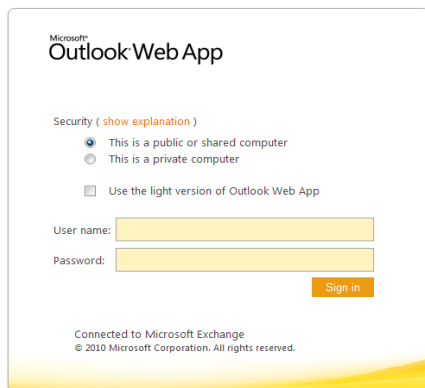


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Logging into Outlook Web Access (OWA)

- To log into OWA, launch your web browser and type the following in the address bar of your Internet Browser:
 - <http://radio1net.com/>
- After you enter this URL in the address bar, select the Webmail link on the Home page and you will be taken to the login page, which asks you to enter your username and password. Use your Network login account information that was provided to you.
- The following is what you will see when you access this site and are prompted to login in to OWA



- After you enter your username and password, you will be logged in and taken to the Outlook Web Access interface.

When to use 'This is a public or shared computer'

- Select this option if you are working from a pc that is shared by many or located in a public place such as library or café.
 - Note: Selecting this option will prevent others from accessing your email should you forget to close out your browser session after 15 minutes.

When to use 'This is a private computer'

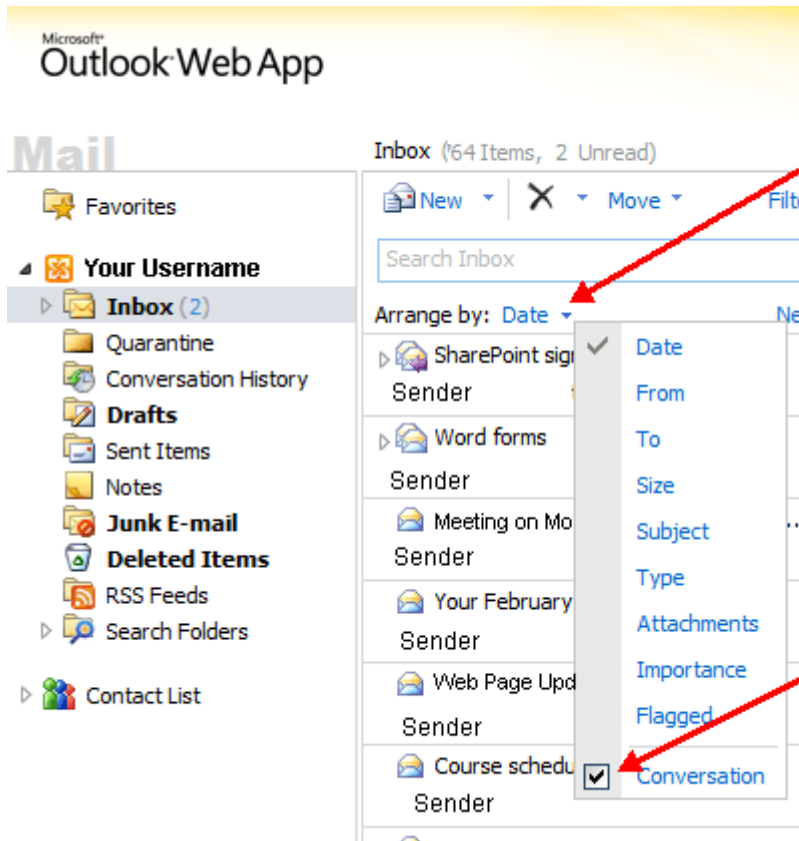
- *Select this option if this is your personal computer or workstation*

When to use the light version of Outlook Web App

- Select this option if you **do not** want the following features
 - Tasks modules
 - Reminders
 - HTML composition of messages. OWA Light users get only plain text boxes with no editing or formatting options
 - Flags and Categories
 - Monthly or weekly view in Calendar: OWA Light shows the daily view only
 - Free/Busy grid in Appointment/Meeting Scheduling Assistant: OWA Light users get only “Suggested Times:
 - Print
 - Spell Check
 - Conversation View
 - Account Quota information
 - Recover Deleted Items
 - Add/edit distribution lists
 - Public Folder access
 - Add/edit rules

How to disable Conversation view

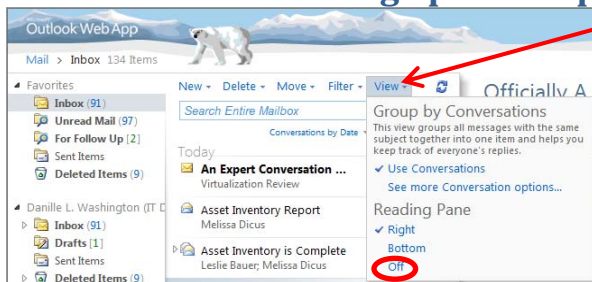
- Note: By default, the system is automatically set to view in Conversation mode. Conversation view has its benefits and drawbacks, but if you don't like it, you can turn it off. Just click Arrange by, scroll down to conversations and deselect.



