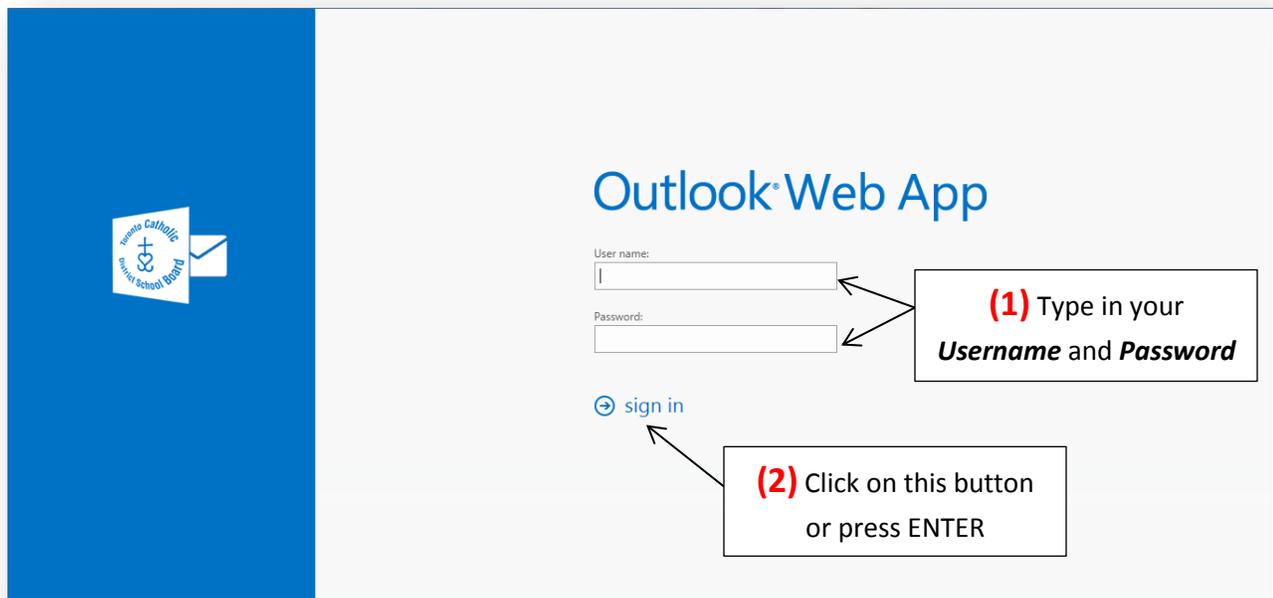# OWA App 2013: MANUAL

VIEWING YOUR E-MAIL ON A WEB BROWSER

To Access Your E-Mail Using the OWA App 2013:
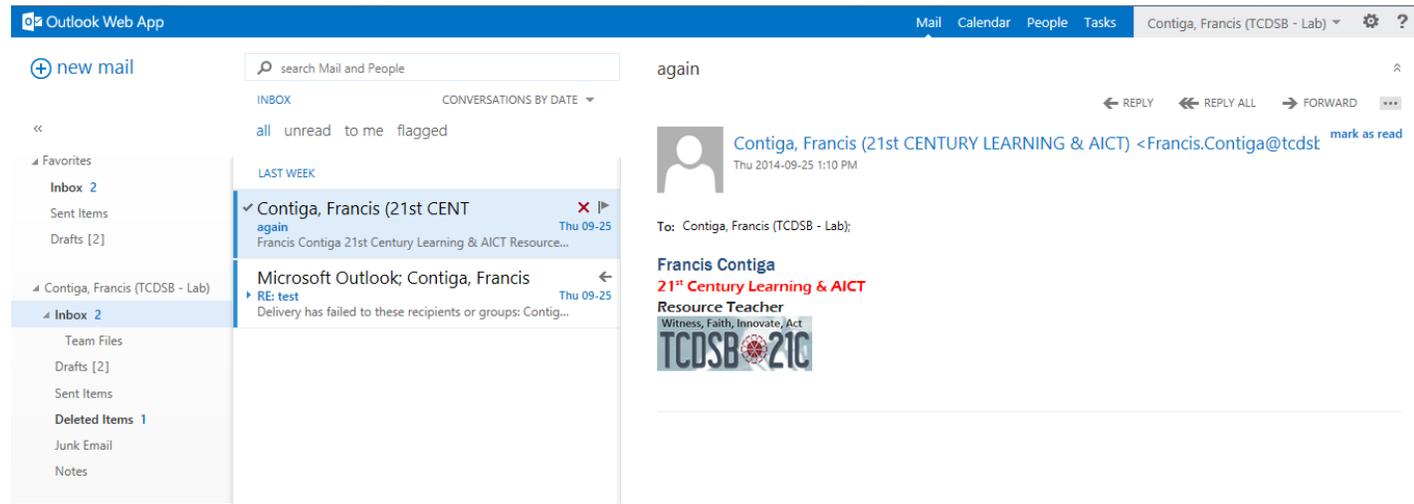
1. Open a web browser (ie: Internet Explorer, Chrome, Safari, Firefox, etc.)
2. In the address line/url, type the following: https://owa.tcdsb.org
3. On the Log On screen (seen below), type in your **Username** (use your board network user ID) and your **Password**, then press **ENTER** (on your keyboard) or click on the '**sign in**' button.
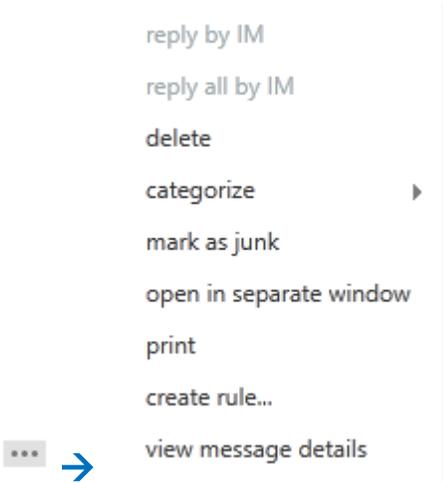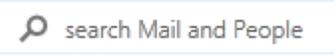

Outlook Web App

User name:

Password:

(1) Type in your **Username** and **Password**

⊕ sign in

