

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 from a Macintosh or using a different Web Browser:

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".

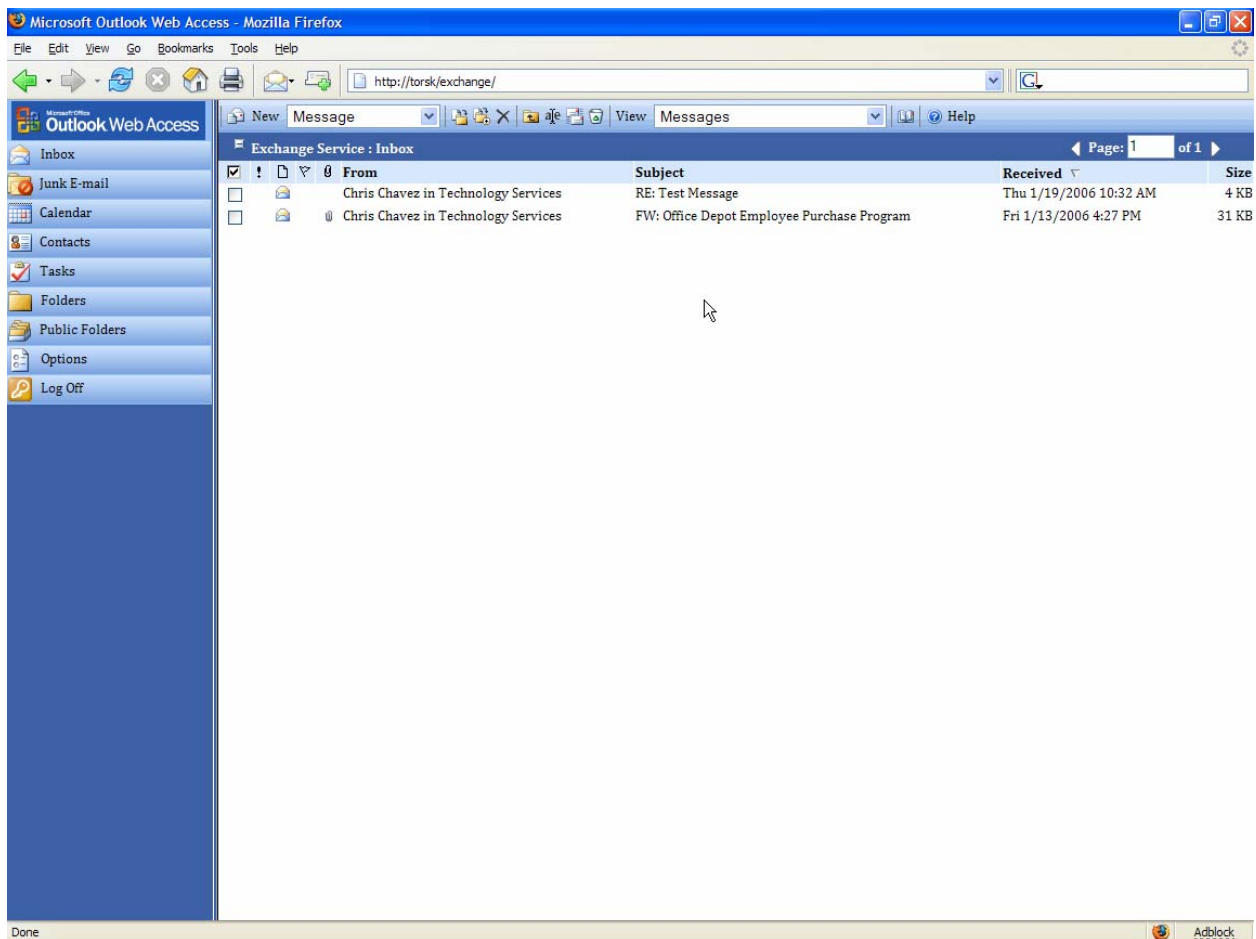


2. You will then be presented with a small login window such as the one below:

A screenshot of a small login window titled "Prompt". It has a blue header bar with a question mark icon and the text "Enter username and password". Below this, there are two text input fields. The first is labeled "User Name:" and contains the text "COLaf@egusd.net". The second is labeled "Password:" and contains several asterisks "*****". Below the password field, there is a checkbox labeled "Use Password Manager to remember this password." which is currently unchecked. At the bottom of the window, there are two buttons: "OK" and "Cancel".

