

Microsoft Outlook Web App

Instructions: Accessing webmail from Home/via Internet

Launch Internet Explorer



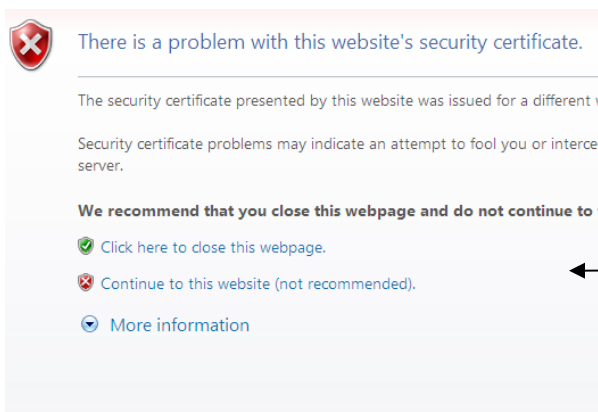
<http://webmail.ppsd.org>

Click on **“This is a public or shared computer”** when accessing your email **OUTSIDE** of PPSD. [i.e., from home]

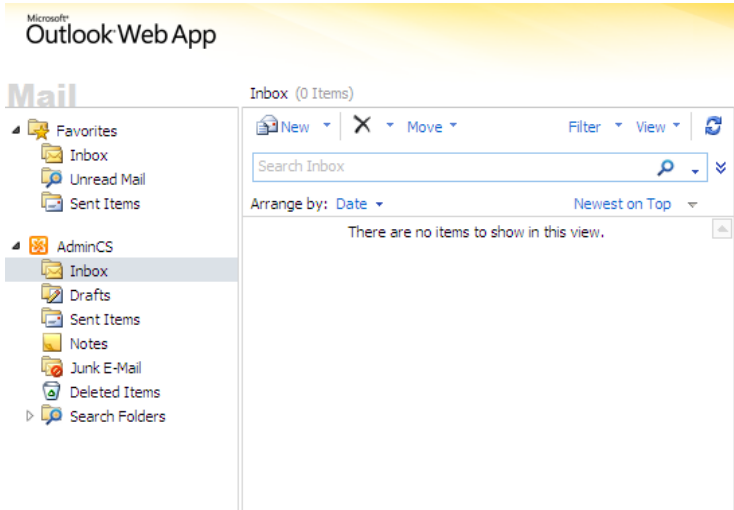
Click on **“This is a private computer”** if you are accessing your email **WITHIN** PPSD [i.e. school location, central office]

UNCHECK the box next to **“Use the light version of Outlook Web App”**

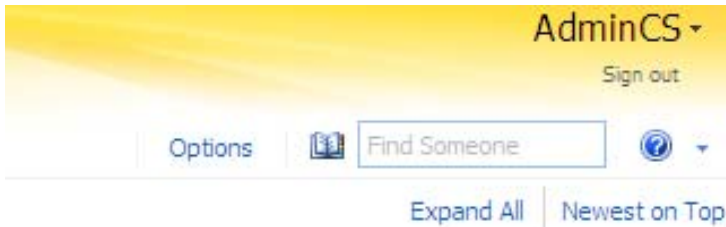
Type in your **domain\username**:
i.e., academic\jsmith or ppsd\jsmith
Type in your **password**
Click on **Sign in**



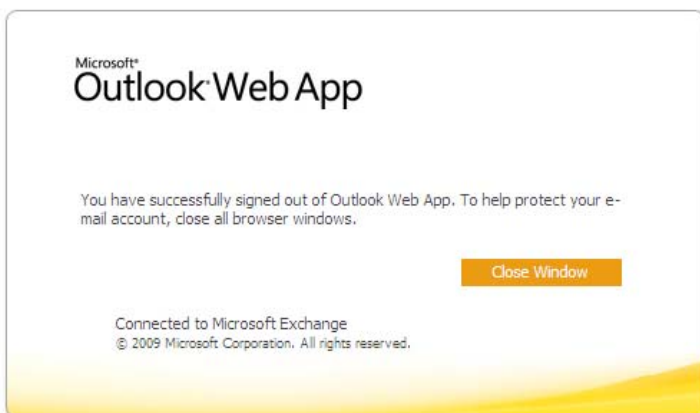
Click on **CONTINUE TO THIS WEBSITE [not recommended]** **NOTE:** Once the migration of this new E-Mail application is complete, this screen will no longer appear.



You have successfully logged into your E-Mail account. You now have access to your INBOX, CALENDAR, AND CONTACTS



To Log out of your account, Click on **SIGN OUT** to log out of application



You have successfully logged out of your E-Mail account.

After you have performed these steps and you are **unable to access** your E-Mail, please contact HELP@ppsd.org

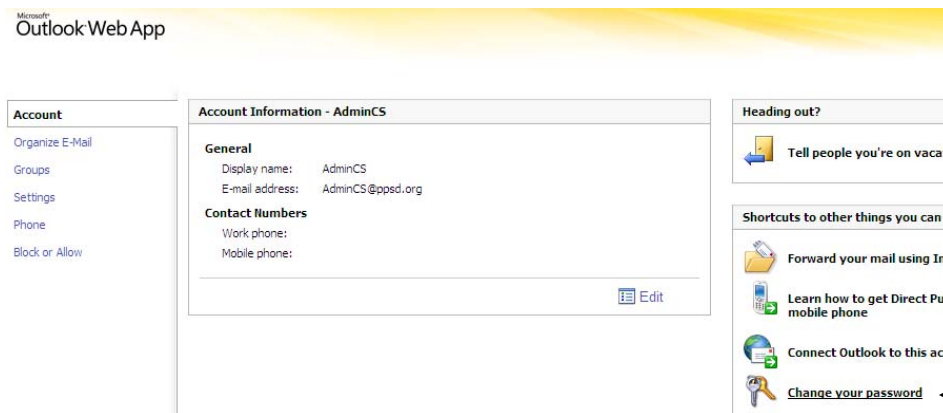
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Instructions: CHANGING YOUR PASSWORD

Log on to your webmail.
[please refer to page 1 of MS
Web App Instructions]