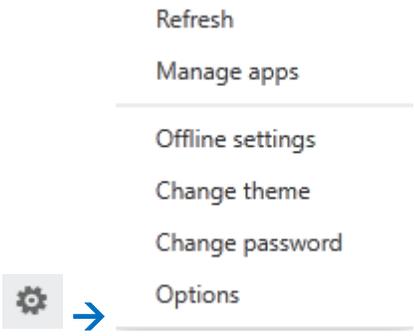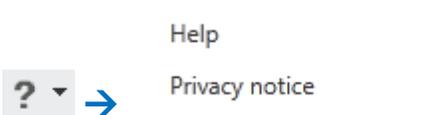**(2)** Click on this button or press ENTER

HELPFUL TIPS

- Make sure that no one watches you type your username and password
- NEVER share your username and password with anyone
- NEVER select an option that allows you to save your username and password (unless the computer/device you're using is only used by you)

THE DEFAULT OWA WEB APP 2013 SCREEN

Options/Buttons	Function
⊕ new mail	Allows you to *create a new e-mail message*
← REPLY	Replies to the person who originally sent you the e-mail
≪ REPLY ALL	Replies to the person who sent the original e-mail, as well as any other individual who was included in the original e-mail message sent
→ FORWARD	Forwards an e-mail to an individual or a group

