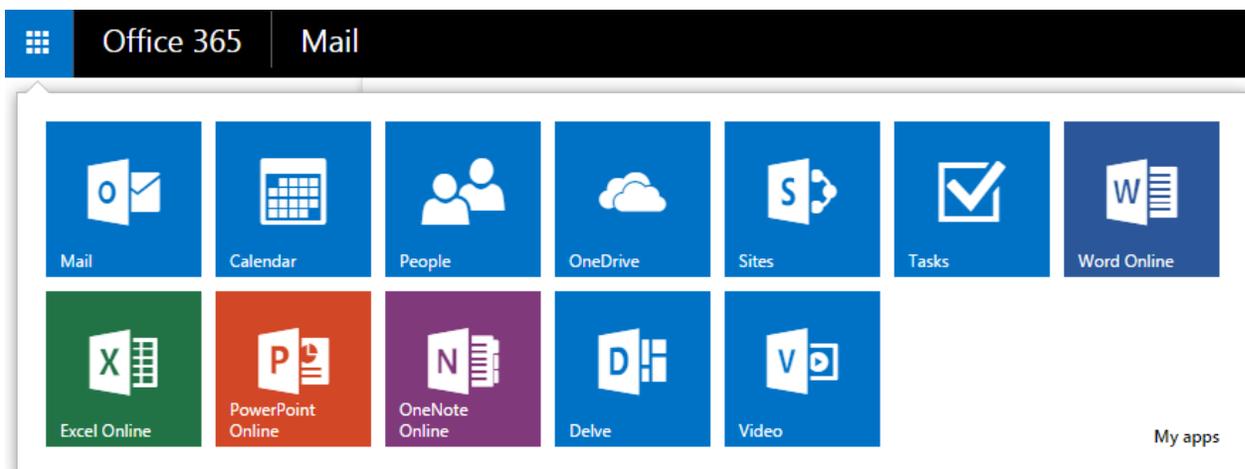




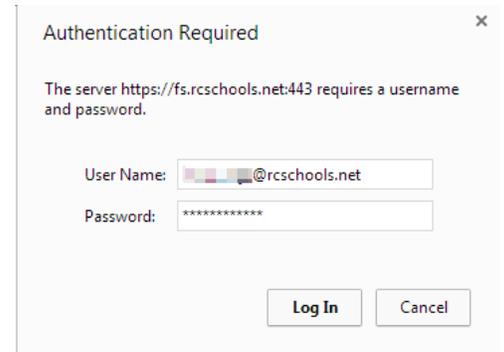
Outlook Web Access



Sign In

Welcome to Outlook Web App. Chrome is the required web browser for computers running Windows XP and the recommend browser for others. Go to the following address email.rcschools.net OR <http://www.rcschools.net> and select the email link at the top left of the navigation bar.

1. An **Authentication Required** box will appear the first time a user logs in.
2. Enter your complete email address including [@rcschools.net](mailto:email.rcschools.net)
3. Enter your password. Your password is case sensitive. Select OK.
4. Office 365 will open in the Outlook Inbox (email).



*Windows server schools will experience single sign-on with Outlook Web App. Once the user logs into the computer and email for the first time, their email will automatically open. Users cannot sign-out so it is very important to lock the computer when it is not being used or log off. Never log into a computer for another user or share log in information.

Select Outlook to Access Email



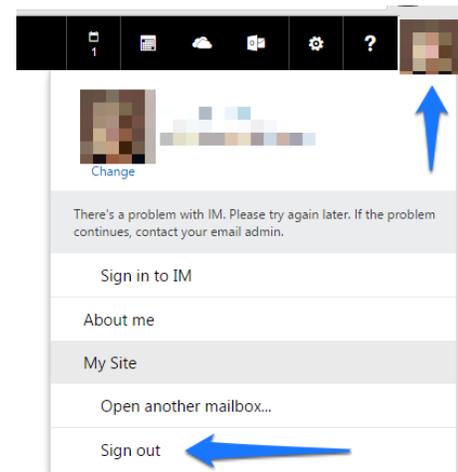
Sign Out

For computers not connected to the RCS Windows server, users will **Sign out** to close their email.

