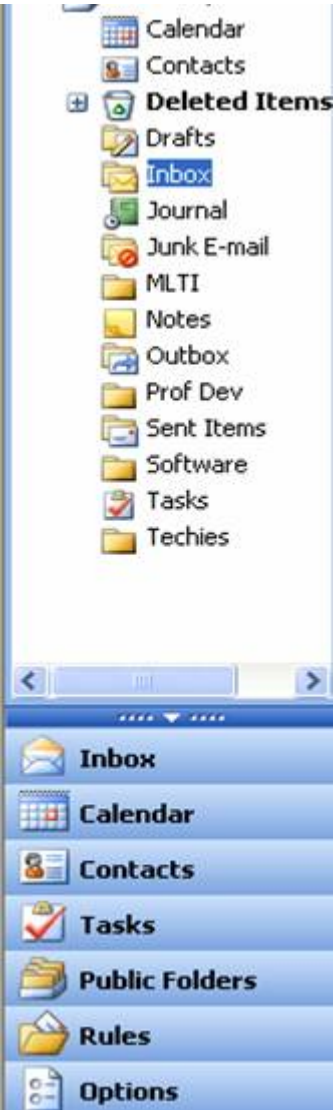


Student Email

Objectives

- ❖ Understanding Outlook
- ❖ Logging into Email
- ❖ Changing your Email Password
- ❖ Sending Email
- ❖ Deleting Email
- ❖ Logging out of Email

Understanding Outlook

	<p style="text-align: center;"><i>Navigation Pane</i></p> <p>The Navigation Pane, located next to the main window, is made up of two areas:</p> <ul style="list-style-type: none">• An expandable folder list that provides access to your personal Microsoft Office Outlook Web Access folders (your Inbox and Calendar, for example) and any folders you create.• The folders are displayed in a hierarchy that you can expand to view the folder contents or collapse to view only the top-level folder. The plus sign icon next to a folder indicates that the folder contains other folders (subfolders). To view the subfolders, click the plus sign.• A set of buttons that provide one-click access to your Inbox, Calendar, Contacts, and Tasks folders and to your organization's public folders. An Options button allows you to set user options, such as calendar or task reminders.
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














A horizontal splitter bar located between the folder list and the buttons allows you to collapse the buttons into a button tray.





When you click any folder or button in the Navigation Pane, its contents are displayed in the Outlook Web Access main window.

Buttons and Descriptions

	Displays Help that is specific to the window you're working in
	Allows you to create a new item, such as an e-mail message, a contact, or a task. This menu is always available. The icon displayed varies, depending on the window you're working in, as does the list of options displayed when you click the arrow next to the button.
	Checks the server for new messages. This button also refreshes your browser window.
	Allows you to search your Microsoft Exchange mailbox folders and your organization's public folders. You can base your search on one or more message characteristics, such as sender, subject line, or text in the message body.
	Allows you to organize messages and other items in your mailbox. You can move messages from one folder to another, or copy them to a different location.
	Moves the selected item—such as a contact, appointment, or message—to the Deleted Items folder. Hold down SHIFT when you click this button to permanently delete the selected items.
	Reply to the sender.
	Reply to all. (Be very careful using this.)
	Forward the e-mail to someone else.
	Permanently deletes all items in the Deleted Items folder. You can, however, recover deleted items for a limited time after removing them from Deleted Items. Contact a system administrator about the expiration period for deleted items.
	Allows you to select a Reading Pane, which provides two ways to preview messages without opening them. You can preview messages in the bottom half of the view or side-by-side with the list of messages. You can also turn off the Reading Pane. You can also set the size of the Reading Pane for each folder. In the message list, place your pointer over the line that separates the Reading Pane from the messages, click, and then adjust the pane to the size you want.
	Opens the Find Names dialog box, which allows you to search your organization's global address list or your contacts. You can also address a new message from the

	<p>Find Names dialog box by selecting a name from the list and clicking Add recipient to...New Message.</p>
	<p>Allows you to quit Outlook Web Access. This helps prevent others from using the computer to view the contents of your mailbox.</p> <p>Important Click Log Off before you close your Outlook Web Access browser window or navigate to another Web site.</p>

