



THE UNIVERSITY OF WINNIPEG

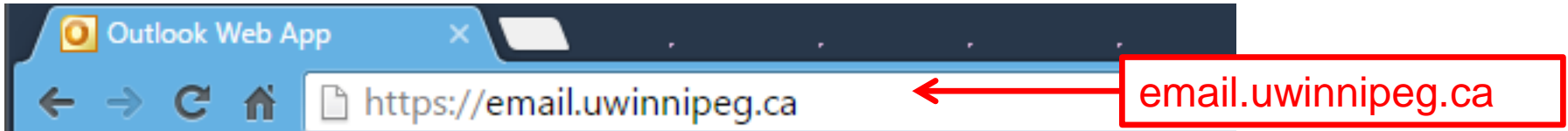
Outlook Web Access 2016

Basic Navigation



DISCOVER · ACHIEVE · BELONG

Launching Outlook Web Access (OWA)



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Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer
- Use Outlook Web App Light
- I want to change my password after logging on

E-mail Address:

Password:

Log On

Click – Log On

Public or private computer

Email address

Password

Layout

The screenshot displays the Microsoft Mail interface. On the left is the navigation pane, which includes a search bar and a list of folders such as Favorites, Inbox (with a count of 2), Sent Items, and folders for a 'testtanya user' (Inbox with 2, Drafts, Sent Items, Deleted Items with 1, Junk E-Mail, and Notes). The main area is divided into two panes. The left pane is the 'Reading Pane', showing a list of emails with details like sender, subject, and date. The right pane is the 'Reading Pane' for the selected email, displaying the header 'Faculty & Staff Bulletin: M...', the sender 'COMMUNICATIONS', and a list of 'Today's Contents' including links for a book launch, stage readings, candidate lectures, a public lecture, and a concert gala. Two red arrows point to the navigation pane and the reading pane, with red boxes and labels 'Navigation Pane' and 'Reading Pane' respectively.

Mail

Search Mail and People

New | Delete | Archive | Junk | Sweep | Move to | Categories | ...

Undo

Navigation Pane

Faculty & Staff Bulletin: M

COMMUNICATIONS

To: COMMUNICATIONS; | Reply all |

Mon 5/16/2016 11:54 AM

Faculty & Staff Bulletin: May 16

Monday, May 16, 2016 | Events Edition Today's Contents:...

Last week

COMMUNICATIONS

Faculty & Staff Bulletin: May 13

Fri 5/13

Friday, May 13, 2016 | News and Messages Edition Today...

Open Trouble Tickets Online

test from otto

Thu 5/12

No preview is available.

Technology Service Desk

test from service desk

Thu 5/12

No preview is available.

Tanya Anania

Testing from Outside email

Thu 5/12

one more time Tanya Anania

Reading Pane

Monday, May 16, 2016 | Events Edition

Today's Contents:

- [A Book Launch With Lisa Monchalin](#)
- ["Breaking Through" Stage Readings: May 22 – 28](#)
- [Theatrical Design Candidates Lectures: May 25 – 30](#)
- [Mayor Naheed Nenshi Public Lecture: May 31](#)
- [Virtuosi Concerts Gala: June 2](#)

Conversation View

Mail

Search Mail and People

New | Delete | Archive | Junk | Sweep | Move to | Categories | Undo

Inbox All

COMMUNICATIONS
Faculty & Staff Bulletin: May 16 Mon 11:54 AM
Monday, May 16, 2016 | Events Edition Today's Conte...

Last week

COMMUNICATIONS
Faculty & Staff Bulletin: May 13 Fri 5/13
Friday, May 13, 2016 | News and Messages Edition To...

Open Trouble Tickets Online Thu 5/12
test from otto
No preview is available.

Technology Service Desk Thu 5/12
test from service desk
No preview is available.

Tanya Anania Thu 5/12
Testing from Outside email
one more time Tanya Anania ...