Click on **OPTIONS**



NOTE: Passwords must be
a minimum of six characters

Click on **CHANGE YOUR
PASSWORD**

Change Password

Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: PPSD\AdminCS

Old password:

New password:

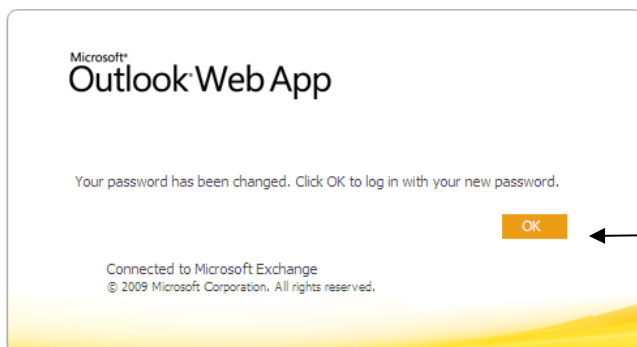
Confirm new password:

Type in your **OLD/CURRENT
password** [i.e., change09]

Type in your **NEW
PASSWORD** [i.e., testing]

Type in your **NEW
PASSWORD again** [i.e.,
testing]

Click on **SAVE**

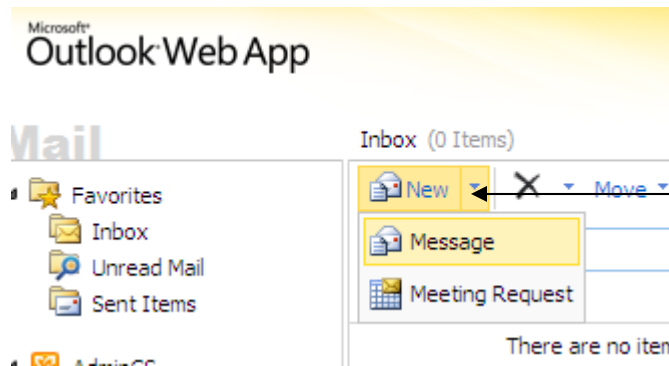


Click on **OK**

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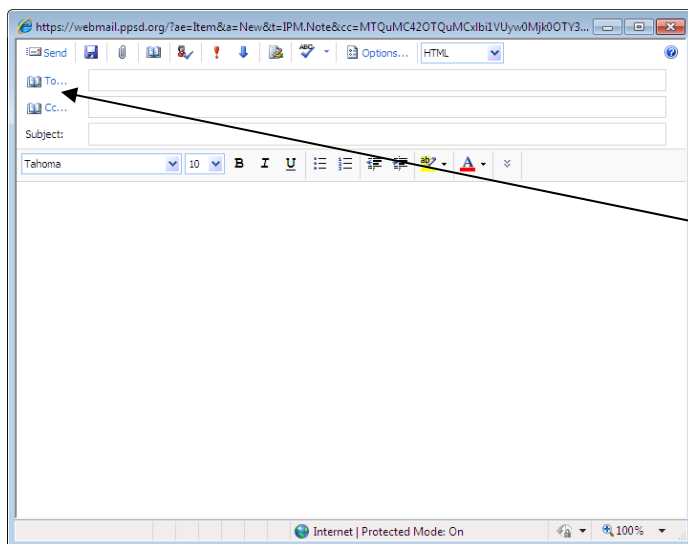
Instructions: CREATING, SENDING AND ATTACHING EMAIL

Log on to your webmail.
[please refer to page 1 of MS
Web App Instructions]



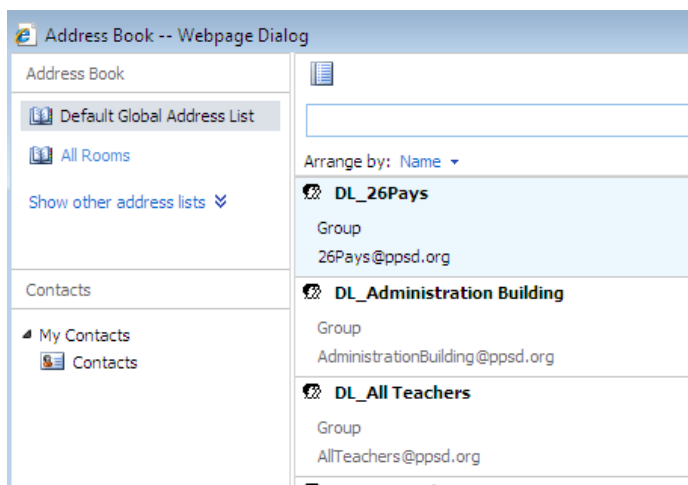
From your **INBOX**,

Click on **NEW** to create a new message.

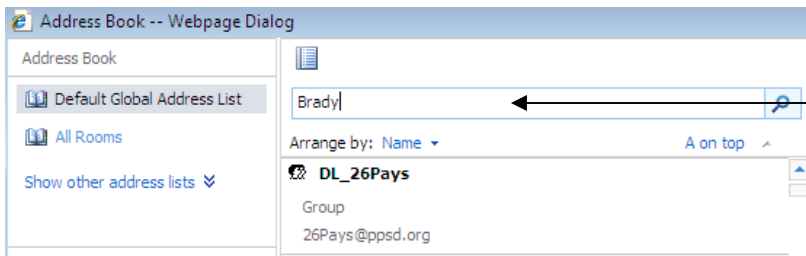


If you **KNOW** your recipient's email address type it in the TO:, and/or Cc: fields.

If you **DO NOT KNOW** your recipient's email address and the address exists in PPSD's global Address List [GAL] or your CONTACT list, Click on **To:**, and/or **Cc:** fields.

