

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS OUTLOOK WEB APP 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 App 2013.

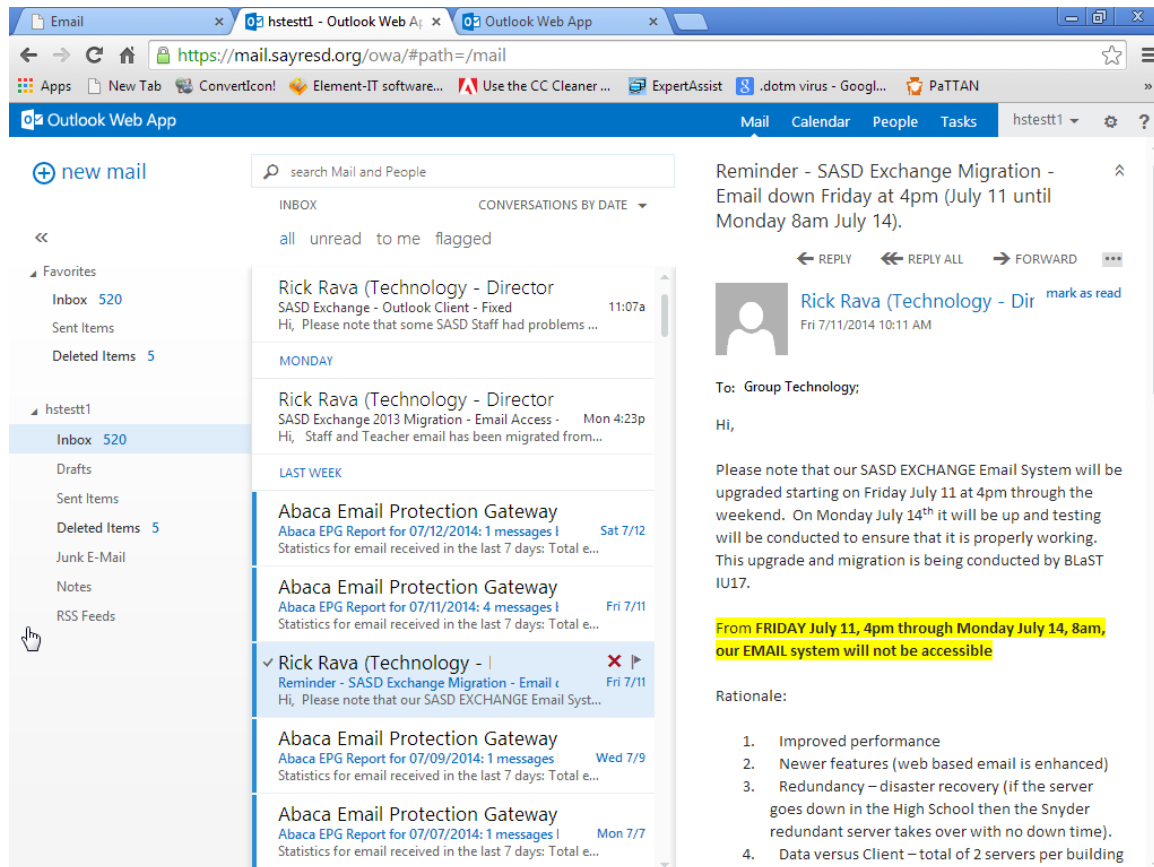


Figure 1 - Sample Outlook Web App 2013

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)

The screenshot shows the Sayre School District website. At the top, there is a banner with the text "Sayre SCHOOL DISTRICT" and the tagline "EDUCATING TODAY'S STUDENTS FOR TOMORROW'S WORLD". Below the banner is a navigation bar with links for HOME, REDSKIN PRIDE, HIGH SCHOOL, SNYDER, ATHLETICS, PARENTS, and TECHNOLOGY. Underneath the navigation bar is a "Home" section. On the left side of the Home section is a "QUICK LINKS" menu with the following items: Calendars, District Nurse Info, Educational Resources, Email (highlighted with a mouse cursor), Employment Openings, ePortal, Express, Food Menus, Redskin Review, Network News, S.A.Y.R.E. Feature, School Closings and Delays, Site Index, Skyward, and ScheduleStar (Sports). On the right side of the Home section are two featured articles: "4th Annual Electronic Recycling Summer 2014" and "Little Shop Of Horrors".

