Microsoft Office
Outlook Web Access
(User Manual)

College of Professional and Continuing Education
The Hong Kong Polytechnic University

Version 2.0

ITU Helpdesk: 3746-0818 / 3746-0819
Email: pfitoper@cpce-polyu.edu.hk

Table of Contents

Getting Started 2

Using Outlook Web Access(OWA) 4

Composing an email in Outlook Web Access 5

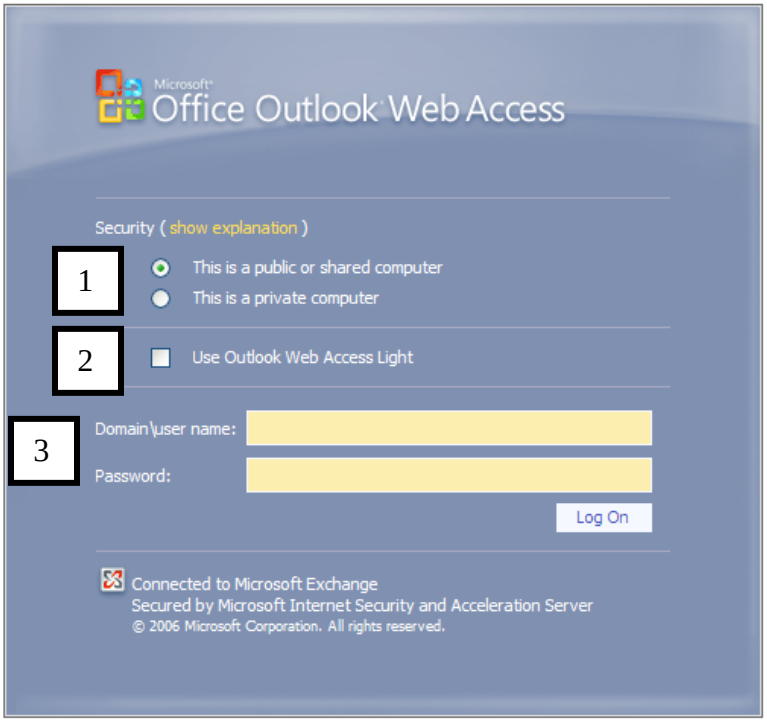
Using Calendar in Outlook Web Access 8

Using Task in Outlook Web Access 10

Note for Contacts, Documents and Public Folders 12

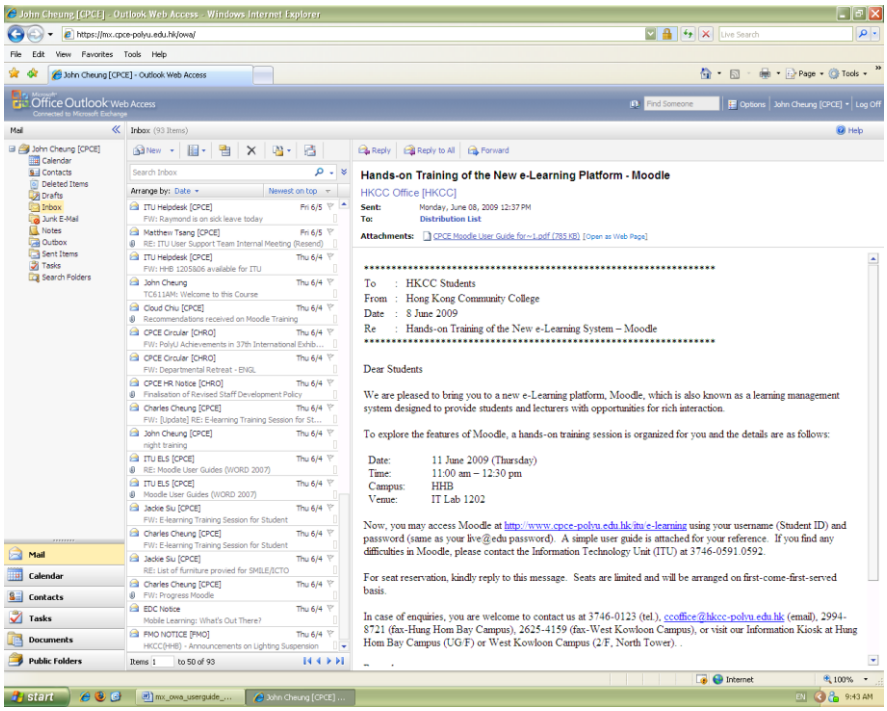
1. Getting Started

The web link of Microsoft Outlook Web Access(OWA) is http://mx.cpce-polyu.edu.hk. By entering the link in Browser, you shall see the following login screen.