Tanya Anania Thu 5/12

testtanya user Sent Items

Tanya Anania Thu 5/12

Tanya Anania Thu 5/12

Testing from Outside email

Tanya Anania <tdohan@hotmail.com>

Reply all

To: testtanya user; Thu 5/12/2016 9:00 AM

one more time

Tanya Anania

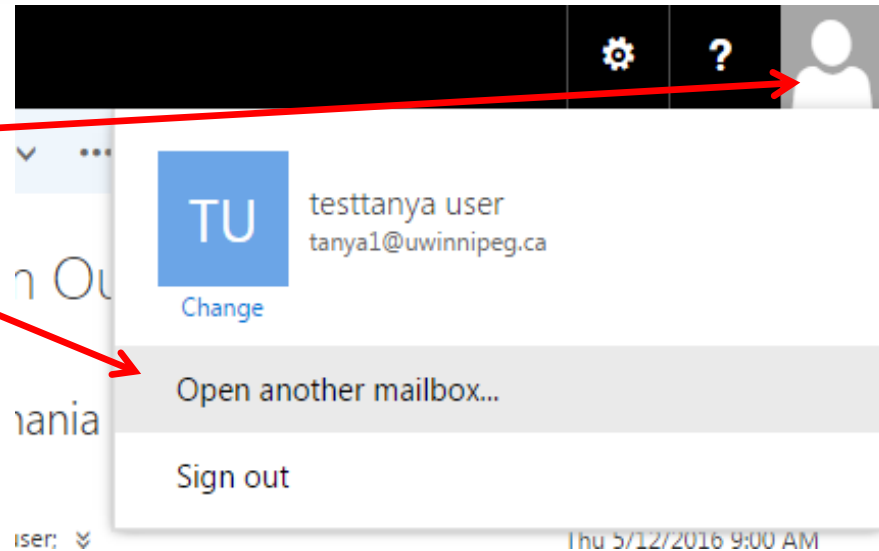
testtanya user
Testing conversation view Thu 5/12/2016 8:48 AM

Tanya Anania <tdohan@hotmail.com>
This is a test from an outside email Tanya Anania Thu 5/12/2016 8:45 AM

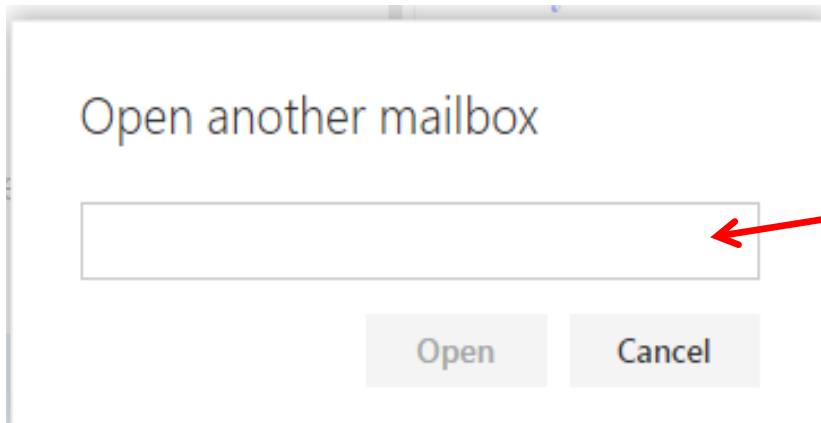
Conversation view groups emails within the same conversation together

Opening another Mailbox

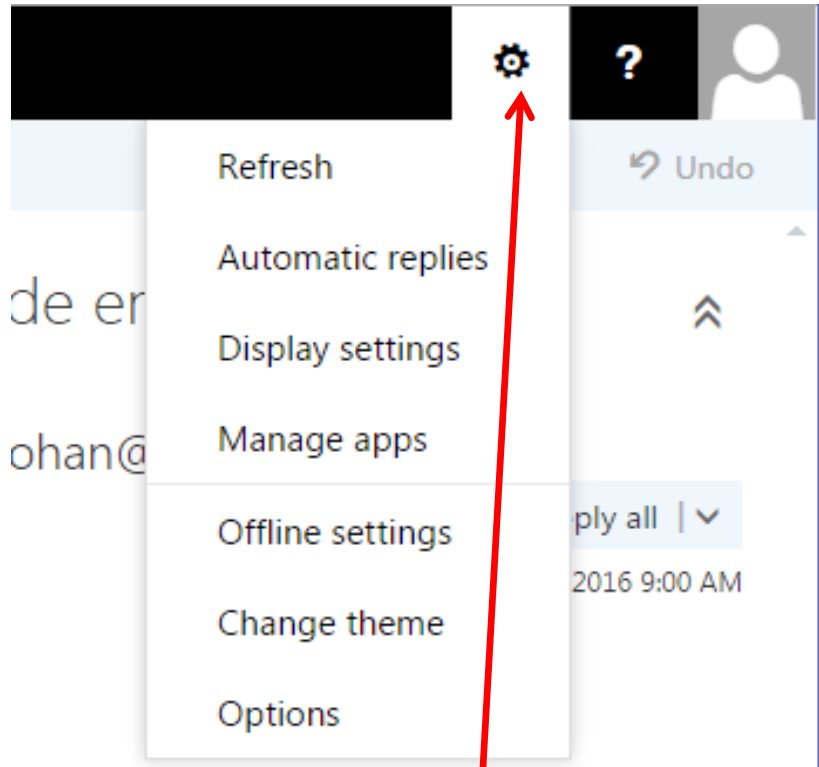
How to open another mailbox



Type in the name of the mailbox you wish to open



Settings



Here you can create your out of office reply, change your display, change your theme and get into the general options

