

These instructions are for Campus Students and Open Learning Students who will access student email.

Requirements for accessing Outlook Web Access

There is no need to download or install anything. Your TRU Outlook email will be accessible from any web browser.

Accessing Outlook Web

1. Go to <http://mywebmail.mytru.ca> and enter your username and password.

Username: Enter your TRU ID

You do NOT need to enter a domain.

Password: Your birthday in the following format: TRUddmmmyy

Example: If your birthday is Sept. 2, 1993 = TRU02sep93

Your password is case-sensitive.

Ensure the 'Use Outlook Web App Light' option is not selected.

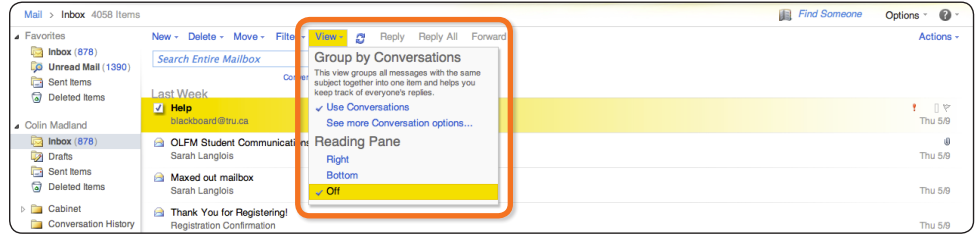
Click 'Sign In'.

2. You can change your password at anytime by clicking 'Options' and then choosing 'Change Your Password'.

3. Enter your current password, then enter your new password and confirm it.

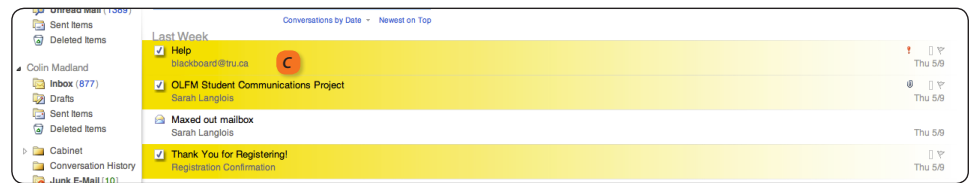
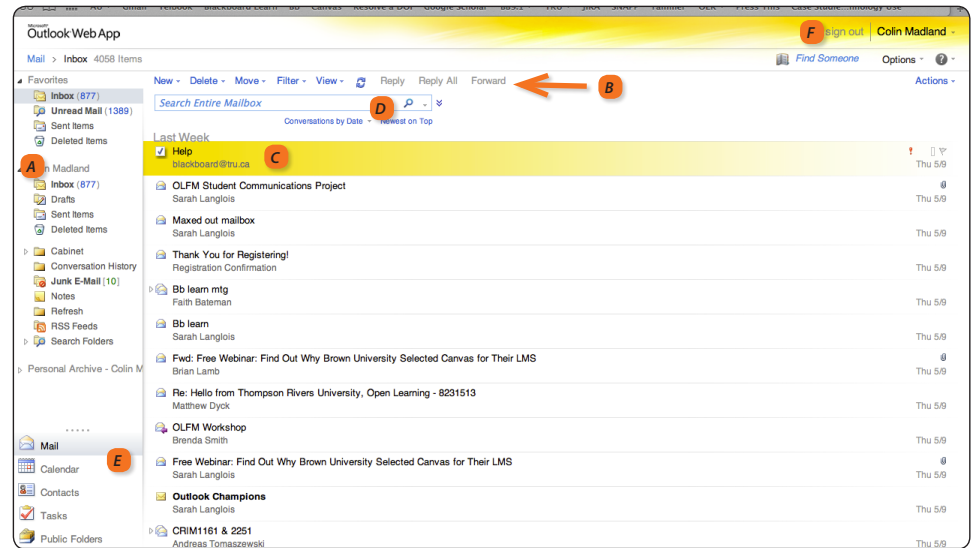
Click 'Save'.

- IT recommends that you turn the Reading Pane off.
- Click 'View' and choose 'Off' under the Reading Pane section.



Overview

- The navigation pane shows all of your folders. Click the triangle on the left to show or hide the contents of a folder.
- Use the Toolbar to create, manage and filter your messages.
- Click on a message once to select it. Double-click a message to open it. Hover your cursor over another message and click the checkbox to select multiple messages (see bottom image).
- Search your Mailbox.
- Access your Calendar, Contacts, Tasks and Public Folders.
- Sign out of Outlook.



Create a New Message

- Click 'New'.

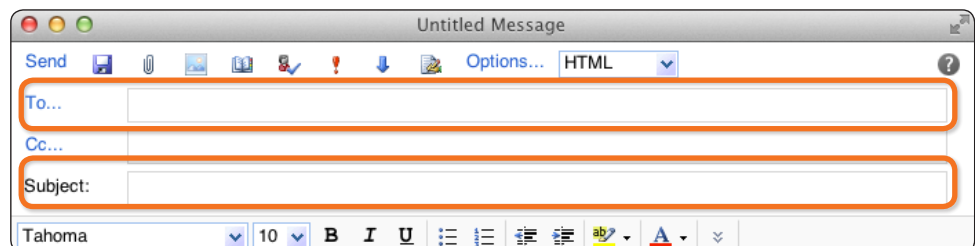
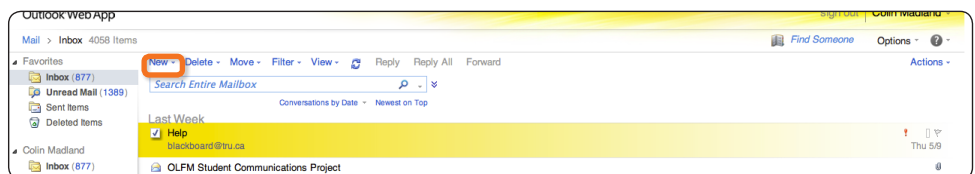
The new message will open in a new window.

