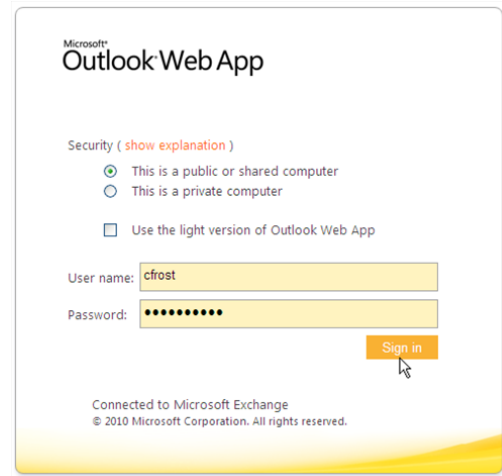


Outlook Web Access to TLU Email

With Outlook Web Access (OWA) 2010, 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 Chrome, Firefox and Safari web browsers but may not include some features that Internet Explorer (version 7 or above).

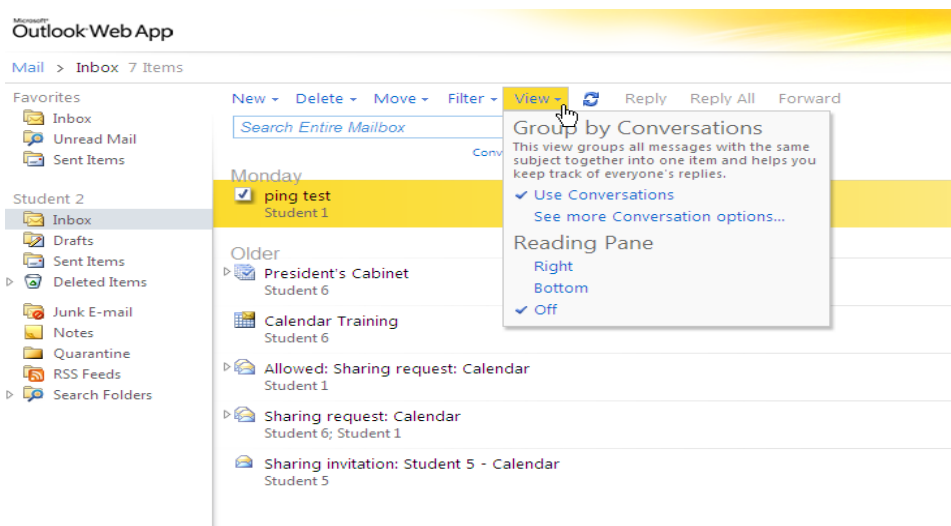
Log On:

- Open your web browser and enter the following address/URL:<http://mail.tlu.edu>
- Check if the location you are connecting from is a public or private computer
- At the prompt, enter your TLU Username and Password.
- Note: There is a check box for the “light” version of OWA. Use this if you are running an old browser or are on a slow connection.

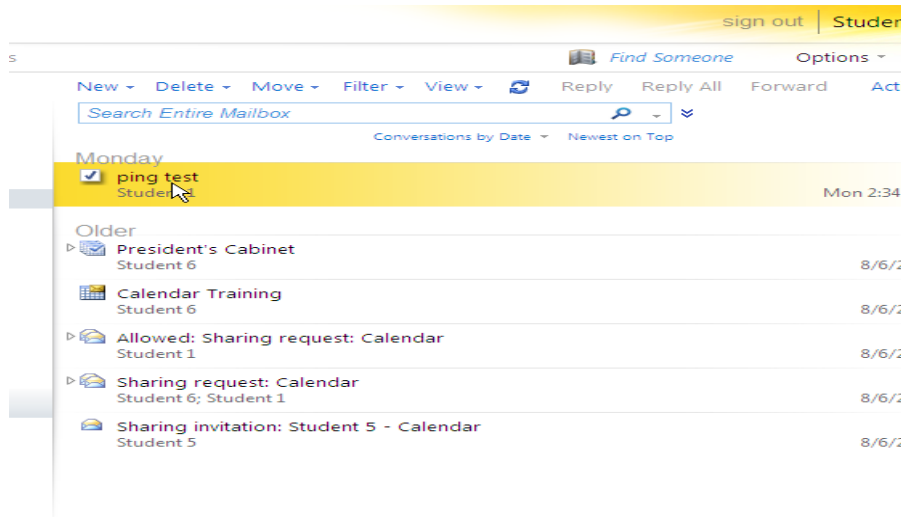


Viewing Email:

- When the email window opens, folders and links for Inbox, Calendar, Contacts, Tasks, Public Folders 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 (i.e. “Inbox” or “Sent Items”)
- Choose how to organize and view messages from the menu at the top of the window. Many people prefer having the reading pane on; either on the right or bottom to preview the message.

