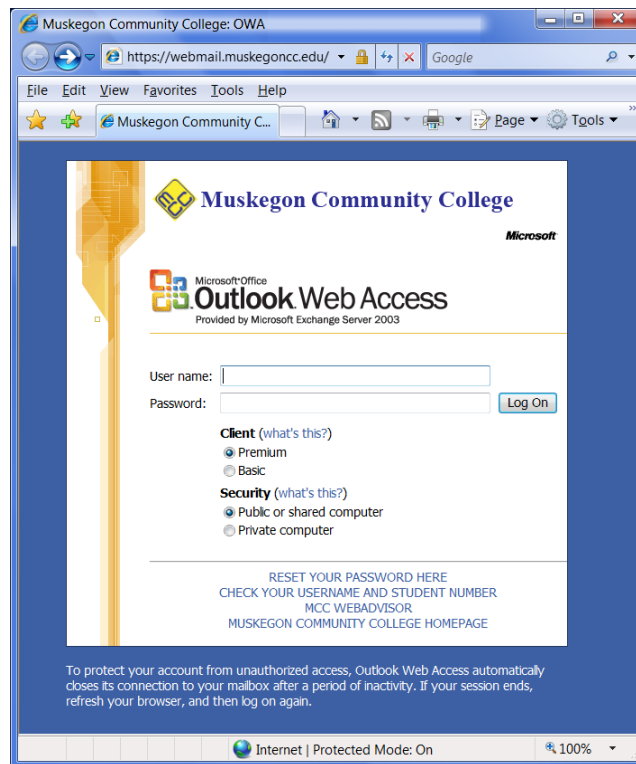


Accessing Muskegon Community College's Email Using Outlook Web Access and the Internet

Muskegon Community College provides students with an email address and email storage on the college's email server--<https://webmail.muskegoncc.edu/exchange>. This email server (running Microsoft's Exchange software) can be accessed by a variety of email programs (clients). The college uses Microsoft's Outlook client on campus and Outlook Web Access (see Figure 1) when accessing the email server using the Internet.



About This Assignment

In completing this assignment you will know how to logon to the college's email server, customize the screen display, add email addresses to a contact list, create an electronic message, add an attachment, create a personal digital signature and add selected names to a distribution list.

We are going to use this assignment as an opportunity for you to email your instructor a status report that includes an attachment with a screen capture of the class' electronic grade book. To start, you need to complete these steps to create the file you will use to attach to the email.

1. Turn on your computer.
2. Open a browser window and display the class grade book with your point totals.
3. Capture this screen displaying the grade book and your point totals.
4. Paste screen capture into a Word document and use the Save As option to save the screen capture on your USB drive and use a filename that includes your name and the words *grade book*.

Logon and Accessing Your MCC Email

Your MCC email address is your username with @muskegoncc.edu. For example, Chuck McCarthy's email address is Charlie.McCarthy@muskegoncc.edu. You can get your email from any computer that has access to the Internet, including all the computers in various labs, offices and the Information Commons on campus. Therefore, the following instructions focus on using your Internet browser, like Internet Explorer or FireFox, to send and receive emails.

1. Your browser window should be open.
2. In the navigation box type: <https://webmail.muskegoncc.edu/exchange>
Suggestion: Add it as a Favorite or Bookmark.
3. In the Logon page (see Figure 1) enter the username and password you use on campus.
4. Click on the Log On button or press Enter key.

The Outlook Web Access page with your email Inbox is the first screen you usually see—Figure 2.

1. Open an email sent to you by double-clicking on any line in the Inbox, for example, Outlook 2003 Team highlighted in Figure 2.
2. Close the email window by clicking on the Close button in the top right corner.

Hiding and Showing the Reading Pane

You have a choice if you want Outlook to preview the selected email in a reading pane before you open it. In the figure below this feature is turned off.

