QUEENS COLLEGE
Training & Technology Solutions

Outlook 2010
Web Access

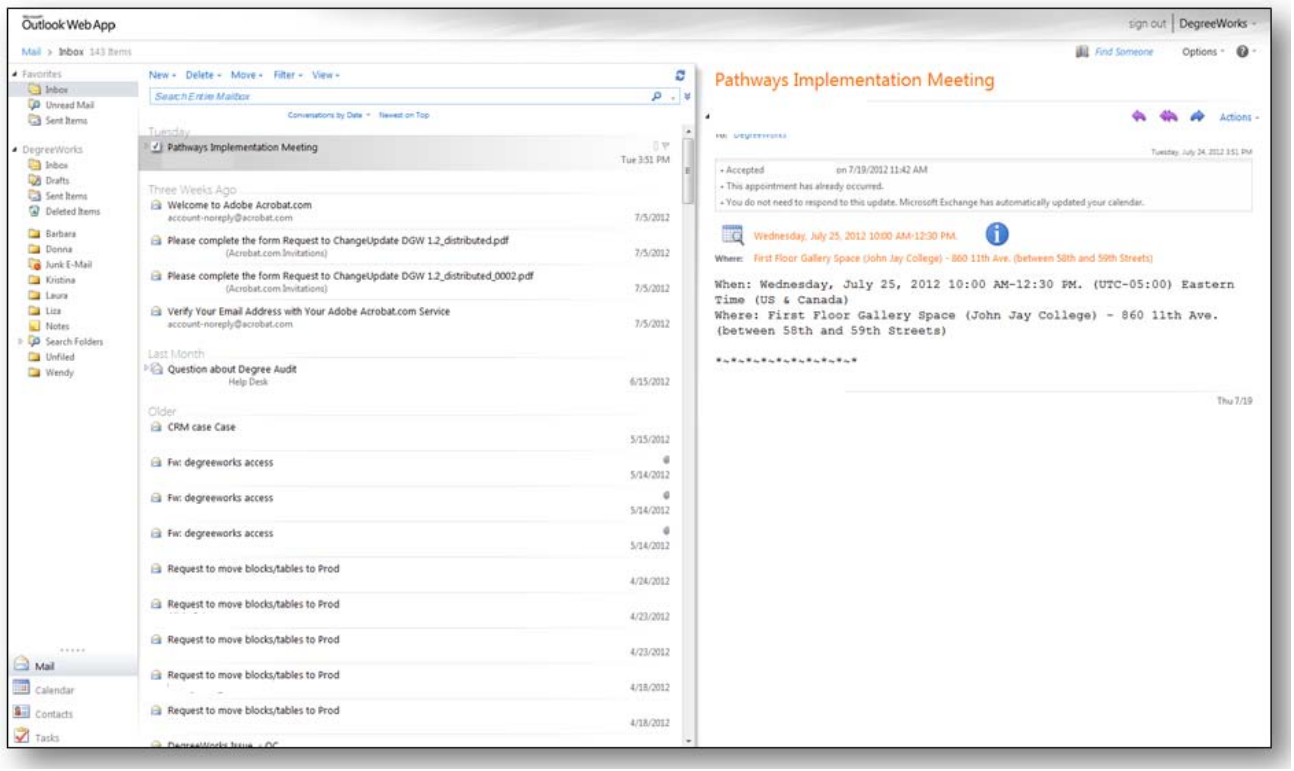
Outlook is the email application available in the Microsoft Office suite. With Outlook, you can send and receive emails, calendar, create tasks lists, and more.

To access your e-mail from the web, go to **https://mymail.qc.cuny.edu** and log in with your ADS account information.

Please note: The recommended browser for Outlook is Internet Explorer.

Inbox Page

Once you've successfully logged in you will see this screen:

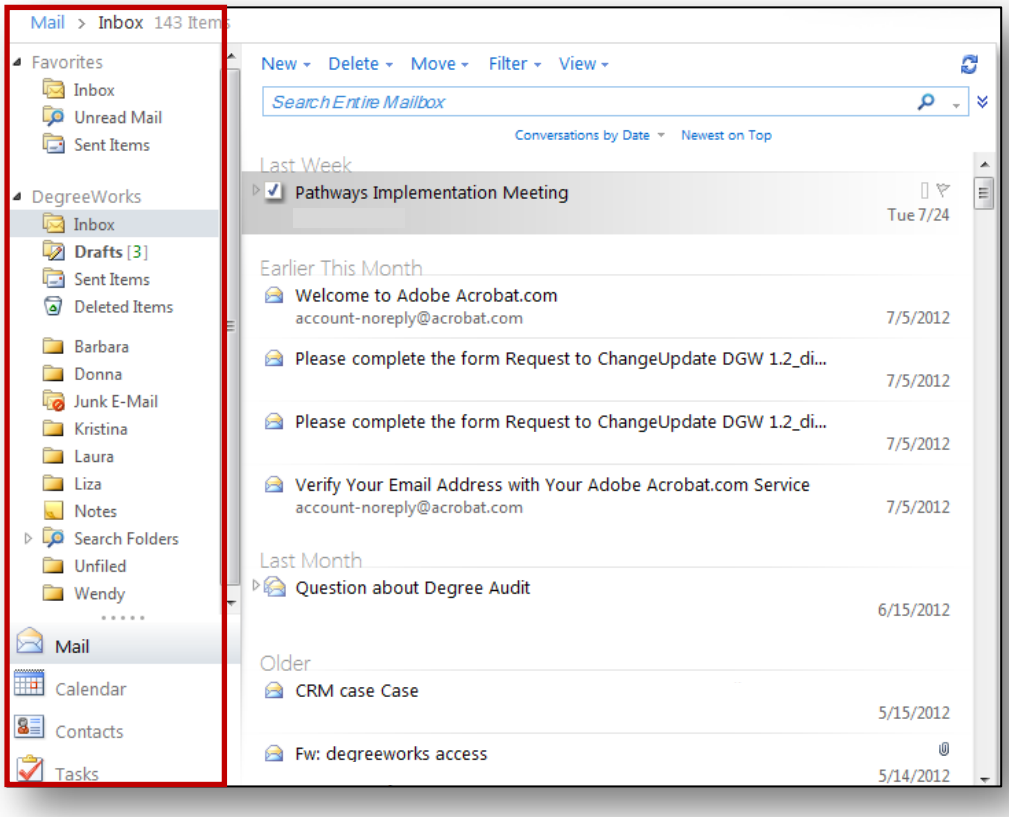


The inbox page is broken up into three sections:

- **Navigation Pane** – Access your mail folders, view your calendar(s), and more.
- **Inbox** – Browse through emails and meeting invites that have not yet been sorted into folders.
- **Reading Pane** – Read emails from your inbox or any other folder without opening a new window.