Click on E-Mail link under Quick Links

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

QUICK LINKS
 Calendars
 District Nurse Info
 Educational Resources
 Email
 Employment Openings
 ePortal
 Express
 Food Menus
 Redskin Review
 Network News
 S.A.Y.R.E. Feature
 School Closings and Delays
 Site Index
 Skyward
 ScheduleStar (Sports Schedules)
 Staff Directory
 Student Busing Info
 Tech Tips
 Webteam Contact Info

GOOGLE SEARCH

 only search Sayresd.org

EMAIL

(Sayre Area School District Employees and Students Only)

Experienced Outlook 2013 Web Users: [click here](#) to access your email.

Need Help (New User to Outlook 2013 Web Access): [click here](#) to get help (instructions on the new version of our Outlook Web Access).

Note: New Email - Outlook 2013 Web App- The following is a sample screen of the Sayre Area School District Email using the Outlook Web Appl.

Outlook® Web App

User name:

Password:

[sign in](#)

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

Outlook® Web App

User name:
 Sample Username

Password:

[sign in](#)

Enter your User name and your Password

Click “Sign in”

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

Outlook Web App | Mail | Calendar | People | Tasks | hstestt1

new mail | search Mail and People

INBOX | CONVERSATIONS BY DATE | all unread to me flagged

Rick Rava (Technology - Director) 11:07a
 SASD Exchange - Outlook Client - Fixed
 Hi, Please note that some SASD Staff had problems ...

Rick Rava (Technology - Director) Mon 4:23p
 SASD Exchange 2013 Migration - Email Access -
 Hi, Staff and Teacher email has been migrated from...

Abaca Email Protection Gateway Sat 7/12
 Abaca EPG Report for 07/12/2014: 1 messages |
 Statistics for email received in the last 7 days: Total e...

Abaca Email Protection Gateway Fri 7/11
 Abaca EPG Report for 07/11/2014: 4 messages |
 Statistics for email received in the last 7 days: Total e...

Rick Rava (Technology - | Fri 7/11
 Reminder - SASD Exchange Migration - Email c
 Hi, Please note that SASD EXCHANGE Email Syst...

Abaca Email Protection Gateway Wed 7/9
 Abaca EPG Report for 07/09/2014: 1 messages |
 Statistics for email received in the last 7 days: Total e...

Abaca Email Protection Gateway

Reminder - SASD Exchange Migration - Email down Friday at 4pm (July 11 until Monday 8am July 14).

Rick Rava (Technology - Dir mark as read
 Fri 7/11/2014 10:11 AM

To: Group Technology;

Hi,

Please note that our SASD EXCHANGE Email System will be upgraded starting on Friday July 11 at 4pm through the weekend. On Monday July 14th it will be up and testing will be conducted to ensure that it is properly working. This upgrade and migration is being conducted by BLaST IU17.

From FRIDAY July 11, 4pm through Monday July 14, 8am, our EMAIL system will not be accessible

Rationale:

1. Improved performance
2. Newer features (web based email is enhanced)
3. Redundancy – disaster recovery (if the server goes down in the High School then the Snyder