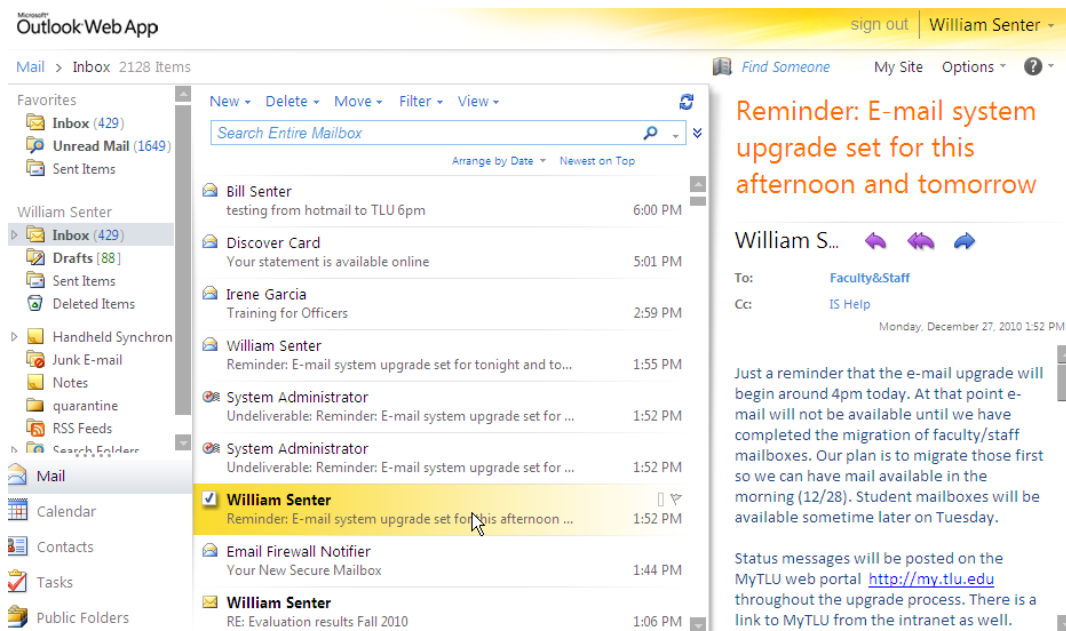


- Double click on an item and it will be opened in a new window.



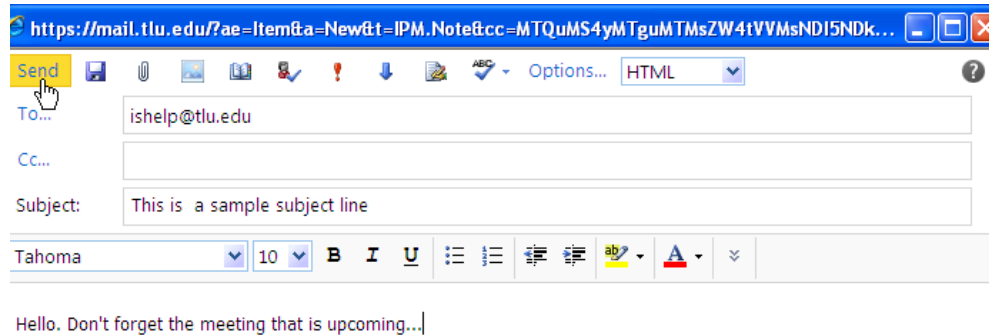
Preview Pane

- Instead of opening messages in a new window, the Preview Pane can be used to view messages and calendar events.
- From the toolbar, click on View and then either “Right” or “Bottom” for the Preview Pane. In the example below, the preview pane is on the right.

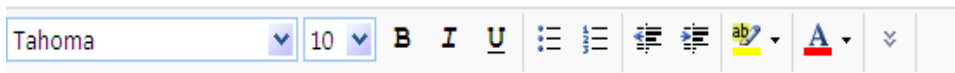


Creating a New Message

- Click the “New” link on the toolbar to start a new message.
- Fill in the fields for To, CC, and Subject, and 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.

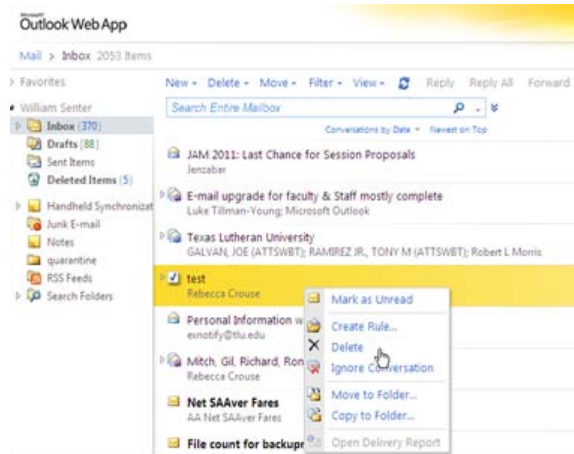


- When creating a message, the toolbar offers various options such as Inserting a Signature, Spell Checking and Inserting Attachments.



