

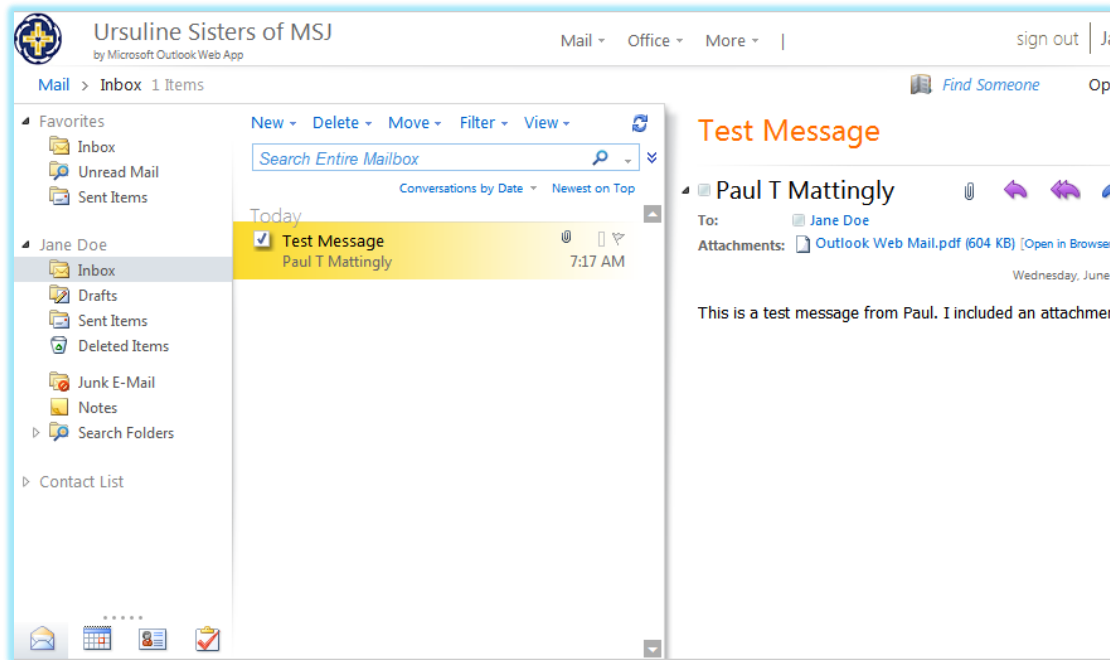
The screenshot shows a sign-in page with the following elements:

- Header: "sign in" in a large, dark font.
- Form fields: "Windows Live ID:" with a text box containing "example555@hotmail.com" and "Password:" with an empty text box.
- Links: "Forgot your password?" in blue text.
- Checkbox: "Keep me signed in" with an unchecked checkbox.
- Button: "Sign in" in a grey button.
- Footer: "Not your computer?" followed by "Get a single use code to sign in with" in blue text.

### *Signing In*

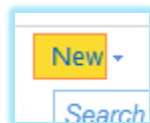
1. Start by opening a web browser (Internet Explorer) and going to the Webmail homepage.
2. Sign in using your e-mail address and password. The Windows Live ID is your entire e-mail address ([firstname.lastname@maplemount.org](mailto:firstname.lastname@maplemount.org)) and your password. *Tip: Do not check the "Keep me signed in" box unless you are using your personal computer.*

3. Click the Sign In button and your e-mail will load. This is what your Outlook Webmail looks like:



### *Send and Receive Mail*

1. To open an email make sure the correct folder is selected on the left (navigation) pane. In the above picture Jane Doe's *Inbox* is selected. The center pane will list your messages. Double click a message to open it. The right pane in the above picture is the preview pane. It will show a preview of a selected message.
2. To send a new message, click the *New* button in the message pane.



- Fill in the *To:* and *Subject:* boxes. The *To:* box will contain the email address of the intended recipient. Separate multiple recipients using a semicolon.

