

# OWA Email for Mac Users

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## Navigation Pane

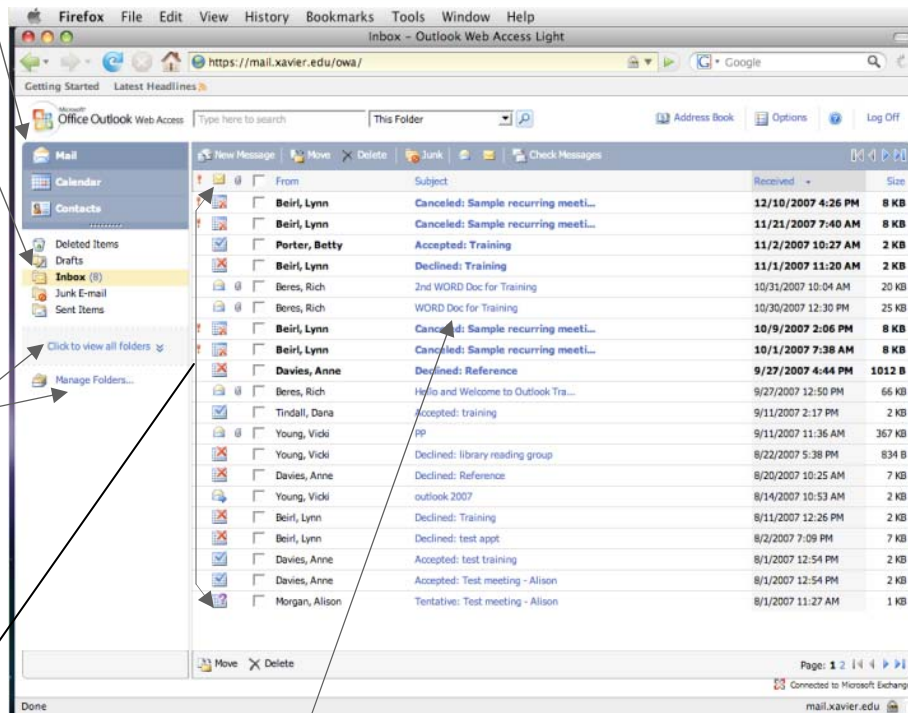
The top section of the Navigation Pane includes links to the three major areas of OWA for Macs: Mail, Calendar, and Contacts.

The middle section changes based on which component you are in. For Mail it displays a Folder List. For Calendar it displays a monthly calendar view and a Calendar List. For Contacts it displays a list of available Address Books.




The bottom section provides options to view and manage all folders.

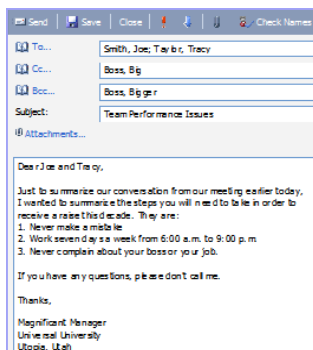
## Folder Contents

When you click a folder name in the Navigation Pane, you will see the titles of all the emails in that folder here. To display the text of an email, just double-click the message title in the Folder Contents area.



## Composing & Sending a Message

1. Within the Outlook Mail view, click **New Message** on the toolbar. A  new message form is displayed.
2. In the **TO** field, type the email address of each user to whom you wish to address the message. (See the **“Addressing a Message”** section to learn about other ways to specify the message recipients.)
3. Click in the **SUBJECT** field and enter a subject line.
4. Press the **TAB** key to navigate to the message body field.
5. Type a message.
6. To indicate to the recipients that the message is of high importance, click on the Exclamation point button. 
7. To indicate to the recipients that the message is of low importance, click on the button with the blue downwards pointing arrow. 
8. Click the **SEND** button above the **TO** field.



## Addressing a Message

1. Display a new message form.
2. To address the message, either:
  - a. Select the recipients' names from the list of Most Recent Recipients:
    - 1) The list of most recent recipients will be displayed in the Navigation Pane on the left-hand side of the screen when you are working on a new message.
    - 2) To add one of the recent recipients to the email distribution list, click on the name, then click on the **To**, **Cc**, or **Bcc** button below the list of recent recipients.
    - 3) You can add a range of names by dragging the cursor down the list as you hold down on the clicker.
    - 4) You can select multiple individual names by holding down the **Command** key (often called the "open-apple" key) as you select each of the names.



