

# Microsoft Outlook Web Access (OWA) Users Guide

## The Default configuration for the main screen for Outlook Web Access (OWA):

Note: this is web-based email. New messages will not appear in the list shown below until you refresh the screen. A pop-up will display when new mail arrives, use the Refresh icon or the Send/Receive icon to refresh the list.

The screenshot shows the Microsoft Outlook Web Access interface in a Microsoft Internet Explorer browser window. The interface includes a navigation pane on the left, a central message list, and a preview pane on the right. Callout boxes with arrows point to specific features:

- Send a new message**: Points to the 'New' button in the toolbar.
- OWA Configuration Toolbar**: Points to the toolbar containing icons for New, Refresh, Send/Receive, and Help.
- Message sorting options**: Points to the sorting icons (arrow, up/down arrows) in the message list header.
- To go to the next page of messages, click on the arrows**: Points to the navigation arrows (back, forward) in the top right of the message list.
- Other folders available through Web Outlook appear in the "Folder window"**: Points to the 'Folders' pane on the left, which lists folders like Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Junk E-mail, Notes, Outbox, Sent Items, and Tasks.
- To Open mail, click on the entry in this list. The "active" message is highlighted in blue, and displayed on the Preview pane on the right side of the screen.**: Points to the message list table and the preview pane.
- Preview pane**: Points to the right-hand pane showing the details of the selected message.

From	Subject	Received	Size
Loiseau, Kiki	RE: PO 050079 DHL	Wed 12/29/2004 2:02 PM	2 KB
Phillips, Patrick	RE: Cheap Search Engine	Wed 12/29/2004 1:32 PM	1 KB
postalstore@usps.gov	Thank you for your order! <<Citbank Vi...	Wed 12/29/2004 11:38 A...	1 KB
Newman, Adam	PST requests	Wed 12/29/2004 11:30 A...	824 B
Philpot, Alan	Gregg Ciabattoni - Out of Office 12/29/04	Wed 12/29/2004 11:12 A...	2 KB
System Administrator	Undeliverable:testing	Wed 12/29/2004 9:15 AM	4 KB
Coolman, Todd	spam assassin	Wed 12/29/2004 8:29 AM	8 KB
Marks, Howard	Color HP Laserjet 5 IP address to 10.55...	Tue 12/28/2004 5:30 PM	4 KB
Bastone, Linda	RE: SPC Pilot Survey	Tue 12/28/2004 3:38 PM	3 KB
Gianoplus, Barbara	over the ante	Tue 12/28/2004 2:51 PM	3 KB
\$11 Million	*****SPAM***** Surprise Gift for Willa...	Tue 12/28/2004 1:57 PM	4 KB
Junor, Bill	testing	Tue 12/28/2004 1:50 PM	60 KB
McCaine, Stephanie	RE: Admissions Processing Printer (HP40...	Tue 12/28/2004 1:31 PM	6 KB
McCaine, Stephanie	Admissions Processing Printer (HP4000N)	Tue 12/28/2004 11:12 AM	2 KB
Ferry, Joseph	RE: SPC Pilot Survey	Tue 12/28/2004 9:47 AM	6 KB
Nassisi, Richard	hard work	Tue 12/28/2004 8:54 AM	1 KB
Kessler, Suzanne	couple things	Mon 12/27/2004 12:12 PM	3 KB
Ferry, Joseph	RE: SPC Pilot Survey	Mon 12/27/2004 9:11 AM	5 KB
Ferry, Joseph	RE: SP Pilot	Mon 12/27/2004 9:09 AM	2 KB
Philpot, Alan	FW: We wish you a Merry Exchange up...	Sat 12/25/2004 12:06 PM	3 KB
Newman, Adam	We wish you a Merry Exchange upgrade...	Sat 12/25/2004 11:40 AM	3 KB
Immergut, Betsy	SP Pilot	Fri 12/24/2004 8:35 PM	1 KB
Philpot, Alan	RE: Exchange Migration	Fri 12/24/2004 4:51 PM	2 KB
Philpot, Alan	Completed: PBX EPN Fiber Jumper Cu...	Fri 12/24/2004 11:59 AM	1 KB
DeMarco, Dave	[sunycio-] Imaging	Fri 12/24/2004 9:52 AM	9 KB

**Preview pane** content:

**RE: PO 050079 DHL**  
Loiseau, Kiki  
You replied on 12/29/2004 2:03 PM.  
To: Junor, Bill  
Cc:

What account would you like to charge this?

