



## Signing in

sign in

Windows Live ID:

Password:

[Forgot your password?](#)

Keep me signed in

Not your computer?  
[Get a single use code to sign in with](#)

The sign-in screen for the new webmail looks like this. Your Windows Live ID is your full email address: first.last@maplemount.org. Be mindful that you should not check the "Keep me signed in" box unless you are using your personal computer.

# Maple Mount

## Web Mail



## The Outlook Web Mail Window

### Navigation pane

This is what your email inbox will look like inside of Internet Explorer. Use the Navigation pane to move between folders, contacts, your calendar, and tasks.

The screenshot shows the Outlook Web Mail interface for 'Ursuline Sisters of MSJ'. The navigation pane on the left includes folders like Favorites, Paul T Mattingly, and Mail. The main view shows an email titled 'New Email System Training Schedule' from Roger D Willoughby, dated 4/7/2011. The email content discusses training classes for Office 2010 and a retreat during the week of July 12th.



Mail

- Contains your mail folders, including your Inbox, Sent Items, and Favorites (frequently-accessed folders).



Calendar

- Used for scheduling, organizing, and also viewing your own calendar side-by-side with others.



Contacts

- Used for storing names, addresses, and phone numbers for individuals and for creating mailing lists.



Tasks

- Used for organizing, tracking, and delegating to-do items.


## Contacts

**View contacts:** Click **Contacts** in the Navigation pane.

**Create a new contact:** Click **New** ▾. Fill in the contact's information and click **Save and Close**.

**Edit a contact:** Double-click the contact line.

**Find a contact:** Type a search key in **Search Contacts**.

**Delete a contact:** Select the contact and click  [delete].

**Arrange by:** Select the drop-down arrow next to **Arrange by** and select a desired arrangement. (e.g., First Name, Last Name or Company).

## Calendar

**View calendar:** Click **Calendar** in the Navigation pane.

**Change views:** Click Day, Work Week, Week, or Month.


**Schedule and plan items:** Click the dropdown arrow next to New and select the desired option (e.g., Appointment, Meeting Request, or Message).

**Reschedule an item:** Double-click the meeting, appointment, or event entry on your calendar. Make the changes and click **Save and Close**.


## Tasks

**View tasks:** Click **Tasks** in the Navigation pane.

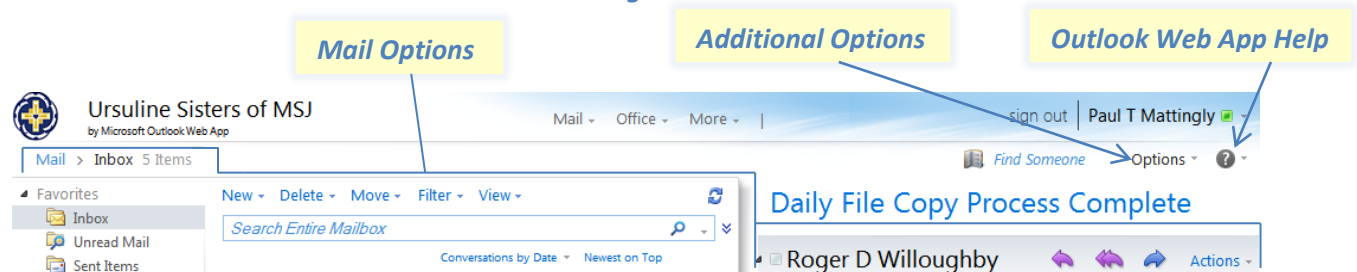
**Schedule tasks:** Type the task name in the *Type a new task box*.  
*Alternatively:* Click the drop-down arrow next to New and select an option from the menu.

**Complete a task:** Click the  [Checkbox] next to the task.





**Delete a task:** In **Tasks** view, select the task and click  [Delete].








**Recurring task:** Double-click the task and then click . Select the pattern to use.

## Message View



## Messages: Basic Tasks

- **Access the Inbox:** Click **Mail** in the Navigation pane and then click **Inbox**.
- **Open a message:** Open a mail folder and click a message to preview or double-click to open it.
- **Open an attachment:** Click the file listed next to **Attachments**.
- **Reply to message:** Select the message; click  [Reply]; type your response; and click **Send**.
- **Reply to all recipients:** Same as replying except click  [Reply All].
- **Forward a message:** Same as replying except click  [Forward].
- **Delete a message:** Select the message and click  [Delete].
- **Create a new message:** Click **New** ▾. Fill in the **To**, **CC**, and **Subject** in the message header, type your message, and then click **Send**.

- **Attach a file:** Before sending the message, click  [Attach File]. Navigate to the file to include and then click **Open**.
  - **Send a blind carbon copy:** Click **Options**. Check **Show BCC** and click **OK**.
  - **Save a message as a draft:** Click  [Save]; the message is moved to the Drafts folder.
- Note:** Following are indicators that can appear next to messages.
-  Message has not been read.
  -  Message has been read.
  -  File is attached to the message.
  -  Message is high priority.
  -  Message is low priority.