Navigating Your Outlook Web App Mailbox

12/11/12

The following document will provide basic instructions for accessing your Exchange mailbox via Outlook Web App for Exchange 2010. The topics covered will include

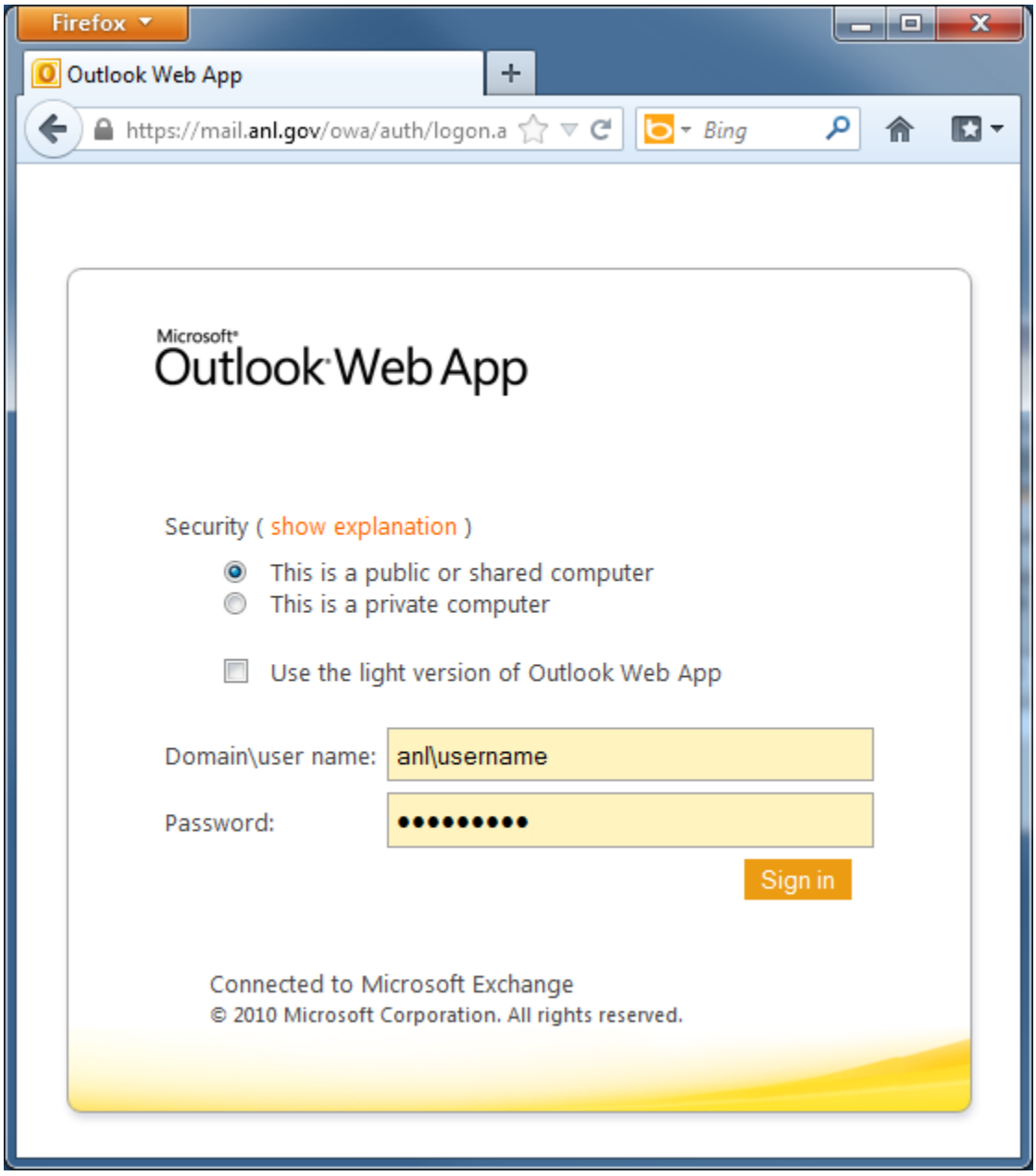
- Logging in to your mailbox
- Navigating your mailbox
- Replying to existing messages
- Composing a new message
- Using the Address Book to find recipients

Logging in to your Mailbox

1. Open a supported Web browser and navigate to http://mail.anl.gov. The latest versions of Internet Explorer, Firefox, Safari, and Google Chrome are supported

