

Guide To: Using IADT's Email Service Online



IADT offers all staff and students remote access to their email accounts. Currently IADT (Sept 2015) use Microsoft's Exchange 2013 for both systems. The below guide gives IADT users a basic guide to how to use the online version of the mail system. The mail system is compatible with almost all browsers but the newer the browser the more feature rich the online mail system becomes.

Please note that all activities on IADT's Mail systems is subject to IADT's ICT A/AUP.

Requirements to use this service are:

- Access to the internet
- Web Browser
- Be a member of IADT's Student or Staff cohort
- Have an up to date version of virus protection installed on your computer
- Have all critical operating system updates installed on your computer

OUTLOOK WEB APP (OWA)

Go to IADT Web site www.iadt.ie then from the Quicklinks select student or staff email (Fig 1)

The screenshot shows the IADT website homepage. On the left, there are two main navigation sections: "Information For" and "Information About". The "Information For" section lists various user groups like Prospective Students, Current Students, Researchers, and Alumni. The "Information About" section lists campus life, faculties, and administrative information. At the top right, there is a search bar and a "Quicklinks" dropdown menu. The "Quicklinks" menu includes options like Car Parking, Courses, eLearning, and Student Email. A central banner for "Courses 2015" is visible, along with a news section and several featured content boxes for "Enterprise + Humanities" and "Creative Technologies".

Figure 1: IADT Home Page Quicklinks

You will then be presented with the email login screen (Fig. 2).

The screenshot shows the Outlook Web App (OWA) login interface within a browser window. The page has a clean, modern design with a blue header on the left containing the Outlook logo. The main content area is white and features the "Outlook Web App" title. Below the title, there are two input fields: one for "User name" and one for "Password". A "sign in" button is positioned below the password field. The browser's address bar shows the URL for the IADT OWA login page.

Figure 2: IADT Email Login Page

Enter your standard network username and password to login (e.g. N000000 (student) or bloggsj (staff).

Once you authenticate correctly you will be presented with your IADT email screen (Fig. 3)

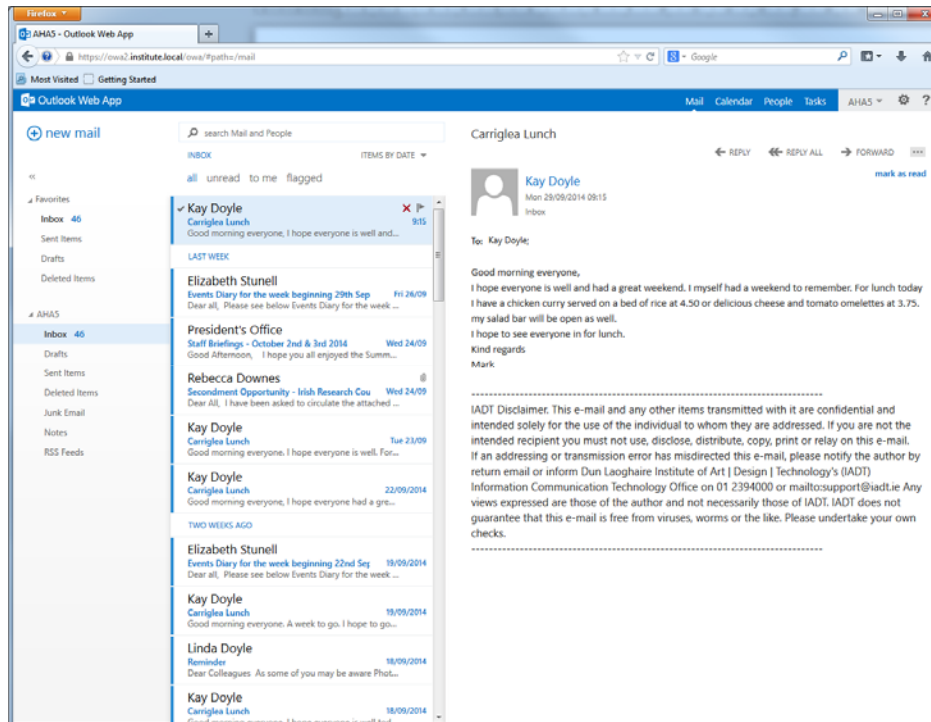


Figure 3: IADT Email: Main Page Screenshot

After login you will be taken to your inbox. This is a fully functional web based Outlook application that responds in the same way as the actual desktop application. On the left is the folder pane (including your sent and deleted items), in the middle is the messages pane, and on the right is the message view pane (Fig. 3). Each of these can be expanded or contracted to the desired size by grabbing the edge of the pane and dragging.

