

**To learn how to work with Outlook Web Access (OWA), follow these instructions:**

### **What Is OWA?**

Outlook Web Access is our new web-based email client. It is very easy to use and can be used from anywhere to manage your Rich Township email account.

### **Accessing OWA:**



You can always access OWA through the District or Campus websites; look for the access web mail link. In addition you can open a web browser and type in the following address (URL): **DO NOT TYPE www**

<https://mail.rich227.org>

This easy-to-remember link will take you straight to the OWA Login.

### **OWA Instructions:**

Your OWA page is very easy to learn. If you can use other web-based email applications such as AOL or Hotmail you can probably figure out the basics of OWA right away. You will quickly see that OWA is far more powerful than other web-based clients. To become a master of OWA you should read through the supplied documentation. It will teach you how to work effectively with email, scheduling, and contact management.

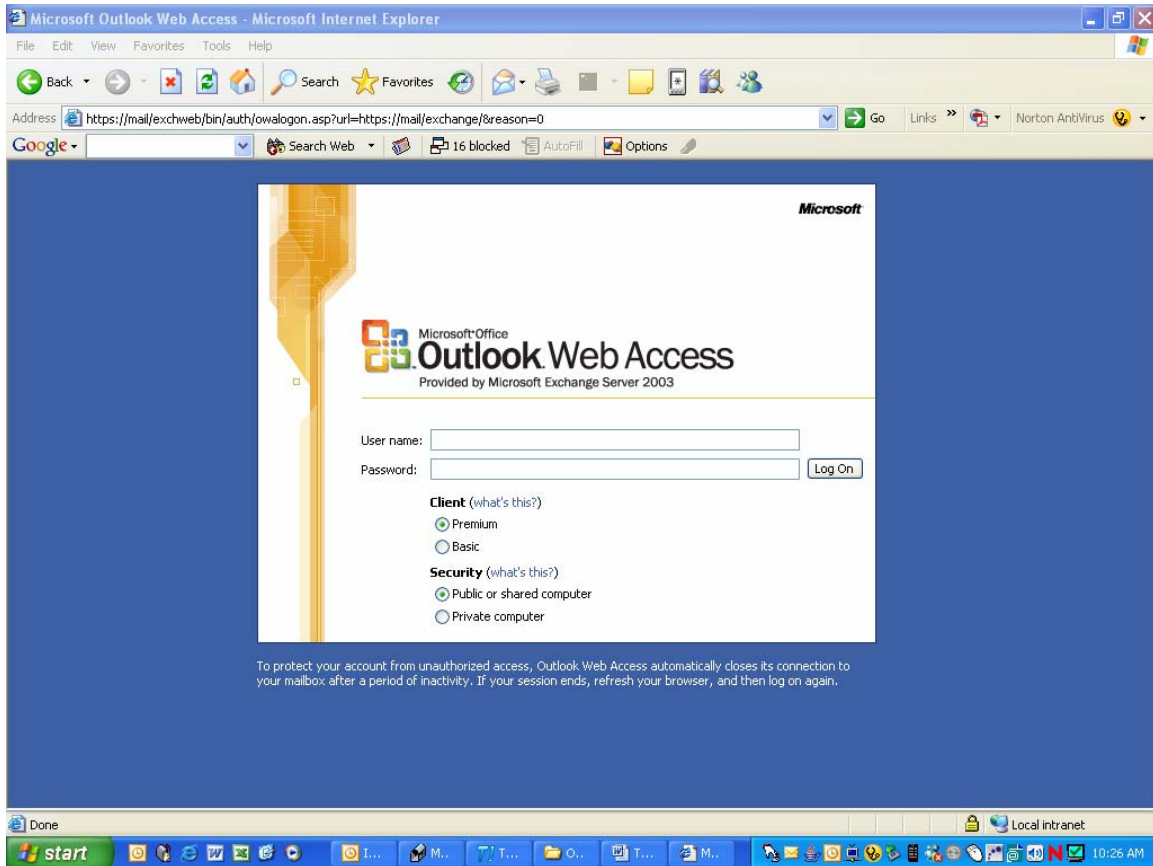
To access this documentation, you will first have to login to OWA.