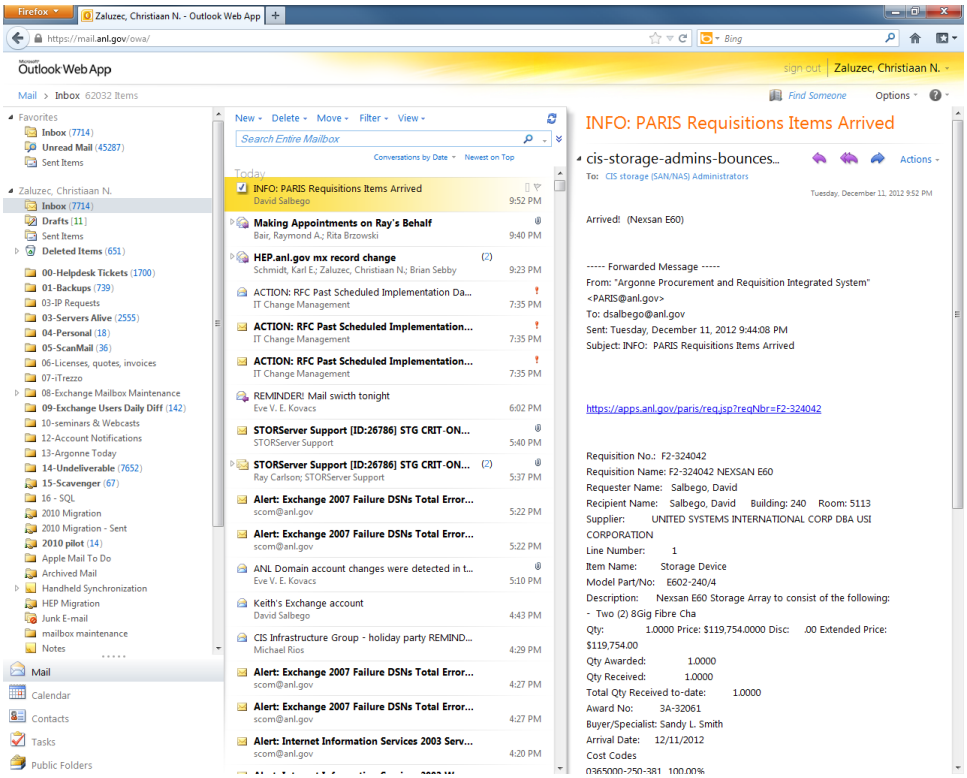
2. Log in using your ANL domain username and password, in one of the two accepted formats

