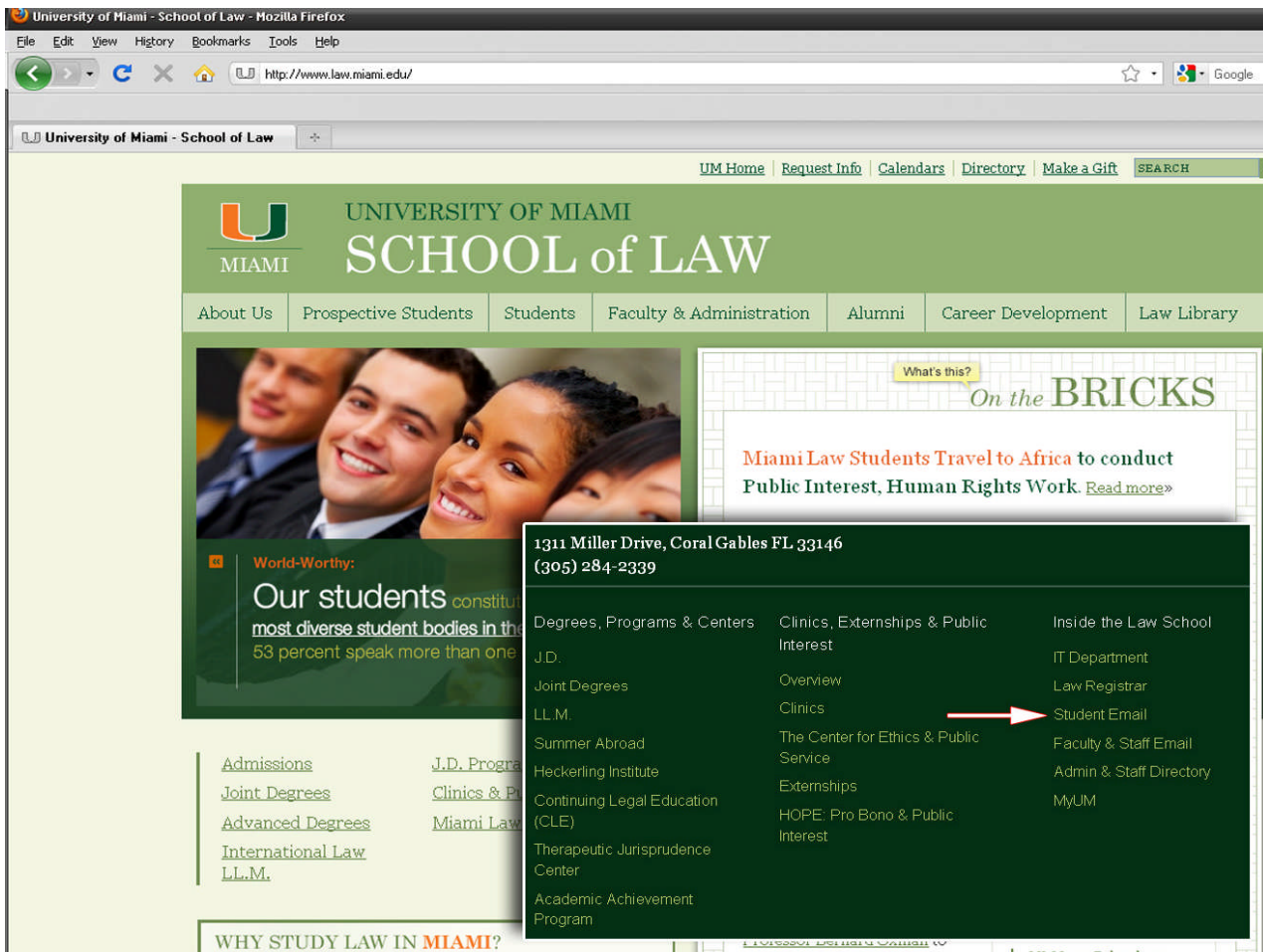


# UNIVERSITY OF MIAMI SCHOOL of LAW



## How to access your email via Outlook Web Access

1) Open your internet browser and type in the following address: [www.law.miami.edu](http://www.law.miami.edu)



\* Aol users must minimize their browser and use Internet Explorer 6.0+ or Firefox 2.0+ to login successfully.

