

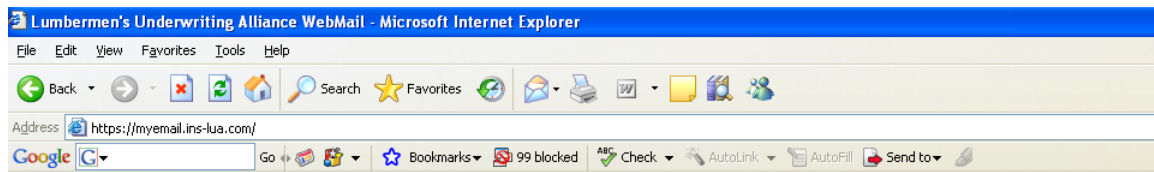
Connecting to LUA's webmail

Effective immediately, the Company has enhanced employee remote access to email (Outlook). By utilizing almost any browser you will have access to your Company e-mail as well as all of your Outlook folders including; your calendar, tasks, notes and public folders. You will not, however, have access to folders stored in an archive file or for security reasons have the ability to retrieve or send attachments with your e-mail.

To access the webmail feature, open your browser and type in: <https://myemail.ins-lua.com> (note: https indicates that this is a secure webpage). Another way to access the site is by going to the company's web page at: www.lumbermensunderwriting.com. Click on the link for webmail. You will be directed to the log-in page. Enter the information requested:

Domain: (USE),
ID: (your username or OPID)
and your Password.

After filling in the information, click the submit button and you will have access to your email.



Lumbermen's Underwriting Alliance WebMail

Primary Authentication - Mail Server

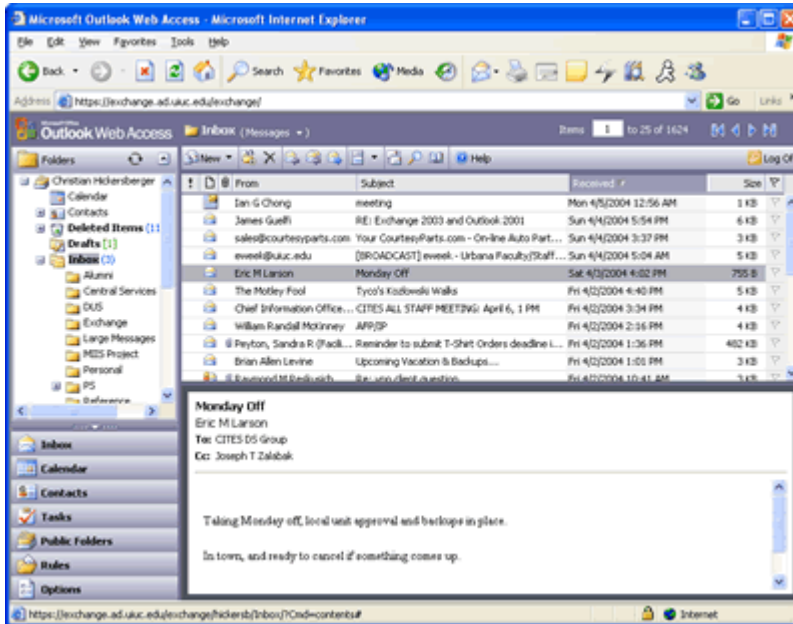
Server	<input type="text" value="LUA Web Mail"/>
Domain	<input type="text" value="use"/>
ID	<input type="text" value="drp"/>
Password	<input type="password" value="••••••••"/>

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User Interface




When logging on OWA, you'll find that your screen looks very similar to that in the full Outlook applications. In general, the OWA user interface is a slightly simplified version of standard Outlook applications.







Icons for public and private folders and shortcuts are in the Outlook bar on the left. The contents of these folders reside on the server and are therefore accessible from any web browser. Email will not be transferred to the desktop computer you are using, so you will not lose email if you are not logging on from your own computer.

The toolbar on top is nearly identical to that of standard Outlook applications. Using the top toolbar, you can compose new email, make new meetings and appointments, reply to and forward messages, delete items, etc.



Components


Component	Function
 Inbox	Performs email functions

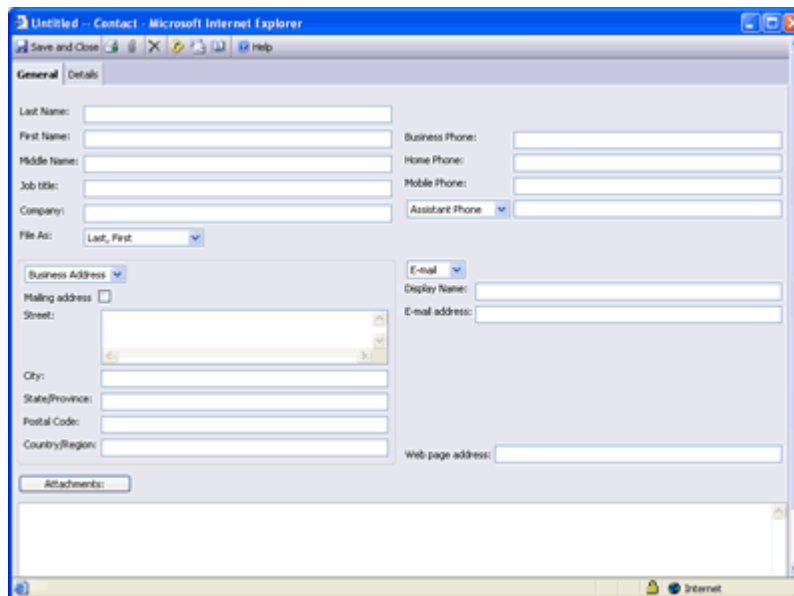
 Calendar	Allows scheduling of appointments and meetings
 Contacts	Enables personal address book creation and manipulation
 Tasks	Provides sortable to-do list
 Public Folders	Allows access to collaborative folders
 Rules	Created automated message handing rules
 Options	Set various options for messaging, appearance, recover deleted items, and use the Out of Office Assistant



