

Pellissippi State Community College

Student E-mail Accounts

Microsoft Outlook Web Access

INSTRUCTIONAL TIPS

LOGGING ON

Please verify username, it is usually first initial, middle initial, last name (provided upon admission to the college)

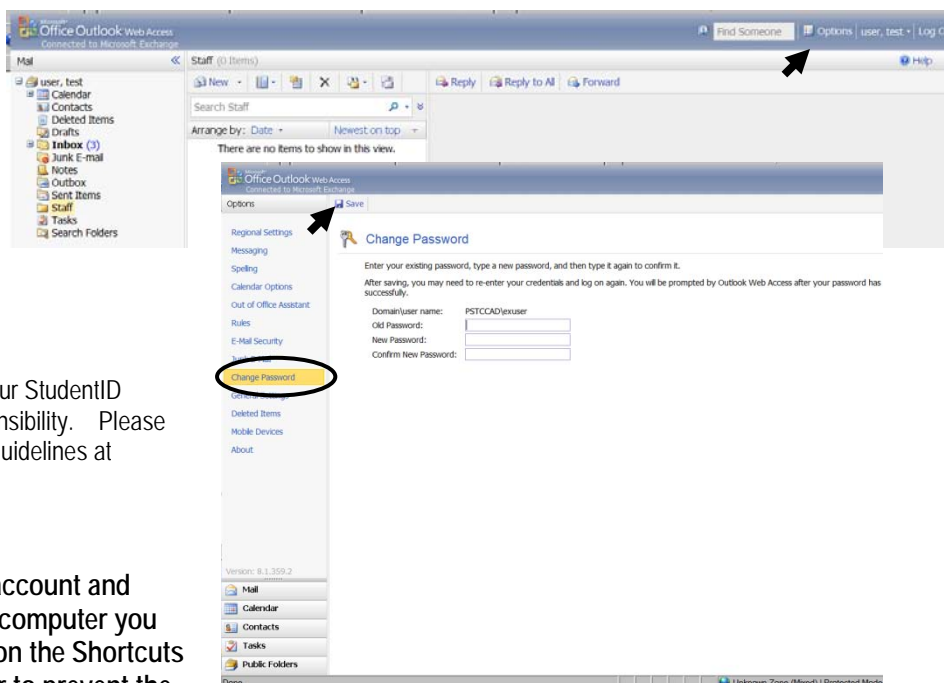
1. Go to the Pellissippi Home Page at www.pstcc.edu
2. Click on the myPellissippi link and Login
3. Enter your username and password > click on the e-mail link at the top right.

Username: username
Password: Initially you Student ID
Example: P123545678

The recommended web browser for using Outlook Web Access (OWA) is Internet Explorer 6.0 or higher. (Some functionality is lost with Mozilla, Netscape; OWA will not work with IE 5.5)

Changing Passwords

1. Click on *Options*
2. Click on the *Change Password*
3. Update your password information
4. Click *Save*



It is important that you change your password from your StudentID initially. Security of your E-mail account is your responsibility. Please read and become familiar with the Computer Usage Guidelines at <http://www.pstcc.edu/departments/itsc/cug.html>

Logging Off



It is imperative that you log off your account and close the browser before leaving the computer you are using. Click on the LogOff icon on the Shortcuts tab. You must also close the browser to prevent the next person from accessing your account!

General Account Questions

Visit our *Frequently Asked Questions* page at <http://www.pstcc.edu/departments/itsc/faqstudent.pdf>

Still having Problems?



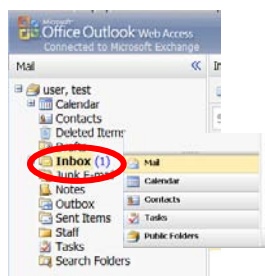
Help

Click this button for Help specific to the window you are working in. Click on the Help button on the toolbar for information on any OWA procedure. This will display Help specifically for the window you are working in. When working in a small browser window, it may be necessary to scroll to the right to see the Help button.

Stop by the Computer Open Lab on your campus or call the Information Technology Support Center HelpDesk at 694-6537.

