

Fill in all relevant information, being sure to scroll down to view the entire screen. Click the Save and Close button when you are finished.

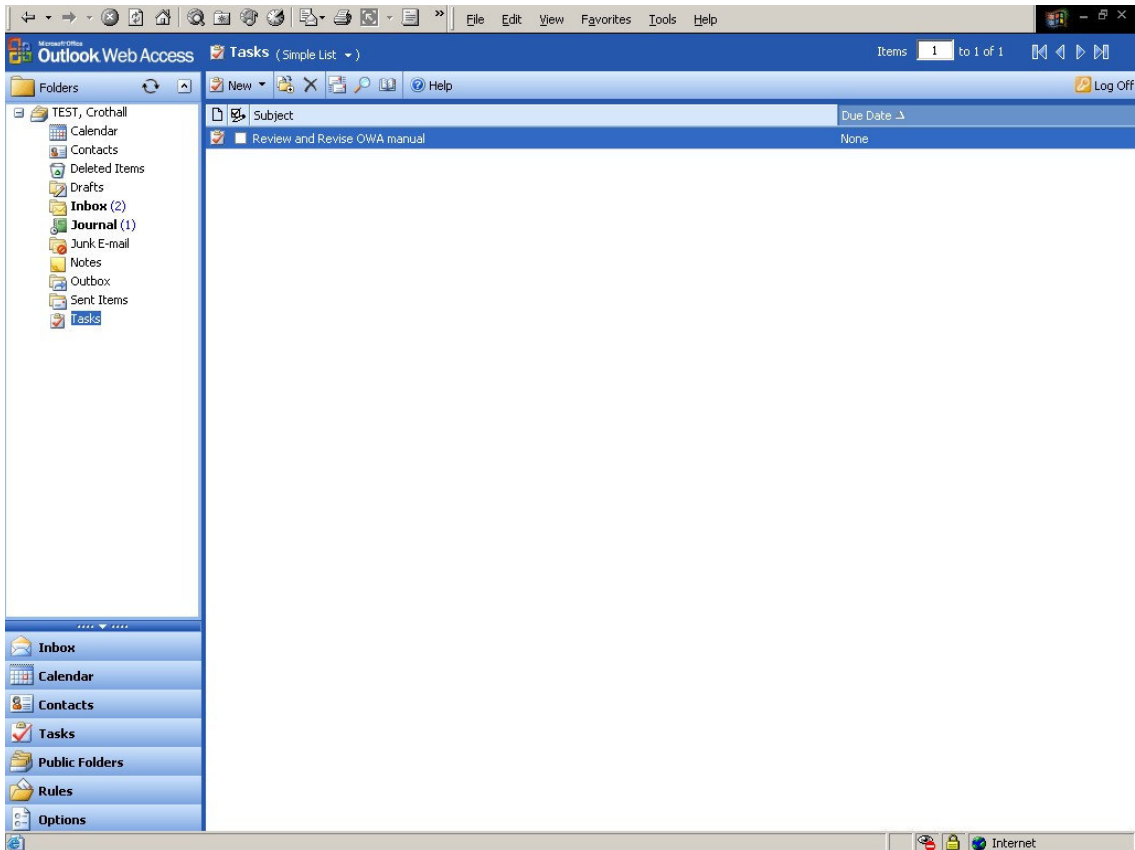
You can change the way your contacts appear on the screen by selecting an option from the **View** pull-down menu on the Contacts toolbar.



To view the detailed information for a contact simply double-click on their entry on the Contacts screen.

TASKS

The re-designed Tasks screen in OWA 2003 allows you to create tasks and set due dates and reminders.



From the main Tasks window click on the **New** button to create a new task.



You can fill in the task header with the desired information. You can track progress on the task by updating the % **Complete** field as necessary.

| | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|--|
| Save and Close | | Recurrence... | Help |
| Task Details | | | |
| Subject: <input type="text"/> | | | |
| Attachments: <input type="text"/> | | | |
| Due date: | <input type="text" value="None"/> | Status: | <input type="text" value="Not Started"/> |
| Start date: | <input type="text" value="None"/> | Priority: | <input type="text" value="Normal"/> |
| | | % Complete: | <input type="text" value="0"/> |
| Reminder: | <input type="text" value="None"/> | <input type="text" value="None"/> | |

Untitled -- Task - Microsoft Internet Explorer

Save and Close Recurrence... Help

Task Details

Subject:

Attachments:

Due date: Status:

Start date: Priority: % Complete:

Reminder:

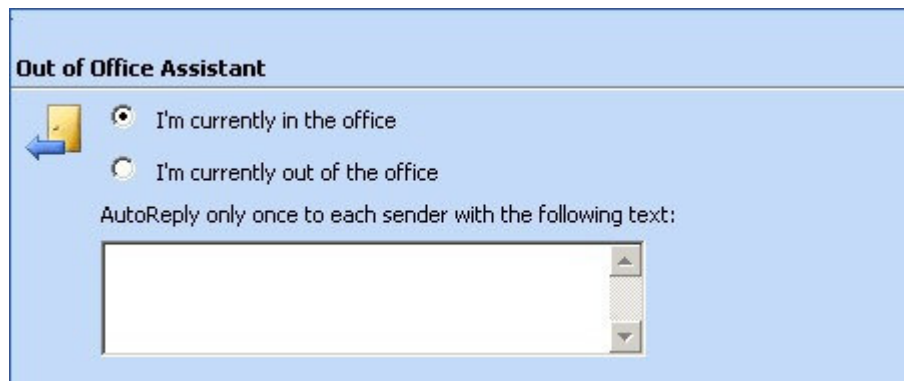
Done Internet

You can type additional information about the task in the blank space below the header. When you click **Save and Close** the task will be added to the task list on the main task screen.

OPTIONS

OWA provides several options for customizing the way you view the application. The Options window is larger than your screen so you will have to use the scrollbar to view the entire window. Each option is discussed in more detail below.

Out of Office Assistant



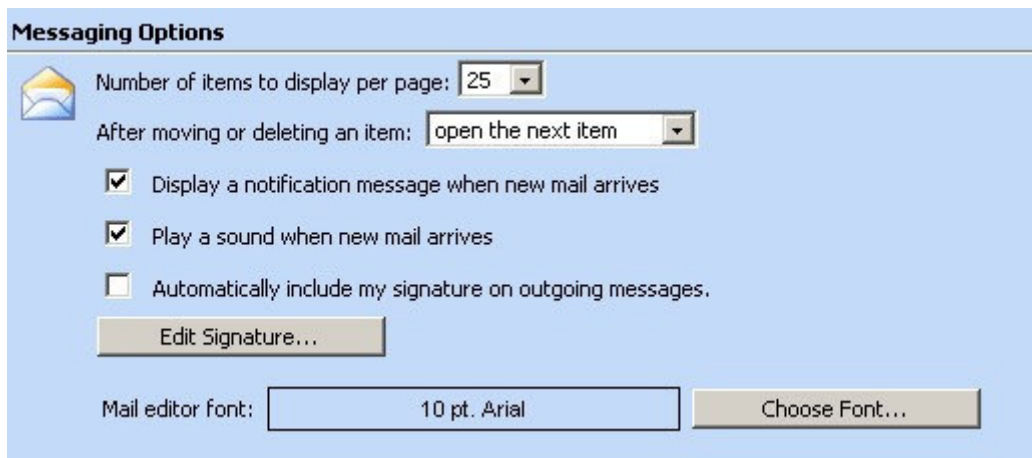
The screenshot shows a dialog box titled "Out of Office Assistant" with a light blue background. On the left, there is a yellow envelope icon with a blue arrow pointing left. To the right of the icon are two radio buttons. The first radio button is selected and is accompanied by the text "I'm currently in the office". The second radio button is unselected and is accompanied by the text "I'm currently out of the office". Below these options is the text "AutoReply only once to each sender with the following text:" followed by a large, empty text input field with a vertical scrollbar on the right side.

You can use the **Out of Office assistant** while you are away to automatically send a message to people the first time they write to you. To use the assistant, type your out of office message (it may include alternate contact information and the dates you are away) in the space, then click the radio button to tell the system that you are out of the office.

Note:

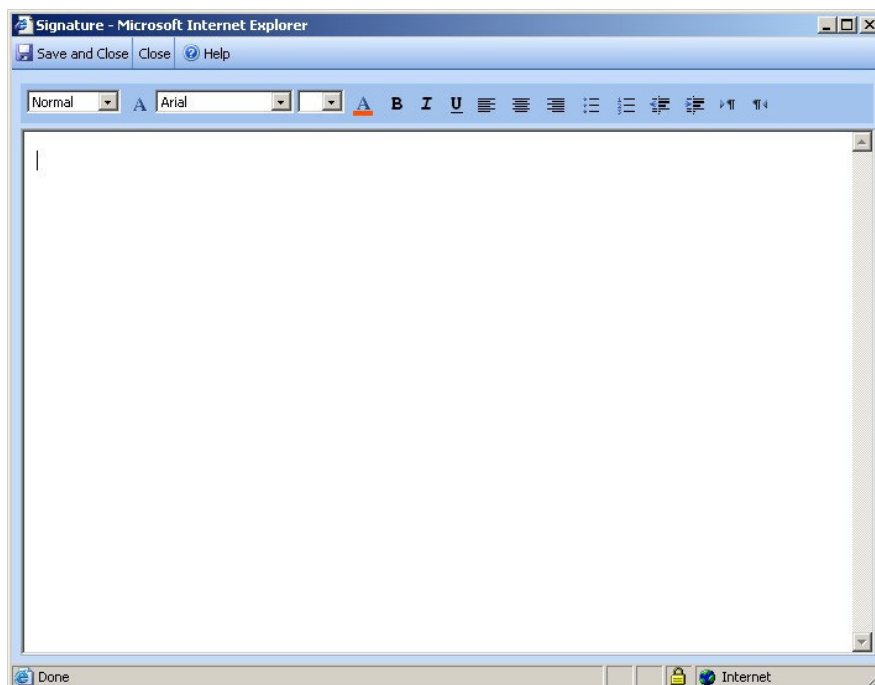
Don't forget to turn off the Out of Office Assistant when you return to the office to read E-Mails.

Messaging Options

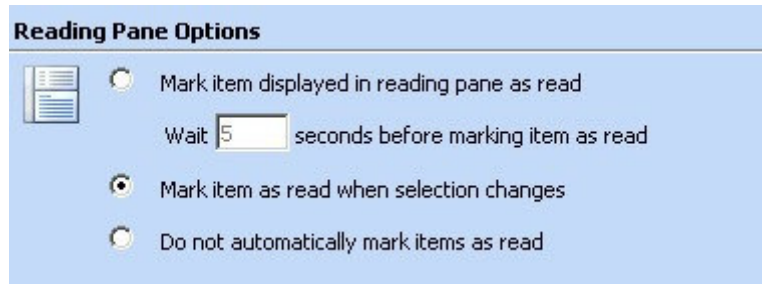


You can choose the way you are notified when you receive new mail in your Inbox. By default both the message and sound notifications are selected. If you find either of these distracting you can deselect them by removing the check mark from the appropriate checkboxes. The last option allows you to set the default font for any messages that you type.

In this section you can also create your personal E-Mail signature that will be attached to every outgoing E-Mail message. To setup your signature click on the **Edit Signature button**. Type and format your signature, then click **Save and Close**.

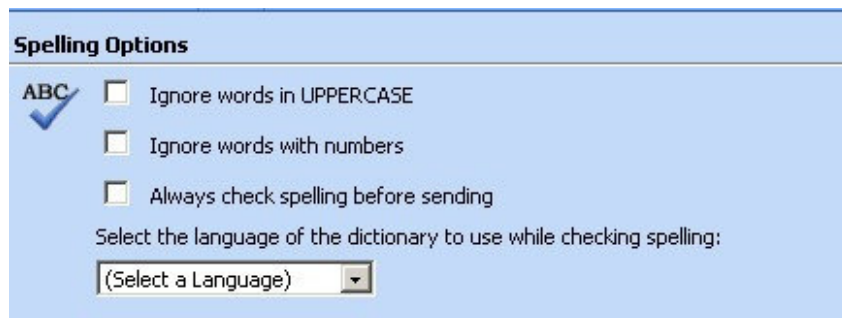


Reading Pane Options



Here you can decide how to mark Inbox items as read when you view them from the **Preview Pane**.

Spelling Options



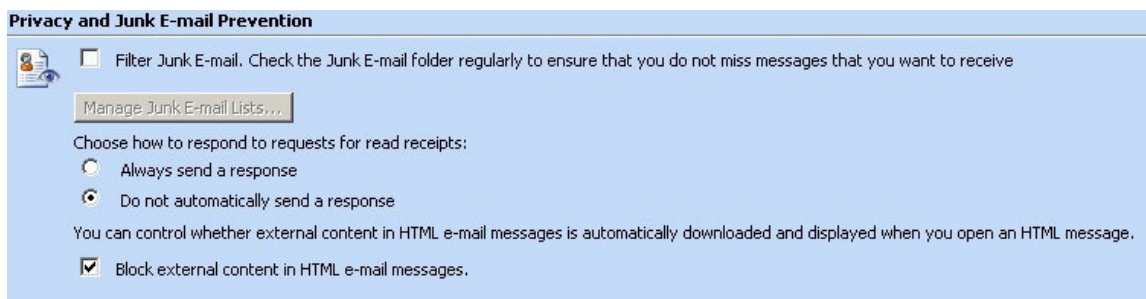
The spelling options allow you to specify which items to spell-check and also whether to automatically check the message when you click the Send button. Automatically checking the spelling on outgoing messages will delay the send process slightly but will ensure that your message is error-free in the event you forget to spell-check it.

