



OWA

Outlook Web App

Microsoft Exchange Server

2010

Conversation View

Single Page of Messages

Nickname Cache

Multiple Browser Support

MailTips

Favorites

Search

Filters



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New Features

- **Conversation View** – View the most recent messages in a chain of responses.
- **Single Page of Messages** – All of the messages are on one page.
- **Nickname Cache** – Provides a suggested name list as you type in new addresses.
- **Multiple Browser Support** – The major Web browsers give the same rich experience.
- **MailTips** – Warnings like; Out Of Office, Attachments are Too Large, etc.
- **Favorites** – Add folders and searches to the Favorites area for quick access.
- **Search** – You can use advance criteria to search through all of your e-mail.
- **Filters** – Use the filters such as; To or From, to see just those e-mails.



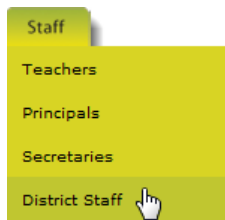
Outlook Web App 2010 - Accessing District E-mail from the Internet

School District 68 assigns every employee an active e-mail address and account. In most cases, the username will be the employee's first initial and last name @sd68.bc.ca, e.g. j.smith@sd68.bc.ca. However, newer employees receive a new format using first name and last name, e.g. Joe.Smith@sd68.bc.ca. To access their e-mail account an employee needs to ensure they have an active password. Enroll in the Password Reset Utility to Change, Reset, or Unlock your account (<https://pwreset.sd68.bc.ca/pwreset/>) or if necessary ask your Supervisor to email Help Desk if you need your password changed and you are not enrolled in the Password Reset Utility. The Password Reset Utility link and instructions are located under the Staff links on the SD68 homepage.



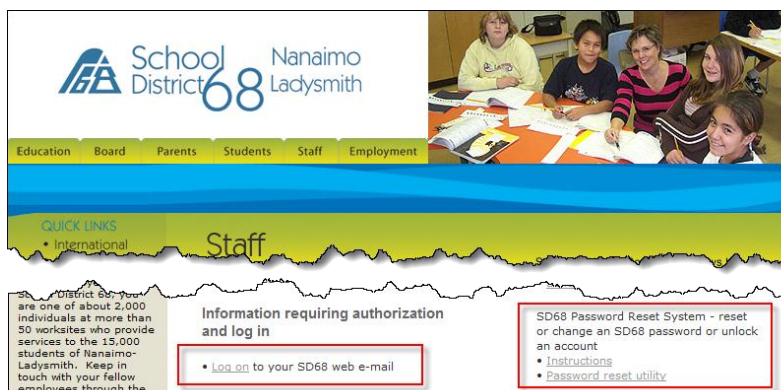
Outlook Web App will allow employees most of the same functionality that we expect from e-mail software, including adding and creating a distribution list, spellchecker and attaching files.

How to Access the SD68 Outlook Web App



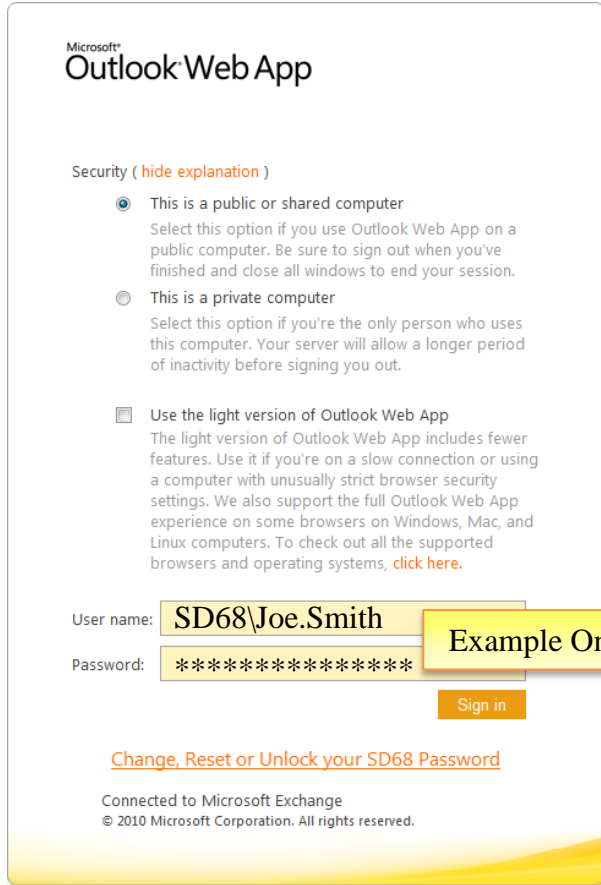
1. Go to the School District 68 website at www.sd68.bc.ca and select the STAFF tab.
2. Select the appropriate STAFF type (i.e. Teachers, Principals, Secretaries, District Staff).