	<p>Getting Help</p> <p>To get help on the window you're working in, click Help on the toolbar. For information about other Outlook Web Access features or instructions on how to do something, browse the table of contents in the Help window.</p>
	<p>Log Off</p> <p>When you finish using Outlook Web Access, be sure to click Log Off in the toolbar, and then close all browser windows. Logging off helps prevent someone else from using the computer to access your mailbox. Even if you plan to continue using the computer to visit other Web sites, click Log Off and close all browser windows after every Outlook Web Access session.</p>

Logging into your Email

There are three ways to get to your Nicolet Student Email Account. First, go to the Nicolet College homepage. (www.nicoletcollege.edu)

- 1.) Click on the Student Email link at the bottom of the page.



2.) Place mouse over MyNicolet, and select Student Email from drop down menu



Or you can go to: <http://www.nicoletcollege.edu/exchange/webmail.htm>
Both will get you to the same webpage.



Bookmark this page for quick access

Click **Login to E-Mail**

Type your User Name (first letter of your first name, middle initial, last name. (i.e. John Adam Smith = jasmith@nicolet.tc). If you did not provide a middle initial in the registration process your middle initial field will be an “_” underscore (i.e. John Smith = j_smith@nicolet.tc)

Type your password (Your **student ID**)
Click OK (Do not check “Remember my password” if Prompted) You will be prompted to change your password the first time you login.

Changing Your Email Password

You will be prompted to change your password the first time you login to your Student Email account.

Internet Service Manager

for Internet Information Server 6.0

Your password has expired. You can change it now.

Account	<input type="text"/>	← Your_Username@nicolet.tc
Old password	<input type="password"/>	} Enter old password, then Your new password must be at least 8 characters in length and is case sensitive }
New password	<input type="password"/>	
Confirm new password	<input type="password"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>		



You can change your email password by going to MyNicolet and clicking activate/reactivate account. This will change your password for email and MyNicolet.

Choose a Strong Password

Choose at least 8 characters, including at least three of the following four character types:

- ✓ Uppercase letters
- ✓ Lowercase letters
- ✓ Numbers
- ✓ Symbols found on your keyboard, such as ! * - () : | / ? . . . including blank spaces

Don't include any of these:

- ✗ Repeated characters, such as AAA or 555;
- ✗ Alphabetic sequences, such as abc or CBA;
- ✗ Numeric sequences, such as 123 or 321;



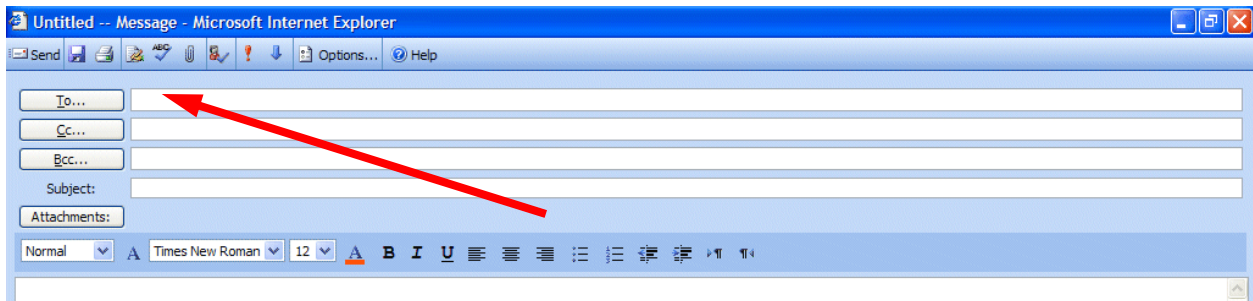
A common problem: Check the "Caps Lock" indicator on your keyboard before typing your password; if the "Caps Lock" key has been pressed, your password might not be recognized. Uppercase and lowercase letters need to be typed exactly the same way every time you use the password.

Creating and sending a new e-mail message

If you are in the Inbox, Sent Items or another folder, and desire to send a new e-mail message to a person or group of persons click-on the New Mail Message button in the button bar.



The below screen should appear.



First, click in the area to the right of To. Type in the e-mail address of the person, or persons, to whom you desire to send this e-mail message. If you type in more than one e-mail address, separate the addresses with a semi-colon (;).

