

# Navigating Your Outlook Web App Mailbox

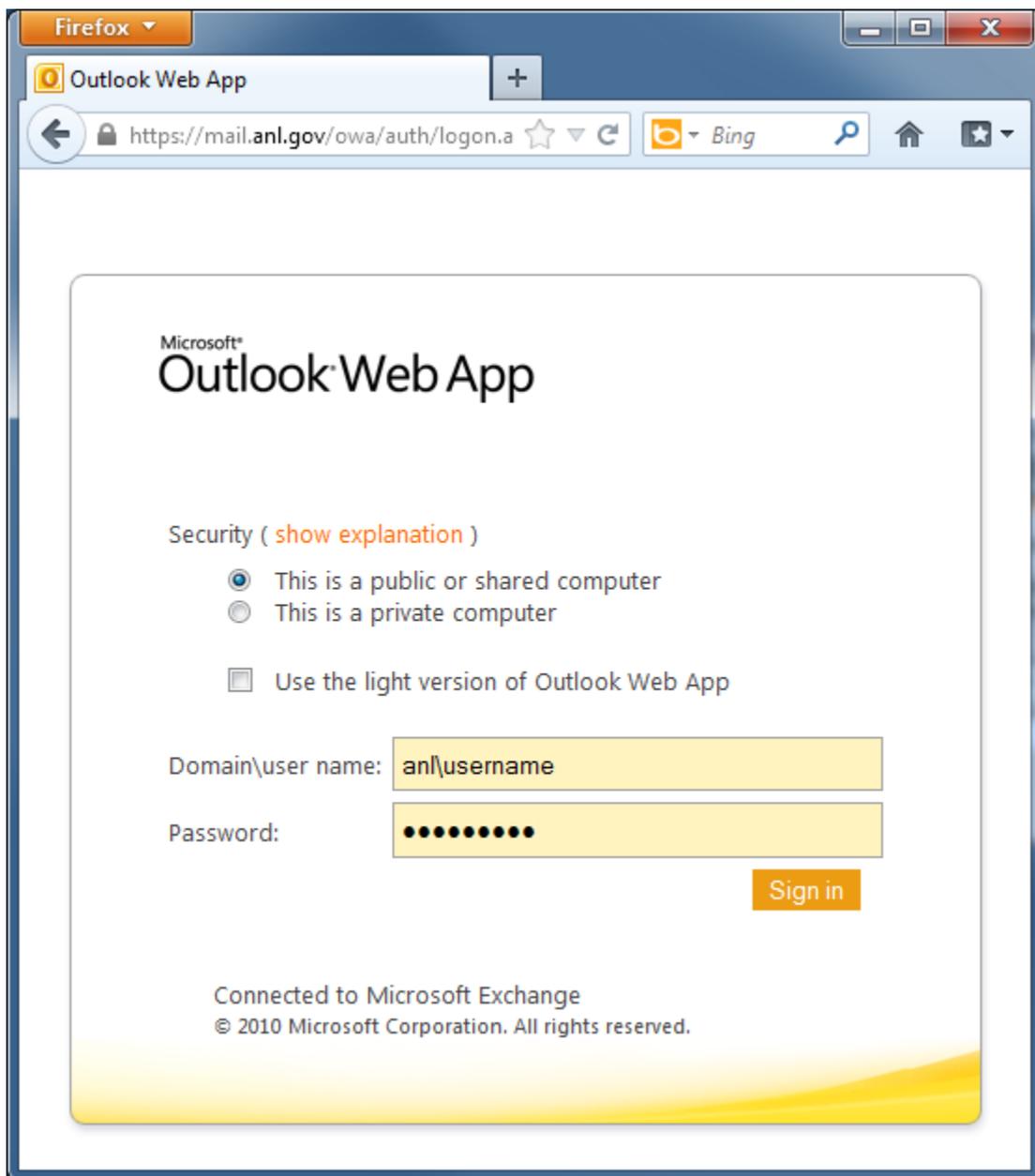
12/11/12

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

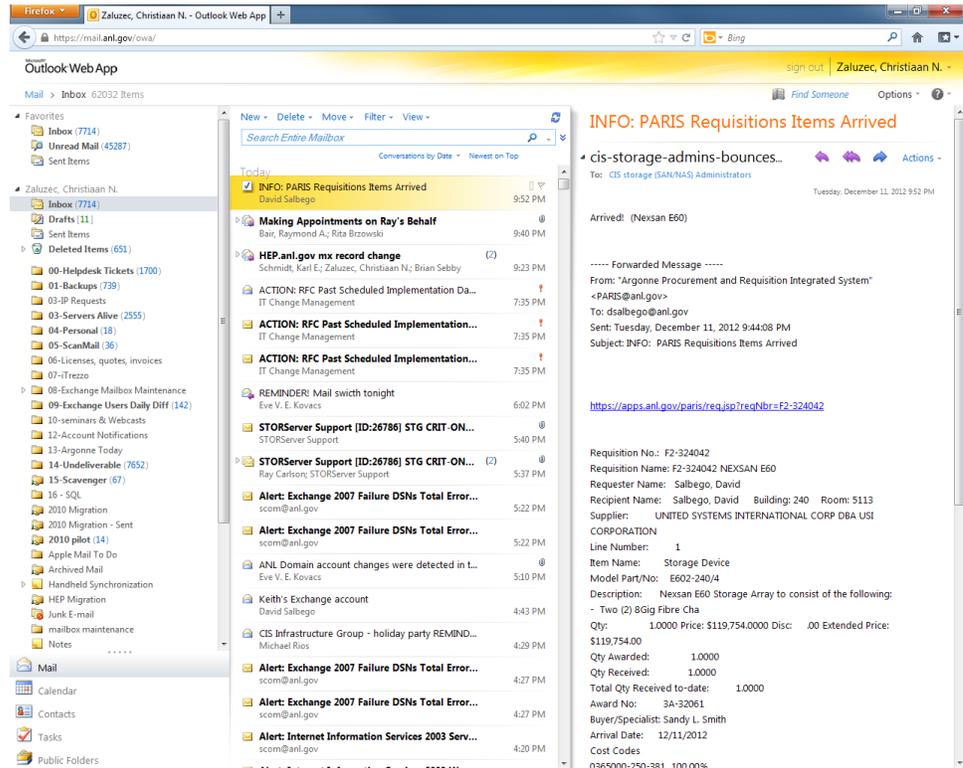
1. Open a supported Web browser and navigate to <http://mail.anl.gov>. The latest versions of Internet Explorer, Firefox, Safari, and Google Chrome are supported
2. Log in using your ANL domain username and password, in one of the two accepted formats
  - a. `anl\username`
  - b. [username@anl.gov](mailto:username@anl.gov)



The screenshot shows a Firefox browser window with the address bar displaying `https://mail.anl.gov/owa/auth/logon.a`. The page content includes the Microsoft Outlook Web App logo, a security section with radio buttons for "This is a public or shared computer" (selected) and "This is a private computer", and a checkbox for "Use the light version of Outlook Web App". Below these are input fields for "Domain\user name:" containing `anl\username` and "Password:" with masked characters. A "Sign in" button is positioned to the right of the password field. At the bottom, it states "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

# 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.



- 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.

The screenshot shows the Outlook Web App interface in a Firefox browser window. The address bar shows the URL <https://mail.anl.gov/owa/>. The page title is "OutlookWeb App" and the user is logged in as "Zaluzec, Christian N.". The navigation pane on the left shows a list of folders, with "15-Scavenger (67)" selected and highlighted in grey. The main message pane displays an email titled "Scavenger - Daily Vulnerability Summary for CIS (815)" from "CIS CSPO service account for scavenger app". The email content includes a header with the sender's name and a list of recipients, followed by a section titled "Cyber Security Program Office Continuous Scanning Project - Scavenger" and a "Type of Scan: Summary Vulnerability Report (Contains Outside FW, Insi)". Below this is a paragraph explaining the vulnerability tracking system and a table of vulnerabilities.

Type	Host	DNS	Last Seen Vulnerable
Inside FW - Daily	146.137.2.8	10g-sniffer.net.anl.gov	2012-11-13 00:30:04
Full Monthly Scan	146.137.2.8	10g-sniffer.net.anl.gov	2012-12-08 21:00:03
Full Monthly Scan	130.202.212.151	130.202.212.151	2012-11-18 21:00:03
Verification Scan	130.202.212.151	130.202.212.151	2012-10-24 07:30:03

- 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.