3. Use the **Log on to your SD68 e-mail** link.

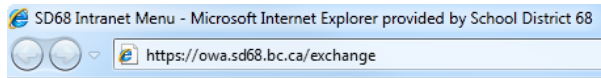




SD68 Outlook Web App (OWA) 2010

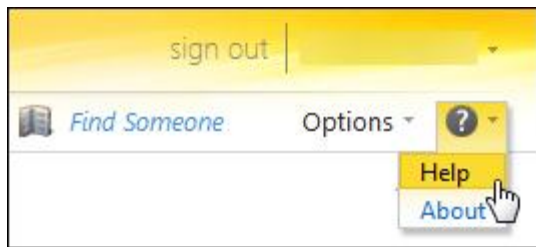


4. In OWA enter **SD68\username**, e.g. SD68\JSmith or SD68\Joe.Smith in the *Domain\user name* field. The user name must be prefixed with **SD68**
5. In the Password field enter your SD68 password
6. Leave the default **Security as Public or shared computer**. If you need a longer inactivity time and you are the only person who uses the computer, click on the Private Computer option and agree to the **Warning**
7. Check the Light Version option if you are using a slow computer or slow connection.



8. An alternate way to get to the, SD68 Outlook Web App page is by typing <https://owa.sd68.bc.ca/exchange> into the web browser address bar.

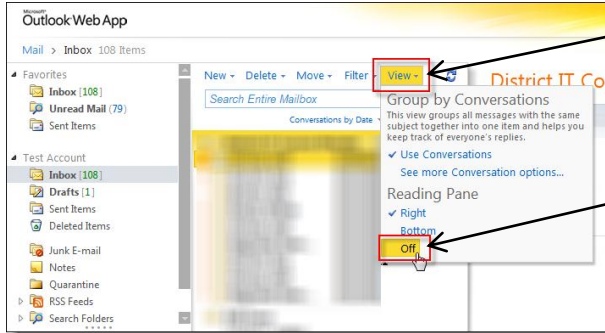
Help



Help in Outlook Web App is context sensitive, which means you get help on the area you are presently in.



Turn the Reading Panes ~ Off

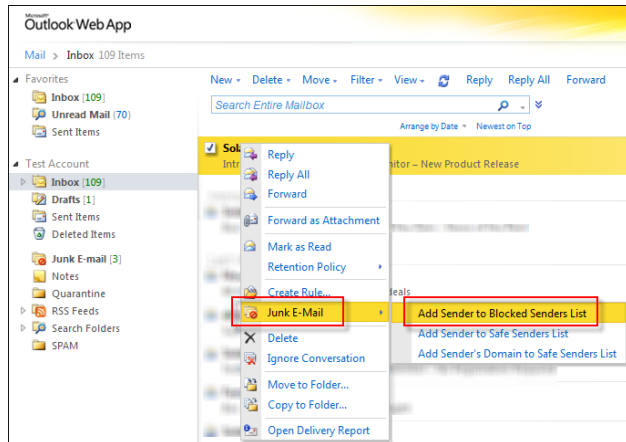


Click on the arrow beside the **View** icon and select Reading Pane **Off**.

This is a per folder setting and should be done for every e-mail folder (i.e. **Junk Folder**) to prevent the spread of spam.

Managing the Junk E-mail Folder

When an e-mail identified as Junk is received, you can mark it as Junk and have future messages from the same e-mail address bypass the Inbox and go directly to the Junk Folder.

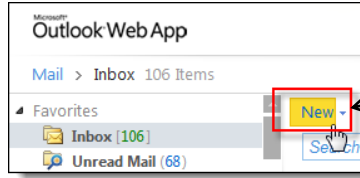


- Turn **Off** Conversation view (see page 6).
- Right click on a Junk e-mail and select **Junk E-Mail** from the menu.
- Select **Add Sender to Blocked Senders List**.

