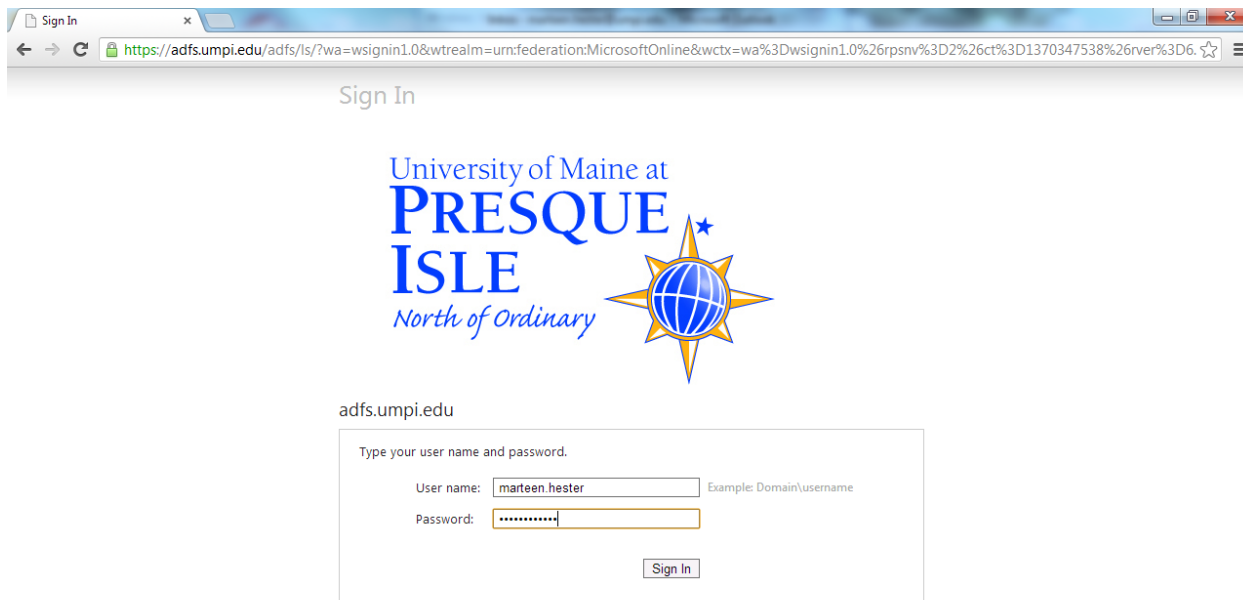


OUTLOOK THROUGH THE WEB

Open a web browser

Type in the address bar: <http://webmail.umpi.edu>



Sign In

University of Maine at
PRESQUE ISLE
North of Ordinary

adfs.umpi.edu

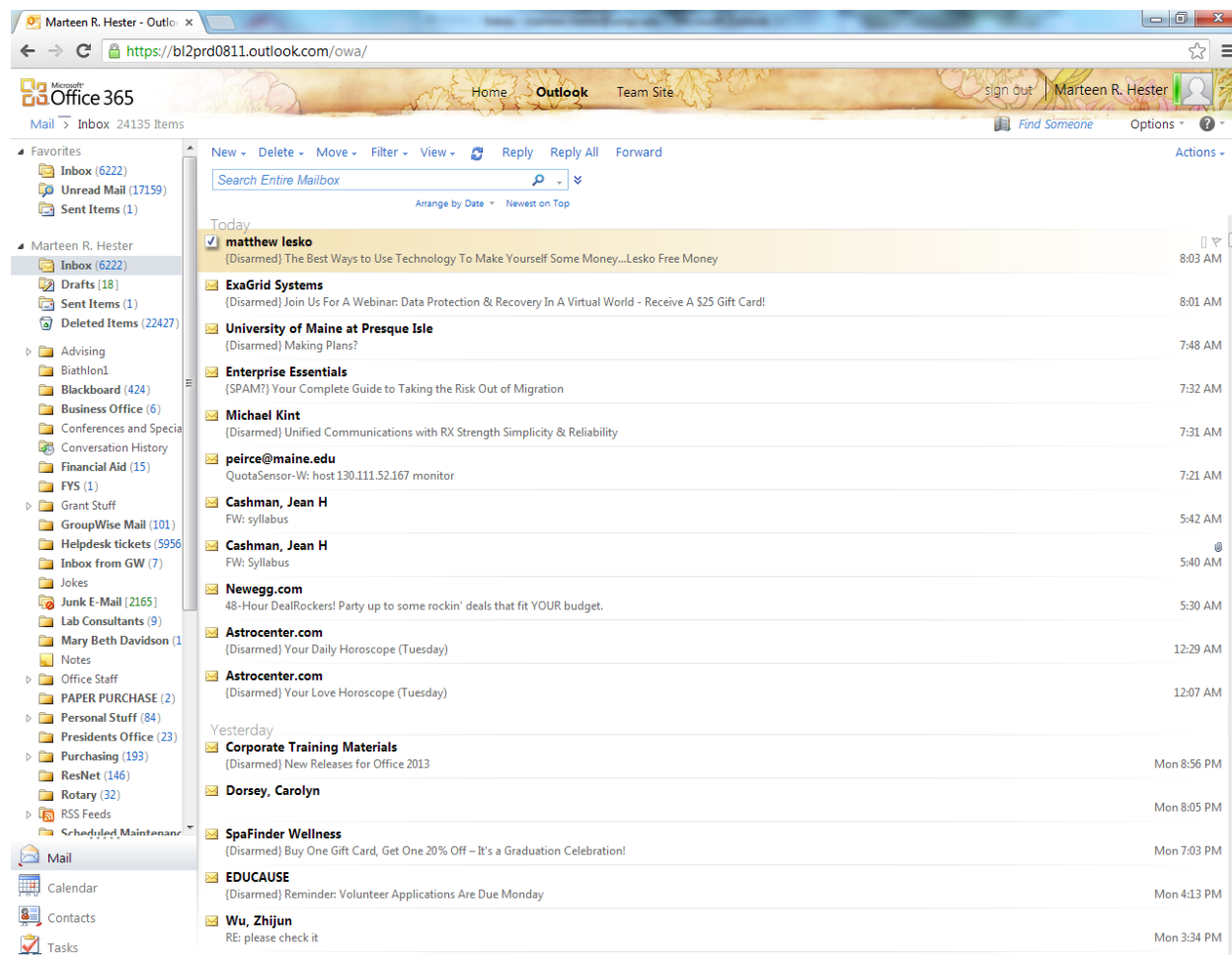
Type your user name and password.

User name: Example: Domain\username

Password:

Put in your username and password and click “sign in”

Your web version will now look different to what you are used to.



Marteen R. Hester - Outlook

<https://bl2prd0811.outlook.com/owa/>

Microsoft Office 365

Home Outlook Team Site

sign out Marteen R. Hester

Mail > Inbox 24135 Items

Find Someone Options

New Delete Move Filter View Reply Reply All Forward

Search Entire Mailbox

Arrange by Date Newest on Top

Today

- ✓ **matthew lesko**
(Disarmed) The Best Ways to Use Technology To Make Yourself Some Money...Lesko Free Money 8:03 AM
- ✉ **ExaGrid Systems**
(Disarmed) Join Us For A Webinar: Data Protection & Recovery In A Virtual World - Receive A \$25 Gift Card! 8:01 AM
- ✉ **University of Maine at Presque Isle**
(Disarmed) Making Plans? 7:48 AM
- ✉ **Enterprise Essentials**
(SPAM?) Your Complete Guide to Taking the Risk Out of Migration 7:32 AM
- ✉ **Michael Kint**
(Disarmed) Unified Communications with RX Strength Simplicity & Reliability 7:31 AM
- ✉ **peirce@maine.edu**
QuotaSensor-W: host 130.111.52.167 monitor 7:21 AM
- ✉ **Cashman, Jean H**
FW: syllabus 5:42 AM
- ✉ **Cashman, Jean H**
FW: Syllabus 5:40 AM
- ✉ **Newegg.com**
48-Hour DealRockers! Party up to some rockin' deals that fit YOUR budget. 5:30 AM
- ✉ **Astrocenter.com**
(Disarmed) Your Daily Horoscope (Tuesday) 12:29 AM
- ✉ **Astrocenter.com**
(Disarmed) Your Love Horoscope (Tuesday) 12:07 AM

