



Outlook Web Access (OWA) - Using Calendar and Email on the Web

You can access OWA through a web browser on any computer connected to the internet. This guide is intended to help with the most common tasks using calendar and mail through Outlook Web Access (OWA). It covers the following topics:


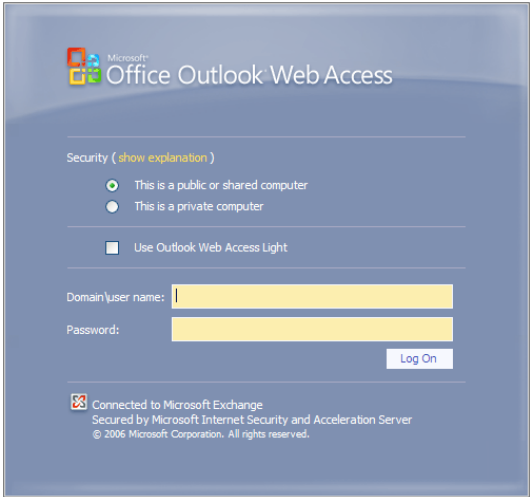

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Staffmail users: You can access only your calendar in OWA, since your email is kept on Staffmail. For more details please see the Frequently Asked Questions (FAQ).

For an online demo of Outlook Web Access features, see

- <http://www.microsoft.com/exchange/code/owa/>

Logging in

<p>1. From your web browser address bar, type in the following address: www.exseed.ed.ac.uk</p>	
<p>2. The Office Outlook Web Access login window opens.</p> <ul style="list-style-type: none">• Domain\user name: Enter ed\yourUUN• Security: If you choose This is a private computer, the web client will allow for longer periods of inactivity before automatically logging you off. In this setting it will also remember your username on the next visit.• Use Outlook Web Access Light: The full client is only available on Internet Explorer. If you are in another browser (such as Firefox) this cannot be unchecked. The 'Light' client is also recommended on a slow internet connection.	
<p>3. When you have logged out, the page shown to the right will be displayed. We recommend that after logging out you close all browser windows so that information about your session is cleared.</p> <p>After changing your password on the Options page you will automatically be logged out.</p>	

Outlook Web Access Premium (IE)

Outlook Web Access Premium, which runs in Internet Explorer only, is similar to the standalone version of Outlook. For a detailed comparison with the “Light” client please see the appendix of this document.

Getting Help


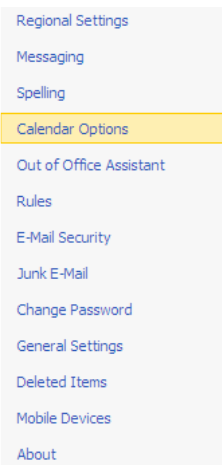
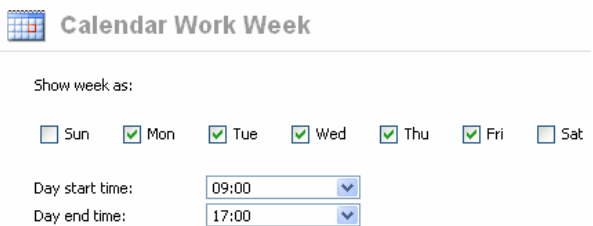
- For detailed guidance on Outlook Web Access, click  at any time.
- For an online demo of Outlook Web Access features, see <http://www.microsoft.com/exchange/code/owa/>

Setting the work week



Outlook Web Access allows you to set your regular working days and hours. This feature is useful for two reasons:

- Your calendar will highlight your working hours with different colours
- When others schedule meetings with you, they can see your availability.

To set the work week in Outlook Web Access Premium:

1. Click Options .	 Options
2. On the Options page, click Calendar Options in the menu on the left.	
3. Under Calendar Work Week set the days and the hours you normally work. The default settings are Monday to Friday, 09:00 to 17:00.	

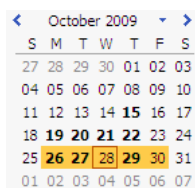
The calendar view will highlight the work week in the following ways:

<ul style="list-style-type: none"> Times outside normal working hours will be displayed in a light blue colour (as opposed to white for normal working hours). 	
<ul style="list-style-type: none"> Clicking the Work Week button will limit the calendar display to 	

Using Calendar and Email on the Web (Outlook Web Access)

the working days and hours you set.