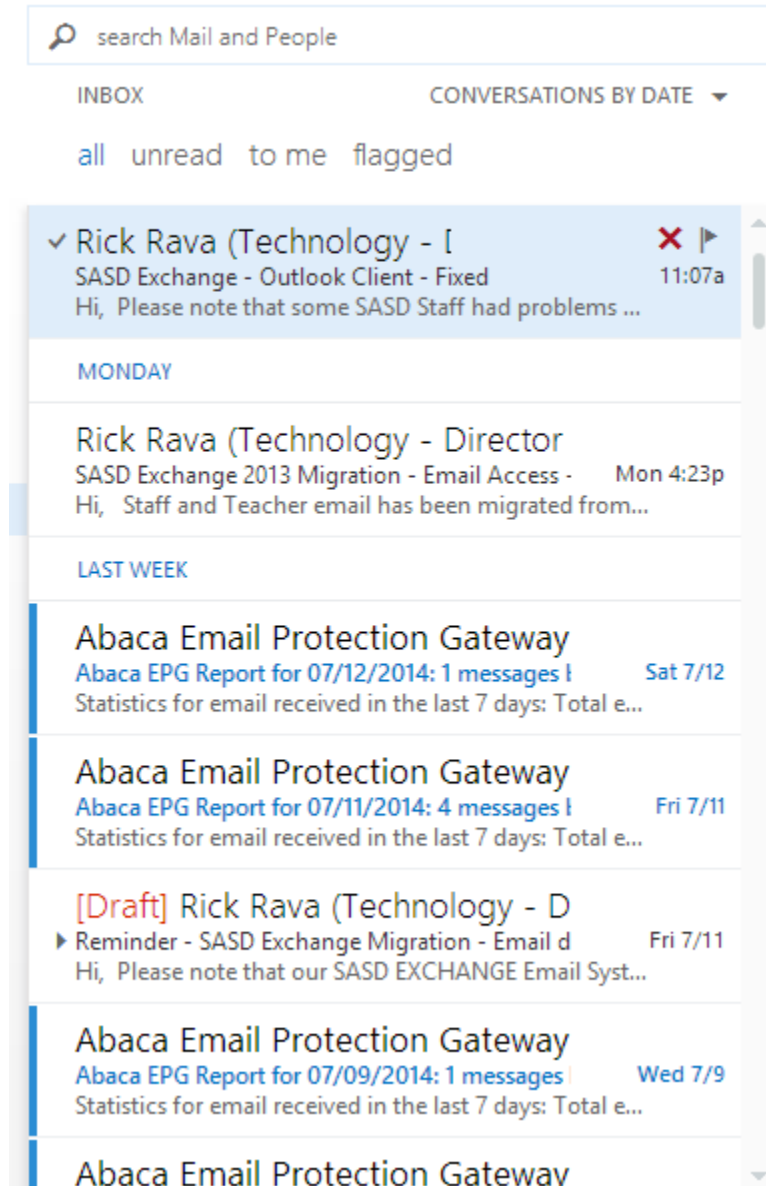
Can't Find Your Email? Turn off conversations

Ok – so the new interface is quite different and you cannot find the email that you are looking for.

