



## Chapter 3-Options in Web Outlook

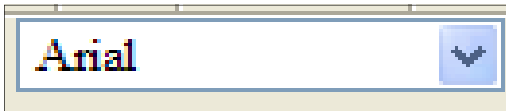
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## Formatting a Message

- You have several options for customizing individual messages, font type, size, and color, other formatting.



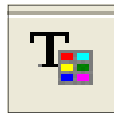
Font Dialog Button .....Allows you to choose font, font color, font size and other formatting options for your message.



Font List .....Choose a font for your message



Font Size .....Choose a size for your font.



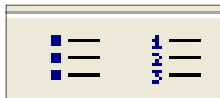
Font Color .....Choose a font color for your message



Formatting icons .....B old, Italic and Underline



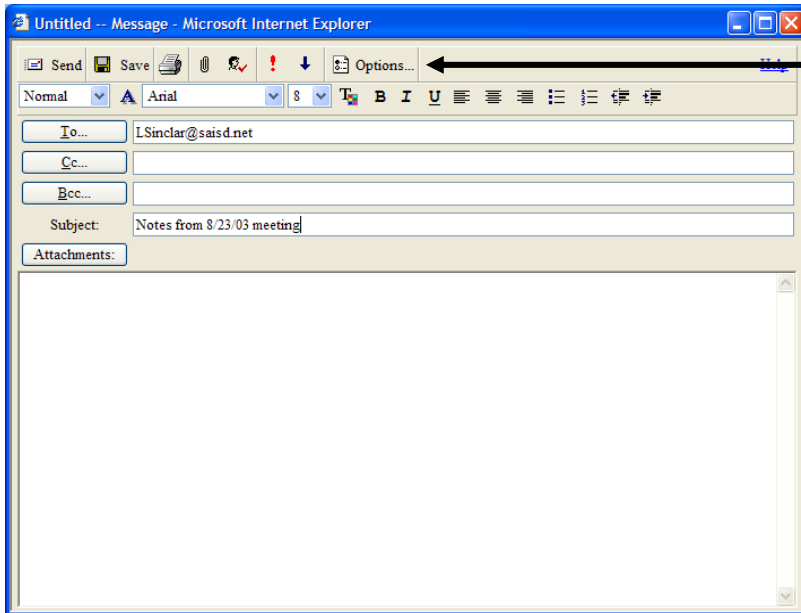
Alignment Icons .....Left, Center, Right alignments



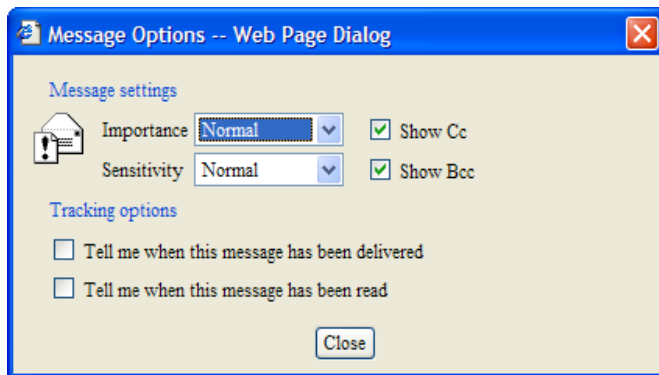
Indents .....Bulleted and Numbered List

## Changing your message options

- Messages can be sent with different levels of importance and sensitivity. You can also Track a message and tell when others have received it and when they've opened and read it.
- All options must be set before the individual message is sent.



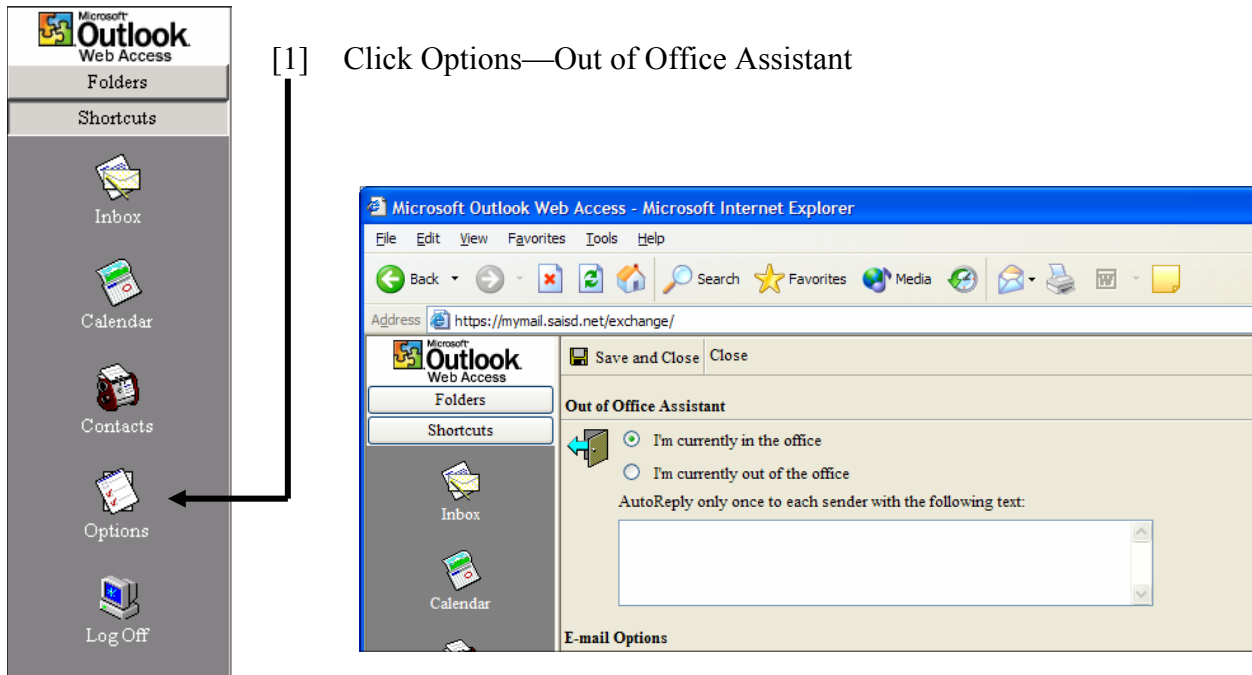
[1] Inside your message, click the Options button



