Using Outlook Web Access 2003: Premium
Introductory Handout (Student)

Information Technology Services
California State University, Los Angeles

Version 1.4 Spring 2009

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Microsoft Outlook Web Access: Premium

Microsoft Outlook Web Access (OWA) provides web-based public access to personal e-mail, calendar, public folders, and address book. OWA can accommodate an Internet browser from almost any computer. Not only can users of this service share information with other Internet users anywhere, at any time, but they can also organize information and optimize communication tasks related to their daily work.

This handout is an introductory guide to using Outlook Web Access 2003: Premium that includes the most frequently used functions. Start from the beginning for a general overview or choose the topics of interest from the Contents page.

System Requirements

Microsoft Internet Explorer (IE) version 6.01 SP 1 or above is required to obtain the full functionality of the premium features in Outlook Web Access 2003.

To determine which version of IE is available:

1. Launch the Internet Explorer browser.
2. Select the **Help** menu.
3. Select **About Internet Explorer**. The *About Internet Explorer* dialog box opens (see Figure 1).
4. After determining the version, click the **OK** button to close the dialog box.

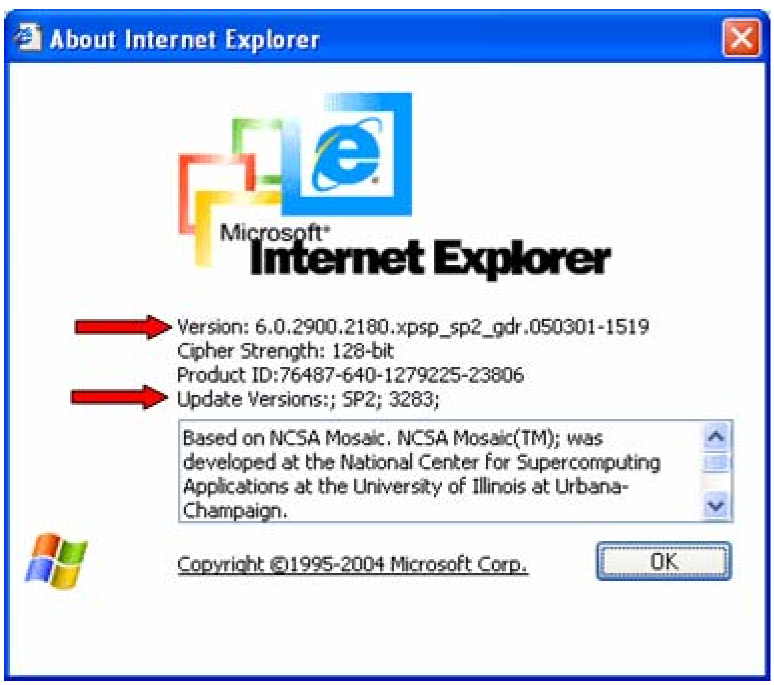


Figure 1 - About Internet Explorer Dialog Box

NOTE: Internet Explorer version 6.01 SP 1 will function on the following Microsoft Windows operating systems: Windows 98, 98 SE, ME, 2000, NT 4.0 (with SP 6A or higher), and XP.

NOTE: OWA 2003 will function with other Internet browsers such as **Netscape** or **Firefox**. However, the features available in the premium version will not necessarily be available in other browsers. Because of this, when running OWA 2003 in another browser, the appearance may be significantly different from the figures and descriptions provided in this handout.

Accessing OWA

When logging in, use the user ID and password associated with the Cal State L.A. e-mail account.

<u>NOTE</u>: All student e-mail accounts that use OWA have a size limitation of 100 megabytes. When an account grows to 80 megabytes, a warning message will be sent to the account user. The user will still be able send and receive e-mail. When the account grows to 100 megabytes, another message will be sent to the account user. At this point, the user will still be able to receive e-mail, but will not be able to send messages until the account size had been reduced below the 100 megabyte ceiling.

To log on to OWA:

1. Launch **Internet Explorer** browser.
2. Enter the following web address in the browser ***Address Bar*** text box: https://mymail.calstatela.edu (see Figure 2).

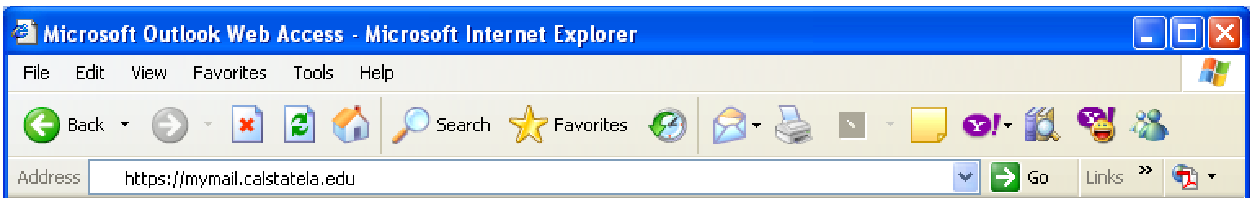


Figure 2 - Internet Explorer Toolbar

3. Click the **Go** button  or press the **[Enter]** key. The OWA login page will display (see Figure 3).

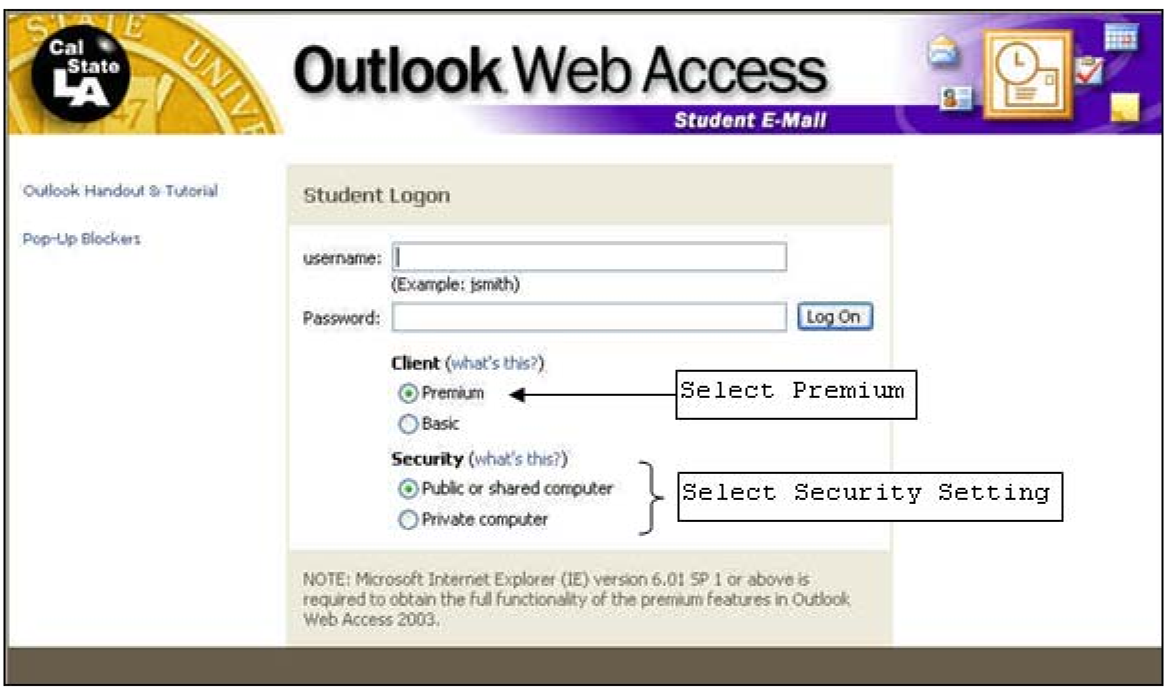


Figure 3 - Log On Window

4. In the appropriate text boxes, enter the NIS ***User Name,*** and ***Password***.
5. In the *Client* section, select the ***Premium*** option button.
6. In the *Security* section, select ***Public or shared computer*** when using a public computer to access OWA, or ***Private computer*** only if using a personal computer.

