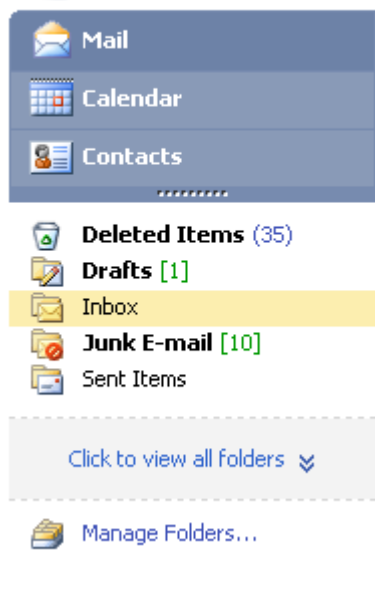
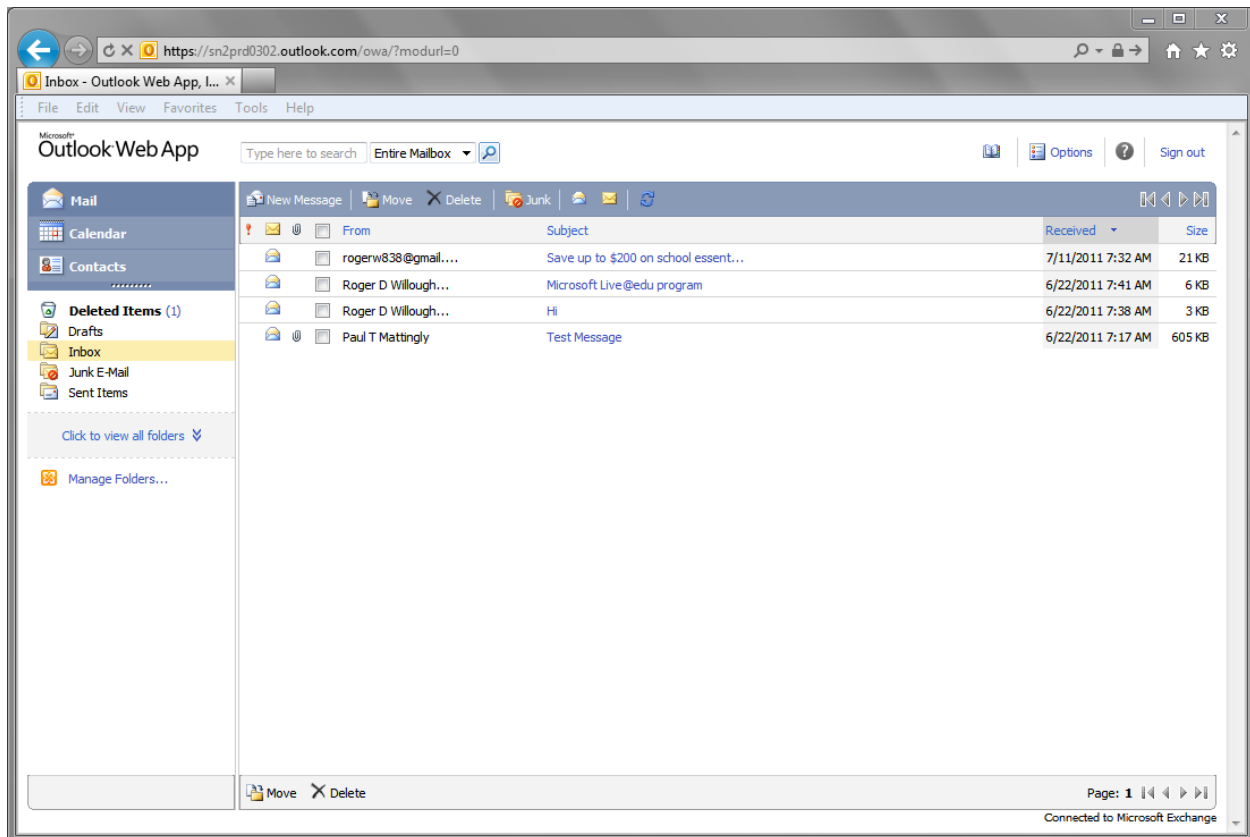


The Interface

The Outlook Webmail Blind and Low Vision version provides faster access with less functionality



Navigation Pane

The Navigation Pane, on the left, is made up of one area. This includes buttons to access Inbox, Calendar, and Contacts.

