

# Outlook2003 @ DMACC

## Outlook2003

- Faculty, staff, & credit students have an Outlook2003 e-mail account
- You can **access** your Outlook e-mail account from **any campus**
- You can also **access** your Outlook e-mail account from **home**, or **any computer** with an Internet connection – **Outlook Web Access**
- **Check your e-mail on a daily basis!!!**

### Your e-mail address is:

Your e-mail address is the same as your **DMACC User ID** with **@dmacc.edu** at the end (i.e. efhutton23@dmacc.edu)

- [Click here to find your DMACC User ID](#)

## How to access your Outlook2003 account

### ① From **any campus**

1. Start ▶ Programs ▶ Microsoft Office ▶ Microsoft Outlook

### ② From **off-campus**

#### Outlook Web Access

**You can access your DMACC e-mail from work, home, or any computer with an Internet connection!**

- [Click here for instructions for accessing your Outlook Web Access account](#)

### ③ **Forward** your DMACC e-mail

You can forward your DMACC e-mail to another e-mail account (i.e. Hotmail, Yahoo, Gmail, etc.)

- [Click here for instructions if you are on campus and want to forward your DMACC e-mail](#)
  - ⇒ [You can also click here for a short movie on how to Forward your DMACC e-mail to another account from on campus](#)
- [Click here for instructions if you are off campus and want to forward your DMACC e-mail](#)

### Learn to use Outlook2003 with these Quick Reference Guides

- [Overview of Outlook 2003](#)
- [E-mail Basics](#)
- [Contacts](#)
- [Calendar](#)
- [A Sampling of Overlooked Outlook Treasures](#)
- [Manage your Inbox](#) – create folders for saved messages, archive notes, saving attachments, and more!
- [Organize your Inbox](#) using Favorite folders, arrangements, flagging messages and more!

