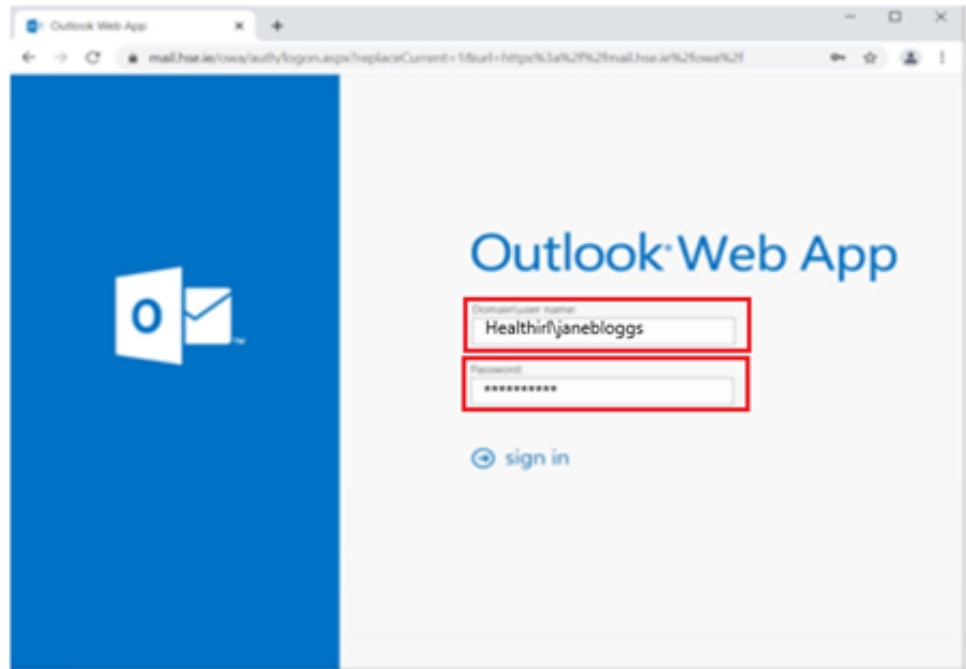


Note: you can **only connect** on a HSE wired network in a HSE facility or via a MIFI device. To log on, go to <https://mail.hse.ie/owa>.

1. Enter the username and password provided to you.



## 2. Change settings

When you log in for the first time (only) you may need to change the language and time zone settings. Once changed, click 'Save' and you will be brought to your new inbox.



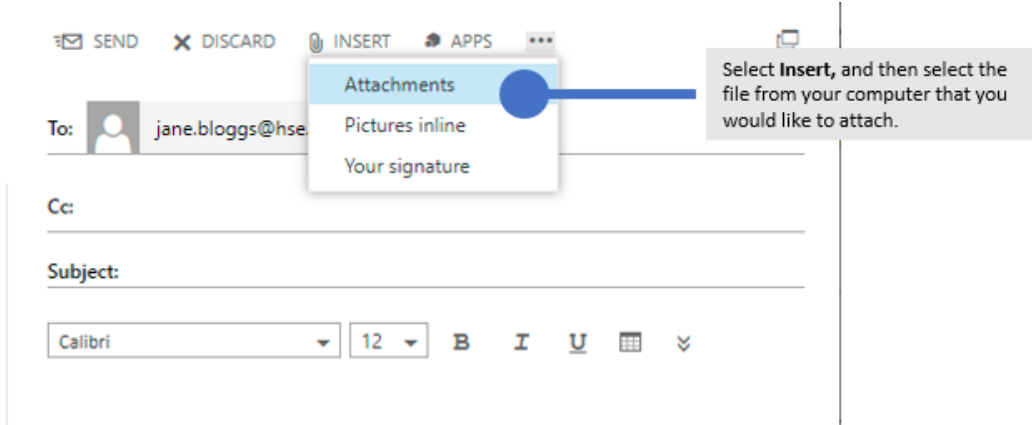
### 3. Your new Inbox

The screenshot shows the Outlook Web App interface. On the left is a navigation pane with 'New mail' and a search bar. The main area shows an inbox with a 'Sort by' dropdown menu open. The menu has three sections: 'SORT BY' with options like Date, From, Flagged, Size, Subject, Type, Attachments, and Importance; 'ORDER' with 'Newest on top' and 'Oldest on top'; and 'CONVERSATIONS' with 'On' and 'Off'. Three callout boxes point to these sections with the following text: 'Sort mail by Date, From, Flagged, Size, Type, Subject, Attachments and Importance', 'Order', and 'Conversations On/Off'.

