



# BASICS OF OUTLOOK WEB ACCESS

- LOGGING IN
- GETTING AROUND
- E-MAILING
- PUBLIC FOLDERS

**USERNAME IS YOUR NETWORK LOG ON.  
WHICH IS YOUR FIRST INITIAL AND FULL LAST NAME.  
EXAMPLE: JOHN SMITH= JSMITH**

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

User name:

Password:

Domain Name: SOUTHERN

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.


**THE MAIN PAGE FOR LOGGING INTO E-MAIL.**

Microsoft

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

User name:

Password:

Domain Name:  

SOUTHERN  
ADRAM

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, r

**TO CHANGE DOMAINS  
MOUSE CLICK THE ARROW.**

**TEACHERS WILL LOG ONTO SOUTHERN.  
ADMINISTRATORS WILL LOG ONTO ADRAM.**

Microsoft Office Outlook Web Access

Inbox (Two-Line View)

Items 1 to 1 of 1

Folders

- Email Test
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox (1)
- Journal
- Junk E-mail
- Notes
- Outbox
- Sent Items
- Tasks

New

From: Received

Subject

Marc Fletcher Tue 4/25/2006 10:...

test settings

test settings

Marc Fletcher

To: Email Test

Cc:

Marc J. Fletcher  
(609)597-9481 Ext. 317  
[mifletcher@srsd.net](mailto:mifletcher@srsd.net)  
Network Technician  
Southern Regional School District  
105 Cedar Bridge Road  
Manahawkin, NJ 08050

Done

Internet

100%

ONCE LOGGED IN  
YOUR DEFAULT VIEW  
IS OF YOUR INBOX.

THE FIRST PREVIEW PANE SHOWS  
ALL E MAILS CURRENTLY IN YOUR INBOX.  
THE SECOND PANE GIVES A VIEW OF  
THE HIGHLIGHTED E MAIL.

# USING THE TOOLBAR

Microsoft Office Outlook Web Access

Inbox (Two items)

Items 1 to 1 of 1

Folders: Email Test, Calendar, Contacts, Deleted Items, Drafts, **Inbox**, Journal, Junk E-mail, Notes, Outbox, Sent, Task

From: Marc Fletcher  
Subject: test settings  
Received: Tue 4/25/2006 10:22...

**test settings**  
Marc Fletcher  
To: Email Test  
Cc:

Marc Fletcher  
481 Ext. 317  
@srsd.net  
Technician  
Regional School District  
Bridge Road  
Manahawkin, NJ 08050

Go RAMS!  
GO RAMS!!

Toolbar: New, Delete, Reply to Sender, Reply to All, Forward, Print, Search, Help

