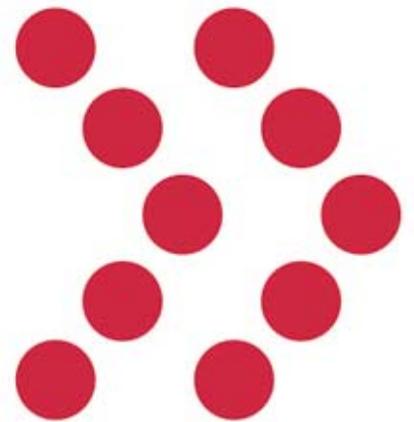


Microsoft Outlook Web Access (OWA) User's Guide

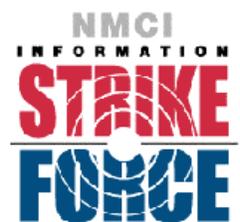


Final

Version 1.0

1 April 2003

NMCI.60061.01.F+0



Revision History

This table is to be used only to record revisions to a final document or to an update of a document held in the ISF Operations Library. For each revision, the date, author, document revision (same as the version number on the cover), change or changes, and affected screens should be noted on the chart. For more information about using this template, contact the ISF Document Management Team (DMT) Manager (Sandra Ward, 703-742-1164, sandra.ward@eds.com).

Date	Author	Revision	Change	Affected Screens

OWA USER'S GUIDE

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1. INTRODUCTION

Welcome to the NMCI Outlook Web Access (OWA) user's guide. This guide provides information on how the user can access Microsoft (MS) Outlook mail, calendar, and other items using the Internet.

1.1. WHY USE INTERNET EXPLORER TO ACCESS OWA?

To take full advantage of all the features of OWA, use Internet Explorer, Version 5.0, or later. Although other browsers will work, certain features and functions are available only when using these versions.

1.2. TIPS FOR NETSCAPE USERS

For Netscape users, who need help with Internet Explorer, review *Tips for Netscape Users Help* in Internet Explorer. It includes a list of Netscape terms translated to Internet Explorer terms, as well as, information on how to use Navigator shortcuts in Internet Explorer. To access *Tips for Netscape Users Help*, open Internet Explorer and from the menu, click **Help** and **For Netscape Users**.

2. BEFORE USING OWA

Prior to using OWA, perform the following steps:

1. Obtain a Public Key Infrastructure (PKI) certificate. [Contact the Information Systems Security Officer (ISSO) or Contract Technical Representative (CTR) to obtain a PKI certificate.]
2. Import the PKI certificate into Internet Explorer. (For instructions on this process, refer to the *OWA Quick Reference Guide* at http://www.nmci-isf.com/userinfo_owagrg.htm.)

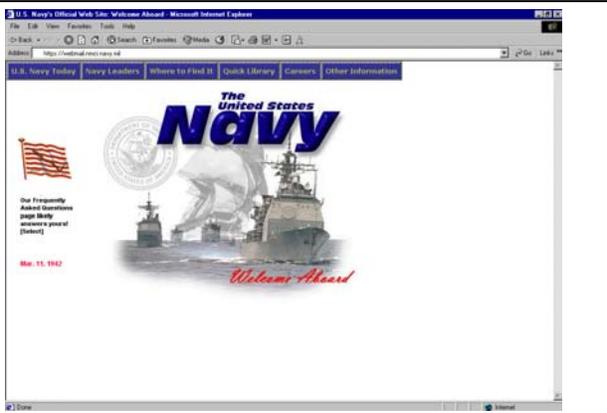
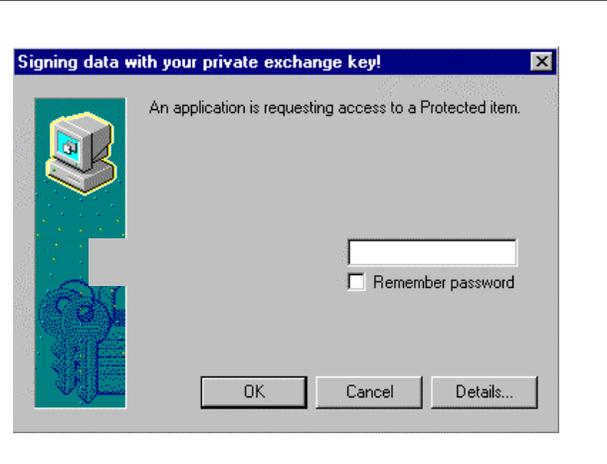
After performing these steps, log in to OWA.

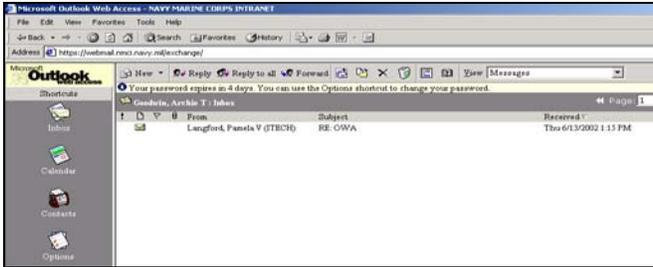
3. LOGGING IN AND OUT OF OWA

This section describes how to log in to and out of OWA.

3.1. LOGGING IN

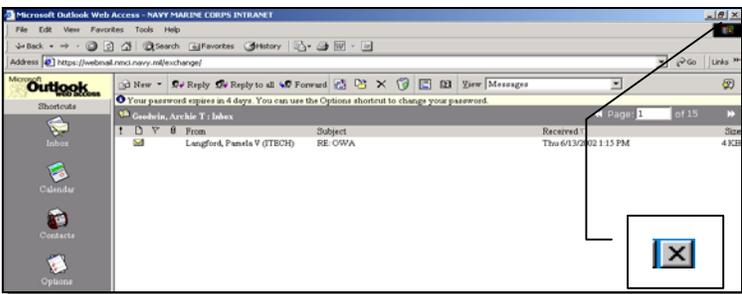
To log into OWA, perform the following steps:

Procedures		
<p>1.</p>	<p>Open Internet Explorer or Netscape Navigator.</p> <p style="text-align: center;">NOTE Other browsers may be used. In the Address field of the browser, click and delete the current address.</p> <p>In the Address field, type https://webmail.nmci.navy.mil.</p> <p>Click Go or press Enter.</p>	
<p>2.</p>	<p>The Client Authentication window appears with the appropriate PKI highlighted. Click OK.</p> <p style="text-align: center;">NOTE If the PKI is not loaded into Internet Explorer, perform step 2 of the <i>Before Using OWA</i>.</p> <p>Click the appropriate PKI.</p>	
<p>3.</p>	<p>Enter the password created when the PKI was imported into the browser.</p> <p>Click OK.</p>	

