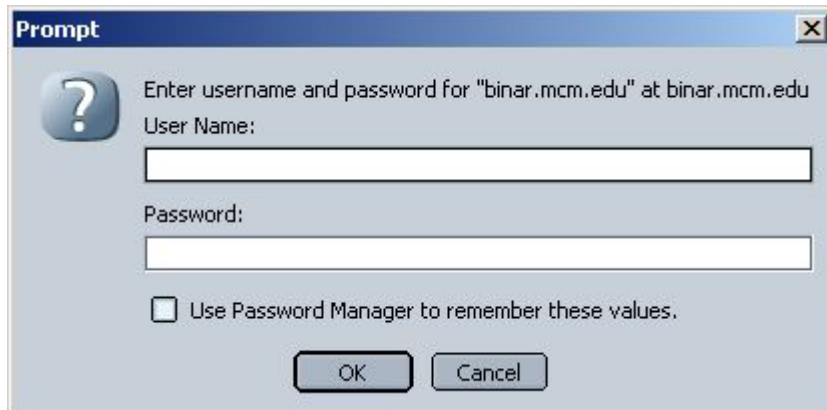


Outlook Web Access (Binar.mcm.edu) Mozilla/Netscape

Open Mozilla/Netscape

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

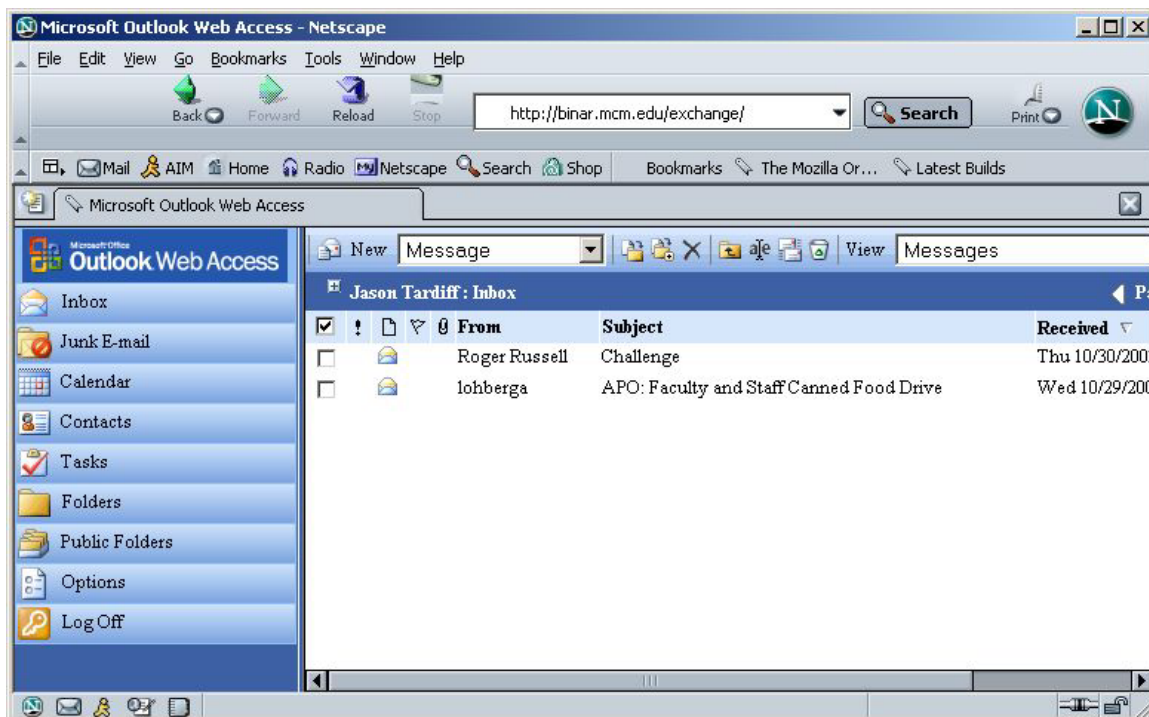
It will ask you for the following:



The screenshot shows a 'Prompt' dialog box with a question mark icon. The text inside reads: 'Enter username and password for "binar.mcm.edu" at binar.mcm.edu'. Below this, there are two input fields: 'User Name:' and 'Password:'. At the bottom, there is a checkbox labeled 'Use Password Manager to remember these values.' and two buttons: 'OK' and 'Cancel'.