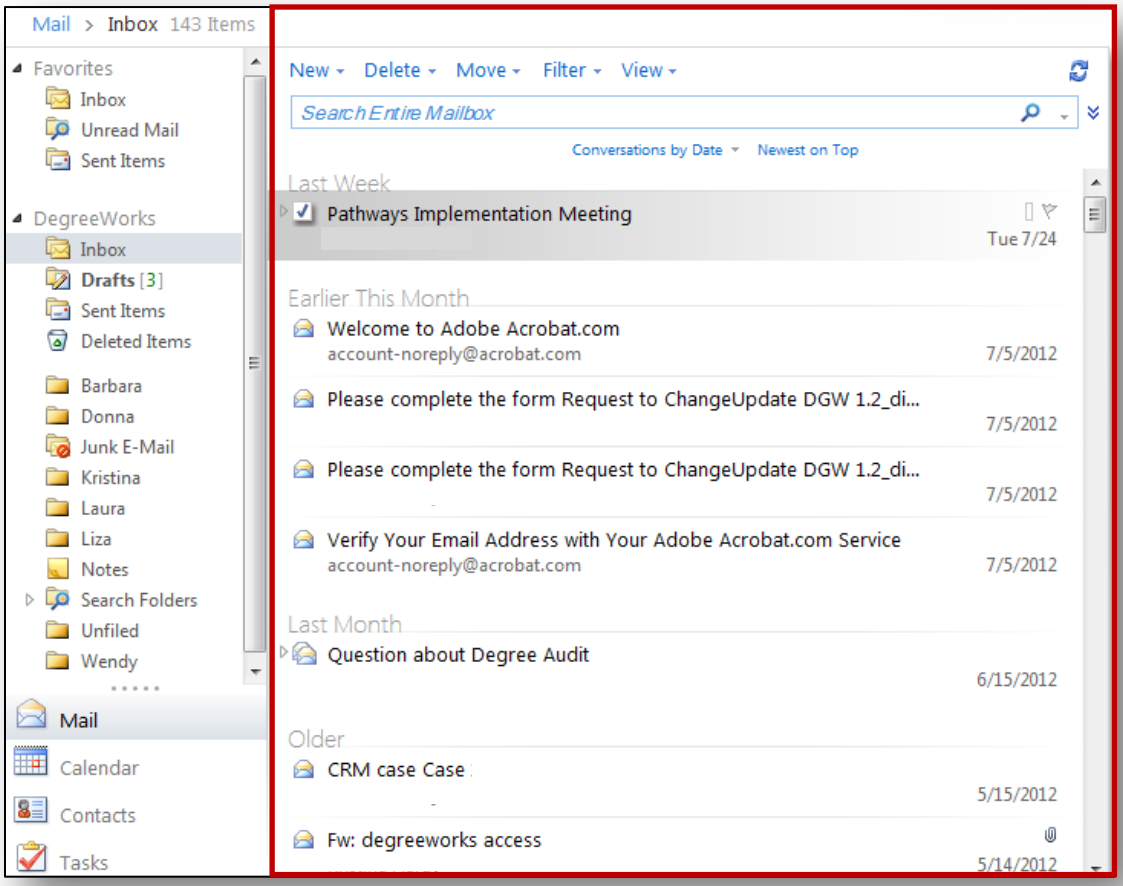
Navigation Pane

The **Navigation Pane** is location on the right side of the screen. Here, you can navigate to your other folders, calendars, address book, and task list.



Inbox

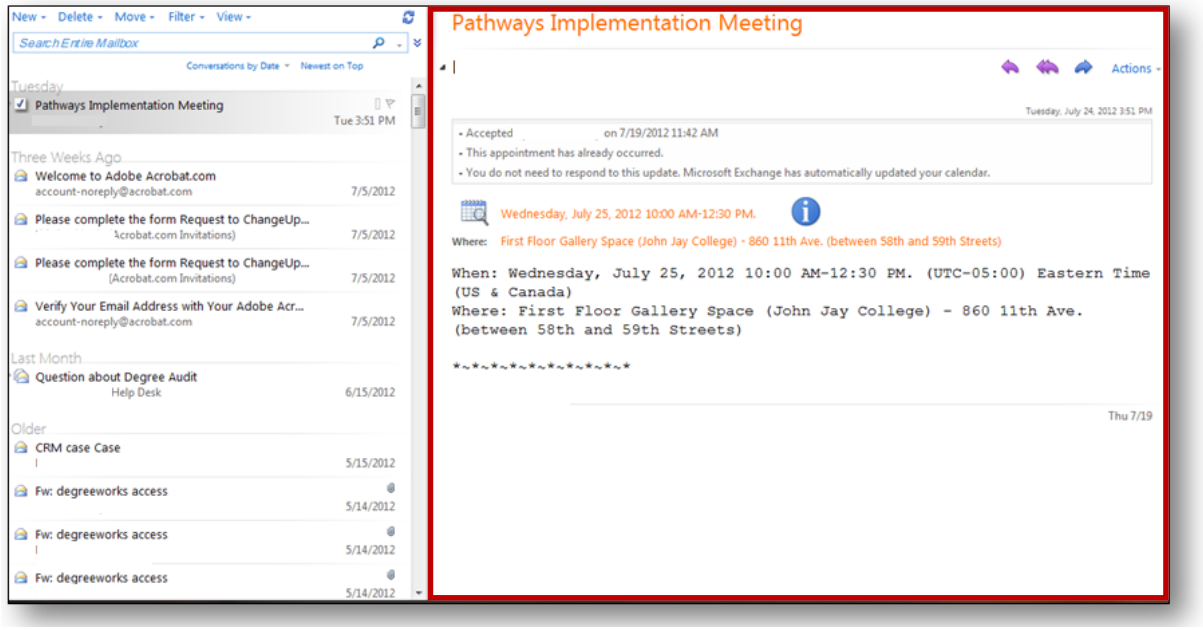
The **Inbox** is located in the center. Any unread emails will be bolded. Emails will remain in your inbox until deleted or moved to another folder.



QUEENS COLLEGE
Training & Technology Solutions

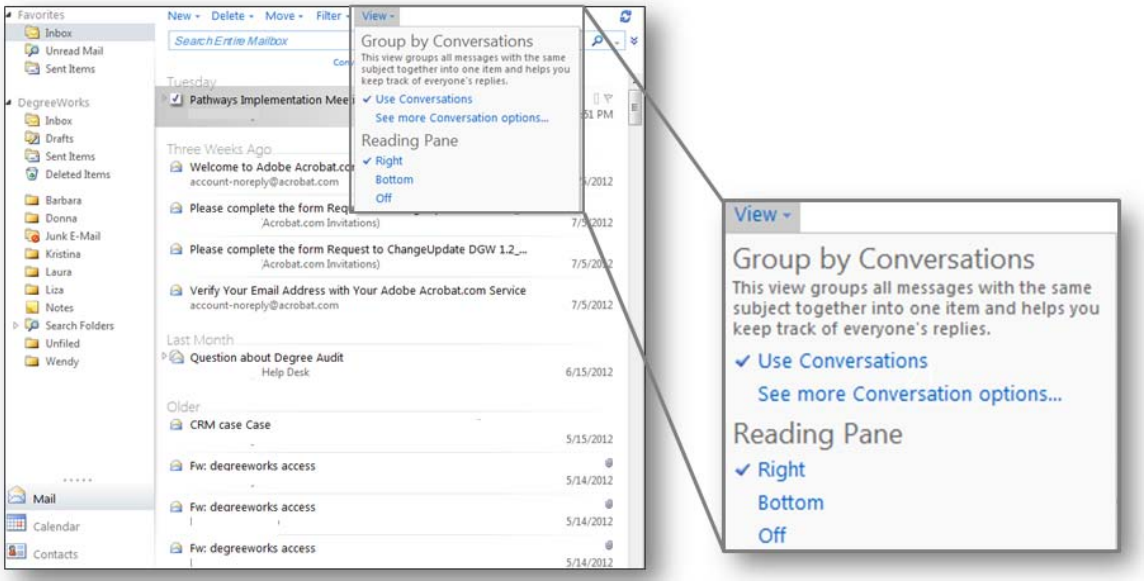
Reading Pane

The **Reading Pane** is located on the right side of the screen. This allows you to read any selected email without opening it in a new window.



The Reading Pane can be adjusted to appear under your inbox or removed completely.