Now click-in the area to the right of Subject:, and type in a subject for your e-mail message if you desire. You do not need a Subject description if you do not desire one.

Finally, click-in the white area below Subject:, and type in your e-mail message as you would any memo to someone. You may move around, edit and change your message just like you would do if you were in a word processor.

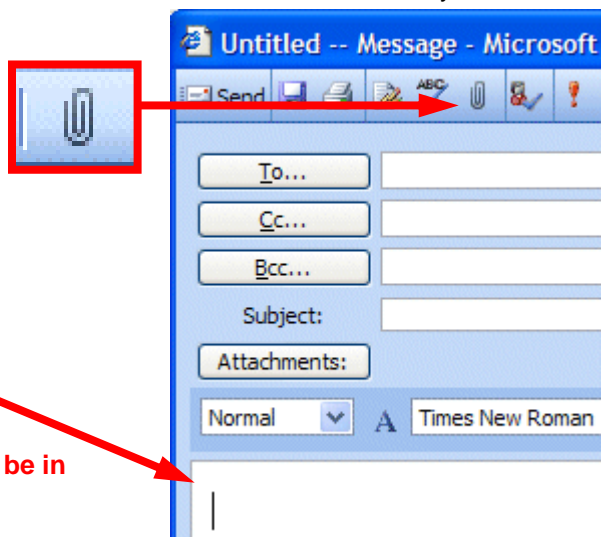
When you have completed your e-mail message, click-on the Send button in the upper left hand corner of the screen.



Adding, Sending, Receiving, Viewing, and Saving Attachments

There are many times when you want to send a Word document, Excel spreadsheet, PowerPoint presentation, picture, or file of some type to someone, or be able to receive one. Outlook Web Access 2003 makes this relatively simple. The items indicated above are sent as “attachments” to your e-mail.

When you are sending an e-mail message and want to “include” an **attachment** it is relatively easy. When you are in the **Untitled-Message**, the **Forward** or **Reply** screens, you will notice a “paperclip” in the button bar.



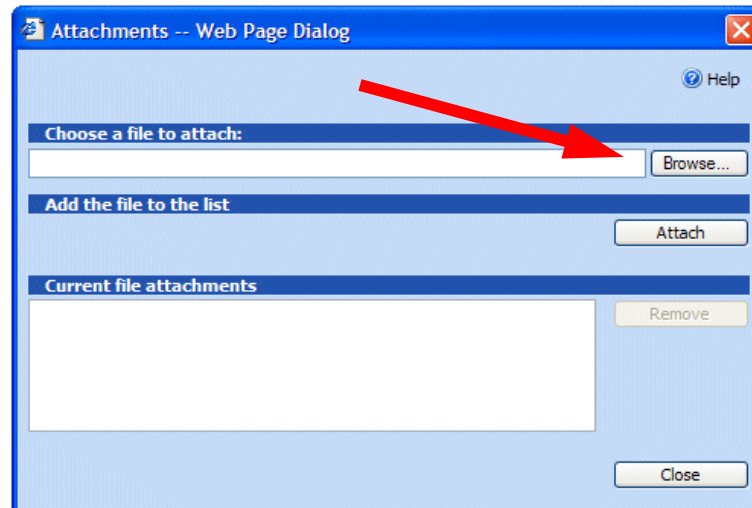
**Text Area -
Cursor**

To add a file (attachment) to you message, you **must be in the “text” area** to do so.