Settings have changed and have added features

Setting up Automatic Replies

✓ OK ✕ Cancel

Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

Don't send automatic replies

Send automatic replies

Send replies only during this time period

Start time: Tue 5/17/2016 11:00 AM

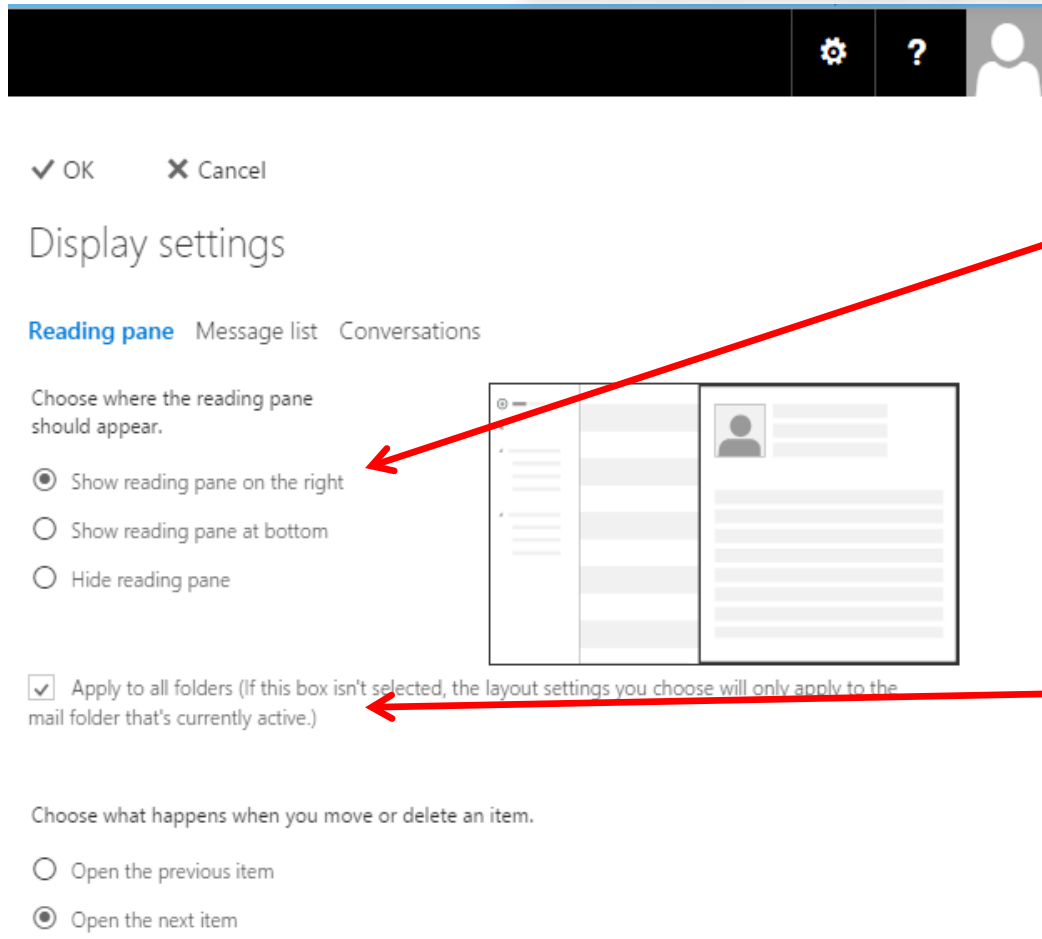
End time: Wed 5/18/2016 11:00 AM

Send a reply once to each sender inside my organization with the following message:

B *I* U Aa A⁺

Under the settings you will get the following screen – here you can set up your out of office replies