Procedures	
<p>4.</p> <p>In the User Name field, type the domain, a backslash, and the NMCI user name. For example, Jack Smith's user name is <i>jack.smith</i> and his domain is <i>nadsusea</i>. Therefore, Jack types nadsusea\jack.smith in the User Name field. If the domain is unknown, call the NMCI Help Desk at 1-866-THE-NMCI. A help desk agent can provide the assigned domain.</p> <p>Type the NMCI network Password and click OK.</p>	 <p style="text-align: center;">Important</p> <p style="text-align: center;">Do <i>not</i> click the Save this password in your password list checkbox so other users cannot access another user's mailbox.</p>
<p>5.</p> <p>The user is connected to the mail server.</p> <p>The main OWA window appears.</p>	

3.2. LOGGING OUT

To log out of OWA, perform the following step:

Procedures	
<p>1.</p> <p>Close the Internet Explorer window.</p> <p style="text-align: center;">IMPORTANT</p> <p style="text-align: center;">If there is more than one Internet Explorer window opened, <u>the user must close all the Internet Explorer windows</u> to securely log out of OWA.</p>	

4. MAIN OWA WINDOW

This section describes the main OWA window features.

4.1. FOLDERS AND SHORCUTS

To view the folders and shortcuts, perform the following steps:

Procedures	
1.	The left side of the main window includes Folders and Shortcuts .
2.	<p>To view the folder list, click Folders. The Folders window contains all contents on the NMCI workstation that is on the Exchange. Any subfolders created on the exchange are also displayed. Any Public Folders that the user has permission to can also be accessed.</p> <div style="display: flex; align-items: center; justify-content: space-around;">   </div> <p style="text-align: center;">NOTE Personal folders (.PST) files will not be able to be viewed.</p> <p>To access the user's Inbox, Calendar, Contacts, Options, and to Log Off, click Shortcuts.</p> <p>Shortcuts provide quick access to the corresponding folders.</p>

4.2. CHANGING MESSAGE VIEWS

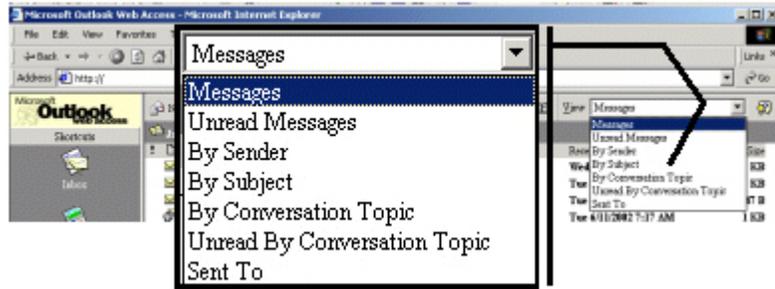
To change the message views, perform the following steps:

Procedures	
1.	<p>The OWA toolbar includes a View field, which allows the user to change the way messages are viewed.</p>  <p>Please use the Options shortcut to set your current local time zone.</p>

Procedures

2. In the View field, in the dropdown list, select a view from the list of options.

The View option selected will be applied to the folder currently being viewed.



The following are the options to choose from in the View field:

Messages - Displays all messages in the folder

Unread Messages - Displays messages that have not been read

By Sender - Lists messages by sender

By Subject - Lists messages by subject

By Conversation Topic - Lists messages by topic

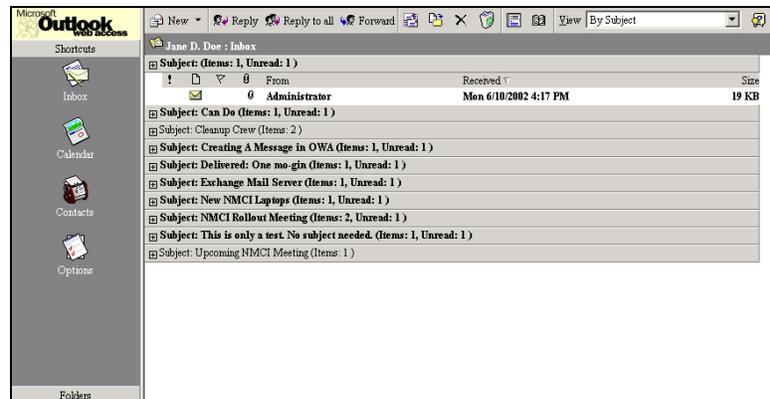
Unread By Conversation Topic - Displays messages (that have not been read) by topic

Sent To - Displays messages to the person(s) which the e-mail was sent

3. To view the messages, the user must identify the group of messages to be viewed.

Click the plus sign [+]
by **Sender**,
Subject or
Conversation Topic.

The list of messages under the selected item displays.



Example of Messages listed By Subject. Other options are: View Messages by: Conversation Topic, Sender and Unread By Conversation Topic.



5. ACCESSING E-MAIL MESSAGES

To access a user's e-mail messages, perform the following steps:

Procedures	
<p>1.</p>	<p>The user can check for new e-mail during any OWA session. Click Check for New Messages.</p> <p>Any new messages are displayed in the user's Inbox. New messages display in a bold font until they are opened.</p> 
<p>2.</p>	<p>To read a message, double-click on the message.</p> <p>After reading the message, click Close (X).</p> <p>Important Do not use the Preview Pane option to view messages in OWA.</p>  <p>NOTE To view a message as a Web page, click View As Web Page link above the message field.</p>

6. MAINTENANCE TASKS

OWA allows the user to view, read, and respond to messages by accessing the user's NMCI e-mail account through the Internet. When using OWA, the same e-mail account accessed through MS Outlook on the NMCI workstation is used. The user's account 50MB on the NMCI Exchange e-mail server. To manage the limited space available, delete any unwanted items and frequently empty the Deleted Items folder.

