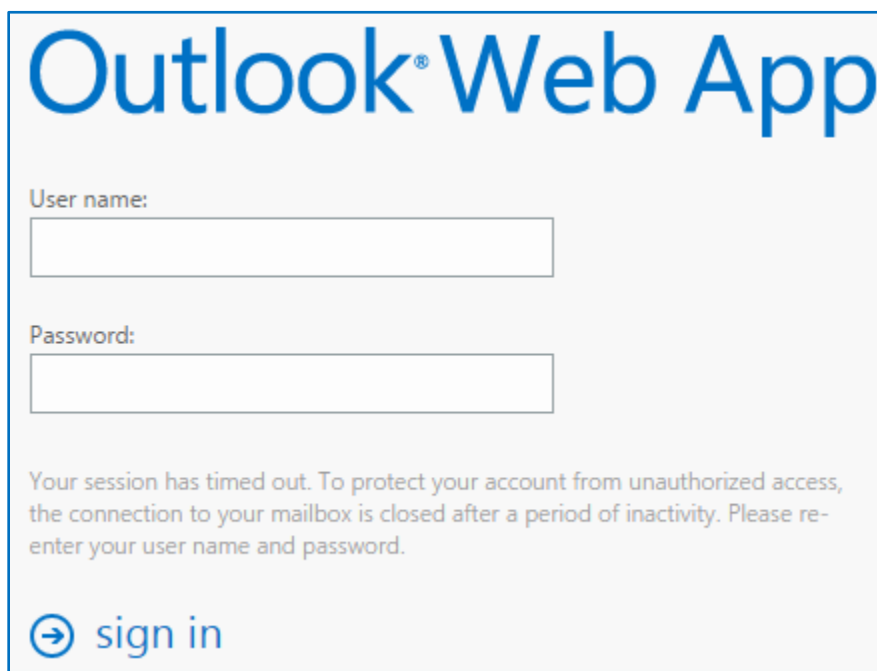


Outlook Web App (OWA)

The recommended browser for Outlook Web App is Internet Explorer.

To access your email from the web, as a faculty or Staff member go to:
<https://mymail.qc.cuny.edu>

Log in using your QC Username (CAMS) information which will be in the format:
FirstInitialLastName
For example John Smith would be JSmith



