



Outlook Web App 2010

Getting Started Guide

November 2011

Overview

This document is intended to briefly introduce you to Outlook Web App (OWA) 2010, and show the main differences between Outlook Web Access (2007) and Outlook Web App (2010). This is not a comprehensive document on email usage. For full documentation on OWA, please log into email and access the online help by clicking the ? icon in the upper right and choosing Help.



Looks the same in Internet Explorer, Firefox and Safari

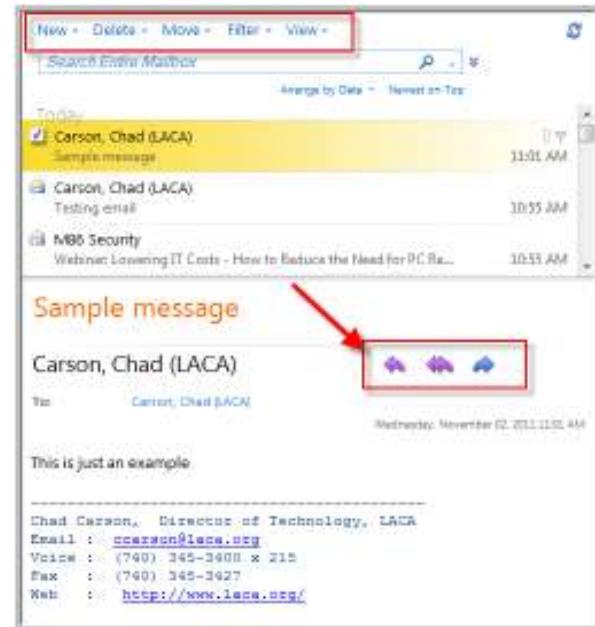
In OWA 2007, only the “Lite” version was supported in Firefox and Safari. To use the more advanced features of email, you had to use Microsoft Internet Explorer. This has changed in OWA 2010. It looks the same and has full functionality in Internet Explorer, Firefox and Safari browsers. Note that Safari on iPads does not support Flash, therefore, only the “Lite” version can be used on iPads. The recommended setup for iPad is to add an “Exchange” email account and use that, rather than OWA.

Basic Email Functions (New, Delete, Move, Reply, Reply All , Forward)

While the New, Delete, and Move options have remained in a menu at the top of your message list, the Reply, Reply All and Forward options have moved from this menu to the header of the message itself.



Remember, hovering your mouse over an icon will pop up a small window telling you its function, if you forget.



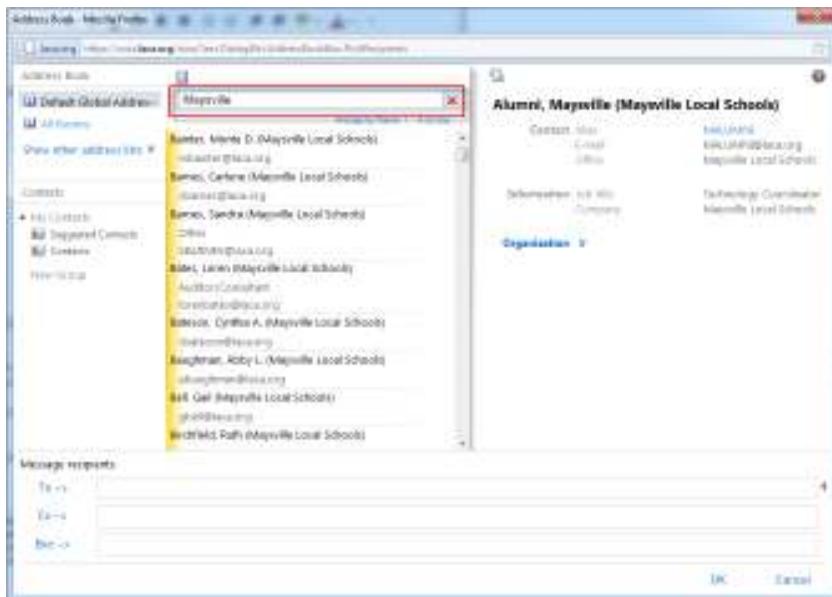
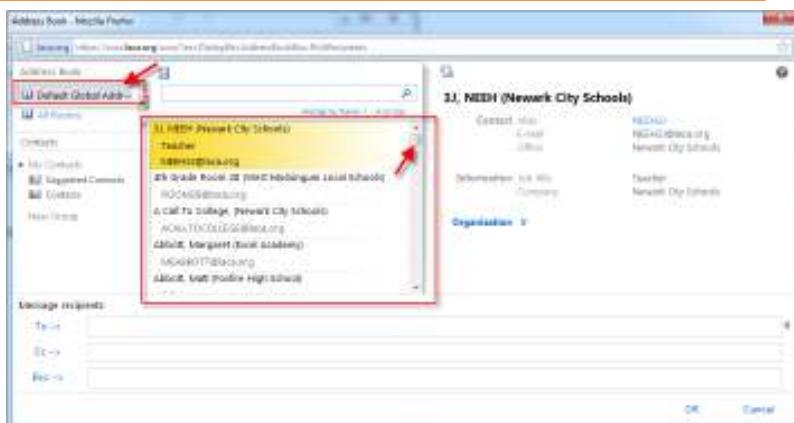
Old Menu Bar from OWA 2007 for comparison



