



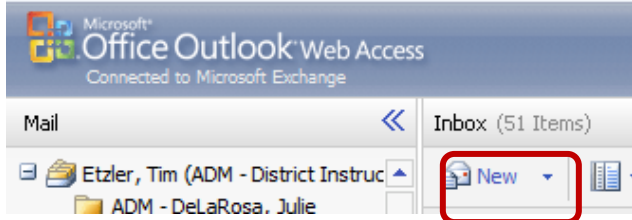
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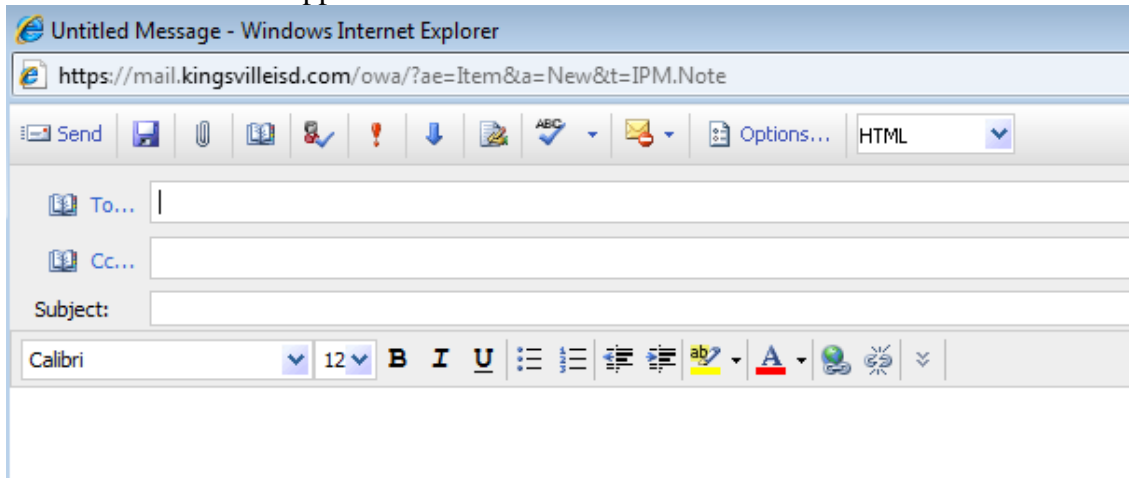
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OWA - Creating A New Email & Global Address List

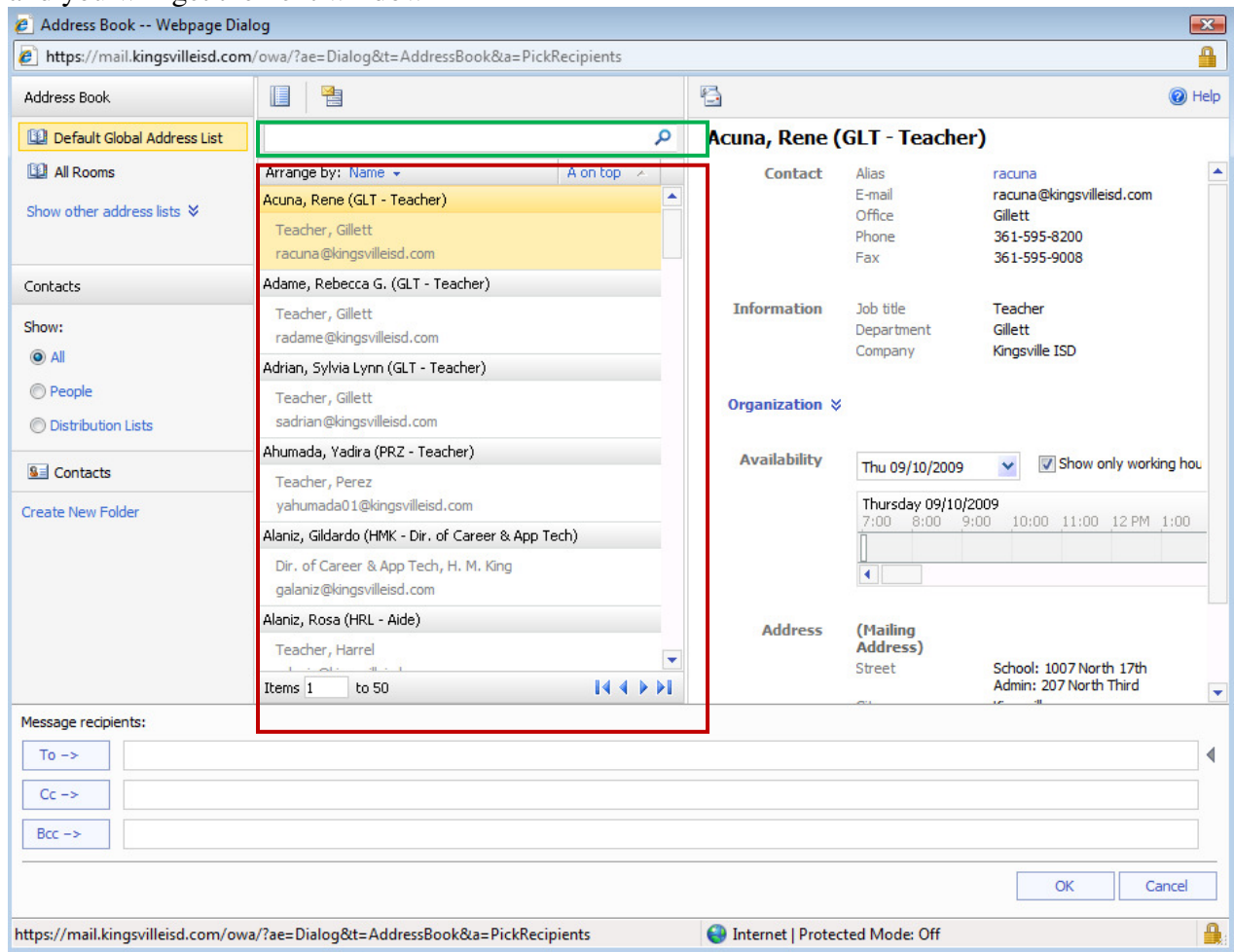
1. Log into the OWA system
2. To create a new email left-click the mouse on **New** (red square below)



3. Another window will appear with a blank email form as shown below



- To display the **Default Global Address List** left-click the mouse on the address icon next to **To:** field and you will get the next window



The Global Address List is the default parameter when you left-click the **To:**, **Cc:**, and **Bcc:** fields. The Global Address List displays all the email addresses associated with the OWA system.

Parts of the window indicated above:

- Red Square – Global Address List – Displays all OWA associated email addresses in alphabetical order
- Green Square – Global Address List Search – Type the first three to four letters of the persons last name and then press the **Enter** key on the keyboard. This will display all possible matches. Scroll through the list and double left-click the mouse on the selected email address. Repeat this same procedure to add more names to field.

NOTE: This same procedure can be done for the **Cc:** and **Bcc:** fields

- Blue Square – Individual Information – This information is school related only.
- When finished left-click the mouse on the **OK button**
 - This window will disappear and all selected email addresses will be filled in the original blank email form
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 - Type your message and left-click on the **Send button** to process your email to all recipients