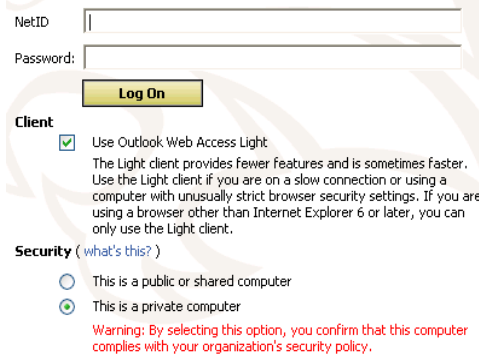


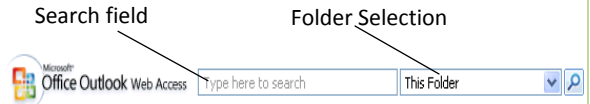
BobcatMail (Outlook Web Access - OWA) provides access to your Texas State University-San Marcos e-mail, calendar, and contacts from any web browser. (To use all features available in BobcatMail, Microsoft® Internet Explorer 6.0+ is required. The OWA Light version provides access to only the basic features of BobcatMail.)

Logging on to BobcatMail:

- Start a web browser and type the following URL into the browser's address box: bobcatmail.txstate.edu and then press Enter.
- When prompted, enter your NetID and password, then click **Log On** to enter BobcatMail.
- You can make BobcatMail automatically log you out after 15 minutes of inactivity by selecting *This is a public or shared computer*.

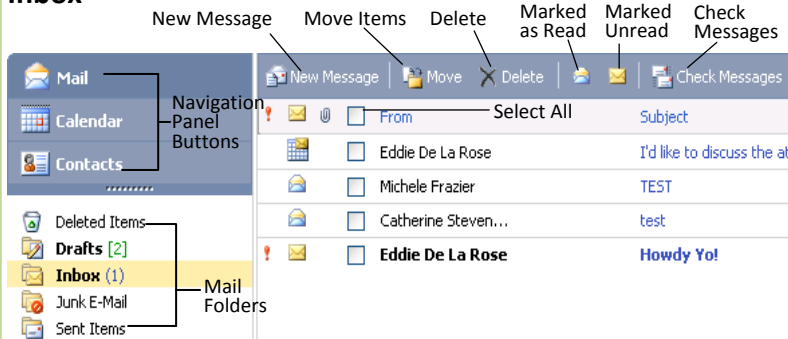


Search Bar



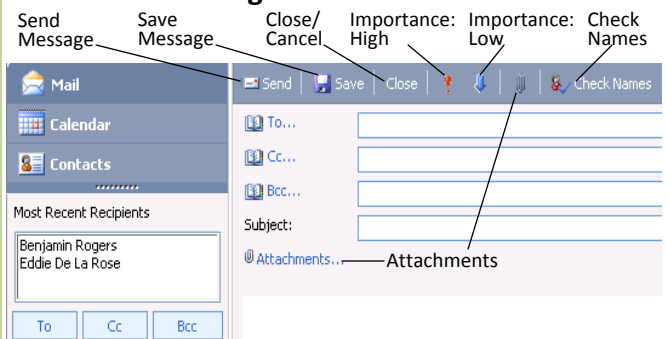
- The search field allows you to use any criteria to find anything that is in your folders.
- The folder selection drop down menu will allow you to select all your inbox folders, contacts, or address book.
- Press **Search** to start your search.

Inbox



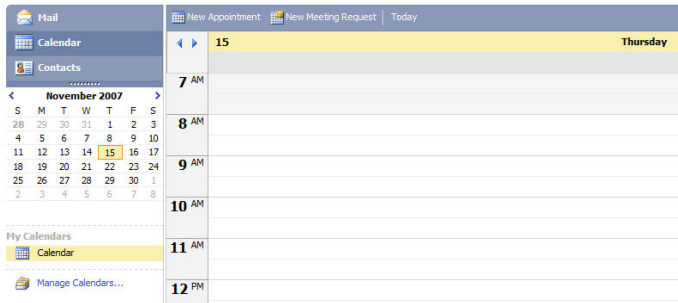
- Click **Check Messages** **Check Messages** on the toolbar to check for new mail.
- Click **Inbox** **Inbox** in Mail Folders to access the Inbox.
- Put a check in the box next to a message and click **Delete** to delete a message.
- Put a check in the box next to the messages in the current list to move. Click **Move** to put them in a different folder.
- **Mail** contains mail-related folders, like Inbox, Sent Items and Search Folders.
- **Calendar** **Calendar** lets you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.
- Click **Contacts** **Contacts** to store and keep track of addresses, numbers, and e-mail addresses.
- Click **New Message** **New Message** to compose a new message to a contact.
- Read messages will have this icon to the left of the message while all unread messages will display this icon to the left of the message.

