

Elk Grove Unified School District

Email using Outlook Web Access

Before you start.....

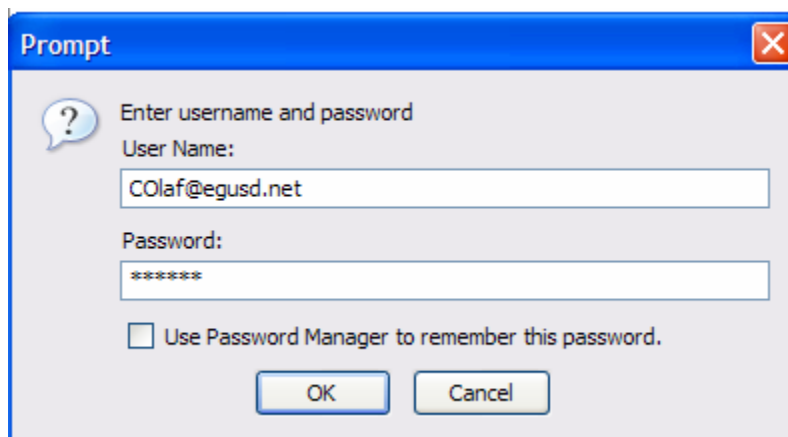
The most common confusion is how to properly log into Outlook Web Access. To login you must provide your full email address and your network password. Your email address consists of your district username followed by "@egusd.net". For example, the full email address for John Smith might be "JSmith@egusd.net."

Logging In with Internet Explorer on a PC:

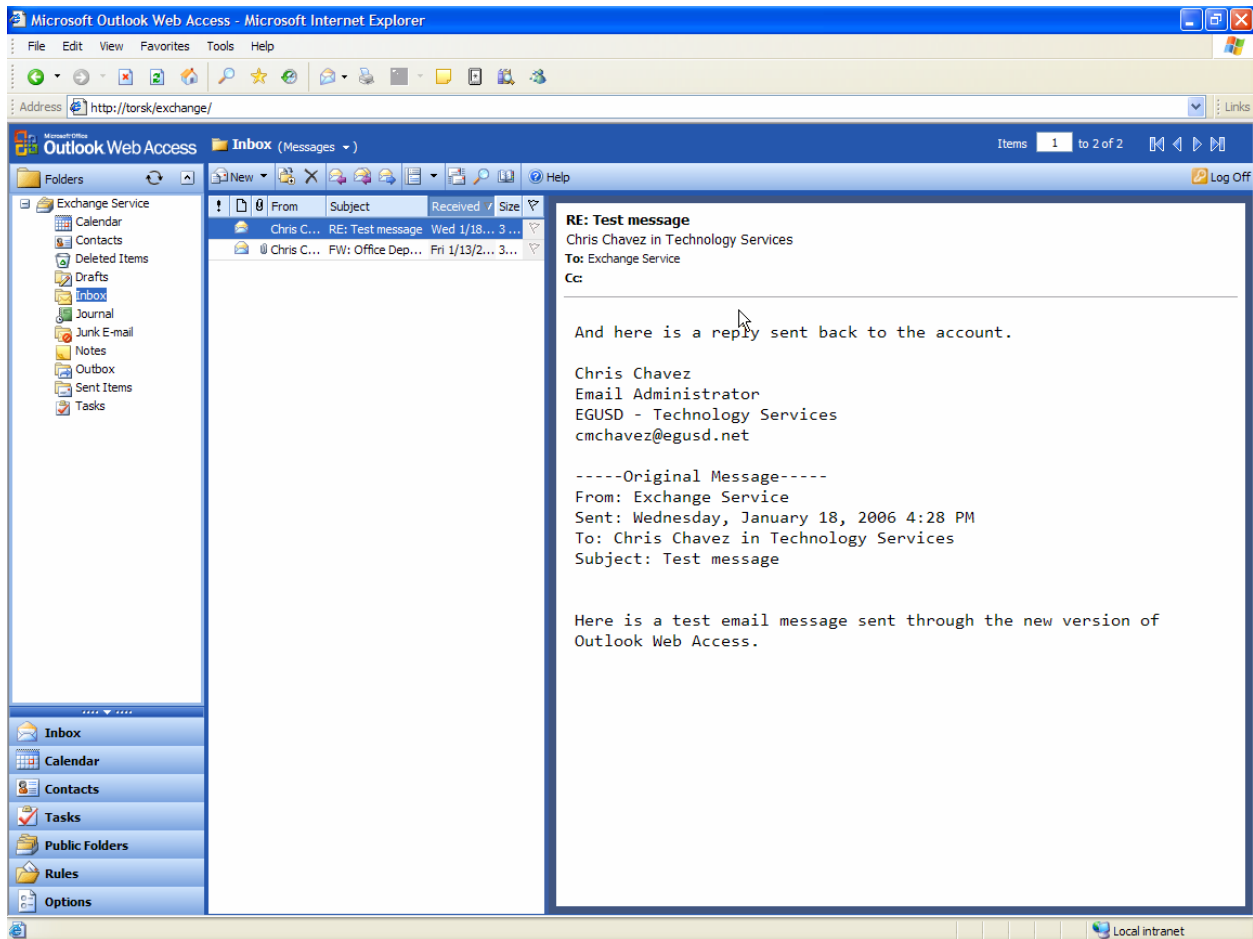
1. Using Microsoft Internet Explorer point your browser to the following page:
<http://www.egusd.net/exchange>. On the page that appears, use your mouse pointer to click on the link that says "Click here to login".



