

# MOORPARK UNIFIED SCHOOL DISTRICT

## Information Technology

### Outlook Webmail Overview

#### August 2007

### Logging In:

1. Go to <https://webmail.mrpk.org>
2. Enter your Username
3. Enter your Password (same as Zangle)
4. Leave Client and Security settings as defaulted (Premium is only available in Internet Explorer)
5. Click **Log On**

**Note:** This is a secure site so don't forget the **s** in **https**



### Basic Navigation:

#### URL Address

<https://webmail.mrpk.org>

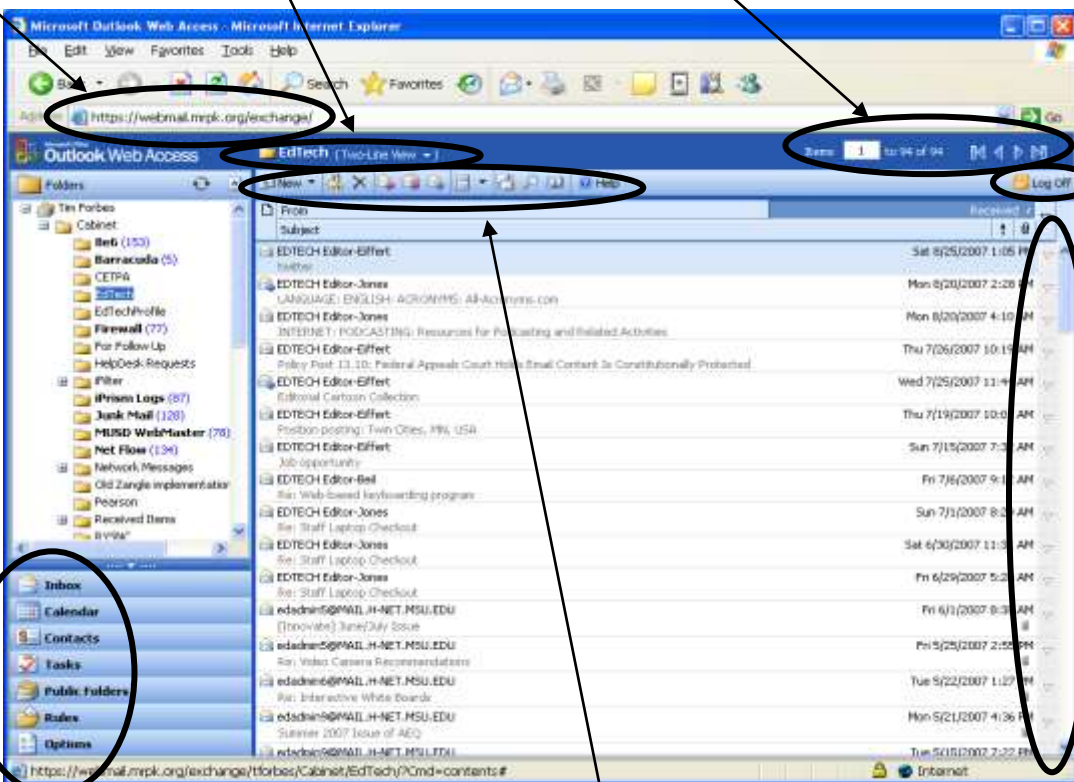
#### Display/Sort Message by...

Messages, Unread Messages, Two-Line View, etc.

#### Browse Messages...

Click << or >> thru each 25 messages  
FYI- This can be setup up to 100

#### Click to Log Off



**Flags**  
Flagged messages are listed in "For Follow Up"

#### Other Outlook Components

Includes Contacts, Public Folders (Calendars for reserving rooms), Rules & Options

**FYI-**This can be minimized

#### Navigation Button

**New:** (Messages, Appointments, Contacts, & Distribution Lists)

**Reading Pane:** Preview a short description of messages

**Search Folders,** Go to the **Address Book** (Contacts) or get online **Help**

## New Messages:

### Don't Forget to Send

\*Times out in 20-30 minutes

### Click to Spell Check

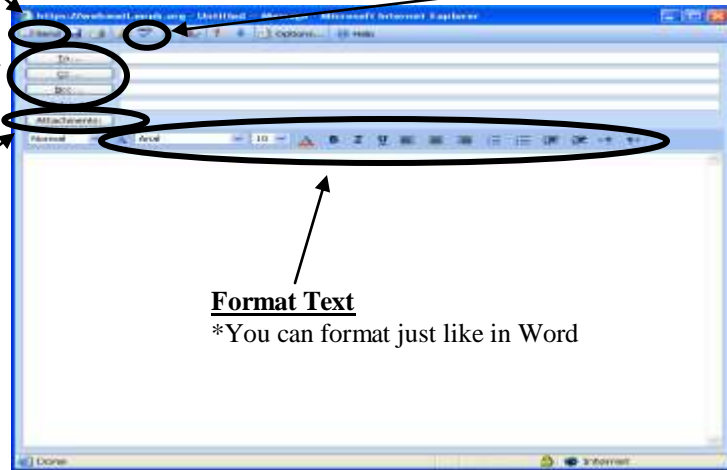
\*Set to Auto in Options

### Sender Options

- \*You may choose between To, CC or BC.
- \*Click on the buttons to go to the Address Book.
- \*Separate names by semi-colons.