    a. anl\username
    b. username@anl.gov

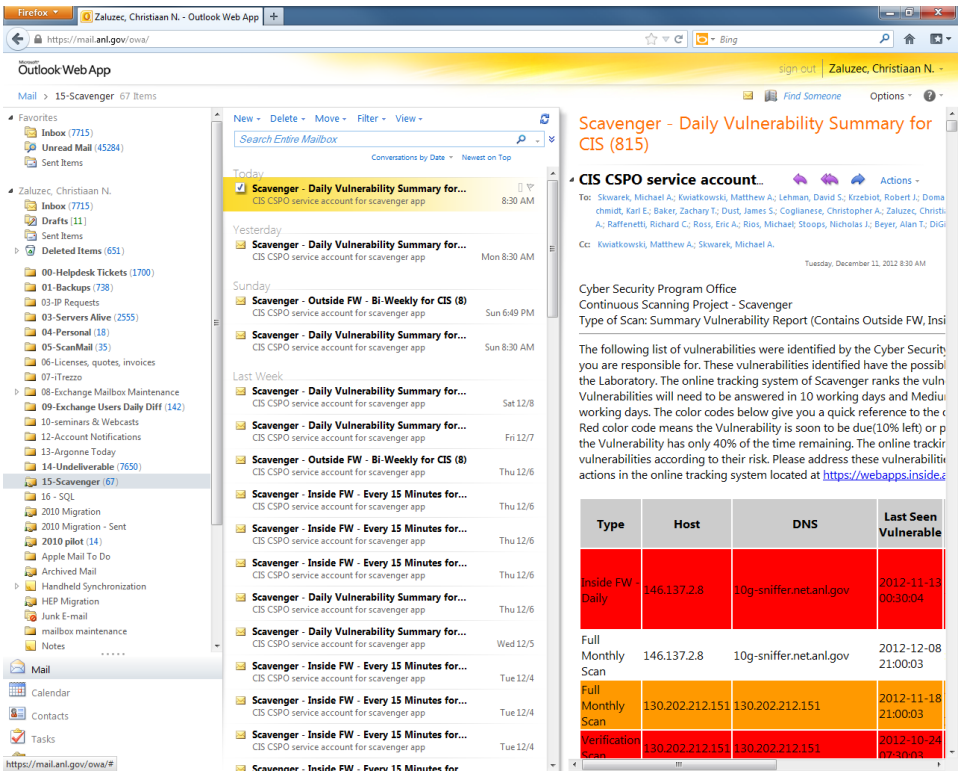


Navigating your Mailbox

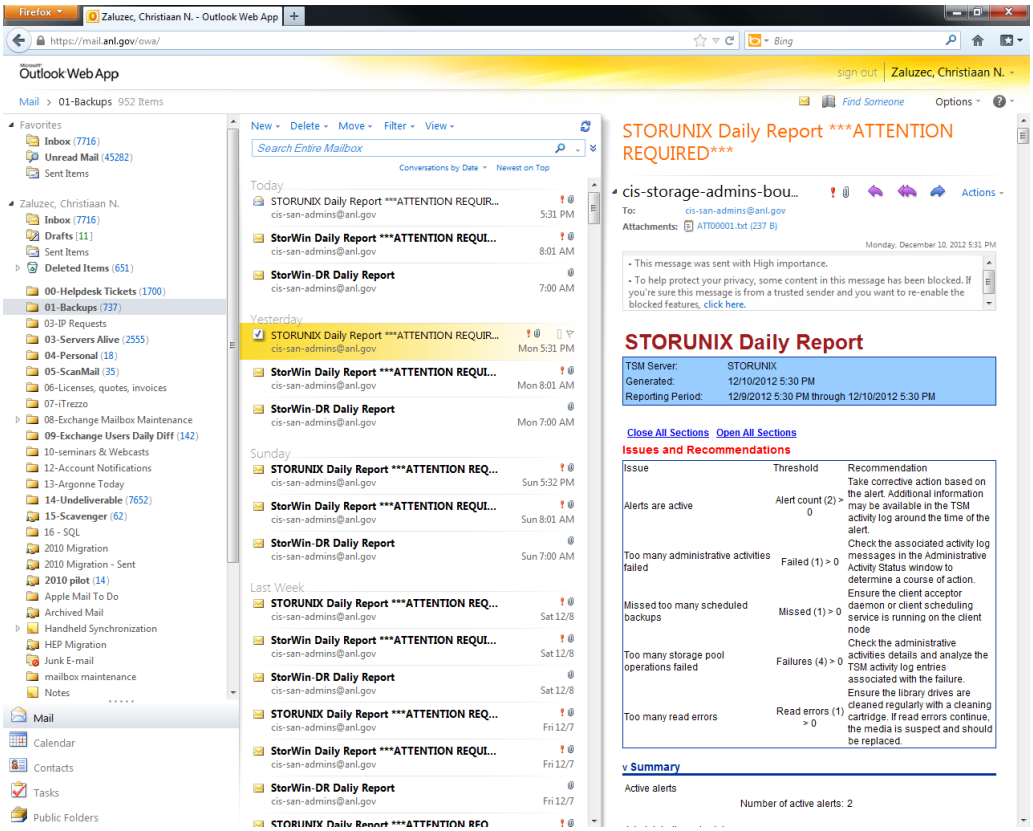
1. Once logged in, you will notice three areas. From left to right they are known as the Navigation Pane, the Message Pane, and the Preview Pane.



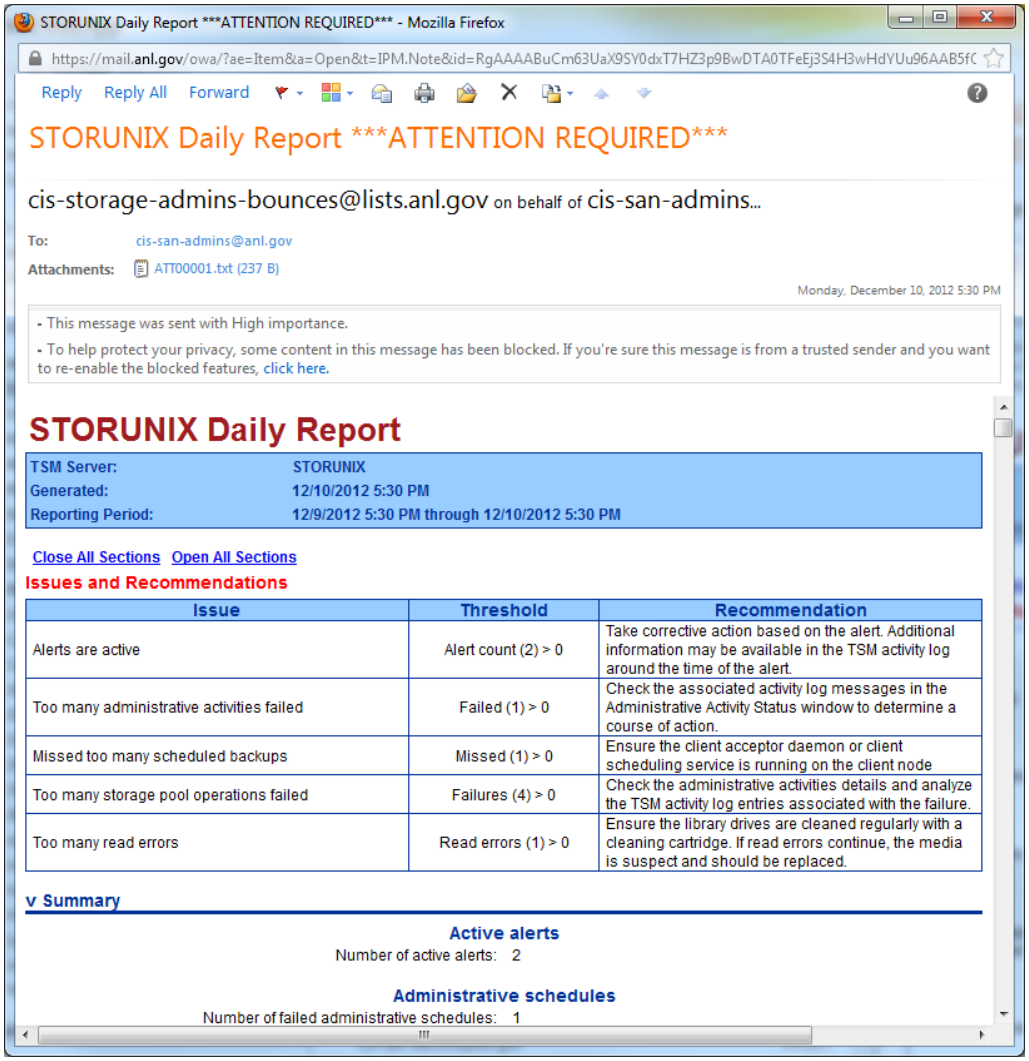
2. The Navigation Pane allows you to browse the different folders in your mailbox. Clicking on the desired folder in the Navigation pane will display its contents in the Message Pane. When you first log in, Navigation Pane always defaults to displaying your Inbox. The active folder is always highlighted in grey.



