

# Outlook Web Access for Macs

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

## Getting Started

1. Connect to the Internet and launch a web browser (Internet Explorer or Netscape).
2. In the URL (or address bar), type **http://www.pitzer.edu/email** then hit **Enter**.
3. A login screen will be displayed. Make sure you use Pitzer as the domain name followed by a \ and your username, as shown below.



4. Once you are logged on, you will see the opening page of your OWA as displayed below.

**Menu Bar** →

**Navigation Bar** →

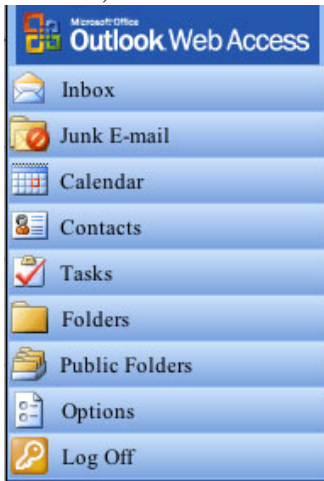
**Page Navigation** ←

**Message Window** ←

Please move to next page for further illustration of the above four parts.

## 5. Outlook Web Access Startup Interface

**Navigation Bar** on the left of your screen lets you jump to different folders/functions (Contacts, Calendar and Inbox....) quickly.



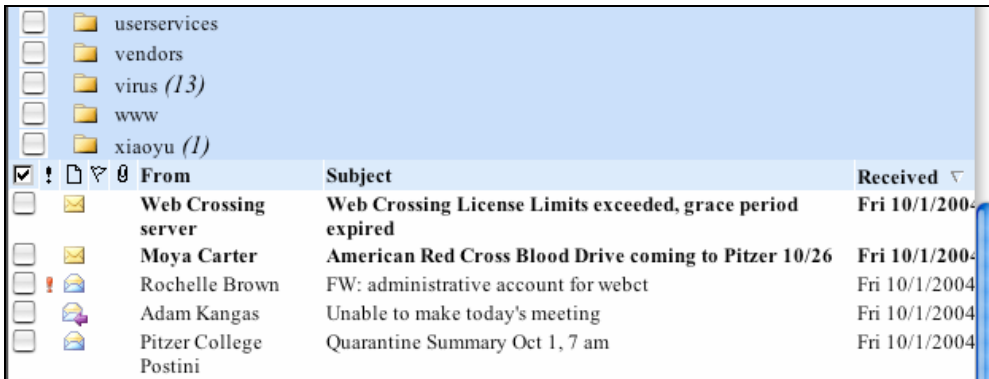
**Menu Bar** on top of your screen provides you with a group of buttons that you can use to manage (move, copy, delete ....) your messages. If you are not sure what an icon is used for, just move your mouse over that icon to display its name/function.



**Page Navigation** on the right just below your Menu Bar lets you move between the pages – if your messages do not fit into one screen, you need to use this function to access the rest of your messages.

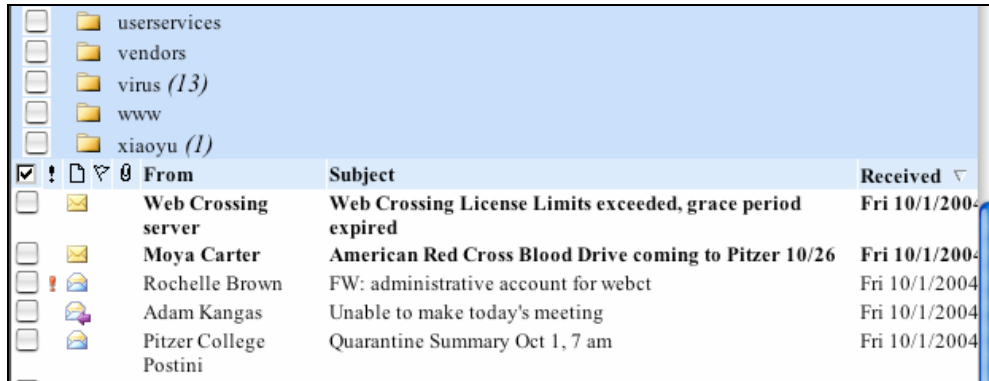


**Message Window** displays all the contents of a chosen folder. By default it shows everything in your Inbox folder at startup, including subfolders and messages. You may need to scroll down to access your messages if you have many subfolders.

