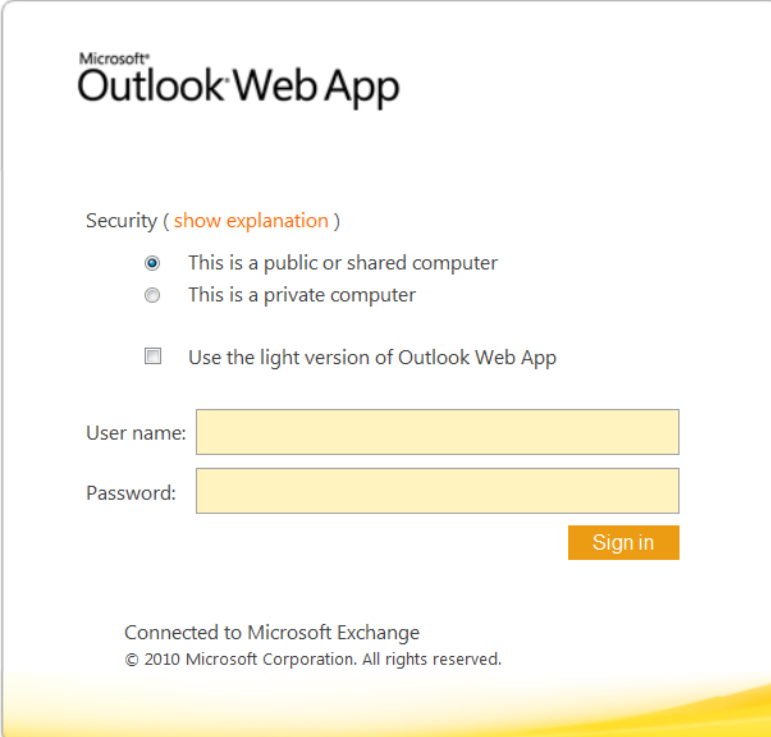


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LOGGING IN

1. To access email by using Outlook Web Access (OWA), type the following URL in the Internet Explorer (IE) browser address bar <https://webmail.gov.bn>
2. Type in your username and your password into its respective text box (i.e. hayati_subadin)
3. Click **Sign in**

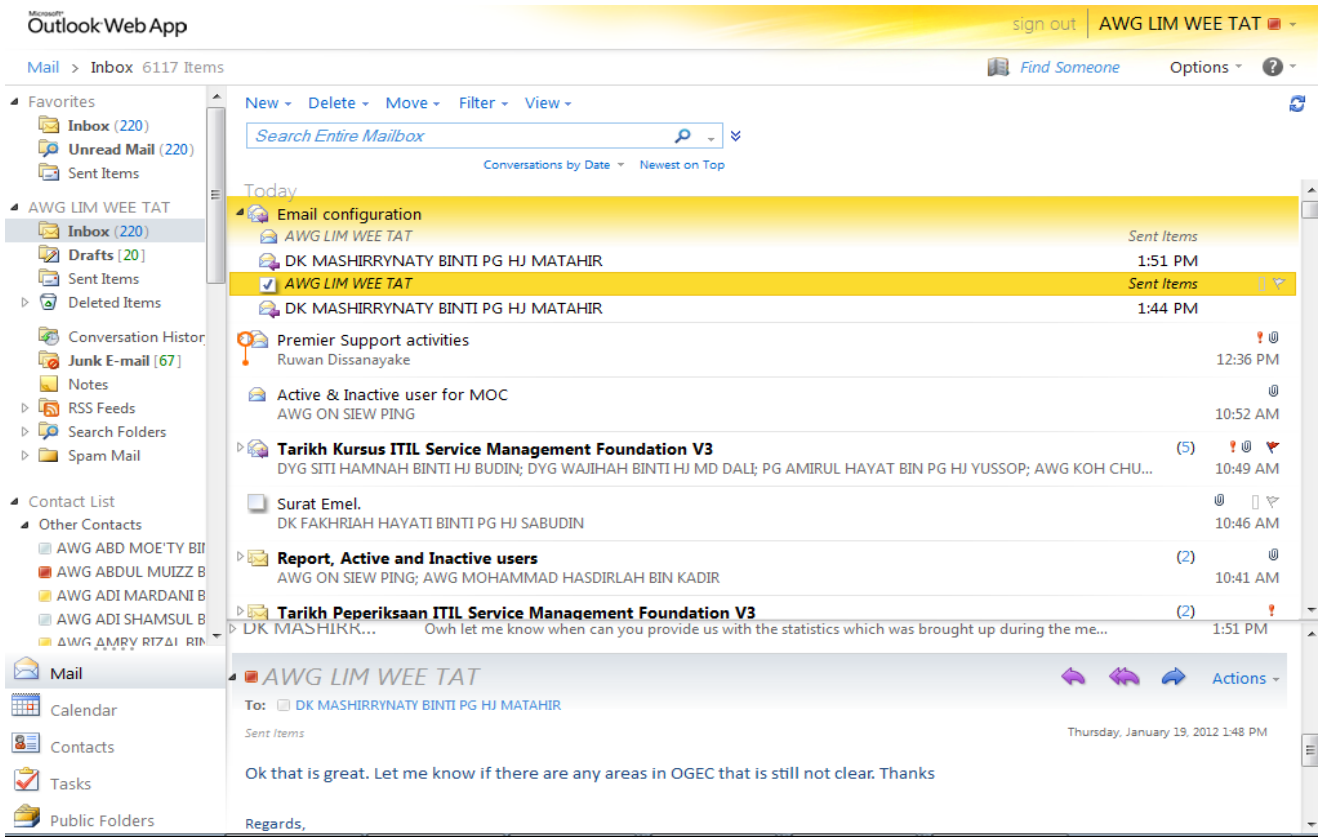


The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft Outlook Web App". Below that, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (checkbox). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is an orange "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

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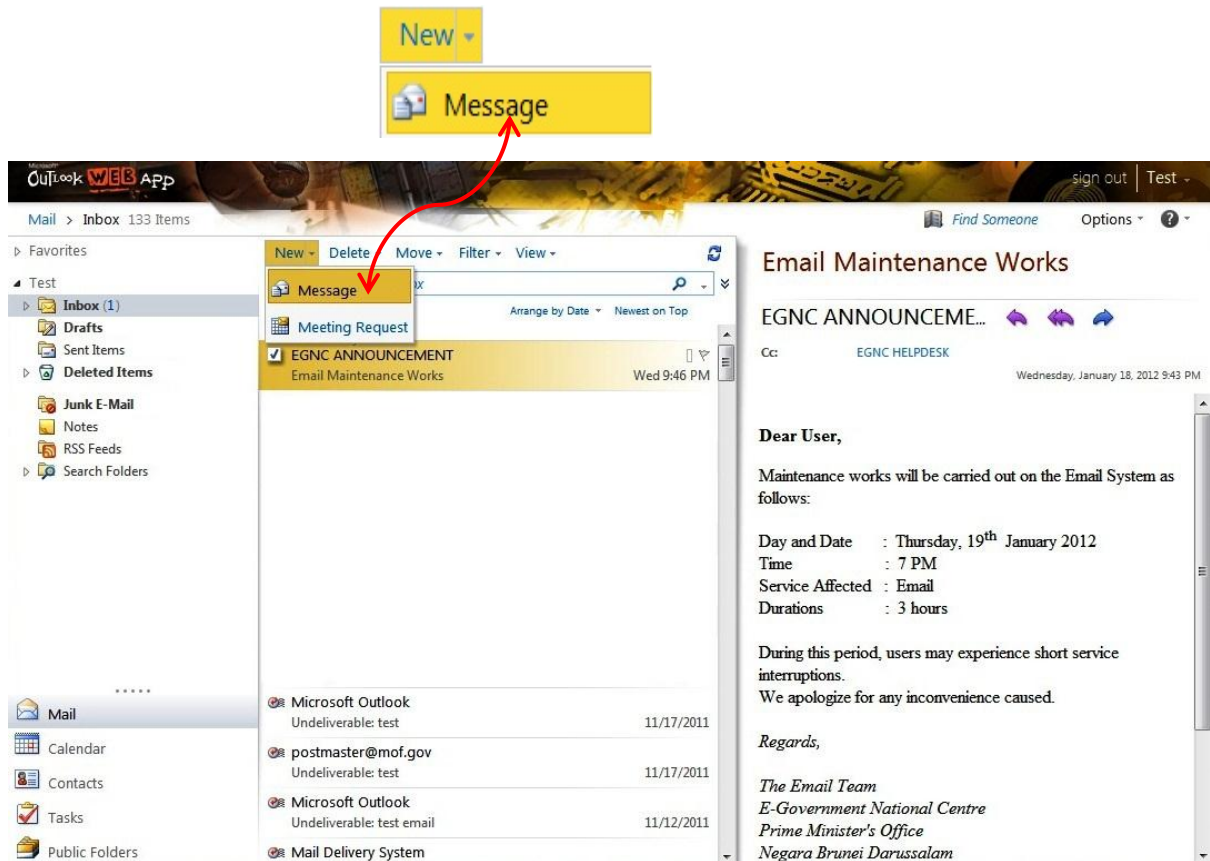
4. The OWA main page will look like the diagram shown.
 - Left pane will shows the Mail menu
 - Middle pane shows emails that you received (which is in the Inbox tab)
 - Right pane shows details of the email that you have received.



