

Quick reference Sheet for Outlook Web App

To access your account:

In your browser go to <https://mail.binghamtonschools.org>

Microsoft
Outlook Web App

Security (hide explanation)

- This is a public or shared computer
Select this option if you are connecting from a public computer. Be sure to log off and close all browser windows to end your session. Read about the [security risks](#) of using a public computer.
- This is a private computer
Select this option if you are the only person using this computer. This option provides additional time of inactivity before automatically logging you off.
- Use Outlook Web App Light
- I want to change my password after logging on

Domain\user name:

Password:

Connected to Microsoft Exchange
Secured by Microsoft Forefront Threat Management Gateway
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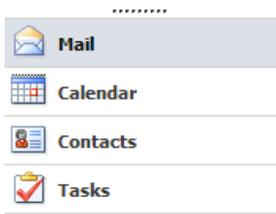
In most cases, you should choose the "public" option. Only choose the "private" computer option from your classroom computer if you are the only user. Be sure to log-off if you choose the "private" option and walk away from your computer.

Select the light option if you are connecting from a slow connection like dial-up. You will not have all features available.

Your full email address including "@binghamtonschools.org".

Your Outlook password is the same as network log-on password. If one is changed, they both change.

Applications:

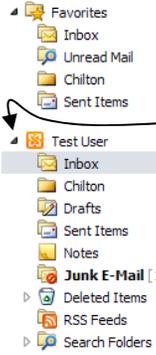


Click on these icons to switch between the Outlook applications.

Mail:

Mail folders behave very much as they did in GroupWise.

Mail



Click on the chevron to open or close groups of folders.

This number in parentheses tells the number of unread messages in most folders. It tells the number of items in the "Junk Mail" folder.

Inbox (4 Items)

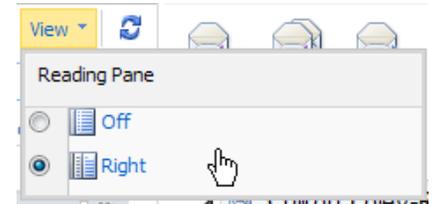
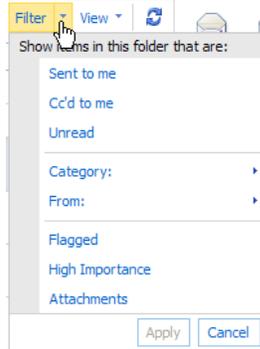
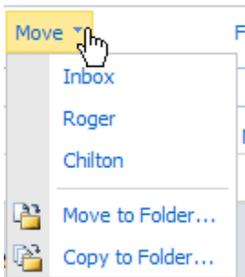


Click on the "New" icon to write a new email.

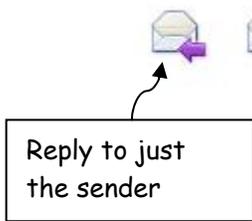
Click on the "Move" icon to move or copy the current email to a different folder.

Click on the "Filter" icon to view a subset of the current folder.

Click on the "View" icon to turn the reading pane on or off.



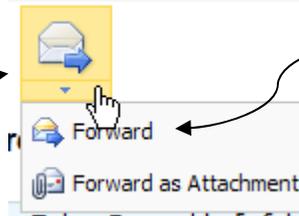
To reply to or forward an email:



Reply to just the sender

Reply to all

Forward



Forward the current email with the option to add comments

Turn the current email into an attachment and attach it to a new email.

Sending an email:

Start typing a name and click on this icon to find and auto-complete an email addresses from your contacts and/or the Global Address List.

Click this icon to send your email.

Use this toolbar to format your email message. It works the same as Word.

Contacts:

The contacts folder contains your personal address book. It is separate from the Default Global Address List, which is a list of district staff and contact groups. You can add, delete, and change the information in your contacts folder. You cannot modify information in the global Address List.

If you right-click on an email sender's name in the reading pane, one of the options lets you add that person to your contacts folder.

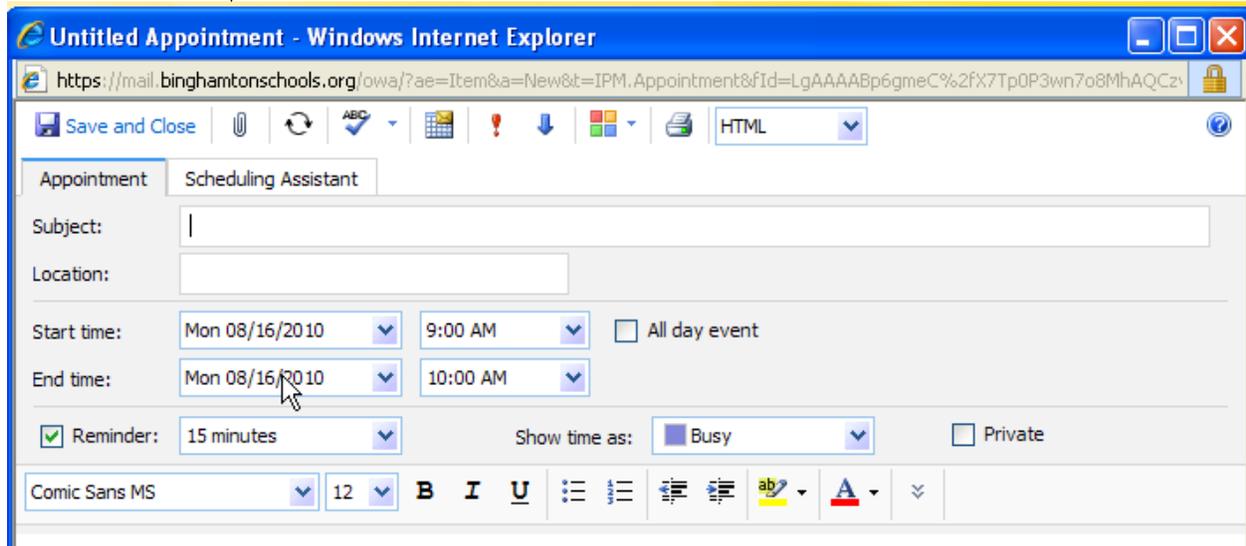
Click on this Icon to turn the reading pane on or off. You can view contact information in the reading pane.

Click on "New" to add a new person to your contact folder. You can also create a group of contacts to easily email all of the group members at once.

Calendar:



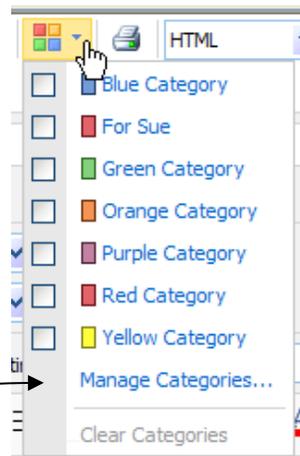
Click on the "New" icon (or double click on the calendar) to open the Appointment Dialog Box.



Fill in the relevant information as you did in Groupwise. Click the "Save and Close" icon to add the appointment to your calendar.



Click on the categories icon to associate items in your calendar with one or more categories. Categories will color code the items in your calendar.



Click here to add, delete, and manage your categories.

Use these icons to change the view of your calendar.



Use the "View" icon to turn the reading pane on or off. The details of calendar appointments are shown in the reading pane when you click on the appointment.

