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[OUTLOOK WEB ACCESS 2007]

Outlook Web Access is the e-mail service provided for employees of Tomball Independent School District. This document is a simple guide which highlights the more important aspects to what is referred to as Outlook Web Access (OWA). This guide is based on using OWA 2007 from a computer running Windows XP and Internet Explorer. The TISD OWA can be used from any other type of computer; however, the interface may be a little different.

Introduction

Outlook Web Access, or **OWA**, is a web-based version of **Microsoft's** popular personal information manager, **Outlook**. Using **OWA**, you can work with your **e-mail**, **calendar**, **tasks** and other **Outlook content** while away from your desk, away from campus or away from home. Because **OWA** runs within your web browser, you will need a computer with Internet access.

As you might expect, **OWA** works best within **Microsoft's** web browser, **Internet Explorer** (IE); however, even **Mac** and **Linux** users or those limited by slower connections can gain partial access via **OWA Light**.

In this publication, we will describe how to log on and off and we will overview the **OWA** desktop, modules and panes, and key navigation controls.

OWA Light

Outlook Web Access Light can be invaluable if you find yourself working under less than ideal computing conditions. When slow connections, potentially incompatible browsers and strict security settings prevent normal access to OWA, **OWA Light** may be used with limited access to your mail, calendar and contacts.

Accessing OWA

Go to <https://owa.tomballisd.net>

To Log On

1. Select either Public or Private Computer.
2. If using a browser other than IE, OWA Light will be selected for you.

Using OWA Light can also be used if you are on dial-up or having issues with your computer moving slowly.

3. Enter your Username and Password.

Your Username and Password is the same one you use to log into your computer.

The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top, the Microsoft logo and 'Office Outlook Web Access' text are visible. Below this, there are two radio buttons for 'This is a public or shared computer' (selected) and 'This is a private computer'. A callout '1' points to the 'show explanation' link. Below these are two checkboxes: 'Use Outlook Web Access Light' (selected) and 'Use Outlook Web Access' (unselected). A callout '2' points to the 'Use Outlook Web Access Light' checkbox. Below the checkboxes are two text input fields for 'User name:' and 'Password:'. A callout '3' points to the 'User name:' field. To the right of the password field is a 'Log On' button. At the bottom, there is a status bar indicating 'Connected to Microsoft Exchange' and '© 2007 Microsoft Corporation. All rights reserved.'

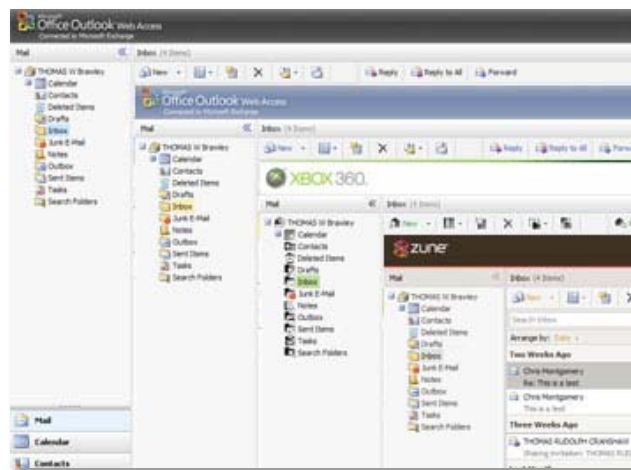
OWA Desktop

The **OWA** desktop is a collection of rectangular areas, referred to as **bars** and **Panes**. Each area displays tools and/or information. As you switch between different functional areas (modules) in **OWA**, the location of the bars and Panes remains constant so that you can find what you need fast.

The **default** color scheme is *Seattle Sky*. Three additional schemes—*Carbon Black*, *Xbox* and *Zune*—are also available.

You can change your color scheme as follows:

1. Click Options in the upper right corner of the OWA desktop.
2. Click General Settings in the Option menu.
3. Select a color scheme under the Appearance options.
4. Click Save in the toolbar at the top of the page. To see the effect of your change, you have to click on one of the module buttons (e.g., Mail) in the lower left corner of the desktop.