-----Original Message-----  
**From:** Junor, Bill  
**Sent:** Wednesday, December 29, 2004 2:01 PM  
**To:** Budek, Jirina  
**Cc:** Loiseau, Kiki; Standard, Darcia  
**Subject:** RE: PO 050079 DHL

Please increase the encumbrance on PO# 050079 by an additional \$420 to cover projected expenses for the remainder of the year.

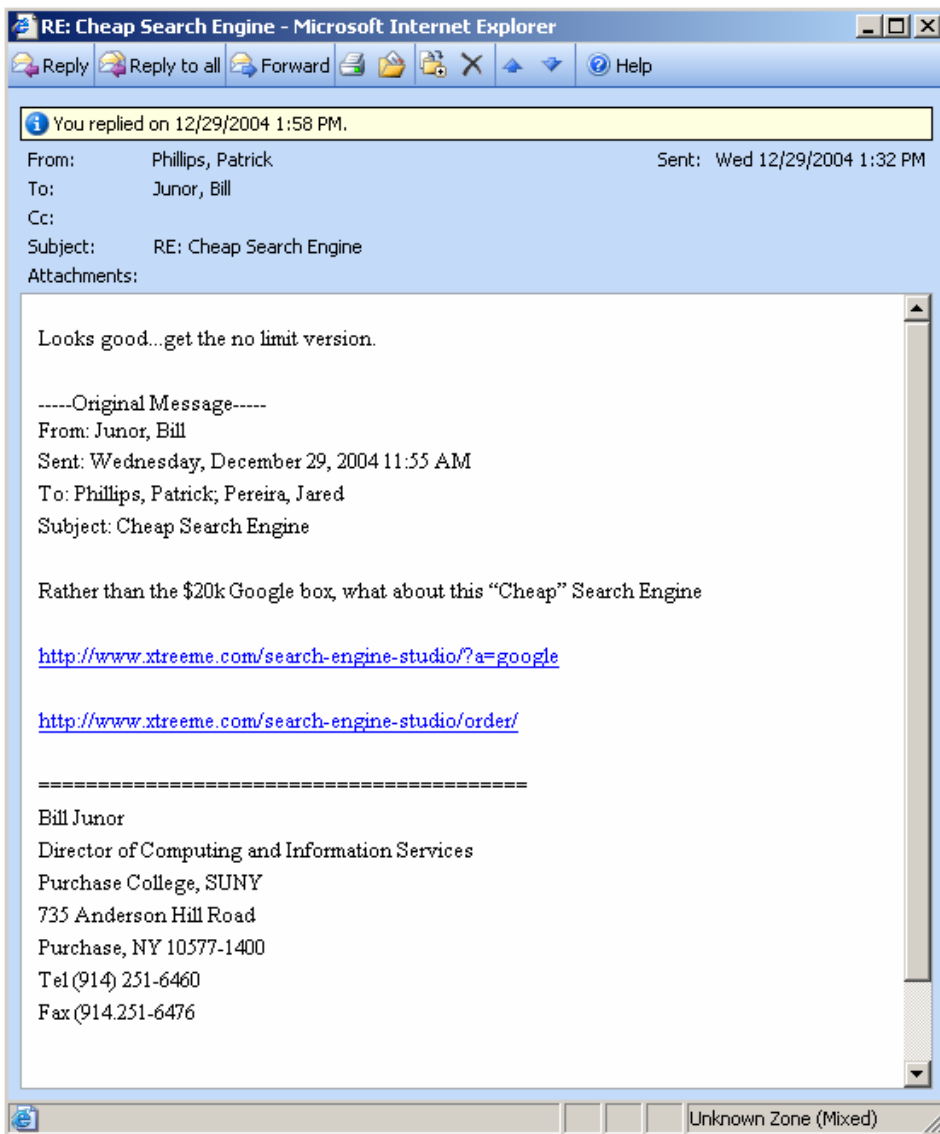
Thank you.

