

**Outlook Web Access**

# Outlook Web Access

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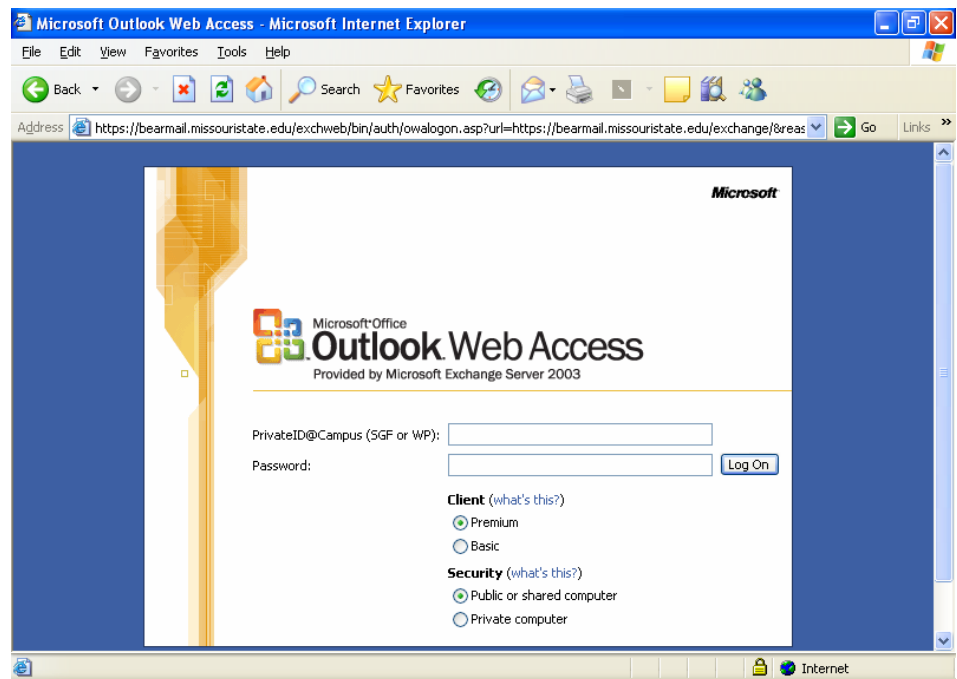
# BearMail

With BearMail you can use a Web browser to access email, calendar items, tasks and contacts stored Missouri State's Microsoft Exchange Server. BearMail will run on most any computing device including Macintosh, Windows or Linux based computers or portable devices.

Note: After you finish using BearMail, be sure to close Internet Explorer for security reasons.

## Logging On

1. In a Web browser, go to:  
<http://bearmail.missouristate.edu>
2. Click on **Check Your Email**.  
The log on screen appears.



Log on Screen

Type your PrivateID followed by @SGF if you are registered at the Springfield campus or @WP if you are registered at the West Plains campus in the top box, and then type your password in the bottom box.

3. Click on the **Log On** button.

## Inbox



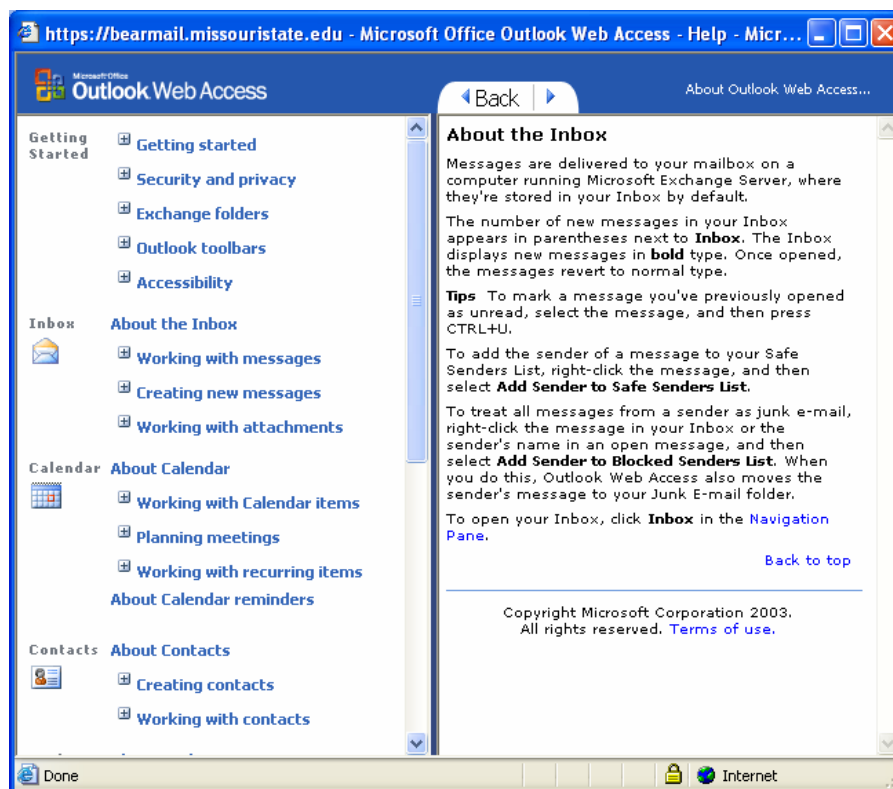
Messages are delivered to your mailbox on a Microsoft Exchange Server computer where they are stored in your Inbox by default. BearMail allows you to read and send email messages through a Web browser.

### Tips



BearMail Overview provides general BearMail information and information on working with your Exchange folders.

- Click the **Help** button on the toolbar for information on BearMail. This will display Help specifically for the window you are working in.



