



# Outlook Web App User Guide

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# Outlook Web App (OWA)

## Quick Reference Guide

### QUICK REFERENCE

#### Outlook Web App URL

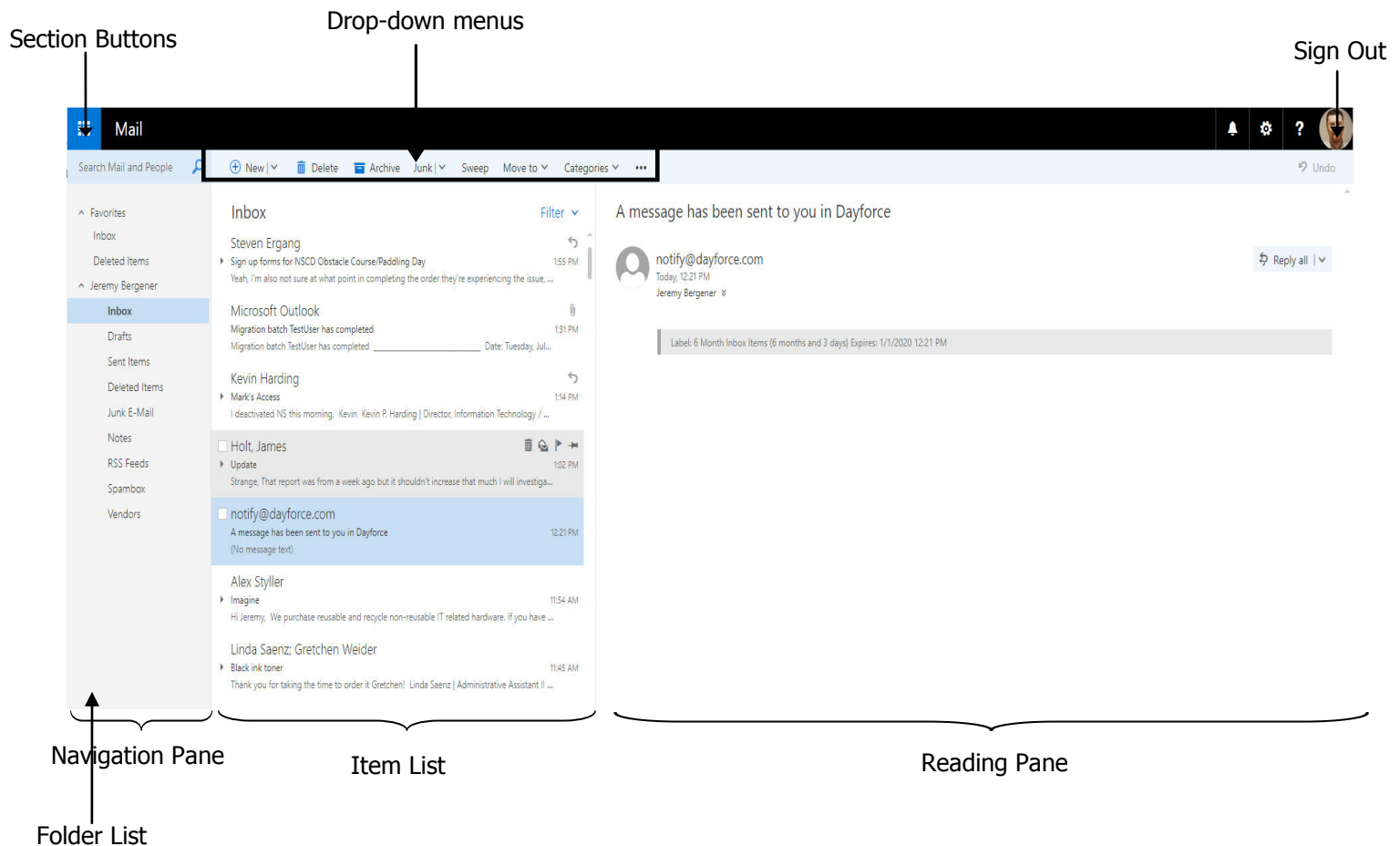
<https://email.imaginecolorado.org/owa>

#### Imagine! Help Desk

303-457-5649

<http://helpdesk.imaginecolorado.org>

#### Outlook Web App Main Window



### Key New Features

#### [Add Pictures to Messages](#)

Now you can embed pictures in your messages.