3. The Message Pane lists all the messages in the highlighted folder. To preview a messages, single click on it. The preview pane will then show the contents of the selected message.

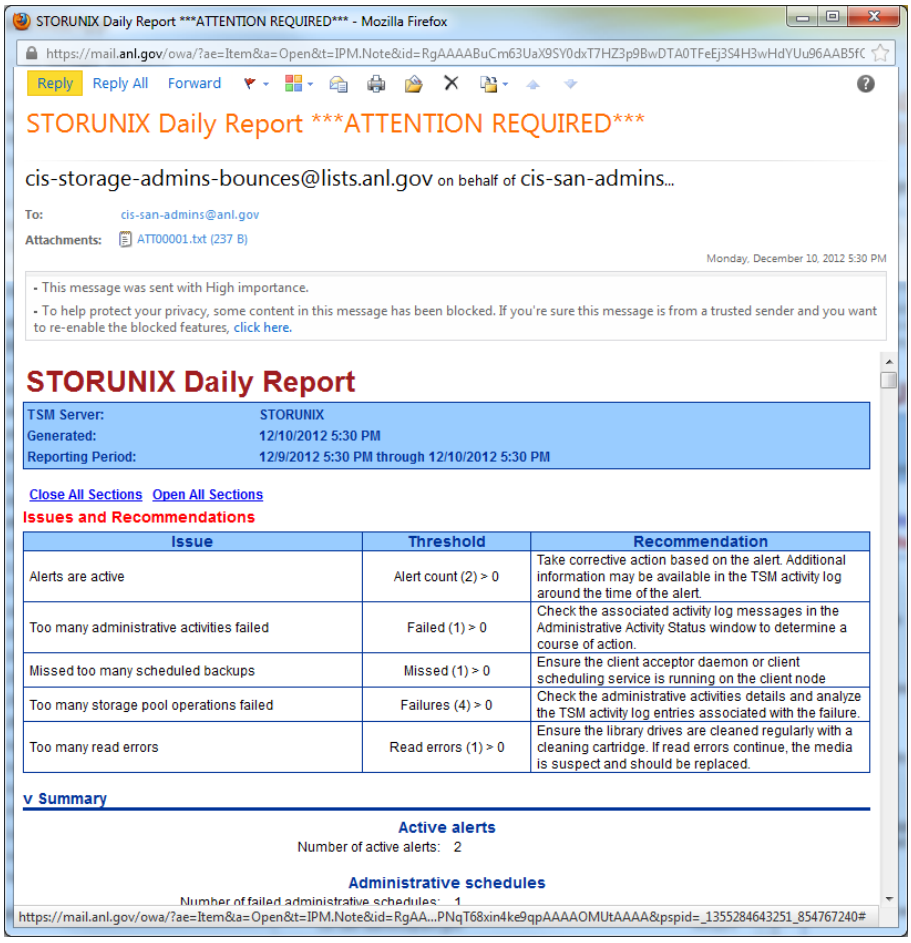


4. To view the full contents of the message double click on the message in the Message pane. This will bring up a separate browser window with the full message contents. From here you can scroll through the message contents, as well as reply, forward, and view attachments. To close the message, hit the “X” button at the top right hand corner of the window.