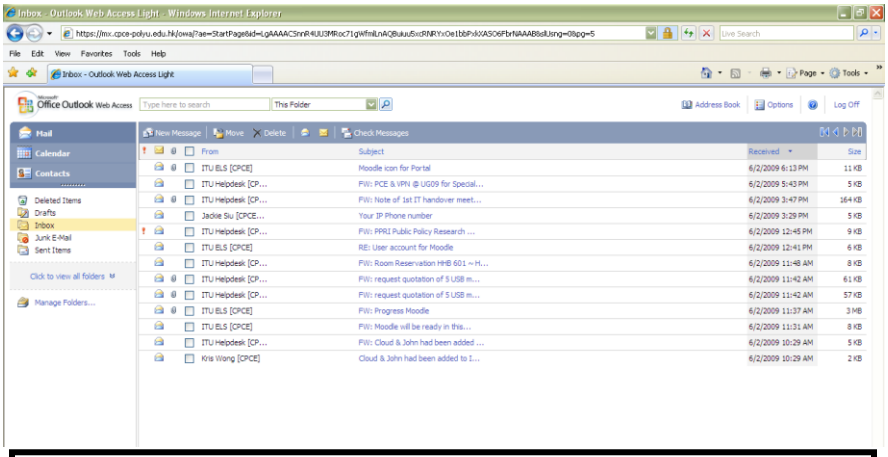


1. Please select if you are using public or private computer. The main difference between them is "This is a private computer" providing additional time of inactivity before automatically logging you off.

2. Outlook Web Access Light provides fewer features and is sometimes faster .It is suggested you click this option if you are using a slow internet connection. If you are using a browser other than IE 6.0 or later, you can only use the light client. Please see screenshots below for the difference between normal and light version.



Outlook Web Access Normal Interface

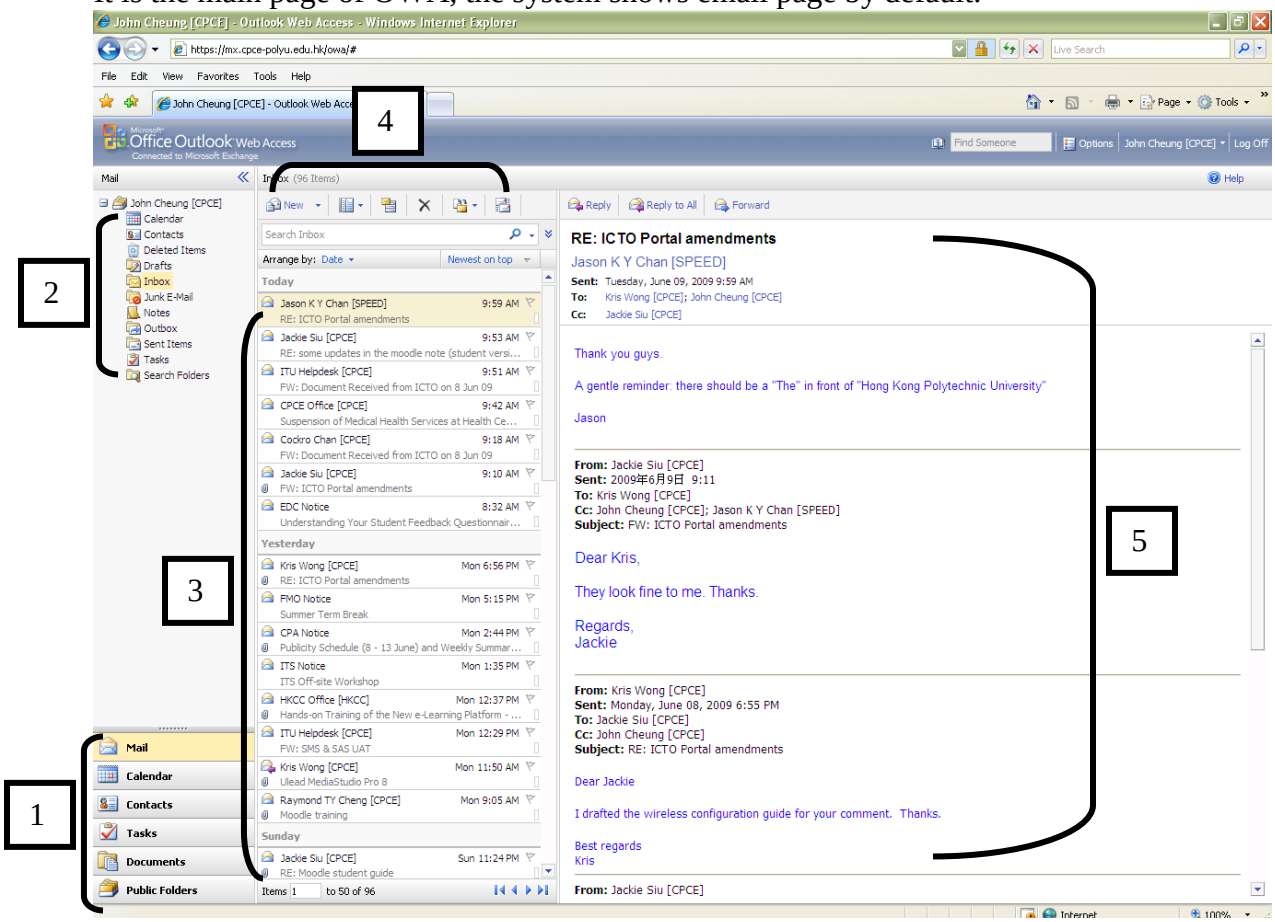


Outlook Web Access Light

3. In "Domain\user name", please enter *staff\your_LoginName*. If you Login name is *cchappy*, please enter *staff\cchappy*. In the password field, you can enter your given password.

