

Using Outlook Web Access – Mail Basics

Starting Outlook

First, start Internet Explorer. Enter the address <http://mccmail.muskegoncc.edu/exchange>. Enter your MCC network username, and password.

If you have Windows XP you will see a two line dialog box:



Windows XP users will need to their email address as the user name.

Enter your password and click OK.

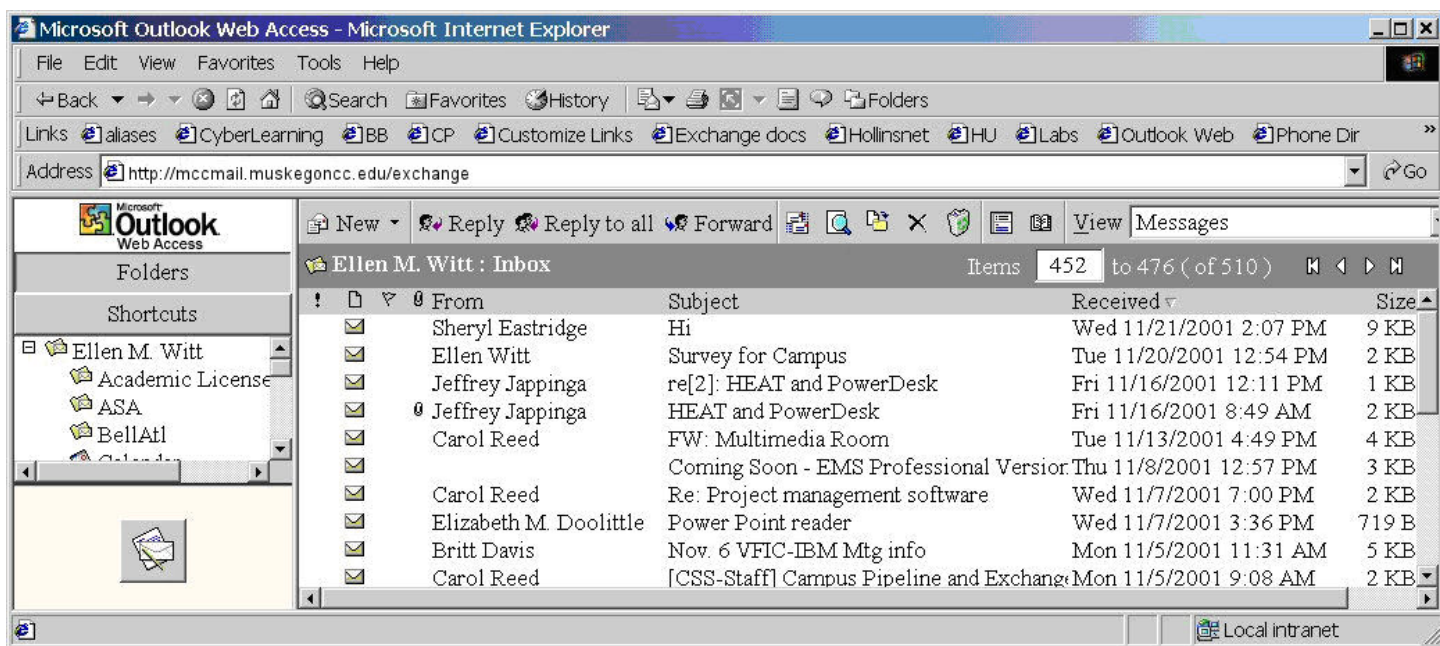
For all other versions of Windows, you will receive a three line dialog box:



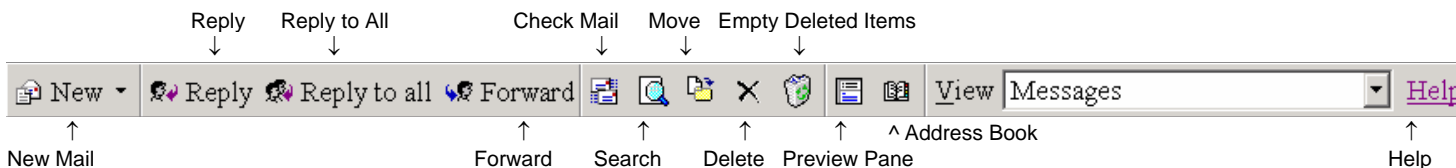
Enter username, password, and muskegoncc as the domain and click OK.

