Outlook Webmail

User Guide (v1.0 – November 2007)
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Introduction
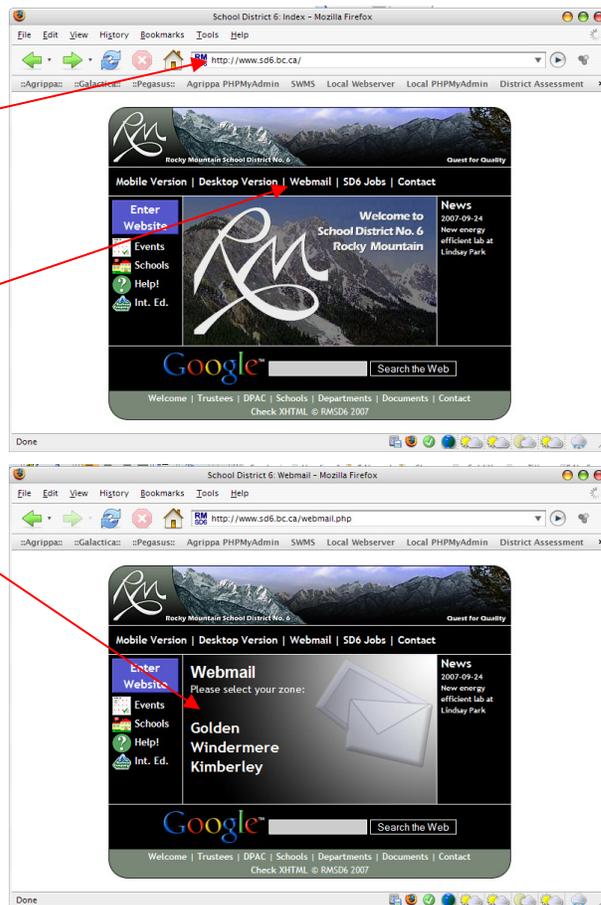
This guide will show you how to use the Outlook Webmail system.

Accessing Webmail

1) Open a browser and go to the SD6 Website http://www.sd6.bc.ca

2) Click on the Webmail link in the menu at the top of the first page

3) On the Webmail page select your zone from the list.

Logging on

On the Log On page type your **Username** and **Password** into the boxes provided and click the **Log On** button.

There are other options which you can safely leave as they are. If you are not using Internet Explorer 6 (or above) you will automatically get the basic interface called Outlook Web Access Light. This provides the same basic access to your email but leaves out some features. This may also be a good choice for users on a dial-up connection. Place a tick in the box beside **Use Outlook Web Access Light** before clicking the **Log On** button if you'd like to try it out.
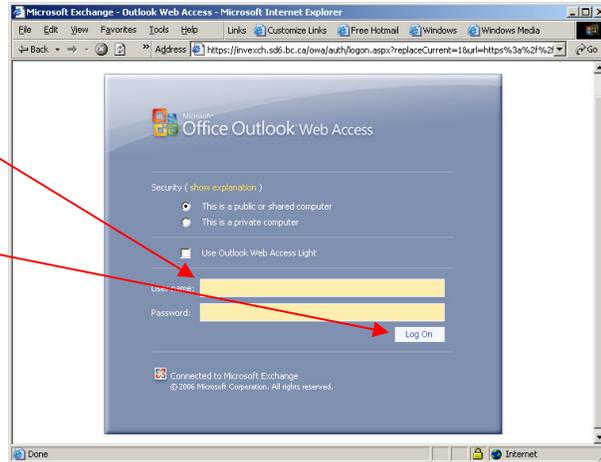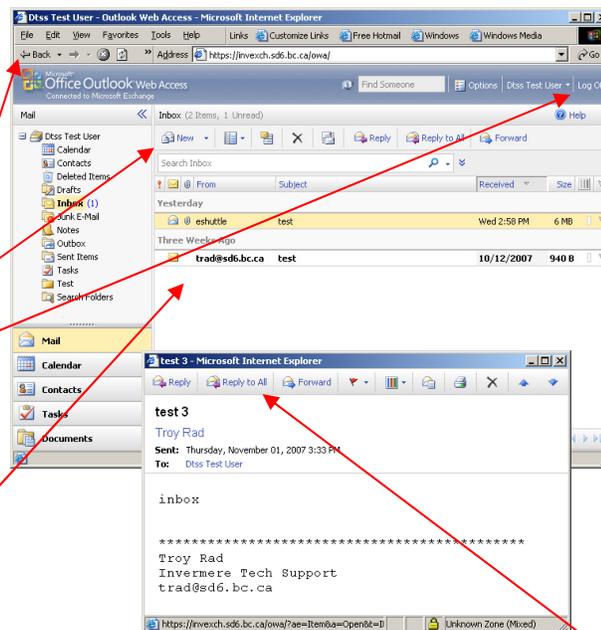
Basic use

Outlook Web Access (OWA) looks very similar to the desktop Outlook client. Do not use the browser **Back** button.

To create a new email use the **New** button. To log off use the **Log Off** button.

Down the left you will see your email folders and inbox. On the right you will see the contents of the current folder.

To open an email double click it, a new window opens displaying the email. You can then use the buttons at the top of the page to reply to it, forward it or delete it. You can also click once on the email in the main window and then use the buttons (which provide the same function) at the top of the list.

Address Book

You can use the SD6 address book which contains the address of every SD6 email user. When you create a new email just click on the **Address Book** button. It will open the Address Book in a new window.

You can also enter part of an address and click on the **Check Names** button to fill in the rest of the address (auto complete).
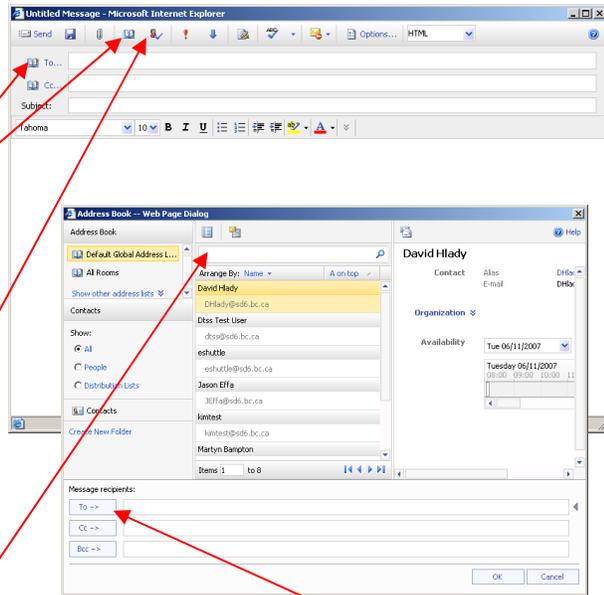
In the Address Book window you can search for a contact. To add addresses to the email click on the contact then press the **To ->** button, repeat this until you have added all the addresses you require. You can also use the **Cc ->** or **Bcc ->** buttons to Cc or Bcc people.

Contacts

You can access your contacts by clicking on **Contacts** on the left side of the screen.

In the contacts panel you can add a new contact using the **New** drop down menu then **Contact**, or just click on **New**.

This will bring up the a new window which will allow you to enter a new contact. You will need to allow pop up windows if asked. Click on **Save and Close** when you have finished entering information.