

# Outlook Web Access - 2003

Using Microsoft Outlook Web Access for E-mail and  
Calendar – Windows Version

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# Preface

This user guide was developed by the San Diego City School District. Special thanks to them for giving permission to customize the document for the University of Wisconsin Extension and University of Wisconsin Colleges.

## OWA Web Access (2003)

OWA Web Access (**OWA**) 2003 is a desktop information management program designed for individuals who require more than basic e-mail. It includes workgroup tools that help you manage messages, contacts, appointments, tasks, track activities, open and view documents, and share information. OWA will allow you to do the following:

- Organize and track all your information
- Maintain a personal calendar of appointments, events, and meetings
- Schedule meetings
- Store names, addresses and other information about contacts
- Keep a journal of messages sent, received, Office documents, and events

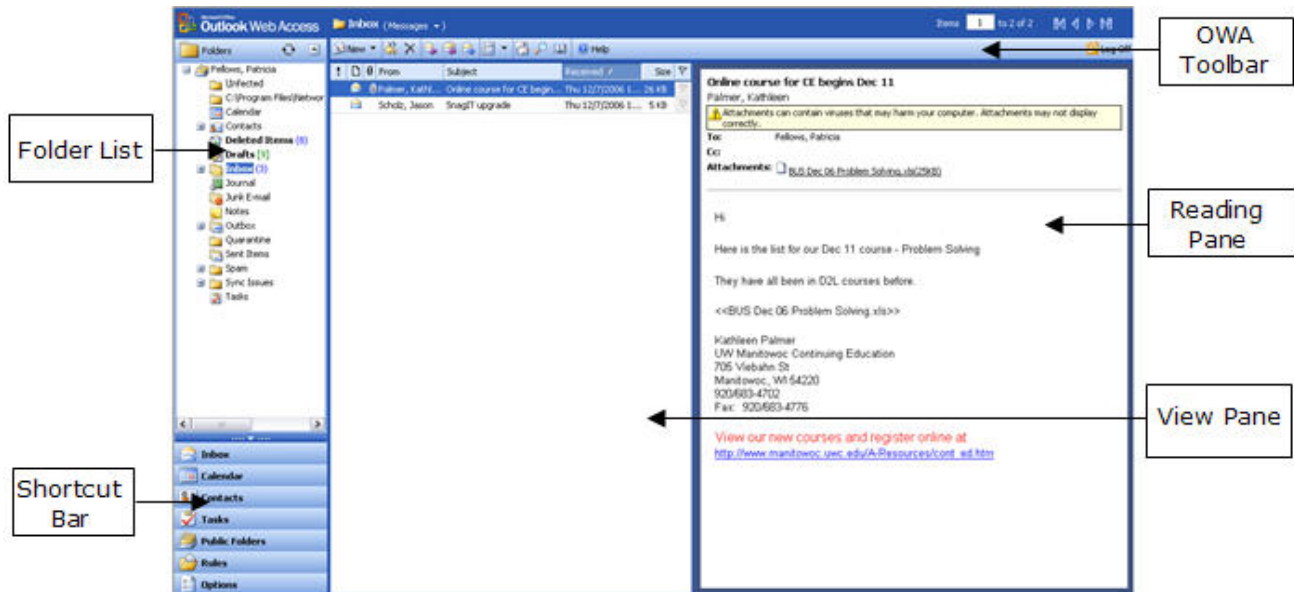
## Objectives

This document gives detailed instruction on how to accomplish specific tasks in OWA. By following the instructions in this handout, you will be able to successfully do the following tasks:

- Login to OWA Web Access
- Access OWA via the internet
- **E-mail**
  - Configure OWA e-mail account
  - Compose messages
  - Check spelling
  - Create signatures
  - Address messages and find contact names
  - Send and Receive messages
  - Add attachments to messages
  - Open message
  - Reply to messages
  - Forward messages
  - Print and delete messages

- **Contacts**
  - Find contact names
  - Create distribution lists (contact groups)
  - Import and Export distribution lists
  
- **Calendar**
  - Add appointments, meetings, and events to the calendar
  - Create recurring appointments and events
  - Assign categories to appointments
  - Delegate permissions and share your calendar

## The Parts of OWA Web Access



# Login Process

You will need your e-mail username and e-mail password to Login to the exchange server to access your mailbox in OWA.



