

Microsoft Outlook 2010

Web App

Following is some basic information pertaining to the Microsoft Outlook 2010 Web App. The information includes log-in, passwords as well as highlighting *some* of the new or updated features in this version of Outlook for the Web.

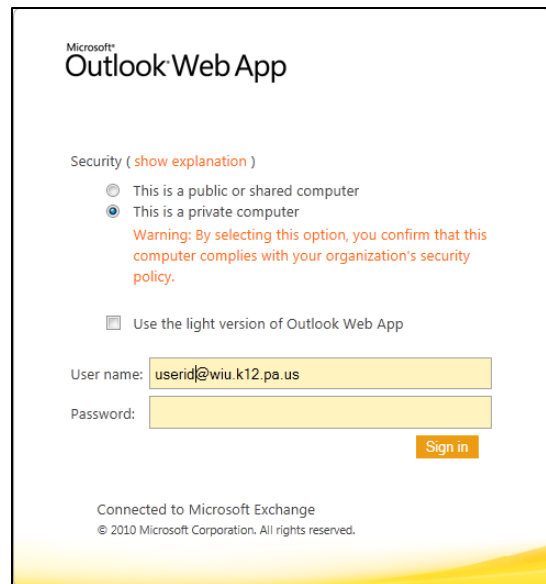
Let's Log In...

The web URL is:
<https://owa.wiu.k12.pa.us>. The screen to the right will load. Please note that you will need to enter the following information:

User Name: [userid@wiu.k12.pa.us](mailto:user1@wiu.k12.pa.us)

Password: password

See example.

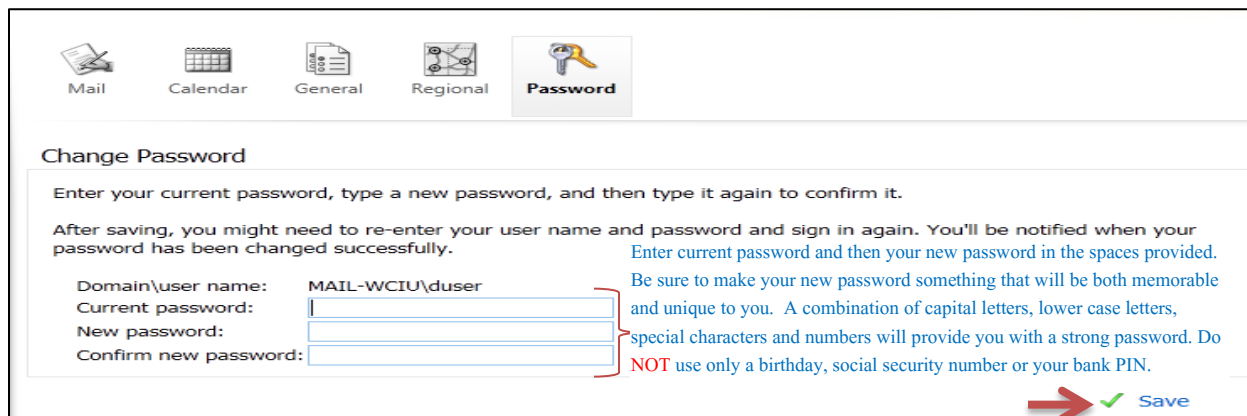
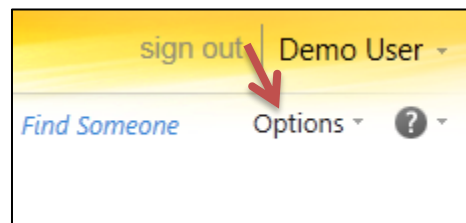


Need to Change Your Password?

To change your password:

- Click on **Options** on the right side of the screen
- Click on **Change Your Password...**
- Enter the information required (see information in blue)
- Click **Save** next to the green check mark

See examples.



What's New?

Calendar: You can view, set-up and share your calendar.

