

Using the Outlook Web App

in the [BARTLESVILLE PUBLIC SCHOOLS](#)

The Outlook Web App replaces the outdated WebAccess site for accessing your school email and calendar from anywhere on the internet.

Logging On

Use this web address: <https://webmail.bps-ok.org>

Notice that extra *s* in the beginning of the address. It is **https:** instead of the usual **http:** because this is a secured website.

When you login, you'll see this screen:

Public or Private?

When using your own computer at home, you should pick "This is a private computer" and Web App will wait for a longer time of inactivity before automatically logging you out.

When on a public or shared computer, select the top option and WebApp will wait for a shorter time of inactivity before logging you out.

Use the light version?

You should uncheck this option unless you have a slow internet connection or your browser does not behave properly when using Web App. Note that the light version has fewer features.

Enter your usual Outlook username and password, then click the **Sign in** button.

Configuring a mobile device to use webmail

To configure your iPhone or similar mobile device to access your district email, use the device's email configuration settings to add an **Microsoft Exchange** account with these settings:

Server: webmail.bps-ok.org

Domain: Bartlesville

and your usual Outlook username and password.

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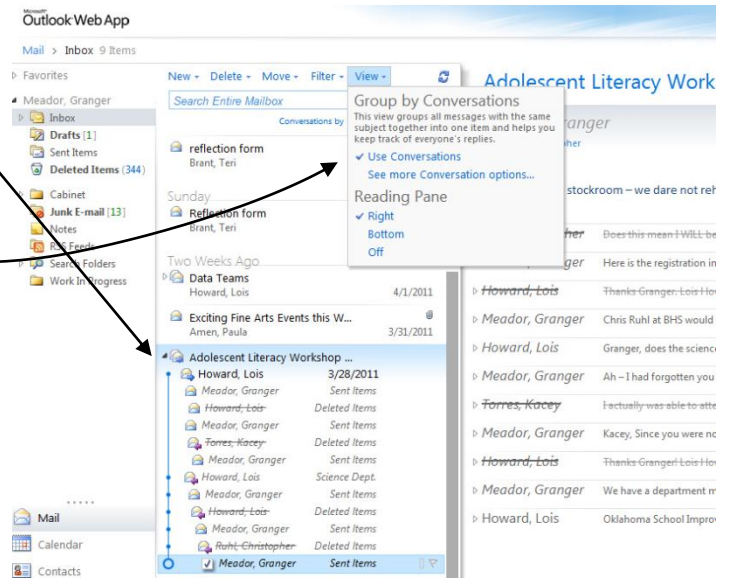
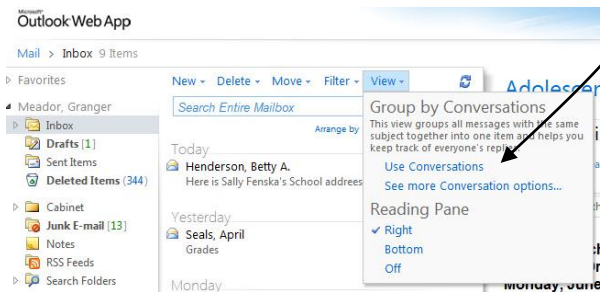


Conversations

The full version of Web App strongly resembles the Outlook 2010 program, so most functions are self-explanatory. One new feature is Conversations, which enables message threads.

When Conversations is enabled, messages which share a subject line are grouped together in your viewpane.

However, you may prefer to not thread together messages. You can switch Conversations on and off by selecting the **View** tab above your message list and clicking **Use Conversations** to check it on or off.



Options

The Options tab at the upper far right of the window allows you to set automatic replies for when you are out of town, change your email/calendar password, and more.

Select **See All Options...** for more settings.

That pulls up many options, but the ones you'll most commonly need are in the **Settings** group.

Here you can set up an automatic signature and change how the Web App deals with read receipts, the reading pane, and more.

For help, click on the question mark at the top far right and select **Help**.

