

# Cambridge College

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Department of Information Technology



# Outlook Web Access 2003 for Ms Exchange Server

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# Introduction

With Microsoft Office Outlook Web Access (OWA) 2003, you can use a Web browser to access your Cambridge College mailbox, calendar, contacts, tasks and public folder from any computer with an Internet connection.

## Log On Outlook Web Access

For those times when you're at home or away from your office and you'd like to check your email, use OWA 2003 to access your mail and other data in a manner nearly the same to your working at your own desk. *Note that the screens described and displayed in this document show OWA as accessed via Internet Explorer 6 in Windows XP. Other browsers and platforms will work slightly different.*

From a computer that has Internet access, open an Internet browser and type in the following address: **<https://owa.cambridgecollege.edu>**

1. You will be prompted to enter your user name and password. (See figure 1.1) For the user name, enter your Cambridge College user account. **Example: john.doe**
2. Next, enter your password then click Log On. **Example: Student or Staff ID (Jenzabar)**

**Security option explanation screen available only to Premium Experience web browsers.** Only use the Private computer option if you are using OWA on your home of office computer. If you are using OWA in a public venue and forget to log off you might run the risk of someone else accessing your account if you don't use the default option for Public or shared computer.

*Note: There are several options that you may choose when accessing your account. Choosing Basic limits some of the features available but speeds up access when using a slow "dial-up" connection. Choosing Premium gives you access to all of the features available in OWA 2003.*

*Also, the Public or Shared Computer option listed under "Security" will automatically log you out of OWA2003 after 15 minutes of inactivity to prevent someone from accessing your email if you step away from your desk or if you are accessing your email from a "public" place such as a library. Choose the Private option if you want your email to stay open and not automatically log you out of OWA2003.*

# Log Off Outlook Web Access

When you finish using Outlook Web Access, be sure to click **Log Off** in the toolbar, and then close all browser windows. Logging off helps prevent someone else from using the computer to access your mailbox. Even if you plan to continue using the computer to visit other Web sites, click **Log Off** and close all browser windows after every Outlook Web Access session.

