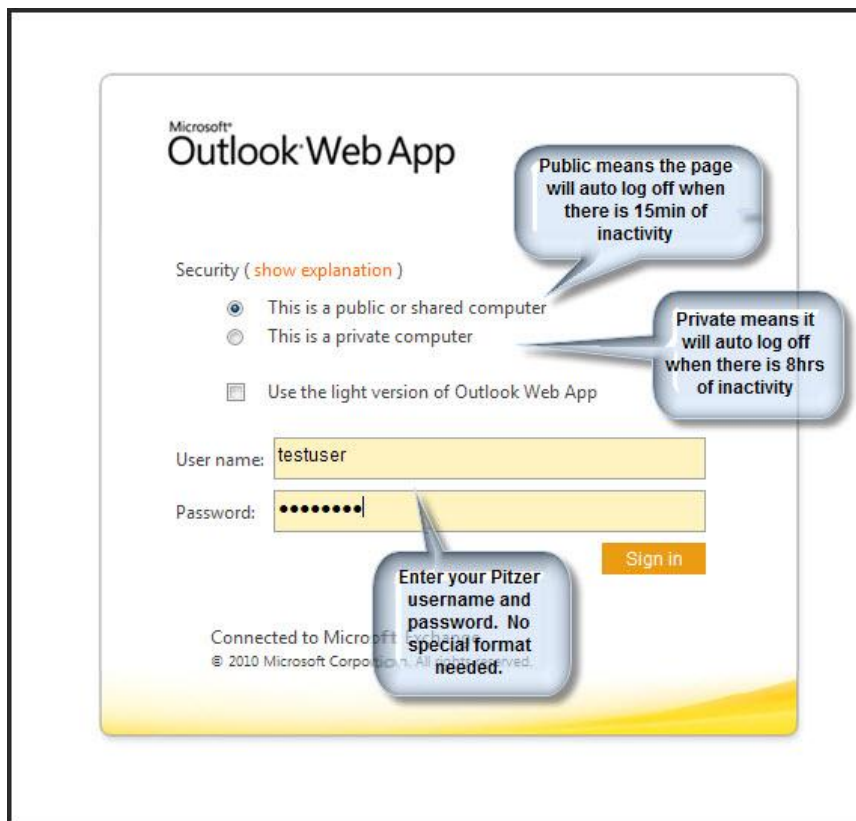


# Outlook Web App

This help sheet will guide you through the steps on accessing your mail remotely via a web browser.