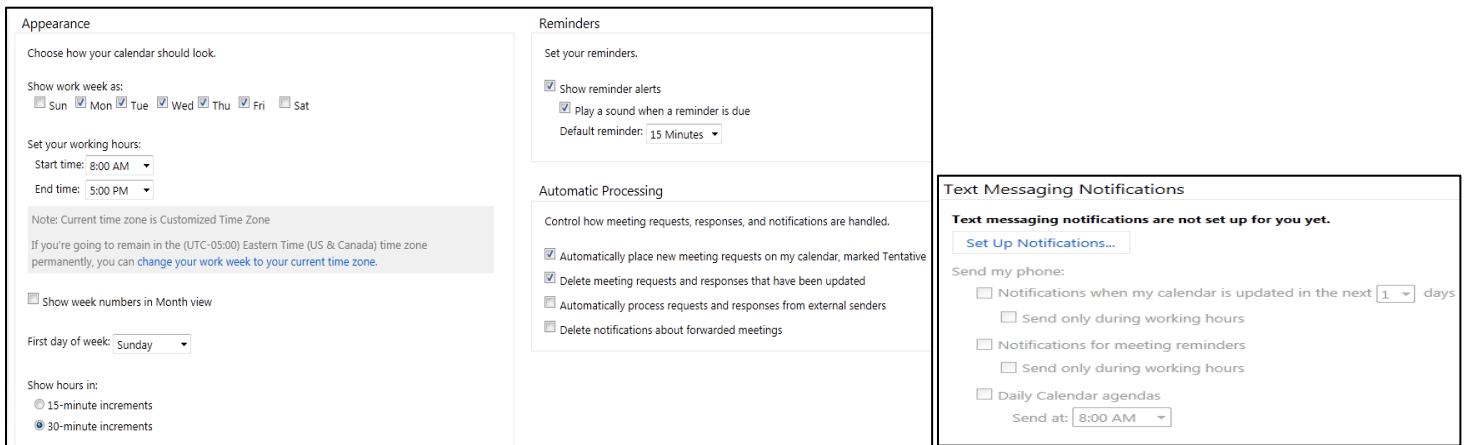
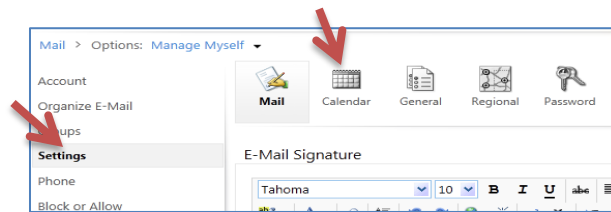
You can set- up the following for your calendar:

- appearance
- reminders
- automatic processing
- text messaging notifications

To start:

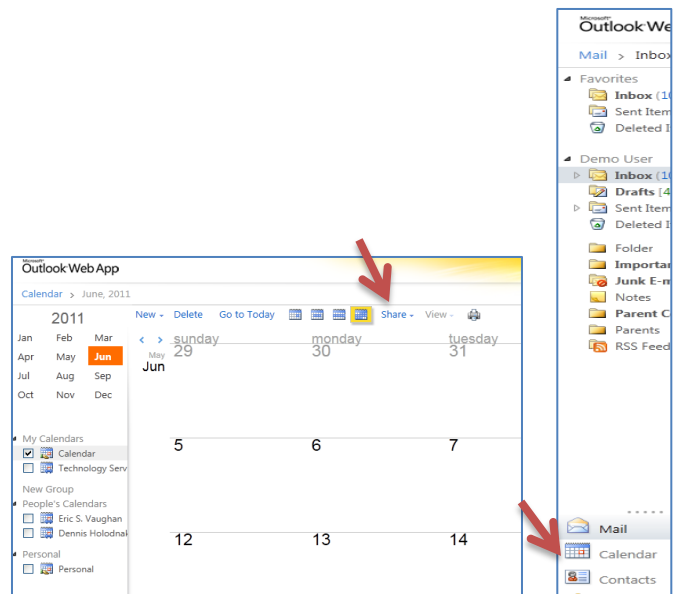
- Click on **Options**
- Click on **See all Options**
- Click on **Settings**
- Click on **Calendar**

Refer to the examples.



Calendar Sharing:

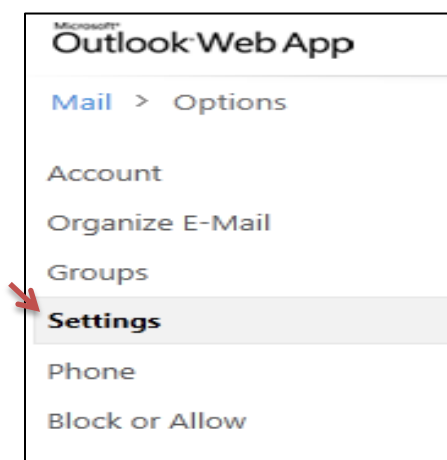
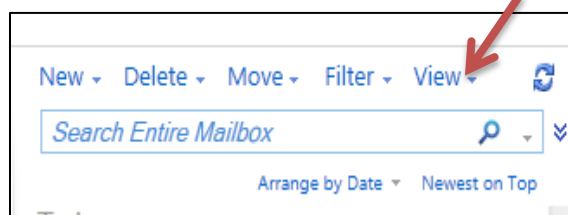
- Click on **Calendar** (toward the bottom Left of the screen)
- Click on **Share** at the top of the Calendar; this option allows you to:
 - Add a Calendar
 - Share a Calendar
 - Change Sharing Permissions



Conversation View: This feature allows you to see the complete course of your conversation regardless of the folder that contains the message. The default setting in Outlook 2010 enables Conversation View. To disable Conversation View:

- Click on the blue word: **View** above your list of email items
- Uncheck **Use Conversations**

See the example to the right. You will only have to do this one time per box (i.e., Inbox, Outbox, etc..)