NOTE: For security reasons, the system will automatically log out of the account after **20 minutes** of inactivity when the user logs on using the ***Public or shared computer*** option or after **2 hours** of inactivity when the user logs on using the ***Private computer*** option.

7. Click **Log On** button to login to the system.

The Outlook Web Access Interface

The OWA interface consists of the **Menu** bar, **Standard Toolbar**, ***Folder List***, **Web Access Toolbar**, **Navigation Pane**, **View Pane**, and **Reading Pane** (see Figure 4). Refer to Table 1 for a brief description of each item.

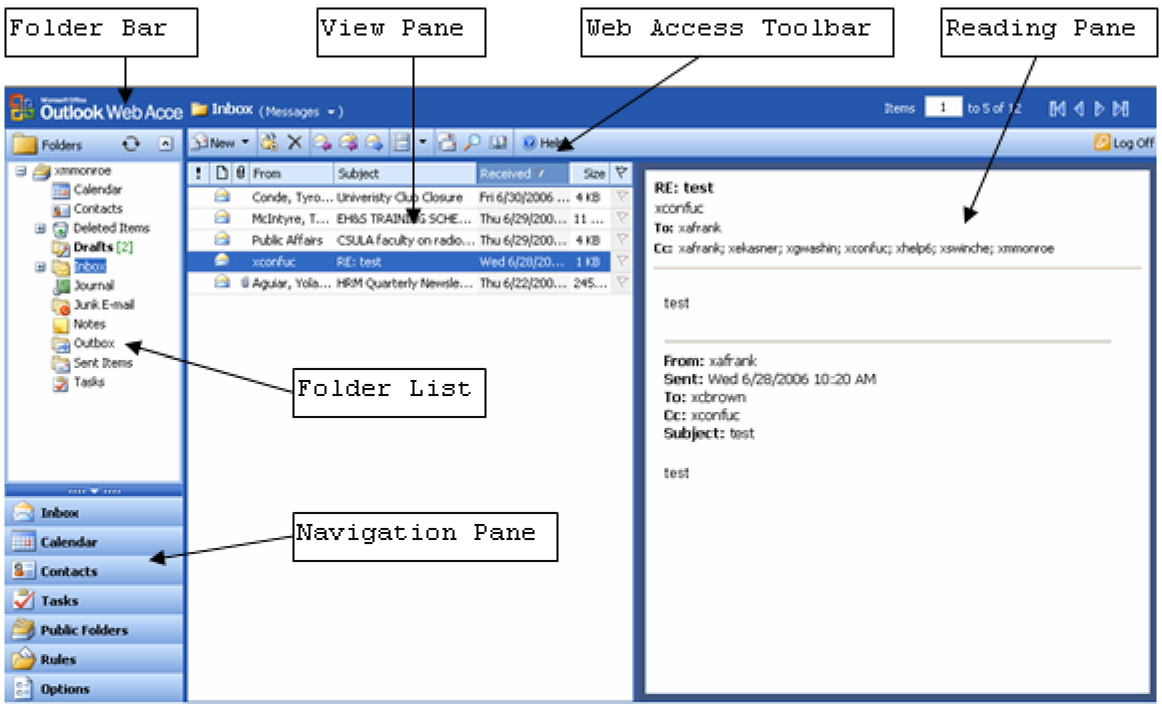


Figure 4 - The Outlook Interface

Table 1 – Outlook Menu and Toolbars

Item	Description
Menu Bar	Contains all of the tools and commands for use with Internet Explorer.
Standard Toolbar	Contains shortcuts for standard actions and tools for Internet Explorer.
Folder List	Displays the current folder location.
Web Access Toolbar	Contains shortcuts for standard OWA actions and tools.
Navigation Pane	Contains shortcuts to folders and locations, and to a hierarchical list of folders.
View Pane	Displays the content of the selected folder.
Folder Bar	Displays the current folder location and view setting.
Reading Pane	Displays the content of the selected e-mail message.

USING THE NAVIGATION PANE

Navigation Pane provides shortcuts to access the main folders in OWA. The **Navigation Pane** is made up of two sections. The top section displays the ***Folder list*** providing shortcuts to corresponding folders and views, and links to shared folders. The contents of this section change depending on the selected pane. The bottom section contains buttons to access **Inbox**, **Calendar**, **Contacts**, **Tasks**, **Public Folders**, **Rules**, and **Options**.

Table 2 – Navigation Pane Icons

Icon	Description
	Inbox allows users to read, compose, receive, and send e-mails.
	Calendar is an appointment scheduler and planner. Appointments and tasks can be created and manipulated here.
	Contacts contain a list of names, e-mail addresses, phone numbers, and other personal information of recipients.
	Tasks are lists of activities that users can create, sort, track and prioritize.
	Public Folders is a depository of information that can be viewed by anyone who uses the same Microsoft Exchange Server.
	Rules are used to create and view protocols to manage the e-mail messages.
	Options have customization features and user preference alternatives.
	Log Off disconnects the user from the Microsoft Exchange Server.

THE OUTLOOK WEB ACCESS TOOLBAR

Toolbars provide shortcuts to menu commands. Buttons on the **Outlook Web Access** (**OWA)** toolbar depend on the OWA features in use. For example, when the ***Inbox*** folder is used, the toolbar will include buttons for sending and receiving messages. When the ***Calendar*** is used, the toolbar will display buttons specific to scheduling.

Table 3 – OWA Standard Toolbar Icons

Icon	Description
New	Compose new items.
	Move/Copy Folder.
	Delete marked items.
	Reply.
	Reply to all.
	Forward.
	Show/Hide Reading Pane.
	Check for New Massages.
	Search.
	Address Book.
Help	Help.

Using Outlook Web Access E-mail Features

OWA can be used as a "universal inbox" for all e-mail needs. It can simplify e-mail message addressing, creation, sending, receiving, and reading functions. E-mail is a fast way to send and receive messages and attach electronic documents.

CHANGING THE DISPLAY SETTINGS OF THE INBOX VIEW PANE

The display settings of the **Inbox View Pane** can be configured to display a specific number of messages. Additionally, the messages that are displayed can be filtered and/or sorted according to the preferences of the user.

To display a specific number of messages in the Inbox View Pane:

1. Click the **Options** button in the **Navigation Pane**. OWA configuration options will be displayed in the **Options View Pane**.
2. Click the ***Number of items to display per page:*** drop-down arrow in the *Messaging Options* section.
3. Select the number of messages that will be displayed per page.
4. Click the **Save and Close** button on the toolbar to save the display setting.

Navigating Through Message Pages in the Inbox View Pane

If the number of messages in the user ***Inbox*** folder is greater than the number of messages that are displayed on each page of messages, the user will need to navigate through multiple pages of messages to view all of the messages (depending on the filter/sorting option selected).