Actions

In the message view pane you may perform more complex actions to the message by selecting the **Actions** dropdown.

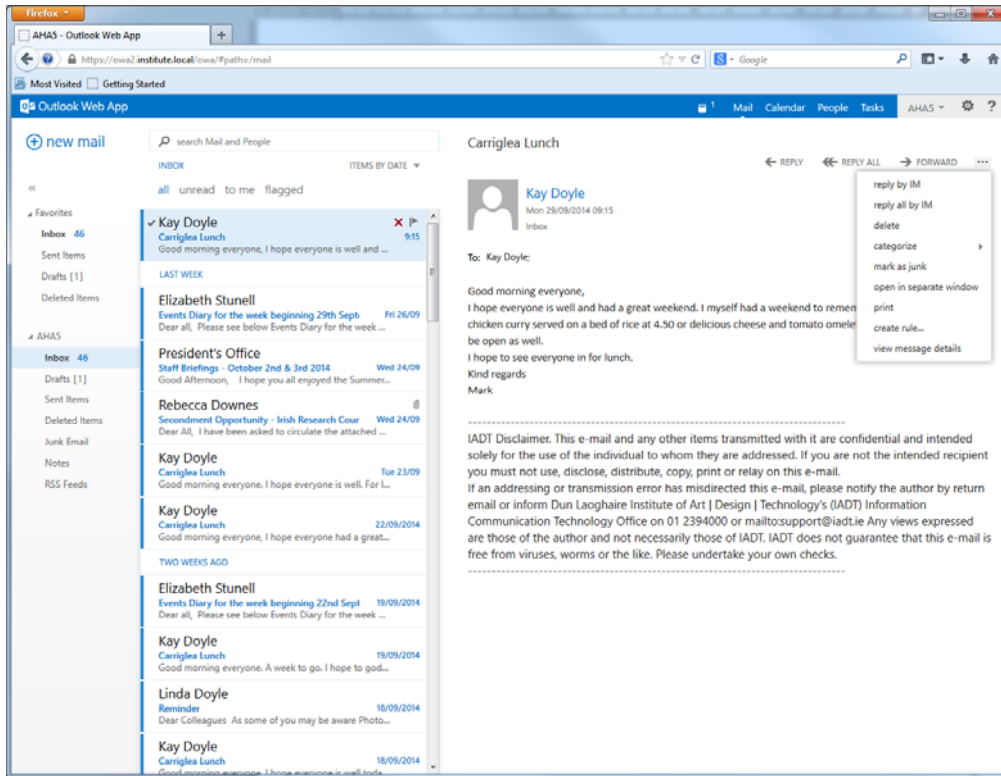


Figure 4: IADT Email: Actions Dropdown

View Selector

In the bottom left corner of OWA is a view selector. You may choose to view email, the calendar, contacts, or tasks. The picture above shows the calendar view. The calendar pane may also be expanded similarly to the mail view. Selected event details will appear to the right of the calendars. To change the detail view of the calendar: select the icons above the calendars to change to day, weekday, week, and month views.