Contacts

Contacts is Outlook's address book. To create a Contact:

1. Click on the **Contacts** icon in the Navigation Pane
2. Click on the **New Contact** tool 
3. Fill in the blanks

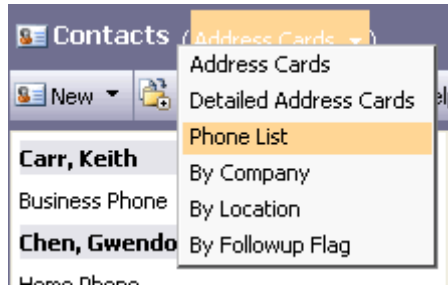




You may enter multiple email addresses, phone numbers, and physical addresses, as well as attaching files to the contact. To enter extended information such as "Nickname" "Spouse" or "Manager," click on the **Details** tab.

4. Click on the **Save and Close** tool 

Notes:

- There are several ways to view your list of contacts. To change this, pull down the drop down box at the top middle of the OWA screen.



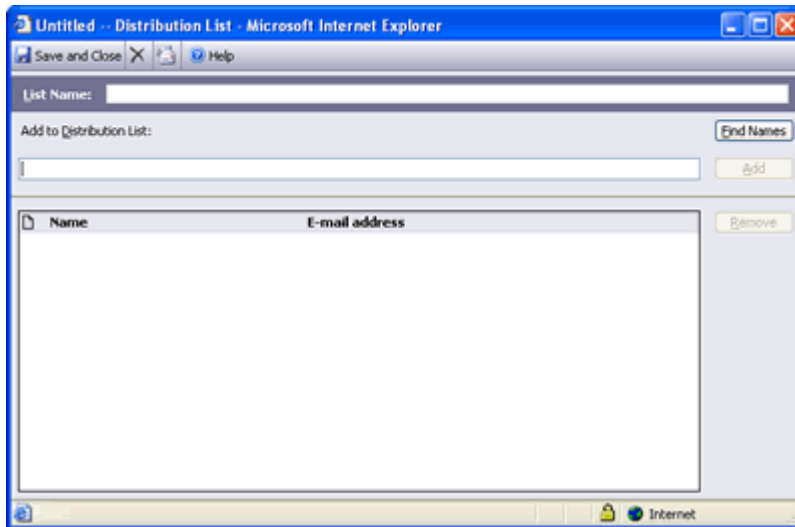
- To view a contact's information, double click on his or her entry. Once this window opens, click the Map icon  to display a map for the selected address.
- To send an email message to a contact while viewing that person's contact information, click on Send mail to contact , type a subject in the Subject field, type your message in the message body, then click **Send**.



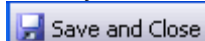
Distribution Lists

Distribution Lists allow you to send email to a group of people. To create a Distribution List:

1. Click on the drop-down arrow on the **New** tool and choose **Distribution List**.



2. Type a **name** for the list under "List Name"
3. Click on the **Find Names** button and enter information about your intended recipient and click **Find**. (You can search the UIUC Global Address List, or your own Contacts). If your recipient is outside the university or you know their address, simply enter their email address and click **Add**.
4. Click on the row of information listed for your list member and click on **Add**.
5. After you have selected all of the members, click on **Save and Close**.



Email Basics

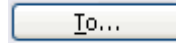
Sending Email

1. Click on the **Inbox** icon in the Outlook bar
2. Click on the **New** Tool (or File menu, New, Mail Message)
3. Enter email addresses separated by semi-colons (;)
4. Type a **subject**
5. Type the **message**
6. Click on the **Send** tool