The screenshot displays the Outlook Web App interface. On the left is a navigation pane with folders like 'Inbox (7716)', 'Drafts (11)', and 'Deleted Items (651)'. The main area shows a list of messages from 'cis-san-admins@anl.gov', including 'STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\*' and 'StorWin Daily Report \*\*\*ATTENTION REQUIRED\*\*\*'. The selected message is expanded to show its details and a table of issues.

**STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\***

To: cis-san-admins@anl.gov  
 Attachments: ATT00001.txt (237 B)

Monday, December 10, 2012 5:31 PM

This message was sent with High importance.  
 To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, click here.

**STORUNIX Daily Report**

TSM Server: STORUNIX  
 Generated: 12/10/2012 5:30 PM  
 Reporting Period: 12/9/2012 5:30 PM through 12/10/2012 5:30 PM

[Close All Sections](#) [Open All Sections](#)

**Issues and Recommendations**

Issue	Threshold	Recommendation
Alerts are active	Alert count (2) > 0	Take corrective action based on the alert. Additional information may be available in the TSM activity log around the time of the alert.
Too many administrative activities failed	Failed (1) > 0	Check the associated activity log messages in the Administrative Activity Status window to determine a course of action.
Missed too many scheduled backups	Missed (1) > 0	Ensure the client acceptor daemon or client scheduling service is running on the client node.
Too many storage pool operations failed	Failures (4) > 0	Check the administrative activities details and analyze the TSM activity log entries associated with the failure.
Too many read errors	Read errors (1) > 0	Ensure the library drives are cleaned regularly with a cleaning cartridge. If read errors continue, the media is suspect and should be replaced.

**Summary**

Active alerts: Number of active alerts: 2

- 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.

STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\* - Mozilla Firefox

https://mail.anl.gov/owa/?ae=Item&a=Open&t=IPM.Note&id=RgAAAAABuCm63UaX9SY0dxT7HZ3p9BwDTA0TFeEj3S4H3wHdYUu96AAB5fC

Reply Reply All Forward

**STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\***

cis-storage-admins-bounces@lists.anl.gov on behalf of cis-san-admins...

To: cis-san-admins@anl.gov

Attachments: ATT00001.txt (237 B)

Monday, December 10, 2012 5:30 PM

- This message was sent with High importance.  
 - To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, [click here](#).

**STORUNIX Daily Report**

TSM Server: STORUNIX  
 Generated: 12/10/2012 5:30 PM  
 Reporting Period: 12/9/2012 5:30 PM through 12/10/2012 5:30 PM

[Close All Sections](#) [Open All Sections](#)

**Issues and Recommendations**

Issue	Threshold	Recommendation
Alerts are active	Alert count (2) > 0	Take corrective action based on the alert. Additional information may be available in the TSM activity log around the time of the alert.
Too many administrative activities failed	Failed (1) > 0	Check the associated activity log messages in the Administrative Activity Status window to determine a course of action.
Missed too many scheduled backups	Missed (1) > 0	Ensure the client acceptor daemon or client scheduling service is running on the client node
Too many storage pool operations failed	Failures (4) > 0	Check the administrative activities details and analyze the TSM activity log entries associated with the failure.
Too many read errors	Read errors (1) > 0	Ensure the library drives are cleaned regularly with a cleaning cartridge. If read errors continue, the media is suspect and should be replaced.

**Summary**

**Active alerts**  
 Number of active alerts: 2

**Administrative schedules**  
 Number of failed administrative schedules: 1

# 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.

The screenshot shows an email client window titled "STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\* - Mozilla Firefox". The email is from "cis-storage-admins-bounces@lists.anl.gov" on behalf of "cis-san-admins...". It includes an attachment "ATT00001.txt (237 B)" and is dated "Monday, December 10, 2012 5:30 PM". A warning message states: "This message was sent with High importance. To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, click here."