- In this view, your work days will be highlighted in the month, displayed on the left hand side of the main calendar window.



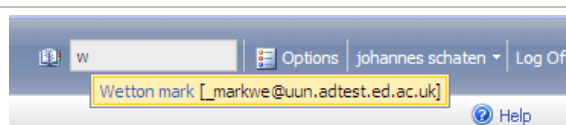
Additionally, the Scheduling Assistant will now automatically consider your work week when suggesting times for meetings.

Viewing others' availability

Outlook Web Access lets you view other people's free/busy time. It isn't possible to view others' diaries unless they have shared their calendar with you (please see the articles on "Sharing Permissions" and "Opening a Shared Calendar").

In order to view a person's free/busy time:

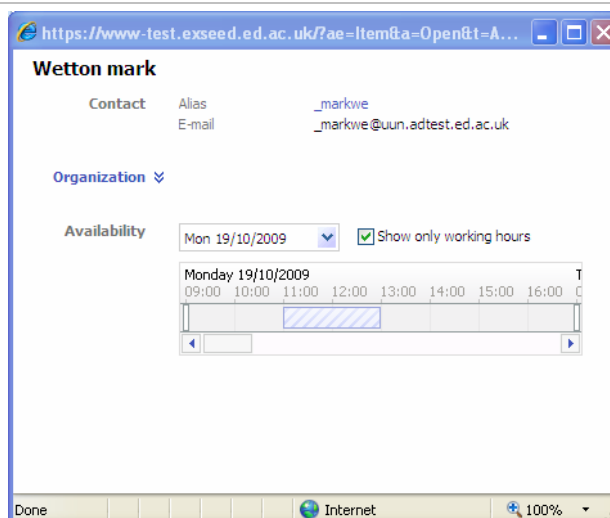
1. Start typing a name into the search box in the top right corner of the window.



2. Click the name in the list of suggestions which appears below the search box.

A new window for this contact opens, showing the free/busy time for one week.

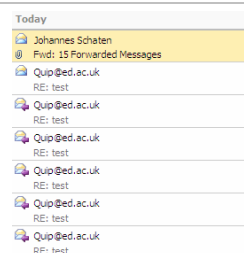
3. Move the scroll bar horizontally to go from day to day, or pick a different day from the pull down menu next to **Availability**.



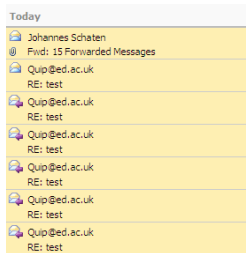
Selecting messages

Outlook Web Access lets you select multiple messages in the same way that Outlook does. The **SHIFT** key selects multiple messages in a row:



1. In your Inbox, click once on the first of the e-mails you want to select.
2. Optionally, scroll down until the last e-mail you want to select is visible.



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<p>3. Hold down the Shift key (left or right, either will work) and click once on the last of the e-mails you want.</p> <p>The selection will now span all messages between the first one and the second one you clicked.</p>	
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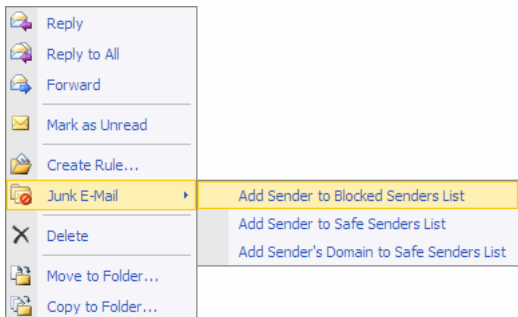


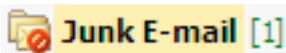
With the **CTRL** key you can select multiple messages which are not consecutive:

<p>1. In your Inbox, click once on the first of the e-mails you want to select.</p> <p>2. While holding down CTRL, click individual e-mails to add them to the selection, or remove them again.</p>	
<p>3. The selection will now contain individual e-mails.</p>	

Hint: These methods work in tandem as well – you can select a whole row of e-mails with the SHIFT key, then remove individual e-mails from the selection using the CTRL key.