-----  
Bill Junor  
Director of Computer Services  
Purchase College, SUNY  
735 Anderson Hill Road  
Purchase, NY 10577  
Tel: (914) 251-6460  
Fax: (914) 251-6476

-----Original Message-----  
**From:** Budek, Jirina  
**Sent:** Wednesday, December 29, 2004 12:10 PM  
**To:** Junor, Bill  
**Cc:** Loiseau, Kiki; Standard, Darcia  
**Subject:** FW: PO 050079 DHL

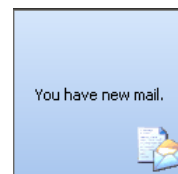
## Reading Mail using Web Outlook

When you open a piece of mail, it will appear in a new window.



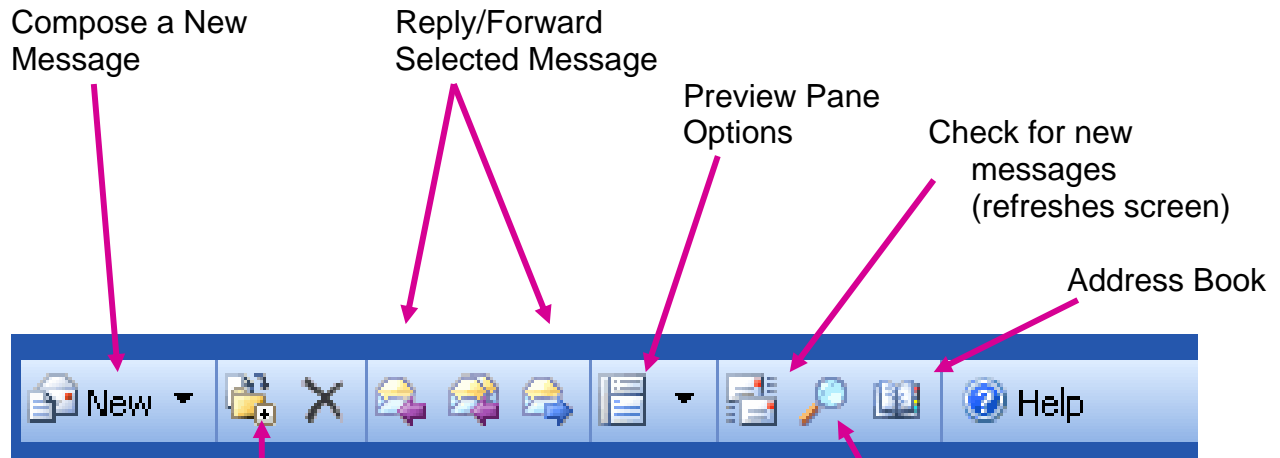
You can use the buttons at the top to Reply / Forward / Print / Delete this message.

You will also be notified when new mail arrives – a small pop-over appears in the lower right of your computer screen:

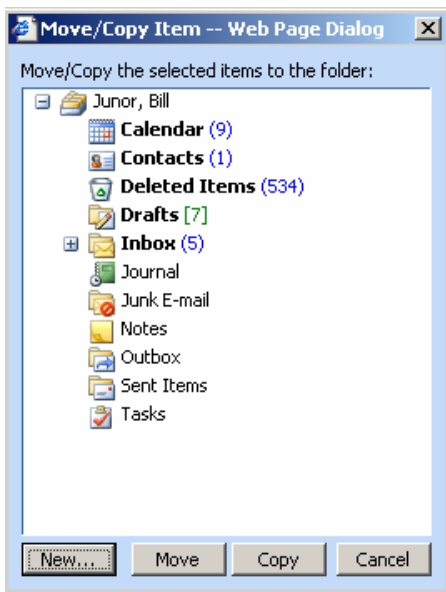


Ooohh.....

## The OWA Configuration Toolbar:

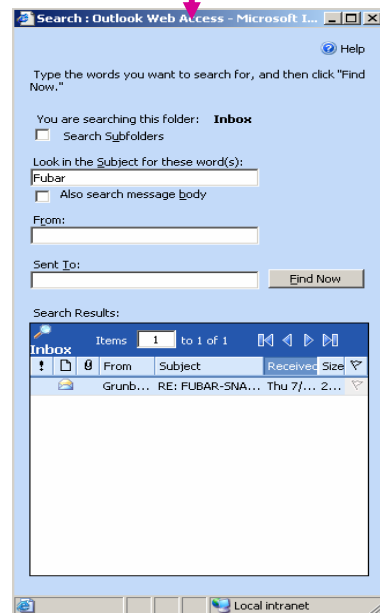


Move/Copy Message To another folder



Note: you can also Drag-n-Drop Your message to any folder

Search for a message



See Page 5...

