

Outlook Web Access (Binar.mcm.edu) Internet Explorer

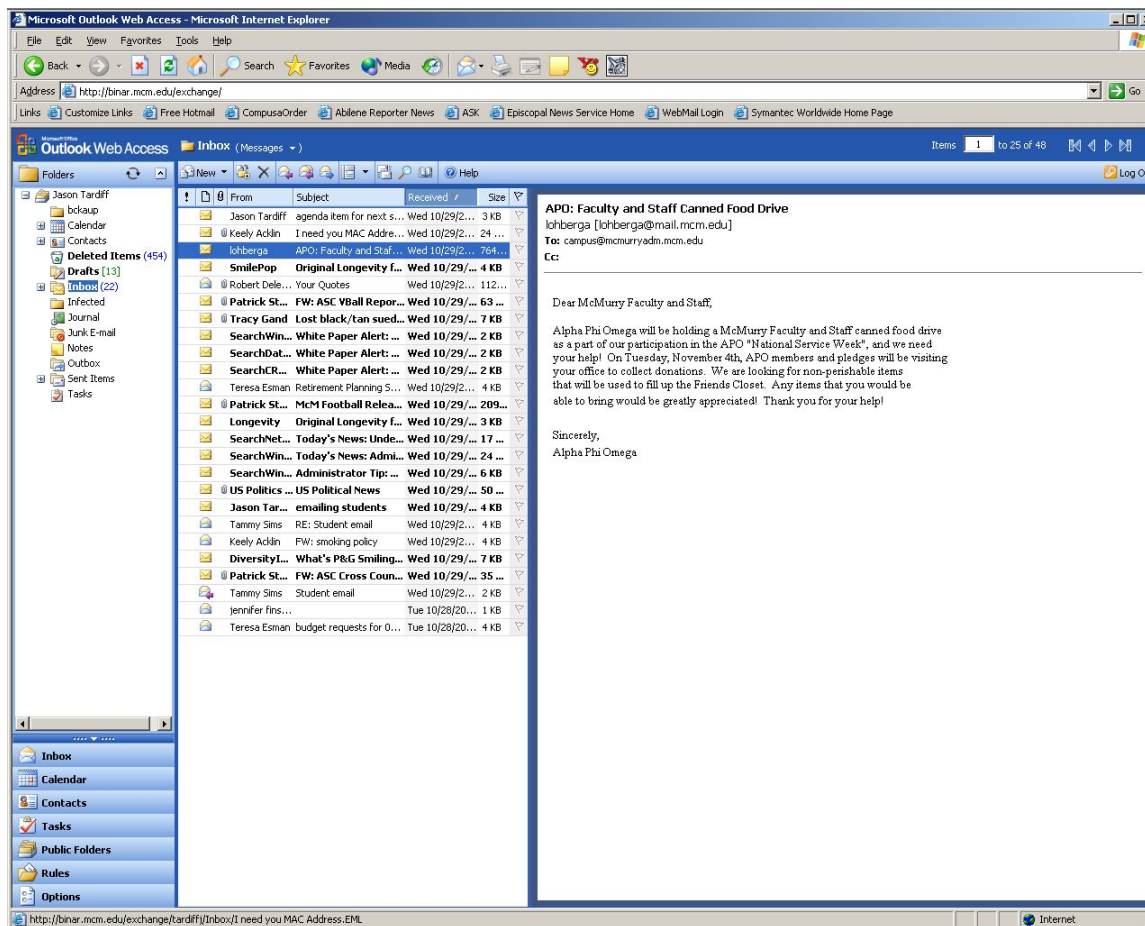
Open Internet Explorer

Type <http://binar.mcm.edu/exchange>

It will ask you for the following:

- A) Username and Password (supply the username and password you use to get on your office PC) .
Type your username like this **username**.
- B) Username, Password, and Domain (supply the username and password you use to get on your office PC. The domain is **mcmurryadm**.)

After a successful login you will get the following screen:



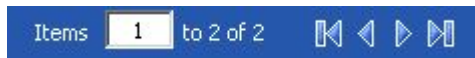
In the left hand column you get a list of options similar to what you see in Outlook on your PC. You have access to your Calendar, Tasks, and Notes etc. The middle column lists your email messages. The window on the right is a preview of the currently highlighted message.

