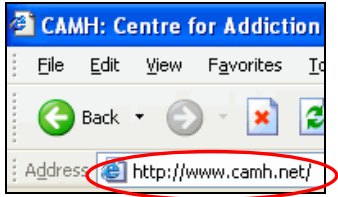
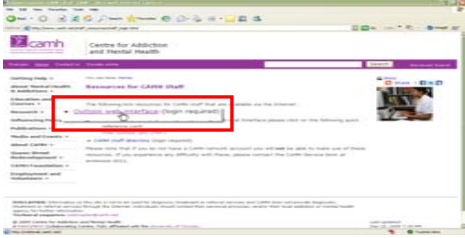
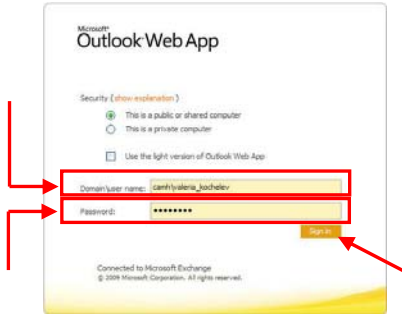
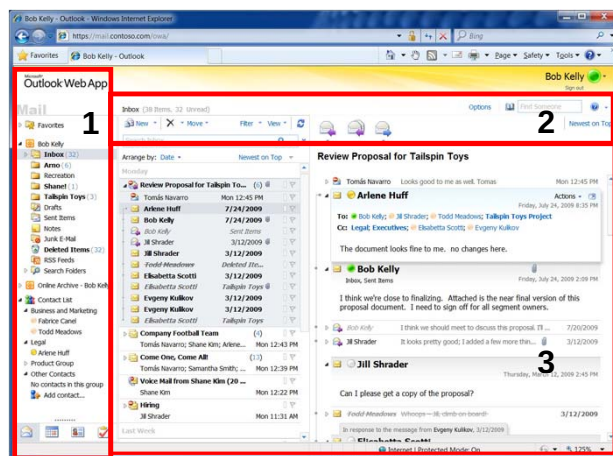


Accessing Web Mail – Outlook Web App 2010 – Quick Reference Card

Outlook Web App (OWApp) What's New Conversation view The new Conversation View enables quick identification of the most recent messages and the chain of responses by grouping messages from a single conversation together. Conversation view is always preserved, even if individual e-mail messages are located in different folders in the mailbox. Multiple browser support You now have the same functionality and appearance regardless of which browser you use to access OWApp: Internet Explorer 7+, Firefox 3+, or Safari 3+. MailTips MailTips warns users when they are about to do something that could have damaging or embarrassing consequences - such as sending a message outside the organization, to a large distribution list, to someone who is out of the office, or if there are attachments that are too big to deliver. Single page of messages In Outlook Web App, all messages are on one page. You can scroll through every message without having to advance through pages. Filter Option Filter Option is a new functionality added to web mail. It provides common options to filter messages through a drop-down menu. Search Searching in Outlook Web App is now more powerful with advanced queries. You can save and access favorite searches at the click of a mouse. Calendar You can view multiple calendars side by side and use this information in the Scheduling Assistant to schedule meetings with internal and external contacts. Additionally, you can choose to share your calendar with people outside of CAMH.	Logging into OWApp from CAMH website To access OWApp, follow these instructions: Directly login to CAMH Web Mail by entering webmail.camh.net into the IE browser or follow the instruction below to access webmail through CAMH's external website. 1. Open your web browser 2. Click in your web browser's Address field and type the following web address: http://www.camh.net.  3. CAMH's Internet site launches:  4. Scroll to the bottom of CAMH's home page and click the Staff Login link located at the bottom right-hand side of the home page © 2008 Centre for Addiction and Mental Health A PAHO/WHO Collaborating Centre. Fully affiliated with the University of Toronto. Home Contact us Privacy policy Terms of use Disclaimer Staff login 5. A new window appears: Click the link Outlook web interface 	Logging into OWApp from outside 6. The Outlook WebApp login Screen appears: Click in the Domain\User name field. The User Name is your first name, underscore, and your last name. For example: e.g.: dough_boy 7. Click in the Password field and enter your network password. This is the password you use when logging into your workplace computer. 8. Finally click the Sign In button.  Security Settings Do not save your sign-in information on your computer, <u>especially if you share a computer</u>. If you do so other users accessing the CAMH Web Mail web page from the computer you save your info on will have the ability to access your email. Above the sign-in fields there are security settings to protect your account: Security: Select This is public or shared computer if you are using a shared computer. Select This is private computer if you are the only person using the computer. Security (show explanation) ☐ This is a public or shared computer ☐ This is a private computer ☒ Use the light version of Outlook Web App The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection or using a computer with unusually strict browser security settings. We also support the full Outlook Web App experience on some browsers on Windows, Mac, and Linux computers. To check out all the supported browsers and operating systems, click here. Client: If you have a low-speed internet connection it is better to choose Use the light version of Outlook Web App. Also if you have IE 6 or lower on your PC, OWApp will automatically switch to the Light Version.
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Accessing Web Mail – Outlook Web App 2010 – Quick Reference Card