To navigate through message pages:

- Click the **Next Page** button on the **Folder Bar** to move to the next page of messages.
- Click the **Previous Page** button on the **Folder Bar** to move to the previous page of messages.
- Click the **Last Page** button on the **Folder Bar** to move to the next page of messages.
- Click the **First Page** button on the **Folder Bar** to move to the next page of messages.

Changing the Filter/Sort Options in the Inbox View Pane

OWA provides users with several options to sort messages based on selected criterion or filter messages so that only specific messages are displayed.

To filter messages:

1. Click the ***Inbox*** drop-down arrow (Messages) on the **Folder Bar**.
2. Select ***Unread Messages*** to filter out messages that have been read.

Or

2. Select ***Unread By Conversation Topic*** to filter out messages that have been read and group unread messages according to a particular conversation between users.

Or

2. Select ***Messages*** to display all messages in the ***Inbox*** folder in order of date and time received.

NOTE: Selecting the ***Two-Line View*** option displays all messages the same as the ***Messages*** option except that the sender and date/time of receipt are displayed on the first line and the remaining information is displayed on the second line.

Sorting messages will display all messages in the user ***Inbox*** folder and arrange them according to the criterion selected. The ***Inbox*** folder is sorted by clicking the ***Inbox*** drop-down arrow (Messages) on the **Folder Bar** and selecting ***By Sender***, ***By Subject***, ***By Conversation Topic***, or by ***Sent To***.

READING A MESSAGE

A number next to the ***Inbox*** folder on the OWA **Folder List** shows the number of unread messages in the mailbox.

To read a message:

1. Click the **Check for New Messages** button on the **OWA** toolbar.
2. In the **View Pane**, double-click the message to read. A new window will open displaying the contents of the message.
3. Click the **Close** button on the upper right corner of the message window to close the message.

Viewing an Attachment

Messages with attachments show with a paper clip icon next to the message in the **View Pane**.

To view an attachment:

1. Open the message.
2. Right-click the ***Attachments:*** link to open the expanded menu.
3. Select the **Open** command to open the attachment, or select the **Save Target As…** command to save it.

NOTE: OWA does not allow users to open files that may contain viruses, such as files with extensions ***".js"***, ***".xml"***, or ***".mht"***. It is necessary to save these files to the computer to be able to open them.

Printing a Message

Printing of OWA content is done through the browser's *Print* function, just like any other webpage.

To print a message:

1. Open the message to print.
2. Click the **Print** button on the **Standard** toolbar. The *Print* dialog box will open.
3. Select the necessary print options.
4. Click the **Print** button.

Deleting a Message

Oftentimes users receive junk or advertising messages that need to be deleted. Messages can be deleted at any time in OWA.

To delete a message:

1. Select the message to delete. If there are multiple messages to delete, hold the **[Ctrl]** key and click the messages.
2. Click the **Delete** button on the **OWA** toolbar, or press the **[Delete]** key.

CREATING AND SENDING A MESSAGE

The method of creating and sending e-mail messages is very similar to **Microsoft Outlook**. The message composing window contains a menu bar, toolbar, and navigation controls for composing, and sending an e-mail message (see Figure 5). There is also a search option that can be used when entering the address of the recipient. This is activated by entering recipient names in the ***To…*** or ***Cc…*** text box and clicking the **Check Names** button to search in the global address book and personal contacts. The ***Subject*** text box contains the subject of the message. Use the **Send** button to send a message.

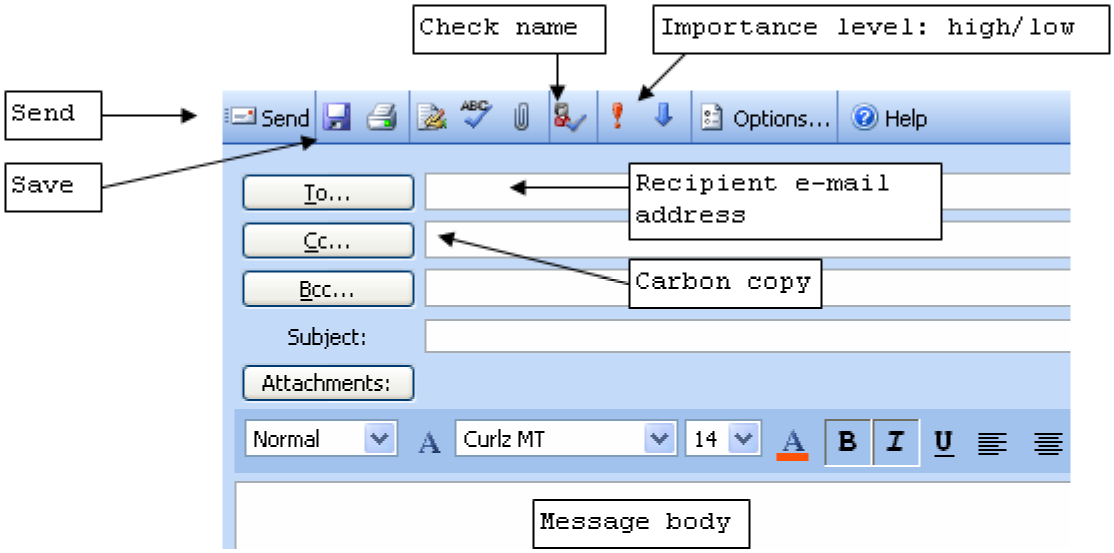


Figure 5 - New Message Window

To create and send a message:

1. Click the **Inbox** shortcut in the **Navigation Pane**
2. Click the **New Mail Message** button New on the toolbar.
3. Enter a recipient e-mail address in the ***To:*** text box.

NOTE: Multiple recipients can be specified in the ***To:***, ***Cc:*** (carbon copy), or ***Bcc:*** (blind carbon copy) boxes. Multiple recipients must be separated with semicolons. The ***To:*** box is the primary message recipient, and must always be specified. The ***Cc:*** box is for specifying the secondary message recipients. The message recipients in the ***Bcc:*** box will not be displayed to the primary and secondary recipients.

4. Type a subject for the message in the ***Subject:*** text box.
5. Set the level of importance of the message by clicking either the **High** button or **Low** button ; the priority is "***Normal***" by default.
6. Click the **Options** button Options... .
7. Select desired options ► **Close** button.

NOTE: There are several options users can use to customize their e-mail message using the **Options** button in the **Composition** window. The options offer users the choices of setting importance and sensitivity of the message. Users can also request a delivery receipt or a read receipt for the message.

8. Type the body of the message in the ***Message body*** text box.
9. Use the **Spelling** button on the toolbar to check spelling.
10. Click the **Send** button Send to send the message, or the **Save** button to save the message without sending it. Unsent and saved messages are stored in the ***Drafts*** folder.

ADDING ATTACHMENTS TO E-MAIL

There are times when users would like to send a file attachment along with an e-mail message. Outgoing file attachments are not restricted to any type of format.

NOTE: There is an attachment size limitation of 10 Mb per email. Split up the attachments in several emails if the limitation is exceeded.

To attach a file to a message:

1. Compose a message as described in the previous section.
2. In the composition window, click the **Add Attachment** button . The *Attachments – Web Page* dialog box will open (see Figure 6).
3. Click the **Browse…** button to locate the file.
4. Click the **Attach** button after the file is selected. The selected file will appear in the ***Current file attachments*** text box.
5. Click the **Close** button when all attached files have been selected.
6. Attached files will show in the message composition window next to the **Attachments:** button.
7. Click the **Send** button to send the message.