reply by IM reply all by IM delete categorize ▶ mark as junk open in separate window print create rule... ••• → view message details	*Selecting the ••• button will drop-down a list of other functions that you will be able to perform*: <u>delete</u>: deletes the e-mail that is currently selected <u>categorize</u>: allows you to organize your e-mails under a colour code system <u>mark as junk</u>: will mark an e-mail as junk (junk e-mail refers to spam/unsolicited e-mails usually sent in bulk) <u>open in a separate window</u>: opens a selected e-mail message on a separate window <u>print</u>: allows you to print the selected e-mail message <u>create rule</u>: allows you to set rules/parameters when receiving an e-mail message <u>view message details</u>: displays code regarding the selected e-mail message
🔍 search Mail and People	Enables you to **search** for sent/received **e-mail messages**, as well as people in your **contacts list**
Mail Calendar People Tasks	These four options allow you to access your e-mail, personal calendar, contacts list, as well as a task list to help with your daily duties and tasks
Contiga, Francis (TCDSB - Lab) ▼ *(located to the right of the four options above)*	This will display your last and first name. By selecting the drop-down arrow beside your name, you will be able to **change** your **display picture**, **open another mailbox**, as well as **sign-out** of your account.

Refresh Manage apps Offline settings Change theme Change password ⚙ → Options	By clicking on this button, you will be able to perform the following functions: refresh your page, manage apps, access your offline settings, change your theme and more importantly your password. Options button: by selecting this button, the software will provide you with tips and suggestions such as setting up an automatic reply message, connecting your mobile phone or device to your account, etc.
Help ? ▾ → Privacy notice	Help: by selecting this option, a separate window will appear that allows you to type a topic into a search help box Privacy notice: displays the Microsoft Exchange Server 2013 Privacy Statement

CHECKING FOR NEW MESSAGES

To Check for New Messages:

⊿ Contiga, Francis (TCDSB - Lab)

⊿ Inbox 2

Click on **Inbox**, located on the left panel. You can press F5 on the keyboard or click on the Refresh button in your browsers toolbar.
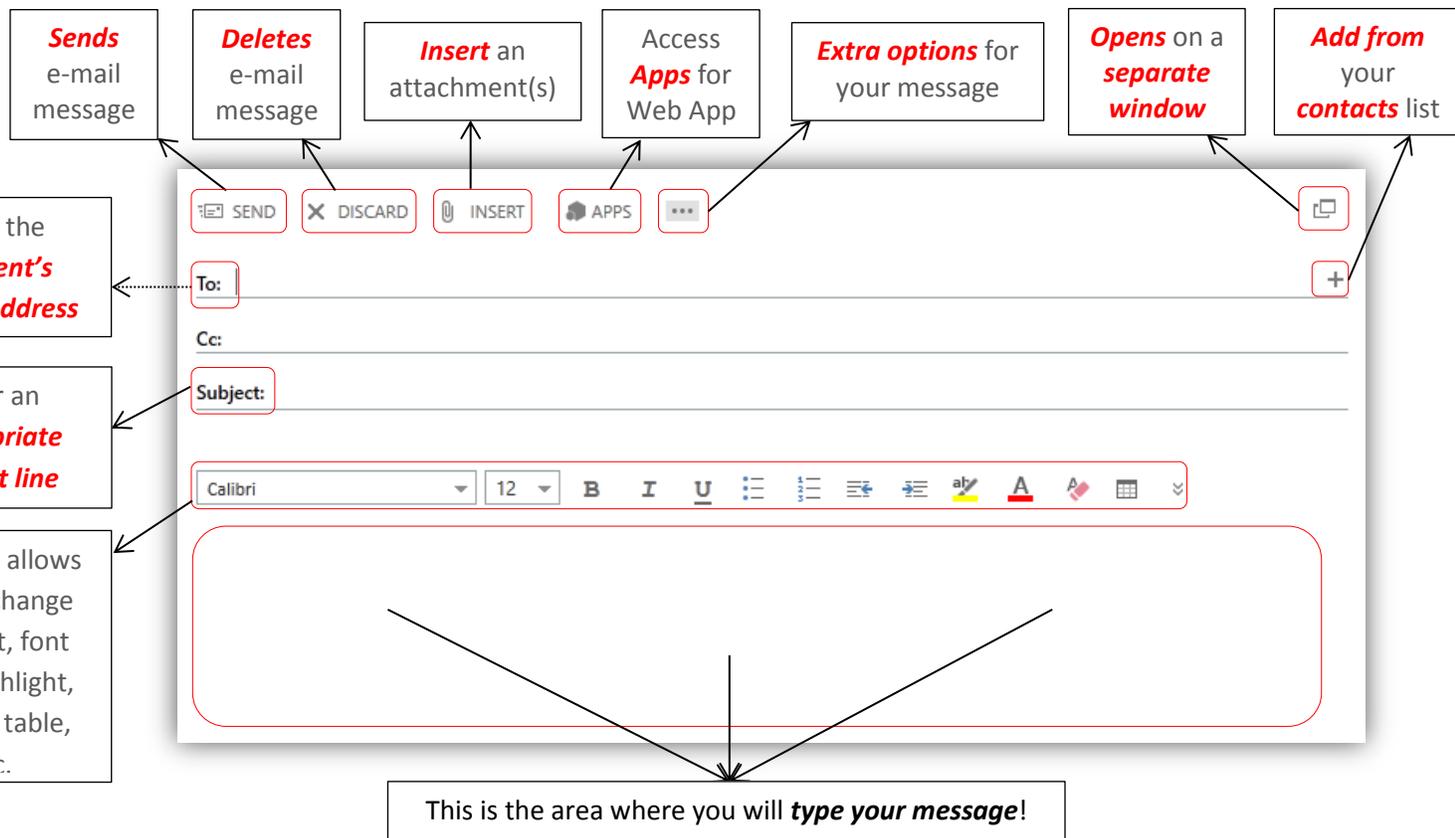