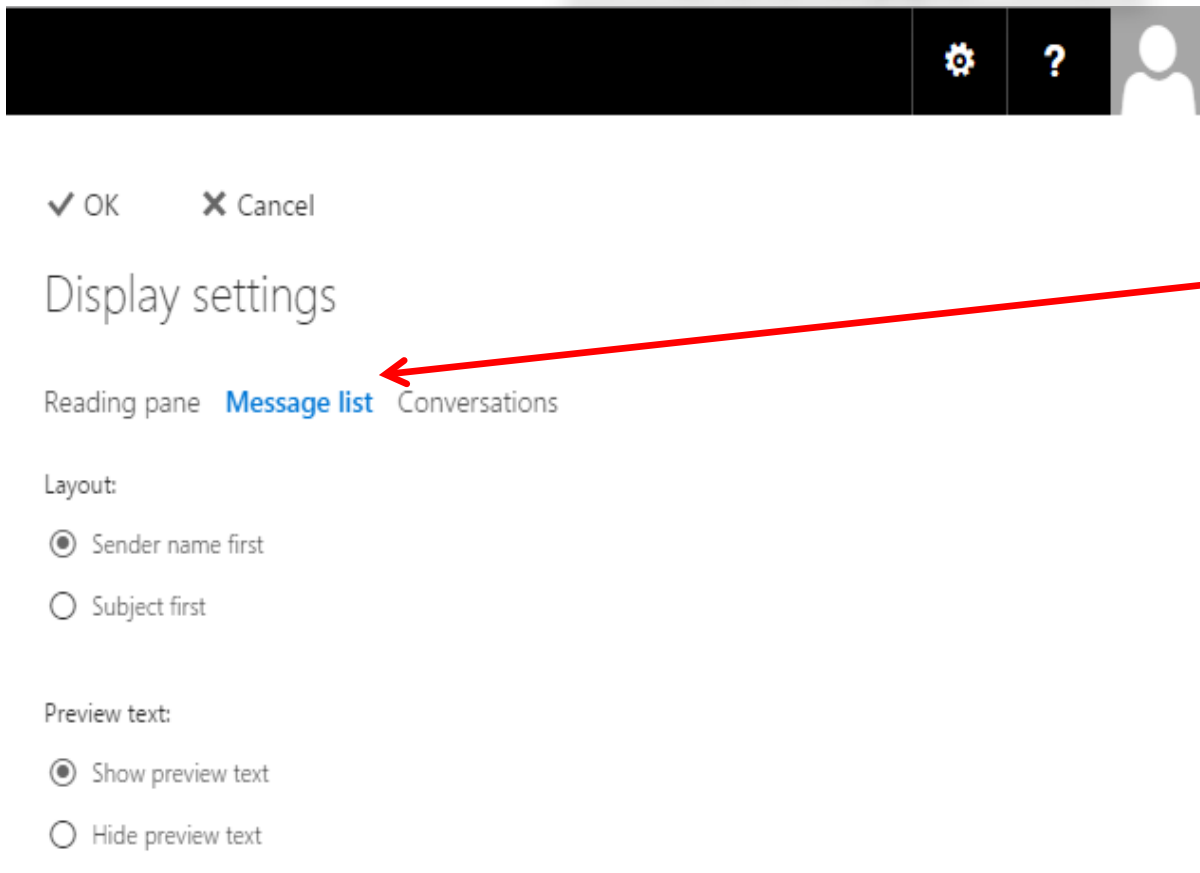
Reading pane



This is where you can choose to have your reading pane on or off, on the right or the bottom

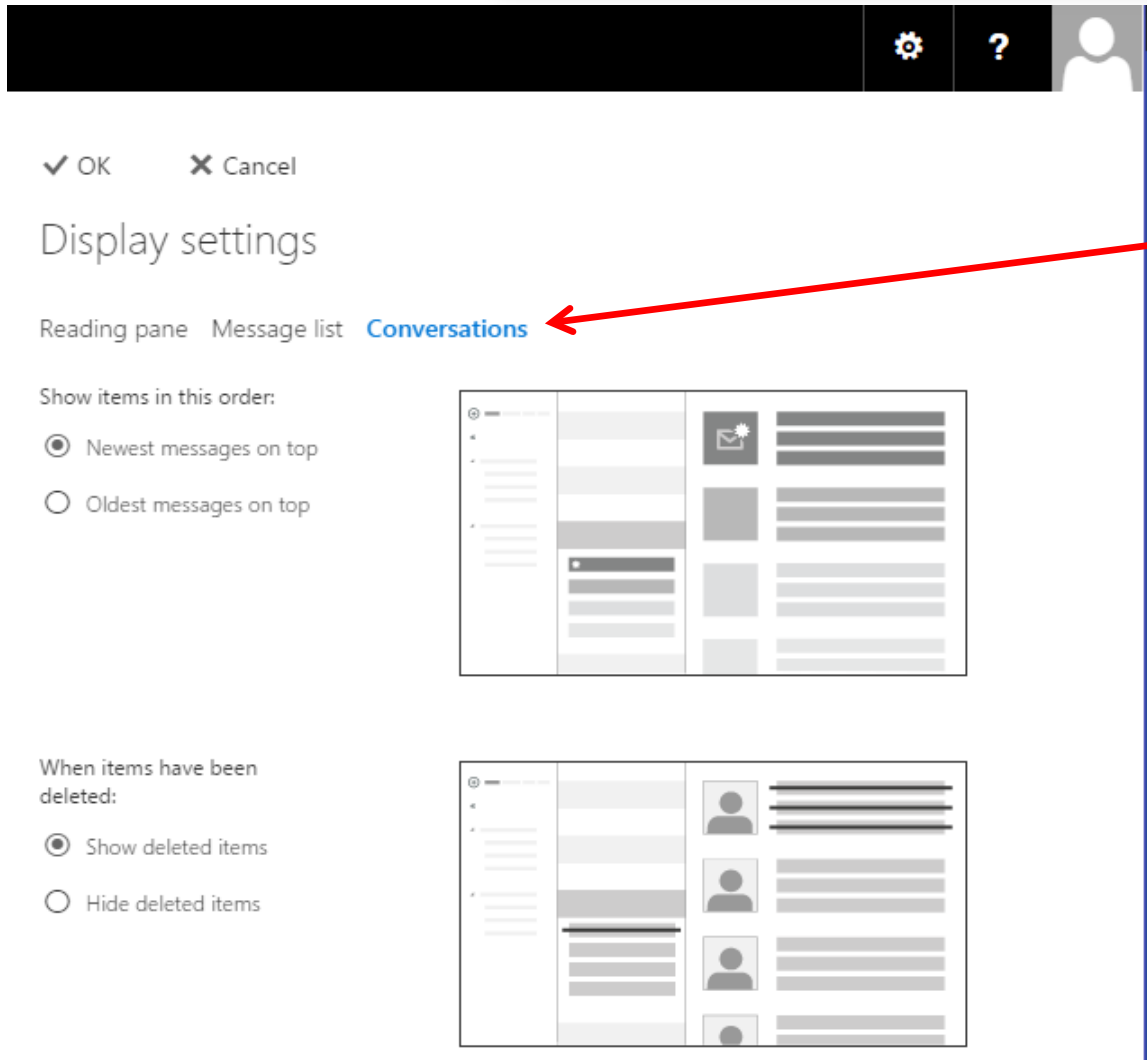
Please note that if this is checked off then this will apply to all of the folders for the reading pane view

