

# CLPCCD converted on Outlook Email January 12, 2015



## Outlook WebAccess Login

### Outlook® Web App

Domain/user name:

Password:

[sign in](#)

**Step 1:** Go to : <https://mail.clpccd.org>

**Step 2:** Enter **chabotcollege\username & password**

Use the same username & password as Windows Active Directory account on your campus PC. **(Please note your old GroupWise password is no longer valid.)**

**Step 3:** Click **Sign In**

### Outlook® Web App

Choose your preferred display language and time zone settings

Language:

Time zone:

[save](#)

**Step 4:** If this is your first time logging in, select Language (English) and Time Zone (Pacific).

**Step 5 :** Click **Save**

Need help getting started? Call the ITS Help Desk at **(925) 424-1715**.

To compose an email, click **New Email**.

To Reply, Forward, or Delete an email, highlight the email and available actions will appear in the right hand corner.

The screenshot shows the Outlook Web App interface. On the left, there is a navigation pane with folders like 'Inbox 1697', 'Deleted Items 40', and 'Sent Items'. The main area displays a list of emails. One email from 'lynda.com' is selected. On the right, a detailed view of this email is shown, including the sender's name, subject, and body text. A context menu is open over the email, showing various actions like 'reply', 'reply all by IM', 'delete', 'categorize', 'mark as junk', 'open in separate window', 'print', 'create rule..', 'assign policy', and 'view message details'. A red circle highlights the 'new mail' button in the top left. Red arrows point to the ellipsis menu icon in the top right of the email list and the ellipsis menu icon in the top right of the email detail view.

Click the ellipsis (...) to see the options.

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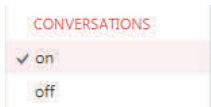
Double-click a message to open it in a new window.

See reverse for Frequently Asked Questions. Call the ITS Help Desk at **(925) 424-1715**.

## Frequently Asked Questions:

### 1. How do I turn off conversations? CONVERSATIONS BY DATE ▾

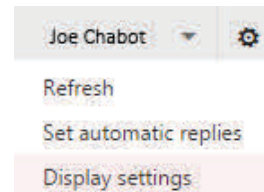
Click on Conversations By Date to display the drop down menu. Select off under conversations.



### 2. How do I turn off preview text?

Click on the Gear next to your name and select Display settings.

Under Preview Text, select Hide preview text, and click ok.

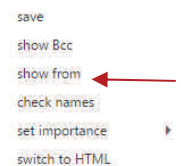


### 3. How do I turn off reading pane?

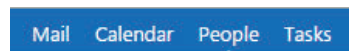
Click on the Gear next to your name and select Display settings. Click reading pane. Under layout, select Hide reading pane and click ok.

### 4. How do I add BCC (Blind Copy) to email replies and forward?

From the Reply or Forward screen Click on the ellipsis ( ...) to display more options. Click on show BCC.



### 5. Where is my address book?



For Personal Contacts click on My Contacts and select Other contacts

For District (Outlook) Contacts click on Directory and select All Users



For More Information please visit :

<http://www.clpccd.org/tech/OutlookEmailMigration.php>

To set up your ios device for Outlook email:

<http://www.clpccd.org/tech/documents/iphoneandipad.pdf>

To set up your Android device for Outlook email:

<http://www.clpccd.org/tech/documents/android2.pdf>

To View Your District and Personal Contacts in Outlook Client 2010:

[http://www.clpccd.org/tech/documents/Contacts\\_in\\_Outlook\\_20\\_Client\\_2010.pdf](http://www.clpccd.org/tech/documents/Contacts_in_Outlook_20_Client_2010.pdf)

To View Your District and Personal Contacts in OWA:

[http://www.clpccd.org/tech/documents/Contacts\\_OWA\\_2013.pdf](http://www.clpccd.org/tech/documents/Contacts_OWA_2013.pdf)

Microsoft Outlook 2010 Quick Guide

[http://www.clpccd.org/tech/documents/Quick\\_Look\\_at\\_Outlook\\_Reference\\_121114.pdf](http://www.clpccd.org/tech/documents/Quick_Look_at_Outlook_Reference_121114.pdf)

Instructions for using Lynda.com

[http://www.clpccd.org/tech/documents/Instruction\\_lynda.com.pdf](http://www.clpccd.org/tech/documents/Instruction_lynda.com.pdf)