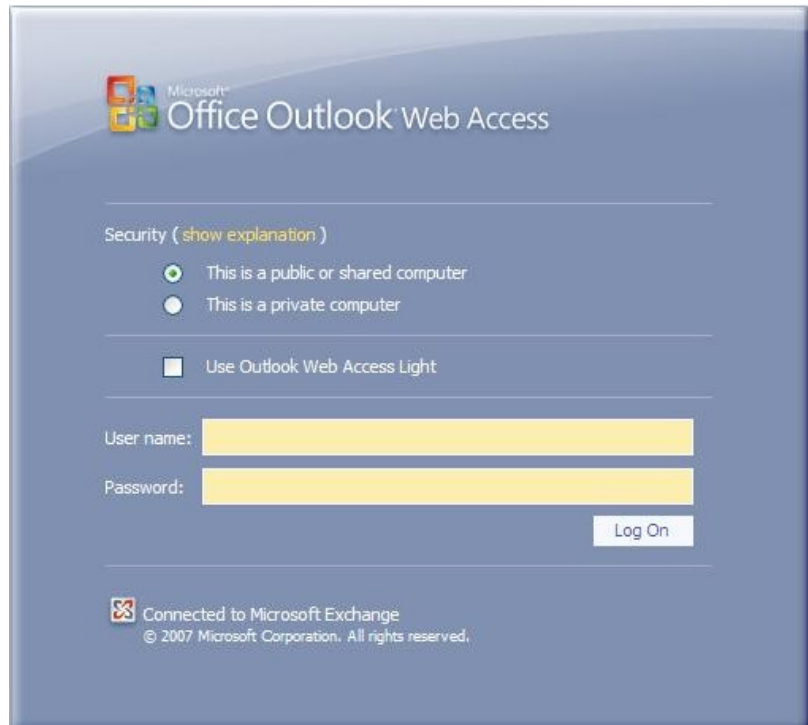


Using Outlook Web Access

Log on JTSA Outlook Web Access

1. Enter the following URL into the address bar on your web browser (Internet Explorer recommended) and press enter <http://exweb.jtsa.edu>
2. The following screen will appear on the screen
3. Select the appropriate security option for the computer you are using. If you are on a computer in a public place (i.e. computer lab) then use the “This is a public or shared computer” security level. If you are using your personal computer, then choose “This is a private computer” security.
4. If you are using Internet Explorer and want to experience all the features of Outlook Web Access, leave the check box empty.
5. Enter your **JTS NETWORK** username and password in the appropriate boxes.
6. Click the Log On button in the lower right side of the screen to login



Browser Requirements for Outlook Web Access

- Outlook Web Access can be run in two formats: Outlook Web Access Premium and Outlook Web Access Light. Outlook Web Access Premium requires Internet Explorer 6 or later versions and has a rich feature set. Outlook Web Access Light works with most Web browsers, has fewer features than Outlook Web Access Premium, and performs better over slow connections.
- For the Premium you will need: Internet Explorer 6 and later versions
- For the Light version you will need any browser that supports HTML 3.2 : Mozilla Firefox 1.8 or later, Safari, Opera 7.54 or later, Netscape Navigator

Change Your Password

1. From the main screen, click the Options button on the toolbar.



2. On the left side of the screen under the Options menu, click the Change Password option.



IMPORTANT NOTE:

Your password to your Outlook Web Access is your JTS network password. If you change your password here, the change will also be effective for Blackboard and your JTS computer login.

3. A new window will appear on the screen.

A screenshot of the 'Change Password' window in Outlook Web Access. The window has a title bar with a 'Save' button. Below the title bar, there is a key icon and the text 'Change Password'. The main content area contains the following text: 'Enter your existing password, type a new password, and then type it again to confirm it.' and 'After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.' Below this text are four input fields: 'Domain (user name): CAMPUS\', 'Old Password:', 'New Password:', and 'Confirm New Password:'.

4. Enter your current password in the Old Password box.
5. Enter your new password in the New Password box.
6. Enter your new password again in the Confirm New Password box.
7. Click the Save on the top left of this window.