1. Select your profile at the top right.
2. Select **Sign out**.

Change Profile Picture

1. Select your profile at the top right.
 2. Select **Change** under the picture icon.
 3. Select the folder to browse for the picture. Select **SAVE**.
- * A Professional profile picture should be used.



APPS
Select to access and Pin your favorites
One Drive
Calendar
People (contacts)
FTC

Items By
Display by Date, Flagged, Conservation, etc

Calendar
Schedule appointments & share

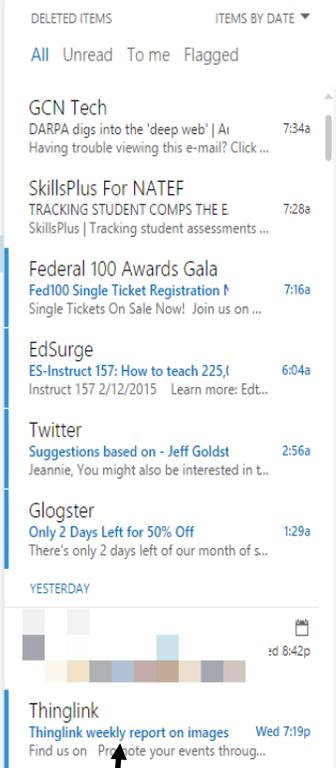
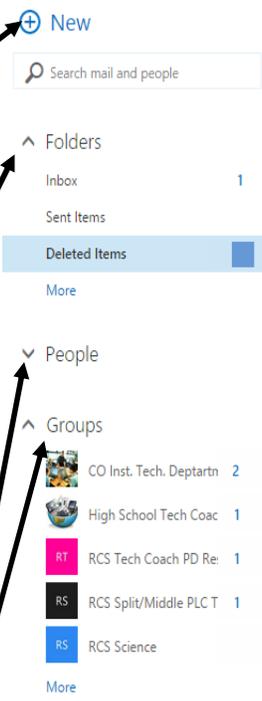
Settings
Configure mail replies, themes, and other mail settings



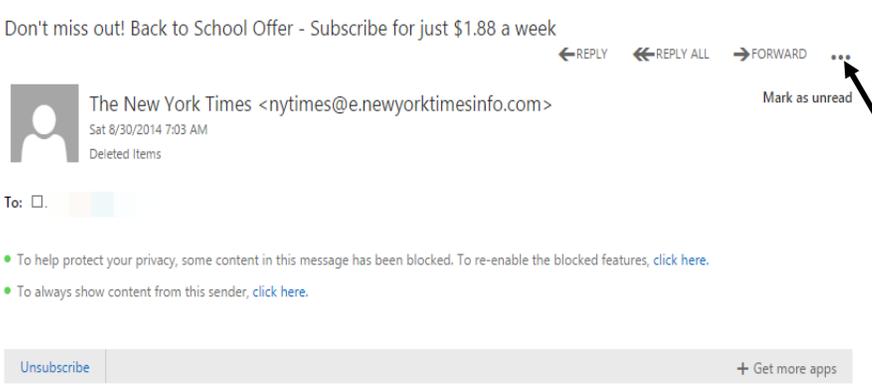
New mail
Compose a new mail message

Folders
Expand the folder by selecting the arrow to the left.
Right-click on the Inbox folder to create a new folder.

People and Groups



Message Pane



Reading Pane

Profile and Sign Off

Ellipses
Provides additional options
Example: Print

Change Password

**Email passwords can only be changed at work.*

Windows Schools- Passwords will be changed through the windows server.

