

Outlook Web Access

The best part about Outlook Web Access is that you can use a Web browser to access your Microsoft Exchange Server mailbox from any computer with an Internet connection. Any files that you have in your Exchange Server mailbox that you have access to during the day on your local machine, you can also access at home through an internet connection.


The quickest way to get to Exchange through the web browser is to type in the following URL

<https://exchange.socccd.edu>

Note the https vs http

What is HTTPS?

Hyper Text Transfer Protocol Secure (HTTPS) is a secure version of the Hyper Text Transfer Protocol (http). HTTPS allows secure ecommerce transactions, such as online banking.

Web browsers such as Internet Explorer and Firefox display a padlock icon to indicate that the website is secure, as it also displays https:// in the address bar. 

When a user connects to a website via HTTPS, the website encrypts the session with a digital certificate. A user can tell if they are connected to a secure website if the website URL begins with https:// instead of http://

Another way that people may be more familiar with is by going to MySite on the Saddleback home page

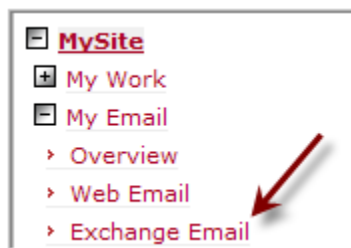
first. 

You can view this tutorial <http://www.microsoft.com/exchange/code/OWA/index.html>

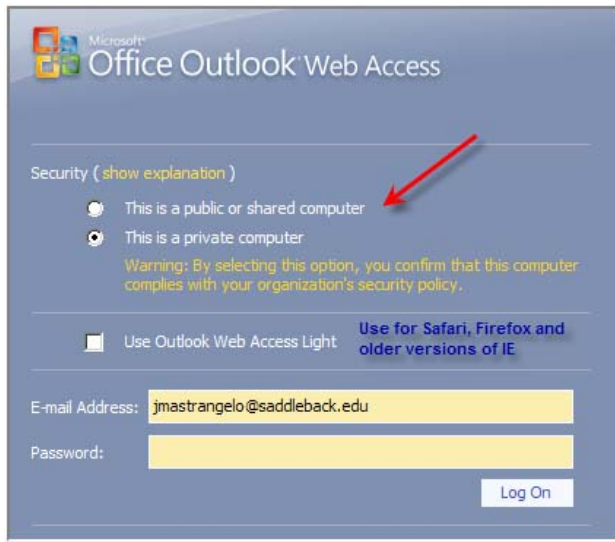
2 Flavors of OWA

Premium for Internet Explorer 6 and up and Light which comes with support for Mac Safari, Firefox and older Internet Explorer Browsers.

After you log into Mysite, you will have to select the Exchange Email option.



You will then be prompted to log in to Exchange. Select Private instead of public so that your session does not time out while you are logged on. Note that you use your entire email address to log into OWA. This will remember your user log on.



Note that if you were to select Outlook Web Access Light you will see the following:



Supported Browsers and Operating Systems

You can use Outlook Web Access together with any browser that supports HTML 3.2 and ECMA. This includes Internet Explorer, Mozilla Firefox, or Apple Safari, and other Web browsers on computers that run UNIX, Apple Macintosh, or Microsoft Windows.

Outlook Web Access Premium

To use the complete set of features available in Outlook Web Access Premium with Microsoft Exchange Server 2007, you must use Internet Explorer 6 or a later version.

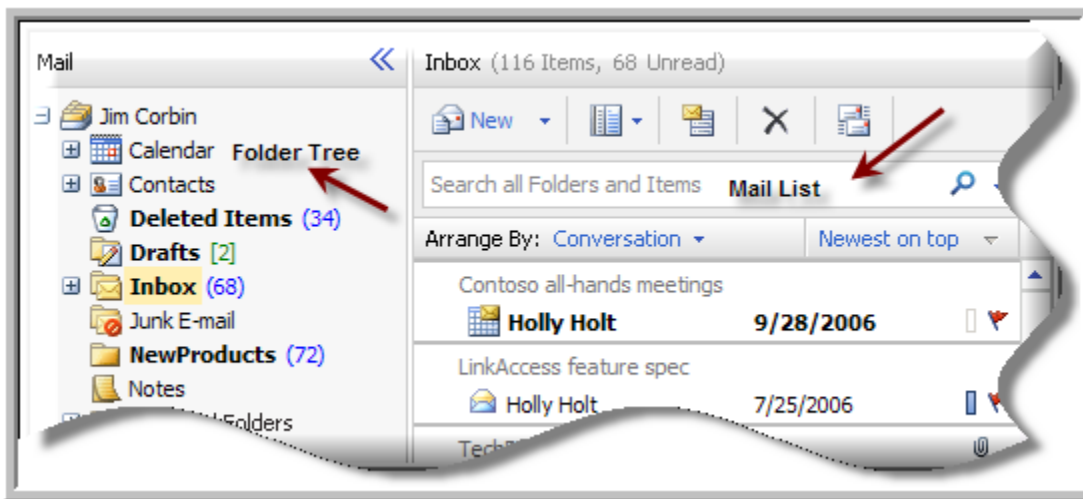
Outlook Web Access Light

The Outlook Web Access Light client is optimized for accessibility, including blind and low vision users. The Light client provides fewer features, and is sometimes faster. You may want to use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.