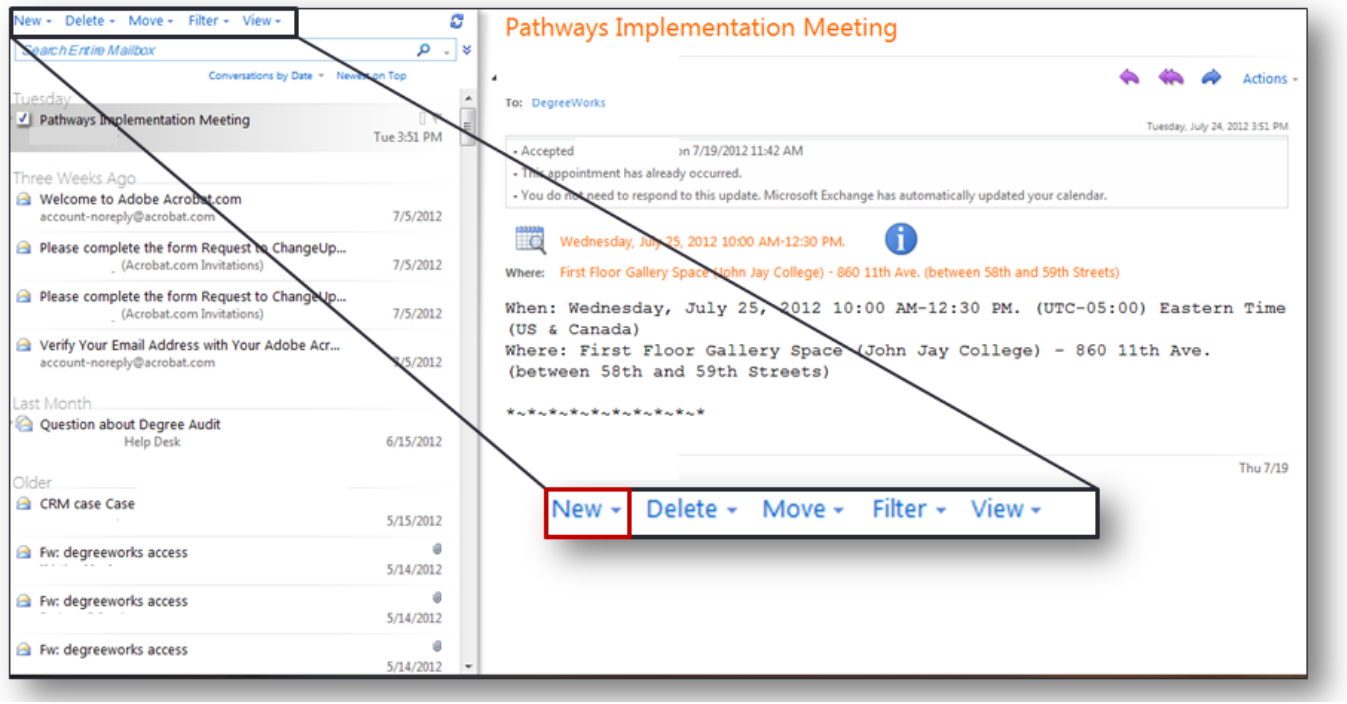
To adjust the Reading Pane, click on **View** in the Inbox.



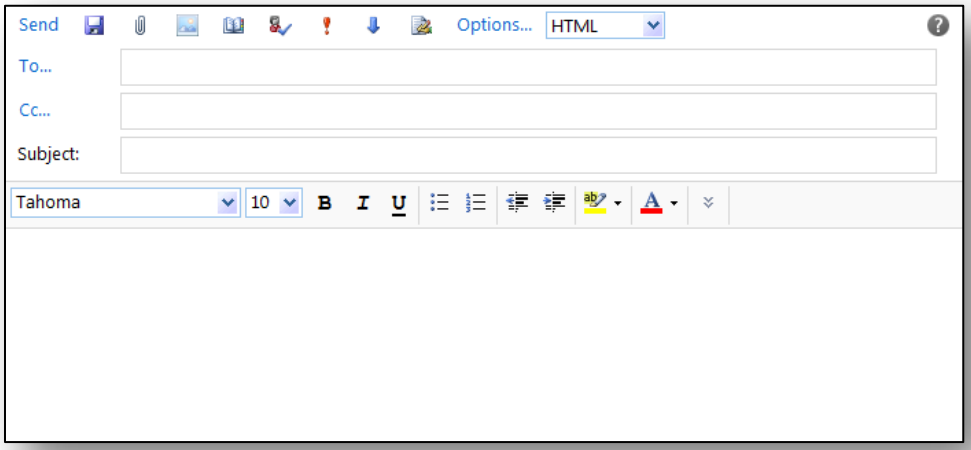
QUEENS COLLEGE
Training & Technology Solutions

Creating a New E-Mail

To create a new e-mail, select the "New" button in the Inbox section.



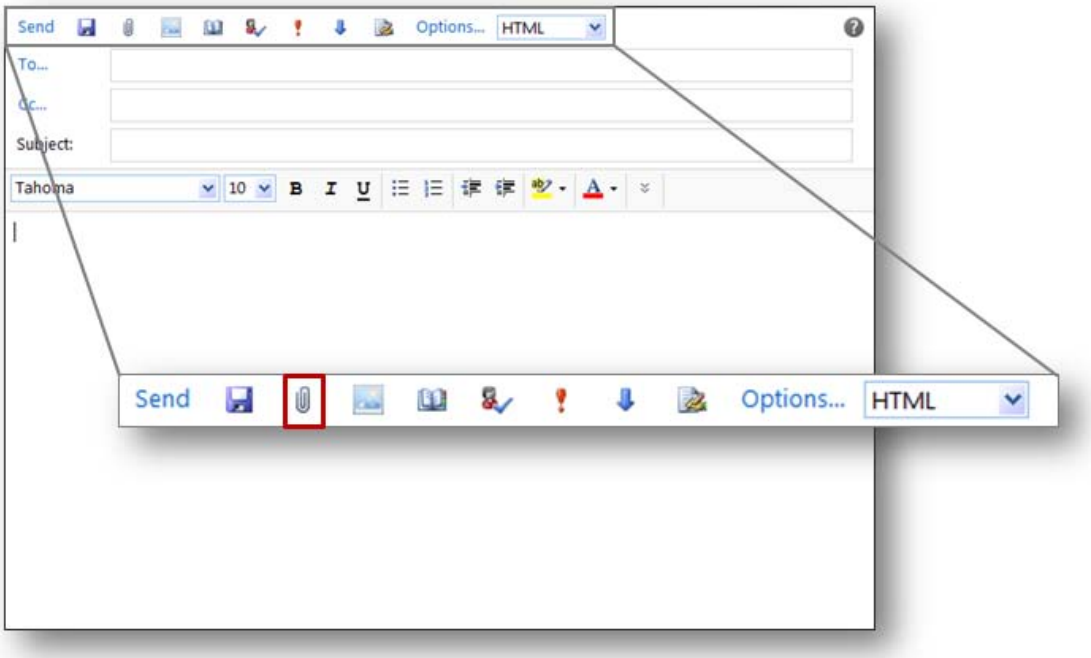
A new window will pop up where you will be able to type out your message.