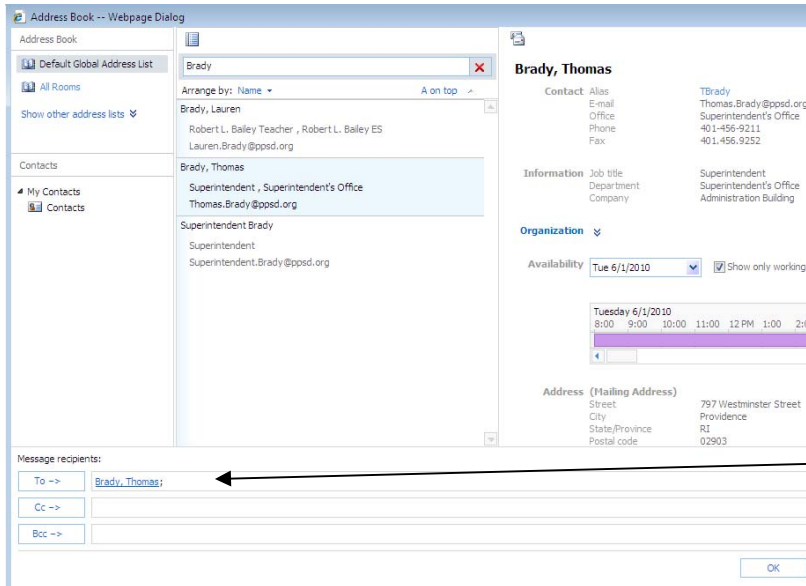


Using the **GLOBAL ADDRESS LIST [GAL]**, this example we will search the GAL **by the person's LAST NAME**



Type in the **USER'S LAST NAME**. [i.e., Brady]

Click on the **SEARCH** icon

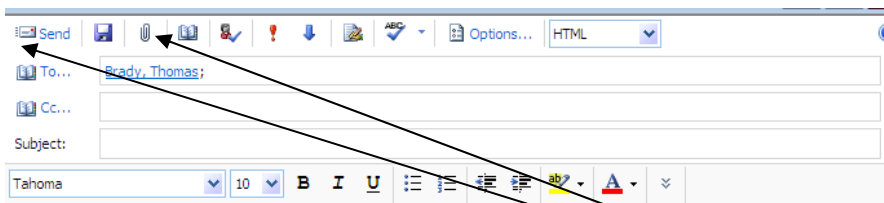


All users with the **LAST NAME** you typed in will appear.

Click on the **USER** to whom you are **sending the email**

Notice **User's name** is located in the **TO** field.

Click on **OK**



You are now ready to type your message.

Start typing here to type the contents of your email.

When you have completed typing the email, click on **SEND** to send your email to the recipient's who are located in the **TO** field.

Click on the **DISK** to **Save** the email to send at a later date

Click on the **PAPERCLIP** to Attach a document.

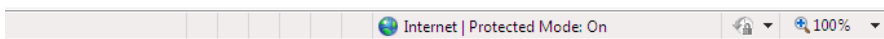
Click on **!** to mark this email as **IMPORTANT**

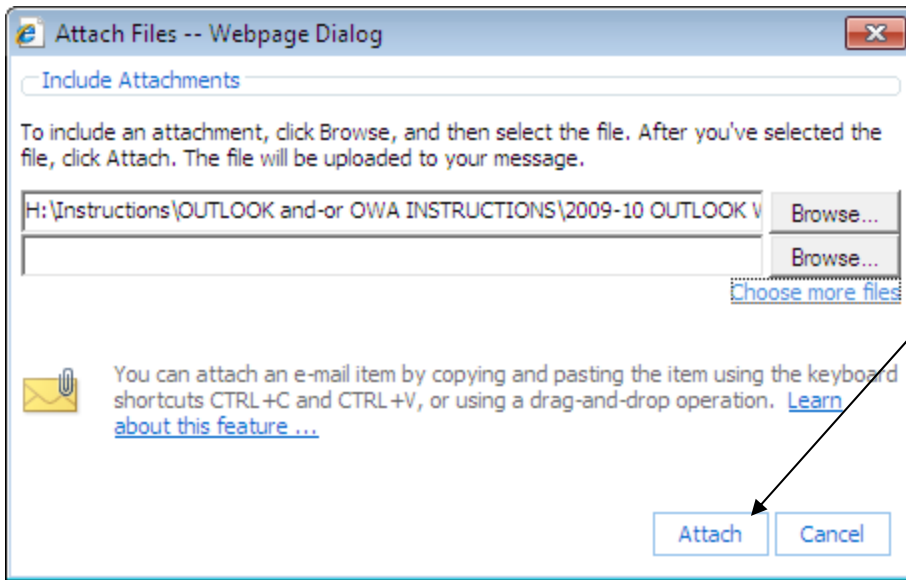
Highlight text and then Click on **B** = bold, **I** = Italics, **U** = Underline

Click on **ABC** to **Spell Check** the document

Once message is completed you can either choose **SEND**, (the email will be completed) or you have the option to **ATTACH A FILE**

To **attach** a file, Click on the **PAPERCLIP**





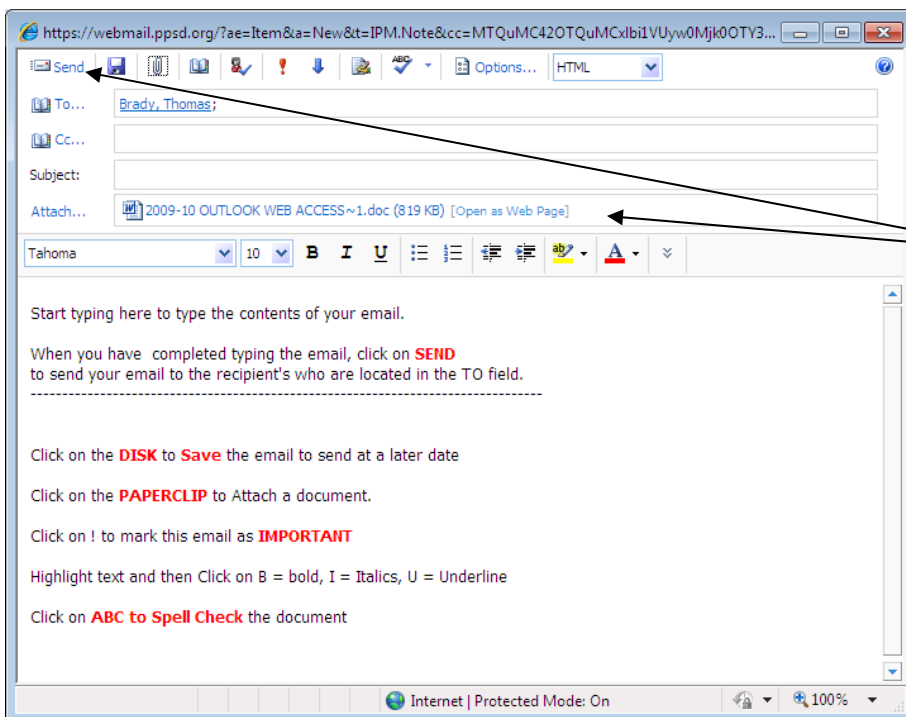
Click on **BROWSE** to locate the file.