Mail Features of OWA

Message views are always up-to-date-You do not have to hit Send Receive , UnRead counts stay up-to-date.

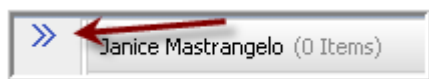
You can drag and drop from the mail list to the folder tree.



Be careful of this Left pointing arrow. It hides you email



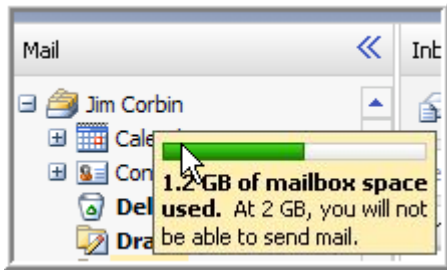
To Unhide, click on this:



When you drag over a folder with a plus sign, it will automatically expand.

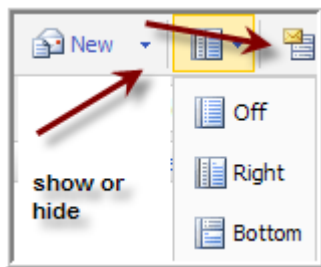
Right Clicking and choosing and Action on any folder allows you to Create New Folders, Move Folders, Copy Folders, Delete, Rename and Empty.

Quota Alerts are sent to you if your mailbox is close to being full. If you want to know the approximate size, just hover over the mailbox and it will inform you as to how much space is being used.



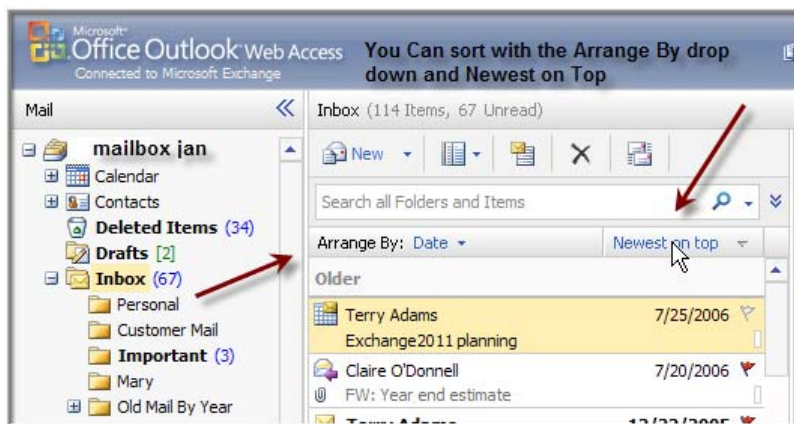
Layout of your Email

You can Show or Hide the Reading pane and choose Multiple or Single lines

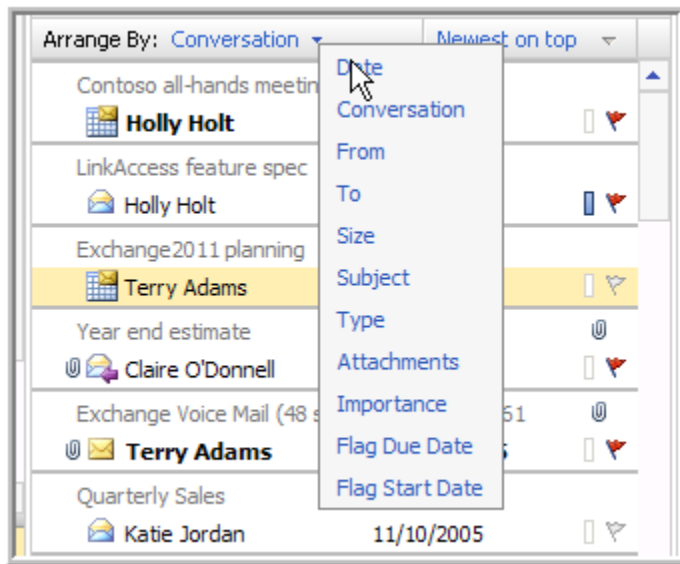


Change the View and Sort

There is an "Arrange By" control that allows you to perform sorting. Click on the drop down and you have a variety of options display you mail boxes. The version we have shows FROM, Click the drop down next to it and you can see all of the options to arrange by.