2. Using Outlook Web Access(OWA)

It is the main page of OWA, the system shows email page by default.



1. It is the menu bar in OWA. OWA provides the following features:
   - Mail : Email service
   - Calendar : Create and track appointments
   - Contacts : Contact list
   - Tasks : Create and track to-do lists
   - Documents : Add folders from Windows file share or SharePoint Serivce
   - Public Folders : Allow you to share anything like messages, contact, etc.

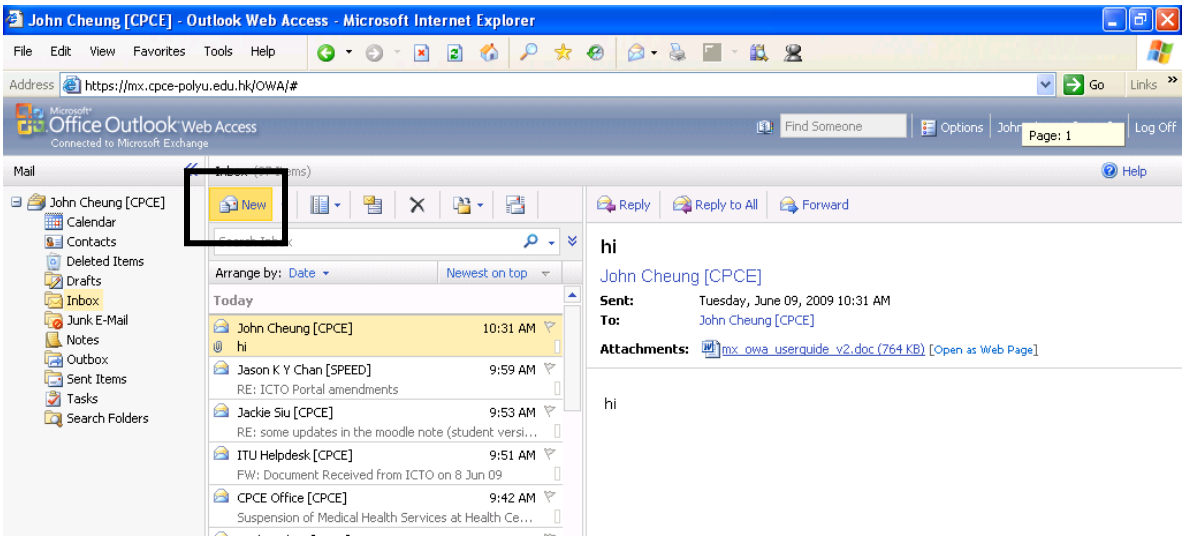
2. It is the menu bar in Mail. OWA opens “Inbox” by default and it is about incoming email. You can find your sent email(s) in “Sent Items”.

3. It lists all emails in your mail box. By default, it sorts email by date and time that newest email is put on top.

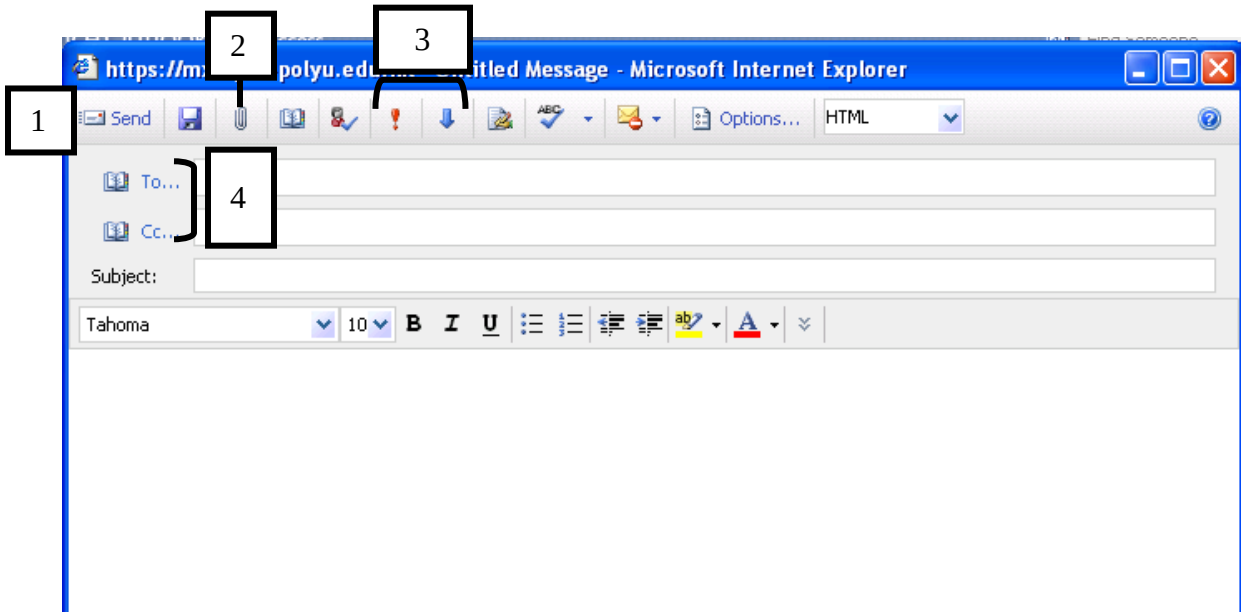
4. By clicking an email, content of the email will be showed on in this area.