Please enter your E-Mail username (FirstName.LastName) and your E-mail password.

You have logged off from Outlook Web Access. To log on again, type your E-mail username and password, and then click **Log On**.

E-mail User Name:

Password:

**Client** (what's this?)

Premium

Basic

**Security** (what's this?)

Public or shared computer

Private computer

Please contact the Help Desk at (608) 265-3895 with login questions or concerns.

## Login to Outlook Web Access

You can access your OWA folders from any computer with internet access anytime, anywhere.

### To use web access to reach your OWA folders

1. Make sure you are connected to the Internet.
2. Open Internet Explorer.
3. In the Address text box type in the Address for your mail server.  
**https://owa.uwex.edu**
4. Enter your **email username** and **email password** then
5. Click **OK**.

## Getting Help

If you need more information about certain features of OWA or more information about accomplishing tasks in OWA, you can use OWA's **Help** function:

1. On the **OWA Toolbar**, click the **blue question mark** surrounded by a circle. The Microsoft **OWA Web Access – help** - appears.
2. Click on the topic you need assistance with in the left panel.
3. The Information about that topic will show up in the right panel.

## ScreenTips

If you aren't sure what a specific command or button does, or if you want to know more about an option in a dialog box, you can get help through ScreenTips. ScreenTips show information about different elements on the screen.

### To see the name of a toolbar button

- Rest the pointer over the button.  
The name appears.

## Using the OWA Shortcut Bar and Folder List

When you log in to OWA, the default view is your **Inbox**. It displays three panes in the main window. The **OWA Folder List** is in the upper left pane and **OWA Shortcut Bar** is in the lower left panel. The **Inbox** is in the middle, and the **Reading pane** is on the right.

The **OWA Folder List** allows you to view all your OWA folders including the ones you added to organize your e-mail messages. The **OWA Shortcut Bar** contains icons that are shortcuts to different folders in OWA, such as **Contacts** and **Calendar**. When you click a folder's icon, the **View pane** displays the contents of that folder.

To view subfolders, click the **plus (+) sign** to the left of the folder containing the folder you wish to see.

# Working with E-mail Messages

## Creating E-mail Messages

### To create a new e-mail message

1. In the **OWA Shortcuts** bar or **Folder List**, click **Inbox**.
2. From the toolbar at the top, choose **New > Message**.
3. In the **To...** field, type the recipient's e-mail address (use a semicolon to separate multiple recipients,

Or

- Click the **To...** button to open the **Find Names – Web Page** dialog box.
  - Type the recipient's first name (or part of the first name) in **First Name:** field, and/or type the recipient's last name (or part of the last name) in **Last Name:** field.
  - Click Find.
  - Select the recipient's name from under the **Name** column and either click the **To - >** button, the **Cc - >** button, or the **Bcc - >** button.
  - Click Close.
4. In the **Subject:** field, type the subject of your e-mail.
  5. In the message field, type your e-mail message.
  6. When you're finished, click the **Send** button on the toolbar.

## Inserting Attachments (Enclosures)

You can attach various types of files to your e-mail documents.

### To insert an attachment

1. Create or open the e-mail document that you want to attach the file to.
2. Click the **Attachments:** button below the subject line. The **Attachments – Web Page Dialog** box will appear.
3. Type in the location of the file you would like to attach or click the **Browse** button and navigate to the folder that contains the file you wish to attach.
4. Select the file by double clicking it or Click the **Open** button. **Note:** By default, Microsoft OWA blocks attachment files (such as **.bat**, **.exe**, **.vbs**, and **.js**) that can contain viruses. You will be asked whether you want to send a potentially unsafe attachment. If you answer **Yes**, OWA will send the attachment.

## Opening an Attachment

### To open an attachment:

1. Open the e-mail. Then double click the attachment icon.
2. If the format is HTML or plain text the attachment will appear below the subject line in the message header.
3. A submenu appears prompting you to **Open** it or **Save** to Disk. Click an option and then click **OK**.

## Checking Spelling

Before you send your e-mail, you will probably want to check the spelling of the message.

### To check the spelling of your e-mail message

Click the **abc** icon in the message toolbar.