6.1. DELETING MESSAGES

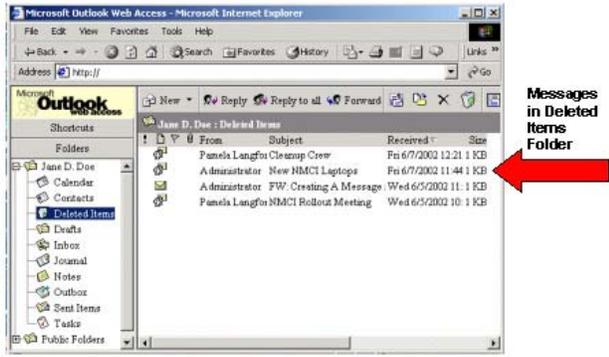
To delete messages, perform the following step:

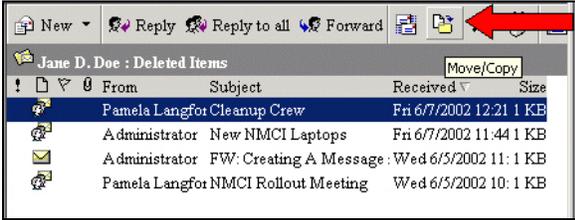
Procedures	
<p>1. Locate and click the message to be deleted.</p> <p>Click Delete.</p> <p style="text-align: center;">NOTE</p> <p>This moves the message to the Deleted Items folder. It does not delete it from the 50MB limit. It must also be deleted from the Deleted Items folder to reduce the size of the mailbox.</p>	

6.2. RESTORING DELETED MESSAGES

To restore deleted messages from the Deleted Items folder, perform the following steps:

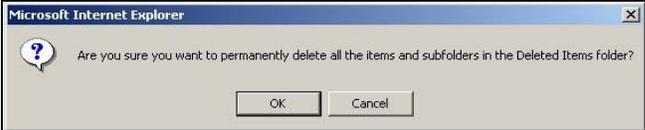
NOTE: Mail moved to the Deleted Items folder can be restored. However, after emptying the Deleted Items folder, any messages that were in that folder cannot be restored.

Procedures	
<p>1. Click Folders.</p> <p>Click Deleted Items.</p> <p>The contents of the Deleted Items folder display.</p> <p>Click the message to be restored.</p>	

Procedures	
2.	<p>Click Move.</p> 
3.	<p>The Move/Copy Item window displays. Click the folder where the deleted message is to be moved. Click OK.</p> 

6.3. PERMANENTLY DELETING E-MAIL

To permanently delete e-mail from the Deleted Items folder, perform the following steps:

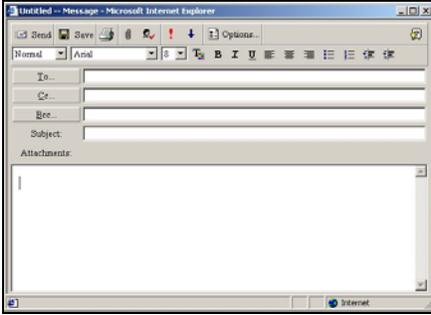
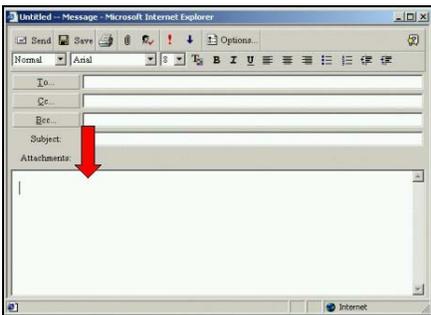
Procedures	
1.	<p>When deleting a message, it is moved to the Deleted Items folder, but not permanently removed from the mail server. To fully delete messages from the mail server, the Deleted Items folder must be emptied.</p>
2.	<p>Click Empty Deleted Items Folder.</p> 
3.	<p>A confirmation window appears asking the user to confirm the deletion. Click OK.</p> 

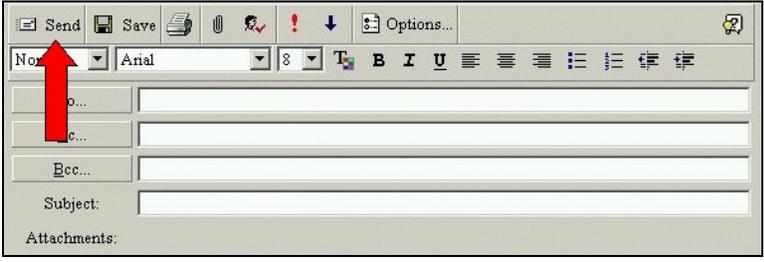
7. CREATING, REPLYING TO, AND FORWARDING MESSAGES

OWA allows a user to create, send, reply to, and forward e-mail just like using MS Outlook.

7.1. CREATING A NEW MESSAGE

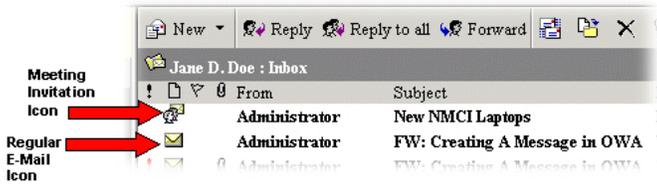
To create a new message, perform the following steps:

Procedures	
<p>1.</p> <p>In the dropdown list, click New.</p> <p>Click Message.</p>	
<p>2.</p> <p>A new message window appears.</p> <p>In the To field, type the display name or e-mail address of the recipient.</p>	 <div data-bbox="1096 877 1429 1270" style="float: right; width: 20%;"> <p>NOTE</p> <p>The display name is the name that appears when an e-mail is sent from an individual's NMCI mail account. The display name format is typically last name, first name. If a person's display name or email address is unknown, search the Global Address List (GAL) by following the procedures in the Searching for Recipients section.</p> </div>
<p>3.</p> <p>In the Subject field, type a short description of the message.</p> <p>In the Message box, type the body of the message.</p>	 <div data-bbox="1096 1323 1429 1627" style="float: right; width: 20%;"> <p>NOTE</p> <p>There are additional tasks to perform before sending a message. For example, a message can be marked as very important, confidential, or personal. For more information, see the Applying Additional Options to a Message section.</p> </div>

Procedures	
4.	<p>To send the message to the individual(s) specified, click Send.</p> 

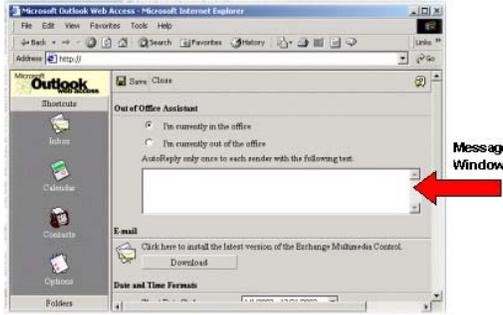
7.2. REPLYING TO AN E-MAIL MESSAGE

To reply to an e-mail message, perform the following steps:

Procedures	
<p>NOTE</p> <p>These procedures should not be used to reply to a meeting invitation. The exhibit on the right displays a meeting invitation icon and a regular e-mail icon so that the user can tell the difference between the two messages. To reply to a meeting invitation, see the Accepting/Declining an Invitation section.</p>	
1.	Double-click the message in which to reply. The message opens in a new window.
2.	<p>To reply to <i>only</i> the individual who sent the message, click Reply.</p> <p>To reply to <i>all</i> the individuals addressed in the original message, click Reply to All.</p>
3.	A new message window appears with the recipient name(s) in the To and/or the Cc field. The original subject line is preceded by <i>RE:</i> (regarding). In the Message box, type the message and click Send . The message is sent to the specified individual(s).