#### [Advanced Search](#)

Use Advanced Search  button to further refine your search.

#### [Attach Messages to Messages](#)

Sometimes you want to send an attachment with a message. In the past, you could attach a picture, a Word document, an Excel spreadsheet, or almost any file available to you to a message. But you couldn't attach a message from inside your mailbox to a message you were composing until now.

#### [Calendars Sharing](#)

Outlook Web App allows users to share calendars with people inside the organization. You can now view multiple calendars side by side in Outlook Web App.

#### [Conversation View](#)

Message thread with common subject is grouped together as a single conversation to quickly identify the most recent messages and related responses. Conversation View is enabled by default.

#### [Download Multiple Attachments](#)

If you receive a message that has multiple attachments, you now have the ability to download all the attachments to your computer as a zip file.

#### [Favorites](#)

Favorites folder is added at the top of folder list to quickly access and manage your favorite folders.

#### [Filter](#)

A set of predefined filters has been added as a convenient drop-down menu to refine your search.

#### [Find Someone](#)

Search for people in the address book and view their availability without opening new meeting request.

#### [Options Settings Menu](#)

Use enhanced Options settings menu to customize your Outlook Web App.

#### [Right-clicking](#)

Right-clicking almost anywhere in Outlook Web App will display a menu of things you can do. The actions available in the right-click menus have been expanded and made more consistent across your mailbox. Right-click a message, a folder, or a calendar entry to see the options that are now available.

#### [Scheduling Assistant/Suggested Times](#)

Use the Scheduling Assistant to schedule meetings with people inside and outside the organization and view attendees free time using Suggested Time.

### GETTING STARTED WITH OUTLOOK

#### Logging into Outlook Web App

1. Type the following link into your browser's address bar:

<https://email.imaginecolorado.org/owa>

*The Outlook Web App login window opens*

**Note:**

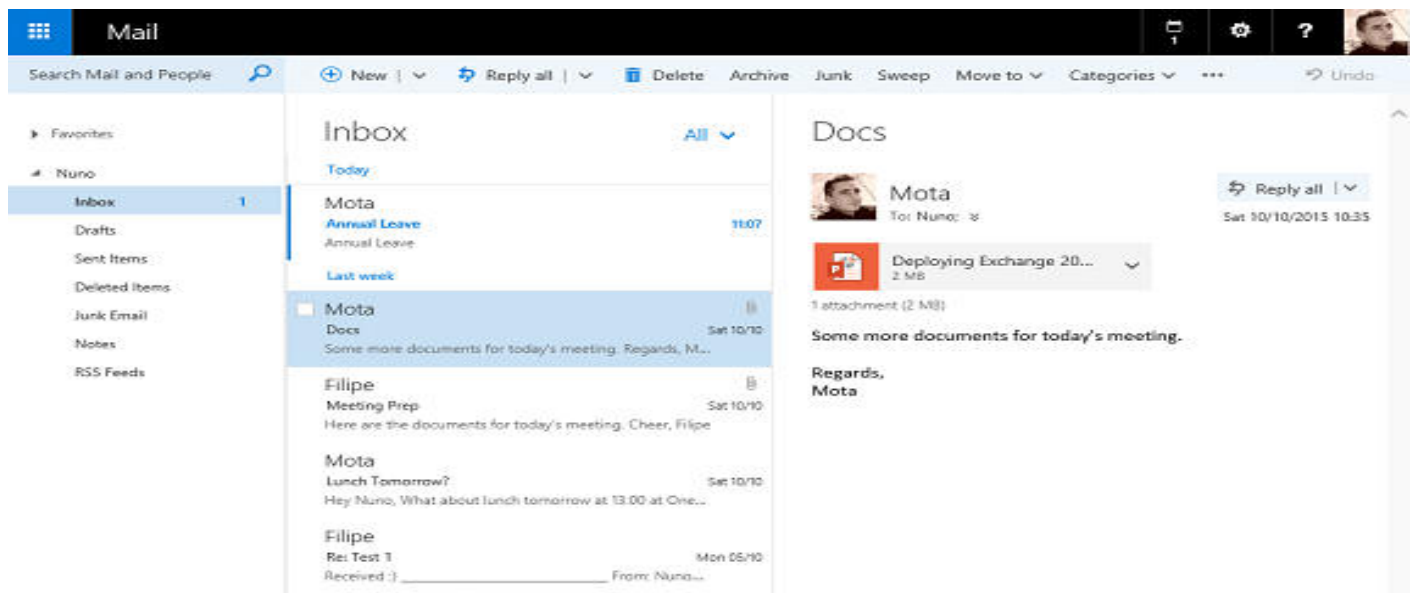
There is a "light" version of Outlook Web App which is optimized to support users who are blind or have low vision. It is found under the gear icon -> Options -> General -> Light version.