## Mail Sorting Options

Within the default view, there are eight field headings shown for “Importance” (red or blue exclamations), “message type” (the Page icon - incoming mail, response, etc), “Attachments”, “From” (sender’s name), “Subject”, “Received” (date), message “Size”, and follow-up (the Flag icon):

!	📄	📧	From	Subject	Received	Size	▼
			Philpot, Alan	Foundry re College Networks - Rudy Ian...	Wed 12/29/2004 2:58 PM	3 KB	▼
!	📄	📧	<b>McCaine, Stephanie</b>	<b>New Computers and Printers</b>	<b>Wed 12/29/2004 2:54...</b>	<b>2 KB</b>	▼
		📧	<b>Kessler, Suzanne</b>	<b>please remove sentence</b>	<b>Wed 12/29/2004 2:33...</b>	<b>3 KB</b>	▼
		📧	Loiseau, Kiki	RE: PO 050079 DHL	Wed 12/29/2004 2:02 PM	2 KB	▼
		📧	Phillips, Patrick	RE: Cheap Search Engine	Wed 12/29/2004 1:32 PM	1 KB	▼
		📧	postalstore@usps.gov	Thank you for your order! <<Citibank Vi...	Wed 12/29/2004 11:38 A...	1 KB	🚩
		📧	Newman, Adam	PST requests	Wed 12/29/2004 11:30 A...	824 B	▼
		📧	Philpot, Alan	Gregg Ciabattoni - Out of Office 12/29/04	Wed 12/29/2004 11:12 A...	2 KB	▼

You can use these field headings to sort the mail in your box. In the example shown above they are shown in the order they were received, with the most recent message at the top (The downward pointing triangle next to “received” indicates descending order).

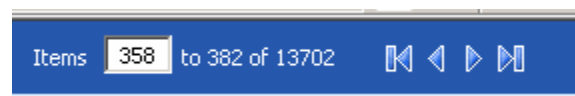
To change their sorting order, click on a different field heading. In the example below, messages are sorted by size:

!	📄	📧	From	Subject	Received	Size	▼
	📧	📧	Loparrino, Roseann	FW: 2005-06 Installment Purchase Fina...	Thu 12/9/2004 3:21 PM	657 KB	▼
	📧	📧	Philpot, Alan	Network Drawing & Foundry Quote - DR...	Tue 12/7/2004 10:00 PM	484 KB	▼
	📧	📧	Schwartz, Steven	network visio diagram	Thu 12/2/2004 12:23 PM	475 KB	▼
	📧	📧	Philpot, Alan	Security Gear // StealthWatch conferen...	Mon 6/28/2004 6:56 PM	449 KB	▼
	📧	📧	Leach, David (CSCIC)	[sunycio-l] BotNet Briefing Paper	Tue 11/30/2004 12:07 PM	427 KB	▼
	📧	📧	Jerry Burgwin	Purchase College Bid Info.ZIP	Wed 5/26/2004 2:43 PM	420 KB	🚩
	📧	📧	Grunberg, Jeffrey	FW: Order Number: 9994146 End User: ...	Wed 9/15/2004 12:18 PM	414 KB	🚩
	📧	📧	Pasley, Carolyn	RE: Formal request to block access to a ...	Thu 2/5/2004 11:07 AM	376 KB	🚩