Outlook® Web App

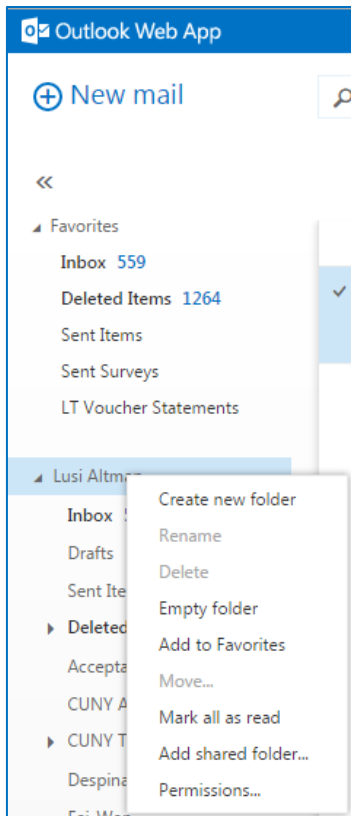
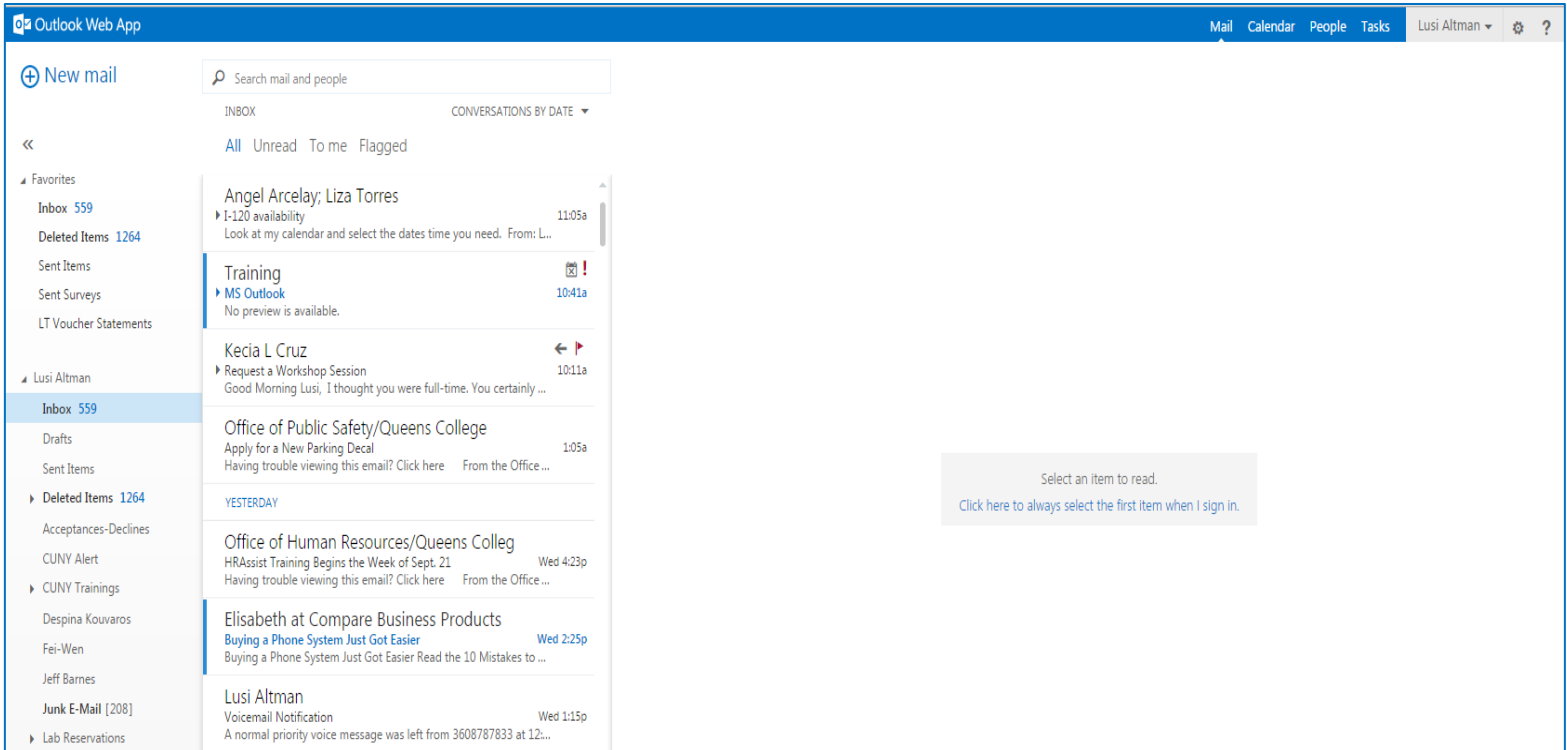
User name:

Password:

Your session has timed out. To protect your account from unauthorized access, the connection to your mailbox is closed after a period of inactivity. Please re-enter your user name and password.

[→ sign in](#)

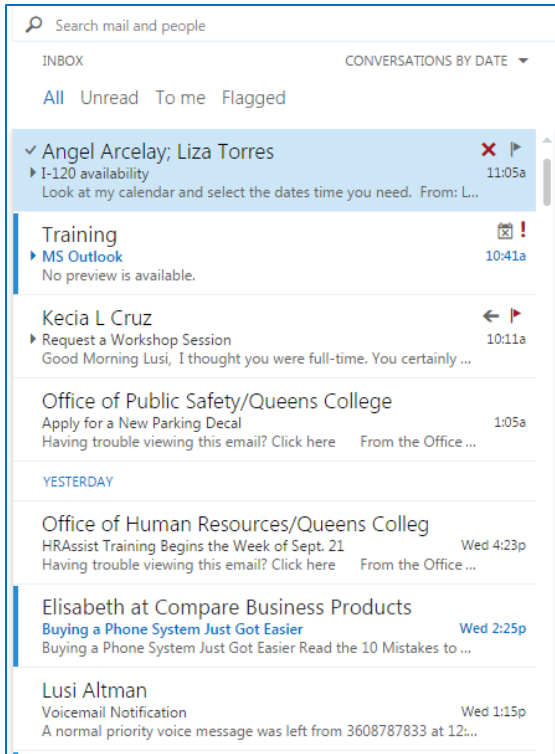
Once you've successfully logged in you should see this screen:



On the left side of the screen are your mail folders.

