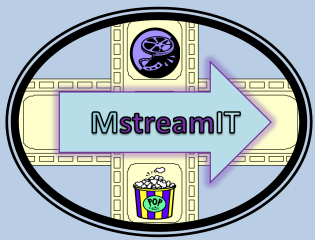


email user guide



# *how to?...* *contents...*

*logging in*

**sending an email with an attachment**

**sending an email to more than one person**

**fowarding an email**

**recieving an email**

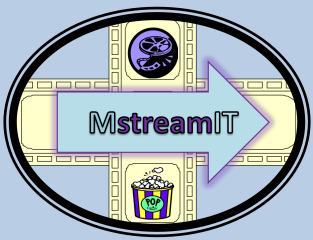
**replying to an email**

**saving an attachment**

**email folders**

**adress groups**

**priority high and low**



# logging in

Microsoft Office Outlook Web Access

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

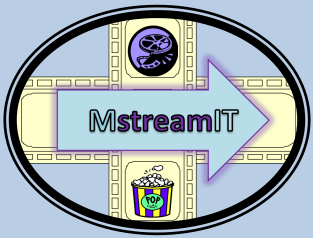
Use Outlook Web Access Light

E-mail Address:

Password:

Connected to Microsoft Exchange  
© 2007 Microsoft Corporation. All rights reserved.

- 1) First you type in your email address
- 2) Then type in your password.
- 3) Then press the log on button



# receiving an email

A screenshot of an email client interface. The top bar contains icons for 'New', 'Reply', 'Reply to All', and 'Forward'. Below this is a search bar labeled 'Search Inbox' and a dropdown menu for 'Arrange by: Date' with 'Newest on top' selected. The main content area shows an email from 'MStreamIT' sent on '17 October 2013 14:08' to 'Roper, Jade; Dobson-Pilling, Georgia'. The email body contains the following text:

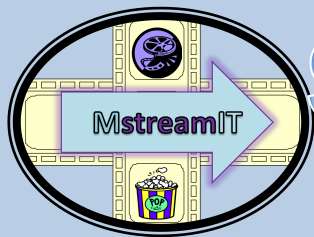
Hello Miss Roper, Miss Dobson-Pilling

Please may we meet next Friday for a meeting on the buisness module.

Sincerely  
Katie, Larter

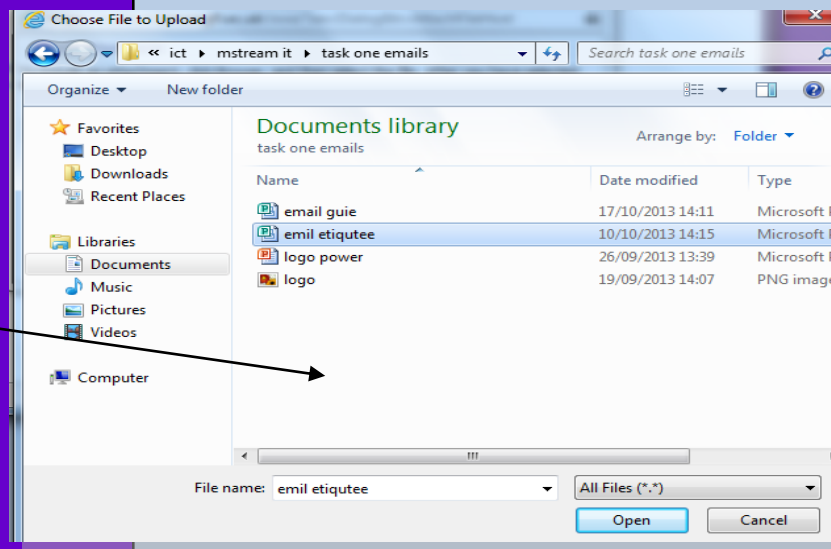
I look forward to working with you.

This is an email that I received about the meeting next Friday

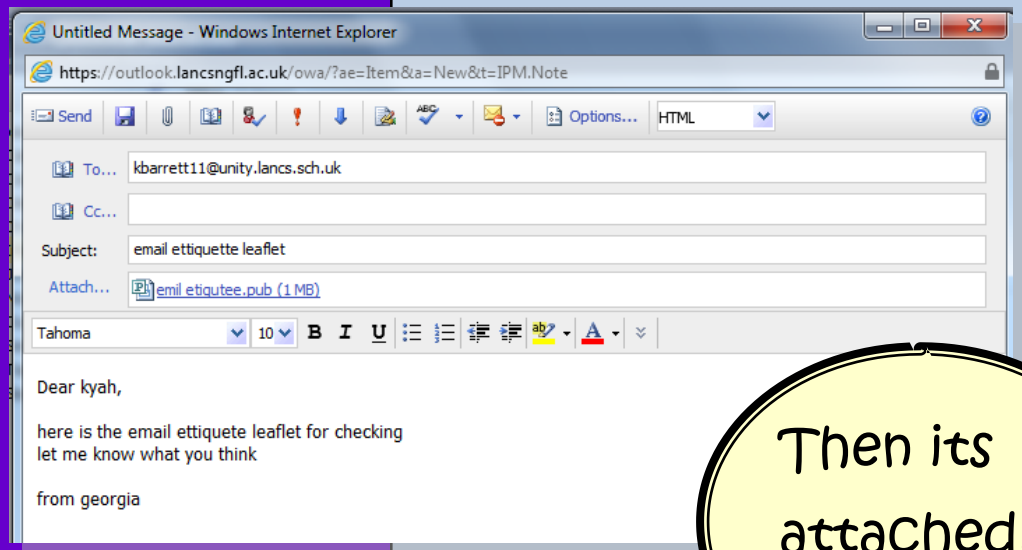
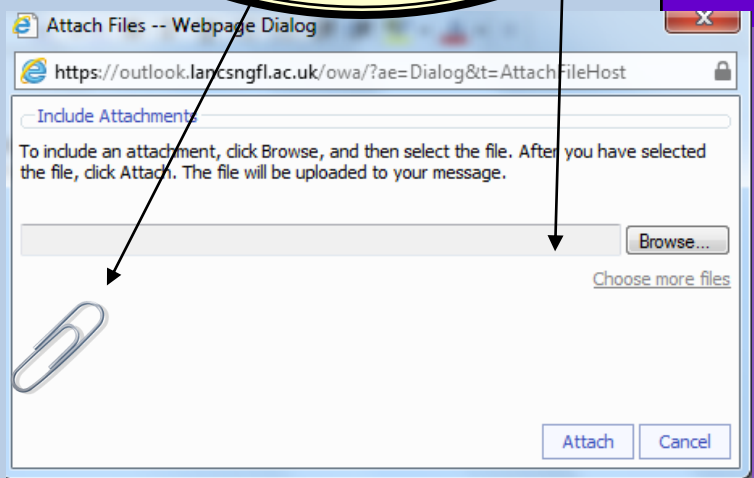


# sending an email with an attachment

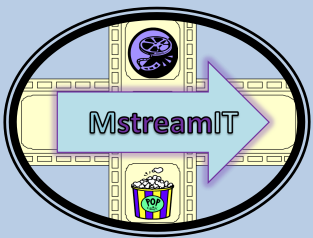
Find the file then attach the file.



