

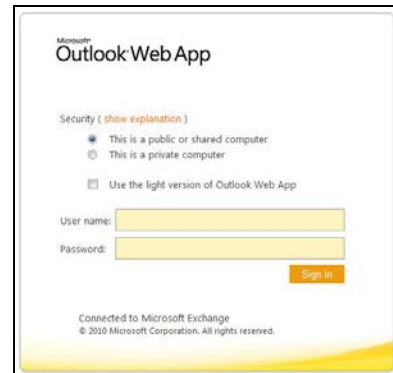
D300 OWA Web Email for Internet Explorer 6 or Later

Quick Reference

LOGIN

- Go to <http://mail.d300.org> or use the Email (Outlook Web Access) link on the district webpage <http://www.d300.org> (click the STAFF button to find the link).
- Select the option that best describes the computer that you are using. (Note: Only the “Light” version is available for browsers other than IE at this time)
- Enter your *User Name* which is usually your first name followed by your last name in lower case with “.” between them (Ex: jonathon.doe)
- Enter your case-sensitive password and press the “Sign In” button.

WARNING: Remember to log off when you are finished

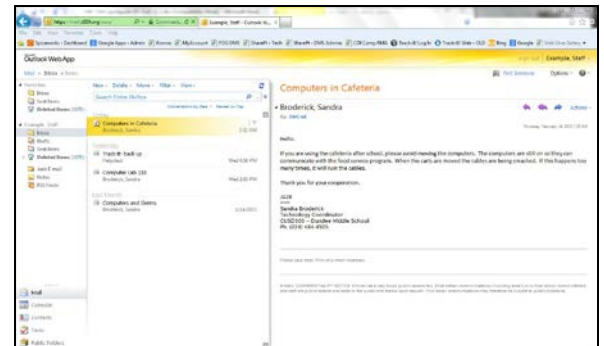


YOUR PASSWORD

- To comply with our complex password requirements, your initial password will consist of the letter p, your employee ID number, and a comma. (Ex. For Jonathon Doe ID# 123456 the password would be p123456,).
 1. Click on the *Options* button. Select “Change your Password” from the drop down menu. Type in your old password (your employee ID number) in the Current Password box. (Note that passwords are case-sensitive).
 2. Type in your new password in both the New Password and Confirm New Password boxes and press Save.
 3. Press OK to sign in with your new password.

READING YOUR EMAIL

- Folders that contain unread mail will appear in **bold**. Click on a folder (in the left panel) to view its contents.
- On the center panel, click on a message to open a preview in the right panel, or, double click the message to open the email in a new window.



RETRIEVING ATTACHMENTS

- With the email open (see “Reading Messages” above), simply click on the attachment to open it.
- Alternatively, save a copy on your hard drive by right-clicking on it and selecting *Save target as*, selecting an appropriate name and file location and pressing the *Save* button. You can now open the attachment file(s) immediately (by selecting “Open”) or at a later, more convenient time by navigating to the location that you saved your file(s) to and double-clicking to open.

NOTE: Unsaved attachments will not be accessible at a later time unless you are connected to the OWA server.

WRITING AN EMAIL

- While in the Mail view, click on the *New Message* button.
- Address your message. If sending to multiple people, type a “;” between each email address. You can press the To... to bring up a directory to choose from.
- Enter a subject and type your message. Attach a file if desired.
- Press Send Message.

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ATTACHING A FILE

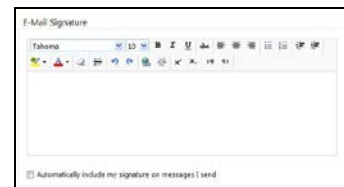
- While composing an email, click on the *attachments* button (paperclip icon).
- Navigate to the file that you want to attach, click on it to select and press Open.
- The file should appear in the *Attached* Field located on the message header.
- Repeat this for each file to be attached.

OBTAINING A COPY OF A SENT MESSAGE

- Copies of all outgoing mail originating from your account are automatically saved in *Sent Items*.
- Click on *Sent Items* while in the *Mail* view to show a list of these emails.

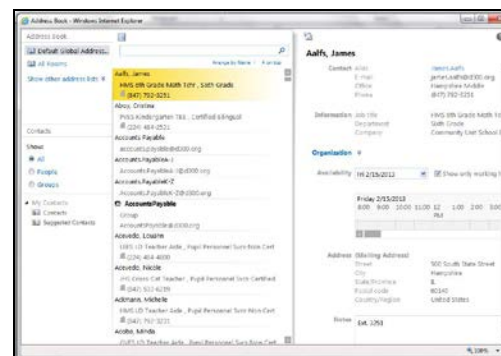
ENTERING A SIGNATURE

- Click on the *Options* button. Then select See All Options.
- Click Settings in the left pane.
- Enter your signature text.
- Place a check in the box next to “Automatically include my signature on messages I send”
- Press the *Save* button at the bottom of the window.



ADDRESS BOOK/FIND SOMEONE

- When you select the Address Book icon, the Address Book box will pop up. The Default Global Address List contains pre-populated contact information for your organization and can only be changed by an administrator.
- This Address Book list is the one that comes up when you select “To:” when composing an email. Search the list using the search tool highlighted to the right.
- Find Someone allows you to find contact information for an individual. Click on Find Someone, enter the name or part of the name of the individual. If there is only one person with the criteria you entered their information will pop up. If there is more than one, a drop down menu will appear for you to select the correct person.



CONTACTS

- Not to be confused with the *Address Book*, this listing can be changed by the user and can be used for both organizational and personal contact information.
- Entries can be added, removed or modified.

ADDING A NEW CONTACT

- Click on the *Contacts* view selector located on the left panel.
- Verify the new contact does not already exist in your list and press the *New Contact* button
- Attach any files relative to this contact by clicking on the paperclip icon next to the *Cancel* button.
- Enter the relevant information and click *Save and Close* when finished.

DELETING A CONTACT

- Select the contact you wish to delete (more than one contact can be selected by holding the control key while selecting).
- Click on the *Delete* button (the black “X” icon).