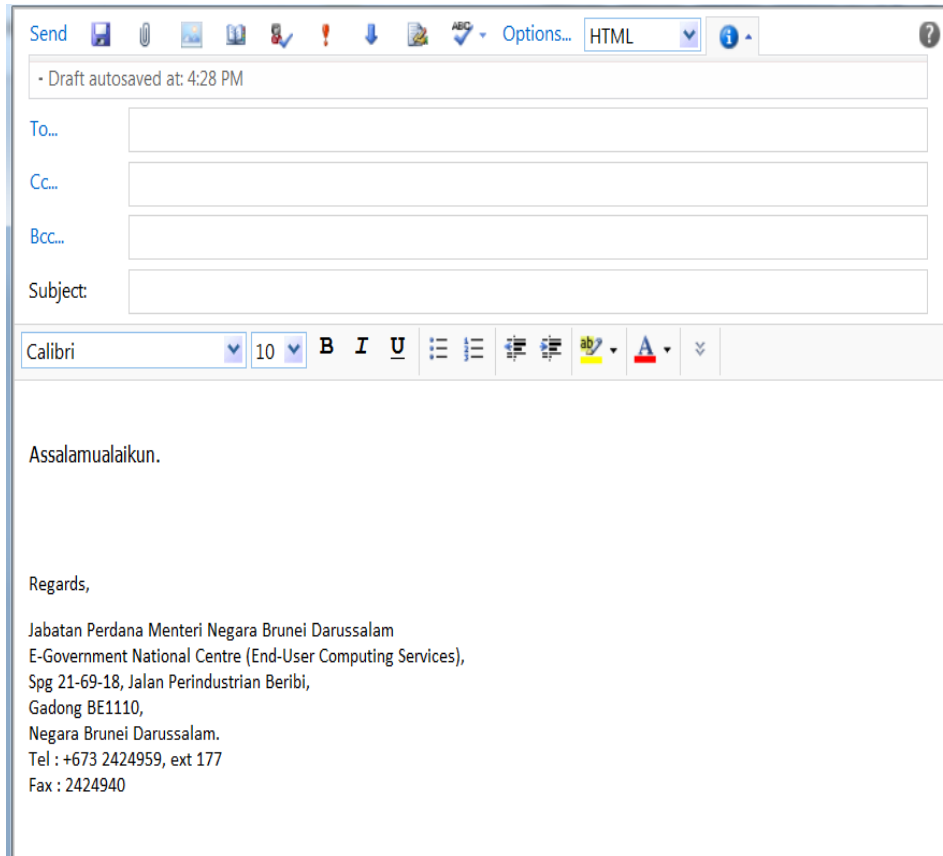
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SENDING EMAIL

1. Before you could send email, you need to compose your email and choose your selected recipient. Meaning, who do you want to send an email to.
2. Click the "New" button at the top left hand side of your OWA Inbox to start composing/writing a message.



3. In the **"To"** field, enter the recipient's email address.
Eg.: khamis.sabtu@egc.gov.bn



4. In the **"Cc"** field, enter the email addresses of anyone who should receive a copy of the email.
5. In the **"Bcc"** field, enter the email addresses of anyone who should receive a copy of the email **without the knowledge** of other recipients.
6. In the **"Subject"** field, enter an appropriate subject for the email.
7. In the large white box directly below the Subject field, enter the text of your message.
8. After you've finished typing your email, click the Send button in the upper left hand corner of the message screen.
9. After you've sent the message, you'll be returned to your Inbox. A copy of your message will be kept in your "Sent" folder.

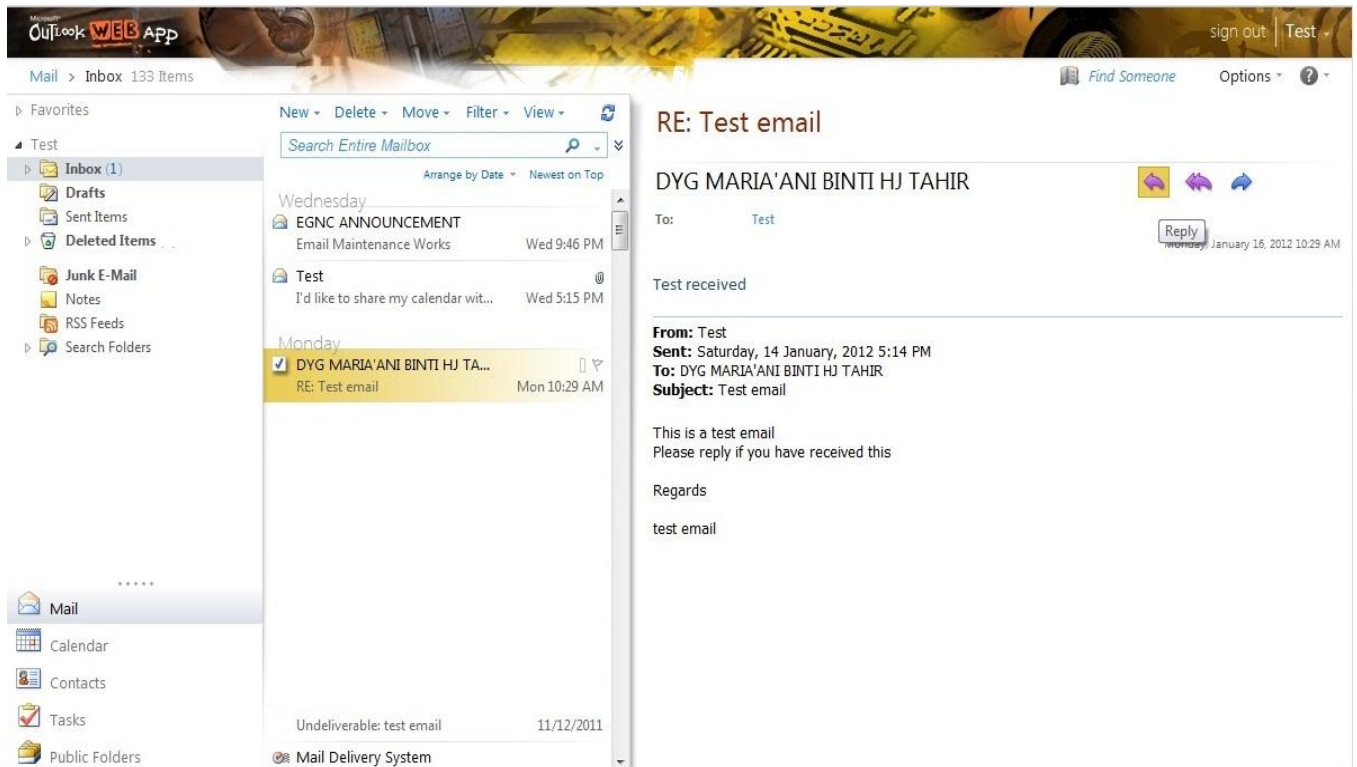
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Replying to and/or Forwarding a Message

