



LIM COLLEGE

Microsoft®  
Outlook® Web App

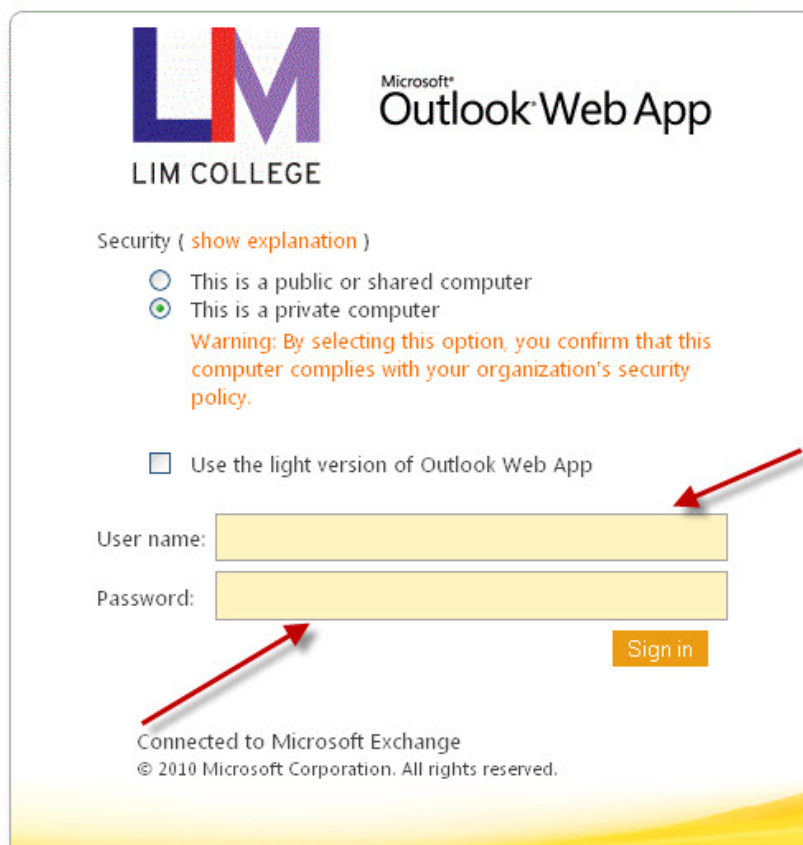
User Manual

## 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.



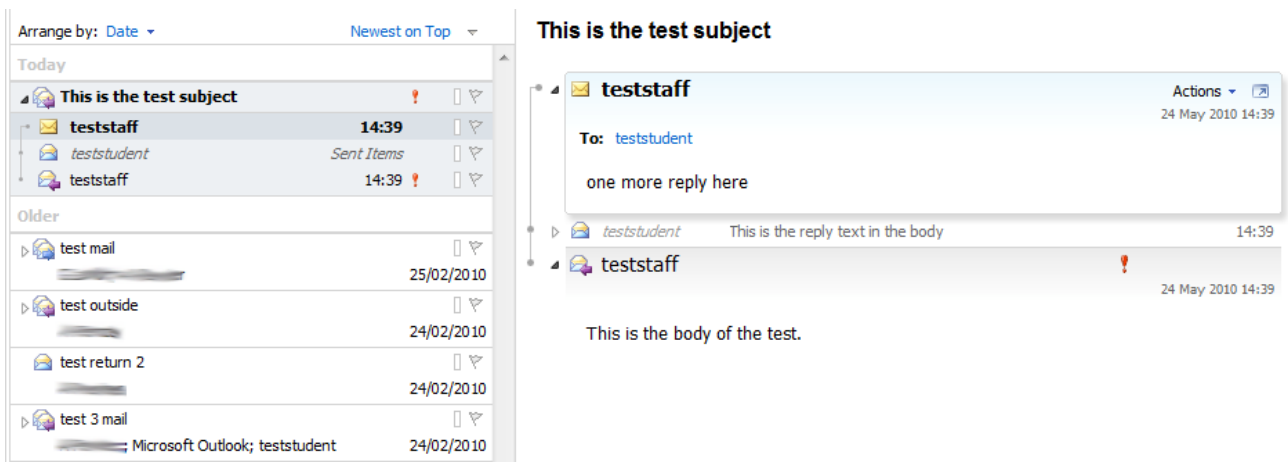
## Part2: Outlook Web App: General Information

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

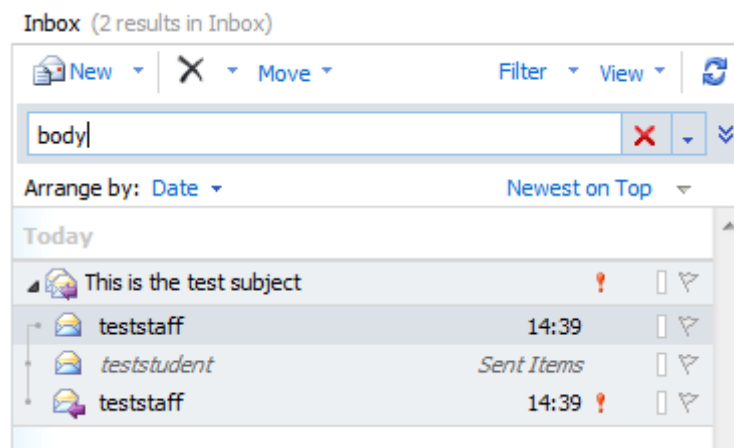
- **Compatibility:** Advanced or 'Premium' features previously only available in 'Microsoft Internet Explorer' are now also compatible with 'Mozilla Firefox', 'Apple Safari' and 'Google Chrome' through the portal.