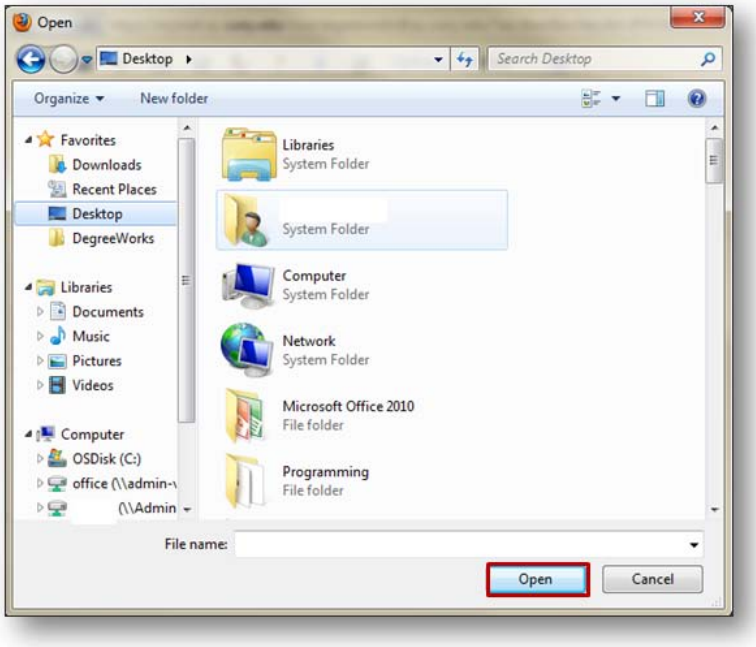
- **To**: This is where the recipient's e-mail address is typed or selected from an address book. This field must be filled out in order for the e-mail to be sent.
- **Cc**: This field is designated for the e-mail address of any recipient who is to receive a copy for the email.
- **Bcc**: This is for the e-mail address of any recipient who is to receive a copy of the e-mail without the other recipients' knowledge.
- **Subject**: This area is reserved
- **Body**: E-mails are typed this area. This is also where e-mail signatures will appear.

Attaching a File

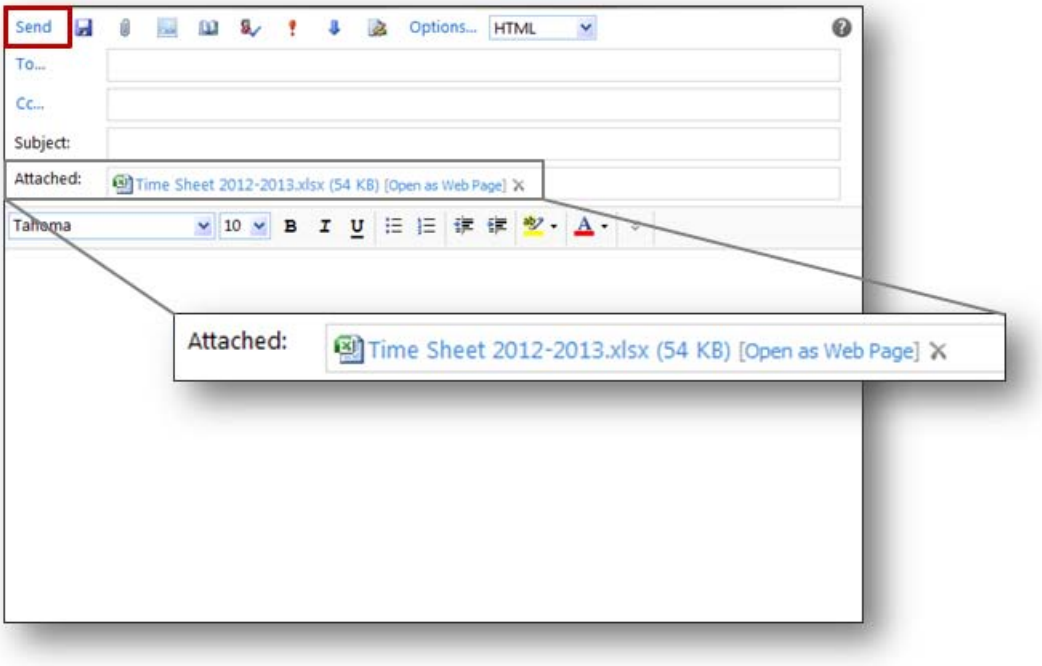
To attach a file to the current email, select the paperclip icon in the action bar of the message window.



You can now browse to your desired file. Click on the file and then click **Open.**



Once you have opened your file, an **Attached:** heading will be added to your outgoing message. It will contain the names of any files you have attached. After completing the e-mail, select **Send** from the action bar.

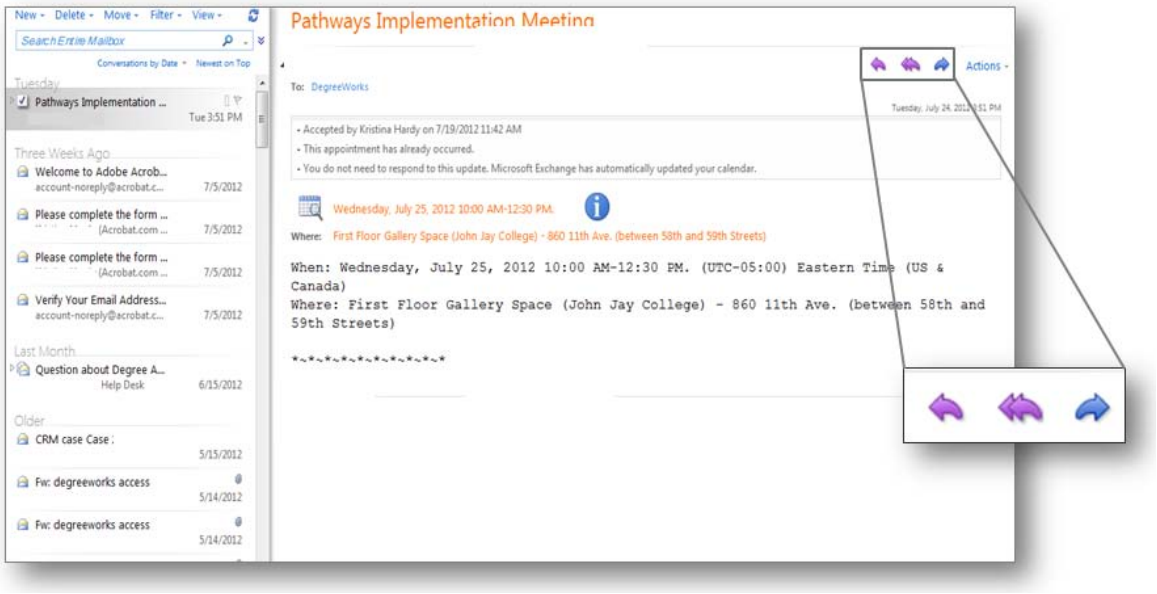


QUEENS COLLEGE
Training & Technology Solutions

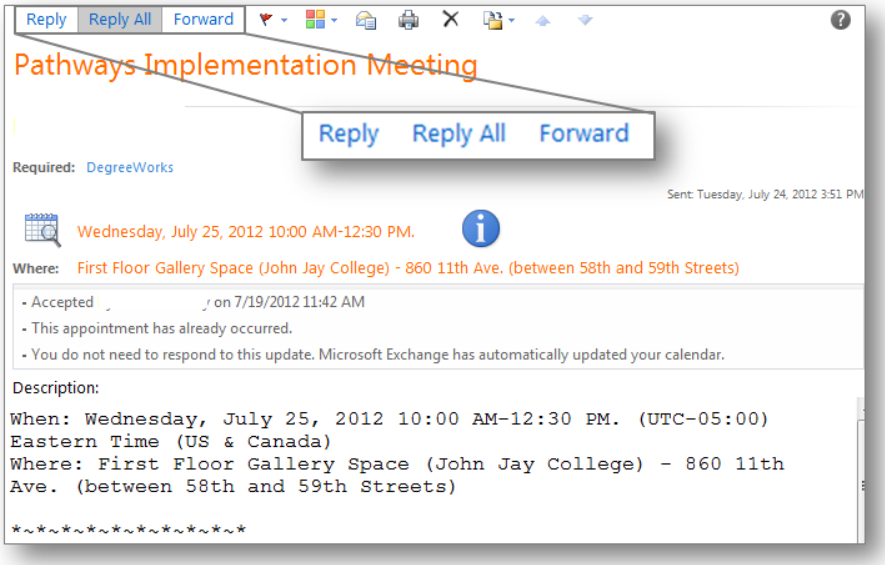
Replying to an E-Mail

There are two ways to reply to an e-mail.