**Compatibility:**

Advanced or 'Premium' features previously only available in Microsoft Internet Explorer are now also compatible with Mozilla Firefox, Apple Safari and Google Chrome through the portal.

2. Type in the username and password that you use to log into the network

*The Outlook Web App window opens*

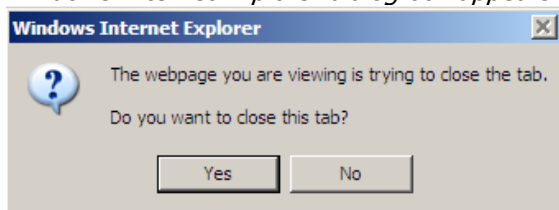


### Logging out of Outlook Web App

1. Click on your image in the top right corner and then select "Sign out"  
*You are then taken back to the sign-in page*



2. Click **Close Window** button  
*Windows Internet Explorer dialog box appears*



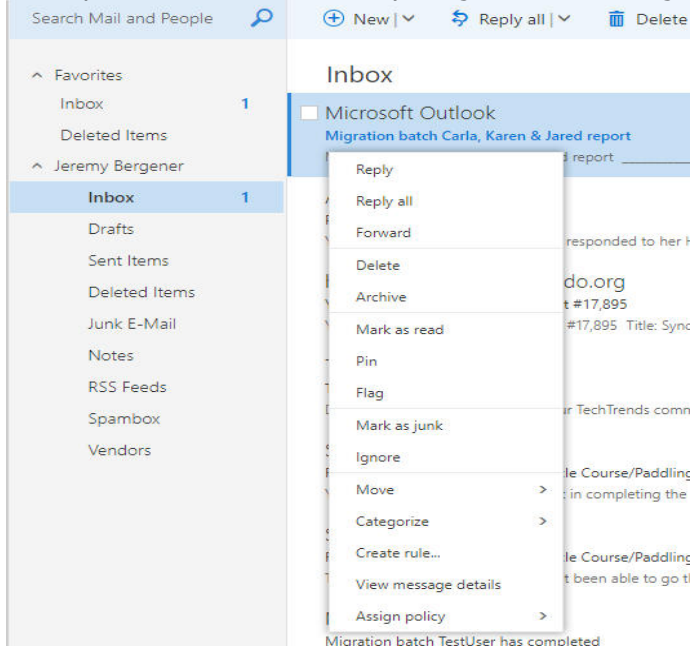
**Note:** This dialog box will appear when multiple browser tabs are open.

3. Click **Yes**  
**Note:** Always Sign Out and close the browser tab after every OWA session


### WORKING WITH MAIL MESSAGES

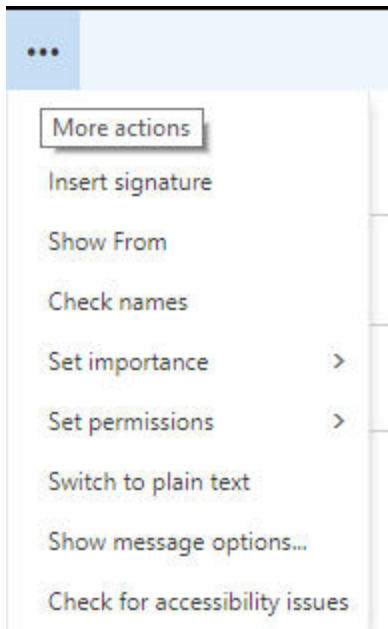
#### Right-clicking a Message

More options are available when you right-click a message



### Working with Message Options

1. Open a new message window
2. Click the three dots icon  to open the message options menu  
*Message Options dialog box opens*



3. Set the desired options by clicking the appropriate drop-down menu or checkbox

### Opening and Saving Attachments

#### Download Multiple Attachments

1. Open email with multiple attachments
2. Click **Download all attachments** at the top of the attached files in the Attachments box  
*File Download dialog box appears*
3. Click **Save**
4. Browse to the folder where you would like the files saved  
**Note:** Save as type is Compressed (zipped) Folder
5. Click **Save**  
*Download complete dialog box appears*
6. Click **Close**

**Note:** To extract the zip file, right-click the zip file and click **Extract All...** then follow the steps in the Extract Wizard window.