(1) Select one of the options

(2) The most recent e-mail messages could be seen at the top

SENDING NEW MESSAGES

To Send a Message:

1. On the top left corner of the main screen, select **new mail** ⊕ new mail

2. You will then see the screen below (located on the right half of the screen)

Sends e-mail message	**Deletes** e-mail message	**Insert** an attachment(s)	Access **Apps** for Web App	**Extra options** for your message	**Opens** on a **separate window**	**Add from** your **contacts** list

Enter the **recipient's e-mail address**

Enter an **appropriate subject line**

Toolbar: allows you to change the font, font size, highlight, insert a table, etc.

SEND | DISCARD | INSERT | APPS | ...

To:

Cc:

Subject:

Calibri | 12 | B | I | U

This is the area where you will **type your message**!

3. In the **To** field, enter the intended e-mail address manually or click on the **To** button to bring up your address book/contacts list.
   o If you click on the **To** button, find your intended recipient → click on the **addition button** located to the right of the recipient's name → click on **OK**, located near the top of the screen

4. In the **Subject** field, enter an appropriate subject line

5. In the **Message** field, enter/type the message.

6. Click on the **Send** button 📧 SEND .

USING CHECK NAMES TO ADDRESS A MESSAGE

NOTE: In the previous version of the OWA App, you were able to address a message using check names. However, in the 2013 OWA App, this feature is now "Dynamic". This means that you can type the first few characters of the recipient's name → press CTRL + K → if you've sent an e-mail to a recipient before, their name will show up automatically.

1.

> Type the first few letters of the *person's* name who you would like to send the email to (preferarably their *LAST NAME*.

2. On your keyboard, hold CTRL and then press K → **CTRL** + **K**

3. The person's email should automatically be populated on the field or a list of individuals who meet your search criteria will be shown.