Click here to change how messages are arranged

Click here to deselect by Conversation

How to turn off message preview pane

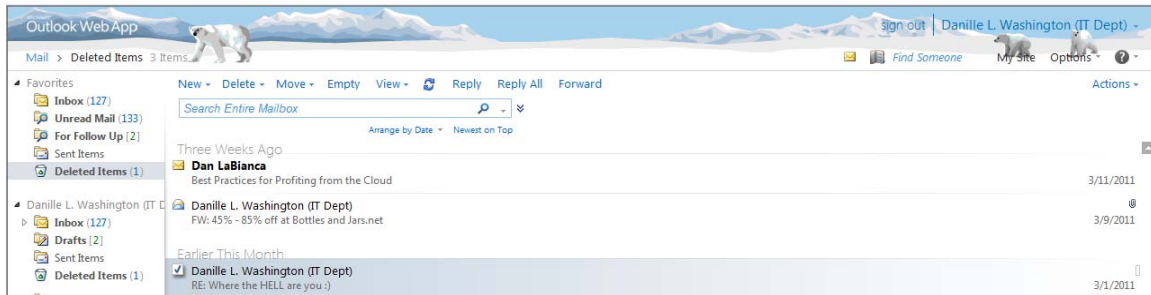


Click here to select View and check Off

- Click View
- Select Off

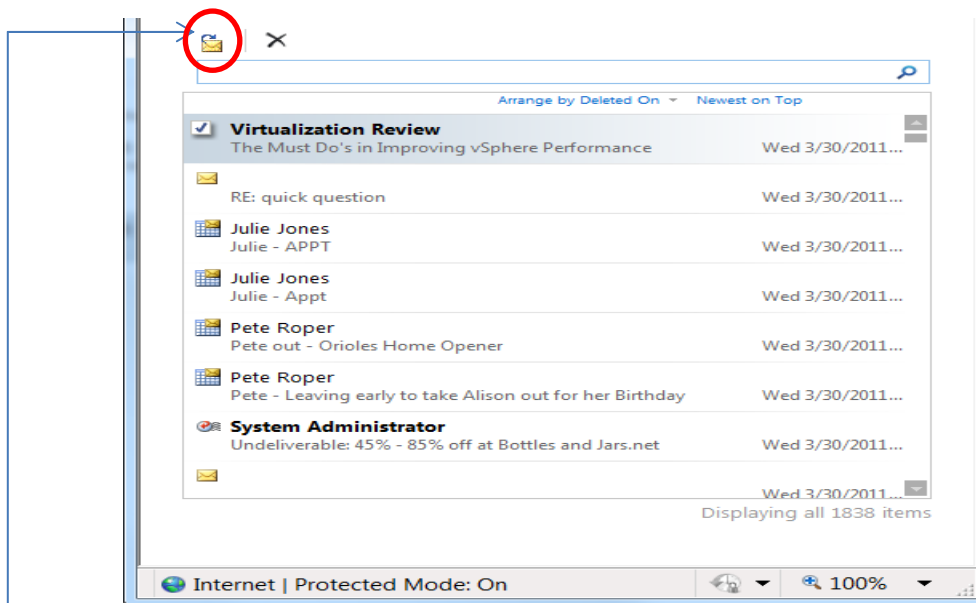
How to recover deleted items

Once you have deleted messages from your Inbox and other folders, they will be stored in your Deleted Items folder.



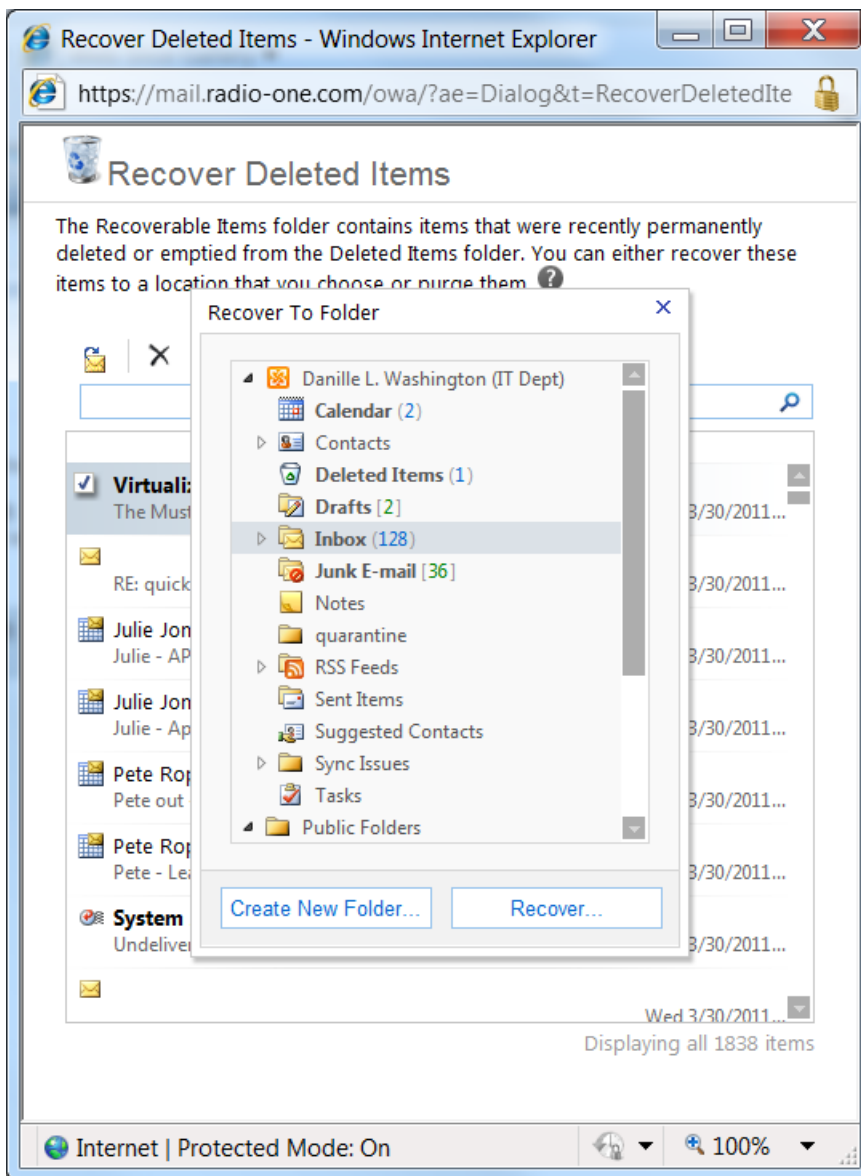
If you have recently emptied items from your Deleted Items folder, you now have the ability to recover data deleted within the past seven days. In order to do this:

1. Right-click on Deleted Items folder
2. Select Recover Deleted Items
3. Highlight the message(s) you would like to recover. **Note:** Click message and press CTRL key to select multiple messages



4. Click envelope when done

5. Select Folder you where you want recovered message to be moved to



6. Click Recover

How to change password via OWA

Every 90 days you will be prompted to change your email password. A warning will notify before you are forced to make this change. Failing to change your password will lock out your account. You should always change your password when prompted to avoid any inconvenience. To change your email password:

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

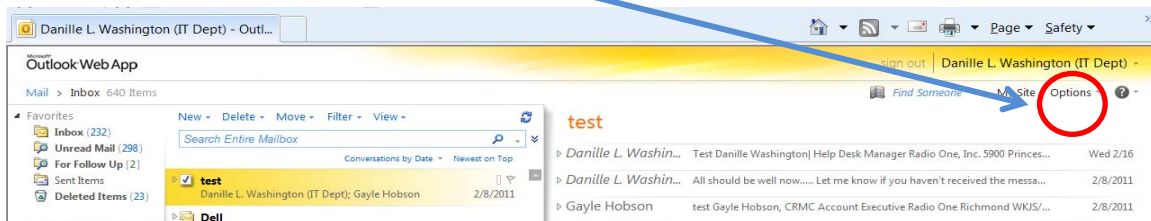


Diagram 1A

2. Select Change Your Password....that appears in the drop-down window (see Diagram 2)

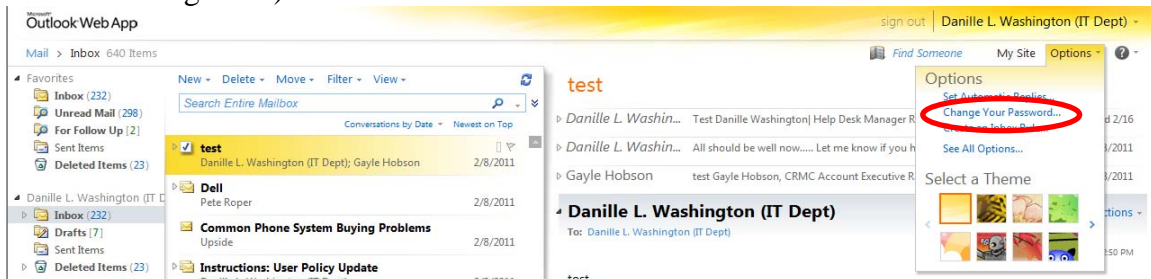


Diagram 2

3. You will be prompted to enter your current password and a new password (See Diagram 3) The new password must be entered and confirmed. **Note: The recommended password requirement is suggested as follows:**

- Password cannot be your last 12 passwords used
- Password **must** be at least 7 characters in length
- Password should contain at least 1 capital letter (A - Z)
- Password should contain at least 1 lowercase letter (a - z)
- Password should contain at least 1 number (0 - 9)
- Password should contain at least 1 special character (! @ # \$)

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.

Domain(user name): R1CORP\dawashington

Current password:

New password:

Confirm new password:

✓ Save

Diagram 3

4. Click Save after filling in the above fields.
5. When your password has been successfully changed, you will see Diagram 4

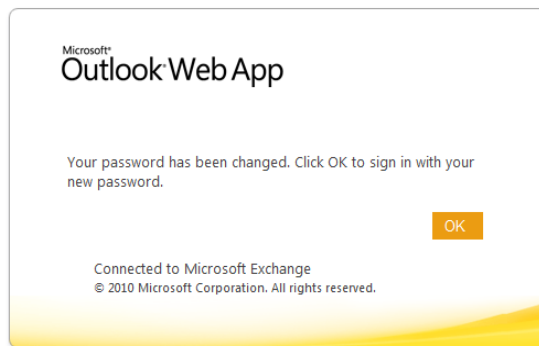


Diagram 4

How to create E-Mail Signature

To automatically add a signature to your outgoing messages:

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

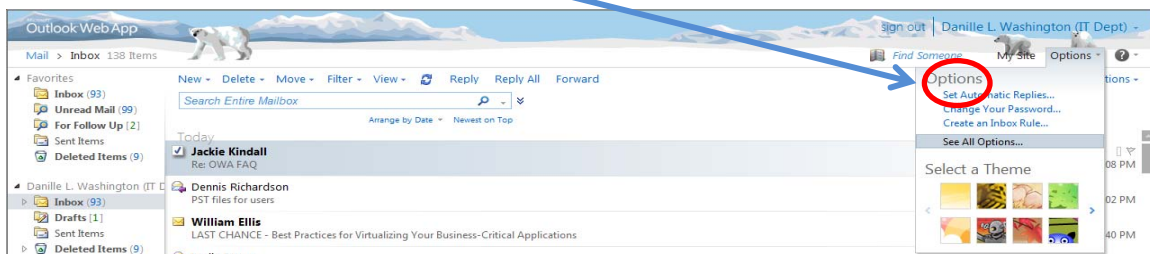


Diagram 1

2. Select See All Options
3. Click Settings (located on left pane)

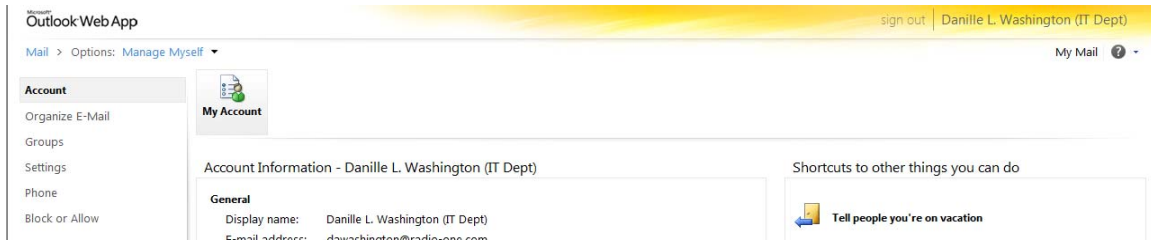
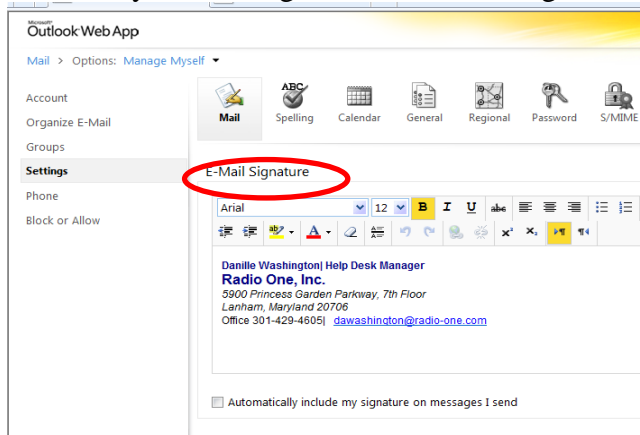


Diagram 1A

4. Modify settings in the E-Mail Signature section
 - a. Note: Check the Automatically include my signature on messages I send.
If you want signature on all messages sent.



Creating an Out of Office Message

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

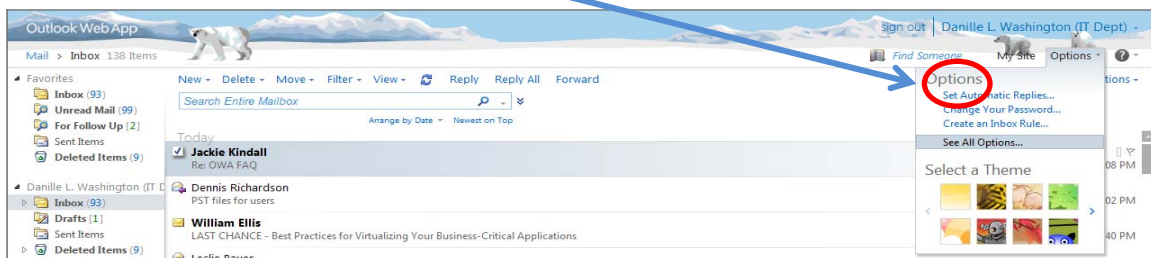
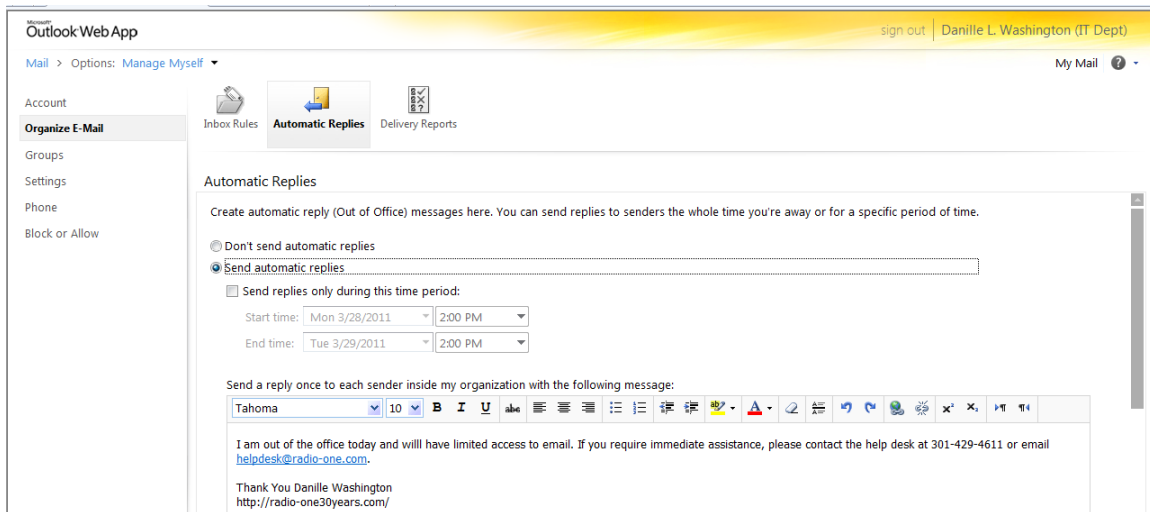


Diagram 1

2. Click Set Automatic Replies
3. Click Send automatic replies

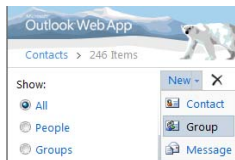


4. Customize your 'Out of Office' message. Note: You can set specific schedule/time to begin and end your out of office by checking 'Send replies only during this time period'
5. Set Out of Office for both Internal and External user emails