Message list



This is where the layout for your messages are located. You can choose from 'sender name first or subject first'

Conversations



Here you choose to have the newest message on top or the oldest for the conversation view

*Please note: Conversation view cannot be turned off in OWA

Setting up inbox rules

The screenshot shows the Outlook Mail interface. On the left is a navigation pane with 'Options' selected. Under 'Options', the 'Mail' section is expanded, and 'Inbox and sweep rules' is highlighted. The main content area is titled 'Inbox rules' and contains the following text: 'Choose how email will be handled. Click the "+" icon below to create a new rule.' Below this text is a table with a '+' icon, a trash icon, and up/down arrows. The table has two columns: 'On' and 'Name'. Below the table is a horizontal line. Under the line, there is a link: 'If your rules aren't working, click here to report the problem.' Below that is the 'Sweep rules' section, which says 'These rules run at regular intervals to keep your inbox clean.' At the bottom of the sweep rules section is another table with a trash icon and two columns: 'On' and 'Name'.

The screenshot shows a settings menu in Outlook. At the top right, there is a gear icon (Settings) circled in red. Below it is a list of options: 'Refresh', 'Automatic replies', 'Display settings', 'Manage apps', 'Offline settings', 'Change theme', and 'Options'. The 'Options' option is circled in red. A red arrow points from the 'Options' option to the 'Inbox and sweep rules' option in the screenshot on the left.

Under the settings you will get the following screen – here you can set up rules for your mailbox

How to create a new email

The screenshot displays the Microsoft Outlook Mail interface. The top ribbon shows the 'New' button circled in red, with a dropdown menu open showing 'Email message'. A red arrow points from a text box to this button. The bottom ribbon shows the 'Send' button circled in red, with a red arrow pointing from another text box to it. The main area shows a new email composition window with fields for 'To:', 'Cc:', and 'Subject:', and a rich text editor.

