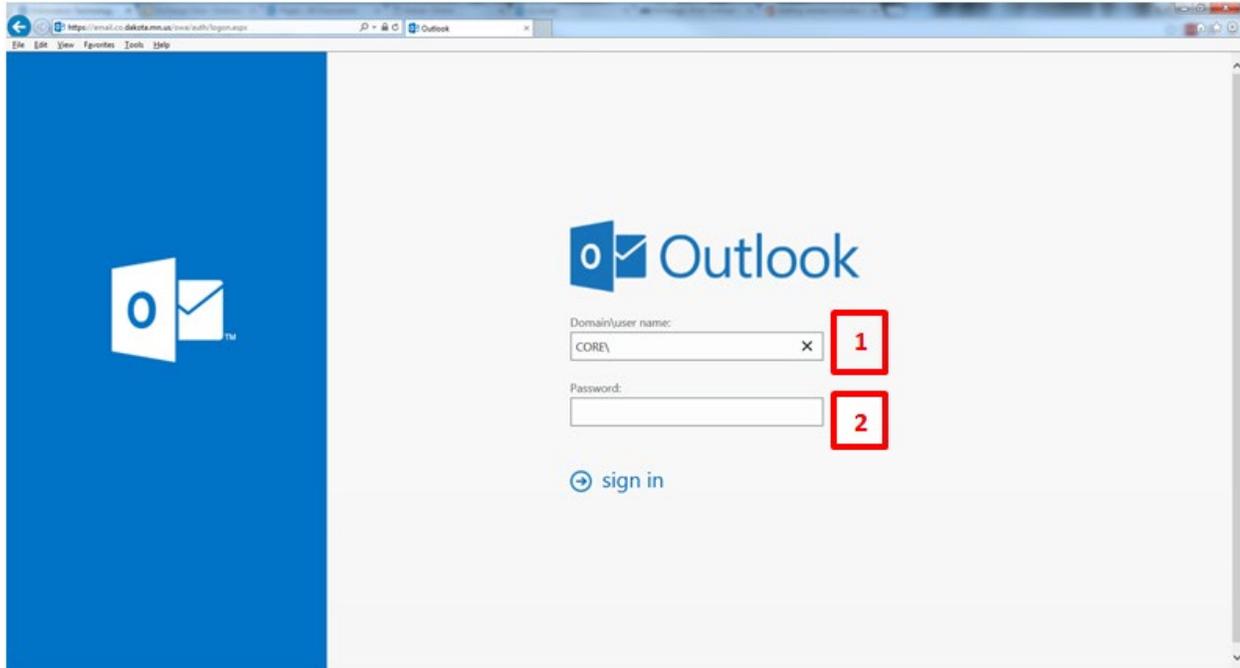


## Logging into Outlook Web Access:

\*\*\*MFA needs to be setup before accessing OWA, you can enroll at this [link](#)\*\*\*

Open Internet Explorer, Chrome or other browser internally or externally.  
Navigate to: <https://email.co.dakota.mn.us>



1

Enter your domain\username (i.e. core\abc123)

Enter your Dakota County user id (5-digit character id).

This is your Dakota County login id when logging into a Dakota County PC.

Be sure to add "CORE" before login id. For library users, add 'DCL'.

2

Enter your Dakota County Network password.

If MFA was setup correctly you will be prompted to enter an MFA **code** or **approve the connection** through the **Microsoft Authenticator app** on your mobile device.

If a text is received enter the **verification code** into the box on the computer.

**1. Below is what will be displayed on the computer**

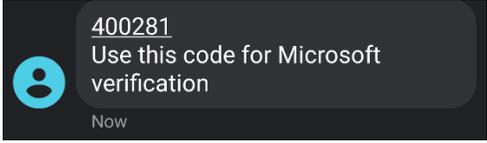
For security reasons, we require additional information to verify your account (jnpi2@co.dakota.mn.us)

We've sent a text message with a verification code.  
+x xxxxxx8427

Verification code

[Sign in](#)