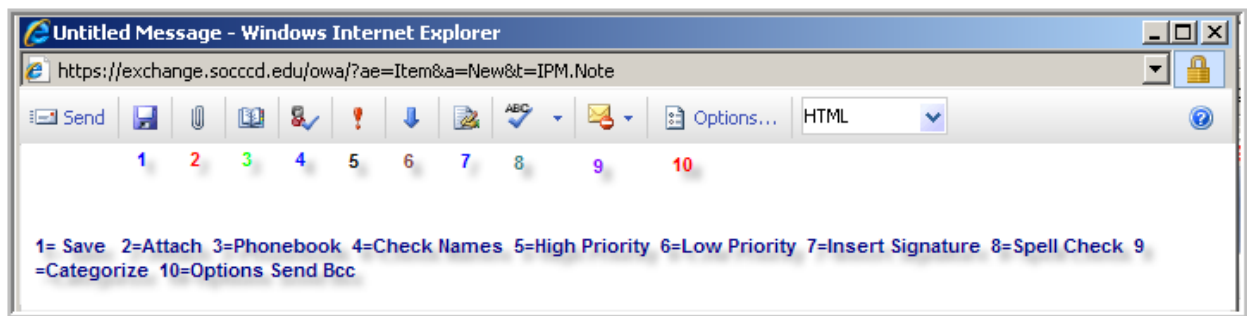
There are many sorts you can perform on your mailbox folders



Sorting by Conversation, organizes the email in steps of how the conversation took place.

Sending Emails

The Tool Bar for Sending Messages has 10 items in addition to Send



There is an Auto Complete Cache for Recipient Names. When you click on New Message on the drop down menu, and begin typing in a name, the rest of the name begins to fill in by the auto complete cache. This works only if you have sent the recipient a message previously. If you have not, and they are in the Global Address book or your contacts, you can select ALT K to see if it can seek it out or

Click on the check names icon in the tool bar. Type in SS and click on this icon to watch it load.

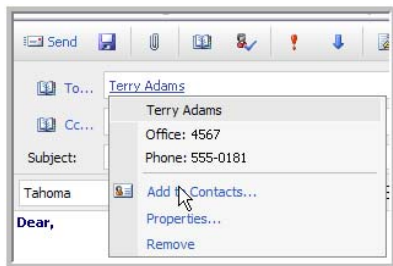


There is a full featured address book that you can access either through the address book on the tool bar or the to and cc address books





You can search the Global Address Book of the School and your own contacts


When sending an email, after you select the person, you can right click over their name and select properties. Depending on the user you may be able to view the contact information.



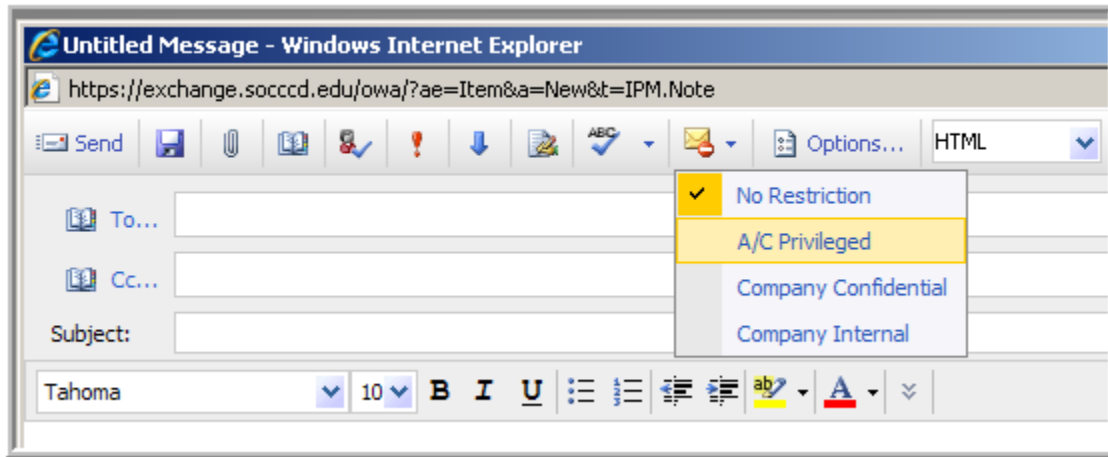
The Signature button can put a signature on your email but you can automatically have it put on all messages if you choose.

