

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MS OUTLOOK WEB ACCESS

### Purpose

This handout goes over the basics with SASD's MS Outlook from the web.

Please note that this procedure has been updated for Outlook Web 2010.

### When to Use Web Access?

- All SASD students will access their email using MS Outlook from the web.
- Teachers and staff will use this procedure when they are not using a teacher or staff PC or at home (outside of SASD).

### How do I log into MS Outlook from the Web?

Please go to the SASD Home Page ([www.sayresd.org](http://www.sayresd.org))



Click on E-Mail link under Quick Links

After clicking on this link you will be taken to the following page.

**QUICK LINKS**

- Calendars
- Daily Announcements
- District Nurse Info
- Edline
- Email
- Employment Openings
- Express
- Food Menus
- One Call
- Redskin Review
- S.A.Y.R.E. Feature
- School Closings and Delays
- Site Index
- Skyward
- Staff Directory
- Student Busing Info

**EMAIL**  
**(Sayre Area School District Employees and Students Only)**

PLEASE NOTE: We upgraded to Exchange 2010 from Exchange 2007. Please review the Need Help Link below before using the new Outlook Web Access.

**Experienced Outlook 2010 Web Users:** [click here to access your email.](#)

**Need Help (New User to Outlook 2010 Web Access):** [click here to get help \(needs to be updated\)](#)

**Note:** New Email - Outlook 2010 Web - The following is a sample screen of the Sayre Area School District Email.

Click on the SASD Email link for Experienced Users – the following screen will appear:

Microsoft®  
**Outlook® Web App**

Security ( [show explanation](#) )

- This is a public or shared computer
- This is a private computer
  
- Use the light version of Outlook Web App

User name:

Password:

