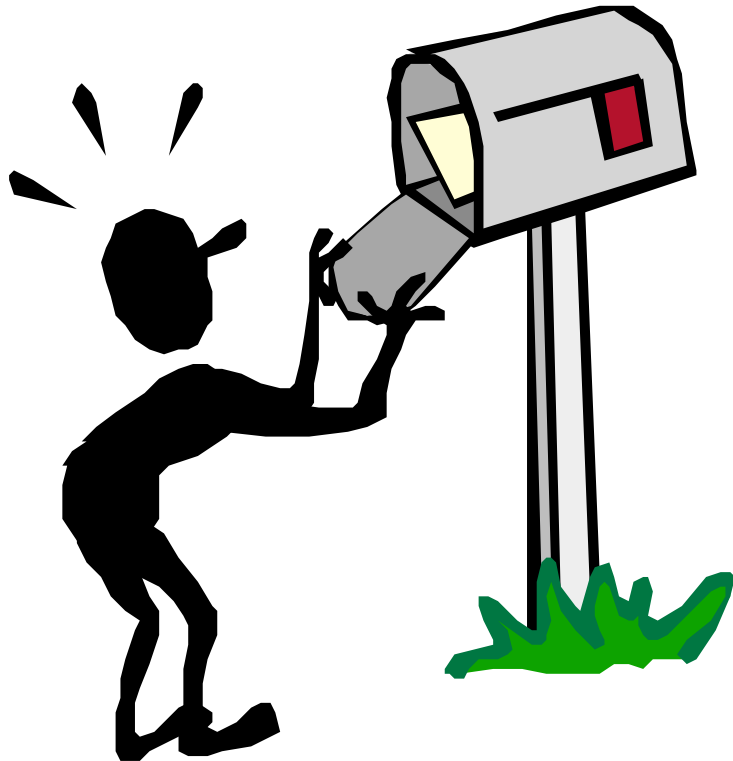


## Email - Web Access



Email accounts on the LMSD Network are available to staff members who have been trained. Email accounts are not issued to students at this time.

Email access on the LMSD Network is available in two ways: (1) Through the Internet Explorer web browser using Outlook Web Access or (2) through Microsoft Outlook (full network version) which must be installed and configured for the user on a specific computer.

Email may also be accessed from outside the district by making a dial-up connection directly to the LMSD Network or by accessing the email indirectly through an Internet Service Provider (ISP).

## 8.1 Outlook Web Access

Outlook Web Access can be used to access your LMSD email account from any Internet-connected computer with a web browser such as Internet Explorer. The advantage to using Outlook Web Access is that there is only one configuration requirement for the web browser (to accept cookies) and no special software to install. All you need is the web address to access your email from virtually anywhere in the world.

### 8.1.1 Web Address for Outlook Web Access

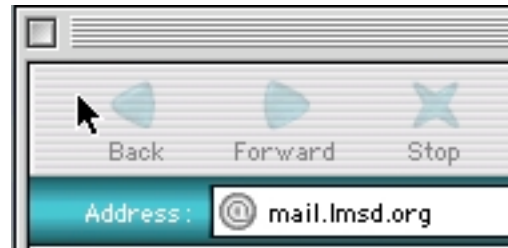
The web address for LMSD Outlook Web Access is very easy to remember:

<http://mail.lmsd.org>

### 8.1.2 Using Outlook Web Access (OWA)

This section provides only the basics for using Outlook Web Access (OWA). For detailed information, all users should become familiar with using the online Help available in Outlook Web Access.

1. Launch Internet Explorer
2. Enter the web address for Outlook Web Access in the Address field (Figure 8.1) and click the Go button or press the Return or Enter key. This would be a good address to add to your Favorites list in Internet Explorer or Netscape.



**Figure 0.2**  
**Outlook Web Address URL**

3. The window shown in Figure 8.2 will appear. Enter your LMSD Network username in the "User ID" line and your password in the "Password" line. (**DO NOT** select the option to "Remember Password.") Press the Return or click on the "OK" button.



**Figure 0.3 Outlook Web Access Log On Page**

4. The next window to appear will be the one shown in figure 8.4.

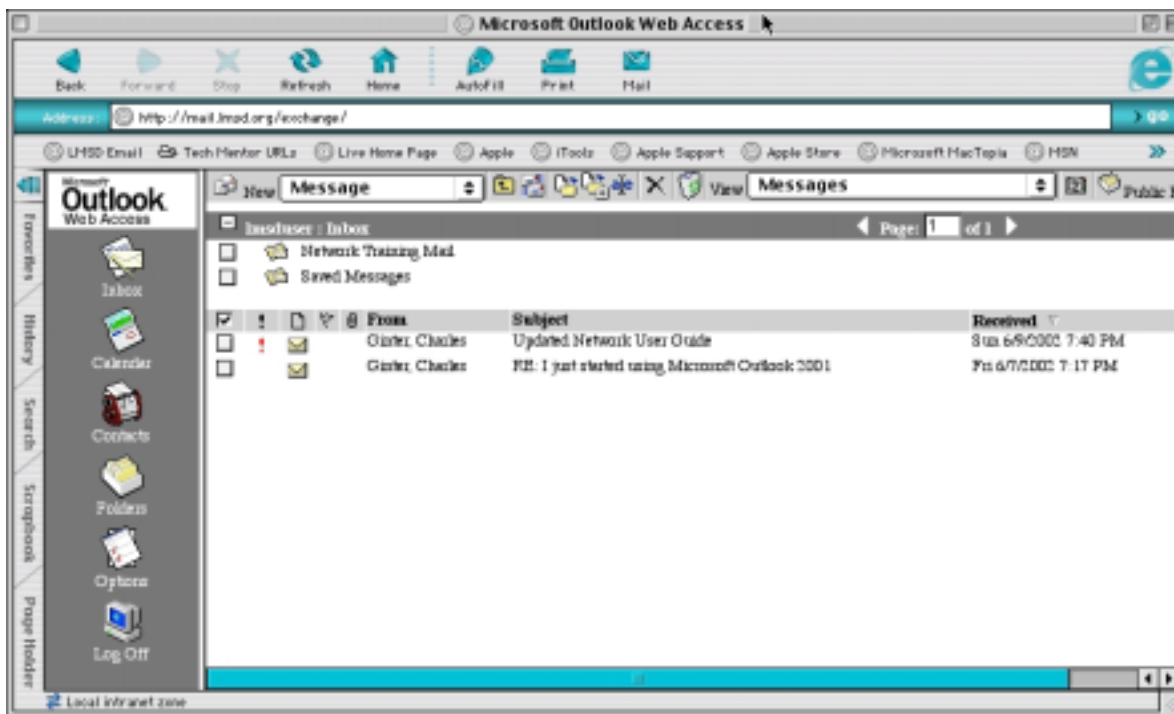



Figure 8.4 Microsoft Outlook Web Access (Macintosh)

5. **To Read a Message** – Locate the message you want to read from the list of messages in the Inbox display (Figure 8.5). Click **once** on the Sender's name, Yellow Envelope or the Subject of the Email. You will notice that as the cursor touches each of these field items the cursor changes from an "I beam" to a hand . (see Figures 8.5.1, 8.5.2 and 8.5.3)






<input checked="" type="checkbox"/>	!				<b>From</b>	<b>Subject</b>	<b>Received</b> ▾
<input type="checkbox"/>	!				Ginter, Charles	Updated Network User Guide	Sun 6/9/2002 7:40 PM
<input type="checkbox"/>					Ginter, Charles	RE: I just started using Microsoft Outlook 2001	Fri 6/7/2002 7:17 PM

Figure 8.5.1 Selecting an Email to read






<input checked="" type="checkbox"/>	!				<b>From</b>	<b>Subject</b>	<b>Received</b> ▾
<input type="checkbox"/>	!				Ginter, Charles	Updated Network User Guide	Sun 6/9/2002 7:40 PM
<input type="checkbox"/>					Ginter, Charles	RE: I just started using Microsoft Outlook 2001	Fri 6/7/2002 7:17 PM

Figure 8.5.2 Selecting an Email to read






<input checked="" type="checkbox"/>	!				<b>From</b>	<b>Subject</b>	<b>Received</b> ▾
<input type="checkbox"/>	!				Ginter, Charles	Updated Network User Guide	Sun 6/9/2002 7:40 PM
<input type="checkbox"/>					Ginter, Charles	RE: I just started using Microsoft Outlook 2001	Fri 6/7/2002 7:17 PM

Figure 8.5.3 Selecting an Email to read

The email will then open in as a new web page. (Figure 8.5.4).

