Business Administration Computing Services

Custom Tutorials

Outlook Web Access
Use the following instructions to access your E-mail, calendar, and other Outlook features from remote locations via the Web.

Logging On

1. Establish an Internet connection through a network or dial-up connection.
2. Open your Web browser.
3. Make sure your web browser is set to accept cookies.
4. In the address line, enter the following address: http://mail.ttu.edu/.
5. In the "User name" field, enter the name you use to log on to your office computer.
6. In the "Password" field, enter the password you use to log on to your office computer.

NOTE: When using your home computer, it is your choice as to whether you want the computer to remember your password.
This is what the main Outlook Web Access window looks like.

**Reading E-Mail**

Read your e-mail by double clicking on the highlighted message. Reply to an e-mail by hitting the reply icon (highlighted in cyan). When you are finished with an e-mail that you will not need to access again, you may want to delete it using the delete icon (highlighted in red). Doing this will remove the selected message(s) from your Inbox. Empty your "Deleted Items" folder to completely remove all deleted items from the server.
If you receive an e-mail while logged in, you will be notified with a pop-up message.

**Composing Mail**

To send a new e-mail, click the "New" icon on the toolbar (highlighted in red). This will open up a new window in which you can compose your new mail message.
This is the toolbar for composing new messages. From left to right: send, save, print, insert signature, spell check, add attachment, check names, high priority, low priority, options, help.

Using Contacts

To send an e-mail to someone in your contacts, click on the "To..." icon (highlighted in red). This will bring up a new window titled "Find Names". Enter the parameters for which you wish to search in the appropriate fields (e.g. search for people with Smith as their last name). Once you find the person for which you are looking, highlight their name and hit add them to whichever field you wish (e.g. "To", "Cc", or "Bcc").
Adding a New Contact

To view your contact list, click the contact folder tab. To add a contact, hit the "Add New Contact" icon. This will bring up a new window (right). Proceed to enter in information about your new contact (e.g. Job Title, E-Mail Address, Mailing Address, et cetera). Once you are finished, save your contact by hitting the "Save And Close" icon (highlighted in red).