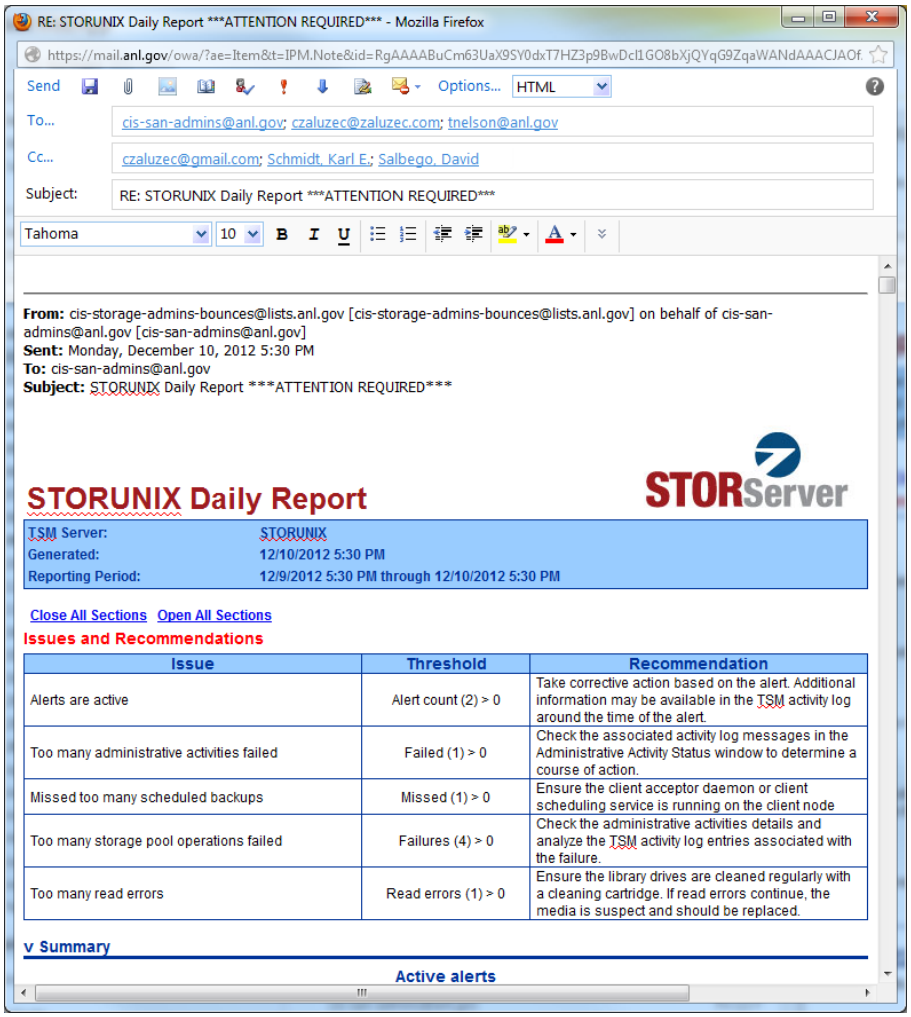


Replying to a message

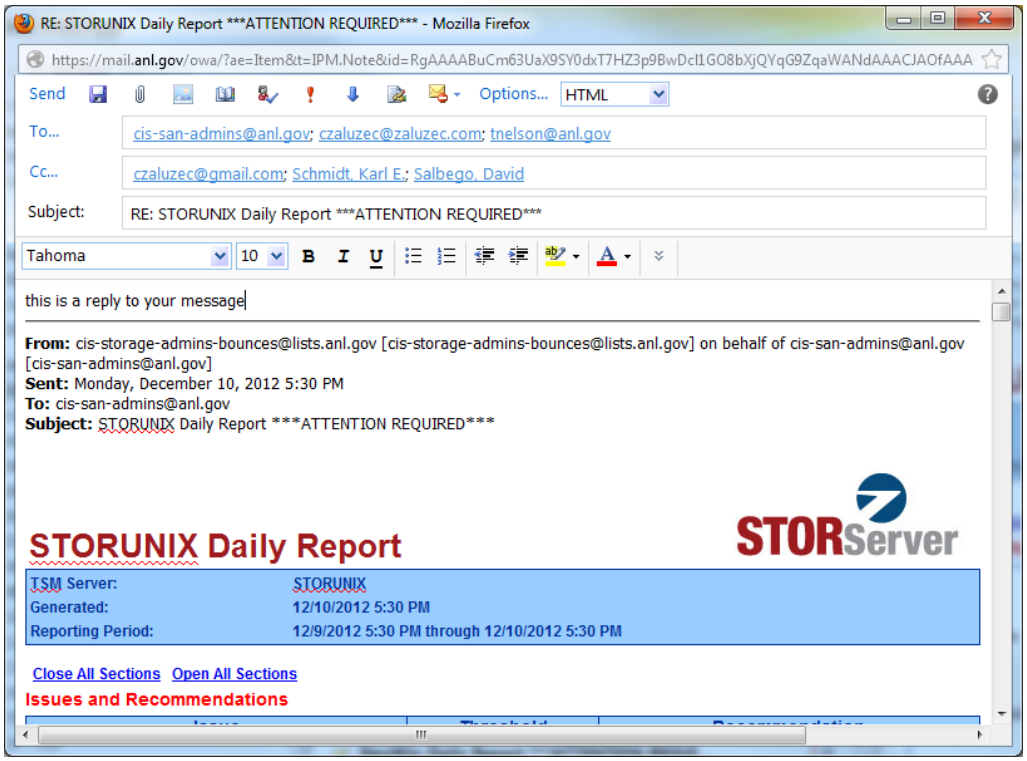
1. To reply to a message, double click on the desired message in the message pane to open it, then click the “reply”, “reply all”, or “forward” link at the top left of the reading window.



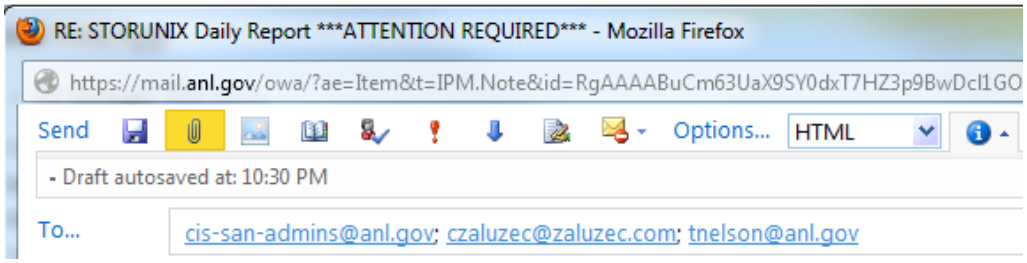
2. The Message Composition window will appear and allow you to enter addresses into the To: and CC: lines. Outlook will automatically separate each address with a semicolon.



