

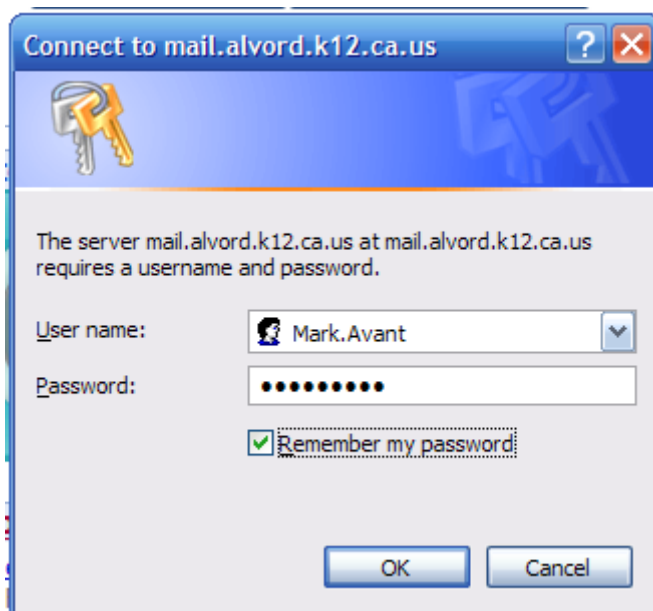


Using Outlook Web Access (OWA) 2003

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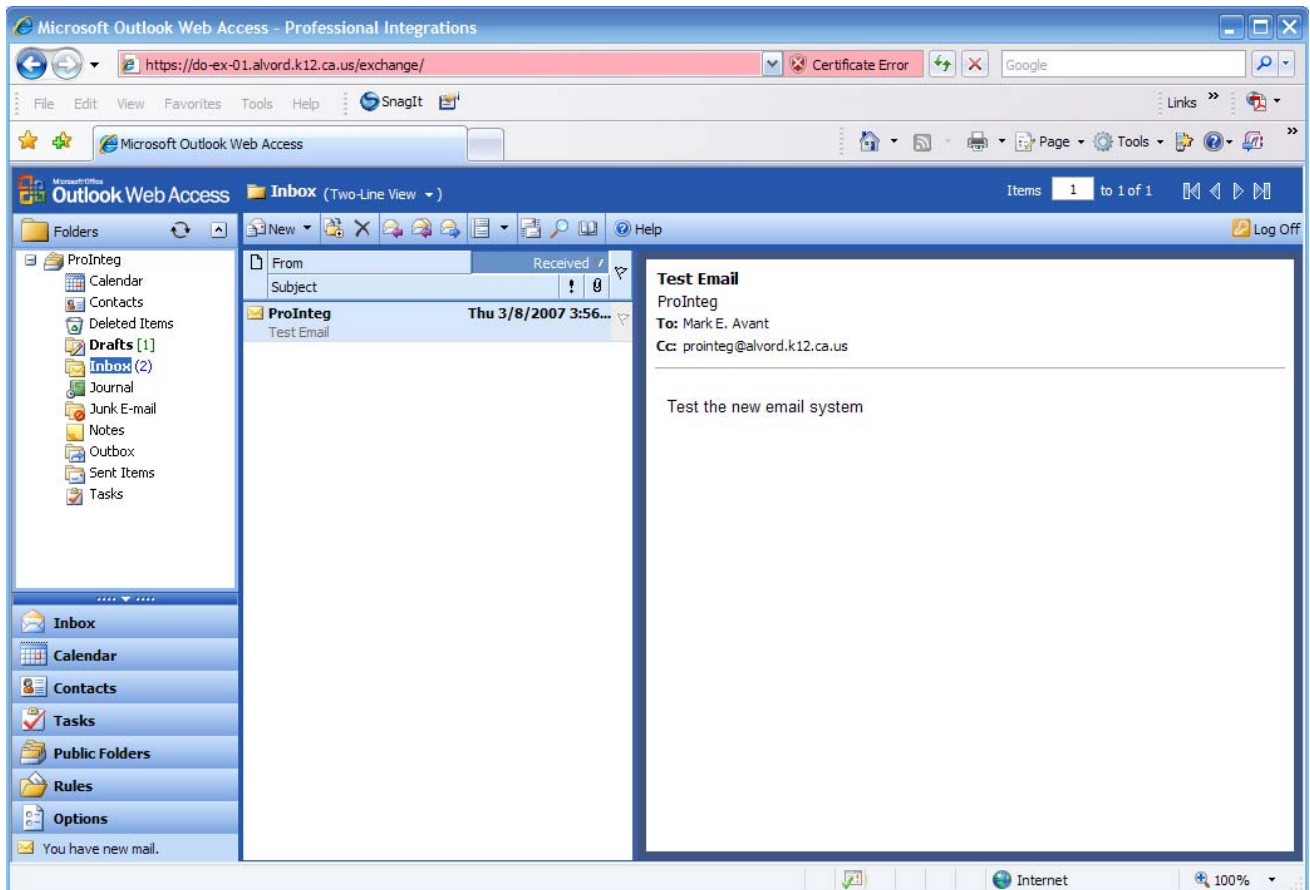
Login

1. Access the new Outlook webmail system by clicking the check-email link located on the AUSD **intranet** and **internet** web sites.
2. When prompted, enter *your district username and password* in the popup window and click **OK**.

