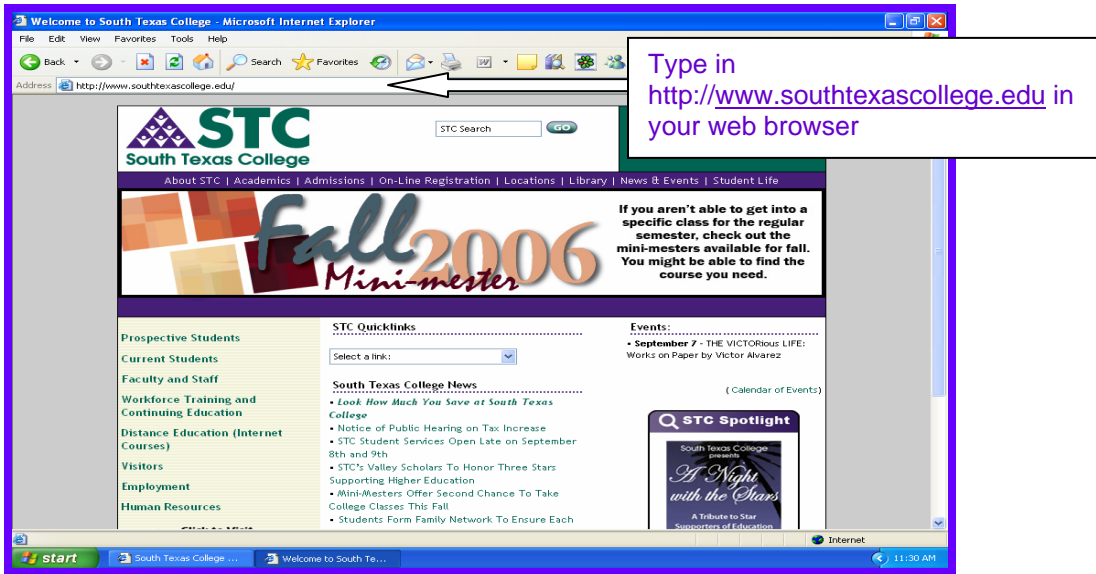


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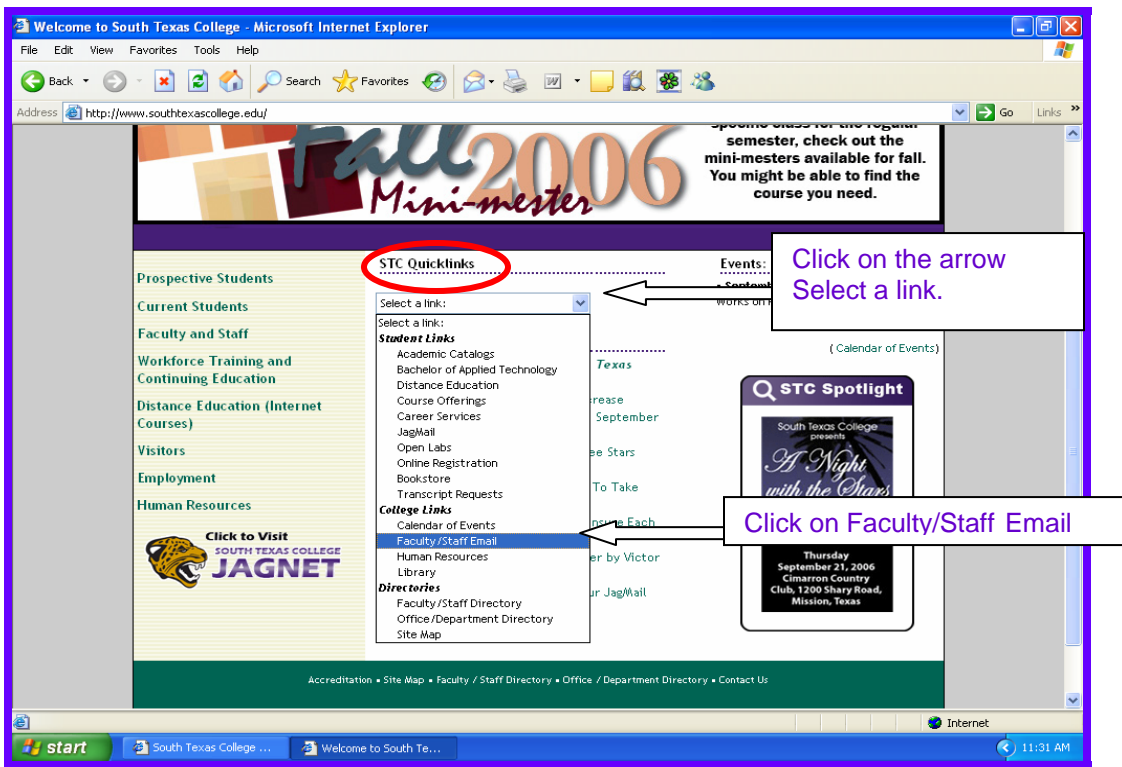
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Logging-on to Outlook Web Access

