

Email - Outlook Web App

Web access to an email account provides the following benefits:

- Access your email from a computer with an internet connection, located anywhere.
- Use a web browser on any Windows or Linux PC, or Apple Mac.
- The service provides a simple way for several authorised individuals to manage a single Salford email account e.g. a functional email account, from different machines and locations.

Logging in	1
What's New with Outlook Web App (OWA)	2
Sending an Email.....	3
Deleting an Email.....	3
Folders.....	3
Overview of the Mail Screen	4
Online training.....	4
Your Calendar.....	5
Further information and advice	6

Logging in

Open a web browser and go to <https://uos-portal.salford.ac.uk>

A guide to using the UOS portal is available at

http://www.its.salford.ac.uk/service-desk/F_drive_remote_access.pdf

Enter **isdads/[your network username]**

Enter your network password.

Click the **Log On** button.

Click on the **Outlook Web Apps** link.



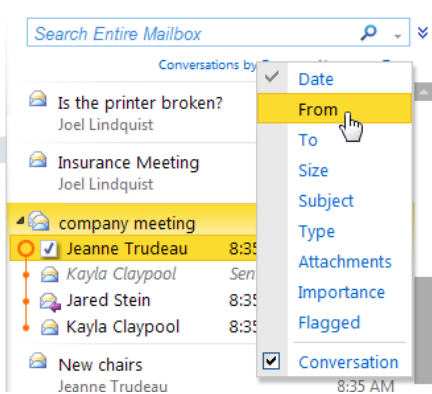
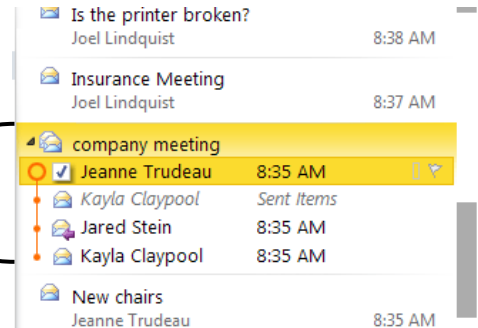
What's New with Outlook Web App (OWA)

Below is a list of some of the nice features that are new with Outlook Web App:

- The inbox displays a single page of messages so you can scroll through all messages without having to advance through pages.

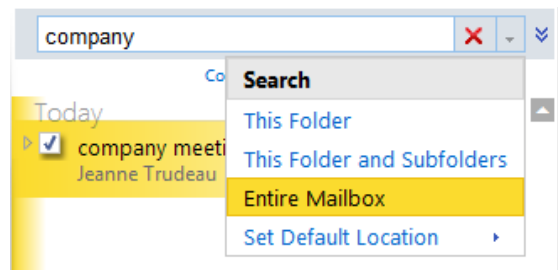
- *Conversation view* groups related messages as a single thread. Where this is available you will see a small arrow to the left of a message which opens up the conversation thread.

Conversation Thread



- You can sort your messages from a convenient drop-down menu. Click on the drop down menu next to text *Conversations by*.

- Searching is easier with an instant search box at the top and a drop-down menu to provide the advanced search features. You can also use the **Filter** menu to easily sort your messages.



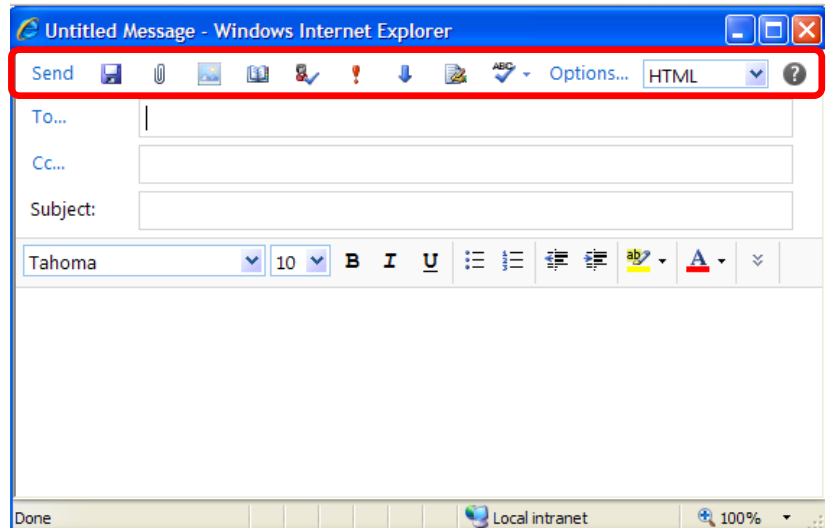
- Rules are now supported in Outlook Web App and new rules created are synchronised with your full Outlook account.
- You can open and manage shared calendars.