### **Logging On:**

You will need to know your e-mail address and e-mail password. You

will be prompted to enter a user name, this is your email address, enter it, then tab to the password field and enter your e-mail password **(NOT your network or AS/400 password)** and click on the Log On button.

**IMPORTANT:** Review the Client and Security setting and select the appropriate action prior to logging on. If you need additional information regarding the choices select the [\(what's this?\)](#) link.



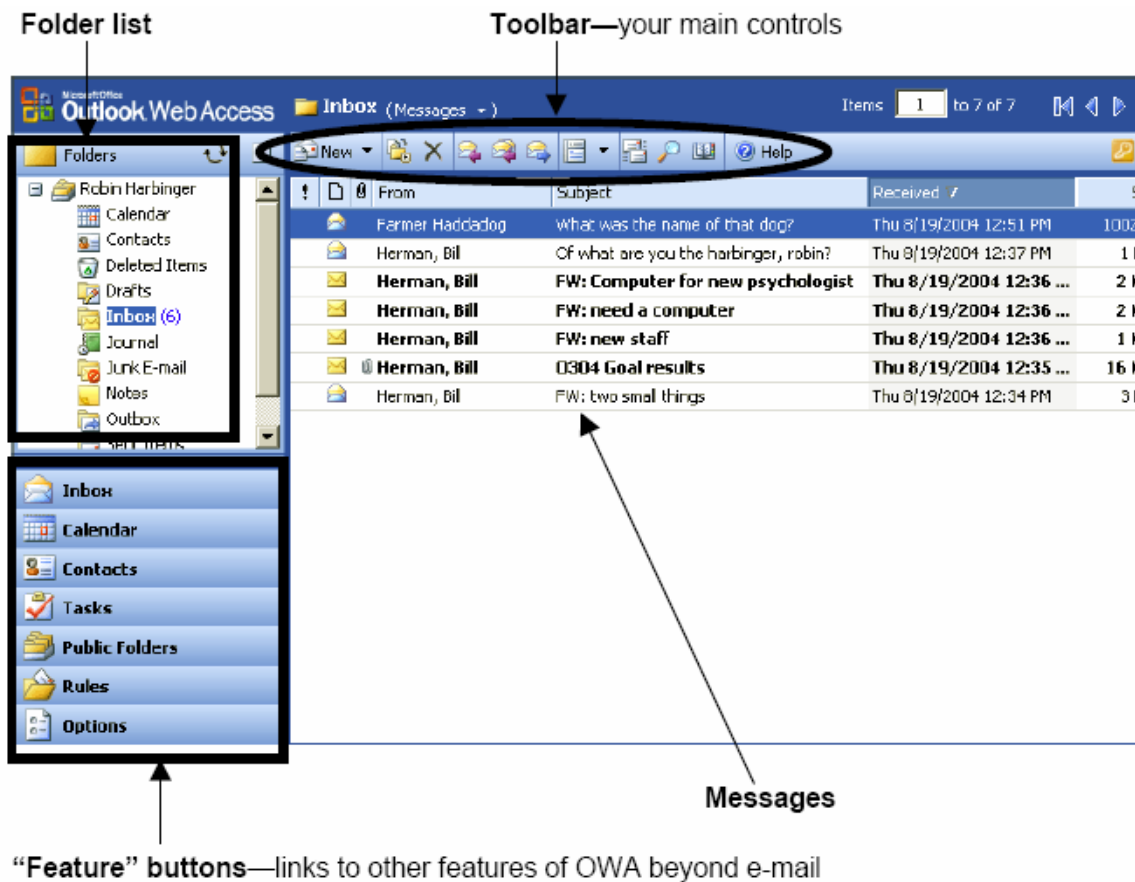
## Security and Logging off:

OWA uses a logon page for better security. Logon credentials are stored in a cookie rather than in the browser session. When you click the logoff button in OWA, the cookie is deleted, preventing any access without a new logon. In the old version, you had to close all browser windows before you were really logged out.

