

# Outlook Web App (OWA) User Manual

Outlook Web App (formerly called Outlook Web Access) is the newer version of the web client that has been used here in the past at UCOP. With OWA you can use any Internet connection to access your e-mail. **You will only have access to the e-mail stored on the server**, which includes any new incoming messages. You will *not* have access to e-mail you have moved into Outlook's Personal Folders, which are stored on your work computer.

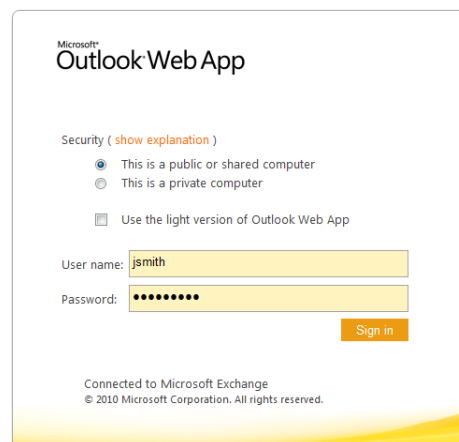
## Accessing OWA

Check this list to make sure that you use an OWA compatible browser:

<http://help.outlook.com/en-us/140/bb899685.aspx>

Open OWA by going to <https://owa.ucop.edu> . Provide your user name and password

- **Enter your user name:** This is the Windows log-on (i.e., jsmith for John Smith) you use to log onto your computer.
- **Enter your password:** This is the password you use to log onto your computer. Outlook provides for “single sign-on,” so you no longer have a separate password for e-mail.
- **Select a Security option and login:**  
“*This is a Public or Shared Computer*” is used when you use Outlook Web App on a public computer. You will be logged out automatically after a short period of inactivity. Be sure to sign out when you’ve finished and closed all windows to end your session.  
“*This is a Private Computer*” is used when you are the only person who uses this computer. Your Exchange server will allow longer period of inactivity before automatically signing you out. Click on the Sign In box.
- **Light version:** Check this box if you have a slow connection to the internet. This version has fewer features but is less network intensive. If you have an unsupported web browser you will automatically be provided the light version. The light version will not be covered in this manual.



Microsoft  
Outlook Web App

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

Use the light version of Outlook Web App

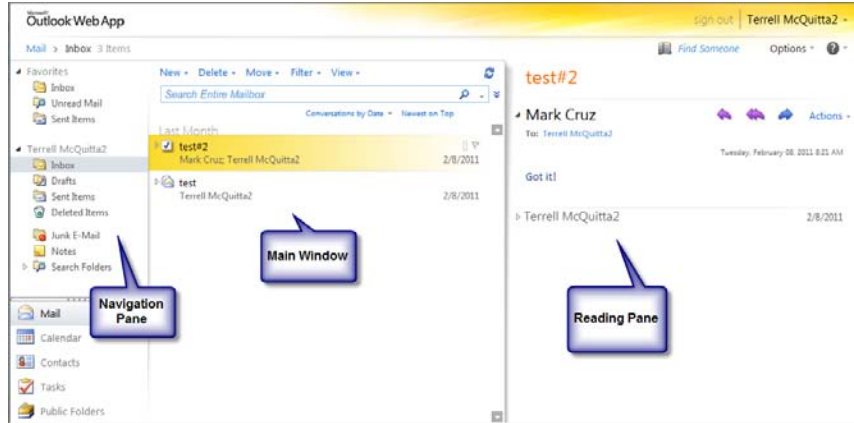
User name:

Password:

Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.

## Mailbox

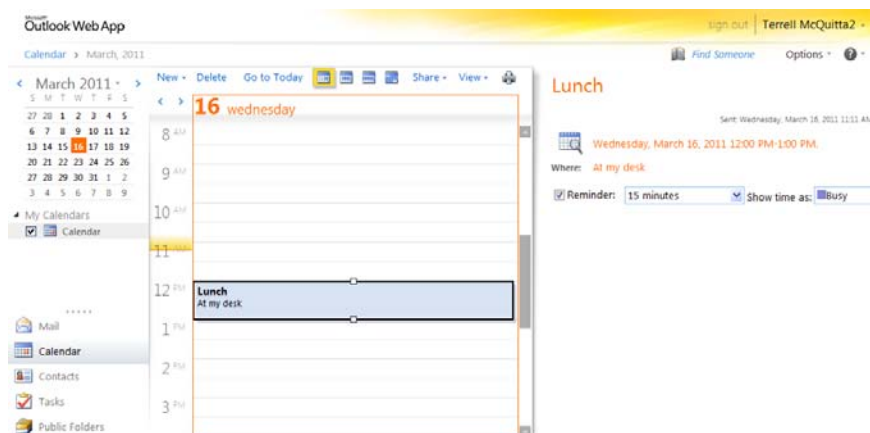
Similar to Outlook 2007 on a windows computer, the Mailbox has a Navigation Pane on the left hand side, a main view and a reading pane on the right hand side.



