

LIM COLLEGE

Outlook Web App

User Manual

Part1: How to Access Outlook Web App

My LIM : Go to the LIM College Webpage and access MyLIM or go to https://mail.limcollege.edu



Enter your LIM College Username and Password and Click Sign In.



Part2: Outlook Web App: General Information

Outlook Web App has considerable advantages over Exchange 2003: Outlook Web Access:

• **Compatibility**: Advanced or 'Premium' features previously only available in 'Microsoft Internet Explorer' are now also compatible with 'Mozilla Firefox', 'Apple Safari' and 'Google Chrome' through the portal.



• **Conversation view**: Group messages by recent message chains (or conversations) and one click access to the rest of the conversation chain.

Arrange by: Date 👻	Newest on Top	p 🔻		Th	is is the test subject		
Today			*				
▲ ௸ This is the test subject	9	17		° 4	☑ teststaff		Actions 👻 🗵
🕆 🖂 teststaff	14:39	17			Tex teststudent		24 May 2010 14:39
• 🖂 teststudent	Sent Items	17			To: teststudent		
Leststaff	14:39 📍	07			one more reply here		
Older				• •	This is the reply text in the body		14:39
þ 🏠 test mail		0 🕅			A teststaff		
	25/02	2/2010		· 4		1	74 May 2010 14-29
⊳ 👰 test outside		17					24 May 2010 14:55
	24/02	2/2010			This is the body of the test.		
🖂 test return 2		17					
	24/02	2/2010					
⊳ 🙀 test 3 mail		17					
; Microsoft Outlook; teststude	nt 24/02	2/2010					

• *Mailbox Searches*: Search and filter each folder with key search words. Previous save queries can also be saved and used quickly at another time.

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Part 3: First time Login

After accessing Exchange 2010: Outlook Web App for the first time users will be asked if you would like to: 'Use the blind and low vision experience'. Users will then be taken to the main Outlook Web App screen. This setting can be changed in the 'options' if set incorrectly.

Outlook Web App	0					teststaff •
Mail	Inbox (4 Items)			Options	Find Someone	@ -
 Favorites Inbox Unread Mail 	Search Inbox	Filter - View - 2			Expand All	Newest on Top
🔄 Sent Items 河 oldmail	Arrange by: Date -	Newest on Top 👻	This is the test s	ubject		
teststaff Inbox oldmail Drafts	(a) This is the test subject teststudent b (a) This is a test mail postmaster@local; teststaff	∎ ✓ Mon 14:39 ■ ♥ Mon 14:36	 d teststaff Sent Items To: teststudent one more reply 	here	24 24	Actions - 💌 May 2010 14:39
Notes	Older		• D 🖂 teststudent	This is the reply text in the body	0	Mon 14:39
 Deleted Items Search Folders 	Alec Prenter	26/02/2010		This is the body of the test.	,	Mon 14:39
Mail Calendar Contacts Tasks						

Part 4: Outlook Web App: Main Screen

Options	Click on Options to access the Outlook Web App personal option controls.	Sign out	Click on Sign out to log-out of Outlook Web App.
Calendar	Click on Calendar to access your calendar.	Contacts	Click on Contacts to access your contacts.
💙 Tasks	Click on Tasks to access your tasks.	📄 Mail	Click on Mail to return to your mailbox.
Notes	Click on Notes to access your notes.	🧓 Junk E-Mail	Click on Junk E-Mail to access your Junk E-Mail.

Conversation View

New to Exchange 2010 is the conversation view. Like many modern email systems, the messages are regrouped keeping messages with the same title in a group together.