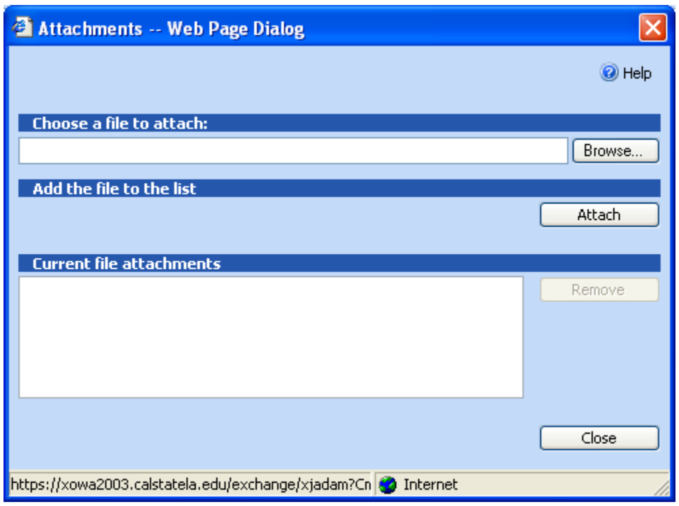
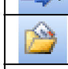
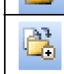
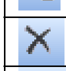


Figure 6 – Attachment Window

Replying to Messages

When replying to a message, there are two available options. By clicking the **Reply** button, the message composition window will open with the original sender in the ***To:*** text box. Clicking the **Reply to All** button will send the message to all recipients as well as the original sender. Table 4 explains the function of each button in the message viewer dialog box.

Table 4 – Message Viewer Buttons

Icon	Functionality
 Reply	Reply to sender.
 Reply to all	Reply to all message recipients.
 Forward	Forward message to other people.
	Create a Rule.
	Move/Copy a selected message to another folder.
	Delete a selected message.
	Move to previous/next message.

Forwarding a Message

Forwarding a message is a useful function when it is necessary to pass on messages received from others.

To forward a message:

1. Select the message to forward.
2. Click the **Forward** button on the **OWA** toolbar.
3. Enter recipient names in the ***To:***, ***Cc:*** and/or ***Bcc:*** text boxes.
4. Enter a new subject in the ***Subject*** text box and additional text in the ***Message body*** text box if desired.
5. Click the **Send** button.

Message Flags

Flags are used to follow up on an issue or to categorize messages in the **Inbox**. Microsoft OWA provides six colors — red, blue, yellow, green, orange, and purple — that can be used to classify different categories. Message flags are displayed in the last column of the **Inbox** view.

To flag a message:

- Right-click the flag that corresponds to the message, and then select the flag color.

To flag a message as complete:

- Right-click the flag and select **Flag Complete** 

.

To clear a flag from a message:

- Right-click the flag and select **Clear Flag** 

.

NOTE: The default flag color is red. To sort messages by color, click the flag column heading icon .

Managing Folders

Managing folders is an essential part of organizing messages in the inbox. Users may find themselves busy with hundreds of e-mail messages in a day. It is often useful to create subfolders and distribute the e-mail messages to different folders. This adds organization to the account and provides an easier method to navigate through the messages.

To create a folder:

1. Click the drop-down arrow of the **New** button on the **OWA** toolbar and select **Folder**. The **Create New Folder** dialog box opens (see Figure 7).
2. If the folder will be a sub-folder of an existing folder, click the existing folder and type the name of the new folder in the ***Name:*** text box; otherwise, click the user's name and type the name of the new folder in the ***Name:*** text box.
3. Click the **OK** button.

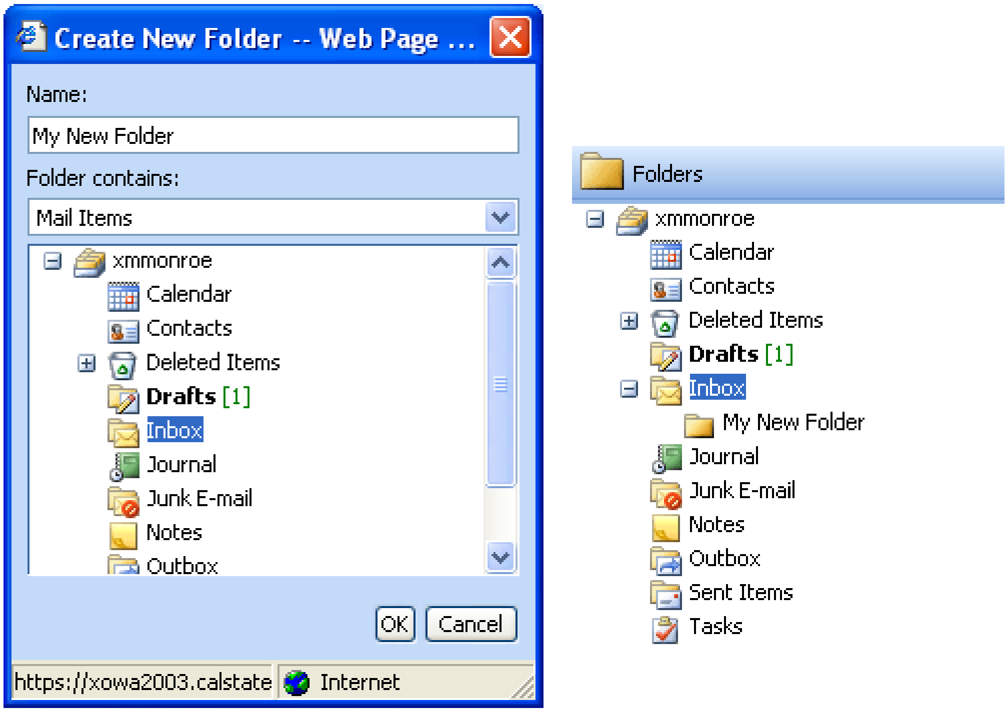


Figure 7 - Creating a Folder

NOTE: If the new folder does not immediately appear, select the **View** menu on the browser menu bar and then select **Refresh**.

DELETING FOLDERS

Unnecessary folders take up storage space. Deleting unnecessary folders frees up space and helps the e-mail system run smoother and more efficiently.

To delete a folder:

1. Select the folder to delete by clicking the folder name in the ***Folder List***.
2. Right-click on the folder to open the drop-down menu (see Figure 8).
3. Select the **Delete** button. The ***Microsoft Internet Explorer*** message box opens to confirm the deletion (see Figure 8).
4. Click the **OK** button.