OWA Panes

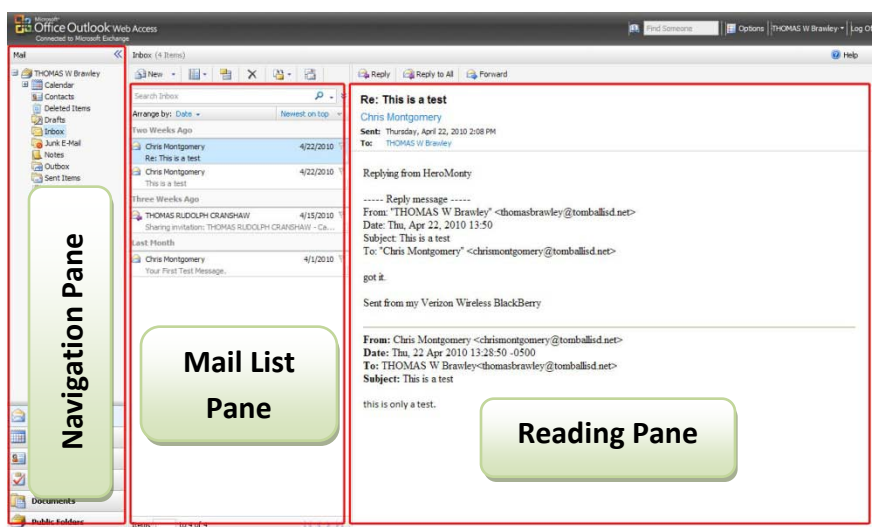
Each module's tools and information are organized into **Panes**. Although Panes vary somewhat from module to module, most perform the same or similar functions in all modules.

Navigation Pane: Leftmost is the **Navigation Pane**. In the **Mail** and **Public Folders** modules, it displays a list of folders; **click** a folder to view its contents in the adjacent Panes. In the **Calendar** module, it displays a date picker; and, in the **Contacts** and **Tasks** modules, it displays controls for selecting and filtering content.

Mail List Pane: Adjacent to the Navigation Pane is the Mail List Pane. In the Mail, Contacts,

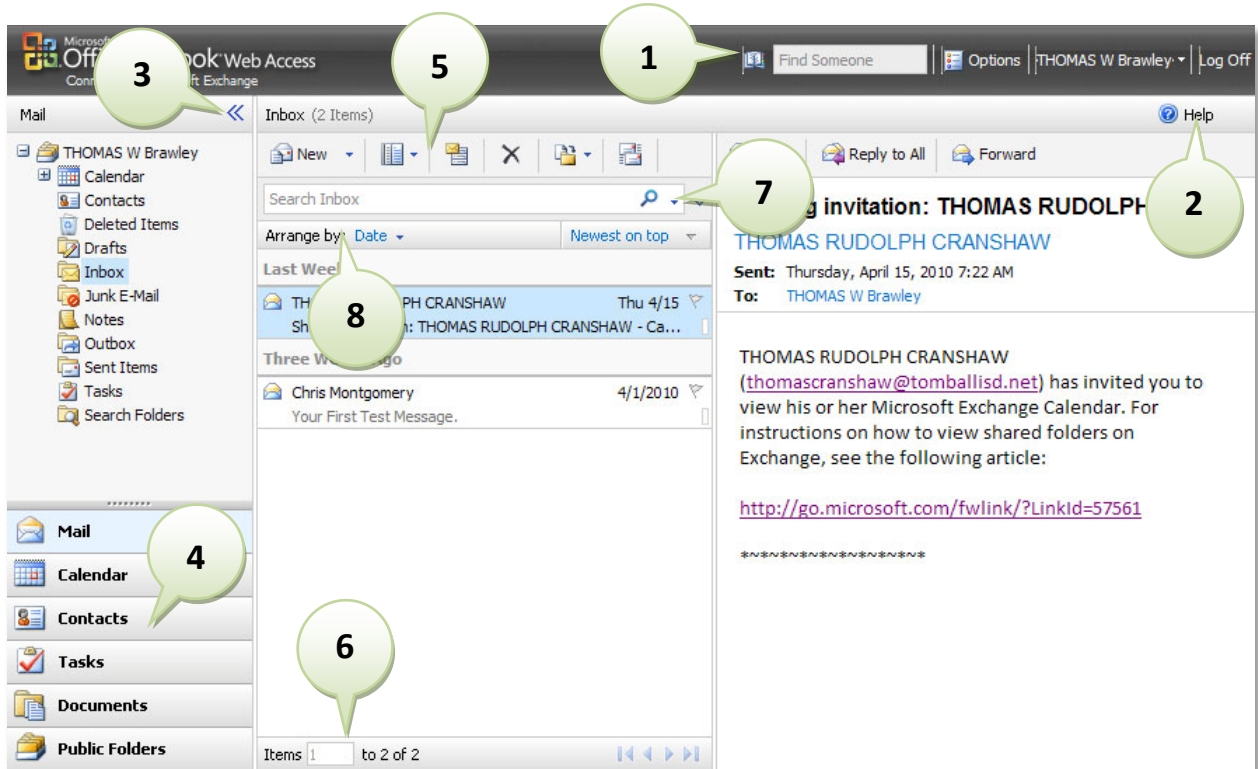
Tasks and Public Folders modules, it displays an index of the associated content. For example, in Mail it lists messages, while in Contacts it lists people and organizations. Click a listed item, and OWA opens it in the Reading Pane.