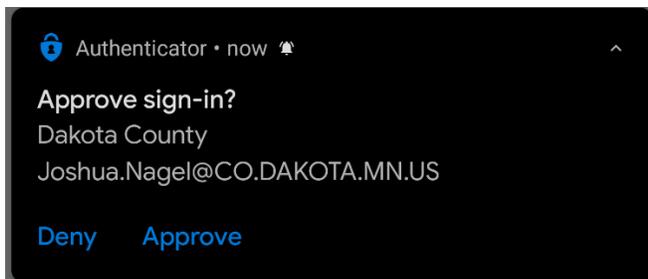
**2.**



**3.**

**4. Above is a sample text of the verification code received on the cell phone**

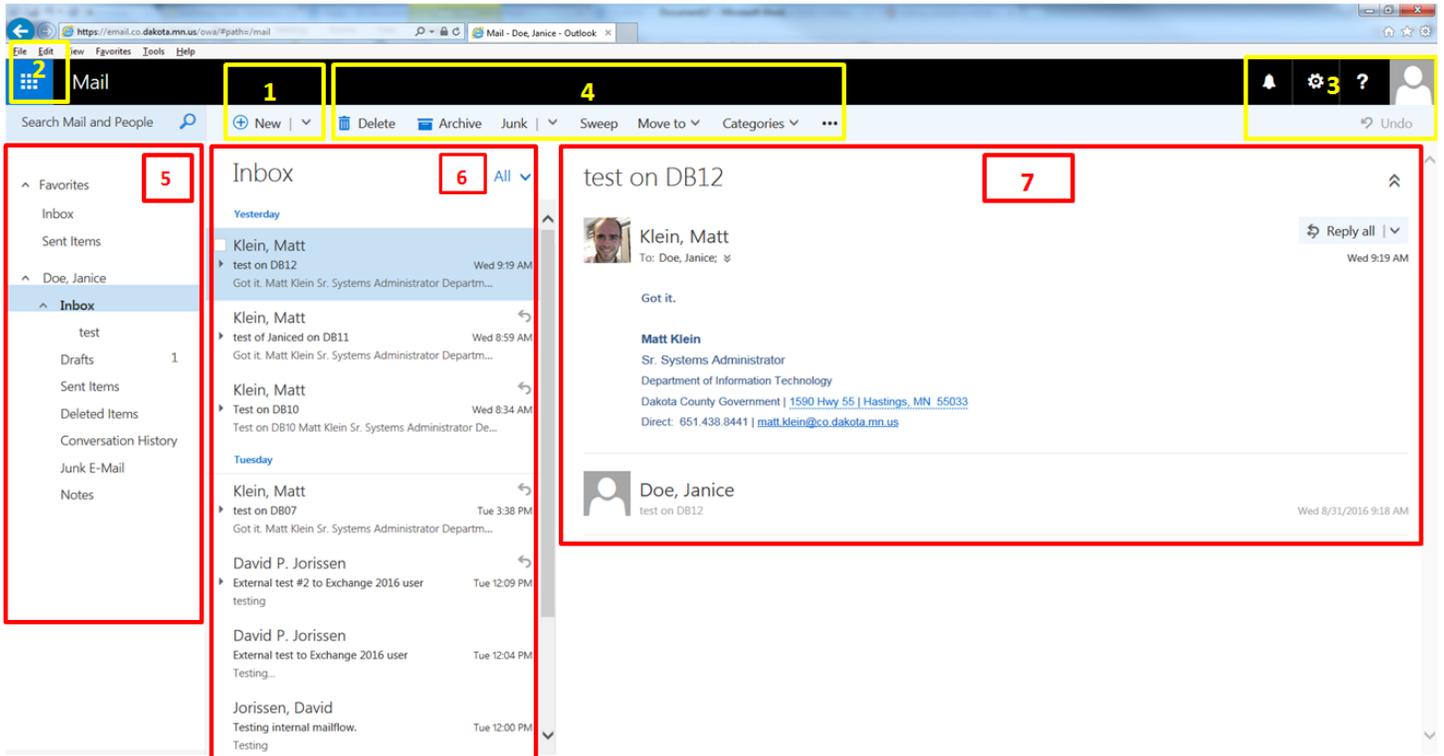
If a notification is received, click **Approve** on your cell phone



After login is complete, access to **Email, Calendar, Address Book, and Tasks** are available

**Note: Personal Folders are not accessible through OWA**

## Email Screen View



1

### New Mail Button

Click on this to create a new email or Calendar event.

2

### Outlook Navigation Icon

Use this blue icon to change between Mail, Calendar, Contacts (People), and Tasks.

3

### Personal Settings Bar

You may log out, change mailboxes, manage your email auto replies, change your password, change other Outlook settings, etc. on this bar.