ADDING AN ATTACHMENT

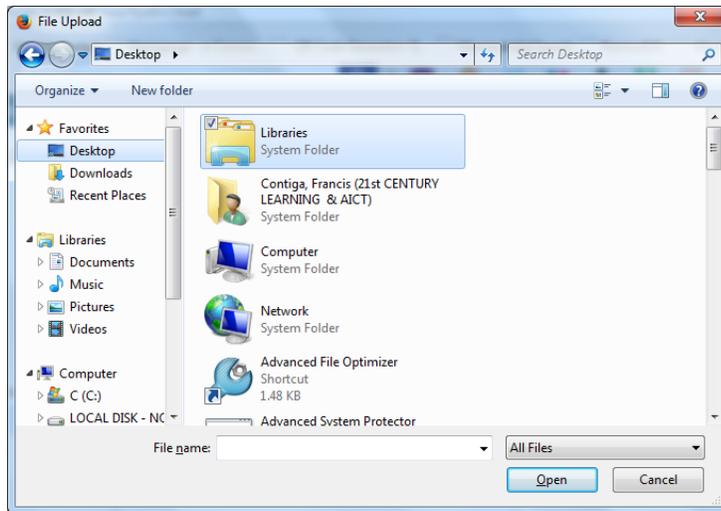1. Click on the **INSERT** button ⬮ INSERT .

2. Select one of the following:

attachment
picture
signature

attachment & picture:
Regardless of the option you choose, both 'attachment' and 'picture' follow the same process. See below:

a. Click on attachment or picture

b. You should see a screen similar to the one below

c. Find the file/picture that you want to attach to the e-mail, then click on **Open**

d. The file/picture should now be attached to your e-mail

signature:
By clicking on this button, you will add your signature at the end of your e-mail
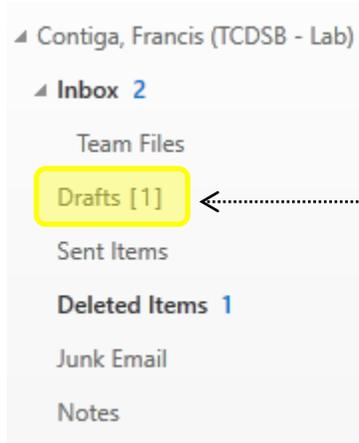
SAVING A MESSAGE

To Save a Message:

1. Click on the ⋯ button.

2. Click on the save button.

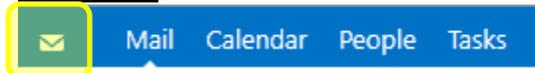3. You will see a similar message like the following:

● [Draft] Saved to your Drafts folder at 1:00 PM

4. You can <u>access this saved e-mail anytime by clicking on</u> **Drafts** under your name on the left panel as seen below:
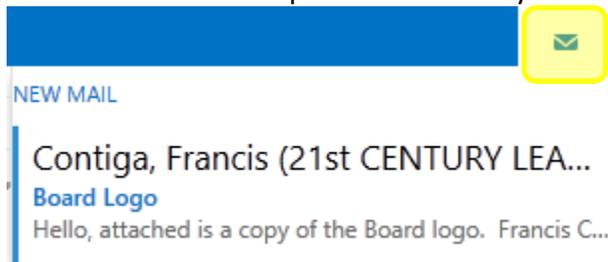

RECEIVING MESSAGES

Option #1:

1. When you've received a new e-mail message, you should see a picture of an envelope as seen on the picture above.

2. Click on the icon.

3. You will then see an option that allows you to click on (similar to the picture below):

4. Cick on the option mentioned in Step 3.

5. A separate window will open showing the new e-mail message that was sent to you.

Option #2:

If you don't see the picture of the envelope (✉), as mentioned in Option #1, click on the "***Refresh***" button. The "***Refresh***" button is usually located on or near a browser's url.
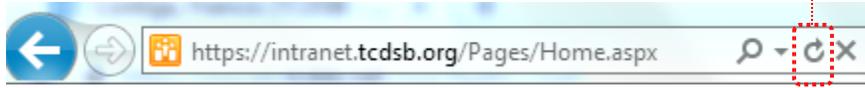

In the picture above, the browser being used is Internet Explorer 9 (in this case, the "Refresh" button looks like this: ↻)

Click on the "Refresh" button on your web browser and you should be able to see all your new e-mails under your inbox field.

OPENING AND SAVING ATTACHMENTS

When the source of the software is recognized by your computer, attachments open from your e-mail when clicked on. However, there are times when you have to download the attachment to your hard drive before opening it. In both instances, you have to select the folder where you want to save in when saving a file. ***Note: When saving a file, try to simplify the name of the file so you can easily find/retrieve the file at any time.