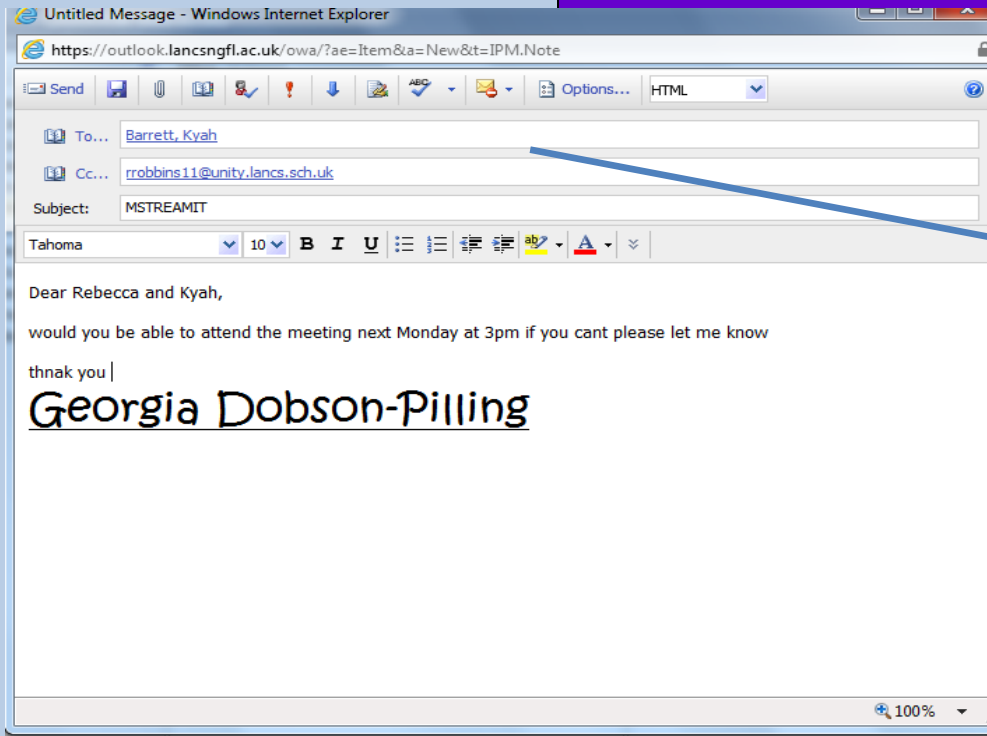
First press on the paperclip and this will come up on you screen.



Then its attached.

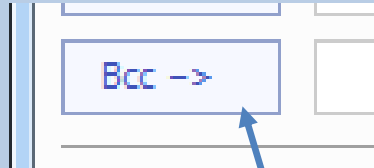


# sending an email to more than one person

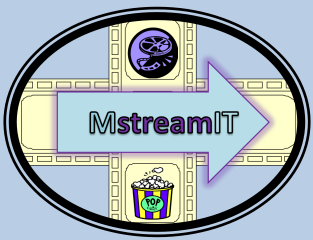


Type in the email address in the to box and the cc box.

CC means carbon copy and you know who has got a copy.

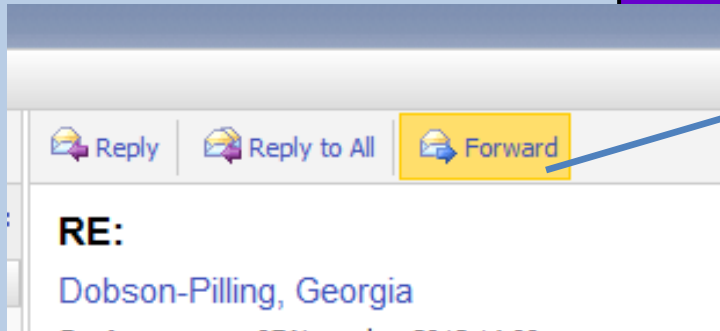


BCC means blind carbon copy and you cant see who has got a copy of an email.

