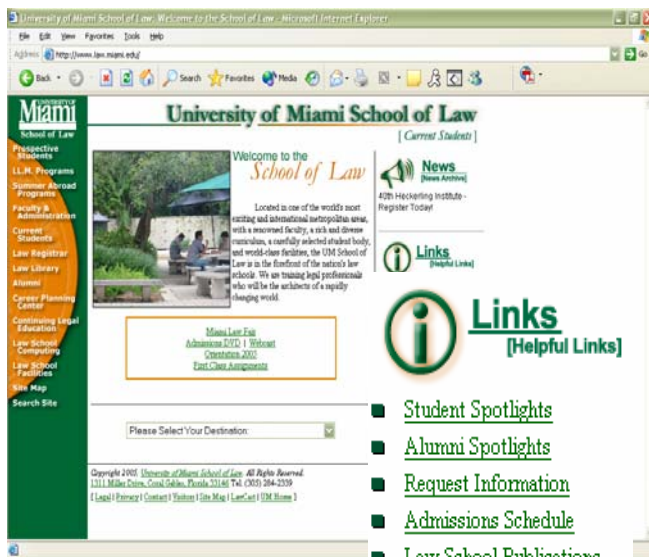




Outlook Web Access

For Exchange Server 2003

How to access your email:



To access your email, open your browser and type in the following address:

www.law.miami.edu

When accessing outlook through the web, AOL users must minimize their browser and use Internet Explorer 6.0+ or Netscape 7.0+ to login successfully. Click on **“Faculty/Staff Email”** located at the bottom right hand side of the website.

Web mail can also be accessed directly by typing in the following address within the browser:

<https://webmail.law.miami.edu/exchange>

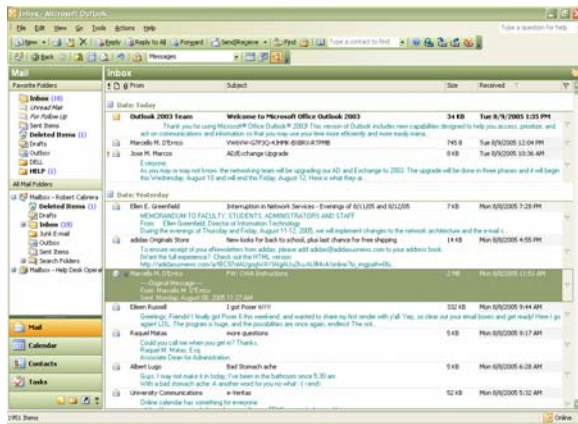


You will get Two (2) Lines to fill in. For Username type in your full Law School email address and the password will be the same as if you we’re logging on to your PC at the Law School.

Example with user John Smith
Username: jsmith@law.miami.edu
Password: *****

For user’s login onto OWA 2003 using Windows 2000, NT, 98, ME, 95 or MAC OS X, will receive a login prompt with 3 lines to fill in, Username, Password, and Domain which will be law.miami.edu.

Outlook 2003 Screen

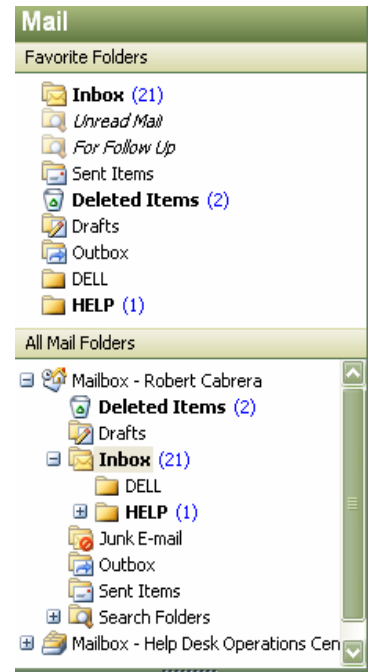


When you first open Outlook Web Access 2003 you will find that the screen is divided into 4 main areas: folders, shortcuts, Inbox, and preview panel.