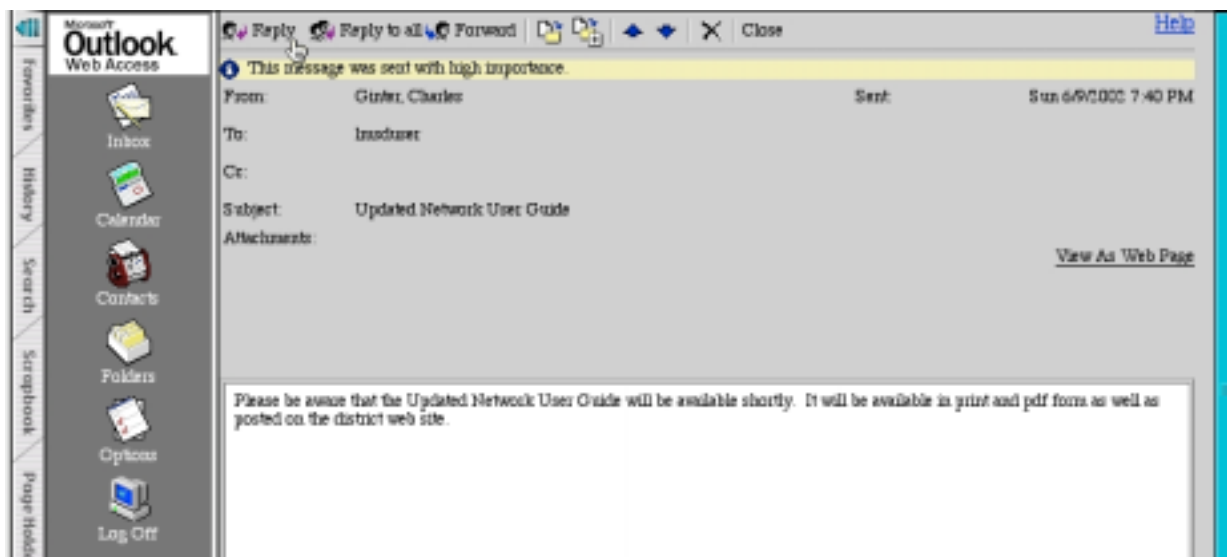


Figure 8.5.4 Reading an Email

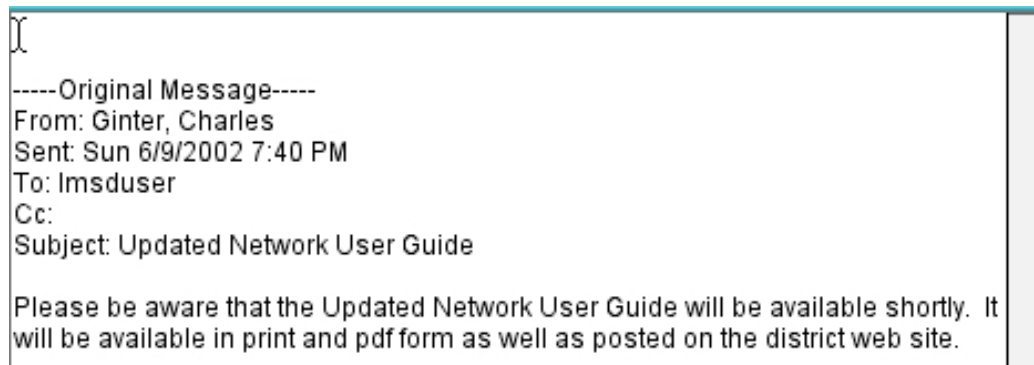
6. **To Respond** — You may send a reply to the sender (Reply), to all recipients of the message (Reply to all), or forward the message to someone else (Forward) by using the buttons at the top of the message window (Figure 8.6). You may also delete the message or move it to a folder other than the Inbox. Print messages by using the normal print command under the File menu in Internet Explorer.



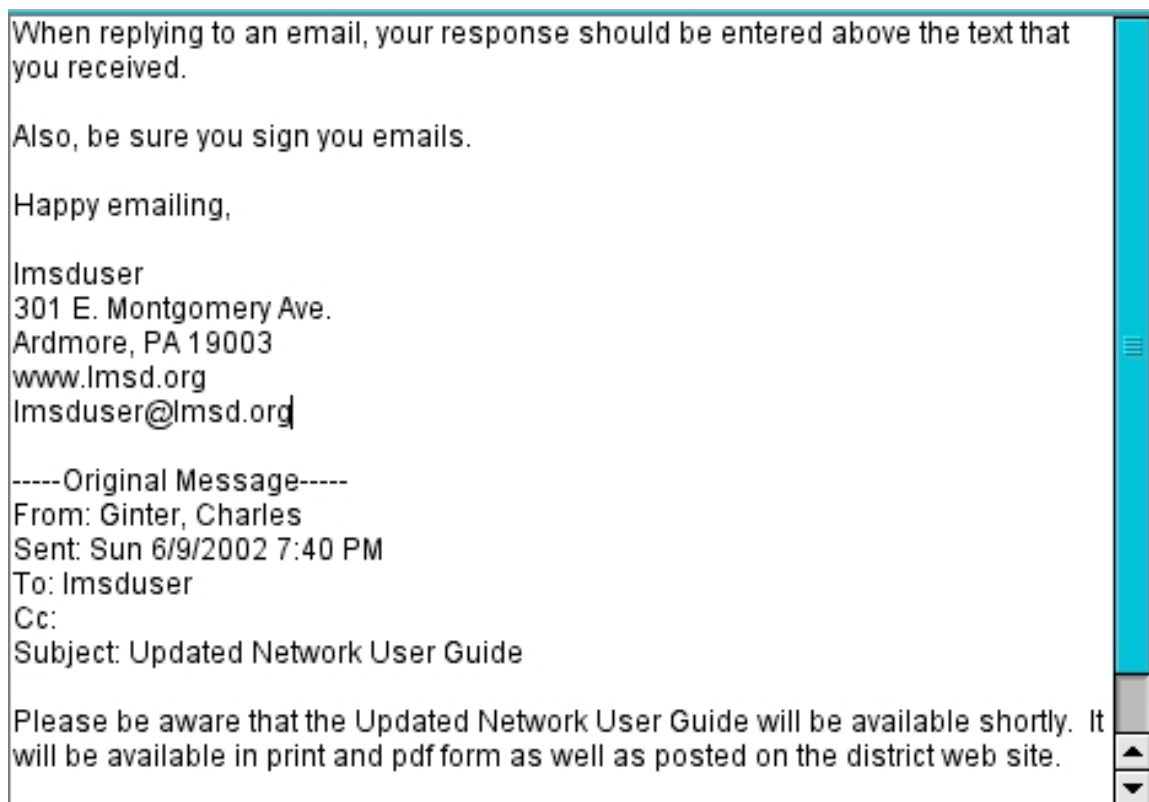
Figure 8.6 Ways to Respond to an Email

By clicking **once** on the way in which you want to reply to an email will open a new web page. For example, by clicking one on the "Reply" button, the window in figure 8.6.1 will open. You will notice that the email is already address back to the sender and the text in the "subject line" is now preceded with an "RE: ." In addition, the text from the original email is displayed in a window. It is netiquette to respond

to an email by typing your reply above the original message. To do so, place your cursor in front of the first character and click once. This places that "I" beam in a position for you to begin entering your reply. In the example shown in Figure 8.6.1, the cursor was placed before the first character and the enter key was pressed twice to provide some space between the reply and the original message. Also, remember to "sign" your email. (see Figure 8.6.2)