## Getting Started

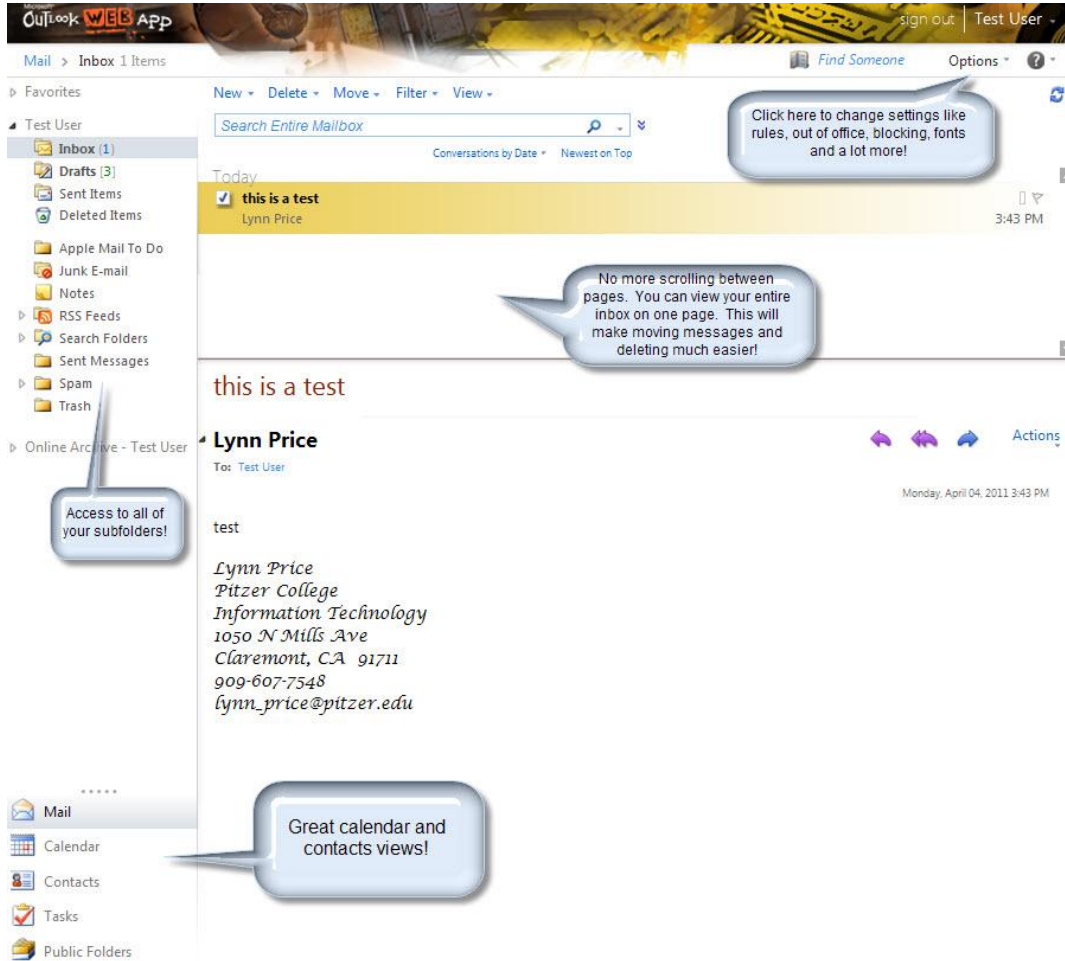
- Connect to the Internet and launch a web browser (i.e...Internet Explorer, Mozilla, Safari, etc...)
- In the Address Bar, type
  - <http://www.pitzer.edu/email>
  - **Hit the enter key**
- A login screen will be displayed. See below



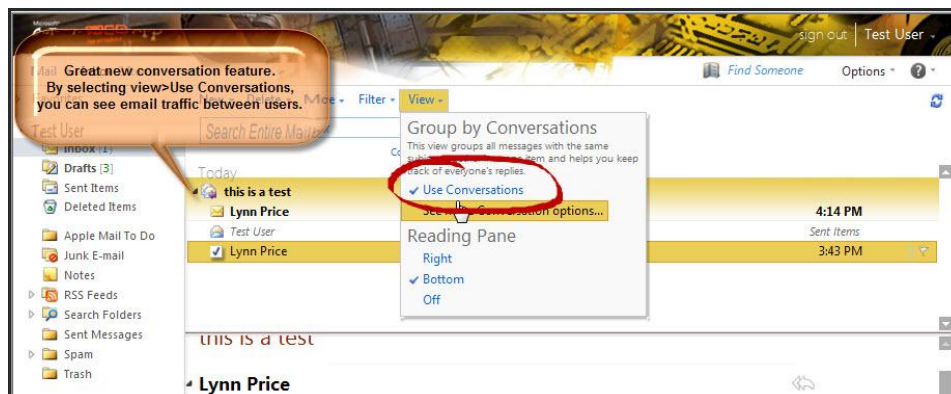
- On your initial log on you will be asked to designate your time zone and preferred language.

## Inbox

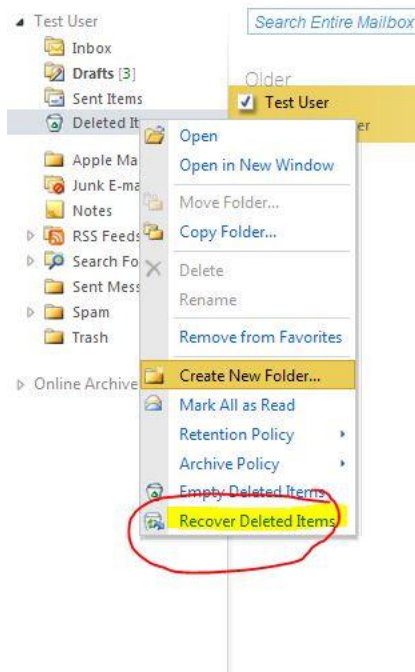
- Once you are logged on the following screen will be displayed.