7.3. AUTOMATIC REPLIES

OWA can be prompted to automatically reply to messages when the user is out of the office. To create and out of office reply message, perform the following steps:

Procedures	
1.	<p>Shortcuts.</p> <p>Click Options.</p> 
2.	<p>The Options window appears.</p> 
3.	In Tools, Out of Office Assistant , click I'm currently out of the office.
4.	In the Message window, type the response to automatically send to peers. Click Save . The message is saved and the Options window closes. The typed response is automatically sent to anyone who sends a message while the user is out of the office.
5.	To turn off the Out of Office Assistant, return to the Options menu and click I'm currently in the office.

7.4. FORWARDING A MESSAGE

To forward a message, perform the following steps:

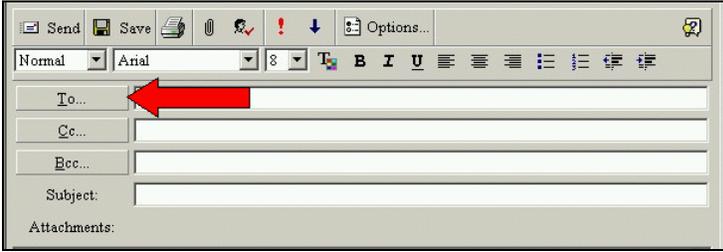
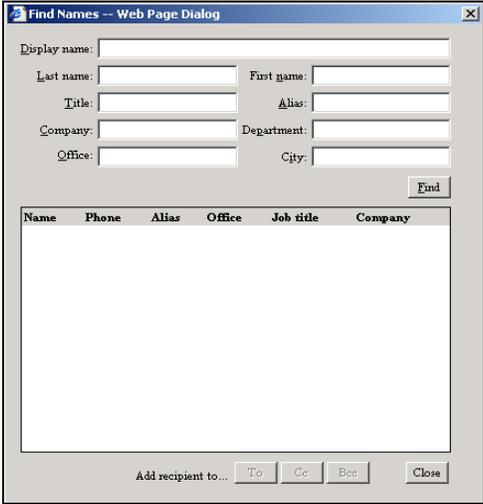
Procedures	
1.	Double-click the message to be forwarded. The message opens in a new window.
2.	Click Forward . A copy of the message displays in a new window.
3.	In the To field, type the display name or e-mail address of the peer(s) to receive the message. If text needs to be added to the original message, type the text in the message box.
4.	Click Send . The message is forwarded to the specified individual(s).

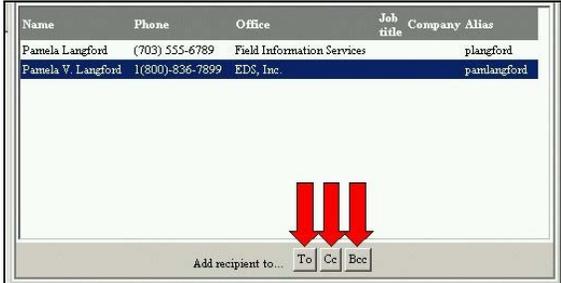
8. SEARCHING FOR RECIPIENTS

OWA includes a Find Names feature that allows a user to search for another user's e-mail address in the Global Address List (GAL) or the user's personal Contacts list.

8.1. ADDING NAMES TO E-MAILS

To add names to e-mail messages, perform the following steps:

Procedures	
<p>1.</p> <p>Follow the procedures to Create a New Message.</p> <p>Within a message, click To.</p>	
<p>2.</p> <p>The Find Names – Web Page Dialog window appears. Click in a field and type the corresponding information.</p> <p>Click Find. The search results display in the lower portion of the window.</p>	 <div data-bbox="1122 972 1429 1213" style="float: right; margin-left: 20px;"> <p>NOTE</p> <p>If more than one name appears in the window, carefully review the information for each individual to identify the correct person to receive the message.</p> </div>

Procedures	
<p>3. Click the name.</p> <p>To add the person to the field, click To, Cc, or Bcc.</p> <p>When completed, click Close.</p>	 <p>To Adds name to To field</p> <p>Cc Adds name to Cc field</p> <p>Bcc Adds name to Bcc field</p>

8.2. REMOVING NAMES FROM E-MAILS

To remove names from e-mails, perform the following steps:

Procedures	
<p>1. Click the name of the person to be removed.</p> <p>The E-mail Properties – Web Page window appears.</p> <p>Click Remove. The name is removed from the field.</p>	

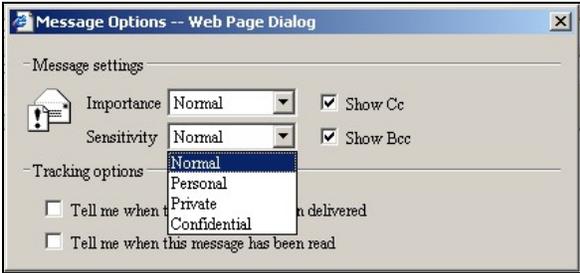
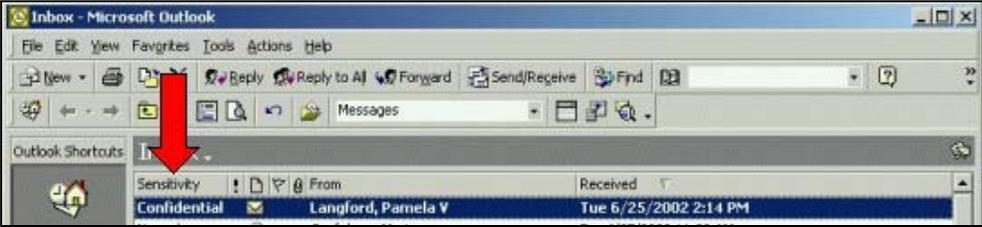
9. APPLYING ADDITIONAL OPTIONS TO A MESSAGE

This section describes how to apply different options to e-mails before sending them.

