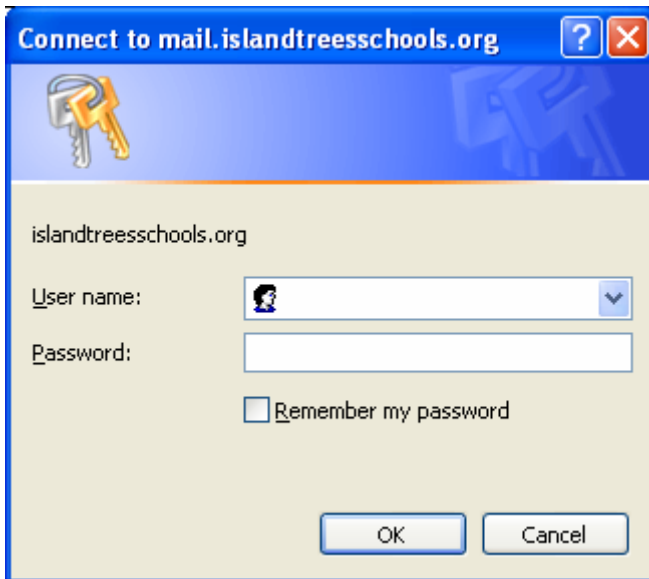


How to access your email from WORK & HOME

1. Open your browser and go to the district website by typing in the following address: <http://www.islandtrees.org>
2. Click on Staff Resources
3. Click on the first link for OUTLOOK

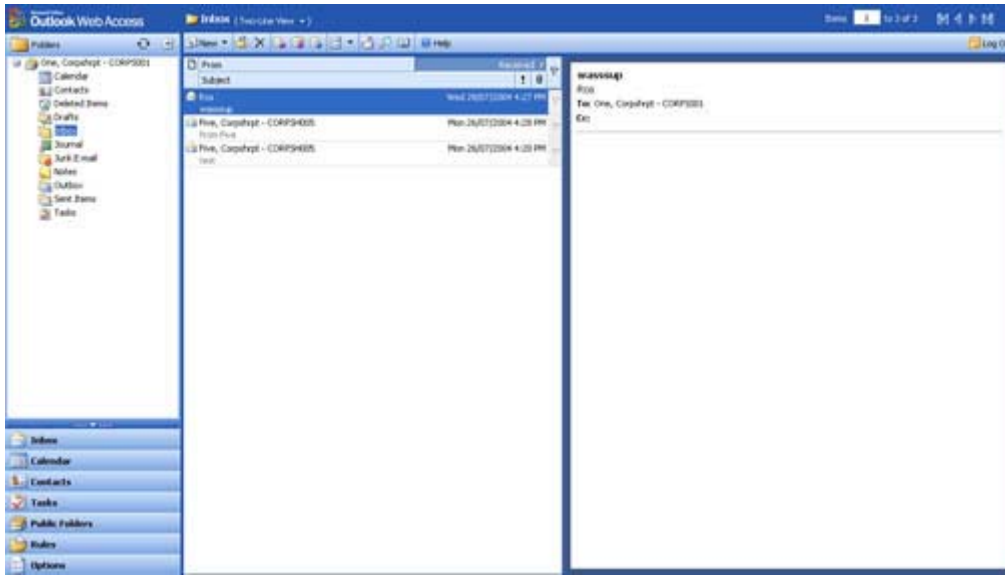
Connect to islandtreesschools.org dialog box will appear on your screen prompting you for your username and password. After entering your username and password, select OK.



Usernames and Passwords were issued last year and are the same as your windows logon ID. If you have a problem please contact your computer aide.

The E-mail Screen (also known as Outlook Web Access or OWA)

When you first open OWA 2003 you will find that the screen is divided into 4 main areas: folders, shortcuts, inbox and preview pane.

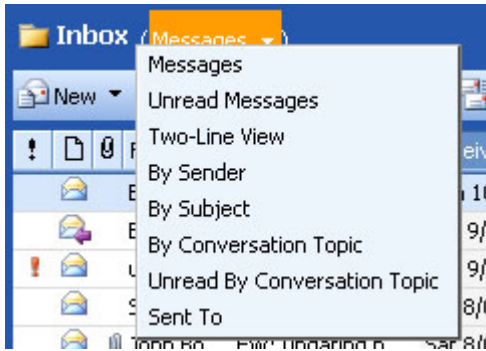


Folders: in your folders list you will find such items as your calendar, contacts, deleted items, drafts, inbox, journal, junk email, notes, sent items and tasks.