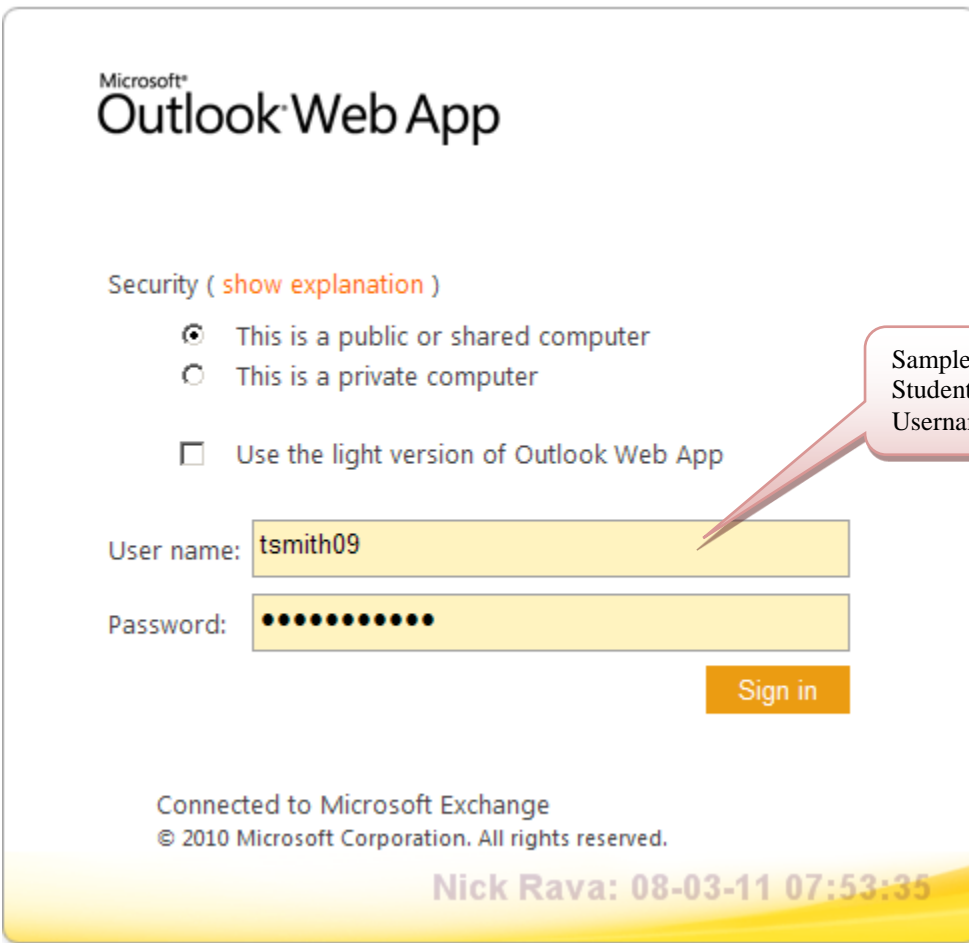
Sign in

Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.

Nick Rava: 08-03-11 07:52:21

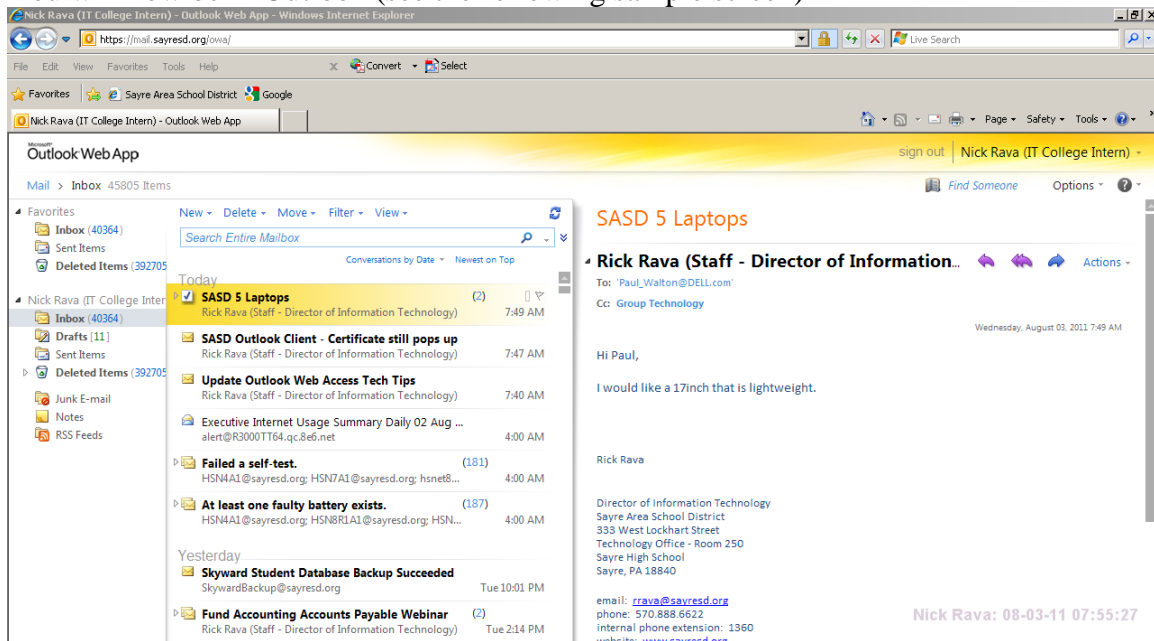
Select “This is a public or shared computer”

Enter your User name and your Password



Click “Sign in”

