

# Instructions for using Outlook Web App

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*For Commerce Employees*

## *Overview*

Outlook Web App is the web version of Outlook for Commerce employees. Because this is a web version, it does not behave exactly like Outlook on your workstation and not all of the advanced features are available.

## *Remember*

**Commerce Website Forward Slash EMAIL:**

<http://www.commerce.wa.gov/email>

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# How do I log on

1. Goto <http://www.commerce.wa.gov/email>
2. Click "Outlook Web App"
3. Enter your assigned email address  
Example: Commerce Employee John Doe would enter john.doe@commerce.wa.gov



AA ead.sts.wa.gov

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Sign in with your organizational account

someone@example.com

Password

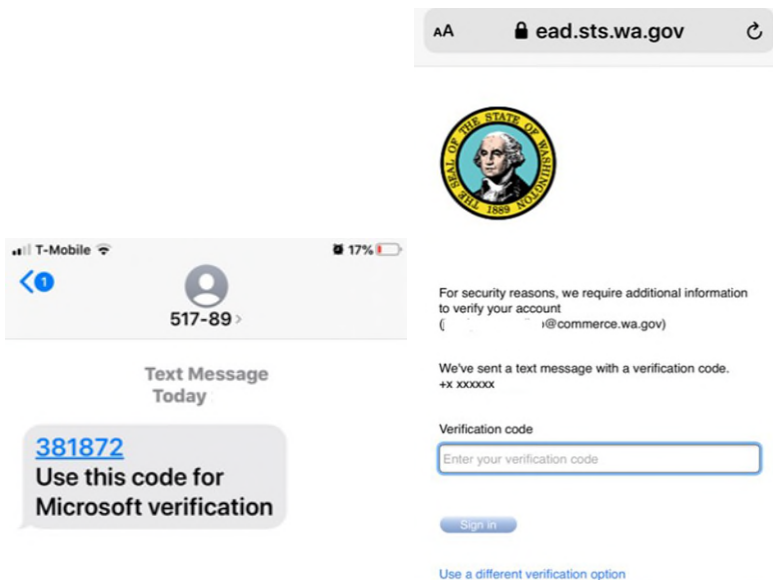
Sign in

Use your agency email address

Password you use to log into your computer

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4. Enter your Password. Your password is the same password you use to logon to your work computer.
5. Press "Sign In" button
6. Enter the verification code for multi-factor authentication. Then click Sign In.



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For security reasons, we require additional information to verify your account (someone@example.com@commerce.wa.gov)

We've sent a text message with a verification code. +x xxxxxx

Verification code

Enter your verification code

Sign in

Use a different verification option

T-Mobile 17%

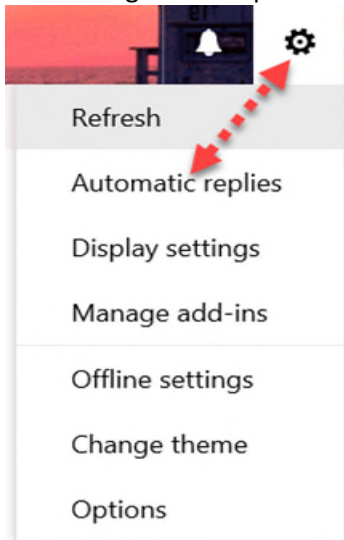
517-89

Text Message Today

381872  
Use this code for Microsoft verification

# How to set out of office?

1. Logon to Outlook Web App
2. Click the “gear” or “sprocket” drop down button in the upper right of the screen



3. Select “Automatic replies”
4. Select “Send automatic replies” radio button
5. Optionally you can set the time period you want the Automatic replies to start and finish by checking the box and setting the start and finish.

Send replies only during this time period:

Start time: Thu 4/18/2013 7:00 AM

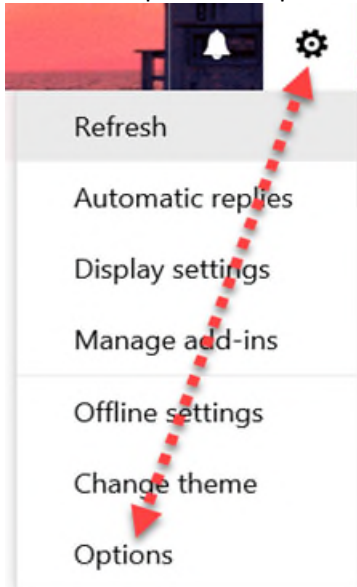
End time: Fri 4/19/2013 7:00 AM

6. You can set a different message for inside and outside the organization. Be sure to type a message in both “Send a reply once to each sender inside my organization with the following message:” and “Send a reply once to each sender outside my organization with the following message:”
7. Then Click “Ok” at the top left of the screen.