2. You will then be presented with a small login window such as the one below:



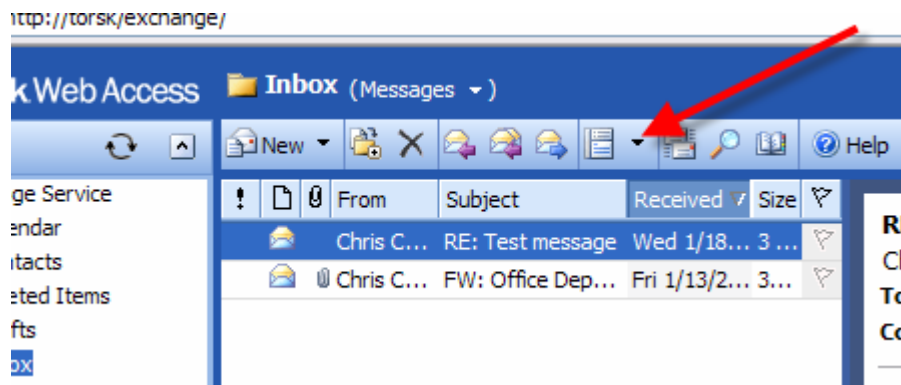
3. Enter your **Email Address** in the format illustrated above. Enter your **Password**. Your password is the same password you use to logon to the network and to use Exchange on your workstation at your desk. Click **OK**.