Once you have located the file, **DOUBLE CLICK** on the file

The file will be located in the field.

[NOTE: if you want to send multiple files, click on Choose more files and repeat step another Browse field will appear as shown]

Click on **ATTACH**



Document[s] has been attached.

Click on **SEND** and your E-Mail message has been sent to the designated recipients.

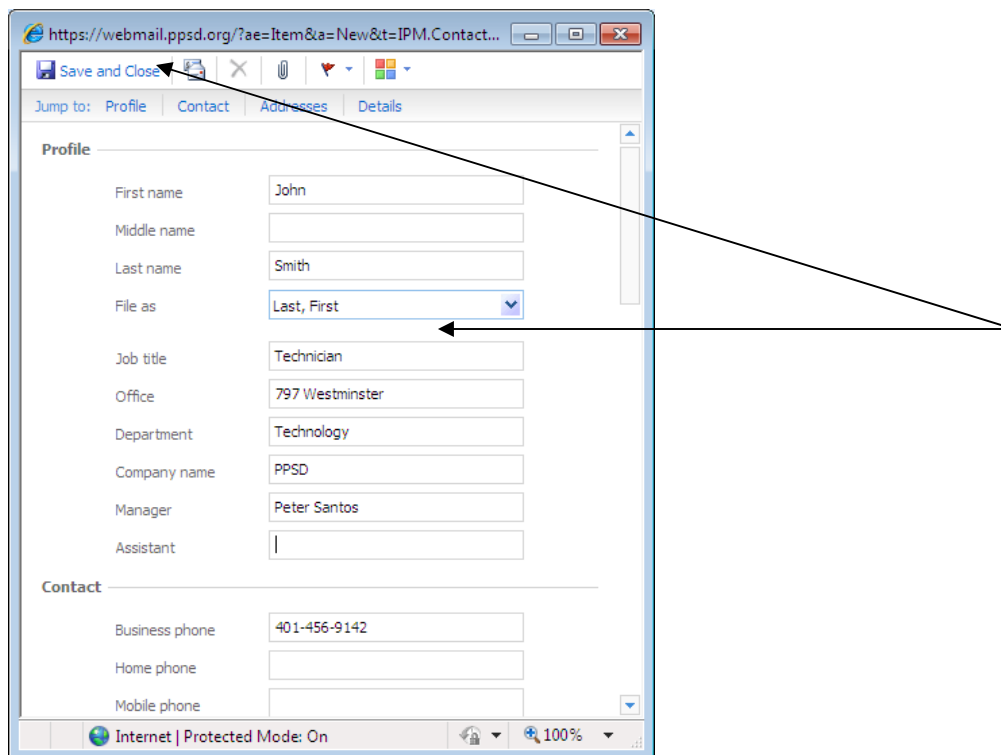
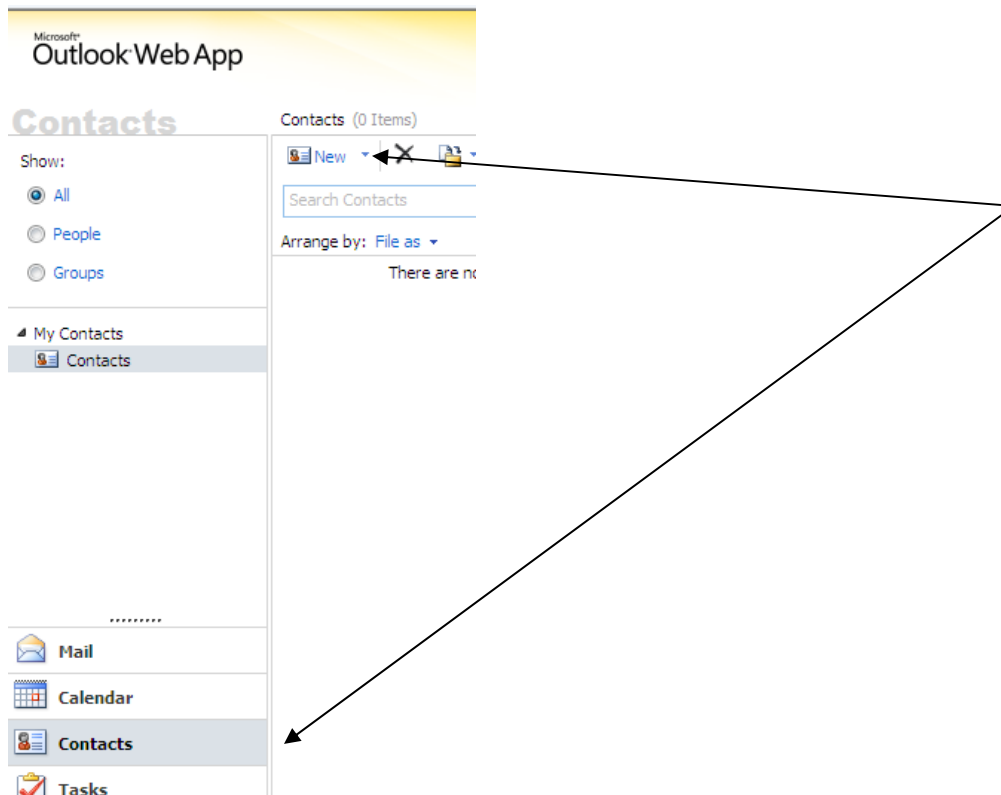
Microsoft Outlook Web App

Instructions: ADDING A CONTACT TO YOUR ADDRESS BOOK

Log on to your webmail.
[please refer to page 1 of MS
Web App Instructions]

Click on **CONTACTS**

Click on **NEW**



A property sheet opens for
you to **add your contacts**
information.