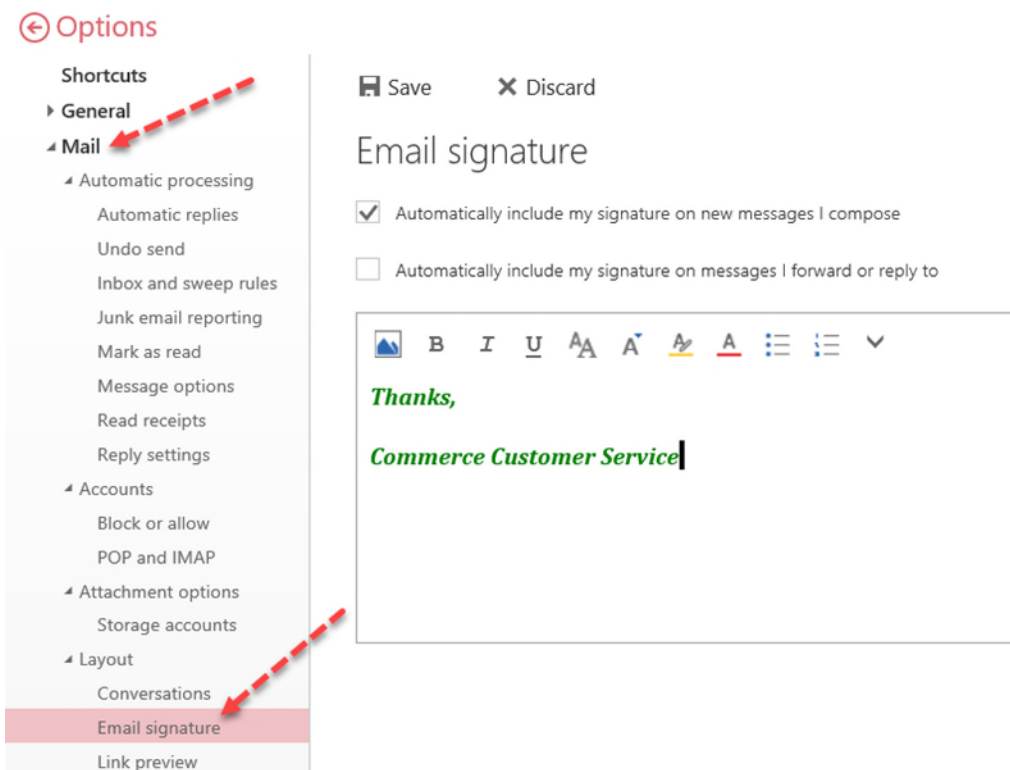
✓ OK

# How to set signature?

1. Logon to Outlook Web App
2. Click the "Options" drop down button in the upper right of the screen



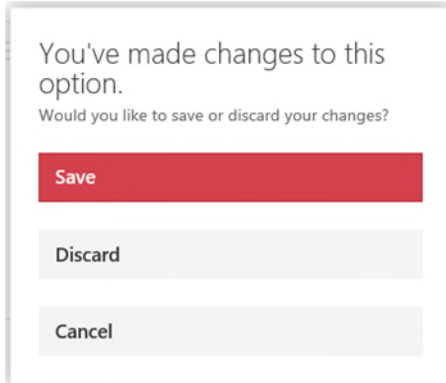
3. Under Options on the left panel
4. Expand "Mail" then
5. Expand "Settings" and select "Email signature"



6. Set your email signature. (Hint: Copy and paste from a new email in your regular Outlook)
7. Check “Automatically include my signature on new messages I compose”
8. Then Click the Save Button above.



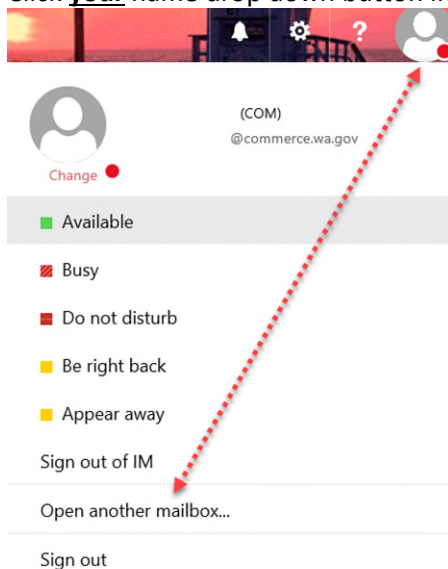
9. Once saved, click “Mail” in the upper left. (If you did not click Save button it will pop-up a warning asking you if you want to save or not.)