1. Log in the computer
2. Select **Ctrl + Alt + Delete** on the keyboard and select **Change a password**
3. Enter the old password and the new password and confirm the password
4. Select the arrow to the right of the confirm password box

Novell Schools- See the technology coach for assistance

Mail Options

1. Open the Settings Menu by selecting the gear  at the top right.
2. Expand and collapse options by selecting the arrows  on the left.
3. Create an email signature by expanding **Mail, Layout** and selecting **Email Signature**.
4. Notice **Reading Pane** options available under **Layout**.

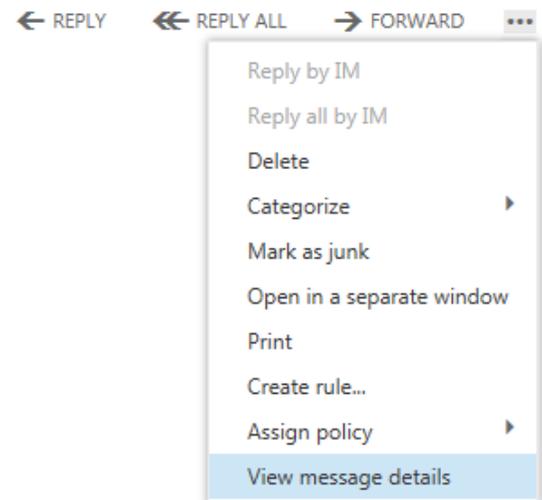
*Be sure to **SAVE** settings after each selection.

Reading Mail

1. The folder list is located at the left. This includes Inbox, Drafts, Sent Items, Delete Items, etc.
2. Right Click on a folder to **Create a New Folder** or **Empty** a folder of the contents.
3. The message pane is located in the middle of the screen. New messages will appear here. Select **Inbox** on the left and select the email message in the center (message pane) to view it. Notice, it will open in the reading pane at the right.
4. Messages may be sorted by date, conservation, etc. Select this option above the message pane.

CONVERSATIONS BY DATE ▼

5. **Reply, Reply All, and Forward** option are located at the top right of the message displayed in the reading pane.
6. Select the ellipses  for additional options including: **Print, Create rule, Categorize**, etc.



Opening Attachments

1. When opening an attachment, you have several options. If you double click on the attachment, it will open in a preview window.
2. Select the ellipses  at the right of the attachment to **Download** and save the attachment to your computer.



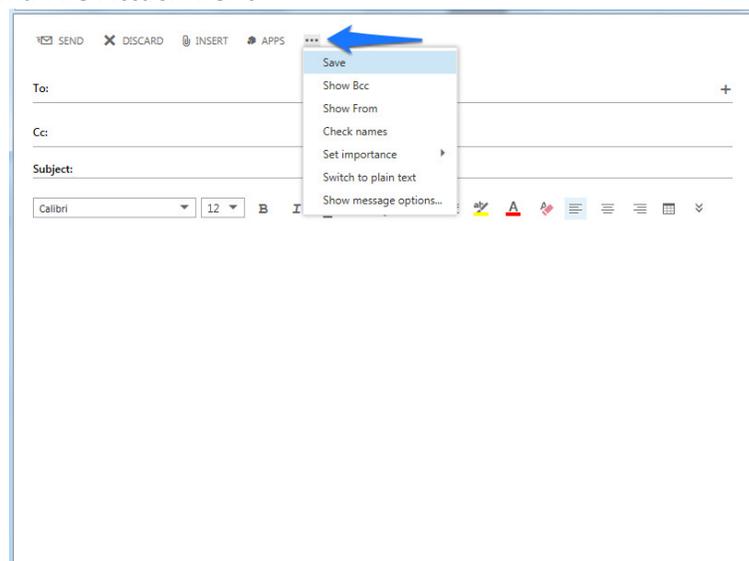
Deleting and Flagging Messages

1. Messages can be deleted or flagged in the message pane. Select the red x   to delete a message and the flag to mark important messages.
2. In the folder pane on the left, right click **Deleted Items** and select **Empty Folder**. This will permanently empty the deleted items folder. If desired, repeat this process for Sent Items and other folders.