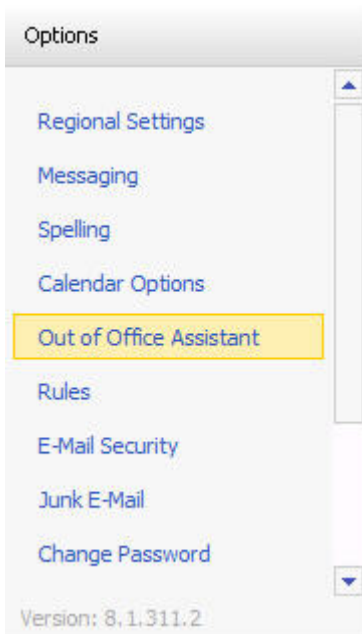
Configuring an away message

In order to setup an away message, you need to use the Out of Office Assistant in Outlook.

1. Click on the Options button on the top of the toolbar.



2. In the window on the left, left click on the Out of Office assistant.



3. A new window will appear on the screen. This is the where you can create and setup your message.
4. Click in the “Send Out of Office auto-replies” radio button. Enter the auto reply message you wish to send to all **internal mail** in the top message box. You can format the font anyway you want as in MS Word.
5. Click in the “Send Out of Office auto-replies only during this time period”. Select the dates and times for when you want to send the auto reply. The time interval can **only** be set in 30 minute intervals.
6. If you want to set an auto reply message for **external mail**, then click in the “Send Out of Office auto-replies to External Senders”. You may choose now to send an auto-reply to either only the users in your contact list or to all users.
7. Enter the message in the message box. If it is the same as the one for internal users, you can copy and paste from the internal message box.
8. Once everything has been set, click on the Save icon of a floppy disk at the top left side of the screen to save and activate your auto reply.

Frequently Asked Questions

1) I do not see Bcc in my new message window. How do I add Bcc?

- a. In a new message window, click Options
- b. Click Show Bcc

2) How do I add a person to my contacts and edit contacts information?

Adding someone who has emailed you

- a. Right click a sender's email address
- b. Click Add to Outlook Contacts (You must have pop-ups enabled for this site otherwise it will not work)
- c. Fill in their information accordingly (Optional)
- d. Click Save and Close

Adding someone directly to your contacts

- a. Click Contacts in your navigation pane
- b. Click New
- c. Edit your contact information
- d. Click Save and Close

Editing an existing contact

- a. Double click a contact to edit their information.
- b. Make sure the EMAIL part ONLY contains their FULL email address (Including @jtsa.edu), no other symbols such as brackets.
- c. Click Save and Close when you're finished.

3) How do I create a group email (distribution list)? After I create a distribution list, how I do use it?

- a. From the Inbox, click the drop down arrow next to >>New>> and select Distribution List,
- b. Name your list.
- c. Click Members for anyone who is in your Contact.
- d. Double click on their names to add them. The names will appear in the Members box on the bottom of the screen. Click OK once you have added all the names you want. Now the names are in the Members box on the top of the screen
- e. Click Add to List button.
- f. Click in the Members box and type in the email address to add anyone who is NOT in your contact list.
- g. Click Add to List button.
- h. Click Save and Close,
- i. Now open a new message
- j. Click the To button,
- k. In your contacts list, click to select the group you have created.

4) How do I create a new folder?

- a. Right click on your Inbox.
- b. Left click on Create New Folder...
- c. Type the name in the blank box where the cursor is located.
- d. Press Enter when you are finished.

5) How do I move messages to a folder?

- Right click on an email in the email list
- Left click on Move To Folder
- Click to choose which folder to move the email into
- Click OK

* You can also drag and drop the email into the folder.

** You can also select an email and click on the Move to Folder Icon  on the toolbar.

6) How do I sort my emails?

- Click any of the column headings to sort your emails. E.g. if you want to sort by the sender, click the heading FROM

OR


- Click View
- Click Arrange By
- Click to choose which category you want to sort your email by

7) How do I find a specific email?

For Quick Find

- Type in key words for your search in the *Search Inbox* text box.
- Your keywords will be highlighted

For Advanced Find

- Click on the double down arrows 
- Type your query in the box where the magnifying glass is to start the search.

8) How do I create a signature?

- Click Options button on the top toolbar



- With the Messaging box highlighted in the left hand side box, click the mouse in the E-mail signature box.
- In the box, type in your signature and format the font and the color.
- Click in the "Automatically include my signature in outgoing messages" box.
- Click Save on top upon finishing.

9) How do I attach a file to my email?

- While composing an email, click on the paperclip icon on top to attach a file.
- Browse to your file location and click Open.
- Click Attach file
- Your attached file should show under the To, Cc and Bcc fields.