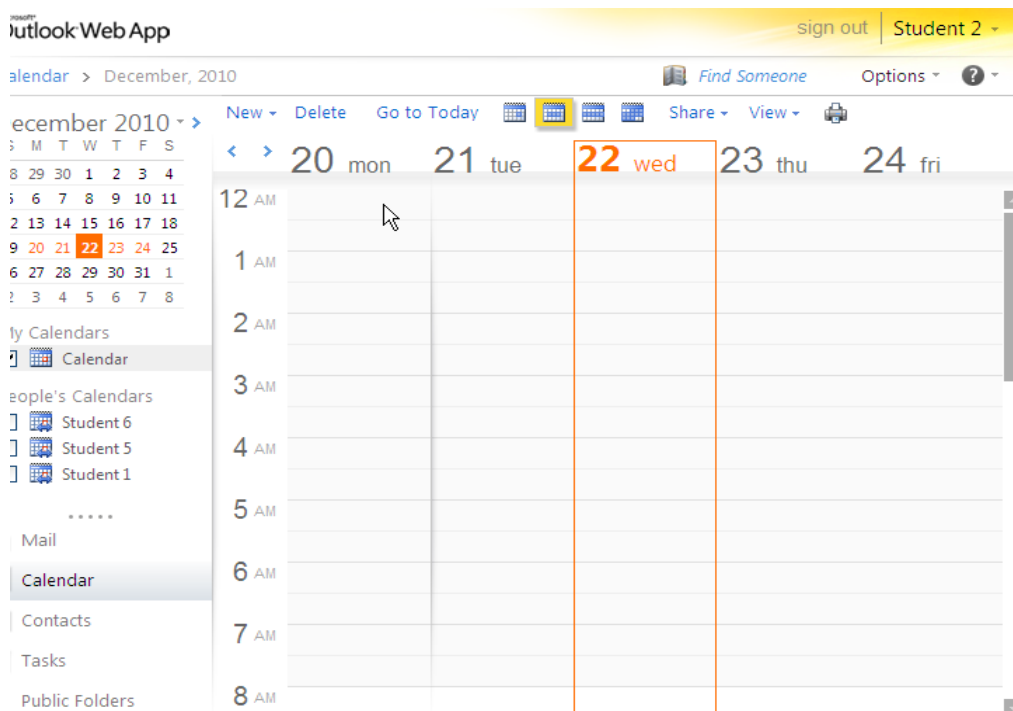
Deleting Email:

- Use the Delete link on the toolbar to delete mail messages, or right click on a message and choose delete
- 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:

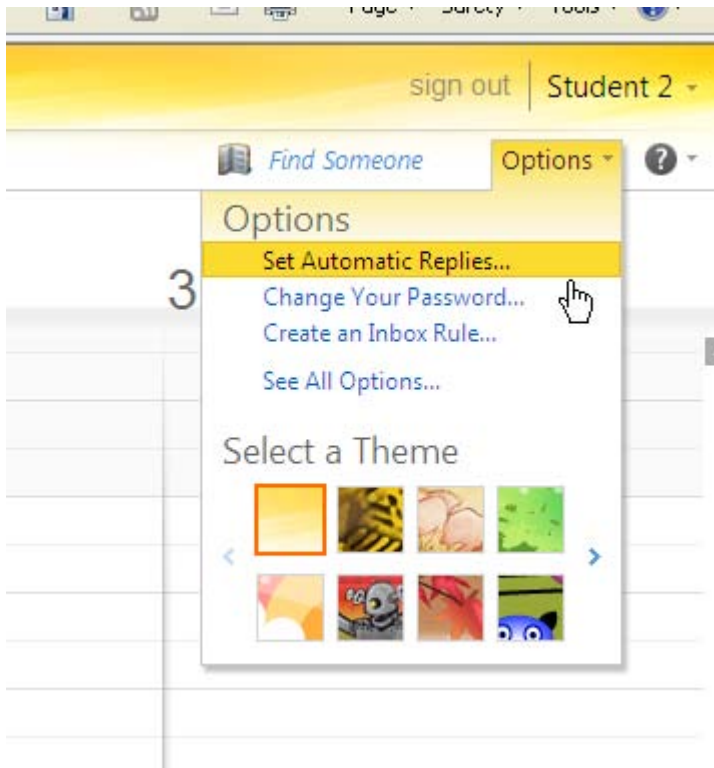
- Click on the Calendar folder to view appointments.
- Use the toolbar to switch views to Daily, Weekly, or Monthly.
- Use the New link to create a new appointment



Options:

Choose the Options link on the far right side of the screen (toolbar) to change various features:

- Set Automatic Replies
- Messaging Options
- Reading Pane Options
- Spell Checker
- Email Security, Privacy and Junk Email Prevention
- Appearance /Themes
- Date and Time Formats
- Calendar Options
- Reminder Options
- Contact Options



- 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.