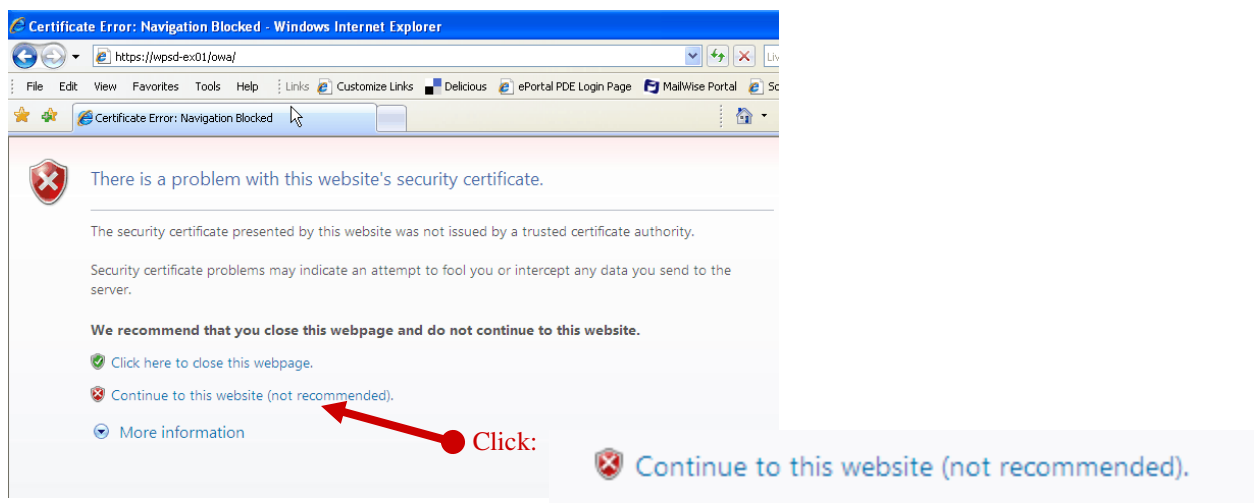


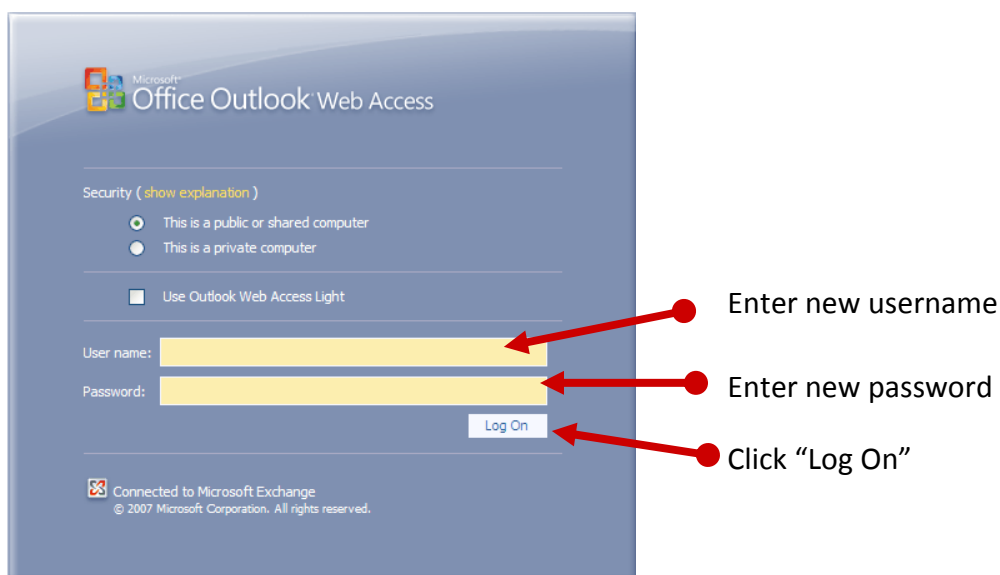
## Outlook Web Access (OWA) Email System