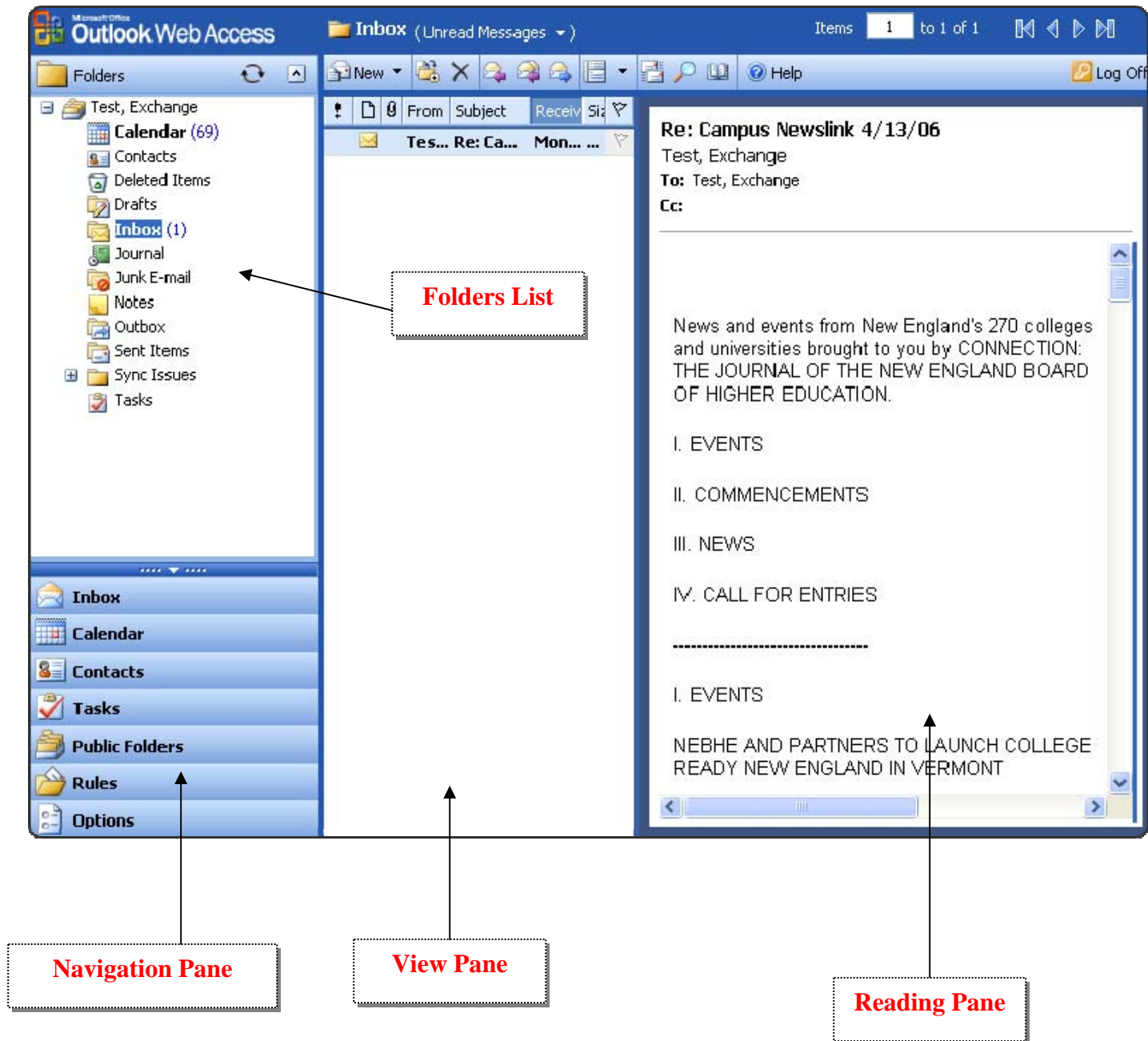


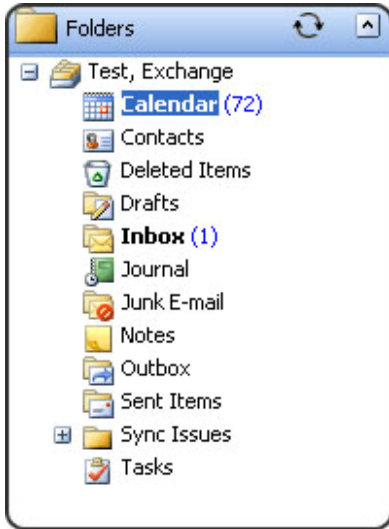
After logging off, you will return to the Log On screen. You should then close the browser Window when finished.

A screenshot of the Outlook Web Access Log On screen. The page has a white background with a blue border. In the top right corner, the Microsoft logo is displayed. The main heading is 'Microsoft Office Outlook Web Access', with 'Provided by Microsoft Exchange Server 2003' underneath. A red message states: 'You have logged off from Outlook Web Access. To log on again, type your domain\user name and password, and then click **Log On**.' Below this message are two input fields: 'Domain\user name:' and 'Password:'. To the right of the password field is a blue 'Log On' button. Underneath the input fields are two sections: 'Client (what's this?)' with radio buttons for 'Premium' (selected) and 'Basic'; and 'Security (what's this?)' with radio buttons for 'Public or shared computer' (selected) and 'Private computer'.

# The OWA 2003 Screen

When you first enter OWA 2003 you will find that the screen is divided into 4 main areas: Folders List, Navigation Pane, View Pane and Reading Pane.





