




Microsoft Outlook Web Access (OWA)

Getting Started



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 =Shortcut  =Advice  =Caution

Improvements

The new version of Outlook Web Access has some different features from the old version. These differences include:

- Enhanced Views
- Improved Tasks support
- Ability to create and edit basic rules
- Additional display, read receipt, and junk e-mail options
- New logon screen
- Different name searching window when choosing message recipients
- Public Folders appear in a new window

Summary

OWA

1. Improvements
2. Logging In
3. OWA Window
4. Reading Pane
5. Creating New Folders
6. Move and Copy Folders
7. Searching Folders
8. Logging Off

Logging In

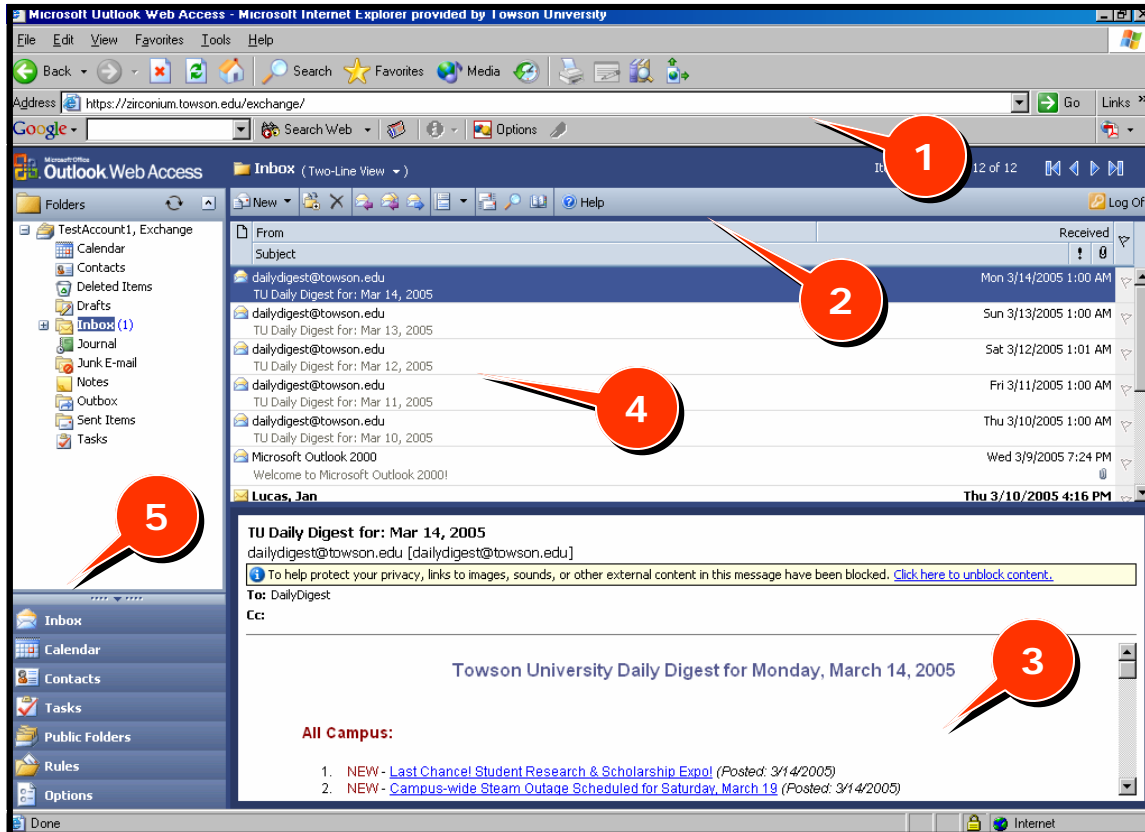
From any computer that has Internet access type in <http://outlook.towson.edu>. Type in your TowsonU username and password and click **Log On**.

Outlook Web Access Window

The following numbered list corresponds to the numbers in **Figure 1** on the next page.

1. Internet Explorer toolbars: the first 3 toolbars on the screen are for Internet Explorer.
2. Outlook Web Access toolbar
3. Reading Pane
4. View Pane
5. Navigation Pane
 - **Inbox**: the main e-mail area where you can read, compose, receive, and send e-mail.
 - **Calendar**: the scheduler/planner where you can create and manage appointments and tasks
 - **Contacts**: the contact list where you can store and manage names, e-mail addresses, phone numbers, and other information about your contacts
 - **Tasks**: the tasks list where you can create, sort, prioritize, and track tasks, as well as assign tasks to others.
 - **Public Folders**: the shared information area where you can share files and post information for others in your workgroup or organization to view
 - **Rules**: the rules list where you can create and view rules to manage your e-mail messages
 - **Options**: contains tools for customizing your Outlook Web Access features.