To access West Perry's Outlook Web Access (using any internet connection):

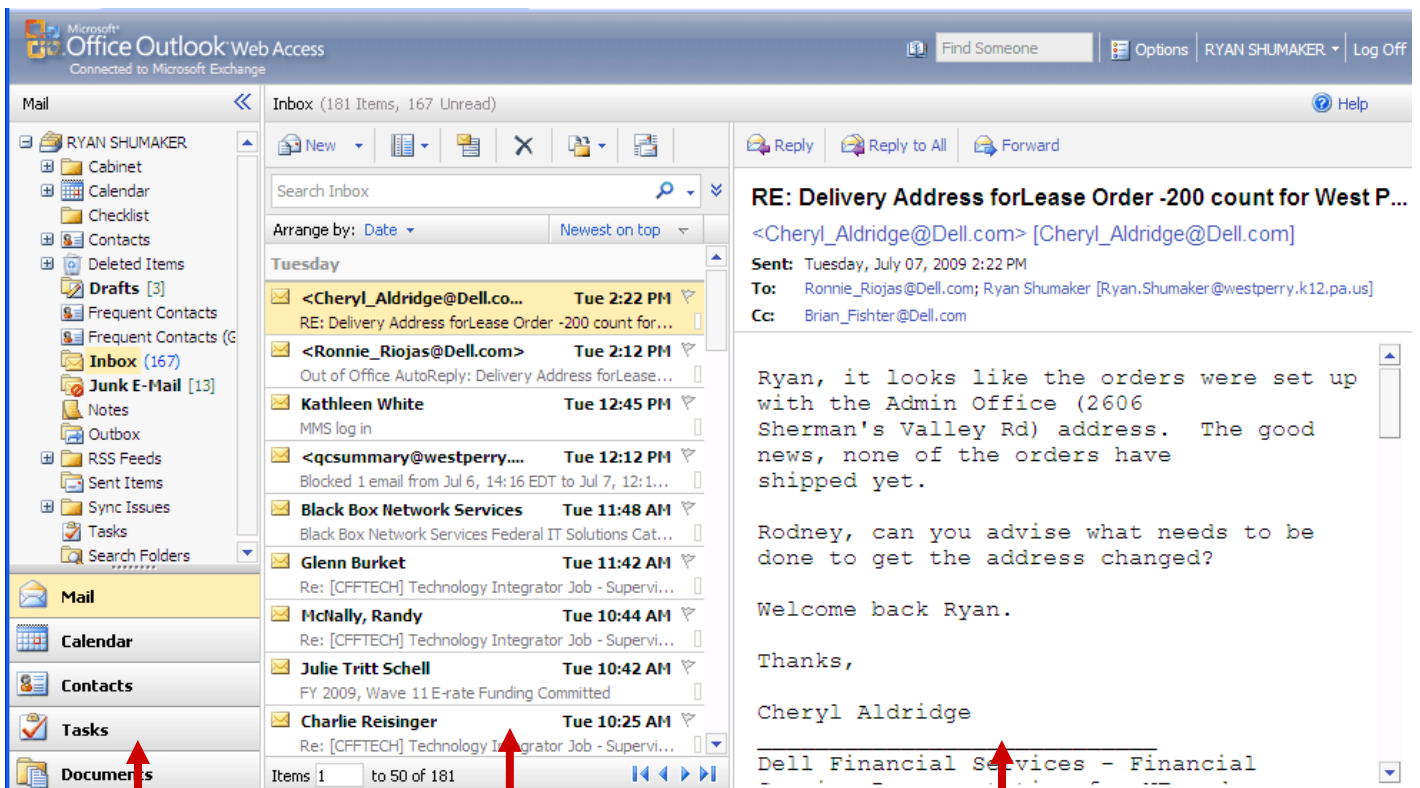
- Starting **Monday, July 20th, 2009**, either visit our website: <http://www.westperry.org> and click on the email link in the upper right-hand corner, or directly access email at: <https://mail.westperry.org>.
- Until we finalize all changes, the first thing you will see is a "Certificate Error" Window that looks like this (It is okay to click "Continue to this website"):