### Folders:

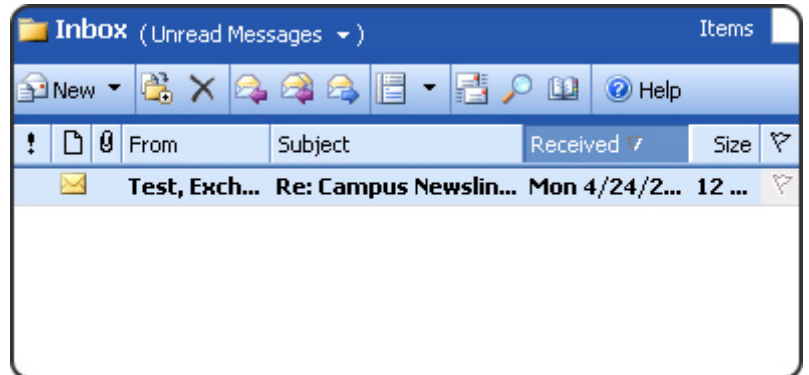
In your folders list you will find such items as your calendar, contacts, deleted items, drafts, inbox, journal, junk e-mail, notes, sent items, tasks and more.

### Shortcuts:

In your shortcuts list you will find exactly that, shortcuts to your inbox, calendar, contacts, tasks, public folders, rules, and options. You can access any of these shortcuts by simply clicking them.

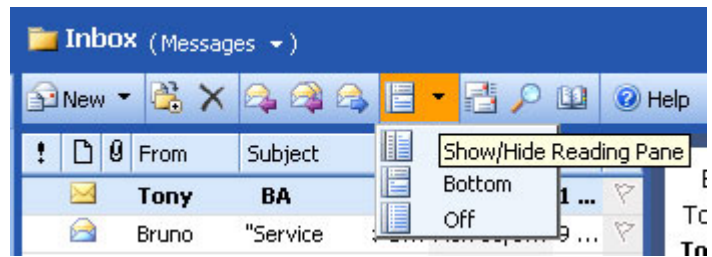


**Inbox:** Your inbox list will default to the two-line view. This means that the pertinent information to the email (sender, date, re) will appear across two lines. You can change the view by clicking the **Inbox (Messages)** drop-down arrow located next to the word inbox.



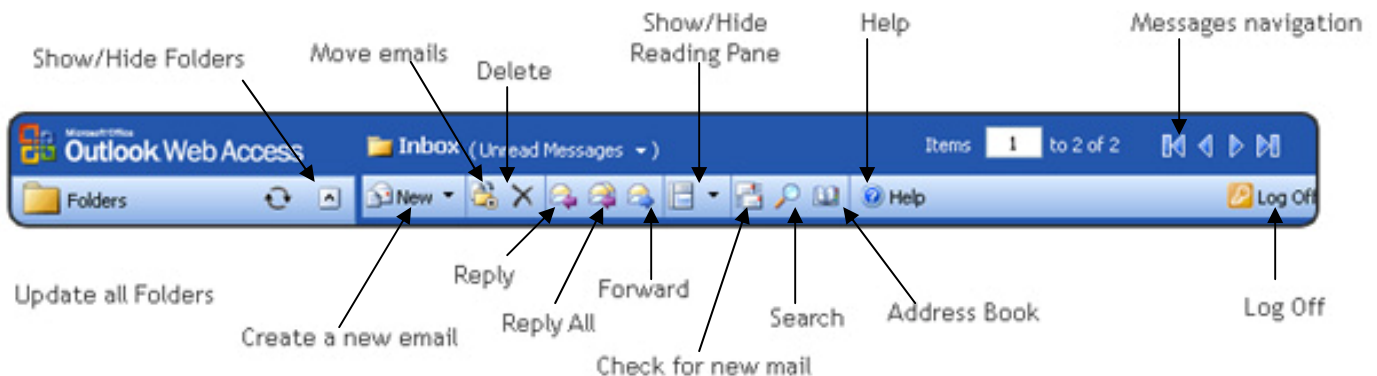
**Preview pane:** the preview pane allows you to view your selected message without physically opening it. As an added feature in OWA 2003, you can even open attachments from this preview pane.

You can change the location of the Reading Pane or hide it altogether. To change how the columns appear on your screen, click the arrow located next to the Show/hide reading pane button (this button is located on the main toolbar at the top of the OWA 2003 screen). In the drop-down you will find various ways to organize the column on your screen. Select Bottom to have the preview appear at the bottom of your screen.



## The OWA 2003 toolbar

Once logged into OWA, it opens to your Inbox. Above it you will see the toolbar which contains various buttons that are shortcuts to commonly used actions within Outlook, thus making it quicker for users. By resting the mouse indicator on each button, you will see a description of its function. The toolbar's appearance will vary depending on the folder you are viewing.