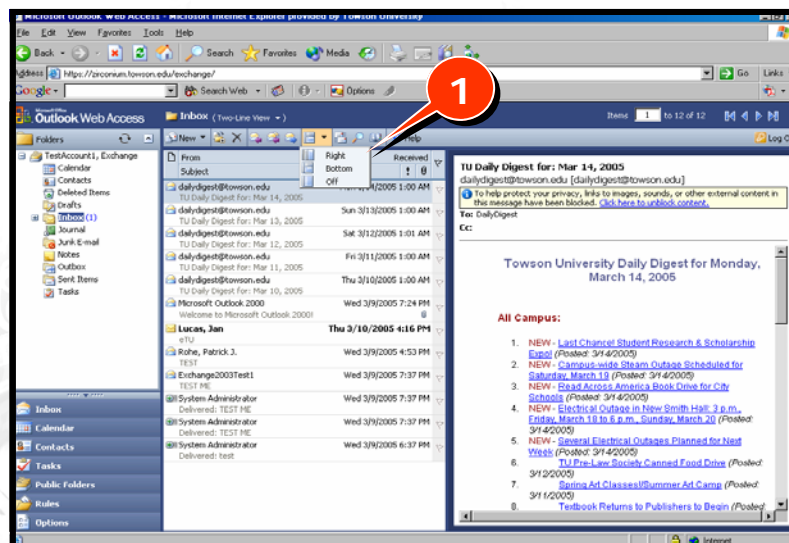
Figure 1



The Reading Pane

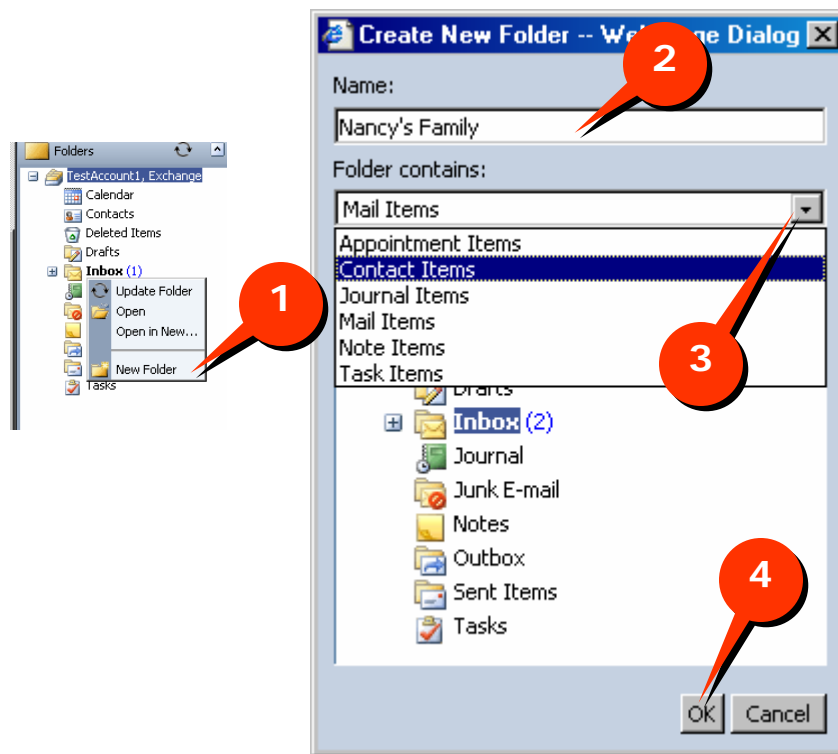
When you log in your message list has a **Reading Pane** which allows you to view your e-mail messages without opening a separate window. To change the location click the **Show/Hide (1)** icon and choose **Right**, **Bottom** or **Off**. If you choose **Bottom** it will look similar to the OWA 2000 view. You can resize the reading pane by clicking on the borders, when you see a double arrow, click and drag the border to a new position. To change Reading Pane options, click the **Options** shortcut in the **Navigation Pane** in the lower left part of your screen. Scroll down to the Reading Pane Options section and make desired selections. Click the **Save and Close** button at the top when you are finished.