Reading Pane: The Reading Pane displays the content of the item selected in the list: the actual e-message, meeting details, contact information, or task specifications, for example. And wherever the Reading Pane appears, you can hide it or move it using the Reading Pane tool.



OWA Controls

You control OWA using buttons, links, menus and text boxes. Some of these controls are available throughout all of the modules; others appear only where they are contextually appropriate. Illustration 4 identifies controls described on the next page.



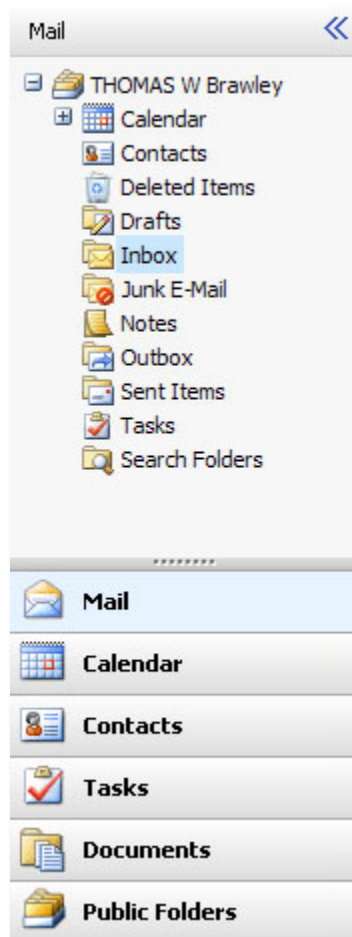
OWA Controls Key

1. The right end of the ever-present **OWA Title Bar** contains tools for searching the TISD address list and your personal contacts, opening the Options control Pane, opening a different mailbox, and logging out.
2. The right end of the **Folder Title Bar** contains notification buttons for reminders (alarms) and new messages and a button for opening **OWA Help information** in a new window.
3. The rotated **chevron** (<<) appears at the top of panes that can be collapsed and expanded.
4. The six ever-present buttons that occupy the lower left corner of the desktop represent the six **OWA Modules**; just **click** a button to open the corresponding module.
5. The **Module Toolbar** displays tools appropriate for the selected module.
6. The **List Pane controls** appear at the bottom of List Panes in the Mail, Contacts, Tasks and Public Folders modules.
7. The **Search Tools** appear at the top of List Panes in the Mail, Contacts, Tasks and Public Folders modules.
8. The List **Sorting and Grouping controls** appear at the top of List Panes in the Mail, Contacts, Tasks and Public Folders modules.

OWA Modules

The functions of **Outlook Web Access 2007** are distributed among six modules, represented by the buttons in the lower left corner for the desktop.