Type in their profile
information and contact
information then

Click on **SAVE and CLOSE**

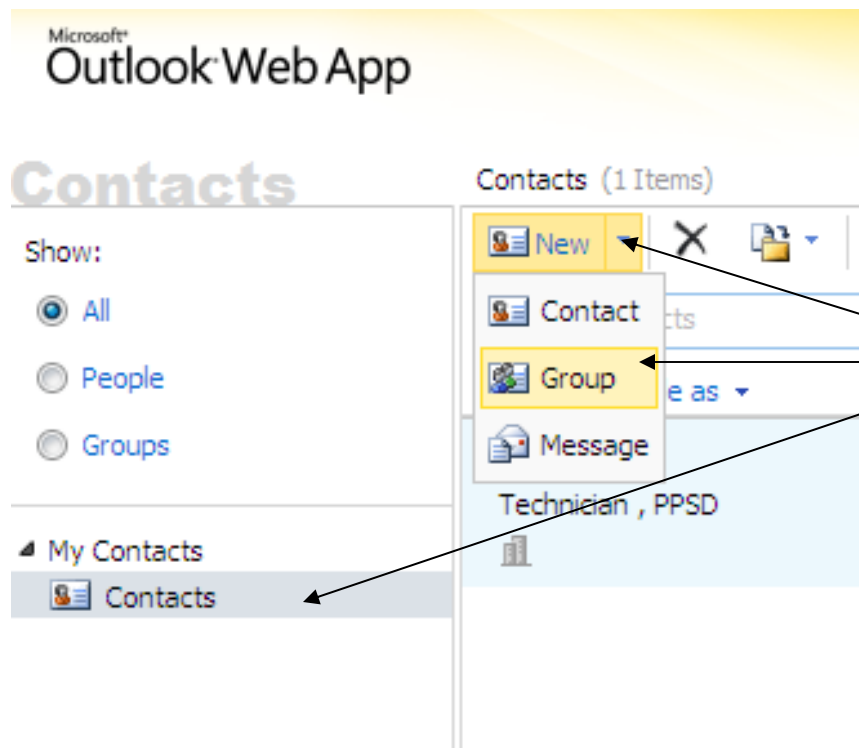
Contact has been saved in
CONTACTS . Contacts
which you have created are
managed by you.

Technology manages the
users which reside in the
GAL.

Microsoft Outlook Web App

Instructions: CREATING A DISTRIBUTION GROUP/LIST

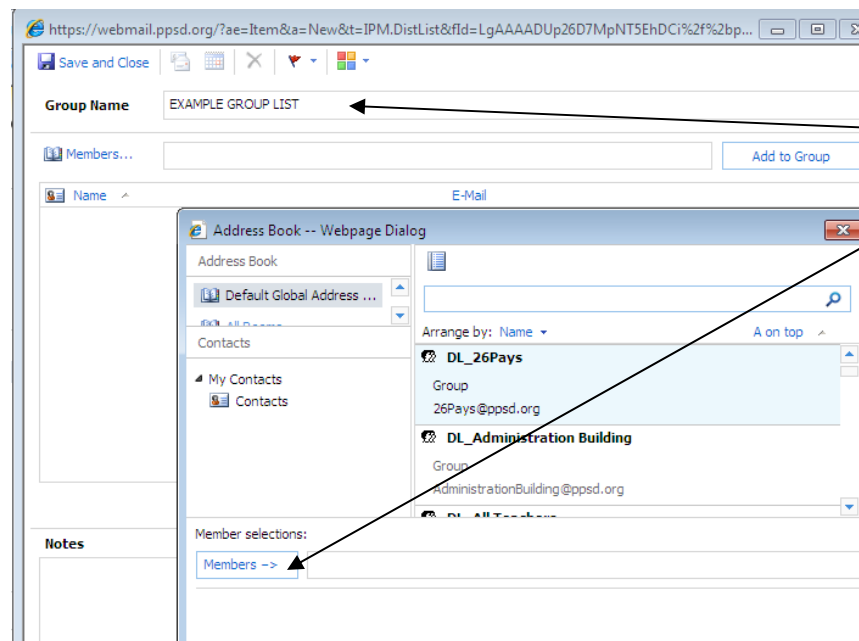
Log on to your webmail.
[please refer to page 1 of MS
Web App Instructions]



Click on **CONTACTS**

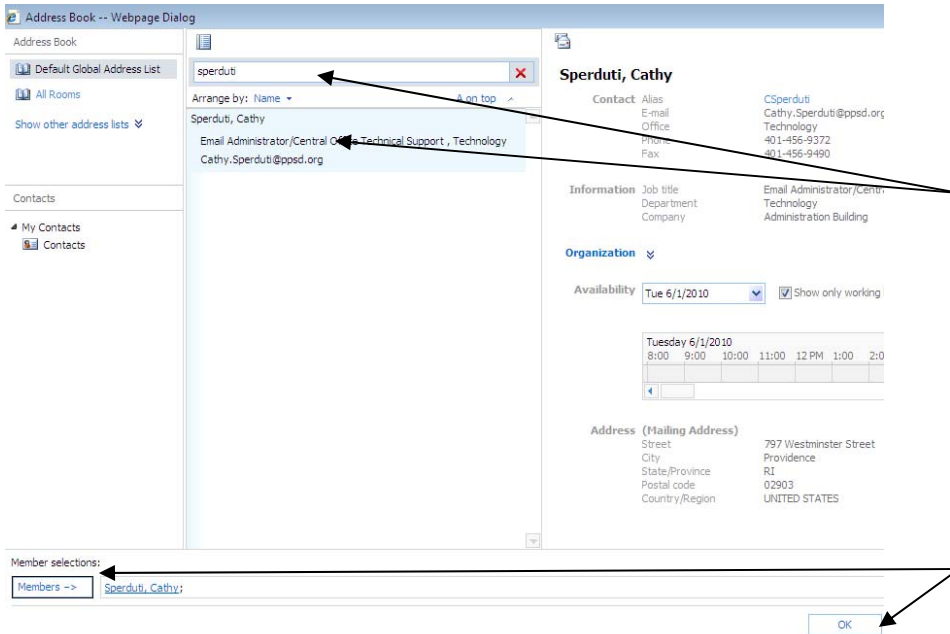
Click on **NEW**

Click on **GROUP**



Type the **GROUP NAME**,
[i.e., Example Group List]

