

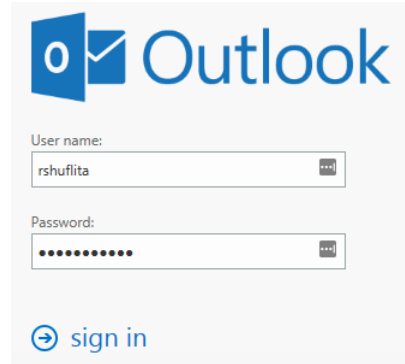
TRUST WEB MAIL INSTRUCTIONS

This document covers how to access your Trust e-mail (@cbt.org) via a web browser.

ACCESS AND SIGN IN

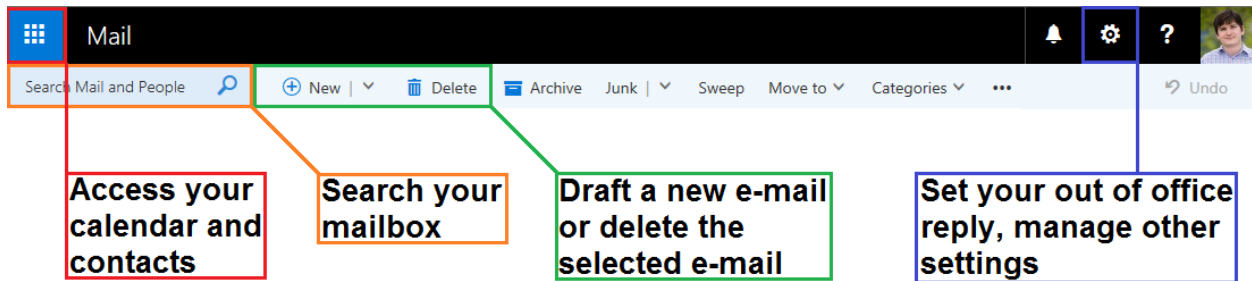
Follow these steps to access your web e-mail and sign in

1. Open your web browser and go to our public website ourtrust.org
2. Scroll down, under **Quick Links** click on **Staff Login**
3. Expand **Web Email** and click on the link
 - a. *Optional: Add to your favorites*<https://email.trustnet.org/owa>
4. Enter your **username** (first initial + last name) and your **password**, click sign in



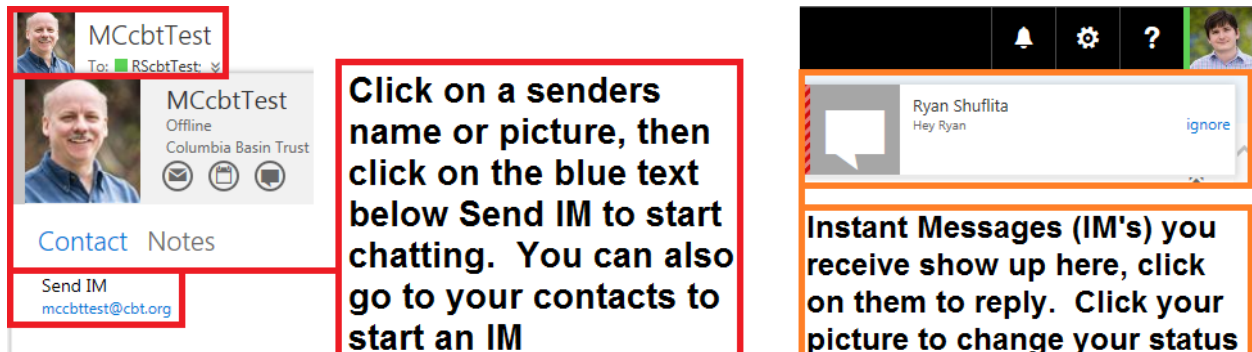
NAVIGATION – TOP MENU

This section covers how to check your **calendar**, create a **new message**, **search** your mailbox and set your **out of office response**.



INSTANT MESSAGING (available to Trust staff only)

You can now **send and receive Instant Messages (IM's)** while in your web browser



FOLDER PANE AND INBOX

This section covers using the folder pane and checking your **inbox**.

The screenshot shows the Outlook interface with three callout boxes:

- Red box (Favorites):** Favorites give you quick access to folders you use frequently. It points to the 'Favorites' pane on the left containing 'Inbox', 'Sent Items', and 'Deleted Items'.
- Green box (Emails):** These are your emails, you can right-click to reply and access other similar options as you would in Outlook. It points to the main email list.
- Orange box (Mailbox Folders):** These are your mailbox folders, you can right-click to add favorites, create sub-folders and access other similar options as you would in Outlook. It points to the 'RScbtTest' folder tree on the left.

READING PANE AND ATTACHMENTS

Note that you may now **preview files before downloading them**, such as PDF's or Office documents right in your web browser.

The screenshot shows an email reading pane with three callout boxes:

- Red box (Subject and Recipients):** Shows the subject and recipients, click the down arrow to show all recipients. It points to the header area showing 'test files' and 'MCcbtTest'.
- Green box (Body):** This is the body of the e-mail. It points to the main text of the email: 'Hi Ryan, Attached are some sample test files for you to experiment with in OWA. Regards, Martin'.
- Orange box (Attachments):** Attachments are displayed here. Click on the text to display a preview or if you want to download the file click the down-arrow. It points to the attachment bar showing files like '02_Organizational_Dia...', 'Excel.xlsx', 'PrinterTestDoc.docx', 'PrinterTestDoc.pdf', and 'testF'.