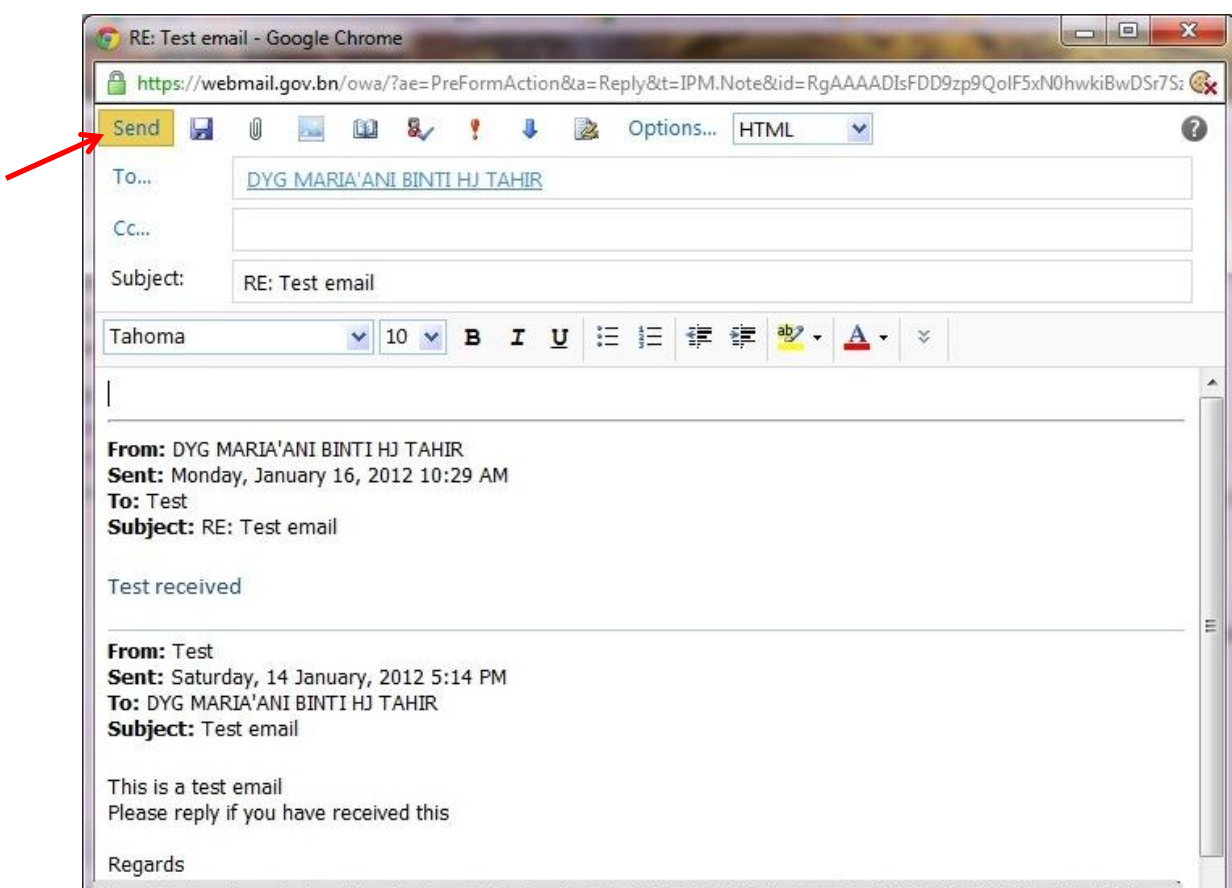
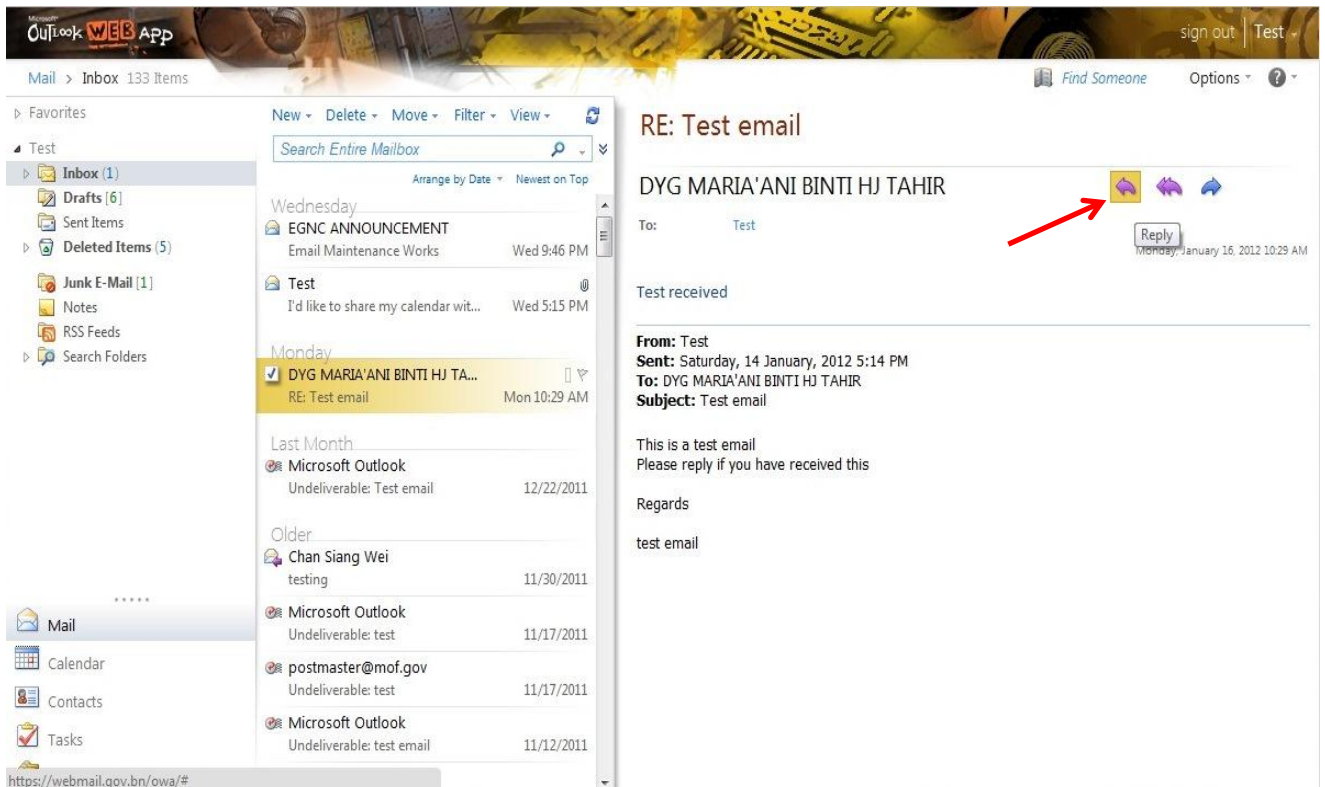
To reply to a message:

1. Open the message with which you'd like to work by double clicking it in the Inbox.



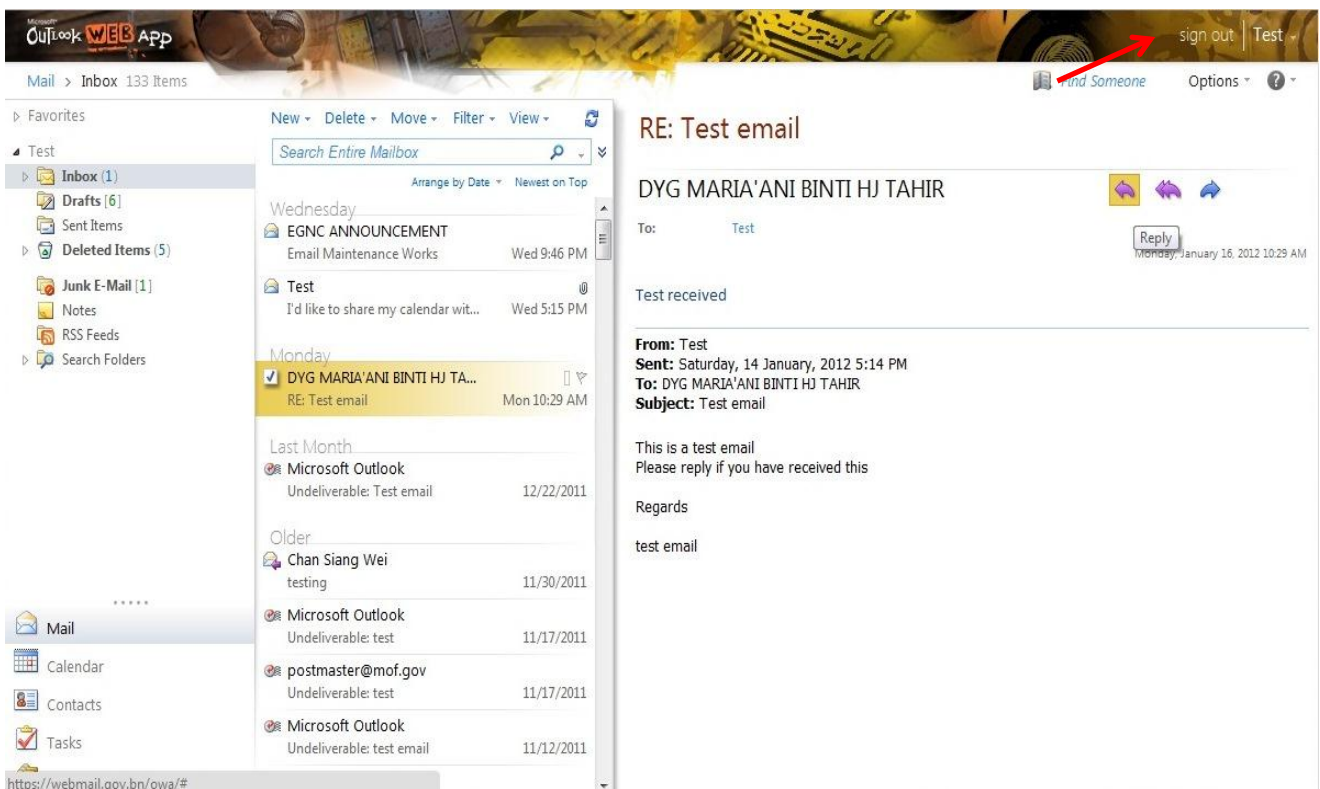
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2. To reply to the sender only, click the **"Reply"** button at the top of the screen. You will see their message quoted in the message field.
3. Type your message above the original message. When you're finished, click **"Send."**