Click on **MEMBERS** to add a
user from the GLOBAL
ADDRESS BOOK [GAL]

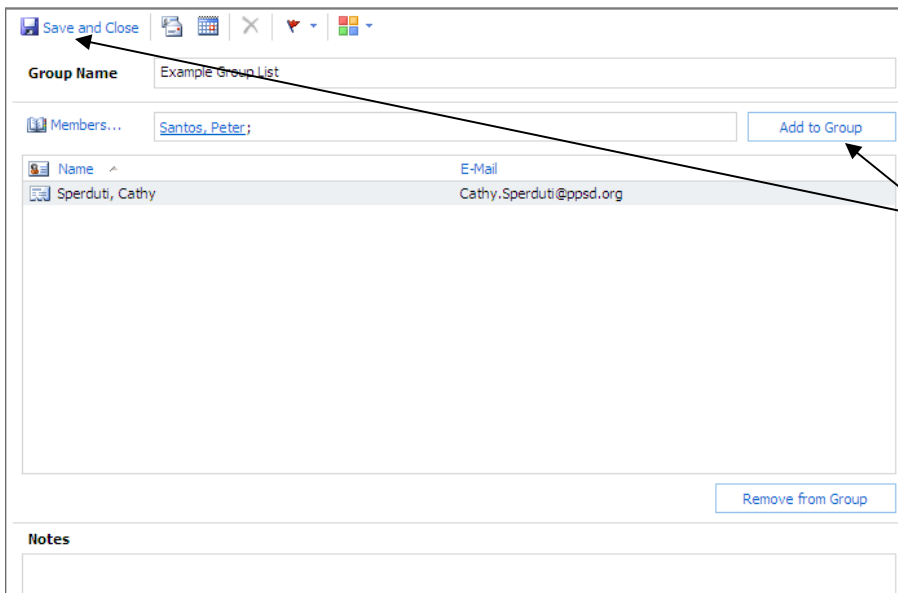


Select a member from the GAL by **typing the name of the user in the search bar**

Click on **User's name**

Click on **MEMBERS**

Click on **OK**

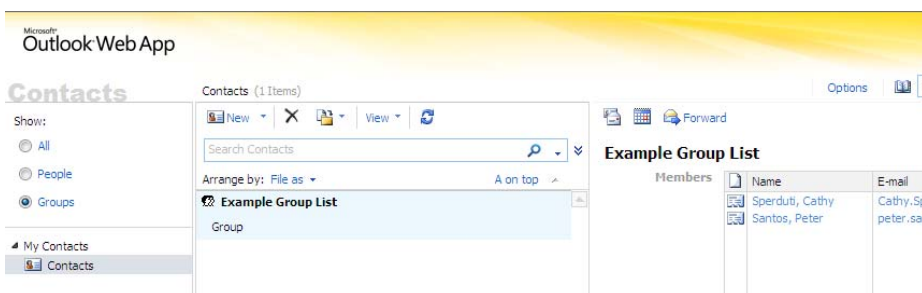


Click on **ADD TO GROUP**

And user appears in the list.

Repeat these steps to add another user.

Once you have added all your users, click on **SAVE AND CLOSE**

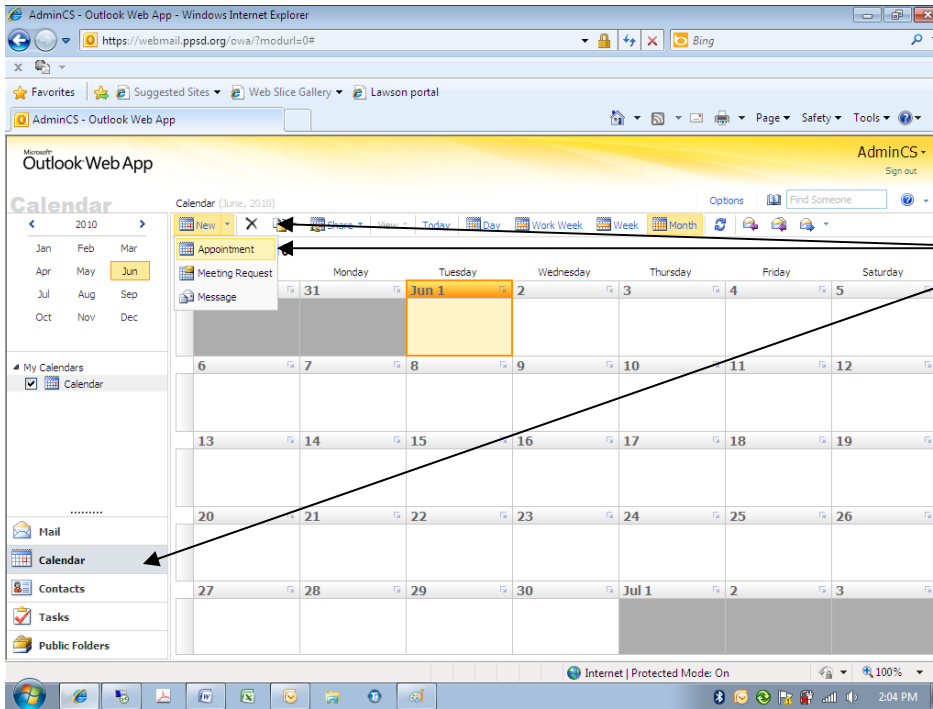


As you can see the group **“Example Group List”** has been created and has two members.