4

### Actions Pane

In this area of the window, you may choose what you would like to do with the selected email.

5

### Mail Navigation Pane

This area you can choose which mailbox folder you want to view. The blue shading shows which mailbox is selected.

6

### Emails list Pane

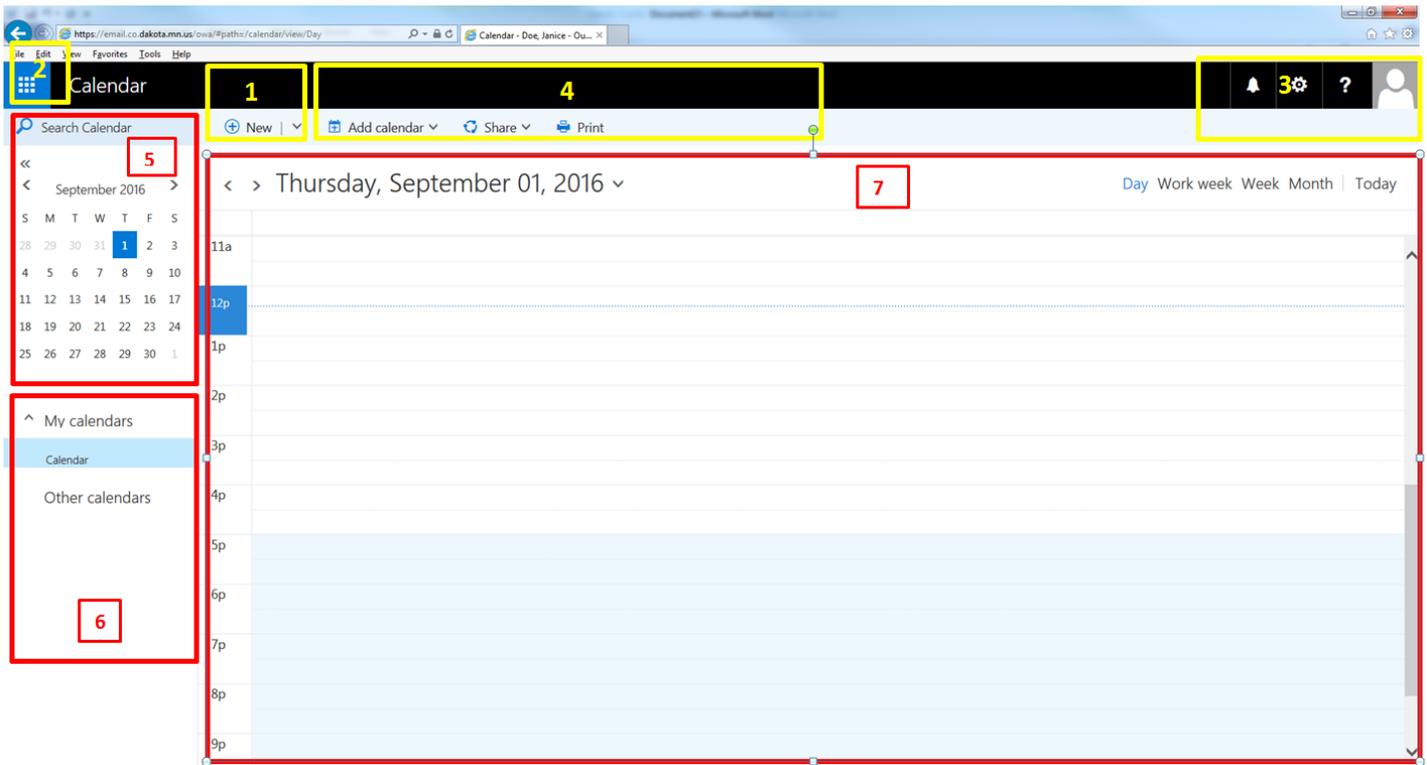
This pane lists the emails in your selected mailbox. The blue shading shows which email is selected.

7

### Preview Pane

This pane shows the contents of the selected email.

## Calendar Screen View



1

### New Appointment

Click on this to create a new Calendar event or email message.

2

### Outlook Navigation Icon

Use this blue icon to change between Mail, Calendar, Contacts (People), and Tasks.

3

### Personal Settings Bar

You may log out, change mailboxes, manage your email auto replies, change your password, change other Outlook settings, etc. on this bar.

4

### Add/Share/Print Bar

Add additional calendars. Share calendar to others. Print items in calendar.