- The **Spelling** dialog box opens. If OWA believes there are errors, the first suspected error is highlighted and a list of suggested alternatives is listed. You have a choice of several actions:
  - Clicking **Ignore** will leave the highlighted text unchanged.
  - Clicking **Ignore All** will leave every instance of that text in your message unchanged.
  - Clicking **Change** will replace the highlighted text with the selected word from the list of suggestions.
  - Clicking **Change All** will replace every instance of that text in your message with the selected word from the list of suggestions.
  - Clicking **Add** will place the highlighted text from your document into OWA's dictionary.

## AutoCorrect

The AutoCorrect feature is turned on by default. It detects some typing mistakes and corrects them for you if your mistyped word is similar to one in its list.

1. To set spelling **Options** click on **Options** in the **Shortcut Bar**.
2. Scroll down to the **Spelling Options** section.
3. Check the boxes you would like to add to the default settings like **Always check spelling before sending**. You can also set the language of the dictionary to use when checking the document.

## Signatures and Out of Office Assistant

### Signature

A signature is information that you automatically include at the end of every one of your e-mails. By creating the signature once, you don't have to retype the information every time you send an e-mail. In OWA you can easily create a standard signature.

#### To create a signature

1. From the **Short cut Icons**, choose **Options**.
2. Scroll to **Messaging Options**.
3. Click the check box next to **Automatically include my Signature**.
4. Click **Edit Signature**.
5. Click Save and Close.

### Out of Office Assistant

The **Out of Office Assistant** lets people know when you are not available with an auto reply note sent in response to an incoming e-mail. This is very helpful when you are sick, on vacation, or unavailable to respond to important e-mails. **Out of Office Assistant** has two options "**I'm currently in the office**" is the default.

1. In the **Shortcut Bar** on the left click **Options**.
2. Click the circle next to **I'm currently out of the office**.
3. Type the message you would like to send in the **text box** below.
4. Click **Save and Close** at the top to save changes.

### Sending E-mails

#### To send an e-mail

- \* Click the **S**end button on the toolbar.

## Reading E-mails

By default, OWA is configured to download all your messages from your incoming mail server and add them to your inbox. In the **Folder contents** list, incoming e-mails will have the following look:

- Unread messages appear in bold type, and the envelope icon to the left shows a closed flap. Once the message is opened, the type changes from bold to plain text, and the envelope shows an open flap.
- Messages sent with a high importance level are marked with a red exclamation point to the left of the message.
- Messages sent with low importance will have blue arrow pointed down to the left of the message.
- Messages with attachments are marked with a paper clip.
- Messages you reply to will have a purple arrow in front of the open envelope.

### To open an e-mail

1. Click **Inbox** on either the **Folder List** or **OWA** bar.
2. Click the desired message to view it in the preview pane of the OWA window, or double-click that message to open the message in its own window.

## Replying, Forwarding, and Deleting an Email

1. To reply to a message, select the message and click the **Reply** button on the Standard toolbar (**Purple arrow facing left over single open envelope**). OWA will create a new message and the message will be addressed to the sender of the original message.
2. To send a message to reply to all people who received the message, click **Reply To All** button (**Purple arrow over multiple open envelopes**).
3. To forward the selected message, click the **Forward** button on the Standard toolbar (**Blue arrow facing right over single envelope**).
4. OWA will create a new message with all the data of the original message and allow you to add a message.
5. To Delete a message highlight the message you would like to delete and click the **Black X** on the Standard Toolbar.

## Organizing your Inbox with flags

You can use flags to organize e-mails in your Inbox. There are six flag colors to use: Red, Blue, Yellow, Green, Orange, and Purple. To use the flags do the following:

1. Place your cursor over the **grayed out flag** to the right of the e-mail message in your inbox. Click on the **flag** and it will turn Red.

2. To use additional colors place your cursor over the **grayed out flag** and click you right mouse button choose a colors and click. When you have complete the task you flagged the e-mail for simply click the flag and it will change to a **check mark** letting you know the task has been completed.