3. Composing an email in Outlook Web Access

Writing new mail : To write a new email, please click "New" button.



You shall see a popup window shown below

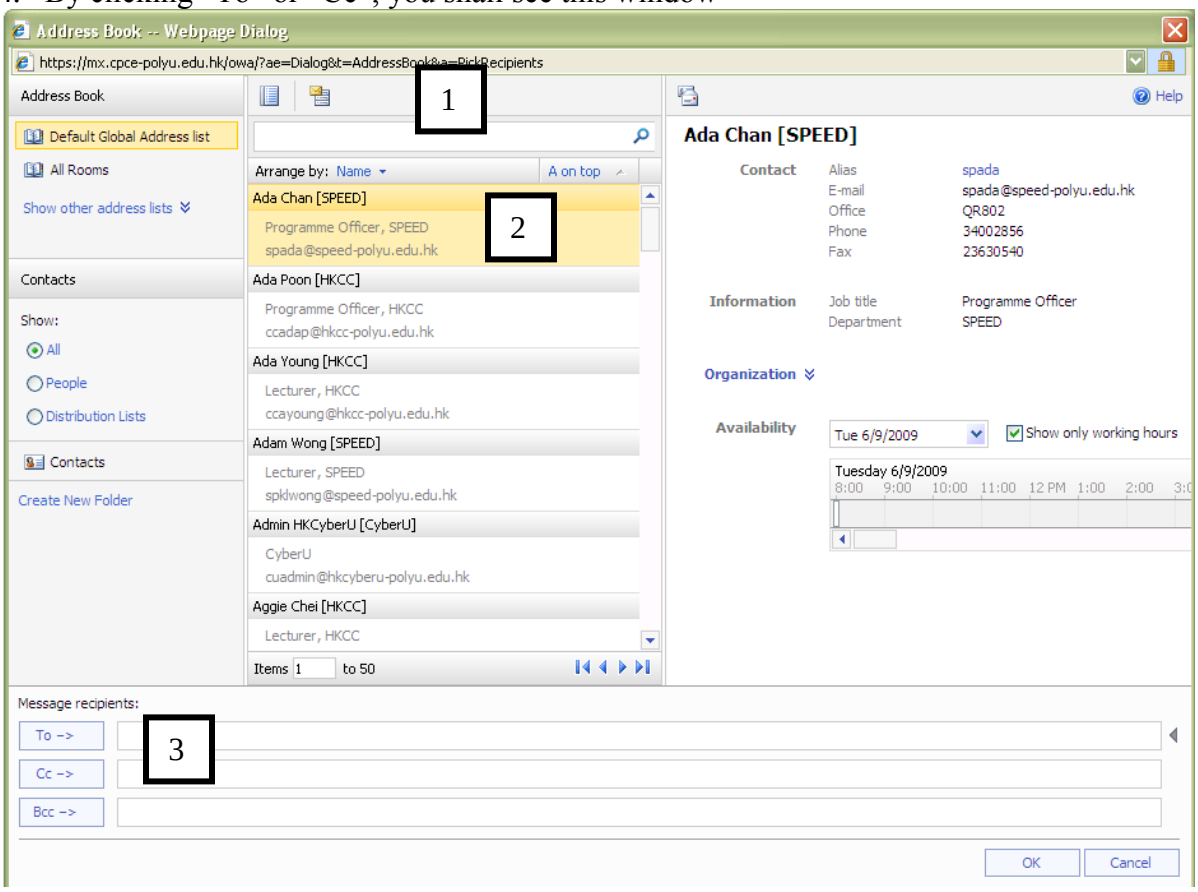


1. Send Button : Send the email

2. Attachment : By clicking this button, you can select a file. "Choose more files" allows you to select one more file. Click "Attach" top attach file(s) to email.

