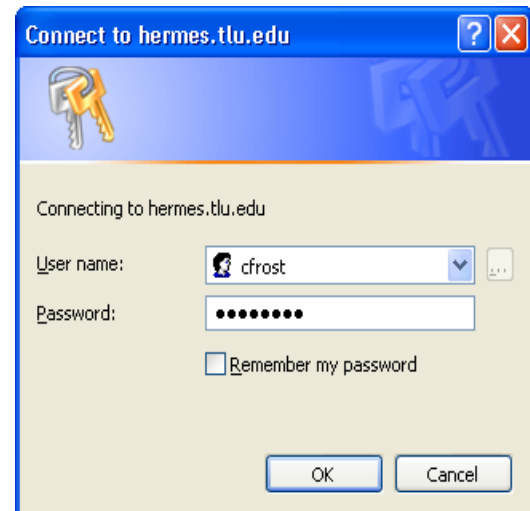


## Outlook Web Access to TLU Email

With Outlook Web Access (OWA) 2003, remote access to email using Internet Explorer is greatly improved. This document illustrates some of the highlights of the software as follows: [Logging on](#); [Viewing Email](#); [Creating new messages](#); [Deleting Email](#), [Accessing your Outlook Calendar](#), [Forwarding Email](#), and other [Options](#). Outlook Web Access also supports Firefox and Safari web browsers but it does not include a number of features that Internet Explorer provides.

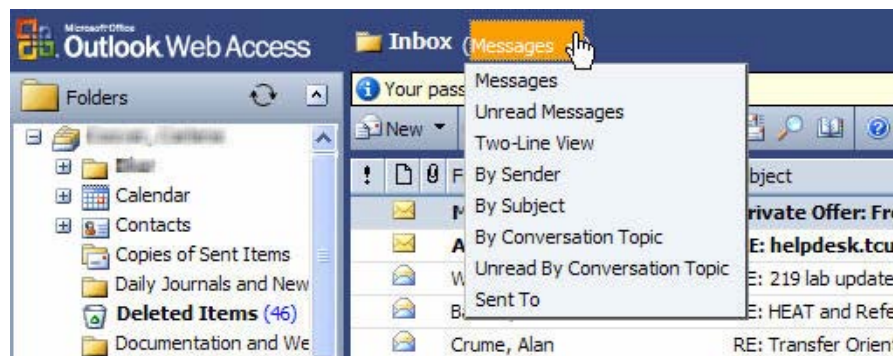
### Log On:

- Open your Internet Explorer web browser (either version 6 or 7) and enter the following address/URL: <http://mail.tlu.edu>
- At the prompt, enter your TLU Username and Password.

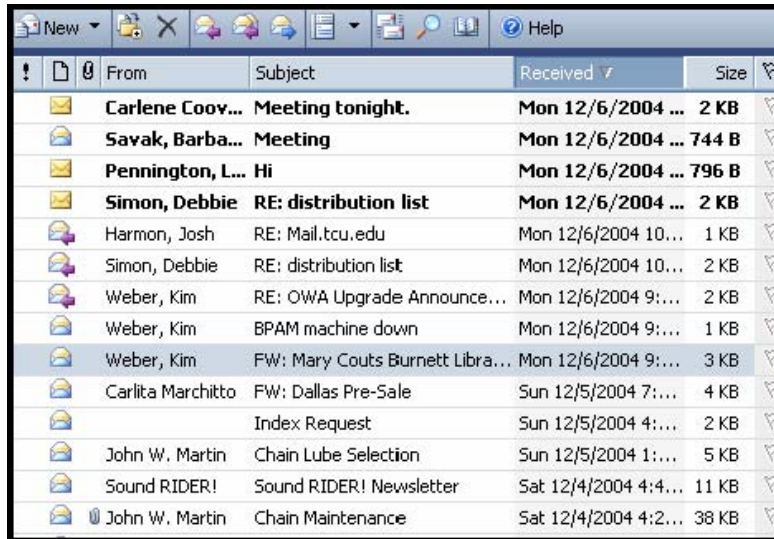


### Viewing Email:

- When the email window opens, folders and buttons for Inbox, Calendar, Contacts, Tasks, Public Folders, Rules, and Options are shown on the left side of the window.
- Click on the folder you would like to view and a list of items contained in the folder will be shown.
- Choose how to organize and view messages from the menu at the top of the window. The “Messages” view is the most common method. Many people prefer the “Two-Line View”.