# How to create a new message


1. Make sure you have the Inbox  displayed then click on the  button.

2. A drop-down list with various options will appear. Select "Message".

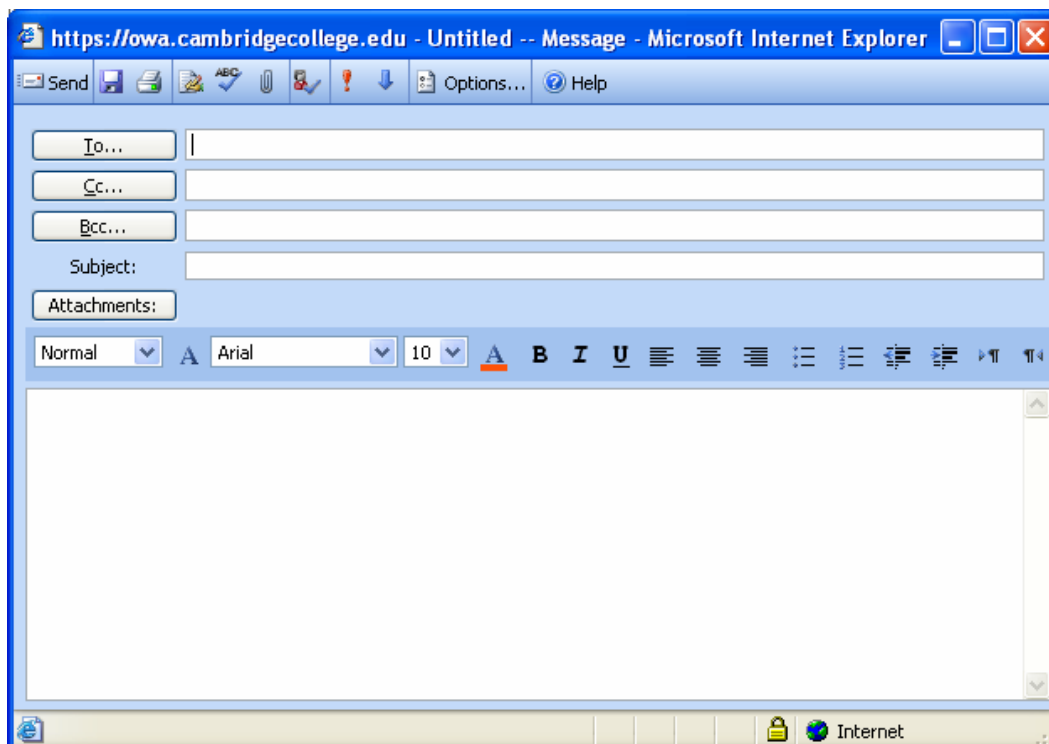
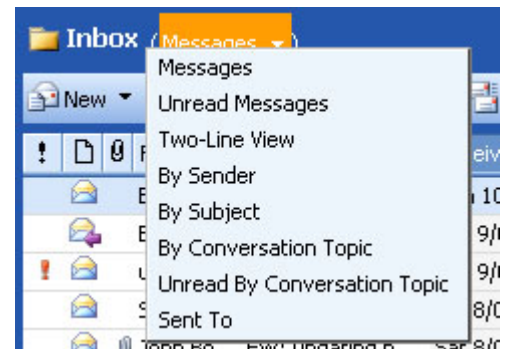
**Tip:** When you are in the Inbox , you can also create a new message by press **CTRL+N** on your keyboard.



3. An untitled message dialog box will appear on your screen.

4. In the "To" box, type in the email of the person that you want to send the message to. For example, type [john.doe@yahoo.com](mailto:john.doe@yahoo.com). In case you would like to send this message to someone you know at Cambridge College, you'd type the last name of that person and click on the Check Names  button on the toolbar. This will open a Check Names dialogue box where you can click on the desired person from the list.



