

RBC Student Campus Email Account Information

Please note the following excerpts from the Student Campus Email Account Application.

As a student applicant for a Campus Email account through the Richard Bland College Computer Network, I affirm that:

- I am a student in good standing at Richard Bland College.
- I have read the attached information related to College Computing from the RBC Student Handbook. (See: http://www.rbc.edu/StudentActivities/Stud_Hdbk_%2006_07_web.pdf, Pages 16-18)
- I agree to abide by all of the regulations and rules listed in the RBC Student Handbook.
- I understand that when I accept a Campus Email ID and password that I will be responsible for the integrity and security of that ID and password.
- I am governed at all times by the Honor Code of the College in the use and protection of my ID and password.

Campus Email accounts are granted per semester.

Accounts will be deactivated 30 days after the end of a semester.

If account is not set to renew (you are not enrolled for the following semester), it will be deleted 90 days after semester.



Please note some of the following Pitfalls to Email so that you will be aware.

1. Email is NOT secure – It is essential to understand that email does not go directly to the intended recipient. It is routed through various systems first. Remember, it is not impervious to prying eyes!
2. Email is open to abuse – Scams, mass mailings, junk mail, and deceptive advertising can be delivered to your computer mail box as easily as your home mail box.
3. Potentially harmful – this is the easiest, most effective conveyance of malicious code.
4. Opportunity for misinterpretation – Take care when composing emails. Without facial expression and voice inflection, your words may be misunderstood.

Welcome to Outlook Web Access (OWA) 2003!

The screenshot shows the Microsoft Outlook Web Access (OWA) 2003 interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL <http://199.111.3000/exchange/>. The OWA interface includes a left-hand navigation pane with folders like 'Inbox (1)', 'Calendar', 'Contacts', and 'Deleted Items'. The main area displays a list of messages in the 'Inbox' folder, with columns for 'From', 'Subject', 'Received', and 'Size'. The first message is from 'Shelly M...' with subject 'Test#3', received on 'Mon 8/9/...'. Below the list, the 'Reading Pane' shows the content of the selected message: 'This is the last test. Let me know you received it.' The interface also features a top navigation bar with 'New', 'Help', and 'Log Off' buttons, and a 'Items 1 to 3 of 3' indicator. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '11:17 AM'.

Check for New Messages

Search for messages

Access the Address Book

Items 1 to 3 of 3

Log Off

Click the Log Off button to exit OWA.

The number in the **Items** box indicates that you are viewing one of three items. The default number of items to display per page is 25 items. You can click the **arrow keys** to: return to the first message, return to the previous page, go to the next page and go to the last message.

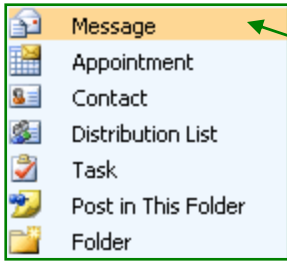
This is a list of messages in your Inbox. You can **click** on the **message** to have it **display** in the **Reading Pane**.

When you log in to OWA, it opens the **Inbox** folder as the default. The **(1)** in parentheses shows that you have **one unread message** in your Inbox.

Reading Pane

This is the last test. Let me know you received it.

Sending Email in OWA



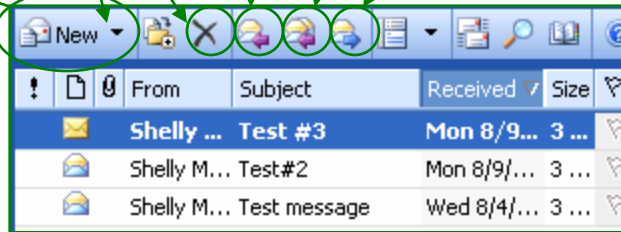
Click the **drop-down** button next to **New** to see what items are available to create.

Delete messages

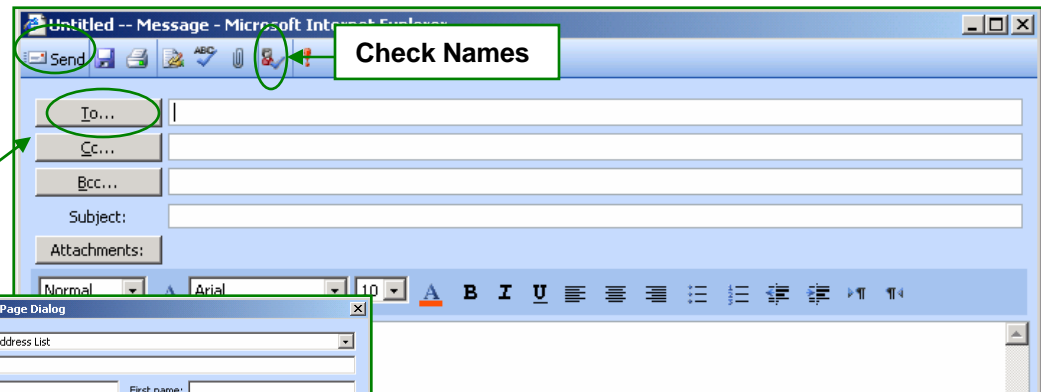
Reply to all

Reply

Forward



1. Once you are in your **Inbox**, click **New** to **create a new message**.

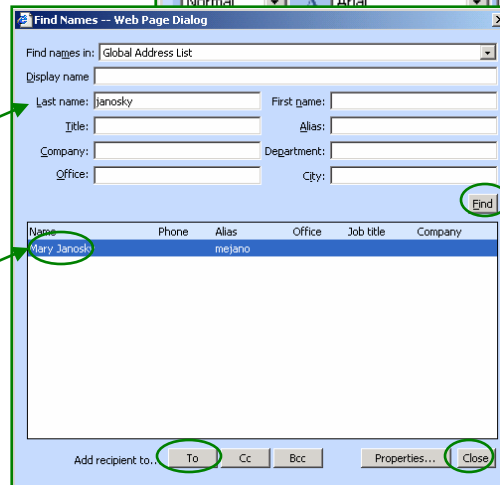


2. Add the **recipient** by either **typing** in their **first name** and **last name** and **clicking** the **Check Names** button.

OR

3. Click on **To...** button. The **Find Names** box loads. You can **enter text** in the **boxes** and **click Find**. For example, if you know the last name starts with a 'j' then it will return all last names that start with a 'j'. Once found, **click the name** and then **click To...** button and then **click Close** button.

4. Once you are **finished typing** the **email**, **click Send**.



Configuring Outlook Web Access (OWA)

Each **View** will list the emails differently. The name of the View chosen is displayed for whichever View you select.

- Two-Line View
- Messages**
- Unread Messages
- By Sender
- By Subject
- By Conversation Topic
- Unread By Conversation Topic
- Sent To

- Right**
- Bottom
- Off

- The default selection is **Right** for the Reading Pane.
- If you click **Bottom** it will put the list of emails above with the Reading Pane below.
- If you click **Off** then Reading Pane closes.

Click to **Show Folders**

Click to **Hide Folders**

Reading Pane

Click to **Enlarge the button bar**

Click to **Shrink the button bar**

- Click the **Options** button to set configurations within Outlook Web Access (OWA).
- An example of one of the options available is changing the **Appearance** (color scheme).
- Whichever options you choose, be sure to click the **Save and Close** button listed at the top.

Appearance

To see the color scheme you select, you may need to refresh your browser after saving your changes.

Default (blue) ▼