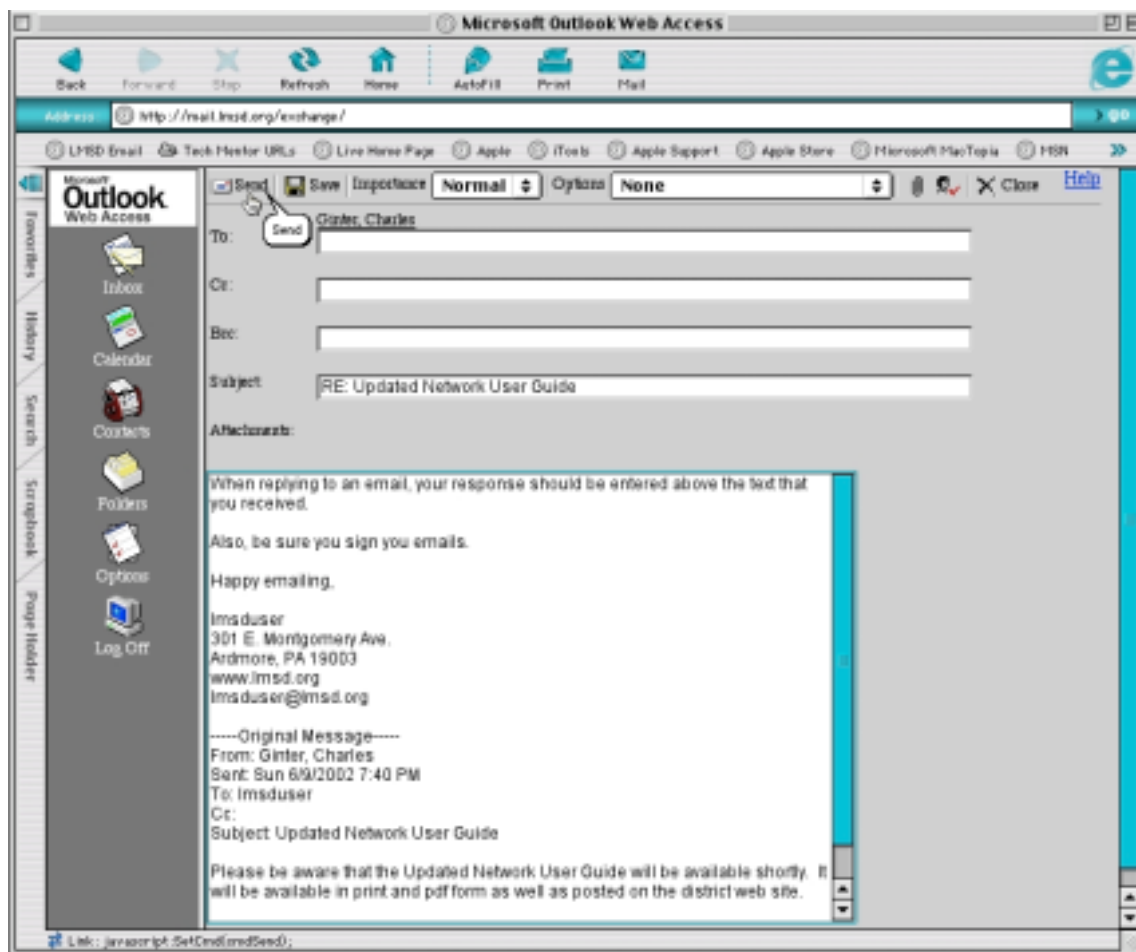


**Figure 8.6.1 Replying to an Email**




**Figure 8.6.2 Replying to an Email**

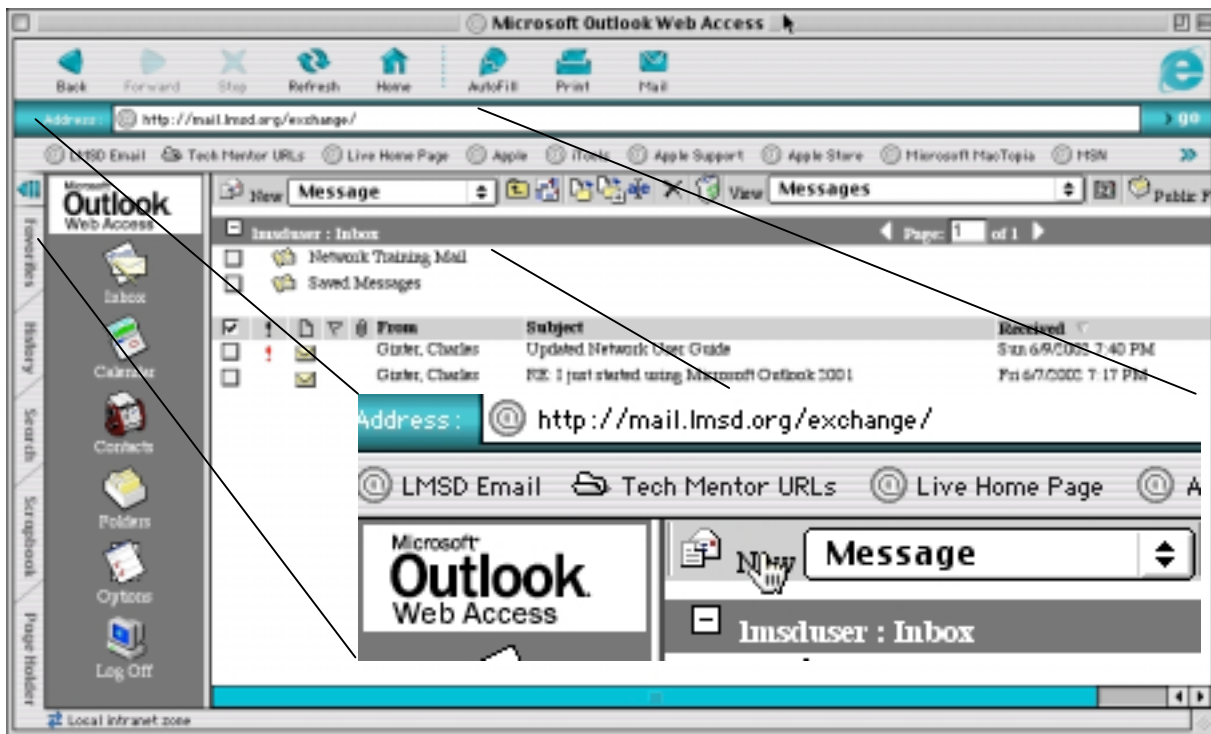
Finally, click once on the “Send” button to send your reply. (see Figure 8.6.3)



**Figure 8.6.3 Sending the Reply**

The process to “Reply to all” is the same as that describe above in section 8.6 - To Respond. The only difference being the there will be more that one recipient of the email. These recipients could be displayed in either the To, Cc or Bcc fields.

7. **To Check for New Mail** — Since Outlook Web Access displays your email in a web page, you must refresh that page to show new mail subsequent to first opening the Inbox. To check for new mail, click once on the “Refresh” icon  on the Internet Explorer Standard Buttons Bar.



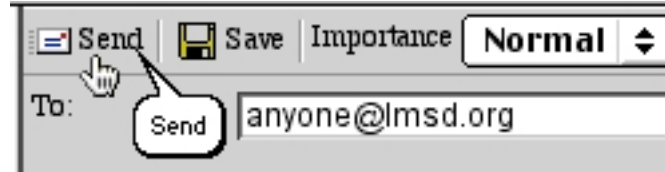
**Figure 8.8 Creating a New Email**

8. **To Create a New Email** — Click the New Message icon (see Figure 8.8). The New Message window will appear (Figure 8.8.1). Enter the recipient(s) in the "To" line. (Multiple recipients must be separated by semicolons.) Enter the address(es) of those you wish to receive a copy of the email in the Cc field. Also enter the subject of the email. (see Figure 8.8a) Remember, if the recipient of your email is not an LMSD employee, you will need to enter a proper email address (as shown in Figure 8.8.1).

 A screenshot of the "New Message" form in Outlook Web Access. The form has a header bar with "Send", "Save", "Importance" (set to "Normal"), "Options" (set to "None"), and "Close" buttons. Below the header bar are four text input fields:
 

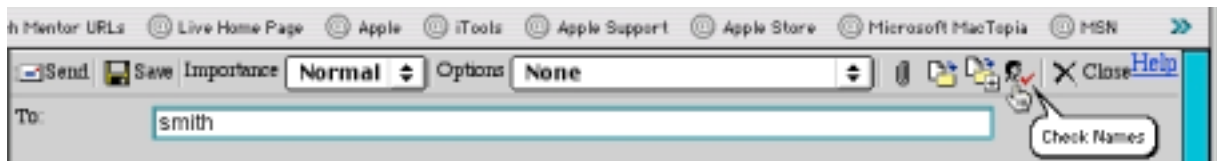
- To:** The primary recipients(s) email addressees are entered here
- Cc:** The secondary recipients(s) email addressees are entered here (Carbon copy)
- Bcc:** Bcc - Blind carbon copy
- Subject:** Always state the subject of your email

**Figure 8.8a Creating a New Email**

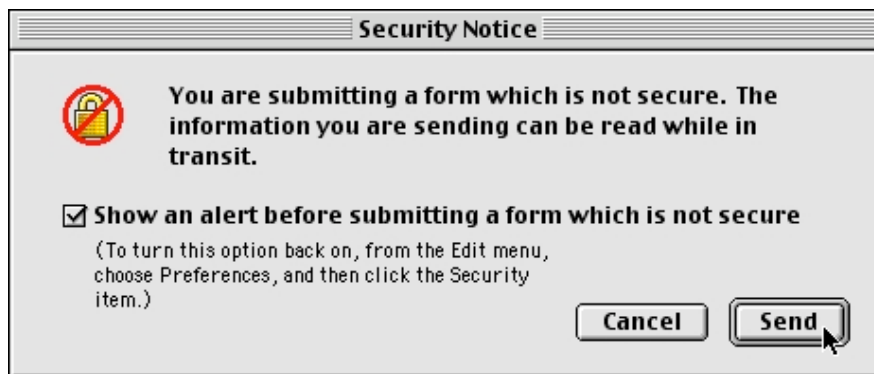


**Figure 8.8.1- Example of a proper Email address**  
(If the recipient of your email is an LMSD employee, follow the procedure outlined in "Check Name" below to verify that your email is correctly addressed.)

9. **Check Name** is used to verify the recipient of an email. To use "Check Name," enter the last name of the recipient in the "To" line and then click once on the "Check Name" icon. (see Figure 8.9) After clicking on the "Check Name" icon, a "security notice" may appear. If it does, don't worry...click OK. (see Figure 8.9.1) If the name that you entered changes to show a "last name, first name", your email is now correctly addressed.

