

Outlook Web Access – Faculty and Staff

- Your Outlook Mailbox can be accessed from any PC that is connected to the Internet.
- Open the Web browser.
- Type in this URL:
 - <https://mail.millsaps.edu>
- Next, a dialog box appears for username and password.

Security (show explanation)

This is a public or shared computer

This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use Outlook Web Access Light

User name:

Password:

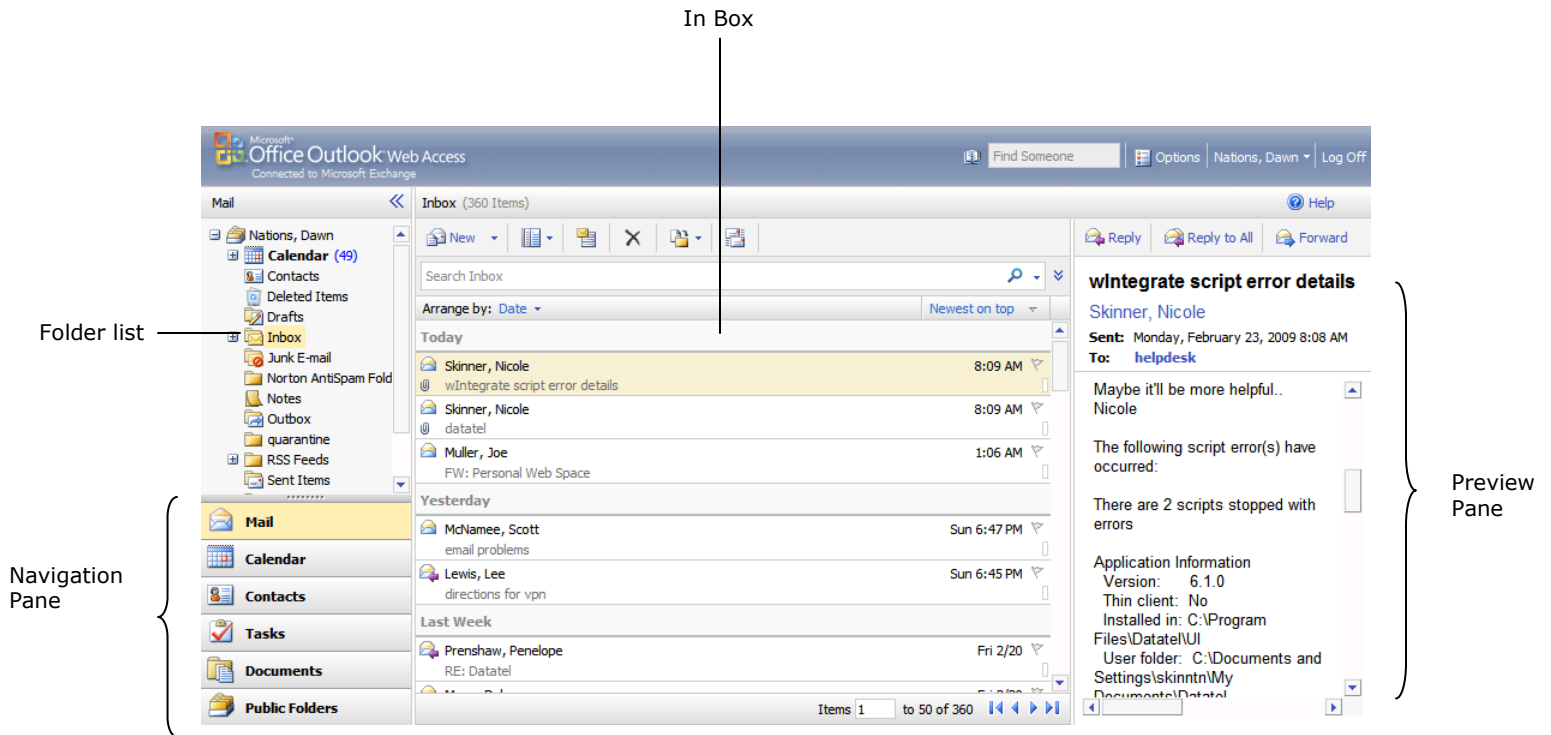
Log On

Connected to Microsoft Exchange
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- Type in your username like this: **lastnfm** [first 5 letters of your last name with first and middle initial]
- **If you are not using Microsoft Internet Explorer 6.0 or greater you will need to type MILNTDOM\ then your username.**
- Tab or click into the password field and type in your password for the network.
- Click **Log On** to open your mailbox.