Creating and Sending a New Mail Message with a File Attachment

1. Create a new message by selecting **New mail** at the top left.
2. Notice, the new message is created directly in the reading pane. This can be changed by changing the mail options under the **Layout, Reading Pane** option.
3. Select the ellipses  for additional options.
4. To select a recipient from the RCS directory, type the name in the **To:** field. Select search  [Search contacts and directory](#). Click the name to select it. Right click on the name to view contact card information.
5. Select  **INSERT** to add an attachment. You have a choice of adding an attachment from One Drive or your computer. Select **Attachment or One Drive files** and then **Computer** to select files saved on the computer. Select the file and **Open**. Next, select **Send as Attachment**. The file will appear under the subject line of the email.
6. After adding a subject line, select  **SEND**



Contacts/People/Groups

Personal and RCS Directory contacts and groups are located under the **People** Tab. **My Contacts** contains the user's personal contacts and groups (distribution lists). The **Directory** contains all RCS employees who have an email account.

Groups provide a space for shared conversations, documents, and a shared calendar. All documents, calendar events, etc. shared in a group can be changed by all group members. Groups should be professional and set to **Private**. Include the school initials at the beginning of the group name. All **Groups** and the **Members** of the group are visible to all RCS email users.

***See your technology coach for assistance with Groups.**

Create Contact

1. Select the **People** app
2. Select **New** at the top left
3. Select **Create contact**
4. Select **Save** after entering all information.

Create Contact List (personal distribution list)

1. Select the **People** app
2. Select **New** at the top left
3. Select **Create contact list**
4. Name the contact list in the Contact List name field
5. Search for personal or directory contacts by typing the first or last name in the Members field. Select  Search contacts and directory and click on the contact to add to the group.
6. Contacts selected will appear below the Members field. Select the red **X** to the right of the contact to delete members.
7. Select **SAVE** at the top left.

Locate Existing Contacts

1. At the top, type the name in the search box. You can search by first or last name.
2. Select the search location: My contacts, Directory, or both.
3. Click on the contact to select it. The contact information will appear at the right.
4. Select **Send Email** to mail this contact.
5. Select the calendar icon  to schedule a meeting with the contact.

What would you like to do?

Create contact

Create a new contact for someone you interact with. Find it under My Contacts.

Create contact list

Create a list of people you want to send email to at the same time. Find it under My Contacts.

Create group

Create a space for sharing conversations, documents, and a calendar with others. Find it under Groups.

 **SAVE**  **DISCARD**

Contact list name:

Members:

Notes:

 **New**

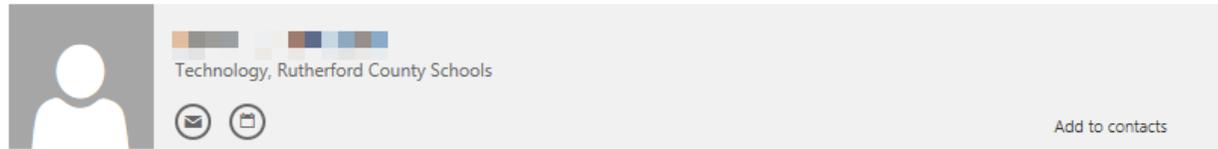
Include people from

- My contacts and directory
- My contacts
- Directory

johnny  

All People Groups Rooms





Contact Notes Organization

Send Email

@rcschools.net

Profile

https://rcschools-my.sharepoint...

IM

@rcschools.net

Work

Job title: Technology
Company: Rutherford County Schools
Office: RCBOE
Directory

Calendars

Outlook Web Access calendar allows you to schedule events. Calendars can be private or shared with other users.

After selecting the Calendar tab at the top, notice the arrows to expand  and view all calendars. The down arrow  will display the calendars under **My Calendars** and **People's Calendars**. The up arrow  will collapse the view.