To create a new message click on New mail shown here

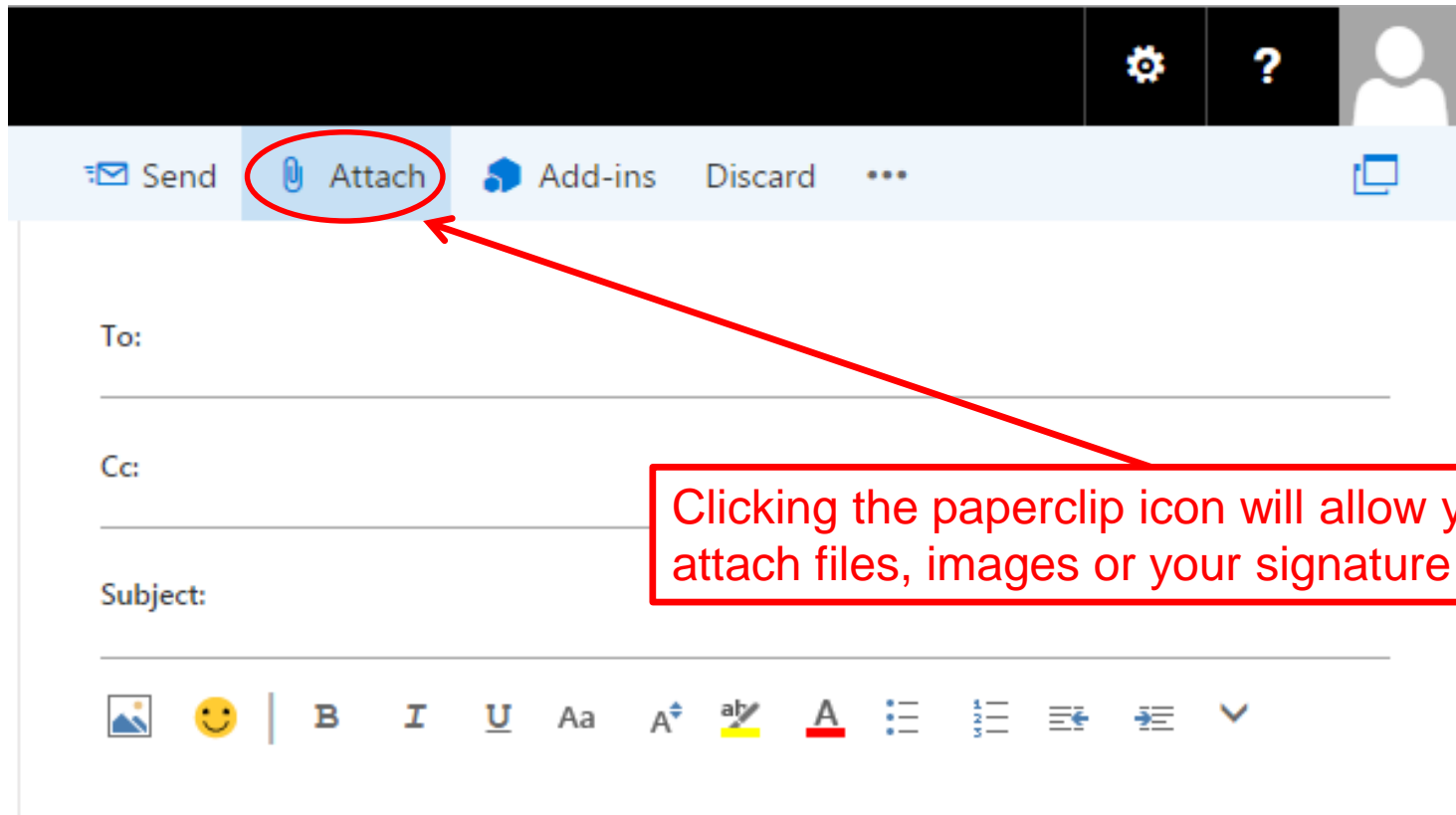
The email will open up inside the same window. Click on here to open it in a new window

How to create a new email cont'

The image shows a screenshot of an email client interface. At the top, there is a toolbar with buttons for 'Send', 'Attach', 'Add-ins', and 'Discard', followed by a three-dot menu icon. A red arrow points from a text box to this menu icon. The menu is open, displaying options: 'Save draft', 'Show Bcc', 'Show From', 'Check names', 'Set importance', 'Set permissions', 'Switch to plain text', and 'Show message options...'. A red arrow points from the text box to the 'Set importance' option. Below the menu is the email composition area with fields for 'To:', 'Cc:', and 'Subject:'. At the bottom of the composition area is a rich text editor toolbar with icons for image, smiley, bold, italic, underline, text color, background color, and text color. Below the email client is a browser address bar showing the URL: <https://email.uwinnipeg.ca/owa/?ae=Item&a=New&t=IPM.Note&cc=MTQuMi4zMTguNCxlt>. Below the address bar is a toolbar with icons for 'Send', 'Print', 'Attach', 'Image', 'Bookmarks', 'Check for updates', 'Warning', 'Download', 'Print', 'Options...', and a dropdown menu set to 'HTML'. A red arrow points from the text box to the 'Options...' button in the browser toolbar.