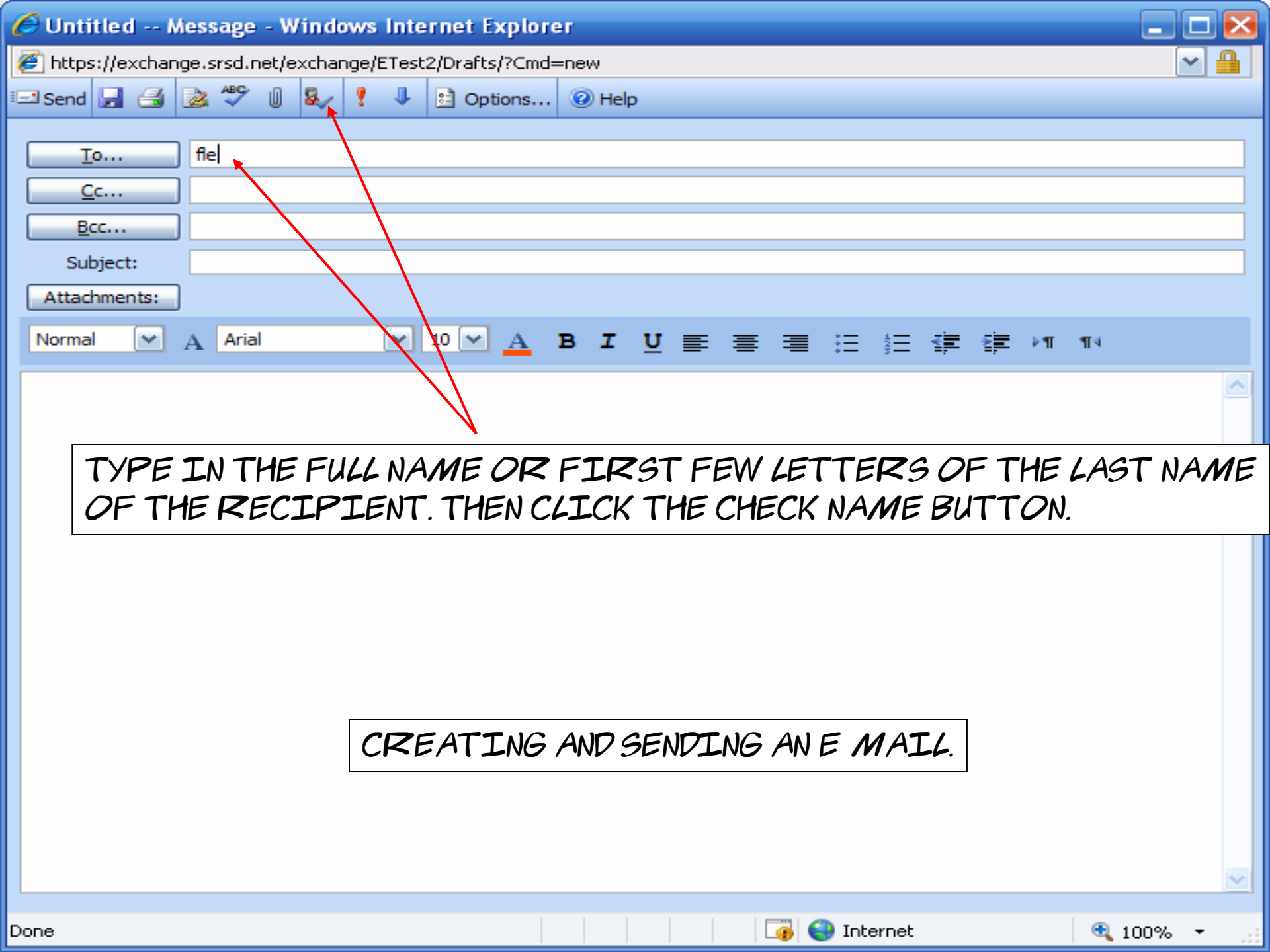
DELETE

REPLY TO ALL

FORWARD

REPLY TO SENDER

TO CREATE A NEW E MAIL  
CLICK THE NEW BUTTON.



To... fel

Cc...

Bcc...

Subject:

Attachments:

Normal Arial 10 A B I U [List Icons]

TYPE IN THE FULL NAME OR FIRST FEW LETTERS OF THE LAST NAME OF THE RECIPIENT. THEN CLICK THE CHECK NAME BUTTON.

CREATING AND SENDING AN E MAIL.

Untitled -- Message - Windows Internet Explorer

https://exchange.srsd.net/exchange/ETest2/Drafts/?Cmd=new

To... fle

Cc...

Bcc...

Subject:

Attachments:

Normal

Send Print ABC Attachments Options... Help

Check Names -- Webpage Dialog

https://exchange.srsd.net/exchange/ETest2/Drafts/?Cmd=dialog&template=dlg\_anr&...

Microsoft Outlook Web Access found more than one "fle"

Do you want to:

- Delete this recipient from the list
- Change to

Joseph Fleck [JFleck@srsd.net]  
Marc Fletcher [mfletcher@srsd.net]  
Maryann Fleck [MFleck@srsd.net]

OK  
Cancel  
Properties...

