FTCC_MIS_031_v1.0
OUTLOOK WEBMAIL INSTRUCTIONS

Date of Current Revision: March 18, 2020
Primary Responsible Officer: AVP for MIS

1. PURPOSE

The purpose of this procedure is to define the process and uses of Outlook webmail at Fayetteville Technical Community College (FTCC). Outlook webmail is the primary vessel for users at FTCC. All users have access to Microsoft Outlook Webmail applications. Outlook Webmail is strictly for FTCC college and business documents.

This document will assist you with accessing Outlook Webmail. If after using this document you still have problems with logging into Outlook Webmail, please contact the FTCC Help Desk at 910-678-8502.

2. SCOPE

This procedure applies to all College faculty and staff, whether full or part-time, paid or unpaid members of the College community. This procedure applies to all information collected, stored or used by or on behalf of any operational unit, department and person within the community in connection with College operations. In the event that any particular information at FTCC is governed by more specific requirements under other College policies or procedures the more specific requirements shall take precedence over this procedure to the extent there is any conflict.

3. ACRONYMS / DEFINITIONS

MICROSOFT OUTLOOK. Primarily an email application, it also includes a calendar, task manager, contact manager, note taking, journal, and web browsing.

HELP DESK. Is the primary single-point-of-contact for FTCC to provide IT support to all Faculty, Staff, and Students.

MIS. Management Information Services.

FTCC. Fayetteville Technical Community College.

4. PROCEDURES

This document will show you how to access Outlook Webmail.

4.1 HOW TO LOG IN TO Outlook Webmail

To access Outlook webmail, go to outlook.com
Click on the sign in icon as shown in the image below.
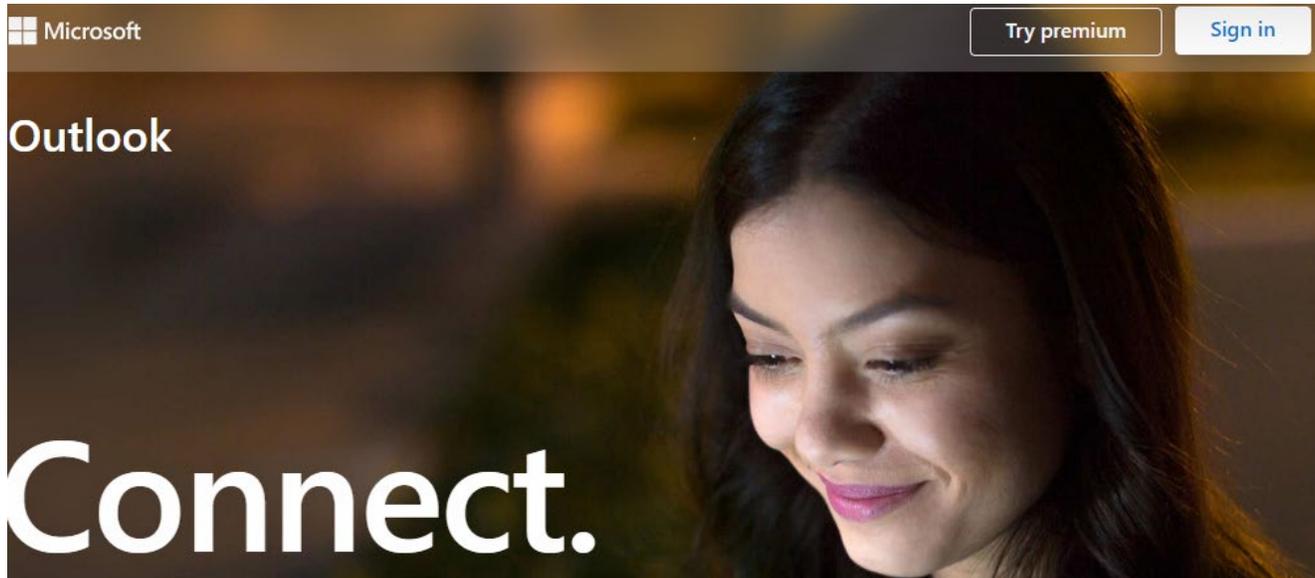
Use your AD username and password to login [**AD username**]@ad.faytechcc.edu
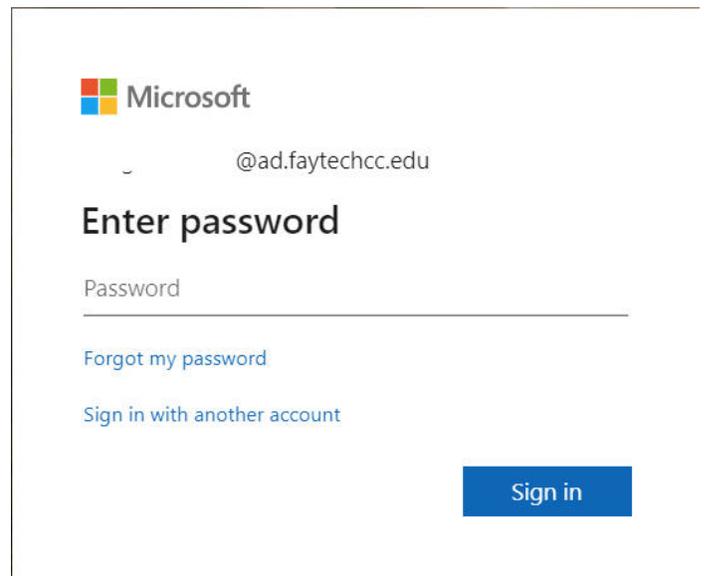
After successfully logging in you will be taken to the Outlook Webmail page.