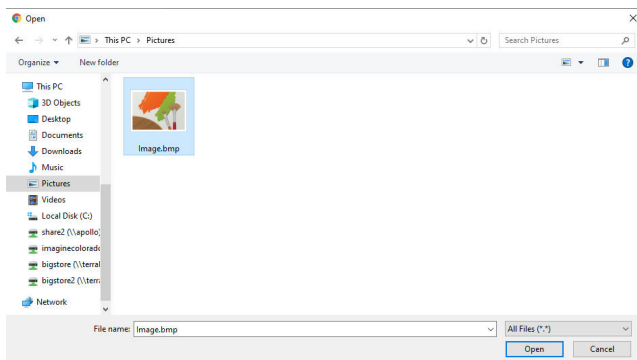
### Inserting Attachments

#### Adding an Attachment

1. With the new email window open, click on the Attach button




2. A file explorer window will then open allowing you to browse to the location of the item(s) you are wanting to attach.



3. Select the file(s) you are wanting to attach and click Open.

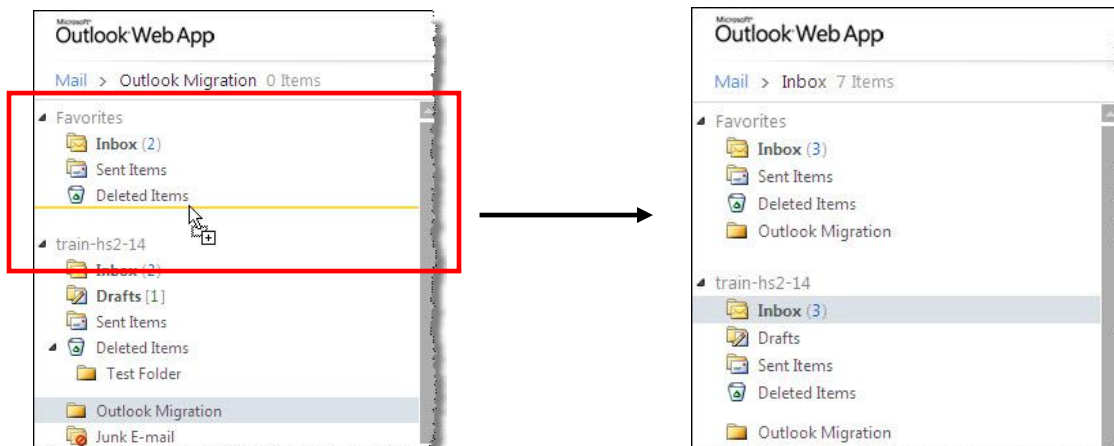
#### Add Pictures to Messages

1. Click  **Insert Picture** on the message toolbar
2. Search for the picture you want to add to your message
3. Double-click the picture to add it to your message

### MANAGING MAIL MESSAGES

#### Favorites Folder

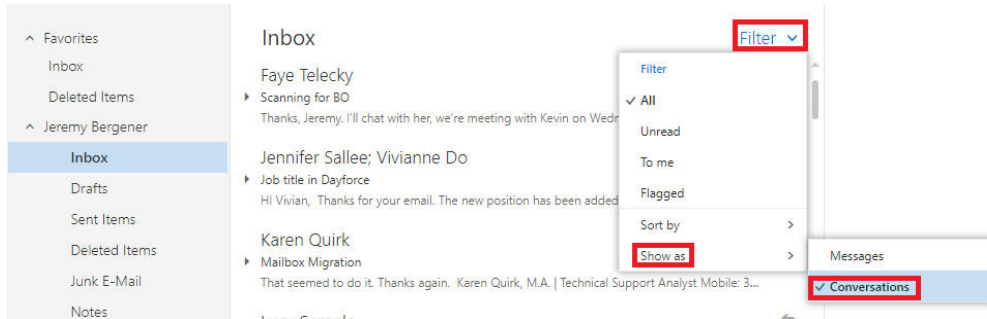
You might have noticed a new folder named Favorites at the top of your folder list. You can drag any folder up to Favorites to create a shortcut to that folder.