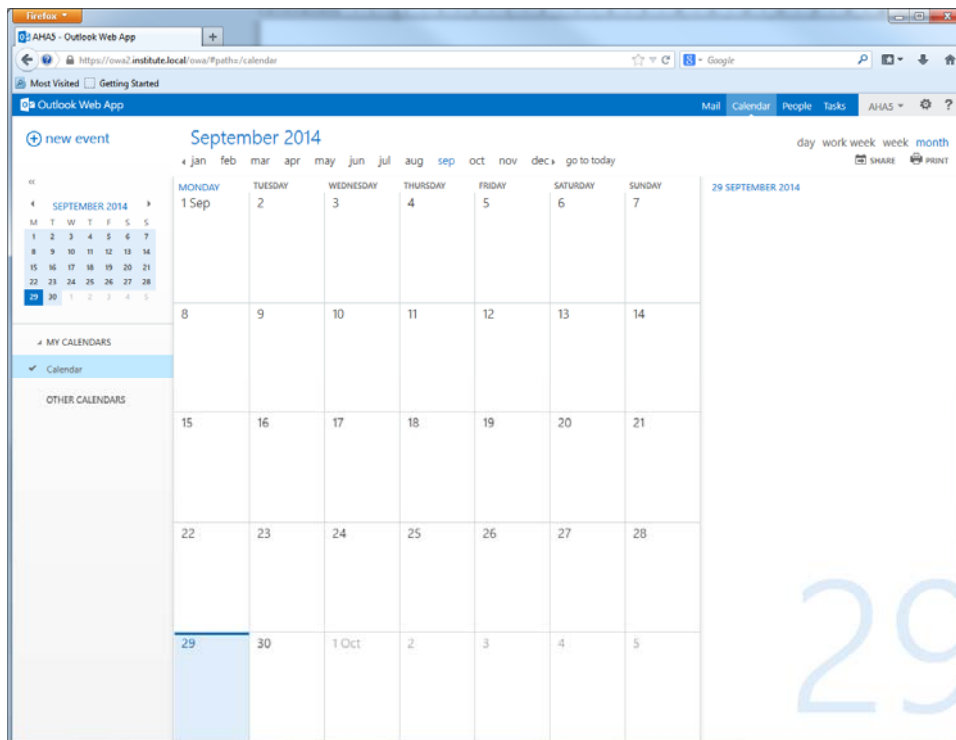


Figure 5: IADT Email: View Selector CALENDAR

Composing a Message

To create and send a message Click on new message

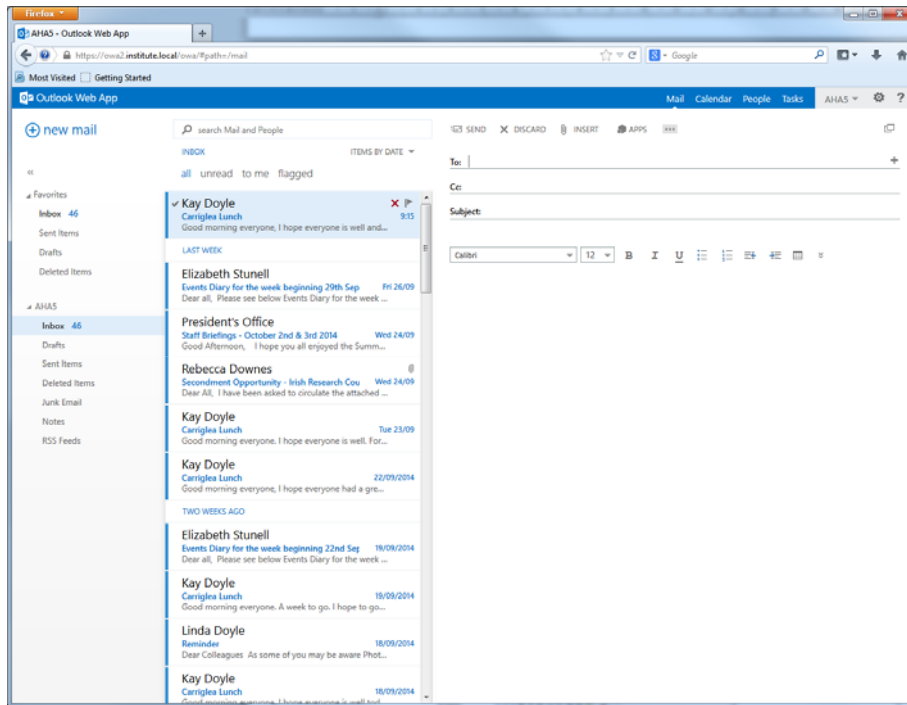


Figure 6: IADT Email: Composing a New Email

The new Message window will appear as below.

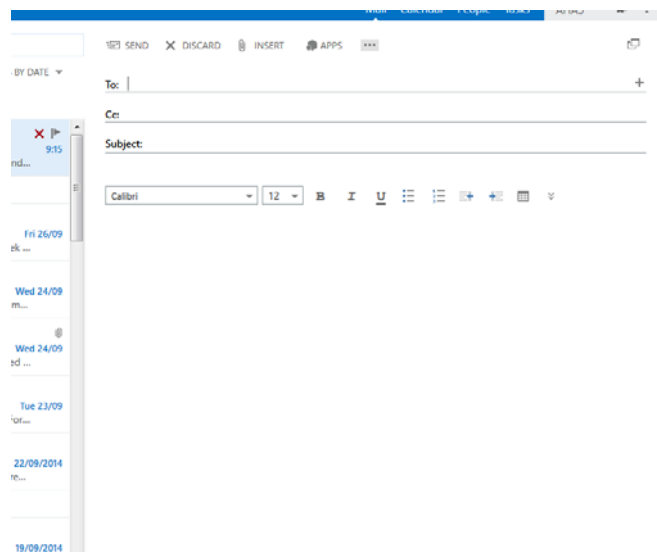


Figure 7: IADT Email: Email Message Window

Type in the address of who you are sending the email to and the subject and message body. You can also add attachments by clicking on the paperclip.