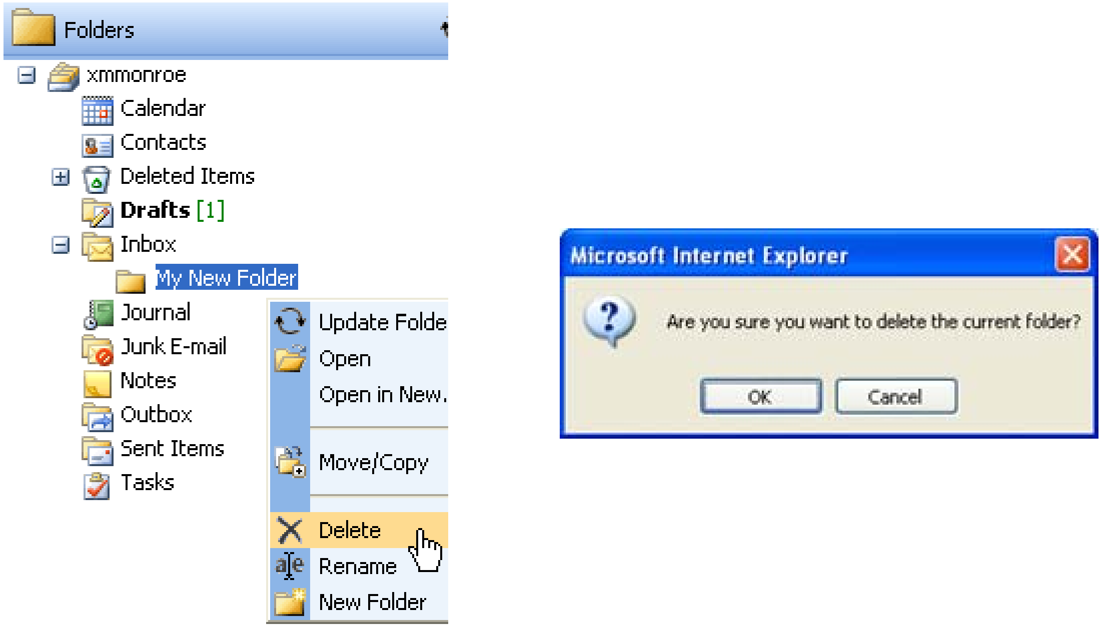


Figure 8 - Delete Folder

Moving and Copying Messages

Moving/copying messages from the ***Inbox*** to a particular folder is another important aspect of managing messages.

To move/copy a message:

1. Select the message in the ***Inbox***.
2. Click the **Move/Copy** button  on the **OWA** toolbar. The *Move/Copy – Web Page* dialog box opens (see Figure 9).
3. Select a destination folder from the ***Folders List***.
4. Click the **Move** [Move] or **Copy** [Copy] button.

NOTE: The **Move** button moves the selected message to a new folder and deletes it from the previous folder. The **Copy** button copies the selected message and places it in the target folder. The original remains and does not change location.

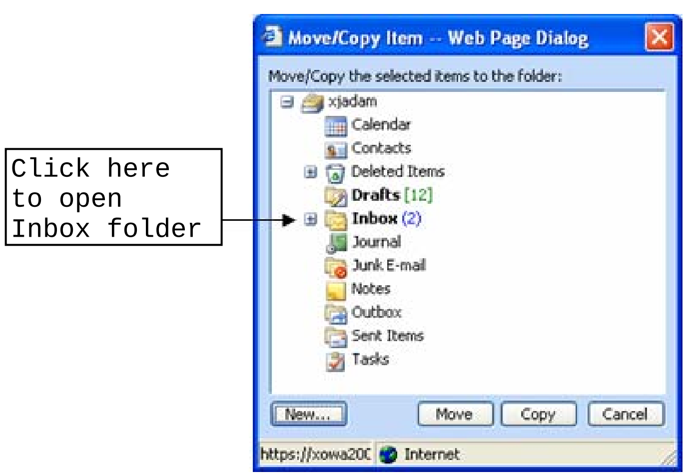


Figure 9 - Opening a Targeted Folder

RESTORING DELETED ITEMS

Items that were previously deleted can be restored to their original locations.

To restore a deleted message:

1. Open the ***Deleted Items*** folder and select the desired message.
2. Refer to steps 2-4 from the Moving and Copying section of this handout to copy/move messages out of the ***Deleted Items*** folder.

EMPTYING DELETED ITEMS FROM THE DELETED ITEMS FOLDER

The ***Deleted Items folder*** collects deleted messages and provides users an opportunity to confirm deletions before they become permanent. Items in this folder can be either permanently deleted or restored back to a folder. Clicking the **Empty Deleted Items** button permanently deletes all items in the folder. You can also select an individual message that you want to restore.

To empty the ***Deleted Items*** folder:

1. Right-click the **Deleted Items** folder button on the folder list to open the drop-down menu.
2. Click the **Empty Deleted Items** button . The *Microsoft Internet Explorer* dialog box opens to confirm the deletion.
3. Click the **OK** button.

Using Contacts

The ***Contacts*** feature in OWA is an address book that stores information about an individual. OWA can include personal information such as telephone numbers, addresses, e-mail addresses, job titles, web pages, and notes. The list of contacts can be sorted by first name or last name and moved or copied to a different folder. ***Contacts*** can also be used to create messages, compose a meeting request, or view a map of the contact's business or home address.

To create a personal contact list:

1. Click the **Contacts** shortcut in the **Navigation Pane**.
2. Click the **New** button on the **OWA** toolbar. The *Contact* dialog box opens (see Figure 10).
3. Type in the desired information.

   NOTE: Use the following tabs to enter more detailed information about the contact:
   General: general information such as name, phone number, and e-mail address.
   Details: detailed information including profession, business, and home address.

4. Click the **Save and Close** button .

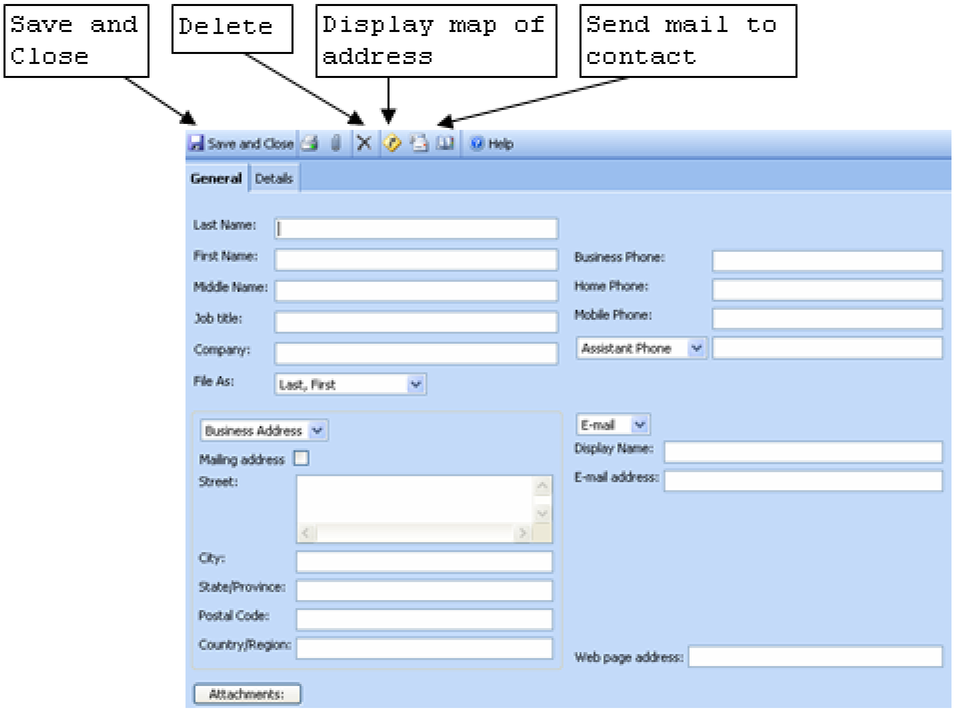


Figure 10 - New Contact Form

To modify contacts:

1. Double-click the contact name to open the *Contact* dialog box.
2. Change the desired information.
3. Click the **Save and Close** button .

