



Instructions for using Outlook Web App

For Commerce Employees

Overview

Outlook Web App is the web version of Outlook for Commerce employees. Because this is a web version, it does not behave exactly like Outlook on your workstation and not all of the advanced features are available.

Remember

Commerce Website Forward Slash EMAIL:

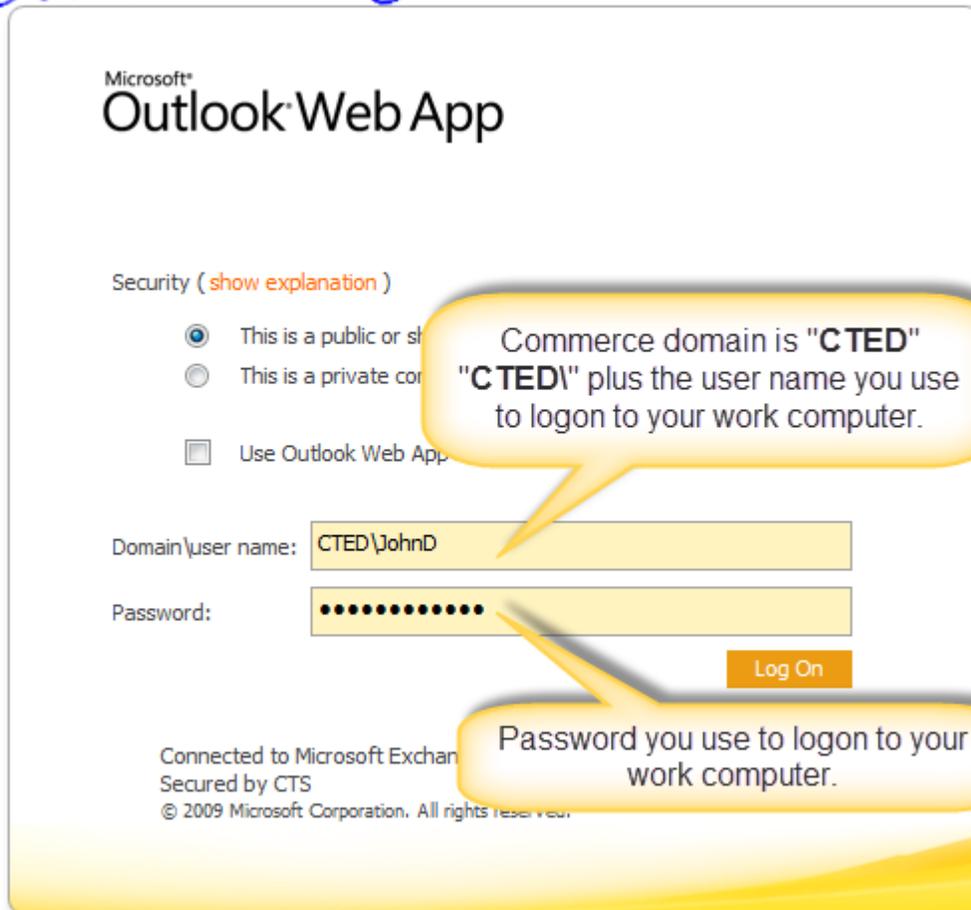
<http://www.commerce.wa.gov/email>

In this document

| | |
|--------|---------------------------------------|
| Page 2 | How do I logon? |
| Page 3 | Which options should I pick? |
| Page 4 | How to set out of office? |
| Page 5 | How to set a signature? |
| Page 6 | How to change my password? |
| Page 7 | How to access a shared email account? |



How do I Logon?



How to Logon

1. Goto <http://www.commerce.wa.gov/email>
2. Click "Outlook Web App"
3. Enter your Username beginning with "CTED\
Example: Commerce Employee John Doe would enter "CTED\JohnD" as a username
(See above picture)
4. Enter your Password. Your password is the same password you use to logon to your work computer.
5. Press "Log On" button

I see the Security Radio Buttons and Use Outlook Web App Light. What should I set those to?
See the next page for an explanation



Which options should I pick?

The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft Outlook Web App". Below this, there are three radio button options for computer type and one checkbox option for "Use Outlook Web App Light". Each option has a callout box explaining when to use it. Below the options are fields for "Domain\user name:" (containing "CTED\JohnD") and "Password:" (masked with dots). A "Log On" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange Secured by CTS © 2009 Microsoft Corporation. All rights reserved."

