

MCC E-mail Off Campus

Using the Outlook Web App at
Muskegon Community College

New Screen, Same Login



Security ([show explanation](#))

- ☒ This is a public or shared computer
- ☐ This is a private computer
- ☐ Use the light version of Outlook Web App

User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange

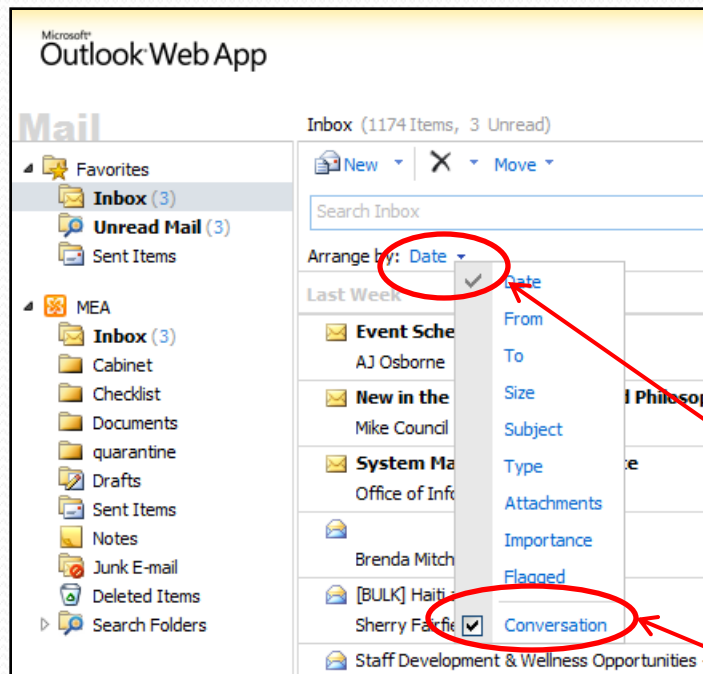
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[Reset Your Password Here](#)
[Check Your Username And Student Number](#)
[MCC WebAdvisor](#)
[MCC Blackboard](#)
[Muskegon Community College Homepage](#)



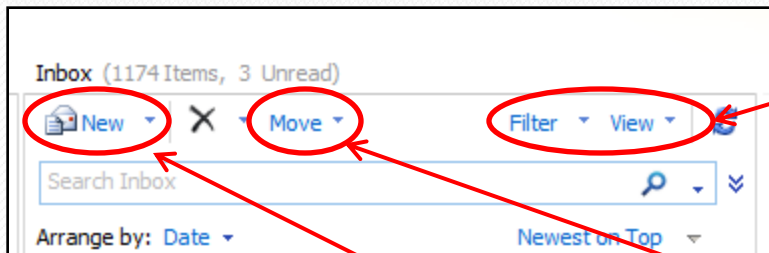
- You can use a light version of the Outlook Web App for slow internet connections
- Login with your MCC username and password
- Useful links to other resources are available below the sign in

Change Conversation Settings

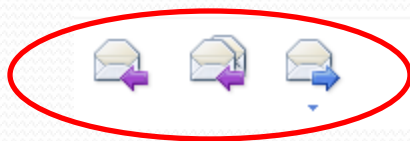


- The new Outlook Web App groups emails by their subject. To turn off this setting and view messages how they appeared in OWA2003:
- Click the down arrow next to **Arrange By**.
- Then uncheck **Conversation**.

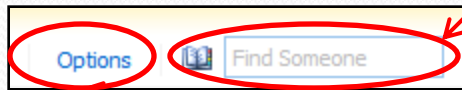
Messages (Top Left)



- Filter for messages, or turn the reading pane on or off with View.
- Move messages to a different folder.
- Start either a new message or appointment.
- You will also find Reply, Reply All, or Forward