Your OWA session will automatically log you off after a certain amount of time. When you logon, you specify what kind of computer you are using. If you select Private Computer, your session will timeout after 24 hours. If you select "Public or shared computer" your session will

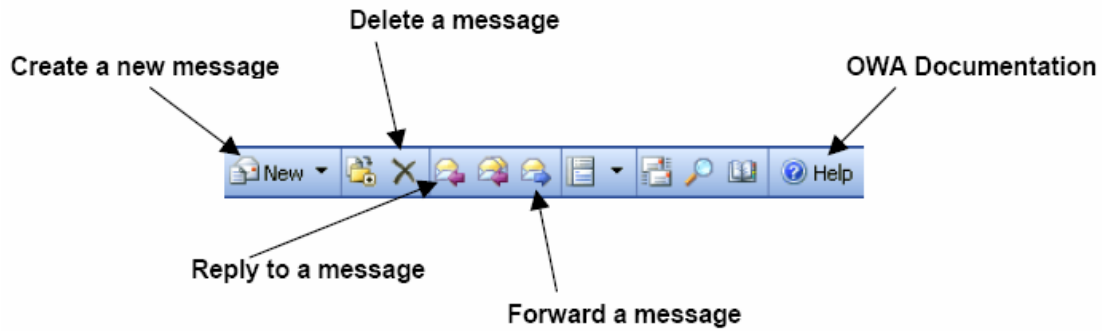
be closed after 15 minutes. Even if you leave your browser open and someone tries to use it, they won't be able to do anything.

## Features of your inbox:



## Functions of the Toolbar Buttons

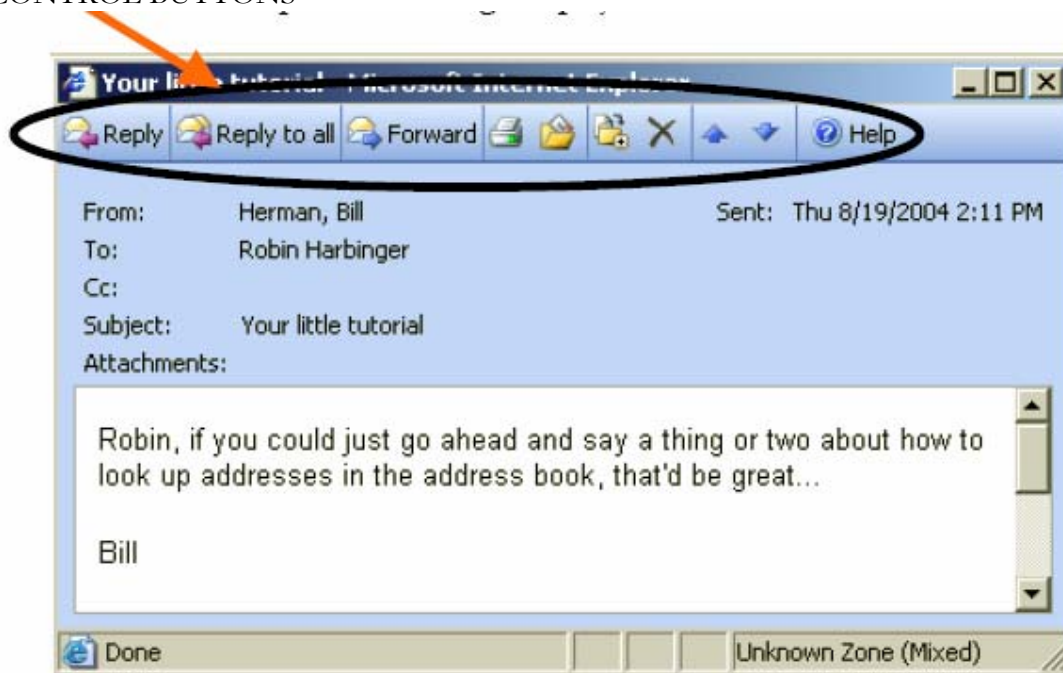
The buttons on the toolbar let you control e-mail messages in OWA: **use these buttons to create, reply to, delete, forward, and file messages after selecting them (clicking once on them) in the message window.** You can find out what each button does by “mousing over” it—that is, holding the mouse arrow over it, without clicking. When you do this, a little flag will pop up and tell you what the button does. See figure below.