To delete items from a personal contact list:

1. Click the contact name.
2. Click the **Delete** button .

<u>NOTE</u>: There is no warning provided when deleting a contact or group. If an accidental deletion occurs, the items can be restored using the steps in the Restore Deleted Items section.

Find Names

Find Names allows user to find a contact in the ***Address Book***.

To find a user in the address book:

1. Click the **Address Book** button  on the **OWA** toolbar. The *Find Names* dialog box opens (see Figure 11).

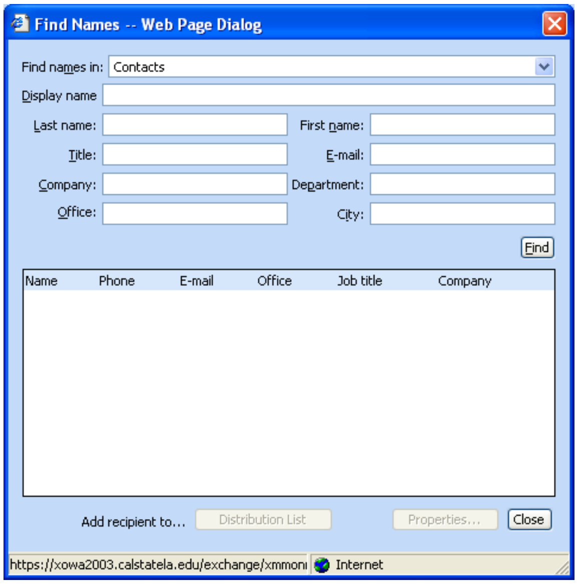


Figure 11 - Find Names Dialog Box

2. Specify the search directory ("***Contacts***" or "***Global Address List***") in the ***Find names in:*** list box by clicking the ***Find names in:*** drop-down arrow.
3. Enter the relevant information in the text boxes (such as ***Last name:***).
4. Click the **Find** button to begin the search.
5. Click the **Close** button when finished searching.

Distribution Lists

Distribution lists allow users to send message or a meeting request to a large group of people without having to enter recipient e-mail addresses individually. Any contact with a valid e-mail address can be included on a distribution list. Additionally, contacts can be added or deleted from a distribution list as needed.

To create a distribution list:

1. Click the drop-down arrow on the **New** button on the main toolbar and select **Distribution List**. The *Distribution List* dialog box opens (see Figure 12).

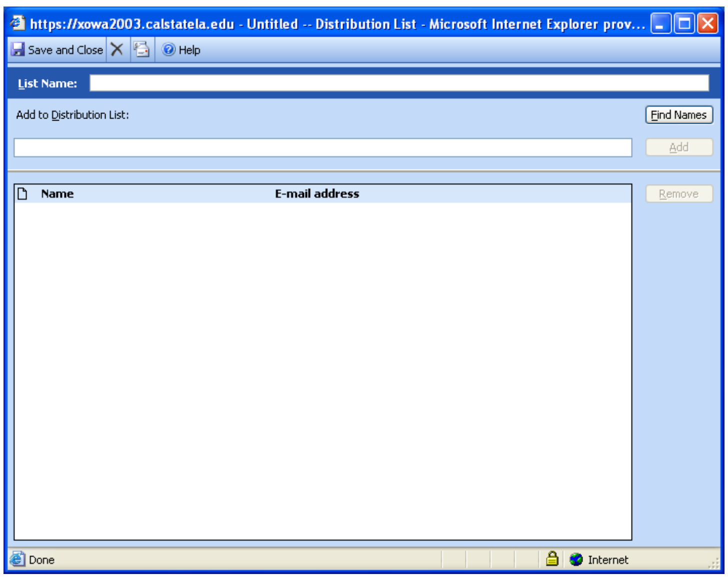


Figure 12 - Distribution List Dialog Box

2. Enter a name for the distribution list in the ***List Name:*** text box.
3. If the e-mail address is known, it can be entered in the ***Add to Distribution List:*** text box and clicking the **Add** button.
4. If the e-mail address is not known, click the **Find Names** button and find the contact using the steps described in the Find Names section of this handout. The located name can be added to the distribution list by clicking the **Distribution List** button in the *Find Names – Web Page* dialog box.
5. When all names have been added to the distribution list, click the **Save and Close** button.

To add a name to a distribution list:

1. Select **Contacts** in the **Navigation Pane**. All contacts and distribution lists will display in the **View Pane**.
2. Double-click the distribution list to be modified. The *Distribution List* dialog box will open.
3. Add a name to the distribution list by following steps 3, 4, and 5 for creating a distribution list.

To delete a name from a distribution list:

1. Click the **Contacts** button in the **Navigation Pane**. All contacts and distribution lists will display is the **View Pane**.
2. Double-click the distribution list to be modified. The *Distribution List* dialog box will open.
3. Click the name that will be deleted.
4. Click the **Remove** button. A warning dialog box will display to confirm deletion. Click the **OK** button.
5. Click the **Save and Close** button to save the changes.

Calendar

Calendar helps users create and keep track of appointments, meeting requests, and events. Each of these items can be set to *recurring* , that is, repeating over time. In addition, other users can check if the targeted user is free or busy to accept or decline invitations.

To display the ***Calendar*** view, click the **Calendar** button 

in the **Navigation Pane**.

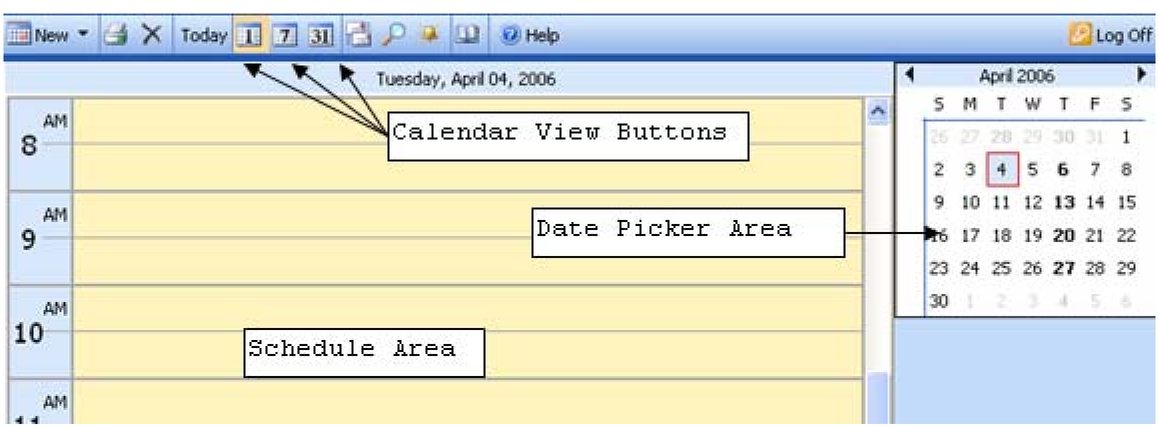


Figure 13 - Calendar View

<u>WORKING WITH CALENDAR</u>

Users can view their schedule regularly as a reminder of what has to be done next or whether they are available for another task on a particular day or a specific time.

The ***Calendar View*** can be divided into two sections:

- ***Schedule Area***: displays daily, weekly, or monthly schedules.
- ***Date Picker Area*:** allows selection of a specific date for display.

<u>NOTE</u>: To view or modify an individual appointment, double-click the item in the ***Schedule Area*** to display detailed information about the appointment.