Arrange by: Date 👻	Newest on To	op ≂		This is the test subject				
Today			*					
⊿ 🏠 This is the test subject	1	17	1	• 4	☑ teststaff		Actions 🝷 🗵	
🕆 🖂 teststaff	14:39	17			Tex teststudent		24 May 2010 14:39	
• 🧟 teststudent	Sent Items	17			io. teststudent			
🕴 🚑 teststaff	14:39 📍	17			one more reply here			
Older					A factorization This is the early territic the leady		14:20	
⊳ 🏠 test mail		17	II	· Þ		-	14:39	
	25/0	2/2010	1	4	🚑 teststaff	1	24 Mar 2010 14-20	
⊳ 🙀 test outside		17					24 May 2010 14:35	
	24/0	2/2010			This is the body of the test.			
📄 test return 2								
	24/0	2/2010						
⊳ 🙀 test 3 mail		07						
; Microsoft Outlook; teststud	lent 24/0	2/2010						
_								

When the triangle is clicked on the left of the message you can see that even sent message are shown in the conversation view. This can help message tracking with subject based grouping but keeping the overall list sorted by date (or however you choose to sort the relevant folder).

Sometimes users receive messages that no longer apply or interest them. Entire conversation threads can be ignored and opted out of.

By right clicking on a message and selecting 'Ignore Conversation' the user deletes all messages in all folders relating to the thread, except for those in the sent items folder. This will also automatically delete any future messages in the thread.

Should a user be required to cancel the ignored conversation, then go into the deleted items and select 'Cancel Ignore Conversation'.



The new conversation view is not to everyone's taste. You can turn it off manually on a folder by folder basis.

Inbox (1079 Items)							
😰 New 👻 🗙 👻 Move 👻 🛛 Filter 👻 View 👻 🖉							
Search Inbox 🔎 🗸 🕏							
Arrange by: Date	Date	Newest on Top 🔻					
Today	From						
🖂 Virtual Comp	То	t 🛛 🛛 🖓 🗖					
Same	Size	17:48					
D 🏠 Insight Quote	Ouble at	17					
	Subject	15:28					
Dia JER Compute	Туре	9					
1 March 1	Attachments	15:25					
⊳ 🍋 DPM 2010 se	Importance	9					
Michael 🐖	Flagged	15:18					
⊳ 🏠 DPM 2010 se		9					
	Conversation	14:36					

Mailbox Search

New to Outlook Web App and a main feature of a full outlook email client is a mailbox search function. Type your keywords in the search box to automatically filter the current folder to only items that include your keyword.

Filter 🔹 Vie	w • 🖉
	× - ×
Newest on To	op 🔻
	*
9	17
14:39	17
Sent Items	17
14:39 📍	07
	Filter View Newest on To 14:39 Sent Items 14:39

Searches will be saved to quickly use another time on the dropdown box indicated by the triangle next to the X.

Color Priority

Colors can be assigned to emails for basic categorization.



Custom categories can be created with custom colors for your own personalization to help with organization.

Flagging Messages

Emails can be flagged for attention or for grouping and arrangement.

INDOX (SITEMS)		
New * X * Move *	Filter 🔻 View 👻 🖉	
Search Inbox	۶. ۶	
Arrange by: Date 👻	Newest on Top 🔫	This is the test s
Yesterday	*	This is the test s
) 🏠 This is the test subject	0 🗸	r 🖌 🖻 teststaff
teststudent	Mon 14:3 🌪	Today
þ 🖳 This is a test mail	🔻 🔻 🛛	Tomorrow
postmaster@local	Mon 14:3	This Week
Older	*	Next Week
📄 test mail	7 7 0	No Date
And the second s	26/02/201	Tue 25/05/2010 💉
	<i>₽</i>	Set Date and Reminder
	1	Mark Complete
		Clear Flag
		Set Default Flag

Further details on Flags and reminders can be found on the Microsoft Website:

http://help.outlook.com/en-us/140/bb899619.aspx

Filtering Current Folder

Folders currently viewed can be filtered to help you filter messages and organise your mailbox, or find items.



Folder Management



Folders can be created for your own organisation at any level of your mailbox.

It is considered good practice to:

- Use the inbox folder as an inbox; only store new and unorganized emails in that folder.
- Create a folder structure to move emails into to ensure organization.
- Keep no more than 2000 messages in any one folder.
- Not to use the email system as a file storage system.
- Put in subject titles in emails.

