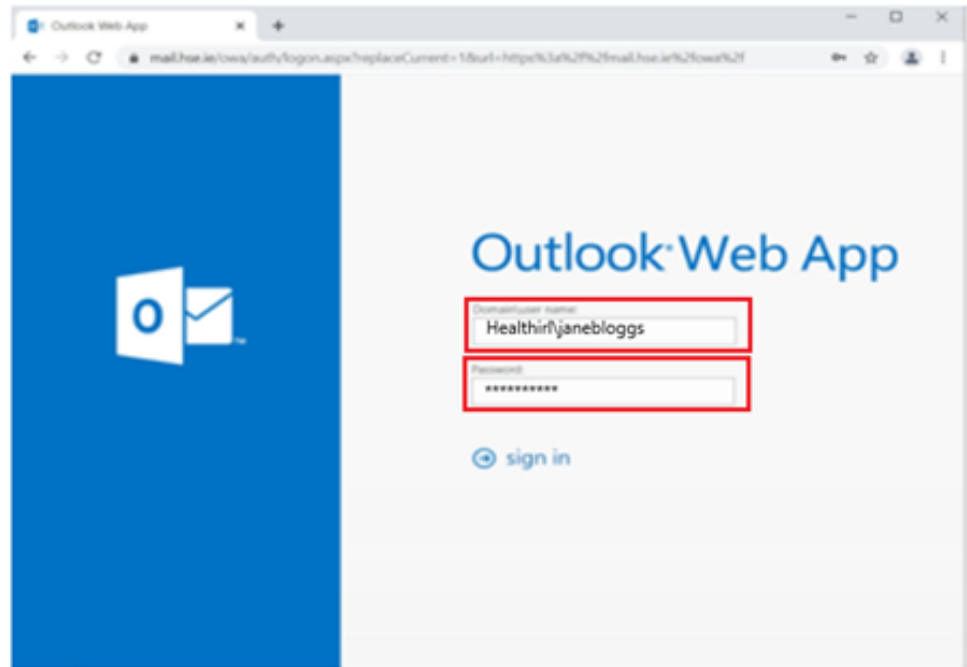


Note: you can **only connect** on a HSE wired network in a HSE facility or via a MIFI device. To log on, go to <https://mail.hse.ie/owa>.

1. Enter the username and password provided to you.



## 2. Change settings

When you log in for the first time (only) you may need to change the language and time zone settings. Once changed, click 'Save' and you will be brought to your new inbox.



# OWA(Outlook Web Access) – Getting Started

## 3. Your new Inbox

Outlook Web App

New mail

Search mail and people

INBOX

CONVERSATIONS BY DATE

**SORT BY**

- Date
- From
- Flagged
- Size
- Subject
- Type
- Attachments
- Importance

**ORDER**

- Newest on top
- Oldest on top

**CONVERSATIONS**

- On
- Off

Sort mail by Date, From, Flagged, Size, Type, Subject, Attachments and Importance

Order

Conversations On/Off

## 4. How to send an e-mail

Outlook Web App

Mail Calendar People Tasks Damien Hogan

Select New Message

New mail

Search mail and people

SEND DISCARD INSERT APPS

To: jane.bloggs@hse.ie

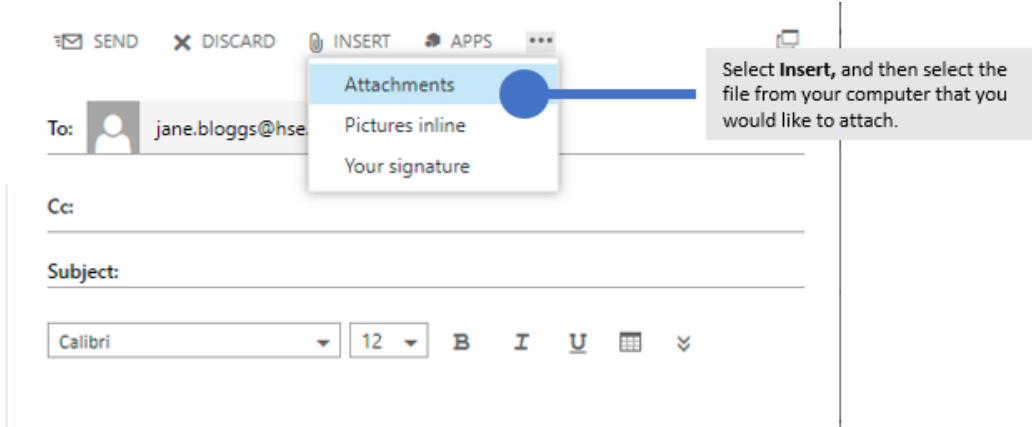
Cc:

Subject:

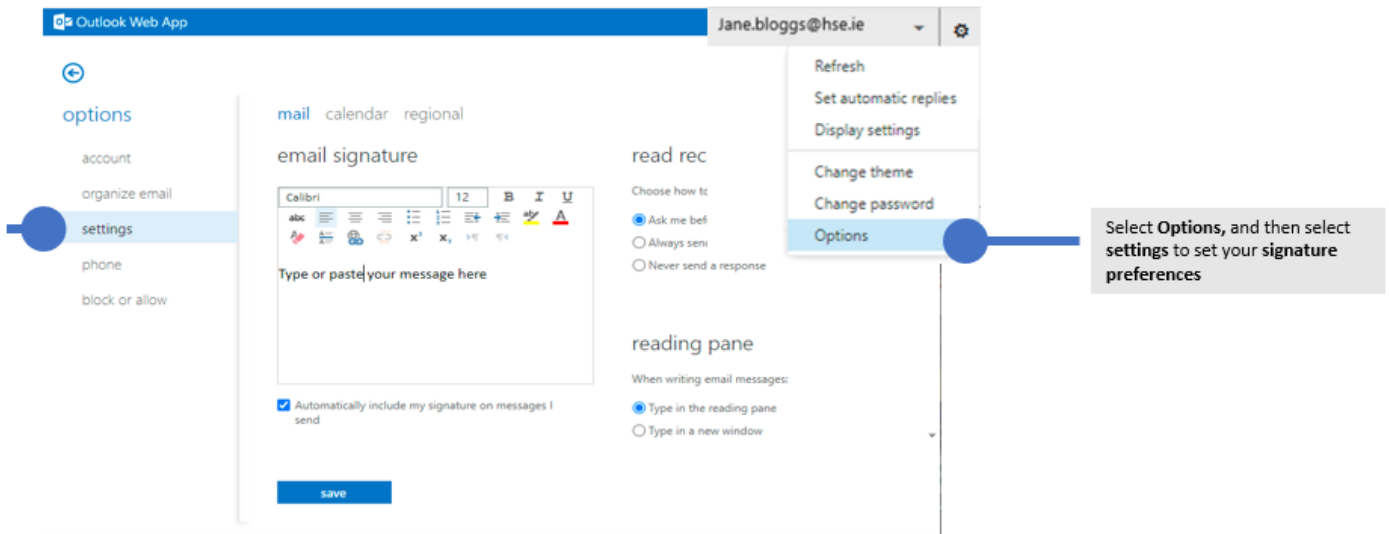
Calibri 12 B I U

Add in recipient email address and subject of the email

## 5. Attach a document



## 6. Create a signature



## 7. Set an 'Out of Office' reply

The screenshot shows the Outlook Web App interface for Jane.bloggs@hse.ie. The 'options' menu is open, and the 'Options' item is selected. The 'automatic replies' section is active, showing options to 'Send automatic replies' and a time period for replies. A callout box points to the 'Options' menu item with the text: 'Select Options, and then select organize email to set your out of office and automatic replies'.

## 8. Add and name folders

The screenshot shows the Outlook Web App interface for Jane.bloggs@hse.ie. The 'Inbox' folder is selected, and the 'Create new folder' option is chosen from the context menu. A callout box points to the 'Create new folder' option with the text: 'Select Create new folder'. Another callout box points to the 'Training' folder name in the 'Give your new folder a name' dialog with the text: 'Give your new folder a name'. A third callout box points to the 'Training' folder in the folder list with the text: 'Your new folder is created and will appear under your inbox'.

## 9. Flag messages

The screenshot shows an email in the Outlook Web App interface for Jane.bloggs@hse.ie. The email is selected, and the 'x' icon is highlighted. A callout box points to the 'x' icon with the text: 'Select x to delete email'. Another callout box points to the flag icon with the text: 'Set a flag to highlight an email for later'.

### Need more information?

See [here](#) for more detail on OWA

See [here](#) to watch a training video

Cyber Attack IT Support Service: 1800 742 900