Then click on send to [send](#) the message.

To use the address book in the new Message window click on [To...](#)

The institute address books will appear

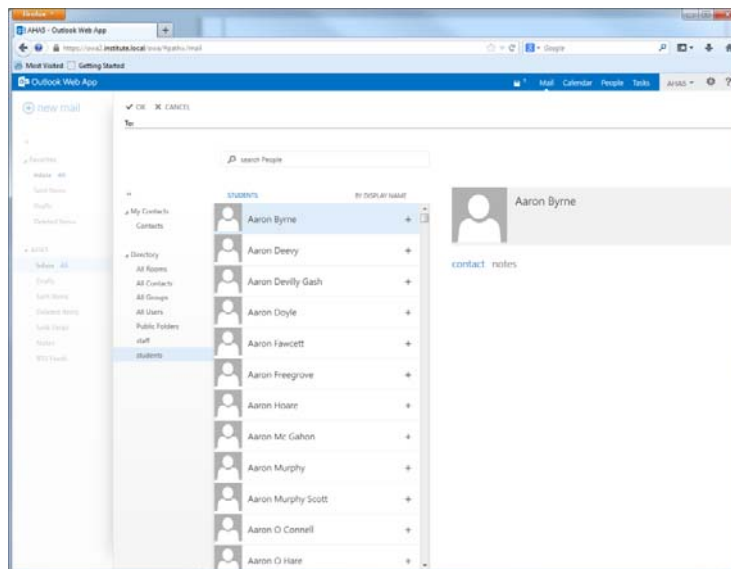


Figure 8: IADT Email: Institute Address Book

Students will see the student email address book, staff members will see the staff address book by default.

Students can search the staff address book by click on the show other address list and scroll down to the staff address list. Staff can search the students by click on the show other address list and scroll down to the student address list.

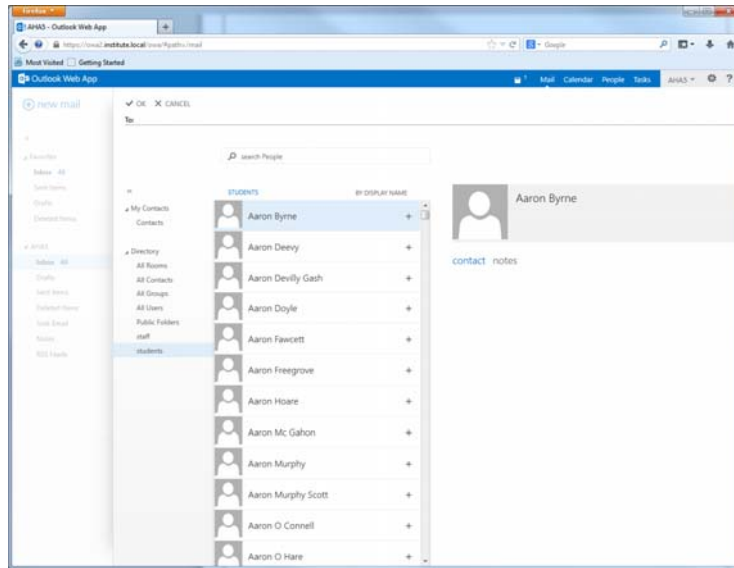


Figure 9: IADT Email: Searching the Institute Address Book

Select the person you want to send the email to then click on the **To** → this adds the selected person to the email address.