To create a custom signature

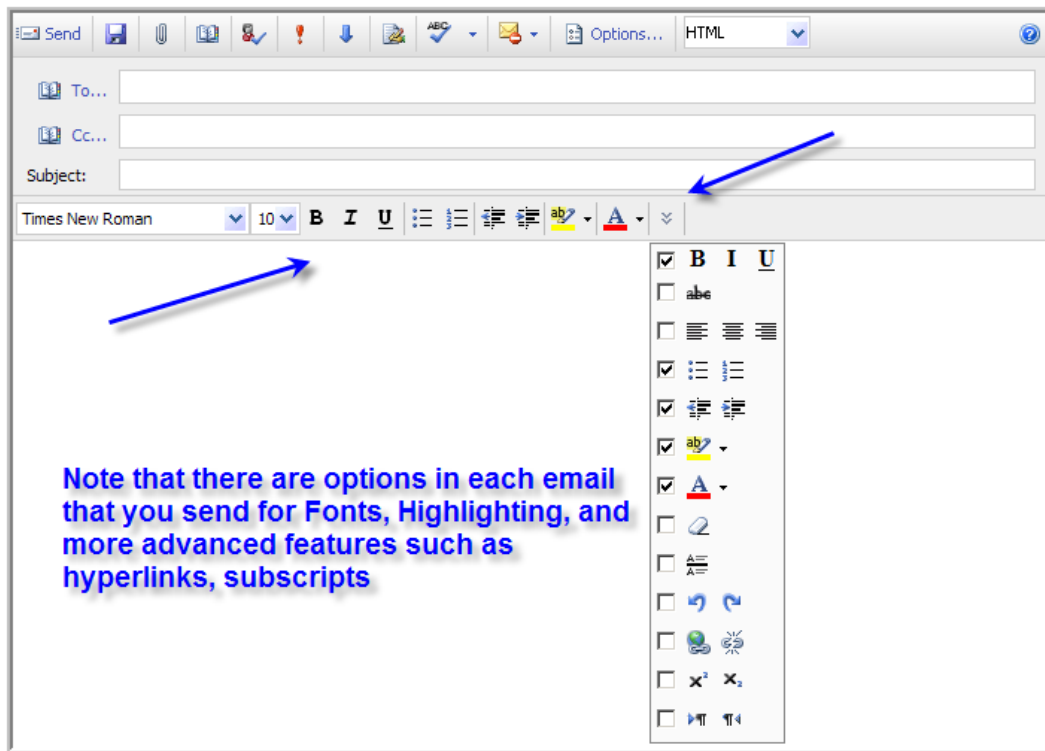
1. At the top of the Outlook Web Access page, click  **Options**.
2. Click **Messaging**.
3. In the **E-Mail Signature** box, type and format the signature that you want to use.
4. To add your signature to all outgoing messages, select the **Automatically include my signature on outgoing messages** check box.
5. Click **Save**  or press CTRL+S.

***Note** If you do not want to add your signature to all outgoing messages, you can add your signature to individual messages by clicking **Insert Signature**  on the toolbar.*

You can also specify a classification of Email in the email you are sending—No Restriction, Attorney Client Privilege, Attachment Removed etc. This is most commonly used in larger corporations where rules could send emails to the legal department.

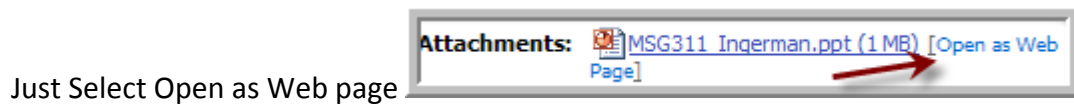


Additional Formating

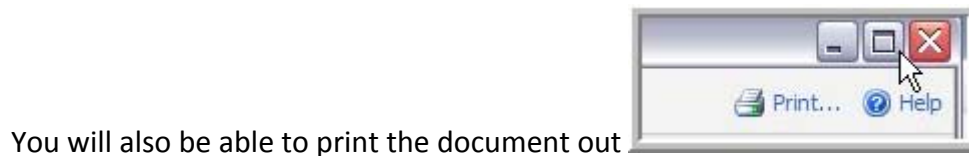


Receiving Emails

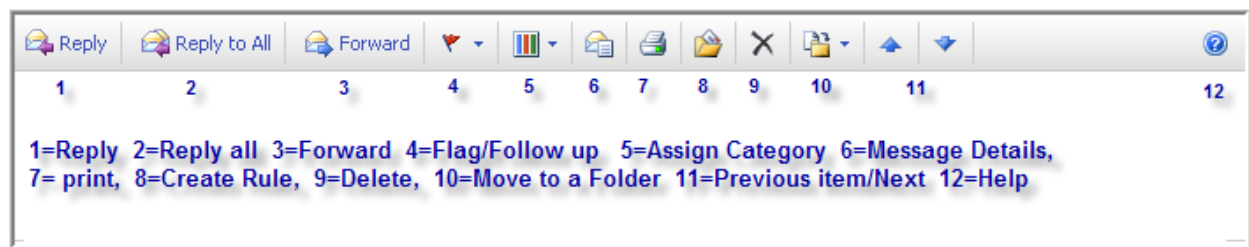
If you receive an email that has Word, Excel, or Adobe Acrobat. Even if you do not have those applications, you will be able to view the document.