To create a folder right-click your name and on the pop-up menu click on **Create new folder**

You can also use the pop-up menu to add folders to your **Favorites** list which will place frequently used folders always on the top.

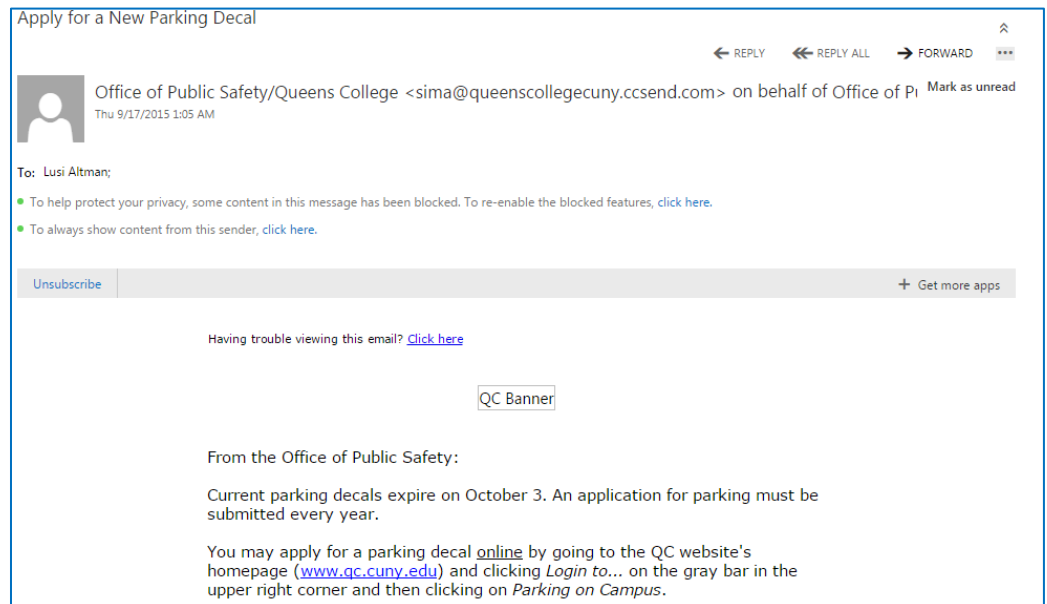


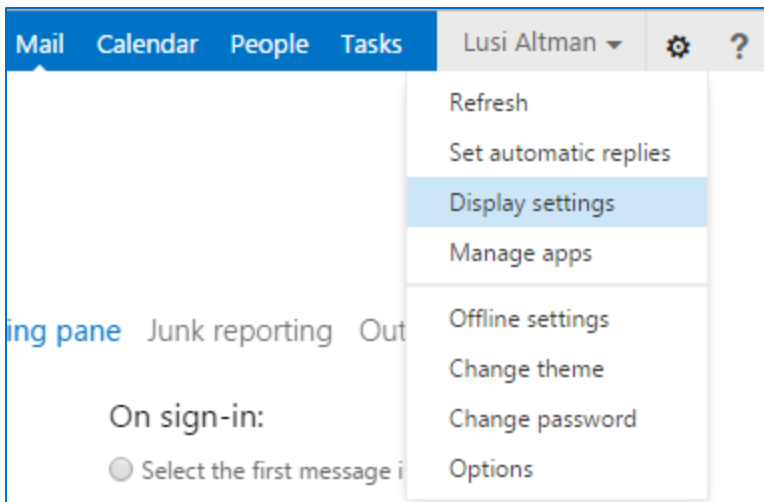
In the center, is your **Inbox**.

Unread mail will have a colored bar on the side. Emails will remain in your inbox until deleted or moved.

Note that there is a search bar on top so that you can search your emails.

On the right side of the screen will be the **Reading Pane**. This allows you to preview the selected message without opening a new window.





You can adjust the Reading Pane by click on the Settings gear in the upper right corner next to your name and then **Display settings**. Under **Reading Pane** choose your options.

Note: There are many options available here that you can adjust to make OWA suit your needs.

Creating a New E-Mail

To create a new e-mail, click on **+ New mail** in the upper left corner.