Help

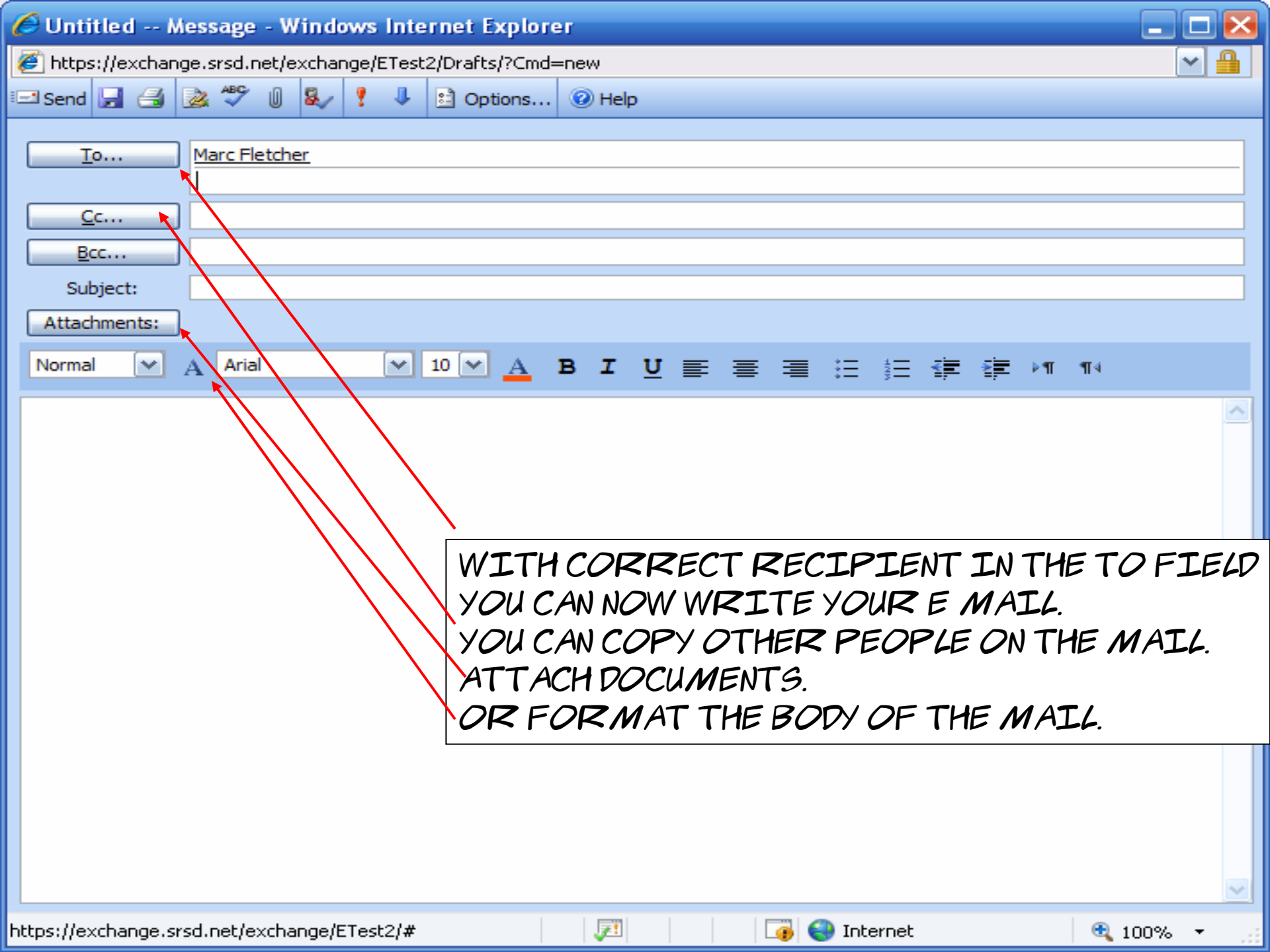
MSN Search

Page

Log Off

currently selected.

A DIALOG BOX OPENS DISPLAYING A LIST OF POSSIBLE RECIPIENTS. SELECT THE CORRECT ONE AND CLICK THE OK BUTTON.



WITH CORRECT RECIPIENT IN THE TO FIELD  
YOU CAN NOW WRITE YOUR E MAIL.  
YOU CAN COPY OTHER PEOPLE ON THE MAIL.  
ATTACH DOCUMENTS.  
OR FORMAT THE BODY OF THE MAIL.

- Folders
- Email Test
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Junk E-mail
- Notes
- Outbox
- Sent Items
- Tasks

From: Marc Fletcher  
Subject: test settings  
Received: Tue 4/25/2006 10:22...

**test settings**

Marc Fletcher  
To: Email Test  
Cc:

**Marc J. Fletcher**  
**(609)597-9481 Ext. 317**  
[mifletcher@srsd.net](mailto:mifletcher@srsd.net)  
**Network Technician**  
**Southern Regional School District**  
**105 Cedar Bridge Road**  
**Manahawkin, NJ 08050**

TO ACCESS CONFERENCES AND PUBLIC FOLDERS CLICK THIS BUTTON. AND A NEW PAGE WILL OPEN WITH PUBLIC FOLDERS.

- Inbox
- Calendar
- Contacts
- Tasks
- Public Folders
- Rules
- Options



Outlook Web Access

HS Notices (Two-Line View)

Items 1 to 1 of 1

Log Off

- Public Folders
  - HS Calendar
  - HS Notices
    - Faculty Bulletin
    - Student Attendance
    - Student Bulletin
  - Internet Newsgroups
  - MS Calendar
  - MS Notices
    - Faculty Bulletin
    - Student Attendance
    - Student Bulletin
- SRSD Office
  - Board Agenda's
  - Board Highlights
  - Board Minutes
  - Faculty Attendar
- Teachers
  - Departments
  - For Sale
  - Health Benefits
  - Payroll
  - Postings
  - SREA