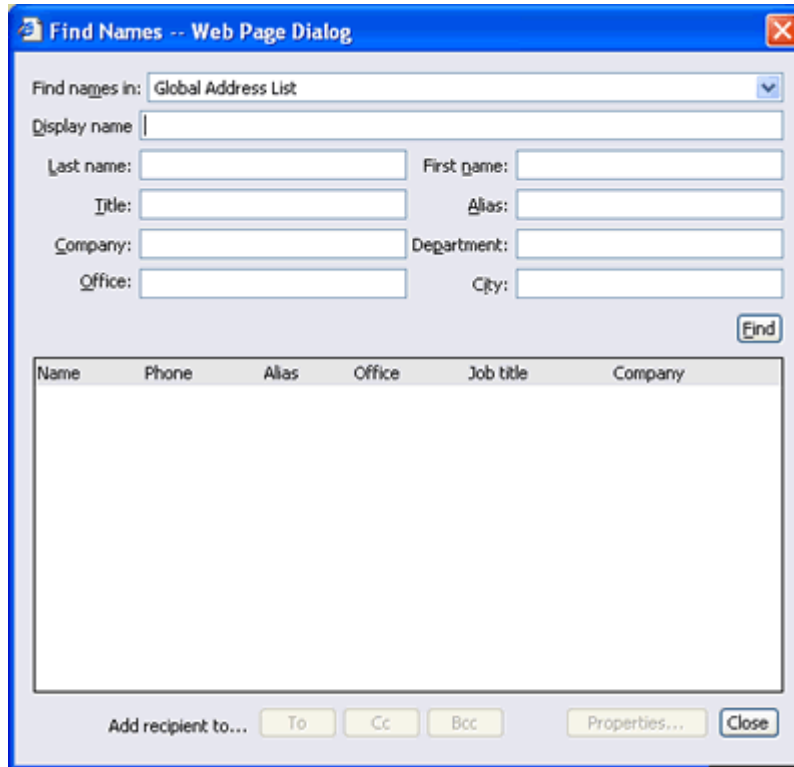


Selecting Names when Sending Messages

In a **New Email** message, click on the **To:** button



1. Type in the recipient's first and/or last name into the appropriate box, or else enter his or her NetID in the "Alias" box and click **Find**.



The image shows a dialog box titled "Find Names -- Web Page Dialog". It contains several input fields for searching a contact list. At the top, there is a dropdown menu labeled "Find names in:" with "Global Address List" selected. Below this is a "Display name" field. The main section contains two columns of fields: "Last name:" and "First name:" on the top row; "Title:" and "Alias:" on the second row; "Company:" and "Department:" on the third row; and "Office:" and "City:" on the fourth row. A "Find" button is located to the right of the "Department:" field. Below the input fields is a table with the following headers: "Name", "Phone", "Alias", "Office", "Job title", and "Company". The table body is currently empty. At the bottom of the dialog, there is an "Add recipient to..." label followed by three buttons: "To", "Cc", and "Bcc". To the right of these are "Properties..." and "Close" buttons.

2. When the recipient's name is found on the list, click on it to highlight it and then click Add recipient to **To** to send it to the To-> box. If you want the recipient in the Cc-> or Bcc-> box, click on the name and then click on the **Cc** and/or **Bcc** button(s).
3. Click **Close** when you are finished adding recipients.
4. Fill in the rest of the email message and click on **Send**.



Sorting and Sizing Folders

You can easily sort the Inbox by clicking on the desired column heading. For example, if you'd like to sort by date received, click on the Received column heading. If you click on the same column heading again, it sorts it in descending order.

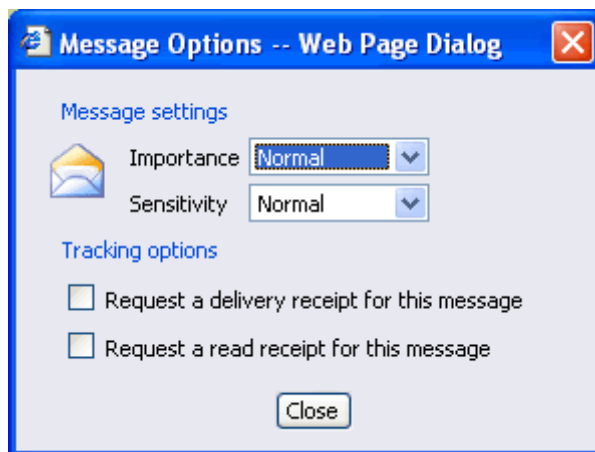
Size the columns by pointing to the right edge of the column heading. When the mouse pointer changed to the double arrow, click and drag or double-click to best fit.



Setting Message Options

To set options in a new email:

1. Click on the **Options** tool



2. Change the desired settings and click on the **Close** button



Attachments

NOTE: As you are no doubt aware, the Internet is constantly being flooded with worms and viruses. Certain email attachment types are frequently indicative of malicious content; the CITES Exchange Services filters these attachments. [A list of attachments currently filtered is available online.](#)

To attach files to email:

1. In a new email message, click on **Insert file** 

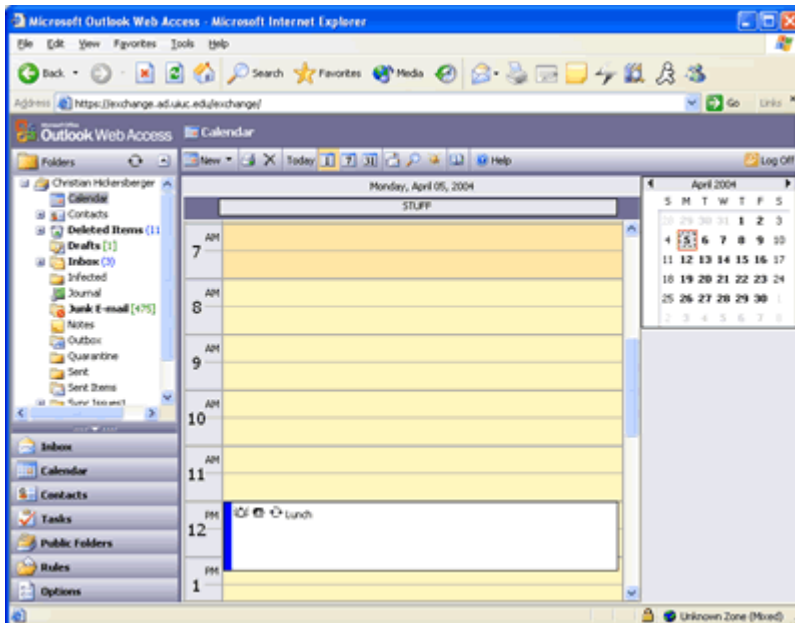
2. Click on the **Browse** button, navigate to your file and select it for attachment by double clicking. Then, click the **Attach** button to actually attach it to the message. To choose more than one file in the browsing window, repeat this process for additional files. Once this is done, click **Close**.

Opening and Saving Attached Files With the message opened, **right-click** on the **name** of the file to save it. (You must save the file to the local computer in order to open it.) On a Macintosh, hold the button down over the filename to save it.




Calendar

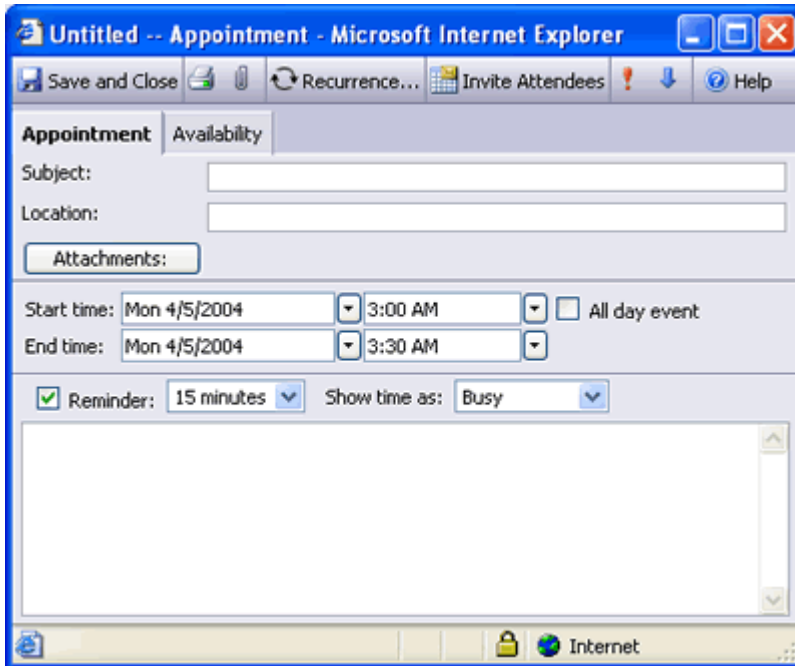
Calendar Screen



Scheduling an Appointment or Meeting

To schedule an appointment, simply double-click on the date and time desired, or

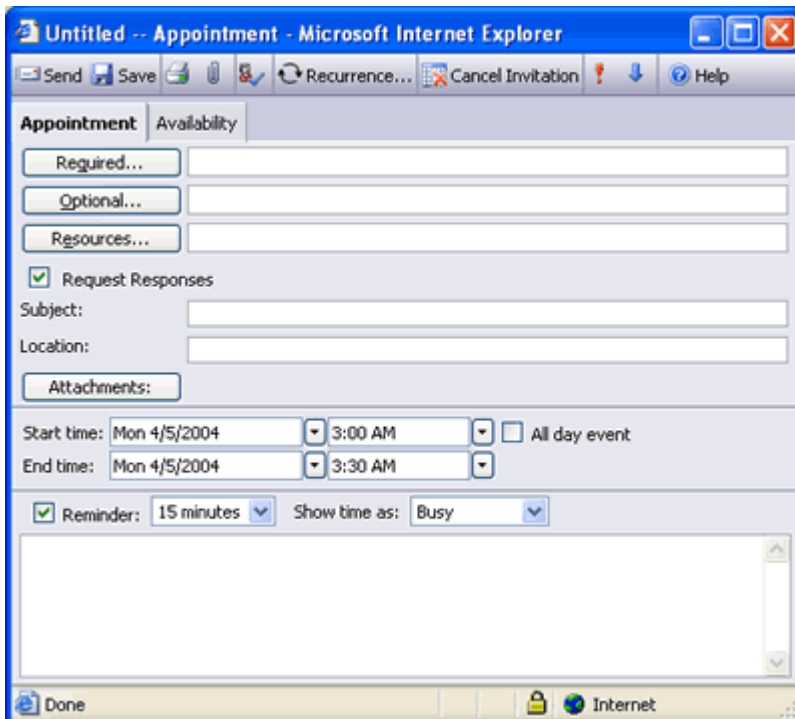
1. Click on the **Calendar** icon in the **Navigation Pane** to display the calendar
2. Click on the **New Appointment** tool 



3. Fill in the blanks

4. If you choose **All Day Event**, the Event is displayed at the top of the day of the calendar

5. If it is a Meeting, click **Invite Attendees** to invite others to your meeting.



6. You can click on **Required** to select required attendees or **Optional** for those who are not required. Selecting attendees is similar to selecting **To:** or **CC:** recipients when sending mail.