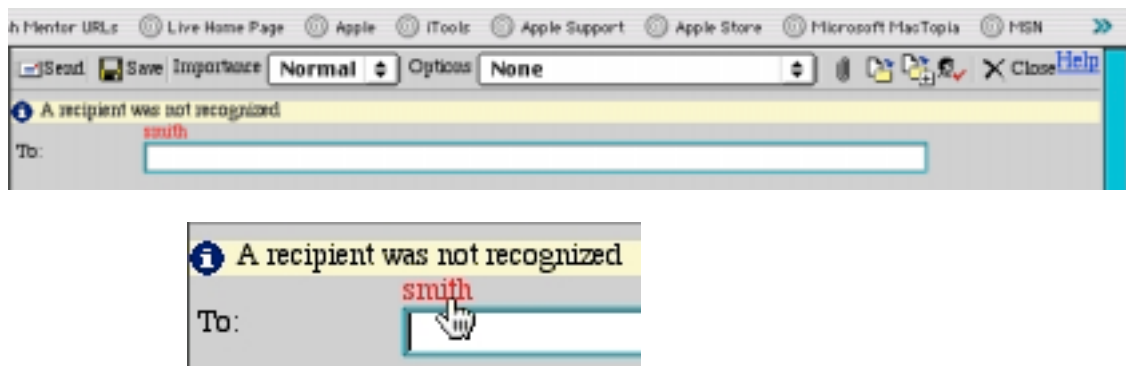


**Figure 8.9 - Check Name**



**Figure 8.9.1 Check Name - Security Notice**

If the window shown in Figure 8.9.2 appears, click on the name that is displayed in red. Doing so may result in other "Security Notices" being displayed. Again, don't panic...Click on "OK" and proceed.



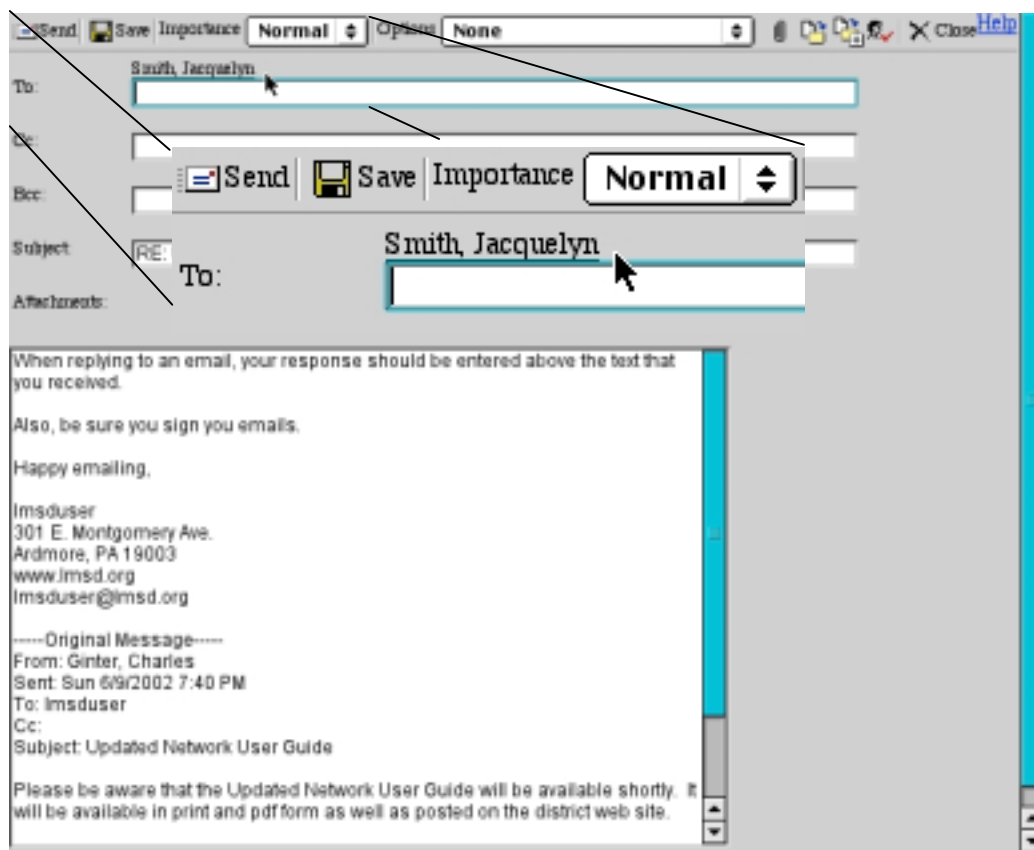
**Figure 8.9.2 Verifying a name that is not recognized**

Depending to the popularity of the last name, the list generated may be sort or long. (see Figure 8.9.2) From the list that is displayed, click once on the circle in front of the name of the individual you want to receive the email. You will notice that once a name has been chosen, the full name is displayed in the "Name" window and the individuals E-mail address is displayed in the "E-mail" address window. Verify that this is the individual you want to send an E-mail to, and then click once on the "Apply" button.



**Figure 8.9.2 Check Name - Selecting a name**

You will then be taken back to the window where you can continue to compose your email. Notice that above the "To:" line is the name of the individual that you selected in the previous window. Also note that the name is displayed: Last Name, First Name. (see Figure 8.9.3)



**Figure 8.9.3 Correctly Addressed E-Mail to an LMSD Employee**

Now that your email is properly addressed, subject stated (in the subject line), and message entered, you are ready to sent the email. To do so, follow the steps described earlier in section 8.6.3.

**10. Attaching a file.** Before attaching a file to an email, verify the location of the file and its exact name.

*Hint: If you are storing your documents in your home directory, be sure to "mount" your home directory before beginning this process.*


Open Web Access Outlook as you would normally do to read or send an email. After addressing the email and entering the subject of the email (in the subject line) place the cursor over the word "Attachment." You will that the cursor will change from an arrow to hand  as it approaches the word "Attachments." (see figure 8.10.1) At this point click once. The screen shown in figure 8.10.2 will appear.



Figure 8.10.1 Attaching a document to an email

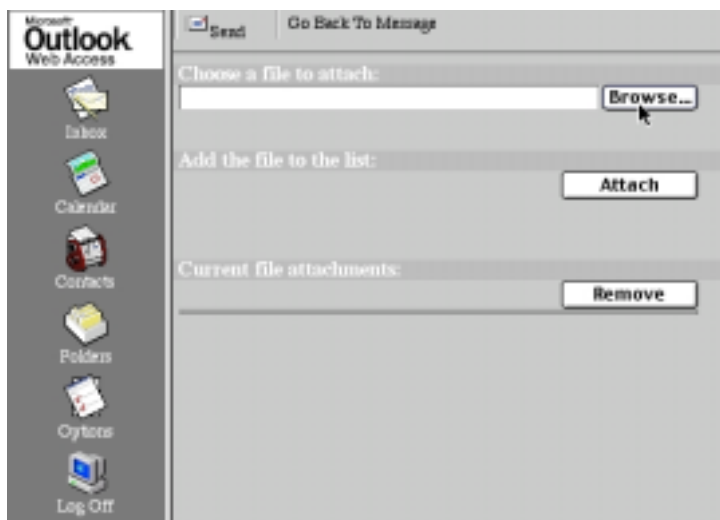


Figure 8.10.2 Browsing to find the file to attach.

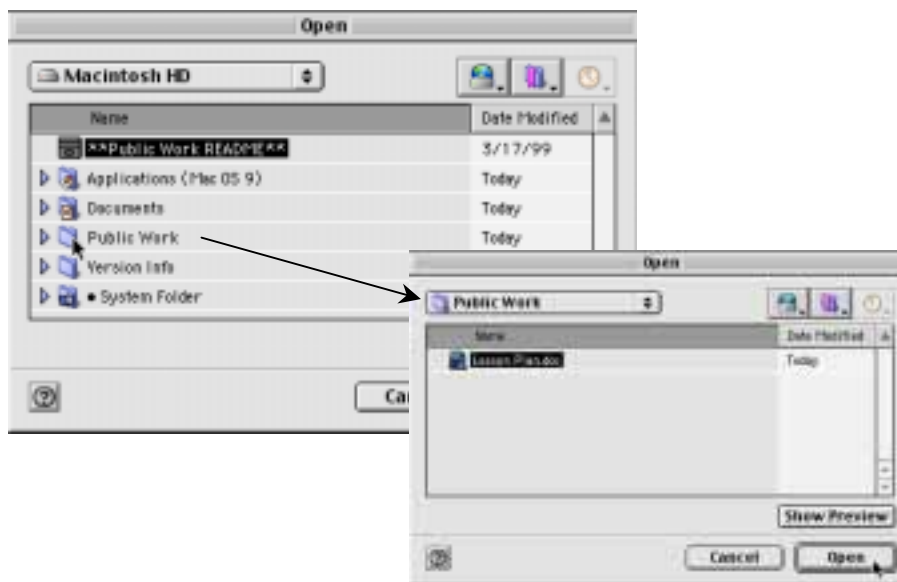
Click on the "Browse" button.

The window shown in figure 8.10.3 will open.



**Figure 8.10.3 Locating the file to attach**

As previously stated, you need to know where the file you want to attach is located. Navigate to that location (see Figure 8.10.4) Once the file has been located highlight the file (by clicking on it once). Then click (once) on the "Open" button.



**Figure 8.10.4 Located the file to be attached**

The window shown in figure 8.10.5 will appear. Notice that the name of the file you have just selected appears to the left of the "Browse" button.

