

Overview

Logging into Outlook Web Access Light (OWA)

With Office Outlook Web Access, you can use any Web browser to access your Microsoft Office Outlook mailbox from any computer with an internet connection.

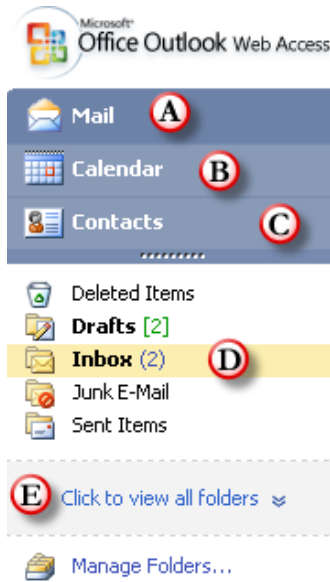
To login to OWA:

1. In the address bar of any web browser, type your OWA address.
2. Choose **Public Computer** or **Private Computer**.
3. Type your **User Name** and **Password** and click **Log In**.



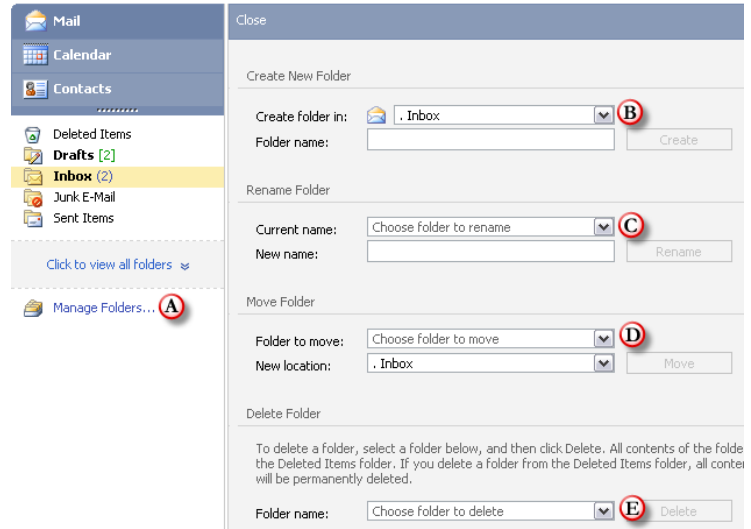
Navigation Pane

- Mail** – primary email area for receiving, reading, composing and sending email.
- Calendar** – planner where appointments, tasks and meetings are created and managed.
- Contacts** – list of contacts where names, email addresses and other information is stored.
- Other Folders—Other folders, such as Drafts, Deleted Items, and Sent items can be selected here.
- Click to View—Click to view other folders, enables a window, where you will be able to select from the complete list of folders you have in Out-



Folders

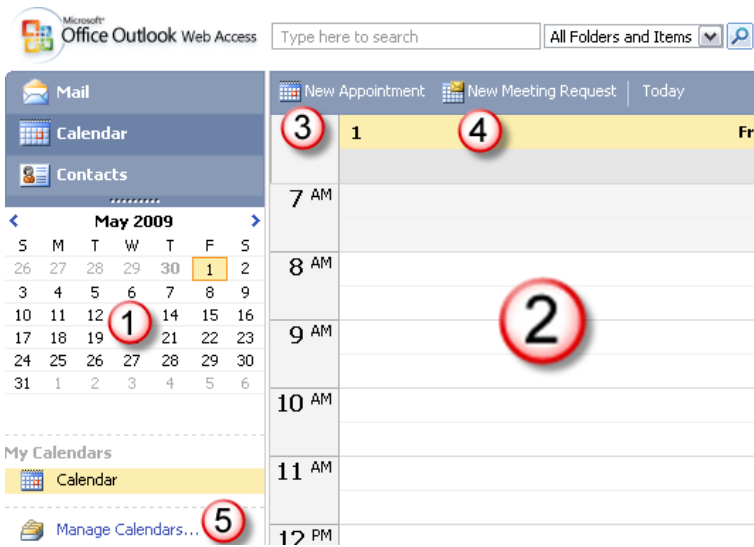
1. Folders can be created and managed by selecting the Manage Folders Option (A), at the bottom of the folder list. Options on the right, then will guide you through: creating (B), renaming (C), moving (D), or deleting folders (E).



Calendar

The initial calendar view allows you to see a calendar grid to the left (1), double clicking on a date in the calendar grid will take you to that date in the viewing pane (2). Buttons at the top of the viewing pane allow you to create a New Appointment (3) or a new Meeting Request (4).