**Tips:** You can also click the "To" or "Cc" buttons. This opens the Find Names dialog box, which allows you to search for a person in Cambridge College's global address  list or your Contacts folder. After you locate a person in the Find Names dialog box, add the name to your e-mail message by selecting the name and then clicking To, Cc, or Bcc next to Add recipient to.

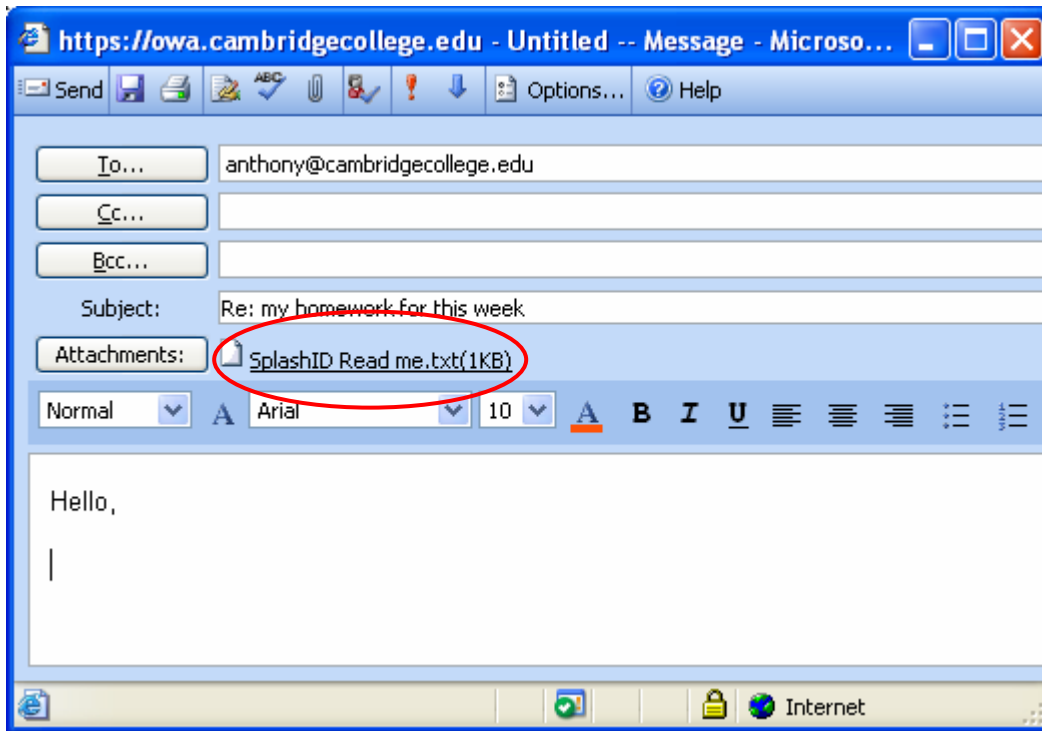
To add a resolved name in the address boxes to your Contacts folder, right-click the name, and then click Add To Contacts.



5. To send to this message more than one person, you will have to type a semicolon (;) after each email (or a person name)
6. Type in a subject in the "Subject" box
7. Type your message in the message box area.  
**Tips: Spell check is activated by pressing the F7 key or clicking the Spelling button  on the message toolbar.**
8. To email the message, from the message toolbar, click the Send  button.



## To send a message with an attachment

1. Open and prepare a new message as indicated previously or open an existing message in which you want to insert a file.
2. From the toolbar click on the  button or you can also click the paperclip  located on the toolbar at the top of the window.
3. This opens an Attachments dialogue box; click on the Browse button to start locating the file; use the Look in box drop-down arrow to navigate to the folder where the file is located.
4. Select the file and click the Open button. Click on the Attach button; the file name will now appear in the Current File Attachments area. (See figure ) Repeat this process if you would like to attach more files to the same email message. When you are done, click close. The files you selected will now be attached to your message ready to be sent. (see figure )
5. Click the Close button.
6. You will see the file name indicated beside the Attachments button; click Send to mail it.



## Deleting a message

From time to time you will need to delete old messages to conserve space for your email account at Cambridge College. To delete any message that appears on your list:

1. With the message selected in the View Pane, click the Delete  button on the tool bar or simply press the delete key on your keyboard.
2. Or with the message already opened click the Delete button  on the toolbar.