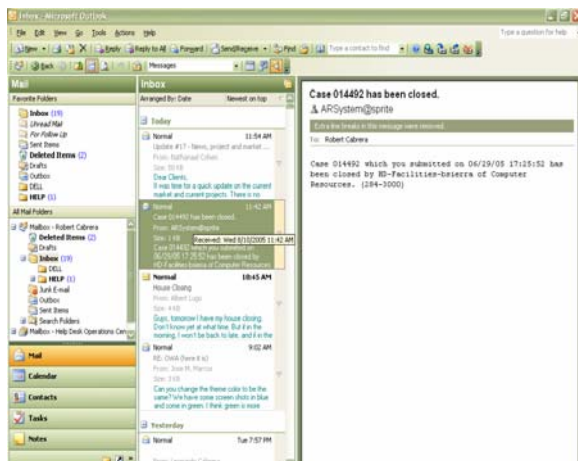


Shortcuts: in your shortcuts list you will find exactly that, shortcuts to you inbox, calendar, contacts, tasks, public folders, rules, and options. You can access any of these shortcuts by simply clicking them.

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.



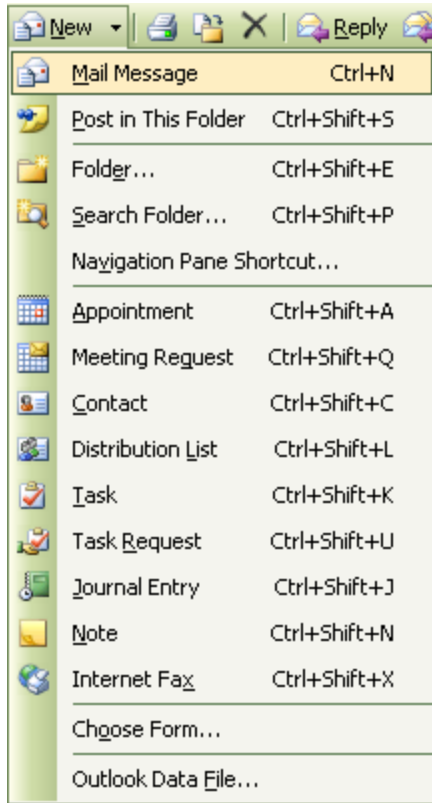
You can view your inbox **in two-line, by messages, by sender, by subject, by conversation, and by sent to.** (It is most common to leave it in two-line view)

If you wish to open of the mail messages 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. As an added feature in 2003, you can even open attachments from this preview pane. Although

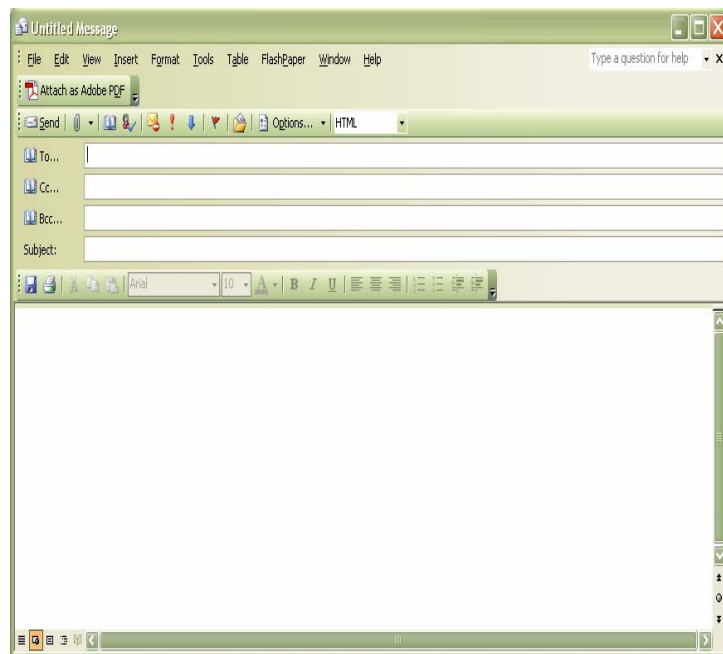
looking at the message in preview will mark it as a read message.