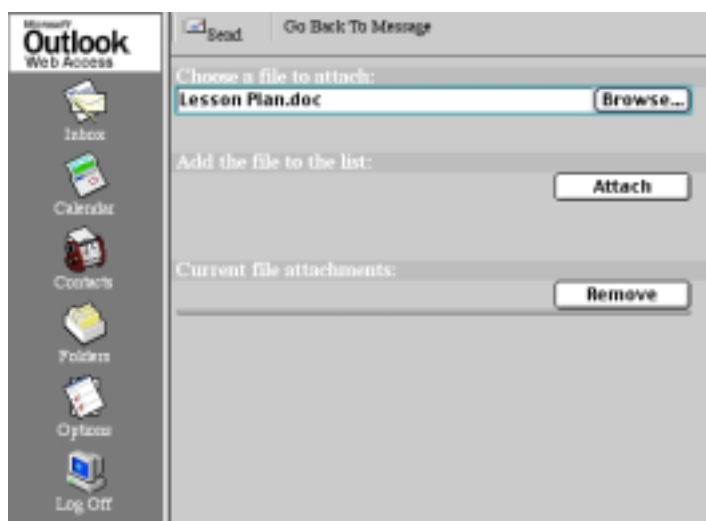


Figure 8.10.5 Selected file waiting to be "Attached"

To add this file to the list of files to be attached to this email, click once on the "Attach" button. This will result in the file name appearing in the window below the "Current file attachments:" statement. (see Figure 8.10.6) Repeat this procedure for attaching a file to add additional attachments to an email. Once all of the documents to be attached have been successfully attached, click on the "Go Back to Message" button located at the top of the window (to the right of the "Send" button).

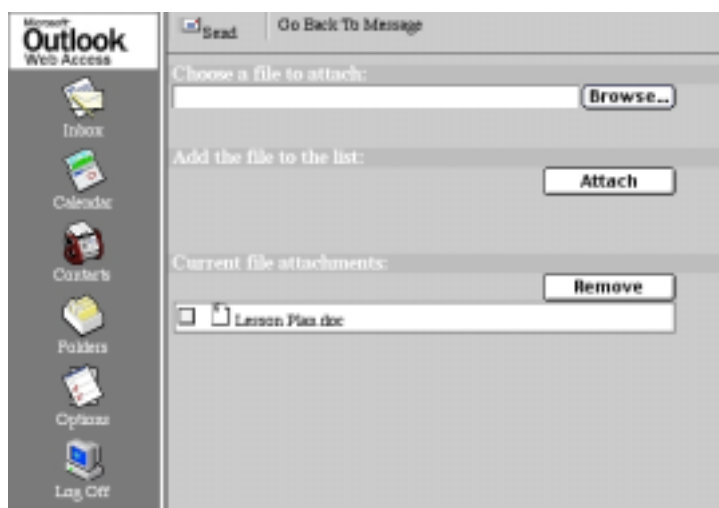


Figure 8.10.6 File has been attached to an email

Doing so will reveal the screen shown in figure 8.10.7. Review the email for correct email address, level of importance, option, subject and message in the body. Also note that any file that have been attached will appear to the right of the word "Attachments" just below the subject line. This is a excellent way to verify that the selected file(s) have been attached to the email.

*Suggestion: In the body of the email, let the recipient know what program created the attached file (document). For example, was the document created using Appleworks, Microsoft Word, Hyperstudio, Inspiration, etc. Doing so will aid the recipient in knowing whether or not they can open the attached file (document).*

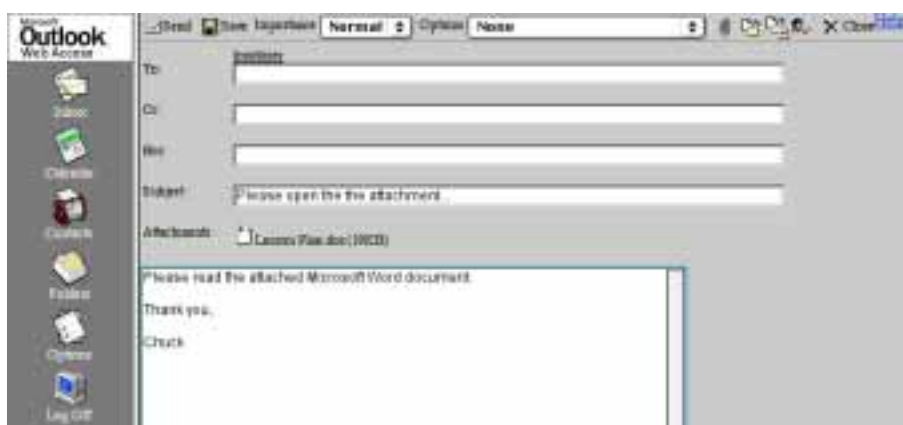


Figure 8.10.8 Final check before sending the email

After verifying that the email is ready to sent click once on the "Send" button.

**11. Exiting (or Quitting) Web Access E-mail.** It is extremely important that you follow the steps describes in this section. Failure to do so could result in others gaining access to your e-mail account.

On the left side of the Outlook Web Access window, you will notice six icons. Inbox, Calendar, Contacts, Folders, Options and Log Off. (see Figure 8.11)




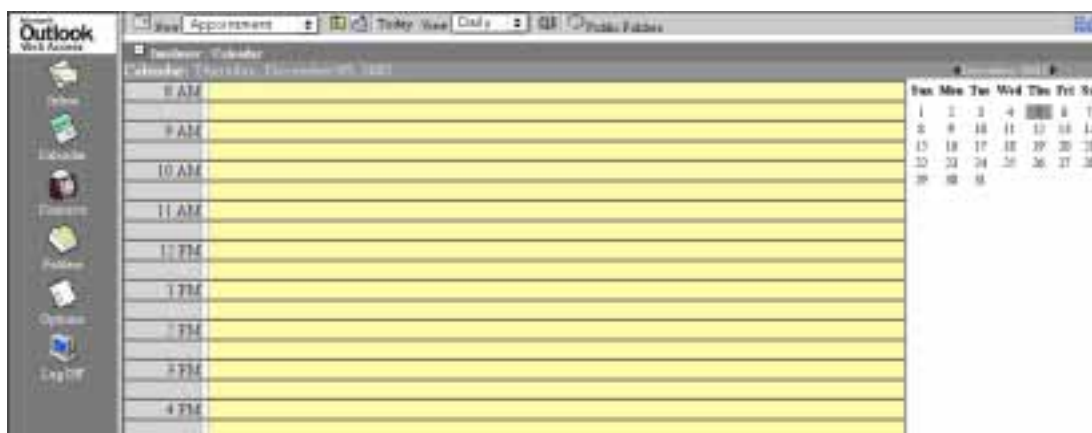
Figure 8.11 Log Off

In order to exit (or quit) Outlook Web Access, you need to “Log Off.” To do so, place your cursor on the “Log Off” icon and click once. The window shown in Figure 8.10.1 will then appear. The final step to completing the “Log Off” process is to exit (quit) your web browser. Do so going to the “File” menu and selecting “Quit.” You have now successfully quit Outlook Web Access and at the same time prevented others from gaining access to your email account.



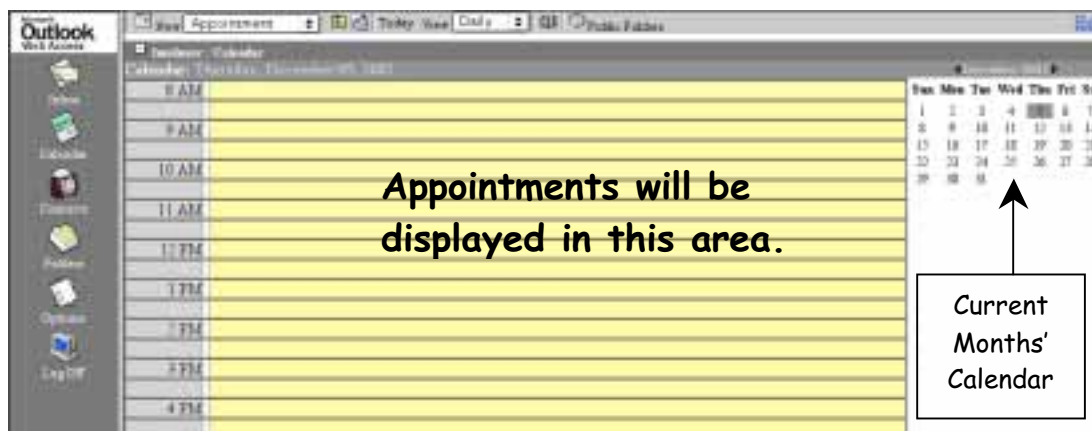
Figure 8.11.1 Exiting/Quitting Outlook Web Access

**12. Outlook Web Access - Calendar.** As long as you are logged into Web Access Outlook, you have available other features such as the Calendar. Gaining access to the Calendar is as easy as placing your cursor on the Calendar icon (for example, on the left side of the screen) and clicking once.  Doing so will display the window shown in figure 8.11.1.