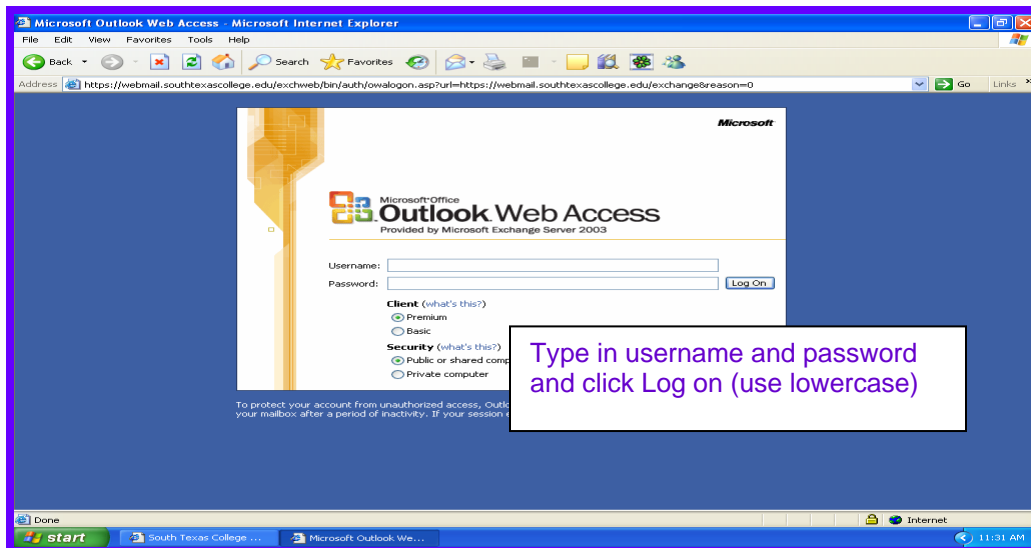
1. Open your Internet browser and go to <http://www.southtexascollege.edu>