### STORUNIX Daily Report

TSM Server:	STORUNIX
Generated:	12/10/2012 5:30 PM
Reporting Period:	12/9/2012 5:30 PM through 12/10/2012 5:30 PM

[Close All Sections](#) [Open All Sections](#)

#### Issues and Recommendations

Issue	Threshold	Recommendation
Alerts are active	Alert count (2) > 0	Take corrective action based on the alert. Additional information may be available in the TSM activity log around the time of the alert.
Too many administrative activities failed	Failed (1) > 0	Check the associated activity log messages in the Administrative Activity Status window to determine a course of action.
Missed too many scheduled backups	Missed (1) > 0	Ensure the client acceptor daemon or client scheduling service is running on the client node
Too many storage pool operations failed	Failures (4) > 0	Check the administrative activities details and analyze the TSM activity log entries associated with the failure.
Too many read errors	Read errors (1) > 0	Ensure the library drives are cleaned regularly with a cleaning cartridge. If read errors continue, the media is suspect and should be replaced.

#### Summary

**Active alerts**  
Number of active alerts: 2

**Administrative schedules**  
Number of failed administrative schedules: 1

https://mail.anl.gov/owa/?ae=Item&a=Open&t=IPM.Note&id=RgAAAABuCm63UaX9SY0dxT7HZ3p9BwDTA0TFeEj3S4H3wHdYUu96AAB5fC

- 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.

RE: STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\* - Mozilla Firefox

https://mail.anl.gov/owa/?ae=Item&t=IPM.Note&id=RgAAAABuCm63UaX9SY0dxT7HZ3p9BwDcl1GO8bXjQYqG9ZqaWANdAAACJAOf

Send [Icons] Options... HTML

To... cis-san-admins@anl.gov; czaluzec@zaluzec.com; tnelson@anl.gov

Cc... czaluzec@gmail.com; Schmidt, Karl E; Salbego, David

Subject: RE: STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\*

Tahoma 10 B I U [Icons]

From: cis-storage-admins-bounces@lists.anl.gov [cis-storage-admins-bounces@lists.anl.gov] on behalf of cis-san-admins@anl.gov [cis-san-admins@anl.gov]  
 Sent: Monday, December 10, 2012 5:30 PM  
 To: cis-san-admins@anl.gov  
 Subject: STORUNIX Daily Report \*\*\*ATTENTION REQUIRED\*\*\*

**STORUNIX Daily Report**

TSM Server: STORUNIX  
 Generated: 12/10/2012 5:30 PM  
 Reporting Period: 12/9/2012 5:30 PM through 12/10/2012 5:30 PM

[Close All Sections](#) [Open All Sections](#)