### Attachments

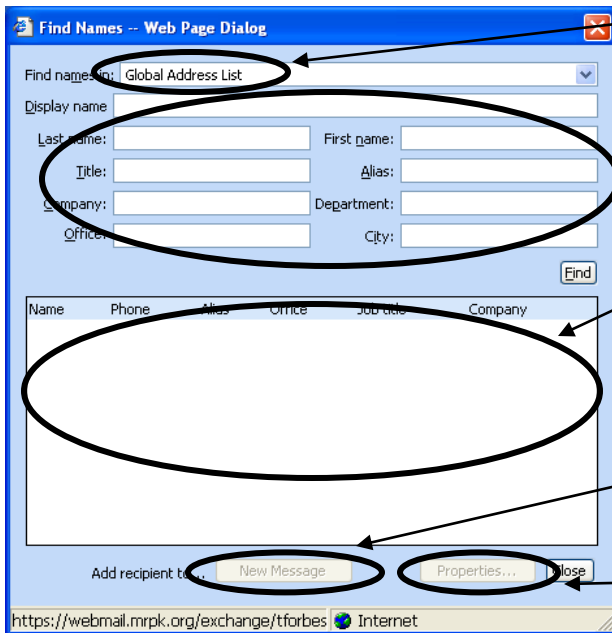
- \*Click to browse to attachments
- \*FYI- Limited to 20MB



### Format Text

\*You can format just like in Word

## Address Book:



### AddressLists

- \*Global – MUSD Address Book
- \*Contacts – Personal Address Book

### Search Criteria

- \*Global – MUSD Address Book
- \*Contacts – Personal Address Book
- \*Click FIND to search

### Search Results

- \*Displays results
- \*Every time FIND is clicked, results re-displayed

### Add Recipient

- \*Always added to the To line
- \*Drag-Drop to CC or BC, if needed
- \*Don't forget to CLOSE

### Properties

- \*Displays info about contact in a separate window

## Creating a Distribution Lists

(This was Groups in *GroupWise*)

**NOTE:** Must first create list, then create email

### Don't Forget to Save!

### Enter name for List

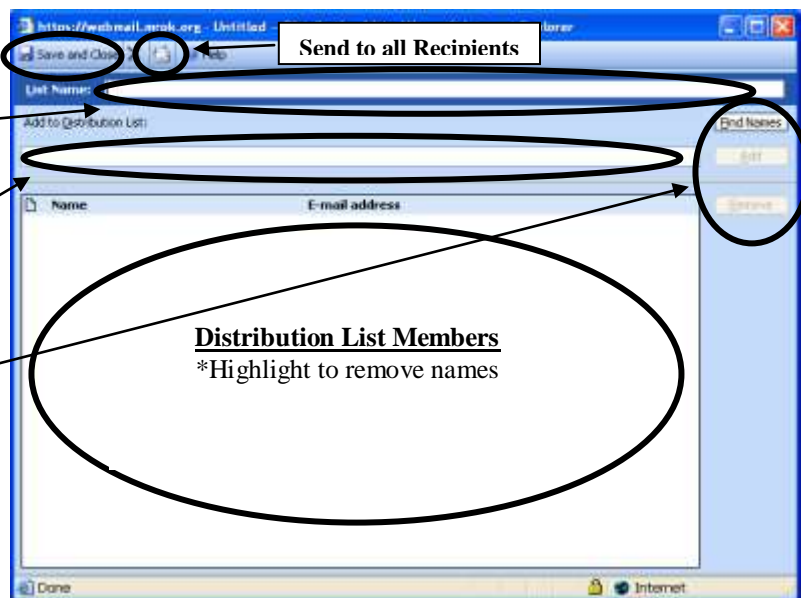
- \*Entry goes into Contacts and can be retrieved for mail

### Enter name to search Address Book

- \*If more than one, another window will pop up in which to choose correct contact(s)
- \*Drag-Drop to CC or BC, if needed

### Action Buttons

- \*Click to activate
- \*Find Names/Add can be activated thru pressing the ENTER key
- \*Remove can be activated by pressing the DELETE Key



### Distribution List Members

\*Highlight to remove names