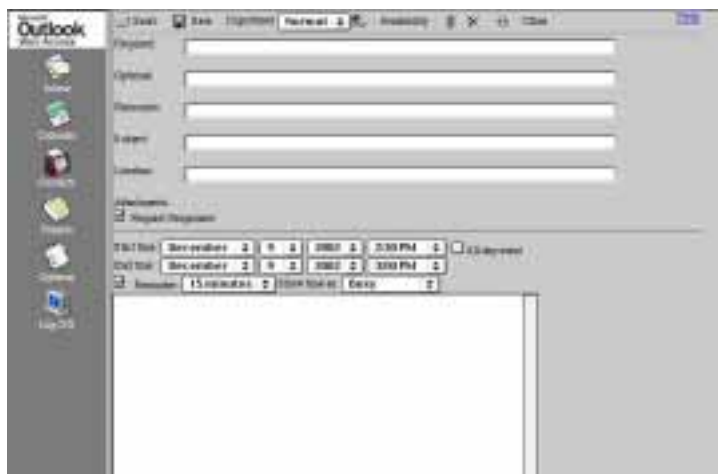
### 8.11.1 - Calendar in "Daily View"

You will notice that in this "daily" view, your calendar will be displayed with "time" on the left and the "appointment(s)" in center of the window. Depending on the size of your internet browser window, the area allocated to viewing your appointments may vary. The calendar for the current month will be displayed on the upper right side of the window. (see figure 8.11.1a Calendar Daily View Layout)



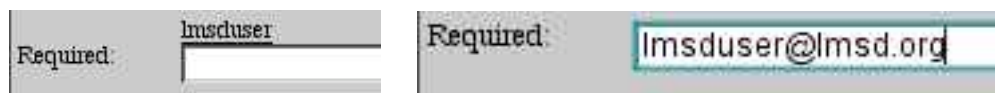
#### 8.11.1a Calendar Daily View Layout

**11.2** Creating an "appointment" in Web Access Outlook begins with the calendar visible. To the right of the text "Microsoft Outlook Web Access" you will see the  icon. Place the cursor on this icon and click once. Doing so will yield the window shown below in figure 8.11.2.



### 8.11.2 New Appointment Window

The first step in creating an appointment is to type in the email address(es) of the individual or individuals who will be part of the meeting. Those individuals who are required to attend the meeting (appointment) will be listed in the "Required" line, while those who have the option of attending or not attending the meeting (appointment) will be entered in the "Optional" line.



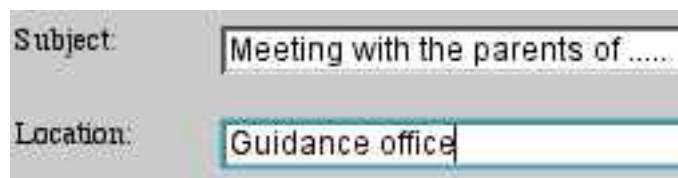
**IMPORTANT:** if you are scheduling an appointment for just yourself, your email address must be entered in the required field. Failure to do so will result in an error message.

The "Resource" line would be used to alert an individual or individuals that a meeting (appointment) is taking place and their presence is not required. (Figure 8.11.3) Remember, you can always check the email address of an LMSD user by following the steps outlined in section 8.9 (Checking Name).

### 8.11.3 Types of appointment attendees


The "Subject" and "Location" lines are the next to have information entered. An "Appointment" is made for a reason. If you are taking the

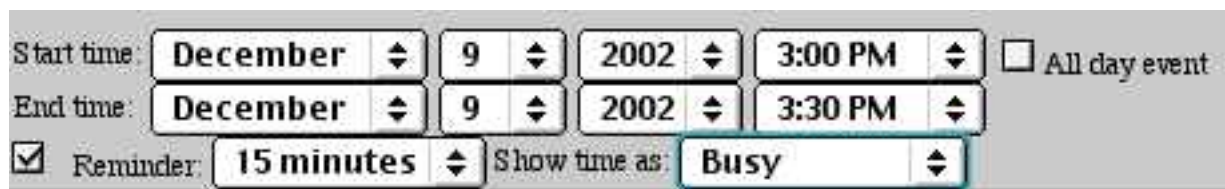
time to schedule an appointment, enter the subject (reason) for the appointment in the "Subject" line. Also, enter the "Location" of the appointment. It's one thing to know you have an appointment, but you also want to know where that appointment (meeting) is taking place (i.e. Conference Room, Classroom, Guidance Office, etc.). (Figure 8.11.4)





The screenshot shows a form with two fields. The "Subject" field contains the text "Meeting with the parents of .....". The "Location" field contains the text "Guidance office".

#### 8.11.4 Subject and Location

With the attendee(s), subject and location information entered, it is time to move on to the "Start time" and "End time" of the meeting. By placing the cursor on the  icon, you will be able to select the proper month, date, year and time for the start as well as the end of the appointment.



The screenshot shows the time and reminder settings for an appointment. The "Start time" is set to December 9, 2002, at 3:00 PM. The "End time" is set to December 9, 2002, at 3:30 PM. There is an unchecked checkbox for "All day event". The "Reminder" is checked and set to "15 minutes". The "Show time as" is set to "Busy".

You are also able to set the "Reminder" alert and the "Show time as:" indicator. By default the "Reminder" is set to alert you to the upcoming meeting 15 minutes before the set start time. It is also, by default, showing your time as "Busy." All three of these feature are modifiable. The reminder can be turned off by unchecking the box to the left of "Reminder." The reminder time can be modified by clicking on the . Your choices are shown in figure 8.11.5. As previously stated, "Show time as:" is also modifiable by clicking on the  icon. With your choices being shown in figure 8.11.6.



### 8.11.6 "Show time as:" choices

### 8.11.5 "Reminder" choices

*Tip: If you are scheduling an appointment as a result of an email. Copy that email and paste it in the text box (located below the Start and End time settings). See figure 8.11.7.*

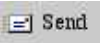
Start time: December 9, 2002 3:00 PM  All day event

End time: December 9, 2002 3:30 PM

Reminder: 15 minutes Show time as: Busy

If you are scheduling an appointment as a result of an email, past a copy of the (from the email) here. Doing so will help you keep track of any important information associated with the meeting as well as alert you to what you will need to bring to the meeting.

**Figure 8.11.7 Calendar Helpful Tip**

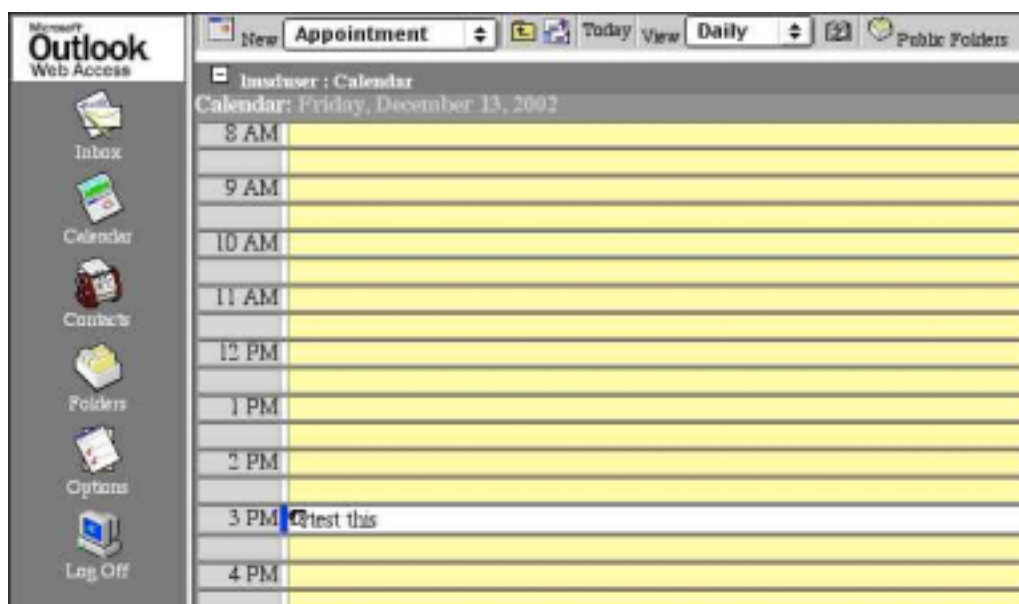
To recap, you have entered email addresses for all of the required, optional, and resource individuals involved with this meeting. You have entered a subject of the appointment and a location. A starting and ending time and date have been entered. You have decided whether or not to set a reminder (and adjusted the reminder time as necessary). You have also set/adjusted the "Show time as:". The final step is to send the appointment. That is accomplished by clicking once on the  icon.

To verify that the appointment has been placed on your calendar, refresh the web page. If you look at the "monthly" calendar, any date that has an appointment scheduled (where your time is shown as "busy" ) will appear in

bold. (see figure 8.11.8) Another way to check to see what appointment(s) have been scheduled is to click once on a calendar date. This will display that days' appointment(s). (see figure 8.11.9)

◀ December 2002 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	<b>9</b>	<b>10</b>	11	12	<b>13</b>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### 8.11.8 "Busy" Appointment Days

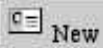


### 8.11.9 Daily View of Scheduled Appointments

**12. Contacts** - As Microsoft states, "the Contacts folder is your e-mail address book and information storage for the people and businesses [or other organizations] you communicate with. Use the Contacts folder to store e-mail addresses, street addresses, phone numbers, and any other information that relates to the contact, such as a birthday or an anniversary date. You can easily store multiple addresses and phone numbers.