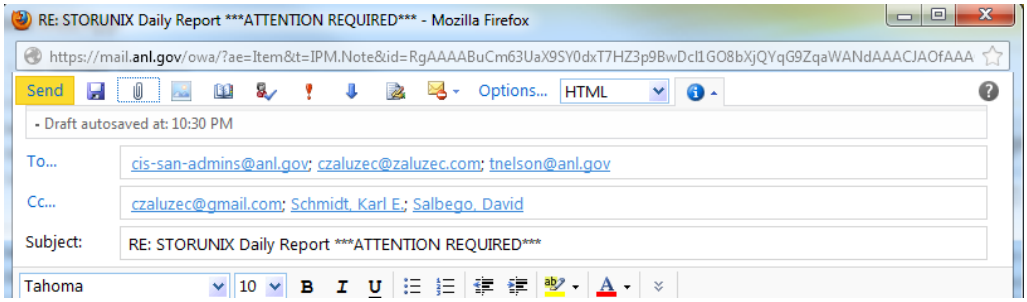
3. Click your Mouse into the Message Body pane to bring up the cursor and type your reply.



4. Too add an attachment, click the paperclip icon at the top of the window, then browse to the desired attachment and add it.

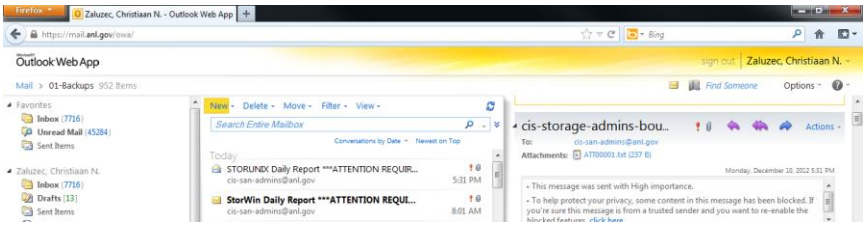


5. When you are done adding content, hit the send button.

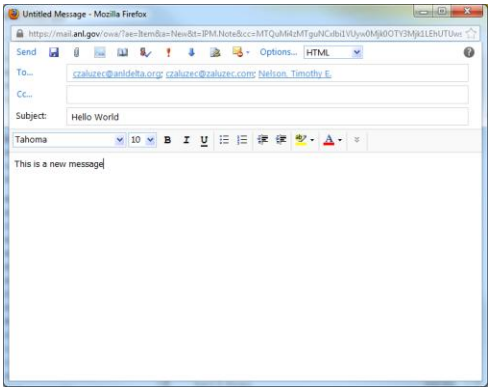


Composing a New Message

1. To compose a new message, hit the “New” Link at the top of the Message pane.



2. The Message Composition window will appear and allow you to enter addresses into the To: and CC: lines. Outlook will automatically separate each address with a semicolon. Enter a message subject, then type your content in the message body section.



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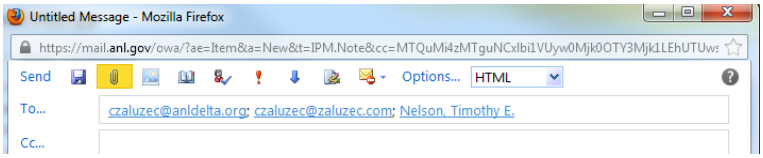

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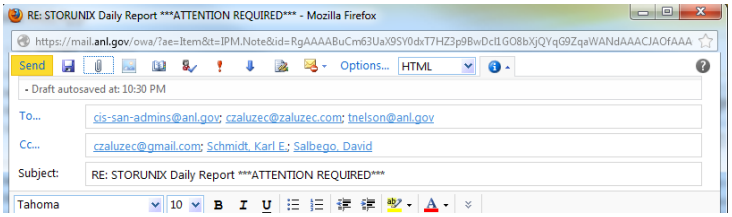
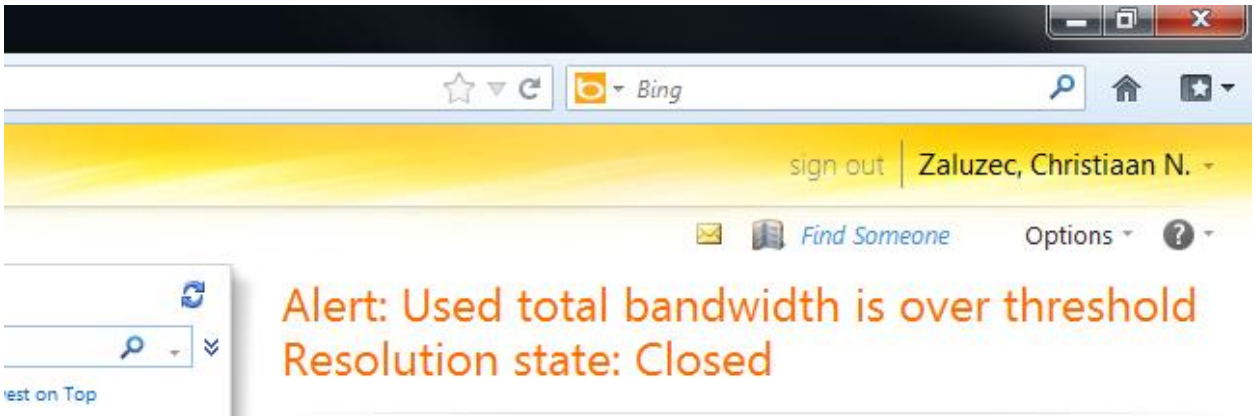