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



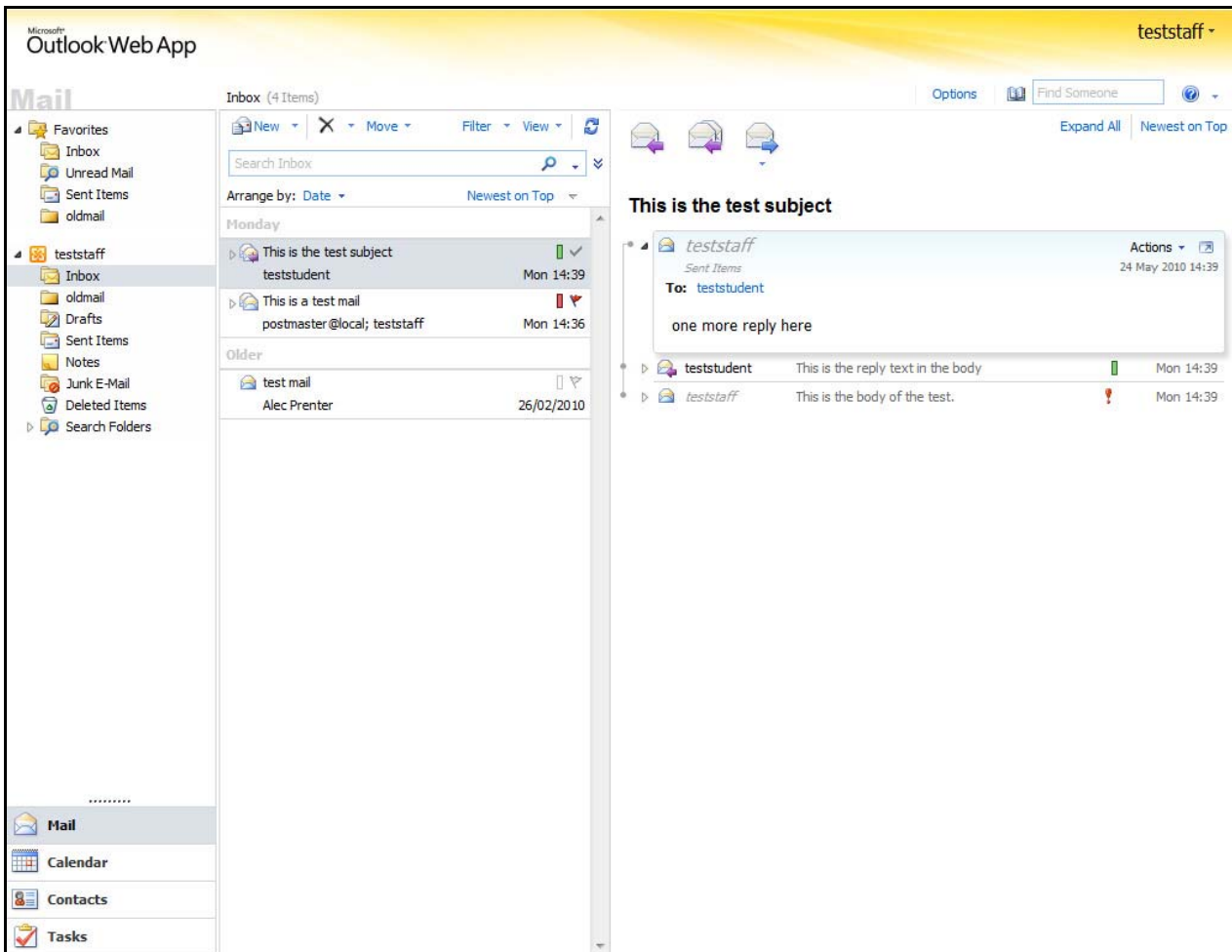
- **Mailbox Searches:** Search and filter each folder with key search words. Previous save queries can also be saved and used quickly at another time.

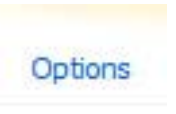
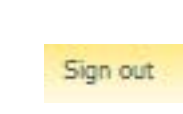
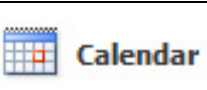
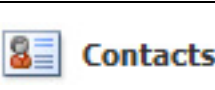


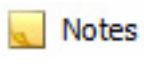
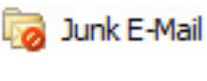


## Part 3: First time Login

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.