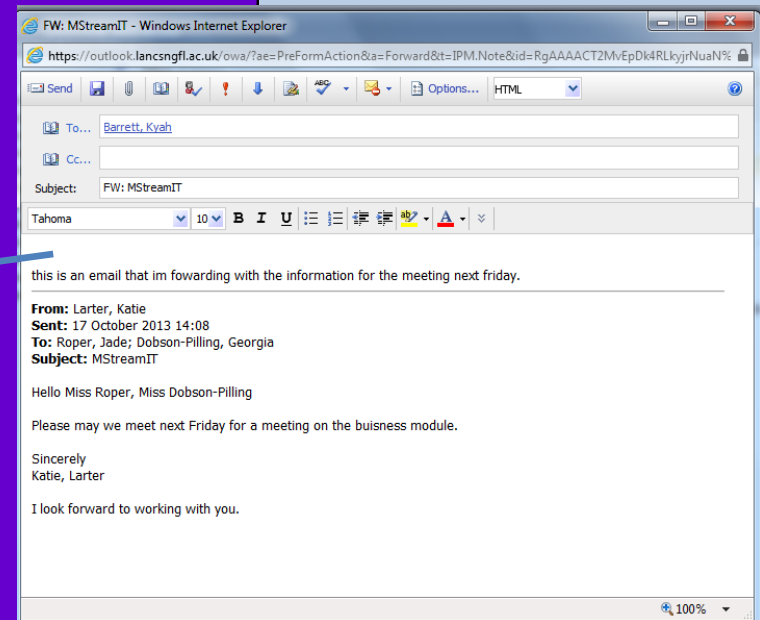


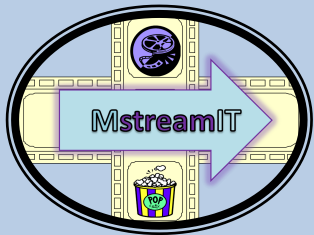
# fowarding an email

Press the forward button

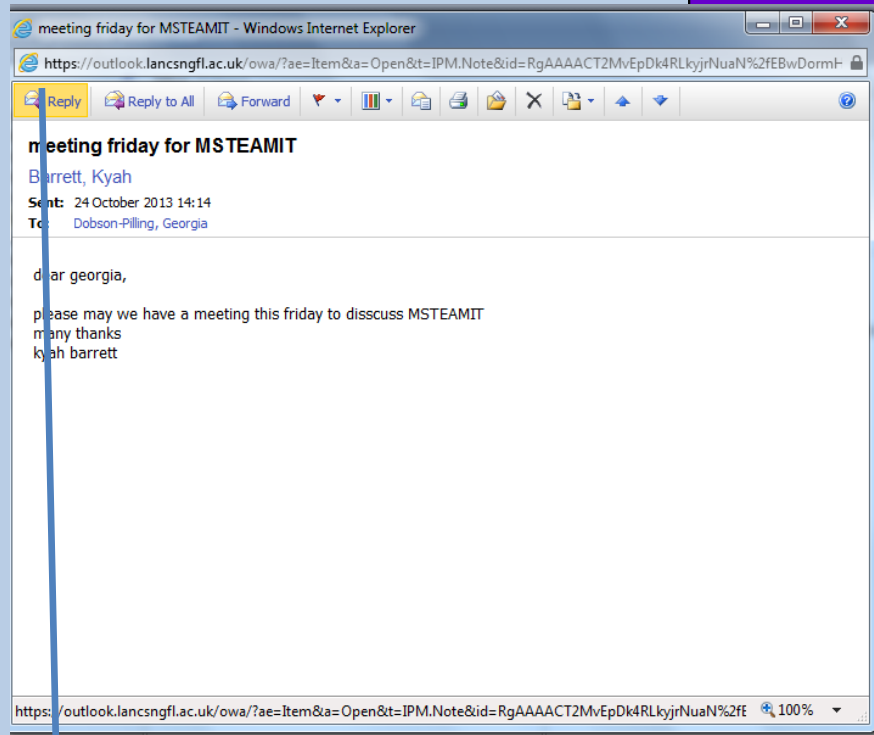


Type in the email address then type in the body of your message you are forwarding to the person.

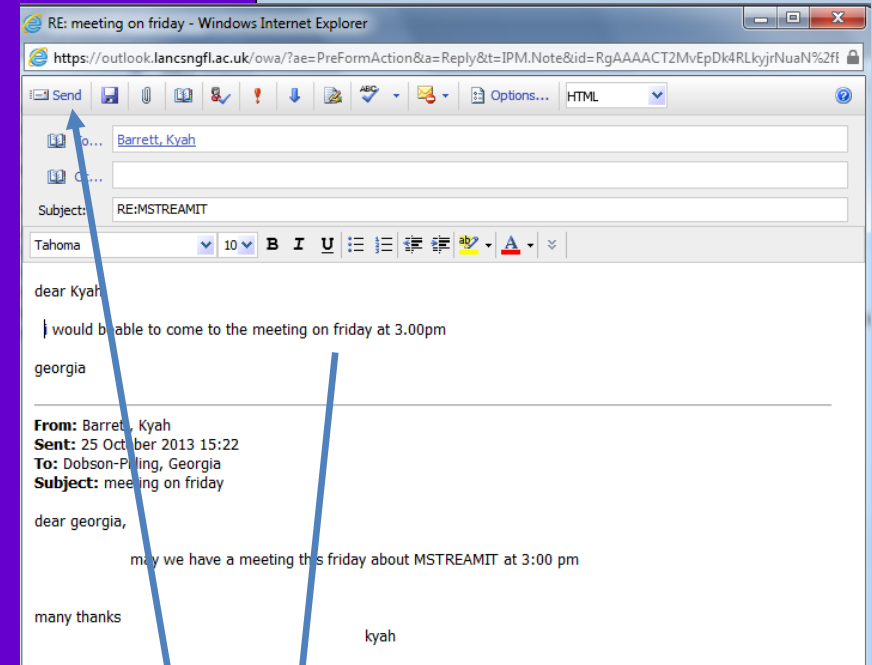




# replying to an email



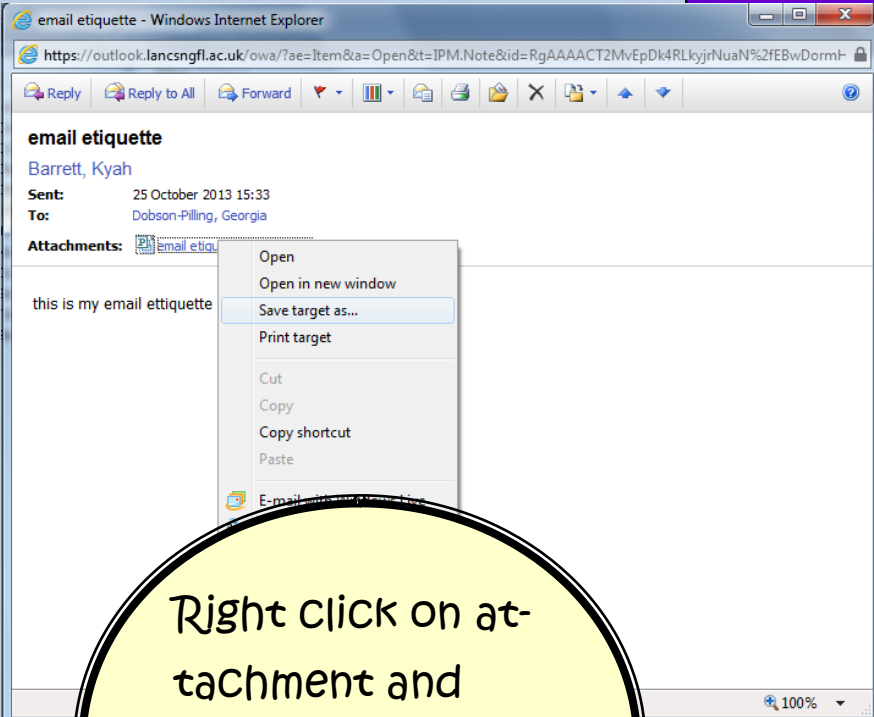
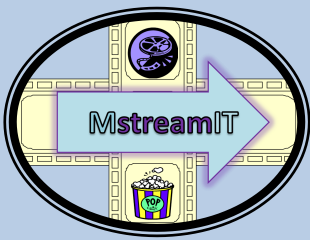
Press the reply button.



When you press the reply button this is what will come up on your screen and type in Your reply. And then press send.