### Sorting Note:

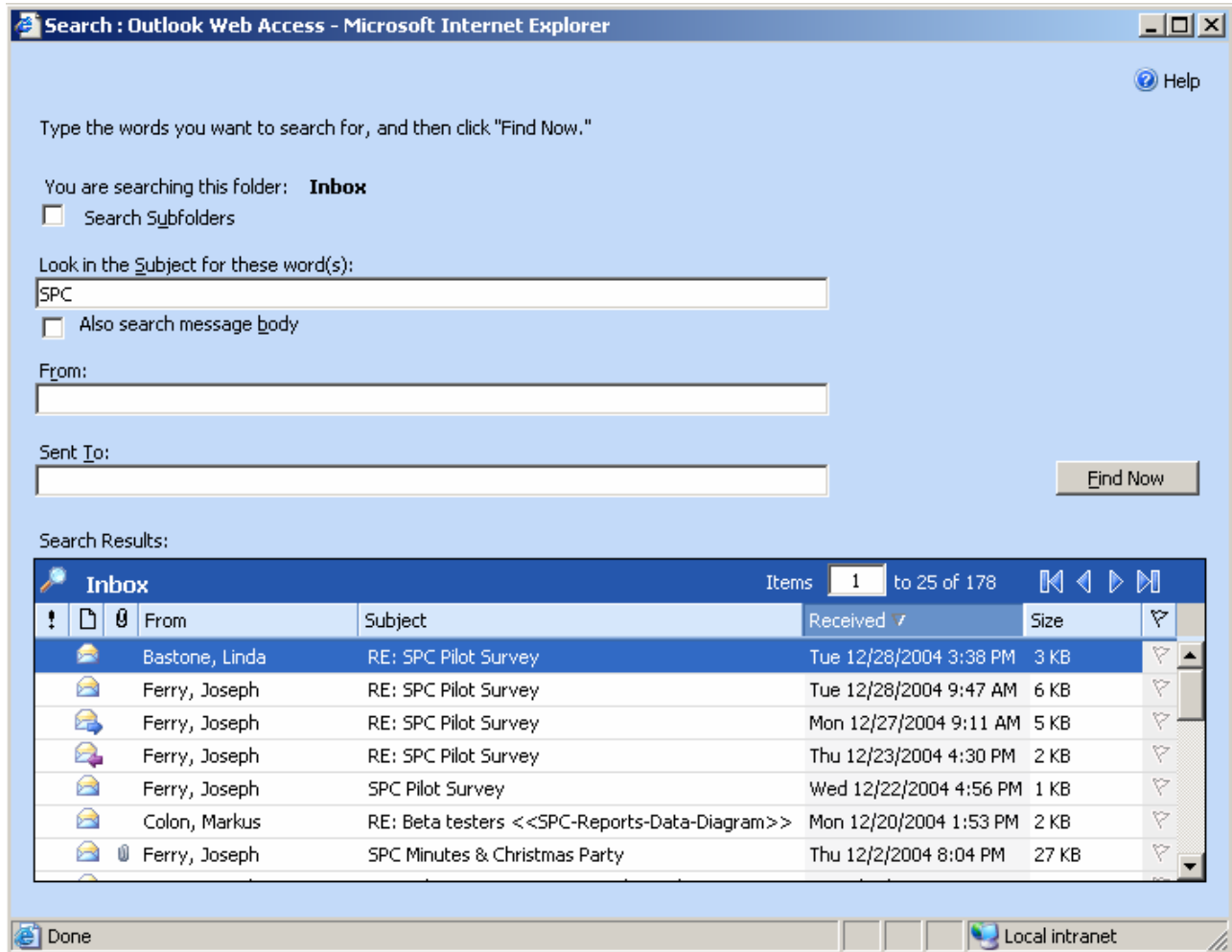
One of the messages in the list is “active” (and highlighted). When you change the sorting order, that active message is still the active message, and will appear at the top of the window - even though it may be mid-way through the list in the new sorting order. Check the position indicator shown at the top right, and scroll accordingly.

Position indicator



## Searching for a message

Choose the Search icon  from the OWA toolbar, and the search dialog box will appear.



Search : Outlook Web Access - Microsoft Internet Explorer

Help

Type the words you want to search for, and then click "Find Now."