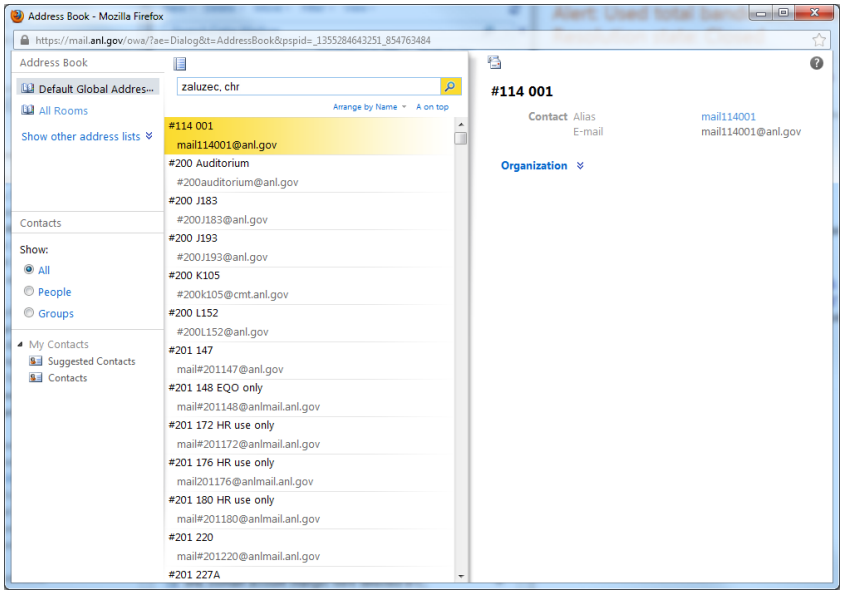
Using the Address Book to find recipients

1. The Outlook Web App contains a Laboratory directory with contact information for Employees and many collaborators. If you aren't sure of someone's email address, you can access this address book and look up their information.

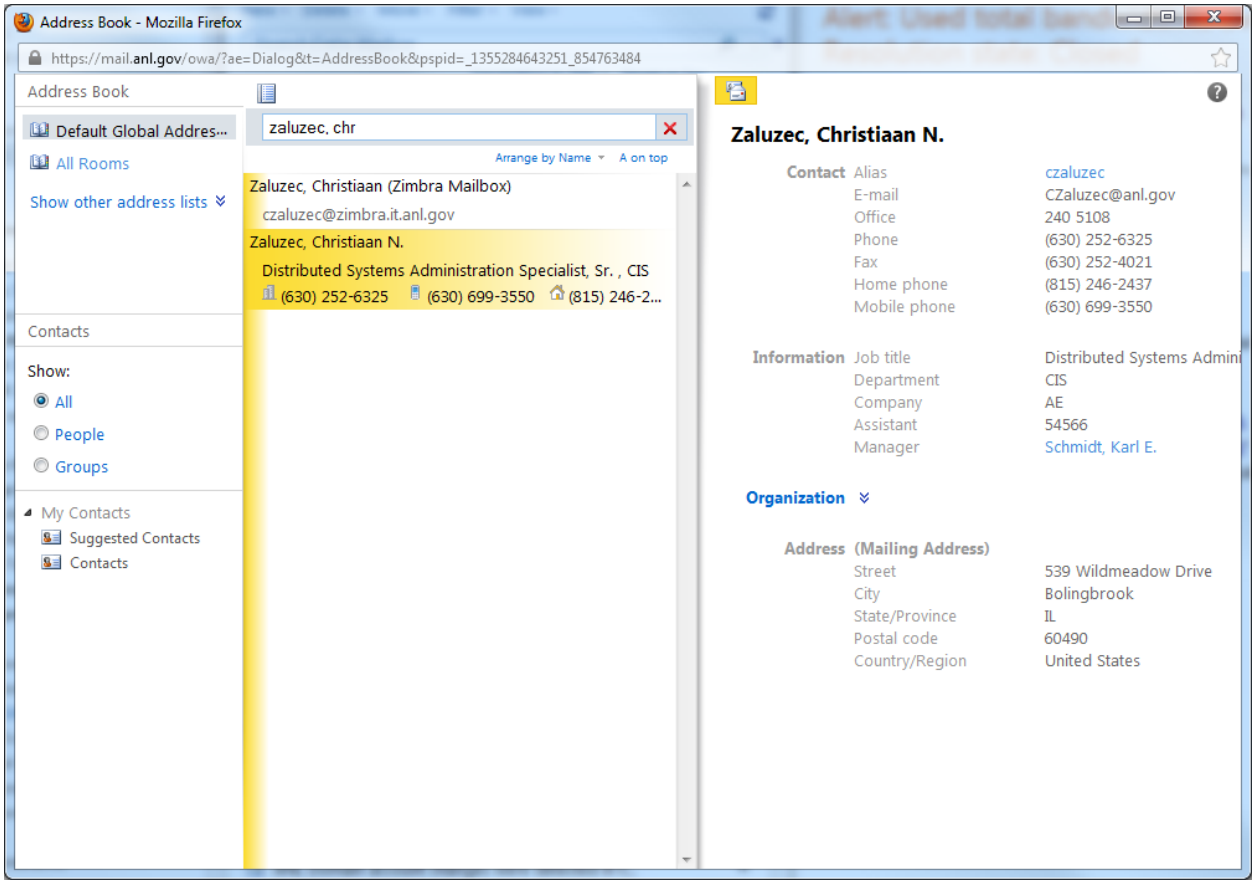
2. You can access the address book in two ways. The first is by clicking the book icon near the "Find Someone" link at the top right hand corner of your Outlook Web App screen