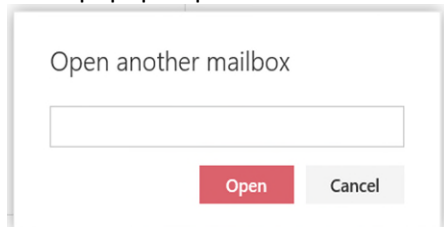
## How to access a shared email account?

A shared email account is an email account that a group of people have access to. In regular Outlook on your workstation it shows up as another folder on the left under your account. However under “Outlook Web App” you have to switch between the accounts.


1. Logon to Outlook Web App with **your** username and password.
2. Click **your** name drop down button in the upper right of the screen



3. It will popup “Open another Mailbox”



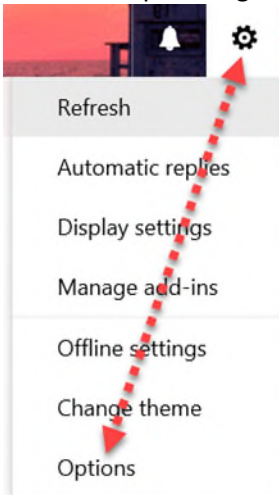
4. Enter the email address of the shared email account you wish to open
5. Click Open
6. If you have access to this shared mailbox, it will open.
7. If you do not have access, you will receive the following message:

 **Your mailbox appears to be unavailable. Try to access it again in 10 seconds. If you see this error again, contact your helpdesk.**

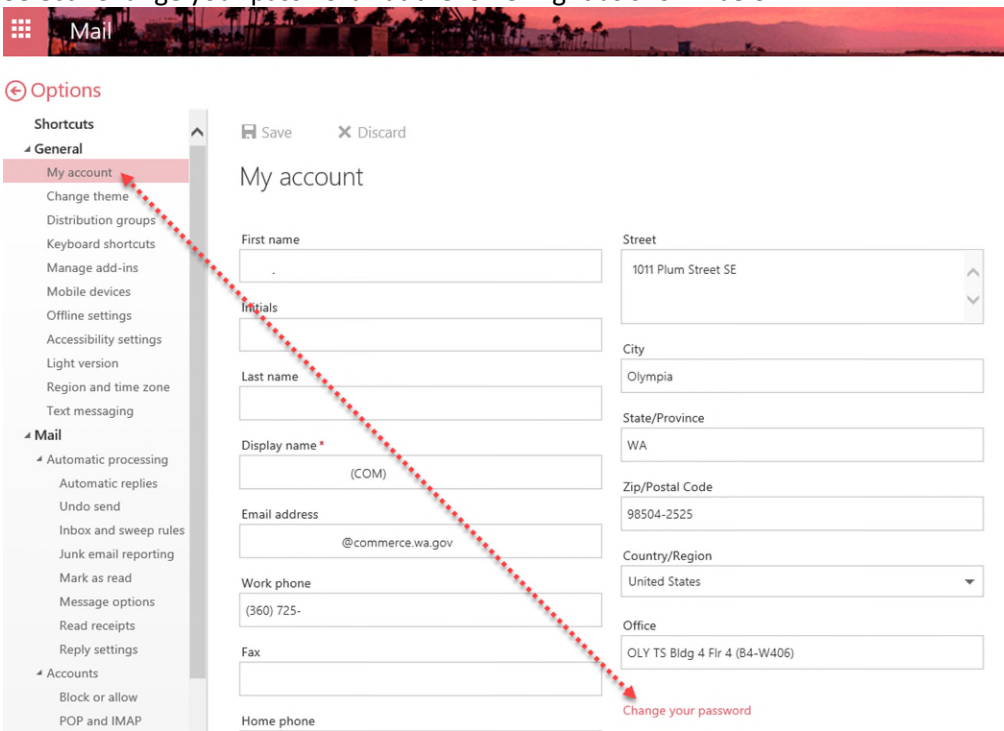
8. If you want to switch back to your regular email account start with step 2 above by click on the shared email account name and entering your email address.

# How to change password?

1. Logon to Outlook Web App
2. Click the "Options" gear or sprocket in the upper right of the screen. Click on "Options"



3. Click "General" from the left pane to expand then click "My Account"
4. Select "Change your password" at the lower right as shown below.



5. Select “Change Your Password...”

✓ Save    ✕ Discard

## Change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your username and password and sign in again.  
You'll be notified when your password has been changed successfully.

Email address: @commerce.wa.gov

Current password:

New password:

Confirm new password:

6. Type your Current password (The one you just used to logon)
7. Type your New password (What you want your password to be)
8. Confirm your New password (by re-typing your new password)
9. Click Save