[1] Select the desired options for the message

## Other Options in Web Outlook

### Using the Out of Office Assistant

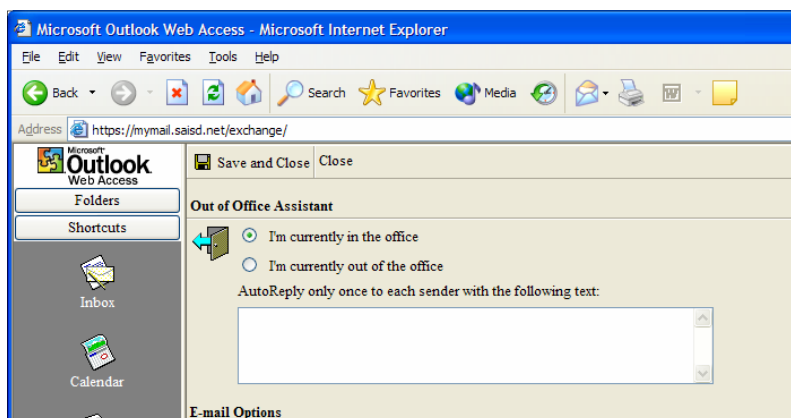


[1] Click Options—Out of Office Assistant

The screenshot shows the Microsoft Outlook Web Access interface in a Microsoft Internet Explorer browser window. The address bar shows the URL <https://mymail.saisd.net/exchange/>. The interface includes a navigation pane on the left with 'Options' highlighted. The main content area shows the 'Out of Office Assistant' settings, which are currently set to 'I'm currently in the office'. There is a text input field for an auto-reply message and a 'Save and Close' button.

- [1] Check I am currently out of the office and type in your auto-reply message
- [2] Click Save and Close

### Turn off Out of Office Assistant

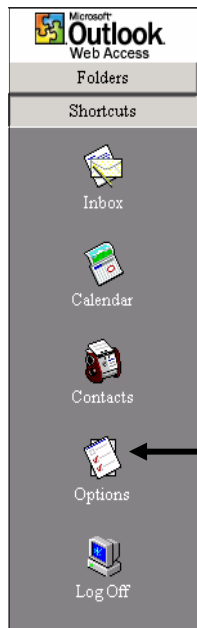


The screenshot shows the Microsoft Outlook Web Access interface in a Microsoft Internet Explorer browser window. The address bar shows the URL <https://mymail.saisd.net/exchange/>. The interface includes a navigation pane on the left with 'Options' highlighted. The main content area shows the 'Out of Office Assistant' settings, which are currently set to 'I'm currently in the office'. There is a text input field for an auto-reply message and a 'Save and Close' button.

- [1] Click Options—Out of Office Assistant
- [2] Check I am currently in the Office
- [3] Click Save and Close

## E-mail Options

- You must be logged on to Outlook for these notifications to appear



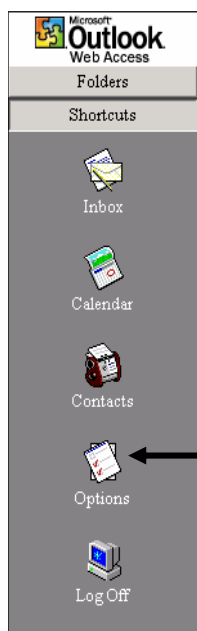
[1] Click Options



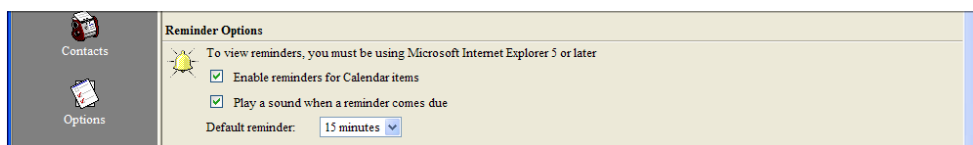
- [1] Choose Display notification if you'd like a small popup window to appear when you have new mail
- [2] Choose Play a sound if you'd like a chime to sound when you have new mail.

