ILLINOIS VALLEY COMMUNITY COLLEGE
Center for Excellence in Teaching, Learning, and Assessment (CETLA)
Introduction to Microsoft Outlook Web Access

Accessing Outlook Web Mail

1. Go to www.ivcc.edu/outlook
2. Enter your email username and password

Questions regarding your and password, contact CETLA staff, 815-224-0530

Inbox

1. To read each email message, click on the subject of the email.
2. To go from one email to the next, click the Inbox link on the left hand menu area.
3. Click subject of next email you want to read.

Replying to a message

1. Click the Reply or Reply to All links on the purple menu bar on top of the reading pane.
2. Type reply and click Send on the purple menu bar on top of the reply message pane.

Deleting unwanted messages

There are two ways to delete an unwanted message.

1. Click the checkbox to the left of the message in the inbox view and then click the Delete option on the purple menu bar on top of the inbox screen

or

2. If you are in the message itself and want to delete the message after reading it, you can click the Delete option on the purple menu bar at the top of the reading pane.

Sending a NEW e-mail message

1. In the Inbox view, click the New Message link on the purple menu bar on top of the inbox screen.
2. Enter email address or person you want to send the email to in the To… field at the top of the message box.
3. Type message and click Send link on the purple menu bar at the top of the message box.

Folders

Folders are located on the left hand size of the inbox or reading pane. The top folders will be your Deleted Items, Drafts, Inbox, Junk E-Mail and Sent Items.

Below that are your folders that you have created.

1. To move items into the folders, click the checkbox to the left of the message
2. Click the Move link on the purple menu bar
3. Select the folder you want to put the message in
4. Click the blue Move button and then click Close

Creating a NEW folder

1. Click Manage Folders link on left hand menu area, under current folders
2. Click drop down menu to select where you want to create the new folder
3. Enter name for new folder in Folder Name box and click blue Create button.

Using folders

1. Click folder name on left hand menu area

CETLA
Center for Excellence in Teaching, Learning, and Assessment
CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

Illinois Valley Community College

Adjunct Faculty Development

New Adjunct Faculty Orientation
New Adjunct Faculty Orientation is offered at the start of the fall and spring semesters, generally the Saturday before classes begin. During this orientation session, new adjunct faculty will be briefed on Human Resources procedures and resources, introduced to teaching at IVCC, and will have the opportunity to access and ask questions about technology resources. Information about orientation will be sent via email and mail to all new adjunct faculty.

Adjunct Faculty In-Service
The Adjunct Faculty In-Service is an evening event, generally a day or two before the semester begins. During this event, adjunct faculty have the opportunity to network, learn about a teaching and learning topic, and meet with division personnel. Information about in-service will be sent via email prior to the start of each fall and spring semester.

Adjunct Faculty Development Academy (AFDA)
AFDA is a year-long program of events covering teaching and learning topics. All faculty are welcome to participate in this event. Adjunct faculty who complete the full series of events are eligible for additional compensation. Historically, AFDA sessions have been offered on Saturday mornings. For the 2019-2020 academic year, the Learning Resources/Center for Excellence in Teaching, Learning, and Assessment (CETLA) staff will be assessing the need for weekend, evening, and online completion options for AFDA events. Stay tuned to the CETLA website for more information – www.ivcc.edu/CETLA

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Learning Resources Division
The Learning Resources division encompasses these areas of faculty and student support:
- Assessment Center
- Assessment of Student Learning
- Center for Excellence in Teaching, Learning, and Assessment (CETLA)
- Disability Services
- Jacobs Library
- Online Learning
- Peer Tutoring
- Student Help Desk
- Writing Center

All faculty are encouraged to collaborate with and seek support from all departments within Learning Resources. For assistance, connect directly with an area coordinator or contact the division assistant by calling 815-224-0480.

The Learning Resources team is committed to supporting all faculty and students.
If you need assistance with teaching, learning, or technology, contact Patrice Hess, Director of Learning Resources, patrice_hess@ivcc.edu, 815-224-0462, or visit the division office, room 208 in the E building on the Oglesby Campus.