Email limits:

Email is primarily a communication system. Many systems prohibit large files to be sent via email for this reason. A 1MB attachment can take up the space of 1,000 emails. Most mailboxes prematurely fill not because of emails, but excessive attachments.

LIM College's email system limit is 15 MB per email message.

Mailbox accounts are limited to: 250MB for Students, 400 MB for Faculty, 1 GB for Staff



Deleted Items



The **Deleted Items** folder will automatically delete all items older than 90 days.

You can manually empty all deleted items by right clicking and selecting 'Empty Deleted Items'. This will remove all items from the Deleted Items folder.

You can manually recover recently deleted items by right clicking and selecting 'Recover Deleted Items', then select the item to recover and the folder to recover the item to.

Favorites

Inbox, Unread Mail and Sent Items are automatically added to the Fa) @

You can add your own favorites by right clicking on a folder and selecting 'Add to Favorites'.



Attachment Handling

Word, Powerpoint and PDF files can be previewed as a webpage without downloading the files and opening them in their appropriate programs as well as downloading them. Excel files cannot be previewed as a webpage and must be downloaded.

To:	teststaff					
Cc:						
Attachments:	👔 6715uuid.zip (12 KB); 🗋 wyvern.pdf (119 KB) [Open as Web Page]; 📳 Year 9 Updated.xls (61 KB)					
- Access to attachments has been blocked. Blocked attachments: SETEGA.COM.						

Harmful attachment types and programs have been blocked for the protection of the LIM College.

Note- LIM College doesn't accept zip or rar file attachements.

Part 5: Calendar

Outlo	ok We	b App								-					te	ststaff •
Cale	ndar		Calendar (Ma	ay 2010)									Op	otions 🔛 Find :	Someone	Ø •
<	2010	>	New *	X 💾 -	Share 🔻	View - To	oday	Day Work	Week	Week Mo	inth	5 斗 🏟 🕯	•			
Jan	Feb	Mar	S Ma	y 2010												
Apr	May	Jun		Sunday	M	londay		Tuesday		Wednesday		Thursday		Friday	Satur	day
Jul	Aug	Sep	25	5	26	.6	27	5	28	5	29	6	30	5	May 1	Fa:
Oct	Nov	Dec														
My Caler	ndars															
	Calendar		02	12	03	5	04	5	05	19	06	T <u>a</u>	07	G.	08	15
			09	la	10		11	, is	12	, ta	13	e Da	14	Est.	15	14
			16	12	17		18	a N	19	5	20	5	21	G	22	يرا ا
			23	1	24		25 08:	30Meeting	26	6	27) - G	28	R.	29	- F <u>a</u>
🖂 Mail			20		21		1	n 1	03	E	02		04	12	05	E.
Cale	ndar		30	13	31		Jui	11	02		03		04		05	
Secont	acts															
Task	(5															

Outlook Web App has a fully-fledged **Calendar** that also supports multiple Calendars, these can be used to plan, organise and even share with your colleagues.

When you add an appointment to your calendar, you can customize it in many ways, for example, adding attachments, filling in as many details as you want, setting a reminder, or making it a repeating appointment so it's automatically added to your calendar on a regular basis.

In addition to creating appointments, you can set up meetings. A meeting is just like an appointment, except you send an invitation to other people. Each person you invite gets an e-mail message with the details of the meeting. Depending on their e-mail service, they may be able to use the message they receive to add the meeting to their own calendar.

Further details on Calendar can be found on the Microsoft Website:

http://help.outlook.com/en-us/140/bb899488.aspx

Part 6: Contacts

Manage your own contacts.

Contacts	Contacts (2 Items)				Options
Show:	🖭 New 🔹 🗙 🎦 🐑 View 👻 💋			🔁 🏢 🙈 Forward	
All	Search Contacts	۰ م	×	Aida	
People	Arrange by: File as 👻	A on top 🔗		Contact Mobile phone 01795426	361
Groups	Aida		*		
My Contacts Suggested Contacts Contacts Contacts	Hewlett-Packard us-welcome@your.hp.com				

The **Contacts** folder of your mailbox is like a Rolodex or an address book with an entry for each person or group you want to store information about. You can create a contact to store information about a person or business you want to communicate with.