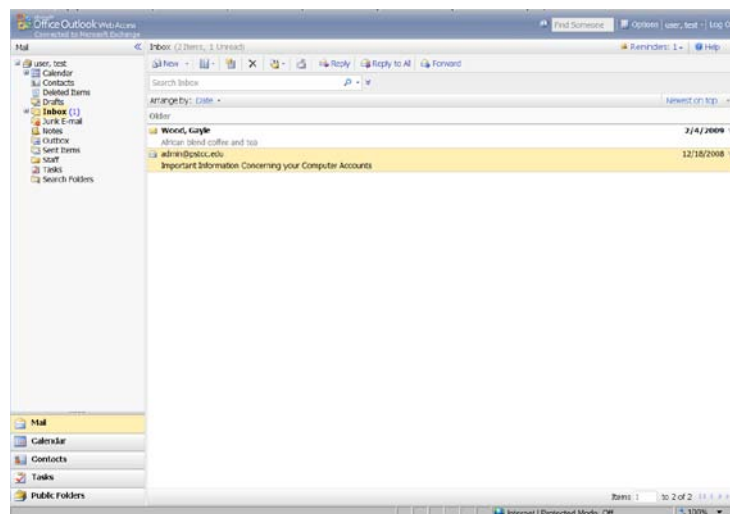
Outlook Web Access Quick Overview

With Microsoft Outlook Web Access 2007 (OWA) you can use a Web browser to access your personal mailbox to read E-mail, send messages, organize contacts, schedule appointments and change your password.



INBOX

Messages are delivered to your mailbox on a Microsoft Exchange Server computer, where they are stored in your Inbox by default. OWA allows you to read and send E-mail messages through a Web browser.



In your Inbox you can: Read Messages; Move Messages to folders; Delete Messages **Note: All deleted messages are sent to the Deleted Items folder. They are not permanently removed until they are deleted from the Deleted Items folder.**

READING ATTACHMENTS

- An attachment is a file that can be created in any program and attached to an E-mail message, such as a Microsoft Word document, a Microsoft Excel spreadsheet, a .wav file, or a bitmap. When a message contains an attachment, OWA displays a paper clip symbol beside it in the folder listing. When the message is opened, you will see the name of the attached file in the message heading information. Some attachments, such as .txt and .gif files, will be opened directly by the Web browser. To view an attachment, click the attachment file name, located in the message heading information. The attachment will open in a new browser window.

CREATING MESSAGES

- Messages are created in the New Message form.
- To open a new message form:
- Click **New** on the toolbar.



ADDRESSING AND COMPOSING A NEW MESSAGE

To address and compose your E-mail messages:

1. In the To and Cc boxes, type the names or E-mail aliases of the recipients. Separate multiple names with semicolons (;).
2. In the Subject box, type a brief subject line.
3. Type your message in the message body.

ATTACHING A FILE

- Click on the attachments icon. To add an attachment click browse. Find the file you want to send and click "attach". When done, click Close. In the attachments window, you can attach any type of file that is accessible from your computer or through your network. This utility also allows you to remove attachments.

SENDING THE MESSAGE

- When you have finished composing your new message, reply, or forward, on the message toolbar, click Send.
- When the message has been sent, the message window will close and you will be returned to the folder you were working in.



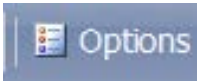
CONTACTS

Contacts is your E-mail address book and information storage utility for the people and businesses you regularly communicate with. Use Contacts to store the E-mail address, street address, phone numbers, and any other information that relates to the contact.



CALENDAR

The Calendar allows you to create and track appointments. All appointments and meetings can be set as recurring, meaning they occur more than one time, on a regular basis. For example, you can schedule a recurring class that will occur every Wednesday, at two o'clock.



OPTIONS

The Option area allows you to make changes in how OWA handles the Office Assistant, Sounds, Reminders, Contact settings, change your Password and Recover Deleted Items. Located in the top right corner of the menu bar.



DELETED ITEMS

Recover Deleted Items Allows you to view and recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to the Deleted Items folder.

Microsoft Office Outlook Web Access
Connected to Microsoft Exchange

Options Save Help

Regional Settings
Messaging
Spelling
Calendar Options
Out of Office Assistant
Rules
E-Mail Security
Junk E-Mail
Change Password
General Settings
Deleted Items
Mobile Devices
About

Deleted Items

Empty the Deleted Items folder on logoff

Recover Deleted Items

You can recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to your Deleted Items folder.

Recover to Deleted Items Folder | Permanently Delete

Subject	Deleted On	From	Received
There are no items to show in this view.			

Items 0 to 0 of 0

Version: 8.1.359.2

Mall
Calendar
Contacts
Tasks
Public Folders

Done Unknown Zone (Mixed) | Protected Mode: Off 100%