**Tip:** When you delete a message it is actually moved to your deleted items folder. This still takes up space so it is good practice to periodically go to your deleted items folder and delete the messages from there. This will permanently delete the messages and free up the space.

To permanently delete an item, select the item to be deleted, hold down the Shift key and press the Delete key at the same time. Click OK to the question about permanently deleting the selected items. Saving time is the benefit of this action since you will not need to delete that item again from the Deleted Items folder.


## Reading a Message

A message may be read without opening it by displaying the Reading Pane.

To open a message:

1. Click on the Inbox shortcut on the Navigation Pane.
2. In the View Pane, double click on the message you want to read. New or unread messages will appear in bolded print.
3. Once the letter is opened, you have various options on the toolbar including Reply, Forward, Print, Delete, etc. Click on the appropriate button for the preferred action.
4. To close the message, click the **X** in the upper right hand corner .

## Printing a Message


1. Open the message to be printed.
2. Click the Printer button on the toolbar .
3. Select the print options and click the Print button

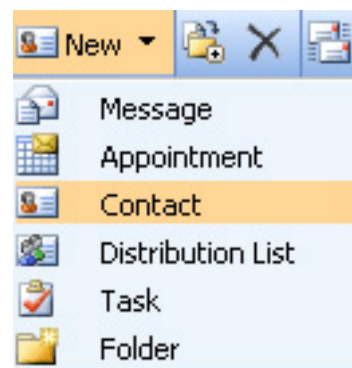
## How to create a contact

The Contacts folder is used to store information about people with whom you communicate regularly. Such information as name, address, phone, fax and e-mail address may be easily referenced. Contacts may be accessed from either the Folder List or the Button Bar on the Navigation Pane.

When you create a new contact, the new contact dialog box will open on your screen. Enter whatever information you require for this contact into the necessary fields. When you are finished click the Save and Close button. Next time you click on your Contacts shortcut or folder you will see your new contact listed.

To create a contact:


1. With Contacts  opened, from the toolbar, click the New button.
2. An Untitled Contact window opens; type the name of the new contact; use the Tab key to move from one box to another to enter other information. You may want to click the Details tab to add further information as indicated.
3. When finished entering information, click the Save and Close button on the toolbar to save the new contact

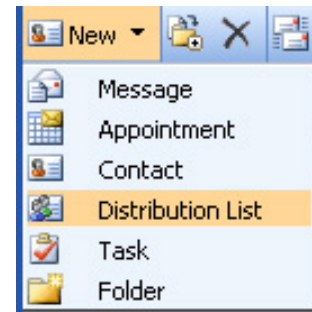


# How to Create a Distribution List

A distribution list (also known as a Group) is one email address given to a group of individuals. This comes in very handy when you have a group of individuals you email the same message to on a frequent basis (i.e. a class group). This will help you to avoid entering each individual's email separately.

To create a new distribution list


1. Click the downward arrow located next to the  button from the toolbar. A drop-down list with various options will appear. Select "distribution list".
2. An Untitled Distribution List window opens; in the List Name box, type the name for the new distribution list. The list will be filed in your Contacts folder alphabetically by its given name.
3. Click the Find Names button
4. In the Display Name box, type person's last name to be searched for and click the Find button
5. Search results are listed in the lower portion of the window; click on person's name to be added to the list so that it is highlighted.
6. Click on Add recipient to Distribution List button to add that person to the list. Repeat steps 4-6 until all desired names are added to the list
7. Click the Close button when finished
8. On the toolbar, click the Save and Close button to save the new distribution list; it will be added to your Contacts folder.