Filtering junk emails

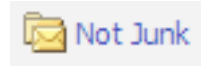
While Outlook Web Access Light cannot automatically sort or move email according to rules, you can configure a **junk email filter** to manage and create lists of trusted and not trusted - mail addresses and domains:

<p>1. In your Inbox, select one or several messages.</p> <p>2. Right-click the selected messages and use the Junk E-Mail menu.</p> <p>3. You can automatically block the sender, or explicitly mark them as "safe".</p>	
<p>4. Click Options and Junk E-Mail to change settings for the filter.</p> <p>Click  while viewing the settings page for more help.</p>	
<p>5. When using this feature, you should regularly check your Junk E-Mail folder for any legitimate messages which may end up</p>	

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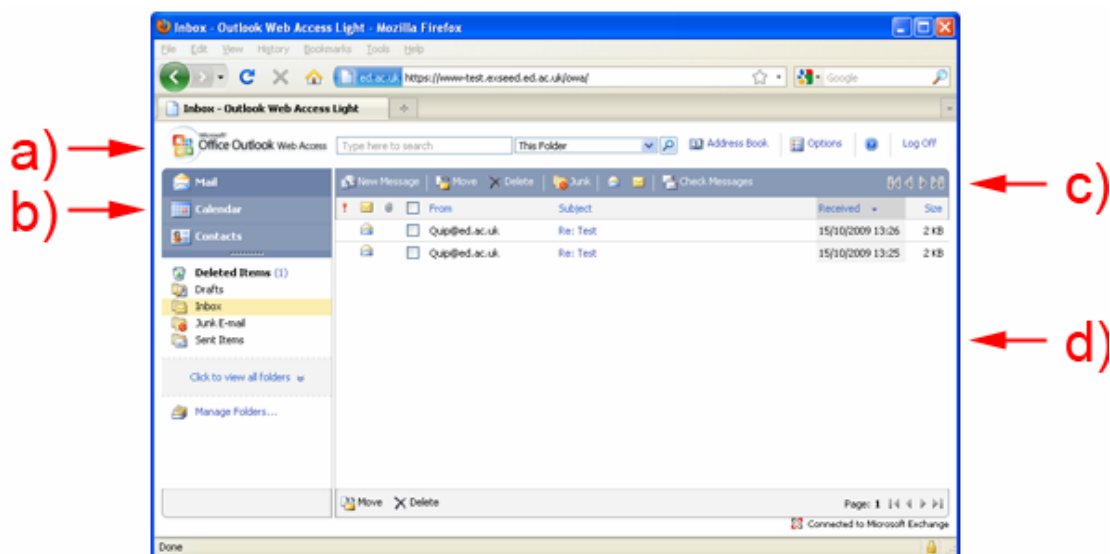
there by accident.

You can highlight such messages and press the **Not Junk** button to train the filter accordingly.




Outlook Web Access Light (non-IE)

Quick Overview



- a) You can **search**, open the **address book**, set **options**, get **help**, and **logout**.
- b) You can switch between **Mail**, **Calendar** and **Contacts**.
- c) Buttons for common tasks, e.g. new mail or new calendar entry.
- d) This main area will show the contents of your Mail, Calendar or Contacts.

<ul style="list-style-type: none">• Search Depending on which view you open under b), this will search your Mail, Calendar, or Contacts. Click the arrow to search in more locations.	<p>The screenshot shows the search bar with the text 'Type here to search' and a dropdown menu with 'This Folder' and a magnifying glass icon.</p>
<ul style="list-style-type: none">• Help Click  in the upper-right corner for detailed guidance on all available features of Outlook Web Access.	<p>The screenshot shows the Help page in Outlook Web Access. The page title is 'Mail - Mozilla Firefox'. The address bar shows 'https://www-test.exseed.ed.ac.uk/owa/help/en/light/mail.htm'. The page content includes a 'Mail' section with text about message delivery and a 'Navigation Pane' link.</p>

Features at a glance in OWA Light

Mail

- Working with Messages
 - Create a Message
 - Open a Message
 - Close a Message
 - Delete a Message
 - Save a Message
 - Set Message Importance
 - Reply To or Forward a Message
 - Move a Message
 - Attach a File
 - Read an Attachment
 - Send an Edited Attachment
 - Check Names
 - Send a Message
- Deleted Items Folder
- Junk E-Mail Folder
- Voice Mail and FAX
- Message Receipts
- Manage Folders