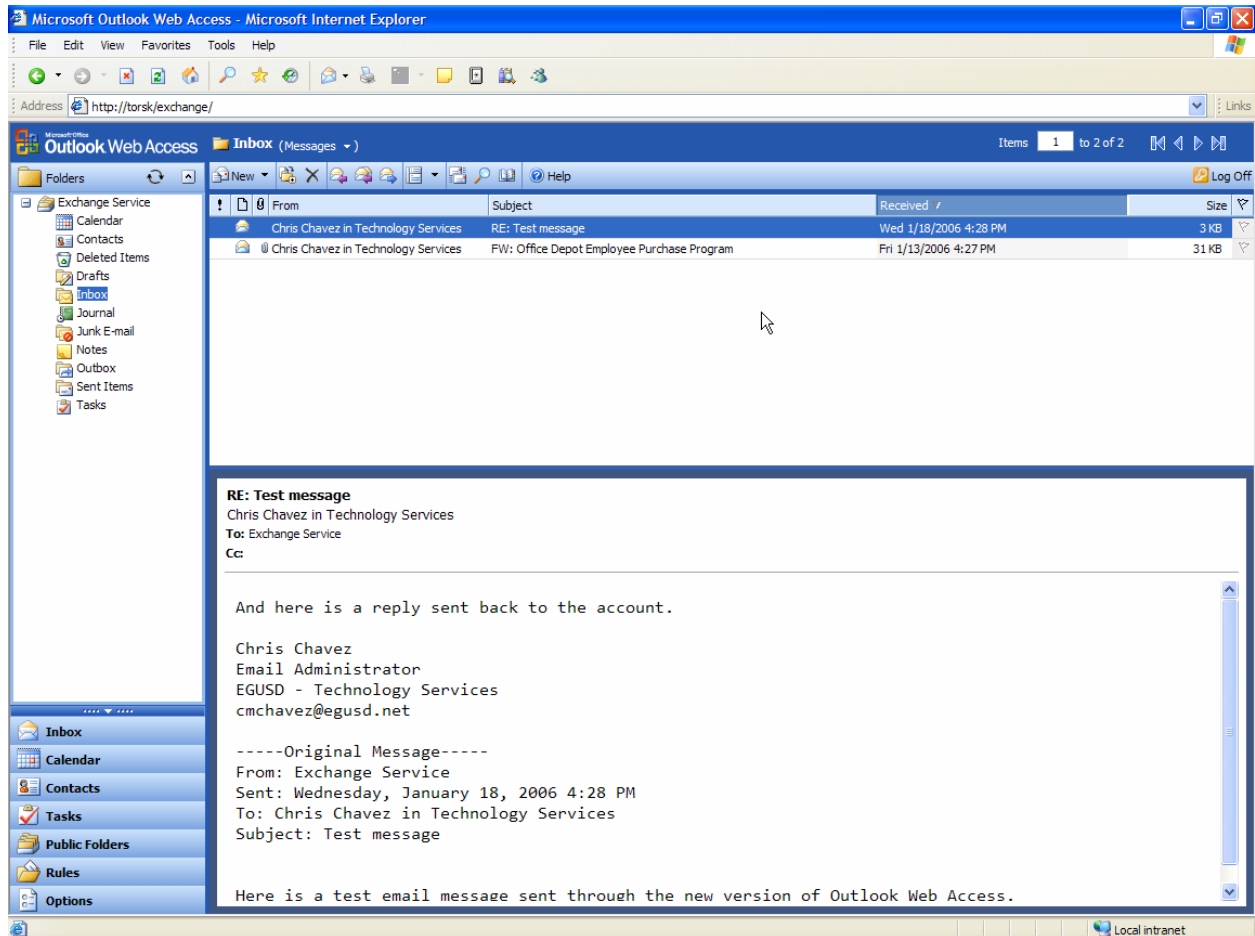
If you provide an incorrect email address or password, the window in Step 4 will appear again. ***This usually happens when you forget to use your domain as part of your User Name.*** Enter the correct id and press OK again. If you have entered the information correctly, you will see the window below:

Note: Outlook Web Access keeps track of how long you are logged in without any activity. If there is no activity in your mailbox for 10 minutes, the opening Microsoft Outlook Web Access screen will be displayed whenever you click on a message and you will need to log back in. ***Your telephone connection, if you are using one, will still be active and you will not be disconnected from the network,*** but you will be required to log back into your mailbox before you can read or send any more email.

The Outlook Web Access window can also be modified to more closely resemble your regular email program by using the "Show/Hide Reading Pane" button,



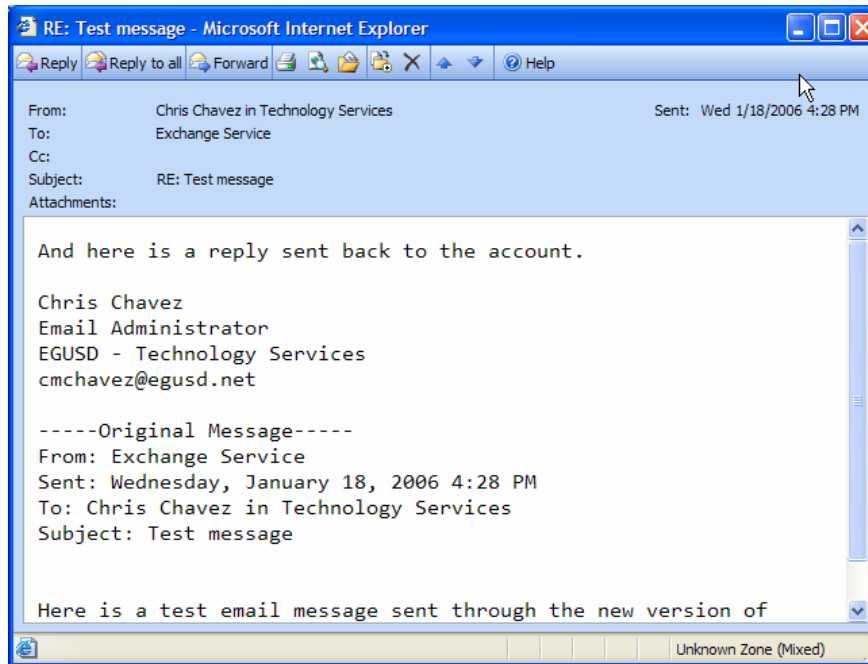
Using this button will allow you to change the email preview window to look like this:


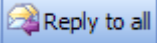
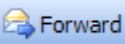




Or you can also hide the email preview window completely.

Reading Mail:

To read mail in a separate window, double-click on the name of the person who sent the message in the list. The message will appear as in the illustration below:

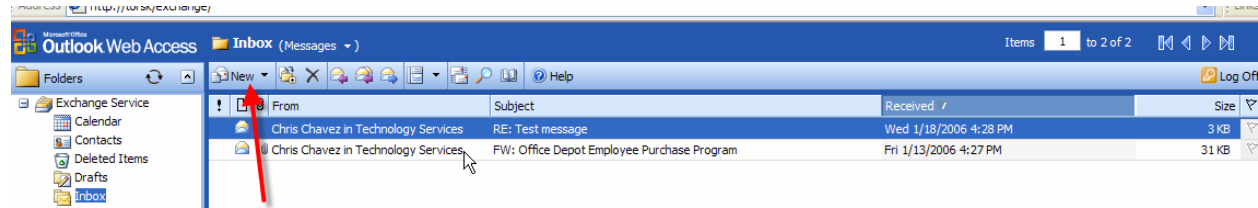


Click This Icon	To Perform This Function
	Reply to Sender
	Reply to All
	Forward Message
	Delete Message
	Close Message Window

Note: Deleting a message only marks it for deletion. You must empty your "Deleted Items" folder before you log off. This is illustrated on page 7.

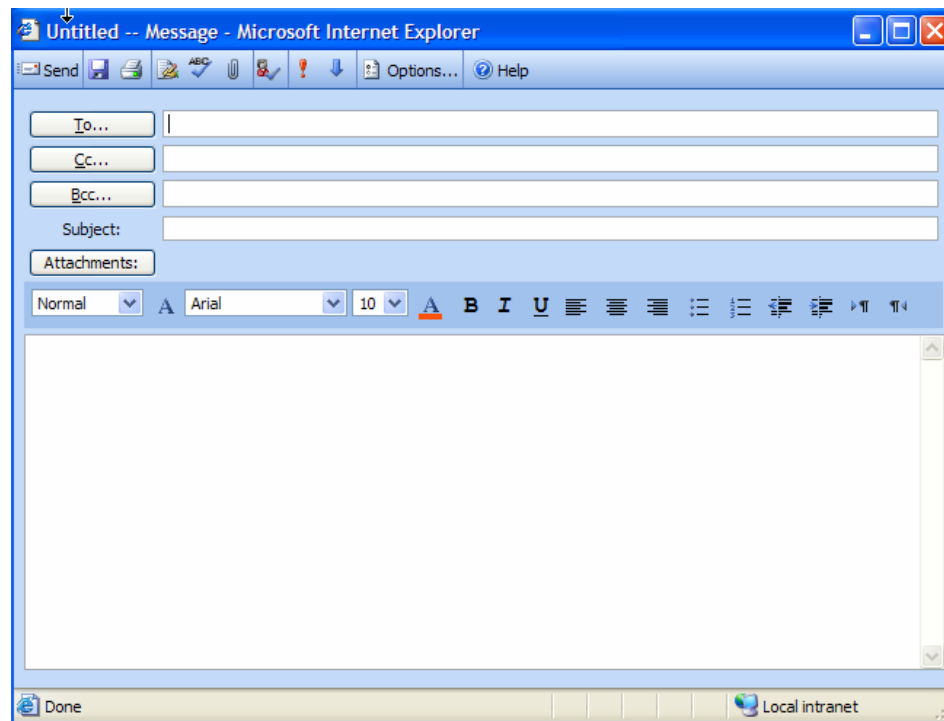
Composing a New Message:

To send a new message, perform the following steps:

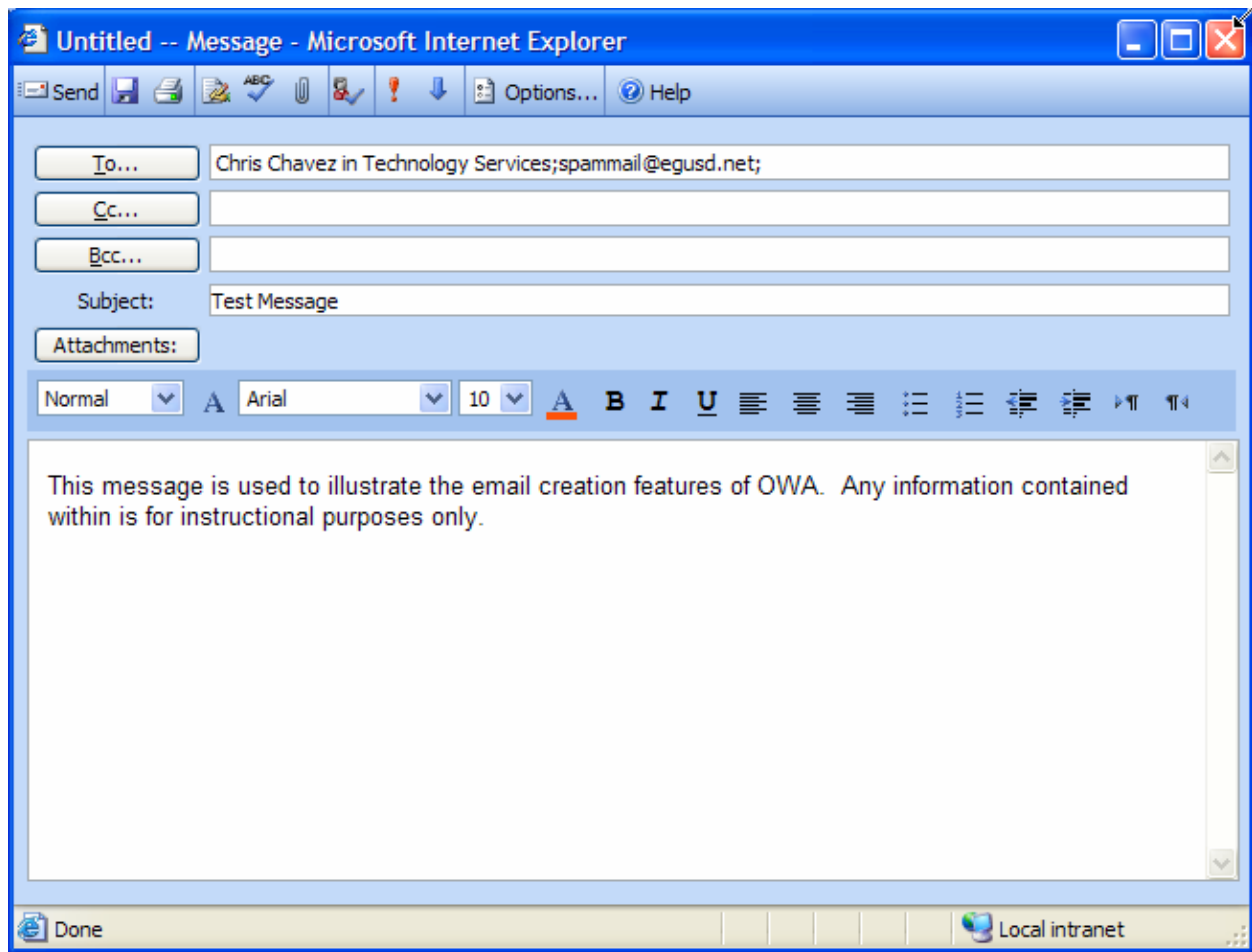



The Outlook Web Access window above has been shortened for clarity. Note the “New” item just above the arrow; click on this button. A window like the one on the next page will appear. **Note: If a new window does not appear, you may be running Pop-Up Blocking Software on your computer. If you disable this software while you are working in email, it will function normally.**

This is a fresh New Message window.