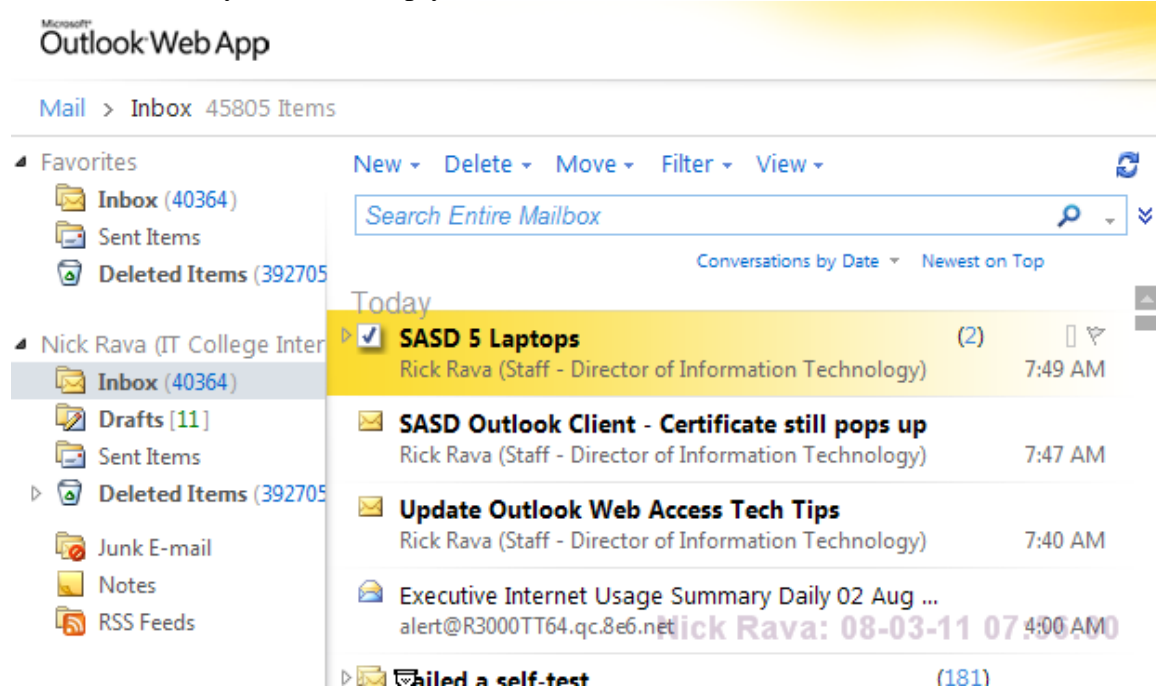
You will now be in Outlook (see the following sample screen)



# How do I reply to an existing email?




It's pretty simple:

Select the email you wish to reply to



In the right hand column notice the message

## SASD 5 Laptops

**Rick Rava (Staff - Director of Information...**    **Actions** ▾

To: 'Paul\_Walton@DELL.com'

Cc: Group Technology

Wednesday, August 03, 2011 7:49 AM

Hi Paul,



I would like a 17inch that is lightweight.