3. These two buttons allow you to mark the email as high importance or low importance.

4. By clicking "To" or "Cc", you shall see this window

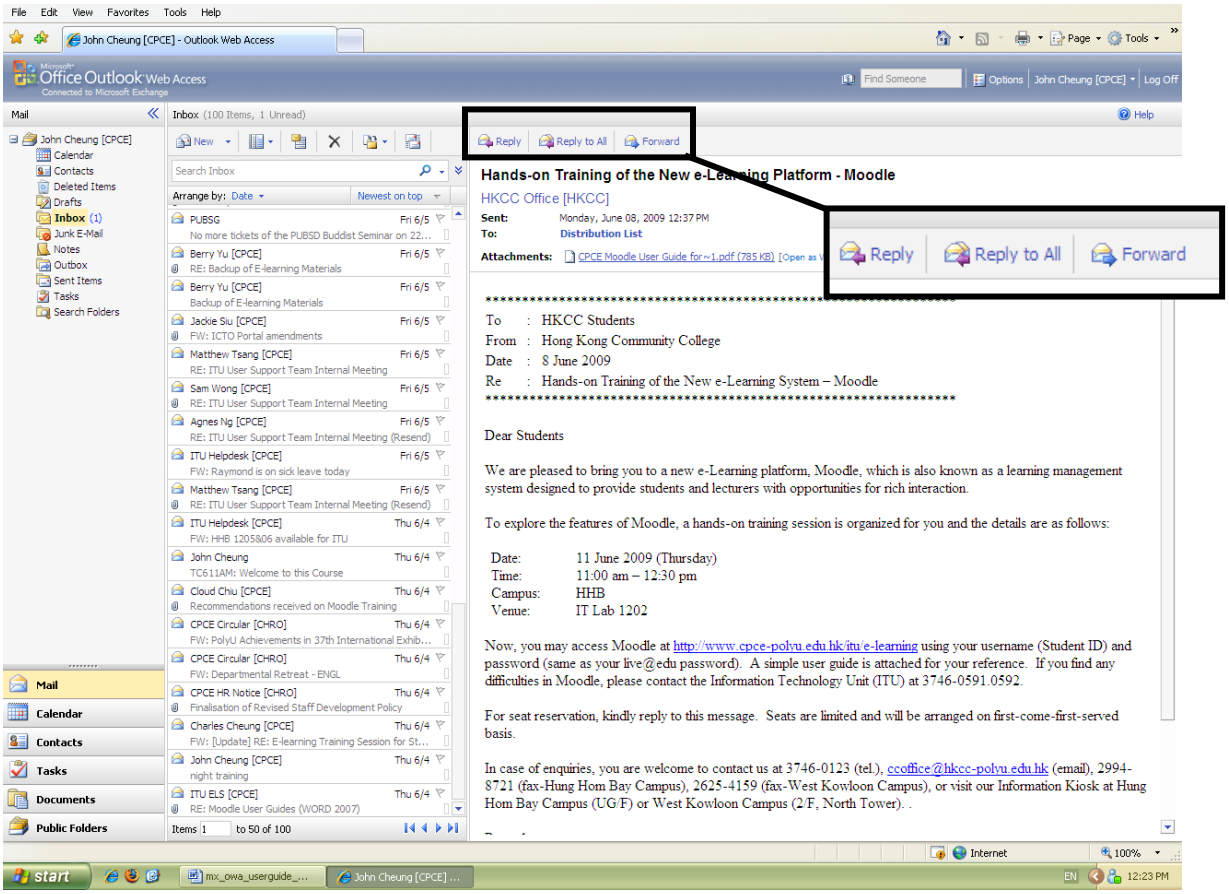


1. Search area : you can enter a name / part of name for searching for someone.

2. Highlighted result(s) : After searching, the system will return one or many results. You can highlight one or many of them.

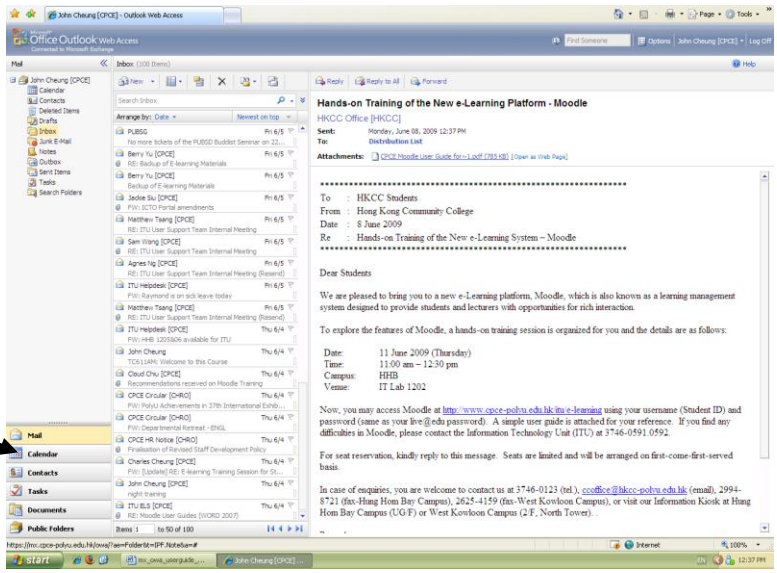
3. To / Cc : By pressing "To" or "Cc" Buttons, highlighted result(s) will added to the field respectively.