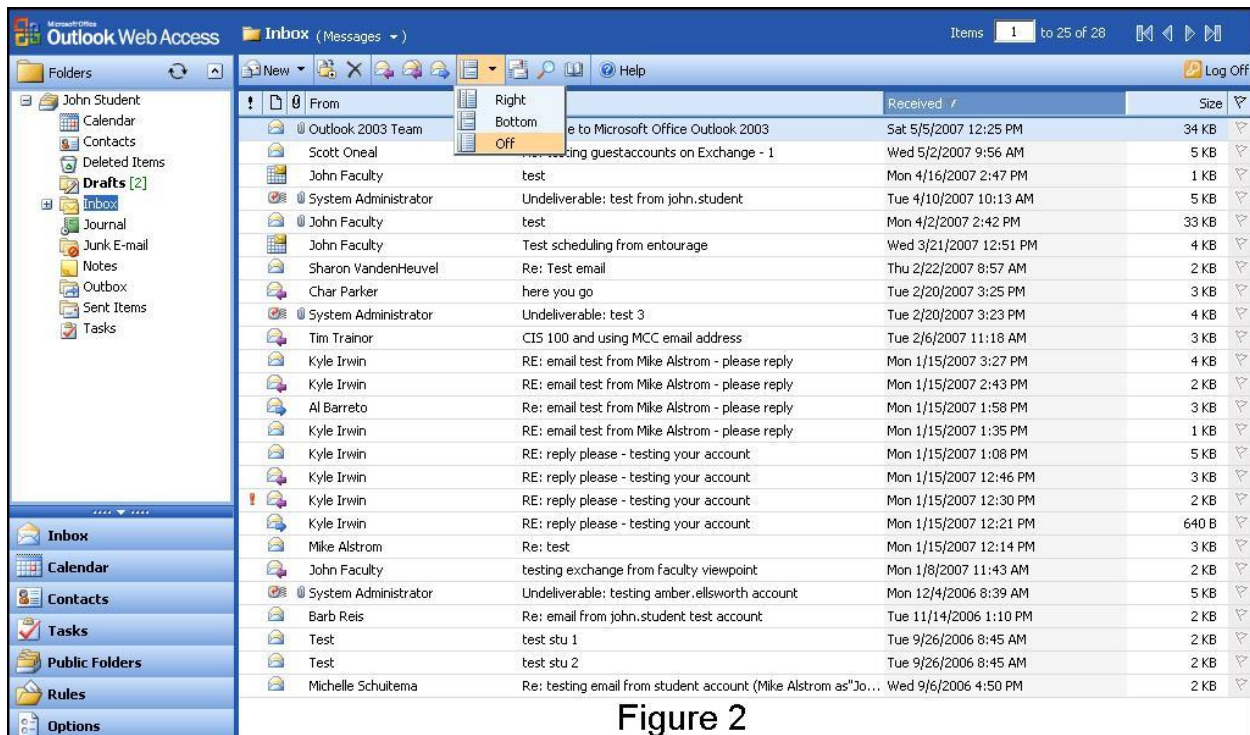


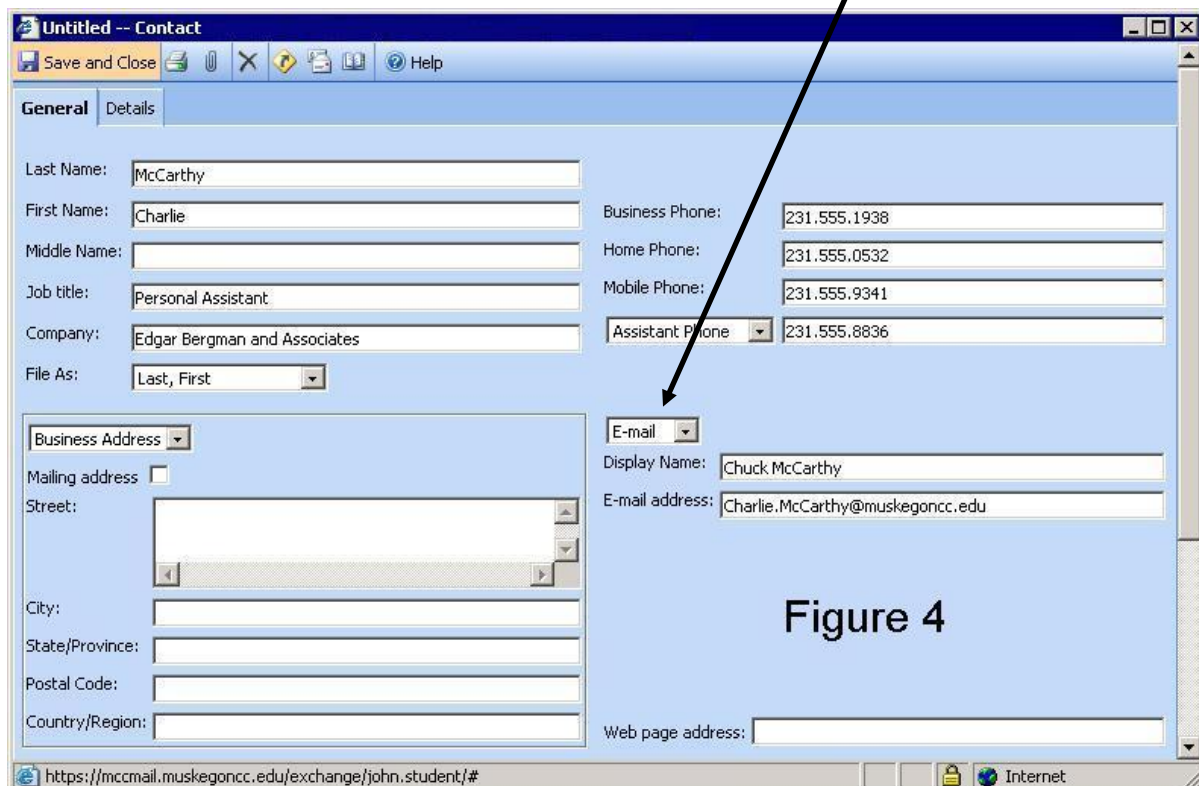
Figure 2

To show (or hide) the reading page, open the related menu option as displayed in Figure 2.

Adding Email Addresses to a Contact List

You need to know a person's email address to send an electronic message. If you are like most of us, there is no way you are going to remember all of these addresses. As a result, all email clients have a way of saving these addresses for you. Outlook provides two ways: the Global Address Book or Contacts. The steps for adding names and email addresses are basically the same for either one. What follows is how to add an email address and other information to a Contact List:

1. Open the New menu at the top of the screen (see Figure 3) by clicking on the down arrow to the right.
2. Select the Contact option.
3. Verify that the E-mail option is selected in the drop-down list box in the lower right side of screen as shown in Figure 4.
4. Add your instructor as an email contact using the following information:
 - Display Name: ask instructor
 - E-mail Address: ask instructor
5. While not required for sending emails, we also want you to enter the following:
 - Last Name: ask instructor
 - First Name: ask instructor
 - Job title: *CIS Instructor*
 - Company: *Muskegon Community College*
 - Business Phone: ask instructor
6. When done, click on the Save and Close button at the top of the window.