Enter your **full 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**.

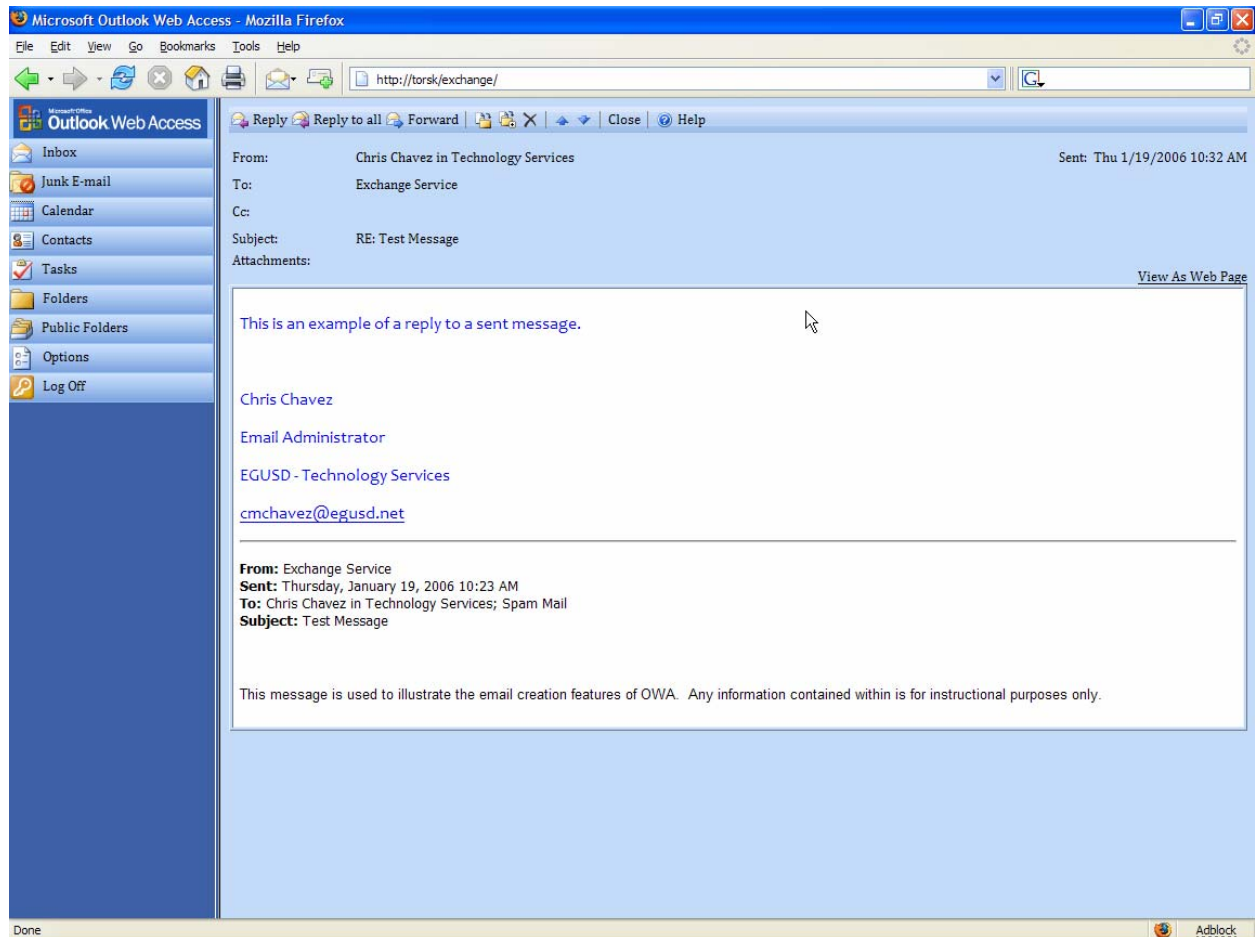
3. If you provide an incorrect logonid or password, the window in Step 3 will appear again. Enter the correct id and press OK again. If you have entered the information correctly, you will see the window below:








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.