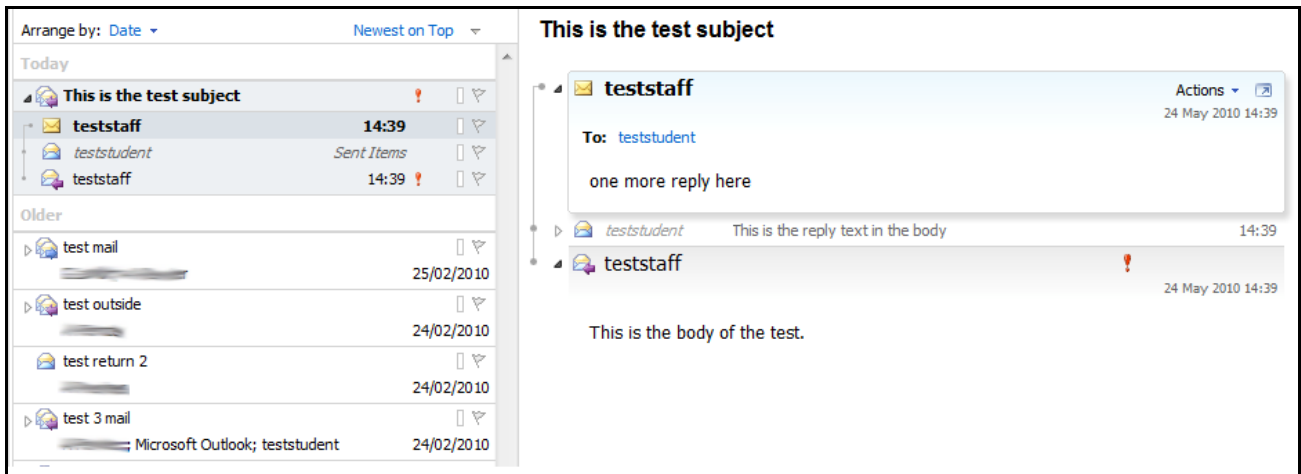
## Part 4: Outlook Web App: Main Screen



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

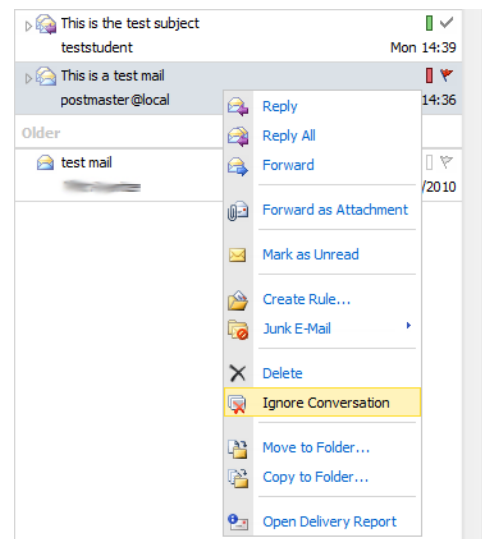


When the triangle is clicked on the left of the message you can see that even sent message are shown in the conversation view. This can help message tracking with subject based grouping but keeping the overall list sorted by date (or however you choose to sort the relevant folder).

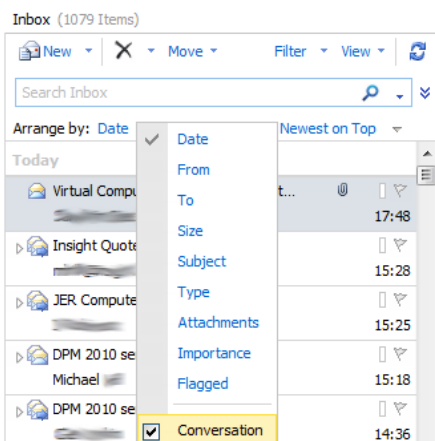
Sometimes users receive messages that no longer apply or interest them. Entire conversation threads can be ignored and opted out of.

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'.

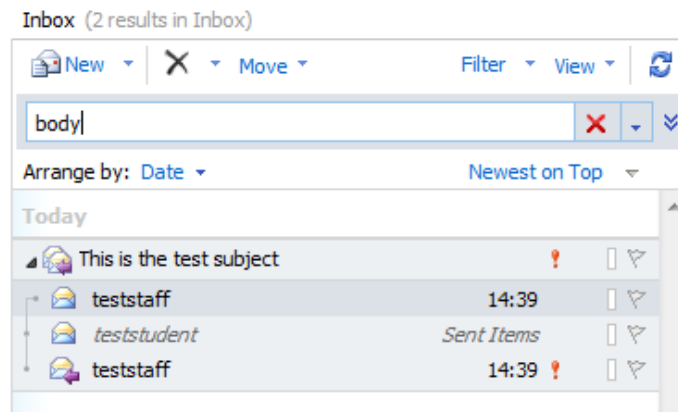


The new conversation view is not to everyone's taste. You can turn it off manually on a folder by folder basis.



## Mailbox Search

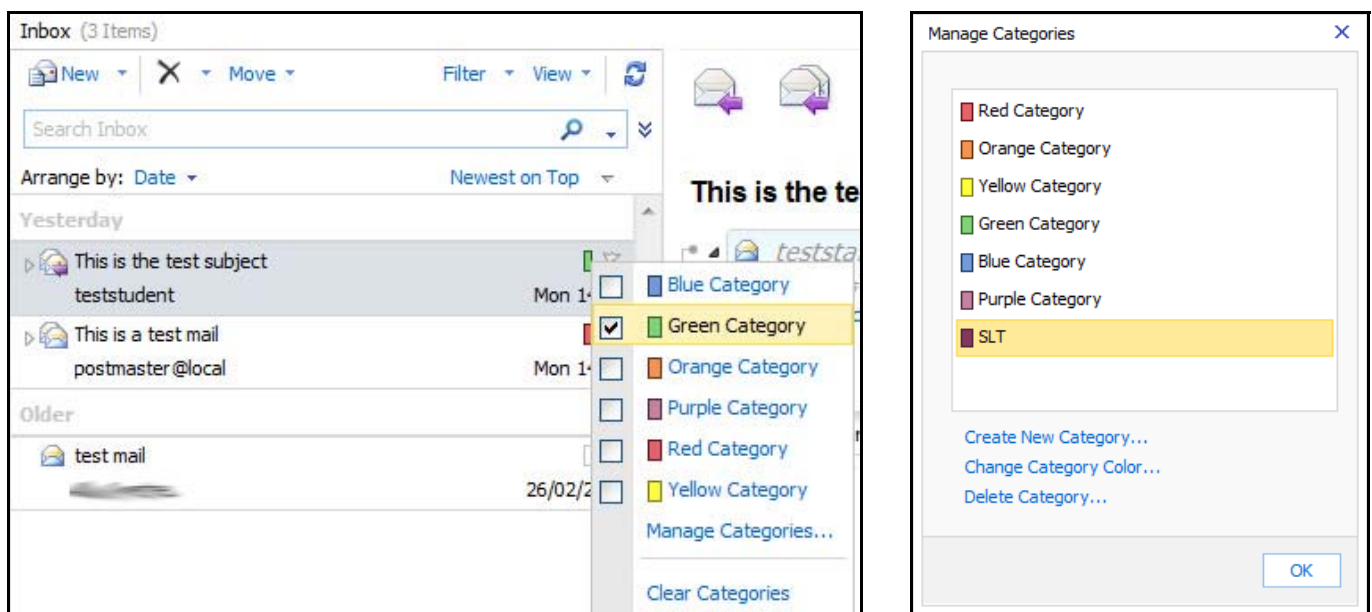
New to Outlook Web App and a main feature of a full outlook email client is a mailbox search function. Type your keywords in the search box to automatically filter the current folder to only items that include your keyword.