When you select any folder or button in the Navigation Pane, the contents is displayed in the main window, with the Navigation Pane remaining fully in view.

Sign Out

The Basic Version provides a Sign Out link on the top right of the tool bar.

Managing your Mail (reading, replying, new mail)

Open a message

Unread messages in the Inbox appear in bold. Previously read messages appear in plain text.

If you click the message title, the message will open. When you have more than one page of messages in your Inbox, you can use the arrow buttons on the bottom of the Inbox to scroll through the messages.

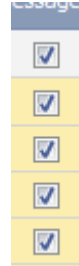
Delete a message

1. Click the checkbox from the message you want to delete .
2. Select the delete button on the toolbar.



The message will be stored in the 'Deleted Items' folder until you delete them permanently. To delete them, open the **Deleted Items** folder and click the **Select All** box at the top of the message pane.

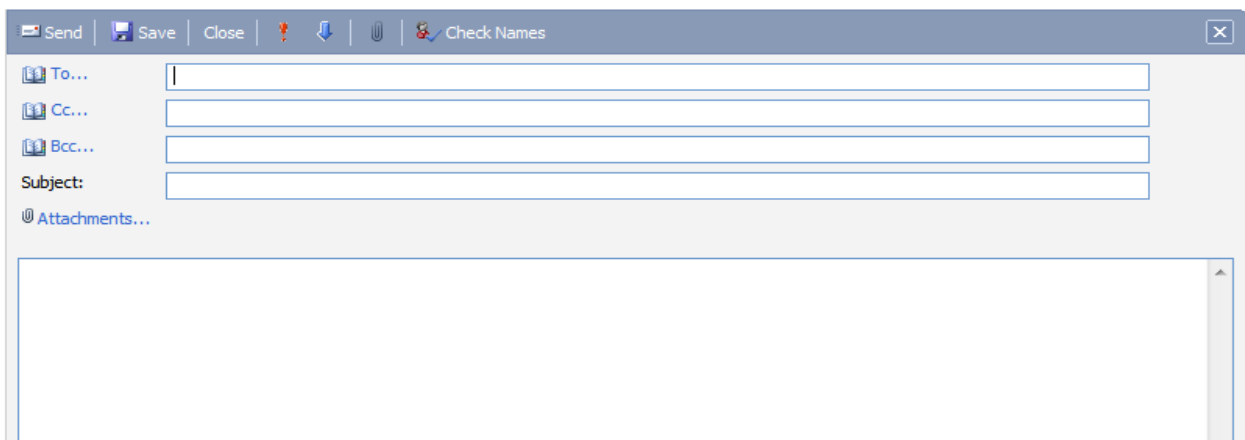
Click the delete button on the toolbar.



Create a new message




1. Select the New button on the toolbar.

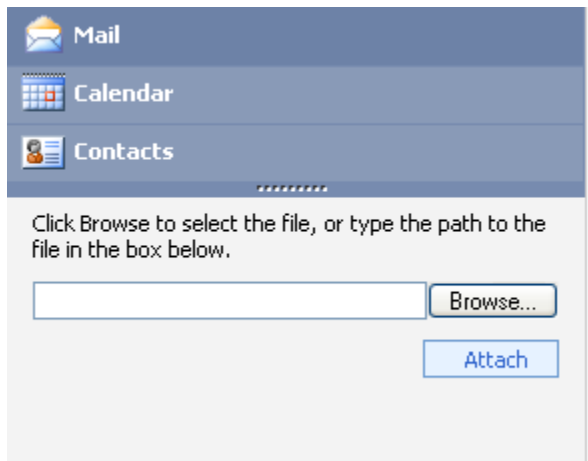


2. Type in the name of the recipients, separated by semi-colons in the To, Cc and Bcc lines. If you are mailing others with a maplemount.org email address, you can locate their address from the Global Address List (GAL) by clicking on the to: button. You can search for anyone not in the Global Address List in your contacts by using the search bar at the top of your screen. Search for the names, check the checkbox to select them, then click the appropriate button to add them the relevant list. Click the Close button to shut this window. Enter the Subject of your message.
 3. Type the message in the main section.
-

Attach a file

You can attach one or more files to your message.

1. Select the Attachments button located in the toolbar. 
2. The window changes, which allows you to enter the file name or browse for the files.



3. Once you have found your file click the Attach button



4. Once you have selected "Attach".



5. Once you are finished attaching, click on the Done button, and you will be returned to you message and can see your attachment listed. You can add further attachments simply by selecting "Attach..."