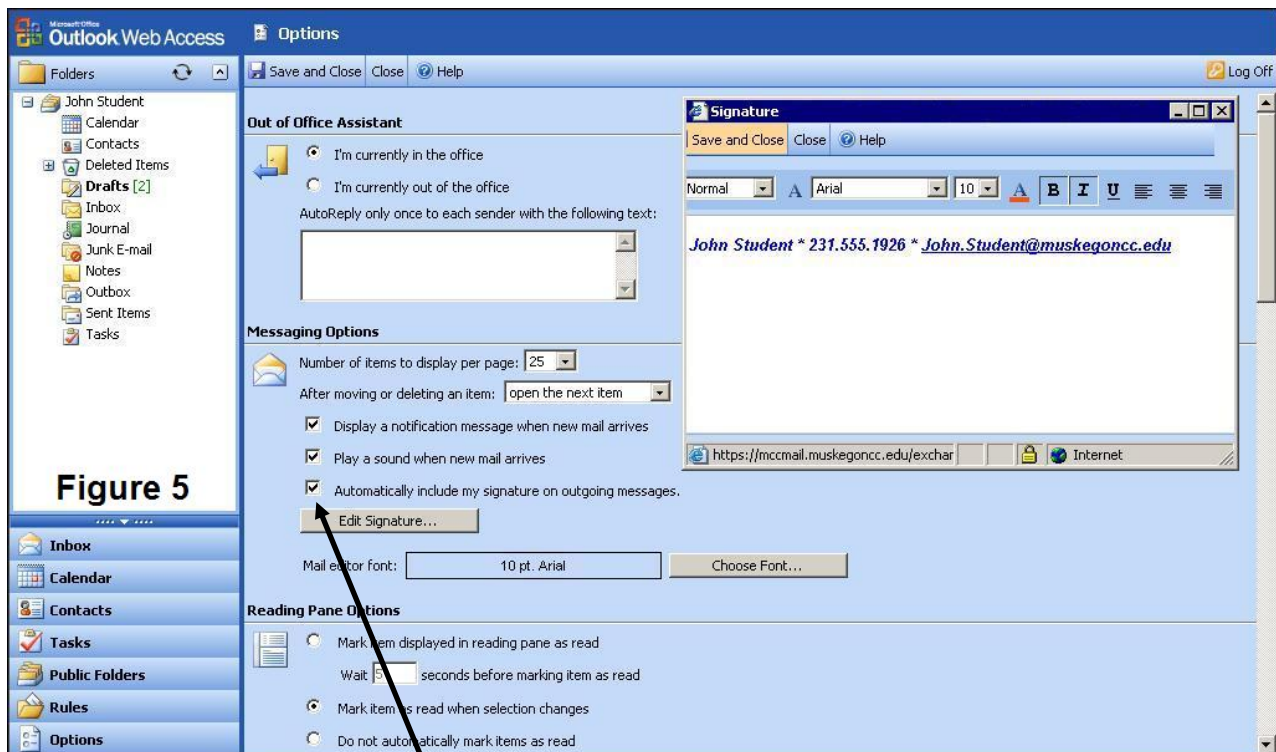
A screenshot of the Outlook 'Contact' form titled 'Untitled -- Contact'. The form has two tabs: 'General' and 'Details'. The 'General' tab is active. It contains fields for: Last Name (McCarthy), First Name (Charlie), Middle Name, Job title (Personal Assistant), Company (Edgar Bergman and Associates), File As (Last, First), Business Address (with a dropdown), Mailing address (checkbox), Street, City, State/Province, Postal Code, Country/Region, Business Phone (231.555.1938), Home Phone (231.555.0532), Mobile Phone (231.555.9341), Assistant Phone (231.555.8836), E-mail (dropdown), Display Name (Chuck McCarthy), E-mail address (Charlie.McCarthy@muskegoncc.edu), and Web page address. A black arrow points from the 'E-mail' dropdown menu to the 'E-mail' field. The title 'Figure 4' is in the bottom right corner of the form.

Creating a Personal Signature

Creating a personal signature that allows you to insert your name and other preset information into an email message. The steps for creating a signature are as follows:

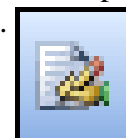
1. Click on the Options button in the lower left corner of the screen—see Figure 5.

Take a look at the Options area. There are a variety of interesting email features to be found here.




2. Check the box that says “Automatically include my signature on outgoing messages.”
3. Click on the Edit Signature button.
4. Type the following in the Signature window:
 - Your full name
 - Telephone/Cell number
 - Email address
5. Use the text formatting buttons for font, color, bold, italics, etc. to customize your signature. Use at least one color and italicize your name.
6. Click on the Save and Close button.
7. Now click on the Save and Close button again to complete the signature.

You have now set up your signature to appear in all of your messages that you compose. If you decide not to automatically include the signature when a new Email window is opened, it can easily be inserted into a message by clicking on the Insert Signature icon.