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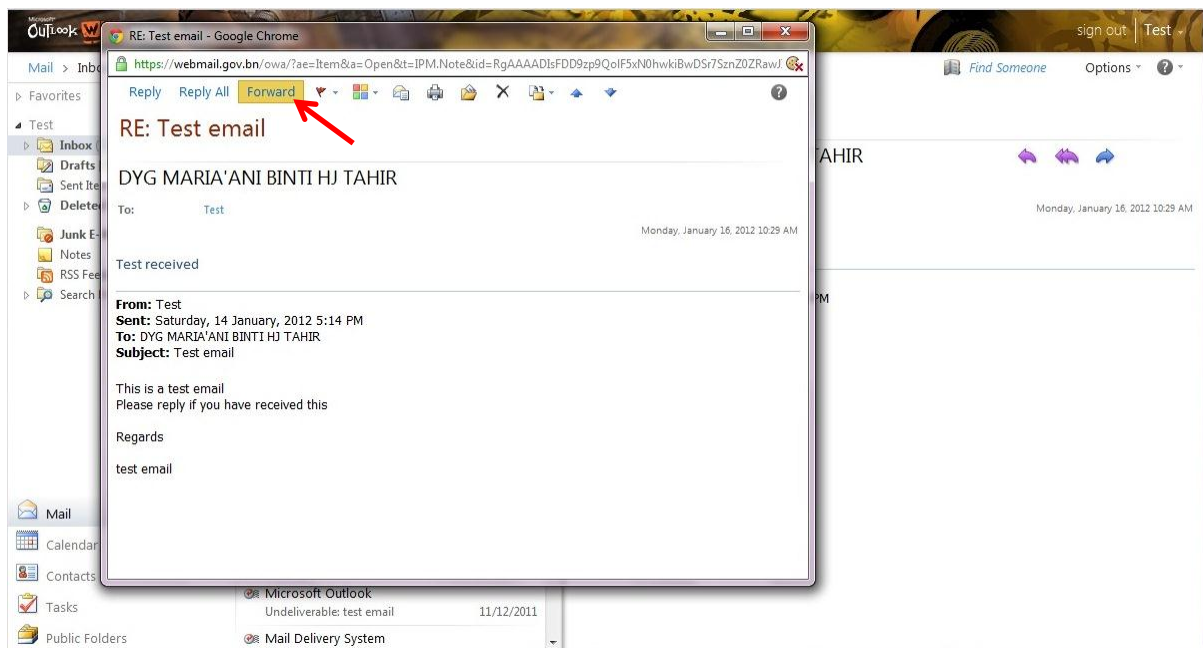
4. Click the "Reply to all" button at the top of the screen to reply to everyone to whom the message was sent.
5. Type your message above the original Message. When you're finished, click Send.



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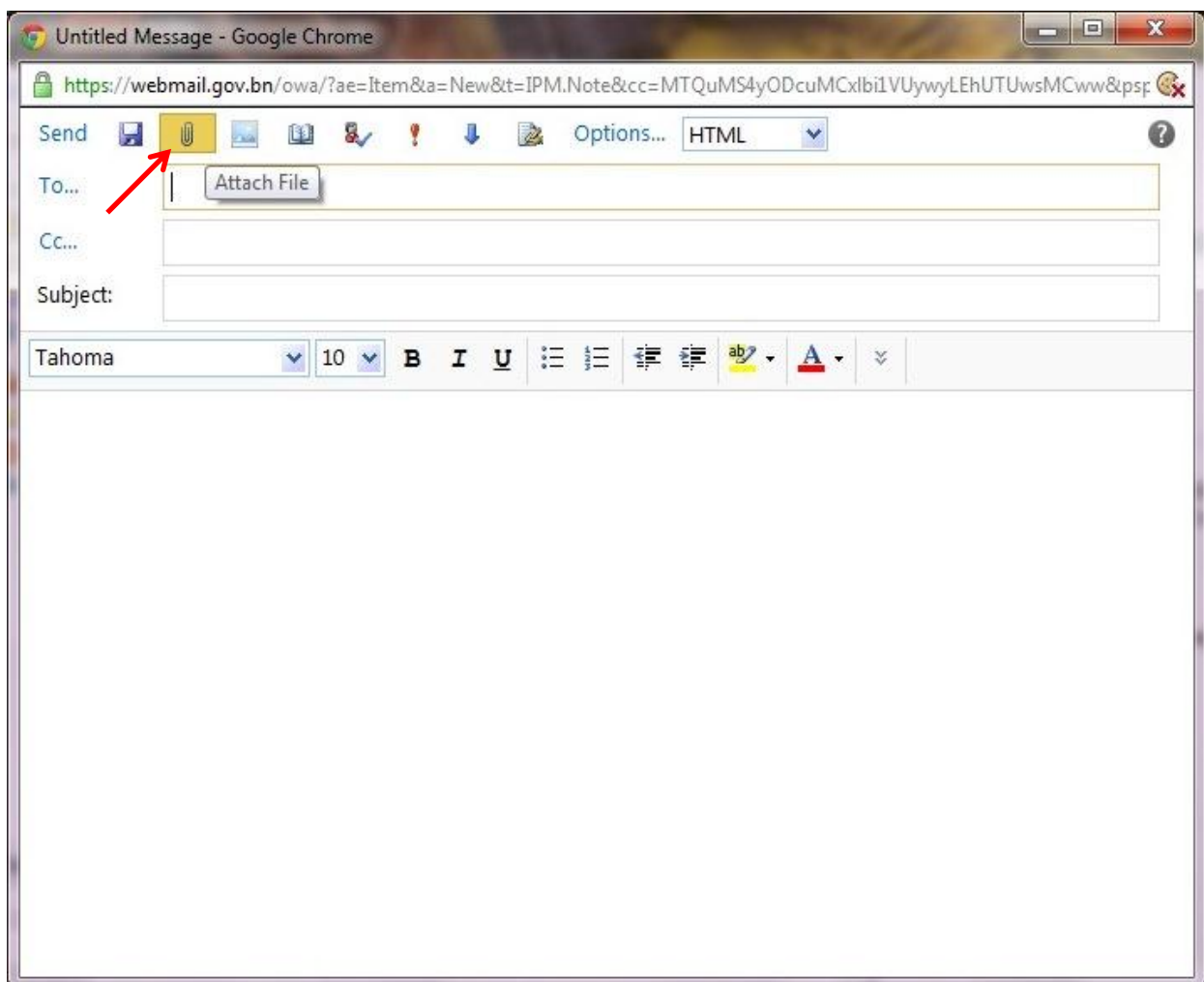
To forward a message:

1. Open the message you'd like to forward by double clicking it in the Inbox.
2. Click the "Forward" button at the top of the message.
3. Enter the appropriate email addresses in the **To**, **Cc** and **Bcc** fields. After you have finished, click the **Send** button at the top of the screen.



ADD ATTACHMENT

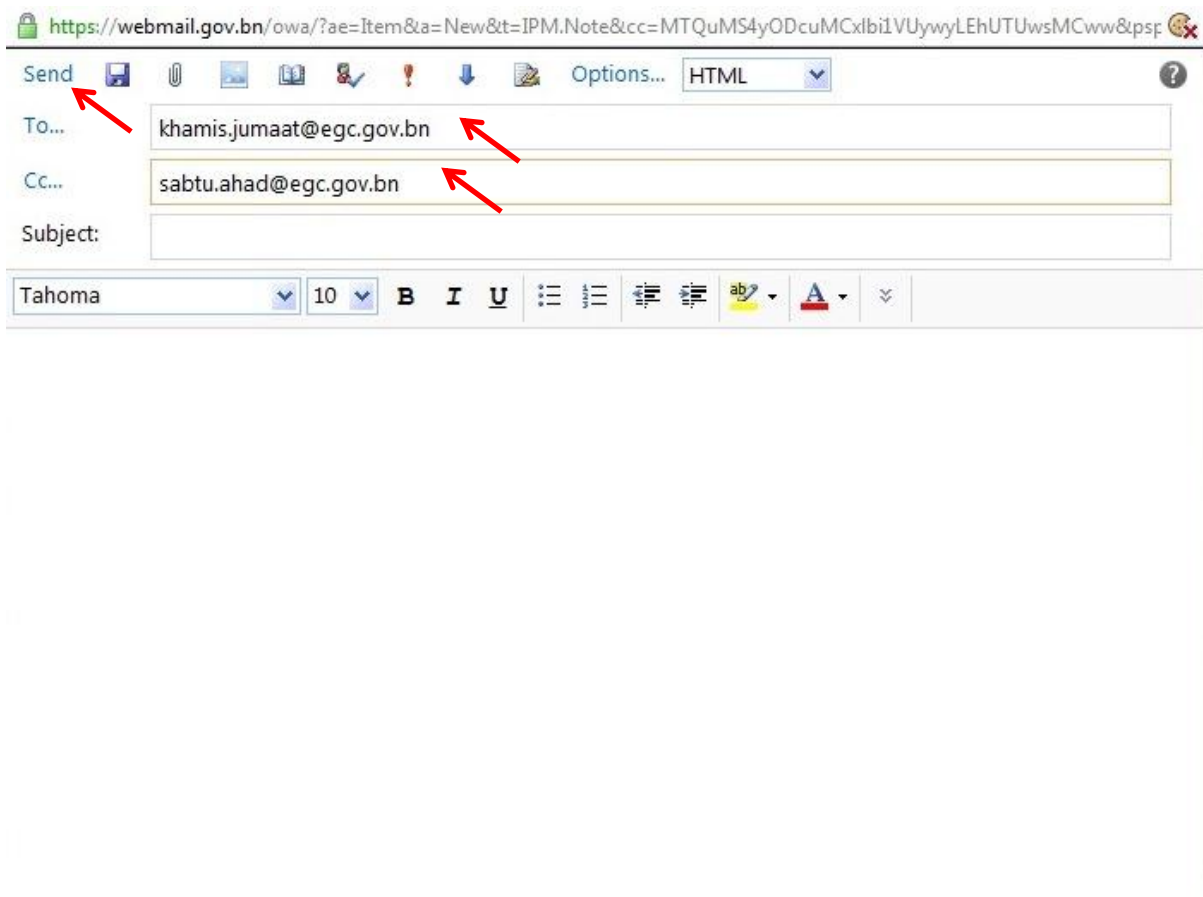
1. To add an attachment to a message you are composing, click on the **Add Attachment button**.
2. The Add Attachment window will launch.
3. Click on to find the file you want to attach.
4. Once you have located the file you want to attach (the file name and extension will be displayed in the dialog box as shown below), click open and the file attachment will appear as attached.