Set message importance



You can set message importance to Importance High or Importance Low using the Exclamation and Down Arrow buttons.

Add a Signature

To add a signature to a message in the Blind and Low Vision version go to the Messaging options and create a signature, and select the option to "Automatically include my signature on outgoing messages". There is no way to add the signature while composing the message in this version.

Save a message

You can save a draft copy of your message for future use or to come back later to complete it.



Click the Save button at the top of the message window.

This message is now saved into the Drafts folder.

Send a message

When your message is complete, you are ready to send it.



Click the Send button at the top left corner of the message window.

You will be returned to the mail folder window.

The message will be saved in the Sent folder.

Reply to or Forward a message

1. Click on the Reply, Reply to all or Forward button.
2. Enter your reply message.

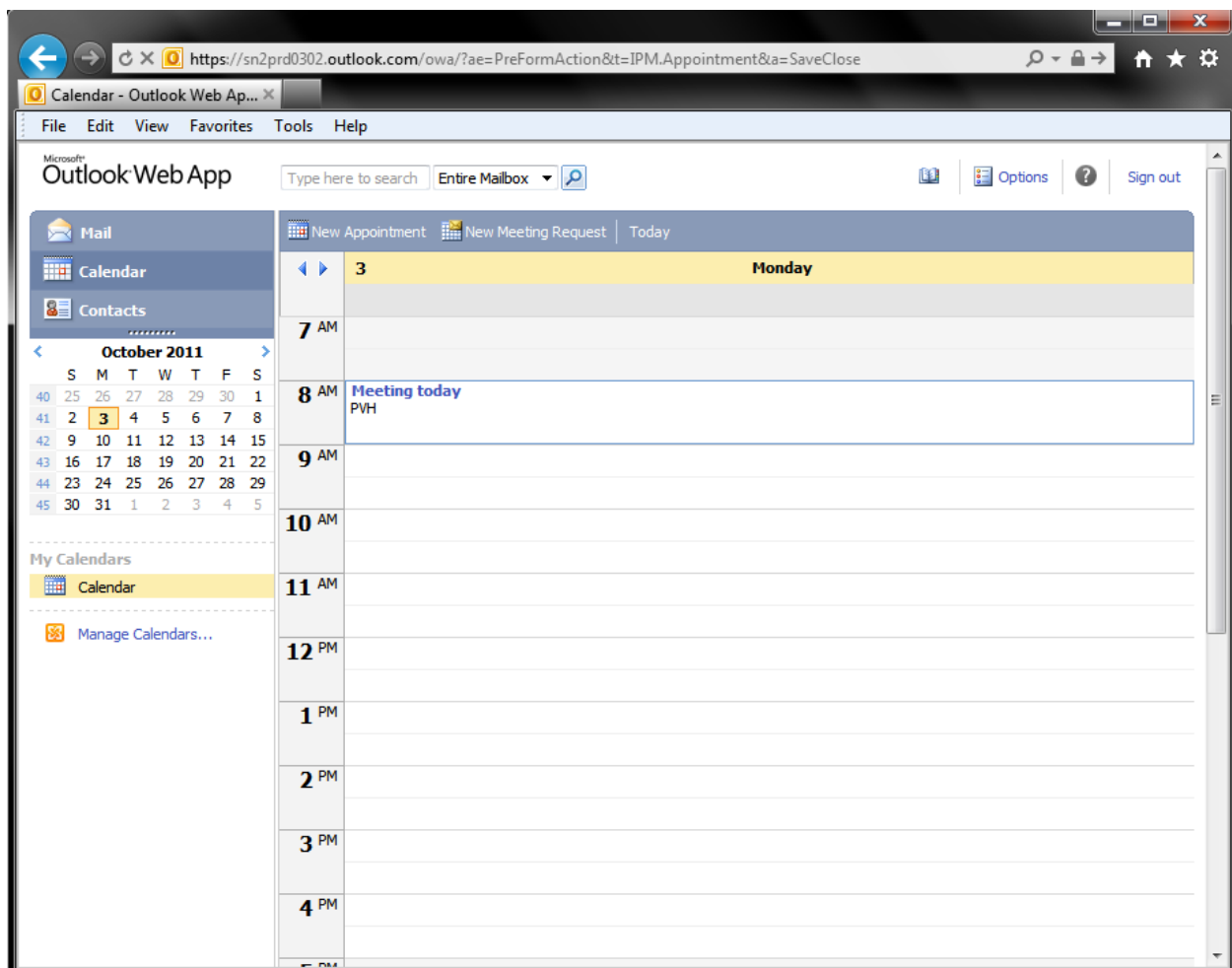
3. Click Send to send the message.
-

Calendar

The Outlook Webmail Calendar allows you to create and view appointments. You can also organize and schedule meetings at specific times and locations. Colleagues can also check your availability for meetings etc., provided that you have already given them the necessary permissions.

