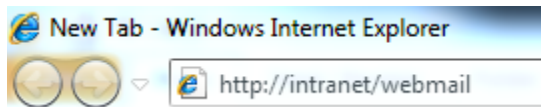


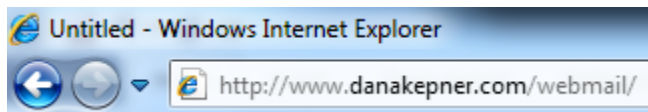
Outlook Web App

Outlook Web App is our new email client.

- To get to your email when connected to the Dana Kepner network, you simply type in <http://intranet/webmail>



- To get to your email when NOT connected to the Dana Kepner network, you type in <http://www.danakepner.com/webmail>






- Once you go to either of those websites, you will be prompted for your username and password



- You MUST put "kepner\" before your username
- Your password will be the same password you use to log on to your computer
 - o You can check "Remember my password" if you'd like
 - Do NOT check that box if you access your email from a public computer (i.e., the library, etc.)

Once you are logged in to your email, it will look very similar to the Outlook you are used to seeing. One difference is the .pst (Personal Folders) that you had in the old email will now be stored in an Archive Folder which will make access faster, and it will be available wherever you can access your email from.

Another difference is the Reply/Reply All/Forward buttons have been moved to the upper right corner of the screen, and now just look like arrows.

Reply – 
Reply All – 
Forward – 

One more difference is the new use of conversations. If you have conversations enabled, then any emails you send or receive that have the same subject name will be grouped into one place which you can then look through and see who responded to who in the chain of emails. For more information on the use of conversations, feel free to read document explaining conversations in greater detail.

<http://intranet/Information/ConversationView.pdf>