

BobcatMail (Outlook Web Access - OWA) provides access to your Texas State University-San Marcos e-mail, calendar, and contacts from any web browser. An expanded feature set is available for BobcatMail using, Microsoft® Internet Explorer 6.0+ or above. The OWA Light version provides access to only the basic features of BobcatMail.

Logging on to BobcatMail:

- Open a web browser and type bobcatmail.txstate.edu into the browser's address box and 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*.

NetID:
 Password:

Client

Use Outlook Web Access Light
 The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.

Security (what's this?)

This is a public or shared computer
 This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Search Bar

Search field: Search Inbox

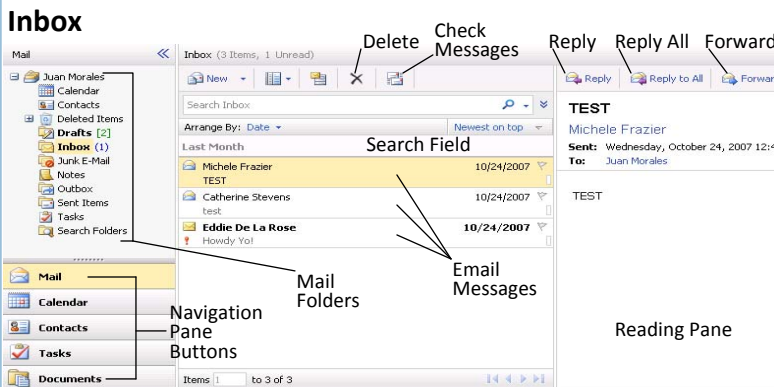
Folder Selection:

Results in: subject and message body

From:

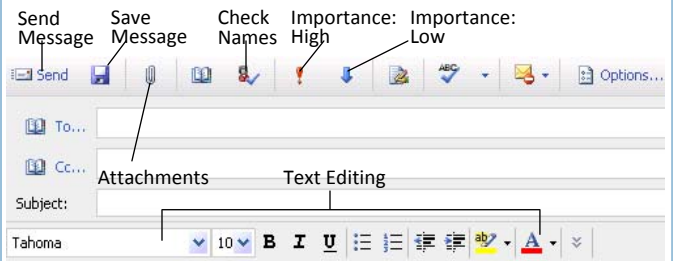
Category: Blue Category

- Search any part of the messages by typing a phrase or a word from the message in the Search field. Choose a folder to search by clicking the down arrow next to the Search icon in the Search field.
- The double chevrons to the right of the Search field hide more search options. You can use these options to refine your search. You can choose where to look within the message, you can search within the addressing fields or categories, if you know the message is categorized.
- The Search button starts your search.

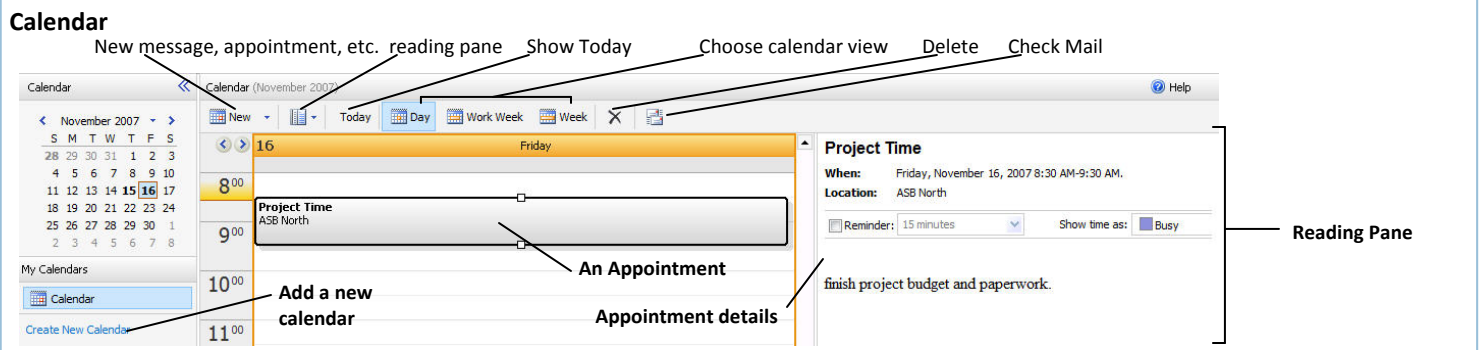


- Click **Check Messages** on the toolbar to check for new mail.
- Click **Inbox** in Mail Folders to access the Inbox.
- Put a check in the box next to a message and click **Delete** to delete a message.
- **Mail** contains mail-related folders, like Inbox, Sent Items and Search Folders.
- **Calendar** lets you to view and schedule appointments, events, and meetings. View shared calendars and compare calendars by viewing them side by side.
- Click **Contacts** to store and keep track of addresses, numbers, and e-mail addresses.
- Click **New** and select **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...**
- To address a copy of the message to others, enter their e-mail addresses the **Cc...** box or click the **Cc...** button. To send blind carbon copies, enter their e-mail addresses 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 **Attach File**, select the file you want to send, and click Insert to attach a file to a new message.
- Click the **Send** button to send the message.