How to create a new message:

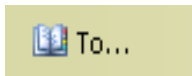


To create a new message click the downward arrow located next to the word “New”. A drop-down list with various options will appear. Select “**Message**”.

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 your unsure as to what there 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.

Global address book: think of this as our divisional yellow pages. Every person or group with a UM law school email can be found in the Global address book.

Contacts: think of this as your personal little phone book. Only addresses you personally enter into your contacts will appear here. These contacts are your personal list and not available to anyone else in the division.

Now you can use any combination of the other fields to find who you are looking for. For example, you wish to email me but are unsure of how to spell my name and you don't know my last name. In the first name field type the beginning of my name "Ro" and leave the rest blank. Now click the *find* button. A list of names that meet the search criteria will appear. Lucky for me, I'm the only person in the division whose name starts with "Ro". My name should be the only one to appear on the list "Robert Cabrera".

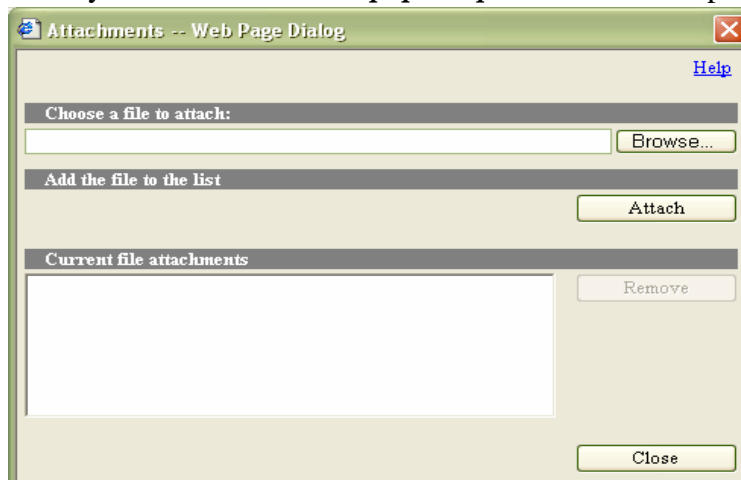


If a list of names appears on your list simply click the appropriate one to select it. Under the Add recipient to... section select either **To**, **Cc** or **Bcc** to put the recipients name in the correct box... You can follow these steps again to add additional people. Once you are done finding all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

Note: If you would like to find a group as apposed to single individual type # (*number sign*) in the display name field then click find. A list of all groups will appear.

Attachments:

With OWA 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 clicks 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 file/s you selected will now be attached to your message ready to be sent.

Deleting a message



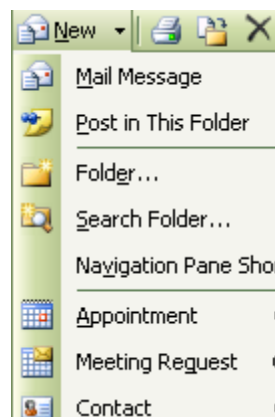
To delete any message that appears on your list, simply select it by clicking it once, then hit the **delete key** on your keyboard. Hitting the “**X**” symbol at the top of your page will do the same thing as. Note: When you delete a message it is actually moved to your *deleted items folder*. This still takes up space so it is good practice to periodically go to your deleted items folder and delete the messages from there. This will permanently delete the messages and free up the space.

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:

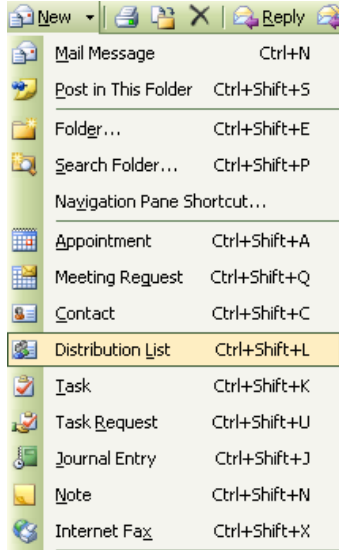


When you first open OWA 2003 you will find that the screen is divided into 4 main areas: folders, shortcuts, and in-box and preview pane.