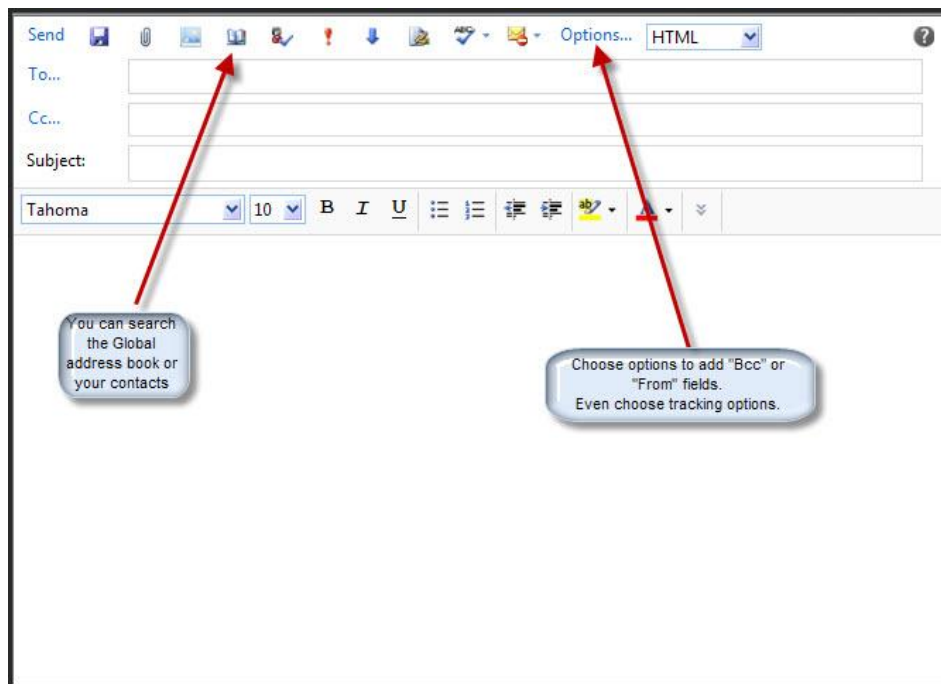
- The navigation bar is similar to the one in Outlook on your desktop. You can move items to subfolders, setup filters, view email conversations (see below) and much more.



- Emptied your deleted items by mistake? Within the main Inbox screen, in the navigation pane to the left, **right click** on the word **deleted items**. **Select Recover Deleted Items**.



- Creating a new message is easy. Just **click the New** button located near the top of the inbox page. The following screen will be displayed.



## Calendar View

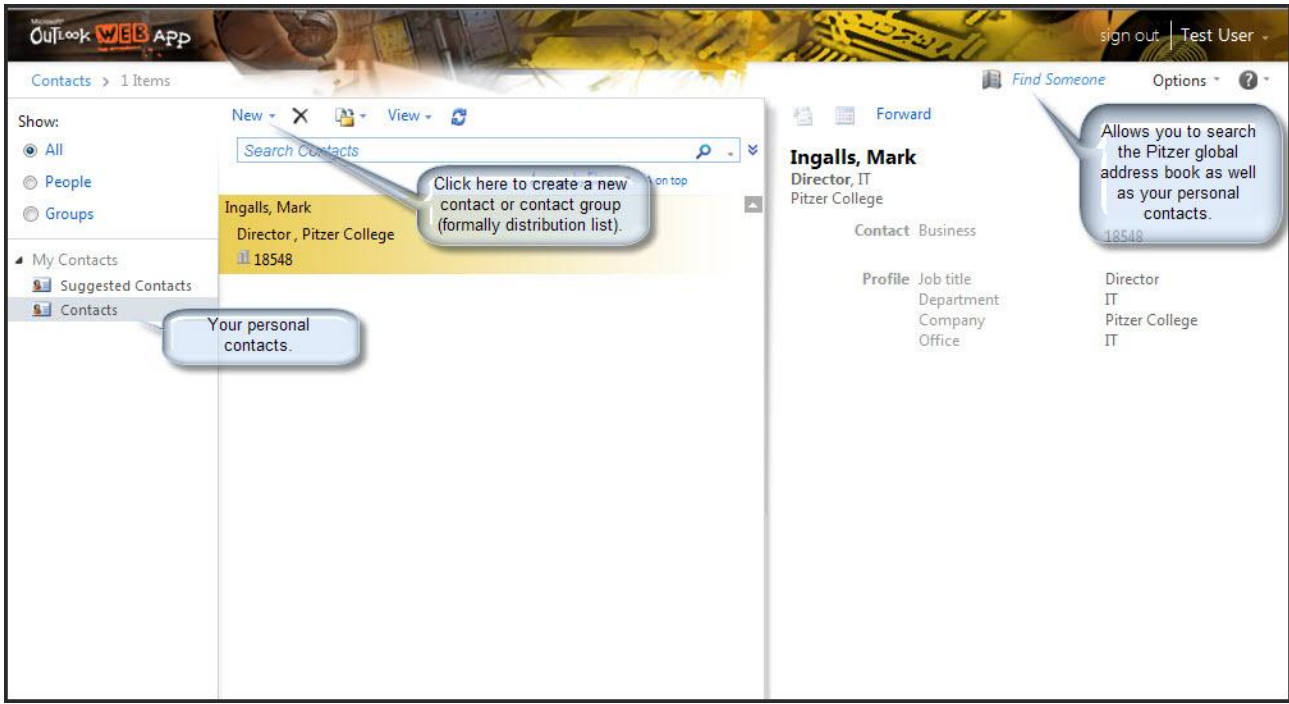
- To view your calendar, in the lower left corner of your page, **click Calendar**. The following screen will be displayed.