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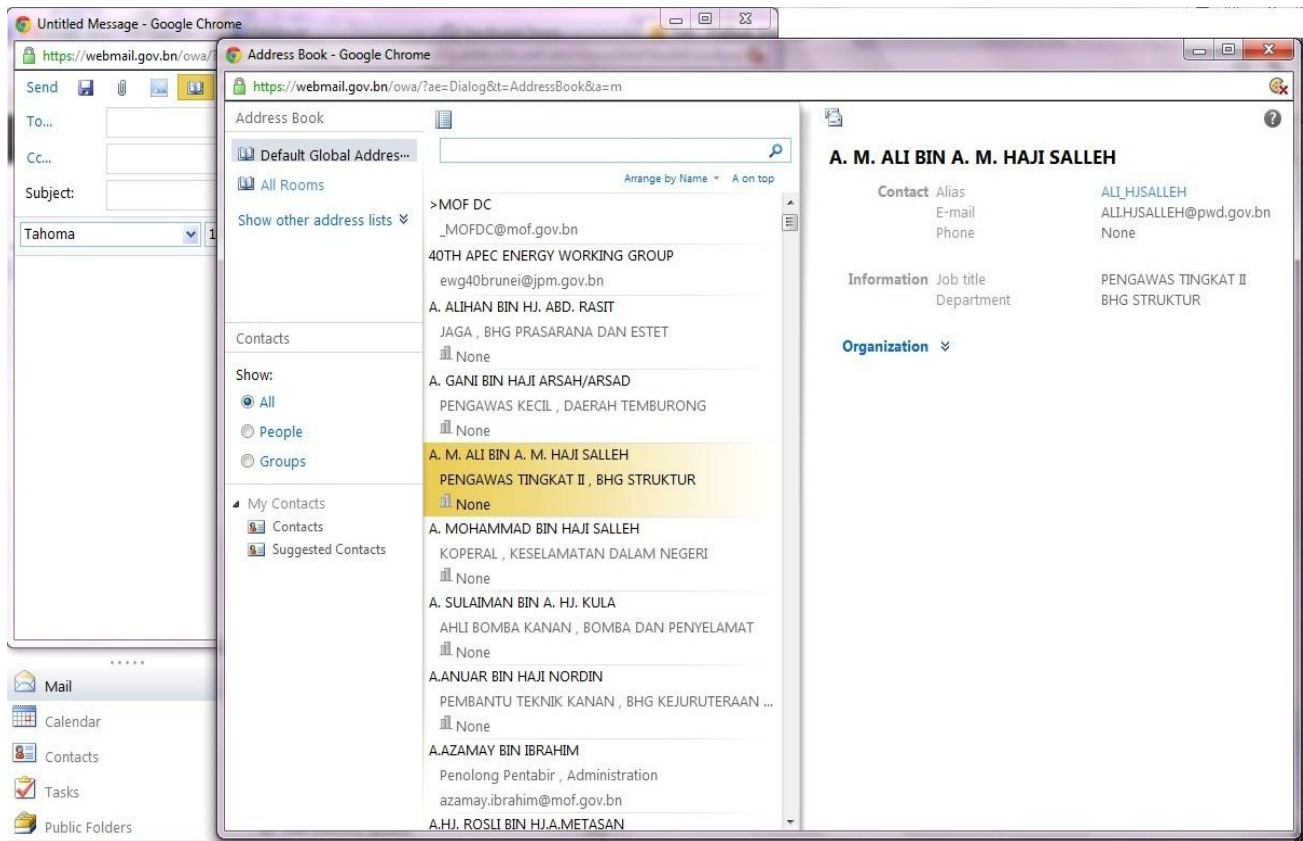
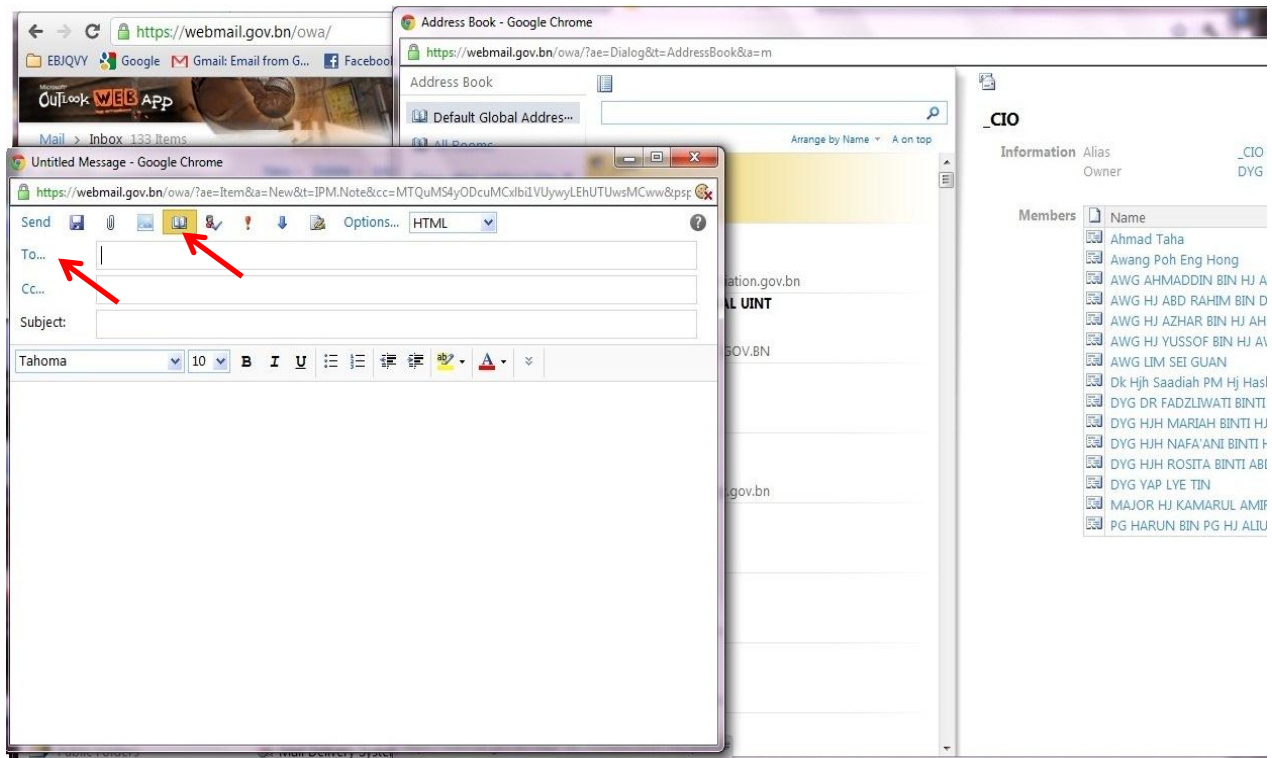
COMPOSE NEW EMAIL

1. To compose new email, click on new, then select message (click).
2. State the recipient name in **TO:** and who do you want to add to this email in the **CC:** (as shown in the figure below)
3. After you have finished composing your email, click the **SEND** button to send your email to the resigned recipient.



