Outlook Web Access (accessing your email offsite)

Outlook Web App is a way of accessing your email using a browser connection from offsite not logged onto one of our computer systems. Everything you do in Outlook Web App will be transferred to the native Outlook connection from your desktop in the office.

Logging in to Outlook Web Access
1. Launch Browser (e.g. Chrome or Internet Explorer).
2. Type https://webmail.collierschools.com/owa
3. Username: enter your current network username.
4. Password: enter your current password.
5. Click Sign In.

Note: You will receive a prompt to select a language and time zone (Eastern US Canada) the first time you log onto your webmail account. Once selections have been made, Click Save. You will not receive this prompt again.

View Messages
1. Select the email
2. The message content will display in the preview pane on the right.

Reply or Forward a Message
1. Select the message (email).
2. Click Reply, Reply to All, or Forward in the header of the preview pane.
   Reply = Replies to the sender.
   Reply to All = Sends the reply to all people that the email was sent to (To and CC fields only). Reply to All is not a place for a "personal" conversation or inquiry.
   Forward = Does not include any of the original recipients or sender. You will select who you would like to send it to.
3. Click Send.

Create a new message
1. Click + New mail.
2. Enter the e-mail addresses in the To field, or click the To button to use the address book.
3. Click the Cc button and select the email addresses for recipients to whom you want to send a copy of the message. (if applicable)
4. Enter the subject of the message in the Subject field.
5. Enter the text of your message in the text field.
6. Click Send.

Attach a File
1. Create a New Message.
2. Click Insert.
3. Select Attachments.
4. Locate and select the file in which you would like to attach.
5. Click Open.
6. The file is attached.

Open an Attachment
1. Click the attachment at the top of the message window.
2. The file download will appear at the bottom left of the screen.
3. Select the file to open.

Create a Signature
1. Click Settings in the upper right corner of the screen.
2. Select Options.
3. Click Mail tab.
4. Click Signatures.
5. Click New and add your signature.
6. Click OK.

Out of Office Assistant
1. Click Settings icon in the upper right corner of the screen.
2. Select Set Automatic Replies.
3. Click Send Out of Office auto-replies.
4. On the Inside My Organization tab, type the response that you want to send while you are out of the office.
5. On the Outside My Organization tab, type the response that you want to send while you are out of the office.
6. Click OK.

Create a Distribution List
1. Click People.
2. Select + New button.
3. Select Create Contact or Create Group.
4. Enter Group name.
5. Search the Address book by entering the users name in the members field.
6. Select a name in the list.
7. Repeat for each name to be added.
8. Click Save.

View the Calendar
1. Click Calendar in the upper right corner.
2. Select the desired view in the upper right corner (day, work week, week, month).

Schedule an Appointment
1. Click Calendar.
2. Select + New Event.
3. Enter the Event name, Location, Start Time, Duration.
4. Select the Calendar in which you want to place the appointment on.
5. Select whether the appointment is a recurring or not. If so, select the repeat frequency (daily, weekly, monthly, yearly). If not a recurring appointment, select Never.
6. Add Notes/Comments if applicable in the text box at the bottom.
7. Click Save.

Schedule a Meeting Request
1. Click Calendar.
2. Select + New Event.
3. Enter the Event name, Location, Start Time, Duration.
4. Place your cursor in the Attendees field. Search and select attendees you want to invite to the meeting.
5. Select the Calendar in which you want to place the appointment on.
6. Select whether the appointment is a recurring or not.
7. Add Notes/Comments if applicable in the text box at the bottom.
8. Click Send.

Create a Folder
1. Right-click where you would like to create a folder.
2. Select New Folder.
3. Enter a Folder name.
4. Click OK.

Move an Item to a Folder
1. Click and drag the item to the desired folder in the navigation pane.
   OR
1. Right-click on the email.
2. Select Move.
3. Select the folder you would like to move the email to.
4. Click Move.

Move a Folder to another Location
1. Click the folder you want to move.
2. Drag the folder to the new location in the Navigation Pane.