2. Look for the STC Quick links. See below.

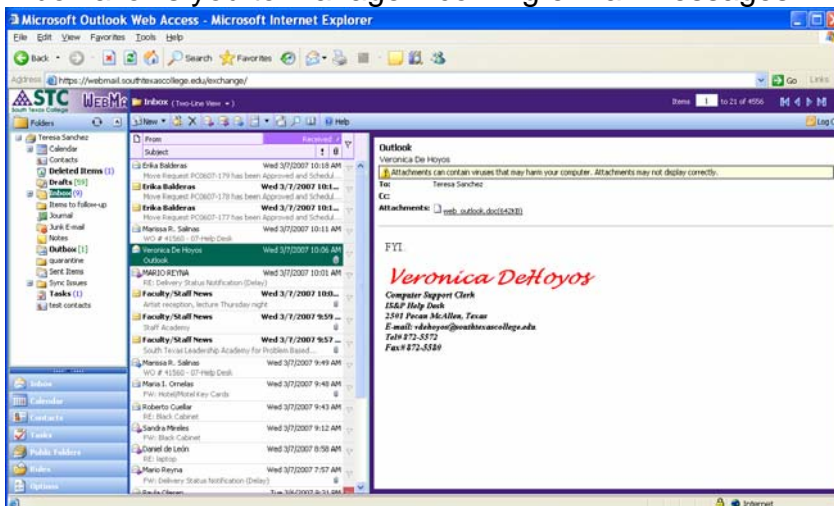


3. Select the down pointing arrow on the **Select a Link** box
4. Click on Faculty/Staff Email
5. Enter the login information (see below)
 - a) Enter your user name (You do not need to type the @southtexascollege.edu. Example: instead of jdoe@southtexascollege.edu, just type jdoe)
 - b) Enter your password



Getting Familiar with the Inbox

Probably the most commonly used folder in Microsoft Outlook is the Inbox. The Inbox allows you to manage incoming e-mail messages.

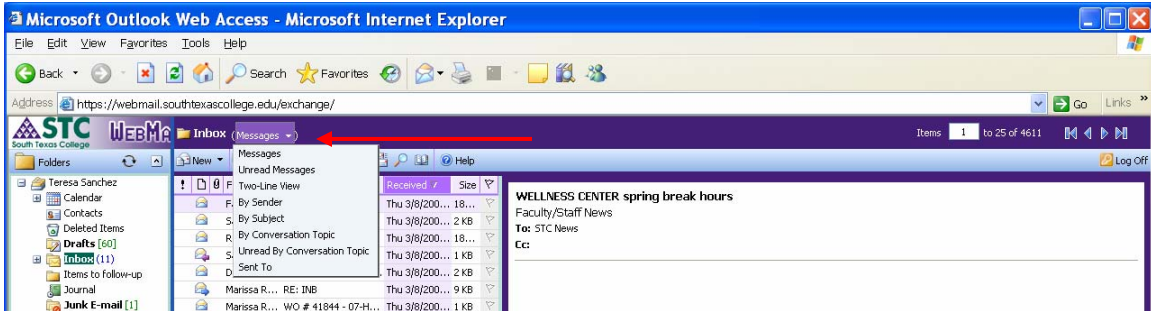


Inbox Folder

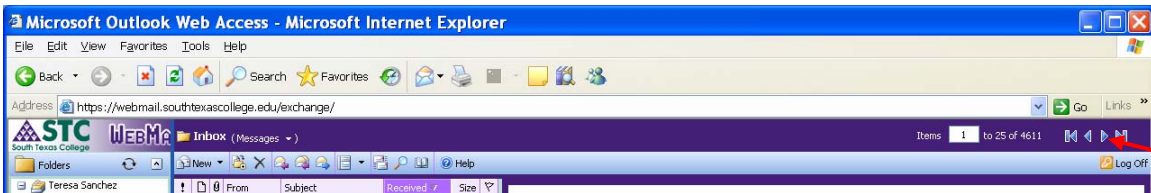
The Inbox information viewer shows a list of incoming messages. The view can be formatted to organize the messages according to attachments, sender, date received, unread messages, two line view and various other formats.

In order to change the Inbox information viewer format:

- 1 Move your cursor over the message button (see below)
- 2 Click the left mouse button
- 3 Select the option that you prefer by clicking the left mouse button




The box information viewer displays up to 25 e-mails, which commonly are shown in chronological order. If you need to access other e-mails, you need to select the right blue arrow located on the right hand side of the web outlook toolbar.