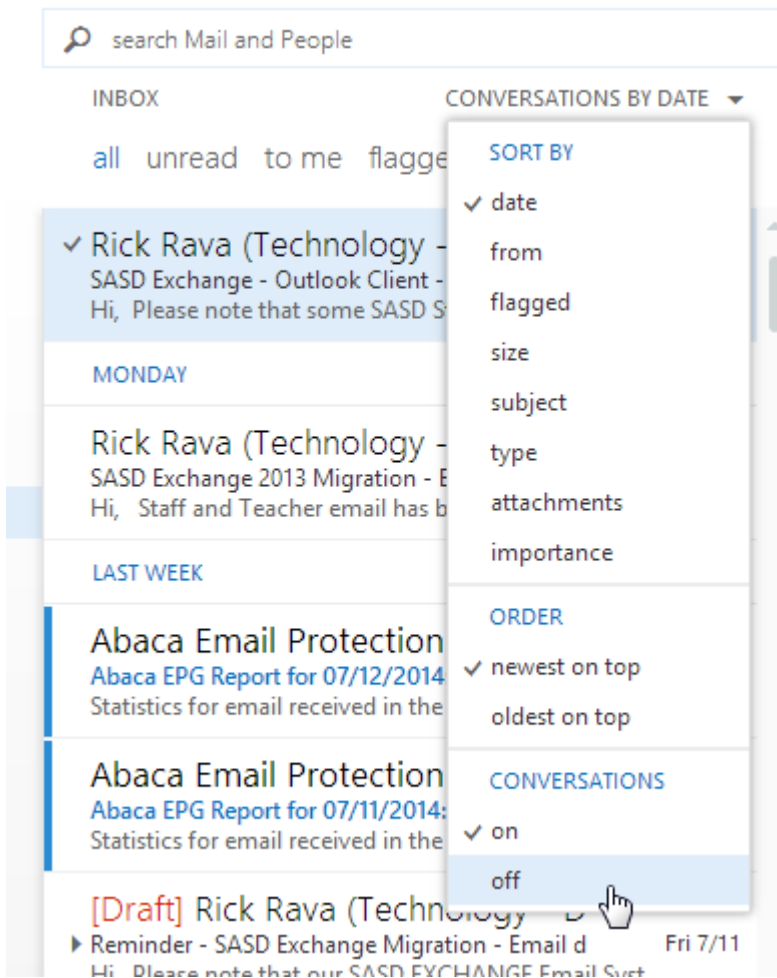
In most cases, it is the sort order that is causing the problem.

Let's set the sort order to by date, with no conversation grouping

Here's how the list looked originally:



Now let's turn off the conversation grouping



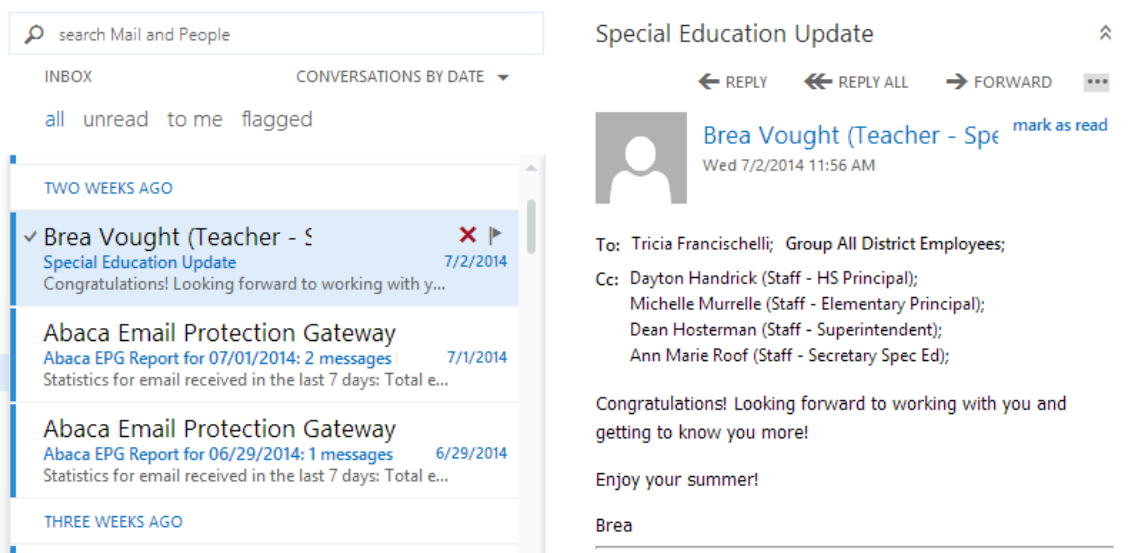
Select Off



Now emails will be individualized by date (no grouping)!

How do I reply to an existing email?

It's pretty simple:

Select the email you wish to reply to - see sample below:



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:

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

TWO WEEKS AGO

✓ [Draft] Brea Vought (Teac 7/2/2014
 ▶ Special Education Update
 Congratulations! Looking forward to working with y...