### Opening a message

To open a message, just double-click on it in your message window. You can then read the message, and deal with it (reply to it, delete it, file it, forward it) using the **control buttons** at the top of the message display window:

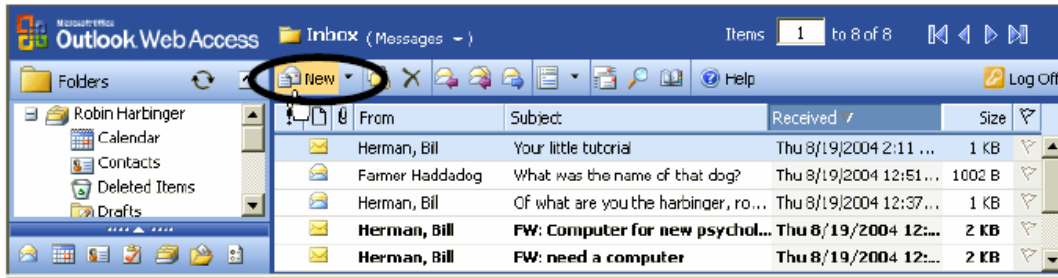
#### CONTROL BUTTONS



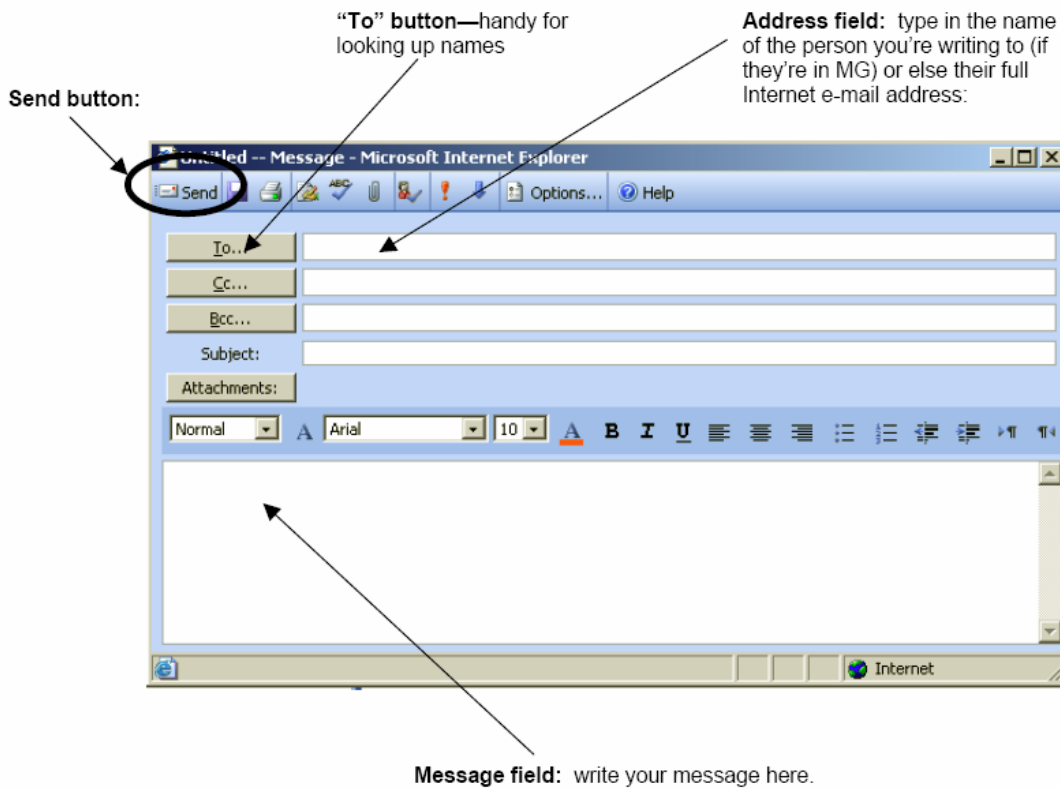
### Composing and sending a message

You can open the “message composition window” (place where you type in a message)