5

### Monthly Calendar Pane

This will display the selected day. It will display just one day or multiple days, depending what you choose on the Month/Week/Day Pane.

6

### Calendar Selection Pane

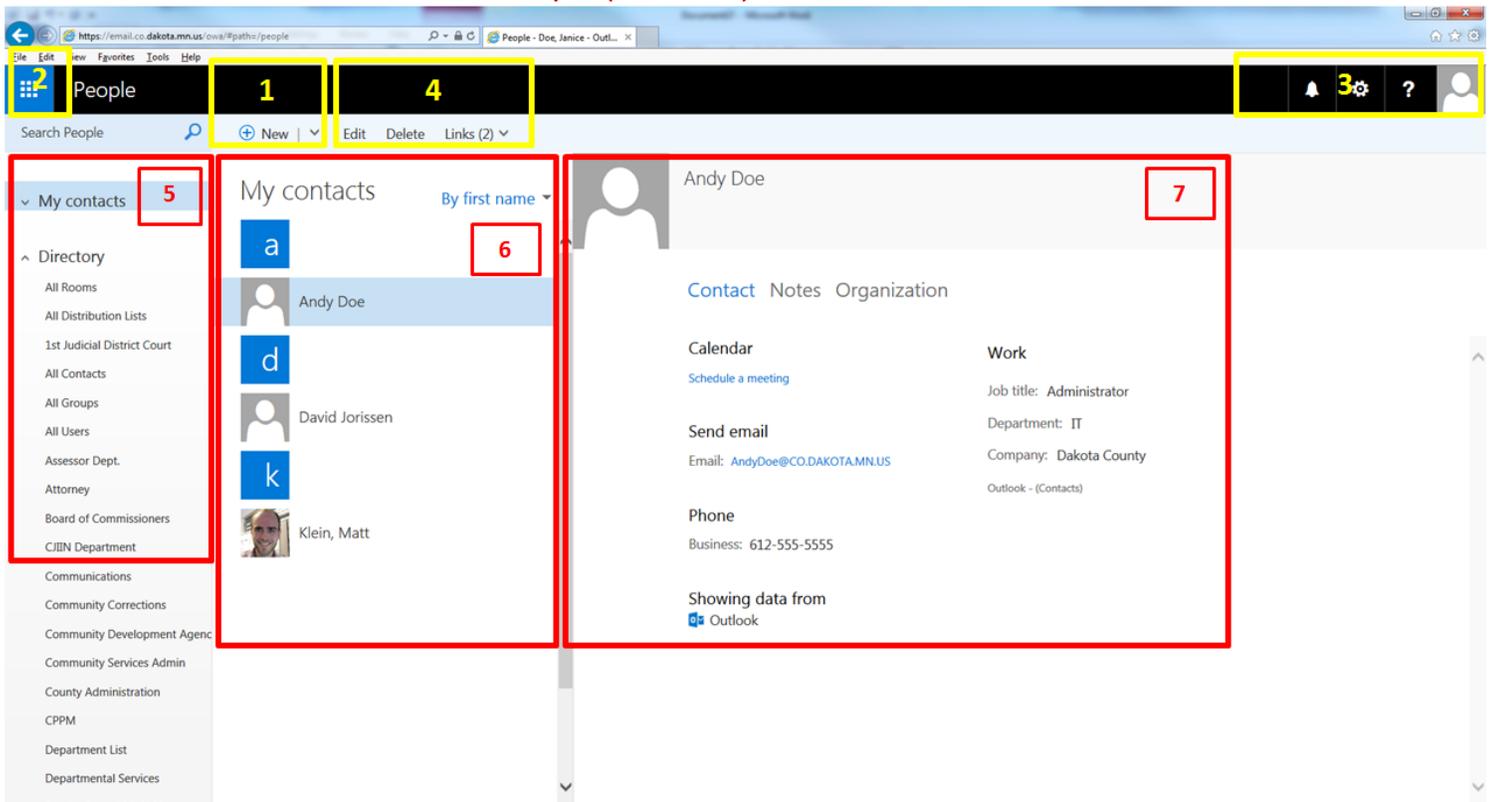
Select which calendar(s) to display (own, co-worker, etc.)

7

### Selected Day Display

This will display the selected day. It will display just one day or multiple Days, depending what you choose on the Day/Work Week/Week/Month

## People (Contacts) Screen View



1

### New Contact Button

Click on this to create a new person (contact) or contact list.

