

Getting Started with WVUP-mail (Outlook Web Access - OWA)

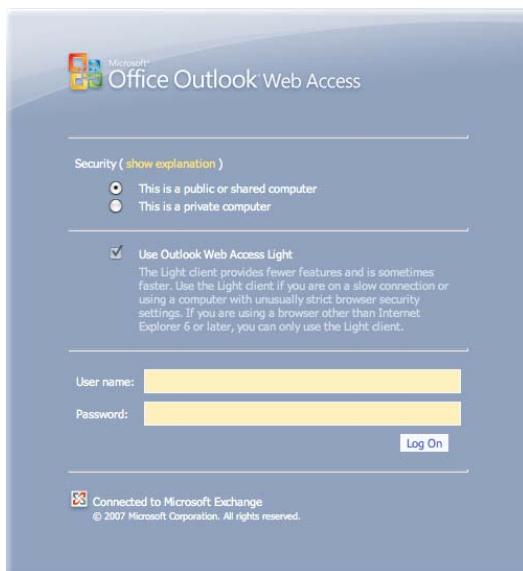
West Virginia University at Parkersburg's WVUP-mail provides the ability to access your WVUP e-mail and calendar via the web from anywhere in the world.

What do I need in order to use WVUP-mail?

- Network connection — your workstation must be connected to the campus network or you must have a modem to connect to an Internet Service Provider.
- Web browser software (e.g., Netscape (5x or newer) or Internet Explorer (5x or newer)).

Logging In

1. Launch your web browser and type <https://mail.wvup.edu>
2. Look up your user name [here](#)
3. In the "User name:" field, type your user name, i.e. Jsmith1
4. In the "Password" field, type your password (Password is the same as your OLSIS/eCampus password).
5. Click the Log On button or press Enter.



Checking Mail

When you first login to WVUP-mail, your "Inbox" folder is automatically updated to display new messages. To view a specific message, click on the message to open it. Each time you return to your "Inbox" folder, it is updated with any new messages. You can also click on the "Check for

New Messages" button to check mail at any time.



Creating and Sending a Message

1. From the Inbox, click on the New button.



2. When a new message window appears, enter an e-mail address in the To: field, a subject, and then type your message.



3. Click the Send button to send the message.



Messages you send are automatically saved in your "Sent-Items" folder. At the end of the month, you will be prompted to archive messages in your "Sent Items" folder.

Deleting a Message

There are 3 ways to delete a message — from a folder list, or while viewing an individual message.




- When you are viewing a folder list, select the message and click the Delete button. The deleted message is then moved to the "Deleted Items" folder. 
- When you are viewing a folder list, select the message and press the Delete key on your keyboard. (WVUP E-MAIL Premium only) The deleted message is then moved to the "Deleted Items" folder.
- When you are viewing a message, click the Delete button.  The deleted message is then moved to the "Deleted Items" folder.

Moving a Message to a Different Folder

The easiest way to move a message is to drag and drop it into another folder.

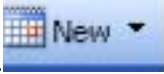
Viewing Your Calendar

Your agenda can be displayed in several different views:

In WVUP E-MAIL 2007: day view , work week view , week view .

Click on the view icon you wish to use and your display will change.

Adding a Meeting

1. Click the New button. 
2. In the "Subject" field, type the subject of the meeting.
3. In the "Location" field, type the location of the meeting.
4. In the "Date" field, type the date of the meeting.
5. In the "Time" fields, type the start and end times of the meeting.
6. In the "Details" field, type the details of the meeting.
7. Click the Save and Close button to add the meeting.

Adding a Group Meeting and Checking Availability

1. Click the New button. 

2. In the "Subject" field, type the subject of the meeting.
3. In the "Location" field, type the location of the meeting.
4. In the "Date" field, type the date of the meeting.
5. In the "Time" fields, type the start and end times of the meeting.
6. In the "Details" field, type the details of the meeting.
7. Click on the Scheduling Assistant button and type the name(s) of the people attending the meeting.
8. Click on the Availability button to check for free time.
9. Click the Send button to add the meeting.

A list of available times for scheduling a meeting is displayed.

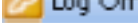
Creating Notes on Your Calendar (e.g., All Day Event)



1. Click the New button.
2. In the "Subject" field, type the note.
3. In the "Date" field, type the date of the meeting.
4. Check the "All day event" checkbox.
5. In WVUP E-MAIL, in the 'Show time as' field, choose 'Free' from the drop down menu.
6. In the "Details" field, type the details of the note.
7. Click on Invite Attendees button and, type the name(s) of the people attending the meeting.
8. Click the Send button to add the All day event.

Note: All Day Events appear at the top of that day's calendar.

Logging Off

For your protection, please remember to click the Log Off button  and exit your web browser when you are finished.

Limitations

Note: Outlook Web Access (WVUP-mail) has some limitations. WVUP-mail is not a replacement for the full-featured Outlook client. The following Outlook features are not supported in Outlook Web Access 2007 Light version:

- Offline use
- Journal
- Printing templates
- Outlook rules
- Copying between public and private folders
- Mail features, such as the spelling checker, "Do not deliver before", and expiration options
- Reminders and the capability to allow users to type and edit directly in the Calendar view

Miscellaneous

If you have questions, please contact the IT Help Desk at (304)-424-8296.