Enter the addresses you wish to mail to in the To: section. See the **Finding Names** section at the end of this document if you would like to search the District’s Global Address List. You can enter both District names and Internet mail addresses on the same line. Separate any addresses on the same line with a semicolon (;). Use Tab to advance to the Subject section and enter a subject, then use Tab to advance to the message section and enter your message. When you are finished entering your message, your window will look similar to the one on the next page:



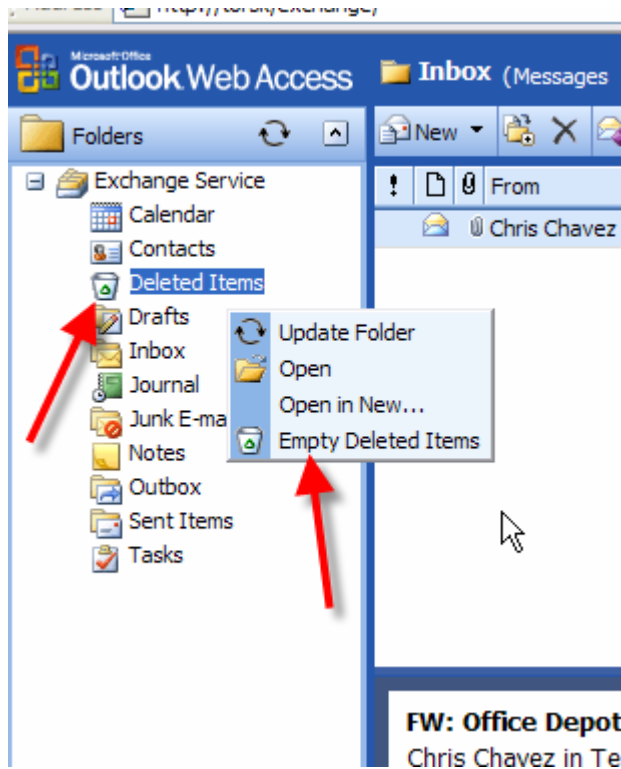
If you wish to include an attachment, click on the “Add Attachments” button, , and follow the instructions in the window. When you are finished composing your message, press the Send icon,



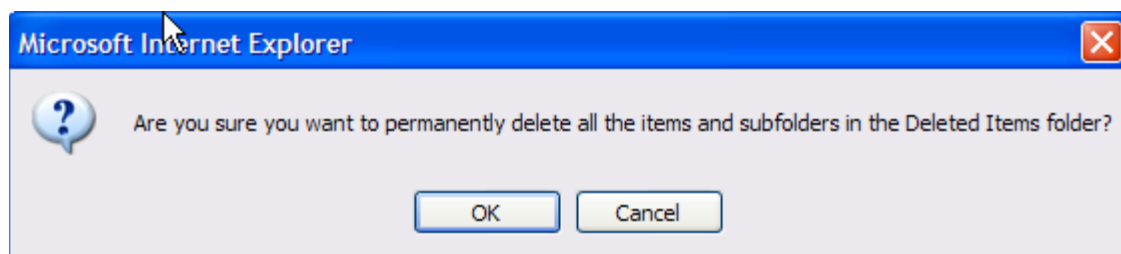
When you are finished:


When you are finished using your email you must log off the email system before you close Microsoft Internet Explorer.