Shortcuts: in your shortcuts list you will find exactly that, shortcuts to your inbox, calendar, contacts, tasks, public folders, rules and options. You can access any of these shortcuts by simply clicking them.

Inbox: your inbox list will default to the two-line view. this means that the pertinent information to the email (sender, date, re:) will appear across two lines. You can change the view by clicking the drop-down arrow located next to the word **Inbox**.

You can view your inbox in **two-line, by messages, by unread messages, by sender, by subject, by conversation, by unread conversation, and by sent to**. (It is most common to leave it in two-line view).



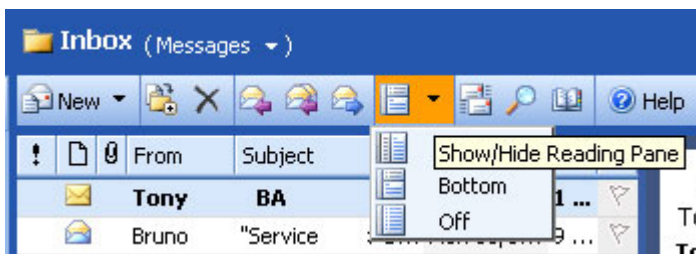
If you wish to open one of the mail messages full screen (as opposed to only the preview pane) simply double-click the email in question.

Preview pane: the preview pane allows you to view your selected message without physically opening it. As an added feature in OWA 2003, you can even open attachments from this preview pane.

How to change from 3 columns to one column with Preview Pane: When you first open OWA 2003 you will find that the screen is divided into 4 main areas: folders, shortcuts and inbox and preview pane.

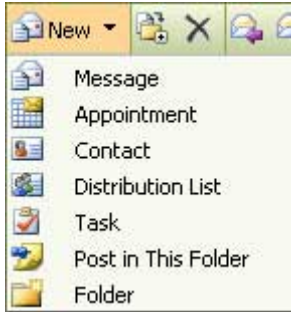
This will be divided into a total of three columns. Many people prefer a more traditional view where the preview pane is located beneath the messages as opposed to the right hand side of the screen.

To change how the columns appear on your screen, click the arrow located next to the **Show/hide reading pane** button (*this button is located on the main toolbar at the top of the OWA 2003 screen*). In the drop-down you will find various ways to organize the column on your screen. Select **Bottom** to have the preview appear at the bottom of your screen.



How to create a new message

To create a new message, click the downward arrow located next to the word **New**. A drop-down list with various options will appear. Select **Message**.

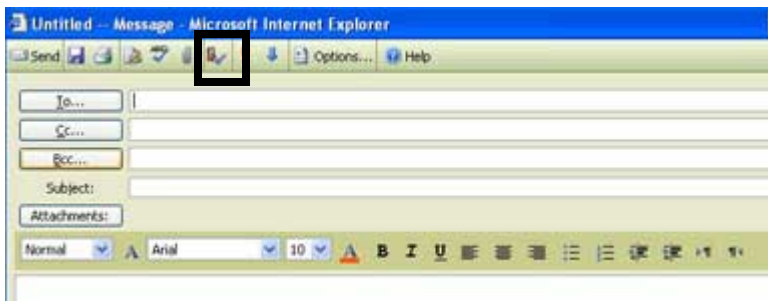


An untitled message dialog box will appear on your screen. Compose your message and click the **Send** button located at the upper left-hand corner of the window.

Using the To button to find other users

If you don't want to go through the trouble of entering long, complicated email addresses, or if you know someone else is a user within the Island Trees School District, but you are unsure as to what their email address is, the Exchange server will help you find it.

1. Start by creating a new email message.
2. Type in the first few letters of the person you wish to contact.
3. Click the Icon with a blue check on the top. This is usually located near the file clip.



Attachments

With OWA 2003 you can attach a document, picture or other file to the message you are sending. To add an attachment to a new message, simply select the **Attachments** button. Note: You can also select the **paperclip** located at the top of the window. Either one will take you to the **Attachments web dialog box**.