New Email Message



- Enter the names of people or e-mail addresses separated by semicolons (;) in the **To**: field. Click **Check Names** to verify the names you typed. If a name can not be resolved to a single entry from the **Global Address List** or **Contacts List** the name will appear in red. Additionally, you can access the address book by clicking **To...**, **Cc...**, or **Bcc...**
- **Most Recent Recipients** provides a quick and easy way to find contacts that you send messages to frequently. To use a recent recipient, highlight the user name, then click **To** **To**, **Cc** **Cc**, or **Bcc** **Bcc**.
- To send a copy of the message to others, use the **Cc**: box or click the Cc: button. To send blind carbon copies, use the **Bcc**: box or click the Bcc: button.
- Enter the subject of the message in the **Subject** box.
- Enter the text of your message in the text box.
- Click the **Send** button.
- Click **Attach File**, select the file you want to send, and click Insert to attach a file to a new message.

Calendar

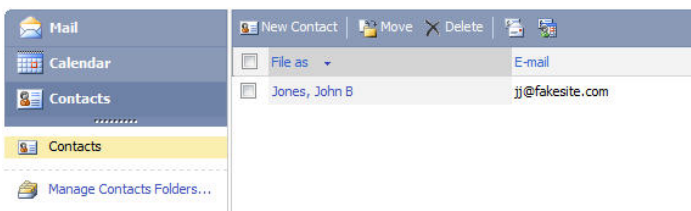


- Click on **Calendar** to view the calendar.
- Click on **New Appointment** to add an appointment to your schedule.
- Click on **New Meeting Request** to schedule a meeting and invite attendees.
- The **Today** button will bring you back to today's events if you are looking at another day on the calendar.
- The will move you to the next day or the previous day of the calendar.
- Click on **Manage Calendars...** to create, rename or delete additional calendars.

Calendar Tasks

- **Scheduling an Appointment:** Click on **New Appointment**. Enter name of the appointment in the subject line and type a location for the appointment in the location line. Next, choose the start and end times for the appointment. You can check **All Day Event** if the appointment will be an all day event. To add attachments to the appointment click **Attachments...** or **Attach file**. Click **Recurrence...** if the appointment will occur more than once. Click **Invite Attendees** to invite others to the appointment. Click **Save and Close** to finalize the appointment. Click **Cancel** if you don't want to save the appointment.
- **Creating a meeting request:** Click on **New Meeting Request**. Type the email addresses of attendees in the required field. You can select attendees from the *Most Recent Recipients* box. Give your meeting a title in the subject line and define a location in the location field. Choose the start and end times for the meeting. You can check **All Day Event** if the meeting will be an all day event. To add attachments to the appointment click **Attachments...** or **Attach File** in the toolbar. Click **Recurrence...** if the appointment will occur more than once. The icons will assign high or low importance to your meeting request. Click **Save** to save the meeting request and come back to it later. Click **Cancel** if you don't want to save or send the meeting request. Click **Send** to send the meeting request to the attendees.
- **Managing Calendars:** Click on **Manage Calendars...** to create a new calendar, then type the new calendar name and click Create. To rename an existing calendar, choose the calendar to rename from the Current Name pick list then type the new name for the calendar. Delete an existing calendar by choosing the calendar from the pick list and clicking delete.

Contacts



- Add a new contact by clicking **New Contact** in the toolbar.
- Move a contact by first selecting the contact or contacts that you want to move, then click **Move** in the toolbar.
- Delete a contact by first selecting the contact or contacts that you want to delete, then click **Delete** in the toolbar.
- Send a message or a meeting request by first selecting the contact or contacts that you want to send an E-Mail or Meeting request to, then click **Send E-Mail** or **Send Meeting Request** button.
- By clicking on **Manage Contacts Folders...** you can create new contacts folders, and rename or delete existing contact folders.

Contact Tasks

- **Creating a new Contact:** Click on **New Contact**. Enter the new contact information. To attach a file, click **Attachments...** To cancel the current contact, click **Cancel**. When you've finished entering the information and you're ready to save the contact, click **Save and Close**.
- **Managing Contact Folders:** Click on **Manage Contact Folders...** To create a new contact folder, type the new folder name in the folder name field and click Create. To rename a contact folder, choose the folder from the current name pick list, then type the new name for the folder in the new name field and click Rename. To delete a folder, select the folder from the pick list, then click Delete.