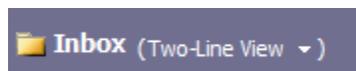


USING OUTLOOK WEB ACCESS (OWA) TO ACCESS YOUR EMAIL

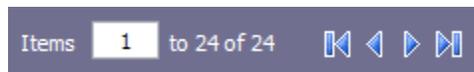
INBOX

When you open your OWA session, you will see your incoming mail in your Inbox. By default, the messages are arranged with the newest at the top. The key information on each line includes the sender, subject, and delivery time. In addition, there are paper-clip icons to indicate messages that have attachments. Unread messages are indicated with a bold font. By clicking on column headings (once or twice to establish the sort direction), you may arrange messages by sender, subject, etc.

You can change the way that you view your messages for a particular folder displayed by changing the view shown below. The default view for your Inbox is the new "Two-Line View" shown in the image below. If you prefer a simpler view of the messages in your Inbox, you can select the "Messages" view to display one message per line. There are other views to select from, including the "Unread Messages" view; this view can be helpful when using a slow internet connection because only messages that you have not read will be displayed. Remember that choosing "Two-Line View" or "Messages" will give you the full list again. The view setting can be set differently for each folder and is remembered the next time you use OWA.



If your Inbox or other folder has more messages than can be displayed on a single page, you can use the navigation tool shown below to find the message you are looking for. You can type in the message number and hit the enter key to go to a specific message. You can also use the arrow buttons to move to the beginning/end of your message list or to jump ahead/back one page in your message list.



READING PANE

When you access OWA, the Reading Pane is enabled. The Reading Pane allows you to view a selected message without opening the message. There are three settings for the Reading Pane: Right Bottom, and Off. These settings can be changed by clicking on the icon shown below. Turning off the Reading Pane on a slow internet connection may improve load times for OWA.



READING A MESSAGE

You may select a particular message by clicking once on the message line. This highlights it as the current message. To read the message, double click on the message line. A separate window will open

to allow you to read the message. This window has a toolbar with buttons for tasks specific to the current message like replying to it or deleting it.

SENDING A MESSAGE

You can send a message to a UW-W email account using only the username in OWA. Use a semicolon (;) instead of a comma (,) to separate multiple recipients when sending a message from OWA.

ATTACHMENTS

If you receive a message with an attachment (or with several), you will see a paper-clip icon next to the sender's name. When you open the message, each attachment is available as a link, and you may click once on the link to open the attachment. For some file types, you may be asked to save the attachment to your computer to access it. **WARNING:** If you delete the message before saving the attachment, the attachment will be gone! Be very careful with attachments: if you do not know the sender, or are not expecting an attachment from a known sender, treat it carefully. It may be malicious. It is far safer to dispose of mail from unknown senders.

OUTBOX VERSUS SENT ITEMS FOLDER

In the Outlook Web Access (OWA) folders, the Outbox folder is for messages that are delayed or still in the process of being sent. Typically there will not be any messages in this folder because they will be sent immediately. Instead, look for messages that have already been sent in the Sent Items folder.