

Create a Signature Line

A signature line contains your name and relevant information and is automatically attached to every email you send.

1. Select **Tools** on the menu bar and choose **Options**

2. Click on the **Mail Format** tab

3. Click on the **Signatures** button in the lower right hand corner

4. Click on the **New** button



- Name your signature and click the **Next** button

5. Fill in your signature information

Use the **Format** button to change the appearance of your signature

6. Click the **OK** button

7. Click the **OK** button to close the Options window

Out of Office Assistant

Once the Out of Office assistant is turned on, anyone sending an email to your Inbox will receive a reply with your customized message.

1. Select **Tools** on your menu bar

2. Select **Out of Office Assistant**

3. Choose the option **I am currently Out of the Office**

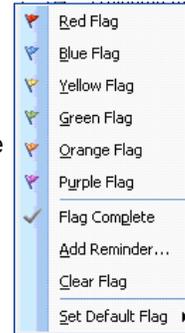
4. Type your message in the text box



5. Click **OK**

Reminders/Flags

Each item in your inbox has a flag. By right-clicking on this flag, you may color-code your emails, set a reminder, or mark that flag complete.

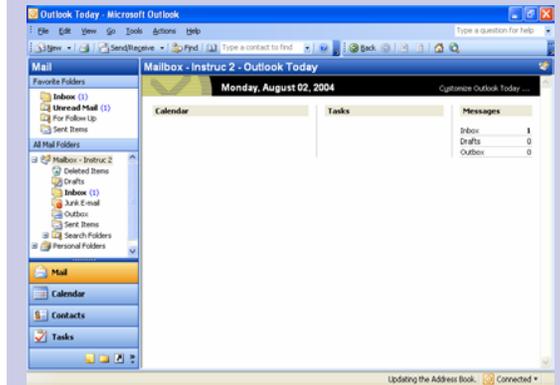


Outlook Web Access

You can access your email using any web browser via Outlook Web Access (OWA). All you need is Internet access.

The URL for OWA is: <https://webmail.nasa.gov>
Click on Headquarters. Log in as usual.

You will not be able to access your off-line files (PSTs) in the Outlook Web Access client. Meaning, any files that you have moved from the server (which are folders such as the "Inbox" and sub folders of the Inbox) into folders on your hard drive, won't be accessible from OWA.



COMPUTER TRAINING CENTER

If you are interested in taking a class, please contact the Computer Training Center at 358-1111.

E-mail: ctc@hq.nasa.gov

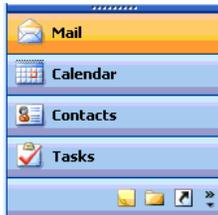
Website: www.hq.nasa.gov/office/codec/codeci/ITservices/ctc/ctc.htm

Navigation

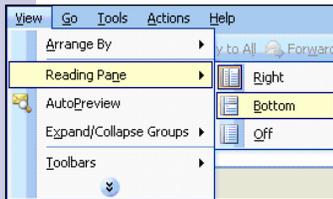
Use the Navigation Pane to Switch between different features in Outlook by clicking on each feature. It is found at the bottom left hand corner of your Outlook Window.

Preview Pane

The Preview Pane allows you to read the contents of your Inbox without opening the email. It can be located to the right of your screen, the bottom of your screen, or turned off by following these steps while viewing your Inbox:



1. Select **View** on the menu bar
2. Select **Reading Pane**
3. Choose either **Right, Bottom, or Off**



New Mail Desktop Alert

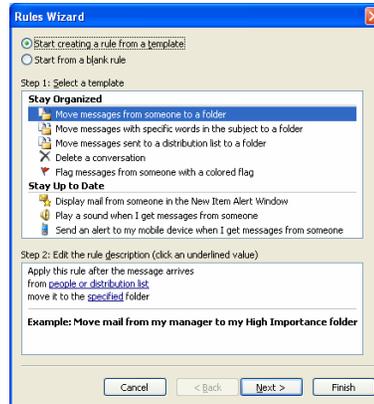
When you receive an email, this alert will appear on your screen regardless of which application you have open. Control the duration and appearance of the alert by clicking on the down arrow in the upper right hand corner of the alert.



Creating Rules and Alerts

Rules and Alerts allow you to manage messages coming into your mailbox. You can automatically have certain emails forwarded; have the flag change color for a particular sender, and many other options. To create a Rules or Alert:

1. Select **Tools** on the menu bar
2. Select **Rules and Alerts**
3. Click the **New Rule** button



Note: Make your selections from the top pane (step 1) and the bottom pane (step 2). Note that the variables in step 2 depend on the variable selected in step 1. A link in step 2 must be clicked, and the required information must be supplied.

4. Continue through the wizard by clicking **Next** and choosing any other options
5. Click the **Finish** button

Create New Folders

Use folders in your Inbox to organize your email.

1. Select **File** on the menu bar
2. Select **New** and choose **Folder**
3. Type the new folder's name and choose the location.



4. Click the **OK** button

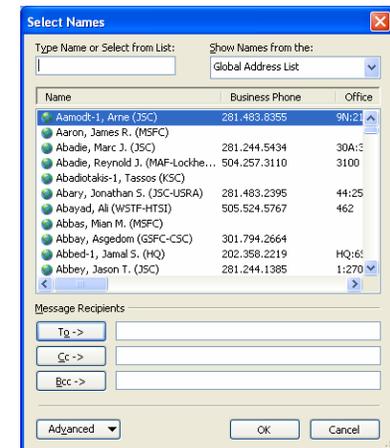
Use the Global Address List

The Global Address list contains the names of everyone working at NASA, including HQ and all the centers, and can be used to address emails, meeting invitations, and tasks.

1. Click on the **New** button, or the down arrow next to it if you are not in your mailbox, and select **New Mail Message**
2. Click on the **To** button, to open the Global Address List
3. Type in the name at the top or scroll down to select from the list



Once you have selected a name, click on an address button at the bottom of the screen. Choose either **To**, **CC**, or **BCC**



4. Click the **OK** button

The individual you select will be added to the open email message as a recipient.