Creating a New Appointment

Calendar allows users to create new appointments as needed.

To create a new appointment:

1. Click the ***New*** button drop-down arrow on the toolbar and select ***Appointment***. The *Appointment* dialog box opens (See Figure 14).
2. Fill in the relevant fields on the form.
3. Mark the importance level, if needed.
4. Click the **Save and Close** button.

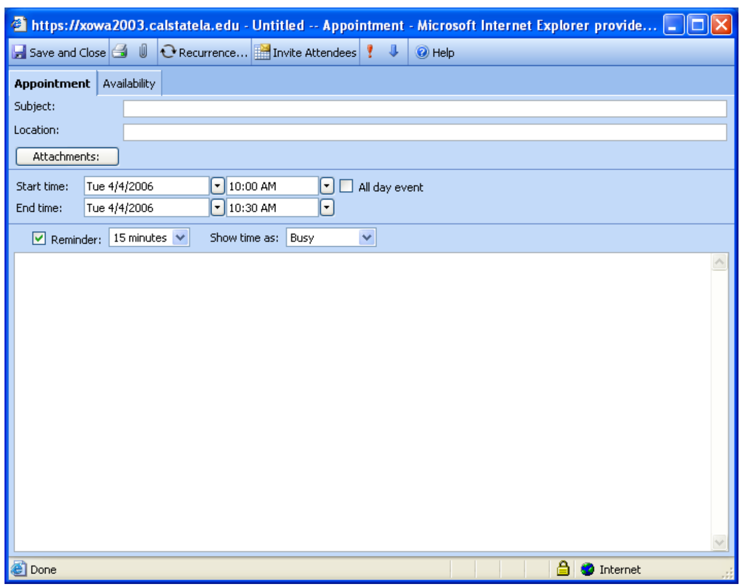
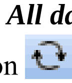


Figure 14 - New Appointment Form

<u>NOTE</u>: The *Availability* tab is used to check whether or not an attendee is available at a certain time. Users may create an all day event by checking the ***All day event*** check box. Items that are marked as recurring are indicated by the ***Recurrence…*** button  on the **OWA** toolbar.

Modifying an Existing Appointment

If the information about an appointment has changed since it was created, the originator can modify the appointment. It is not possible to modify an appointment that was created by someone else.

To modify an existing appointment:

1. Double-click the appointment or event. The *Appointment* dialog box will open
2. Type the changes in the appropriate fields.
3. Click the **Save and Close** button.

PLANNING A MEETING

The meeting request function allows users to invite people and schedule resources for a scheduled activity.

To create a new meeting request:

1. In the ***Calendar*** view, click the **New** button. The *New Appointment* dialog box opens (see Figure 14).
2. Type the ***Subject:*** and ***Location:*** in the respective text boxes.
3. Select the date and time for the meeting.
4. Click the **Invite Attendees** button Invite Attendees.
5. Click either the **Required…**, **Optional…**, or **Resources…** button. The *Find Names* dialog box will open. Alternatively, users can type in the attendee contact information.
6. Follow the steps in the Find Names section of this handout to locate attendees. When an attendee is located, click either the **Required…**, **Optional…**, or **Resources…** button (in the *Find Names* dialog box) to add them to the meeting list.
7. Click the *Availability* tab to check the availability of attendees.
8. Mark the importance level if needed by clicking the **Importance: high** or **Importance: low** button.
9. Click the **Send** button to send invitations to the list of attendees.

NOTE: The appointment function keeps track of the appointments and participating users.

ACCEPTING OR DECLINING A MEETING INVITATION

Once a meeting has been scheduled and invitations sent, potential attendees will receive an e-mail invitation in their inbox. Each recipient can respond by accepting, tentatively accepting, or declining the meeting invitation. Each invitation must be opened before action can be taken.

To accept a meeting invitation:

- Click the **Accept** button Accept on the **OWA** toolbar.

To tentatively accept a meeting invitation:

- Click the **Tentative** button Tentative on the **OWA** toolbar.

To decline a meeting invitation:

- Click the **Decline** button Decline on the **OWA** toolbar.

Regardless of which response is selected, the message response dialog box will open and an automatic response will be sent to the meeting organizer when the **Send** button Send is clicked.

Rescheduling and Canceling a Meeting

Users can reschedule or cancel the meeting request after checking attendee schedules.
To invite targeted attendees for a scheduled meeting, users need to check their availability first and then adjust the schedule to accommodate them.

To reschedule a meeting:

1. In ***Calendar*** view, double-click the meeting entry on the calendar.
2. Make the necessary changes and click the **Send** button to send to all attendees.

To cancel a meeting:

1. In ***Calendar*** view, select the meeting to cancel.
2. Click the **Delete** button on the **OWA** toolbar. An *Alert* dialog box opens (See Figure 15).
3. Click the **Yes** button to notify the attendees of the cancellation. A *Cancelled Meeting Notification* dialog box opens (see Figure 16).
4. Click the **Send** button on the toolbar to send the cancellation notice to all attendees.

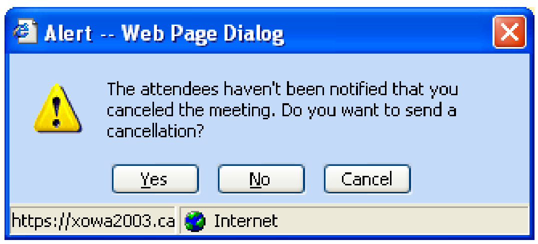


Figure 15 - Message Window

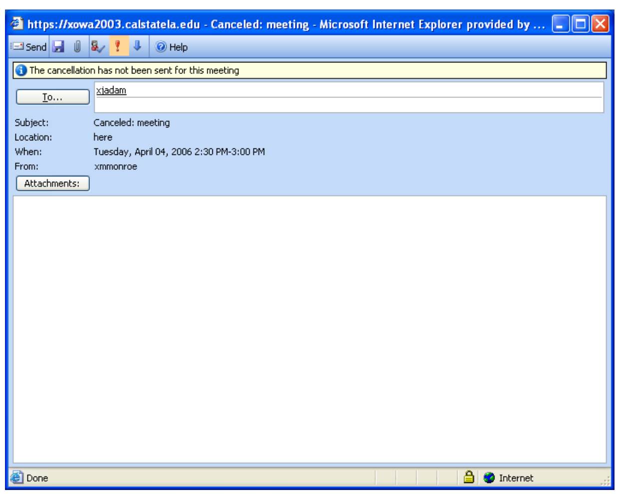
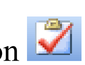


Figure 16 - Cancelled Meeting Dialog Box

Tasks

A task is a personal or work-related errand to track through completion. A task can occur once or periodically (a recurring task). A recurring task can repeat at regular intervals or repeat based on the date marked as completed.

To display the ***Task*** view, click the **Tasks** button  in the **Navigation Pane** (see Figure 17).