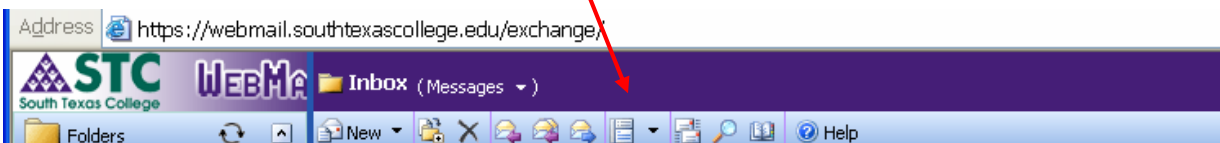


Previewing E-mail Messages:

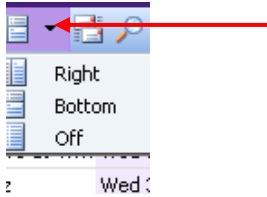
The content of a particular e-mail could be previewed on the right hand side, on the bottom or the option could be off. To select the style you prefer, select the

following icon 

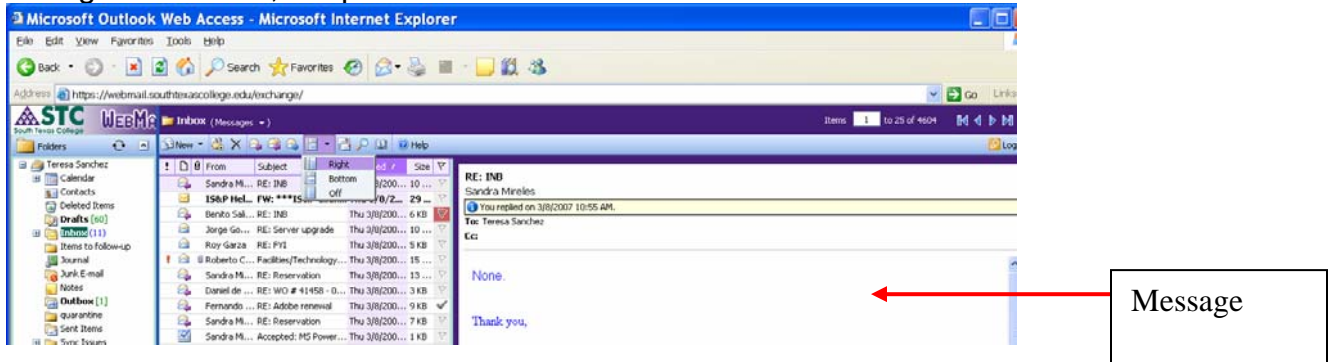
The icon is located at the top of the inbox



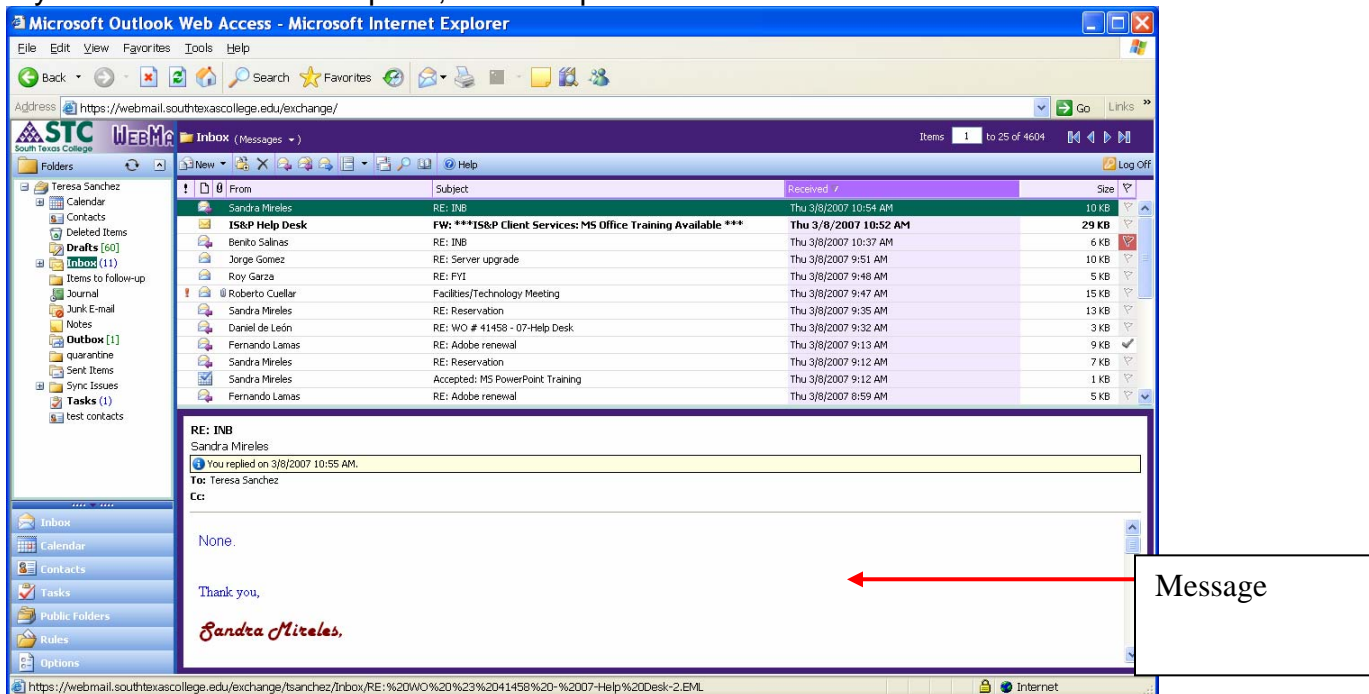
Click on the down pointing arrow and select the option you want