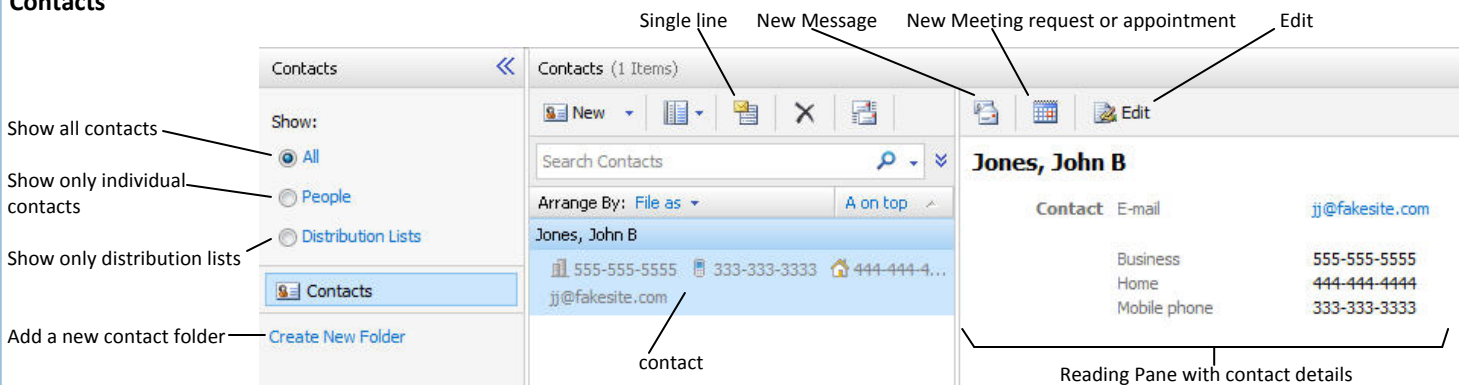


- Create a new message, appointment, meeting request, contact or task: Click on **New** **New** dropdown menu.
- Turn the reading pane on or off by Click on **Reading Pane** button in the toolbar.
- Navigate back to today's events if you are looking at another day by clicking **Today** **Today** button in the toolbar.
- Toggle between day, week, and work week views by clicking **Day** **Work Week** **Week** **Day, Week, Work week**.
- Delete an appointment, event or meeting request by clicking **Delete**.
- Check mail by clicking the **Check Mail** button.
- Create new calendars within your calendar folder by clicking **Create New Calendar** **Create New Calendar**.
- To view a calendar other than your default calendar, select it under My Calendars.
- Click **Help** **Help** to access the help window.
- You can view details and change some details about appointments, and meeting requests from the reading pane.

Calendar Tasks

- **Create an appointment:** Click on **New** **New** and select appointment. On the Appointment window, enter the subject and location for the appointment. Choose the starting and ending time for the appointment or whether it will be an all day event or not.
- **Create a meeting request:** Click on **New** **New** and select meeting request. Enter the email addresses of people you need to attend the meeting in the Required field. Attendees who might be interested go in the Optional field. And you can choose a location for your meeting in the Resources field. Choose the starting and ending time for the appointment or whether it will be an all day event or not. You can also set reminder details and set how the time for the event is displayed.
- **Use the Scheduling Assistant** to quickly find the best meeting time for all attendees and resources. Access the Scheduling Assistant by clicking it's tab next to the appointment tab when you create a new appointment or meeting request.

Contacts



- Add a new contact by clicking **New** **New** and selecting contact.
- Edit an existing contact by highlighting the contact and clicking **Edit** **Edit**.
- Send a meeting request to your contacts by clicking **New Meeting Request** **New Meeting Request**.
- Send a message to your contacts by clicking **New Message** **New Message**.
- Create a new contacts folder by clicking on **Create New Folder** **Create New Folder**.
- Display contacts in a single line format by clicking **Single Line** **Single Line**.
- Change how your contacts are displayed by clicking either **All** **All**, **People** **People**, or **Distribution Lists** **Distribution Lists**.
- View contact details in the reading pane.