Mail	Read, compose, process and manage your e-mail messages.
Calendar	View and edit your calendar, create meetings and invite colleagues.
Contacts	Search and view contact information—including phone number, department, office address and schedule availability—for individuals in the TISD Global Address List and in your own Contacts folder.
Tasks	View and edit your tasks—including e-mail messages flagged as tasks—and filter your view to show All, Active, Overdue or Completed items.
Documents	*The documents feature is currently unavailable in TISD.
Public Folders	View the public folders and files available to all TISD Outlook users.



Creating a Signature

A signature is used to append information at the bottom of your messages. Based on District policy, it is recommended you choose to automatically include the signature on all out-going messages. A signature contains such information as you decide. Suggested items include your name, work location, work phone, etc.

Note: Please refer to the TISD Employee Acceptable Use and Internet Safety Policy regarding the E-mail Disclaimer you must include in your Signature.

1. On the toolbar, click the Options button. 
2. It opens to the Message Options area, click in the Email Signature box.
3. Type and format the information you want included in the signature. Be sure to include the confidentiality statement in this section.
4. Click the check box beside, Automatically include my signature on outgoing messages.
5. Click the Save button on the toolbar when finished to save the changes.

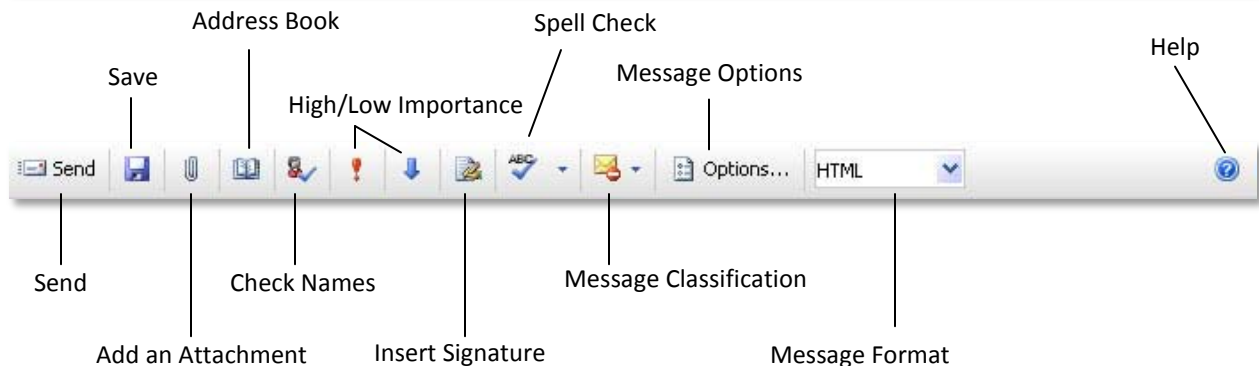
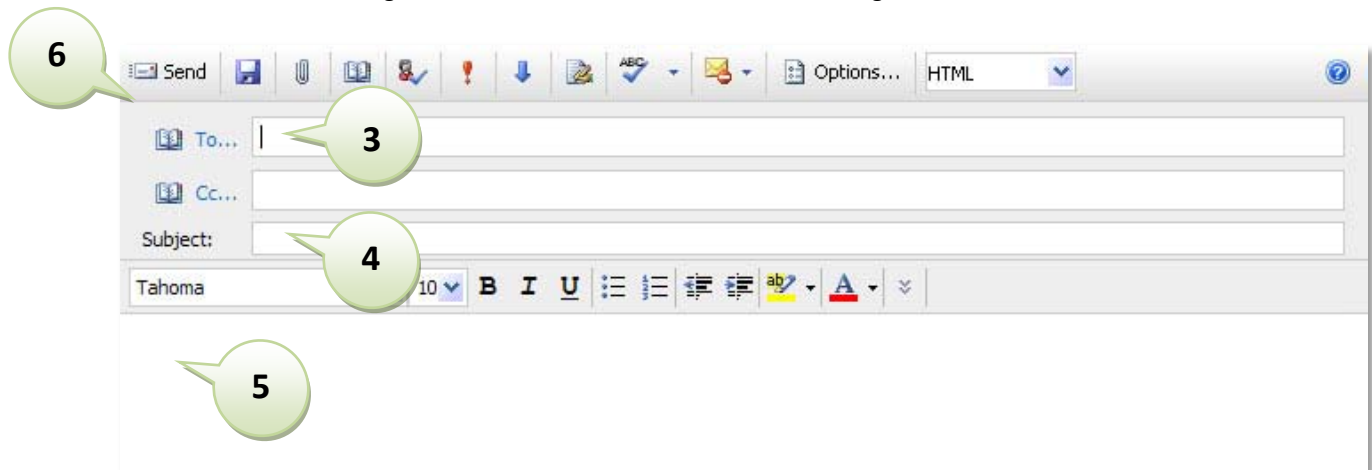
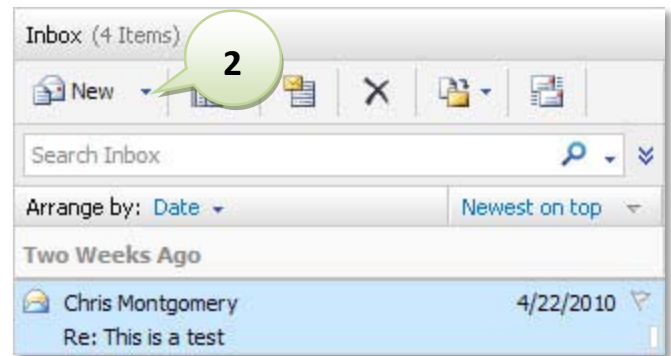
Once the signature is created and saved, it will display at the bottom of the message when you start a new message.