### Sorting Messages with Conversation View Enabled

1. Click the Filter drop-down  
*List of sort criteria options appears*

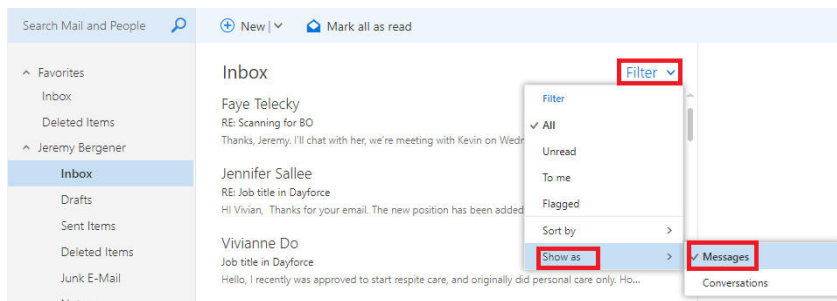


**Note:** Conversation View is enabled by default. Messages are grouped together by a common Subject

2. Select the desired sort criteria option from the pre-defined list

### Disable Conversation View:

1. Click above the Filter drop-down  
*List of sort criteria option appears*

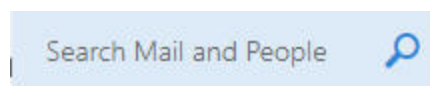


2. Click on Messages to change to message view  
*Messages will be arranged by date; most current item on top of the Item List*

### Searching and Filtering Messages

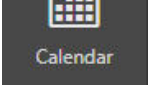
#### Using the Instant Search box

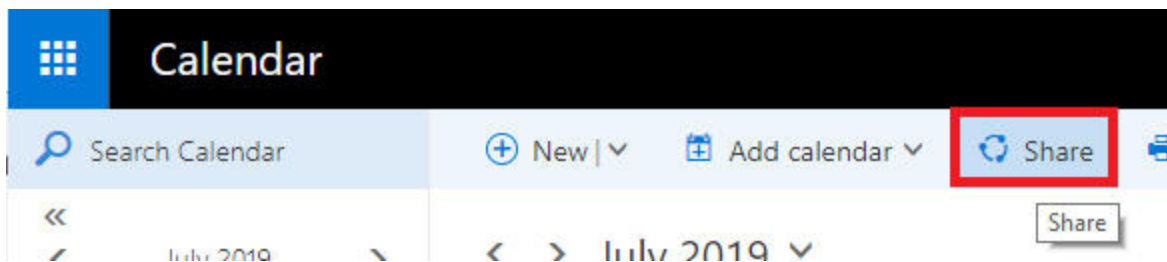
1. Click in the **Instant Search** box
2. Type the search criteria
3. Press **Enter**



## WORKING WITH CALENDAR

### Sharing Your Calendar

1. Click **Calendar** section button  in the Navigation Pane
2. Select **Share** > **Share This Calendar**

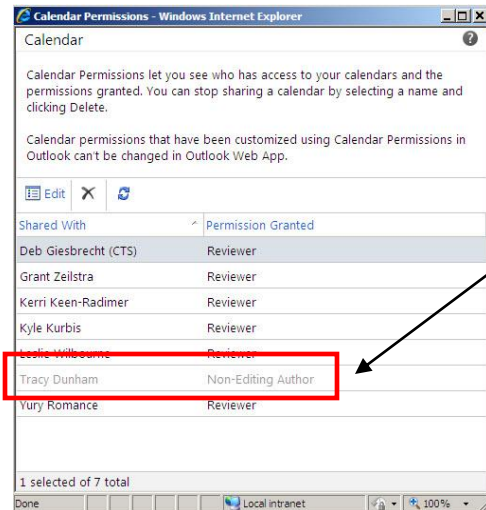


*Sharing Invitation window opens*

3. Enter the name of the person you want to share calendar with
4. Select the desired option(s) from Share section
5. Type your message in the message body
6. Click **Send**