9.1. MARKING A MESSAGE AS IMPORTANT OR SENSITIVE

To mark messages as important or sensitive, perform the following steps:

Procedures	
<p>1. A message can be marked as important or sensitive, which allows the recipient to properly handle the message after receipt.</p>	
<p>2. Create a new message. Click Options.</p>	

Procedures	
<p>3.</p> <p>The Message Options – Web Page window appears.</p> <p>To choose an importance level, in the Importance field, in the dropdown list, and click a level.</p>	
<p>4.</p> <p>To choose a sensitivity level, in the Sensitivity field, in the dropdown list, click Personal, Private, or Confidential.</p> <p>Exit the Message Options window.</p>	
<p style="text-align: center;">IMPORTANT</p> <p>OWA does not display the Sensitivity field. Recipients can see the Sensitivity field in MS Outlook only if they have customized their current view in MS Outlook to display the Sensitivity field.</p> 	

9.2. NOTIFICATION MESSAGES

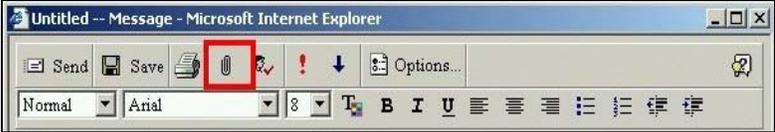
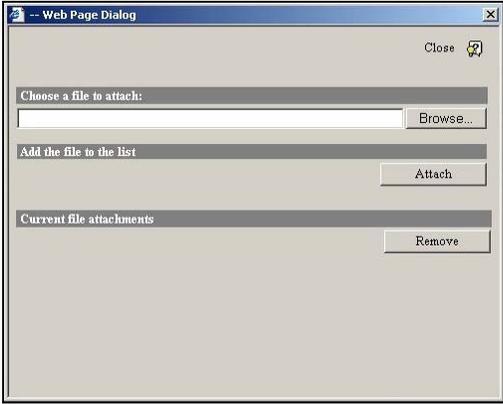
OWA can be customized to notify the user when a message is delivered or read. To set up notification messages, perform the following steps:

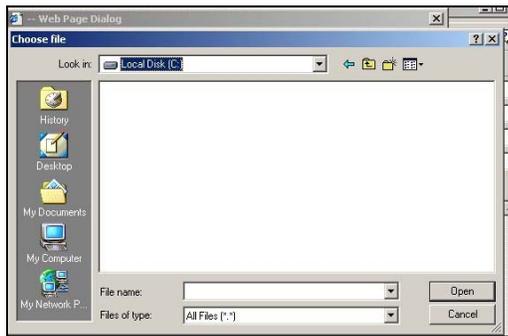
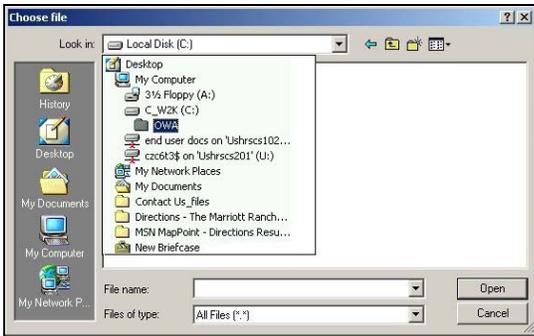
Procedures	
<p>1.</p>	<p>Create a new message.</p>
<p>2.</p>	<p>Click Options. The Message Options –Web Page window appears.</p>

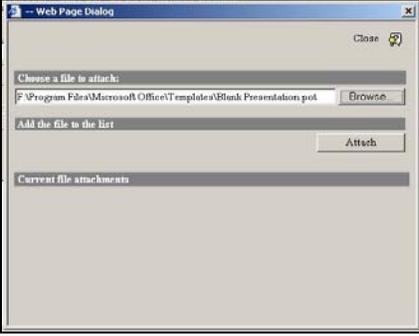
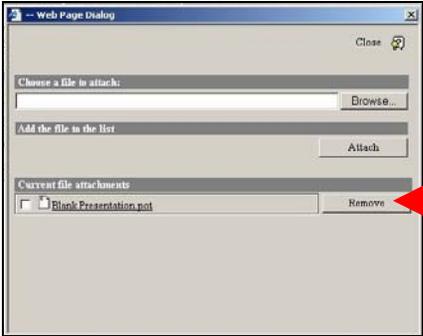
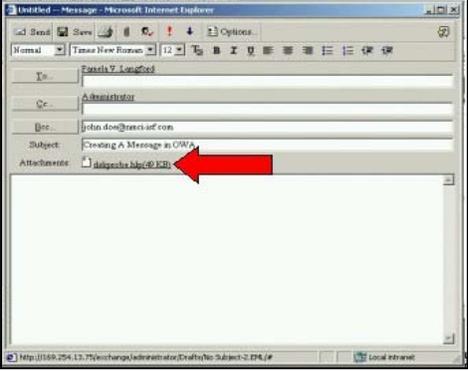
Procedures	
3.	<p>Under Tracking options, click a checkbox as follows:</p> <ol style="list-style-type: none"> a. Click Tell me when this message has been delivered to be notified when the recipient receives the message. b. Click Tell me when this message has been read to be notified when the recipient actually reads the message. <p>Close the Message Options page.</p>

9.3. ADDING AN ATTACHMENT TO A MESSAGE

OWA allows a user to send an attachment to the e-mail message. However, before beginning, the path of the file must be known. [The path is the drive letter, folder, and subfolder(s) that contain the file.] To add an attachment to an e-mail message, perform the following steps:

Procedures	
1.	<p>Create a new message.</p> <p>Click Attachment.</p> 
2.	<p>The Attachments – Web Page window appears.</p> <p>Click Browse.</p> 

Procedures	
<p>3.</p>	<p>The Choose file window appears.</p> 
<p>4.</p>	<p>In the Look in: field, in the dropdown list, locate the file to attach to the message.</p> 
<p>5.</p>	<p>Click the file to attach to the message.</p> 

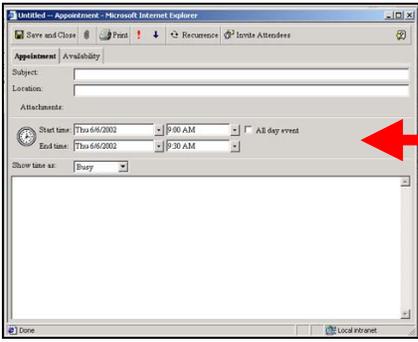
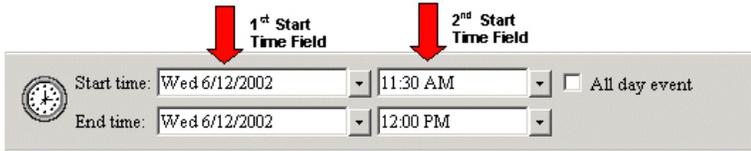
Procedures	
<p>6.</p>	<p>Click Open.</p> <p>The path and the name display in the Choose a file to attach field.</p> 
<p>7.</p>	<p>Click Attach.</p> <p>The file name is moved to the Current file attachments area at the bottom of the window.</p>  <p>After a file displays in the Current file attachments area of the window, delete it by clicking the checkbox to the left of the file name, and then clicking Remove.</p>
<p>8.</p>	<p>When completed adding attachments, close the window.</p> <p>The attachment is added to the message.</p> 