# Outlook Web Access (OWA) for Mac Users

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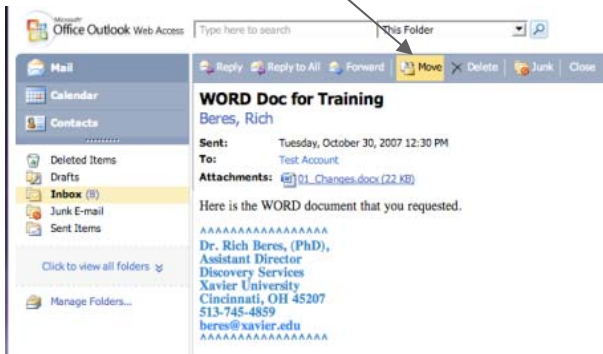


## Addressing a Message (cont.)

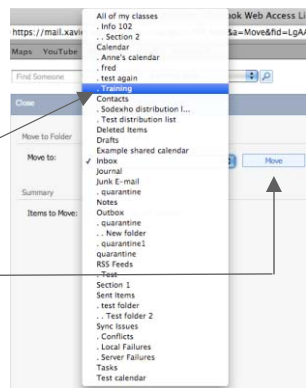
- b. Select the recipients' names from an address or contact list:
  - 1) Click the **"To"** button to display the Address Book.
  - 2) Select the desired Address Book or Contact List from the drop-down list.
  - 3) To place user names into the **TO** field, select the desired users by clicking on the checkbox in front of their names. Once you have selected all the names, then click on the **"To"** button.

## Moving Messages to a Folder

1. Open the message by double-clicking the message title in the **Folder Contents** area.
2. On the toolbar, click on the **Move** button.



3. The **Move to Folder** screen opens. In the **Move to:** drop-down list, select the folder to which you want to move the message.

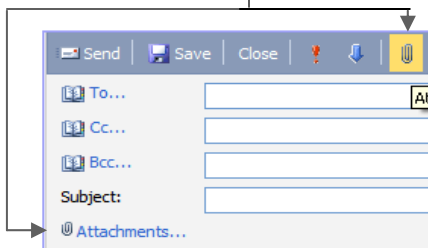


4. Click the **Move** button to move the message to the selected folder.

## Working with Attachments

### Attaching a File to a Message:

1. **When** composing a message, click on one of the two paper clips to open the **Attachments** window.



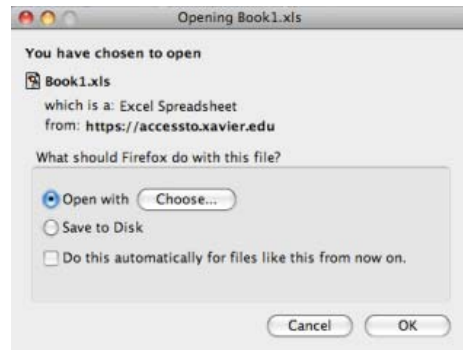
2. Browse for and select the desired file by double-clicking on it.
3. Click on the **Attach** button to attach the file.
4. Repeat steps 2 and 3 to select more attachments.



## Working with Attachments (cont.)

### Opening an Attachment:

1. Open the message that contains the attachment to be opened.
2. On the Attachments line of the Message form, double-click the name of the attachment.
3. Click on the **Open with** donut and click the **Choose** button.



4. Specify the application in which you want to open the attachment



5. Click on the **Open** button in the bottom, right-hand corner of the window to open the attachment.

### Saving an Attachment:

1. Follow steps 1 and 2 above to bring up the **File Download** dialog box pictured under step 3 above.
2. Select the **Save to Disk** button.
3. Navigate to the directory where you want to store the file.
4. Type the desired document name in the **File name** field, and click on the **Save** button.

You can also choose to open the attached document before saving it. To do so, follow the above steps under **Opening an attachment**;



then save the document from within the application in which it is opened in (e.g. Microsoft Word).