2

### Outlook Navigation Icon

Use this blue icon to change between Mail, Calendar, Contacts (People), and Tasks.

3

### Personal Settings Bar

You may log out, change mailboxes, manage your email auto replies, change your password, change other Outlook settings, etc. on this bar.

4

### Modify/Edit Bar

Edit, delete contacts. Create personal contact lists.

5

### Contact Navigation Pane

Select which contact list you would like to display. Selected contacts will be shaded in blue.

6

### Contact List Pane

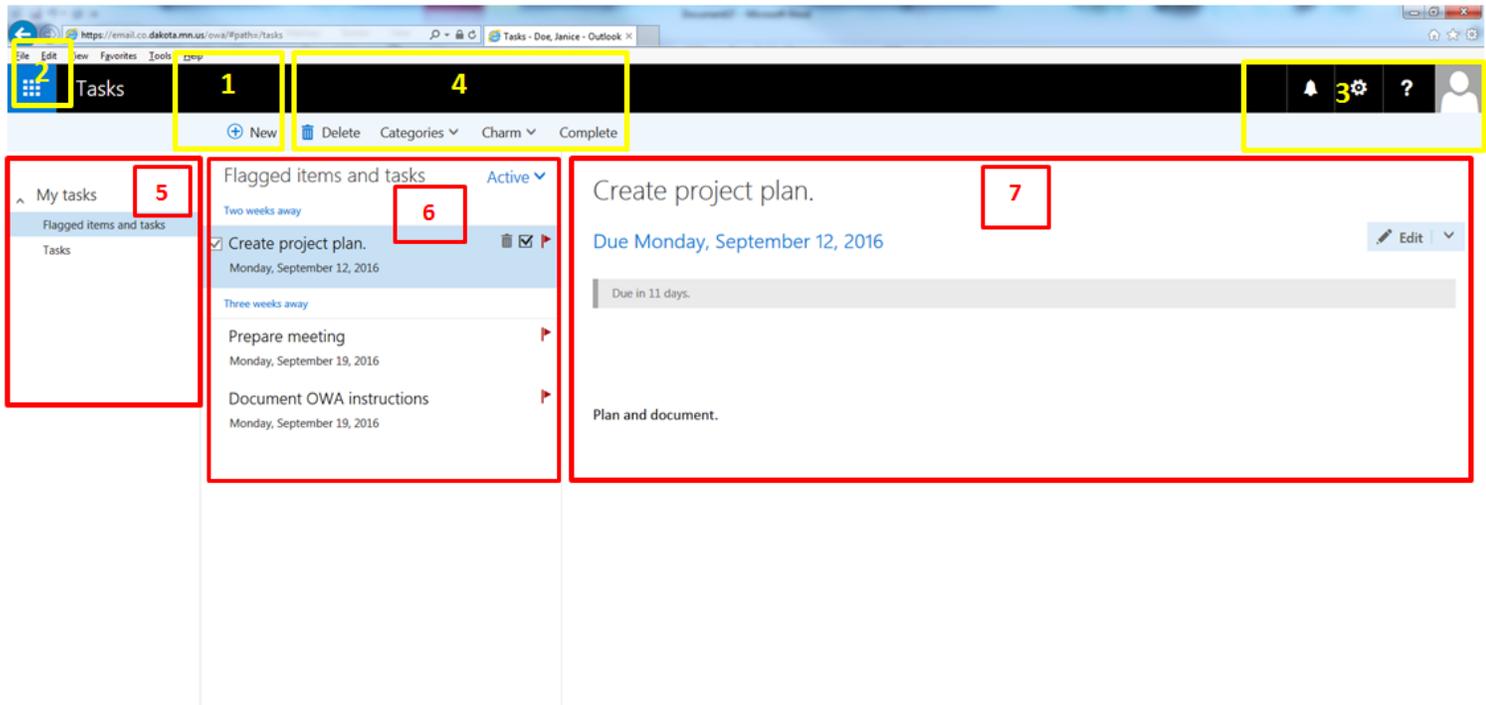
This pane lists the contacts in the selected Contacts List.

7

### Contact Display

Shows information about the selected contact.

## Tasks Screen View



1

New Task Button

Click this to create a new task.

2

Outlook Navigation Icon

Use this blue icon to change between Mail, Calendar, Contacts (People), and Tasks.