Sending an Email

1. From within your Inbox, click on **New**.

This opens a window for you to compose your email. Use the buttons across the top of the window to:

- Send the email when ready
- Save the email as a draft
- Add an attachment
- Insert a picture
- Browse the address book (same as clicking on **To** or **Cc**)
- Make the email High importance
- Make the email Low importance
- Add your signature
- Check the spelling
- Change the **Options**:
 - Add **Bcc**
 - Manage **Deliver** and **Read Receipt** options
- Send the message in HTML or Plain text



Deleting an Email

1. Click on the email that you want to delete.
2. Press the **Delete key** on your keyboard or click on the **Delete** button.

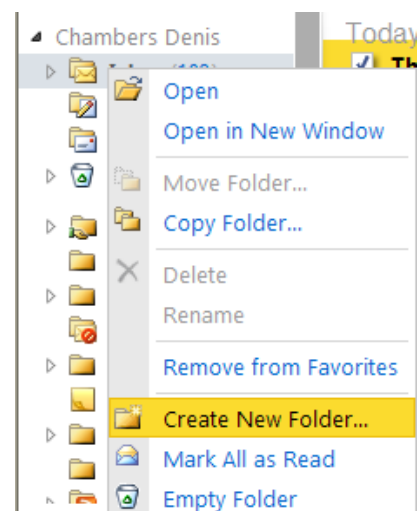
TIP Select and delete multiple emails at the same time by holding down the **Control key** on the keyboard to select individual messages, or clicking on the first email, holding down the **Shift key** on the keyboard and clicking on the last email to select consecutive emails in a list. Then delete as above.

Folders

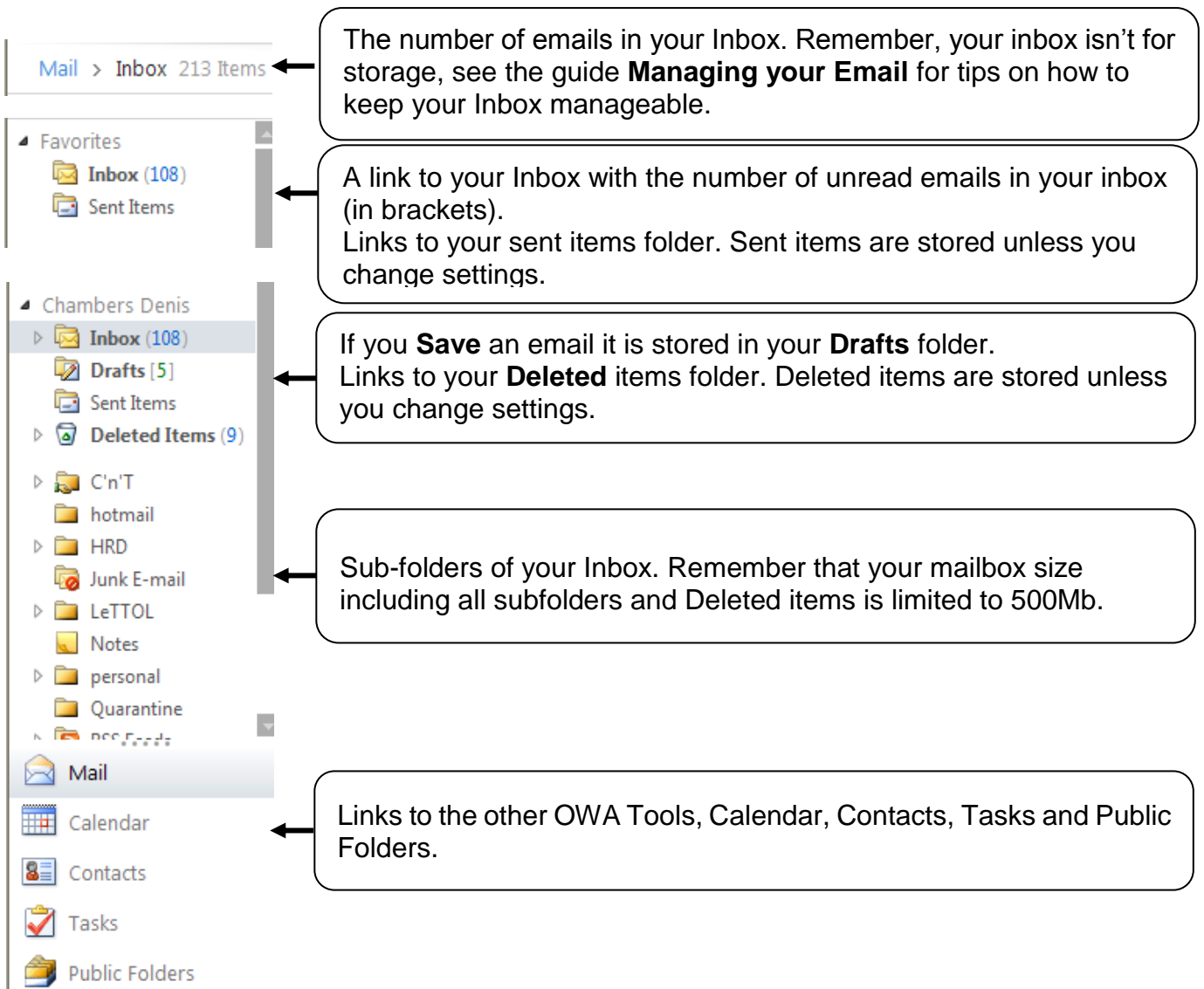
Folders are an effective way of structuring your inbox to make emails easier to find. To create a new folder:

1. Right Click on your **Inbox**.
2. Choose **Create New Folder**.
3. Name your new folder.

You can right-click on any folder to create sub-folders.



Overview of the Mail Screen



The screenshot shows the Outlook Web App interface. At the top, the breadcrumb 'Mail > Inbox 213 Items' is highlighted. Below it, the 'Favorites' section contains 'Inbox (108)' and 'Sent Items'. The 'Chambers Denis' section is expanded, showing 'Inbox (108)', 'Drafts [5]', 'Sent Items', and 'Deleted Items (9)'. Below these are sub-folders: 'C'n'T', 'hotmail', 'HRD', 'Junk E-mail', 'LeTTOL', 'Notes', 'personal', 'Quarantine', and 'Outbox'. At the bottom of the left pane are 'Mail', 'Calendar', 'Contacts', 'Tasks', and 'Public Folders'. Five callout boxes with arrows point to specific elements: 1. 'Mail > Inbox 213 Items' (213 Items). 2. 'Inbox (108)' (108 unread emails). 3. 'Drafts [5]' (5 unread drafts). 4. 'Deleted Items (9)' (9 unread deleted items). 5. The 'Mail' link at the bottom of the left pane.

Mail > Inbox 213 Items

The number of emails in your Inbox. Remember, your inbox isn't for storage, see the guide **Managing your Email** for tips on how to keep your Inbox manageable.

▲ Favorites

Inbox (108)

Sent Items

A link to your Inbox with the number of unread emails in your inbox (in brackets).
Links to your sent items folder. Sent items are stored unless you change settings.

▲ Chambers Denis

▶ Inbox (108)

▶ Drafts [5]

▶ Sent Items

▶ Deleted Items (9)

If you **Save** an email it is stored in your **Drafts** folder.
Links to your **Deleted** items folder. Deleted items are stored unless you change settings.

▶ C'n'T

▶ hotmail

▶ HRD

▶ Junk E-mail

▶ LeTTOL

▶ Notes

▶ personal

▶ Quarantine

▶ Outbox

Sub-folders of your Inbox. Remember that your mailbox size including all subfolders and Deleted items is limited to 500Mb.

Mail

Calendar

Contacts

Tasks

Public Folders

Links to the other OWA Tools, Calendar, Contacts, Tasks and Public Folders.

Online training

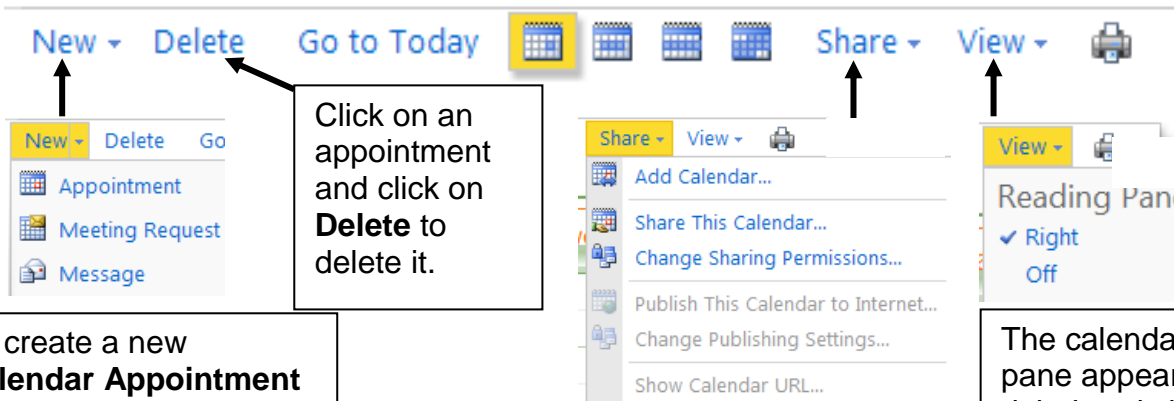
Online training is available for **Outlook Web App**, plus plenty of other Microsoft and some Mac software. The online training is easy to use and an excellent resource for improving your skills.