Calendar

- Working with Calendar Entries
 - Create an Appointment
 - Open a Calendar Entry
 - Close a Calendar Entry
 - Delete a Calendar Entry
 - Modify an Appointment
 - Save an Appointment
 - Request a Meeting
 - Set Message Importance
 - Reply to or Forward a Meeting Request
 - Attach a File
 - Read an Attachment
 - Check Names
 - Check the Availability of Attendees
 - Modify a Meeting
 - Cancel a Meeting
 - Save a Meeting
- Working with Recurring Items
- Manage Calendars
- Viewing Your Schedule

Contacts


- Working with Contacts
 - Create a New Contact
 - Open a Contact
 - Close a Contact
 - Delete a Contact
 - Modify a Contact
 - Save a Contact
 - Sort Contacts
 - Send E-Mail to a Contact
 - Send Meeting Request to a Contact
 - Move Contacts
 - Attach a File
 - Read an Attachment
 - View a Map for a Contact's Address
- Manage Contacts Folders

Using Calendar and Email on the Web (Outlook Web Access)

Selecting messages

How to select messages in the **Mail** view In Outlook Web Access Light:




- Use the check boxes displayed next to the **From:** field to select one or several e-mails.
- Use the check box in the **header row** to select all emails in that folder.

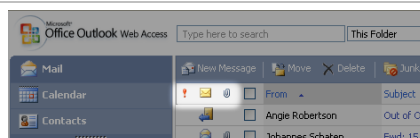


	From	Subject
<input checked="" type="checkbox"/>	Johannes Schaten	Fwd: 15 Forwarded Messages
<input checked="" type="checkbox"/>	Quip@ed.ac.uk	RE: test
<input checked="" type="checkbox"/>	Quip@ed.ac.uk	RE: test
<input checked="" type="checkbox"/>	Quip@ed.ac.uk	RE: test
<input type="checkbox"/>	Quip@ed.ac.uk	RE: test
<input checked="" type="checkbox"/>	Quip@ed.ac.uk	RE: test
<input type="checkbox"/>	Quip@ed.ac.uk	RE: test
<input checked="" type="checkbox"/>	Quip@ed.ac.uk	RE: test
<input type="checkbox"/>	Quip@ed.ac.uk	RE: test

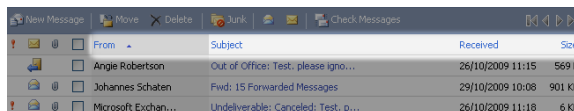
Sorting e-mails by subject, sender, or other criteria

To change the display order, click the icons and titles in the header row while viewing a folder:

- The    icons on the top left of the header row display e-mails by **importance, message type, and attachments**.



- Click the headings **From**, **Subject**, **Received**, and **Size** to display emails accordingly.



	From	Subject	Received	Size
<input type="checkbox"/>	Angie Robertson	Out of Office: Test: please igno...	26/10/2009 11:15	569 B
<input type="checkbox"/>	Johannes Schaten	Fwd: 15 Forwarded Messages	29/10/2009 10:08	901 KB
<input type="checkbox"/>	Microsoft Exchan...	Undeliverable: Canceled: Test: p...	26/10/2009 11:18	6 KB

- Click the same heading again to reverse the order, e.g. from Z to A instead from A to Z.

From ▲

- The arrow will point downwards.

From ▼

Setting the Work Week

Outlook Web Access allows you to set your regular working days and hours. This feature is useful for two reasons:

- Your calendar will highlight your working hours with different colours
- When others schedule meetings with you, they can see your availability.

To set the work week in Outlook Web Access Light:

1. Click **Options**.



2. On the **Options** page, click **Calendar** in the menu on the left.

Regional Settings
Messaging
Junk E-Mail
Calendar
Out of Office Assistant

3. Under **Calendar Work Week** set the days and the hours you normally work.

For example, untick the checkbox next to **Sun** and **Sat**, set **Day start time** to 09:00 and **Day end time** to 17:00.

Calendar Work Week

Show week as:

☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

Day start time: 09:00

Day end time: 17:00

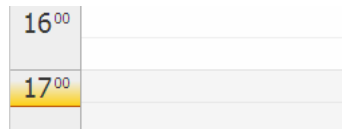
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- Click the **Save** button on the top of the options window.