New X [Icons] Help

From	Received
Tim Daly	Fri 3/17/2006 10:3...

test

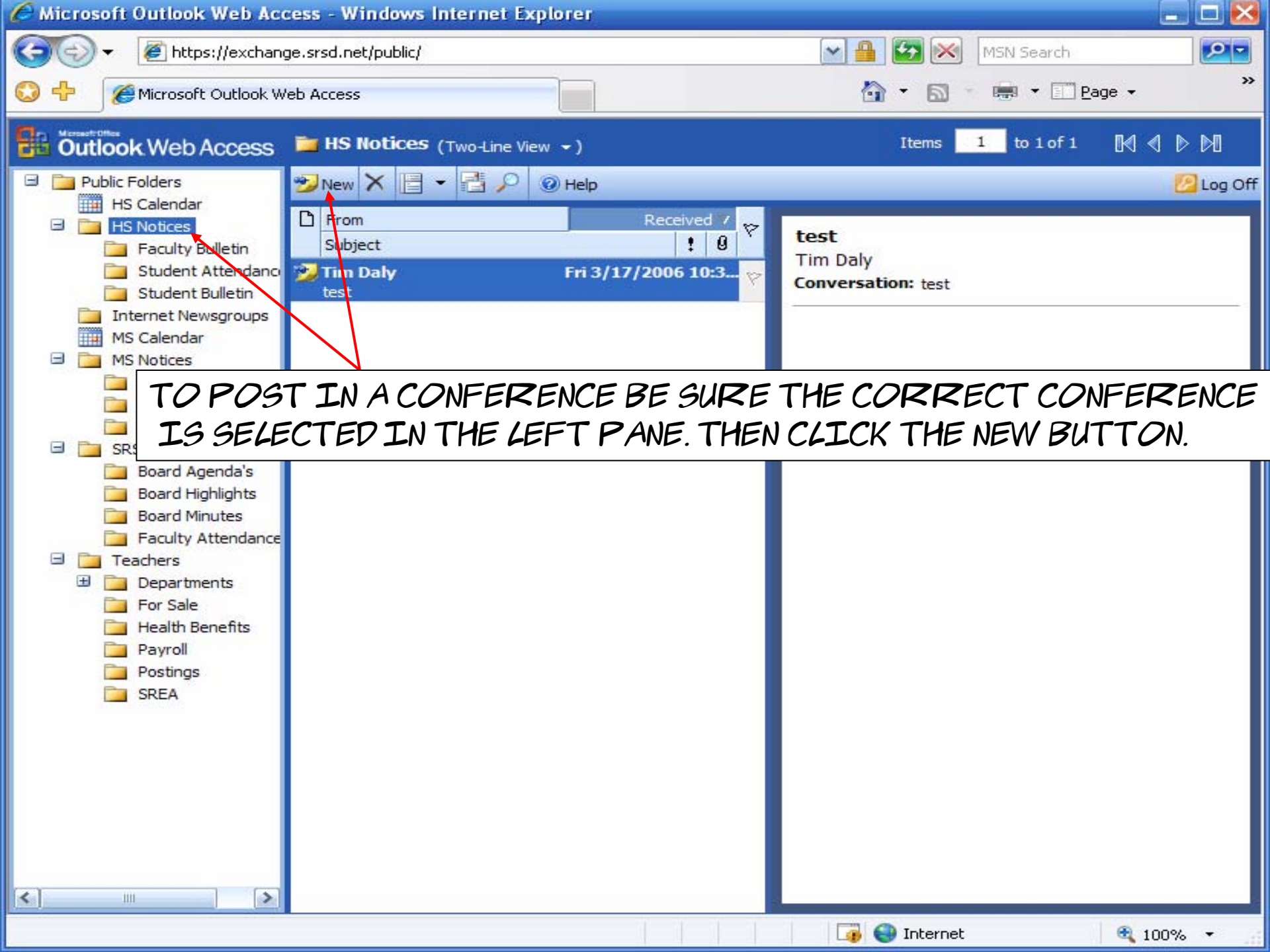
test

Tim Daly

Conversation: test

PUBLIC FOLDERS ARE SETUP SIMILAR TO FIRST CLASS. HIGH SCHOOL AND MIDDLE SCHOOL BOTH HAVE THEIR OWN CONFERENCE.

TEACHERS HAVE THEIR OWN CONFERENCE. AND ALSO HAVE DEPARTMENT CONFERENCES AS WELL.



TO POST IN A CONFERENCE BE SURE THE CORRECT CONFERENCE IS SELECTED IN THE LEFT PANE. THEN CLICK THE NEW BUTTON.