## Printing anything in OWA

OWA lets you print the information stored in any OWA folder. You can print a message from your Inbox, a day or month in your Calendar, or contact information from your contacts folder. To print any information in OWA, complete the following:

### To Print a message from your Inbox

1. Double clicking the message to open it in another window
2. At the top click the **Printer icon** on the Standard toolbar. This opens the Print dialog box
3. In the print style list choose the Page Setup and Define Styles you want to use. Change other print options in the print dialog box to your preferences
4. Make sure the printer you are printing to is correct. If not use the drop down menu to choose the correct printer
5. Click **OK**

### To Print from any other folder

1. Open the Folder you would like to print from **Calendar, Contacts, Tasks**.
2. Choose the view you would like to print.
3. Click the **printer icon** on the Standard Tool Bar. This opens the Print dialog box.
4. In the print style list choose the Page Setup and Define Styles you want to use. Change other print options in the print dialog box to your preferences.
5. Make sure the printer you are printing to is correct. If not use the drop down menu to choose the correct printer.
6. Click **OK**.

## Working with Contacts

### Adding Contacts

Microsoft OWA Contacts is the address book component of Outlook Web Access. It integrates with e-mail and your calendar. Think of it as a detailed address book that also saves all the correspondence activities with any individual contact so you may review it at anytime.

## To add a new contact manually

1. With any folder open, choose **New > Contact** from the **New** button on the Standard toolbar. From the Contacts folder click **New** on the Standard toolbar. The New Contact form will open.

## Fill in the contacts form as follows:

1. Type the contacts full name into the **Full Name** text box.
2. Fill in the remaining text boxes as labeled. Any text box with an arrow next to the box allows for additional entries. Click on the arrow and a drop down menu will allow you to specify each type of entry.
3. You may enter any additional information specific to this contact in the large text box.
4. You may enter additional information about a contact by clicking on the **Details** tab of the form. Here you may enter information like Department, Spouses Name, Birthday, and more.
5. Click the **Save and Close** button on the Standard toolbar.

## Create a Distribution List

You can add individual contacts as well as distribution lists to your Contacts folder. A distribution list is a single item that contains an entire set of contact descriptions. You can create distribution lists for students, classes, or departments. When you address an e-mail message or meeting request, you can easily send it to all the members of a distribution list you have created.

## To define a distribution list

1. Open a blank Distribution List from within the Contacts folder by clicking **New > Distribution List**. Within any folder choose the arrow next to **New > Distribution List** on the Standard toolbar.
2. Type a name for the distribution list into the **Name** text box.
3. To select members from your existing Contacts list or from an internal database of contacts click **Find Names**. The Select Members dialog box appears and you may choose where to select names from by using the drop down menu next to the **Find Names in** text box.
4. Type in the name in **Display Name** box then click **find**.
5. Click on the name to **highlight the name**.
6. Click the **Add to distribution list button to add to the list. Then type another name in the Display Names box** to choose another person to add to the list.
7. When you are finished click the **Close** button at the bottom of the dialog box.
8. To add a new member that is not on a list available to you, type the e-mail address in the **Add to distribution list text box**. Then click Add.
9. Click the **Save And Close** button on the Standard toolbar.

# Using the OWA Calendar

The Microsoft OWA Calendar is the scheduling component of Outlook Web Access. It integrates with e-mail and contacts. You can view a day, a week, or a month. You can use the OWA Calendar to manage your daily, weekly, monthly, and yearly activities. You can schedule appointments, events, and meetings:

An **Appointment** is an activity that can be scheduled for any specific time period and consumes a block of *only* your time.

A **meeting** is just like an appointment, but it involves other people that you schedule.

An **Event** is an occurrence that takes the entire day or multiple days.

OWA keeps track of your appointments and events. You only need to double click any time slot in the OWA Calendar in day view and begin typing.

You can use OWA to organize meetings. Select a time on your Calendar, create an appointment, and select people to invite. OWA will help you find the earliest time at which all the people are free. When the meeting notice is sent to invitees by e-mail, each will receive a meeting request in their Inbox. When they open the request, OWA will notify them if the meeting conflicts with an existing item in their Calendar. The invited guest can accept, tentatively accept, or decline your meeting by clicking a button. If allowed by you as meeting organizer, invitees can counter-propose an alternate meeting time. As organizer, you can track who has accepted, declined, or counter-proposed times by opening the meeting.

You can create calendars that show the schedules of a group of people or resources simultaneously. For example, you can view the schedules of all people in your department or all conference rooms in your building to help you schedule meetings efficiently.