3

Personal Settings Bar

You may log out, change theme, change your password, change Options, etc. on this bar.

4

Modify/Edit Task

Selecting the task will show to categorize, delete or move.

5

Task Navigation Bar

Select the task to display.

6

Task Listing Pane

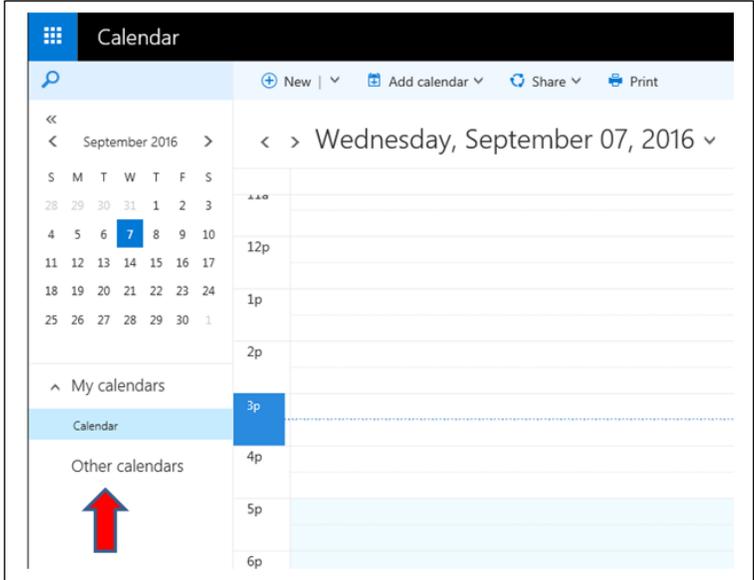
Displays the selected Task

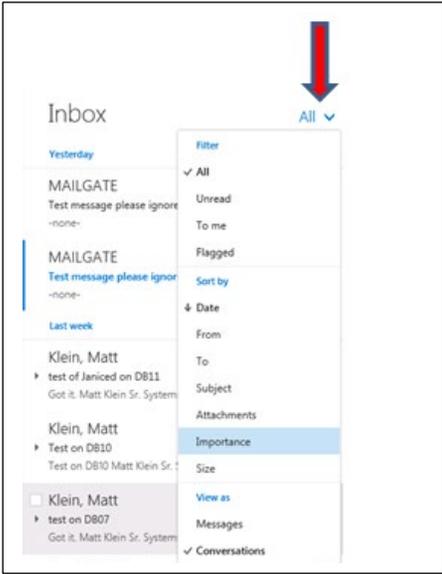
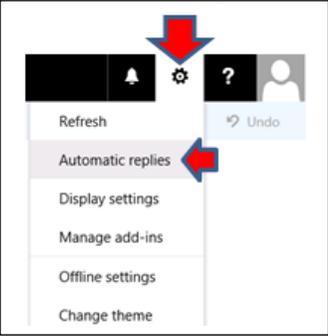
7

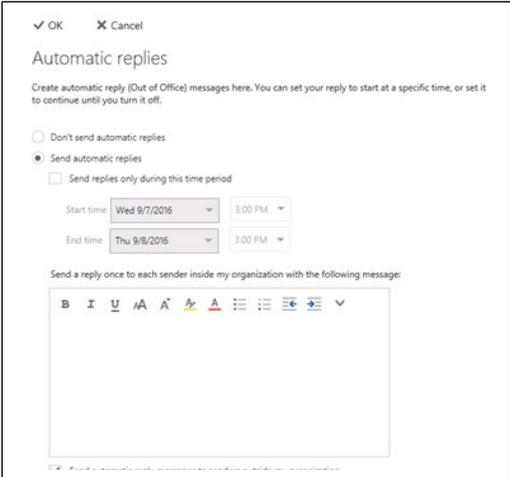
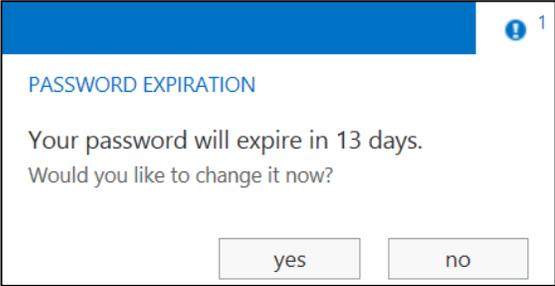
Task Listing Pane