To Open or Save Attachments:
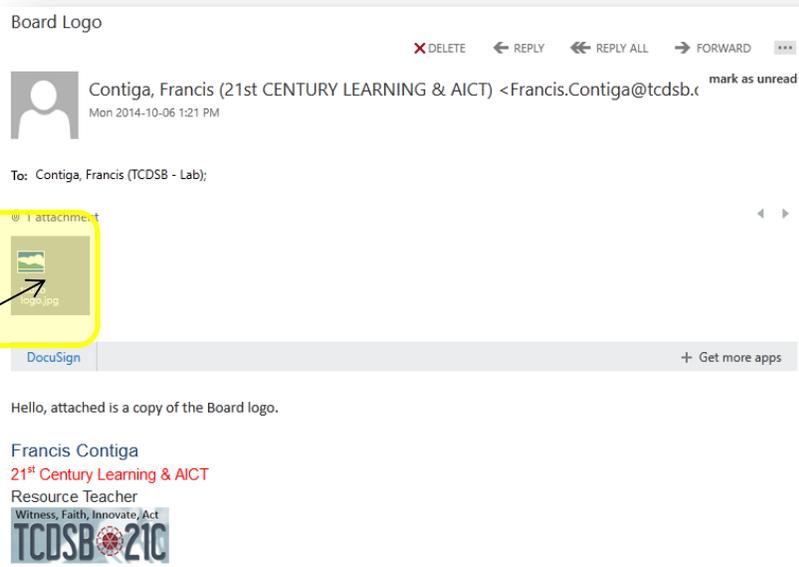
This is an example of an **attachment**. *Click here first*, then follow the steps below.

1. Click on the attachment (a screen will pop up showing an image of the attachment).

2. Click on the ⬇ Download button.

3. Depending on the computer you're using and its operating system, you should see a screen similar to the one below:
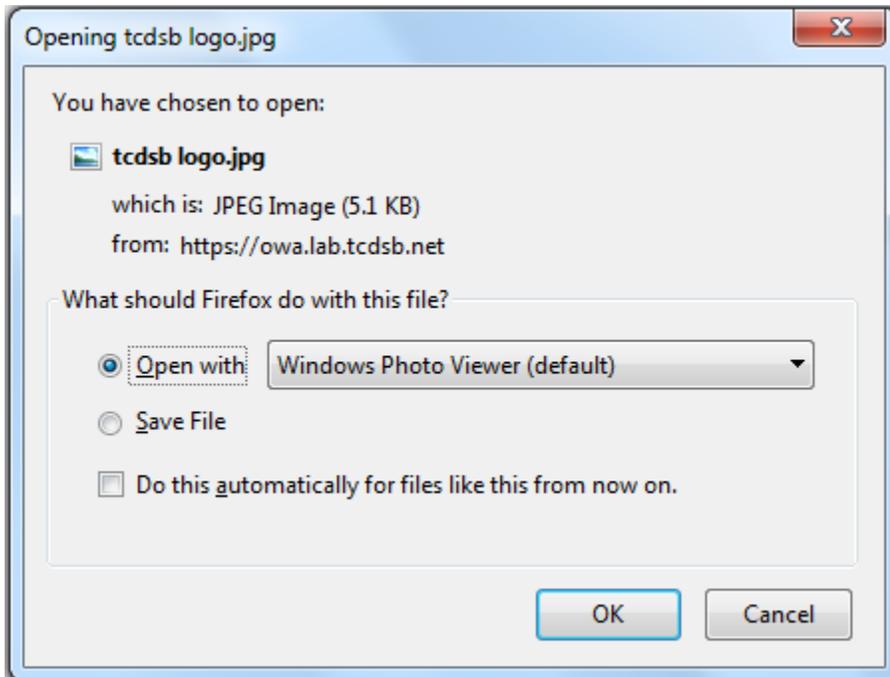
Open with: by selecting this option, you will open a copy of the attachment (however, the attachment WILL NOT BE SAVED); this option allows the attachment to be viewed.