If you select the Right option, then the message selected will be previewed on the right hand side, the preview will be as follows:




If you select the Bottom option, then the preview will be as follows:



Checking and Reading Messages

To read a Mail Message:

1. To view a message, double-click on the message
2. To check for new messages, click your left mouse button over the New Messages button 

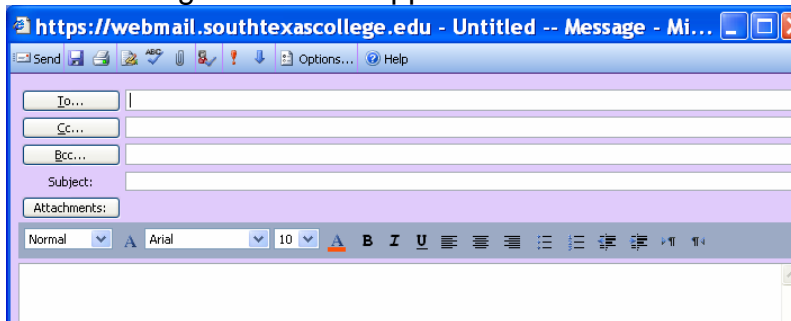
Sending Messages

To Create a New Mail Message:

1. Select the New icon (see below)




The following window will appear

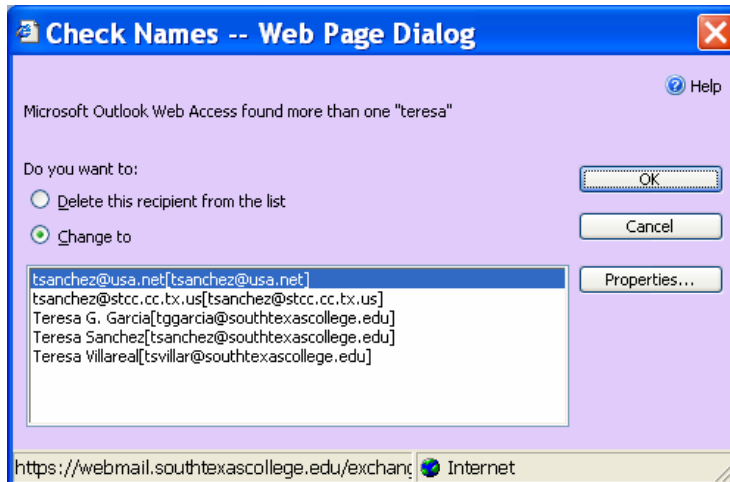


1. In the **To** field, enter the email address of the recipient
2. In the **Subject** field, enter a short description of the message
3. Enter message
4. Hit **Send**

When you hit send, the window displaying the message will automatically close.