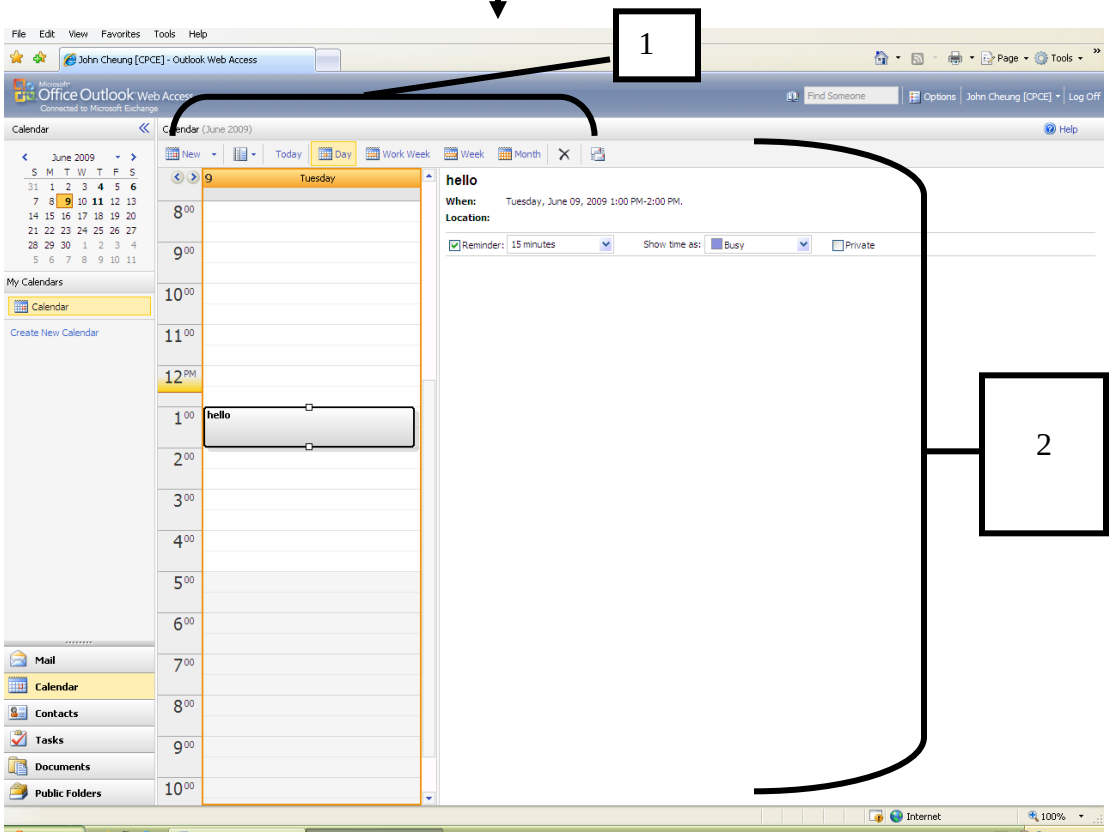
Reply an email / Forward an email : To reply an email or forward an email, user just need to click "Reply" , "Reply to all" or "Forward" button in the main page. A popup window will appear and user can compose his email inside.


Reply
Reply to All
Forward
Hands-on Training of the New e-Learning Platform - Moodle
HKCC Office [HKCC]
Sent: Monday, June 08, 2009 12:37 PM
To: Distribution List
Attachments: CPCE Moodle User Guide for~1.pdf (785 KB)
To : HKCC Students
From : Hong Kong Community College
Date : 8 June 2009
Re : Hands-on Training of the New e-Learning System – Moodle
Dear Students
We are pleased to bring you to a new e-Learning platform, Moodle, which is also known as a learning management system designed to provide students and lecturers with opportunities for rich interaction.
To explore the features of Moodle, a hands-on training session is organized for you and the details are as follows:
Date: 11 June 2009 (Thursday)
Time: 11:00 am – 12:30 pm
Campus: HHB
Venue: IT Lab 1202
Now, you may access Moodle at http://www.cpce-polyu.edu.hk/itu/e-learning using your username (Student ID) and password (same as your live@edu password). A simple user guide is attached for your reference. If you find any difficulties in Moodle, please contact the Information Technology Unit (ITU) at 3746-0591.0592.
For seat reservation, kindly reply to this message. Seats are limited and will be arranged on first-come-first-served basis.
In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), ccoffice@hkcc-polyu.edu.hk (email), 2994-8721 (fax-Hung Hom Bay Campus), 2625-4159 (fax-West Kowloon Campus), or visit our Information Kiosk at Hung Hom Bay Campus (UG/F) or West Kowloon Campus (2/F, North Tower).

4. Using Calendar in Outlook Web Access

By clicking Calendar in Menu Bar, you shall see the OWA calendar page.