### To open your Inbox:

- If you have **Folders** displayed on the Outlook Bar, click **Inbox**. The number of new messages you have in your Inbox will appear in parentheses beside **Inbox**.  
- or -
- If you have **Shortcuts** displayed on the Outlook Bar, click the **Inbox** icon.

The **Inbox** displays new messages in boldface. Once read, the messages will revert to normal type.

## Calendar



BearMail allows you to create and track appointments. You can also organize and schedule meetings with co-workers, then update or modify the information (time, location, attendees) as required. When you use the Calendar to keep track of your meetings and appointments, co-workers can check your availability for their own scheduling purposes.

In addition, all appointments and meetings can be set as recurring, meaning they occur more than one time, on a regular basis. For example, you can schedule a recurring status meeting that will take place every Wednesday at two o'clock.

### To open your Calendar:

- If you have **Folders** displayed on the Outlook Bar, click **Calendar**.
- or -
- If you have **Shortcuts** displayed on the Outlook Bar, click the **Calendar** icon.

## Contacts



**Contacts** is your email Address Book and information storage utility for the people and businesses you regularly communicate with. Use **Contacts** to store the email address, street address, phone numbers, and any other information that relates to the contact. This can include Web pages, birthdays and anniversaries, and fax or cell phone numbers.

You can sort or group contacts by any part of their name, or by other contact information. You can also move or copy a contact to a different folder, or attach a file, such as a Microsoft Word document, to a contact, to keep related information together.

### To open Contacts:

- If you have **Folders** displayed in the Outlook Bar, click **Contacts**.
- or -

If you have **Shortcuts** displayed in the Outlook Bar, click the **Contacts** icon.

## Global Address List

The Global Address **List** contains all email addresses for users, groups, and distribution lists on the mail server. The administrator creates and maintains this address book.



### To open the Global Address Book:

- If you have the toolbar above the Inbox displayed, click the **Address Book** icon. The **Find Names** dialog box appears.
- or -
- If you have a new message box displayed, click the **To:** button. The **Find Names** dialog box appears.

## Options



You can customize BearMail with features that can be performed automatically, such as telling people you're out of the office whenever they send you a message, or adjusting your appointments to local time while you are traveling.

### To set BearMail options:

1. On the Outlook Bar, click the **Options** icon. It may be necessary to first click the Outlook Bar's **Shortcuts** tab.
2. **Out of Office Assistant.** This option generates automatic replies to email you receive while away. Each time you activate the Out of Office Assistant, BearMail will only send an automatic reply to someone the first time they send you a message.
  - To disable the Out of Office Assistant, click **I'm currently in the office**.
  - To enable the Out of Office Assistant, click **I'm currently out of the office**, and then in the text box, type a message people will receive when they send you email while you're away.
3. **Messaging Options:**
  - To receive visual notification of new email, click **Display a notification message when new mail arrives**.
  - To receive audio notification of new email, click **Play a sound when new mail arrives**.
  - To add a signature to outgoing messages, click **Automatically include my signature on outgoing messages**. Use the **Edit Signature** button to create or edit your signature.
4. **Reading Pane Options.** Use this option to control how your items are displayed.
  - To mark an item as read, click **Mark item displayed in reading pane as read**. To specify the delay insert the number in seconds in **Wait \_ seconds before marking item as read** box.
  - To wait until the selection changes before the items are marked as read, click **Mark item as read when selection changes**.
  - If you do not want items automatically marked as read, click **Do not automatically mark items as read**.
5. **Spelling Options.**
  - To ignore words in uppercase when the dictionary is checking spelling, click **Ignore words in UPPERCASE**.
  - To ignore words with numbers when the dictionary is checking spelling, click **Ignore words with numbers**.
  - If you would like the dictionary to automatically check the spelling of each message before it is sent, click **Always check spelling before sending**.
6. **E-mail Security.**
  - To install the latest version of the S/MIME Control, click **Download**.
7. **Privacy and Junk E-mail Prevention.** These options allow you to manage unwanted e-mails.
  - To enable automatic filtering of Junk e-mail, click **Filter Junk Email**.
  - Select **Manage Junk E-mail Lists** to add safe and blocked senders.
  - **Choose how to respond to requests for read receipts** allows you to **Always send a response** or **Do not automatically send a response**. If you choose not to automatically send a response you will receive a prompt after reading a message.
  - If you do not want external content displayed when reading messages, click **Block external content in HTML e-mail messages**.
8. **Appearance**
  - To select the color scheme you want to use when using Webmail, select your color from the drop down menu.

9. **Date and Time Formats.** Use the following drop-down menus to select your preferred format for various time and date displays. Also use this section to configure BearMail for the local time zone.
  - Short Date Style
  - Long Date Style
  - Time Style
  - Current Time Style
10. **Calendar Options:**
  - Use the **Week begins on** drop-down menu to set the day your calendar will display as the beginning of the week.
  - Use the **Day start time** and **Day end time** drop-down menus to set the times BearMail will display for each business day.
  - **First week of year** allows you to select the week your calendar will begin.
11. **Reminder Options:**
  - To enable visual reminders of upcoming events on your calendar, click **Enable reminders for Calendar items**.
  - To enable visual reminders of tasks that are due in your task list, click **Enable reminders for Task items**.
  - To enable audio notification of new email, click **Play a sound when a reminder comes due**. Use the pull-down menu to set your default time for reminders.
12. **Contact Options:**
  - Select **Global Address List** to use your organization's address book as the first place to search, such as when you are looking for names in the **Find Names** dialog box.
  - Select **Contacts** to use your personal contacts.
13. **Recover Deleted Items:**
  - Click **View Items** to view and recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to the Deleted Items folder.

**Note:** The options provided in this section may vary, depending on the language configured for Internet Explorer. BearMail uses the browser language setting to provide region-specific options.

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