2) Click on “**Student Email**” located at the bottom right hand side of the website.

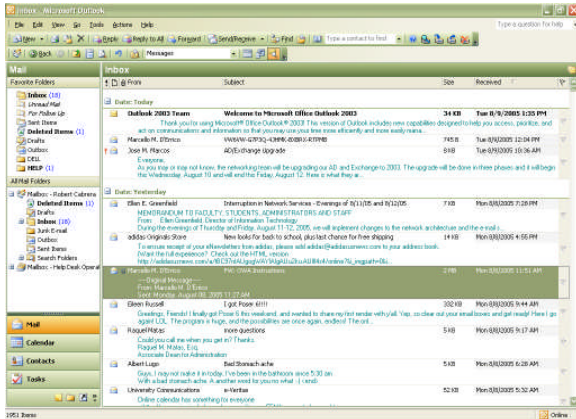


3) You will get two lines to fill in. For Username type in your full Law School email address and your password will be your UM ID with a lower case “c”

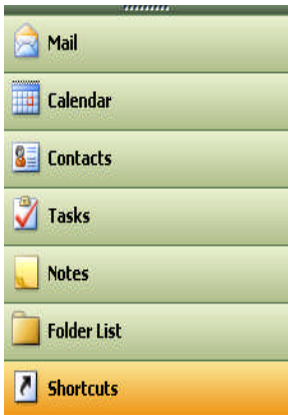
Example: John Smith  
 Username:jsmith@students.law.miami.edu  
 Password: c09991234

User’s logging on with MAC OS X will receive a login prompt with 3 lines to fill in: Username, Password, and Domain. The Domain name is **law.miami.edu**.

## Outlook 2003 Web Access Screen

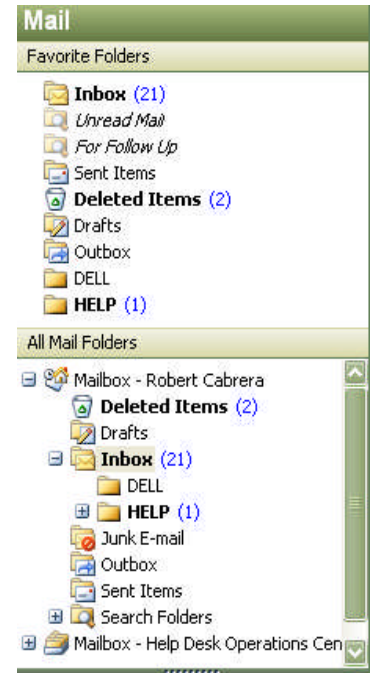


When you first open Outlook Web Access 2003 you will find that the screen is divided into 4 main areas: Folders, Shortcuts, Inbox, and Preview Panel.

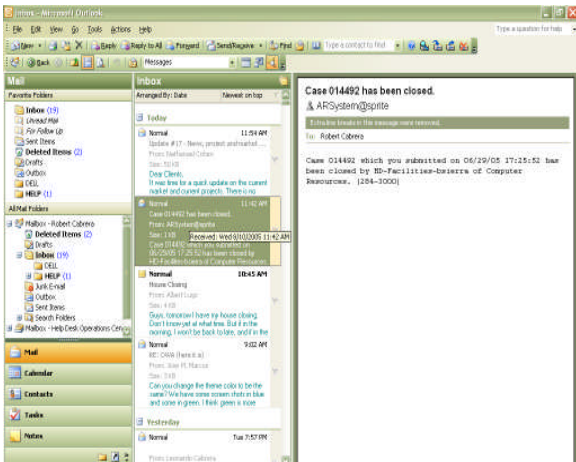


**Shortcuts:** In your shortcuts list you will find exactly that, shortcuts to you Inbox, Calendar, Contacts, Tasks, Public Folders, Rules, and Options. You can access any of these shortcuts by simply clicking them.