Reading Mail:

To read mail, click on the underlined name of the person who sent the message in the list. The message will appear as in the illustration below, where the body of the email message takes up the entire window on the right:

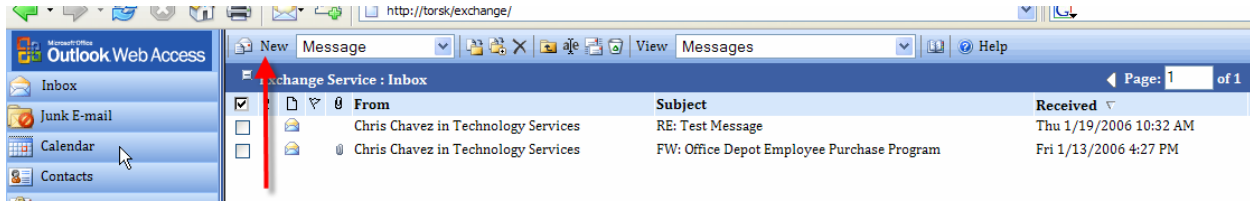


Click This Icon	To Perform This Function
 Reply	Reply to Sender
 Reply to all	Reply to All
 Forward	Forward Message
	Delete Message
 Close	Close Message Window

Note: Deleting a message only marks it for deletion. You must press the Delete Marked Messages before you log off. This is illustrated on page 6.

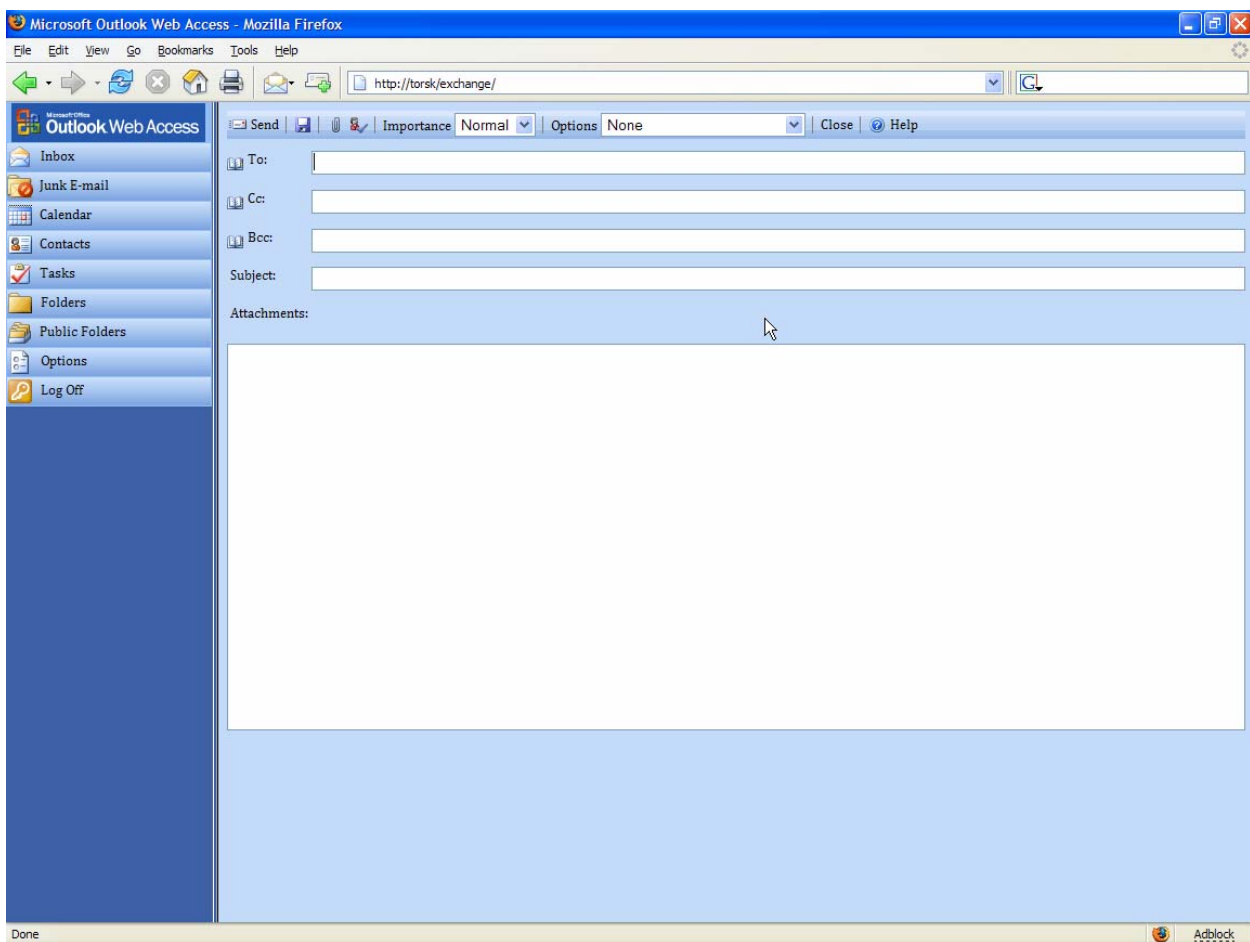
Composing a New Message:

To send a new message, perform the following steps:

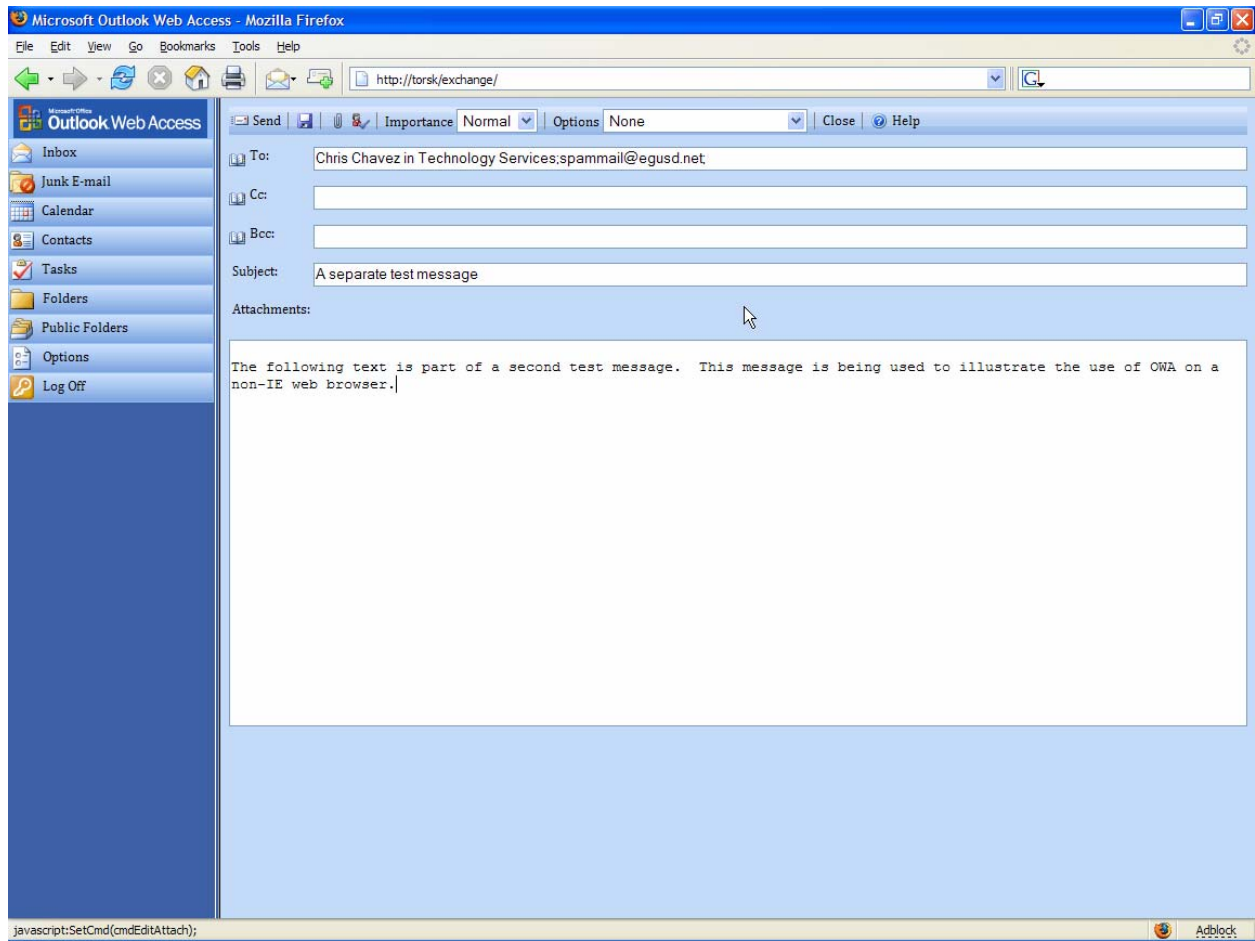


The Outlook Web Access window above has been shortened for clarity. Note the “New Message” item just above the arrow. Be sure “Message” is selected and click on the word New. A window like the one on the next page will appear.