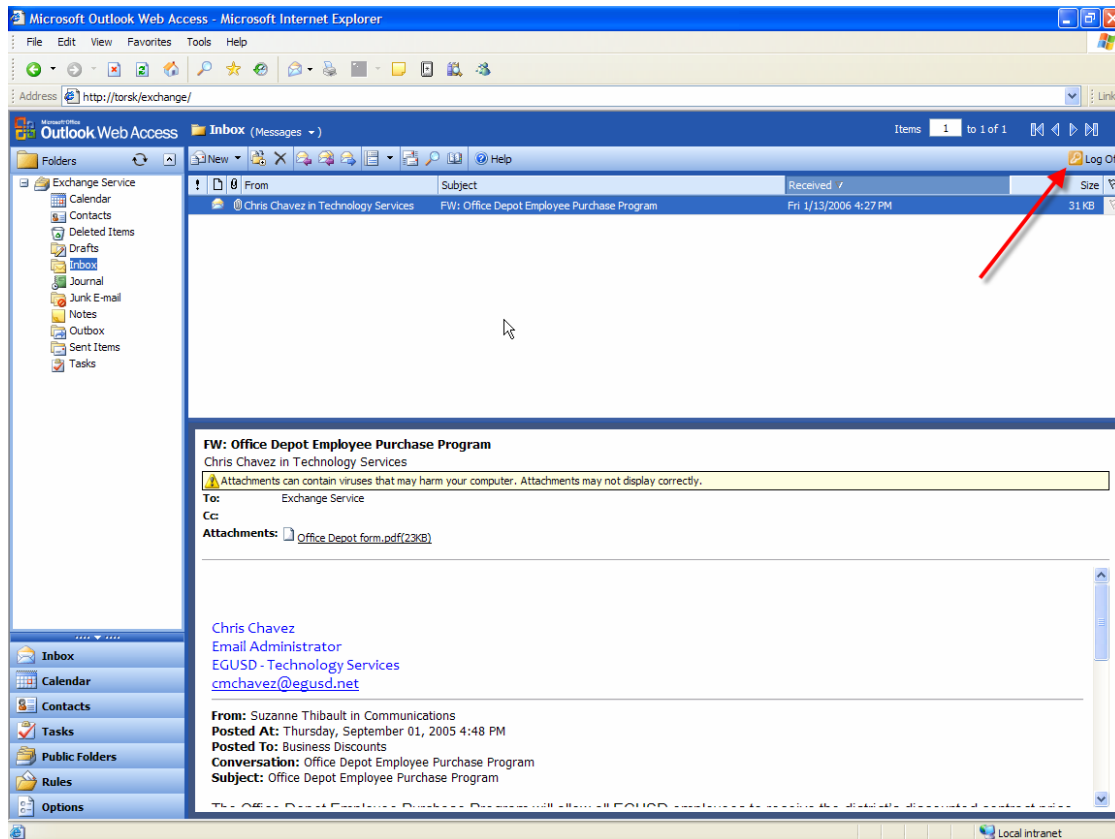
But first now is a good time to delete any messages that have been moved to the Deleted Items folder. Right-Mouse Click the Deleted Items folder illustrated below to be shown the shortcut menu for that folder. Using the Left Mouse button, click on the entry "Empty Deleted Items":



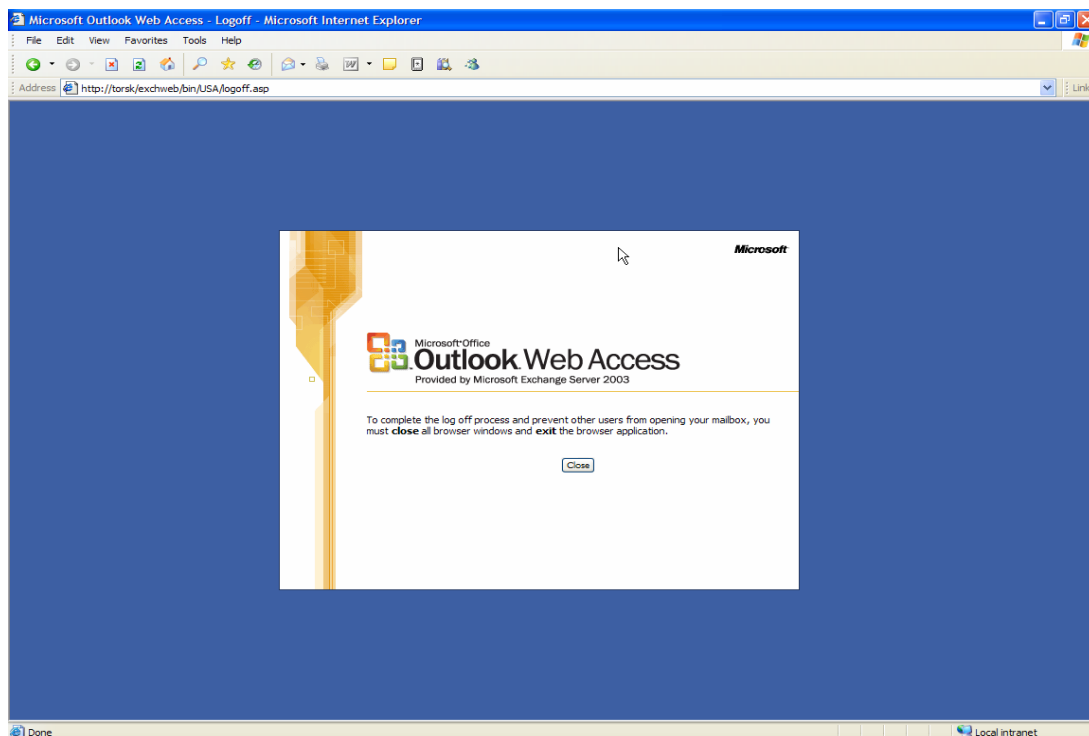
When asked to confirm the deletion, click "OK":