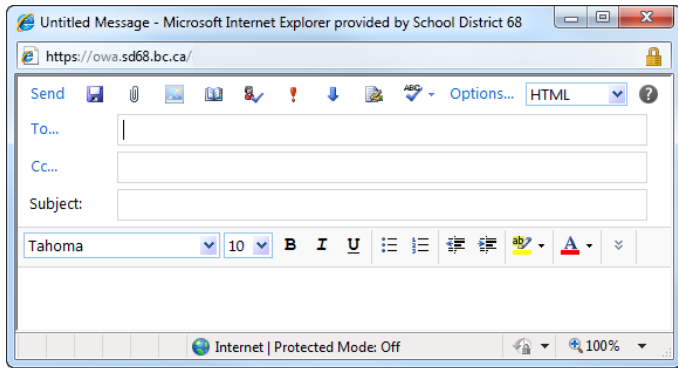
NOTE: If the Junk E-mail folder contains e-mail from someone **you know and trust**, double click on it to read it or move it to another folder.



How to Create a New E-mail Message



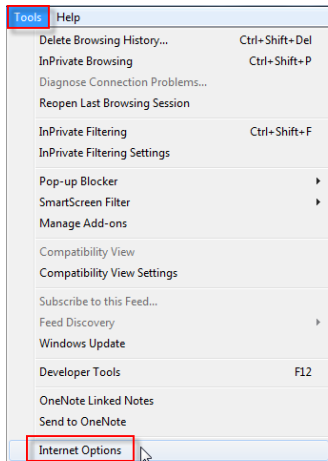
Select **NEW** to bring up a new message window.



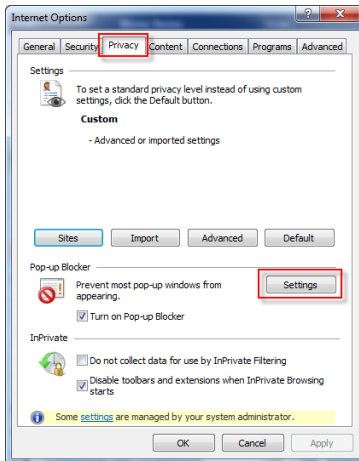
- Type in the recipients e-mail address or Click **To...** to search and select a recipient from the SD68 addresses. When creating a new e-mail message, users will see buttons for additional functions across the top of the new window. The most commonly used buttons are; Check Spelling, Check Names, and Attach File.

Note: Spellchecker might be stopped by the Popup Blocker. If users click to allow, it might close the current e-mail and the user will lose any text they had entered. *To prevent this from happening, follow the instructions below before opening a New e-mail message.*

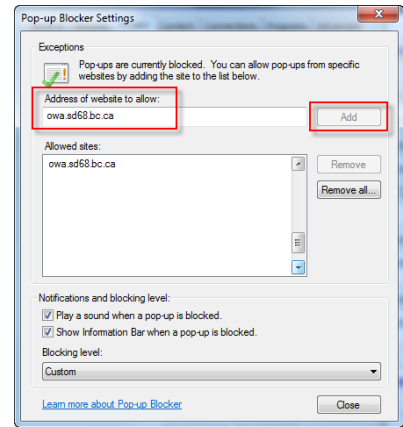
How to add Exceptions to the Popup blocker



1. Open Internet Explorer and browse to **Tools** then **Internet Options**.



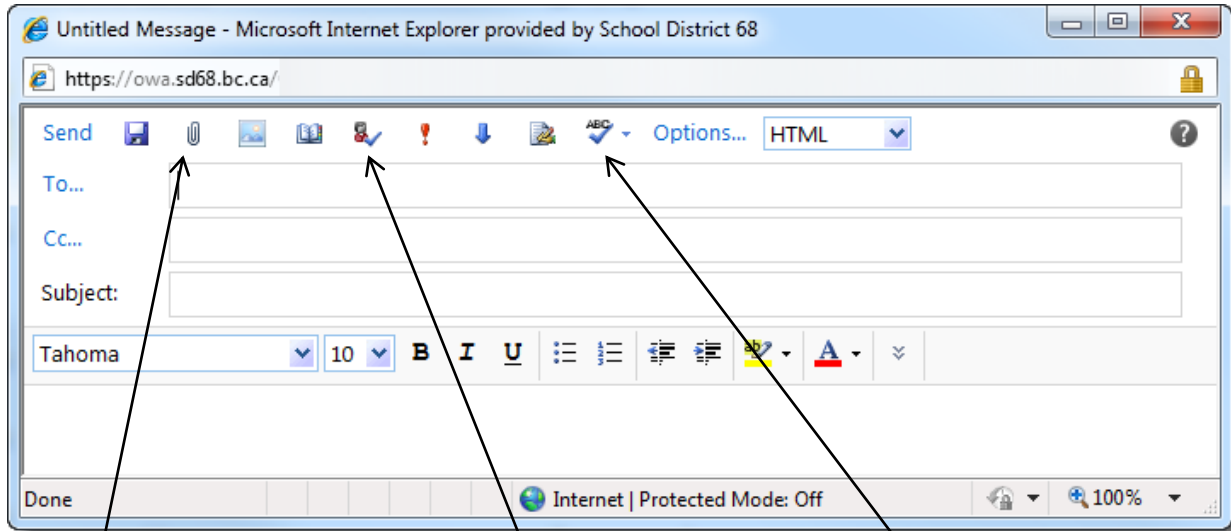
2. On the **Privacy** tab go to the **Settings** button of the popup blocker section.