For more about the online training visit

www.hr.salford.ac.uk/employee-development-section/online

Your Calendar

Much of the functionality which you have in full Outlook is available through OWA.



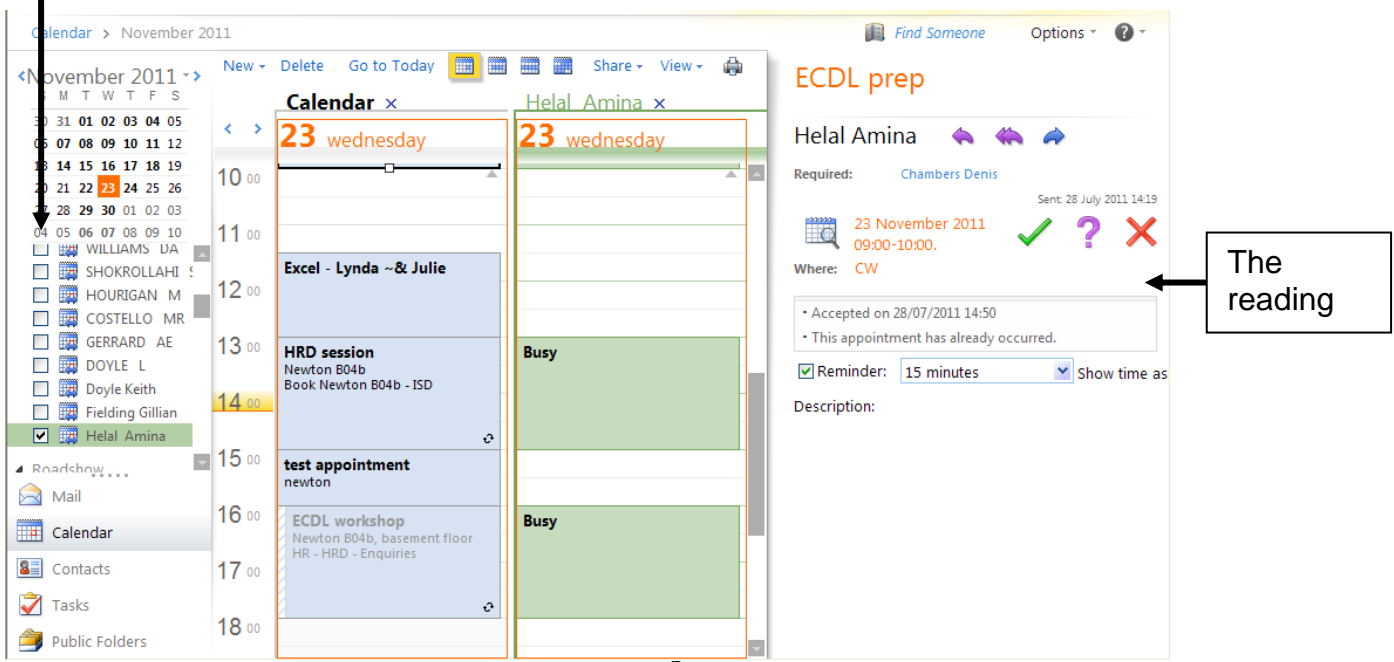
To create a new **Calendar Appointment** or **Meeting Request**:

1. Click on **New**.
2. Choose the type of object you want to create.
3. Fill in the details.

You can now set sharing permissions for your calendar from OWA. All staff should share their calendar with colleagues to increase collaborative working.

The calendar reading pane appears on the right hand side of the screen and shows detail of the appointment without you having to open it.

You can open multiple calendars at the same time by checking the boxes. You need permissions to see a colleague's calendar, if you don't have permission, Outlook will ask you if you want to send a sharing request.



Further information and advice

If you need further information or advice, please contact the ITS Service Desk in the first instance.

Phone: 52444 (internal); 0161 295 2444 (external)

Email: its-servicedesk@salford.ac.uk

Please note: The information contained in this guide was correct at the time of publication. A more recent version may be available on the ITS website at www.its.salford.ac.uk/