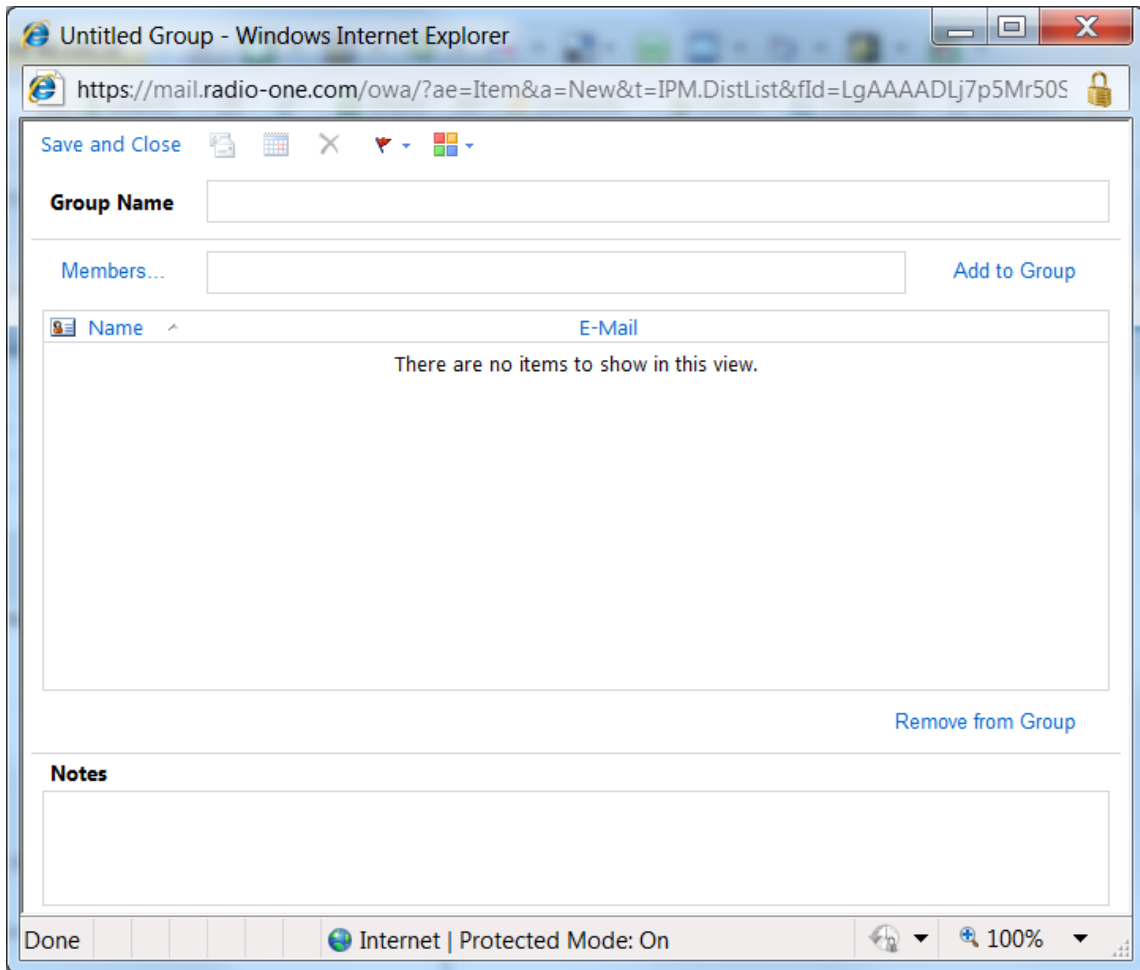
Creating Distribution

If you often send messages to the same group of people, it may be beneficial to create a Distribution List. In order to do this, you must first be in the Contacts screen. From there:

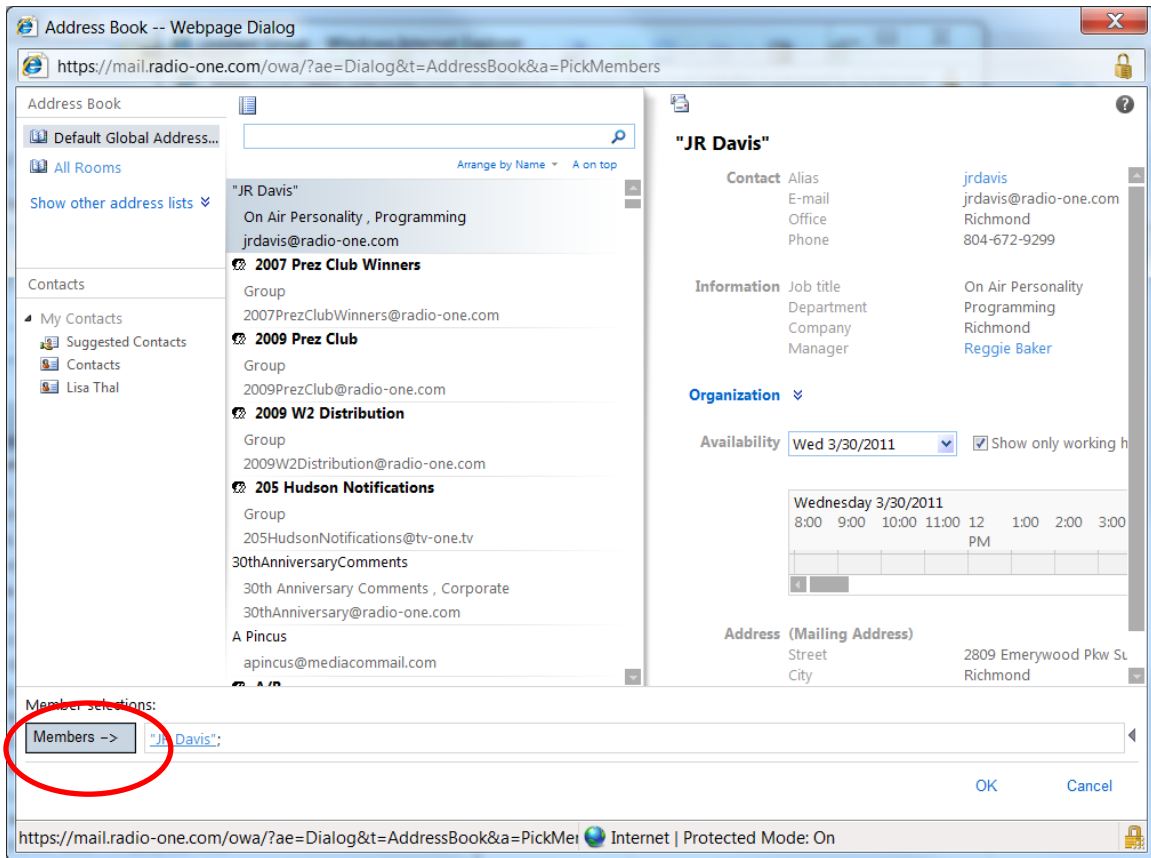
1. Click New > Group



2. The following window will be displayed



3. In this window, you will create the name of your Group Name in the field provided
4. You will need to add the names of contacts you would like added to this list. You can do this by either typing the names or email addresses into the field provided and Click Add to Group or;
5. Members to search for a contact to add to the list.
6. Click or Highlight contact