Click 'To...' to access the default address book,

OR

Type the email address of the recipient in the space provided.

Enter a meaningful subject line.



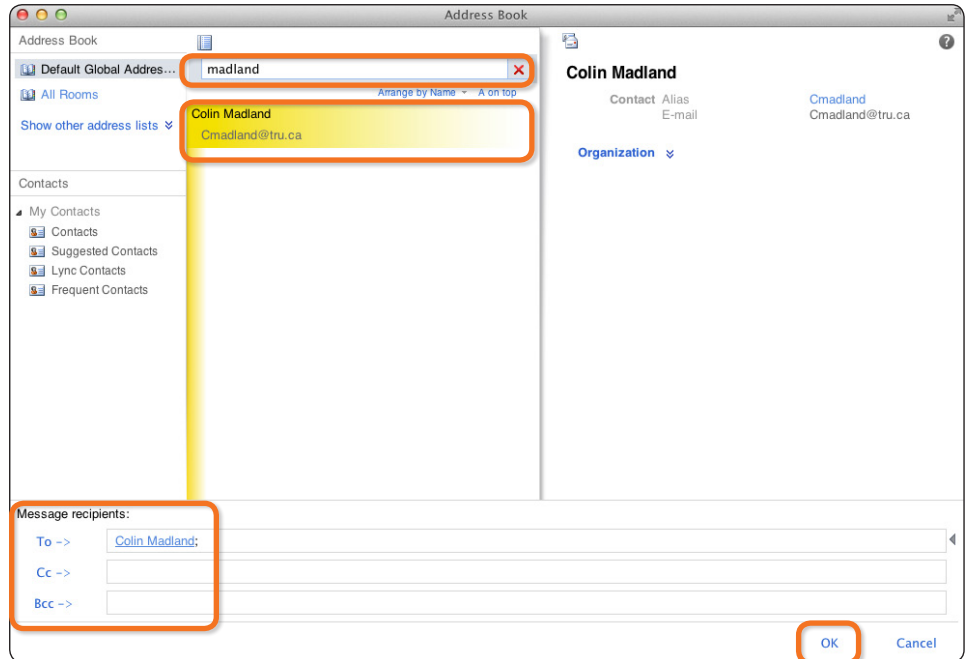
2. The address book will open in a new window.

Type a first or last name in the search bar and press 'Enter' or click the magnifying glass.

Click the name of the person to whom you would like to send the email.

Click 'To...', 'Cc...' or 'Bcc...' under 'Message recipients' to enter the address in the appropriate line.

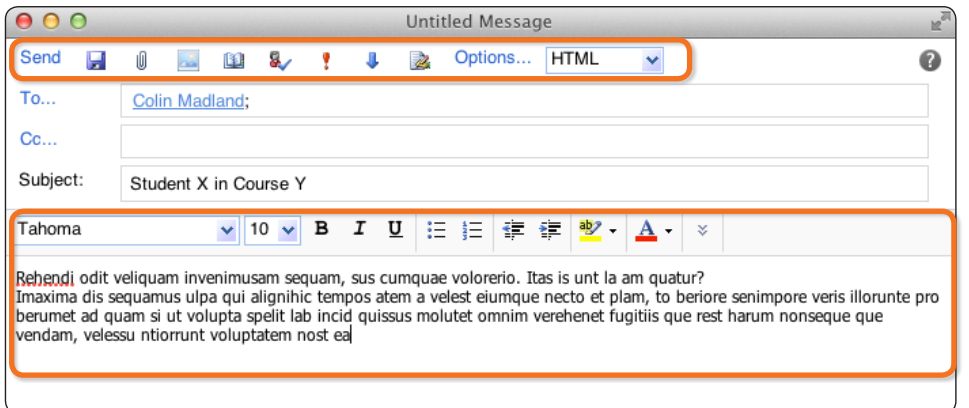
Click 'OK'.



3. Hover your cursor over each icon in the toolbar to view its purpose.

Enter your message using the WYSIWYG (What You See Is What You Get) editor.

Click 'Send'.

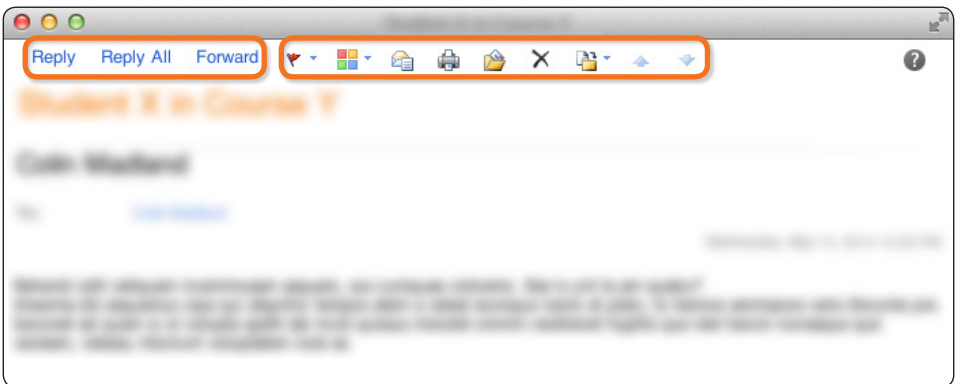


Read and Reply to or Forward a Message

1. Double-click a message to open and read it in a new window.

The 'Reply', 'Reply All' and 'Forward' links are in the top right corner of the window.

Hover your cursor over each icon in the toolbar to view its purpose.



If you have questions, please contact ITServiceDesk@tru.ca.