Sending a New Message

Once logged into OWA, it opens to your Inbox. Above it you will see the toolbar which contains various buttons that are shortcuts to commonly used actions within Outlook, thus making it quicker for users. By resting the mouse indicator on each button, you will see a description of its function. The toolbar's appearance will vary depending on the folder you are viewing.

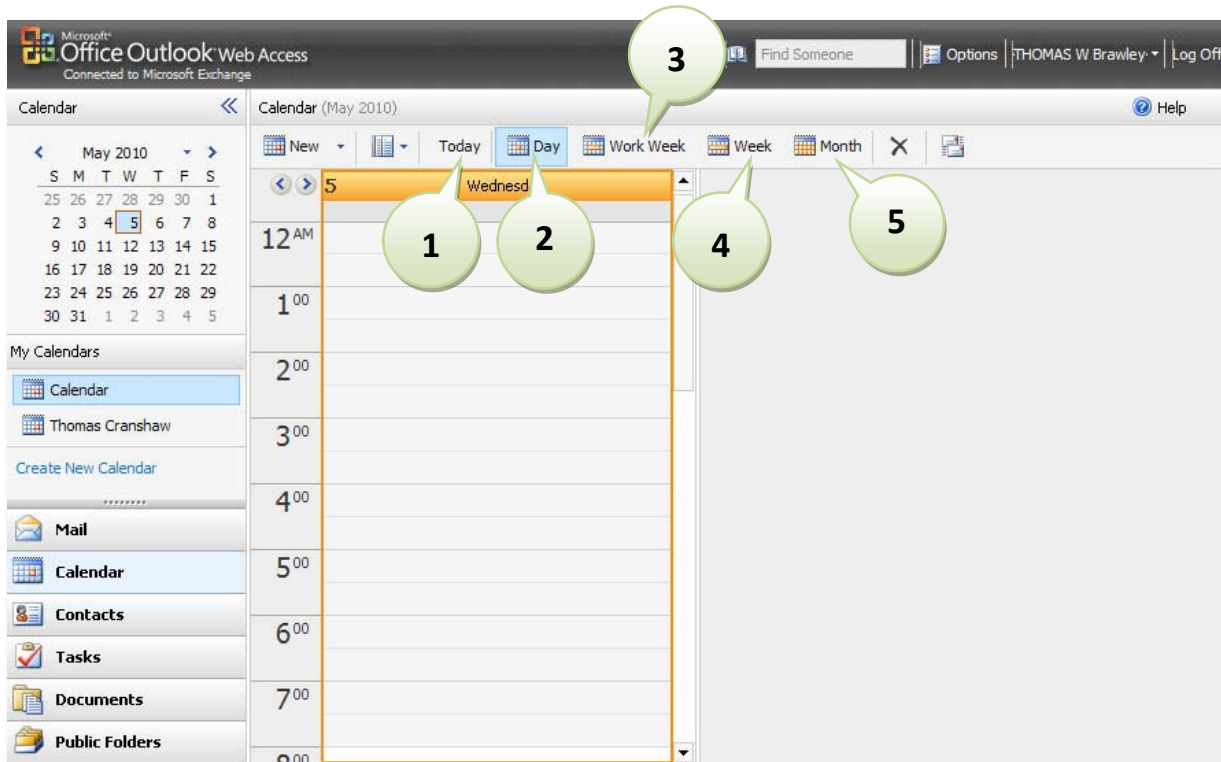
Also, by clicking on the drop-down arrow beside "New" you will see a list of other new actions you may start including message, appointment, meeting request, etc.