Creating a New Email

Every email needs one email address to which the message is sent, a brief message description in the subject line and the message itself. Each is relatively simple to do as outlined below:

1. Verify that you are viewing your email messages. If not, click on the Inbox button at the bottom left corner of the window.
2. Click on the New button to open a new message window. The Untitled message window should automatically contain the digital signature you just created. Note: This is the same as opening the New menu (see Figure 3) and selecting the Message option.
3. In the To box enter as much of your instructor's name as you know how to spell correctly. Note: Cc box is used to send a copy to another address and Bcc is to send a blind copy where the address is not identified on the original email.
4. Click on the Check Names button. 
5. If only one match is found, Outlook inserts the email address. Otherwise you will have to select your instructor's name from a list of possible matches—see Figure 6.
6. Verify the Change to option button is selected.
7. Click on OK.

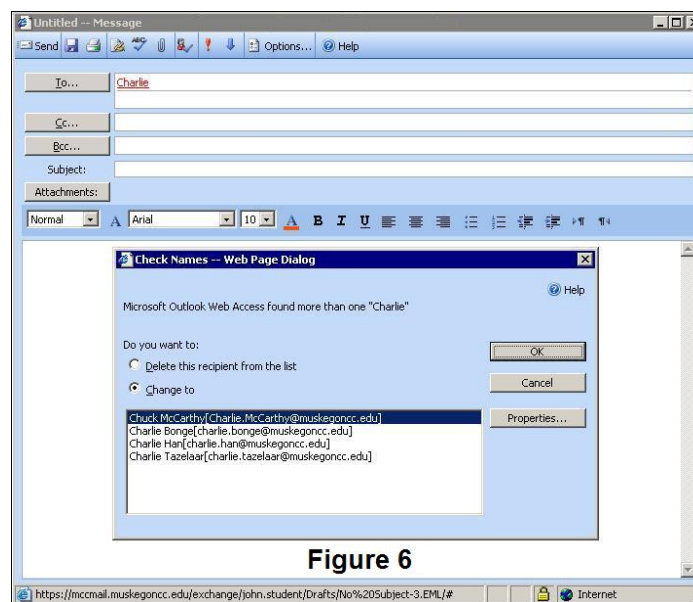




Figure 6

8. Type in the subject line: CIS (*your class*) homework and your name.
9. In the open area under the Subject line type a brief message to your instructor. This message should include:
 - Your full name
 - The day and time your class meets
 - Your current class point total
 - Explanation of whether your points reflect the grade you would like to receive.
10. To check your spelling click on the Spelling button. 

At this point you have entered all the information needed to send this email. However, before you send it, we want to show you how you can add a separate attachment.

Adding an Attachment

Often you need to include additional information, maybe a document or image to support what is being sent in the email message. Any file that can be saved on your computer can be separately attached to an email. Please remember that size does count and the bigger the file's size the longer it will take to send and open the message. Some email clients will even limit the file size of acceptable attachments. Several attachments can be added to a single email. To complete the following steps you need access to the grade book screen capture you created on page 1:

1. Click on the Add Attachment button that looks like a paper clip. 
2. Click on the Browse button found in the Attachments dialog box (see Figure 7) that just opened and use it to find and open the grade book screen capture file.
Note: On some systems an Open dialog box appears. In this situation use the Open button.
3. Click on the Attach button to add file to email.
4. Click on the Close button