View your Calendar

Click Calendar in the Navigation Pane



Create a New Appointment or Event



1. In Calendar, click New on the toolbar.

2. In the Subject field, type a brief description of the appointment.
3. In the Location field, type the place where the appointment occurs.
4. In the Start Time and End Time drop-down lists, select the appropriate dates and times.
5. In the Show time as drop-down list select one of Busy, Free, Tentative or Out of Office
6. To be reminded about this appointment, select the Reminder check box.
7. Type any additional information in the space provided, such as a list of necessary materials to take to the meeting.
8. Click Save and Close

You can change the contents of the appointment by double clicking on it


Appointment options

The toolbar for the calendar window allows you to



- Attach a file to an appointment
- Set a recurring interval for the appointment e.g. every Monday
- Allow you to invite other people to an appointment
- Set the importance of an appointment to high
- Set the importance of an appointment to low

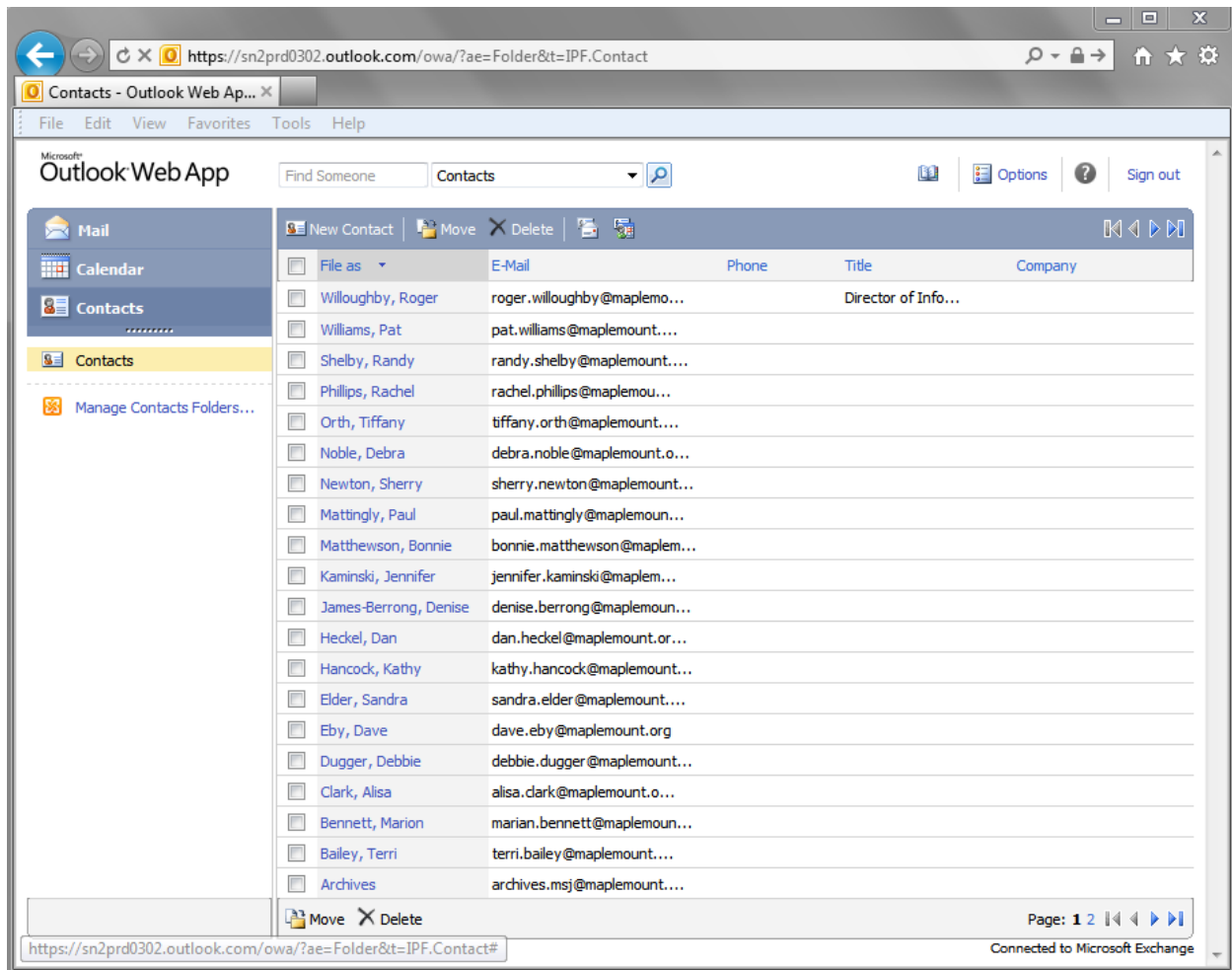
To delete an appointment or event

1.  Select the event by clicking on your calendar.
2. Once the event has been highlighted, click on the delete button on the toolbar.

Contacts

The Contacts folder can store and organize details of people, businesses and organizations.

Click Contacts in the Navigation Pane.



