Instructions for Outlook Web Access: Basics



These instructions are for Campus Students and Open Learning Students who will access student email.

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✓ Help

OLFM Student Communications Project

Requirements for accessing Outlook Web Access	There is no need to download or install anything. Your TRU Outlook email will be accessible from any web browser.
Accessing Outlook Web	Outlook Web App
Go to http://mywebmail.mytru.ca and enter your username and password.	Apple iCloud Facebook Twitter Wikipedia Yahoo News * Popular * THOMPSON RIVERS UNIVERSITY
Username: Enter your TRU ID	
You do NOT need to enter a domain.	TRU Outlook - Students
Password : Your birthday in the following format: TRUddmmmyy	Security (show explanation)
Example: If your birthday is Sept. 2, 1993 = TRU02sep93	Use the light version of Outlook Web App
Your password is case-sensitive.	User name: T00012345 Password:
Ensure the 'Use Outlook Web App Light' option is not selected.	Sign in
Click 'Sign In'.	Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.
 You can change your password at anytime by clicking 'Options' and then choosing 'Change Your Password'. 	Outlook Web App sign out Colin Madan Mail > Inbox 4058 Items Image Trid Someone Options Favorities New - Delete - Move - Filter - View - Comparison by Dir. P - 1 × Image Your Passing Search Entrine Mailbox P - 1 × Comparison by Dir. Comparison by Dir. Search Entrine Mailbox

 Enter your current password, then enter your new password and confirm it. Click 'Save'.

gs Change Password
Enter your current password, type a new password, and then type it again to confirm it. After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully. Ormain/user name: TRU/cmadiand Urrent password: Confirm new password: Confirm new password:

Select a Theme

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4. IT recommends that you turn the Reading Pane off.

Click 'View' and choose 'Off' under the Reading Pane section.

Overview

- A The navigation pane shows all of your folders. Click the triangle on the left to show or hide the contents of a folder.
- B Use the Toolbar to create, manage and filter your messages.
- Click on a message once to select it.

Double-click a message to open it.

Hover your cursor over another message and click the checkbox to select multiple messages (see bottom image).

- Search your Mailbox.
- Access your Calendar, Contacts, Tasks and Public Folders.
- Sign out of Outlook.

Create a New Message

1. Click 'New'.

The new message will open in a new window.

Click 'To...' to access the default address book,

OR

Type the email address of the recipient in the space provided.

Enter a meaningful subject line.



Outlook Web App		F sign out Colin Madland
Mail > Inbox 4058 Items		Find Someone Options -
Favorites	New 🗸 Delete 🖌 Move 🗸 Filter 🗸 View 🗸 👩 Reply Reply All Forward 🦟 🔗	Actions
 Inbox (877) Unread Mail (1389) Sent items 	Search Entire Mailbox	
Sent items Deleted items	Last Week	
A n Madland	Help blackboard@hu.ca	1 D 7 Thu 5/9
Drafts	OLFM Student Communications Project Sarah Langlois	0 Thu 5/5
Sent Items Deleted Items	Maxed out mailbox Sarah Langlois	Thu 5/5
Cabinet	Thank You for Registering! Registration Confirmation	Thu 5/
Junk E-Mail [10] Notes Refresh	b Gain Mtg Faith Bateman	Thu 56
RSS Feeds	Bb learn Sarah Langlois	Thu 5/8
Personal Archive - Colin M	Fwd: Free Webinar: Find Out Why Brown University Selected Canvas for Their LMS Brian Lamb	ا Thu 5/5
	Re: Hello from Thompson Rivers University, Open Learning - 8231513 Matthew Dyck	Thu 5/6
Mail	OLFM Workshop Brenda Smith	Thu 5/5
Calendar	Free Webinar: Find Out Why Brown University Selected Canvas for Their LMS Sarah Langlois	6 Thu 5/9
Contacts	Gutlook Champions Sarah Langlois	Thu 5/9
Public Folders	GRIM1161 & 2251 Andreas Tomaszewski	Thu 5/8

Sent Items Deleted Items	Conversations by Date - Newest on Top Last Week	l
 Deleted items Colin Madland 	2 Help	[] \?" u 5/9
Drafts	OLFM Student Communications Project Serah Langlois Th] ♥ u 5/9
Sent Items Deleted Items	Maxed out mailbox Sarah Langtois Thu	u 5/9
Cabinet Conversation History Junk E-Mail [10]		[♥ u 5/9

Outlook web App															signiour	Conniviau	nanu
Mail > Inbox 4058 Item:	s													Find S	omeone	Options -	0
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2. The address book will open in a new window.

Type a first or last name in the search bar and press 'Enter' or click the magnifying glass.

Click the name of the person to whom you would like to send the email.

Click 'To..., 'Cc...' or 'Bcc...' under 'Message recipients' to enter the address in the appropriate line.

Click 'OK'.

3. Hover your cursor over each icon in the toolbar to view its purpose.

Enter your message using the WYSIWYG (What You See Is What You Get) editor. Click 'Send'.

Read and Reply to or Forward a Message

1. Double-click a message to open and read it in a new window.

The 'Reply', 'Reply All' and 'Forward' links are in the top right corner of the window.

Hover your cursor over each icon in the toolbar to view its purpose.

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Address Book			0
Default Global Addres	madland	Colin Madland	
 All Rooms Show other address lists ¥ 	Arrange by Name - Colin Madland Cmadland@tru.ca	A on top Contact Alias E-mail	Cmadland Cmadland@tru.ca
-		Organization 😵	
Contacts			
My Contacts Contacts Suggested Contacts Lync Contacts Frequent Contacts			
Message recipients: To -> <u>Colin Madlan</u>	ad:		4
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Bcc ->			
			OK Cancel



Reply	Reply All	Forward	۳	•	6	١	2	×	P -	*	*	
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If you have questions, please contact ITServiceDesk@tru.ca.