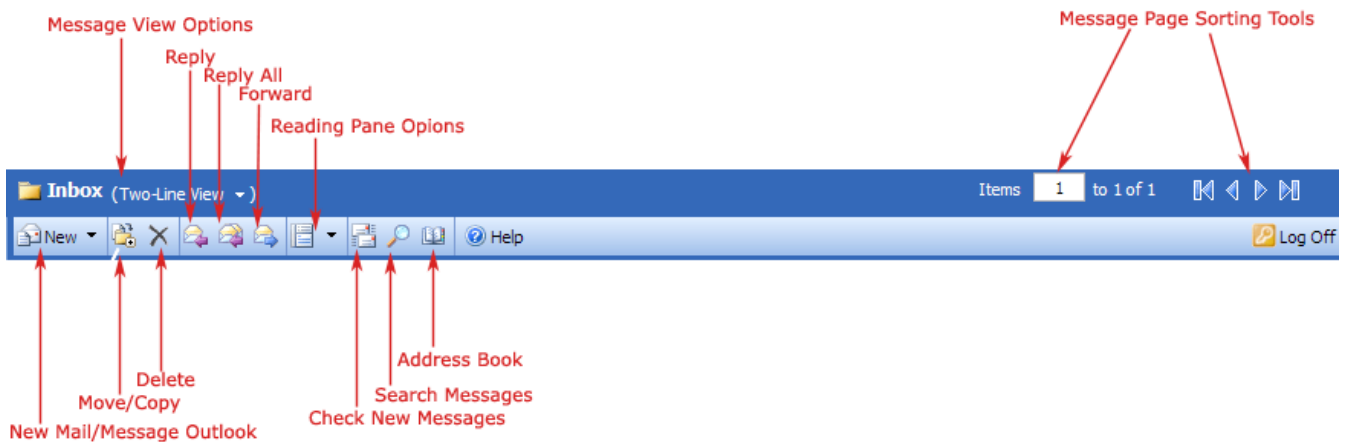


The Inbox

1. After successfully logging in, your Inbox will appear in the following window. We recommend maximizing your Internet Explorer window to use Outlook Web Access.



2. You can access every aspect of OWA from this main window. For example, you can access your Outlook Calendar, Tasks, and other folders using the navigational bar on the left of the screen.
3. The toolbar near the top of the OWA window offers several features to sort through and manage your mail.

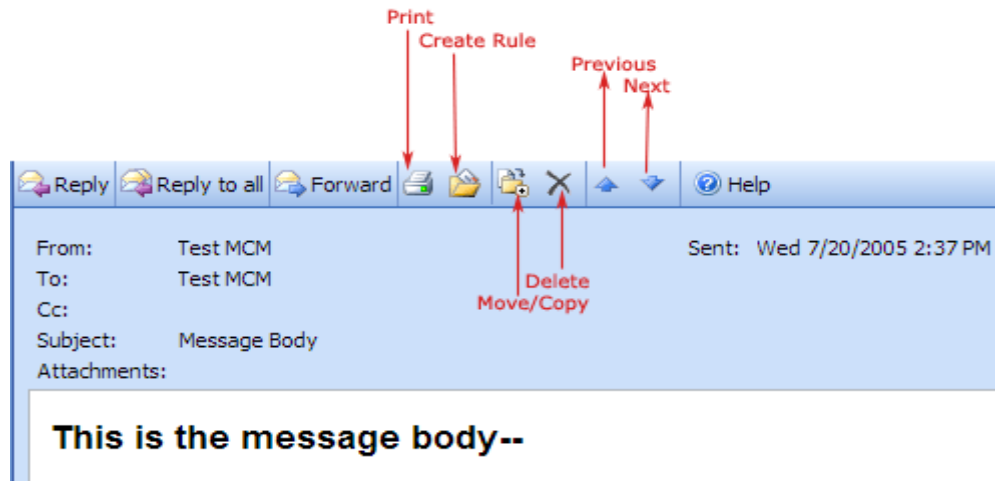


Reading Messages

1. To read a message, simply click on it once and it will appear in the reading pane on the right-hand portion of your screen.