7. Click on the **Availability** tab to check that your meeting time fits in the schedules of all your attendees.

8. You can click on **Recurrence** if this meeting will be a regular event. Choose your recurrence pattern then click **OK**.

Recurrence pattern -- Web Page Dialog

Appointment time
Start: 3:00 AM End: 3:30 AM

Recurrence pattern
 Daily
 Weekly
 Monthly
 Yearly

Regurs every 1 week(s) on
 Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Range of recurrence
Start: Mon 4/5/2004
 No end date
 End after: 10 occurrences
 End by: Mon 7/5/2004

OK Cancel Remove Recurrence


9. When you have finished setting up your meeting and attendees, click **Send** and the invitation will be sent to all recipients.

Viewing Several days at a time

To view several days or non-adjacent days, hold the **Ctrl** key while clicking on the desired days.



Accessing Public Folders

1. Click the "Public Folders" Icon  in the Navigation Pane.
2. A new window will open. Navigate to the Public Folder you wish to access, then click on the folder to open it.
3. Working with Public Folder items in Outlook Web Access is similar to the native Outlook client. Click on an item to open (view) it, and use the **New**, **Reply**, **Forward**, etc tools to manipulate items.

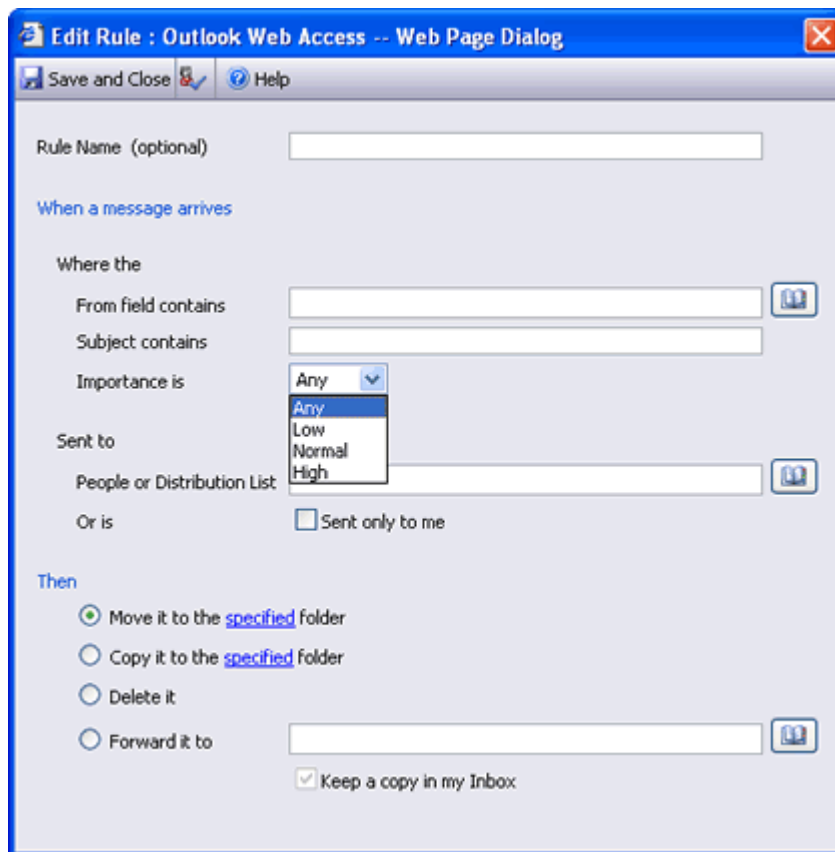


Rules

Choosing "Rules" from the Navigation Pane allows you to create new rules to handle incoming mail messages, or edit (with a few limitations) rules you have set up in Outlook. These rules can help you manage incoming mail by performing actions on messages such as filter, moving to a specific folder, or forwarding to another account.

- **To Create a new rule:**

1. Click **Rules**  then click **New** 



Edit Rule : Outlook Web Access -- Web Page Dialog

Save and Close Help

Rule Name (optional)

When a message arrives

Where the

From field contains

Subject contains

Importance is

Sent to

People or Distribution List

Or is Sent only to me

Then

Move it to the [specified](#) folder

Copy it to the [specified](#) folder

Delete it

Forward it to

Keep a copy in my Inbox


2. Enter a name for the rule in **Rule Name** (this is optional).

3. Set the specifications for the rule, such as looking for certain words in the sender (From:) field or subject field as desired. Leave it blank to apply to any sender or subject.