A screenshot of an email composition window. At the top, there is a toolbar with icons for Send, Attach, Insert Image, Insert Link, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Spell Check, and a dropdown menu for Options... with 'HTML' selected. Below the toolbar are three text input fields labeled 'To...', 'Cc...', and 'Subject:'. Below these fields is a font selection dropdown set to 'Tahoma' and a size dropdown set to '10'. To the right of the font and size dropdowns are icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Spell Check, and a dropdown menu for text color. The main body of the email is a large empty text area.

- To add an attachment simply click the *Attach* button at the top of the message and follow the prompts. Click Send

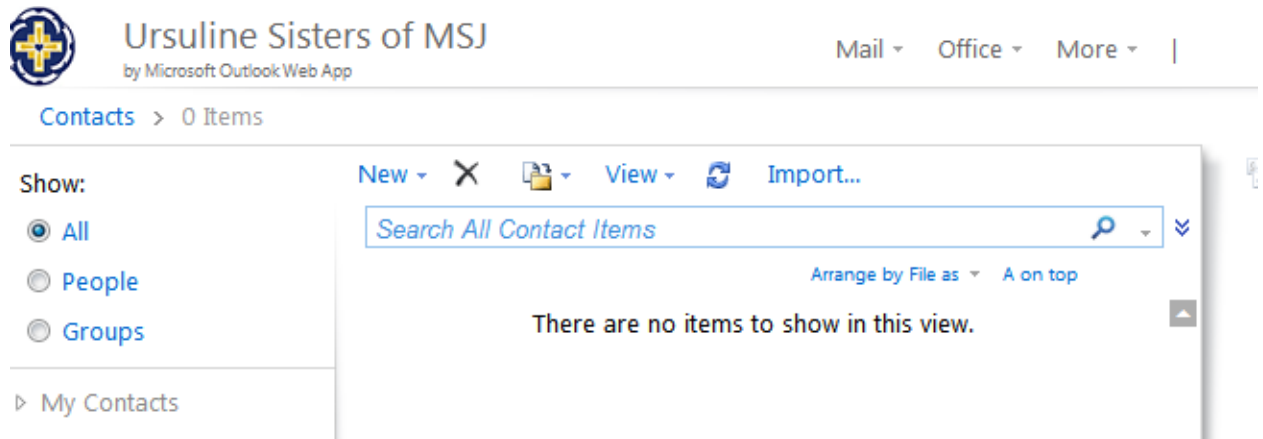


- Other common mail options can be found across the top of the message screen.

A screenshot of the Microsoft Outlook Web App interface. The top navigation bar includes the logo for 'Ursuline Sisters of MSJ by Microsoft Outlook Web App', a 'sign out' link, and the user name 'Jane Doe'. Below the navigation bar, there is a 'Mail &gt; Inbox 1 Items' breadcrumb. A yellow callout box labeled 'Mail Options' points to the top navigation area. The main content area shows a message titled 'Test Message' from 'Paul T Mattingly' received on '7:17 AM'. The message has an attachment: 'Outlook Web Mail.pdf (604 KB) [Open in Browser]'. The interface also shows a search bar, a list of folders (Inbox, Unread Mail, Sent Items), and a list of messages in the inbox.

## Contacts

1. To add contacts to your address book, select Contacts in the Navigation (Left) Pane.



2. To create a contact, select the New button and fill out the information.
3. To work with groups, select the Groups option on the left. To add a new Group, select the down arrow beside the New button and choose Group.
4. Add members to the group and select Save and Close.

## Global Address List

1. The Global Address List contains all of the members of the Maplemount.org email group including Sisters and employees.
2. To view this list and select from it you can select the book symbol next to the *Find Someone* area at the top.



3. The *To:* button can also be selected from a new message to view the Global Address List. This list is separate from your contacts but members of the Global Address List can be added to your contacts and groups.