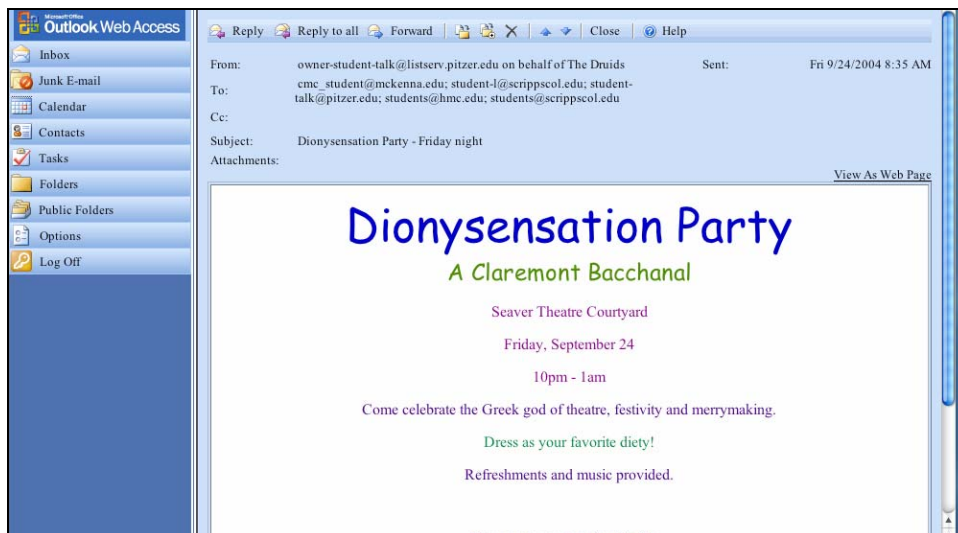


## Reading New Mail Messages

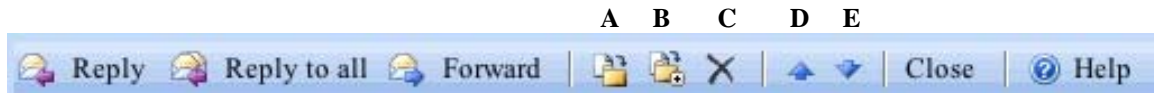
1. **Inbox** will be launched automatically when you logon. If not, click **Inbox** icon from the Navigation Bar to access your new mail - you may have to scroll past the folder list in the message window on the right to get to the newest messages.



2. Double click on a new message; it will open in the same window as displayed below.



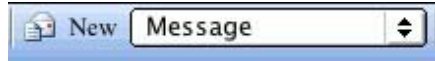
3. When you finish reading, you can close the message by using one of the buttons from the menu bar as shown below.



- A. Move message.
- B. Copy message.
- C. Delete message.
- D. Go to previous message.
- E. Go to next message.

## Sending an E-mail Message

1. On the **menu bar**, click the **New** button as show below.



A blank message window appears for you to compose a new message.

2. Enter the recipient's email address in **To** box or use Pitzer's global address list to find an address by doing the following:
  - Click **To** button.
  - Type the name of the person you want to find in the **Display Name** box.
  - Click **Find** button.
  - **Click** the box on the left of the name displayed and click **To** below the name list.
  - Click **Close** button to get back to the new message window.
3. Enter your message in the big window and click Send button to send your message.

### **Mail Sending Options**


You can define how your message is sent by selecting different options under **Importance** and **Options** as shown below – click the button on the right to make a change.



## Deleting Messages

When you delete an e-mail message, it is moved to the **Deleted Items** folder and will stay there until you permanently delete it again – this allows you to recover any accidentally deleted messages.

### **Deleting a Message**

1. To delete a message, click on the message to select it and then press the delete key on your keyboard or click  icon from the menu bar to get rid of the message.
2. To delete multiple messages, click on one message first, then hold down the shift key and click on another message – everything in between will be hi-lighted. You can then click delete button to get rid of all the selected messages at once.

## Permanently Deleting a Message

To permanently get rid of the unwanted messages, you need to empty your **Deleted Items** folder.

1. Go to the menu bar on top of the right side widow and locate the **Empty Deleted Items** folder button represented by a trash can.

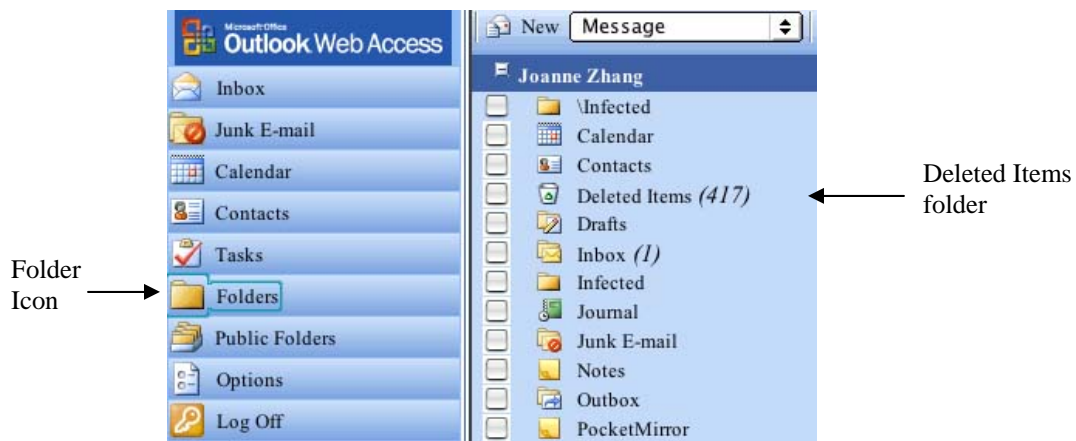


2. Click on the trash can icon, choose yes to confirm the delete action – this will erase all the messages inside your Deleted Items folder.