**Folders:** In your folders list you will find such items as your Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Junk Email, Notes, Sent Items, Tasks and more.



**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 sender, by subject, by conversation, and by sent to.** (It is most common to leave it in two-line view.)

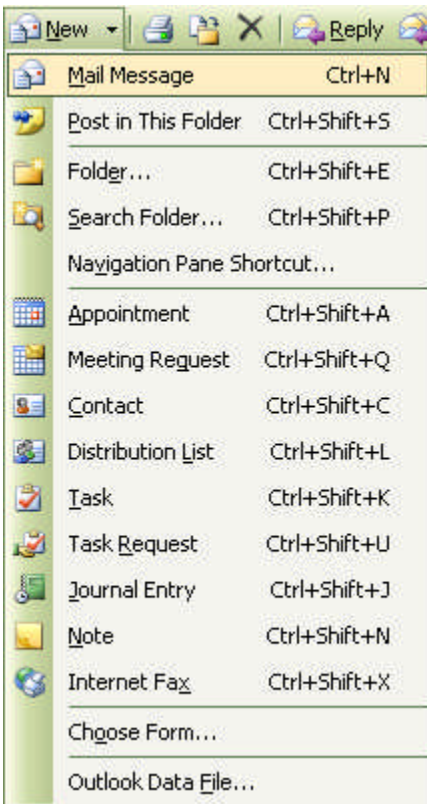
If you wish to open the mail messages in a full screen (as opposed to only the preview pane), simply double click the email in question.



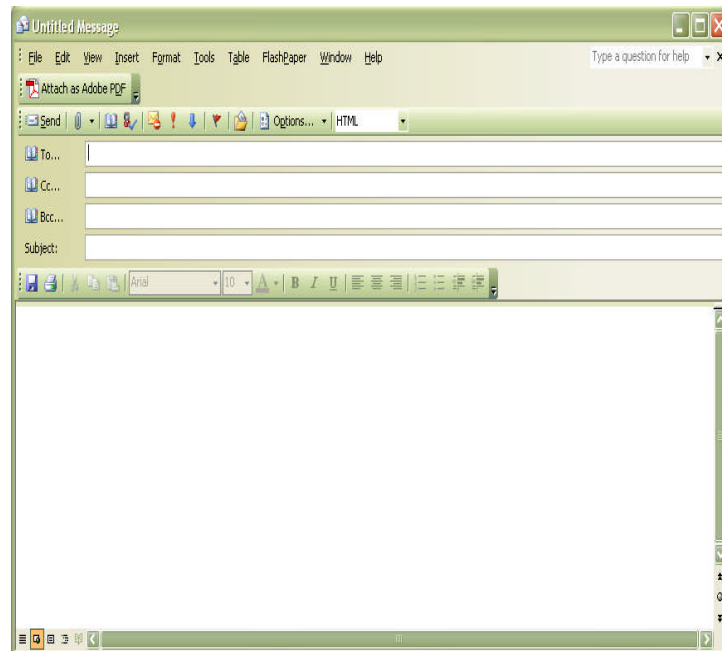
**Preview pane:** The preview pane allows you to view your selected message without physically opening it. When looking at a message in preview, the message will be marked as a read message. As an added feature in 2003, you can even open attachments from the preview pane.

## 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 University of Miami Law School, but you're unsure as to what their email address is, the Exchange server will help you find it. Start by creating a new email message. Click on the **"To"** button. (Many people are unaware of this but the *To*, *Cc*, *Bcc* and *Attachments* are all buttons.) Once you click on the **"To"** button the **"find names"** dialogue box will appear. In the **"Last Name"** or **"First Name"** box, type the first few letters of the name and click the **"Find"** button on the right side of the page. You can use any combination of the other fields to find who you are looking for.