- Enter the Username and Password that you were given (you may have to call to get this information if you haven't already been given a new username and password for the NEW system). You can let the other settings as is:



- Once you get logged in, you will be looking at the Outlook Web Access User Interface. Take a few moments to get yourself adjusted to the layout. Below is the “Default” layout of the OWA window:



#### Folder List Pane:

Access to Inbox, Sent Items, Calendar, and all of the other features you are used to in Email.

#### Inbox Message List Pane:

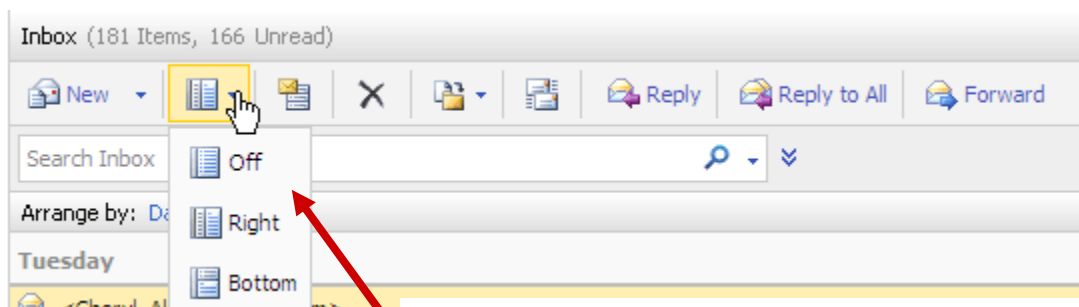
List of all emails currently in your Inbox, organized by date/time by default (most recent at the top). You can double-click the message in the Message list pane to open it and view it by itself.

#### Preview Pane:

Preview of the contents of the selected message.

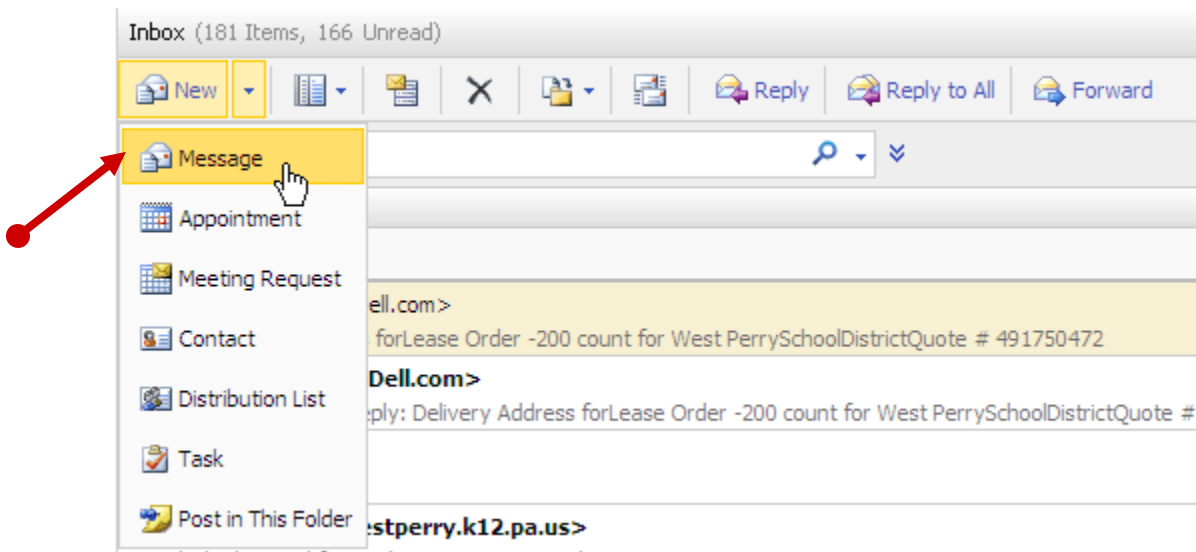
I usually turn this feature off to avoid opening/viewing messages that I didn't intend to view (Spam/viruses/etc). Also, the default Window looks too cluttered for my preferences.