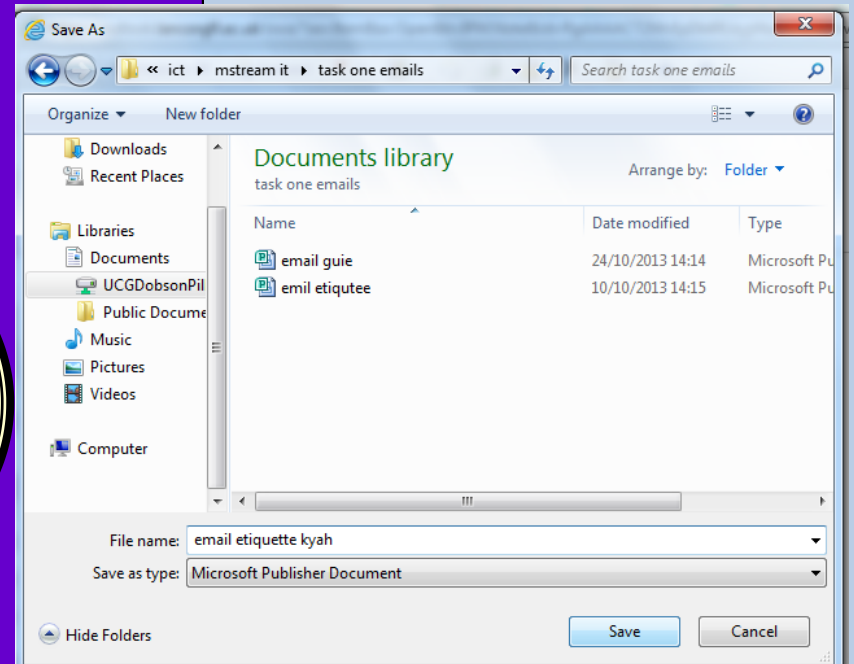
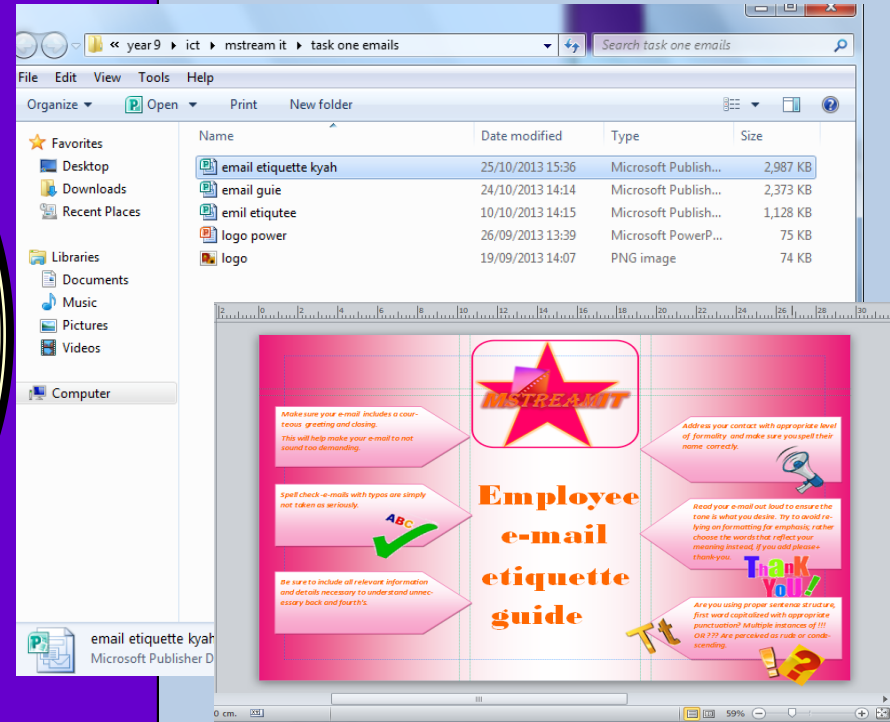
# saving an attachment

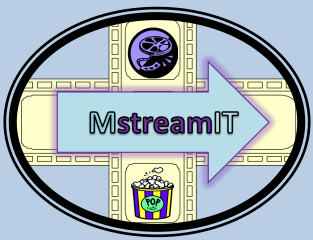


Then open the saved document.

Right click on attachment and press the save target as.

Then save the document in your folder.

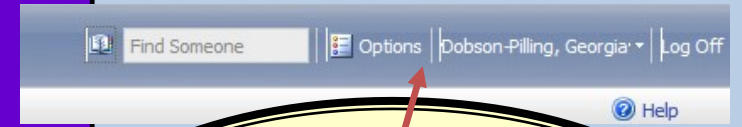




# Auto signature

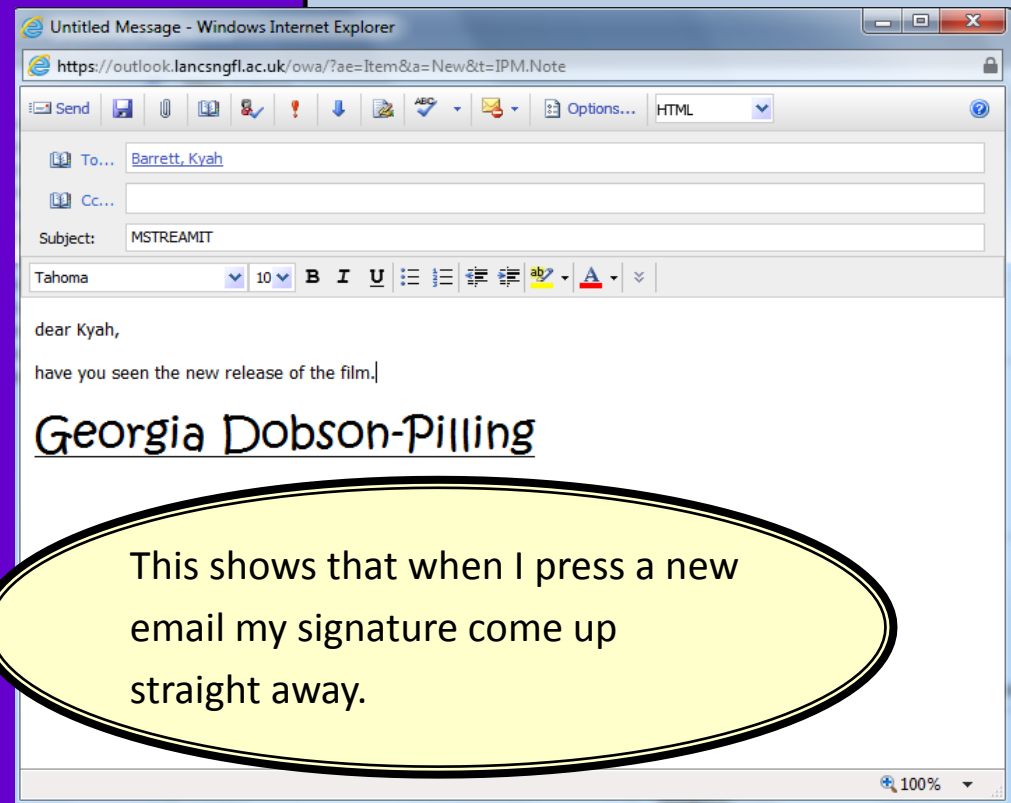
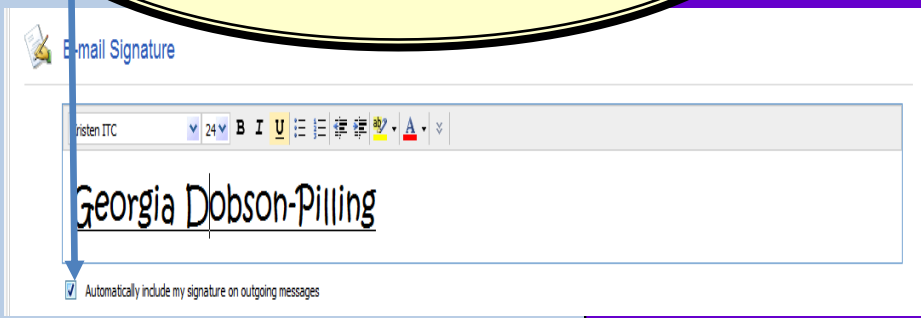