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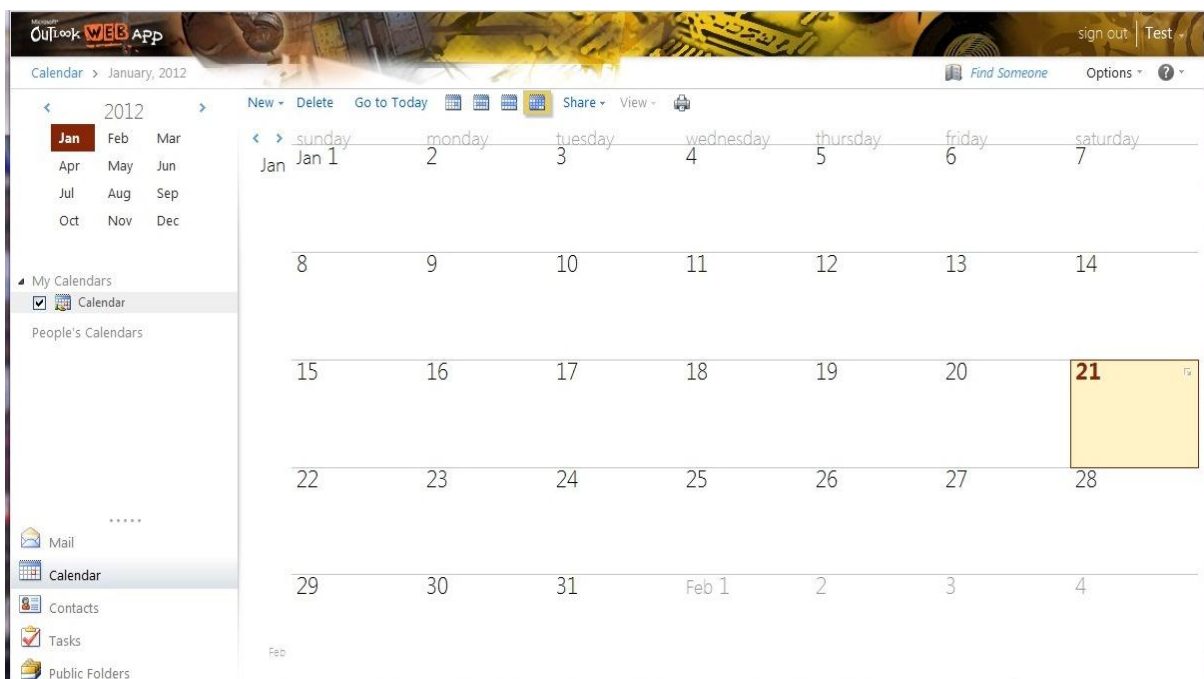
- You can also select any recipient email from your Address Book or just click TO and the address book will also appears. Select your recipient from this listings.



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CALENDARING

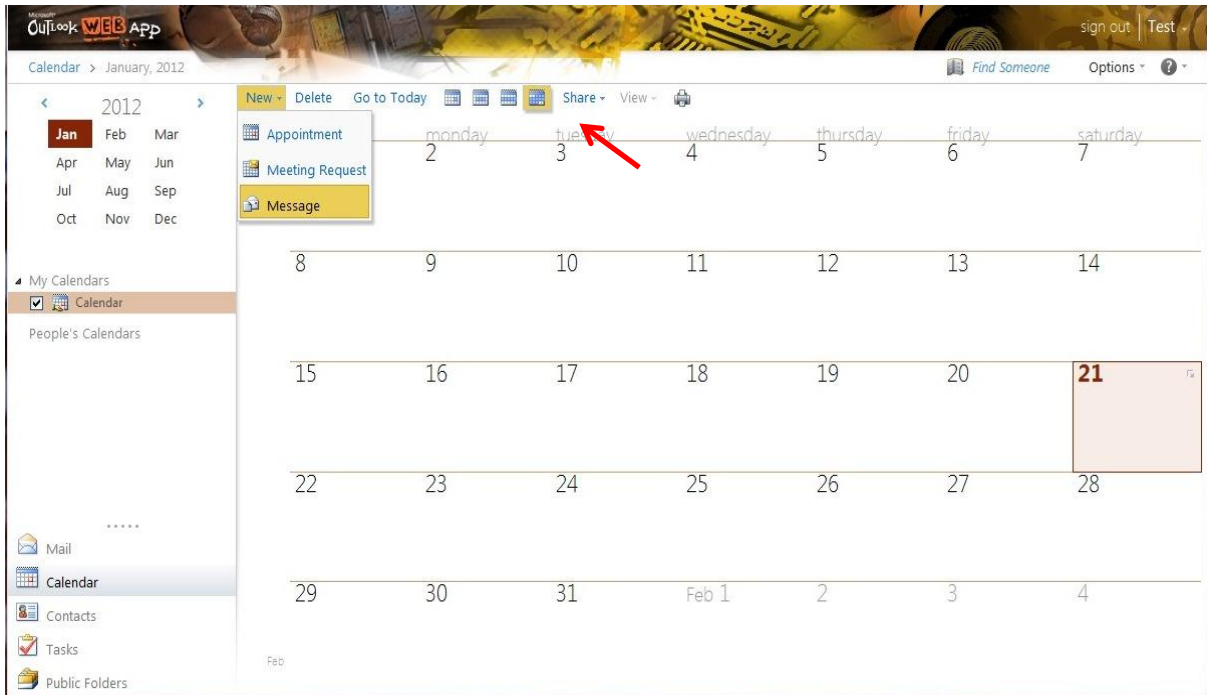
1. The OWA Calendar allows you to create and track appointments.
2. You can also organize and schedule meetings with co-workers, then update or modify the information (time, location, attendees) as required.
3. When you use Calendar to keep track of your meetings and appointments, co-workers can check your availability for their own scheduling purposes
4. Here is a brief overview of the toolbars and buttons found in the calendar folder.



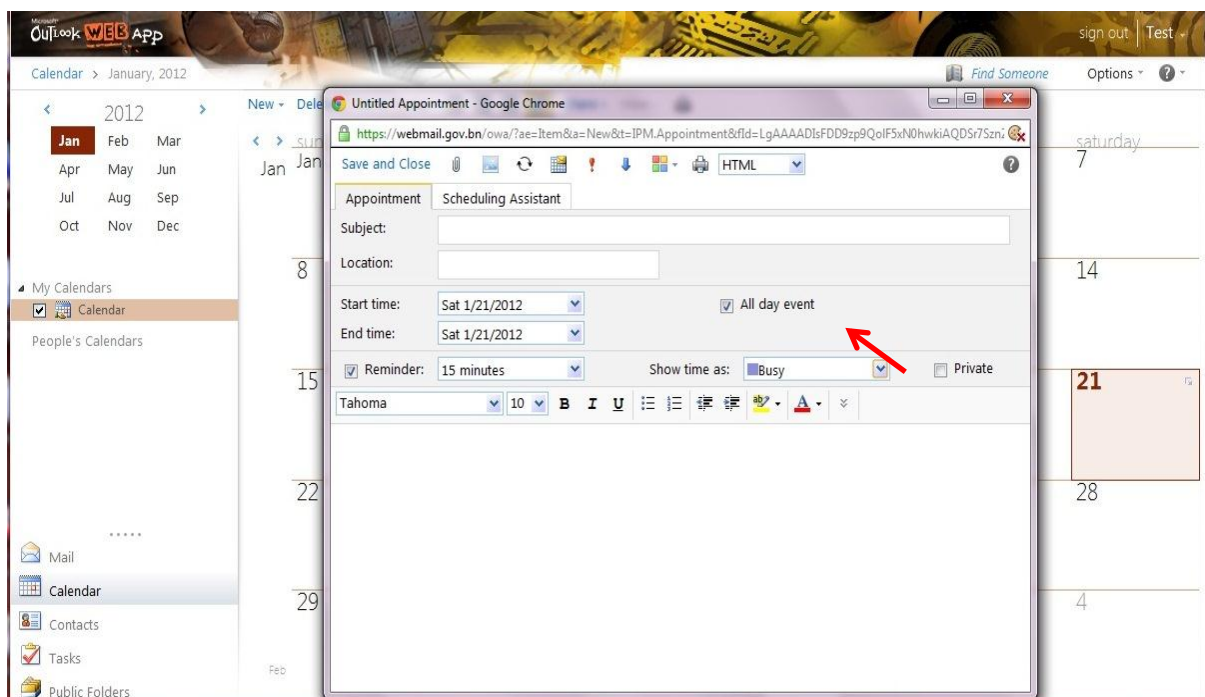
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5. You can also set your calendar to be shared by others that needs to know your availability for a meeting/appointment/training.
6. Just click "Share" and choose the recipient that you agreed to share your calendar with.