Abaca Email Protection Gateway 7/1/2014
 Abaca EPG Report for 07/01/2014: 2 messages
 Statistics for email received in the last 7 days: Total e...

Abaca Email Protection Gateway 6/29/2014
 Abaca EPG Report for 06/29/2014: 1 messages
 Statistics for email received in the last 7 days: Total e...

THREE WEEKS AGO

Abaca Email Protection Gateway 6/27/2014
 Abaca EPG Report for 06/27/2014: 1 messages
 Statistics for email received in the last 7 days: Total e...

Abaca Email Protection Gateway 6/26/2014
 Abaca EPG Report for 06/26/2014: 3 messages
 Statistics for email received in the last 7 days: Total e...

Rick Rava (Technology Director

SEND DISCARD INSERT APPS

To: Brea Vought (Teacher - Special Education);

Cc:

Subject: RE: Special Education Update

Calibri 12

This is a test reply,

Rick


From: Brea Vought (Teacher - Special Education)
 Sent: Wednesday, July 2, 2014 11:55 AM
 To: Tricia Francischelli; Group All District Employees
 Cc: Dayton Handrick (Staff - HS Principal); Michelle Murrelle (Staff - Elementary Principal); Dean Hosterman (Staff - Superintendent); Ann Marie Roof (Staff - Secretary Spec Ed)
 Subject: RE: Special Education Update

Congratulations! Looking forward to working with you and getting to know you more!

Enjoy your summer!

Brea

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  SEND button

How do I compose a new email?

Just follow these steps:

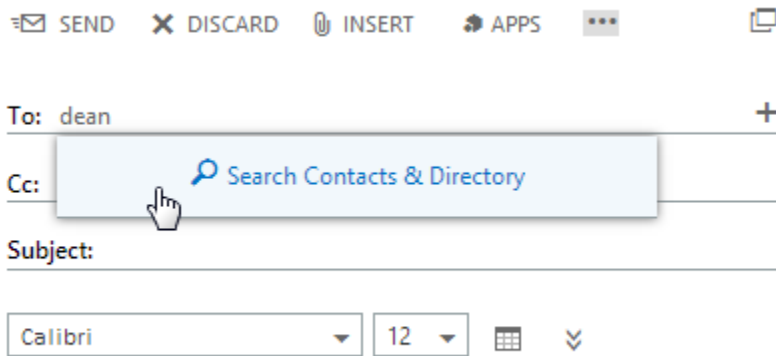
Click on “new mail”



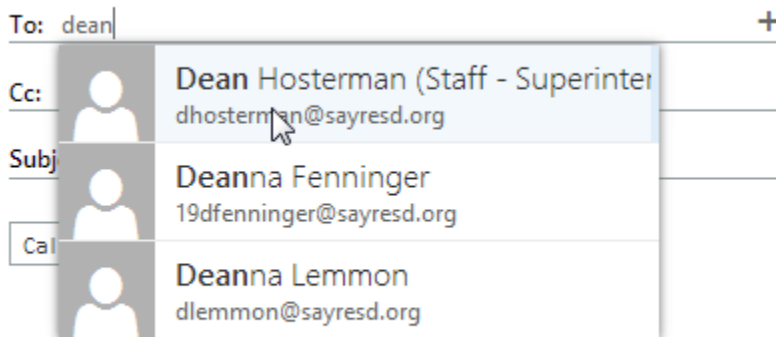
+ new mail



Begin typing part of the persons name in the To address field – click on Search Contacts



This will bring up the results



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

- Dean Hosterman (Staff - Superintendent) Automatic reply: I will be out of the office through July 11, 2014 and will return on Monday, July 14, 2014. If this is urgent, please contact Dayton Handrick at 570-888-6622, Michelle Murrelle at 570-888-7742 or Sam Moore at 570-888-6121. Dean [Remove Recipient](#)

To: [Dean Hosterman \(Staff - Superintendent\);](#) +

Cc:

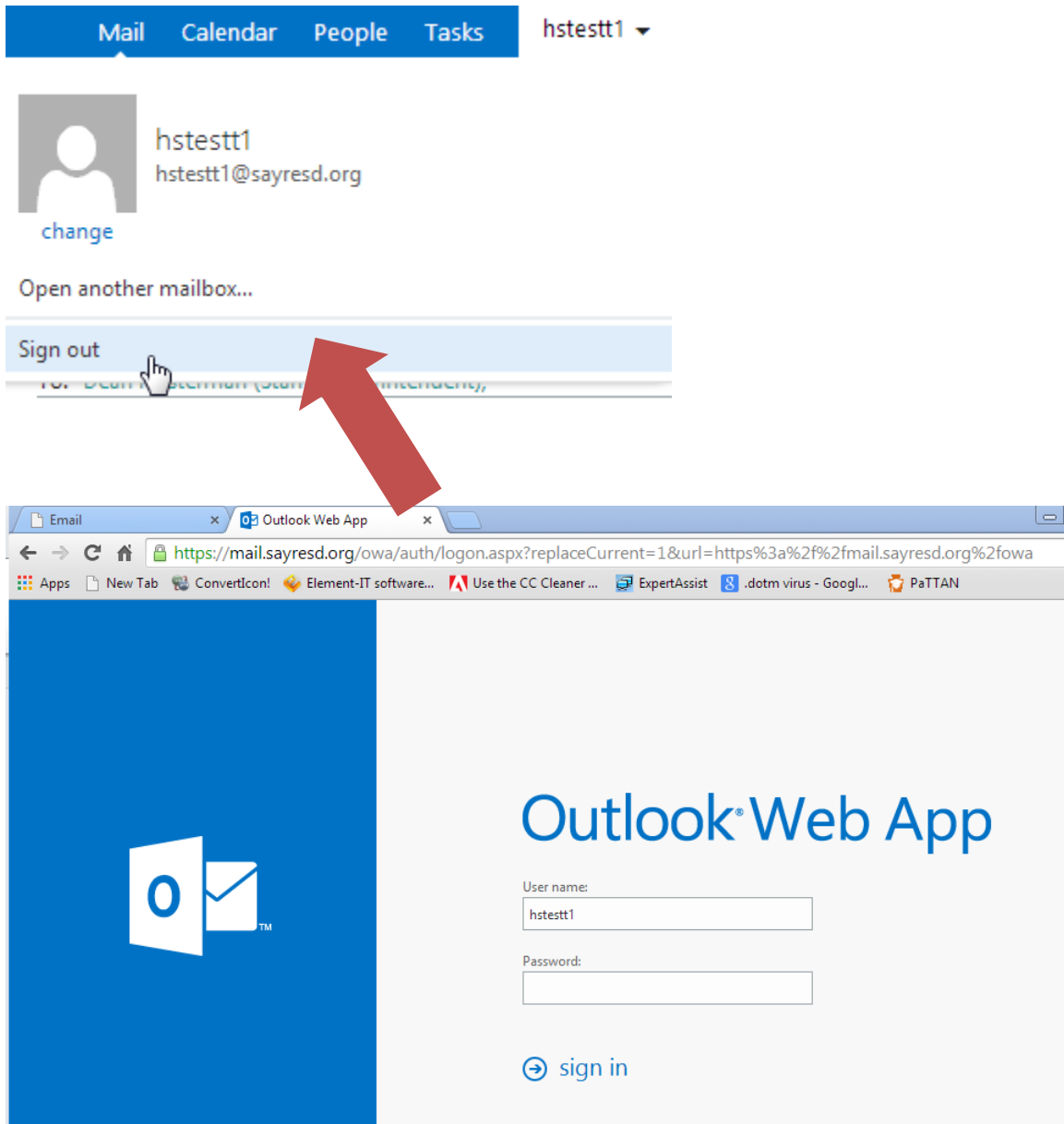
Subject:

Calibri 12  

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



Now you can close your web page