Yesterday

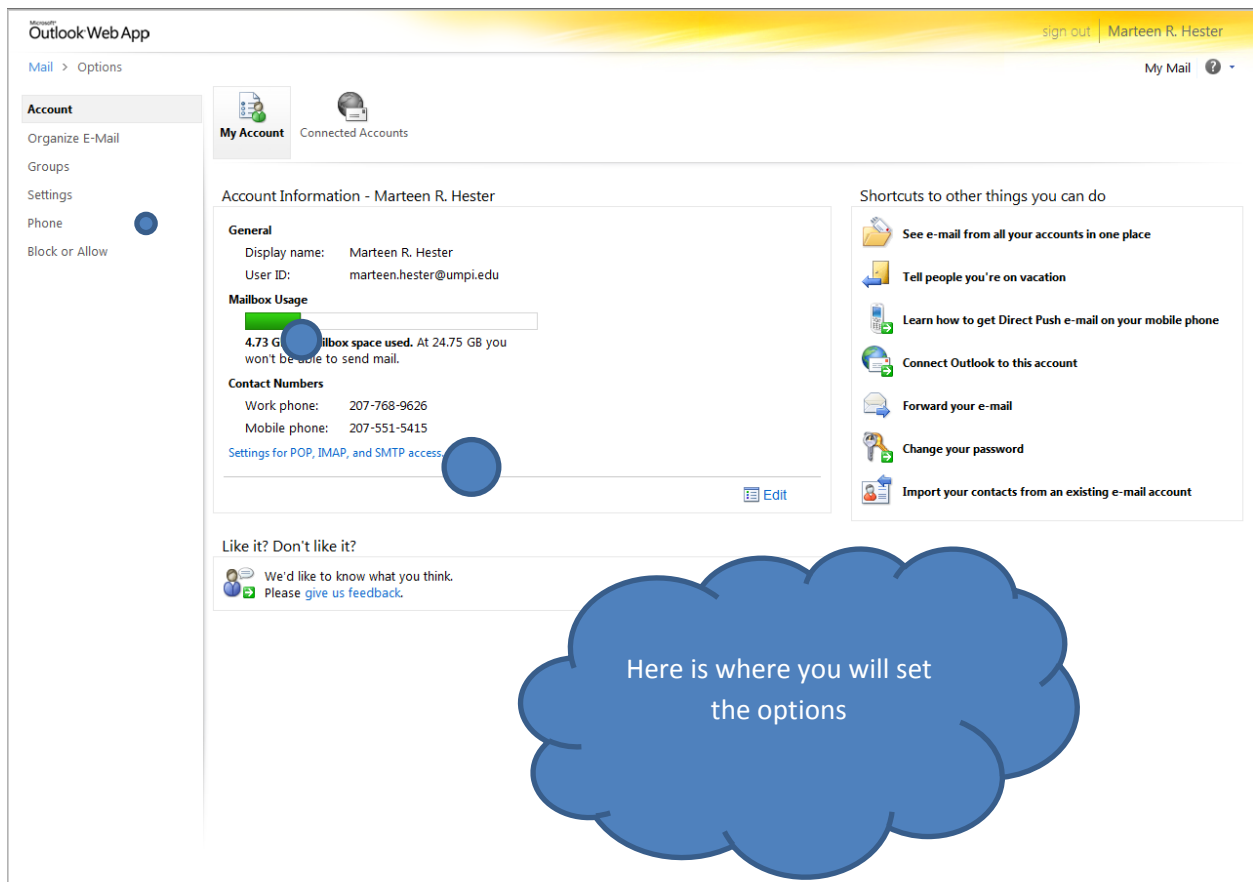
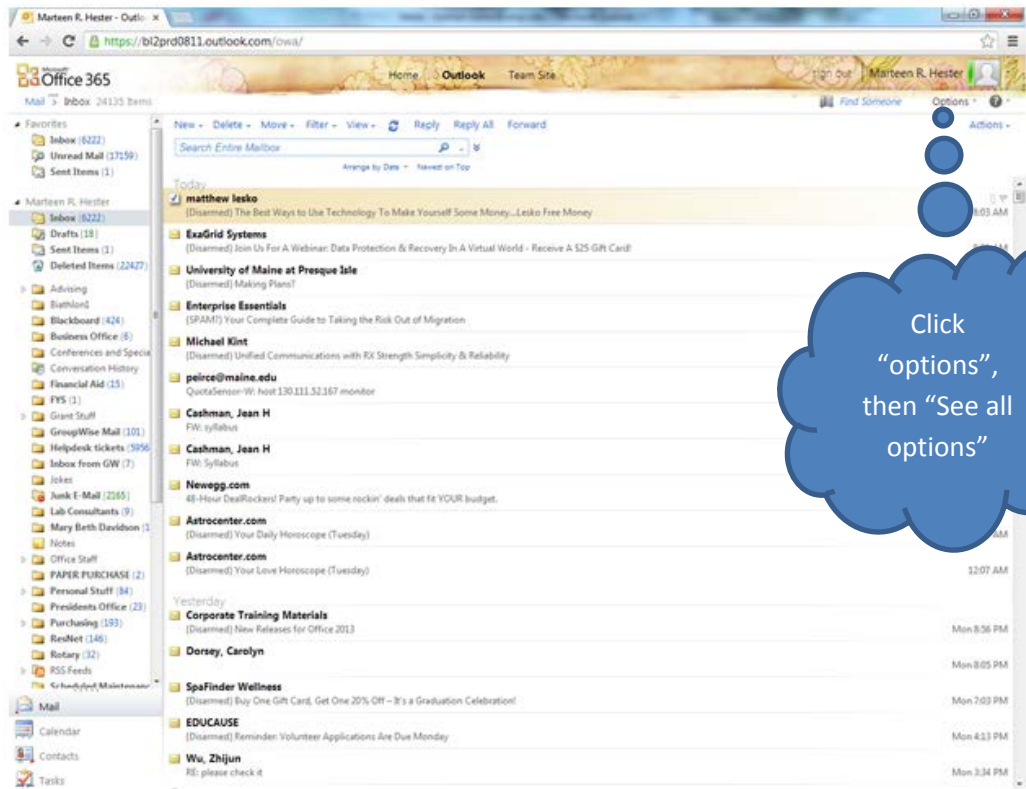
- ✉ **Corporate Training Materials**
(Disarmed) New Releases for Office 2013 Mon 8:56 PM
- ✉ **Dorsey, Carolyn** Mon 8:05 PM
- ✉ **SpaFinder Wellness**
(Disarmed) Buy One Gift Card, Get One 20% Off - It's a Graduation Celebration! Mon 7:03 PM
- ✉ **EDUCAUSE**
(Disarmed) Reminder: Volunteer Applications Are Due Monday Mon 4:13 PM
- ✉ **Wu, Zhijun**
RE: please check it Mon 3:34 PM