1. In the Reading Pane, click on the appropriate arrow to **Reply**, **Reply All**, or **Forward** the email.



2. Double click on an e-mail from the inbox and open it in a new window. Then, click on **Reply**, **Reply All**, or **Forward**.

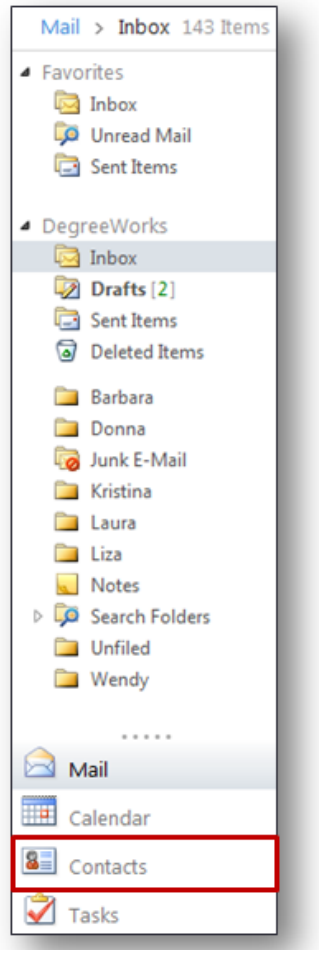


- **Reply** – Reply only to the person that sent the e-mail.
- **Reply All** – Reply to any one included in the **To:** and **Cc:** e-mail list.
- **Forward** – Send the email to someone not included in the **To:** or **Cc:** e-mail list.

Address Book and Contact List

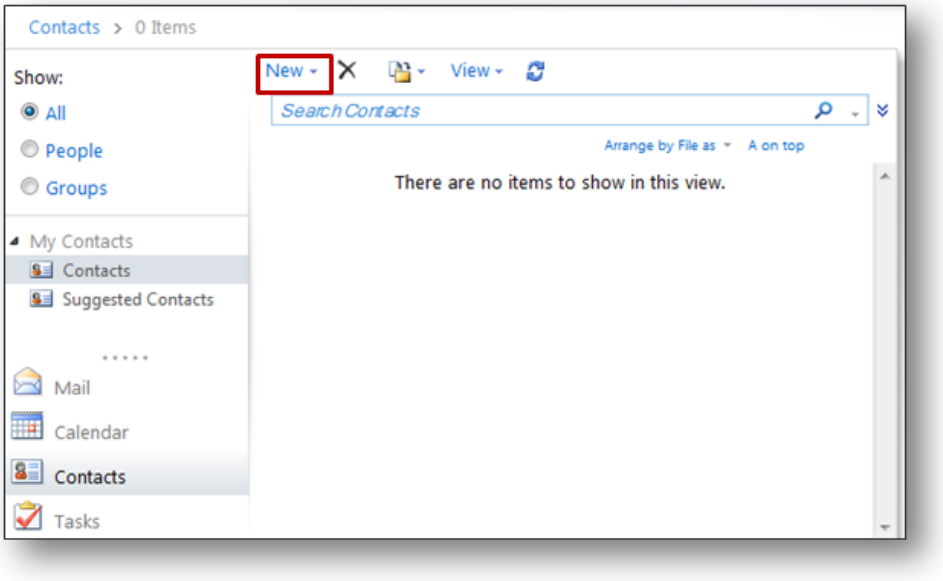
An Address Book/Contact List is a place where you can store contact information of a person.

To access your Address Book/Contact List select the **Contacts** icon on the Navigation Pane. Any contacts that you have saved should appear here.

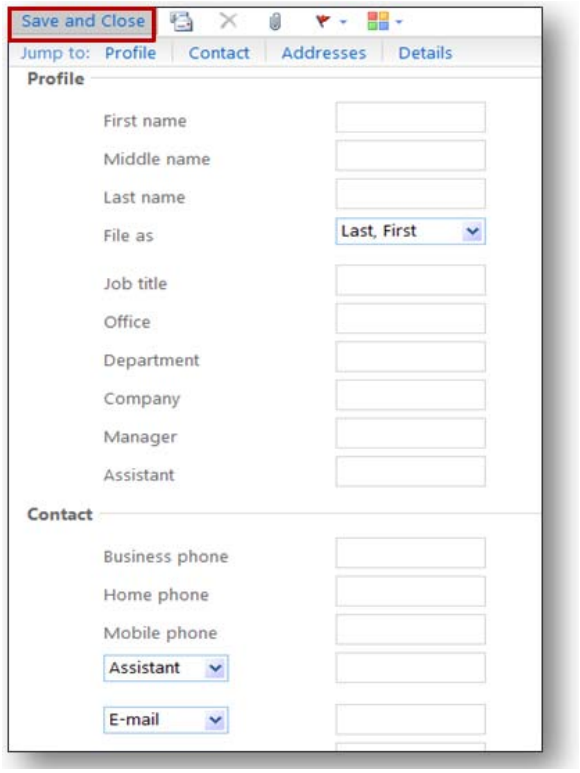


Adding a New Contact

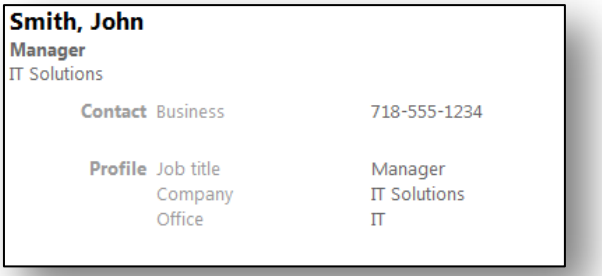
While in the Contact Pane, select **New** from the action bar.



A Contact window will pop up. Fill in the appropriate information and click **Save and Close**.



Your new contact will now appear in your Contact List.