Once the dialog box is open, select **Browse** to find the file you would like to attach. Once you have found the correct file, select **Attach**. Repeat this process if you would like to attach more files to the same email message. When you are done, select **Close**. The file/s you selected will now be attached to your message ready to be sent.

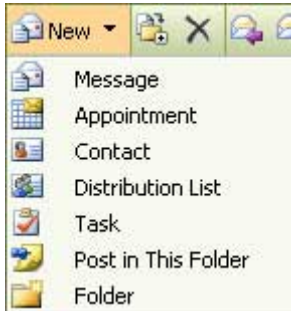
Deleting a message

To delete any message that appears on your list, simply select it by clicking it once, then hit the **Delete** key on your keyboard. Hitting the **X** symbol at the top of your page will do the same thing.

Note: when you delete a message it is actually moved to your deleted items folder. This still takes up space so it is good practice to periodically go to your deleted items folder and delete the messages from there. This will permanently delete the messages and free up the space.

How to create a contact

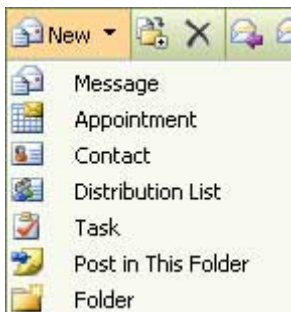
The Contacts section is your personal email address book. Select the **Contacts** icon either in your folder list or your shortcuts to access it. Your **Contacts** window will appear with a list of your personal contacts. To create a new contact, click the downward arrow located next to the word **New**. A drop-down list with various options will appear. Select **Contact**.



The **New contact** dialog box will open on your screen. Enter whatever information you require for this contact into the necessary fields. When you are finished, select the **Save and close** button. Next time you select your Contacts shortcut or folder, you will see your new contact listed.

How to create a personal distribution list

A personal distribution list (also known as a Group) is one email address given to a group of individuals. This comes in very handy when you have a group of individuals you email the same message to on a frequent basis (ie a special team or class group). This will help you to avoid entering each individual's email separately.



To create a new personal distribution list, select the downward arrow located next to the word **New**. A drop-down list with various options will appear. Select **Distribution List**.

An untitled distribution list will appear on your screen. Add email addresses either by manually typing them into the **Add to distribution list** field or using the **Find names** button to locate them in the global address book or your personal contact list.

Make sure to type in the name of the group under **List name**. You can name the group whatever you like. Select **Save and close**. The personal distribution list will now be a part of your personal contacts list.

Options

Through the **Options** section, you have the ability to personalize your OWA 2003 client. Be sure to **Save and close** when you are finished, otherwise your changes will not take effect. To access your options, simply select the **Options** icon under your shortcuts.



The screenshot shows the "Messaging Options" dialog box. It features a mail icon on the left. The settings include: "Number of items to display per page:" set to 25; "After moving or deleting an item:" set to "open the next item"; three checked checkboxes for "Display a notification message when new mail arrives", "Play a sound when new mail arrives", and "Automatically include my signature on outgoing messages."; an "Edit Signature..." button; and "Mail editor font:" set to "10 pt. Arial" with a "Choose Font..." button.

Adding a signature: There are many areas you can personalize in the **Options** section. Under **Messaging** options, select the **Edit signature...** button and enter a signature to go with every email sent out. This way you don't have to type your name and title every time you send a message.

Spell check: Another nice feature is the spelling options. You can check off **Always check spelling before sending** to avoid embarrassing spelling mistakes.

Junk Email: This server based SPAM filter will significantly reduce the amount of SPAM you receive in your inbox.



Important notes regarding SPAM filter.

Check your Junk Email folder regularly. The SPAM filter will move messages suspected to be SPAM in a folder in your mailbox called **Junk Email**. A false positive is a legitimate message that the SPAM filter suspected as SPAM. To avoid missing legitimate messages, check your Junk Email folder regularly.

Add false positives to White List. You can prevent messages from a particular email address from being filtered as SPAM by simply sending an email to that address using your University of South Australia email account.

Don't reply to SPAM. Replying to SPAM messages will add the sender of the SPAM to the filter's White List. This will reduce the effectiveness of the SPAM filter and result in more SPAM reaching your Inbox. Never reply to a SPAM message.