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 apposed 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 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.

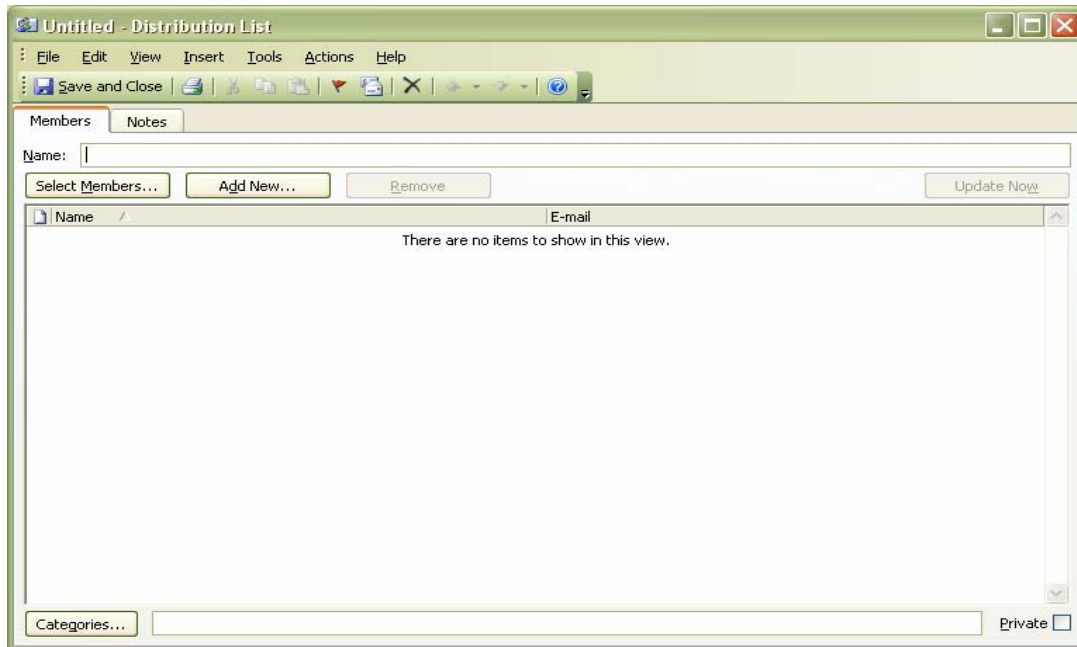
How to Create a Distribution List



A distribution list (also known as a Group) is one email 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 entering each individual's email separately.

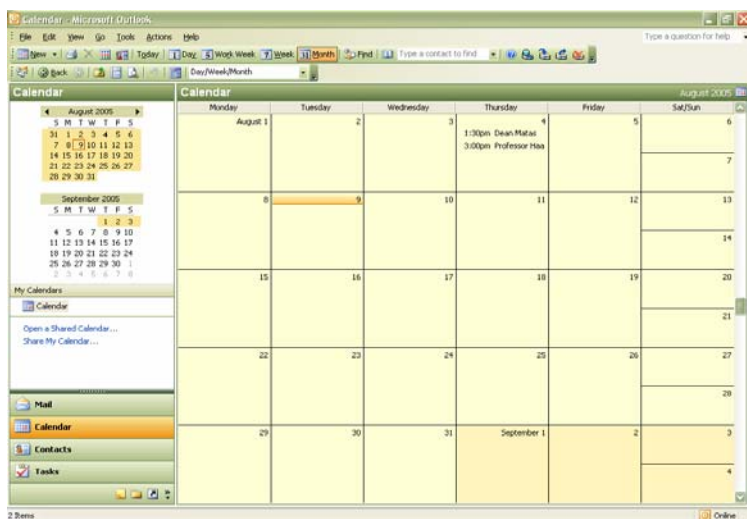
To create a new distribution list click the downward arrow located next to the word "New". A drop-down list with various options will appear. Select "**distribution list**".

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 under list name. 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 you 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:



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



Displays a week at a time.



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. Never reply to a SPAM message.