Mail

Calendar

Contacts

Tasks



Outlook Web App

sign out Marteen R. Hester

Mail > Options

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Inbox Rules

Automatic Replies

Delivery Reports

Retention Policies

Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

To learn how to forward your e-mail to another mailbox using Inbox rules, [click here](#).

New... [Add] [Delete] [Move] [Copy]

On	Rule
<input checked="" type="checkbox"/>	VIAGRA . Official Site (1)
<input checked="" type="checkbox"/>	VIAGRA . Official Site
<input checked="" type="checkbox"/>	PENIS
<input checked="" type="checkbox"/>	Clear categories on mail (recommended)

VIAGRA . Official Site (1)

After the message arrives and...
the message was received from 'VIAGRA . Official Site'

Do the following...
delete the message

1 selected of 4 total

Click, "Organize E-Mail, and here you can create Rules.

Outlook Web App

sign out Marteen R. Hester

Mail > Options

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Mail

Spelling

Calendar

General

Regional

E-Mail Signature

Tahoma 10 B I U [Text formatting icons]

Marteen Hester
Manager of Instructional Technology / HelpDesk
University of Maine at Presque Isle
181 Main Street
Presque Isle, ME 04769
207-768-9626 phone
207-551-5415 cell

☒ Automatically include my signature on messages I send

Message Format

☐ Always show Bcc

☐ Always show Bcc

Read Receipts

Choose how to respond to requests for read receipts.

☒ Ask me before sending a response

☐ Always send a response

☐ Never send a response

Reading Pane

Choose when items should be marked as Read.

☐ Mark the item displayed in the Reading Pane as Read

Wait 5 seconds before marking the item as Read

☒ Mark the item as Read when the selection changes

☐ Don't automatically mark items as Read

Conversations

Sort messages in the conversation Reading Pane in this order:

☒ Newest message on top

☐ Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.

☒ Match the sort order of the Reading Pane

☐ Show the conversation tree

☐ Hide deleted items

Click Settings, and set up you signatures. On the right of the screen you can also set "Read Receipts", "Reading Panes", and "Conversations".