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Instructions: CALENDAR - Create an Appointment

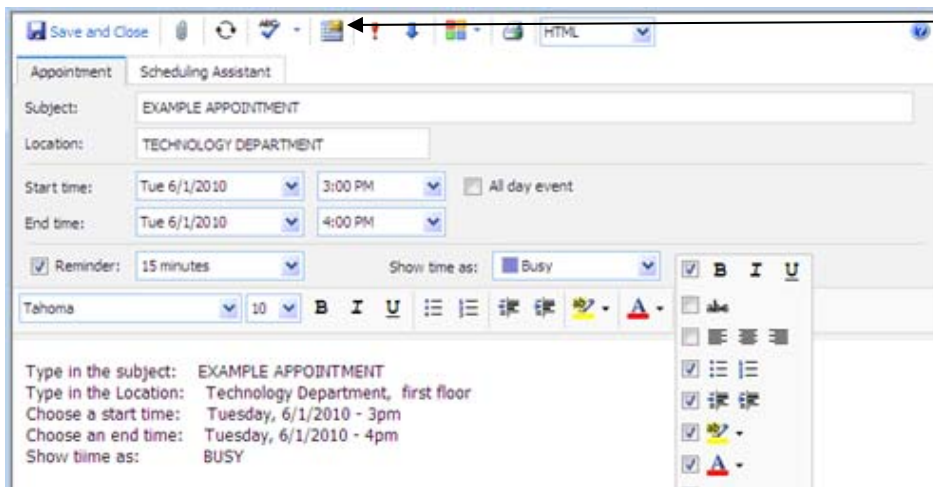
Log on to your webmail.
[please refer to page 1 of MS Web App Instructions]



Click on **CALENDAR**

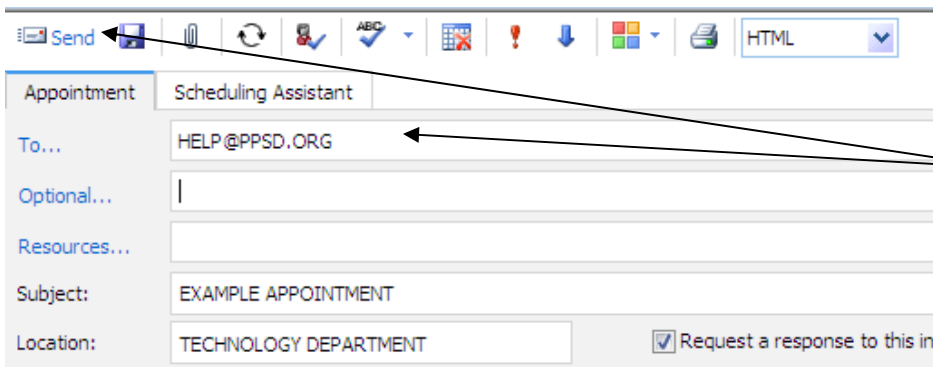
Click on **NEW**

Click on **APPOINTMENT**



Click on **INVITE ATTENDEES**

Fill in the information for your appointment [see example].



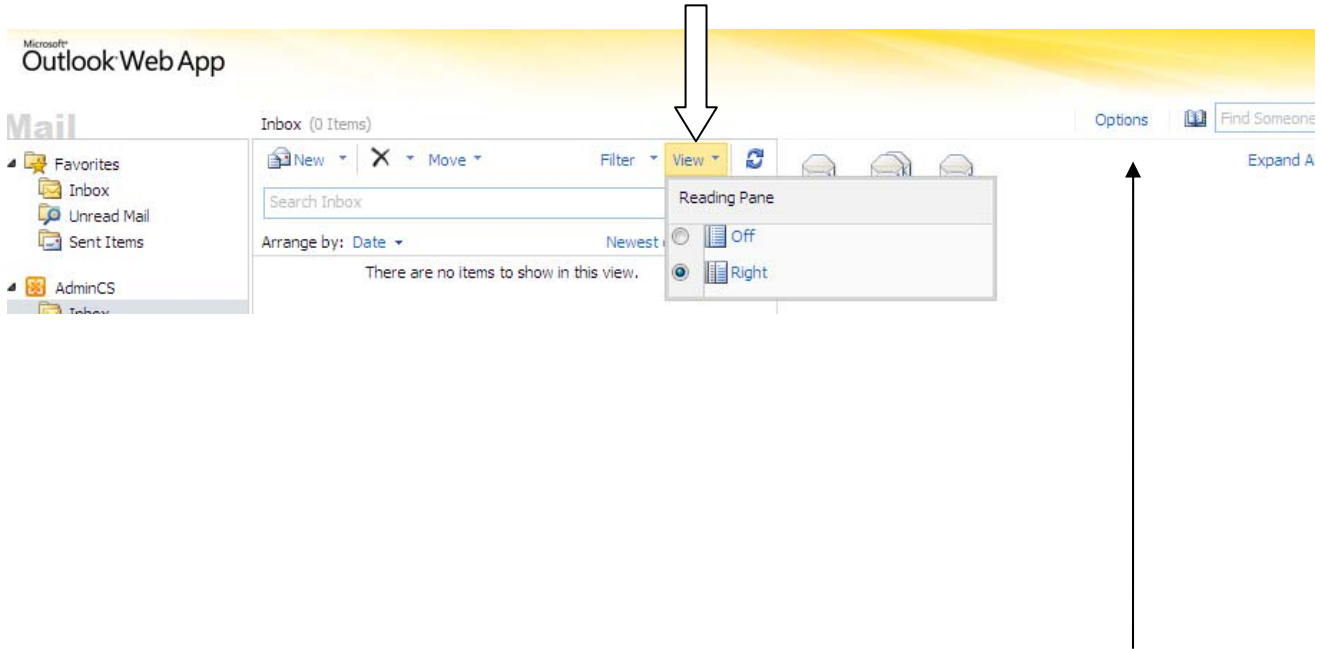
Type in user's name or select users from the GAL