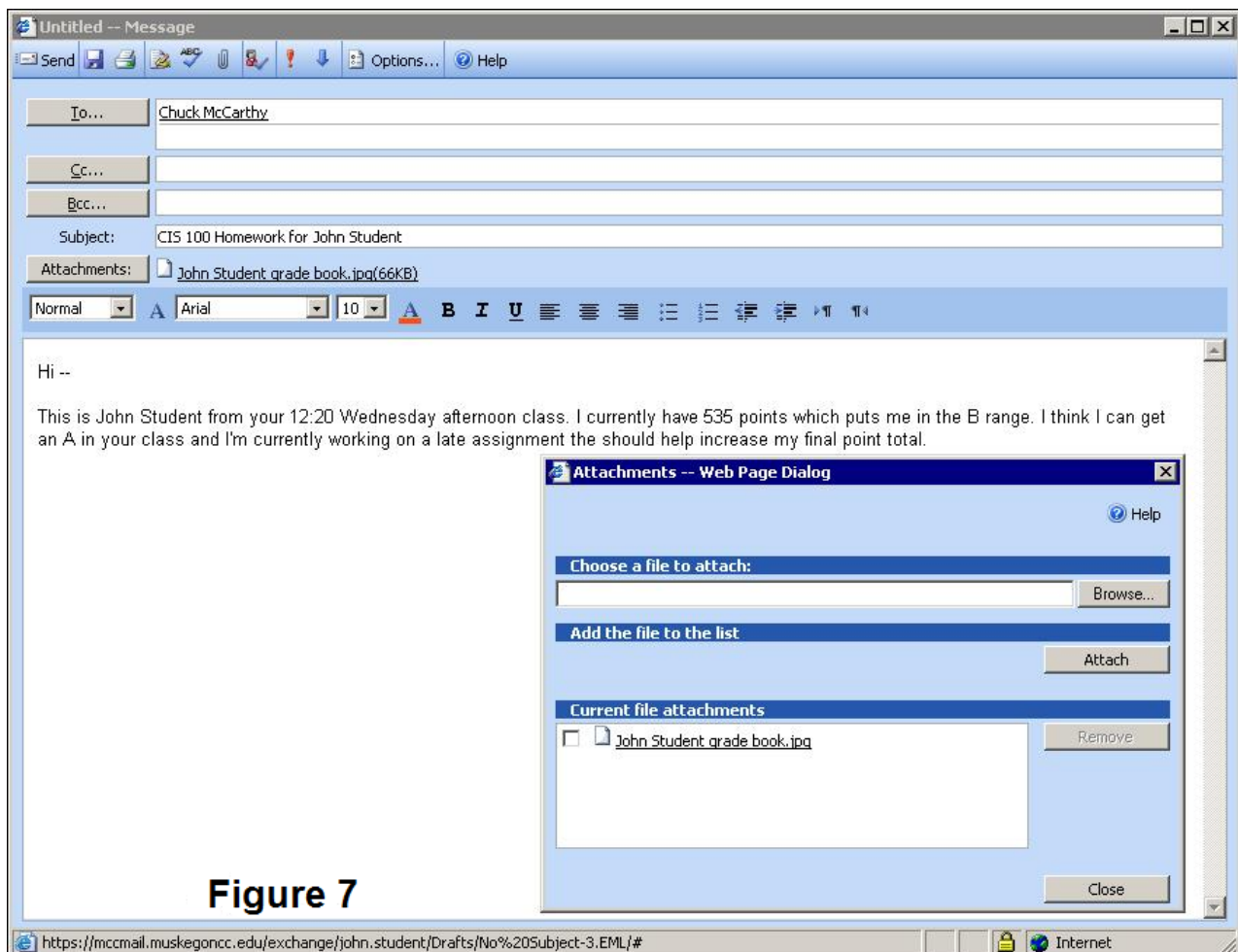


Figure 7

An Attachments button and the filename of the newly attached file now appear under the Subject line. Clicking on the Attachment button, selecting the file and then clicking on the Remove button can remove the attachment from the email.

Check Email Before Sending

Before sending this email and attachment to your instructor check the spelling and make sure it includes the following:

1. Instructor's email address
2. Subject line with CIS class name and your name
3. Message that includes your name, class day and time, your current point totals and a short explanation about your expectations for class.
4. Attachment with screen capture of your class point totals from the electronic grade book.
5. Your personal Outlook signature.

Sending an Email

Your email is sent with the click of a button:

1. Click on the Send button. 

Creating a Distribution List

A Distribution List is a collection of email addresses that can be inserted into either a message's To or Cc boxes. This type of list is useful when emailing the same group of people, for example, close friends, family, team members, social group, etc. You can create as many distribution lists as you want. These lists appear in your Contact List along with the individual email addresses as shown in Figure 8.