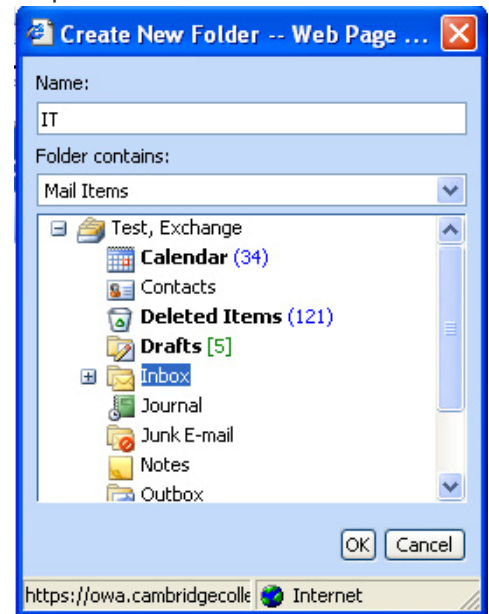


**Tip:** To add a personal contact or person outside Cambridge College to your distribution list, type the contact's name or the person's e-mail address in the Add to Distribution List text box, and then click Add. Repeat this step for each person you want to add.

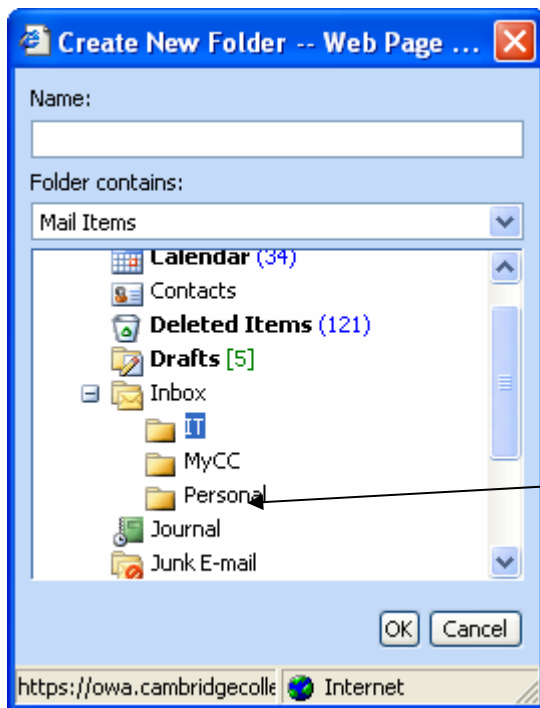
## Creating a Folder

There's a time when you may want to create additional folders for organizational purposes or to save all emails from a particular person or group. This is very helpful when you have so many emails maintain within your mailbox. For example, I can have personal, business, my class folders.

1. From your Inbox folder, on the toolbar, click on  the drop-down arrow beside the New button
2. Click on Folder; this opens a Create New Folder dialogue box as illustrated;
3. In the Name box, type the name for your new folder;
4. In the Folder Contains box, the default selection is Mail Items; you may select another option by clicking the drop-down arrow located at the end of the box;
5. In your list of other current folders, select the Inbox mailbox or another folder where you want the new folder to be located. For this demonstration, I am creating a new folder calls IT (Information Technology)



6. Click OK. Note: To see the new folder, you may need to right click on your personal mailbox name and click on Update Folder to refresh it.





**New folder we just created.**

## Creating a Note


Notes are the electronic equivalent of paper sticky notes that can be easily created and accessed in Outlook. Notes may only be accessed from the Folder List on the Navigation Pane.

### To create a Note:

1. Click the Notes shortcut in the Navigation Pane.
2. On the toolbar, click the New  button
3. Type the subject in the Subject box
4. Type the note text in the message box.

5. When finished, click the Post  button on the toolbar to save and close your new note.

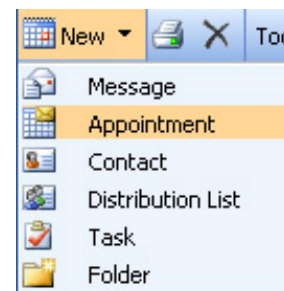
## Scheduling an Appointment with OWA Calendar

Outlook Web Access calendar allows you to set up a schedule for appointments, meetings and events, tasks, or any other time allocation. Your calendar may be accessed by clicking on the Calendar shortcut in the Navigation Pane  **Calendar**.


An appointment is a commitment that only you are required to attend. The Untitled Appointment dialogue box which opens when you start a new appointment defaults to the appointment information screen. The new appointment box also has a tab labeled Availability that allows you to coordinate and schedule meetings with others.