Note: Select "This is a private computer" only if you are accessing your email from home or a secure computer. OWA will leave you logged in for 24-hours of inactivity if you do not log out. OWA will remember your security selection and username on the same PC each time you log in.




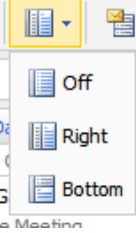




There are 3 columns in the OWA main window:

- The folder list contains most folders associated with your email account, as viewed in the regular version of Outlook [e.g. Inbox, Sent Items, Deleted Items, Contacts, Calendar, etc]. **Please note: Personal Folders are NOT viewable through OWA.** The Navigation Pane gives you quick access to your Mail, Calendar, Contacts, Tasks, Documents, and Public Folders
- Your Inbox will automatically appear in the web browser.
- Also notice the preview pane, which allows for viewing the message highlighted in the Inbox.

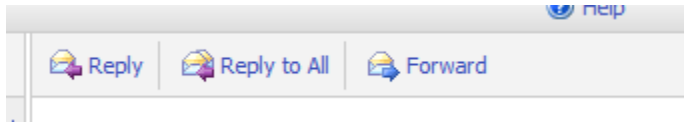
Notice the toolbar above the Inbox:



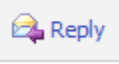
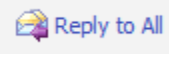
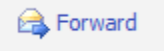
Use these commands to do the following:

-  Click New to create a new message.
-  Show or hide the preview pane. Use this icon to turn the preview pane off, or move to the bottom or right-hand side of the screen.
-  Single/Multiple line. Click this icon to toggle between single line and multiple line preview in the Inbox.
-  Delete message that is highlighted.
-  Move and Copy message to another folder in your email account.
-  Check for new messages. However, new messages now arrive within your inbox without having to click the Check for New Messages icon.

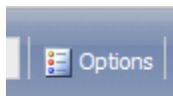
Notice the toolbar above the Preview Message area



Use these commands to quickly do the following:

-  Reply to sender of the message that is highlighted.
-  Reply to all recipients and sender of the message that is highlighted.
-  Forward message that is highlighted to a new recipient.


Options

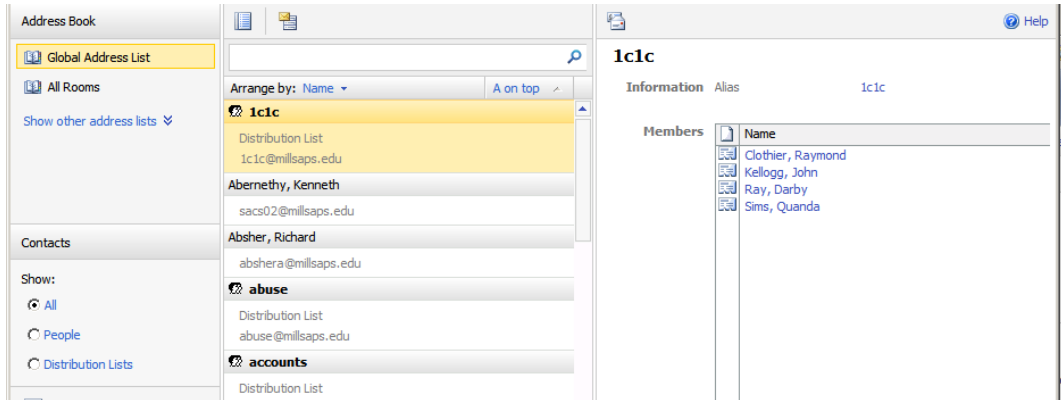


The options button located at the top right-hand side of the window allows you to make changes in Outlook including:

- Regional Settings
- Messaging
- Spelling
- Calendar Options
- Out of Office Assistant
- Rules
- Email security
- Junk E-mail
- Change Password
- General Settings
- Mobile Devices

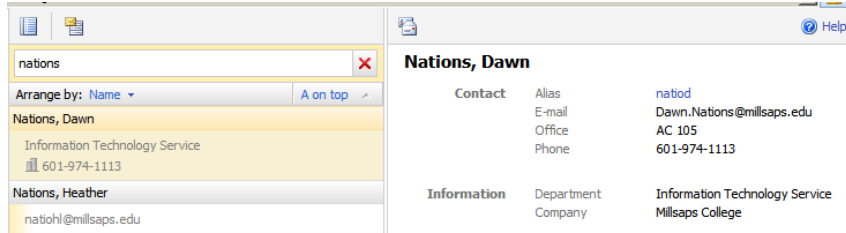
Address Book/Contacts

Click the  icon to view users in the Global Address List for Millsaps College or Personal Contacts.