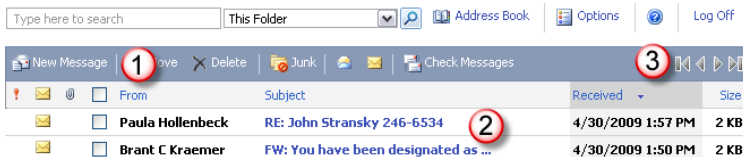
Like email folders, calendars can be managed using the Manage Calendars (5) option at the bottom of the navigation pane on the left. Calendars can be created, renamed, or deleted.



Mail

Viewing Pane

Create a new email by selecting New Message (1). To the right of the New Message Option, you'll notice other options to Move, Delete, Mark as Read, Mark as Unread, and Check Messages (Send/Receive). Reading items in your inbox is accomplished by clicking on the subject (2) in the list of emails. You will also notice page navigation buttons (3) in the upper right below the Log Off link.

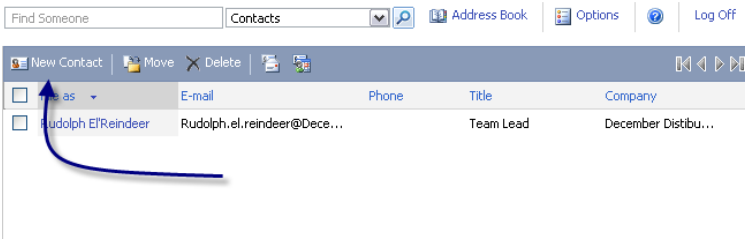


Contacts

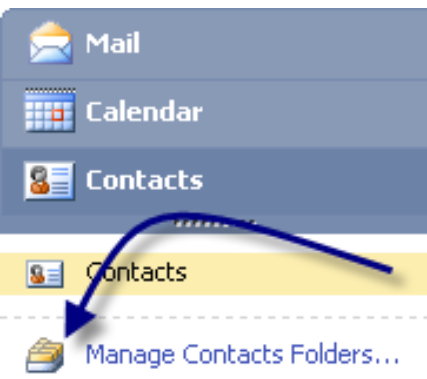
Contacts are people for whom you want to save information (phone numbers, addresses, etc).

To create a Contact:

1. From the Standard toolbar, click **New** and choose New Contact.



2. Be sure to select Save and Close after you have entered the information into the contact fields.

A screenshot of the 'Save and Close' dialog box for a contact. The dialog is divided into three main sections: Profile, Contact, and Business Address. The Profile section includes fields for First name (Rudolph), Middle name, Last name (ElReindeer), File as (First Last), Job title (Team Lead), Office (North Pole), Department (Distribution), Company name (December Distributing), Manager (Claus), and Assistant. The Contact section includes fields for Business phone, Home phone, Mobile phone, Assistant, E-mail (Rudolph.el.reindeer@), Display as (Rudolph.el.reindeer@), IM address, and Web page. The Business Address section includes fields for Street (123 N Barber), City (Pole), State/Province (NT), Postal code (1A2B3C), and Country/Region (CA). There is a checkbox for 'This is the mailing address' which is checked. A 'Save and Close' button is highlighted with a green arrow.

3. As before, you can manage your contacts folders by selecting the option in the folder list on the left.

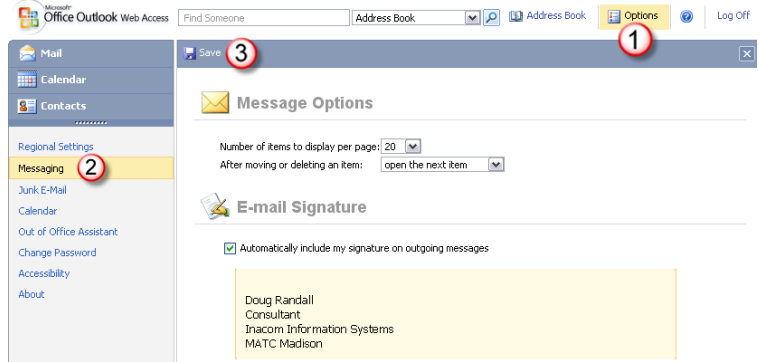
Options

Signature Lines

Outlook can add a custom signature to an email before it is sent.

To create an email signature:

1. Click the **Options** button.
2. Click the **Messaging** button.
3. In the Edit Signature area, **enter the desired signature text**. Format the signature text and using the formatting toolbar located directly above the Edit Signature area. Click the **Save (3)** button.



Out of Office Assistant

The Out of Office Assistant can send a customized reply email to Internal and/or external senders.

To change the Out of Office Assistant settings:

1. Click Options, then click the **Out of Office Assistant (A)** option.
 2. Click **Send Out of Office Auto-replies (B)**.
 3. If desired, select **Only send during this time range** and choose the **desired time range**.
 4. Type **desired Auto-reply** message for Internal senders and a message for External senders.
- Click **Save..**