The screenshot displays the Outlook Web App interface. At the top, it says "Outlook WEB APP" and "sign out | Test User". Below that, it shows "Calendar > April, 2011" and "Find Someone Options". The main area is a calendar grid for April 2011, with the 4th highlighted. The grid shows two calendars: "Calendar" and "BES Express Administrator". The "Calendar" calendar has events at 9:00 AM (labeled "Interv") and 2:00 PM. The "BES Express Administrator" calendar has events at 9:00 AM and 11:00 AM. A callout bubble points to the "BES Express Administrator" calendar with the text "Same multiple view options". Another callout bubble points to the "Calendar" calendar with the text "You can view multiple calendars on one page!". The left sidebar shows "My Calendars" with "Calendar" and "BES Express Adminis" checked. Below that are "People's Calendars". At the bottom left, there are icons for "Mail", "Calendar", "Contacts", "Tasks", and "Public Folders".

- Have department calendars? Now you have the ability to view multiple calendars via the web!

## Contact View

- To view the global address book and/or personal contacts, in the lower left corner of your screen, **click Contacts**. The following screen will appear



- Here you can view, add, or delete contacts as well as search the Pitzer global address book.

## Options

- You can customize your view just like on your office machine by **clicking on drop down arrow next to options** in the upper right section of your main inbox screen. Then choose **See All Options**. The following screen appears.

The screenshot shows the Outlook Web App interface for configuring automatic replies. The page title is "Automatic Replies" and it includes a sub-header: "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."

Key features and callouts include:

- Setup rules, automatic replies, and reports.** (Callout pointing to the "Options" dropdown in the top right)
- Change fonts, adjust views, and calendar settings here!** (Callout pointing to the "Settings" link in the left sidebar)
- Here you can add email addresses to the block or allow lists.** (Callout pointing to the "Block or Allow" link in the left sidebar)
- You can designate a time and day to run your out of office reply. No more waiting!** (Callout pointing to the "Send replies only during this time period" section, which includes "Start time" and "End time" dropdowns)
- Set a reply message to Pitzer email addresses only.** (Callout pointing to the first message composition area)
- You can send a separate reply message to outside organizations. I.E. Other colleges or outside email addresses.** (Callout pointing to the second message composition area)

The interface includes a left sidebar with "Organize E-Mail", "Groups", "Settings", "Phone", and "Block or Allow". The main content area has tabs for "Inbox Rules", "Automatic Replies", and "Delivery Reports". The "Automatic Replies" section has radio buttons for "Don't send automatic replies" and "Send automatic replies". The "Send automatic replies" section has a checkbox for "Send replies only during this time period" and two time selection dropdowns. Below this are two message composition areas, each with a "Send a reply once to each sender" option and a rich text editor toolbar.

- Here you can set your out of office reply, block or allow senders, adjust fonts and views.

**Still have questions? Contact the help desk at x73065 for assistance and/or training.**