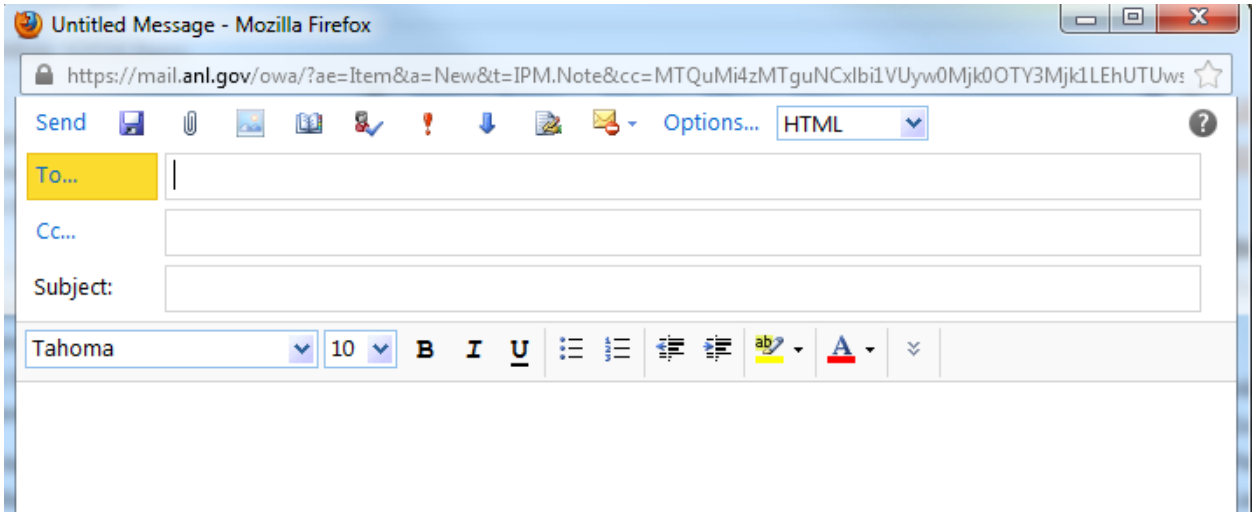
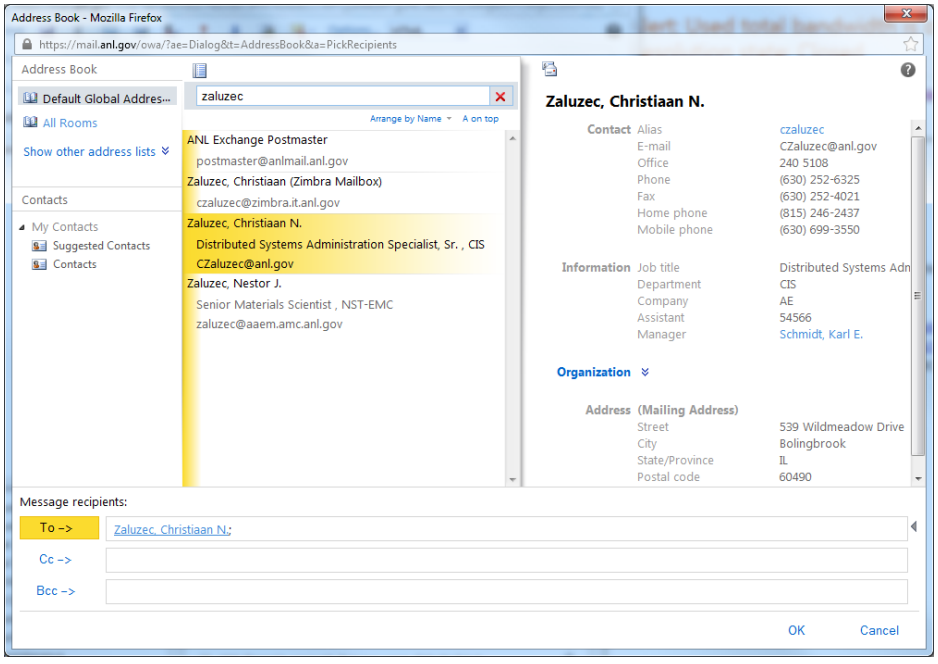
3. The resulting window will show the address book. To search for someone, enter all or part of their first or last name in the search field at the top center of the window, then click the magnifying glass icon. Results will be displayed in the results pane below the search field.



4. Click on the desired result to bring up their contact information in the reading pane on the far right. If you would like to email this recipient, you can click the new message icon in the top left hand corner of the reading pane.



5. A second way to access the address book is through the message composition window. When composing or replying to a message, click the To: or Cc: field headers. This will bring up the address book and allow you to search and add recipients to your email messages.



6. Search for users as you did in step 4. When you find the appropriate recipient, click the To→, Cc→ or Bcc→ field header to add them as a recipient to the message. You can add as many as you like. When you are done adding recipients, click OK.