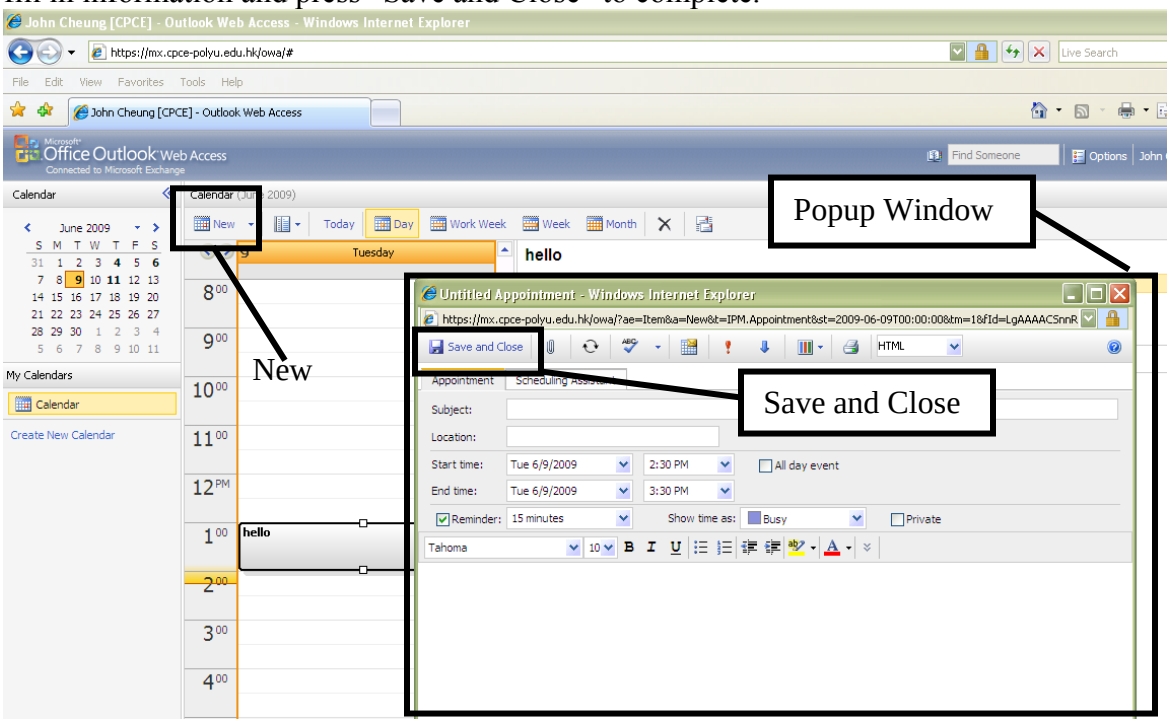




1. Menu of calendar
   - New : Adding a item in calendar
   - Today / Day / Work Week / Week month : Different view of calendar

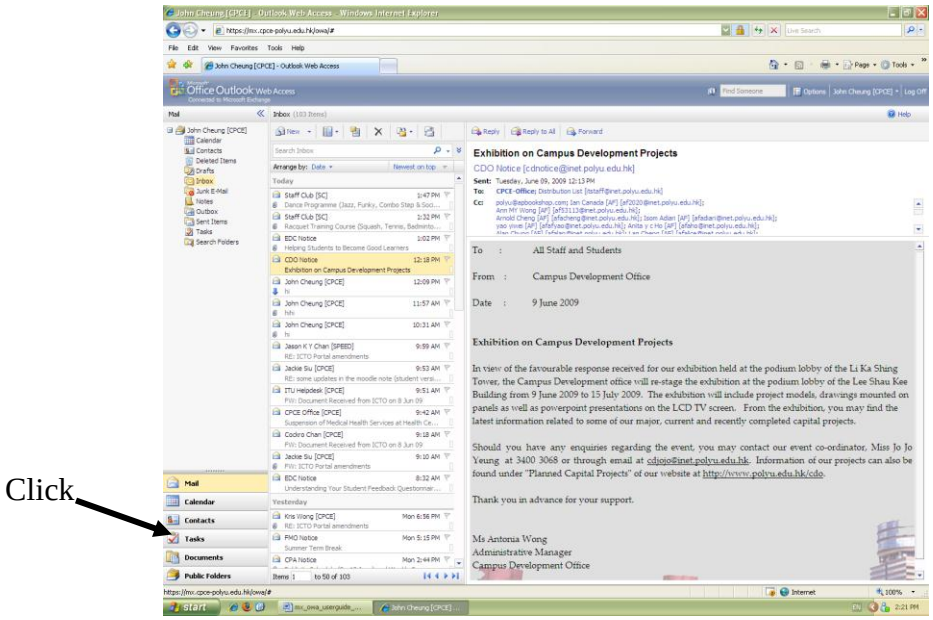
2. Main area of calendar : List out detail of Schedule