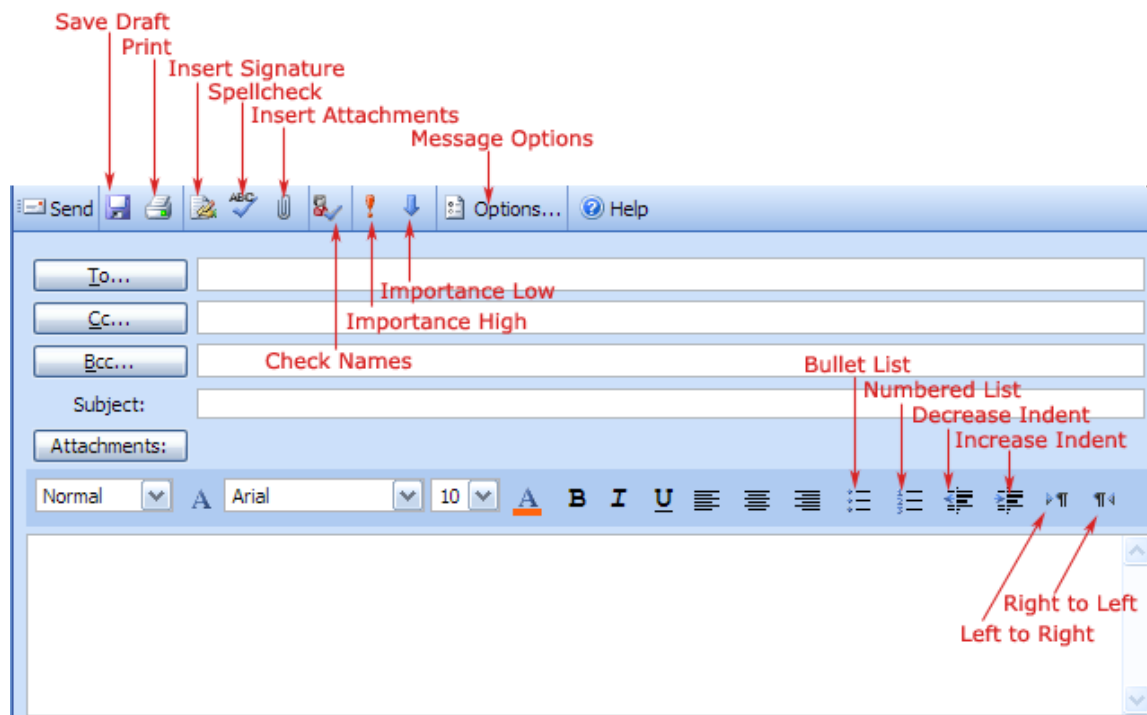
Note: If you would prefer not to have the reading pane open your messages you can turn it off in the **Reading Pane Options** located in the menu pictured above.

2. If you wish to view a message in a separate window, double-click on it instead.



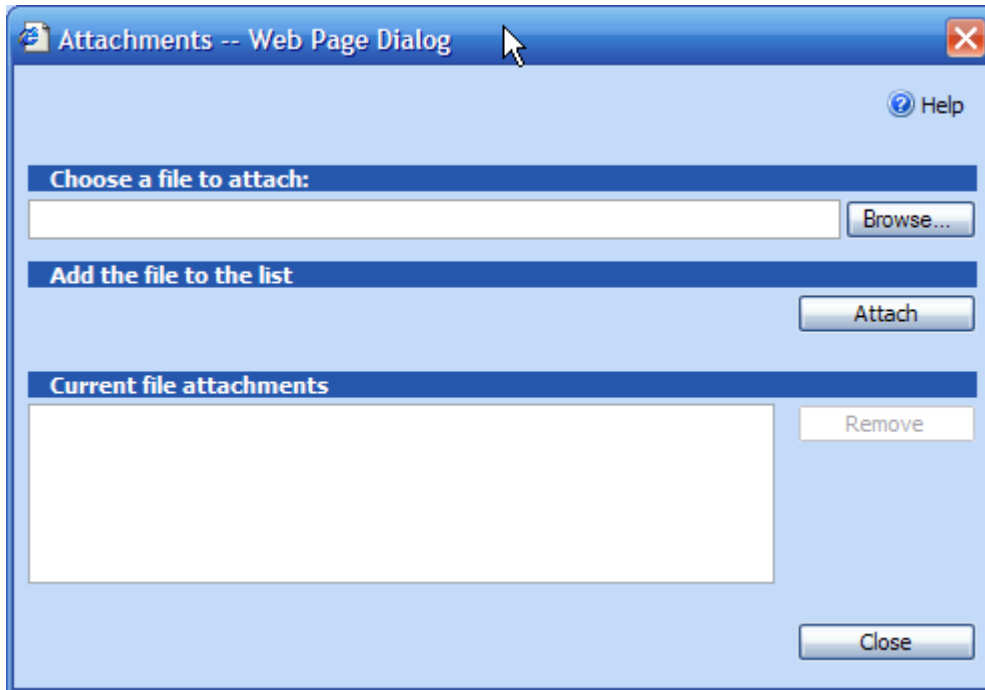
Writing Messages

1. To start a new message, click the **New** button from the OWA toolbar.
2. The following message composition window will appear. It offers many of the same options as a full-fledged e-mail client.



Attaching Files

1. To attach a file to your message, click the **Insert Attachment** button in the toolbar or the **Attachments** button below the subject line.
2. At the following screen click **Browse** to locate the file on your hard drive.



3. Click **Attach** to finalize the attachment process and then click **Close**.

Logging Off

1. To logoff from Outlook Web Access, click the **Log Off** button from the main window.
2. Close your browser window to complete the log off process.
 - If you are using a public computer, we highly recommend that you remember to log off correctly to avoid giving other people access to your e-mail.