- To Remove the Preview Pane and “simplify” the Window’s view, click on the “Show/Hide Reading Pane” Icon from the top menu:

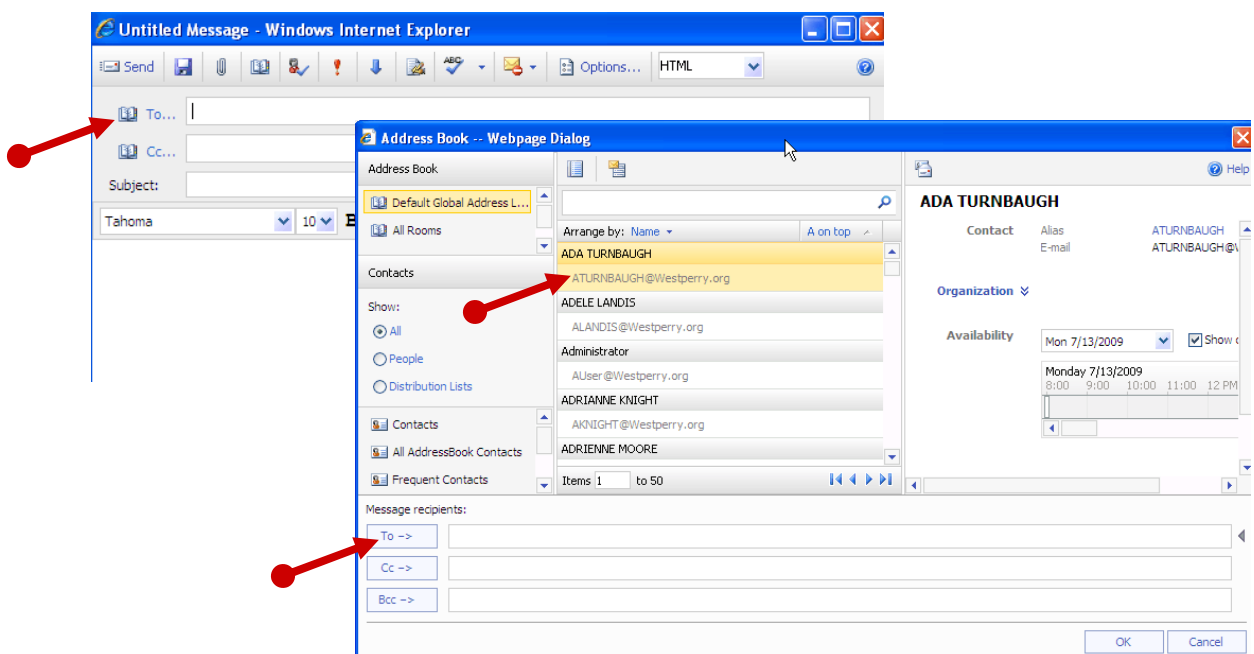


Click the “Show/Hide Reading Pane” and Click the Off icon.