either by replying to a message you've received, or by creating a new message:

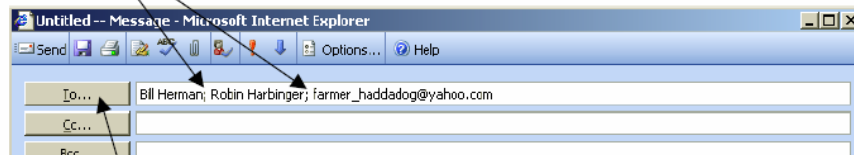


### Features of the message composition window:



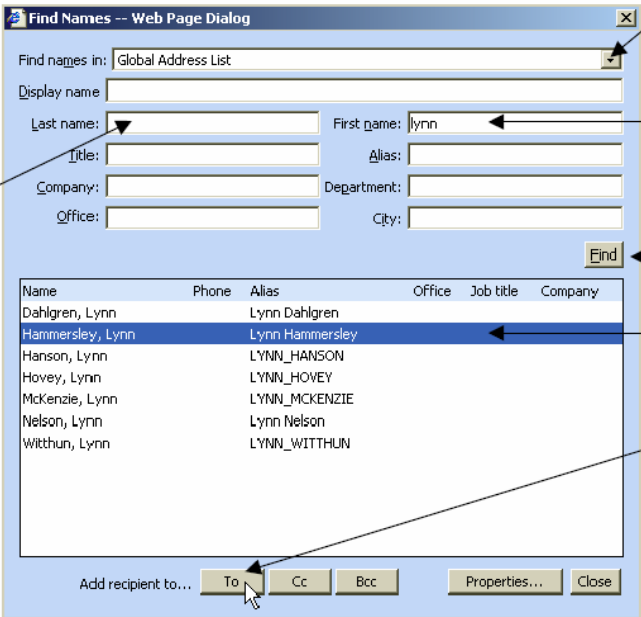
## Tips on addressing messages

--Use semi-colons to separate the names of people you're writing to:



--Use the "To..." button next to the address field to look up names if you don't know how to spell them. This will open the "Find Names" window. By default, you'll be looking up names in the MG system, but you can also look up names in your personal contact list.

### The "Find Names" window and its features



(Click here to look up names in your personal contact list)

Type the **first name** of the person you're looking up.

Click on Find

Pick the right Lynn by clicking once on the one you want.

Click on "To" to address your message to the person you picked.

(You can also type in part or all of their **last name**)

Name	Phone	Alias	Office	Job title	Company
Dahlgren, Lynn		Lynn Dahlgren			
Hammersley, Lynn		Lynn Hammersley			
Hanson, Lynn		LYNN_HANSON			
Hovey, Lynn		LYNN_HOVEY			
McKenzie, Lynn		LYNN_MCKENZIE			
Nelson, Lynn		Lynn Nelson			
Witthun, Lynn		LYNN_WITTHUN			

1. Type a first name, or the beginning of a last name, into the "First Name" or "Last Name" field, and click on "Find".
2. From the list of matching names that appears, click once on the name you want.
3. Click on the "To..." button at the bottom of the Find Names window.
4. If you want to look up other people to send the message to, repeat the process; otherwise, click on "Close". The message you're composing will now be correctly addressed.

### Getting Help:

The best resource in learning how to use OWA is the Help feature of the program.

[Help](#)

Clicking on this link will open the OWA documentation:



Reading this documentation will make you an OWA expert!