Now, to log off, click the Log Off button, , in the main window.

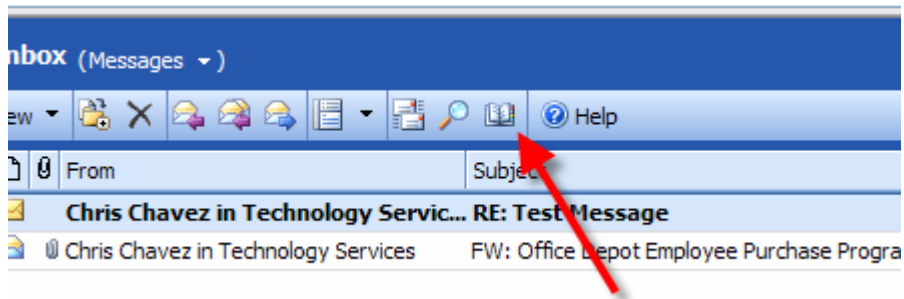


You will be prompted to close Internet Explorer. Click on the “Close” button in the middle of the screen to end your session.



Finding Names in the District's Global Address List:

If you wish to send email to another District staff member and do not know how to correctly spell their name you can use the Address Book feature to check the Global Address List. In the Outlook Web Access main window, click on the **Address Book** icon.



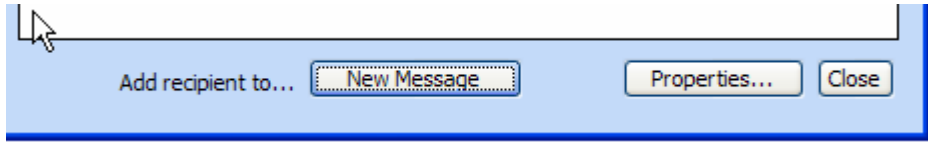
The window below will appear. Enter as much of the name you are looking for as you are sure of, then click the Find button. All names that match what you entered will appear in the bottom half of the window.

A screenshot of the 'Find Names -- Web Page Dialog' window. The 'Find names in:' dropdown is set to 'Global Address List'. The 'Display name' field is empty. The 'Last name' field contains 'smith' and the 'First name' field contains 't'. The 'Title' field is empty. The 'Company' field is empty. The 'Department' field is empty. The 'Office' field is empty. The 'City' field is empty. The 'Find' button is visible. Below the input fields is a table with the following data:

Name	Phone	Alias	Office	Job title	Company
Terry Smith at Pleasant Grove Elementary		TRsmith			
Tim Smith at Florin High		TCSmith			
Tracey Smith at Elliott Ranch		TLSmith			

Note the correct spelling of the name. You do not need to worry about the site or the alias, just the first and last name only. This is the name you will enter in the New Message window when you send mail.

Click on the name of the person you wish to mail, then click on the “New Message” button at the bottom of the window. A new mail message to the person selected will be created.



When you are finished looking up names, click the Close button.