1. Click the Inbox shortcut from the Navigation Pane;
2. On the toolbar click the New button:
3. In the "To" box, type the last name of the TISD person to receive the message. To send to more than one person, type a semicolon (;) after each last name.
4. Type a subject in the "Subject" box;
5. Type your message in the message box area.
6. To mail the message, click the Send button found on the message toolbar.



Viewing Your Calendar

Outlook Web Access calendar allows you to set up a schedule for appointments, meetings and events, tasks, or any other time allocation. Your calendar may be accessed by clicking on the Calendar shortcut in the Navigation Pane.



The default view shows the daily calendar on the right hand side, and the Date Navigator on the left top corner. The toolbar has buttons which may be used to quickly change the view. Click a date in the Date Navigator you want to view.

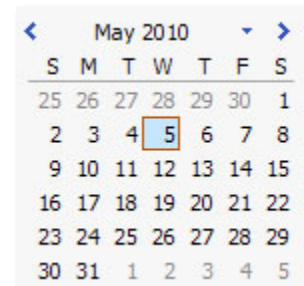
1. Click the Today button in the Date Navigator to view today's schedule.
2. Click the Day View button to view the daily schedule of the date selected in the Date Navigator.
3. Click the Work Week View button to view the schedule for the week selected in the Date Navigator.
4. Click the Week View button to view the schedule for the 7 day week selected in the Date Navigator.
5. Click the Month View button to view the schedule for the month selected in the Date Navigator.

Date Navigator

The Date Navigator shows a monthly calendar with which to work. The date you have selected is highlighted in gold; the current day has a red square around the number.

The left and the right arrow keys at the top of the navigator allow you to move forward or back one month at a time.

Note: You can highlight several non-consecutive days by holding down the Ctrl key as you click on different days in the Date Navigator.



Scheduling an Appointment

An appointment is a commitment that only you are required to attend. The Untitled Appointment dialogue box which opens when you start a new appointment defaults to the appointment information screen. The new appointment box also has a tab labeled Scheduling Assistant that allows you to coordinate and schedule meetings with others.

To schedule a new appointment:

1. Click on Calendar in the Navigation Pane;
2. Click on the New Appointment button;
3. The Untitled Appointment dialog box will open;
4. Enter a subject in the Subject box;
5. Type a location in the Location box;
6. Select the Start and End dates and times in the appropriate boxes as indicated (type or use the drop-down arrows to change dates/times);
7. Choose other options such as Reminder, Show Time as, and typing any notes that are pertinent to the appointment. Make the appointment private by clicking the Private check box.
8. When finished, click the Save and Close button on the toolbar.