## Changing Permissions

1. Click Calendar in the Navigation Pane
2. Select **Share > Change Sharing Permissions** from the menu  
*Calendar Permissions window appears*

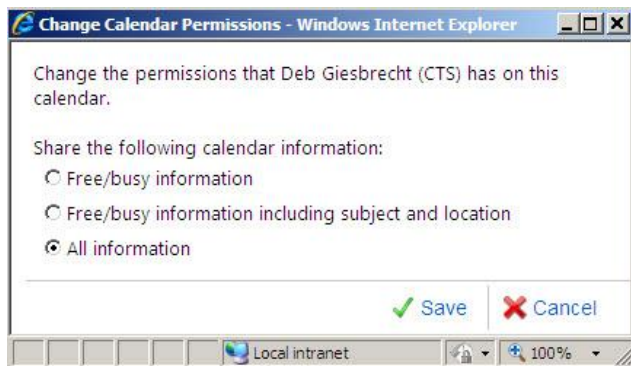


**Note:** Calendar permissions that have been customized using Calendar Permissions in Outlook can't be changed in Outlook Web App.

3. Select the person's name under Shared With list

4. Click 

*Change Calendar Permissions window appears*




5. Select the desired option
6. Click **Save**

### Viewing Shared Calendar

Click the person's name under People's Calendars

*Calendar appears side-by-side in color-code*

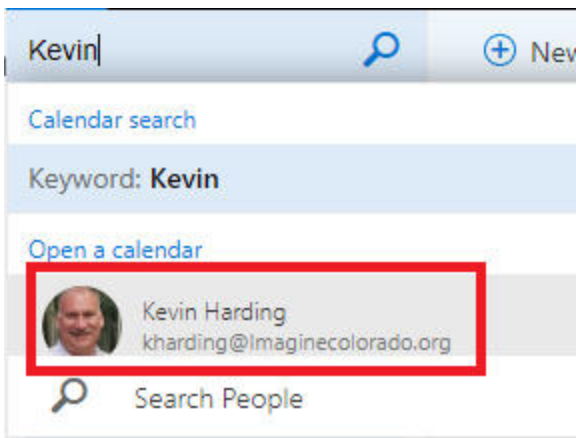
### Creating and Sending a Meeting Request

1. Click the **New** drop-down arrow then click **Meeting Request**  
*Untitled—Meeting window opens*
2. Type the Subject and Location for the meeting
3. Specify Start time and End Time
4. Click **Scheduling Assistant** tab  Scheduling assistant
5. Enter Attendee name(s) under Select Attendees to view their availability
6. Modify time frame according to attendees' availability by selecting the date and time frame from the Suggested Times pane.

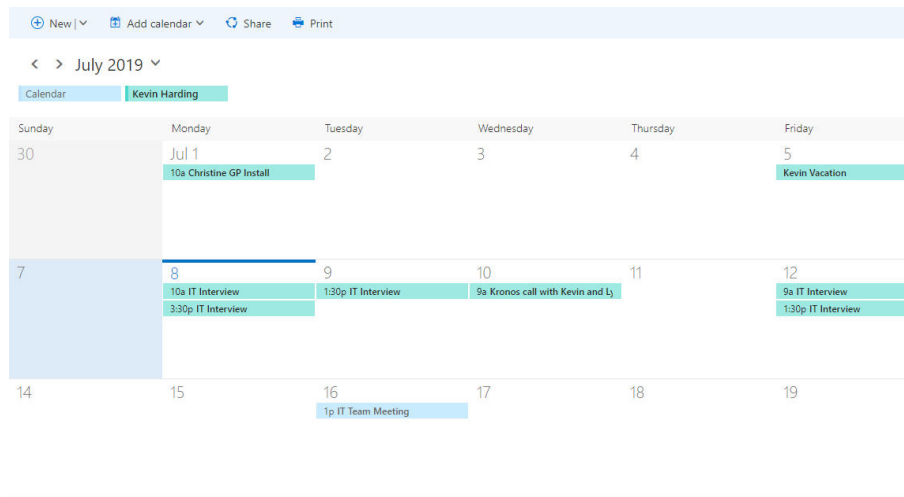
7. Click OK
8. Enter a subject
9. Enter a location
10. Type your message
11. Click Save button

### Finding Someone

To view someone's availability without having to create a new meeting request, click Search Calendar and put in their name. The search should then populate with the user. Under "Open a Calendar" click on the user's name:

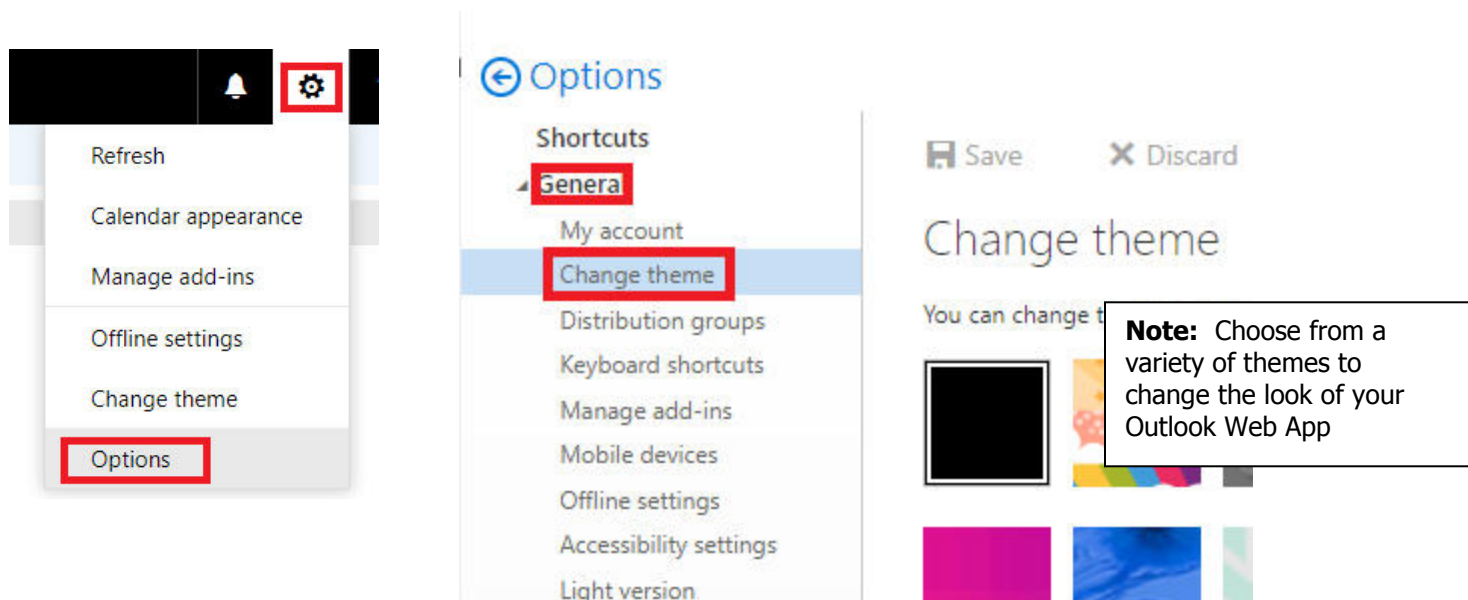


This will open their calendar for you to view their availability:



### SETTING WEB APP OPTIONS

1. Click **Options** drop-down arrow located on the top-right corner of OWA screen below login username  
*Options menu appears*



2. Select the desired option

**Note:** Customize your OWA by changing some of the settings in the Settings menu

### Setting Automatic Replies (Out of Office Assistant)

1. Click the **Mail > Automatic processing > Automatic replies**  
*Automatic Replies settings opens*
2. Set **Start Time:** and **End Time:**
3. Type appropriate message in Send a reply once to each sender inside my organization with the following message: section

4. Click **Save** button

**Note:** Automatic Replies can also be sent to senders outside of the organization. Set the desired settings under the **Send automatic reply messages to sender outside of my organization** checkbox.

### Creating a Signature

1. Click Options
2. Click **Mail > Layout > Email signature**  
*Mail settings opens*
3. Type appropriate signature information in the E-mail Signature section
4. Click **Automatically include my signature on messages I send** checkbox
5. Click **Save**

## Changing Password

1. Click the **General > My account > Change your password**  
*Change Password settings opens*
2. Enter appropriate information in each text box  
**Note:** Contact the Imagine! Help Desk at 303-457-5649 for assistance
3. Click **OK**
4. Click **Save** button