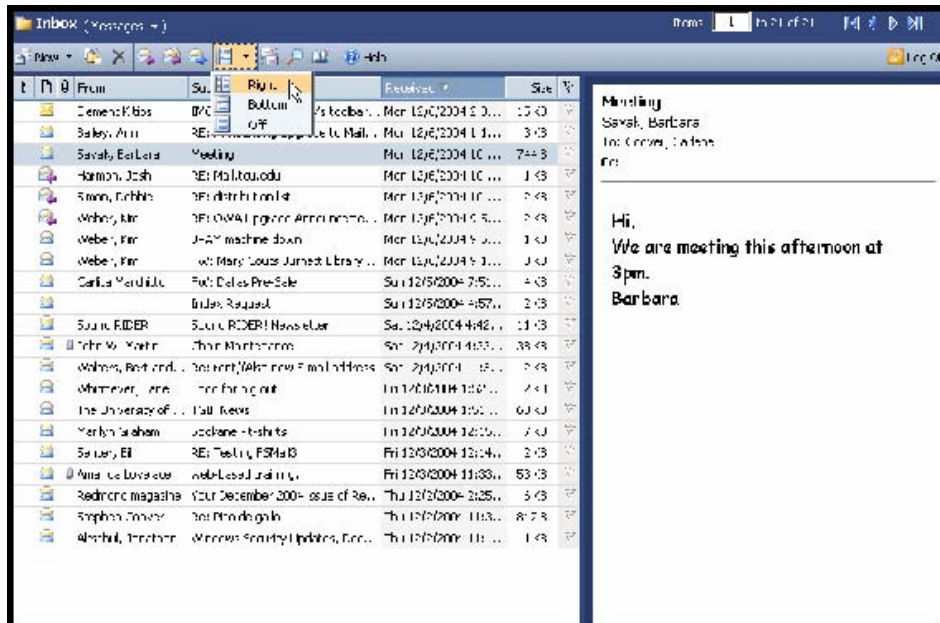


- Double click on an item and it will be opened in a new window.



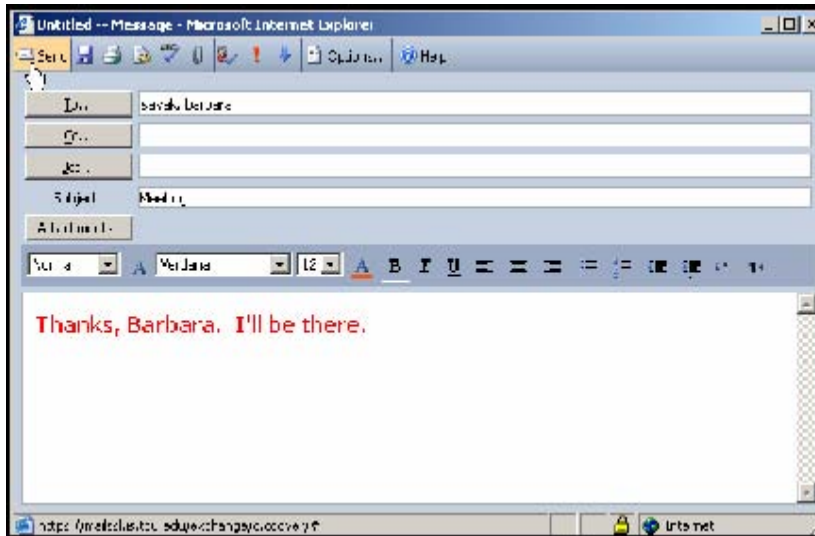
## Preview Pane

- Instead of opening messages in a new window, the Preview Pane can be used to view messages and calendar events.
- From the toolbar, click the Show/Hide Reading Pane button and choose to have the Pane placed on the right side or bottom of the window.