Figure 2



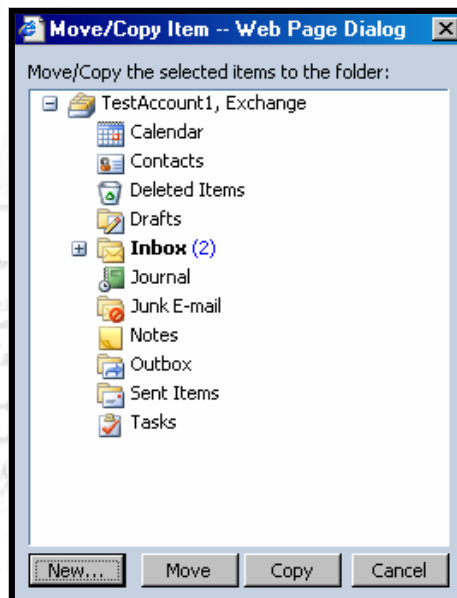
Creating a New Folder

1. In the Navigation Pane, right-click the folder you want to place the new folder in and select New Folder from the pop-up menu. **(1)**
2. Enter a name for the folder in the Name box. **(2)**
3. Click the down arrow on the Folder contains box and select the type of contents the folder will contain. **(3)**
4. Click the OK button. **(4)**



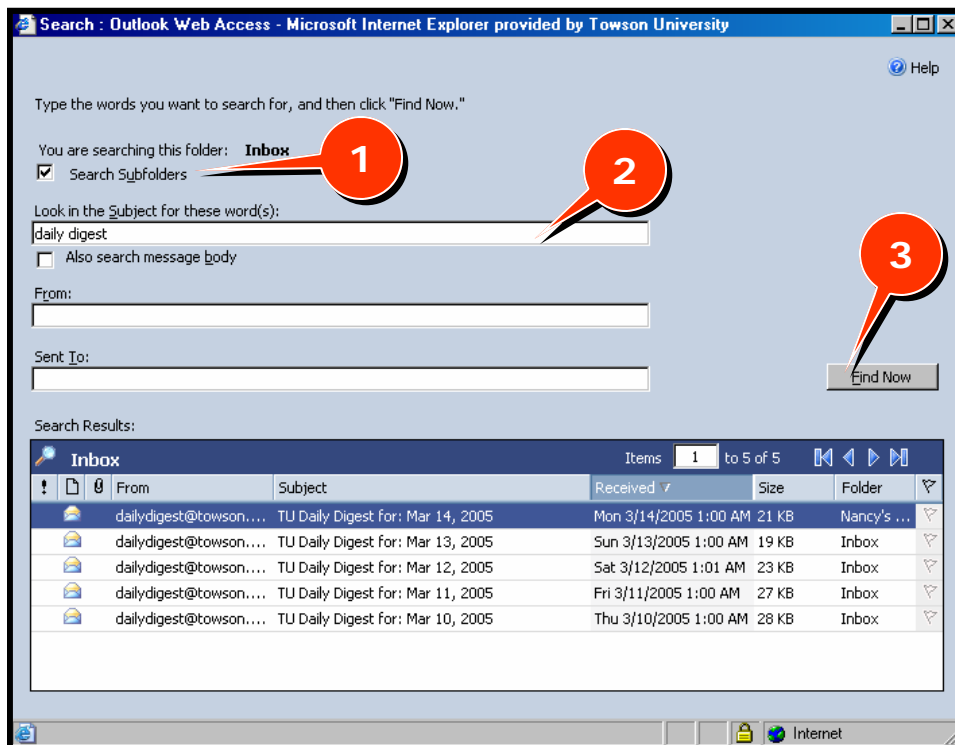
Moving and Copying Items

1. Select the item that you want to move or copy.
2. Click the Move/Copy icon on the toolbar.
3. Highlight the location of where you want to move or copy the item to.
4. Choose Move to move the item to another location.
5. Choose Copy to leave the original in its location and make a copy into a new location.
6. Choose New to create a new location.



Searching Folders

1. Select the folder you want to search.
2. Click the Search button on the toolbar.
3. Choose the Search sub-folders box if you need to search the folders within the folder. (1)
4. Enter a word or phrase in the **Look in Subject for these word(s)** box. (2)
- ★ 5. Enclose the word or phrase in quotation marks to find exact results.
6. Click the **Also search in message body** box, if you need to do a more in depth search.
7. Enter a name in the **From** or **Sent To** box if you know that information or keep it blank.
8. Click the **Find Now** button. (3)
9. Double click the message you want to view in the Search Results box.



Logging Off

When you are done make sure you log off OWA by clicking the **Log Off** button. (1)