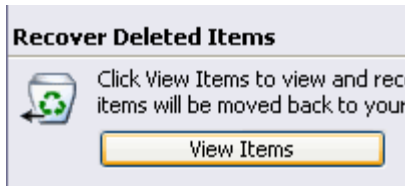
4. In the **Sent To** area, select the people or distribution list that the emails you wish to apply the rule on were sent to. Again, leave it blank to allow the rule to apply to any message.
 5. Then, select the action the rule should perform. You may want the messages the rule applies to moved to a certain folder, copied to a certain folder, or deleted. Click on the word **specified** then select which folder it should be moved or copied to. If you wish the message to also stay in your inbox as well as being moved to another folder, check the **"Keep a copy in my Inbox"** box.
- To Edit an existing Rule, either double click the listed rule, or click on the rule to select it, then click **"Change Rule"**



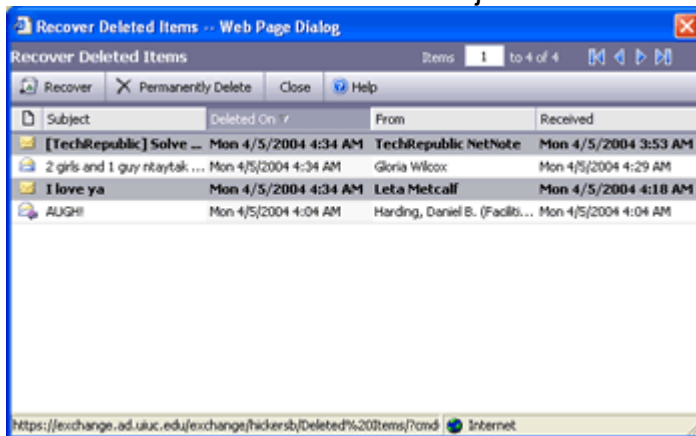
Using "Options"


1. Click the  **Options** icon in the Navigation Pane.
2. You can make changes to various messaging options, appearance settings, manage junk email filtering, as well as changing calendar and reminder options. Another useful feature available here is the ability to **Recover Deleted Items**. This allows you to bring back Deleted Items that have been emptied. To do so:

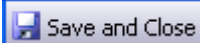
- Scroll down on the options panel until you reach the "Deleted" items section. Click "View Items" to see a list of deleted items.



- Select the item(s) you wish to recover. Use shift-click to select a range, and control-click to select non-adjacent items.



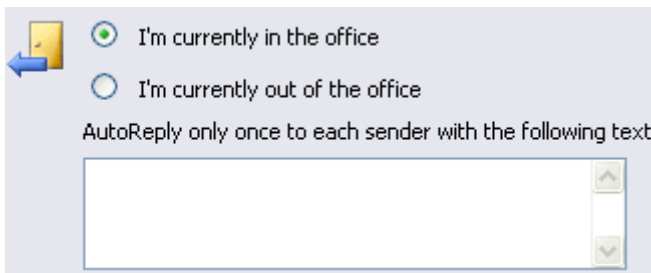
- Click the **Recover**  button to bring the message back to the **Deleted Items** folder. Click the **Close** button when you are finished. You may now navigate to the **Deleted Items** folder and then drag your recovered message(s) back to the appropriate folder.

3. When you are finished modifying options, click  to return to the **Inbox**.



Setting Out of Office Message

1. Choose  menu




2. Click "I'm currently out of the office"
3. Enter text in the AutoReply box. The message you enter here will be sent to each sender only once.

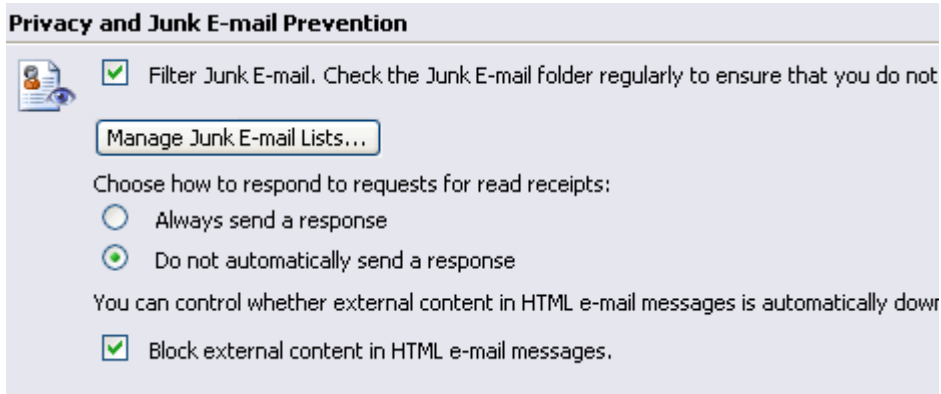


Filtering Junk E-Mail

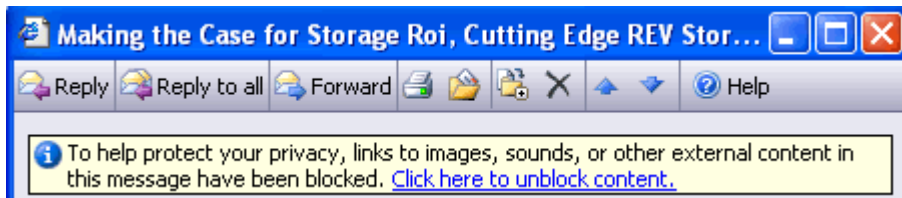
Outlook Web Access allows you to take certain steps to help address the prevalence of Junk E-mail, or SPAM.