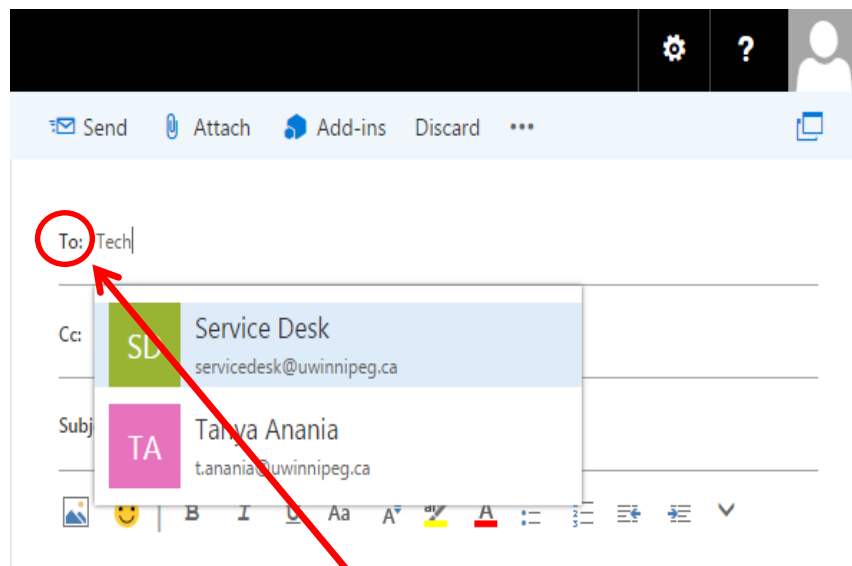
Here is where you will find more options those were in the old version: check name, save and importance (see image below)

How to attach items to email

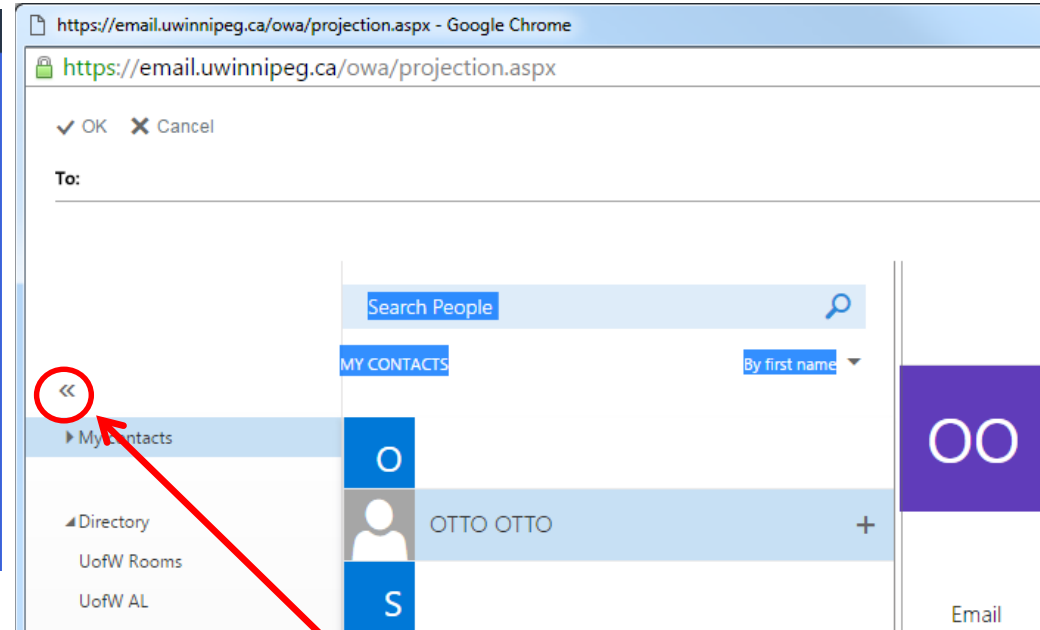


Clicking the paperclip icon will allow you to attach files, images or your signature

Opening the address book

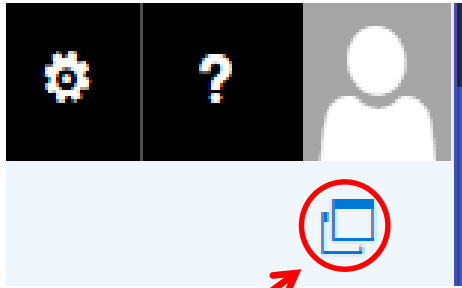


You can click on either the 'To:' button to get the address book or start typing in the name of the person