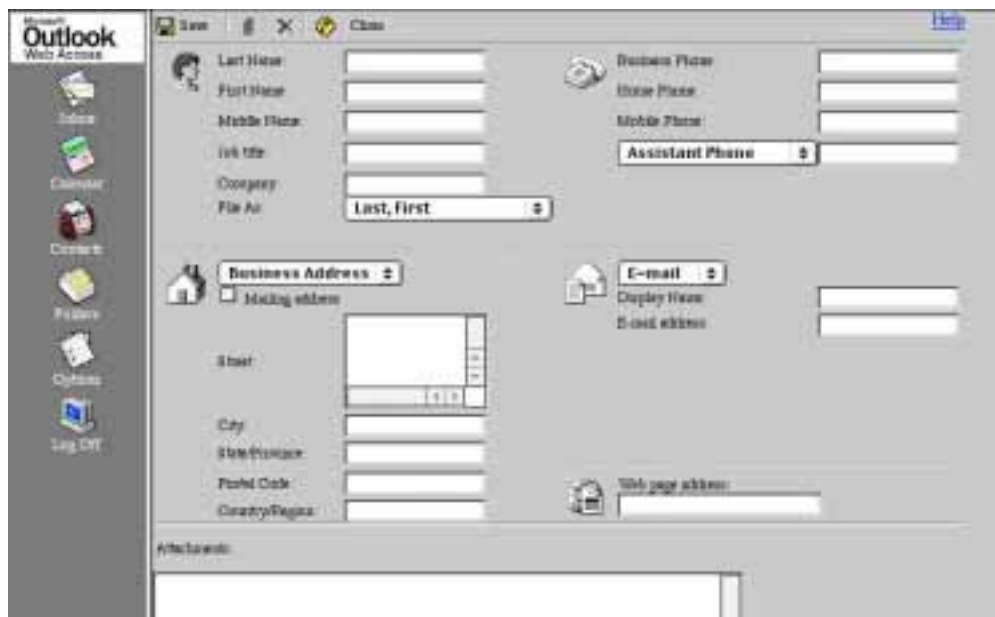
"From a contact in your contact list, you can click a button... and address... an e-mail message to a contact.

“Contacts can be filed under their last name, first name, or company name” or a variety of other combinations.

8.12.1 The first time the contacts list is opened it will open up empty (see figure 8.12.1 Contacts). To begin adding to your list of contacts, click on the  icon. Doing so will open the window shown in figure 8.12.2.




**8.12.1 Contacts**


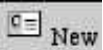
A screenshot of the Microsoft Outlook Web Access interface showing the "New Contact" form. The form is titled "New" and "Class". It contains several input fields for contact information: Last Name, First Name, Middle Name, Mobile Phone, Job title, Company, File As (set to "Last, first"), Business Phone, Home Phone, Mobile Phone, Assistant Phone, Business Address (with a "Make address" checkbox), E-mail (with "Display Name" and "E-mail address" fields), State, City, State/Province, Postal Code, Country/Region, and Web page address. The "Attachments" section is visible at the bottom.

**8.12.2 Creating a "new" Contact**

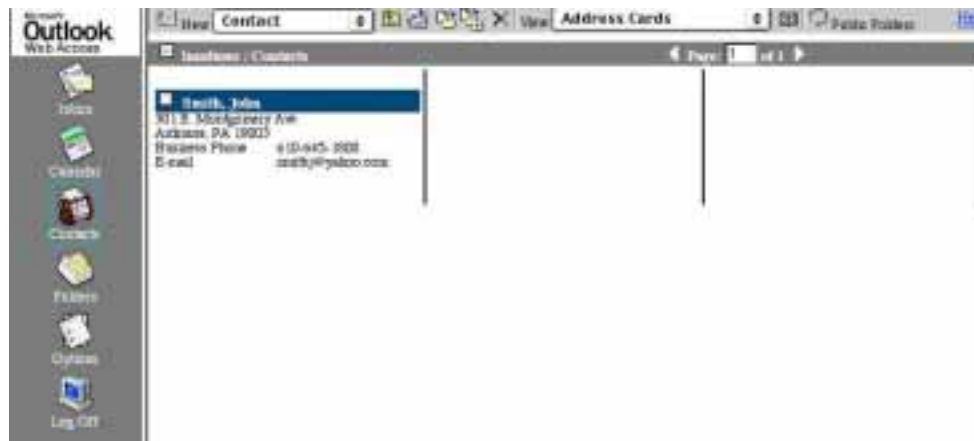
Enter all of the appropriate information. You can use the tab key to move between the various lines within the create a new contacts window. (see figure 8.12.3)

### 8.12.3 Entering contact information

Once all of the appropriate information has been entered, take a moment and check to make sure that the information is correct. If you find any mistakes correct them, if not click on the  Save icon.


To enter additional "contacts" click on the  icon and then the  New icon.

You will notice that as your list of contacts grows the "look" of your "Contacts" window will change. (see figure 8.12.4)





### 8.12.4 Changing look of Contacts window

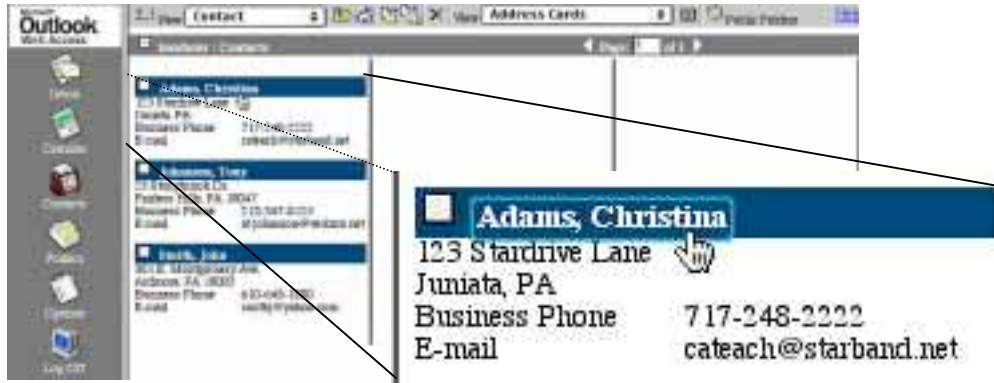
Repeat the above procedure to add additional "contacts."

**12.5** Once you begin to populate your "Contacts" folder, you can begin to take full advantage of Web Access E-Mail. If you recall, when you first opened your "Contacts" folder (before it was populated) the top icon bar looked like this:  After adding just one contact an icon was added and your icon bar now looks like this:

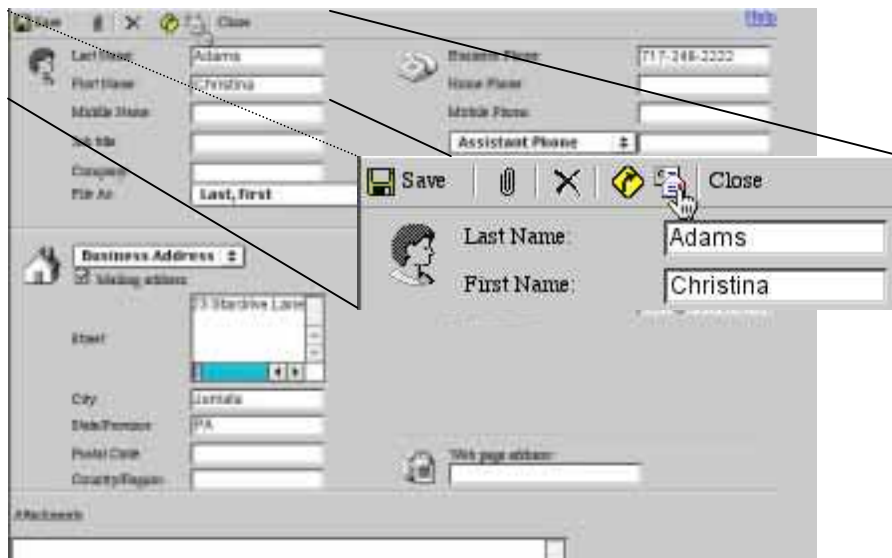


The difference is the  icon. This icon allows you with one click to address an email.

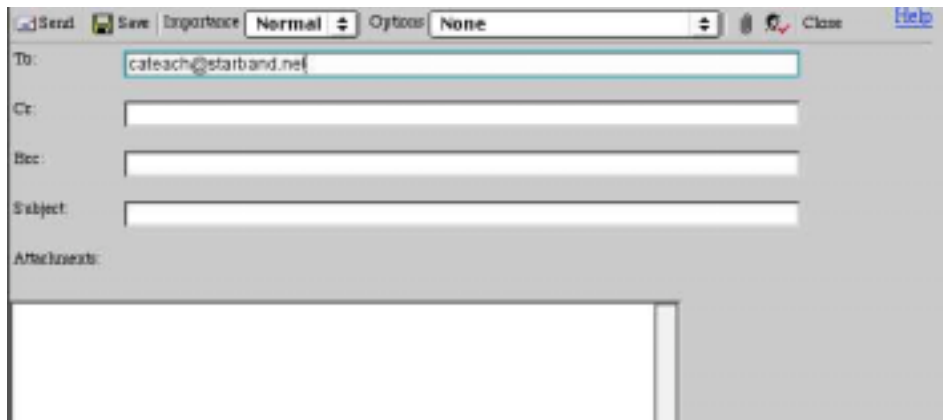
With your "Contacts" folder open, select the individual you want to send an email to (see figure 8.12.5) by placing your cursor on the individuals' name. Notice that the cursor changes from an arrow to a hand (with a finger pointing) when it is placed on top of a "contacts" name. Click once to open this individual's contact information page. (see figure 8.12.6) Find the  icon and click once on it to open an addressed email. (see figure 8.12.7) Once the email page appears (as shown in figure 8.12.7) you can begin typing your email. For additional information see section 8.8.




