

Using Outlook Web Access

Introduction

Outlook Web Access (OWA) is a web based version of Microsoft Outlook and offers many of the features of Outlook to online users.

OWA is usable on most web browsers but has a number of advanced features which are only available via Internet Explorer 6 and above.

This infosheet assumes you are accessing OWA via Internet Explorer.

Accessing OWA

1. Type the URL below into your preferred web browser

http://exchange.dur.ac.uk/



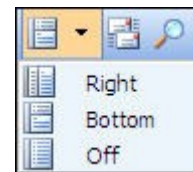
2. Type your ITS username and password into the appropriate text boxes
3. If required, change the default Client and Security options
4. Click the **Log on** button.

Using OWA

Once logged on to OWA you have full access to your Durham Exchange account.

The default display shows your email folders in the left pane of the OWA window, message details e.g. sender, subject and date in the centre pane and the message body in the reading pane to the right of the OWA window.

This display can be changed by using the drop-down options to the right of the **Show/Hide Reading Pane** button.



In the bottom left of the OWA window is the Button Bar. This is used to navigate to the Exchange facilities available via OWA. The Button Bar position can be changed by clicking the thick blue line above the buttons.



Clicking the buttons will take you to the corresponding view e.g. if you click the Calendar button, the main display area of OWA will display your calendar.

Email

In the email view, you can browse around your folder structure by clicking the appropriate folder displayed in the left pane of the OWA window.

Creating new messages, replying to, forwarding and deleting messages is done via the email toolbar.



To read a message, click the header (double-clicking will open the message in a separate window). The message will be displayed in the reading pane.

For additional information on email in OWA, click the **Help** button at the top of the OWA window.

Calendar

To open your Calendar, click the **Calendar** button. You can change the default view by clicking the 1, 7 and 31 buttons on the calendar toolbar.



To create a new calendar event, either double-click the time you wish the meeting to begin or click the **New** button.

A new appointment window opens. From here you can set the start and end times etc. for your meeting. You can also invite other people by clicking the **Invite Attendees** button.

Click the **Required** or **Optional** buttons and search the Global Address Book for the person you wish to invite by typing their name in the Last Name: field and click the **Find** button. Select the appropriate person from the names displayed and click the **Required** or **Optional** button.

Resources for meetings are added in the same way but must be added as Resources and not as Required or Optional. All resources begin with Res: followed by the departmental identifier.

Once you have configured your meeting request, click the **Send** button.

For further information on using the Calendar in OWA, click the **Help** button at the top of the OWA window.

Contacts

To add a contact, click the **Contacts** button followed by the **New** button, add the required data and click the **Save and Close** button.

To delete a contact, click the contact name followed by the **Delete** button.

Tasks

To create a new task in OWA, click the **New** button.

A new Task window will open. Add the required information for your new task then click the **Save and Close** button.

There are a number of display options available via the drop down menu the top of the OWA window. For example, you may find it useful to only display Active Tasks.

You can delete tasks by right-clicking the task and selecting **Delete** from the option displayed, or by clicking the task then the **Delete** button on the Tasks toolbar.

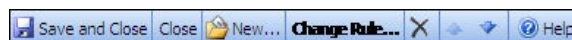
Public Folders

Public folders are folders which you have been granted access to by an administrator. You may not have any public folders available to you. If you do have access to public folders, it will generally be read only access.

Rules

In OWA you can create server side rules to automatically process your email.

To create a new rule, click the **Rules** button followed by the **New** button on the Rules toolbar.



Add a name for your rule followed by the action you wish your rule to perform, then click the **Save and Close** button.

Once saved, your rule will run regardless of whether or not you are logged into OWA.

For further information on the use of Rules, click the **Help** button at the top of the OWA window.

Options

There are a number of customisation options available in OWA. These may vary depending on the browser you use to access OWA.

One of the options available is the Out of Office Assistant.

To enable this feature, click Options button followed by the **'I'm currently out of the office'** radio button and add the appropriate AutoReply text then click the **Save and Close** button.

Your AutoReply will only be sent to @durham.ac.uk addresses and only one instance of the message will be sent to a recipient. The recipient list is reset each time you disable the Out of Office AutoReply.

For further information on the options available, click the **Help** button at the top of the OWA window.

Logging off

When you have finished using OWA, click the Log off button.