Type in your name or a signature you want to use for your emails.



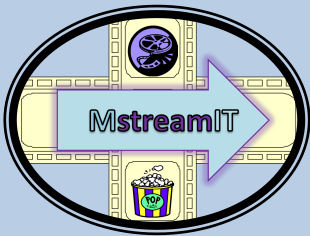
You press on the options button on the top corner .

Press the automatic button at the bottom.



This shows that when I press a new email my signature come up straight away.

# Auto reply



Press on the option button on the top left corner

Options

Regional Settings

Messaging

Spelling

Calendar Options

Out of Office Assistant

Rules

E-Mail Security

Junk E-Mail

Change Password

Then press on the out of office assistant.

Press on send out email.

- Do not send Out of Office auto-replies
- Send Out of Office auto-replies
  - Send Out of Office auto-replies only during this time period:
    - Start time: Thu 14/11/2013 13:00
    - End time: Fri 15/11/2013 13:00

Send an auto-reply once to each sender inside my organization with the following message:

Then press on the one underneath to change the date.

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

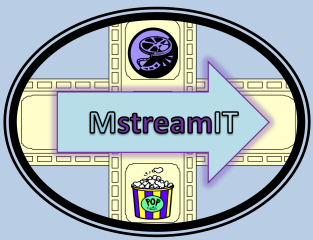
- Do not send Out of Office auto-replies
- Send Out of Office auto-replies
  - Send Out of Office auto-replies only during this time period:
    - Start time: Thu 14/11/2013 13:00
    - End time: Fri 15/11/2013 13:00

Send an auto-reply once to each sender inside my organization with the following message:

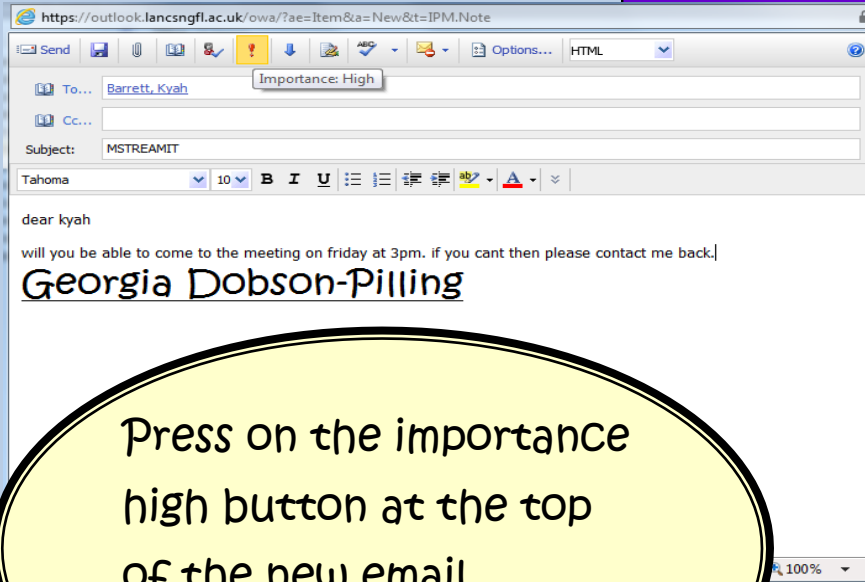
Tahoma 10 B I U  
I am currently out of the office at the minute because im on my holidays if you need anything please contact my assitant who will be in my office. I will be back on friday the fifteenth of november at one oclock.

Type in your message then press save.