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

## Color Priority

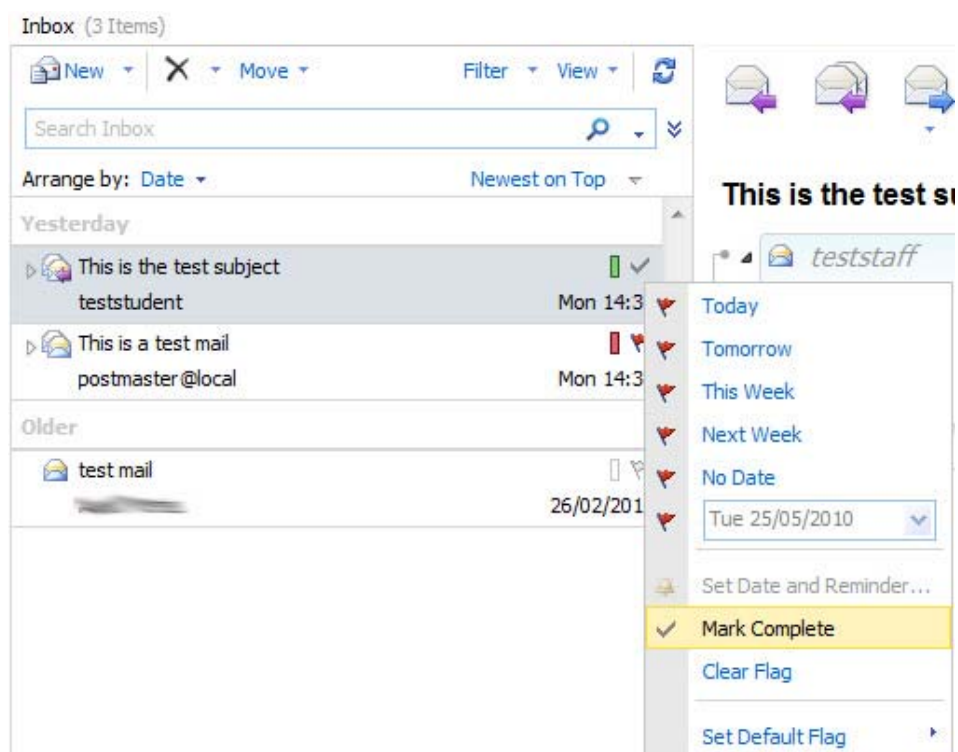
Colors can be assigned to emails for basic categorization.



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.

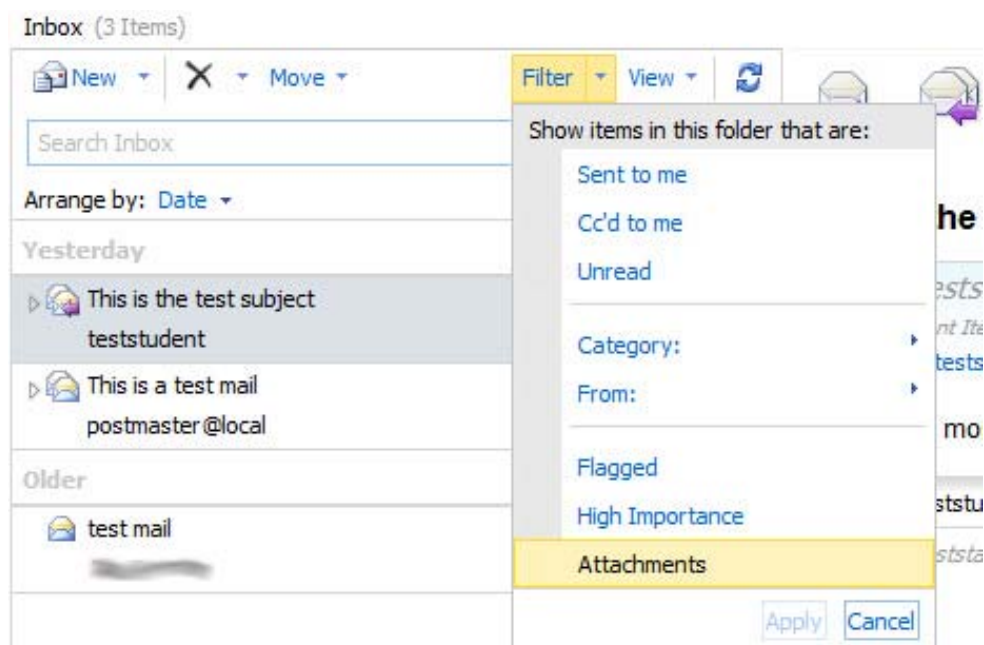


Further details on Flags and reminders can be found on the Microsoft Website:

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

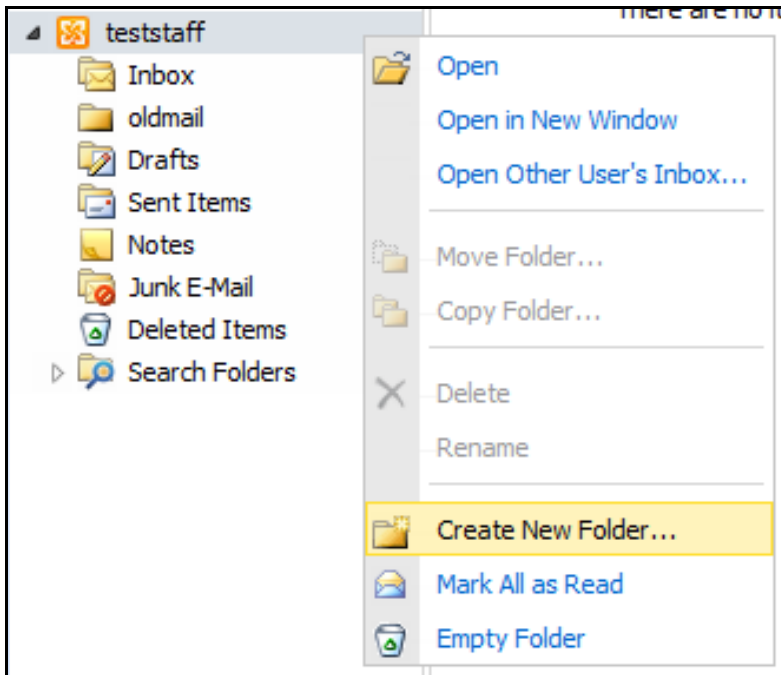
## Filtering Current Folder

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:

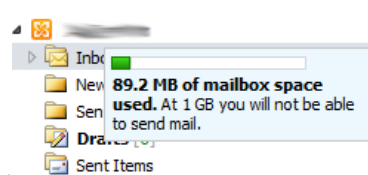
- Use the inbox folder as an inbox; only store new and unorganized emails in that folder.
- Create a folder structure to move emails into to ensure organization.
- Keep no more than 2000 messages in any one folder.
- Not to use the email system as a file storage system.
- Put in subject titles in emails.

## 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.

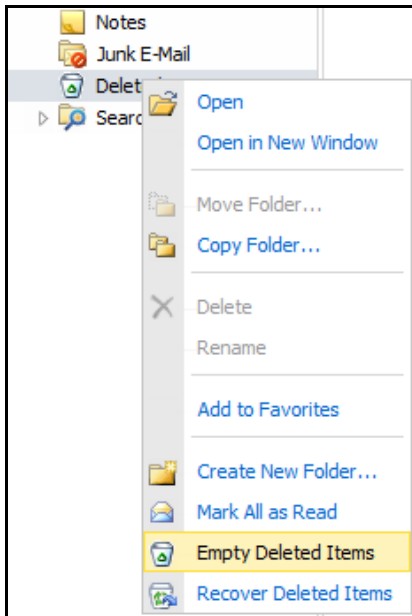
LIM College's email system limit is 15 MB per email message.

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.

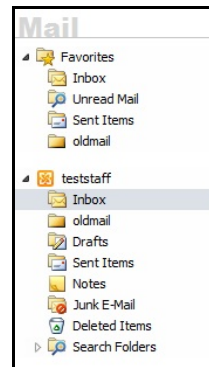
You can manually recover recently deleted items by right clicking and selecting 'Recover Deleted Items', then select the item to recover and the folder to recover the item to.

## Favorites

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

Favorites list.

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:

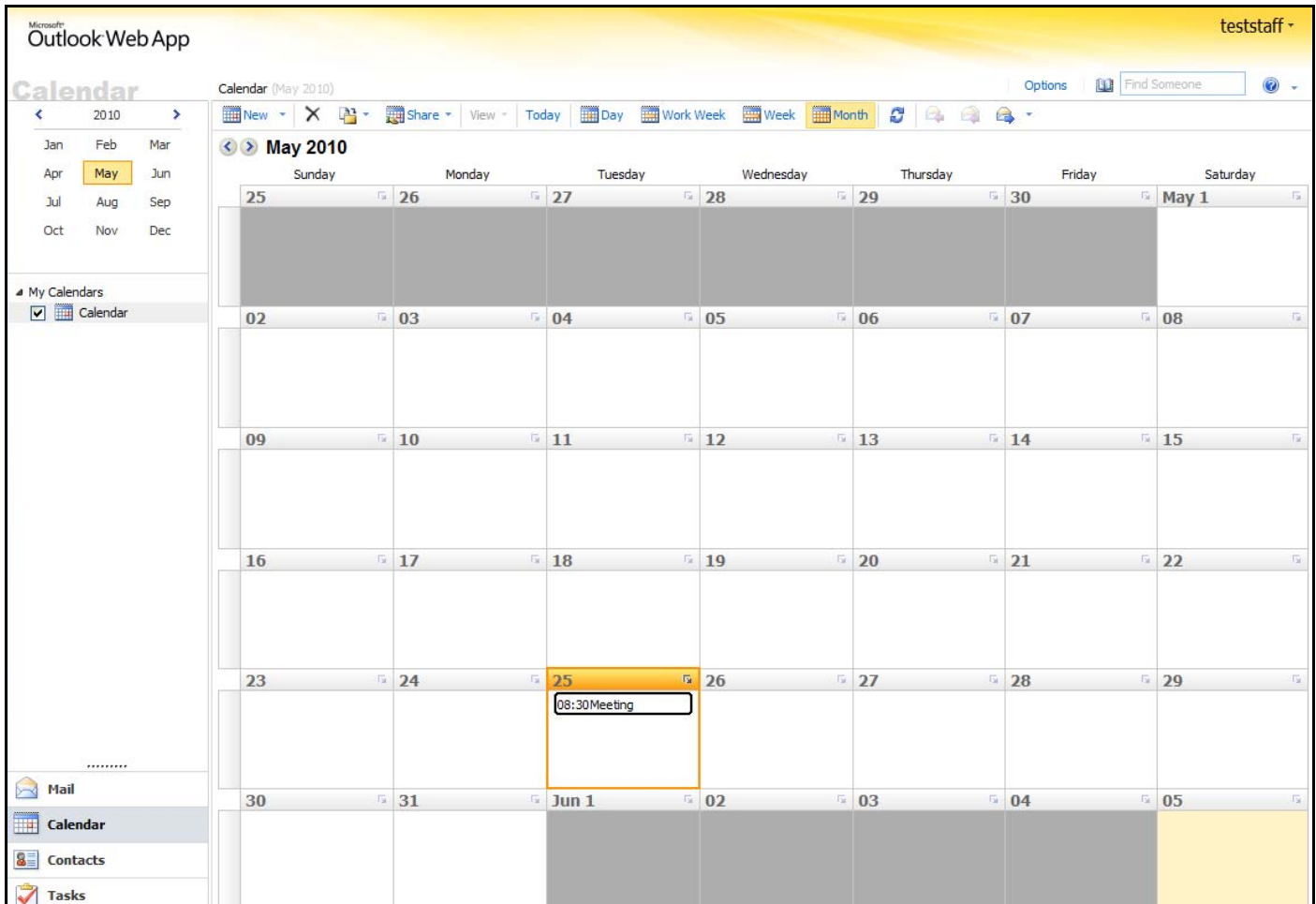
Attachments: 6715uuid.zip (12 KB); wyvern.pdf (119 KB) [Open as Web Page]; Year 9 Updated.xls (61 KB)

-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 attachments.