3. Type **owa.sd68.bc.ca** in the **address to allow** box and then click **Add**.



How to Create a New E-mail Message continued



Attach Files

- Attach files from your computer to send with the e-mail.

Check Names

- Check the e-mail address you typed in against the SD68 address book.

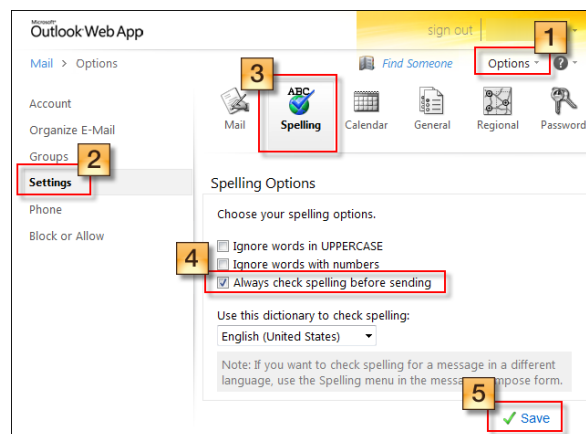
Check Spelling

- Spellcheck your document anytime.

Note: It is recommended that e-mail addresses are verified (Check Names) prior to sending an e-mail.

Note: under **Options**, you can select '**Always check spelling before sending**', which will start spell-check when you click on **Send**.

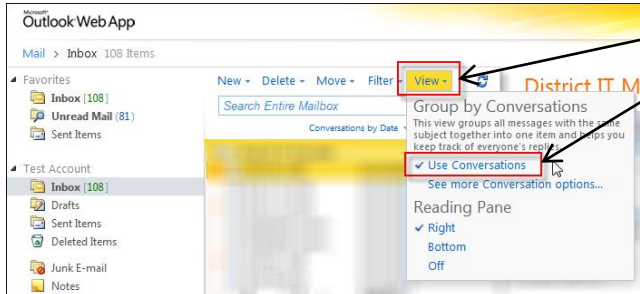
1. Click **Options** > **See All Options**.
2. Click **Settings**.
3. Select **Spelling**.
4. Check **Always check spelling before sending**.
5. Click **Save**.





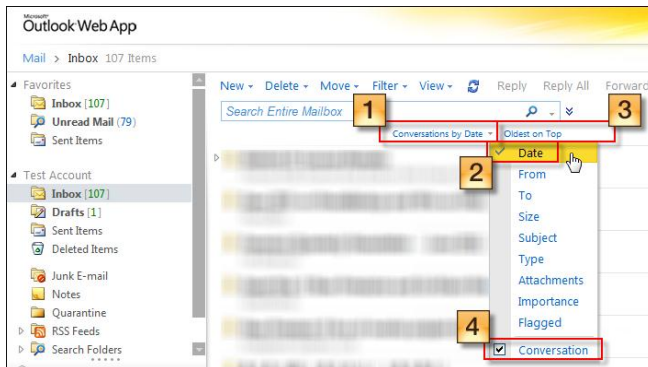
Commonly Used Options

TURN OFF CONVERSATION VIEW:



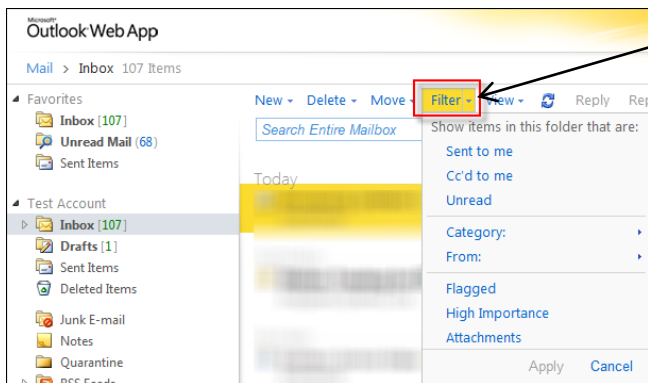
- Click **View**.
- Click on **Use Conversations** to remove the checkmark.