- To Send a New Message to a person, click on the “New” Mail Icon, or click on the Arrow next to “New”, and choose message from the drop-down menu:



- Once you are in a New Message window, you can locate other people within the district by choosing the “TO: address book button”. Then once in the Address book, you will see all other people in the district sorted alphabetically by first name:

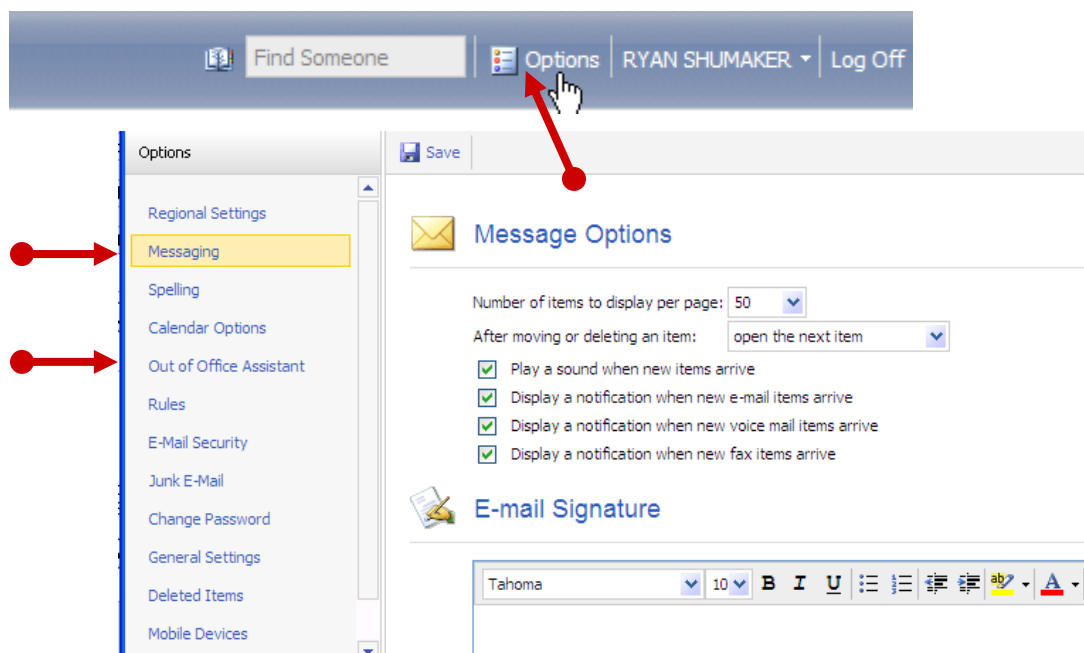


- You can double-click their name to add them to the TO: field or select their name (single-click) and then click on the [To:], [Cc:], [Bcc:] field button icons.
- You can also look through your Contacts, All Addressbook Contacts, Frequent Contacts to find people whom you have already saved in your address book in Groupwise, or contacts whom you correspond with frequently who have been saved to your frequent Contact List.

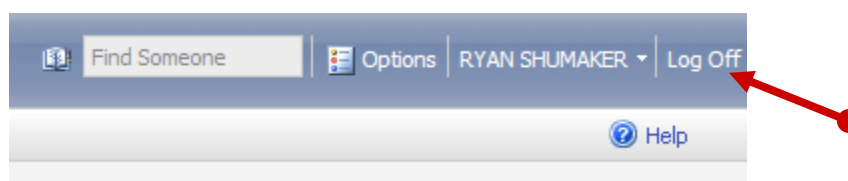
Most other functions work just as you would imagine. You'll just need to spend some time practicing and navigating around in OWA to get used to the look and feel.

If you "hover" your mouse over most commands and icons, a popup will appear after a few moments and will provide further information about that tool or icon.

- One other area of importance, might be the **Options** menu in the upper left-hand portion of the main OWA window. From Options, you can create your own personal signature, Change how messages appear and how you are notified of new messages that you receive. You can also setup an "Out of Office Assistant" for when you are away and not checking messages.



- Once you are finished using Outlook Web Access (OWA), just remember to click the Logoff Button in the upper right-hand part of the original OWA window:



This concludes your basic tutorial in Outlook Web Access. Give yourself some time, look around, investigate, and experiment and you should find that you are up and running in no time.