The calendar view will highlight the work week in the following way:

- Times outside normal working hours will be displayed in a light blue colour (as opposed to white for normal working hours).



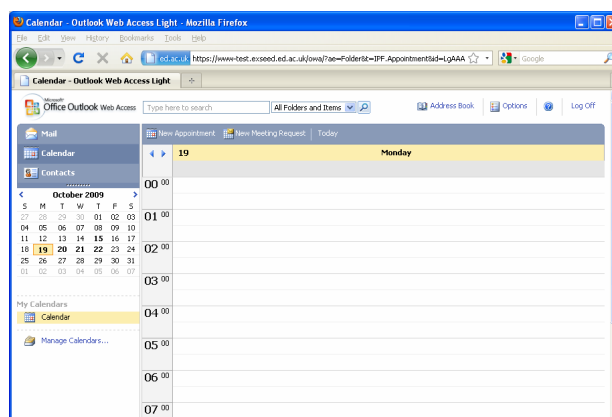
Navigating the Calendar

To navigate your Calendar in Outlook Web Access Light:

- Click the **Calendar** button to open the calendar view.



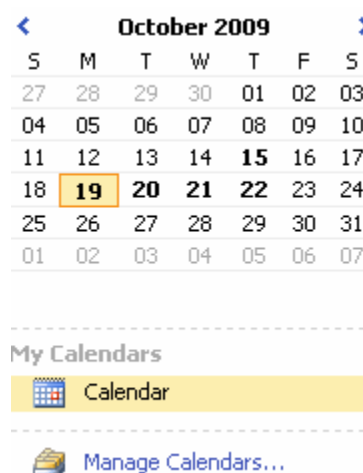
- The **Calendar** view displays one day at a time, showing the hours from top to bottom.
- The **search box** on top (next to the Outlook logo) lets you search appointments.
- The top row has buttons to create a **New Appointment** or a **New Meeting Request**.
- The left hand side shows a monthly calendar.



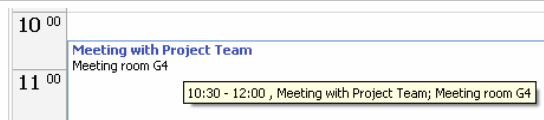
- The **Today** button jumps straight to the current day.



- In the calendar on the left, click any date to select the day to be displayed.
- Click the blue arrows next to the month name to navigate to a different month.
- Dates which have appointments are displayed in **bold**.
- If you have more than one calendar, you can switch to it by clicking the name under **My Calendars**.
- Click **Manage Calendars** to add, rename or delete calendars.


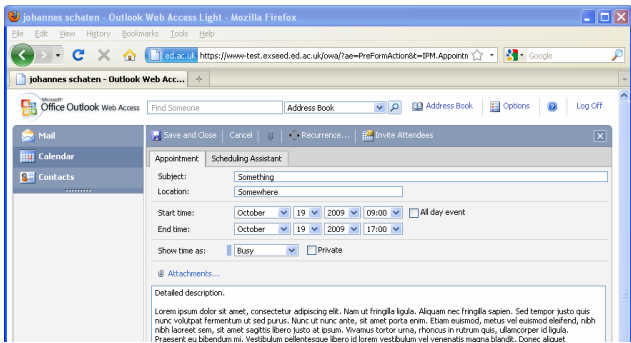







- To view or edit details of any appointment, click its title, which is displayed as blue text.



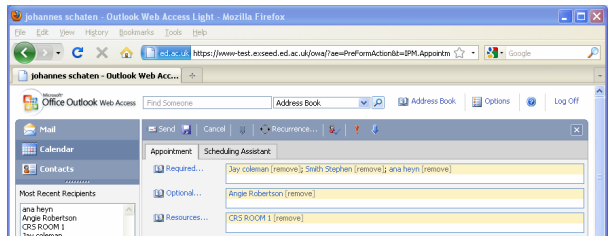
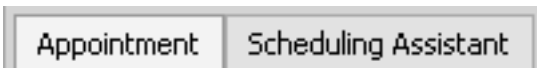
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Creating appointments