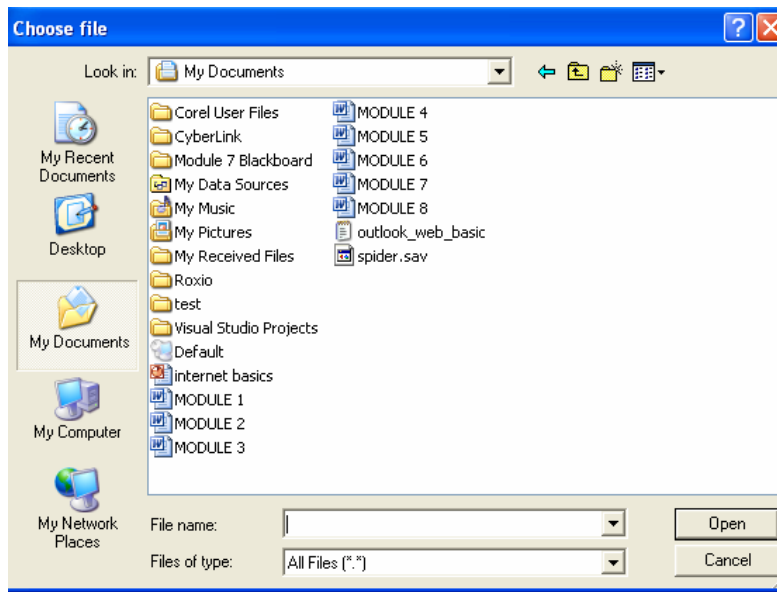
You cannot add an attachment if you are in the To..., Cc..., Bcc..., or Subject areas. You will see your cursor “flashing” in the text area so you will know you are in the correct area. If you are in the To..., Cc..., Bcc... or Subject areas, you will not “see” the paperclip clearly. You will see a definite outline of a paperclip (like the one above) when you are in the text area.

This paperclip is the button that allows you to insert an attachment in your e-mail message. Go to the place, in your e-mail message, where you want the attachment located (in the Text Area). Most often, people place attachments at the beginning or end of their messages. When you are at the point where you want the file (attachment) located, **click on the paperclip**. The following Attachments menu screen will appear.

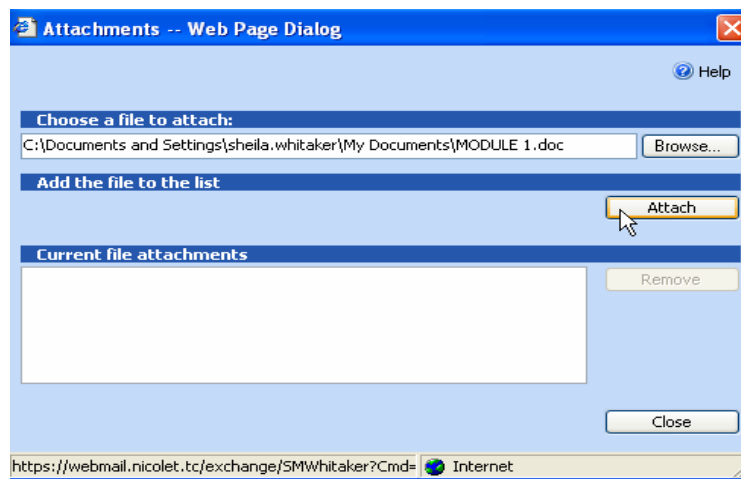
When this Attachments menu screen appears, click the Browse Button on the right side of the screen (see arrow at right).



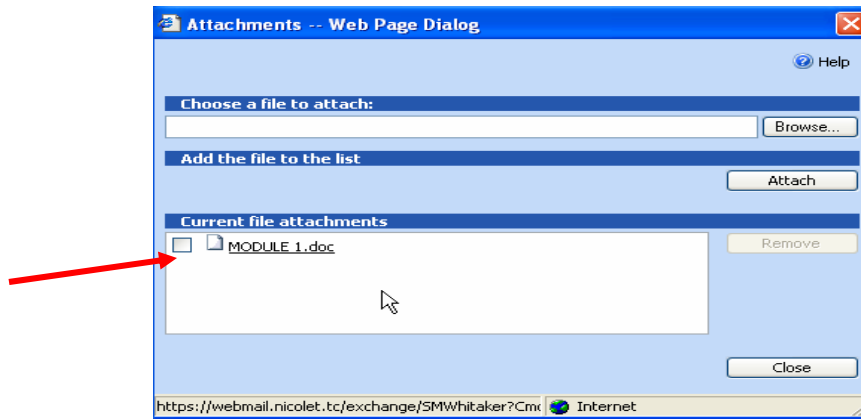
When you click the Browse button, the following Choose file menu screen will appear.