Groups let you create a single entry that includes multiple contacts. When you send a message to a group, it goes to every contact in the group.

Further details on Contacts can be found on the Microsoft Website:

http://help.outlook.com/en-us/140/bb735987.aspx

Part 7: Options

If clicking options on the email screen, please be patient, the options page can around 10 seconds to load.

Outlook Web App		sign out Lance Kurzrok
Mail > Options		My Mail 🔞 👻
Account Organize E-Mail	My Account	
Groups Settings	Account Information - caree Fluce of	Shortcuts to other things you can do
Phone Block or Allow	General Display name: i a tag Rtnamk E-mail address: Remmok@Rtnamk.genedia Contact Numbers Work phone: QAR Mobile phone: RAT Colors (2) Settings for POP, IMAP, and SMTP access	Tell people you're on vacation Image: Imag
		E Edit

My Mail	Click on My Mail to go return to your mailbox.	Sign out	Click on Sign out to log-out of Outlook Web App.
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Inbox Rules

Users can create rules for specific email of their choosing, they can automatically redirect email, delete, move into folder or categorize the email.

Account				
Organize E-Mail	Inbox Rules	Automatic Replies Delivery Reports		
Groups				
Settings	Inbox Rule	New Inbox Rule - Mozilla Firefox		
Phone	Choose how	Imcollege.edu https://mail.limcollege.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnC	ObjectType=1	🗘 🔁
Block or Allow		New Inbox Rule		0
	Dew 🔻	*Required fields		
	On	Apply this rule		
		* When the message arrives, and:		
		Select one		
		Do the following:		
		Select one		
		I More Options		
			10	
		Page 12	✓ Save	A Cancel

Automatic Replies

You can set automatic (Out of Office) messages here:

reate automatic	reply (Out of Office) message	es here. You ca	in send re	plies to send	ers the v	whole time	you're awa	ay or for a	specific p	eriod of <mark>t</mark> im
Don't send au	tomatic replies										
) Send automat	ic replies										
Send replie	es only during this t	me period									
Start time	: Thu 27/05/2010	+	15;00	*							
End time:	Fri 28/05/2010	-	15:00	*							
Send a reply o	ince to each sender	inside my	organization w	/ith the fo	llowing mess	age:					
Tahoma		✓ 10	у В І								

Public Groups

Users can view which groups they are a member of and search all groups.

Public Groups	
A group is a collection of two or more people in an organization's sha to. Public Groups I Belong To	ared address book. You can join or leave a group and
🎇 Join 🖓 Leave 🔲 Details 🖉	
Search groups	2
Display Name A	E-Mail Address
Academic Technology Committee	AcademicTechnologyCommittee@limcollege.edu
DiskQuotaMgmnt	DiskQuotaMgmnt@limcollege.edu
Forefront AV Group	ForefrontAVGroup@limcollege.edu
Help Desk Technicians	helpdesktechnicians@limcollege.edu
Π Employees	ITEmployees@limcollege.edu
School Closings	SchoolClosings@limcollege.edu

Settings

Mail: Users can add an email signature; choose read receipts and select options for the reading page

Mail Spelling Calendar General Regional			
E-Mail Signature	Read Receipts		
Tahoma II II	Choose how to respond to requests for read receipts. Ask me before sending a response Always send a response Never send a response		
	Reading Pane		
	Choose when items should be marked as Read. Mark the item displayed in the Reading Pane as Read Wait 5 seconds before marking the item as Read Mark the item as Read when the selection changes Don't automatically mark items as Read		
Automatically include my signature on messages I send	Conversations		
Message Format	Sort messages in the conversation Reading Pane in this order:		
Always show Bcc Always show From Compose messages in this format: HTML Choose message font: Tahoma	 Newest message on bottom Choose how to sort the messages in List View in an expanded conversation. Match the sort order of the Reading Pane Show the conversation tree Hide deleted items 		
Sample Text			

Spelling: Users can change the automatic spelling wizard and change the country locale for the dictionary.