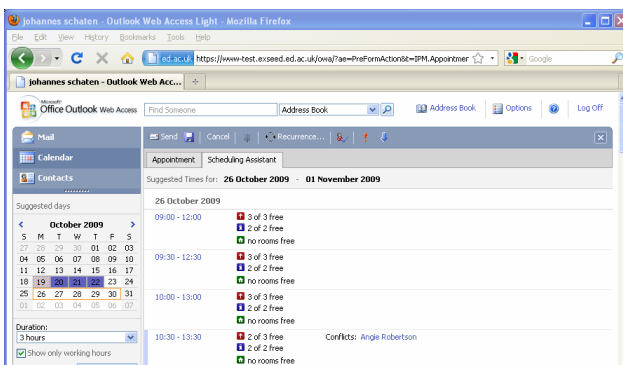

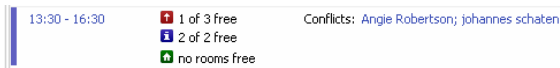

1. Whilst in the calendar, click the New Appointment button.	
2. In the Appointment window, you can add the following: <ul style="list-style-type: none"> ○ Subject ○ Location ○ Start and End time ○ Show time in the calendar as <i>Free, Busy, Tentative, Out of Office or Private</i> ○ Full description ○ Attachments 	
3. To set recurring appointments, click the Recurrence button.	
4. Click Invite Attendees to send invitations to others.	
5. You can also do this by typing someone's name in the search box on top of the screen.	
6. While selecting attendees you can still save the appointment. The Save button (displayed as an icon only) is next to the Send button.	
7. While selecting attendees you can assign status flags to your appointment. These can be high importance or low importance and they will appear in the invitation emails sent to attendees.	

Using the Scheduling Assistant

You need to set your Work Week (see above) first. To use the scheduling assistant:




1. First create a new appointment or meeting, adding attendees and resources as required. Note: You can type a name in the Search box in order to start adding attendees to the meeting.	
2. Click the Scheduling Assistant tab.	

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<p>3. The Scheduling Assistant window displays all potential meeting slots and conflicts within the space of one week.</p> <p>4. Click a day on the left hand side calendar to change the time period which is displayed on the right hand side.</p> <p>The current day is displayed as shaded red in the calendar.</p>	
<ul style="list-style-type: none"> The days in the left hand side calendar and the time slots in the main window are colour coded. 	
<ul style="list-style-type: none"> The time slot shown on the right has a blue bar to indicate Poor availability, and shows conflicts for attendees. 	
<ul style="list-style-type: none"> The arrow icon shows free Required attendees. The blue icon shows free Optional attendees. The green icon shows free Resources. To select a slot, click on the time (e.g. 09:00 – 12:00). 	

Filtering junk emails

While Outlook Web Access Light cannot automatically sort or move email according to rules, you can configure a **junk email filter** to manage and create lists of trusted and not trusted - mail addresses and domains:

<p>1. While viewing your Inbox you can select messages and then click the Junk button to update the filter. Any future messages by the same sender will then be automatically moved to the Junk e-mail folder..</p> <p>Clicking Junk whilst viewing a message does the same.</p>	
<p>2. Click Options and Junk E-Mail to change settings for the filter.</p> <p>Click  while viewing the settings page for more help.</p>	

Appendix – Comparison of OWA light and OWA premium

Feature	Light	Premium
Spelling Checker	Not available	Available
Reading Pane	Not available	Available
Accessibility for Blind and Low Vision Users	Available	Not available
Notifications and Reminders	Not available	Available
Weekly Calendar Views	Not available	Available
Windows SharePoint Services and Windows file share Integration	Not available	Available
Compose Messages by Using HTML	Only plain text is available in Outlook Web Access Light	Available
Calendar Options	Limited to these features: <ul style="list-style-type: none"> • Show week numbers • Set the first day of the week • Select days of the week • Set day start and end times 	Available
Arrange By	Limited to a subset of choices, depending on the folder type	Available
Right-Click Menu	Not available	Available
Drag-and-Drop	Not available	Available
Explicit Logon	Not available	Available
Type-down Search	Not available	Available
Resource Mailbox Management	Not available	Available
Appearance (Color Scheme)	Not available	Available
Voice Mail Options	Not available	Available