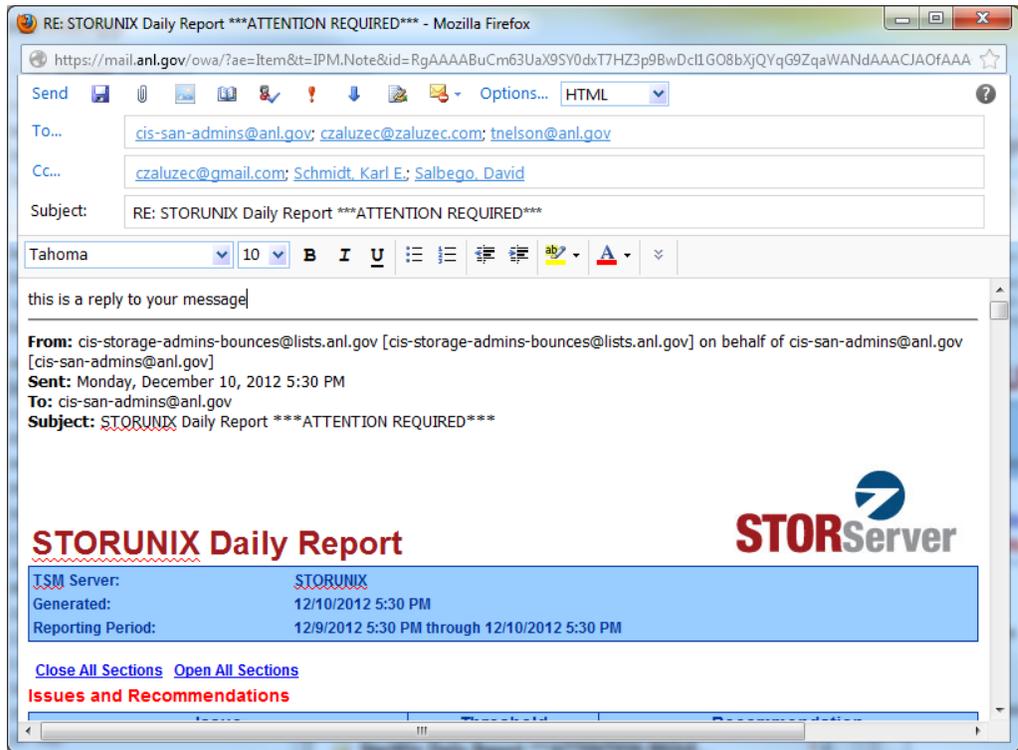
**Issues and Recommendations**

Issue	Threshold	Recommendation
Alerts are active	Alert count (2) > 0	Take corrective action based on the alert. Additional information may be available in the TSM activity log around the time of the alert.
Too many administrative activities failed	Failed (1) > 0	Check the associated activity log messages in the Administrative Activity Status window to determine a course of action.
Missed too many scheduled backups	Missed (1) > 0	Ensure the client acceptor daemon or client scheduling service is running on the client node
Too many storage pool operations failed	Failures (4) > 0	Check the administrative activities details and analyze the TSM activity log entries associated with the failure.
Too many read errors	Read errors (1) > 0	Ensure the library drives are cleaned regularly with a cleaning cartridge. If read errors continue, the media is suspect and should be replaced.

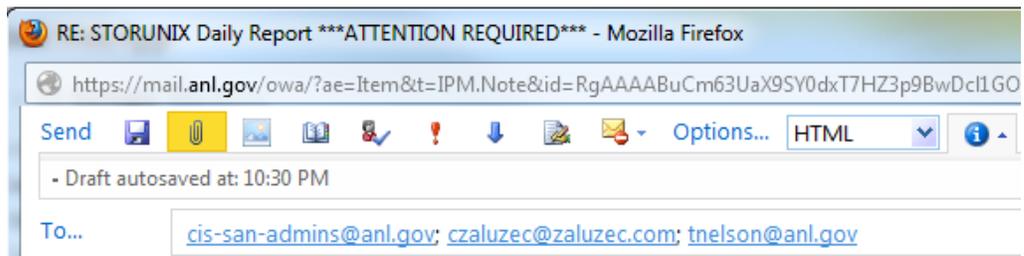
**v Summary**

**Active alerts**

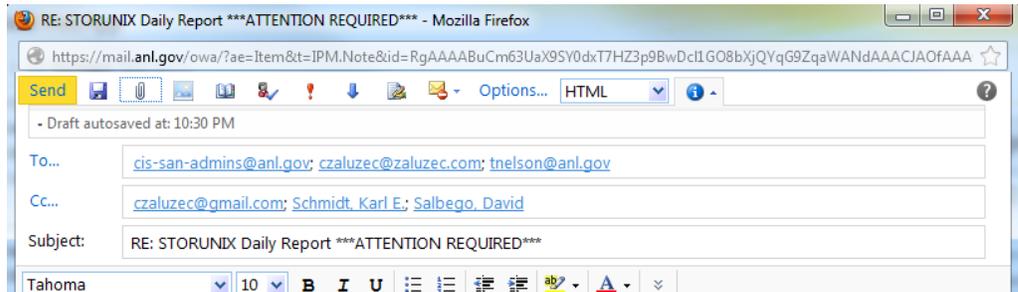
3. Click your Mouse into the Message Body pane to bring up the cursor and type your reply.



