and right click
Reply to messages stored in a folder	Hightlight folder, click message and right click
Forward messages stored in a folder	Hightlight folder, click message and right click
Print messages stored in a folder	Hightlight folder, double click message and click Print icon at top of message window
Sort the contents of a folder by:	
· FROM field	Hightlight folder and click down arrow next to Conversation by Form. Select Option

## Exchange Crosswalk

<ul style="list-style-type: none"> <li>· DATE field</li> </ul>	Conversation by Form. Select Option.
<ul style="list-style-type: none"> <li>· SUBJECT Field</li> </ul>	

### Email Search

Find an email with a specific text search argument	Click and enter search information in box with titled Search Entire Mailbox. You can then select which folders from down arrow. Use the double arrows to display advanced search options such as specifying the field.
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### Calendaring

#### Meetings – One Time Event

<ul style="list-style-type: none"> <li>· Create a meeting</li> </ul>	Click down arrow next to New on Mail screen & select new meeting.
<ul style="list-style-type: none"> <li>· Record information in the meeting such as objectives and agendas</li> </ul>	Enter in text box in meeting
<ul style="list-style-type: none"> <li>· Invite FHDA attendees using an Address Book</li> </ul>	Click "To..." to display address book. Highlight Foothill-De Anza Directory. Enter Name or part of name in search box. Position cursor in To or Optional then double click on selection. Click OK
<ul style="list-style-type: none"> <li>· Invite non-FHDA attendees</li> </ul>	Enter e-mail of invite or select from personal list of contacts
<ul style="list-style-type: none"> <li>· Select a meeting location from a list of rooms</li> </ul>	With Address box open, select All Rooms and then select room. Click OK.
<ul style="list-style-type: none"> <li>· Be able to check on the availability of attendees and room locations</li> </ul>	Look at the Scheduling Assistant tab
<ul style="list-style-type: none"> <li>· Have Exchange auto-select the first date/time when all meeting attendees and room locations are available</li> </ul>	On Scheduling Assistant tab, review list of suggested times in lower right hand corner.
<ul style="list-style-type: none"> <li>· Print the meeting contents</li> </ul>	Click on Printer icon at top of meeting window
<ul style="list-style-type: none"> <li>· Be able to view the meeting to determine which attendees have:                             <ul style="list-style-type: none"> <li>· Accepted</li> <li>· Declined</li> <li>· Not acted on the invitation</li> </ul> </li> </ul>	Click on Tracking tab in meeting window.

#### Meetings – Reoccurring Event

<ul style="list-style-type: none"> <li>· Create weekly events</li> </ul>	With meeting window open, click on two circularing arrows at top of window to open reoccurring window. Select any options needed.
<ul style="list-style-type: none"> <li>· Monthly events</li> </ul>	
<ul style="list-style-type: none"> <li>· Variable schedule events (First Tuesdays, Last Thursdays, Last week, etc)</li> </ul>	
<b>Activity = Appointment</b>	

## Exchange Crosswalk

Create an Appointment	Same as a meeting, just no one is invited to it.
Edit an Appointment	
Delete an Appointment	
<b>Banner = Event</b>	In the the meeting window check "All Day Event".
Create an Event	
Record information in the Event	
Delete an Event	
Modify an Event	
<b>Private = Hide</b>	
<ul style="list-style-type: none"> <li>Be able to hide the contents of the meeting, appointment or event from others (private setting)</li> </ul>	In the the meeting window, check the Private box

### Calendar Views

<ul style="list-style-type: none"> <li>View by Day</li> </ul>	Select Calendar, then corresponding icon at top of screen. Move mouse over for explanation.
<ul style="list-style-type: none"> <li>View by Week</li> </ul>	
<ul style="list-style-type: none"> <li>View by Month</li> </ul>	
Print each view	Click Printer icon at top of calendar just under Address book.

### Proxies = Calendar Sharing

Share	On Calendar screen click the Share Menu and select from drop down menu.
Remove Share	

### Exchange Administration

<ul style="list-style-type: none"> <li>Set automatic replies (Out-of-the Office message)</li> </ul>	Select Option/All Options/Tell people you are on vacation. Complete fields and Save.
<ul style="list-style-type: none"> <li>Set email to forward to another account</li> </ul>	Select Options/Create an Inbox Rule. Link to detailed instructions: <a href="http://help.outlook.com/en-us/140/ee285995%28d=loband%29.aspx?sl=1">http://help.outlook.com/en-us/140/ee285995%28d=loband%29.aspx?sl=1</a>