When this Choose file menu screen appears, choose the location of your file (attachment) on your computer (A or C drives, etc., or on a network drive) by using the Look in: area (see the arrow above – we have chosen My Documents on the C: drive). Then choose the file by clicking on it (we chose a Word document called Module 1). Click on Open. You will now return to your Attachments menu screen. Your screen should look similar to the one below. Now click the Attach button (see arrow below).

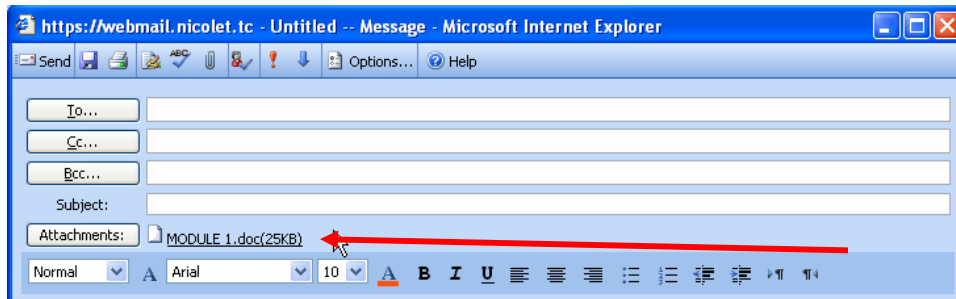


When you click Attach, the lower portion of your Attachments menu screen will blink and look similar to the image below.



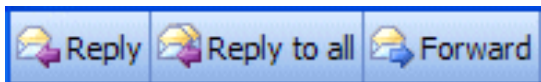
In order to “attach” your file to your message you’ll need to tell Outlook Web Access 2003 that this is the file to attach. You do this by clicking in the little square to the left of your file. When you do, a small check mark will appear in the box. When your screen looks similar to the image above, click the Close button.

When you click the Close button, you will return to your message. The Attachments area of your message should now show your attachment – similar to the image below.



When you or, another person, receives this attachment, all you have to do is double-click on the attachment and it will load into the proper program! Or, you can **RIGHT click** the mouse on the attachment, and a menu will appear. Once you have the document in its normal “environment,” you can save it, etc. Pretty neat!