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:

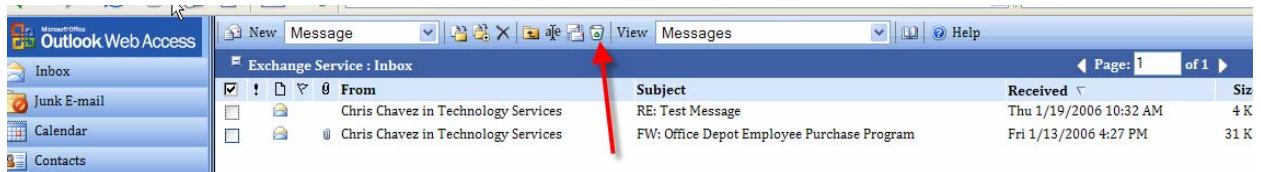


If you wish to include an attachment, click on the word "Attachments" and follow the instructions in the window. When you are finished composing your message, press the Send icon.

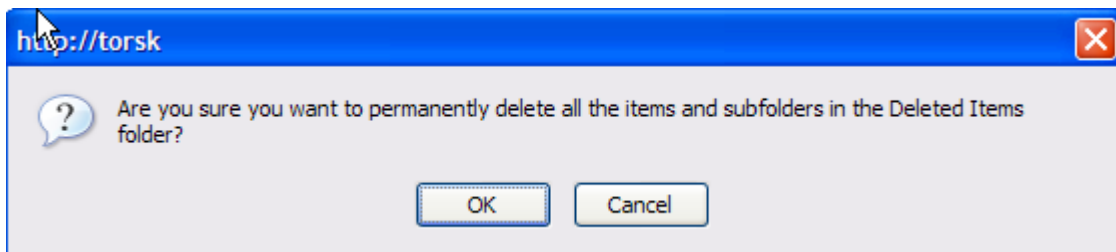
When you are finished:

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

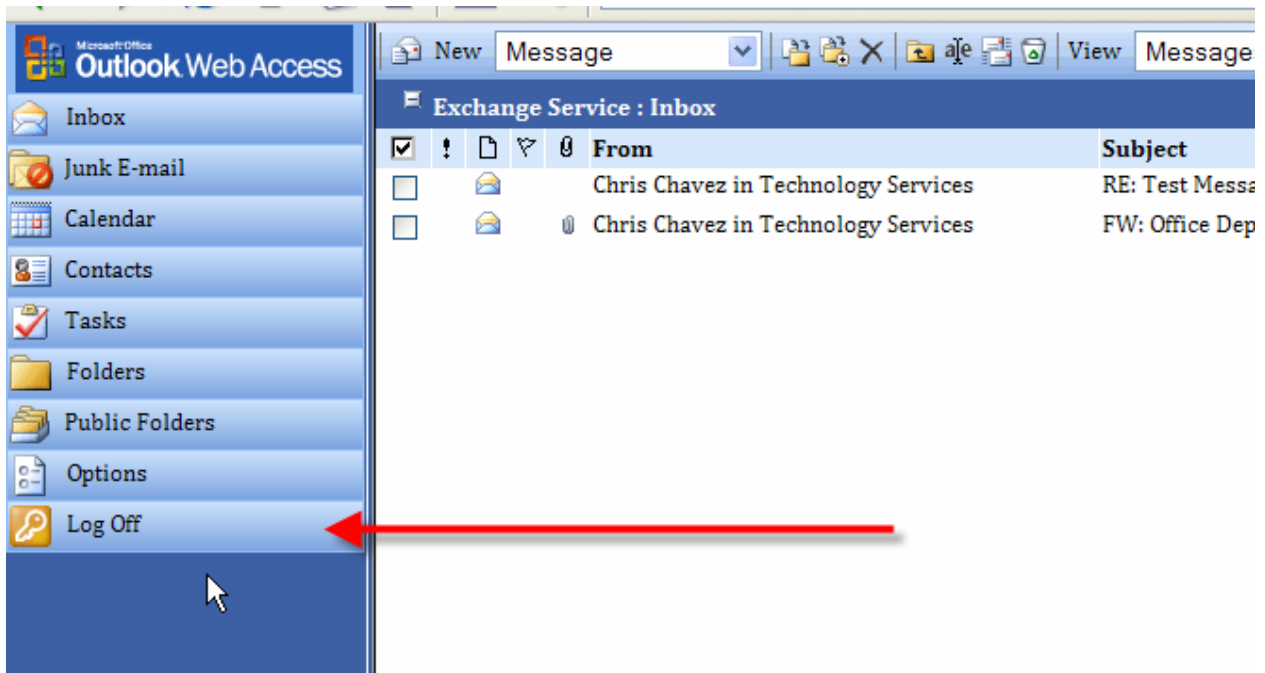
But first now is a good time to delete any messages that have been marked for deletion. Click the icon on the bar illustrated below to delete all messages marked for deletion:



When prompted to empty the Deleted Items folder, click "OK".



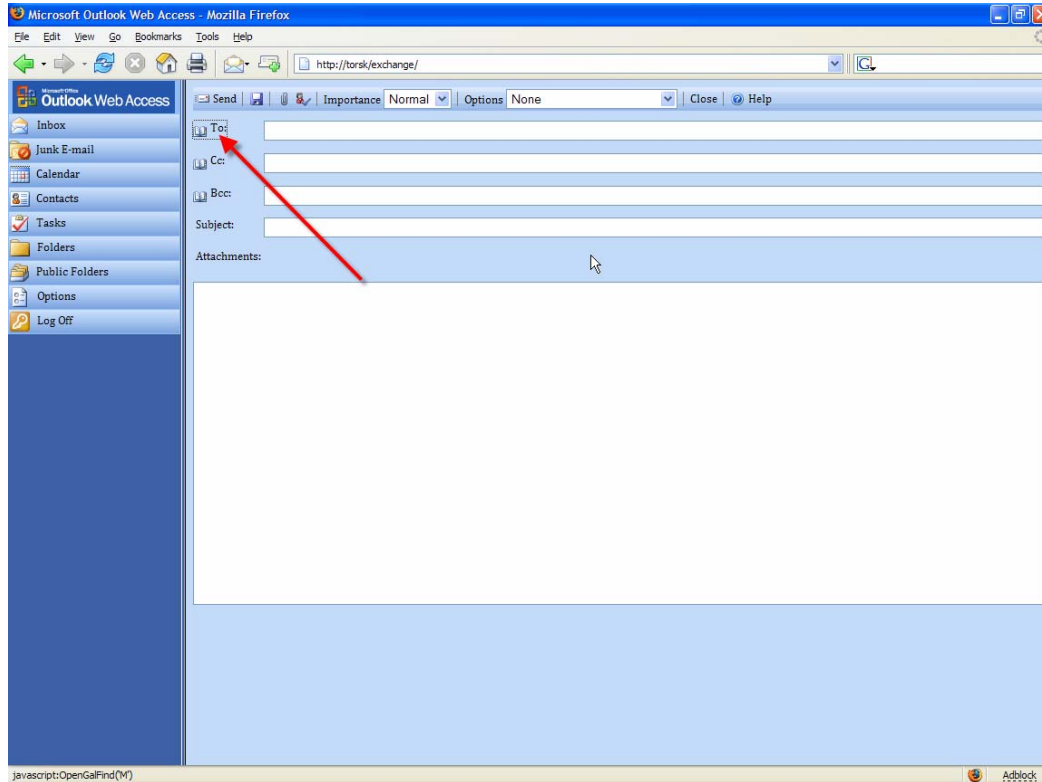
Now, to log off, click the Log Off icon on the main window.



You will be prompted to close out your web browser window. Please close out the browser window by using the "Close" or "Quit" option normally available from the "File" menu.

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 a new email message window, click on the **"To"** button.



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.

Find Names

Display Name:

Last Name: First Name:

Title: Alias Name:

Company: Department:

Office: City:

<input checked="" type="checkbox"/>	Name	Phone	Office	Title	Company	Alias
<input type="checkbox"/>	Marjorie Jones at McKee Elem.					MJones
<input type="checkbox"/>	Mary Ann Jones at Albiani MS					MJonesaa
<input type="checkbox"/>	Michael Jones at LCHS					mtjones

Done

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.

Click the check box in front of the name you want to send your message to, then click on either the “**To**”, “**Cc**” and/or “**Bcc**” buttons to add that person to your message recipients. When you are finished looking up names, click the Close button.