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

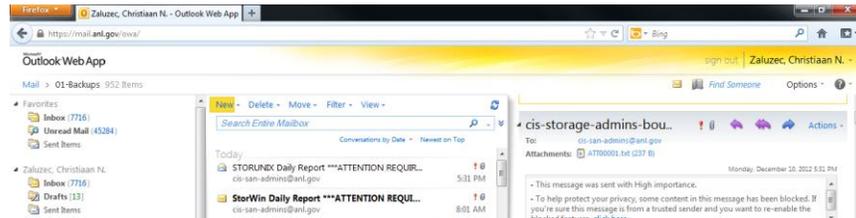


5. When you are done adding content, hit the send button.

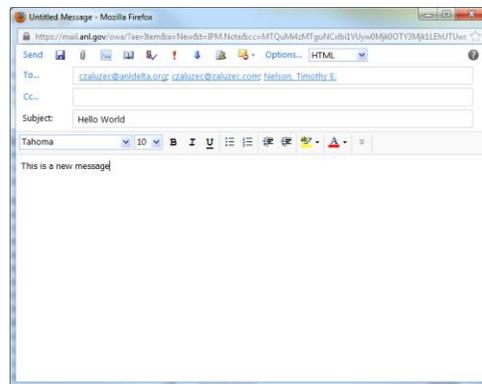


# Composing a New Message

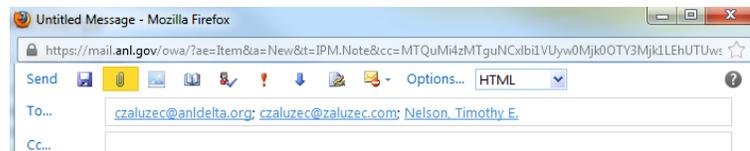
1. To compose a new message, hit the “New” Link at the top of the Message pane.



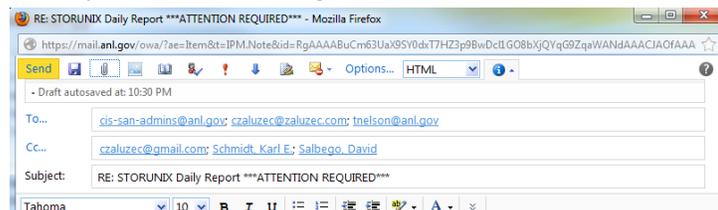
2. The Message Composition window will appear and allow you to enter addresses into the To: and CC: lines. Outlook will automatically separate each address with a semicolon. Enter a message subject, then type your content in the message body section.



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

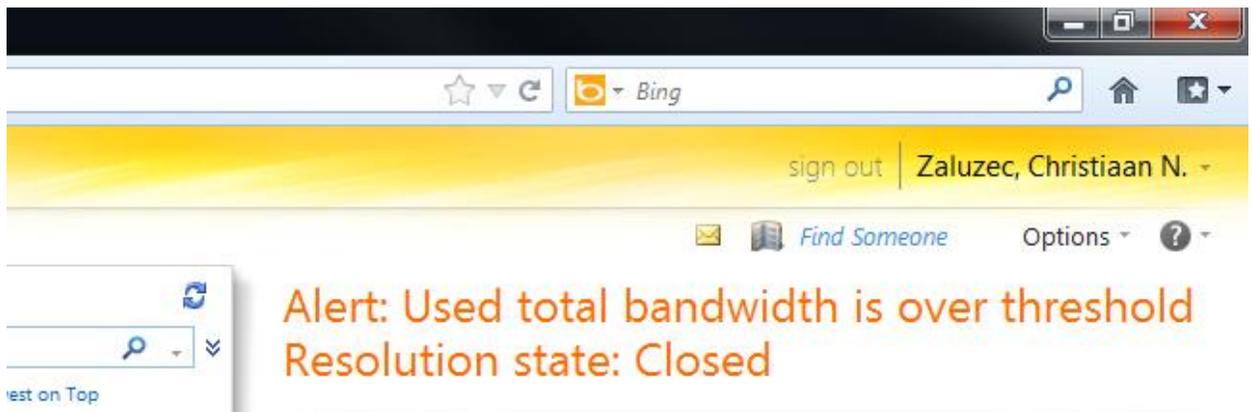


4. When you are done adding content, hit the send button.

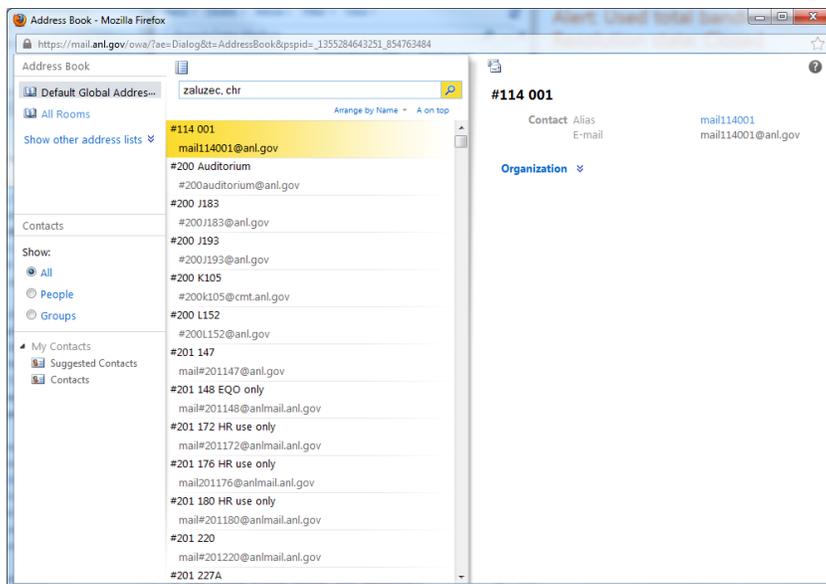


## Using the Address Book to find recipients

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.