At this point you will see the Outlook Web Access interface which is very similar to Microsoft Outlook.

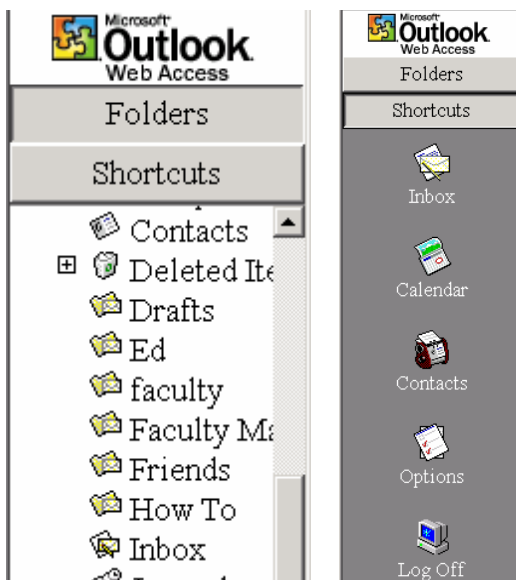
The Outlook Window



Standard Toolbar for e-mail




The Outlook Bar



The Outlook Bar has 2 views available – Folder View and Shortcuts view. Click on the word Shortcuts or Folders to select that view. In either view, click on the Inbox to access your incoming mail messages.

Reading Messages

When you open Outlook, select Inbox. The messages in the Inbox will be displayed. Unread messages appear in boldface. If you have unread messages, the number of unread messages appears in parentheses beside the Inbox icon. By default, a preview pane appears below the message list displaying the first message. We recommend closing this pane to avoid accidentally reading a message with a virus. To close the Preview Pane, click on the Preview Pane icon . Double click any message in the message list to open it.



Reading attachments

If a message has an attachment, a paperclip will appear beside the message in the message list. To open the attachment, open the message and right-click on the attachment name at the bottom of the message. You may then select Open or Open in a New Window to read the message without saving it to your PC. Outlook will open the attachment with the appropriate application (provided you have one on your computer).

Saving attachments

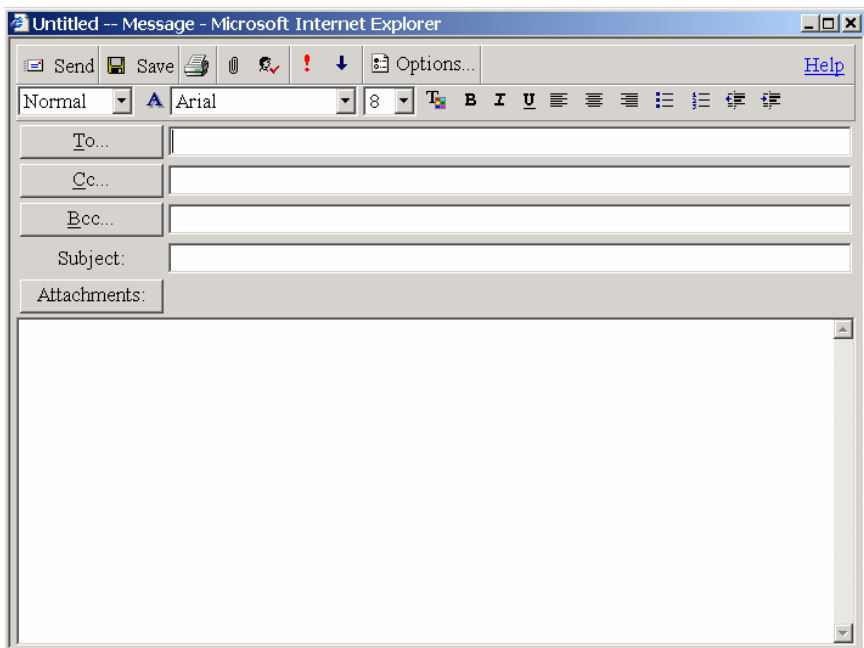
To save an attachment, right click on the attachment at the bottom of the message. Select Save Target As. In the Save As window that opens, browse to find a location to save the message, change the file name if you don't want to use the default, and click Save.