> **4.1.2.** Your FTCC mailbox will appear. As shown in the figure below.
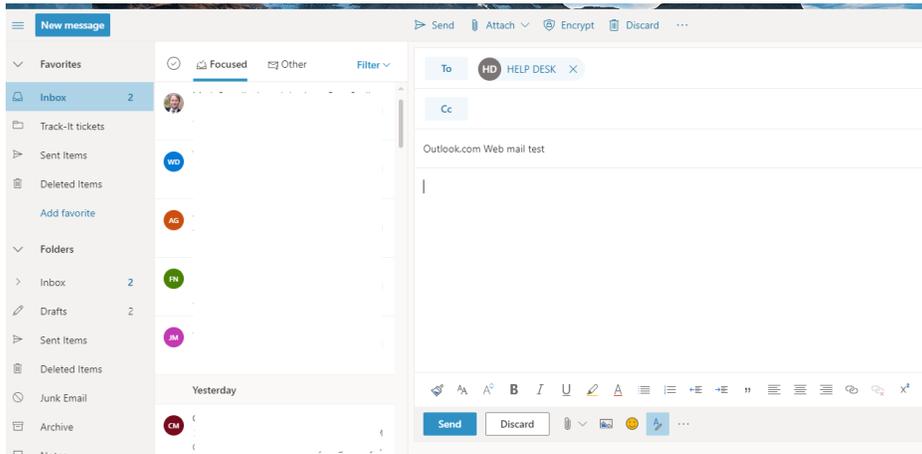
You are now successfully in Outlook Webmail.