## Recovering an Accidentally Deleting Message

To recover a deleted message, you need to open your **Deleted Items** folder first.

1. Click **Folder icon** located on the Navigation bar on the left, then **Deleted Items** folder on the right.



2. Find the message you want to recover by checking the box on the left of the message.

<input type="checkbox"/>	!	📧	🔍	From	Subject
<input checked="" type="checkbox"/>		📧		Carrie Kuntz	Lecture - Wendy Martin
<input checked="" type="checkbox"/>		📧		Carrie Kuntz	Lecture - Wendy Martin, Location
<input checked="" type="checkbox"/>		📧		Lukas Loncko	EU Center Summer Internship at NATO
<input checked="" type="checkbox"/>		📧		Carrie Kuntz	Correction
<input type="checkbox"/>		📧		Carrie Kuntz	

3. Click the **Move** icon from the menu bar, select a folder you want to move it to and click Apply.



## Organizing Messages In Folders

In this lesson, you will learn how to move read e-mail messages into specific folders that you create.

1. Take your mouse pointer and click once on a read e-mail message so that it is highlighted, or click on its box so it is marked.
2. On the **Standard toolbar**, click on the **Move to Folder** command and a **Move Items** window will replace the **Open window** as in Illustration 1-9.

Move To  
toolbar  
icon

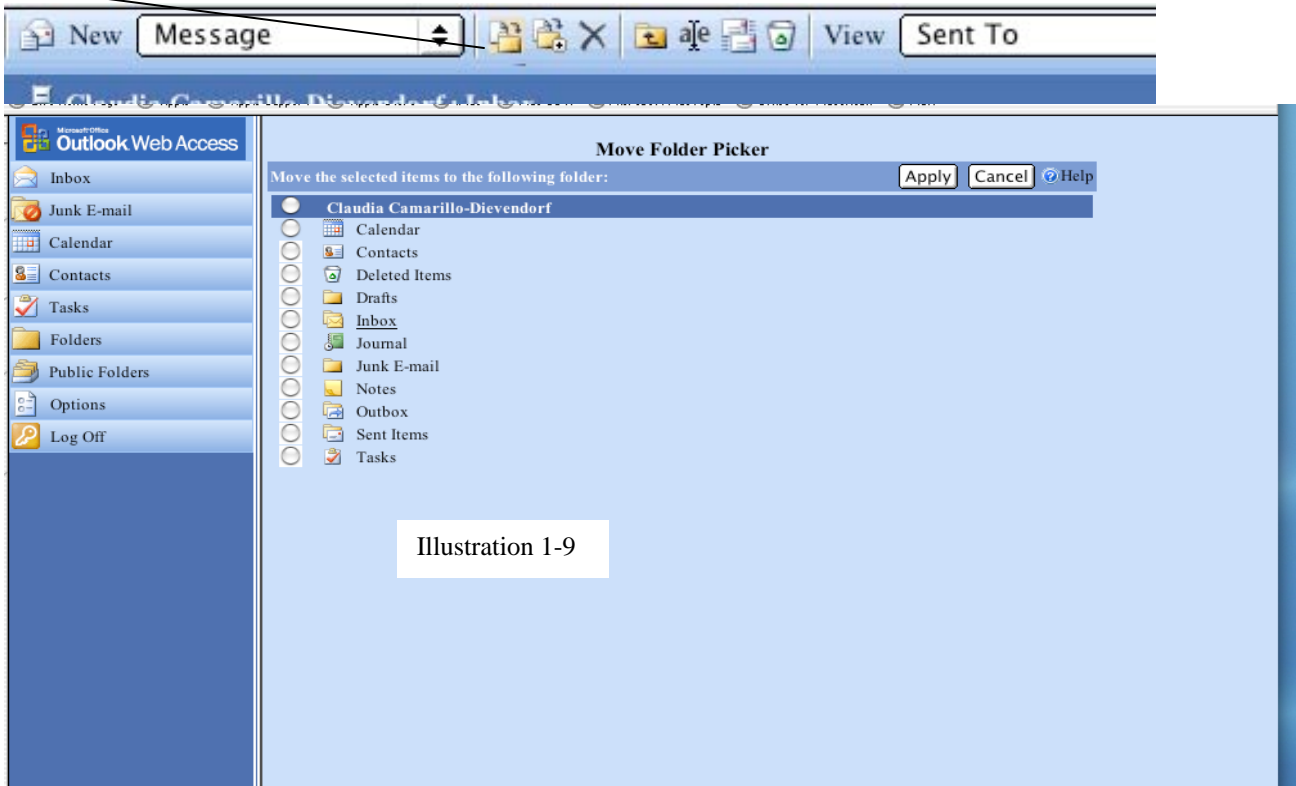


Illustration 1-9

3. This will move your messages to any folder you have previously created. To create a new folder, click on the **Messages** drop down menu. Choose the **Folder** option.



4. Click the **New** button to create a new sub folder and a **Create New Folder** window will pop up.
5. In the **Name** box, type in the word **Test** then click on the **OK** button. You will then be taken back to the **Inbox** window where you can see your new folder, above the messages on your **Open window**. If everything is correct your message can now be moved to your new **Test** folder.