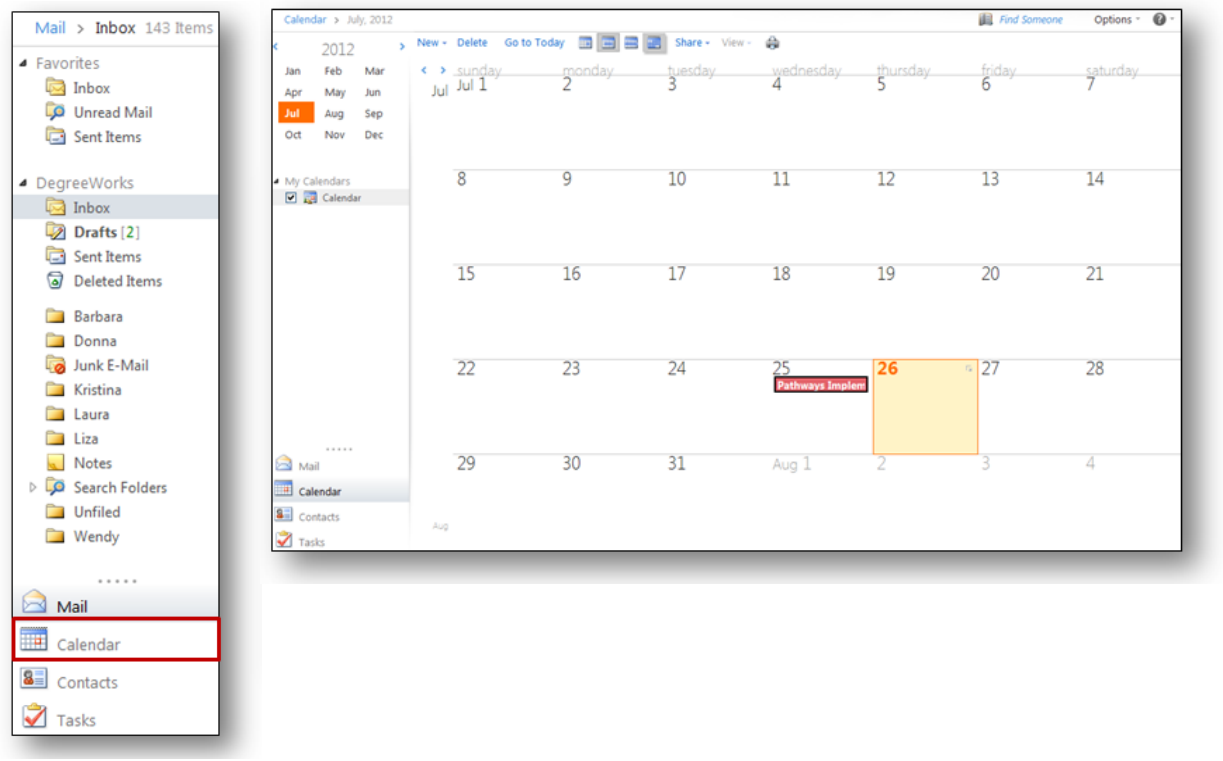


QUEENS COLLEGE
Training & Technology Solutions

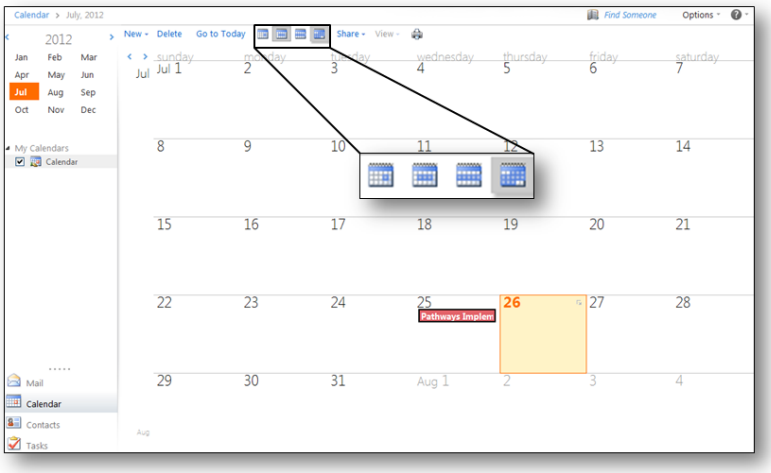
Calendar

The calendar tab is where you see all of your meetings and appointments.

To open your calendar, select the **Calendar** icon in the Navigation Pane in the lower left side of the screen.



You can select different options to see your calendar in **Day View**, **Work Week View**, **Week View**, and **Month View**.

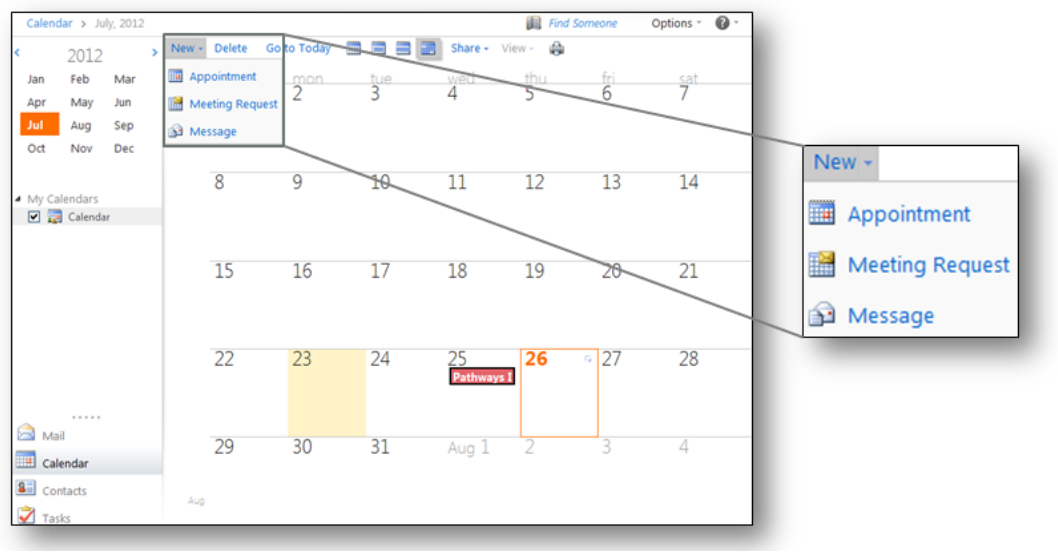


Types of Calendar Entries

- **Appointment** – An appointment is an activity that involves only you, at a scheduled time.
- **Meeting** – A meeting occurs at a scheduled time, like an appointment. However, you are able to invite other people
- **All Day Event** – This is an event an activity that lasts all day long. Unlike an appointment or meeting, this event does not block out time in your calendar. You will still be able to have other entries appear in your schedule for that day.
- **Task** – Tasks are similar to to-do lists. They involve only you and do not need a scheduled time.

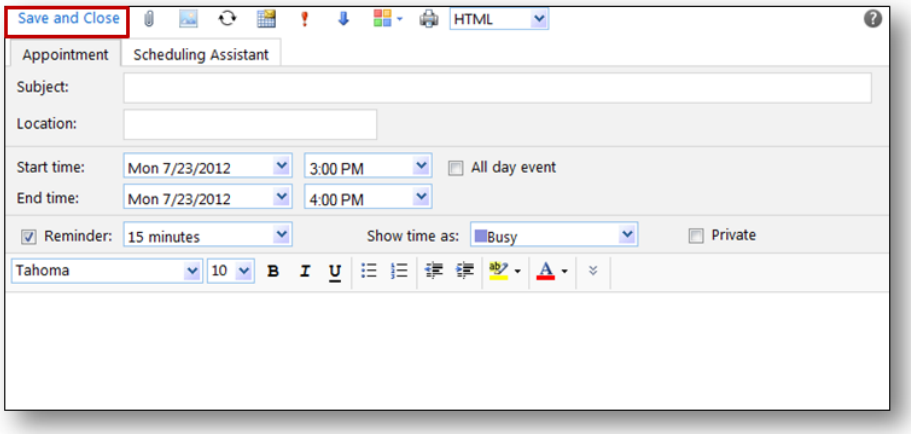
New Meetings and Appointments

To create a new meeting or appointment, select the arrow next to the **New** button in the action bar. Then, select the type of data you want to input on your calendar from the new menu.