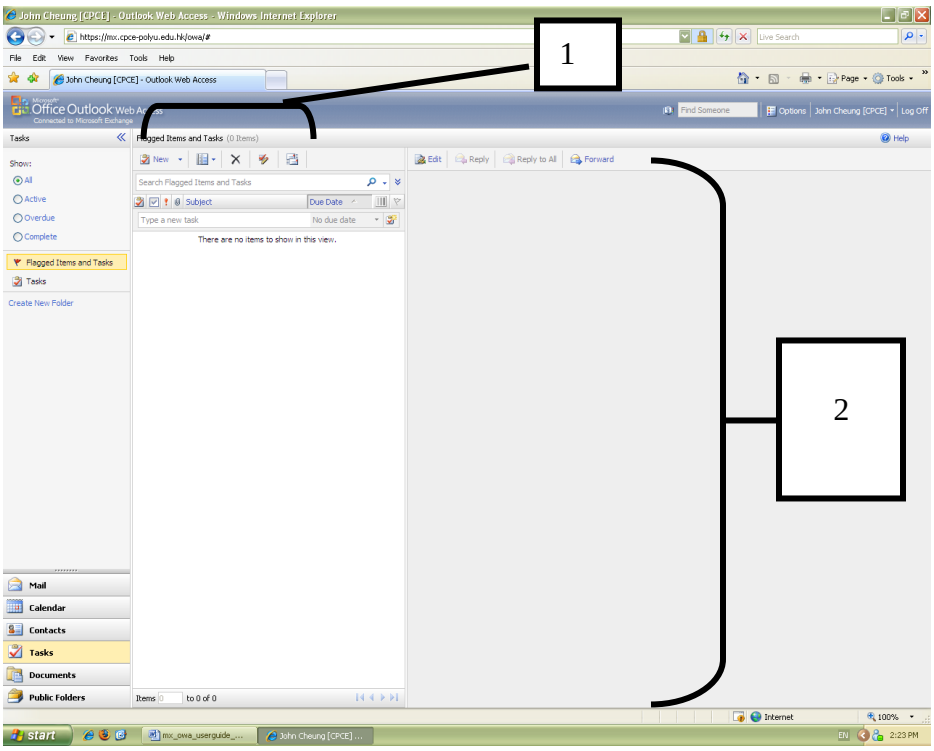
Adding new item in schedule : Click "New" in menu, a new window will popup. You can fill in information and press "Save and Close" to complete.



5. Using Task in Outlook Web Access

By clicking Task in Menu Bar, you shall see the OWA Task page.

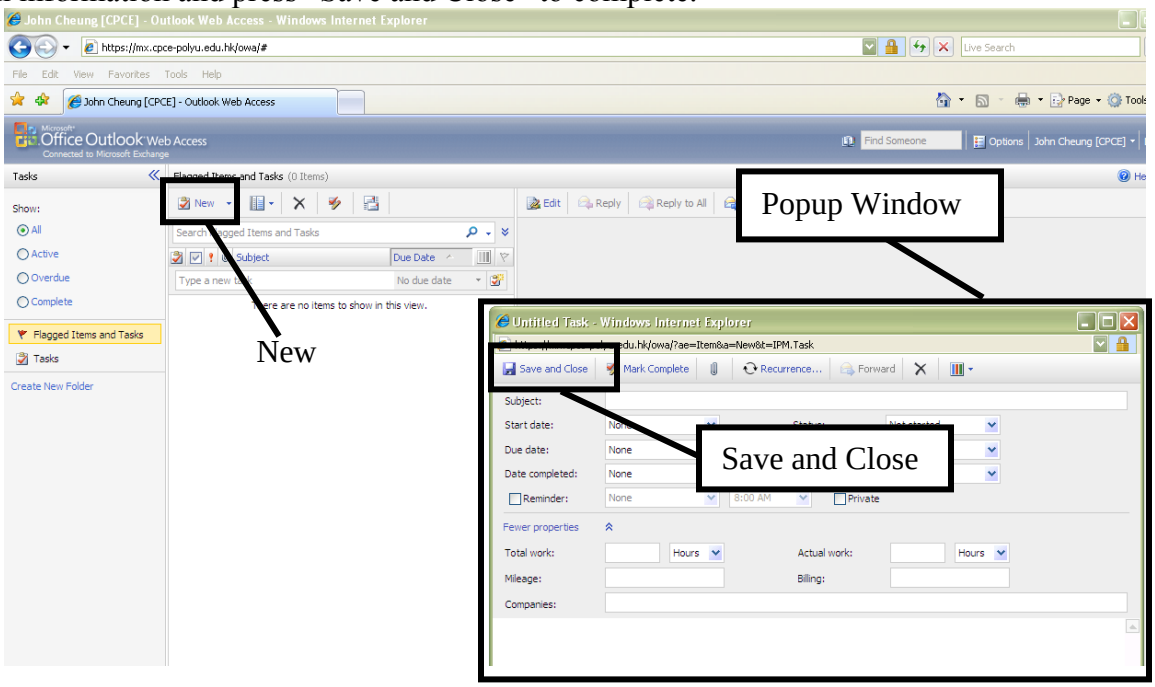




1. Menu of Task : It is the menu bar of Task. User can perform different tasks with them.

2. Main area of Task : Display tasks in the system.

Adding new item in Task : Click "New" in menu, a new window will popup. You can fill in information and press "Save and Close" to complete.



6. Note for Contacts, Documents and Public Folders

- Contacts : OWA provides online contact list of CPCE, HKCC and SPEED staff. User can add their own contacts with this feature.

- Documents and Public Folders : User can create their online folder and shared folder with this function. Since these two features are advanced functions in OWA, please contact ITU helpdesk at 3746-0818 / 3746-0819 if having difficult in using them.