

# Welcome to Outlook Web Access (OWA) 2003!

The screenshot shows the Microsoft Outlook Web Access (OWA) 2003 interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL <http://199.111.3000/exchangelgy>. The OWA interface includes a navigation pane on the left with folders like Mary Janosky, Calendar, Contacts, Deleted Items, Drafts, **Inbox (1)**, Journal, Junk E-mail, Notes, Outbox, Sent Items, and Tasks. The main area displays a list of messages in the Inbox, with columns for From, Subject, Received, and Size. The messages listed are:

From	Subject	Received	Size
Shelly M...	Test#3	Mon 8/9/...	3 ...
Shelly M...	Test#2	Mon 8/9/...	3 ...
Shelly M...	Test message	Wed 8/4/...	3 ...

Below the message list, the content of the selected message is displayed in the Reading Pane, showing the text: "This is the last test. Let me know you received it." The interface also features a top navigation bar with buttons for New, Send, Reply, Reply All, Forward, Print, and Help. A status bar at the top right indicates "Items 1 to 3 of 3" and includes navigation arrows and a "Log Off" button. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:17 AM.

**Check for New Messages**

**Search for messages**

**Access the Address Book**

Items 1 to 3 of 3

**Log Off**

The number in the **Items** box indicates that you are viewing one of three items. The default number of items to display per page is 25 items. You can click the **arrow keys** to: return to the first message, return to the previous page, go to the next page and go to the last message.

**Click the Log Off button to exit OWA.**

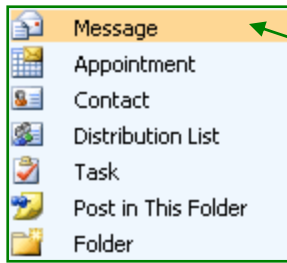
This is a list of messages in your Inbox. You can **click** on the **message** to have it **display** in the **Reading Pane**.

When you log in to OWA, it opens the **Inbox** folder as the default. The **(1)** in parentheses shows that you have **one unread message** in your Inbox.

**Reading Pane**

This is the last test. Let me know you received it.

# Sending Email in OWA



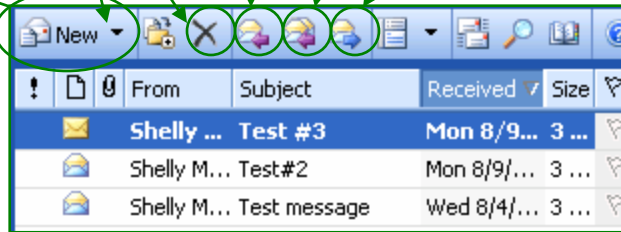
Click the **drop-down** button next to **New** to see what items are available to create.

Delete messages

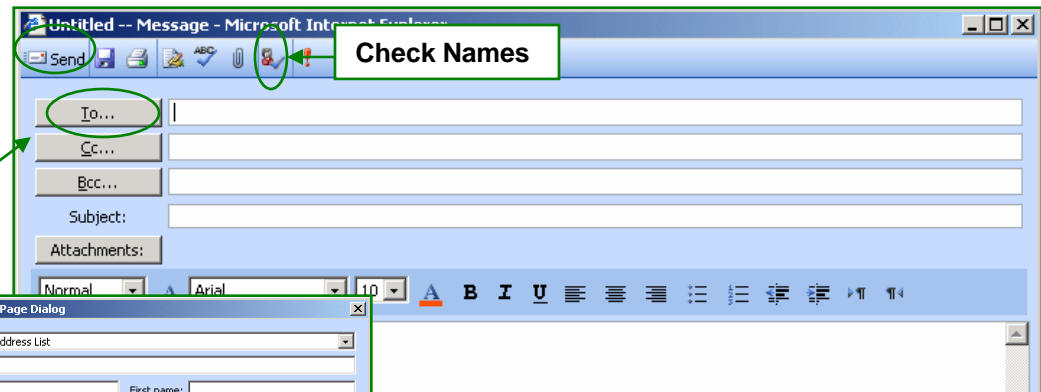
Reply to all

Reply

Forward



1. Once you are in your **Inbox**, click **New** to **create a new message**.

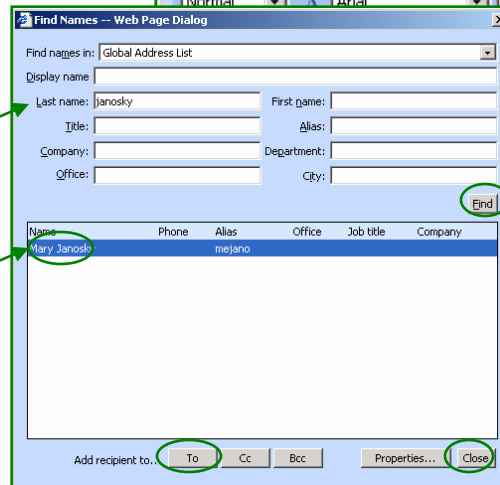


2. Add the **recipient** by either **typing** in their **first name** and **last name** and **clicking** the **Check Names** button.

OR

3. Click on **To...** button. The **Find Names** box loads. You can **enter text** in the **boxes** and **click Find**. For example, if you know the last name starts with a 'j' then it will return all last names that start with a 'j'. Once found, **click the name** and then **click To...** button and then **click Close** button.

4. Once you are **finished typing** the **email**, **click Send**.



# Configuring Outlook Web Access (OWA)

Each **View** will list the emails differently. The name of the View chosen is displayed for whichever View you select.

- Two-Line View
- Messages**
- Unread Messages
- By Sender
- By Subject
- By Conversation Topic
- Unread By Conversation Topic
- Sent To

- Right**
- Bottom
- Off

- The default selection is **Right** for the Reading Pane.
- If you click **Bottom** it will put the list of emails above with the Reading Pane below.
- If you click **Off** then Reading Pane closes.

Click to **Show Folders**

Click to **Hide Folders**

**Reading Pane**

Click to **Enlarge the button bar**

Click to **Shrink the button bar**

- Click the **Options** button to set configurations within Outlook Web Access (OWA).
- An example of one of the options available is changing the **Appearance** (color scheme).
- Whichever options you choose, be sure to click the **Save and Close** button listed at the top.

**Appearance**

To see the color scheme you select, you may need to refresh your browser after saving your changes.

Default (blue)