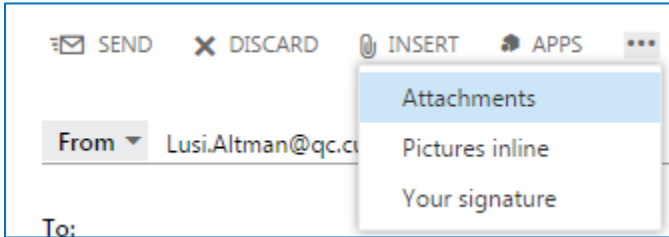
Depending on your options, you create the new mail in the Reading Pane or a new window will pop-up.



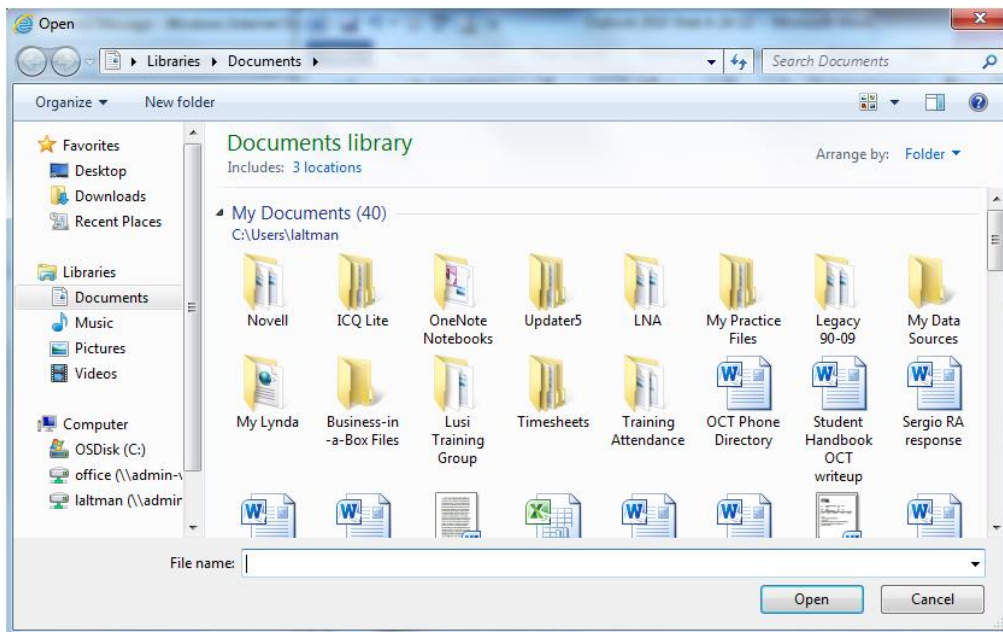
- **The “To” Box:** This is where the recipient’s email address is typed or selected from an address book. *You must fill this box out.*
- **The “Cc” Box:** This is for the e-mail address of a recipient(s) who is to receive a copy of the e-mail. This field is optional.
- **The “Bcc” Box:** This is for the email address of a recipient(s) who is to receive a copy of the e-mail without the other recipients’ knowledge. This field is optional.
- **The “Subject” Box:** Type in a word or short phrase that describes the message.
- **The “Body”:** Type in the message text and/or graphics, which you want to send. This is also where you would place an attached document.

Attaching a File

To attach a file to the current email, select the paperclip **Insert** in the action bar of the message window.

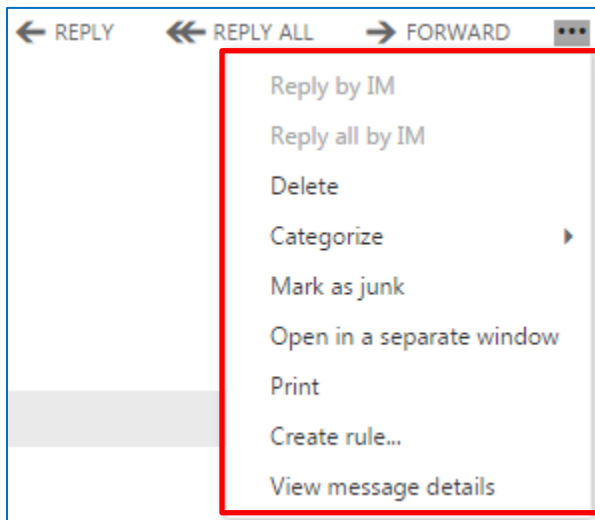


A new window will pop up. You can then browse to your desired file. Click on the file and then click “Open”.



