




Welcome to ADOT and Outlook Web Mail!

This is a quick reference guide to get you started sending, receiving and replying to email. If you wish to learn additional functions of the email program be sure to click on the Help button  on the top of the tool bar or check the links at the end of this document for additional training.

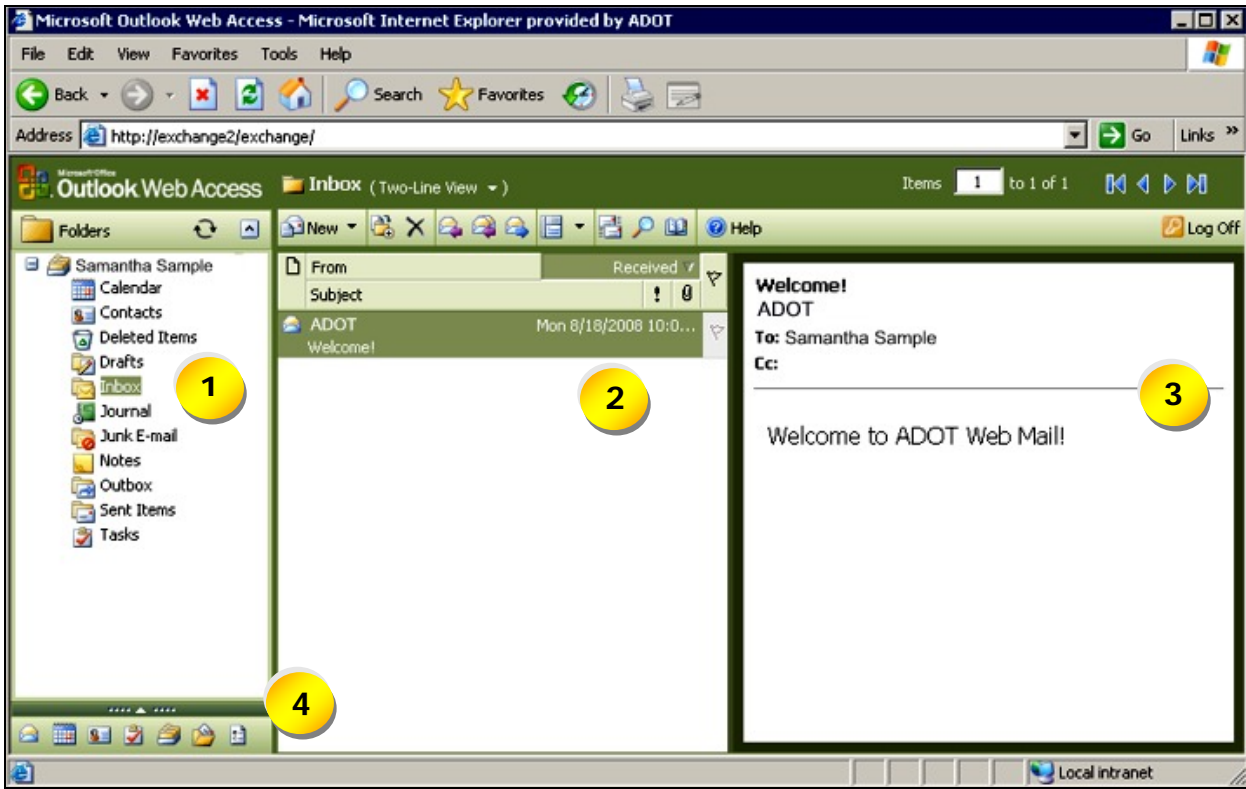
Open the email program:

From your browser, go to the ADOT Internet site: <http://www.azdot.gov>.

Navigate to Inside ADOT > Remote Access > Outlook Web Access (OWA).
Enter your Domain\RACF and password then click **Log On**.

A screenshot of the Microsoft Office Outlook Web Access (OWA) login page. The page has a blue gradient background. At the top left is the Microsoft logo and the text "Microsoft Office Outlook Web Access". Below this is a "Security" section with a link "(show explanation)". There are two radio button options: "This is a public or shared computer" (selected) and "This is a private computer". Below that is a checkbox option "Use Outlook Web Access Light". Underneath are two yellow input fields: "Domain\RACF:" and "Password:". A "Log On" button is positioned to the right of the password field. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange © 2007 Microsoft Corporation. All rights reserved."