Enabling Junk E-mail Prevention

1. Choose  menu. Scroll to the section labeled **Privacy and Junk E-mail Prevention** "



2. Check the "**Filter Junk E-mail**" box. This will move messages believe to be spam to the Junk E-Mail folder. You may wish to check this folder from time to time to ensure that no legitimate messages have been marked as junk.
3. Checking the "**Block external content in HTML e-mail messages**" will prevent Outlook Web Access from downloading images and other content that is not sent with the email. This helps protect your privacy and helps prevent spammers from learning that your email address is live. While this may help to prevent future spam, this may also prevent images in certain legitimate emails from loading. If this option is enabled, when you open a message with externally linked images or other content, at the top of the screen will be the option to show all of the content.



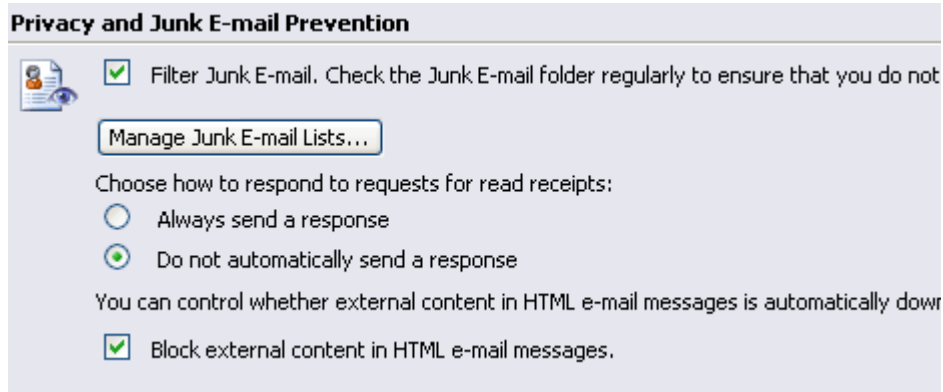
4. When you are finished setting your junk email prevention options, click  to return to the **Inbox**.

Manging Safe and Blocked Senders lists

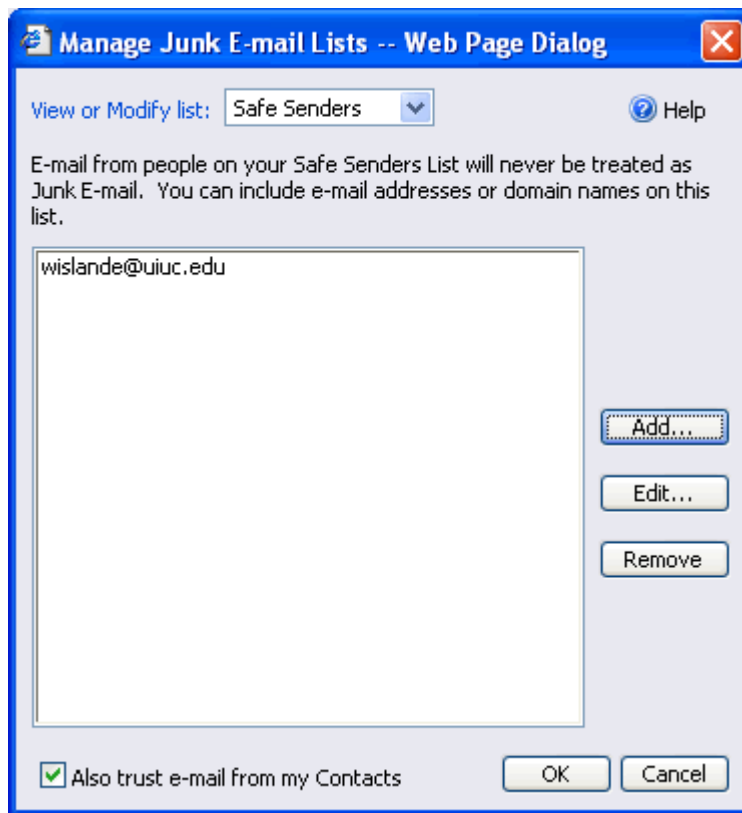
Outlook provides a means to ensure that email from certain senders will *never* be filtered into the Junk E-Mail folder. This is called the "Safe Senders List" Outlook also allows you to specify a list of senders whose messages will *always* go into the Junk E-Mail folder. This is called the "Blocked Senders List"

To Manage your Safe Senders List:

1. Choose  **Options** menu in the Navigation Pane. Scroll to the section labeled **Privacy and Junk E-mail Prevention** "




2. Click the "**Manage Junk E-Mail Lists**" button . The Safe Senders List is displayed by default.



3. To add a sender to the list, click **Add** , type an e-mail address or domain in the text box, and then click **OK**. For example, if you wanted anyone with an email address ending in "uiuc.edu" to never have a message moved to the Junk E-mail folder, you would enter "uiuc.edu"