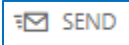
After completing the e-mail, select the “Send” button from the action bar. This will send your e-mail to the people you have specified in the “To”, “Cc”, and “Bcc” boxes.


Replying to an E-Mail



Click on **Reply** in the upper right corner of the email you wish to respond to.

Note: "Reply All" sends a copy of your reply to everyone in the "To", "Cc", and "Bcc" boxes. Be very careful of its use.

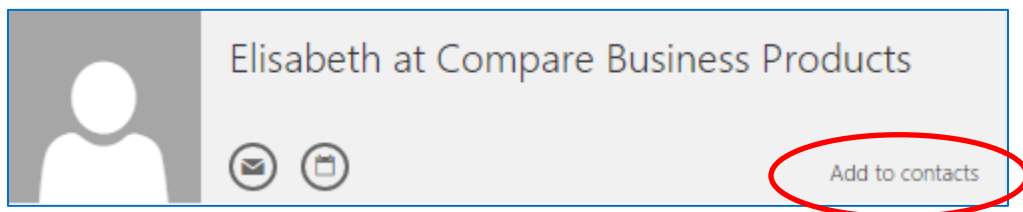
The history of the conversation will be below your new entry. Type your message in the body portion, and when finished select  in the action bar.

For other options, click on the  and the menu pictured on the left will appear.


Address Book/Contact List

An Address Book/Contact List is a place where you can store contact information of a person.

To add someone to your contact list. Right-click their name in the header of the email they sent you then click **View details**. You can then click **Add to contacts**



To access your Address Book/Contact List select **People** on the Navigation bar.

You can manually add new contacts here if you click . You will also be given the option to add a new contact group.

Calendar

The calendar tab is where you see all of your meetings and appointments.

To open your calendar, select **Calendar** in the Navigation bar

You will then see the Calendar for the current month along with different options to view your calendar on the action bar (top right corner of the screen).

The screenshot displays a calendar for September 2015. The interface includes a navigation bar at the top with options for 'Day', 'Work week', 'Week', and 'Month'. A sidebar on the left lists various calendar categories such as 'MY CALENDARS', 'PEOPLE'S CALENDARS', and 'ROOMS'. The main calendar grid shows events for each day, including 'Labor Day' on Monday, September 7, and 'MS Outlook' on Thursday, September 17. The 'MS Outlook' event is highlighted, showing a duration of 1 hour from 1-120.

Meetings & Appointments

Appointment: An appointment is an activity that involves only you, at a scheduled time.

Meeting: A meeting occurs at a scheduled time, like an appointment. The difference is that you invite other people by using a meeting request that is sent via e-mail.

All Day Event: An event is an activity that lasts all day long. Unlike an appointment or meeting, an event doesn't block out time in your calendar. With an event, you can still have other entries appear in your schedule for that day.


Task: A task is an activity that involves only you, and that doesn't need a scheduled time.

To create a new meeting or appointment, click  in the upper left corner and fill in all the necessary information.

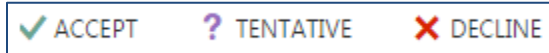
If you are trying to find a mutually agreeable time for all attendees the **Scheduling Assistant** can help you find an appropriate time for all attendees.

Scheduling Assistant will show busy and free times of the attendees.

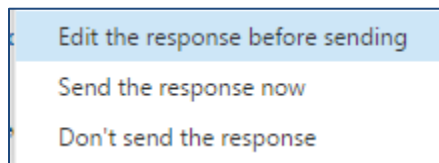
Meeting Invites

Meeting invites will appear in your inbox with a calendar icon. 

You can accept, tentatively accept or decline the meeting.




Each response will have three options:



- You can comment before sending your response with “Edit the response before sending”.
- Send your response with no comments.
- Do not send any response. Your Acceptance or Decline will just show up in the invitee list.


How to Create a Signature

1. At the top of the Outlook Web App page, click the Options gear  and then click **Options**
2. Then click on **settings > mail**
3. In the **E-Mail Signature** box, type and format your signature.

Note: If you use both the Outlook Web App and Outlook client you need to create a signature in each.

4. To add your signature to all outgoing messages, select the **Automatically include my signature on messages I send** check box.

5. Click on 

6. Click on  to return back to your email.