When web mail opens you'll see the following screen:



The screen is divided into several areas:

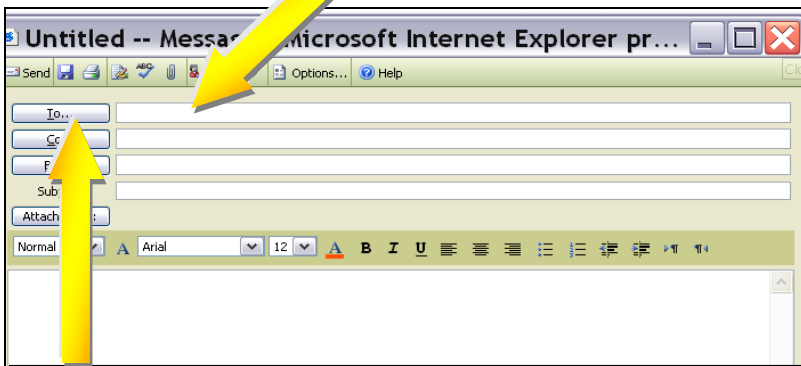
- 1) The folders on the left are where all of your email is stored. When you receive email, it automatically goes to your 'Inbox' folder.
- 2) The center area lists the emails in the folder that is open, in this example there is only one email in the Inbox. If you have several, the headings will appear in the order in which you receive them.
- 3) The area on the right is called the reading pane. You can see the contents of the email without opening it. If you do want to open the email, then double click on the item (in the center section of the screen) and it will open a window that is larger than the reading pane.
- 4) On the bottom left of the screen, are a series of small pictures (icons). From left to right, they are: Mail, Calendar, Contacts, Tasks, Notes, Folder List, and Shortcuts. You can switch from one to the other by clicking on them.

Sending Email:

1 - To compose a new email, click on the 'New' button.



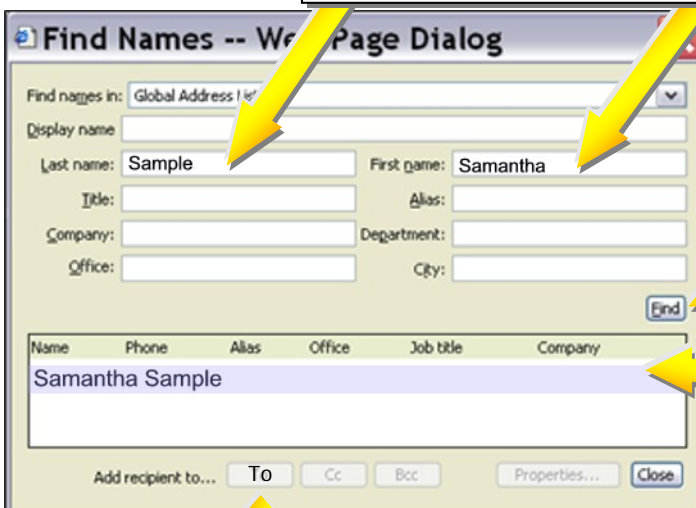
2 - In the box next to the word 'To', type in the name of the person you are sending the email to.



3 - If you can't remember the exact spelling of a name, click on the 'To' button, and it will bring up a search box.

Search Box/Finding Names:

1 - Enter either the first, last, or both names of the person you are searching for.