**Global address book:** Every person or group with a UM Law School email can be found in the Global address book.

**Contacts:** This is your personal phone book. Only addresses you personally enter into your contacts will appear here. These contacts are your personal list and are not available to anyone else in the Law School.

If a list of names appears on your list simply click the appropriate one to select it. Under the **Add recipient to...** section select either **To**, **Cc** or **Bcc** to put the recipient's name in the correct box. You can follow these steps again to add additional people. Once you are done finding all the recipients you would like, click **"close"** and you will return to your new message with all the recipients in place.

Name	Phone	Alias	Office	Job title	Company
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Note: If you would like to find a group as opposed to a single individual, type # (number sign) in the display name field then click find. A list of all groups will appear.

## Attachments:

With Outlook Web Access 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 click the attachments: button. Note: you can also click 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, click "browse" to find the file you would like to attach. Once you have found the correct file, click attach. Repeat this process if you would like to attach more files to the same email message. When you are done, click "close." The files you selected will now be attached to your message ready to be sent.

## Deleting a message:



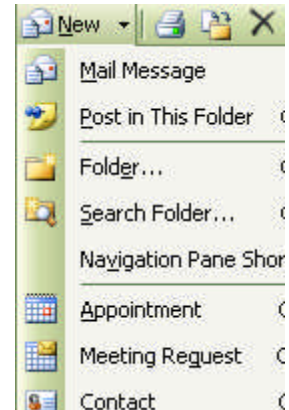
To delete any message that appears on your list, simply select it by clicking it once, and then press the **delete key** on your keyboard. Clicking the “X” symbol at the top of your page will do the same thing. Note: When you delete a message it is actually moved to your *deleted items folder*. It is good practice to periodically go through your deleted items folder and delete the messages from this location. This will help free up space in your mailbox.

## How to create a contact:



The Contacts section is your personal email address book. Click on 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 click the **Save and Close** button. Next time you click on your Contacts shortcut or folder you will see your new contact listed.



## How to change columns with Preview Pane:

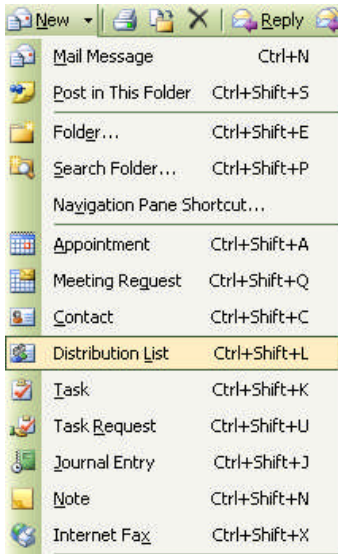


When you first open OWA 2003 you will find that the screen is divided into 4 main areas: Folders, Shortcuts, Inbox, and Preview Pane.

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 menu 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.