To Open an Email Message:

Double click on an email listed in the middle column.

To View the Rest of my Email:

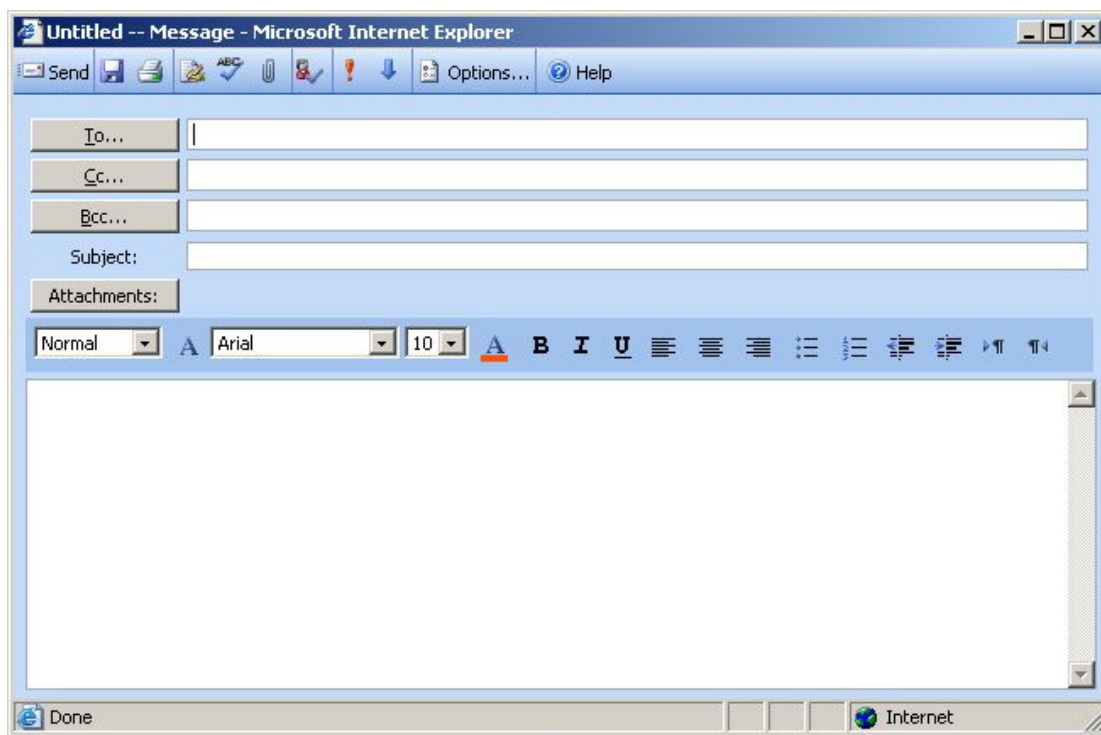
There are arrows in the upper right hand corner that will page you through your lists of email.



To Send a Message:



Click the button on the tool bar that says New.



Fill in the necessary information in the To:, CC:, and/or BCC:; then type your message and hit send.

To find an email address on the Outlook Web Access:

Two ways to do this:

One you can click the Address Book button on the toolbar or open a new mail message and click the To:, CC:, and/or BCC: buttons to bring up the address book.

Find names in: Global Address List

Display name

Last name: tardiff First name:

Title: Alias:

Company: Department:

Office: City:

Find

Name	Phone	Alias	Office	Job title	Company
Jason Tardiff		tardiffj		PC Technician	McMurry University

Add recipient to... To Cc Bcc Properties... Close

The easiest way to use the address book is to supply a full or partial last name of the person whose email address you are looking for. Click Find. Your search results will show in the white window.

Name	Phone	Alias	Office	Job title	Company
Jason Tardiff		tardiffj		PC Technician	McMurry University

Once you have found your intended address you can highlight their name and click the To, CC, BCC buttons to add them to a new email.

When you are finished click close.

To Log Off:

Be sure once you are through with reading your email that you click the Log Off button in the upper right hand corner.