### To schedule an Appointment:


1. Click on Calendar shortcut in the Navigation Pane;
2. Click on the New Appointment button
3. The Untitled Appointment dialog box will open
4. Enter a subject in the Subject box
5. Type a location in the Location box
6. Select the Start and End dates and times in the appropriate boxes as indicated (type or use the drop-down arrows to change dates/times);
7. Choose other options such as All Day Event, Reminder, and typing any notes that are pertinent to the appointment
8. When finished, on the toolbar, click the Save and Close button.



## Accessing Public Folder

You may need to read items posted to public folders  **Public Folders**. Public folders are stored on the Microsoft Exchanger Server and are used to collect, organize and share information with other people in your work group or the entire organization. They can also be used to store items such as calendars and contacts. Items in the public folders are created by administrators who have appropriate access permissions. Depending on which public folder you want to view, you may be prompted to enter your password to access it. To access Public Folders:

To access Public Folder:

1. Click the Public Folders  shortcut in the Navigation Pane.
2. If the Public Folders are not listed, click the plus sign + beside the Public Folders folder to expand the display of all folders in the list. You may also have to click the plus sign on specific folders to expand the contents of individual Public Folders.
3. In the Folder List, click the folder you need to view.
4. The selected folder's contents will display in the View Pane.
5. To read a message, click it once to see it in the Reading Pane or double click to open the message in a separate window.



## Creating a Signature

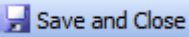
A signature is used to append information at the bottom of your messages. You may choose to automatically include the signature on all out-going messages or simply insert it on a message as you prefer. A signature contains such information as you decide. Suggested items include your name, phone number, email, etc.

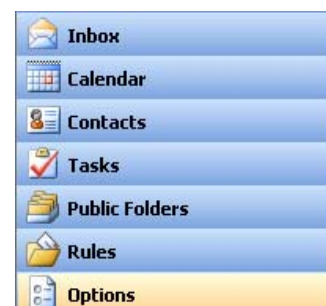
To create a Signature:

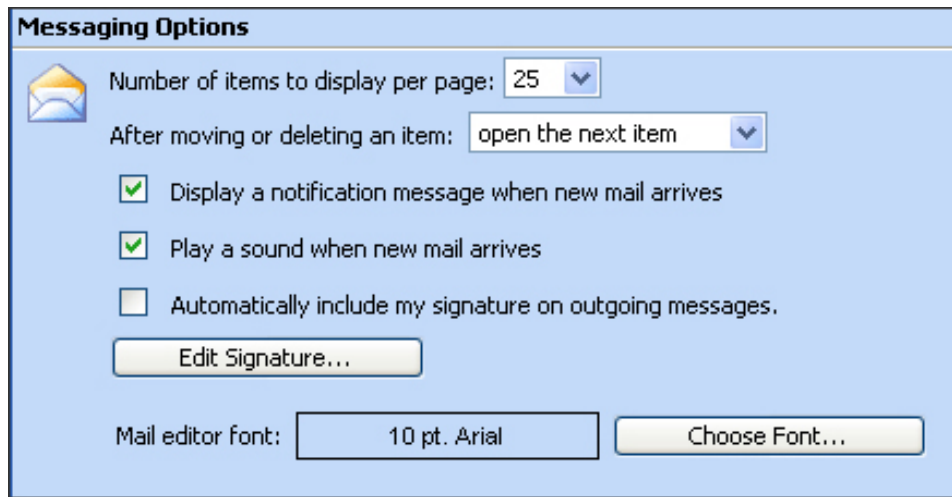
1. In the **Navigation Pane**, click the **Options** shortcut.
2. Under the Messaging Options area, click the Edit Signature button.

 (see figure 1.6)

3. Type and format the information you want included in the signature.


4. Click the Save and Close button when finished.  (A check mark will now appear in the box beside "Automatically include my signature on outgoing message")





## Inserting a Signature on a specific message

If you choose not to automatically include your signature on all outgoing messages, you may select to insert the signature on a specific message.

1. Create the message to be sent.
2. Click the Insert Signature  button on the message toolbar to insert it.