SORTING:



1. Click on the arrow beside **Conversation by Date** (or **Arrange by Date**).
2. Select the sort by option (i.e. Date, From, To).
3. Click on the words **Oldest on Top** or **Newest on Top** to toggle the display order.
4. **Optional:** Turn off **Conversation** view by un-checking the box.

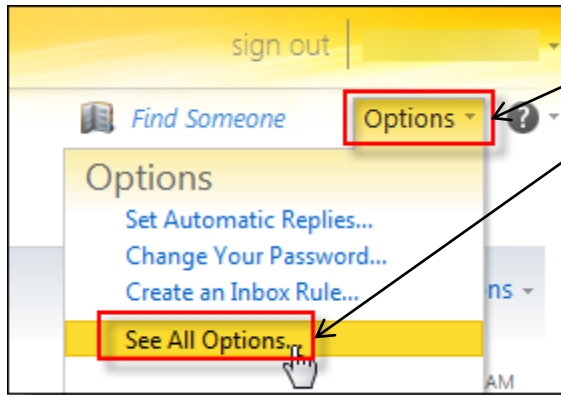
FILTER:



- Your Messages can be displayed in a variety of different ways, by using the **Filter** drop down arrow and selecting an option.

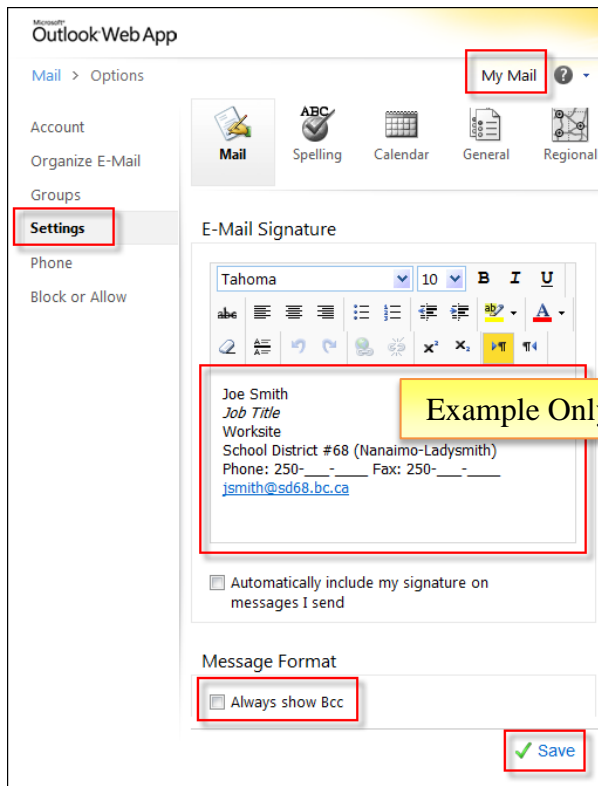


OPTIONS:



- Select **Options**.
- And then click on **See All Options...**

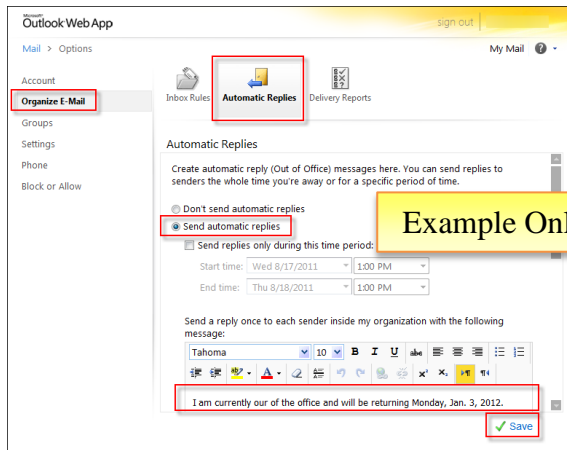
E-MAIL SIGNATURE:



- Select **Settings**
- Type in your Signature (see Example)
- Check the **Automatically include my signature on messages I send** box.
- **Note:** you can also check the **Always show Bcc** (blind carbon copy) checkbox to have this field available in all new e-mail messages.
- Click **Save**.
- Click on **My Mail** to exit Options.



OUT OF OFFICE:



- Select **Organize E-Mail**
- Click on **Automatic Replies**
- Click on **Send automatic replies**
- Type in your Reply (see Example)
- Click **Save**.
- Click on **My Mail** to exit Options.

Note: Don't forget to select **Don't send automatic replies**, when you return.

LOG OFF:



When users are finished using their SD68 Outlook Web App, it is recommended that they use the **sign out** button in the top right of the main window.