Locate Existing Calendars and Calendar Permissions

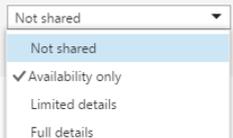
1. Select the **Calendar** tab at the top left.
2. Expand the calendars at the left by selecting the arrows.  Under **My Calendars**, select **Calendar**. This is the email users default calendar.
3. Right click on **Calendar**, and select **Permissions**.

SAVE DISCARD

Calendar

OUTSIDE ORGANIZATION

Public calendar



4. Set the desired permissions.

Note: All RCS email users including students can view events on the calendar if **Full details** is selected. If **Availability only** is selected, users can see if you are **Free** or **Busy** when using the scheduling assistant.

5. After desired settings are selected, click **SAVE** at the top left.

If someone has shared a calendar with you, it can be viewed under **People's Calendars**. You may view multiple calendars at once by selecting the box to the left of each calendar. The calendar color can be changed by right clicking and selecting the desired color. Uncheck the calendar at the left, to remove the display.

Create a Calendar Event

1. Select **New Event** at the top left or double click on the date in the calendar
2. Add the **Event** title and **Location**.
3. Select the Start day and time and select **Custom** under **Duration** to add specific times.
4. Notice other options available including the ellipses **...** at the top

Invite Attendees to the Event (not required)

As you add **Attendees**, it will search the global directory and personal contacts.

5. Type the name in the **Attendees** field if they are included in contacts or type a complete email address. Each contact or address can be separated by a semicolon.
6. When complete select **SAVE**

The **Scheduling Assistant** at the top can be utilized to assist with event planning. Once selected and attendees are added, you may view if they are free or busy for the event.

Create a Meeting and Require Responses

1. Select **New Event** at the top left or double click on the date in the calendar
2. Add the **Event** title and **Location**.
3. Add **Attendees** by typing the contact name. Each contact or address can be separated by a semicolon.
4. The **Scheduling Assistant** at the top can be utilized to assist with event planning. Once selected and attendees are added, you may view if they are free or busy for the event.
5. Select **Request responses** if desired. Note, this option will not appear until an attendee is added.
6. Select **Send** when complete.

The screenshot shows the 'New Event' form in Outlook. At the top, there are buttons for 'SEND', 'DISCARD', 'SCHEDULING ASSISTANT', 'APPS', and an ellipsis menu. The event title is 'Event: CES Migration Assistance' and the location is 'Location: CES'. The 'Attendees' field is empty. The 'Start' date is 'Tue 12/2/2014' at '7:30 AM', and the 'End' date is 'Tue 12/2/2014' at '8:00 AM'. The 'Duration' is set to 'Custom', and the 'Reminder' is '15 minutes'. The 'Show as' is 'Busy', the 'Calendar' is 'Calendar', and the 'Repeat' is 'Never'. There are checkboxes for 'Mark as private', 'Online meeting', and 'Request responses'. A rich text editor is visible at the bottom with a font size of 12 and various formatting options. Blue arrows point to the 'SCHEDULING ASSISTANT' button, the 'Request responses' checkbox, and the 'Duration' dropdown menu.

Scheduling Assistant View

✓ OK ✗ DISCARD ⋮

November 30 – December 6, 2014

Untitled meeting

◀ Nov30-6 Dec7-13 Dec14-20 Dec21-27 Dec28-3

When

Mon 12/1/2014 ▼

Until

Mon 12/1/2014 ▼

Duration

All day ▼

Attendees

Add attendees

3 REQUIRED 3 CONFLICTS

Attendee 1: Busy - 2 meetings

Attendee 2: Busy - 5 meetings ✗

Attendee 3: Busy - 4 meetings ✗

	30 Sunday	1 Monday	2 Tuesday	3
7a				
8a				
9a				
10a				
11a				
12p				
1p				
2p				