Email Settings: You will find the following important information here:

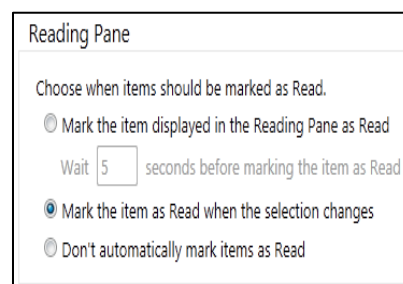
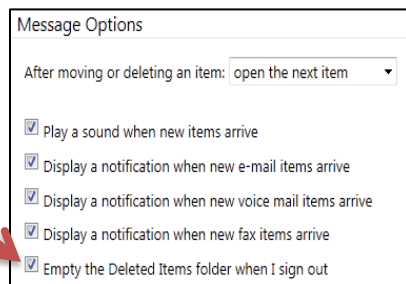
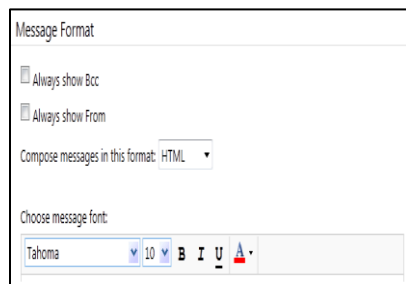
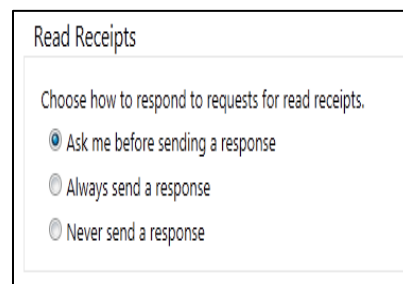
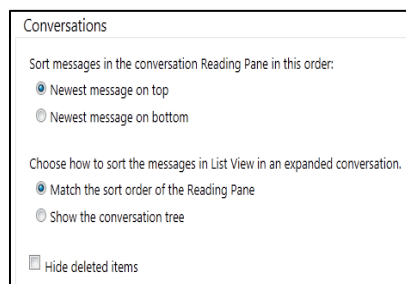
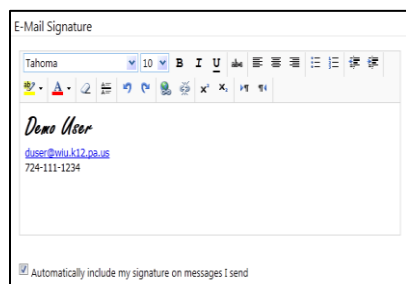
- E-Mail Signature
- Message Format
- Read Receipts
- Reading Pane
- Conversation (sort options)

To get started:

- Click on **Options** on the right side of the screen
- Click on **See all Options**
- Click on **Settings** on the left side of the screen

See examples.

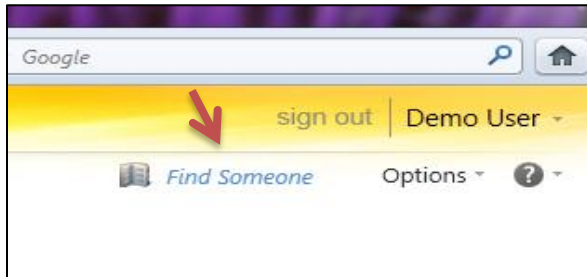
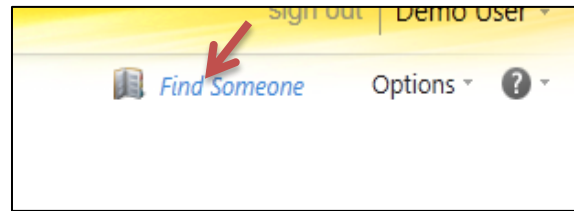
NOTE: Under Message Options, Outlook will automatically empty your deleted items folder every time you sign out when the item is selected. **This is the current system default.**



Find Someone: This feature allows you to find the email address of anyone in the Global Address List (GAL).

- Click on **Find Someone** next to the address book icon at the top right
- Type in a name (first name, last name or a whole name)

Refer to the example.



Select a Theme: This feature allows you to add a little “bling” to your webmail page. You will find several choices to pick from.

- Click on **Options**
- Click on whatever theme you would like to apply to your email page

Refer to the examples.



Questions?

The Technology Department is here to help!