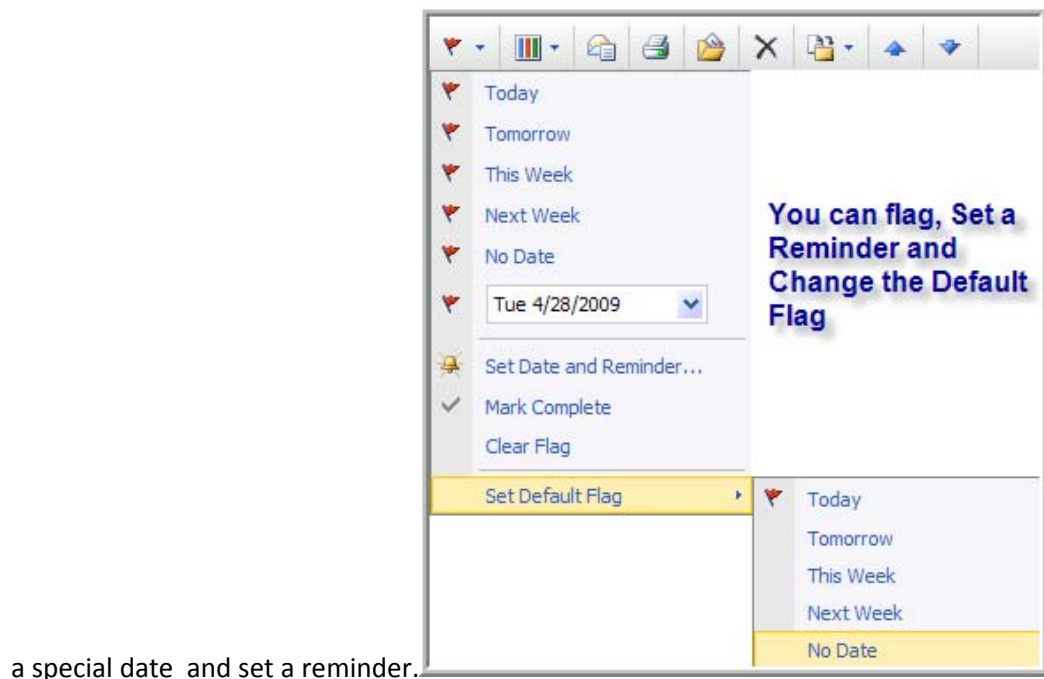
Outlook web access will convert the document to a web page and preserve all pictures.



The tool bar for incoming messages,



Flagging Items-After you Receive an email, you may want to flag it for a follow up, you can set a flag for

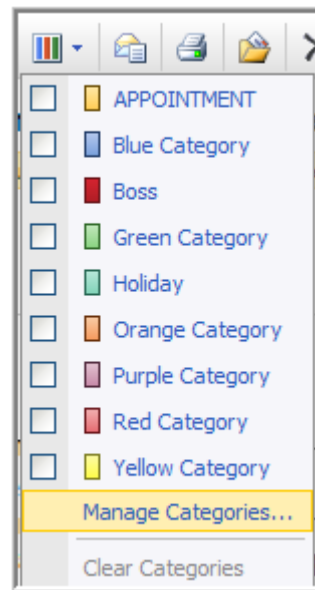


Categories

You can assign a category to an email, calendar or task to assist you with organization. The default colors are Blue, Green, Orange, Purple, Red, Yellow.

You cannot modify the defaults, however you can add your own categories and colors.

Select the category drop down and click on Manager categories




Message Details is something you will not utilize much unless you need to provide information to the Email Administrator. You can create a Rule for incoming message from a certain person by clicking on the

rules icon 

Please note that you have to make a decision whether or not you want the rules on the server side or client side.

Delete disabled rules if you are going to use owa for your rules.

Instead of dragging and dropping an email, you can click on the Move to folder icon  and select where you would like the email moved to.