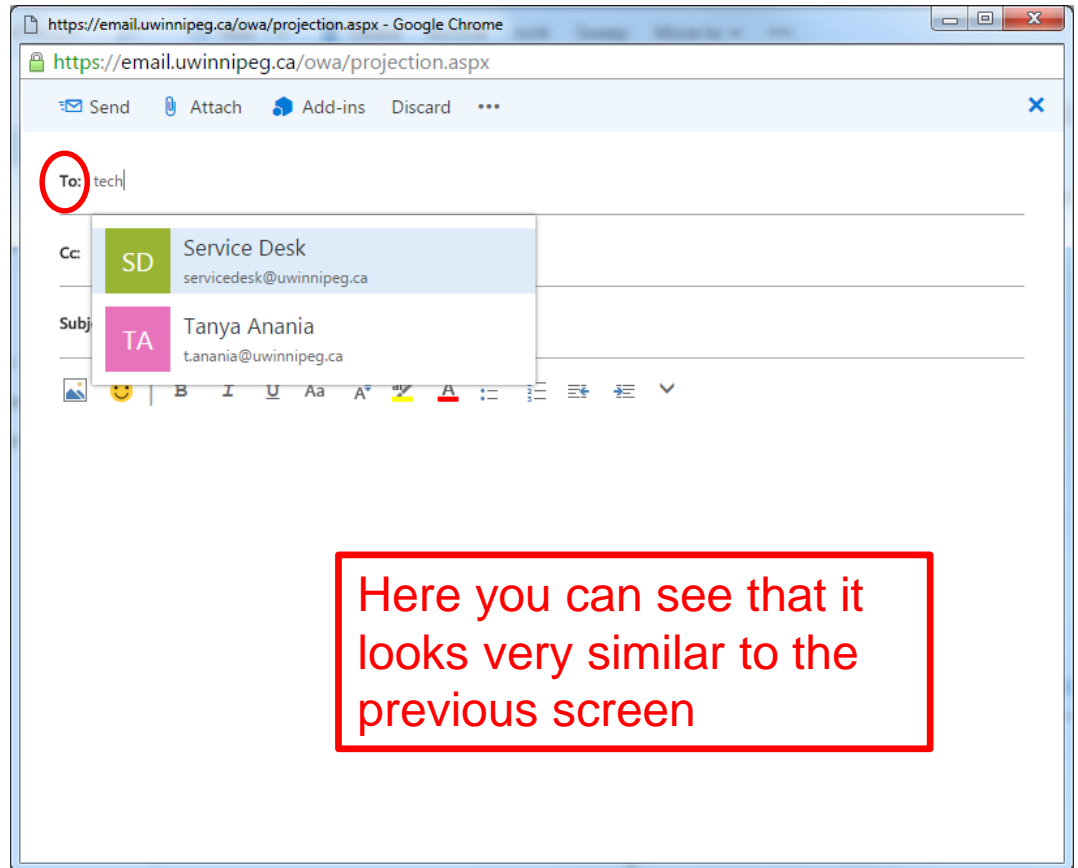


If you click on the arrows you will get the option for all your address books

Opening an email in new window



This will allow you to open a new email message in a separate window



Here you can see that it looks very similar to the previous screen

Creating an email signature

The screenshot shows the Microsoft Mail settings application. The top bar is black with a blue 'Mail' header. On the left is a navigation pane with 'Options' at the top, followed by 'Shortcuts' and 'General' settings. Under 'Mail', the 'Email signature' option is highlighted in blue. The main content area is titled 'Email signature' and contains a checkbox labeled 'Automatically include my signature on messages I send'. Below the checkbox is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), text color (Aa), background color (A*), text background color (A), bulleted list, numbered list, and a dropdown arrow. At the top of the main content area, there are 'Save' and 'Discard' buttons. Red annotations include a box around the 'Save' button with the text 'Click Save', a box around the 'Automatically include...' checkbox with the text 'Check off the box and type in your email signature', and a box around the 'Email signature' option in the left pane with the text 'Under options, Mail, layout you will find the email signature option.'

Click Save

Save

Discard

Email signature

Automatically include my signature on messages I send

B I U Aa A* A

Check off the box and type in your email signature

Under options, Mail, layout you will find the email signature option.

Message format

The screenshot shows the Microsoft Mail settings interface. On the left is a navigation pane with categories: Options, Shortcuts, General, Mail, Automatic processing, Accounts, and Layout. The 'Message format' option under 'Mail' is selected and highlighted in blue. The main content area shows the 'Message format' settings. At the top, there are 'Save' and 'Discard' buttons. Below that, there are two checkboxes: 'Always show Bcc' and 'Always show From'. A dropdown menu for 'Compose messages in this format' is set to 'HTML'. Below that is a 'Message font' section with a font dropdown set to 'Calibri', a size dropdown set to '12', and buttons for bold (B), italic (I), underline (U), and text color (A). A text area below contains the text 'Sample text'. Red annotations include a box around the 'Save' button with the text 'Click Save', a box around the 'Always show Bcc' and 'Always show From' checkboxes with the text 'Here you can choose the Bcc or From fields and how you would like to compose your message', and a box around the 'Message format' option in the left pane with the text 'Under options, Mail, layout you will find the message format option.'

Click Save

Here you can choose the Bcc or From fields and how you would like to compose your message

Under options, Mail, layout you will find the message format option.

Printing an email

1. Open the email you wish to print

2. Select "Print"

3. Check print preview

5. Select "Print"

4. Select printer and change any settings such as paper size as needed