E-Mail Security



If you choose to download and install this feature you will have the ability to encrypt and digitally sign outgoing E-Mail messages. This is not necessary for most E-Mail transactions and use of this feature is only recommended for advanced users.

Privacy and Junk E-Mail Prevention

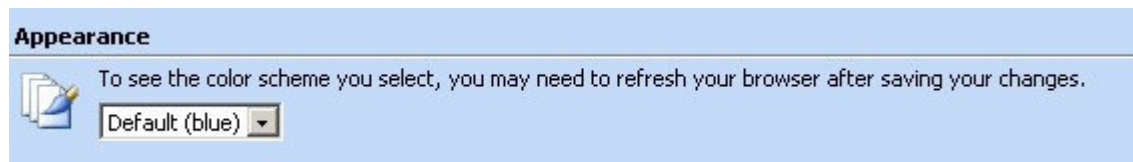


If you click on the **Filter Junk E-Mail** checkbox you will have the option to **Manage Junk E-Mail Lists**. Click on that button to setup your list.



In this dialog box you can setup safe senders and blocked senders. This feature can be useful in reducing the amount of junk E-Mail (also known as “Spam”) that you receive in your Inbox. First, select which list you’d like to create (it’s best to create a “Blocked Senders” list of addresses from which you do not wish to receive messages). Then, click on the **Add** button to enter addresses. You must type in the full E-Mail address ([name@company.suffix](#)) in order for this feature to work. When you have entered the names you wish to block, click **OK**.

Appearance



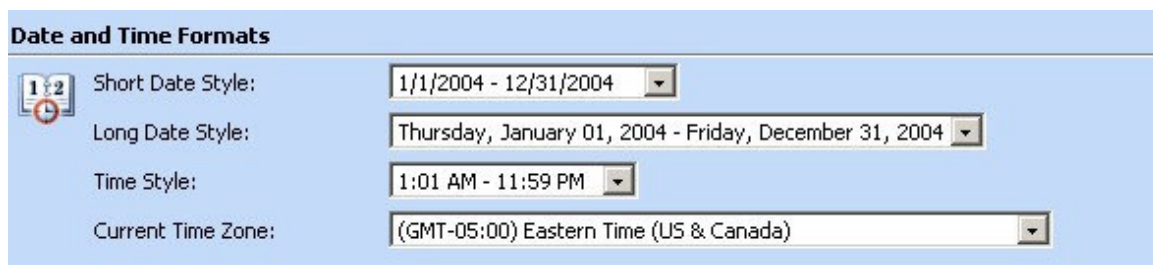
Appearance

To see the color scheme you select, you may need to refresh your browser after saving your changes.

Default (blue) ▾

This option allows you to add a “personal touch” to your E-Mails by changing the color scheme. The color will change after you click **Save and Close** at the top of the Options screen. You may need to close your browser and log back into OWA for the changes to be reflected.

Date and Time Formats



Date and Time Formats

Short Date Style: 1/1/2004 - 12/31/2004 ▾

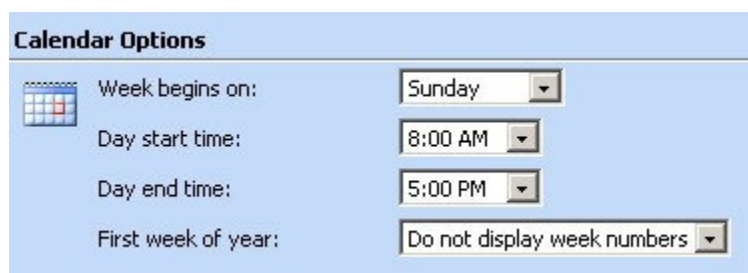
Long Date Style: Thursday, January 01, 2004 - Friday, December 31, 2004 ▾

Time Style: 1:01 AM - 11:59 PM ▾

Current Time Zone: (GMT-05:00) Eastern Time (US & Canada) ▾

Here you can modify the way that the date and time displays in the various parts of your version of OWA.