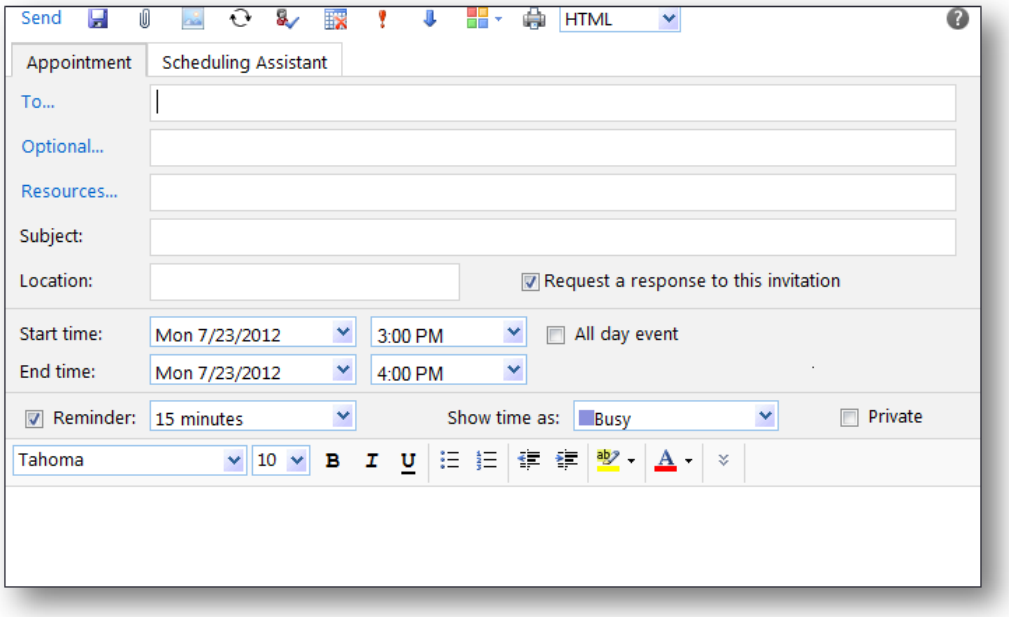
Appointments

An Appointment window will pop up. Fill in the appropriate information and click **Save and Close**.



Meeting Requests

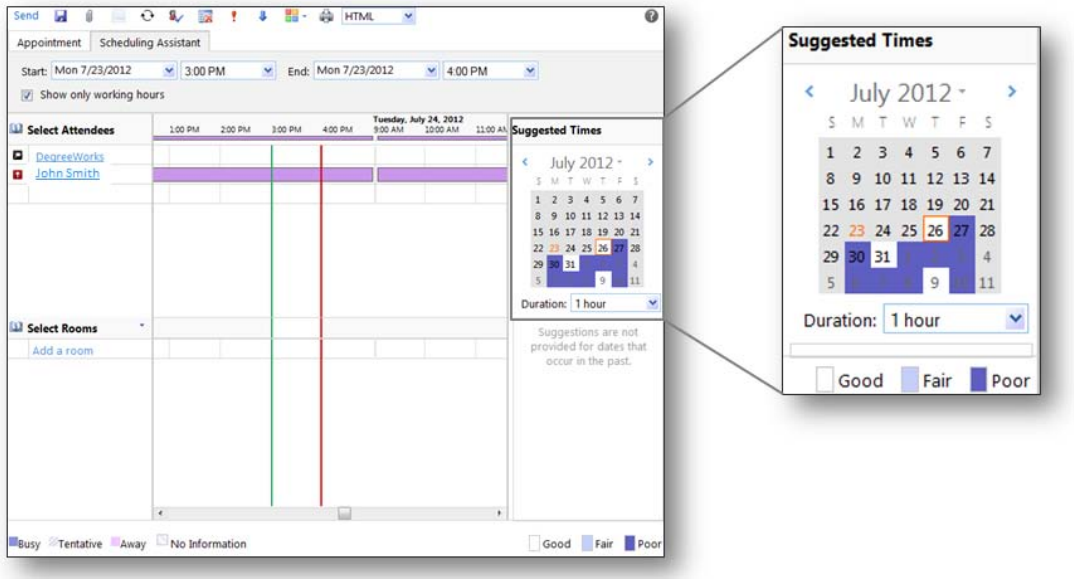
To schedule a meeting, invite required attendees under **To** and optional attendees under **Optional**. Fill in the appropriate information for your meeting, and then press **Send**.

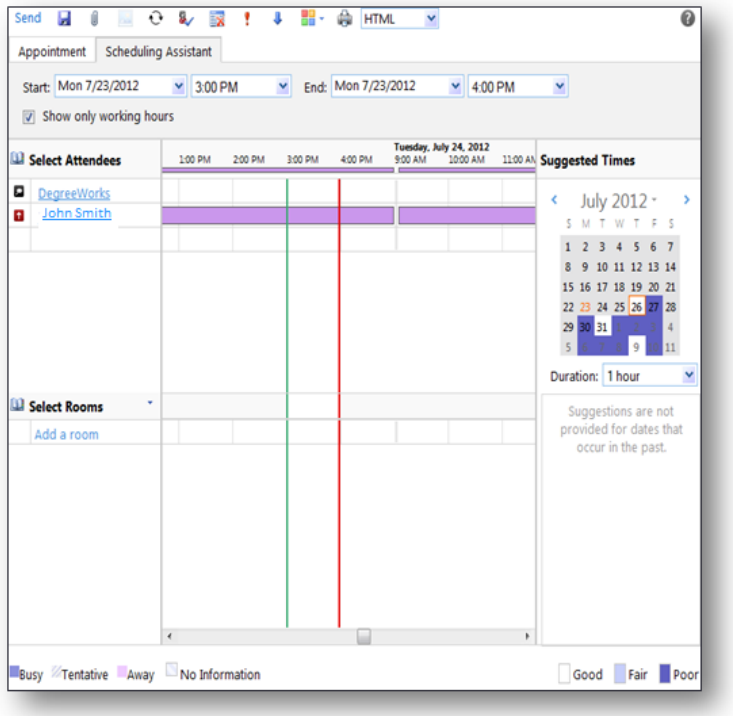


QUEENS COLLEGE
Training & Technology Solutions

Scheduling Assistant

If you are trying to find a mutually agreeable time for all attendees, the **Scheduling Assistant** tab can be helpful.