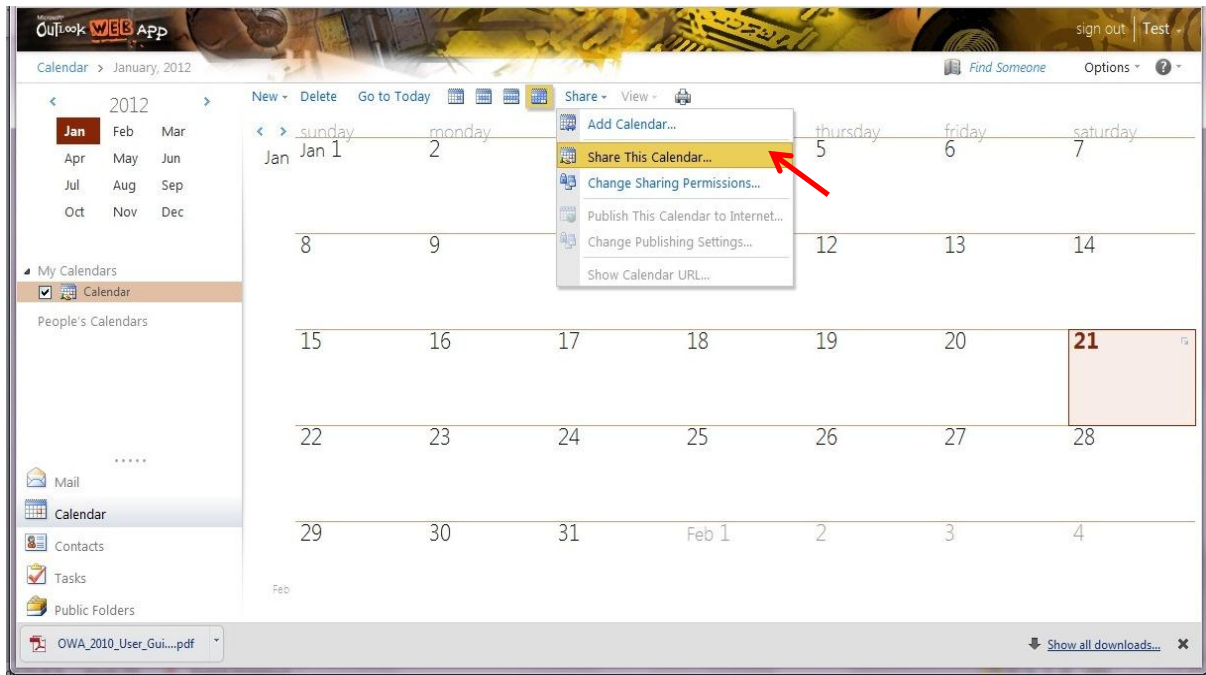
7. Here, you can also set your calendar to **Busy, Free, Tentative** or **Away**, by just clicking on the "Show time as".



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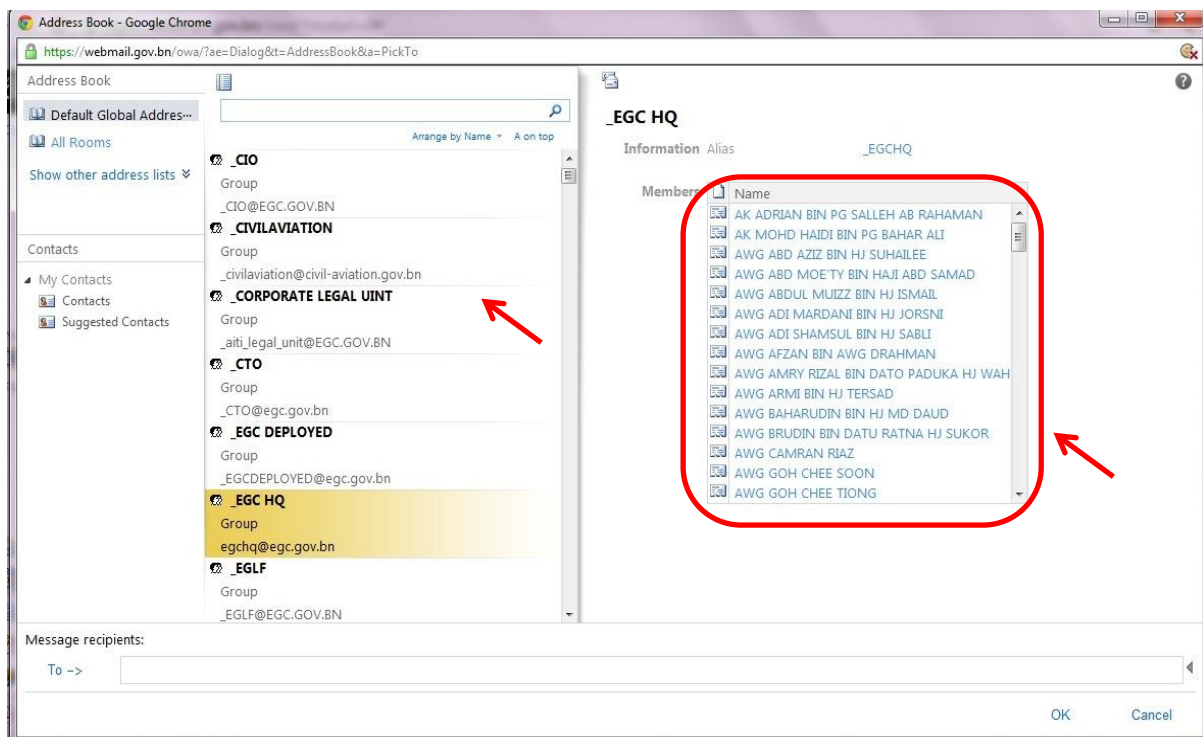
8. In the menu options, click on **Share** (dropdown list appear).

9. Choose **Share This Calendar**.



10. Then, choose the user whom you wanted to share your calendar with, as shown below.

11. Choose users from Groups or from their email address. (Refer to the diagram shown)



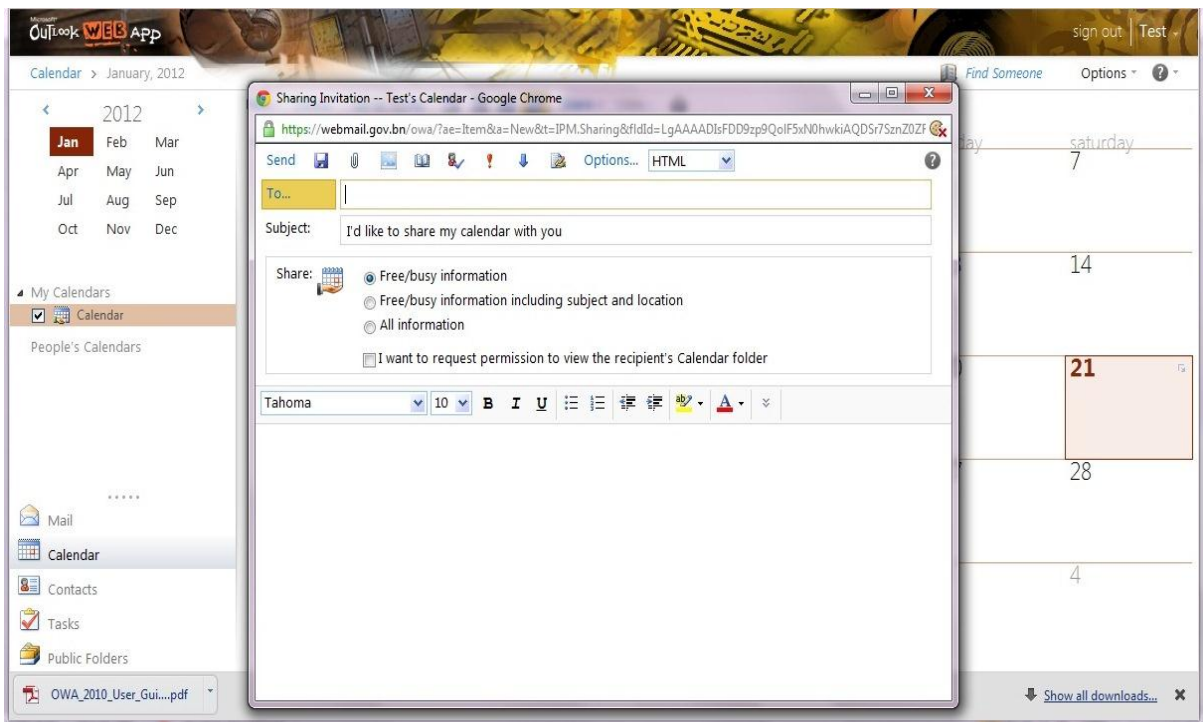
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12. Then, designate the permission on how you wanted the user to access/view your calendar.

- Either, you wanted the user to view your calendar only
- Or, user can add any other meeting for you to attend to,
- Or user can also edit and delete any meeting schedule in your calendar.
- It all depends on what permission you are giving the user.