If you need to send the message to more than one recipient, just separate the e-mail addresses with semi-colons (;). If you don't know the recipients e-mail address, but you know their first or last name, type it on the To field, then click

the left mouse button over the Check Names icon . If the user name comes back in red then the window below will appear:



Select the appropriate recipient and hit **OK**.

Sending to Multiple Recipients:

Often, you may want to send the same message to more than one person.

There are two features in Outlook that allow you to do this, the **Cc (carbon copy)** feature and the **Bcc (blind carbon copy)** feature. The difference between the two is that the cc feature allows every recipient to see who else is getting the email. With the bcc feature, the recipient(s) in the **To and CC** fields will not see any user names that were typed in the Bcc field. The blind carbon copy recipient's name will not appear on the copies other people receive.

To Send a Cc:

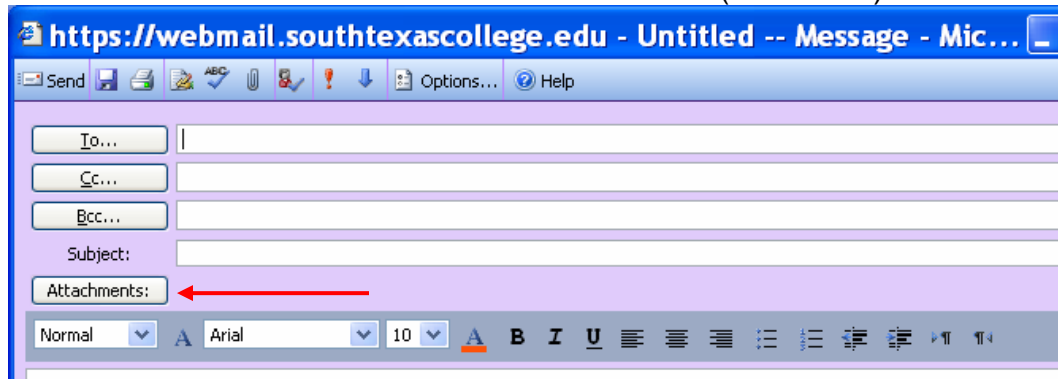
1. In the Inbox view, select **New**
2. In the **To** field, enter the email address of the recipient
3. In the **Cc** field, enter the email address(s) of the person(s) you want to send a copy to
4. In the **Subject** field, enter a short description of the message
5. Enter message
6. Hit **Send**

To Send a Bcc:

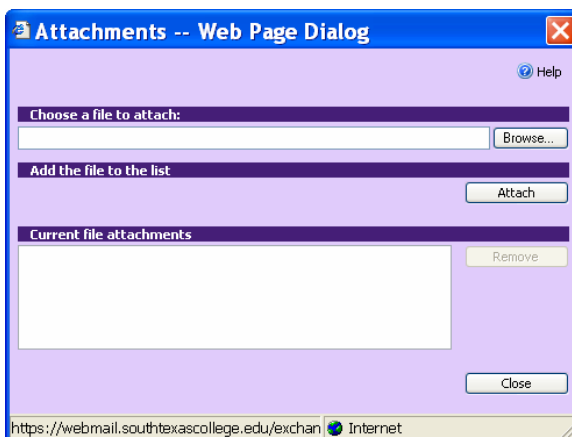
1. In the Inbox view, select **New**
2. In the **Bcc** field, enter the e-mail addresses
3. In the **Subject** field, enter a short description of the message
4. Enter message
5. Hit **Send**

To Send an Attachment:

1. In the Inbox view, select the **New** icon
2. Enter the email address of the recipient(s) and the subject of the message
3. Enter message
4. On the toolbar choose the Attachments button (see below)



5. The window below will appear. To attach a file:
 - a) Choose the **Browse** button by clicking the left button of your mouse to look for the file
 - b) Select the file you want to attach
 - c) Hit the **Attach** button by clicking the left button of your mouse
 - d) Click on the **Close** button



6. Hit **Send**

Setting Importance on a Message:

You can also send a message with high or low importance.