- 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.

The screenshot shows a web browser window titled "Address Book - Mozilla Firefox" with the URL [https://mail.anl.gov/owa/?ae=Dialog&tt=AddressBook&tpid=\\_1355284643251\\_854763484](https://mail.anl.gov/owa/?ae=Dialog&tt=AddressBook&tpid=_1355284643251_854763484). The address book interface includes a search bar with "zaluzec, chr" and a list of search results. The selected contact, Christian N. Zaluzec, is highlighted in yellow. The right-hand pane displays detailed contact information for Christian N. Zaluzec.

**Address Book**

zaluzec, chr

Zaluzec, Christiaan (Zimbra Mailbox)  
czaluzec@zimbra.it.anl.gov

**Zaluzec, Christiaan N.**  
Distributed Systems Administration Specialist, Sr., CIS  
(630) 252-6325 (630) 699-3550 (815) 246-2...

**Zaluzec, Christiaan N.**

**Contact**

Alias	czaluzec
E-mail	CZaluzec@anl.gov
Office	240 5108
Phone	(630) 252-6325
Fax	(630) 252-4021
Home phone	(815) 246-2437
Mobile phone	(630) 699-3550

**Information**

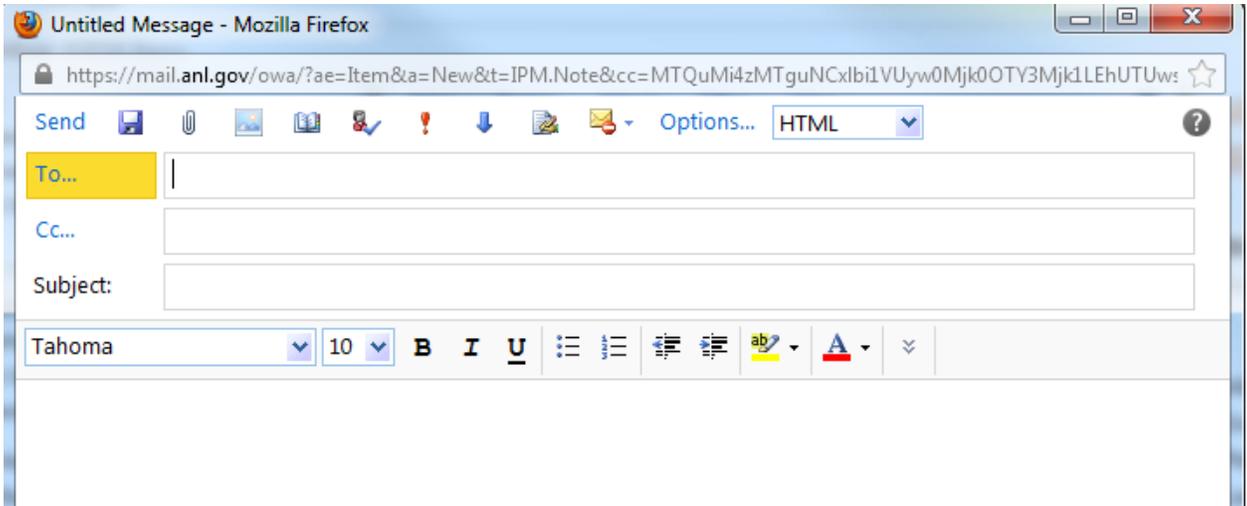
Job title	Distributed Systems Admin
Department	CIS
Company	AE
Assistant	54566
Manager	Schmidt, Karl E.

**Organization**

**Address (Mailing Address)**

Street	539 Wildmeadow Drive
City	Bolingbrook
State/Province	IL
Postal code	60490
Country/Region	United States

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.