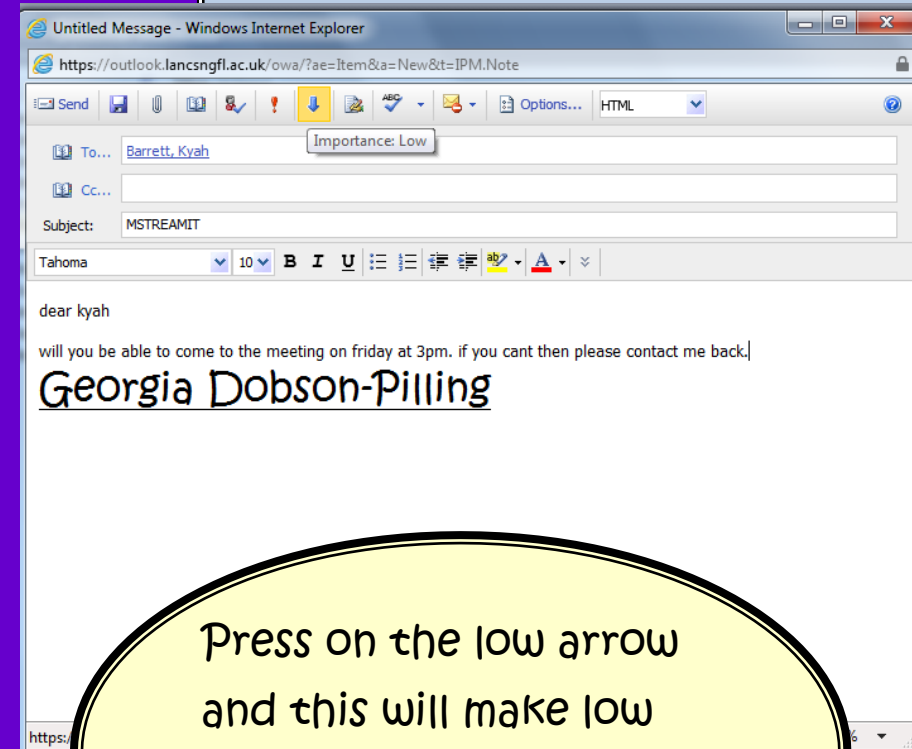
Save



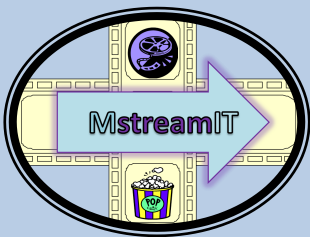
# setting priority high and low



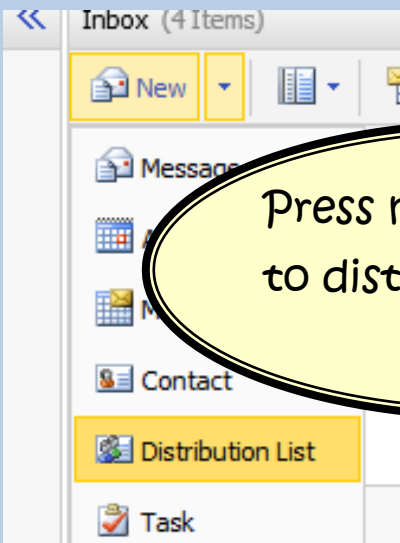
Press on the importance high button at the top of the new email.



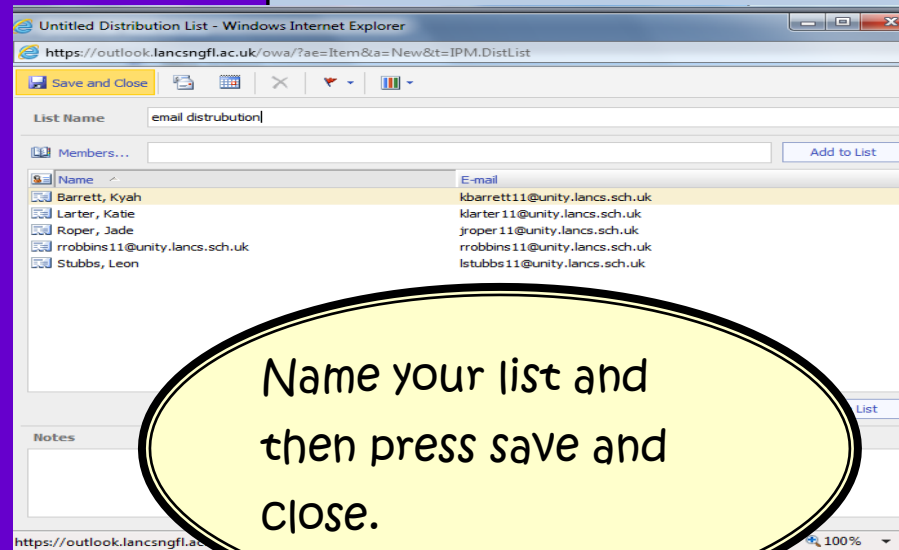
Press on the low arrow and this will make low importance.



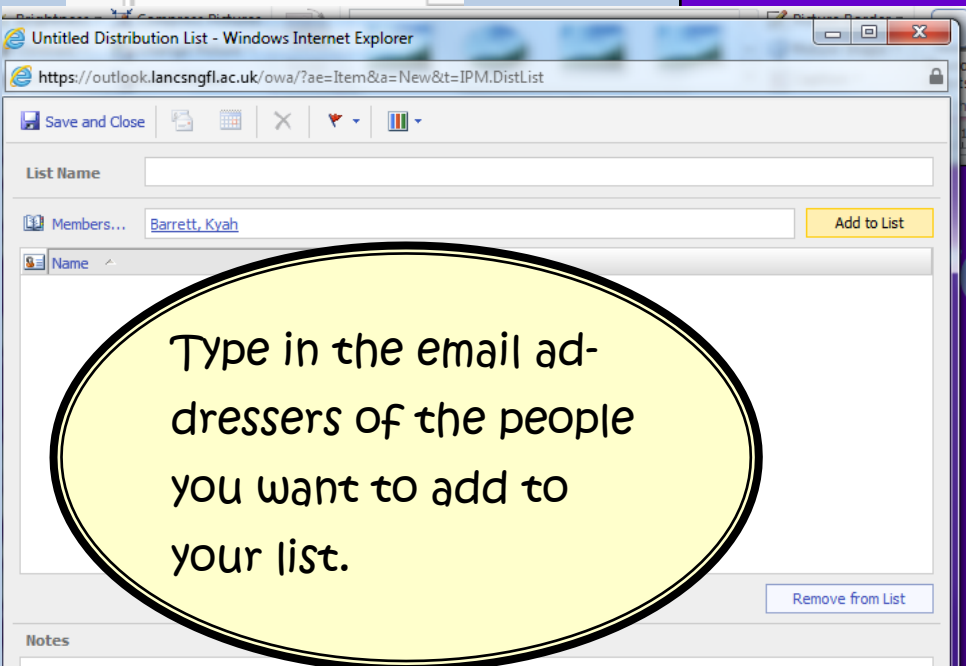
# Address Groups



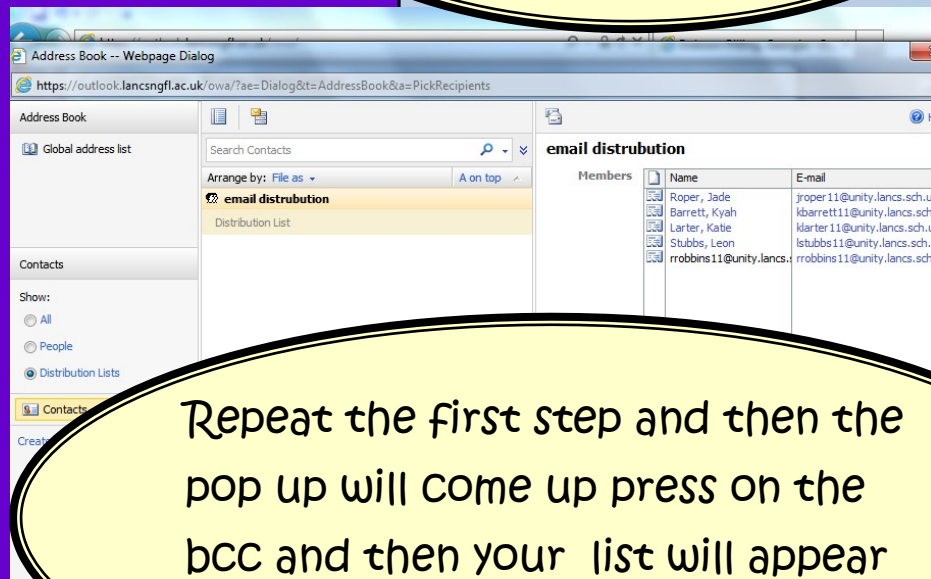
Press new and then go to distribution list.