## Reminder Options

- You must be logged on to Outlook for these notifications to appear



[1] Click Options

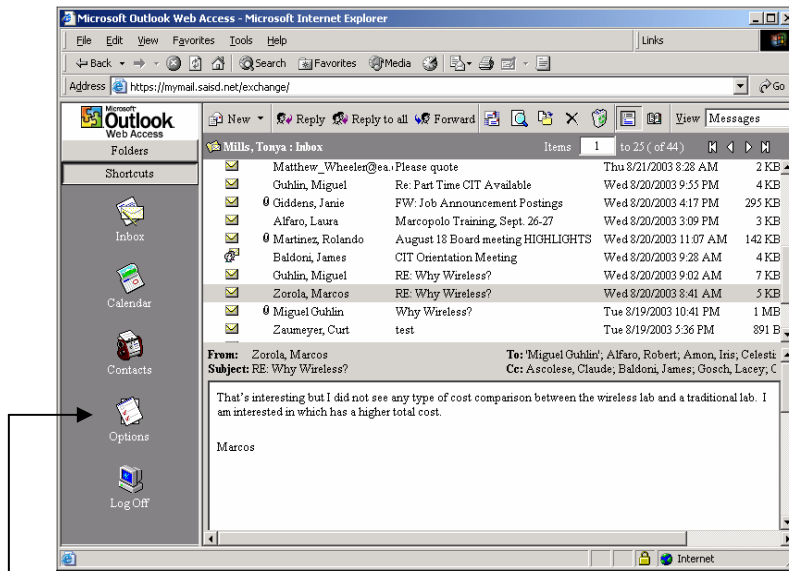


- [1] Click Enable Reminders for Calendar Items to be reminded of appointments with a pop-up window.
- [2] Click Play a Sound when a reminder comes due to hear a chime when an appointment is due.

# Working with your Password

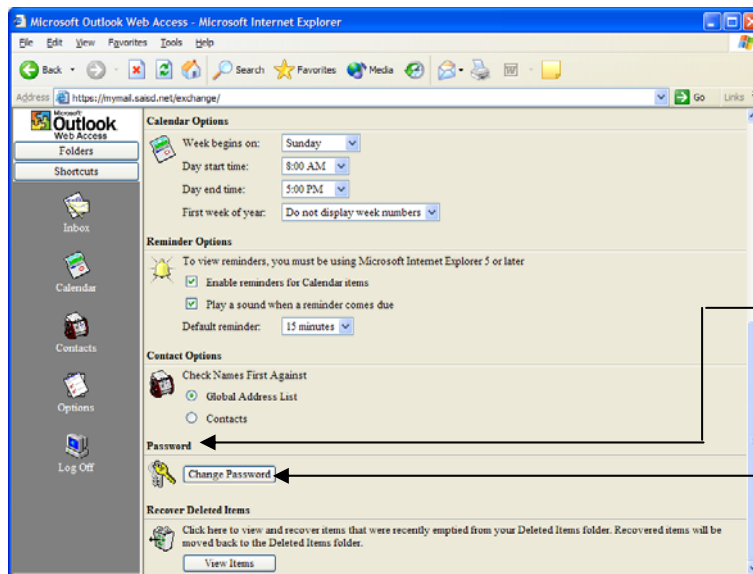
## How to change your password

- Make sure you are in the Shortcuts view



[1] Click Options

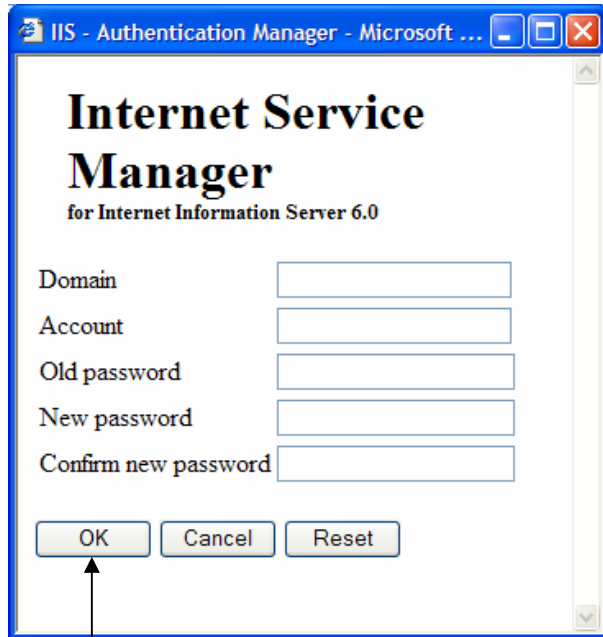
- Your view should change to the Web Outlook Options window (in the Work Area)



[1] Scroll down and find the Password header

[2] Click Change Password

- The IIS—Authentication Manager window should open.



[2] Click OK

[1] In this window, type:

Domain: saisd  
Account: User Name  
Old Password: current password  
New Password: desired password  
Confirm New Password: desired pass-