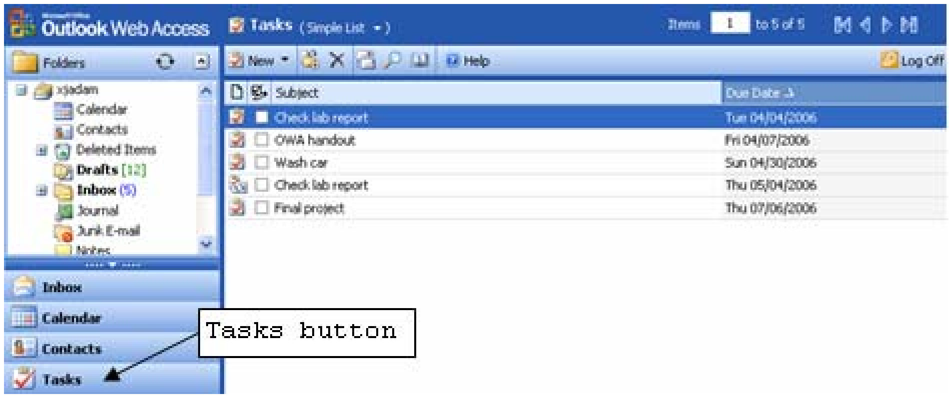


Figure 17 - Task Button

CREATING A NEW TASK

Users can create a task list of errands to track. A task can occur once or repeatedly as a recurrence. A recurring task can occur at regular intervals (e.g., every Friday at 2:00pm) or occur based on the dates and time periods you mark on the task complete.

To create a new task:

1. In the task view, click **New** button  on the **OWA** toolbar. The *New Task* dialog box will open (see Figure 18).
2. On the *Task* tab, type a task name in the ***Subject*** text box.
3. Select the appropriate dates, status, priority, and completed percentage for the task.

NOTE: Using the drop-down arrows next to the fields is helpful to set default values.

4. Click the **Recurrence** button  to make the task recurring. In the *Recurrence pattern* dialog box, set the recurrence pattern for the task, then click the **OK** button (See Figure 19)
5. Click the **Save and Close** button .

NOTE: Select the ***Reminder*** check box in the new task form to set reminders. The default reminder time is 8:00 A.M. on the day the task is due. To be reminded on a different day or at a different time, select the day or time from the drop-down list.

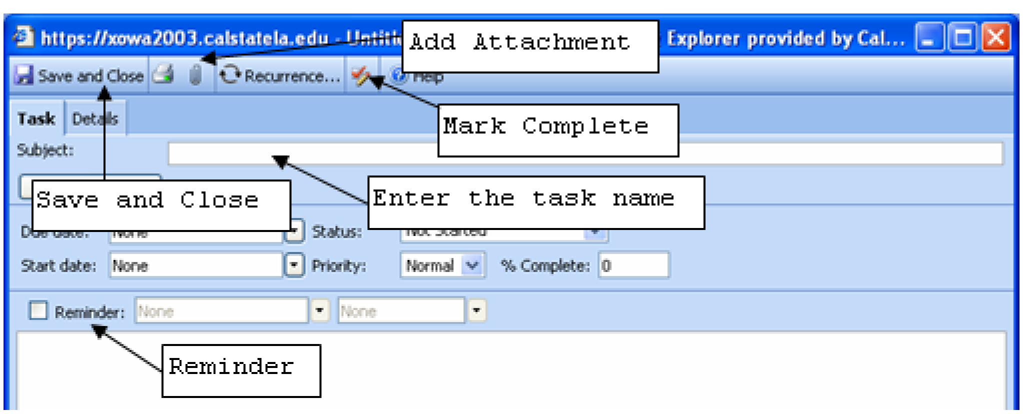


Figure 18 - New Task Dialog Box

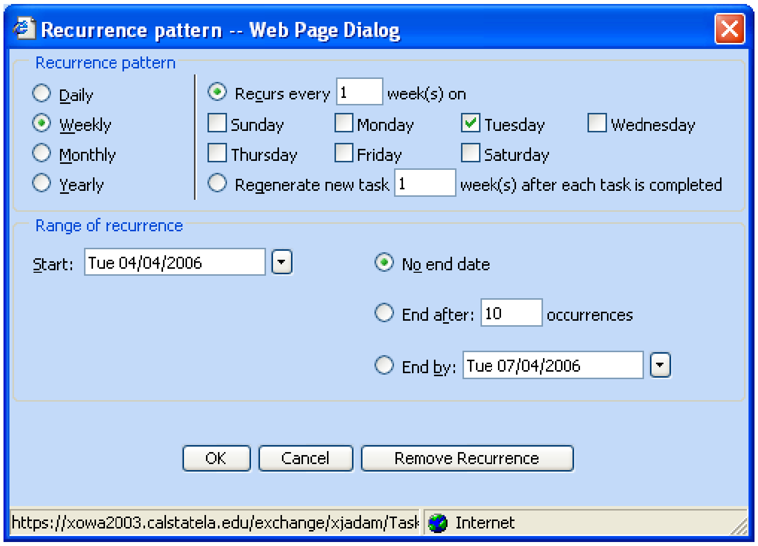


Figure 19 - Recurrence Pattern Dialog Box

EDITING AN EXISTING TASK

If the information about a task has changed since it was created, users can modify the task.

To modify an existing task:

1. In the ***Task*** view, double-click the item that needs to be edited. The *Task* dialog box will open (see Figure 18)
2. Change the desired value.
3. Click the **Save and Close** button 
.

SORTING TASKS

Sorting tasks can help to manage tasks more efficiently. OWA offers some different views for different needs. These views are depicted in the table below.

Table 4 – Methods to Sort the Tasks

View	Description
Simple List	This is the default view which includes all tasks.
Detailed List	Detailed information is showed in this vies such as each task's subject, status, due date, percent completed, priority, and attachments.
Active Tasks	This shows tasks that haven't been completed or deferred.
Next Seven Days	This shows the tasks that will due in the next seven days.
Overdue Tasks	This shows the tasks that are still incomplete as of the due date.
Completed Tasks	Only tasks marked as completed show in this view.
Taskpad	This shows the subject and due date for all tasks whose status is ***"Not Started,"*** ***"In Progress,"*** or ***"Waiting on someone else."***

To sort tasks:

- In the ***Task*** view, click the ***Tasks*** drop-down arrow to select the method to sort the tasks (see Figure 20).

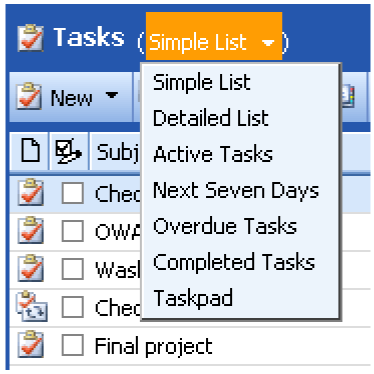


Figure 20 - Task Sorting Options

NOTE: Clicking the column heading of the desired field can also sort the tasks. Every time a column heading is clicked, the sort order is reversed (either ascending or descending).

MARKING A TASK COMPLETE

When a task is finished, marking it complete can help to manage the organized task list. Marking a task complete does not delete the task. A completed task will appear with a line through it in the task list.

To mark a task complete:

- In ***Task*** view, select the ***Mark Complete*** check box next to the appropriate task.

NOTE: When marking a recurring task complete, the next occurrence of the task appears in the task list.

Logging Out

Logging out helps prevent accessing of the account by someone else. Even if the user continues using the computer to visit other web sites, it is recommended to log off first from OWA.

To log out:

- Click the **Log Off** button Log Off at the right edge of the toolbar.

Or

- Close the browser.

Information Security Tips

For more on Information Security, visit:

- User Guidelines for E-mail Communications: http://www.calstatela.edu/its/policies/ITS-1000-G_EmailCommunications.pdf
- Information Security Tips: http://www.calstatela.edu/its/itsecurity/tips