## Part 5: Calendar



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.

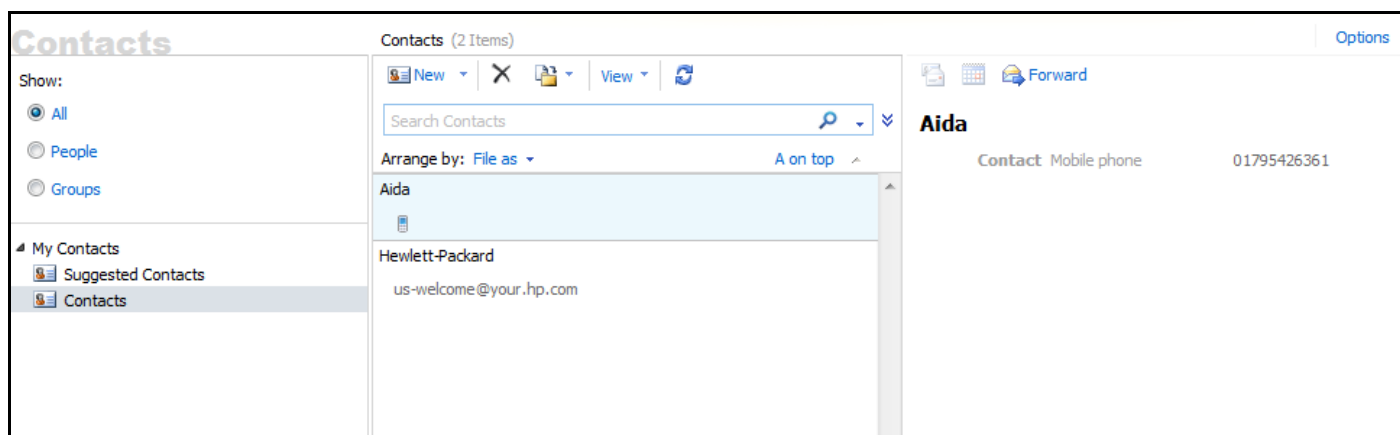
In addition to creating appointments, you can set up meetings. A meeting is just like an appointment, except you send an invitation to other people. Each person you invite gets an e-mail message with the details of the meeting. Depending on their e-mail service, they may be able to use the message they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



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.

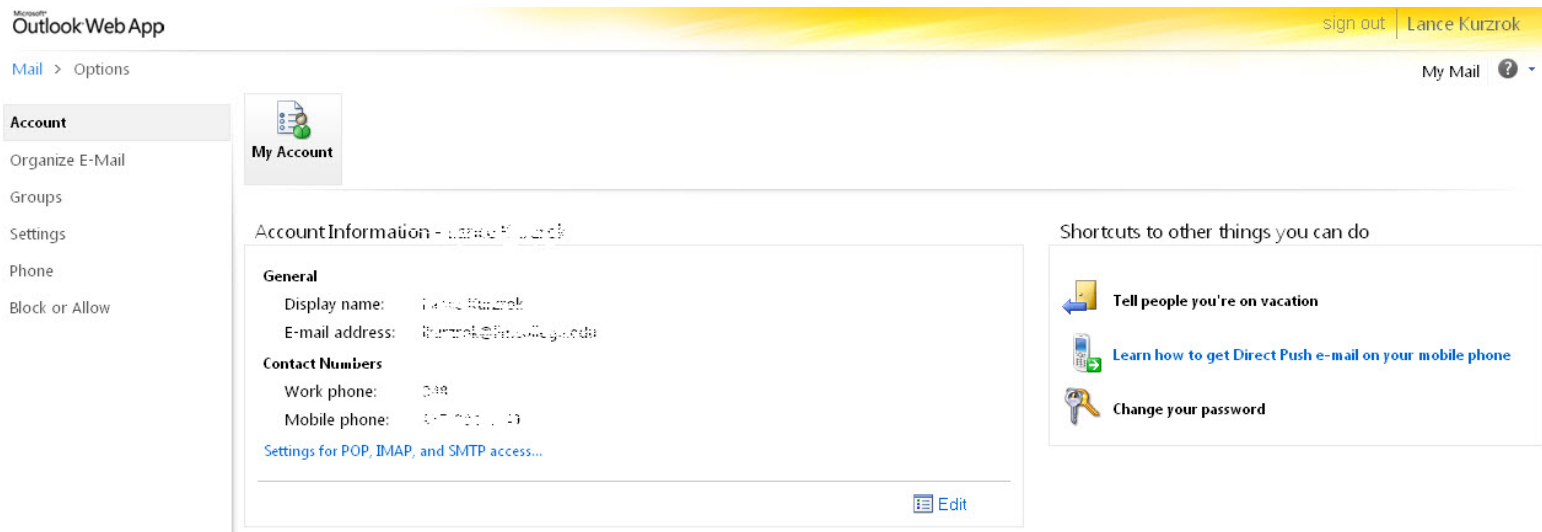
Groups let you create a single entry that includes multiple contacts. When you send a message to a group, it goes to every contact in the group.