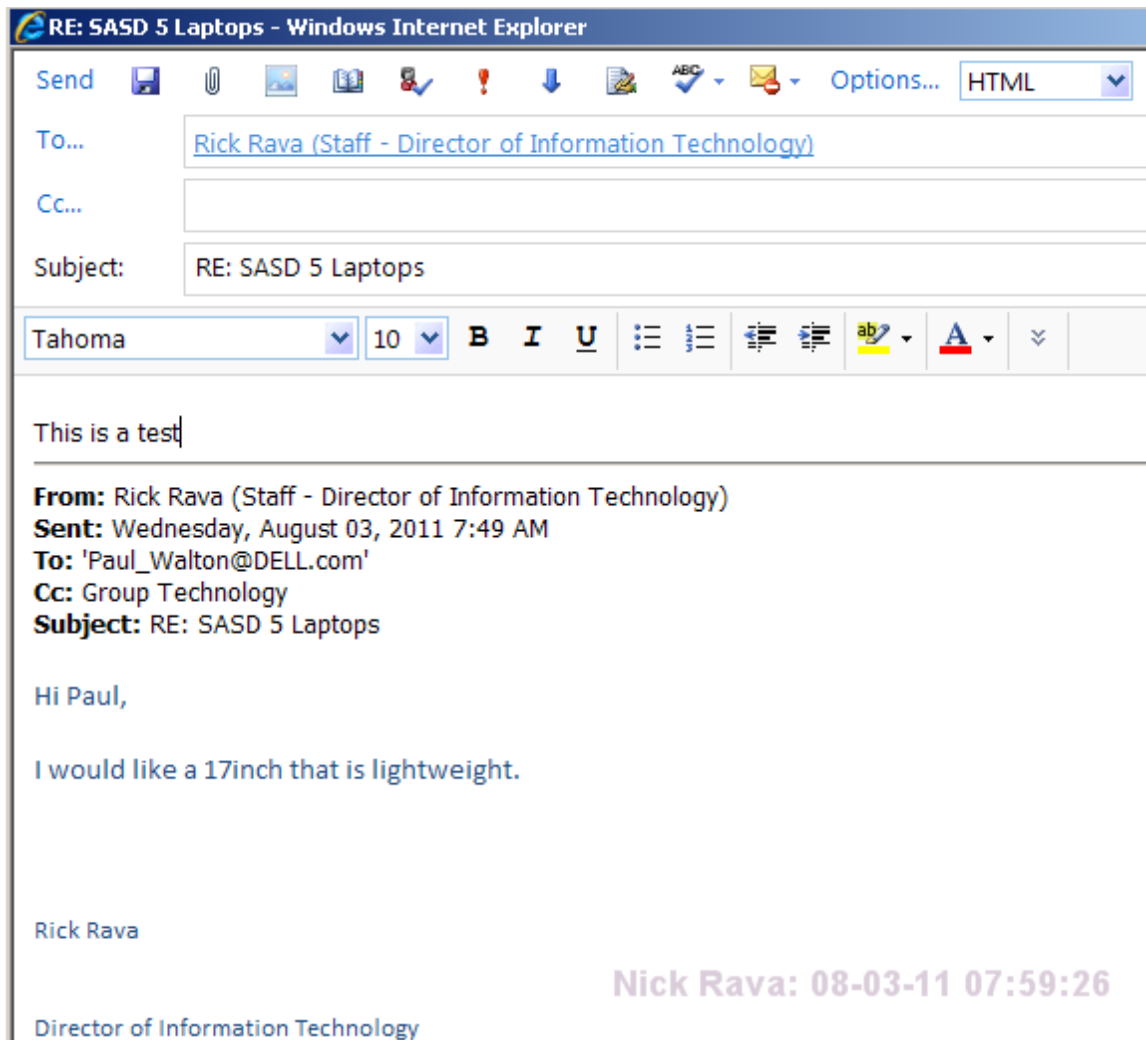
Rick Rava

Director of Information Technology  
Sayre Area School District  
333 West Lockhart Street  
Technology Office - Room 250  
Sayre High School  
Sayre, PA 18840


email: [rrava@sayresd.org](mailto:rrava@sayresd.org)  
phone: 570.888.6622  
internal phone extension: 1360  
website: [www.sayresd.org](http://www.sayresd.org)

**Nick Rava: 08-03-11 07:57:28**

Now if you wish to just reply to the original sender, just click on the  icon. If you wish to reply to everyone that this email was sent to, just click on the  icon. See the following example:



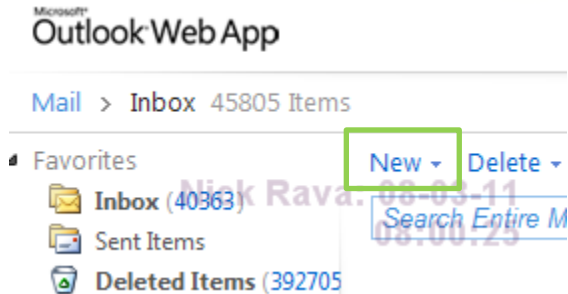
Please note that I clicked once in the beginning of the email and then pressed enter. I then began typing in my reply.