Save

Microsoft

Outlook Web App

sign out | Marteen R. Hester

Mail > Options

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Block or Allow

Junk E-Mail Settings

☐ Don't move e-mail to my Junk E-Mail folder

☒ Automatically filter junk e-mail

Safe Senders and Recipients

Don't move e-mail from these senders or domains to my Junk E-Mail folder.

Edit

Remove

Enter a sender or domain here

bbcore@lists.maine.edu

daniel.r.williams@maine.edu

educease@educease.edu

franklin.thompson@maine.edu

guy.gallagher@maine.edu

hikel@maine.edu

☒ Trust e-mail from my contacts

Blocked Senders

Move e-mail from these senders or domains to my Junk E-Mail folder.

Edit

Remove

Enter a sender or domain here

hrvoice@shrm.org

info@durgadmod.com

info@mcknightaccounts.com

owner-trouble@pickup.umpi.maine.edu

resnet-l@listserv.nd.edu

Click on the Block or Allow and you can filter email that are safe email and emails that you want to block.

SHARING CALENDARS

The screenshot shows the Microsoft Office 365 Outlook web interface. On the left, a calendar for June 2013 is visible. The main area shows a daily view for Friday, June 28th. A context menu is open over the calendar, with the 'Share' option highlighted. A blue callout bubble points to the 'Share' option with the text: "Right click the calendar that you want to share, then click 'SHARE' then click 'SHARE THIS CALENDAR'".

Right click the calendar that you want to share, then click "SHARE" then click "SHARE THIS CALENDAR"

The screenshot shows a 'Sharing Invitation' window in Google Chrome. The window title is 'Sharing Invitation -- Marteen R. Hester's Calendar - Google Chrome'. The URL bar shows a link to the Outlook sharing page. The 'To...' field is empty. The 'Subject' field contains 'I'd like to share my calendar with you'. The 'Share:' section has three radio button options: 'Free/busy information' (selected), 'Free/busy information including subject and location', and 'All information'. There is also a checkbox for 'I want to request permission to view this calendar'. A blue callout bubble points to the 'To...' field with the text: "Click the 'TO' and in the upper left make sure the address book is on the Global address book." Another blue callout bubble points to the 'Free/busy information' radio button with the text: "Double-click the name of who you want to share your calendar with, click OK, Click send".

Click the "TO" and in the upper left make sure the address book is on the Global address book.

Double-click the name of who you want to share your calendar with, click OK, Click send

Blackboard Learn x Marteen R. Hester - Outlook x

https://bl2prd0811.outlook.com/owa/?exsvurl=1&realm=office365.com#

Microsoft Office 365 Home Outlook Team Site sign out Marteen R. Hester

Calendar June, 2013

New Delete Go to Today Share View

June 2013

28 friday

8 AM

9 AM

10 AM

My Calendars

- Calendar
- Active Directory
- Commitment/Bookings/...

People's Calendars

- Daren J. Green
- Daniel Lalonde
- Kevin Kilcollins
- Amanda Perkins

New Group

Open

Open in New Window

Calendar Color

Move Calendar...

Copy Calendar...

Delete

Rename

Move Up in List

Move Down in List

Share

Create New Calendar...

Share This Calendar...

Change Sharing Permissions...

Publish This Calendar to Internet...

Change Publishing Settings...

Show Calendar URL...

Meet with Marteen and JoAnne

JoAnne's Office; Wallingford, Joanne L

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

Mail

Calendar

Contacts

Tasks

Right click your calendar once again, click share, then change sharing permissions.

Calendar Permissions - Google Chrome

https://bl2prd0811.outlook.com/ecp/customize/calendarsharing.slab?id=LgAAAAADg77Tr

Calendar

Calendar Permissions let you see who has access to your calendars and the permissions granted. You can stop sharing a calendar by selecting a name and clicking Delete.

Edit

Shared With	Permission Granted
Amanda Perkins	Reviewer
Charles Bonin	Free/Busy time, subject, location
Daniel Lalonde	Reviewer
Daren J. Green	Reviewer
Ethelyn Boyd	Free/Busy time, subject, location
JoAnne L. Wallingford	Reviewer
Kevin Kilcollins	Reviewer
Linda K. Schott	Reviewer

javascript:void(0);

If you want to change someone's rights, highlight their name, then click edit.