



# Luzerne Intermediate Unit

## Getting Started with Outlook Web Access



### CREATING A NEW MESSAGE

1. In the “Navigation pane” click the “Mail” shortcut.
2. On the toolbar click “New”.
3. Next, you can do one of the following:
  - When entering a new email address, you enter the recipient’s name or address in the “Cc” or “To” box (to make sure its correct click the “Check Names” button on the toolbar).
  - When entering a previously entered email, begin typing it in the “To” or “Cc” box and then select it from the “AutoComplete” box that appears.
  - When entering an email from your address book, select the “To” or “Cc” button. From here you can select the recipient and then you must click the “To”, “Cc”, or “Bcc” button located in the “Message Recipients” Section.
4. Remember to enter a subject in the “Subject” box.
5. Then enter the message you want to send in the message box.
6. You can format the message further by selecting the text and using the buttons on the text formatting toolbar.
7. When done, click the “Send” button.
8. Congratulations you have sent an email.

### READING A NEW MESSAGE

1. In the “Navigation pane” click the Inbox shortcut.
2. When in the “View pane” do one of the following:
  - o Click on the message to view it in the “Reading Pane”.
  - o Double-click the message to open it in a separate window.

### REPLYING TO A MESSAGE

1. Choose the message you want to reply to.
2. Next, you can do one of the following:
  - o Click “Reply” to reply to the sender.
  - o Click “Reply to All” to reply to the sender and all recipients.
3. Finally, enter the text in the message box then click send.

### SETTING AN EMAIL SIGNATURE

1. In the top right corner click on “Options”
2. Under “E-mail Signature” there will be a text box to set a signature
3. Make sure the box above is checked for email signature to work

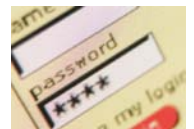


### OUT OF OFFICE (VACATION REPLY)

1. In the top right corner click on “Options”
2. On the left side navigation bar click on “Out of Office Assistant”
3. Check the circle near the top that says “Send Out of Office auto-replies” to begin
4. Check the box below to select a start time and end time for out of office to be in effect
5. Set a message to be sent as an auto reply in the first large text field to any sender in within the organization
6. Choose if a reply is going to be sent to senders outside of the organization
7. Then select either circle for contact list only or the following for any one.
8. Lastly set a message to be sent as an auto reply in the last large text field to the selected sender

### CHANGING YOUR PASSWORD

1. In the top right corner click on “Options”
2. On the left side navigation bar click on “Change Password”
3. In the first field type in your old password
4. Then type in your new password into the next two fields



*Please note: If your desktop is at Tioga Ave, The ALC, or the Oblates your email and desktop password will sync. This means changing one password will change the other.*



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### VIEW OR SAVE AN ATTACHMENT

1. Open the message that contains the attachment you would like to view or save.
2. Once the message is open you can either:
  - a. Right click the attachment and select "Open" to open it.
  - b. Right click the attachment and select "Save Target As" to save it.

### ADD AN ATTACHMENT TO A MESSAGE

1. On the toolbar, click "Attach File". It resembles a paperclip. Then click "browse".
2. Once you find the file you would like to attach click the "Open" button and then "Attach".
3. Click "Send" to send your message.

### FORWARDING A MESSAGE

1. Open the message you would like to forward and click the "Forward" button that is located on the toolbar
2. You can now enter the address of the recipient(s), change the subject, or add additional text if needed.
3. Click "Send" to send the message

### PRINTING A MESSAGE

1. Locate and click the "Printable View" button on the toolbar. This icon resembles a printer.
2. Once the dialogue box opens, click the "Print" button.



### NEED HELP?

1. Call 570-718-4699

### KEYBOARD SHORTCUTS

- |  |                  |
|--|------------------|
| 1. Open selected message                 | Enter            |
| 2. Open a new message                    | Ctrl + N         |
| 3. Mark selected message as read         | Ctrl + Q         |
| 4. Mark selected message as unread       | Ctrl + U         |
| 5. Reply to the selected message         | Ctrl + R         |
| 6. Reply to all for the selected message | Ctrl + Shift + R |
| 7. Forward selected message              | Ctrl + Shift + F |
| 8. Delete selected message               | Delete           |
| 9. Permanently delete selected message   | Shift + Delete   |
| 10. Select first message in the list     | Home             |
| 11. Select last message in the list      | End              |
| 12. Save message                         | Ctrl + S         |
| 13. Send message                         | Ctrl + Enter     |
| 14. Check spelling in the message        | F7               |
| 15. Check names in the address boxes     | Ctrl + K         |
| 16. Copy selection to clipboard          | Ctrl + C         |
| 17. Cut selection to clipboard           | Ctrl + X         |
| 18. Paste contents of clipboard          | Ctrl + V         |
| 19. Undo most recent command             | Ctrl + Z         |
| 20. Redo most recent command             | Ctrl + Y         |
| 21. Find text                            | Ctrl + F         |
| 22. Toggle bold text                     | Ctrl + B         |
| 23. Toggle italic text                   | Ctrl + I         |
| 24. Toggle underlining text              | Ctrl + U         |
| 25. Increase indent of the paragraph     | Ctrl + T         |
| 26. Decrease indent of the paragraph     | Ctrl + Shift + T |