



# Quick-Start Guide for New Microsoft Outlook Web Access

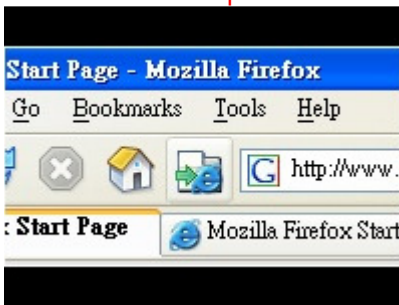


PLEASE SAVE A DIGITAL COPY OF THIS DOCUMENT, EVEN IF YOU PRINT OUT A HARD COPY.  
THERE ARE LINKS TO USEFUL RESOURCES EMBEDDED WITHIN.

Your new Outlook Web Access (OWA) account will look and behave almost exactly the same as Scalix.  
But just in case you have some questions, here are some quick tips to get you started:

## Which browser should I use to check eMail?

- While either browser will gain access to your account, Outlook Web Access is best viewed in Internet Explorer.
- **Tip for Firefox fans!** If you really love using Firefox, you still can view your eMail properly with one quick download:
- Just install the [IE Tab add-on](#) and with a right click, you will be able to view your Outlook Web Access using an Internet Explorer tab *within* the Firefox browser. [See all preview images here!](#)



## How do I open my eMail?

- You can use the shortcut on your desktop if you already have one.
- You can go to your schools' start page and click on Links and then Staff eMail.
- You can open up your Internet browser window and type in: mail.foresthills.edu

**Note:** If Scalix comes up instead of Outlook, don't worry! Your computer is just "remembering" the old Web page instead of loading the new one.

To fix this, do the following:

- **Internet Explorer:** Press *Ctrl & F5* key on your keyboard
- **Mozilla/Firefox:** Hold down *Ctrl* key while clicking the Refresh/Reload button on your browser menu
- Your page should reload with a fresh image, and you should be able to see Outlook.

## How will I login?

- Your username will be: firstname.lastname (ex: denise.bunnell)
- Your password will be: xxxxx (this will be your last name)
- Please reset your password immediately by clicking on the Options button on the left side. Scroll down to the Change Password area and click the button to initiate this process.

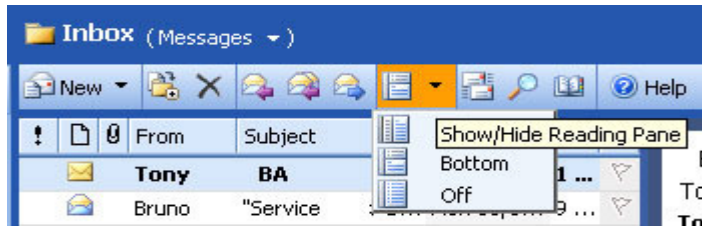
Here is how to fill out the blanks in the Options>Change Password area:

Domain	[ hccanet ]
Account	[ denise.bunnell ]
Old password	[ bunnell ]
New password	[ your choice ]
Confirm new password	[ your choice ]

- If you had rules created in Scalix, you will need to re-create them in Outlook Web Access.

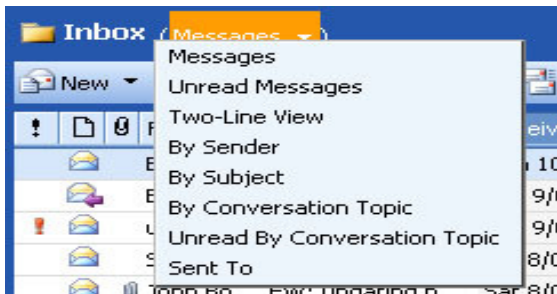
### How do I change my Inbox view?

- Go to the Reading Pane icon and select which option you would prefer to organize your Inbox, as demonstrated in the screen shot below.



### More options for your inbox and messages:

- You can decide what you want to see and how to have your messages sorted.
- Two-line View will display details about the message (sender, title, date, importance and if there are any attachments).



If you discover any issues after the migration, please contact your building technician or the district software technician, Denise Bunnell, at [denise.bunnell@foresthills.edu](mailto:denise.bunnell@foresthills.edu).

More "How To's" will be distributed after Spring Break!