Click on **SEND**

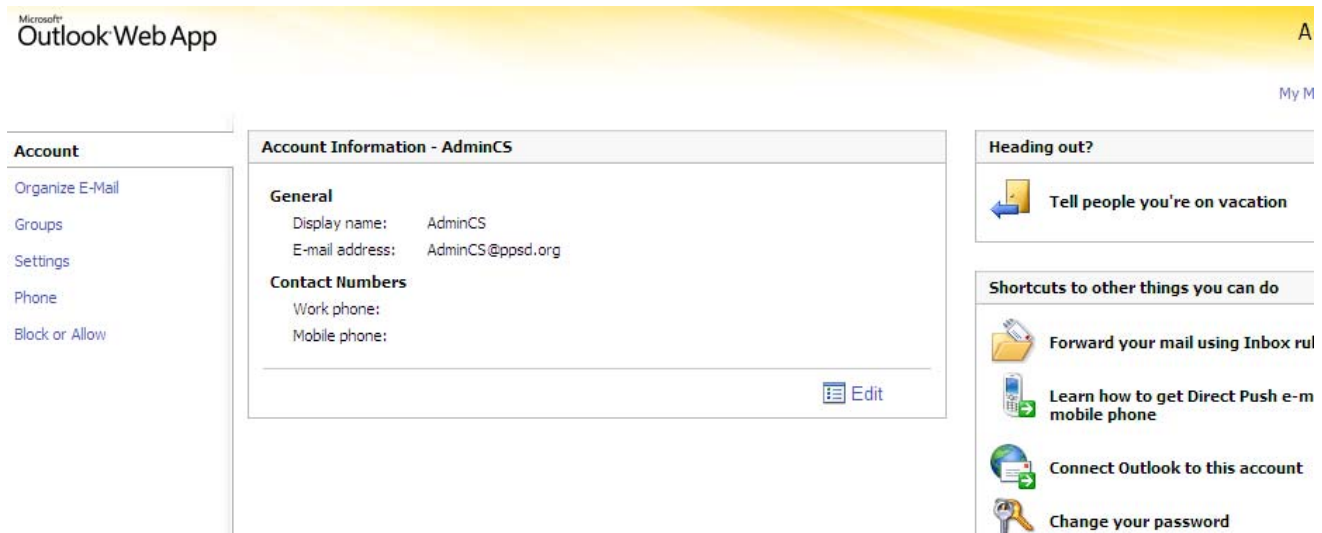
Microsoft Outlook Web App

Instructions: SOME NEW FEATURES / NEW LOCATION!

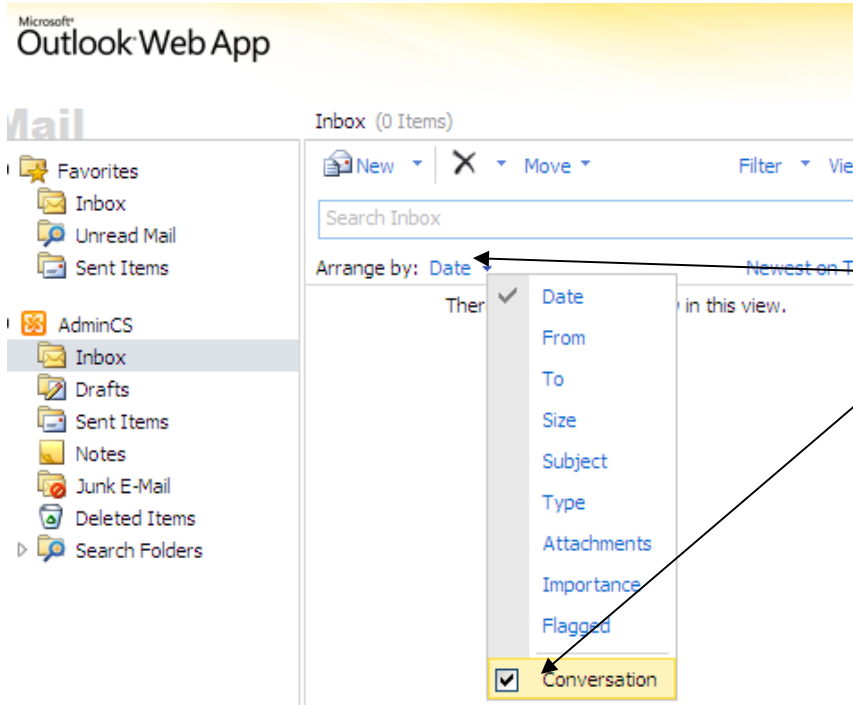
Turn **Reading Pane ON or OFF** by clicking on **VIEW**



Turn your **OUT OF OFFICE** on and **CHANGE PASSWORD** located under **OPTIONS**



VIEWING EMAILS BY CONVERSATION

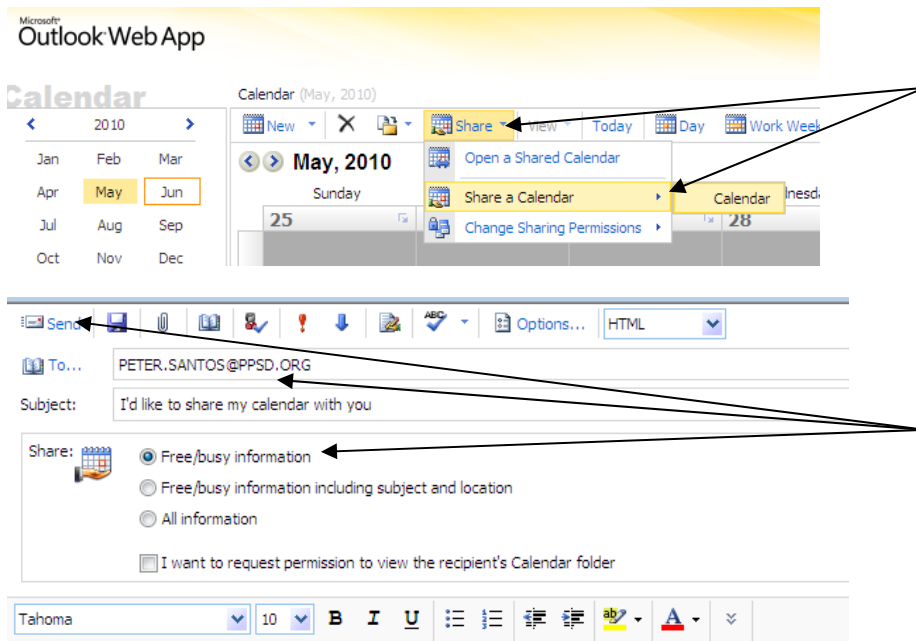


Click on **ARRANGE BY**
down arrow [date]

Remove the check mark by clicking on **CONVERSATION** if you want the **view only by DATE**.

Add the check mark to view the **CONVERSATION grouping** all emails by conversation

CALENDAR SHARING



Click on **SHARE**

Click on **SHARE A CALENDAR**

[i.e., shows I'm giving permission to share my calendar to show if I'm busy or free only]

Type in **USER'S NAME**

Choose Share: [the type of share you are requesting]

Click on **SEND**