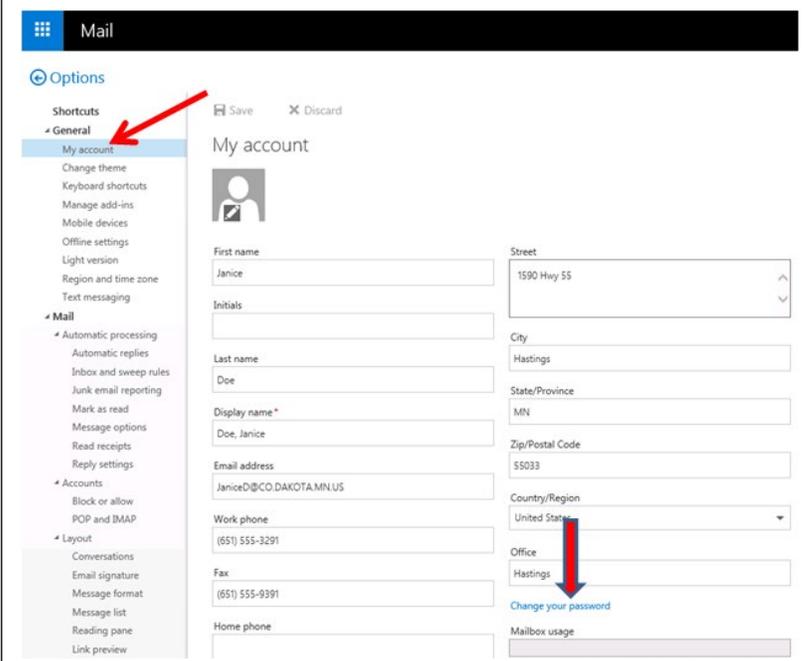
Displays the selected Task

## Frequently Asked Questions

Topic	Question	Answer
Calendar	How do I display only today's calendar?	<ul style="list-style-type: none"> <li>In the Calendar view screen, upper right corner choose Day, Work week, Week or Month.</li> </ul> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"> <span style="color: blue;">Day</span> Work week Week Month   Today         </div>
Calendar	How do I display another person's calendar?	<p>Any calendars you have permission to view are listed in the Calendar Selection Pane. Click on the desired Calendar under Other calendars to display that calendar.</p> 
Email	How do I modify sorting of emails in my Inbox?	<ul style="list-style-type: none"> <li>In the Mail List Pane, click on "All". A drop-down menu will appear with your choices for sorting emails.</li> </ul>

Topic	Question	Answer
		 <ul style="list-style-type: none"> <li>Click on one of the items under Filter</li> <li>Click on one of the items under Sort by</li> <li>CONVERSATIONS – checked allows you to see all emails related to the email selected, and which mailbox each one is in.</li> </ul>
Out of Office	How do I manage my Out of Office message?	<ul style="list-style-type: none"> <li>Click on the settings icon (looks like a gear) at the top right of the OWA screen. A drop-down menu will appear:  </li> <li>Click on Automatic replies.</li> <li>An Automatic Replies window will appear:</li> </ul>

Topic	Question	Answer
		 <ul style="list-style-type: none"> <li>• Click “Send automatic replies”, enter the dates you want the message to appear, and enter the message.</li> <li>• When finished, hit the Ok button.</li> </ul>
Password	How will I be notified if my password will expire soon?	<p>On the Outlook Navigation Bar, a message will appear when your password will expire in 14 or fewer days. It looks like this:</p> 
Changing password and additional options	How do I change my password and view additional options?	<ul style="list-style-type: none"> <li>• Click on the settings icon (looks like a gear) at the top right of the OWA screen. A drop-down menu will appear:</li> </ul>  <ul style="list-style-type: none"> <li>• Click on “Options”.</li> <li>• Far left, click on General -&gt; My account</li> </ul>

Topic	Question	Answer
		<ul style="list-style-type: none"> <li>In right pane, towards bottom click "Change your password".</li> </ul>  <ul style="list-style-type: none"> <li>After saving, you might need to re-enter your name and password and sign-in again.</li> <li>Additional settings can also be viewed/adjusted under General and Mail.</li> </ul>
Tasks	How do I mark a Task as complete?	<ul style="list-style-type: none"> <li>On the Tasks Listing Pane, select the Task you want to mark complete by clicking on it.</li> <li>Click on the Mark Complete Icon (looks like a clip-board with a check-mark on it).</li> </ul> 