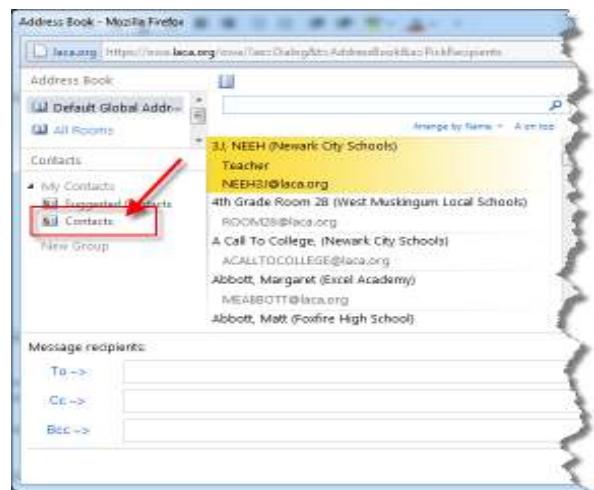
Address Book

The address book has changed significantly in the new version of email.

When you first enter the address book, the Default Global Address Book is selected. This is a full listing of all LACA email addresses from all schools. By scrolling in the highlighted area, you can view the entire list alphabetically.

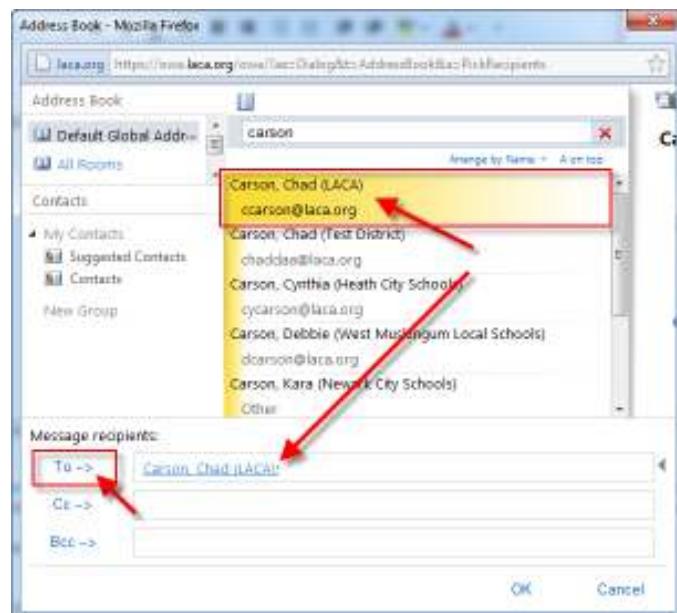


Type a name in the search box to search by name. This can be any part of the email display name. You can enter only part of a first or last name, and you can even enter a district name here to bring up all members of that district, as shown in the example to the right.



Click on "Contacts" to view your own personal contacts, instead of the Default Global Address Book.

You can select a person two ways. You can double click the person to add them to the "To" line, or you can highlight the person, then click the "To" button (or the CC / BCC button) to add them to the appropriate line. Click OK when finished to return to your message.



A quick way to find someone is to click the "Find Someone" link in the upper right corner. Just enter part of a name and hit enter, and you will be presented with a list of matches to choose from.



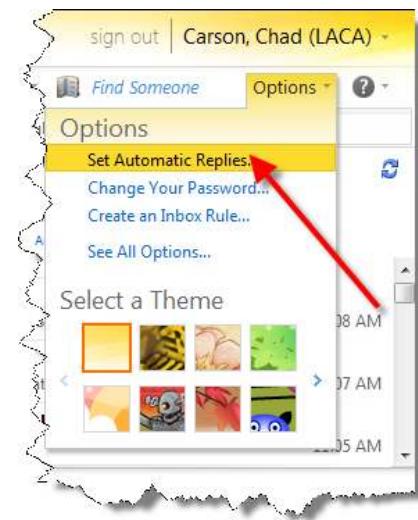
Click the person to pull up their full information.



Then click the name beside the "Alias" to start a new message with this person already filled in on the "To" line.

Out of Office

To set your “Out of Office” notifications, click Options in the upper right corner, and choose “Set Automatic Replies”.



Changing your password

To change your password, click Options in the upper right corner, and choose “Change Your Password”.



Conclusion

If you are having trouble or cannot find answers to your questions in the help, please send any questions about the Outlook Web App 2010 email system to email@laca.org, or call LACA at 740-345-3400.