Save File: by selecting this option, you are saving a copy of the attachment to one of your drives (local or network, this decision will be up to you).

A few things to keep in mind when saving:
- *Simplify the name of the file you are saving (for easy retrieval purposes)*
- *Remember the name of the folder that the file will be saved in*
-

FLAGGING MESSAGES

Flagging a message that you receive does not affect the original e-mail message. 'Flagging' a message acts as a visual reminder to you. For example, if you want to go back and read a message again, the flag acts as a reminder to ensure that you read/re-read that specific message.

To Flag a Message:
>Right-Click the message from your Inbox, then select **flag**. You should then see a flag icon (⚑) on that message as seen below:
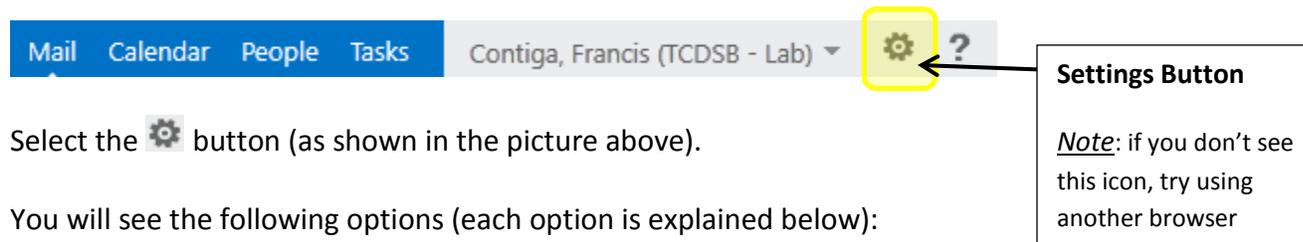

To Flag a Message as Complete:
>After flagging a message, right-click the flag icon (⚑). Then select **mark complete**.
>***Note: You can only clear a flag if you've flagged a message.

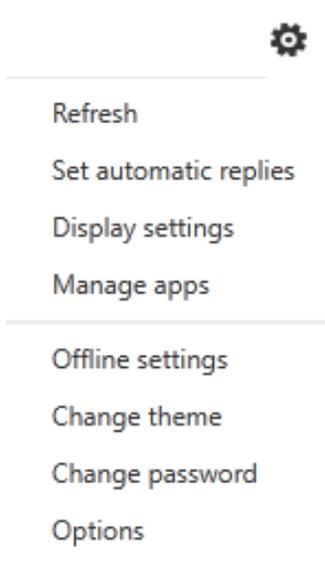**To Clear a Flag From a Message:**
>After flagging a message, right-click the flag icon (⚑). Then select **clear flag**.
>***Note: You can only clear a flag if you've flagged a message.

SETTINGS BUTTON ⚙

Select the ⚙ button (as shown in the picture above).

You will see the following options (each option is explained below):

Settings Button

Note: if you don't see this icon, try using another browser

Refresh
Set automatic replies
Display settings
Manage apps

Offline settings
Change theme
Change password
Options

Option/Button	Function
Refresh	Refreshes your page and shows new email
Set automatic replies	Sets up an automated e-mail reply to an individual/group in the event that you are away from the office for a period of time
Display settings	Allows you to change the layout of your main screen (also, this option allows you to change the version of your OWA Web App; as well as a way to handle junk e-mail reporting)
Manage apps	Helps you manage the apps you installed on your OWA Web App (Adding, Deleting, and Refreshing Apps)
Offline settings	If you decide to turn ON the offline access, you can continue to use your computer even though it's not connected to a network
Change theme	Allows you to change the theme (upper background) of your main screen
Change password	Allows you to manage/change your current password (also included in this option is the ability to add a 'Custom Signature', 'Read Receipts', 'Calendar Reminders', and 'Calendar Automatic Processing')
Options	Enables you to manage your account profile