To show you how, we are going to create a MCC Study Group Distribution List with your name and at least two others:

1. If necessary, add to the Contact List your own email information and the related information for at least two other people.
2. Open the New menu at the top of the screen (see Figure 3) by clicking on the down arrow to the right.
3. Select the Distribution option.

4. Type *MCC Study Group* in the List Name text box at the top of the Distribution List window as shown in Figure 8.
5. Type your name in the Add to Distribution List text box.
6. Click on Add button to insert your name and email address into the Distribution List.
If only one match is found, Outlook inserts it. Otherwise you will have to select the name and email address you want from a list of possible matches—see Figure 6.
7. Add two other people to the list.
8. Capture the MCC Study Group Distribution List window and print it.
9. Save and close the distribution list.

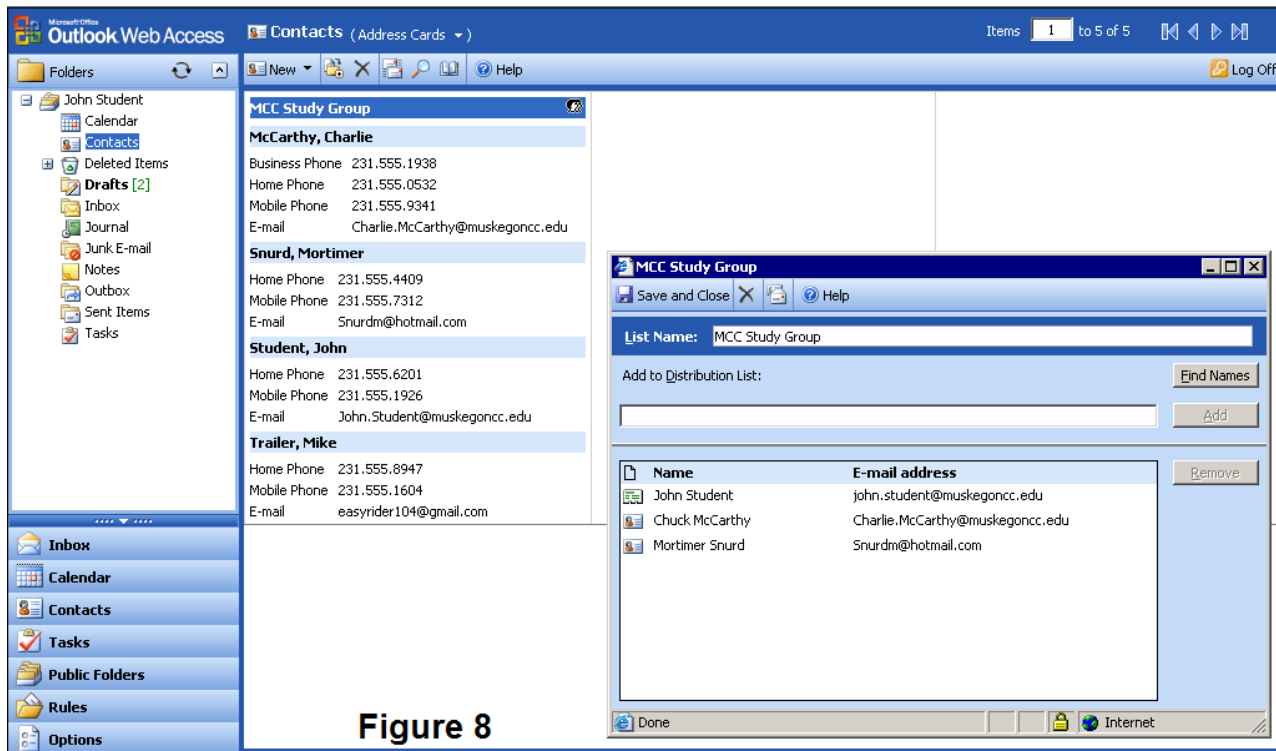


Figure 8

Outlook handles Distribution Lists just like individual email addresses.

Finishing This Assignment

To receive credit for this assignment you need to do the following:

1. Send an email to your instructor with the information identified on page 7.
2. Turn in screen capture of distribution list from the page--page 8.