

Charter School OWA

- Click on the Outlook Web Access link on the staff resource page of the school website.
<http://www.oasismiddleschoolcapecoral.com/teacher-resources.html>
- - or -
- Open up your internet browser and go to this web address:
<https://mail.capecarterschools.org/Exchange>
- **Note: You must use https

Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

1) insert Oasis\firstname.lastname

Domain\user name: Oasis\John.Doe

Password: ●●●●●●●●

2) enter your password

3) click Log on

Log On

Client (what's this?)
 Premium
 Basic

Security (what's this?)
 Public or shared computer
 Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

Outlook Web Access Instructions

Sending New E-Mail Messages

- Click “New” button to construct a new e-mail message.
- For sending e-mail to individuals outside the School System e-mail directory, simply enter the e-mail address of the recipient into the “To” field. After constructing your e-mail message, click “Send”. Your message will be viewable in the Sent Mail folder.
- You may also send messages directly from your “Contacts” folder.
- For sending mail to individuals within the School System e-mail directory you can, of course, enter the full @capecharterschools.org address. However there is a simple shortcut available by simply entering part of the name – e.g. the first name & clicking on the “Check Names” button which will then return the full e-mail address.

Contacts Folder

- OWA has a full featured Contacts folder

Calendar Folder

- OWA has a full featured Calendar for setting up appointments

“Out-of-Office” Auto-response

- You can set up OWA to respond automatically to any in-coming mail that you are “Out-of-Office” and will be available at some date in the future.
- Click on the Options folder and enter the Out-of-Office detail.

Logging Off

- When done with OWA, please Log Off using button at top Right Hand corner of the screen.