Username and Password (supply the username and password you use to get on your office PC)

After a successful login you will get the following screen:



The screenshot shows the Netscape browser window displaying the Outlook Web Access interface. The address bar shows 'http://binar.mcm.edu/exchange/'. The interface includes a navigation pane on the left with options like 'Inbox', 'Junk E-mail', 'Calendar', 'Contacts', 'Tasks', 'Folders', 'Public Folders', 'Options', and 'Log Off'. The main window displays a list of messages in the 'Jason Tardiff : Inbox' folder. The messages are as follows:

	From	Subject	Received
<input checked="" type="checkbox"/>	Roger Russell	Challenge	Thu 10/30/2003
<input type="checkbox"/>	lohberga	APO: Faculty and Staff Canned Food Drive	Wed 10/29/2003

You should see your email messages in the main window on the right, if not click the Inbox button on

the left.

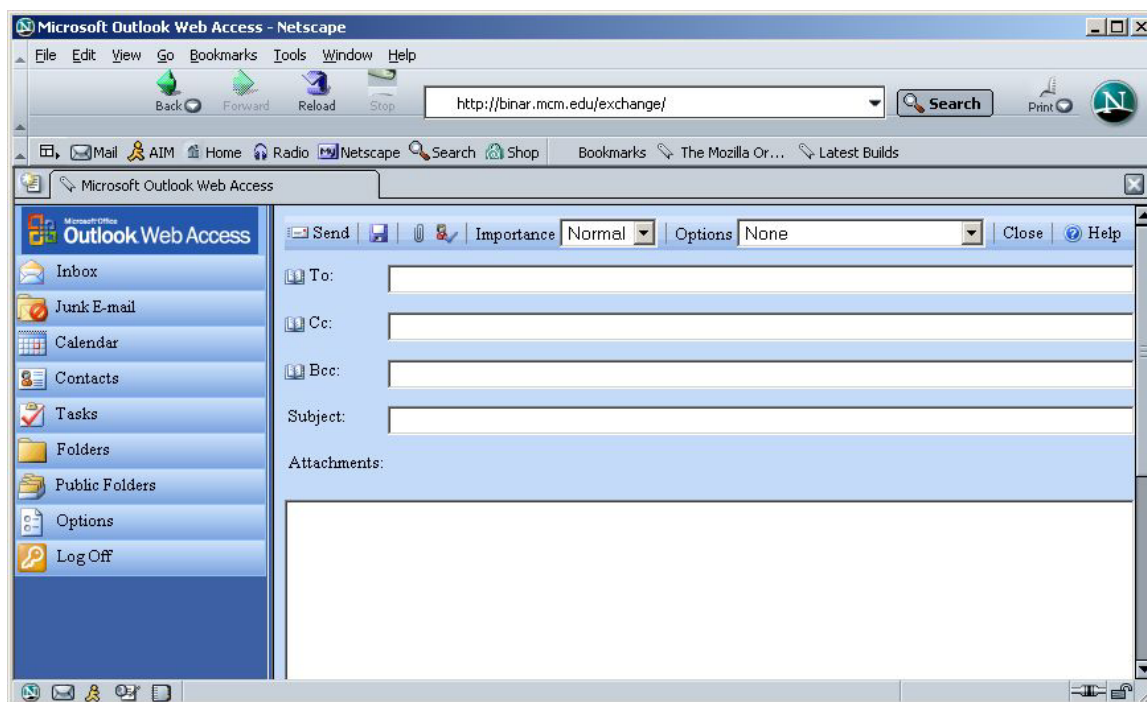
To Open an Email Message:

Click on an email listed in the right hand window.

To Send a Message:



Click the button on the tool bar that says New. A new email form will open in the right hand window



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:

Open a new mail message and click on the To:, CC:, and/or BCC: to bring up the address book.

Find Names

Display Name:

Last Name: First Name:

Title: Alias Name:

Company: Department:

Office: City:

<input checked="" type="checkbox"/>	Name	Phone	Office	Title	Company	Alias
<input type="checkbox"/>	Jason Tardiff			PC Technician	McMurry University	tardiffj

Add recipient to...

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.

Find Names

Display Name:

Last Name: First Name:

Title: Alias Name:

Company: Department:

Office: City:

<input checked="" type="checkbox"/>	Name	Phone	Office	Title	Company	Alias
<input checked="" type="checkbox"/>	Jason Tardiff			PC Technician	McMurry University	tardiffj

Add recipient to...

Once you have found your intended address you can put a check mark beside 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 located in the menu bar on the left.