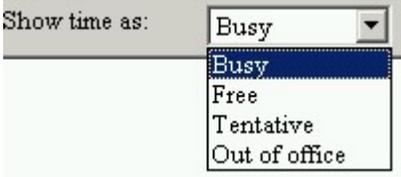
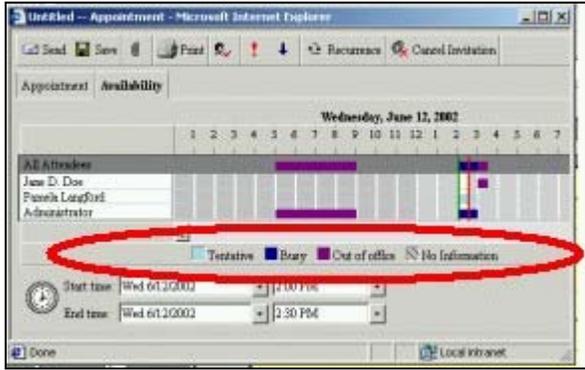
10. USING THE OWA CALENDAR

This sections describes how to use the OWA calendar.

10.1. SCHEDULING AN APPOINTMENT

OWA allows the user to schedule appointments or create reminders to ensure that important dates, meetings, and so forth, are not forgotten. Group meetings and invitations sent to the attendees can also be created. To schedule an appointment, perform the following steps:

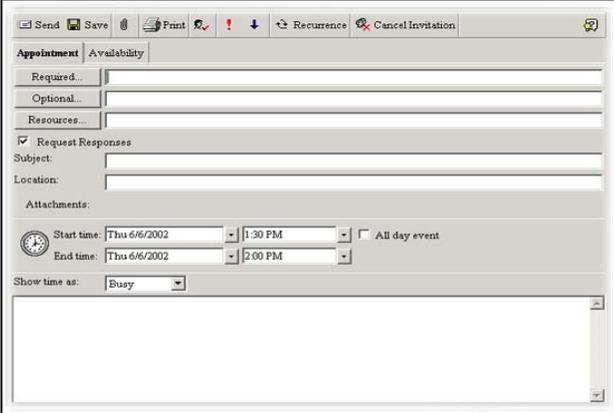
Procedures	
<p>1.</p>	<p>Click New. Click Appointment.</p> <p>In the Subject field, type a brief description of the appointment.</p> <p>In the Location field, type where the appointment will be held.</p>  <p>If the appointment is not an all day event, verify that the All Day Event checkbox is <i>not</i> checked. If it is checked, click it to remove the checkmark.</p>
<p>2.</p>	<p>In the Start time: field, type date and time the appointment is scheduled to begin.</p> <p>In the End time: field, type the date and time the appointment will end.</p> 
<p>3.</p>	<p>The Start time: and End time: fields default to the current date.</p> <p>To change this date, click the down arrow at the end of the Start date: field and click the month the appointment is scheduled to begin.</p>  <p>Forward Arrow</p> <p>To change months, click the forward and backward arrows to the left and right of the name of the month.</p>
<p>4.</p>	<p>Click the day the appointment begins. The selected month and day display in the Start date: field. If the appointment will last all day, click the All day event checkbox. If not, click the Start time: field.</p>
<p>5.</p>	<p>In the Start time: field, type the time the appointment begins. The entry should be in the following format: HH:MM AM or PM.</p>
<p>6.</p>	<p>To adjust the end date, click the down arrow at the end of the End date: field.</p>
<p>7.</p>	<p>Click the forward and backward arrows to the left and right of the name of the month to change the months.</p>

Procedures	
8.	Click the day that the event will end. The selected month and day display in the End date: field. Click the End time: field. Type the time the appointment ends. The entry should be in the following format: HH:MM AM or PM.
9.	Click the Reminder checkbox to be reminded prior to the appointment. In the dropdown list, select a reminder time.
10.	In the Show time as: field, click the correct option. <div data-bbox="771 499 1172 676" data-label="Image">  </div>
11.	<p>NOTE</p> <p>When another user checks your availability, he/she is able to determine whether you will be out of the office, busy, and so forth based on the option selected.</p> <div data-bbox="678 772 1263 1142" data-label="Image">  </div>
12.	Click Save and Close . The appointment is added to the user's calendar.

10.2. SCHEDULING AND INVITING PEERS TO AN APPOINTMENT

To schedule and invite peers to an appointment, perform the following steps:

Procedures	
1.	OWA allows the user to schedule an appointment and send invitations to the participants through e-mail and places the meeting on each participant's calendar when the invitation is accepted.
2.	From the menu, click the down arrow beside New .
3.	Click Appointment .

Procedures	
<p>4. In the Appointment window, click Invite Attendees. Additional fields are added to the window.</p>	

The following table describes each field and the action that accompanies that field. Enter information in the corresponding fields to add more detail to the appointment or meeting.

Field Name	Description
Required	Type the names and e-mail addresses of each attendee required to participate in the appointment. In the Required field, type the display name or e-mail address. Enter a semicolon between each entry. OR Click Required to display the Find Names – Web Page Dialog window to perform a search for the name and e-mail address of the attendee. See the Searching for Recipients section.
Optional	Type additional names, if applicable.
Resource	Type additional names, if applicable.
Subject	Type the subject of the appointment.
Location	Type the location of the appointment.
Start and End Date and Time	Type the start and ending dates and times for the appointment.
Reminder	Check this box to be reminded before an appointment, and, using the dropdown list, select a time.
Show time as	Adjust information as needed. In this field, in the dropdown list, click an option.

Procedures	
5.	<p>Click the Availability tab.</p> <p>The Availability window appears.</p>
6.	<p>The Availability window displays the invited attendee's availability. The selected start time for the appointment displays as a green vertical bar and the end time displays as a red vertical bar. To determine an attendee's availability for the appointment, look at the boxes that correspond with the attendee's name. If a box falls within the time frame selected for the meeting, the participant has a conflicting appointment scheduled. Match the color of the conflicting box with the key in the lower portion of the window. If key attendees are busy, a new day and time for the appointment may need to be selected.</p>
7.	Click the Appointment tab.
8.	In the Message box, type any additional information the participants need to receive along with the invitation.
9.	Click Send . The invitation is sent to everyone listed and the appointment is added to the user's calendar. As each user accepts the appointment, it is added to their calendar.

