



City of Oceanside

Information Technologies

Microsoft Outlook (Email) Web Access Quick Guide

This Guide will allow authorized City of Oceanside Employees to retrieve their email, contacts, and calendar information from any qualified computer.

Before you begin, verify that you have the following:

- Approval from your supervisor for any and all Overtime while using Outlook Web Access from home
- 1.2Ghz Processor better
- 256 MB RAM or more
- 1000 MB Free Hard Drive space or greater
- Windows XP Service Pack 2, Windows 2000 Service Pack 4, or Windows Vista
- Existing, functioning Internet access
- Microsoft Internet Explorer 6 or better (to download the latest version of Microsoft Internet Explorer visit this web page: <http://update.microsoft.com>)
- Knowledge of how to login (access) the Internet
- Knowledge of Microsoft Outlook 2003 (this is the version of Outlook you should be using at your computer at work)
- Basic knowledge of using the World Wide Web (WWW)

Once you have determined that you qualify to access your email from home, please be in front of your computer and follow these steps:

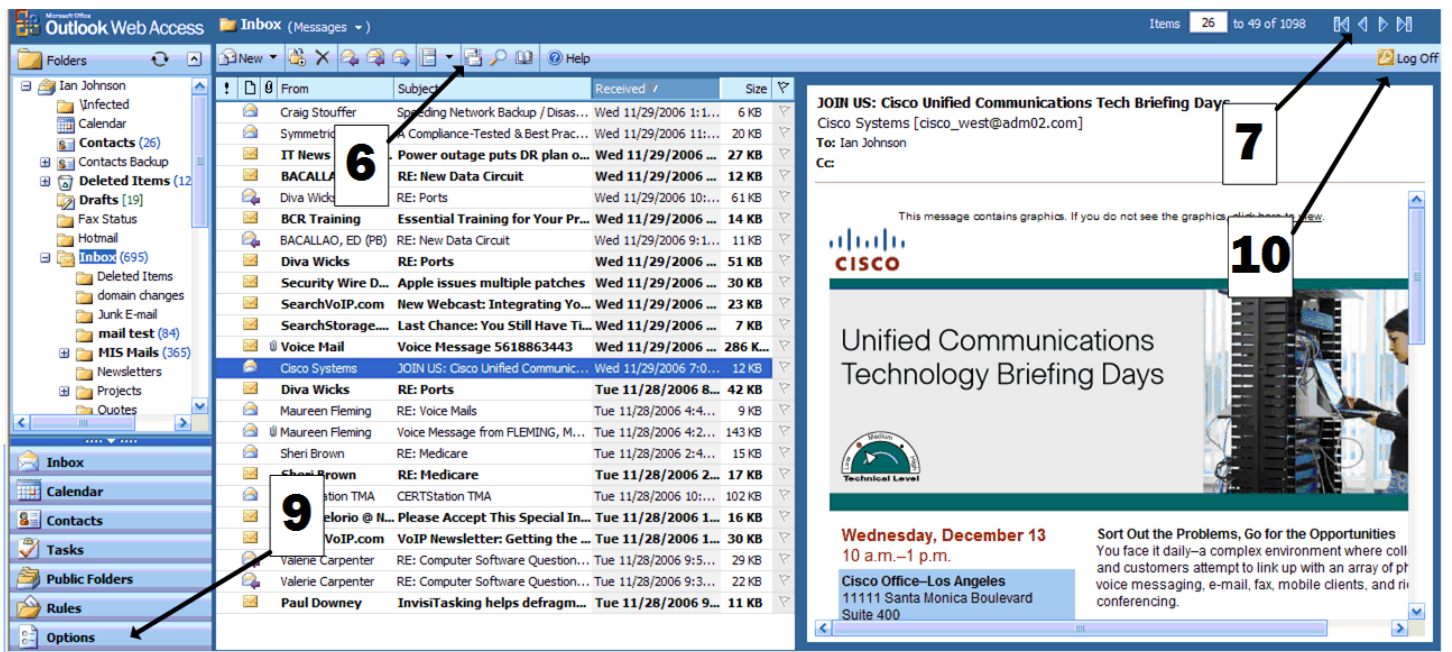
1. To access your City Email from home, connect to the Internet, open Microsoft Internet Explorer, and on the Address bar type: <https://www.oceansidestaff.com> and press [Enter], next click on **City Email**
2. In the text box "Domain\user name:" type in the domain that you log in to, then a backslash "\" (the slash mark above your Enter key) then your username. If you do not know what the name of your domain is, please contact IT at: (760) 435-3800 or send an email to: support@ci.oceanside.ca.us. Next type your password in on the "Password" text box.
3. For the Client choose "Premium" or "Basic". If you are connecting to the Internet with a high speed internet connection such as a Cable Modem or DSL connection, choose "Premium". If you are using a cellular modem or dial up modem with a low speed connection choose "Basic"
4. For the Security choose "Public" or "Private". If you are using a computer that you personally own we recommend that you choose "Private". If you are using a public computer (such as one in a coffee shop, Internet Café, or someone else's house) choose "Public". The "Public" choice adds additional security for non trusted computers. Click the "Log On" button.

The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top right is the Microsoft logo. The main heading is "Microsoft Office Outlook Web Access" with the subtext "Provided by Microsoft Exchange Server 2003". A red message states: "You have logged off from Outlook Web Access. To log on again, type your domain\user name and password, and then click: Log On." Below this are two input fields: "Domain\user name:" and "Password:". A blue "Log On" button is to the right of the password field. Below the input fields are two sections: "Client (what's this?)" with radio buttons for "Premium" (selected) and "Basic"; and "Security (what's this?)" with radio buttons for "Public or shared computer" (selected) and "Private computer".

Numbered callouts in the image:

- 2**: Points to the "Domain\user name:" input field.
- 3**: Points to the "Premium" radio button under the "Client" section.
- 4**: Points to the "Public or shared computer" radio button under the "Security" section.

You will now be logged into your email at work.



5. This new version of Outlook Web Access is very similar to the Outlook program you use at your desk at work. The remainder of this Quick Guide will assume that you have a working knowledge of Outlook 2003 and will focus on the minor differences between Outlook Web Access and Outlook 2003.
6. To check to see if you have new mail after you have logged in you will need to click this button "Check for new messages". Outlook Web Access may not display new email messages automatically.
7. Outlook Web Access will only display 25 emails at a time. To view the next 25 messages use the Arrows in the top right hand corner of the screen. These arrows will allow you to skip forward 25, skip back 25, skip to the last message, or skip to the first message. You can also type in a number and it will take you directly to that email by typing in the "Items" box.
8. If you use a signature on your emails, you will need to create a new signature for use in Outlook Web Access. Click on the Options button to create a new signature.
9. Options- Click here to set your Out of Office message, create an email signature or change some other options relating to the display and format of information.
10. Log off- Click here to Log Off from email. **You must log off, do not exit by closing the program, your email box may be susceptible to other people maliciously accessing it if you do not log off.**