

PEMBINA TRAILS SCHOOL DIVISION

Divisional Technology Centre

Microsoft Outlook Web Access

Email FAQ

PEMBINA TRAILS SCHOOL DIVISION – DIVISIONAL TECHNOLOGY CENTRE

Microsoft Outlook Web Access Email FAQ

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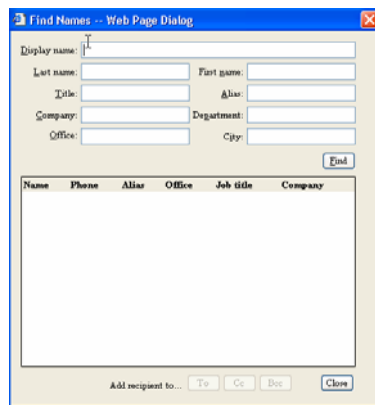
Q: How do I find someone's email address?



A: Finding anyone with a Pembina Trails email address is very easy to do. Simply open a new message

- Then click on the  button

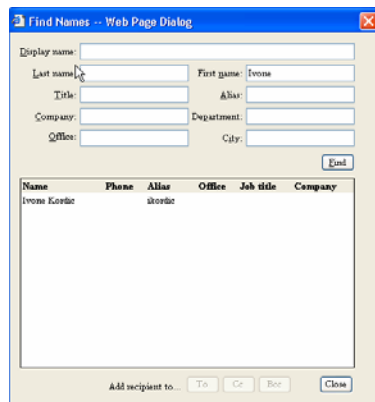
- The “**find names**” dialog box will appear



- You don't need to know someone's entire name to search for them. Let's say for example, you are only sure of someone's first name. Type there name in the “**first name**” box.

- Then click the “**find**” button

***Note:** You can even type in just the first few letters to the name and all the names that match will appear*



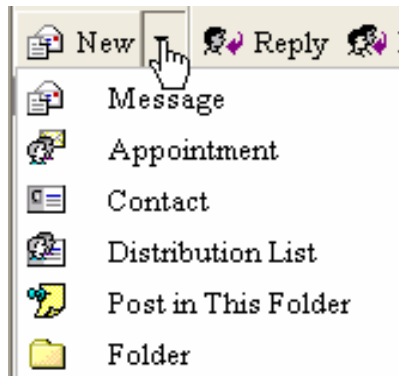
- A list of names that match will appear

- click on the name of the individual you wish to email (this will select the individual out of the list of names)

- Now click on either the “**To**”, the “**Cc**” or the “**Bcc**” button to place the email address in the appropriate location

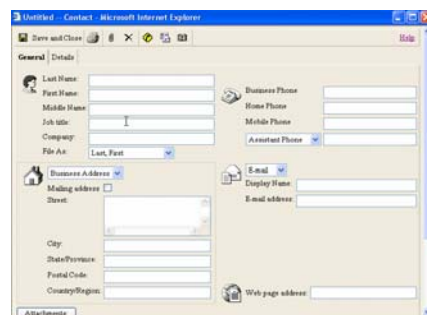
- when you are done click “**close**”

Q: How do I add someone's email address to my contacts?



A: Find the “new” button on the upper left hand corner of your screen, click on the downward arrow located next to it. This will give you a dropdown menu.

- click on the “**contact**” button

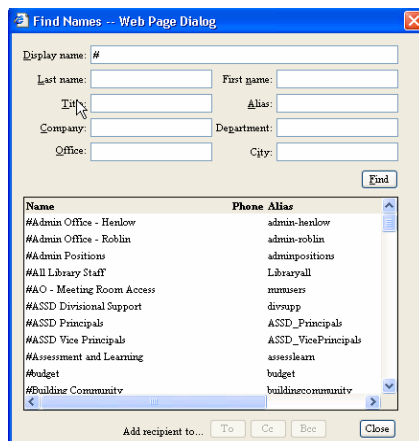


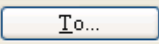
- The “**untitled-contact**” window will appear

- There is a lot of information that you can enter, but the only information that is necessary is the **first name, last name** and **email address**

- When you are done entering your info always remember to click “**save and close**”

Q: How do I find an email group?



A: Open a new message, and then click on the  button

- The “**find names**” dialog box will appear

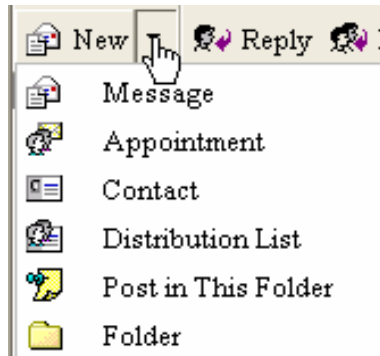
- Type “**#**” in the “**display name**” box then click on the “**find**” button. This will search for all email groups.

- click on the group you wish to email to select it

- Now click on either the “**To**”, the “**Cc**” or the “**Bcc**” button to place the email address the appropriate location

- when you are done, click “**close**”

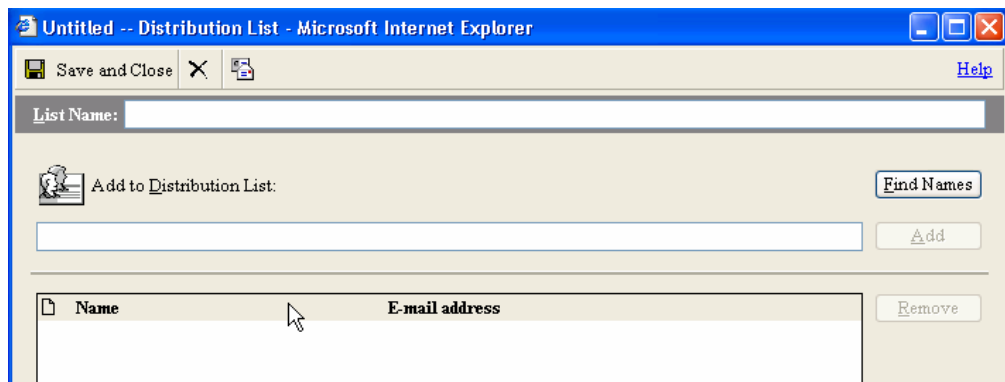
Q: How do I create my own email group?



A: An email group is known as a “**distribution list**”

- To create a new distribution list find the “**new**” button on the upper left hand corner of your screen, click on the downward arrow located next to it. This will give you a dropdown menu.

- click on the “**distribution list**” button



- An “**untitled- distribution list**” window will appear

- Type the name you would like to give your group in the “**list name**” box

- add individuals within Pembina Trails by clicking on “**find names**” and adding to the distribution list, or simply type in the email address in the “**add to distribution list**” box and click the “**add**” button

- always remember to click “**save and close**” when you are done

Thank you for taking the time to review the Outlook Web Access email FAQ. We hope you found it informative. If you have any further questions regarding Outlook Web access please do not hesitate to contact either **Ivone Kordic at 488-1767 ext.302** or **Jason Samulaitis at 488-1767 ext.333**