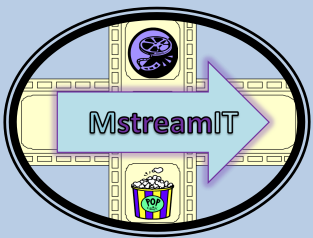
Name your list and then press save and close.



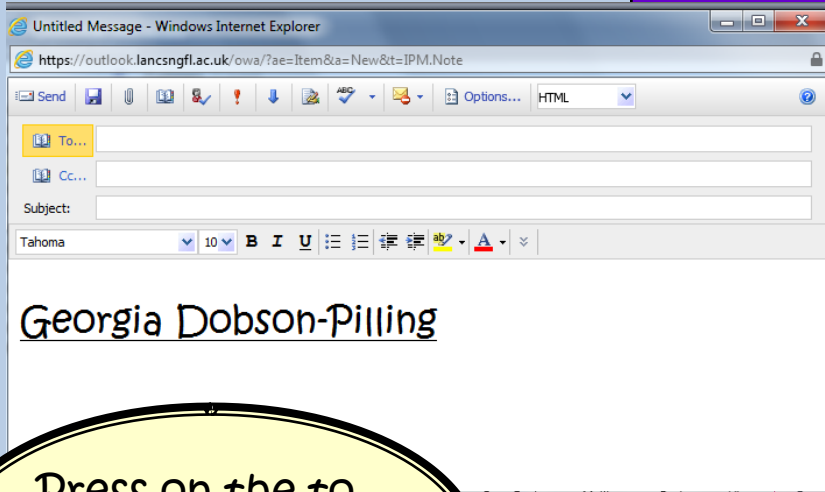
Type in the email addresses of the people you want to add to your list.



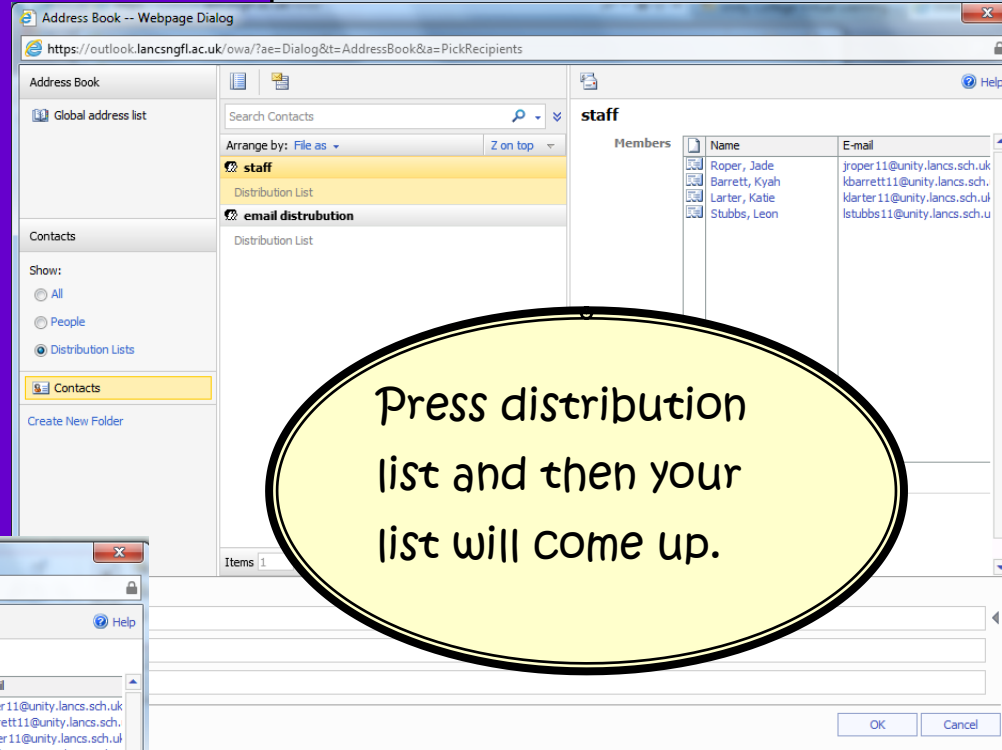
Repeat the first step and then the pop up will come up press on the bcc and then your list will appear



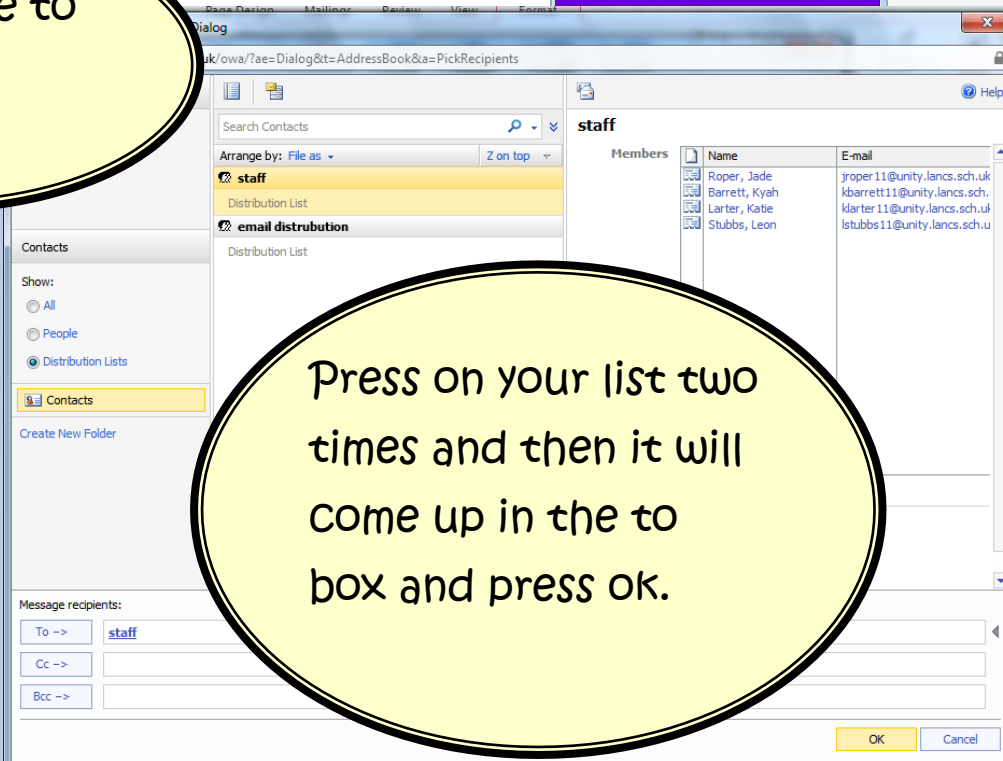
# Address Groups



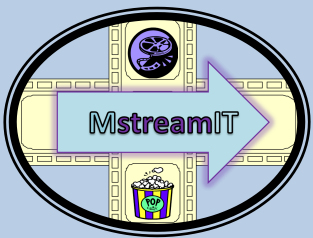
Press on the to button.