Navigation in OWAPP



1. Navigation Pane:

The Navigation Pane, located next to the main window, gives you one-click access to all the folders in your mailbox.

Favorites - Lets you quickly access the folders you use the most.

Mail - Gives you access to all the folders in your mailbox (Deleted Items, Calendar, Contacts, Drafts, Inbox, Junk E-Mail, Notes, Outbox, Sent Items, and Tasks) and any personal folders you've created. It also lets you manage the contents of your mailbox by creating, renaming, moving, or deleting folders.

Calendar - Lets you navigate your calendar and create additional calendar folders.

Contacts - Lets you view and work with your contacts. The options in Contacts also let you create additional contact folders and select which contacts to display.

Tasks - Lets you view and work with your tasks. The options in Tasks also let you create additional task folders and select which tasks to display.

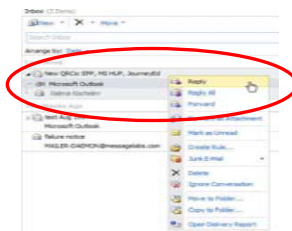
Outlook Web App Toolbars

2. Toolbars:

Each type of folder in your Outlook Web mailbox (mail, calendar, contacts, and tasks) has its own set of toolbar options specific to its function or purpose. The following table shows samples of buttons available on the **toolbar for the mail folders**. Other folders have a similar set of toolbar options that apply to the type of information contained in them.

Button	Description
	Create a new e-mail message
	Delete the selected e-mail message/messages/
Move	Click to move the selected item to another folder
Filter	Click to select a pre-set filter to find items that match the filter
View	Show or hide the Reading Pane
	Checks the email server for new messages and also refreshes your browser window
	Reply to the sender of an e-mail message
	Reply to all recipients of an e-mail message
	Forward an e-mail message to a recipient or recipients

In addition to the toolbars, you can complete several actions by right-clicking an item and selecting the action you want from a menu as in example below:

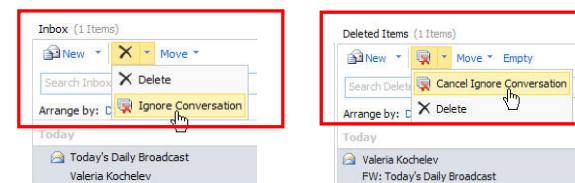


3. Conversation View:

The Conversation view groups your emails based on the subject line which remains the same when you reply to an email you received. The replies may be from one recipient or many, as long as the subject remains the same, the messages will be grouped together.

Hints and Tips

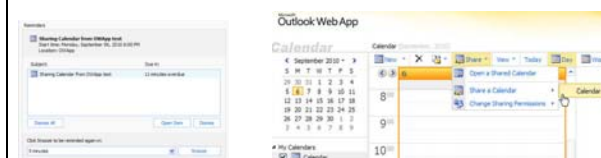
There may be a point in the conversation (of emails), where you can choose to **Ignore Conversation** that may be continuing between other members of that same email. You can **Cancel Ignore Conversation** at any time if you change your mind.



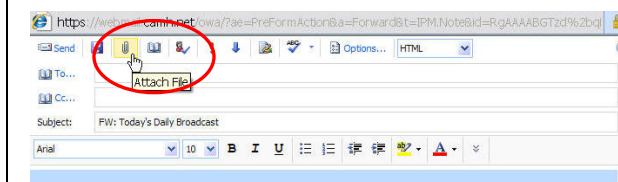
You can schedule **Appointments** with a help from **Scheduling Assistant**.



You can set **Reminders** and **Share a Calendar**.



You can attach any type of file that is accessible from your computer using **Add Attachment icon** in a Tool Bar.



You can use a horizontal splitter bar a bar located between the folder list and the buttons. It allows you to collapse the buttons into a button tray. When you click any folder or button in the **Navigation Pane**, its contents are displayed in the OWApp main window. You can set your own custom **Signature** using **Options** in the OWApp Toolbar.

Need help? Contact Service Desk x6011.