The screenshot shows the Outlook Web App interface for the Contacts folder. The navigation pane on the left has 'Contacts' selected. The main content area shows a list of contacts with the following columns: Name, E-Mail, Phone, Title, and Company. The 'Delete' button in the toolbar is highlighted with a red box. The toolbar also includes 'New Contact', 'Move', and 'Delete' buttons. The 'Delete' button is highlighted with a red box in the original image.

Name	E-Mail	Phone	Title	Company
Willoughby, Roger	roger.willoughby@maplemo...		Director of Info...	
Williams, Pat	pat.williams@maplemount....			
Shelby, Randy	randy.shelby@maplemount....			
Phillips, Rachel	rachel.phillips@maplemou...			
Orth, Tiffany	tiffany.orth@maplemount....			
Noble, Debra	debra.noble@maplemount.o...			
Newton, Sherry	sherry.newton@maplemount...			
Mattingly, Paul	paul.mattingly@maplemoun...			
Matthewson, Bonnie	bonnie.matthewson@maplem...			
Kaminski, Jennifer	jennifer.kaminski@maplem...			
James-Berrong, Denise	denise.berrong@maplemoun...			
Heckel, Dan	dan.heckel@maplemount.or...			
Hancock, Kathy	kathy.hancock@maplemount...			
Elder, Sandra	sandra.elder@maplemount....			
Eby, Dave	dave.eby@maplemount.org			
Dugger, Debbie	debbie.dugger@maplemount...			
Clark, Alisa	alisa.clark@maplemount.o...			
Bennett, Marion	marian.bennett@maplemoun...			
Bailey, Terri	terri.bailey@maplemount....			
Archives	archives.msjs@maplemount....			