7. Click Members
8. Click OK when you are finished adding names
9. Click Add to Group
10. Click Save and Close

How to add Bcc field

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

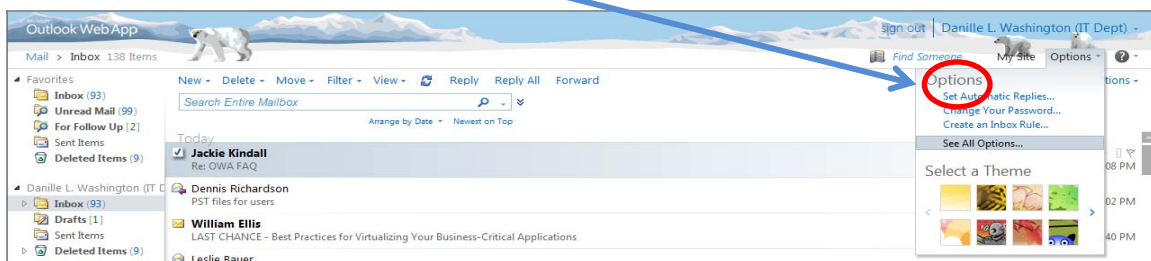


Diagram 1

2. Select See All Options
3. Click Settings (located on left pane)

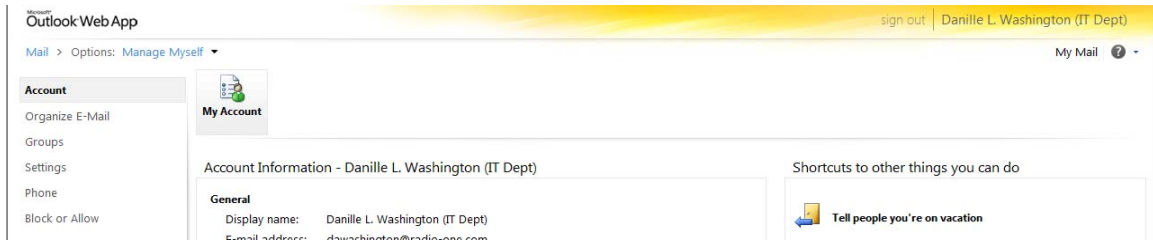
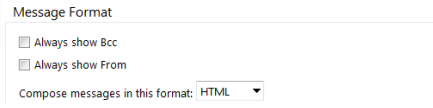


Diagram 1A

4. Check 'Always show Bcc'



How to turn on/off sound when new items arrive

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

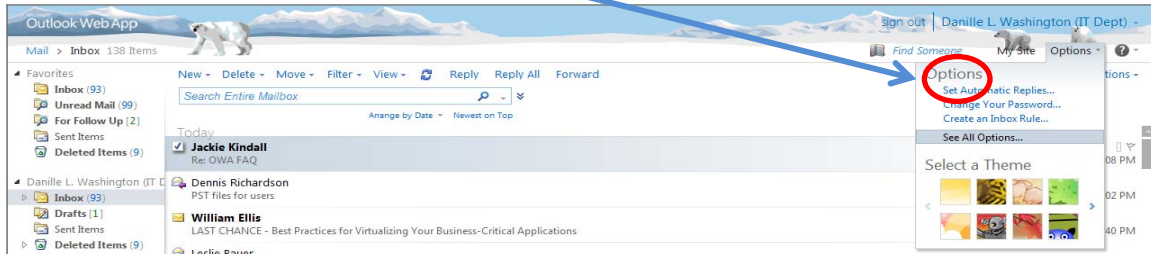
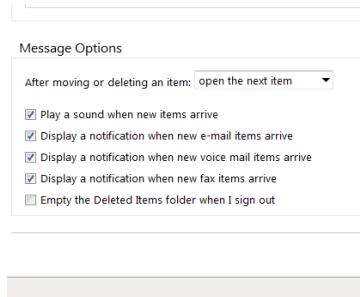


Diagram 1

2. Select See All Options
3. Click Settings (located on left pane)
4. Scroll down to bottom of screen until you see 'Message Options'



5. Check the appropriate notifications

How to turn on/off notification when new email items arrive

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

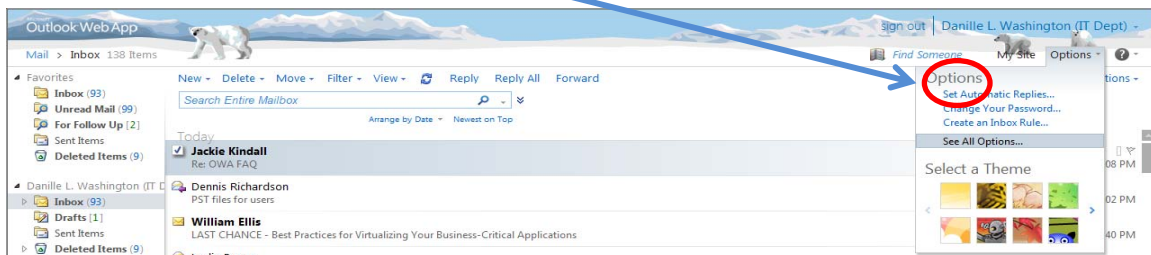
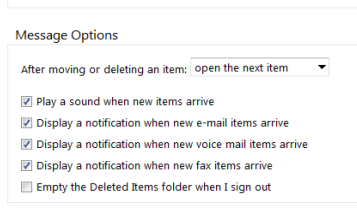


