MCC E-mail Off Campus

Using the Outlook Web App at Muskegon Community College
New Screen, Same Login

- 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.
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)

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Options Menu – Quick Features

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

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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

- 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.