## Creating a New Message

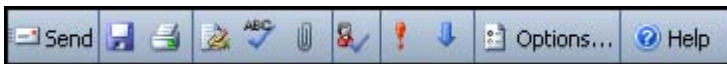
- Click the New button on the toolbar to start a new message.
- Fill in the fields for To, CC, and Subject, then type your message.
- Click the Send button on the left side of the toolbar to send the message.



- Use the toolbar when creating a message to format the message text with various fonts, styles and colors.



- When creating a message, the toolbar offers various options such as Inserting a Signature, Spell Checking and Inserting Attachments.



- A Signature file can be created and included in each outgoing message. Select Options button and select the Edit Signature button under Messaging Options to create a signature

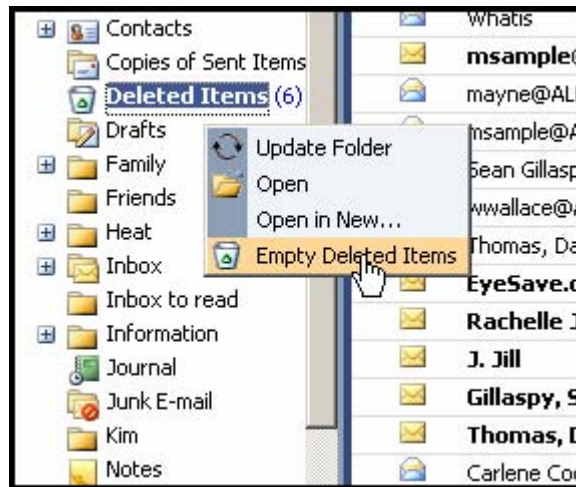


## Deleting Email:

- Use the Delete button on the toolbar to delete mail messages.



- All deleted messages are moved to the Deleted Items folder. The Deleted Items folder needs to be emptied in order to completely delete messages.
- Empty the Deleted Items folder by right-clicking on the folder and selecting Empty Deleted Items.



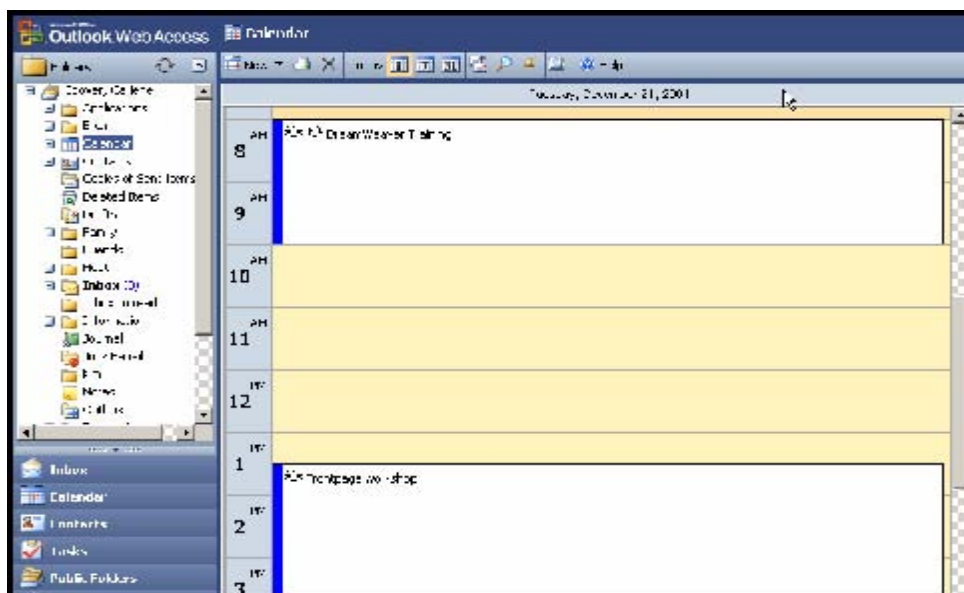
## Calendar:

- Click on the Calendar folder to view appointments.