Mail	ABC Spelling	Calendar	General	Regional		
Spelling Op	otions					
Choose you Ignore Ignore Always Use this did English (1)	ur spelling opt words in UPPE words with nu check spelling tionary to che	ions. RCASE Imbers I before sendin eck spelling:	g			
Note: If y compose f	ou want to ch form.	eck spelling for	a message in	a different language,	use the Spelling menu i	in the message
						🗸 Save

General: Users can change the 'Outlook Web App' accessibility (usually set on first login)



If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize your viewing experience in the future. To update this setting, save your changes and sign out.

Use the blind and low vision experience

Phone

LIM College users can connect their compatible phones to access its exchange email address.

Mobile Phones	Fext Messaging				
Mobile Phones Use Mobile Phor phone to the list	s nes to remove a phone from the list below, below, configure the phone to synchronize	access your device reco with Microsoft Exchang	very	v password, initiate a remote	device wipe or block your phone if you lose it. To add a new
Details	Wipe Device Show Recovery Password	Start Logging	×	0	
Device	Phone Number	Last Sync Time		~	Status
MotoDROIDX451 Not Available		7/18/2011 2:28 PM			OK

Compatible Mobile phones can be logged, wiped and deleted remotely.

See the How to Receive Email on your Blackberry and Iphone Document to setup your smart phones.

Block or Allow

Users can manage their own email block list and junk filter.

Junk E-Mail Settings Don't move mail to my Junk E-Mail folder Automatically filter junk e-mail Safe Senders and Recipients Don't move e-mail from these senders and domains to my Junk E-Mail folder Enter a sender or domain here First e-mail from my contacts Bocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder First e-mail from these senders and domains to my Junk E-Mail folder First e-mail from these senders and domains to my Junk E-Mail folder First e-mail from these senders and domains to my Junk E-Mail folder	Block or Allow	
On't move mail to my Junk E-Mail folder Automatically filter junk e-mail Safe Senders and Accipients Don't move e-mail from these senders and domains to my Junk E-Mail folder Image: the sender or domain here Inst e-mail from my contacts Bocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder	Junk E-Mail Settings	
Automatically filter junk e-mail Safe Senders and Recipients Don't move e-mail from these senders and domains to my Junk E-Mail folder Image: Content of the domain here Image: Content of the	Oon't move mail to my Junk E-Mail folder	
Safe Senders and Recipients Don't move e-mail from these senders and domains to my Junk E-Mail folder	Automatically filter junk e-mail	
Don't move e-mail from these senders and domains to my Junk E-Mail folder	Safe Senders and Recipients	
Enter a sender or domain here Enter a sender or domain here Trust e-mail from my contacts Biocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Enter a sender or domain here Enter a sender or domain here	Don't move e-mail from these senders and domains to my Junk E-Mail folder	
Enter a sender or domain here	Edit Remove	
Trust e-mail from my contacts Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Eleft Remove Enter a sender or domain here	Enter a sender or domain here	+
Trust e-mail from my contacts Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Edit Remove Enter a sender or domain here		
Trust e-mail from my contacts Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Elite Edit Enter a sender or domain here		
Trust e-mail from my contacts Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Edit Remove Enter a sender or domain here		
Trust e-mail from my contacts Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Elite Edit Enter a sender or domain here		
Trust e-mail from my contacts Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Enter a sender or domain here		
Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Enter a sender or domain here	□ 7	
Blocked Senders Move e-mail from these senders and domains to my Junk E-Mail folder Image: Edit Image: Remove Image: Enter a sender or domain here Image: Provide the sender of domain here	Trust e-mail from my contacts	
Move e-mail from these senders and domains to my Junk E-Mail folder Image: Edit Image: Remove Enter a sender or domain here Image: Provide the sender of domain here	Blocked Senders	
Eli Remove	Move e-mail from these senders and domains to my Junk E-Mail folder	
Enter a sender or domain here	🗉 Edit 📃 Remove	
	Enter a sender or domain here	4