To Set an Importance Warning on a Message:

1. Create a new mail message
2. On the toolbar, choose the **High Importance** icon (exclamation mark) or the **Low Importance** icon (blue down pointing arrow)
3. Choose **Send**

Replying/Forwarding

Microsoft Web Outlook also allows you to reply to a message or to forward a message to another person.

To Reply to a Message:

1. Open a message that has been sent to you
2. Choose **Reply** to reply only to the person who sent the message
-OR-
Choose **Reply to All** to reply to the person who sent the message, and anyone else who received the message as well
3. Enter message
4. Choose **Send**

To Forward a Message:

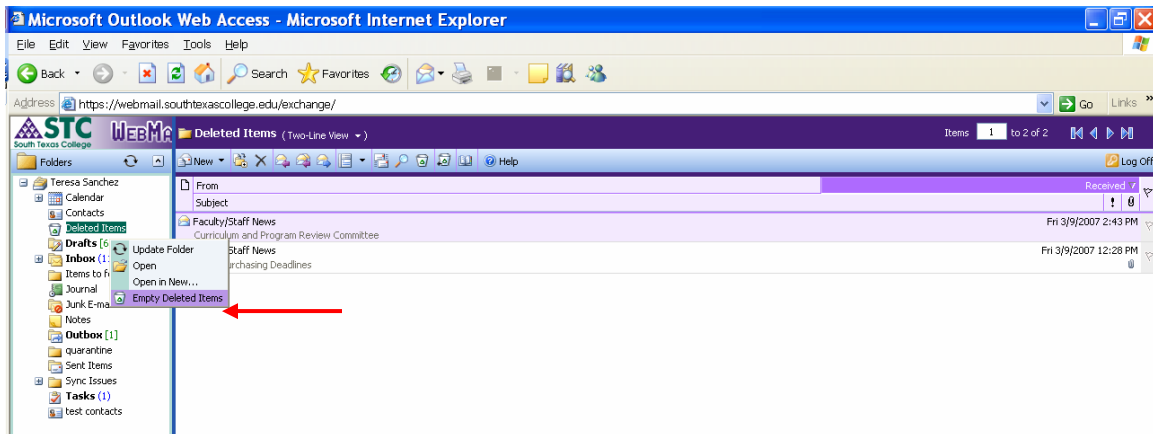
1. Open a message that has been sent to you
2. Choose **Forward**
3. In the **To** field, enter the email address of the new recipient
4. Enter any additional information
5. Choose **Send**

Deleting Messages

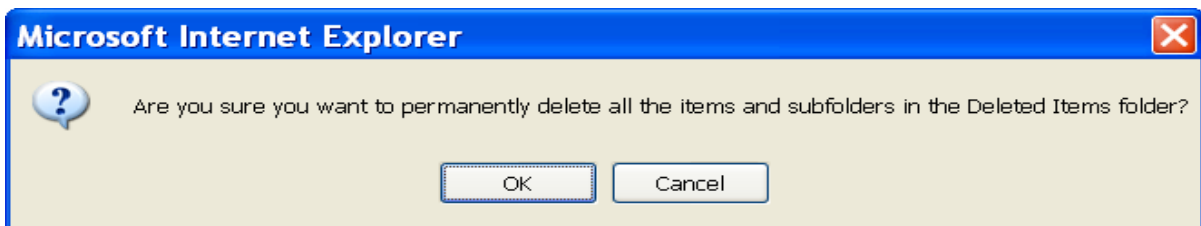
Select the message you want to delete by clicking the left mouse button over the message and pressing the delete key on your keyboard. Note: When you delete a message, the deleted message goes to the deleted items “trash can”

Permanently deleting Messages

To permanently delete your messages you need to right click on the deleted items “trash can,” by doing so, a drop down menu will appear, select the **Empty deleted items** option (see below).



The following window will appear:



Select the **OK** button if you want to permanently delete all the items and subfolders in the deleted items folder.