Deleting a Message

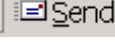
While the message is open, click . You may also highlight the message in the message list and click . Once a message is deleted, it is placed in the Deleted Items folder. It remains there until you empty the Deleted Items folder or log off Outlook. Optionally you may configure Outlook to keep items in the Deleted Items folder even when you log off Outlook. To do this, using Outlook (not Outlook Web Access) in the Tools menu select Options. Select the Other tab. Clear the check in the box beside Empty the deleted items folder upon exiting. You may read any message in the Deleted Items folder by selecting the folder from the Folders list and double clicking the message. To permanently delete a message, delete it from the Deleted Items folder.

Creating a Message

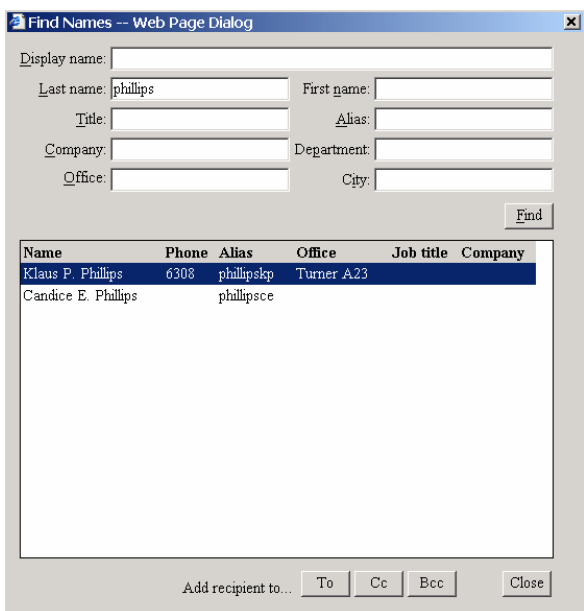
Open any e-mail folder and click on New

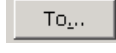


Enter the recipients email address in the To... field (and optionally the Cc... and Bcc... fields). Separate multiple recipients with a semicolon (;). Tab to move between various fields.

Enter a subject. Type your message. Click on . The message will be sent and a copy of the message will be stored in the Sent Items folder. You should periodically delete unneeded messages from the Sent Items folder. Note: If you want to send a blind carbon copy and do not see the Bcc field, click **Options**, and then select **Show Bcc**.

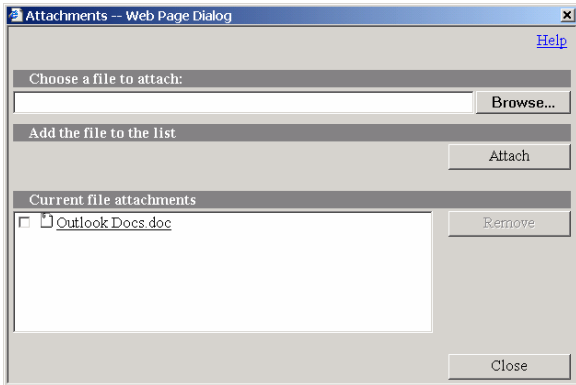
Options for entering addresses in the To, Cc, and Bcc fields




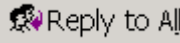
To make address entry easier, you can click the  icon in the Message dialog box. In the Find Names dialog box you can enter the person's first or last name and click Find. From the list of returned names, highlight the recipient and click on To, Cc, or Bcc. You may continue to Find and highlight multiple recipients. When finished, click Close.