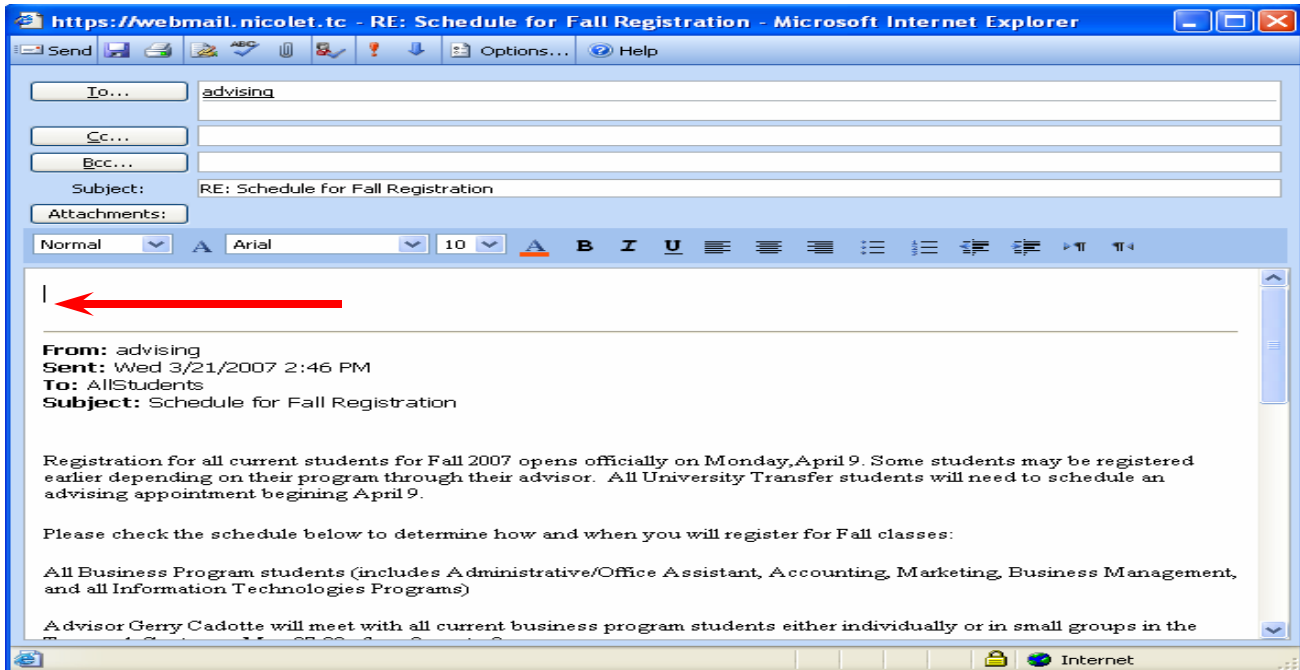
Replying to a message



Look at the button bar at the top of the screen (it will look like the image on the left). Notice that you can click on Reply, and, automatically reply to the person who sent the message, or Reply to All (everyone

included in the To: or Cc:). When you click-on Reply and Reply to All, you will notice that Outlook 2003 “automatically” completes the To: and/or Cc: in your outgoing message.

You then click-in the “white” message area below the To, Cc, Bcc and Subject, and supplement the original message with any additional comments you desire to make regarding the message to which you are replying.



After you have made any comments, you can click the “Send” button and your Reply will be “mailed.”

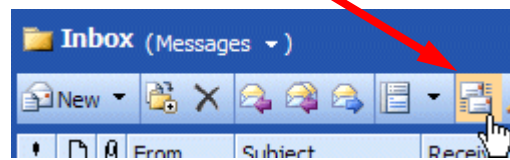


Forwarding a message

If you desire to forward a message to someone or others, click on the Forward button (next to the Reply and Reply to All buttons), then click-in the To: or Cc: areas

Check for new messages

Since you are on a web browser, you’ll need to check and see if you have new messages that have arrived since you began your mail session. To do this, click the Check for New Messages button at the button bar on one of your folder screens (Inbox, etc).



Envelopes

Please take a moment to look at the “little envelopes” next to each message. When a message first arrives in your Inbox, and has not been read, you’ll notice that the envelope is closed.



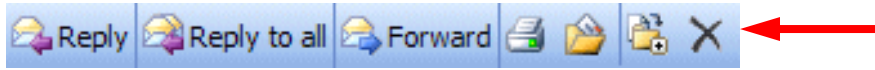
Once you have read the message, but not replied, the envelope will appear opened.



When you reply to or forward a message in Outlook Web Access 2003, you will notice, when you view the message again in Inbox or Sent Items, it will now have a small arrow attached to the envelope by the message. These arrows indicate that the message has been forwarded or replied to. A purple arrow pointing to the left indicate you have replied to a message, a blue arrow pointing to the right indicates that you forwarded that message. The arrows will be the same as on the Reply, Reply to All, and Forward buttons.



Deleting unwanted messages



If you do not want to keep the message, you can click on the “X” button, in the button bar, to send the message to a “Deleted Items folder.”

Note: This is NOT the “x” button in the upper right corner of the screen. If you do click-on the upper right corner X, it will simply close the message and return you to the Inbox, etc.

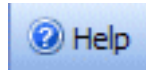
We’ll discuss this in more detail later in Folders. When you delete a message in the Inbox, it is sent to the Deleted Items folder to be “really deleted” or “recovered” later.

Moving from message to message in the Inbox

Notice the large blue Up and Down arrows in the button bar below the Menu bar. They are only visible when you are “in a message.” These allow you to move forward and backward (Previous Item and Next Item) between messages in the Inbox. Click on these arrows to see how they work.



A really BIG button



On **EVERY** screen in Outlook Web Access 2003 there is a HELP button. Help in Outlook Web Access is really wonderful. It is like having a manual available when you are in the program. It is really well written and easy to navigate. Anytime you want help on anything, click the button to the right. There are several areas of Outlook Web Access that are explained so well that we will not include them in this tutorial, but refer you to Help.



When you finish using Outlook Web Access, be sure to click Log Off in the toolbar, and then close all browser windows. Logging off helps prevent someone else from using the computer to access your mailbox. Even if you plan to continue using the computer to visit other Web sites, click Log Off and close all browser windows after every Outlook Web Access session.