Outlook 2010 Web Access (OWA)
Quick Reference Guide

The OWA 2010 Screen

GETTING STARTED WITH MAIL BASICS

- Access OWA using this link
  [https://mail.dcboces.org/owa](https://mail.dcboces.org/owa)

- The Navigation Pane allows you to select mailbox folders & Outlook Web applications (Mail, Contacts, Calendar, and Tasks).

- To create your E-mail signature:
  - Click the Options button at the top right side of the main screen and choose See All Options.
  - Select Settings on the left side to go to Mail options. Type in your signature.
  - Tick the box at the bottom to ensure all of your new messages show your signature and select Save.

- The Reading Pane allows you to view the content of the selected message. This can be moved or turned off via the View Action dropdown menu.

- Create new folders by right-clicking on your Mailbox name and selecting Create New Folder.

- Setup your Out of Office notification: click Options and choose Set Automatic Replies. Fill in the required information, tick the appropriate checkboxes to send Out of Office messages for a specified period of time. Type in the text you want to send to both Internal and External users. Click the Save button.
MAIL BASICS: WITHIN A MESSAGE

The toolbar within a message looks like this:

- Add attachments to your message
- Save a copy of the message as draft.
- Insert a photo into the message
- Access Global Address Book or Contacts
- Check spelling
- Choose High or Low importance
- Insert Signature

- Set Options within an E-mail: When creating a new message, click the Options menu at the top of the E-mail to:
  - Set E-mail importance
  - Request a delivery receipt
  - Request a read receipt

CALENDAR

- Click the Calendar button on the Navigation Pane to open your calendar.
- Choose your Calendar view preferences from the toolbar buttons to select Day, Week, or Monthly options.
- Create a new appointment or meeting Request using the New button.
- When creating a meeting request, use the Scheduling Assistant tab to show suggested times based on people’s availability.
- Share your calendar using the Share button. Choose Share this Calendar and click on the To... link to select recipients. Choose the level of access and send.

Contacts

- Click the Contacts button on the Navigation Pane to open your calendar.
- Choose whether to display a preview of Contacts details from the View button.
- Access the Global Address Book by clicking the address book icon toward the top right side of the window.
- Arrange contacts by clicking on the Arrange by link.