## Scheduling Meetings

### To schedule a meeting

1. Click **Calendar** on the **Shortcut** bar.
2. Click on **New > Appointment.**, choose **Invite attendee's to create a meeting ...**
3. Click the **Invite Attendees** button to type in the e-mail address of attendee's.  
To find attendees in the Global Address list or from your contacts in OWA, click on **Required... Optional... or Resources** and the **Find Names –Web Page** Dialog box appears.

4. Type the name of the person you would like to invite in the **Display name** text box or type the recipient's first name (or part of the first name) in **First Name:** field, and/or type the recipient's last name (or part of the last name) in **Last Name:** field.
5. Use the drop down list to the right of Find names in: to specify where you want look for the names. Select **Global Address List** or **Contacts**.
6. Click the **Find...** button to search. The names show up in the large text box below.
7. Select the recipient's name from under the **Name** column and either click the **Required - >** button or **Optional - >** button. If you are selecting a meeting room, click the **Resources - >** button.
8. To see more information about a specific meeting room, select it from the **Resources** list, and then click **Properties**.
9. Click **Close** button to return to the meeting dialog box.
10. Either click a time on the Appointment section or click the **Availability tab** and choose times at the bottom of the page.
11. In the **Subject:** field, type a description of the meeting you're proposing.
12. If you did not schedule a room, enter the location in the **Location:** field.
13. If this is a recurring meeting, click **Recurrence ...** on the toolbar, and then select the recurrence pattern. Click **OK**.
14. To have OWA display a message to remind you of the appointment, click **Reminder:** and set the reminder time to its right. This setting tells OWA how much time before the appointment you want to be reminded of your appointment.
15. Select any other options you want. **Fill in the details: show time as, categories, etc.**
16. When you're finished, click the **Send** button on the toolbar.

## Scheduling Appointments

You can schedule a one-time appointment that is added to your calendar or you can create a recurring appointment for classes you have scheduled. Remember, an Appointment is an activity that can be scheduled for any time period and consumes a block of only your time on your calendar.

### To create an Appointment

1. Click **Calendar** on the Shortcut **OWA** bar.
2. Choose **New > Appointment**.
3. In the **Subject:** field, type a description of the appointment.
4. In the **Location:** field, enter where you need to be for your appointment.
5. If this is a recurring appointment, click **Recurrence ...** on the toolbar, and then select the recurrence pattern. Click **OK**.

6. In the **Start time:** and **End time:** fields, enter the appropriate date and time.
7. To have OWA display a message to remind you of the appointment, click **Reminder:** and set the **reminder** time to its right,
8. This setting tells OWA how much time before the appointment you want to be reminded of your appointment.
9. Select any other options you want. **Fill in the details: show time as, categories, etc**
10. When you're finished, click the **Save and Close** button on the toolbar.

## Scheduling Events

An event is an activity that lasts 24 hours or longer. Usually, an event occurs once and can last for one day or several days, but an annual event, such as a birthday or anniversary, occurs yearly on a specific date. Events and annual events do not occupy blocks of time in your calendar; instead, they appear in banners. An all-day appointment displays time as busy when viewed by others, while an event or annual event displays time as free.

### To create an Event

Click **Calendar** on the **Shortcut bar**.

1. Click **New**. Check the box to the left of **Start time** that says **All Day Event**.
2. In the **Subject:** field, type a description of the event.
3. In the **Location:** field, enter where your event takes place.
4. If this is a recurring appointment, click **Recurrence ...** on the toolbar, and then select the recurrence pattern. Click **OK**.
5. If the event lasts longer than one day, in the **Start time:** and **End time:** fields, change the relevant date.
6. To have OWA display a message to remind you of the event, click **Reminder:** and set the reminder time to its right.
7. This setting tells OWA how much time before the event you want to be reminded of your event.
8. To indicate to people viewing your calendar that you are unavailable for other activities (such as a meeting) during this event, in the **Show time as:** list, select **Busy**.
9. Select any other options you want. **Fill in the details-categories, etc.**
10. When you're finished, click the **Save and Close** button on the toolbar.

**Tip:** In **Day/Week/Month** view, you can create an event by double-clicking the date heading of the day of the event.

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