Short Cuts

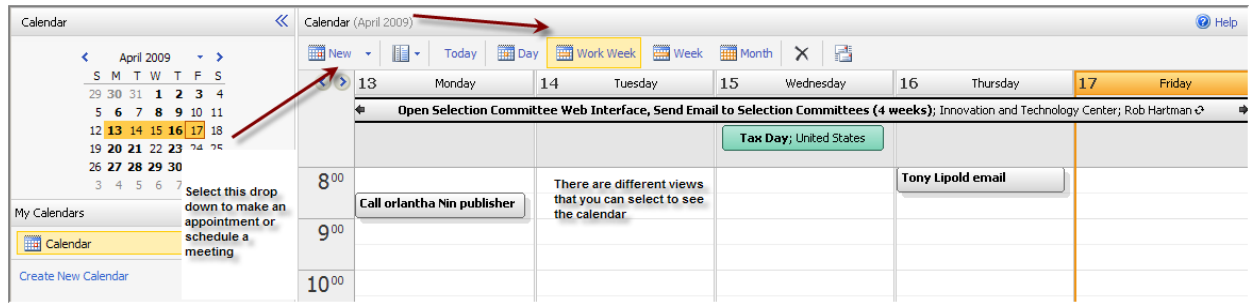
CTRL + R = REPLY

CTRL + SHIFT + R = REPLY TO ALL

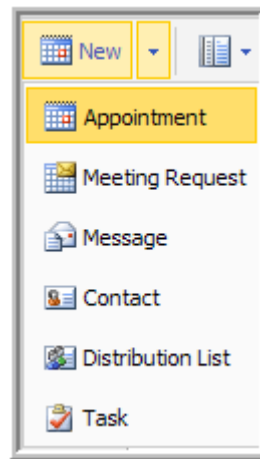
CTRL + SHIFT + F = FORWARD

F7 = Spell Check

The Calendar

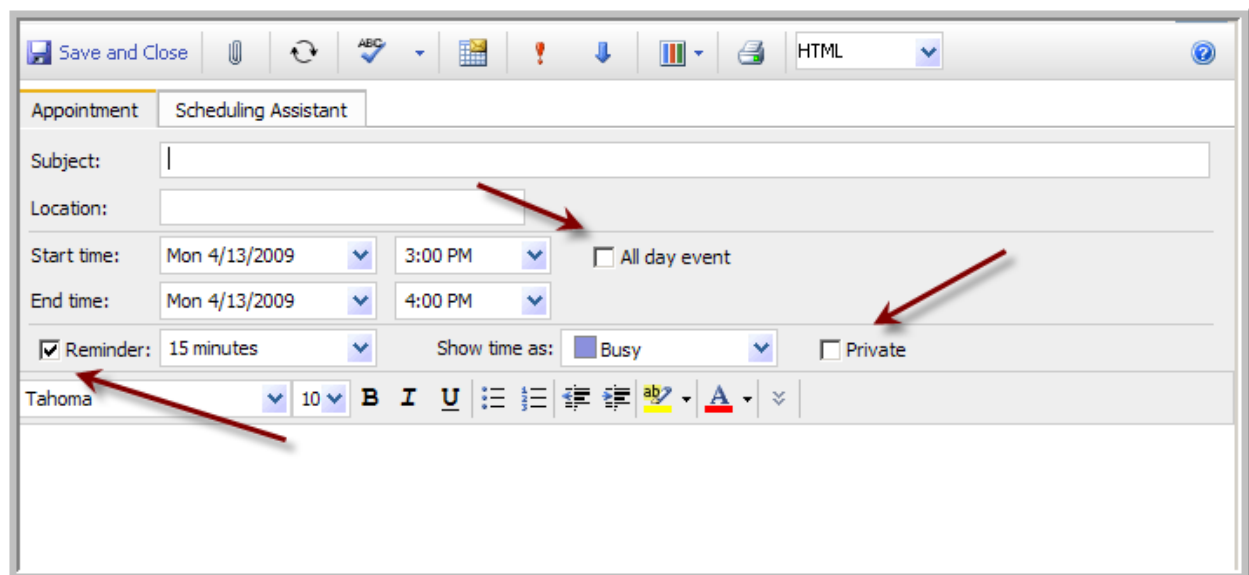


When you set up a meeting click on the drop down and select Appointment or Meeting request if more than one person will be attending



The tool bar at the top allows you to put settings on the appointment. Note the option of selecting Private, All Day Event and reminder if you want to be send a reminder on the appointment. Reminder is checked by default

After creating the appointment, Click on Save and Close or CTRL+S

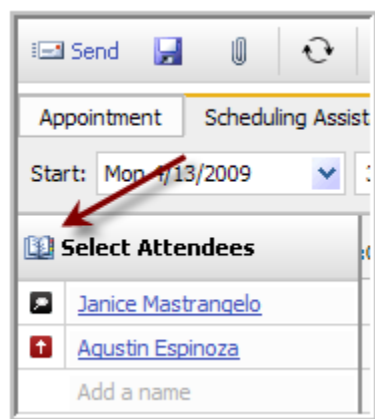
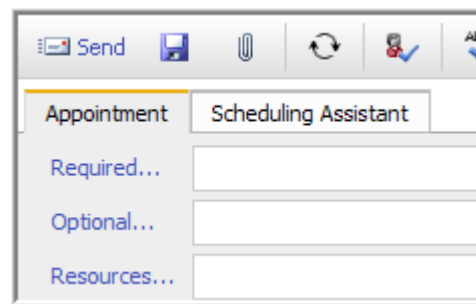


Icon Explanations for Calendar Options.

Button	Description
Save and Close	Saves the appointment to your calendar and closes the appointment form window.
	Attaches a file to the appointment. For more information about how to attach files, see Add an Attachment .
	Sets a recurrence interval for the appointment. For more information about recurring items, see Set a Recurring Item .
ABC	Checks spelling in the appointment.
	Invites other people to an appointment. This changes the appointment to a meeting. For more information, see Working with Meetings .
	Sets the importance of the appointment to High.
	Sets the importance of the appointment to Low.
	Applies a Category to your item. For more information about Categories, see Apply a Category .
	Sends the item to a printer.
Message Format list	Sets the format of the item to HTML or plain text. For more information about how to format messages, see Format Messages and Posts .

If you need to set up a Meeting with a group of people, utilize the Scheduling Assistant.