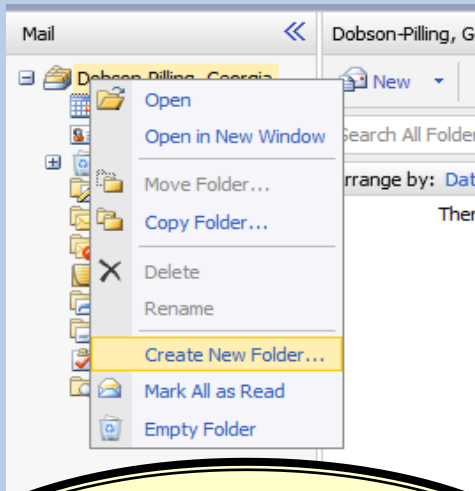
Press distribution list and then your list will come up.



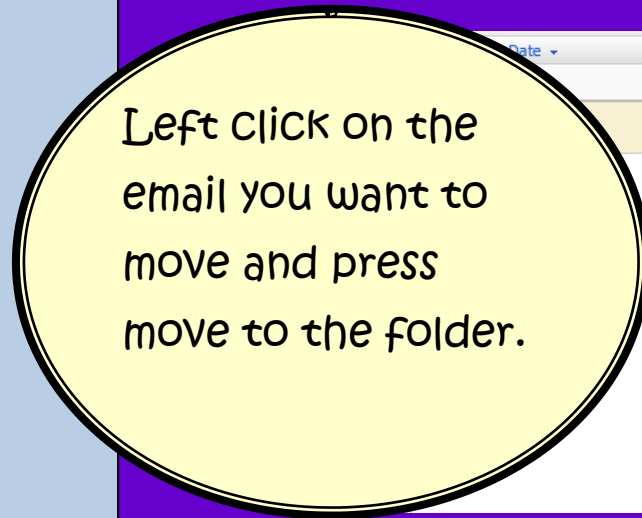
Press on your list two times and then it will come up in the to box and press ok.



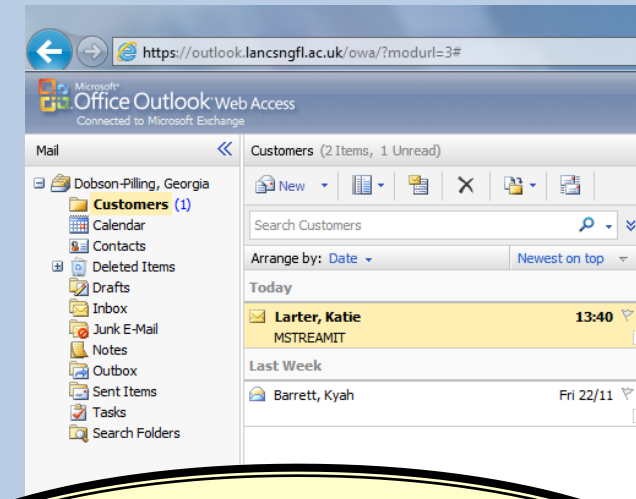
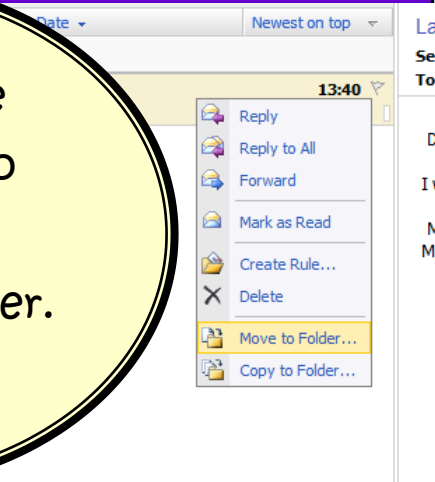
# Email Folders



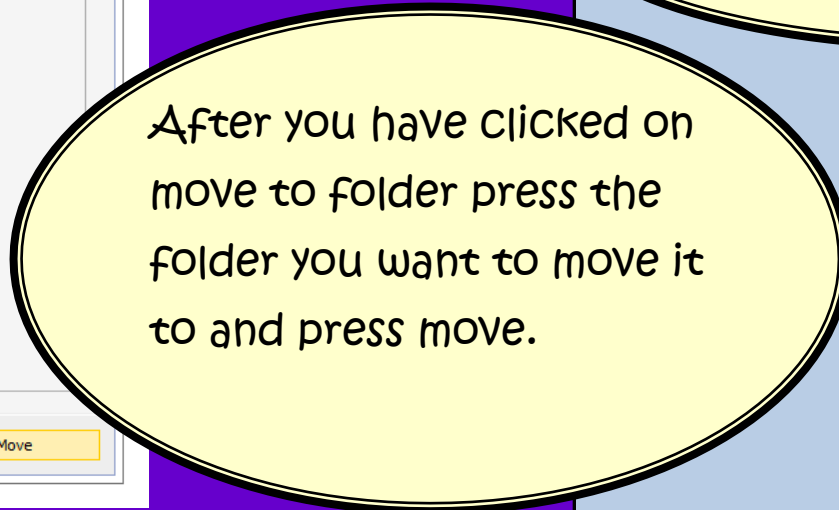
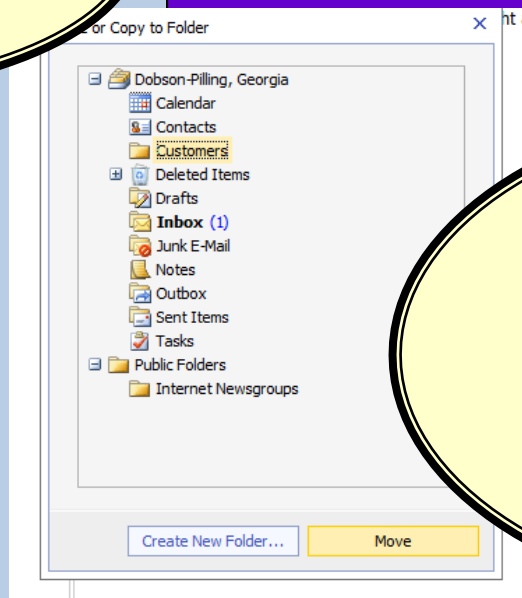
Left click on your name and press the create new folder.



Left click on the email you want to move and press move to the folder.



This shows the email in the folder you moved it into.



After you have clicked on move to folder press the folder you want to move it to and press move.