Use this option if you are on a hotel or coffee shop PC (callout for "This is a public or shared computer")

Use this option if you are on your home PC (callout for "This is a private computer")

Check this option if you are on dial up or slow connection (callout for "Use Outlook Web App Light")

Options:

- This is a public or shared computer
Select this option if you are connecting from a public computer. Be sure to log off and close all browser windows to end your session. Read about the **security risks** of using a public computer.
- This is a private computer
Select this option if you are the only person using this computer. This option provides additional time of inactivity before automatically logging you off.
- Use Outlook Web App Light
The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings.

Domain\user name: CTED\JohnD
Password: ●●●●●●●●
Log On

Connected to Microsoft Exchange
Secured by CTS
© 2009 Microsoft Corporation. All rights reserved.

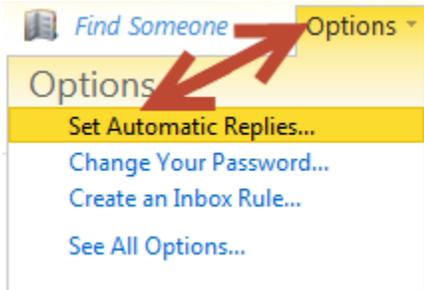
Which Options Should I Pick?

If you are unsure, the default "This is a public or shared computer" will work in most situations. See the above picture.



How to set out of office?

1. Logon to Outlook Web App
2. Click the "Options" drop down button in the upper right of the screen



3. Select "Set Automatic Replies..."
4. Select Send automatic Replies Radio Button
5. Optionally you can set the time period you want the Automatic replies to start and finish by checking the box and setting the start and finish.

Send replies only during this time period:

Start time: Thu 4/18/2013 7:00 AM

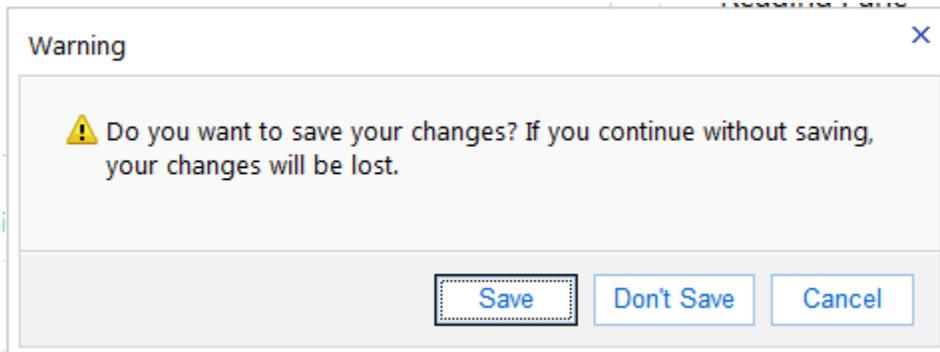
End time: Fri 4/19/2013 7:00 AM

6. Type a message in both "Send a reply once to each sender inside my organization with the following message:" and "Send a reply once to each sender outside my organization with the following message:"
7. Then Click the Save Button in the Bottom Right of the screen.

✓ Save

8. Once saved, click "Mail" in the upper left. (If you did not click Save button it will pop-up a warning asking you if you want to save or not.)