At the top of the Main Window you have all of your action items like “New, Delete, Move, Filter, and View.” Under the navigation Pane is a list of all the Outlook Applications. Mail, Calendar, Contacts, Tasks shortcuts can be used to access the different applications. When making a new message a new pop window will appear and you can create your message complete with all the standard options and tools. The address book will provide you a list of the UCOP Global Address Book and include all UCOP employees. \*Note\* Using the right click on your mouse when selecting a message (or any Outlook application) will also provide you with additional options when reading your messages.

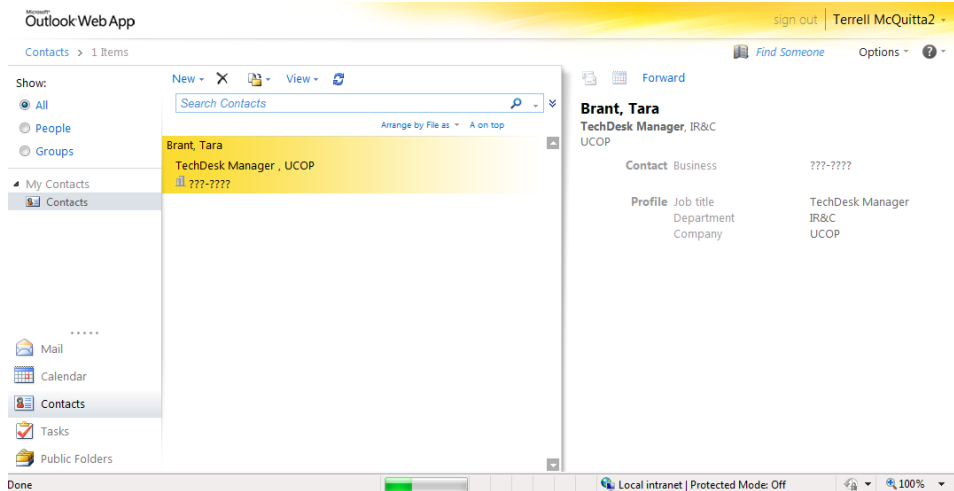
## Calendar

In the Calendar application you can create, delete and edit existing appointments/events. The action buttons at the top of the screen are standard but now include “Share” which allows you to share and set permissions to your calendar similar to your normal Outlook client on your computer. The Reading Pane offers you a full explanation of any appointment and allows you to edit any reminders or “show time as” options.



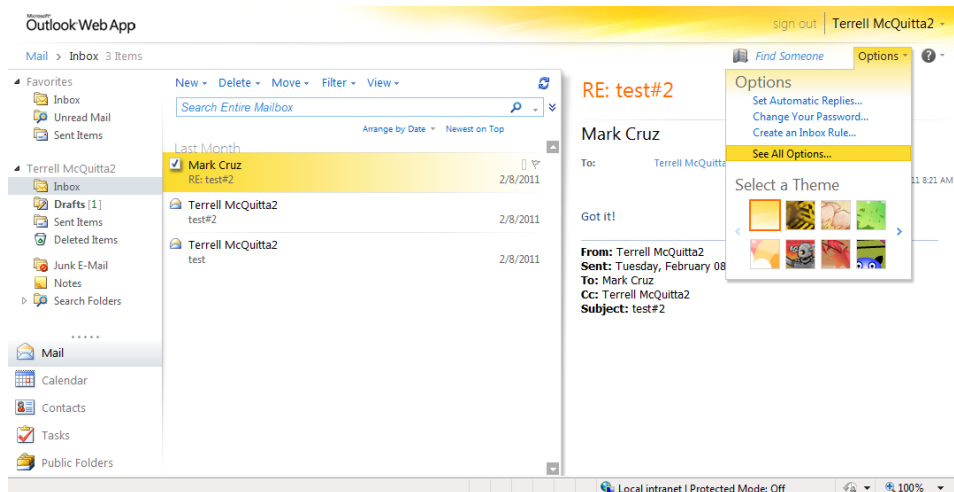
## Contacts

The Contacts application will provide you a list of all of your account created contacts. These contacts are exclusive to each user, and are not the same as the Global Address List that includes all UCOP employees. From the action items menu you can create, edit and delete selected contacts.



## Options

On the upper right hand side above the Reading Pane is an options drop down menu. Using this option button you can alter your OWA theme, set an out of the office message, change your password and more. If you click on the “See All Options” in that menu you will be able to view all of them.



- Account:** This field in the options menu allows you to edit contact information. Whatever changes you edit to your contact info is also updated on the exchange server and will be available for public viewing.

- **Organize E-Mail:** Here you can create inbox rules, automatic replies (out of the office message) and view delivery reports. \*Note\* The Automatic replies will allow you to create two different messages. One message for internal UCOP users and one for all external users.
- **Settings:** Here you can create email signatures, edit spelling options, calendar options and change your AD password.
- **Phone:** This option allows you to see the details of a connected mobile phone using active sync (iPhone). It will display sync times and also give you the option to remotely wipe your iPhone if it is connected to the mobile network.
- **Block or Allow:** Just like in Outlook, here you can allow safe or block unsafe emails in this Junk E-Mail settings.

## Sign Out

When you are done using OWA make sure to click sign out in the upper right hand corner, especially if you are on a public work station that is not exclusive to you.

