Instructions for Outlook Web Access: Basics



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

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✓ Help

OLFM Student Communications Project

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	Outlook Web App
Go to http://mywebmail.mytru.ca and enter your username and password.	Apple iCloud Facebook Twitter Wikipedia Yahoo News * Popular * THOMPSON RIVERS IV
Username: Enter your TRU ID	
You do NOT need to enter a domain.	TRU Outlook - Students
Password : Your birthday in the following format: TRUddmmmyy	Security (show explanation)
Example: If your birthday is Sept. 2, 1993 = TRU02sep93	Use the light version of Outlook Web App
Your password is case-sensitive.	User name: T00012345 Password:
Ensure the 'Use Outlook Web App Light' option is not selected.	Sign in
Click 'Sign In'.	Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.
 You can change your password at anytime by clicking 'Options' and then choosing 'Change Your Password'. 	Outlook Web App sign out Colin Madan Mail > Inbox 4059 Items Image: Annual Streams Image: Annual Streams Options * • Favorites New - Delets - Move - Filter - View - © Reply Reply All Forward Options * Options * Image: Mail (130) Search Entrire Mailbox P -) * Search Entrire Mailbox Search Entrire Mailbox

 Enter your current password, then enter your new password and confirm it. Click 'Save'.

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Select a Theme

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4. IT recommends that you turn the Reading Pane off.

Click 'View' and choose 'Off' under the Reading Pane section.

Overview

- A The navigation pane shows all of your folders. Click the triangle on the left to show or hide the contents of a folder.
- B 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.
- E Sign out of Outlook.

Create a New Message

1. 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.



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	Re: Hello from Thompson Rivers University, Open Learning - 8231513 Matthew Dyck	Thu
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Drafts	OLFM Student Communications Project Sarah Langlois	0 [🕅 Thu 5/9
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Cabinet	Thank You for Registering! Registration Confirmation	[] 약 Thu 5/9

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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.

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