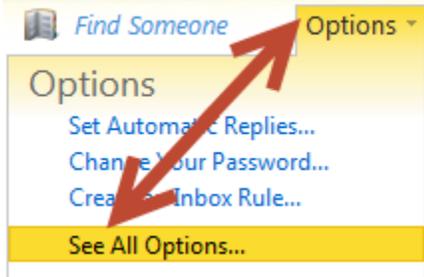
Mail > Options



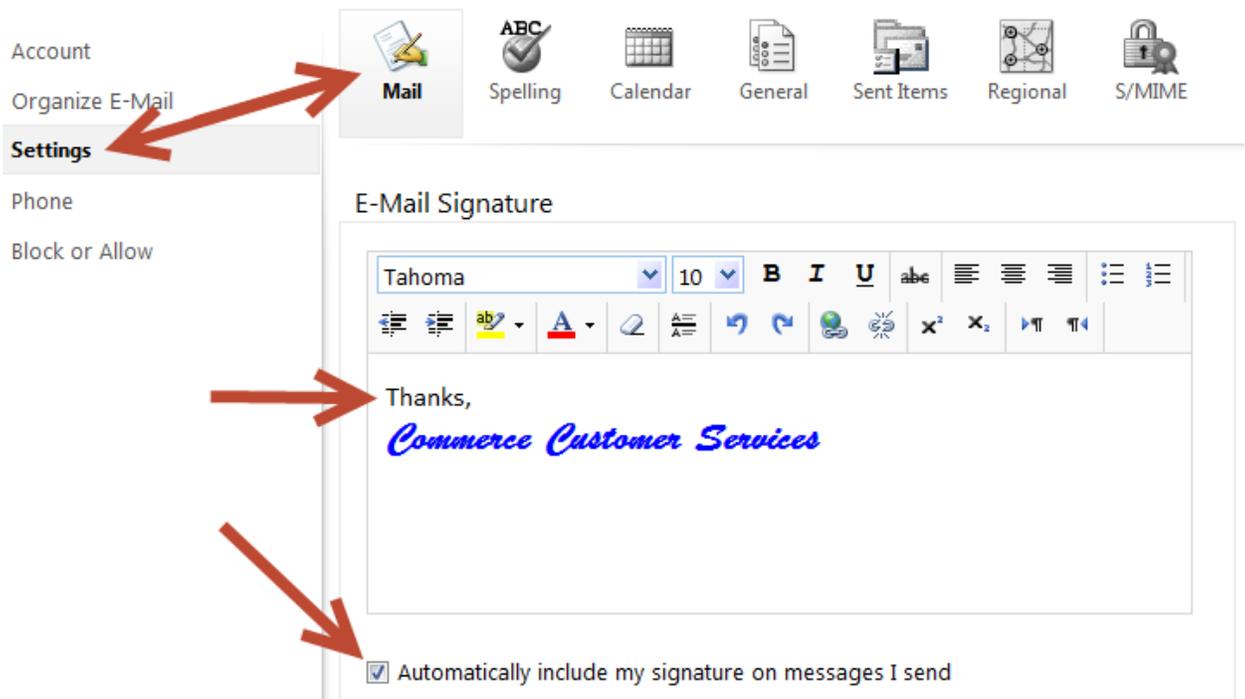


How to set signature?

1. Logon to Outlook Web App
2. Click the "Options" drop down button in the upper right of the screen



3. Select "See All Options..."
4. Select "Settings" on the Left
5. Select "Mail" on the Top



6. Set your email signature. (Hint: Copy and paste from a new email in your regular Outlook)
7. Check "Automatically include my signature on messages I send"
8. Then Click the Save Button in the Bottom Right of the screen.

✓ Save

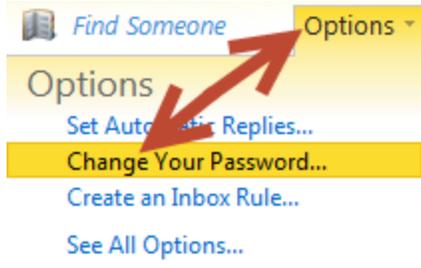
9. Once saved, click "Mail" in the upper left. (If you did not click Save button it will pop-up a warning asking you if you want to save or not.)

[Mail](#) > [Options](#)



How to change password?

1. Logon to Outlook Web App
2. Click the "Options" drop down button in the upper right of the screen



3. Select "Change Your Password..."
Change Password

Enter your current password, type a new password, and then type it again to confirm.

After saving, you might need to re-enter your user name and password to be notified when your password has been changed successfully.

Domain\user name: CTED\JohnD

Current password:

New password:

Confirm new password:

Callouts:

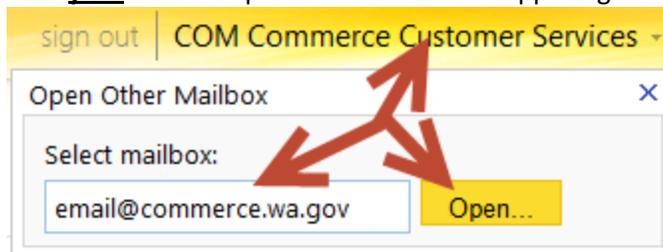
- This is the password you just used to logon
- These are the same. Type what you want your new password to be.
- Do not forget to click Save

4. Type your Current password (The one you just used to logon)
5. Type your New password (What you want your password to be)
6. Confirm your New password (by re-typing your new password)
7. Click Save

How to access a shared email account?

A shared email account is an email account that a group of people have access to. In regular Outlook on your workstation it shows up as another folder on the left under your account. However under “Outlook Web App” you have to switch between the accounts.

1. Logon to Outlook Web App with **your** username and password.
2. Click **your** name drop down button in the upper right of the screen



3. It will popup “Open Other Mailbox”
4. Enter the email address of the shared email account you wish to open
5. Click Open
6. If you have access to this shared mailbox, it will open.
7. If you do not have access, you will receive the following message:
 **Your mailbox appears to be unavailable. Try to access it again in 10 seconds. If you see this error again, contact your helpdesk.**
8. If you want to switch back to your regular email account start with step 2 above by click on the shared email account name and entering your email address.