8.12.5 Selecting a "Contact" to send an email to

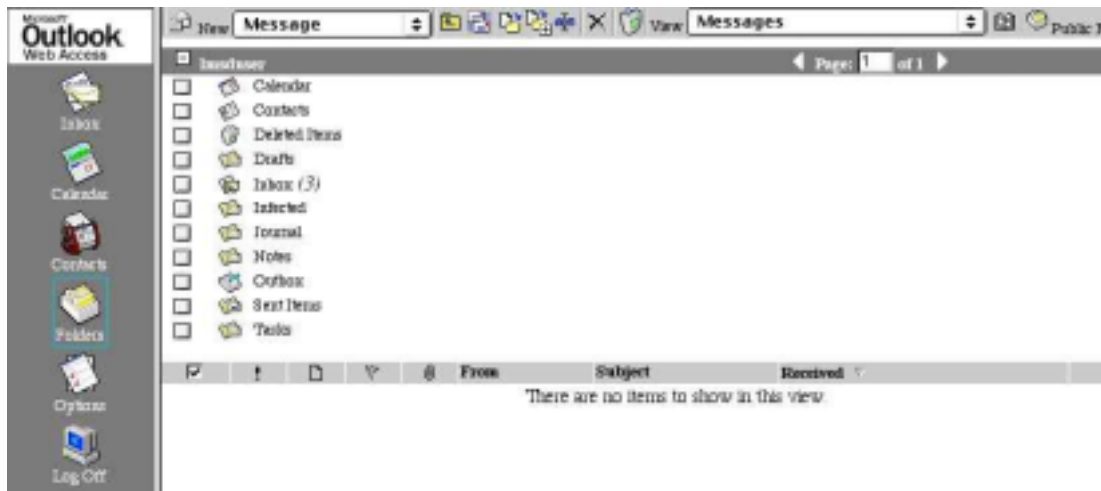


8.12.6 Contacts' information page




8.12.7 Addressing an email using a "Contact"

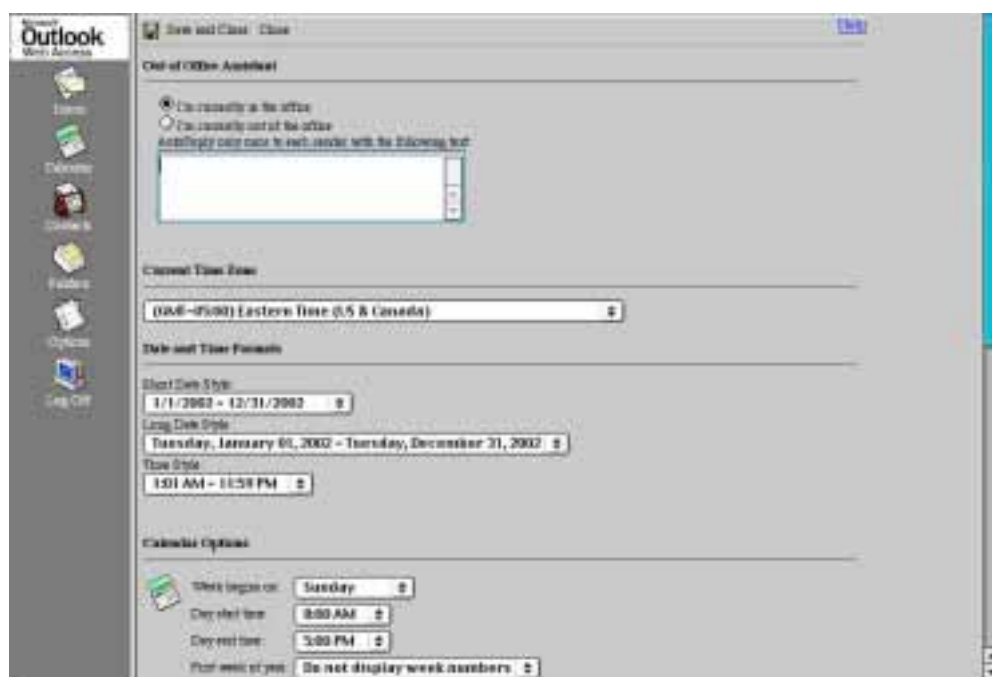
**13. Folders** - By clicking on the "Folders" icon  you can gain access to other "folders" not seen in the "Outlook Bar". These folders include: Deleted Items, Drafts, Infected, Journal, Notes, Outbox, Sent Items and Tasks (see figure 8.13). While we are not going to address the various methods of accessing these folders or their functionality, we did want to make you aware of them and your ability to access them. You are free to explore each of these on your own.



### 8.13 Microsoft Web Access - Folders

**14. Options** - Should you choose to explore the "Options" folder, *do so with caution* as there are items within this folder that you do not want to modify. What follows is a brief overview of this folder and some do's and don'ts.

Clicking on the "Options" icon  reveals the window shown in figure 8.14.1



### 8.14.1 Options window

Starting at the top of this window we find the "Out of Office Assistant." (see figure 8.14.2) This option is used as its name implies, to send a user defined automatic reply to all incoming emails. To use this feature click



### 8.14.2 Out of Office Assistant

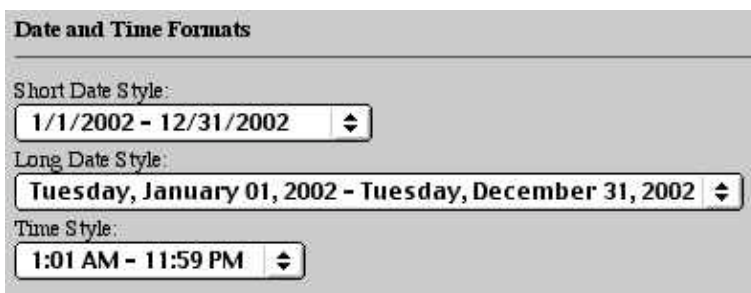
once in the circle in front of the text "I'm currently out of the office," then enter text in the box just below the statement "AutoReply only once to each sender with the following text: ." Once the text has been entered in the text box click on the "Save and Close" icon to activate the assistant.

The second option deals with the "Current Time Zone." (see figure 8014.3) If the internal clock is set correctly this options should not have to be changed.



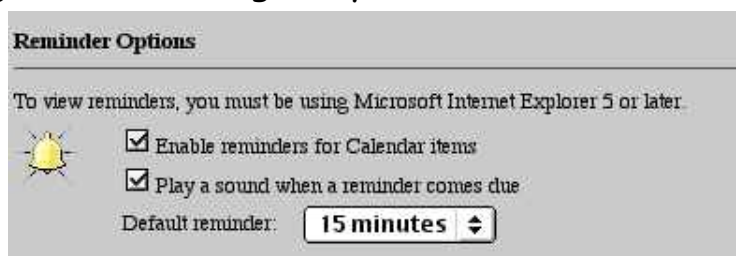
### 8.14.3 Options - Current Time Zone

It is the recommendation of the Technology and Information Services Department that the settings for Date and Time Formats not be changed. The default settings are shown in figure 8.14.4



### 8.14.4 Default setting for Date and Time Formats

Default "Reminder Options" settings are shown in figure 8.14.5. You are free to change these settings as you see fit.



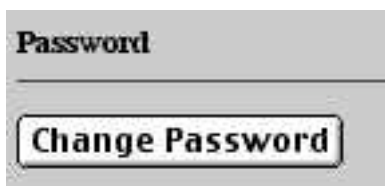
### 8.14.5 Reminder Options

It is the recommendation of the Technology and Information Services Department that the settings for Contact Options not be changed. The default settings are shown in figure 8.14.6



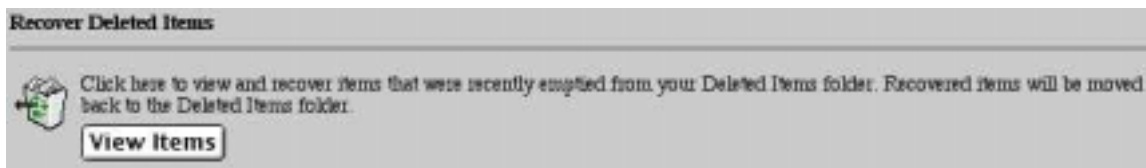
### 8.14.6 Contact Options

The Technology and Information Services Department does not support the use of this feature of Web Access Outlook (figure 8.14.7). Should you decide to change your password, follow the procedure outlined in chapter three (Passwords) of the LMSD Network User Guide. Changing of passwords should only be done when directly connected to the LMSD network - either from a school building or directly dialed in.



#### 8.14.7 Change Password Option

The "Recover Deleted Items" options (figure 8.14.8) is used to "view and recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to the Deleted Items folder."



#### 8.14.8 Recover Deleted Items