2 - Click the 'Find' button

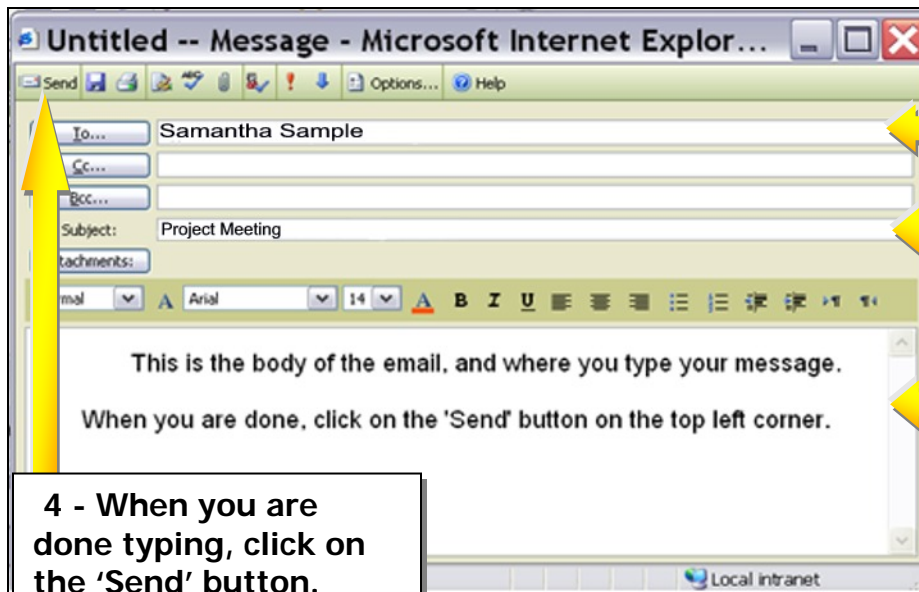
3 - Click on the name you want in the list.

Name	Phone	Alias	Office	Job title	Company
Samantha Sample					

Add recipient to... To Cc Bcc Properties... Close

Comp

4 - Click on the 'To' button.



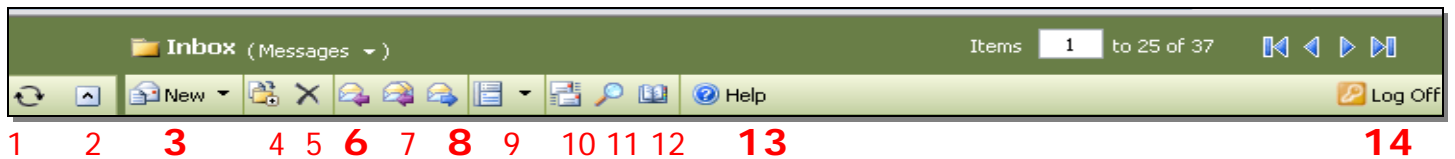
1 - The name of the receiver is here.

2 - Put a small note in the 'Subject' line.

3 - Type your message here.

4 - When you are done typing, click on the 'Send' button.

You will be sending and receiving emails. In order to reply or forward an email, you'll need to understand what the buttons are on the top of main tool bar. I've put the common commands in bold type so they will be easier to see. Here's a brief explanation of them:



- 1) Update all folders
- 2) Show or hide the folder list
- 3) **New** – to compose a new message
- 4) Move or copy a message
- 5) Delete a message
- 6) **Reply** to a message
- 7) Reply to all senders of a message
- 8) **Forward** a message
- 9) Show or hide the reading pane
- 10) Check for new messages
- 11) Find a message
- 12) Address book
- 13) **Help** – click on this for help – it is a wonderful resource, and can help you with any questions or “How to” help.
- 14) **Log Off** – always log off of your email when you are done.

Tip: If you aren't sure what the icon is, just point at it with the mouse pointer for a couple of seconds, and a pop-up box will tell you what it is.

Other email situations:

If you get an email and need to reply to the sender, just click the **'Reply'** icon and the subject line will already be filled in. Just type your message in the body of the email, and click **'Send'** when you are done!

To reply to a group of people, click on **'Reply to All'**. Be careful when using this command! Make sure you don't send a reply to too many people!

To forward an email, click the **'Forward'** button, fill in the name of the person you are sending it to, add to the message if needed, and click **'Send'**.

If you'd like to learn additional functions of web email, remember to click on the 'Help' button, it's a great resource! If you have internet access, the following links will direct you to the Microsoft Site which has training for all of their products and includes tutorials, webcasts and podcasts for Outlook.

Free self paced training courses for Office 2003 and 2007:

<http://office.microsoft.com/en-us/training/default.aspx>

Direct link to Outlook 2003 training:

<http://office.microsoft.com/en-us/outlook/default.aspx>

Other Information:

- OWA will automatically close its connection to your mailbox after a period of inactivity.