Lastly, just click on the  button

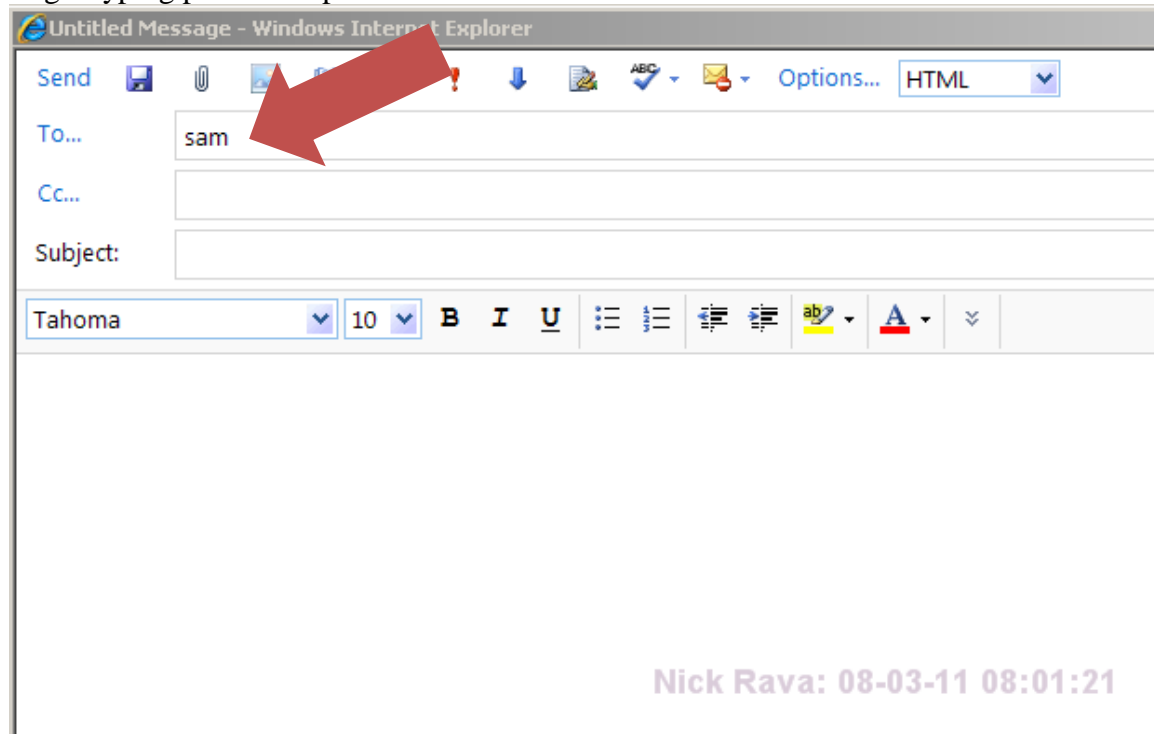
## How do I compose a new email?

Just follow these steps:

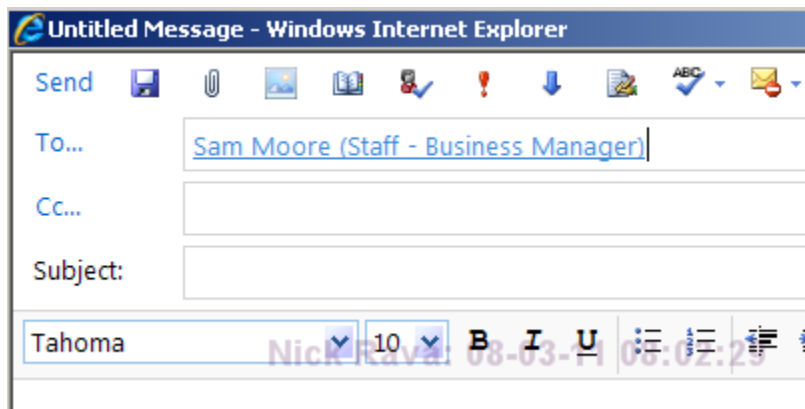
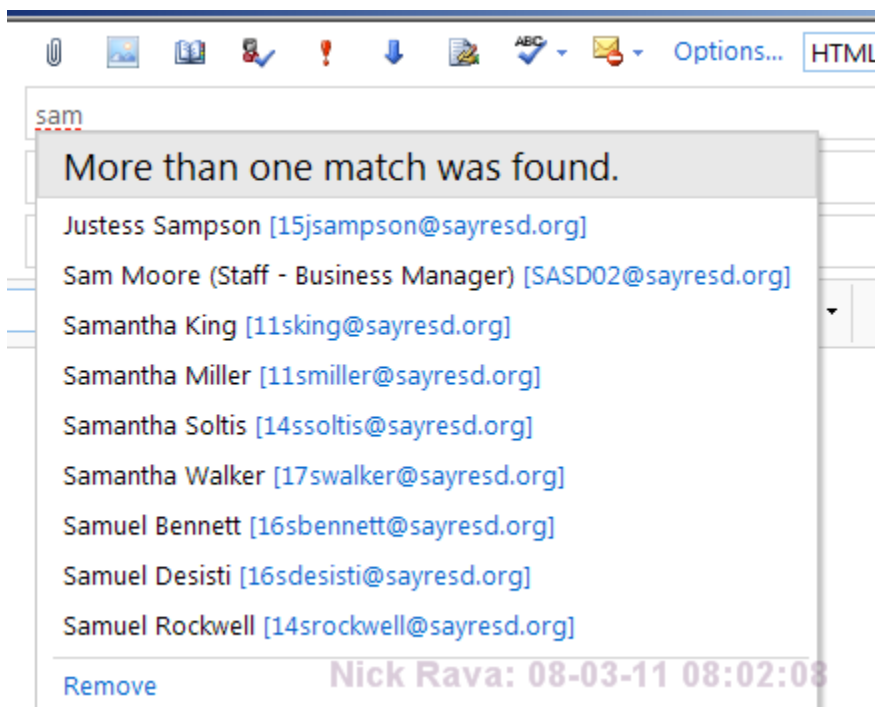
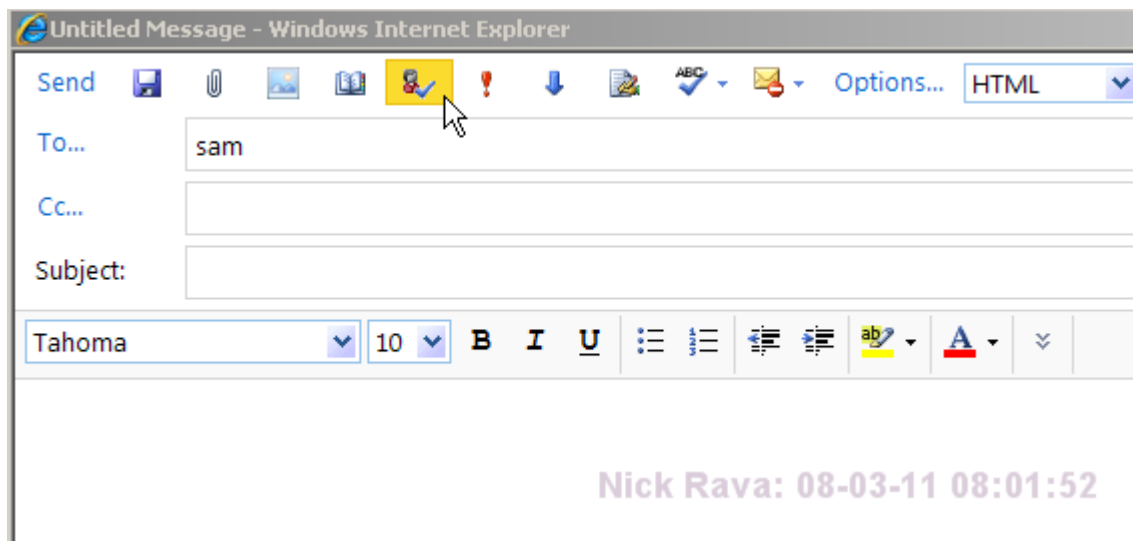
Click on “New”



Begin typing part of the persons name in the To address field



You may have multiple names listed after clicking on the Check Names button – just select the desired name.



Now you can enter your Subject and your message – when complete – click on send

## How do I log off from Outlook?

Just click on the “sign out” button



Select Close Window