Attendees to the meeting can be required, Optional or just a resource. Notice that when you set up a meeting request, an additional tab appears that says Scheduling Assistant that you do not see when you just set up an appointment.



To Add attendees, Click on the phone book where it shows Select Attendees

Once You select an Attendee, then you must designate whether or not they are Required, Optional or a resource.

Meeting recipients:

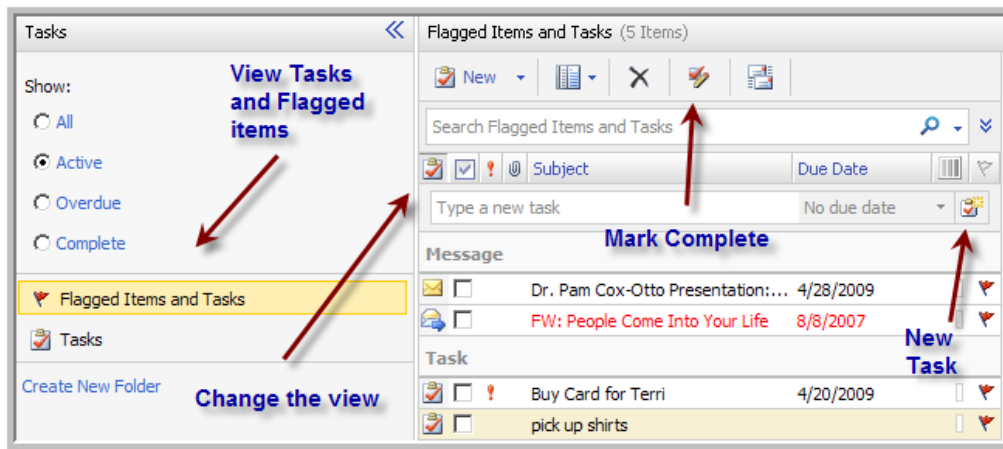
Required ->	Aqustin Espinoza
Optional ->	Adrienne Merlo
Resources ->	AGB 107 President's Conference Room

Click on Suggested times to see what will work best with everyone. The slider bar will assist you in finding a better time when required attendees are available. Required Attendees can be recognized by the Red up pointing arrow and optional attendees have the Information "i" When Completed, Save and Send.


The screenshot displays the Microsoft Exchange Scheduling Assistant interface. At the top, there are tabs for 'Appointment' and 'Scheduling Assistant'. Below the tabs, the start and end times are set to 'Wed 4/29/2009 3:30 PM' and 'Wed 4/29/2009 4:30 PM' respectively. A checkbox for 'Show only working hours' is checked. The main area is a grid with columns for time slots (1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 8:00 AM, 9:00 AM) and rows for attendees and rooms. Attendees listed are Janice Mastrangelo, Robert Hartman, and Melissa Klimowicz. The grid shows availability for each attendee at each time slot. A legend at the bottom indicates status: Busy (blue square), Tentative (hatched square), Out of Office (purple square), No Information (grey square). On the right, the 'Suggested Times' panel shows a calendar for April 2009 with the 17th and 29th highlighted. Below the calendar, a list of time slots is shown with availability indicators: 9:00 AM (2 of 2 free, 1 of 1 free), 9:30 AM (2 of 2 free, 1 of 1 free), 10:00 AM (2 of 2 free, 1 of 1 free), 1:00 PM (2 of 2 free, 1 of 1 free), 1:30 PM (2 of 2 free, 1 of 1 free). A legend at the bottom right indicates status: Good (white square), Fair (light blue square), Poor (dark blue square).

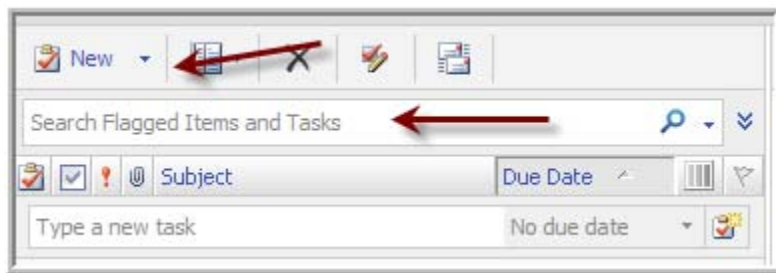
Tasks

When you open up the Task Pane, you have the option of looking at just tasks, or Flagged items and Tasks.