Calendar Options



Calendar Options

Week begins on: Sunday ▾

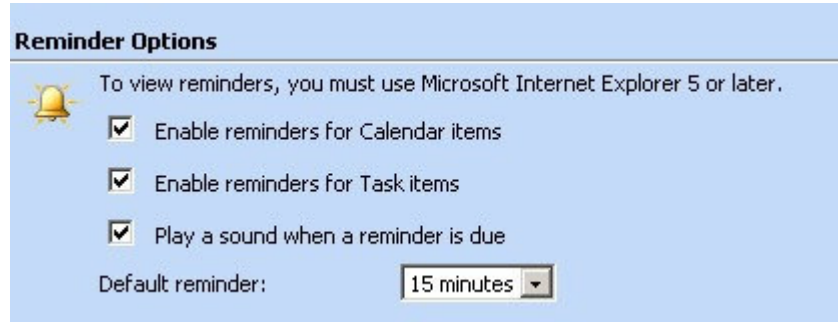
Day start time: 8:00 AM ▾

Day end time: 5:00 PM ▾

First week of year: Do not display week numbers ▾

Calendar options allow you to change the way that you view your calendar.

Reminder Options



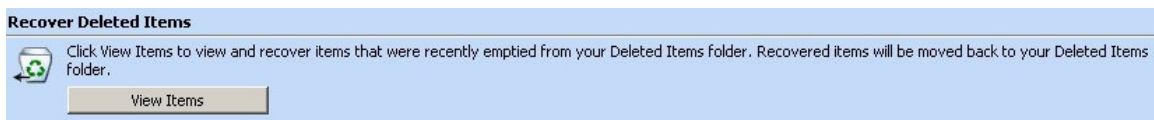
You can change the reminders for your calendar appointments. By default reminders are enabled. If you do not wish to have a pop-up reminder display on your screen you can deselect this option. You can also change the time at which the notification displays on your screen. By default you will receive a reminder 15 minutes before the start of your appointment. This can also be changed in the calendar view for individual appointments.

Contact Options



In this portion of the Options screen you can change the way the **Check Names** feature works. If you send most of your e-mails to ASPAN e-mail users you should have the system check names against the Global Address List first. If you send most of your messages to people who have e-mail addresses in your Contacts, you should have the system check names against Contacts first. If in doubt, leave the first option selected.

Recover Deleted Items



If you accidentally delete a message and immediately empty your deleted items folder, you may be able to recover the items you have deleted.

This is also an option that displays when you view your Deleted Items folder. The icon to recover deleted items looks like this:



Important Note:

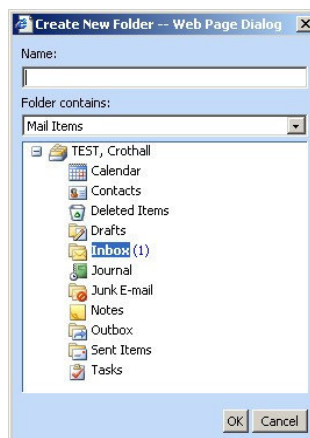
Recovering deleted items is not always possible. You should not rely on this method to recover important documents! Instead, think carefully before you delete anything you may need in the future.

If you make any changes to any of the options on this screen, be sure to click on the **Save and Close** button at the top of the screen in order to save your changes.

FILING AND MANAGING MESSAGES

Although the 100 MB mailbox limit seems like a lot of space you will be able to fill it up quickly. Because you will not have access to Personal Folders, managing your Inbox is a little trickier with OWA. Follow these guidelines and tips to ensure that your mailbox does not become too large.

1. Empty your Deleted Items folder frequently. OWA does *not* have a setting that allows you to empty your Deleted Items folder when exiting the application, so you must empty it manually.
2. Manage your Sent Items folder. OWA automatically keeps a copy of all messages you send. While it may be important to keep some sent items for your records, a lot of your sent items can be safely deleted. Check your Sent Items folder frequently and clean up unwanted messages.
3. Messages with attachments typically take up the most space. Save attachments to your hard drive and delete the original message to save space.
4. OWA does not allow you to save individual messages to your hard drive. If you have no room to keep some messages but need the information, consider copying and pasting the contents of the message to a Word document. To do this, highlight the message contents, right-mouse click and select **Copy** from the pop-up menu. Then open Microsoft Word and select **Paste** from the toolbar. You can save this document to your hard drive and delete the original message to save space.
5. If you want to categorize your E-Mail messages within OWA you can create sub-folders underneath your Inbox. To do this, view your OWA menu bar in the Folders view. Right-mouse click on the Inbox and select New Folder from the pop-up menu that appears. The Create New Folder window will appear where you can type the name of the folder.



LOGGING OFF

When you have finished using OWA it is important that you properly exit out of the application. This will ensure that your E-Mails cannot be read by other people who may use the computer after you. This is especially important if you use a computer in a public location such as a library or airport.

To log off properly, click on the Logoff button. You'll find it in the top right corner of the toolbar on any screen within OWA.



A screen will display instructing you to close your browser window.