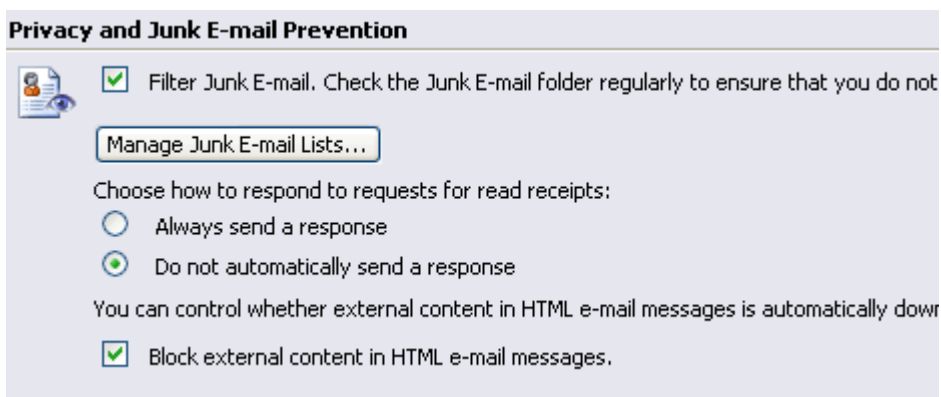


You may also check the box "**Also trust e-mail from my Contacts**" to ensure that no sender who is on your Contacts list will ever have a message moved to the Junk E-mail folder.

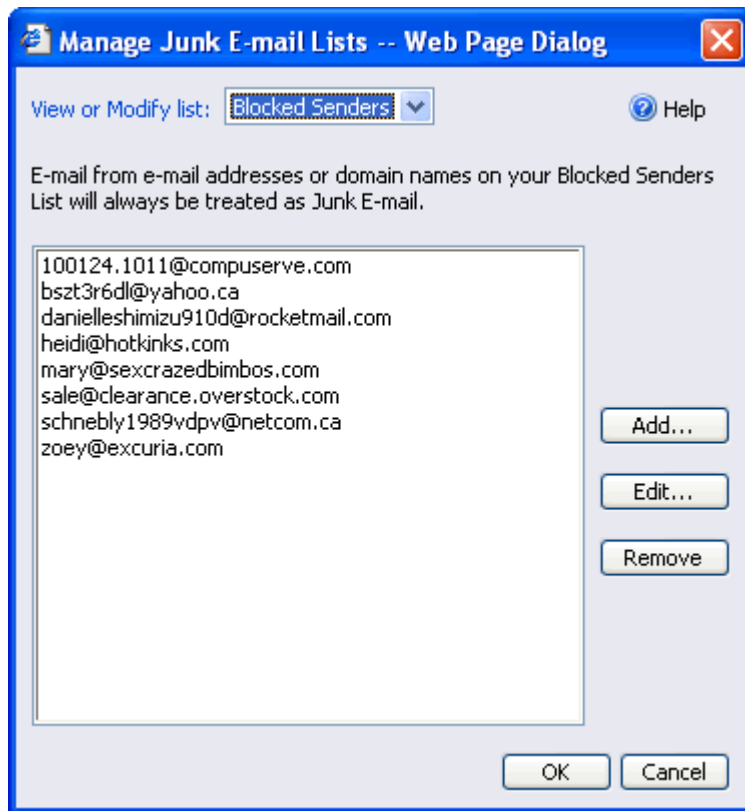
4. To edit an entry in your Safe Senders list, select the sender, and then click **Edit** . Change the entry, and then click **OK** .
5. To remove an entry in your Safe Senders list, select the sender, and then click **Remove**.
6. When you are finished managing your Safe Senders list, click **OK** then click  Save and Close to return to the **Inbox**.

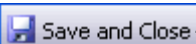
To Manage your Blocked Senders List:

1. Choose  **Options** menu in the Navigation Pane. Scroll to the section labeled **Privacy and Junk E-mail Prevention** "












2. Click the "**Manage Junk E-Mail Lists**" button  Under "View or Modify list", select the "Blocked Senders" list.



3. To add a sender to the list, click **Add**, type an e-mail address or domain in the text box, and then click **OK**.
4. To edit an entry in your Blocked Senders list, select the sender, and then click **Edit** . Change the entry, and then click **OK** .
5. To remove an entry in your Blocked Senders list, select the sender, and then click **Remove**.
6. When you are finished, click **OK**, then click  **Save and Close** to return to the **Inbox**.

You may also add senders to either of these lists while you are reading email, without having to open the list, make changes, then saving and closing. While reading a message, in your Inbox (or any other folder), right click on the message whose sender you wish to add to one of these lists, and choose the appropriate option.

	Open
	Reply
	Reply to all
	Forward
	Follow Up
	Flag Complete
	Clear Flag
	Mark as Unread
	Create Rule
	Add Sender to Safe Senders List
	Add Sender to Blocked Senders List
	Delete
	Move/Copy to Folder