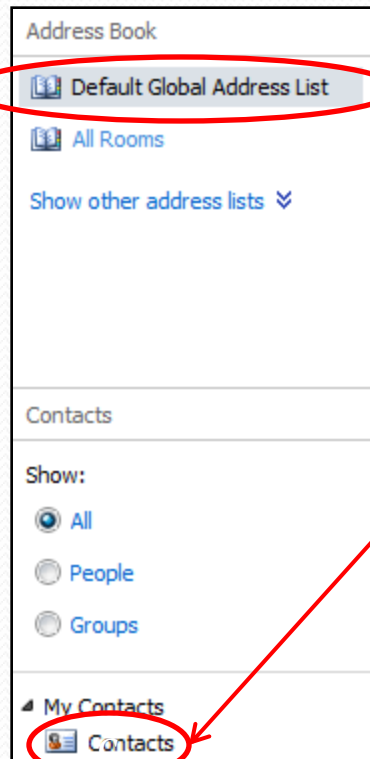


Address Book & Options (Top Right)



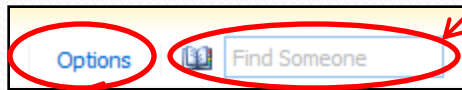
- The Address Book Icon Opens the Global Address Book. You can also quick search for someone through typing into the box that says “Find Someone”
- Options gives you choices for your managing, organizing, and forwarding your email. You can also change your password.

Address Book



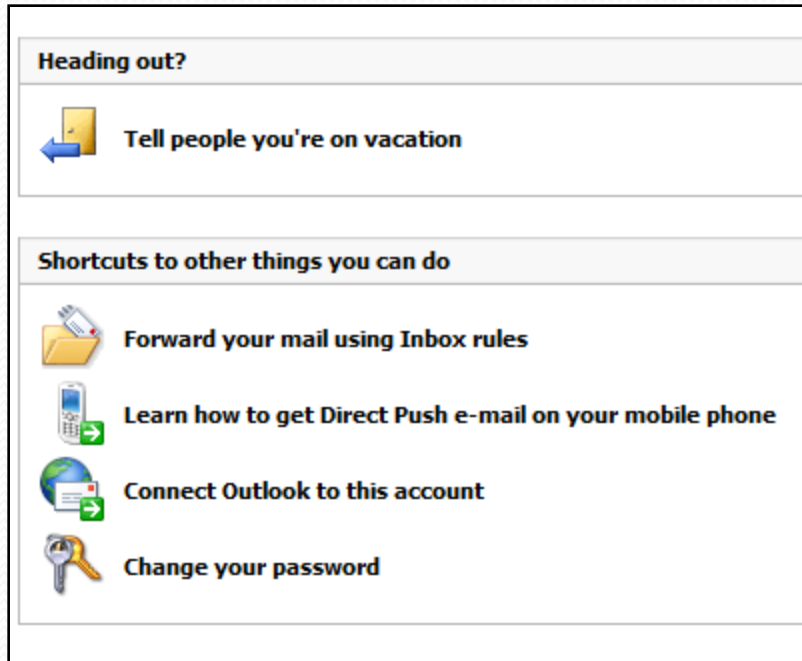
- Inside the address book, you can switch between your own saved contacts and the default global address book.
- You can search your people or groups by typing in a name and clicking the magnifying glass.

Address Book & Options (Top Right)



- The Address Book Icon Opens the Global Address Book. You can also quick search for someone through typing into the box that says “Find Someone”
- Options gives you choices for your managing, organizing, and forwarding your email. You can also change your password.

Options Menu – Quick Features











- The most common needed features are available through quick features in Options.

Where to find more help



- This icon is available in the upper right corner of most Outlook Web App windows and can provide you with help specific to the area you are working in.

Where to find more help

 1-2-3	Getting Started with Outlook Web App Learn about the things you can do with your e-mail account.	 E-Mail Setup Set up your favorite e-mail program to use with your Outlook Live account.
	Chat in Outlook Web App Learn how to use instant messaging in Outlook Web App.	 Use Rules to Automatically Forward Messages to Another Account Use rules to automatically forward or redirect incoming mail to another account.
	Create a Message Create and send a message.	 Learn About Inbox Rules Create rules for managing your incoming e-mail.
	Search for an Item Learn how to search for items in your Inbox.	 Working with Attachments Attach documents to messages or meeting requests.

- Some common Online help options from Microsoft.
- Please note that “Chat in Outlook Web App” is not supported at MCC.

Additional Help options

- Students, please contact our 24 hour student helpdesk at 866-718-5170.
- Faculty and Staff, please contact the Faculty/Staff helpdesk at 231-777-0351 or email helpdesk@muskegoncc.edu.