Then click on OK to return to the message

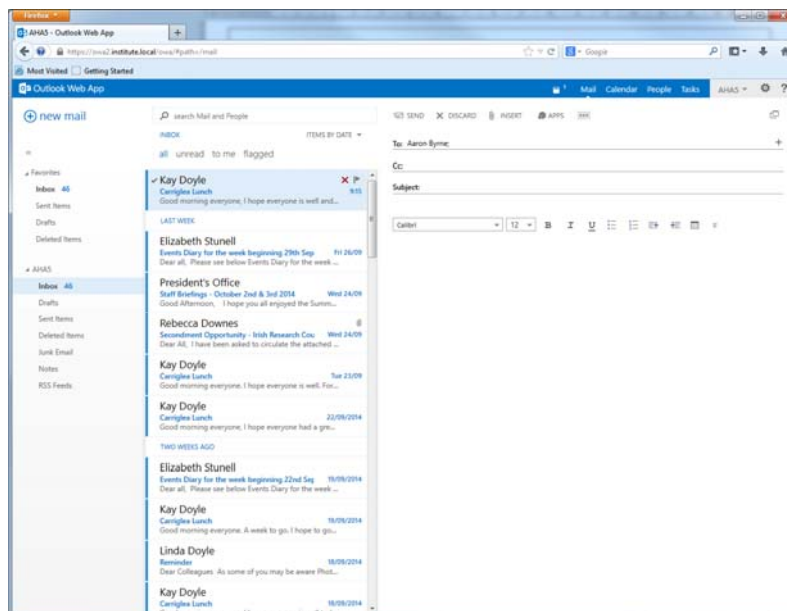


Figure 10: IADT Email: "To:" Box Populated

The Settings

The **Settings** section of the options pane gives the user personal control over their mailbox. This is also where the user may **change** their account **password**.

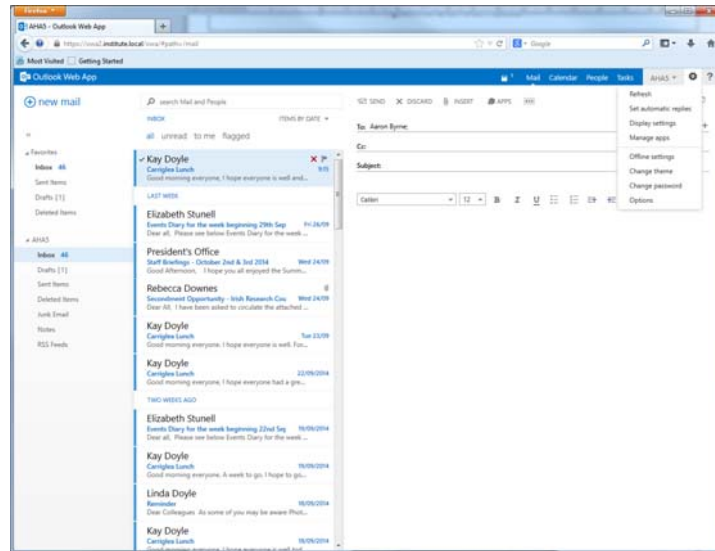


Figure 11: IADT Email: Setting Page

Type in your current password and a new password twice and click **Save**!

Note: The new password Must be at least 8 characters long and not the same as the past 15 passwords.

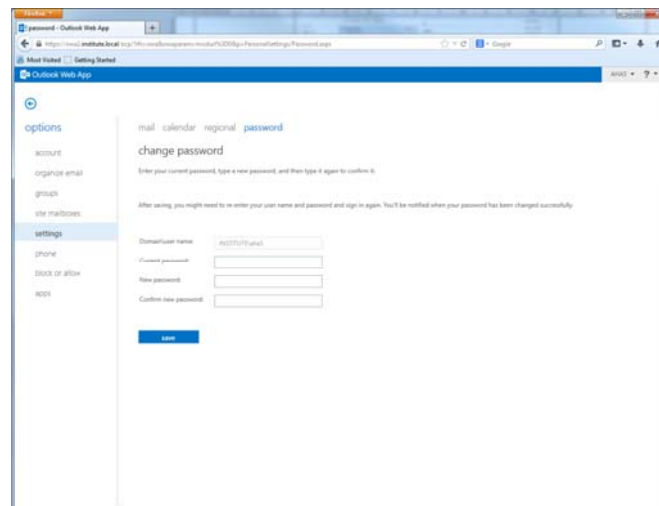


Figure 12: IADT Email: Change Password Screen

Notes:

1. You now can get your IADT emails on your phone or tablet. Visit <http://www.iadt.ie/en/InformationServices/IADTEmailonyourPhoneorTablet/> to learn more.
2. Student mailbox is limited to 50Mb so please delete any unwanted emails and also remember to empty your deleted items.
3. If you have any problems using the printing system please email support@iadt.ie