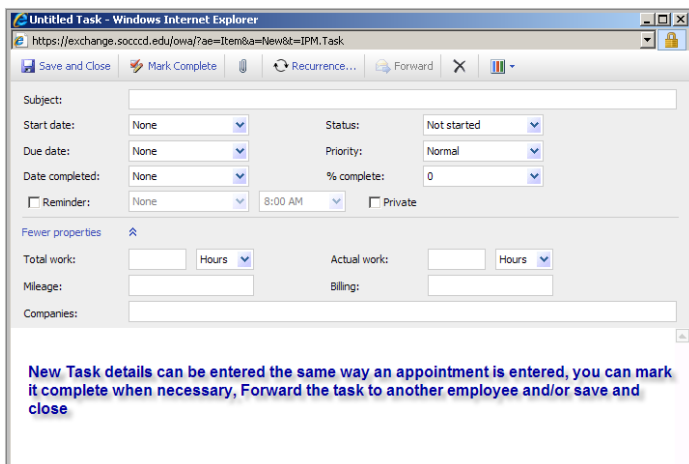


To create a new task, click on the drop down for New Task or just begin typing in the task

Or click on the icon  Click on the Due Date to populate the calendar



The subject of the Task will be what will appear in the task bar.



Folders can be created for tasks just like email.

Additional Options

You can have access to various options in Outlook Web Access by selecting the Options button, at the top of the page.



Regional Settings give access to 46 Languages and 100 Cultures to choose from.

Message Settings allow you to add a signature, select HTML or Plain Text and track

Work Days and Hours can be set in the calendar.

The Out of Office Assistant is used for scheduling specific out of office times and you can set dates for when it is on or off. If you forget to specify and end date, Outlook will ask you the next time you log on whether or not you want to shut it off

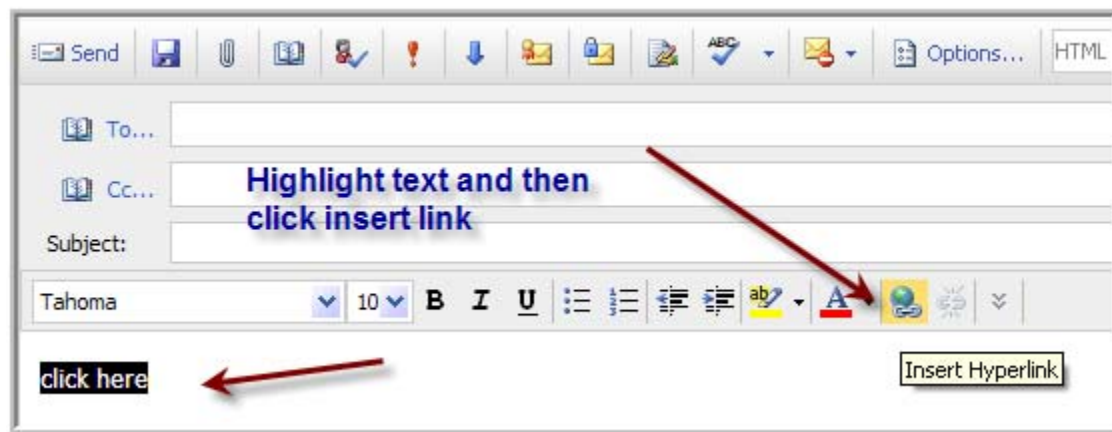
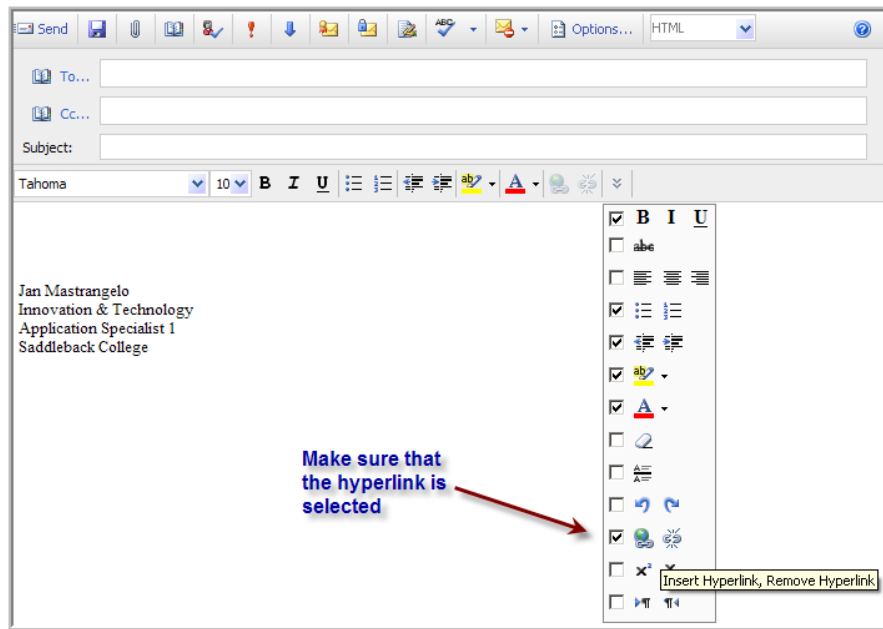
Password can be changed withing OWA

General Settings allows you to change the appearance and allows you to select Blind and Low vision experience.

Deleted Items gives you the option of emptying all of the deleted items after the logoff.

OWA Light-Faster logon times and used for a number of browsers and operating systems.

Creating Links in Emails



When you click on the link, type in the URL