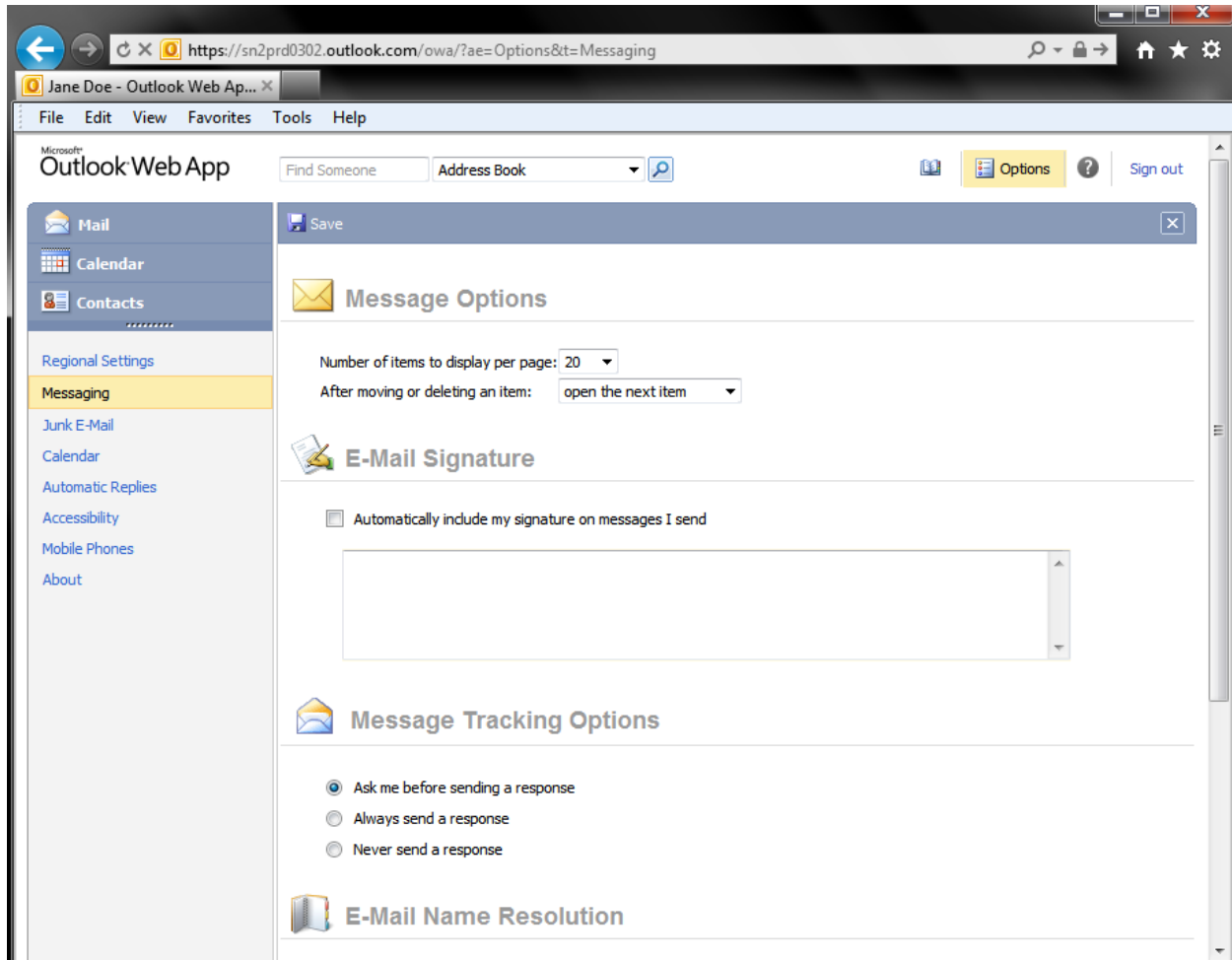
Create a New Contact

1. On the toolbar click New
2. In the new contact window, on the General tab, enter the information you need for the contact.
3. You can enter additional information about a contact in the Details tab.

4. Click Save and Close. Refresh your browser window to see the new contact.

Options

The settings within Options allow you to customize various features of Outlook Webmail: see the left hand column in the screen shot. The Blind and Low Vision version of Outlook Webmail provides a slightly less extensive set of options.

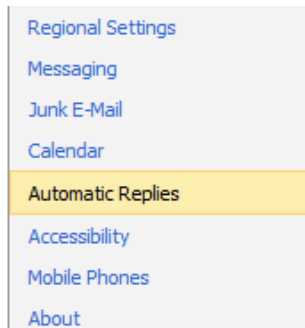


If you change any settings, remember to select Save to update any changes.

The Automatic Replies in Outlook Web Access



In webmail, click on the **options** button at the top of the page.



In the headings panel on the left side of the page, select **Automatic Replies**.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: April 19 2011 2:00 PM

End time: April 20 2011 2:00 PM

Select the **send automatic replies** option.

You can turn the Assistant off when you return or set the time period for it to operate.

Send an auto-reply once to each sender inside my organization with the following message:

I am currently on leave until the 23rd August, and will look at your email from then. For IT issues between 1st - 14th, please contact the serviceline@soton.ac.uk. Between the 15th and 23rd please contact hc01@soton.ac.uk for printer toners between 1st -14th, please contact mg11@soton.ac.uk, from 15th - 23rd please contact hc01@soton.ac.uk. For telephony issues between 1st - 23rd, please contact cg1@soton.ac.uk.

Replace my current Out of Office message with the following:

I am out of the office until 31st feb. If your email is urgent, please email the serviceline@soton.ac.uk instead, where someone will pick it up on my behalf.

If you have already created an-auto-reply, it will appear in the top box. If you want to deliver a different message, tick the **replace my current message with the following** and type your new message in the box below it.

In webmail, on top of your internal mail, you can treat emails external to the organization differently, and put a different message if you wish.

Send automatic reply messages to **External Senders**

Send replies only to senders in my Contacts list

Send replies to anyone outside my organization

Remember to turn off the Assistant when you return (unless you set the time-period).