(Please refer to the diagram below)

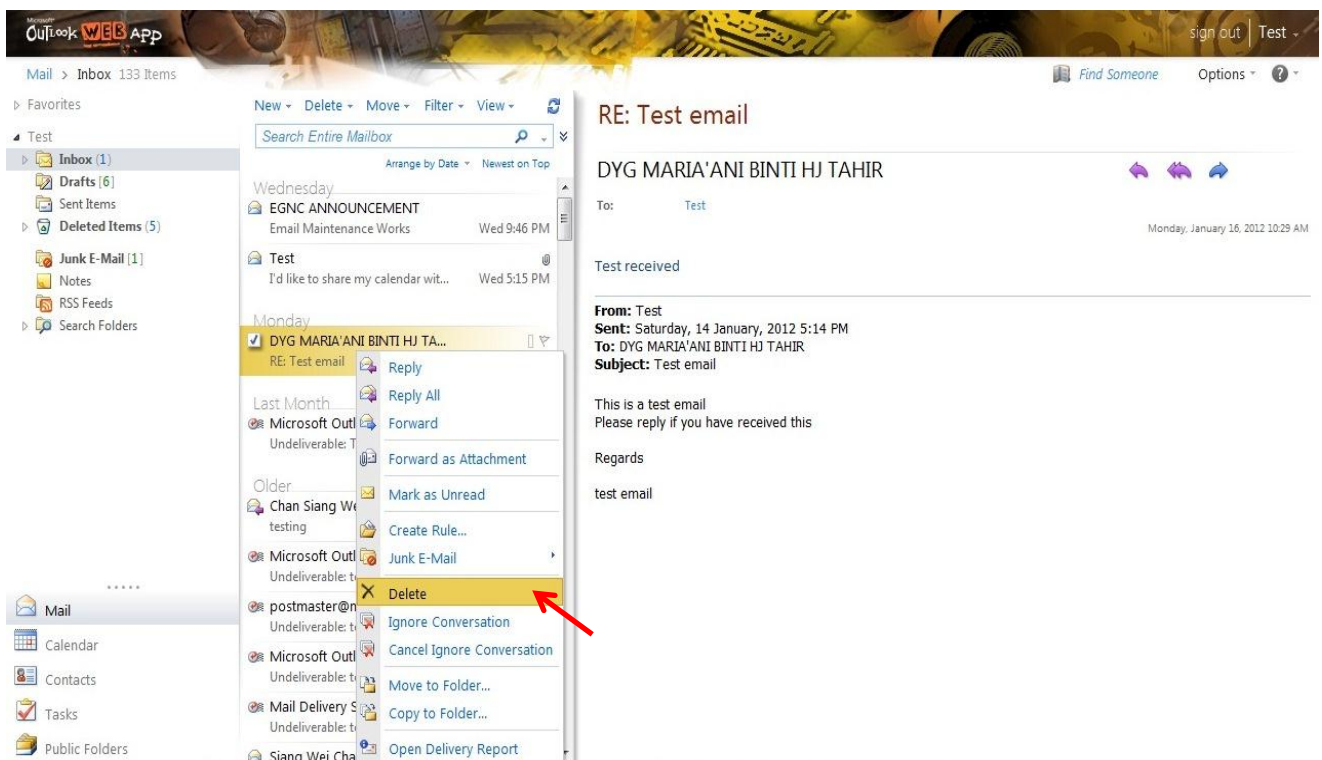


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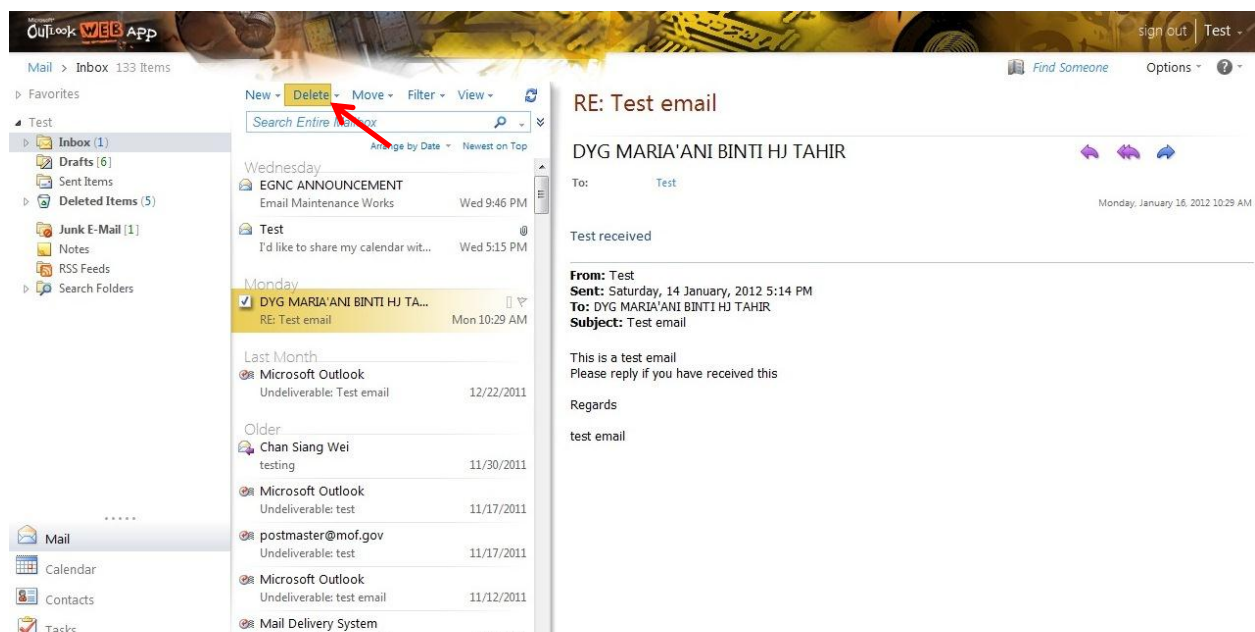
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DELETING A MESSAGE/MESSAGES.

1. In OWA, you can delete an email message/s that is not required.
2. Select the email that you wanted to delete.
3. Right click on the email.
4. A dropdown list will appear, to show you on what you wanted to do to this email.



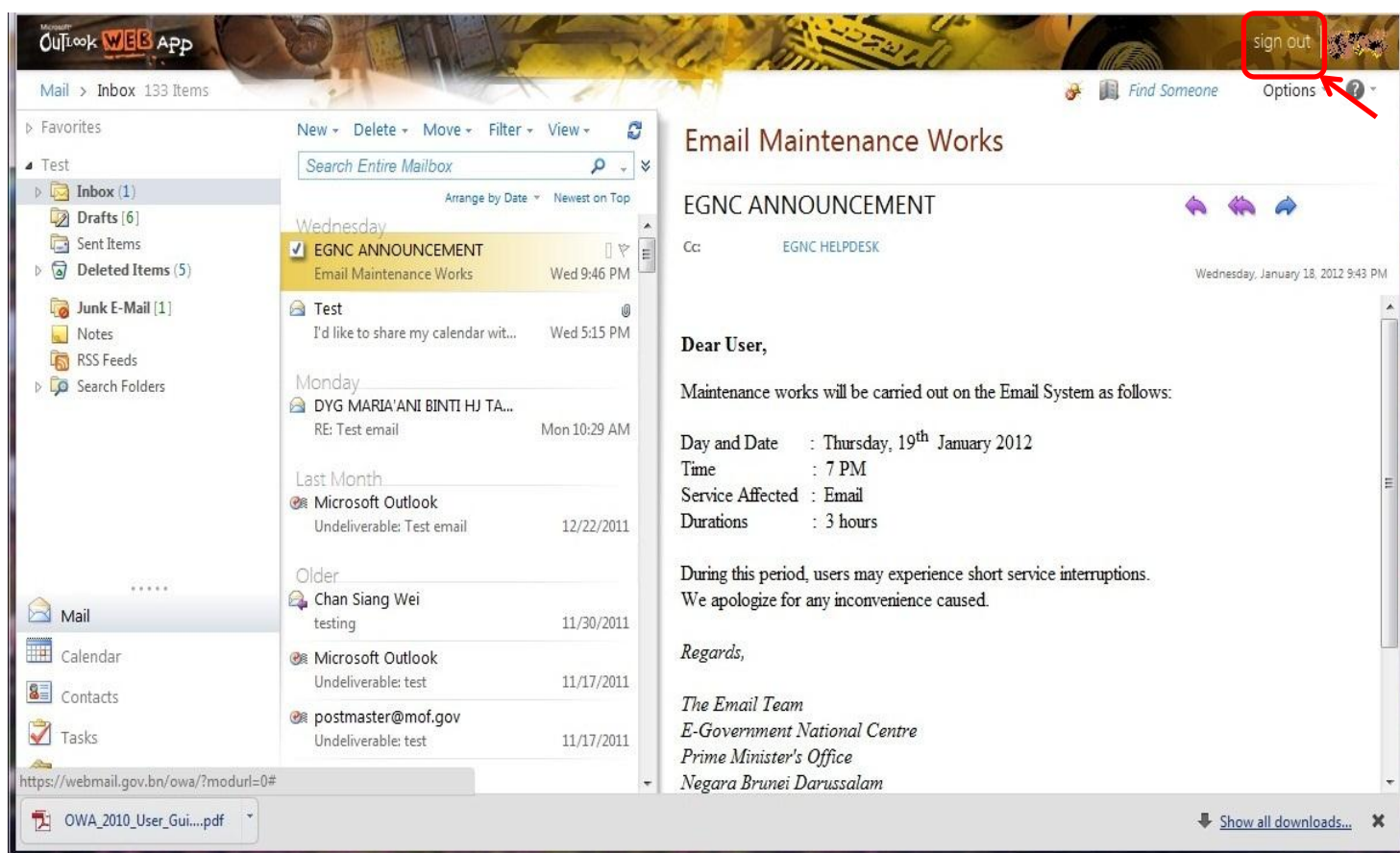
5. You can also select the delete command from the menu.



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LOGGING OFF

1. After you have done with your work, always remember to log out from your email account.
2. This serves as a security precautions to avoid your work (email) from being read by other unauthorised personnel.
3. Click on the “**Sign Out**” button to **sign out/ log out** from your email.



For any further enquiries, please contact EGNC Helpdesk: **2424959** or email at helpdesk@egc.gov.bn

Thank you