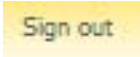
Further details on Contacts can be found on the Microsoft Website:

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

## Part 7: Options

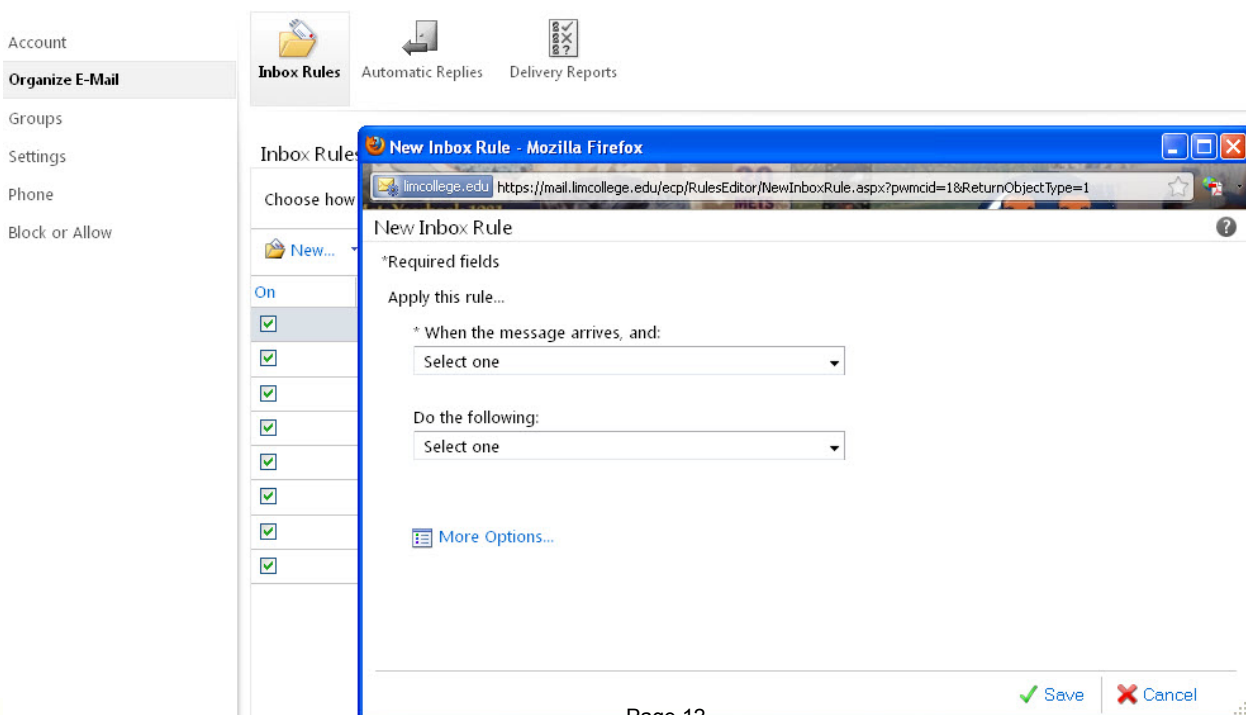
If clicking options on the email screen, please be patient, the options page can around 10 seconds to load.



	<p>Click on <b>My Mail</b> to go return to your mailbox.</p>		<p>Click on <b>Sign out</b> to log-out of Outlook Web App.</p>
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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.



# Automatic Replies

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

**Automatic Replies**

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Thu 27/05/2010 15:00

End time: Fri 28/05/2010 15:00

Send a reply once to each sender inside my organization with the following message:

Tahoma 10

Send automatic reply messages to External Senders

Send replies only to senders in my Contacts list.

Reply to all senders outside my organization

# 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 shared address book. You can join or leave a group and to.

**Public Groups I Belong To**

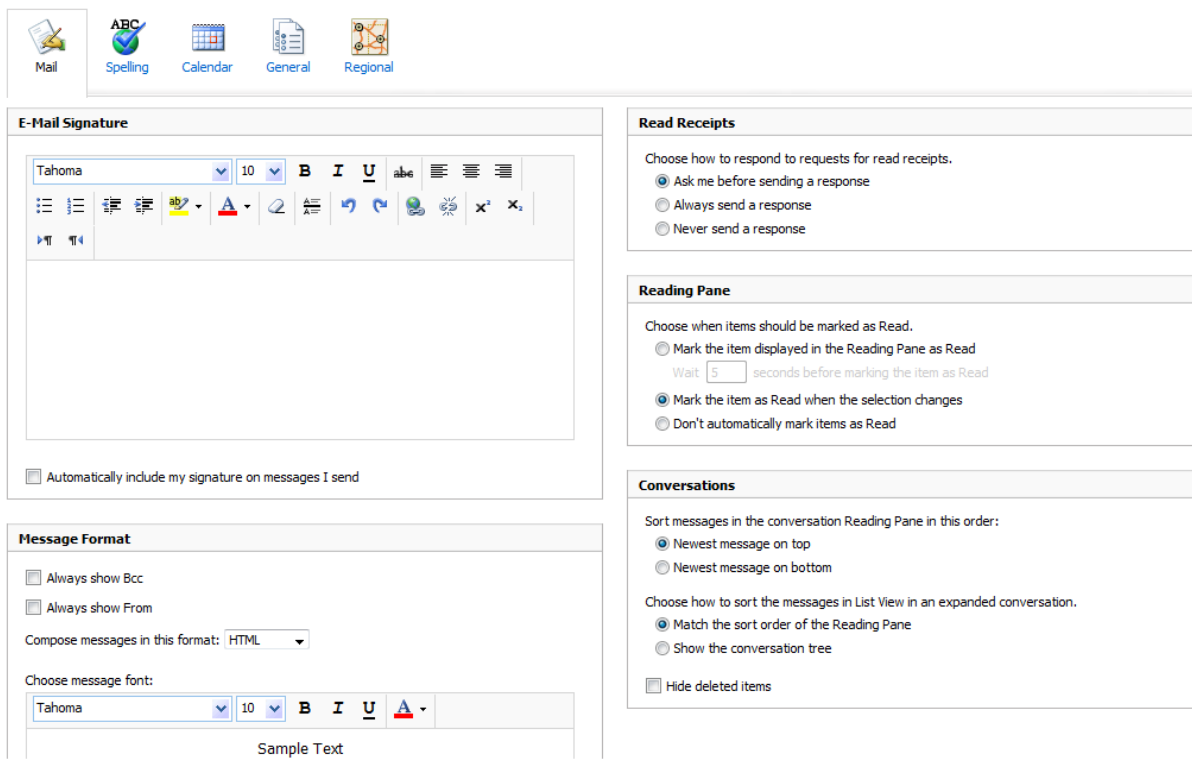
Join... Leave Details

Search groups

Display Name	E-Mail Address
Academic Technology Committee	AcademicTechnologyCommittee@limcollege.edu
DiskQuotaMgmt	DiskQuotaMgmt@limcollege.edu
Forefront AV Group	ForefrontAVGroup@limcollege.edu
Help Desk Technicians	helpdesktechnicians@limcollege.edu
IT Employees	ITEmployees@limcollege.edu
School Closings	SchoolClosings@limcollege.edu