10.3. SCHEDULING RECURRING APPOINTMENTS

If a specific user is responsible for managing a group appointment that occurs at a regular interval (for example, a weekly staff meeting), the recurrence feature can be used to automatically schedule the recurring appointments, send out the invitations, and place all the appointments on the calendar of each attendee. The user can also use the recurrence feature to have a series of appointments to place on the personal calendar. To schedule recurring appointments, perform the following steps:

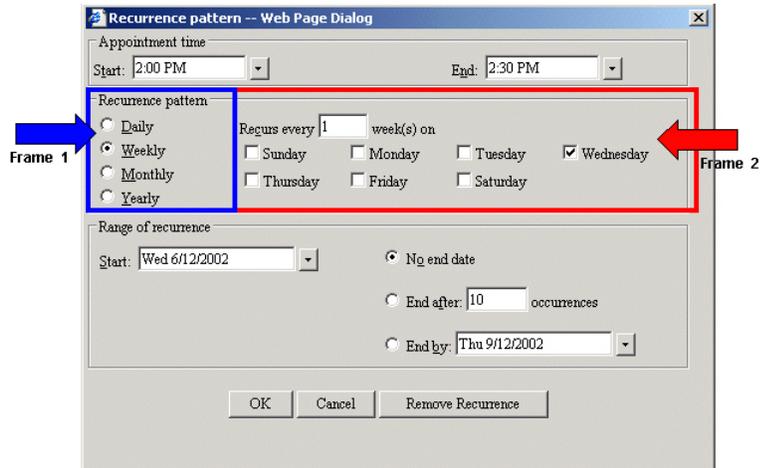
Procedures	
1.	<p>Create a new appointment.</p> <p>Click Recurrence.</p>

Procedures

2. The Recurrence Pattern – Web Page dialog box appears with the appointment start and end times populated.

Locate the Recurrence pattern section of the dialog box.

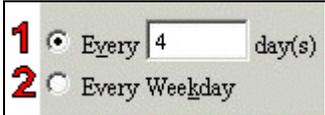
The Recurrence pattern section is divided into two frames.



Frame 1 contains four options: Daily, Weekly, Monthly, and Yearly. The option selected in frame 1 determines what displays in frame 2. For example, if weekly is selected in frame 1, weekly options display in frame 2.

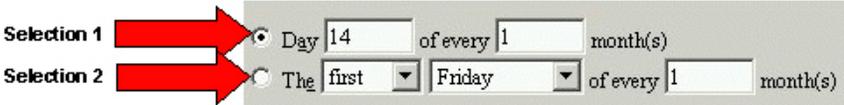
10.3.1. DAY OPTION

To use the Day option, perform the following steps:

Procedures	
1.	The Daily option includes 2 selections: Every <number> day(s) and Every Weekday.
2.	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>The Every <number> day(s) field allows the user to type the number of days between each appointment. For example, if the appointment occurs every fourth day, type 4 in the field.</p> </div> <div style="width: 30%; text-align: center;">  </div> <div style="width: 15%;"> <p>The Every Weekday option allows the user to indicate whether the appointment will occur every weekday. No appointments are scheduled on Saturday or Sunday.</p> <p>If this option is selected, please see the next step.</p> </div> </div>

10.3.2. MONTH OPTION

To use the Month option, perform the following steps:

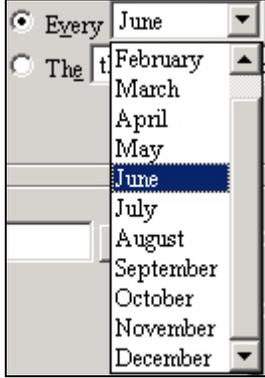
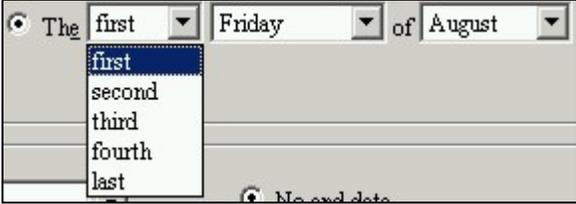
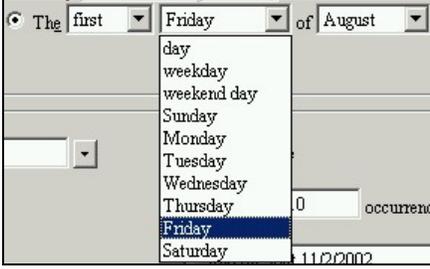
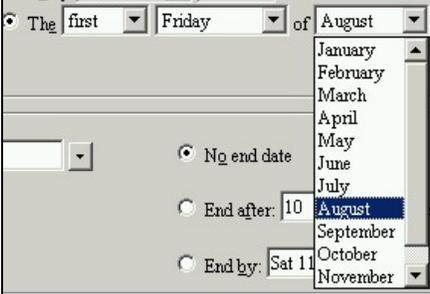
Procedures	
1.	<p>The Month option includes two selections.</p> 
2.	<p>The Day <number> of every <number> month(s) option allows the user to type the day of the month on which the appointment takes place.</p> <p>Click Day.</p> <p>Type the day of the month the appointment occurs.</p> <p>Click Month.</p> <p>Type the number of months between each appointment.</p> <p>If the appointment occurs every month, in the Month(s) field, type 1. If the appointment occurs every other month, in the Month(s) field, type 2.</p> 
3.	<p>In the (Week) (Day) of every (number) month(s) field, <u>click the down arrow in the Week field.</u></p> 

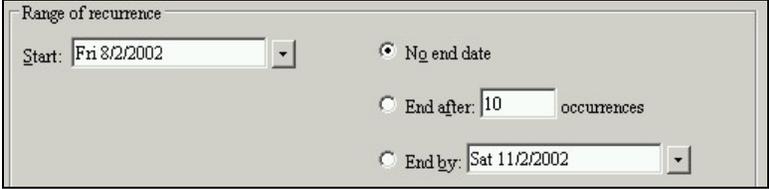
Procedures	
<p>4.</p>	<p>A dropdown list of options displays.</p> <p>Click the option that indicates the week the appointment will occur.</p>  <p>For example, if the event will occur the first week in every month, click first. If the event will occur the last week in every month, click last.</p>
<p>5.</p>	<p>Click the down arrow in the Day field. A list of options displays.</p> <p>Click the day the appointment will occur.</p> <p>Type a number to indicate how often the appointment will occur.</p> <p>For example, if the event will occur every month, type 1. If the event will occur every two months, type 2.</p> 

10.3.3. YEAR OPTION

To use the Year option, perform the following steps:

Procedures	
<p>1.</p>	<p>The Year option includes two selections.</p> 
<p>2.</p>	<p><u>In the Every <Month> <Day> field.</u> Click the down arrow in the Month field.</p> 

Procedures	
<p>3.</p>	<p>A list of months display. Click the month in which the appointment will occur every year.</p> <p>In the Day field, type the day of the month to indicate the day the appointment will occur.</p> 
<p>4.</p>	<p>The <number> <Day> of <Month> fields, click the down arrow in the first field <number>. A dropdown list displays.</p> <p>Click an option.</p> 
<p>5.</p>	<p>In the <Day> field, click the down arrow.</p> <p>A dropdown list displays.</p> <p>Click the applicable day of the week.</p> 
<p>6.</p>	<p>In the <Month> field, click the down arrow.</p> <p>A list of months display.</p> <p>Click the applicable month that the appointment will occur.</p> <p>The month displays in the field.</p> 