The screenshot shows the 'Appointment' dialog box with the 'Scheduling Assistant' tab selected. The 'Subject' field is empty. The 'Location' field is empty. The 'Start time' is set to 'Wed 5/5/2010' at '2:00 PM'. The 'End time' is set to 'Wed 5/5/2010' at '3:00 PM'. The 'All day event' checkbox is unchecked. The 'Reminder' checkbox is checked, and the reminder is set to '15 minutes'. The 'Show time as' dropdown is set to 'Busy'. The 'Private' checkbox is unchecked. The font settings are set to 'Tahoma', size '10', with bold, italic, and underline options. The background color is set to 'ab' (light blue). The 'Save and Close' button is visible in the top toolbar.

Tip: You can also start a new appointment by double clicking on a time slot on a daily view or double click the date bar of a specific day in the Work Week or Week view.

Reminders allow you to set a reminder message on an appointment or meeting. You determine how long before an appointment or meeting the message will appear. By default, the Reminder box is set to notify you 15 minutes before the designated start time for a scheduled appointment. Use the drop-down arrow to change this time frame. To turn off the reminder, clear the check in the Reminder box. As long as you are logged on Outlook, the reminder will open at their scheduled times. Scheduled reminders set to open when you are not logged onto Outlook, will open the next time you logon.

An **All day event** encompasses a whole day and does not have a start or end time. Examples of an event would be conferences, holidays, vacations, and on-call. If the All day event box is checked, then no time frames will show. Upon saving an all day event, it will display at the top of the day it is scheduled.

Scheduling a Meeting

Outlook Web Access allows you to plan and schedule meetings with others by sending meeting requests. Meeting Requests are appointments to which other people are invited. When you schedule a meeting, you are the organizer of the meeting. To schedule a meeting with other people:

1. Start a New Meeting Request;
2. In the **“Required”** box, type the last name of the TISD person you want to invite. To invite more than one person, type a semicolon (;) after each last name.
3. In the **“Optional”** box, type the names of any optional invitees you want to know about or attend the meeting at their option.
4. In the **“Resources”** box, place the cursor in the Resources box and then click on the Check Names button on the toolbar. This will open a dialogue box where you can click on the resource needed.
Note: Resources include conference rooms that may be scheduled. TISD does not utilize this feature at this time.
5. Enter appropriate information in the Subject, Location, Start and End times, etc.
6. Optional: To see available times, click on the Scheduling Assistant tab. This will allow you to view available times on the invitees’ calendars.
7. Click the Send button to send the meeting request. Once the meeting request is sent, the meeting is posted on your calendar.

Note: The left side of the Scheduling Assistant dialog box shows all the attendees and the right side of the box show the attendees’ busy times with a blue bar across busy time frames. Tentative and out of office times are also color-coded.

The screenshot displays the Outlook Web Access Scheduling Assistant interface. The top portion contains fields for adding attendees (Required, Optional, Resources), a subject line, a location, and meeting details such as start and end times (Wed 5/5/2010, 2:30 PM to 3:30 PM) and a 15-minute reminder. The bottom portion, titled 'Scheduling Assistant', provides a visual calendar view for Thursday, May 5, 2010, from 2:00 PM to 4:00 PM. It lists attendees THOMAS W Brawley and Chris Montgomery. A 'Select Rooms' section is also visible. The right side shows a calendar grid for May 2010 and suggested times.

Changing Your Password

To change your Outlook password, which will also change your password for the following systems (TDAS, TAC, EAC, FinancePLUS, e-SchoolPLUS, Network), follow these steps;

The screenshot shows the Outlook 'Options' menu with 'Change Password' selected. The 'Change Password' dialog box is open, showing the 'Domain\user name' as 'TISD-AD\thomasbrawley'. The 'Old Password' field is highlighted with callout 3, the 'New Password' field with callout 4, and the 'Confirm New Password' field with callout 5. The 'Save' button is highlighted with callout 6. Callout 2 points to the 'Change Password' option in the left-hand navigation pane.

1. Click on Options at the top right-hand section of your screen.
2. Click on Change Password in the Navigation Pane
3. Enter your Old Password
4. Enter your New Password
5. Confirm your New Password
6. Click Save.

Remember: Changing your password here, changes it for a number of systems within TISD.