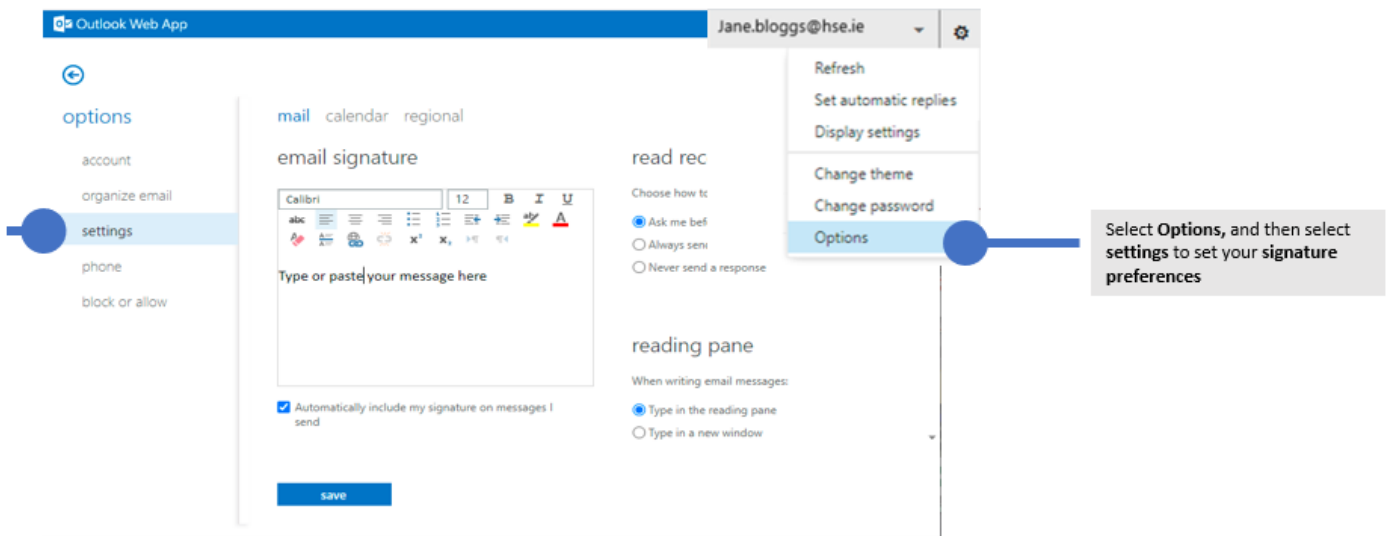
### 4. How to send an e-mail

The screenshot shows the Outlook Web App 'New mail' form. On the left, a callout box labeled 'Select New Message' points to the '+ New mail' button. On the right, the 'To:' field contains 'jane.bloggs@hse.ie' and the 'Subject:' field is empty. A callout box labeled 'Add in recipient email address and subject of the email' points to these fields. The background shows the inbox and navigation pane.

## 5. Attach a document



## 6. Create a signature



## 7. Set an 'Out of Office' reply

The screenshot shows the Outlook Web App interface for Jane.bloggs@hse.ie. The 'options' menu is open, and the 'Options' item is selected. The 'automatic replies' section is active, showing options to 'Send automatic replies' and 'Send replies only during this time period'. The 'save' button is visible at the bottom.

**Select Options, and then select organize email to set your out of office and automatic replies**

## 8. Add and name folders

The screenshot shows the Outlook Web App interface for Jane.bloggs@hse.ie. The 'Inbox' folder is right-clicked, and the 'Create new folder' option is selected. A dialog box prompts for a name, with 'Training' entered. The 'New mail' pane shows the 'Training' folder created under the 'Inbox'.

**Right Click Inbox**

**Select Create new folder**

**Give your new folder a name**

**Your new folder is created and will appear under your inbox**

## 9. Flag messages

The screenshot shows an email in the Outlook Web App interface for Jane.bloggs@hse.ie. The email is selected, and the 'Flag' icon (a red flag) is highlighted. The email content is '(No subject)' and the time is '15:16'.

**Select x to delete email**

**Set a flag to highlight an email for later**

### Need more information?

See [here](#) for more detail on OWA

See [here](#) to watch a training video

Cyber Attack IT Support Service: 1800 742 900