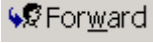

Attaching a file to a Message

To attach a file to an e-mail message, click Attachments. Enter the path to the file or browse to find the file you want to attach. In the Choose File window highlight the file name and click Open. In the Attachments window, click the Attach button. The file name will appear in the Current file attachments list. Repeat these steps for additional attachments. When you have selected all attachments, click close.

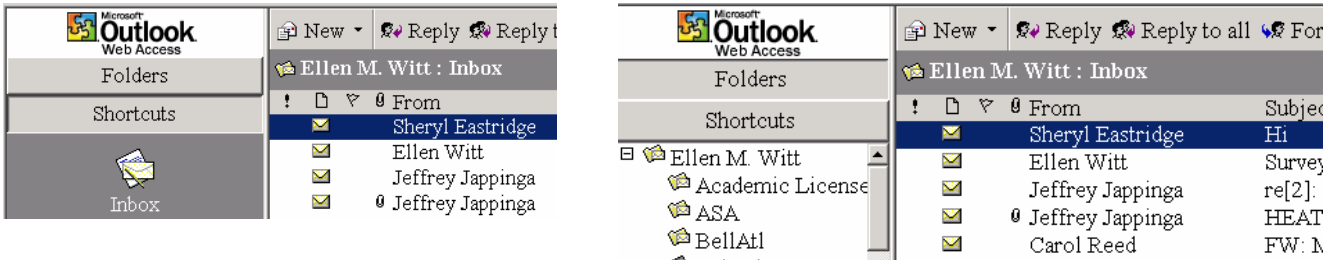


Replying to Messages and Forwarding Messages

To reply to a message, click on  Reply or  Reply to All. Type your message and click on .


To forward a message, click on  Forward. Select recipients as you do for a new message. Type any additional text that you want to add and click .

Using Folders to Organize Your Mail



To see the Folder List if it is not showing, click on Folders in the Outlook Bar. You can create additional folders to organize and store your mail messages. To create a subfolder under an existing folder, right click on the existing folder. To create a folder at the same level as the Inbox, right click on Your Name at the top of the list. Select New Folder. Enter a name for the folder. Under Folder contains:, select Mail Items. Click OK.

Organizing Mail into Your Folders

To move a message into a folder, select the message from the list of messages. Click the Move to Folder icon . Highlight the destination folder and click OK. To select multiple adjacent messages, click the first message, hold down the Shift key and click the last message. To select nonadjacent items, click the first message, hold down the Ctrl key and click additional messages. Then use the Move to Folder icon as described above.

Sorting Mail

When you are looking at a list of mail messages in the Inbox or another folder, you can sort the messages by the From field, Subject Field, Received field, etc. Click on the column header to sort the messages. Click a second time to sort them in the reverse order.

	From	Subject	Received
	Ellen M. Witt		Fri 4/26/2002 5:03 PM
	Jamie Ballew	Keyserver Quote	Fri 4/26/2002 3:27 PM
	Betty A. Dooley	Board Meeting	Fri 4/26/2002 9:59 AM
	L. Wayne Markert	Board Meeting	Fri 4/26/2002 9:23 AM
	sales@gotrc.com	Re: Keyserver software pricing	Fri 4/26/2002 9:22 AM
	nicepeople@swexpres...	Don't buy Microsoft Licenses.... until....	Thu 4/25/2002 7:12 PM
	Charles Murphy	CICV MEMBER INTEREST SURVEY	Thu 4/25/2002 3:48 PM

For more information, contact the **Student Technical Help Desk** (available 24/7) toll-free at **866.718.5170**.