4.2. Composing a new email in outlook webmail.

4.2.1 Click New Message
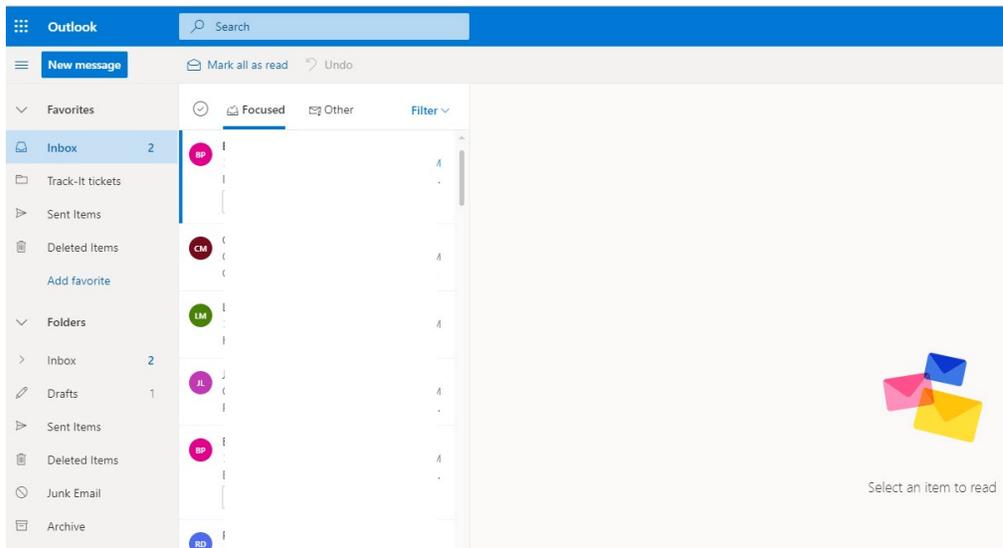
4.2.2 You can select recipients for email two ways

- One, by clicking the To: field
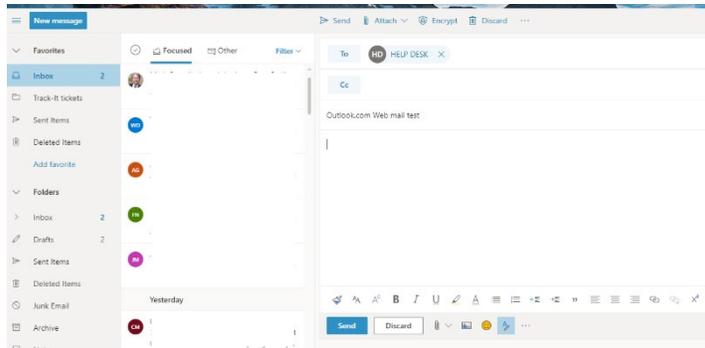
- Two, choose your personal contacts or Default Global Address List to access all FTCC personal:
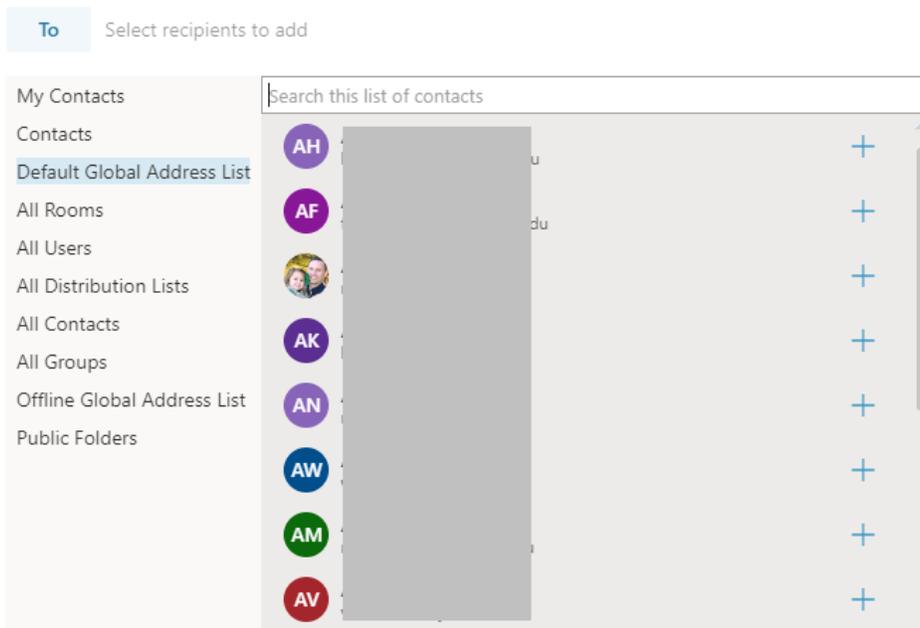
Add recipients
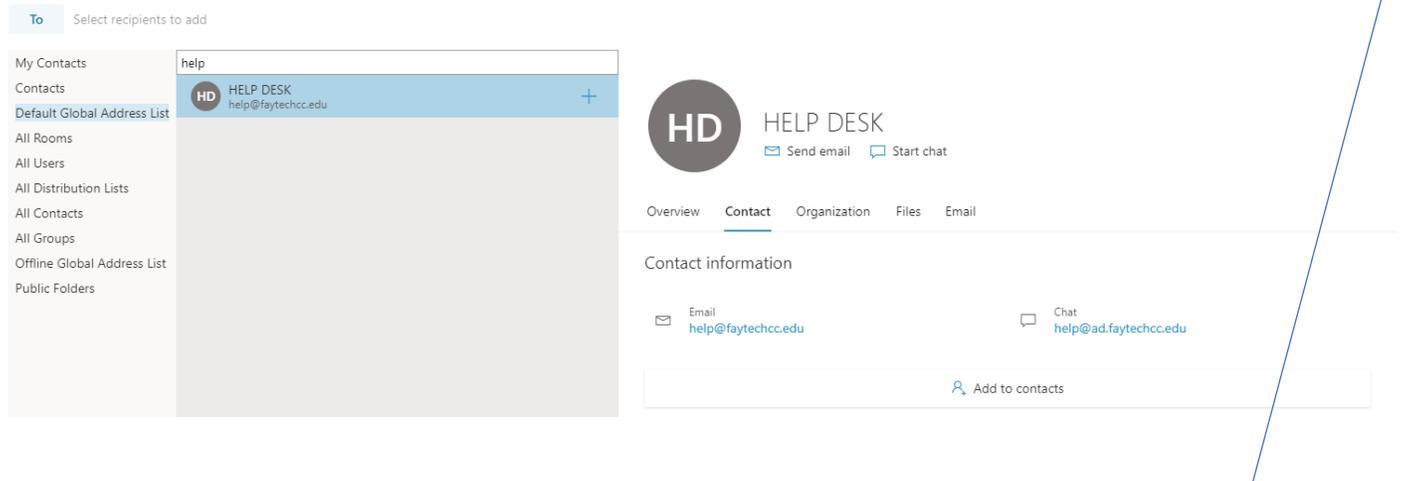
After you have selected the contact for your email click the Plus sign to add the recipient to your email. And click the X button in the top right-hand corner to exit the contacts.