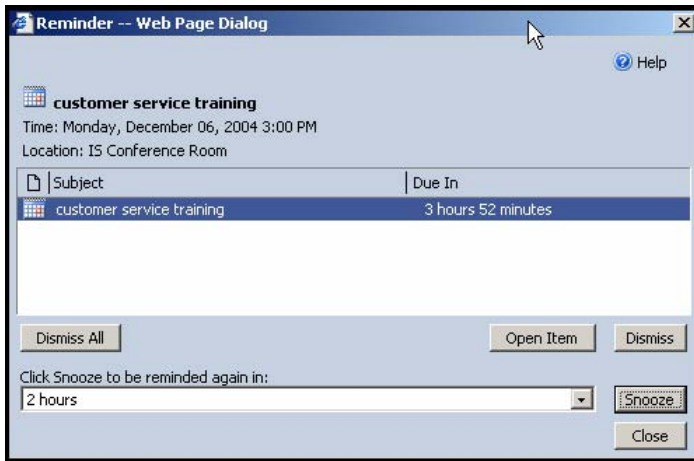


- Use the toolbar to switch views to Daily, Weekly, or Monthly.

- Use the New button to create a new appointment

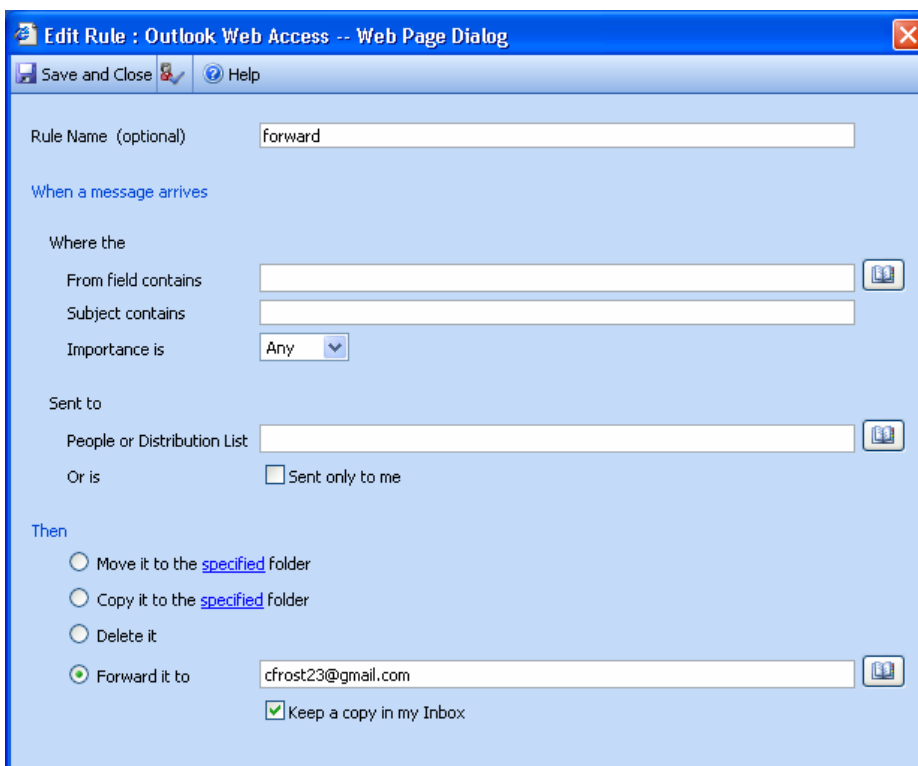


- Reminders can be set in the calendar to prompt for upcoming appointments
- Use the Dismiss button or Snooze button to prompt again.



## Rules:

- Rules can be created in Outlook Web Access. Choose the Rules button on the left side of the window to create a Rule.
- If you want to forward your mail to another address you can do that by creating a rule. Click on the New button located on the toolbar and fill out the destination address. Give the rule a name (i.e. forwarding) and save it.





## Options:

Choose the Options button on the left side of the window to change various features:

- Out of Office Assistant
- Messaging Options
- Reading Pane Options
- Spell Checker
- Email Security, Privacy and Junk Email Prevention
- Appearance
- Date and Time Formats
- Calendar Options
- Reminder Options
- Contact Options
- Recover Deleted Items Options