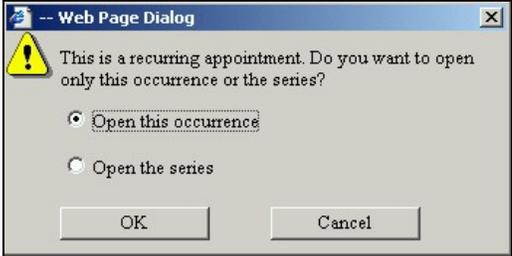
Procedures	
<p>7. Set the Range of Recurrence.</p> <p>The Range of recurrence field establishes a stopping point for the recurrence of appointments. This stopping point will mark the last day that an appointment will be scheduled and placed on the user's (and any attendee's) calendar(s). Three options are available</p>	

The following table describes each field and the action that accompanies that field. Enter information in the corresponding fields to add more detail to the appointment.

Field Name	Description
No End Date	This option is used if an end date for the series of appointments has not been indicated. The appointment will be placed on the calendar indefinitely. For example, if a series of appointments is scheduled to occur the first Monday of every August, the appointment will be placed on the calendar every year until the user adds an end date.
End after <number> occurrences	This option is used to indicate how many appointments should be scheduled. For example, use this option if only 10 occurrences of this appointment should be placed on the calendar. To use this option, click the End after ___ occurrences radio button and type the number of appointments that should be scheduled.
End by <Date>	This option is used to indicate an ending date for the series of appointments. To use this option, click the End by _____ radio button, and click the month and day the appointment recurrences are to stop.

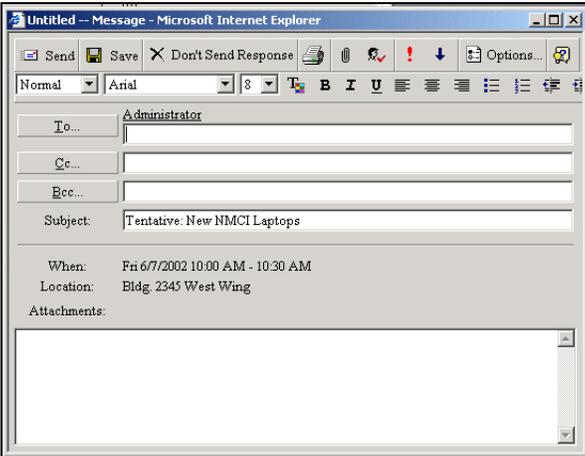
10.4. MODIFYING AN APPOINTMENT

To modify an appointment, perform the following steps:

Procedures	
<p>1.</p> <p>Click the Calendar icon.</p> <p>Double-click the event to be modified.</p>	
<p>2.</p> <p>Click the Open this occurrence radio button to change only one occurrence of the appointment.</p> <p>OR</p> <p>Click the Open the series radio button to change all recurring appointments.</p> <p>Click OK.</p>	
<p>3.</p> <p>After completing the necessary changes, click Send Update to send an updated message to all recipients.</p> <p>OR</p> <p>If an update is not being sent, click Save and Close. This saves the updates and closes the window.</p>	

10.5. ACCEPTING AND DECLINING AN INVITATION

To accept or decline an invitation, perform the following steps:

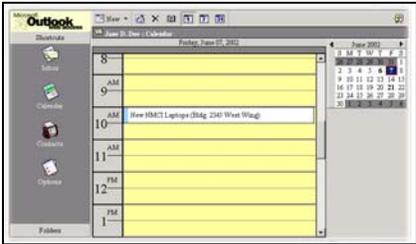
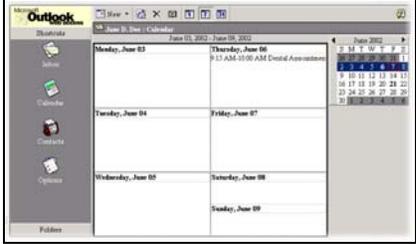
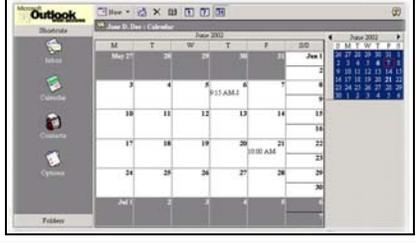
Procedures							
<p>1.</p>	<p>Invitations arrive in the user's Inbox. To differentiate between regular e-mail and an invitation, look at the icons shown in the exhibit.</p> 						
<p>2.</p>	<p>To reply to an invitation, double-click the invitation. A new window appears. Click one of the response options in the toolbar.</p>  <table border="0" data-bbox="516 829 1380 966"> <tr> <td>Accept</td> <td>Indicates that the attendee will attend.</td> </tr> <tr> <td>Tentative</td> <td>Indicates that the attendee plans to attend, but cannot make a definite commitment.</td> </tr> <tr> <td>Decline</td> <td>Indicates that the attendee does not plan to attend.</td> </tr> </table>	Accept	Indicates that the attendee will attend.	Tentative	Indicates that the attendee plans to attend, but cannot make a definite commitment.	Decline	Indicates that the attendee does not plan to attend.
Accept	Indicates that the attendee will attend.						
Tentative	Indicates that the attendee plans to attend, but cannot make a definite commitment.						
Decline	Indicates that the attendee does not plan to attend.						
<p>3.</p>	<p>A new message window opens after selecting a response option with the To and Subject fields populated.</p> <p>In the Message window, add any additional information or comments.</p> <p>Click Send.</p>  <p>If the Accept or Tentative option is selected, the appointment is automatically added to the user's calendar and the invitation is removed from the Inbox. After this occurs, view the invitation by locating and double-clicking the appointment in the calendar.</p>						

10.6. CALENDAR VIEWS

OWA provides a daily, weekly, and monthly view of a user's calendar.

Procedures	
1.	<p>The Calendar toolbar includes three buttons that enables the user to change the calendar view. To change between views, click the Calendar shortcut.</p> <div style="text-align: center;">  </div>

The following table includes details about each of the buttons on the Calendar toolbar. To view the details of a specific appointment, double-click the appointment, and it appears in a new window.

Button	Result	Picture of Result
	Appointments for a single day display.	
	Appointments for the week display.	
	Appointments for the month display.	

11. NEED MORE HELP?

If you have any further questions or problems, click the Help link in the upper right corner of the Outlook Web Access window or contact the NMCI Help Desk at 1-866-THE-NMCI.