4.2.2.1 To choose your email recipient directly from email just begin typing the recipient's name in the To: or CC:
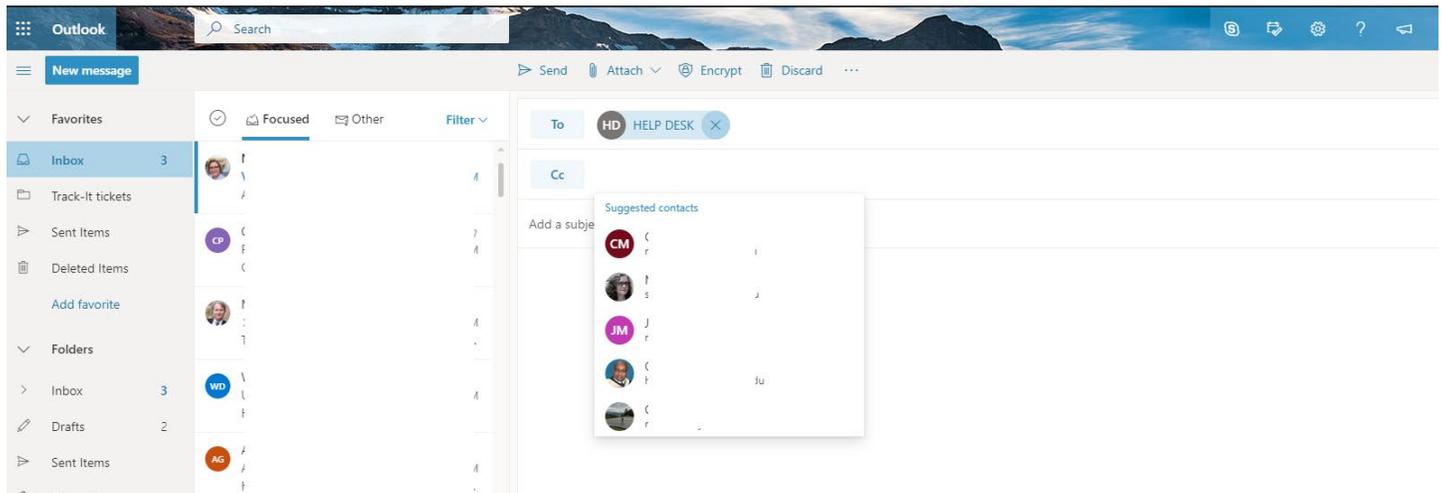
Once you have selected all the recipients select Send.

5. EXCLUSIONS / EXCEPTIONS
No approved exceptions exist at this time.

6. RELATED COLLEGE DOCUMENTS, FORMS, AND TOOLS

7. DOCUMENT ADMINISTRATION

7.1. DOCUMENT OWNER

This document is owned by Management Information Services Office which is responsible for its content and maintenance. For questions or comments, please email help@faytechcc.edu.

7.2. DOCUMENT REVIEW

This document is subject to periodic review to validate the content remains relevant and up-to-date. Significant or material changes to this document must be submitted to the AVP for MIS and ISE for review and comment prior to adoption.

7.3. CHANGE HISTORY

Version	Description	Author	Date
1.0	Initial publication	CBM	3/19/2020

7.4. APPROVAL HISTORY

Version	Name	Title	Date
1.0	Pamela Scully	AVP for MIS	3/19/2020

8. APPENDIX

N/A