# Settings

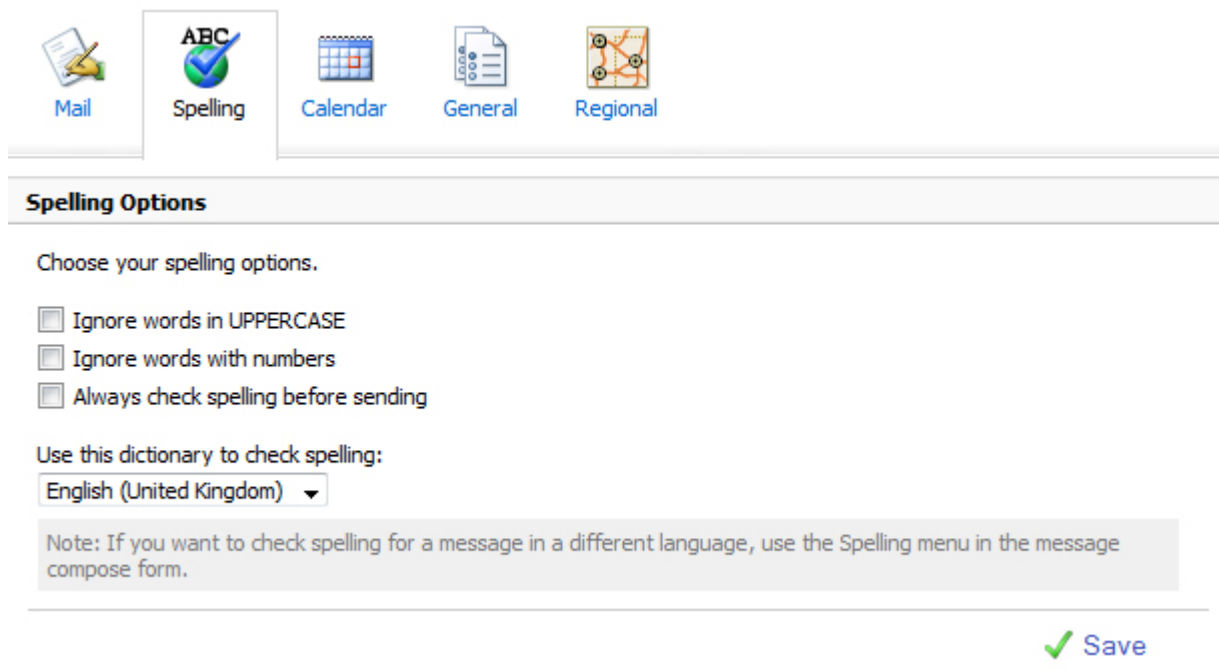
**Mail:** Users can add an email signature; choose read receipts and select options for the reading page



The screenshot shows the Outlook Mail settings window with the following sections:

- E-Mail Signature:** Includes a rich text editor with font (Tahoma), size (10), and bold/italic/underline options. A checkbox at the bottom is labeled "Automatically include my signature on messages I send".
- Message Format:** Includes checkboxes for "Always show Bcc" and "Always show From". A dropdown menu is set to "HTML". A "Choose message font:" section shows "Tahoma" and "10" with bold/italic/underline options and a "Sample Text" area.
- Read Receipts:** "Choose how to respond to requests for read receipts." with radio buttons for "Ask me before sending a response" (selected), "Always send a response", and "Never send a response".
- Reading Pane:** "Choose when items should be marked as Read." with radio buttons for "Mark the item displayed in the Reading Pane as Read" (selected), "Mark the item as Read when the selection changes", and "Don't automatically mark items as Read". A "Wait: 5 seconds before marking the item as Read" input is visible.
- Conversations:** "Sort messages in the conversation Reading Pane in this order:" with radio buttons for "Newest message on top" (selected) and "Newest message on bottom". "Choose how to sort the messages in List View in an expanded conversation." with radio buttons for "Match the sort order of the Reading Pane" (selected) and "Show the conversation tree". A checkbox for "Hide deleted items" is also present.

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



The screenshot shows the Outlook Spelling Options settings window with the following sections:

- Spelling Options:** "Choose your spelling options." with checkboxes for "Ignore words in UPPERCASE", "Ignore words with numbers", and "Always check spelling before sending".
- Use this dictionary to check spelling:** A dropdown menu is set to "English (United Kingdom)".
- Note:** A grey box contains the text: "Note: If you want to check spelling for a message in a different language, use the Spelling menu in the message compose form."
- Save:** A green checkmark icon followed by the text "Save".

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

Mail   Spelling   Calendar   **General**   Regional

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**E-Mail Name Resolution**

When resolving names, check first in:

- Global address list
- Contacts

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**Accessibility**

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   Text Messaging

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Mobile Phones

Use Mobile Phones to remove a phone from the list below, access your device recovery password, initiate a remote device wipe or block your phone if you lose it. To add a new phone to the list below, [configure the phone to synchronize with Microsoft Exchange](#).

[Details](#)   [Wipe Device](#)   [Show Recovery Password](#)   [Start Logging](#)   [X](#)   [Refresh](#)


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.



Block or Allow



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**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



 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

 Edit  Remove

Enter a sender or domain here 