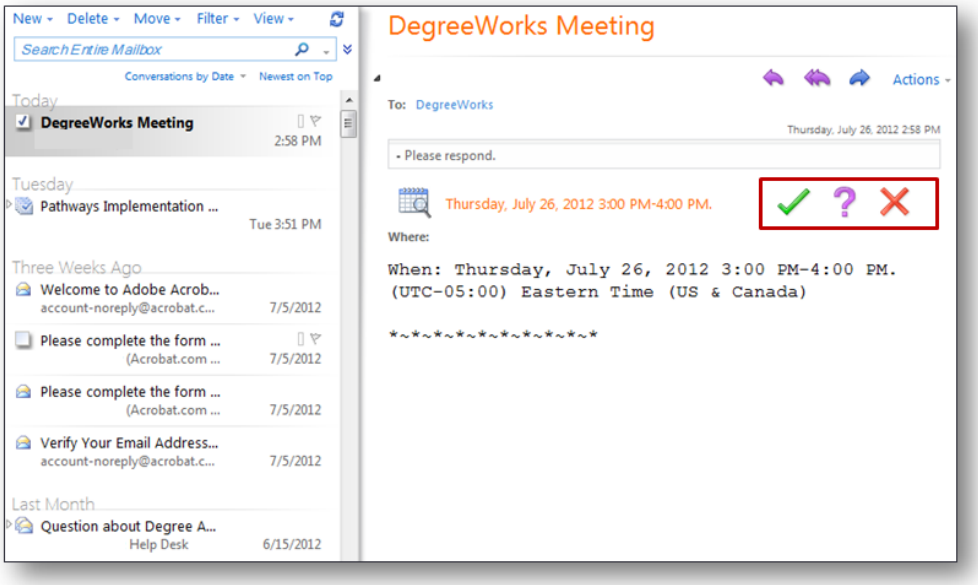




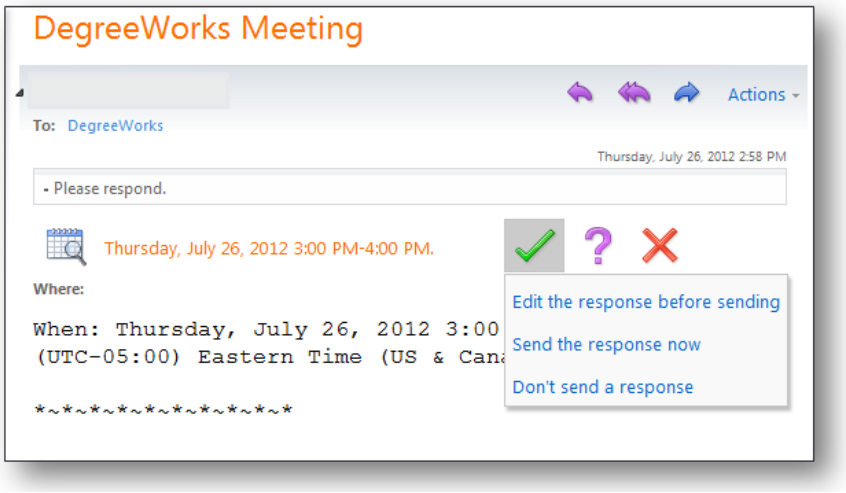
- The green and red lines indicate the start and end times of your meeting request.
- Times when an attendee is not available will be blocked. There will be a list of all optimal times for attendees in the lower right corner of the window.
- When you are satisfied with your meeting request, click **Send** in the action bar.

Meeting Invites

Meeting invites will appear in your inbox with a calendar icon.



Accepting and Declining Meeting

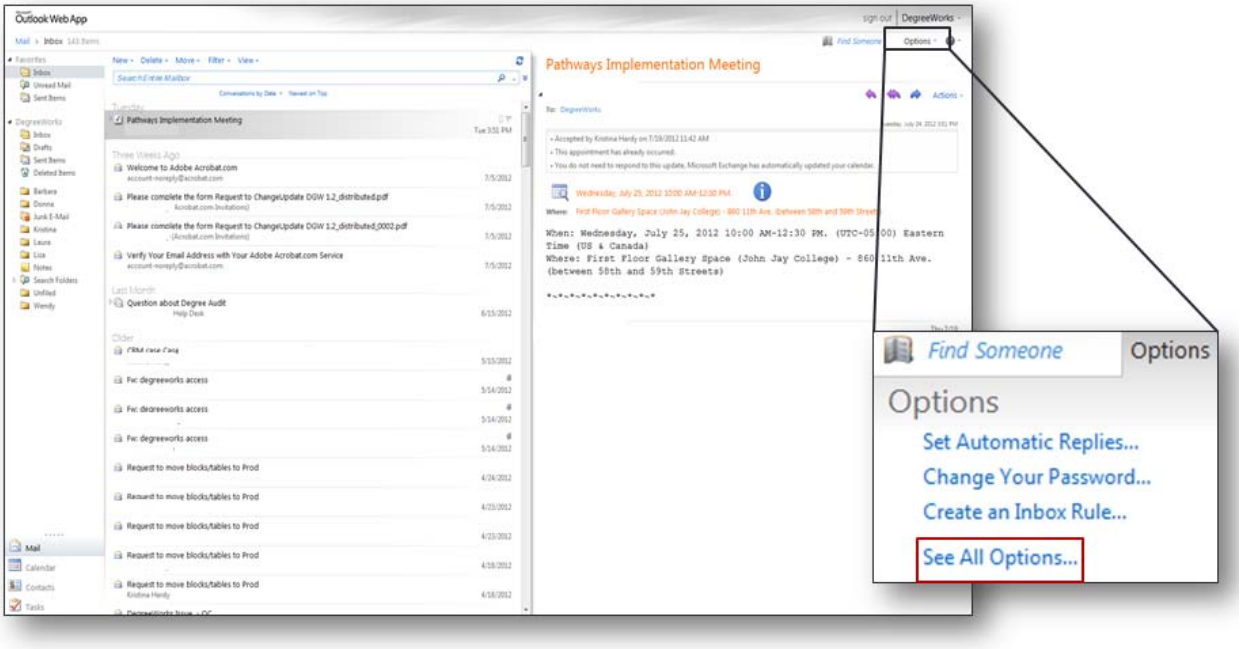


Each response will have three options:

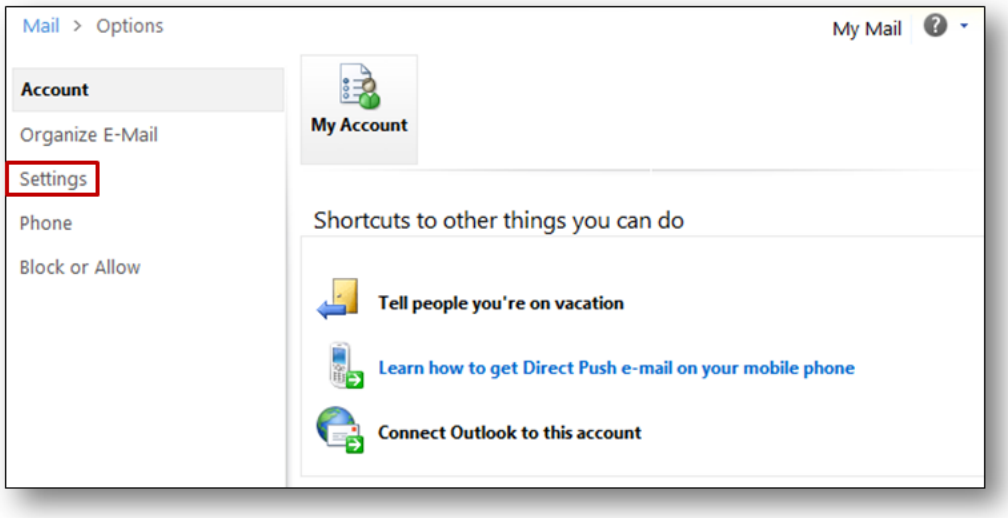
- You can comment before sending your response with “Edit the response before sending”.
- Send your response with no comments.
- Do not send any response. Your Acceptance or Decline will just show up in the invitee list.

Creating a Signature

To create an e-mail signature, click on **Options** on the top right of the Outlook Web App page. Then, click on **See All Options…**.

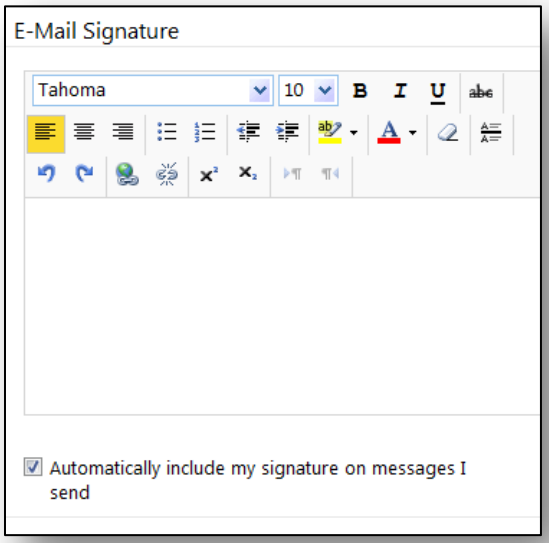


You will be brought to the Mail Options page. Click on **Settings** from the menu on the left.



In the **E-mail Signature** box, type and format your signature. Then, press **Save**.

Please note: If you use the Outlook Web App and Outlook Client, you will need to create a signature in each program.



To apply your signature to all outgoing e-mails, select the **Automatically include my signature on messages I send** check box.