Diagram 1

2. Select See All Options

3. Click Settings (located on left pane)
4. Scroll down to bottom of screen until you see 'Message Options'



5. Uncheck the appropriate notifications

How to add email addresses to your Safe Senders and Recipients

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

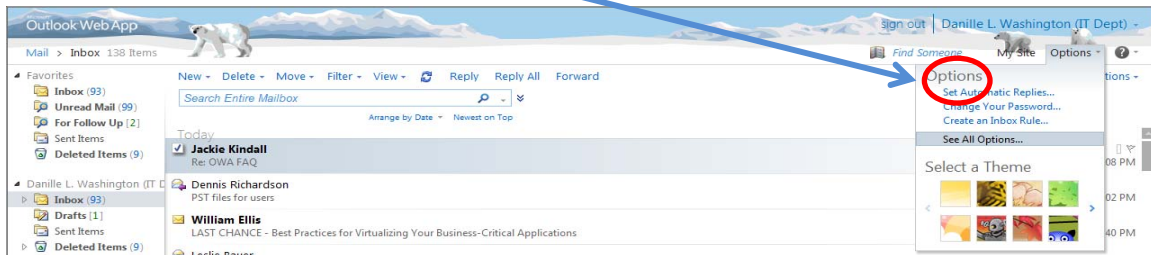
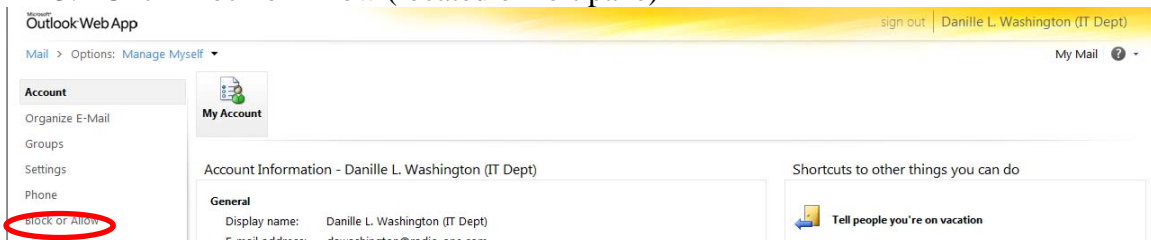


Diagram 1

2. Select See All Options
3. Click Block or Allow (located on left pane)



4. Modify Settings under 'Safe Senders and Recipients'
 - a. Click Edit
 - b. Type the email address you wish to add

How to add email addresses to your Blocked Senders

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

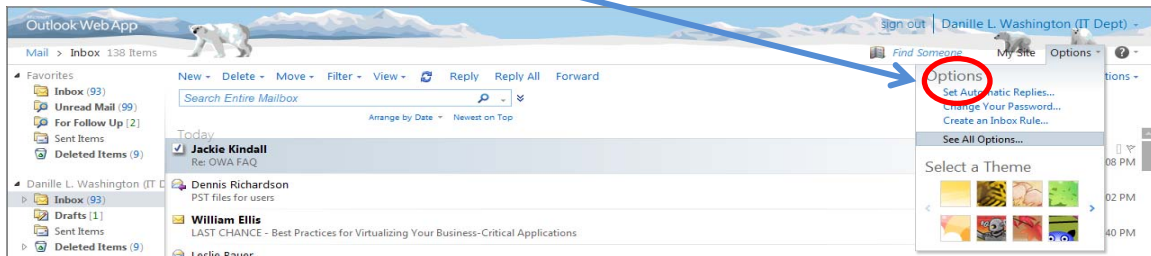
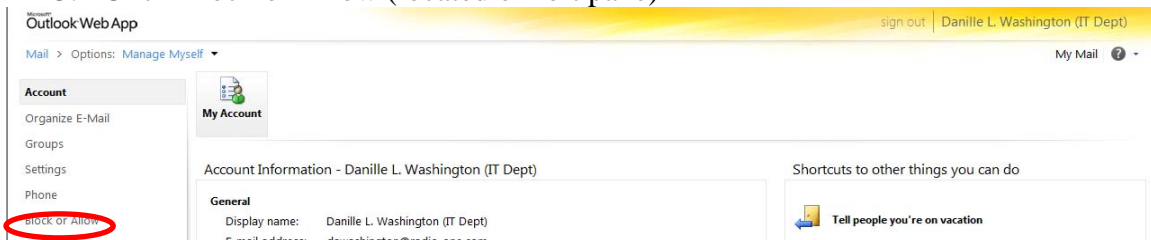


Diagram 1

2. Select See All Options
3. Click Block or Allow (located on left pane)



4. Modify Settings under 'Block Senders'
 - a. Click Edit
 - b. Type the email address you wish to add

Choose how to respond to requests for read receipts

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

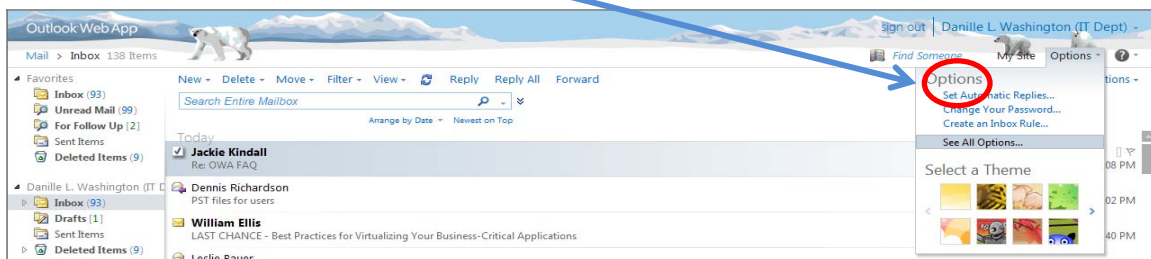


Diagram 1

2. Select See All Options
3. Click Settings (located on left pane)
4. Modify settings under Read Receipts
 - a. Check 'Ask me before sending a response' if you want to be prompted