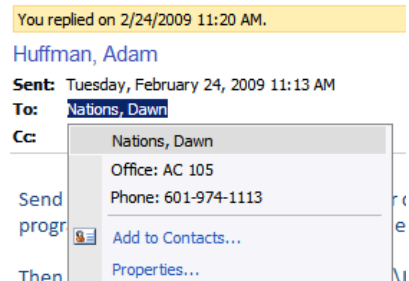


- Under “Address Book” select Global Address List to View the entire Millsaps Global address book. Notice the contact information in the right-hand screen. When you click on a distribution list within the Global Address book, you can view all of the members of that distribution list.

When you click on a user, you can view their contact information.

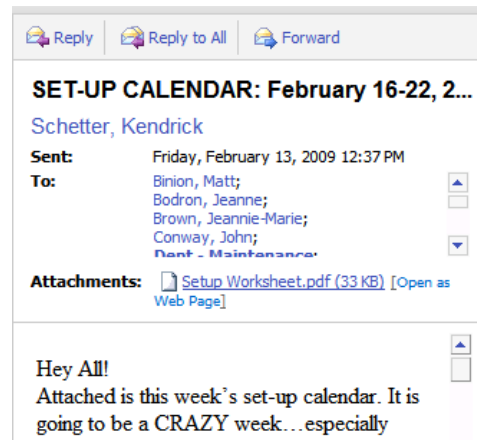


- Under “Contacts” click:
 - All - to view all People and Distribution lists in your Personal Contacts.
 - People - to view only People in your Personal Contacts.
 - Distribution Lists - to view only the Distribution lists in your Personal Contacts.
- When viewing a recipient within a message, right-click to view their properties such as contact information and availability, or add to contact list.



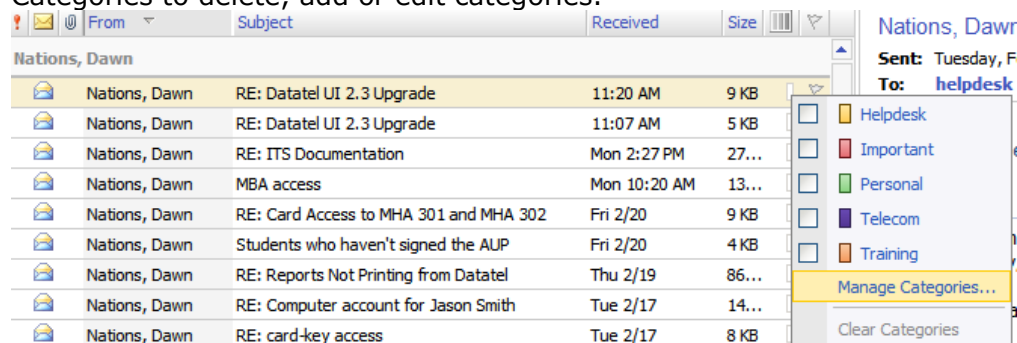
Open Attachment as Web Page

When viewing or previewing a message with an attachment, notice the “Open as Web Page” command. You may use this command to open an attachment within a web page rather than opening into a program.



Categories

Categories can be added to Outlook items. Click on the category icon next to the flag with your message, task, etc. Choose from a predetermined category, or click Manage Categories to delete, add or edit categories.



What's Else New in Outlook Web Access (2007)

- Drag and Drop functionality has been improved. You can click and drag one or multiple items within Outlook, i.e. click and drag messages from your inbox into folders.
- Right-click context menus have been improved and expanded.
- The folder tree Right-click context menu now includes New Folder Creation, Mark all as Read and Empty Folder actions.
- Email appears automatically as it appears in your inbox, no need to click “Check Mail” constantly.

- Message counts in the message tree are kept up to date.
- You can quickly and easily view your mailbox size. Hold your mouse over your name in your mailbox. The tooltip shows the mailbox size.