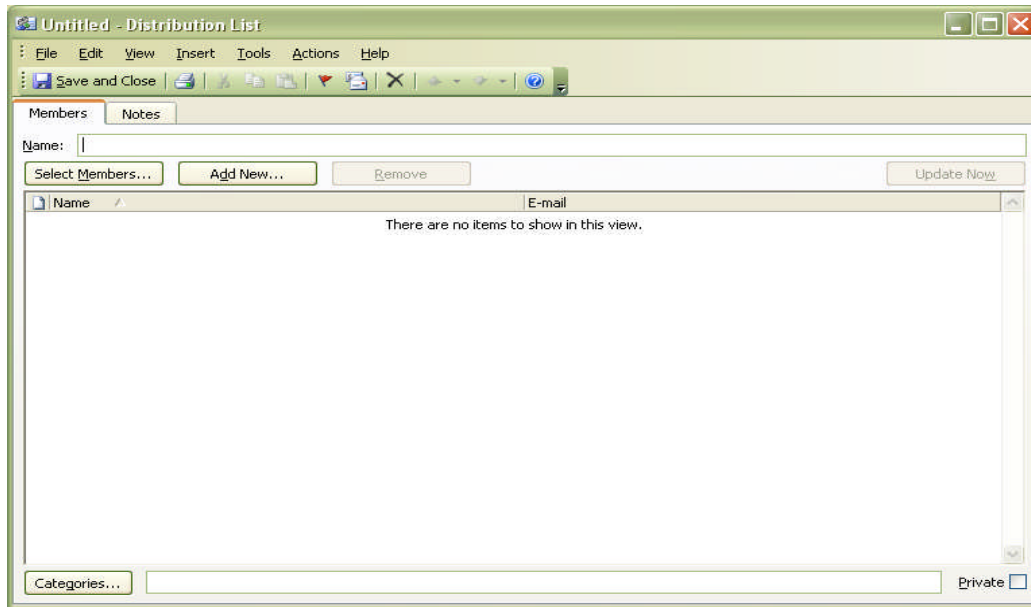
# How to Create a Distribution List:



A distribution list (also known as a Group) is one contact 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 (i.e. a special team or club). This will help you to avoid having to enter each individual's email separately.

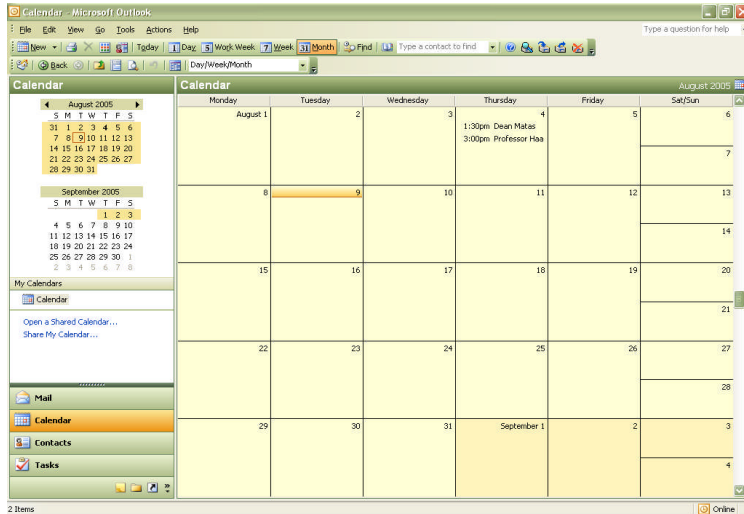
To create a new distribution list click the downward arrow located next to the word "New." A drop-down list with various options will appear. Select "distribution list."

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 find them in the global address book or your personal contact list.



Make sure to type in the name of the group in the list name "**box.**" You can name the group whatever you like (i.e. parent council). Click **Save and Close** when you are done. The distribution list will now be a part of your personal contacts list.

# How to access your Calendar



By default, the Calendar view opens in the Day view. The Calendar can also be viewed as Work Week, Week, or Month. On the toolbar, click the desired view to display. The current view is highlighted in yellow on the toolbar. In the left Navigation Pane, a small monthly calendar displays. Click the arrows to navigate to other months.

To change the way the calendar is viewed use the toolbar buttons at the top of the calendar:



**Day** Displays one day at a time (this is the default).

Displays a



**Week** week at a time.



**Month** Displays an entire month at a time.

## Making New Appointments

There are two ways to create new appointments on your calendar. While viewing the calendar you can click on the **New** button on the calendar toolbar, or you can simply double-click on the calendar on the space corresponding to the desired start time of the meeting. When you do a blank appointment window will appear.

## IMPORTANT NOTES REGARDING SPAM FILTER

**Check your Junk E-mail folder regularly.** The SPAM filter will move messages suspected to be SPAM in a folder in your mailbox called “Junk E-mail.” 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 UM Law school 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.