- b. Check 'Always send a response' if you do not want to be prompted
- c. Check 'Never send a response' if you don't want response to be sent to sender

Choose when items should be marked as Read

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

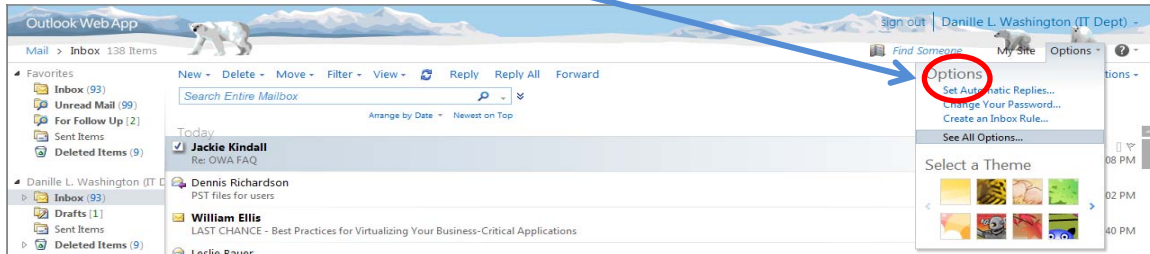


Diagram 1

2. Select See All Options
3. Click Settings (located on left pane)
4. Modify 'Reading Pane'
 - a. Choose 'Mark the item displayed in Reading Pane as Read' if you want to delay message read
 - b. Choose 'Mark the item as Read when the selection changes' if you want instant results
 - c. Choose 'Don't automatically mark items as Read' if you want to manually mark your items

Sort messages in the conversation Reading Pane in this order

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

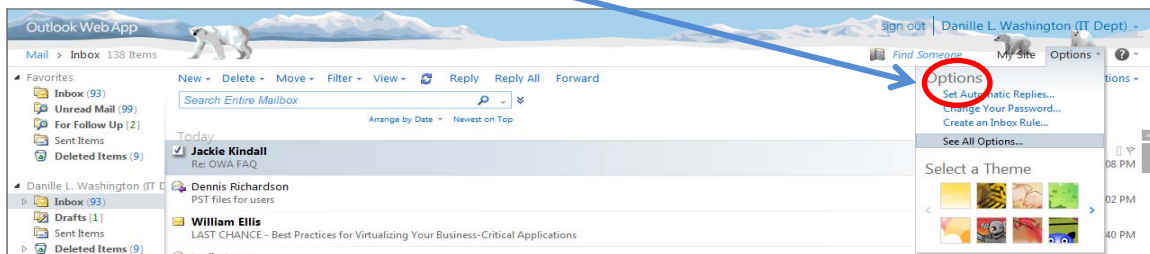


Diagram 1

2. Select See All Options
3. Click Settings (located on left pane)
4. Modify 'Conversations'

- a. Choose 'Newest message on top' if you want to see the most recent message receive first
- b. Choose 'Newest message on bottom' if you want to see the oldest message received first

Choose how to sort the messages in List View in an expanded conversation

1. Click on Options (located in the upper right-hand corner) (see Diagram 1)

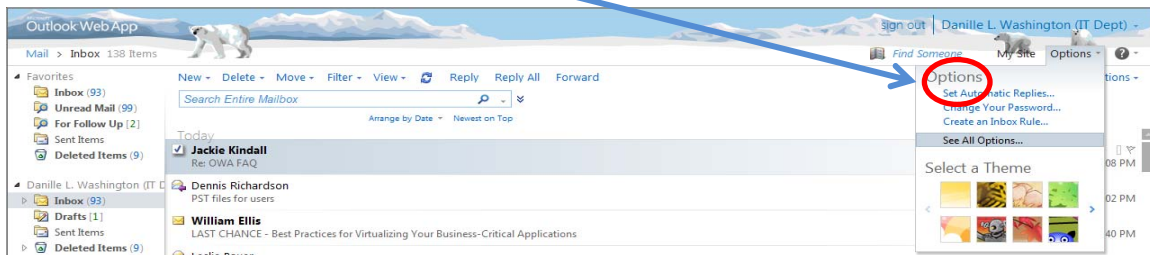
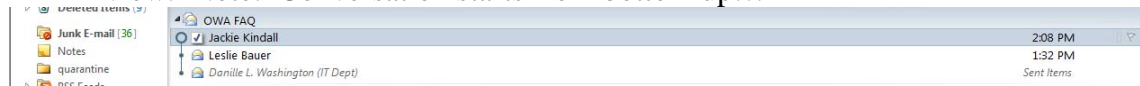


Diagram 1

2. Select See All Options
3. Click Settings (located on left pane)
4. Modify 'Conversations'
 - a. Choose 'Show the conversation tree' if you want to see this view. Note: Conversation starts from the top down.



- b. Choose 'Match the sort order of the Reading Pane' if you want to see this view. Note: Conversation starts from bottom up...



Choose how to sort the messages in List View in an expanded conversation

When you are finished using OWA, please remember to log out of your session by clicking sign out automatically in the tool bar. It is important understand that OWA closes connections to your mailbox after a period of inactivity, to protect your account from unauthorized access. If your session ends, refresh your browser and logon again.



Getting Help

Should you have problems while working in Outlook Web Access, and it is not covered in this guide, please contact:

IT Support Help Desk

Phone: 301-429-4611

Email: helpdesk@radio-one.com