You are searching this folder: **Inbox**

Search Subfolders

Look in the Subject for these word(s):

SPC

Also search message body

From:

Sent To:

End Now


Search Results:

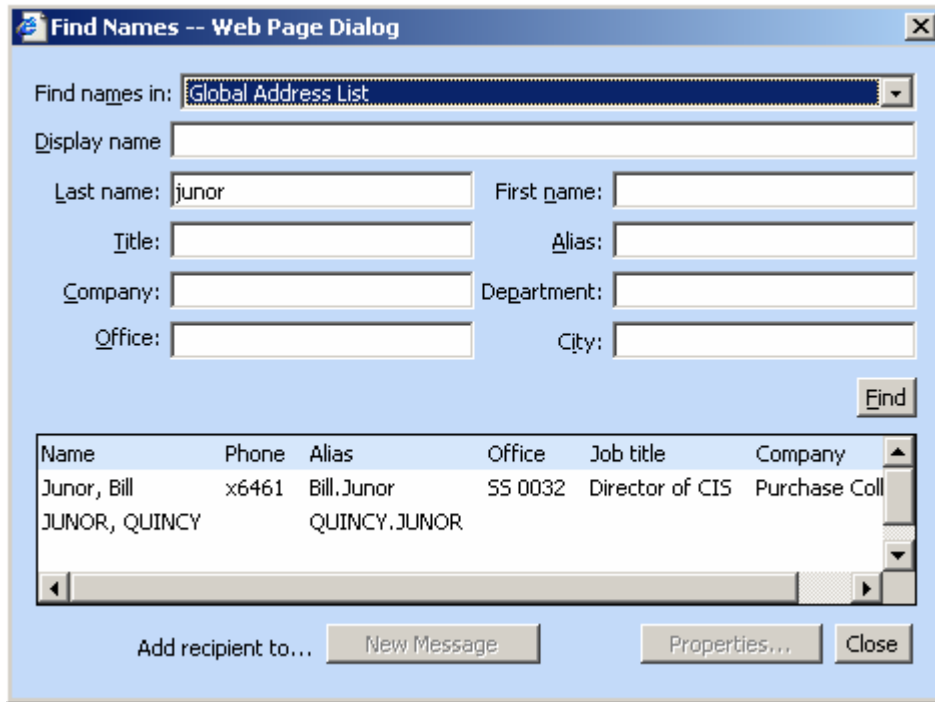
Inbox		Items	1 to 25 of 178			
!	📄	📧	From	Subject	Received	Size
📧			Bastone, Linda	RE: SPC Pilot Survey	Tue 12/28/2004 3:38 PM	3 KB
📧			Ferry, Joseph	RE: SPC Pilot Survey	Tue 12/28/2004 9:47 AM	6 KB
📧			Ferry, Joseph	RE: SPC Pilot Survey	Mon 12/27/2004 9:11 AM	5 KB
📧			Ferry, Joseph	RE: SPC Pilot Survey	Thu 12/23/2004 4:30 PM	2 KB
📧			Ferry, Joseph	SPC Pilot Survey	Wed 12/22/2004 4:56 PM	1 KB
📧			Colon, Markus	RE: Beta testers <<SPC-Reports-Data-Diagram>>	Mon 12/20/2004 1:53 PM	2 KB
📧			Ferry, Joseph	SPC Minutes & Christmas Party	Thu 12/2/2004 8:04 PM	27 KB

Done Local intranet

Most of the entries are self-apparent. You can open the resulting items directly from this list.

## The Address Book / Global Address List:

Choose the “Address Book” icon  from the OWA toolbar and the address book dialog box appears. You can enter a name or other criteria to search for, and the results are displayed in list format. In the example shown below, both entries are in the Global Address List.



Find names in: Global Address List

Display name:

Last name:  First name:

Title:  Alias:

Company:  Department:

Office:  City:

Find

Name	Phone	Alias	Office	Job title	Company
Junor, Bill	x6461	Bill.Junor	55 0032	Director of CIS	Purchase Coll
JUNOR, QUINCY		QUINCY.JUNOR			

Add recipient to...

## **Maintaining your message store size**

Every Purchase College user account has a limit on its overall size. By default, everyone has a limit of 50mb of space. When you reach that limit, you will begin to receive warnings. When you reach 60mb, you will no longer be able to send or receive mail. Your “Message Store” includes all of the folders listed in the “Folder List” – your Calendar, Deleted Items, Inbox (and any sub-folders), etcetera.

Attachments are the biggest culprit when it comes to your message store size. Text messages are tiny, and you can store tens of thousands of text messages and never exceed your limit. Fortunately, this new version of Web Outlook allows you to sort by message size, and you can pick off the messages with the biggest attachments first.

You can save the attachments by clicking on them to open them, and then choosing the File / Save As... option from the windows toolbar.

To remove an attachment, you must delete the entire message.