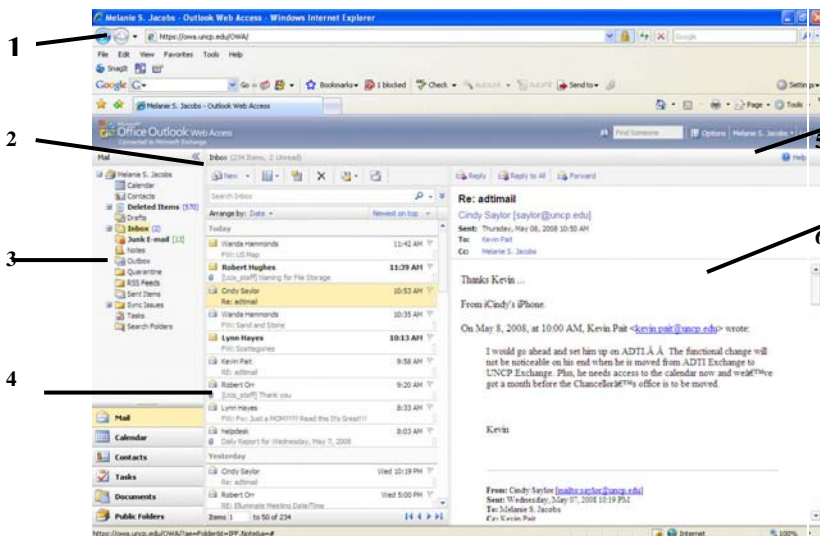


# Outlook Web Access

<http://owa.uncp.edu/owa>

2007

## Getting Started The Outlook Web Access Window



1. **Browser Toolbars** – allow the user to navigate in the browser.
2. **Outlook Web Access Toolbar** – contains shortcuts for standard Outlook Web Access actions and tools. (This toolbar changes depending on the current section view.)
3. **Navigation Pane** – Contains shortcuts to folders and locations, as well as a hierarchical list of all folders.
4. **View Pane** – displays the contents of the selected folder.
5. **Folder Bar** – contains the current folder location.
6. **Reading Pane** – displays the contents of the selected email message.

### Using the Navigation Pane

The following locations are accessible in the **Navigation Pane**:

- **Mail** – the main e-mail area where you can read, compose, receive, and send e-mail.
- **Calendar** – the scheduler, or planner, where you can set and manage appointments and tasks.
- **Contacts** – contains your contact list where you can store names, e-mail addresses, and other information.
- **Tasks** – the task list where you can create and manage tasks.
- **Documents** – contains folders of shared documents.

Note: To hide the **Navigation Pane**, click the **Expand/Collapse** button at the top of the pane.

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### Creating a New Folder

1. In the **Navigation Pane**, right-click the folder you want to place the new folder in and select **Create New Folder** from the shortcut menu.
2. Enter a name for the new folder.
3. Press the **Enter** key.

Note: To rename a folder, right-click the folder and select **Rename** from the shortcut menu. Enter a new name for the folder and press the **Enter** key. Note that you cannot rename default folders.

### Viewing Items

- To hide the **Reading Pane**, click the **Show/Hide Reading Pane** button on the toolbar and select **Off** from the resulting menu.
- To change the location of the **Reading Pane**, click the **Show/Hide Reading Pane** button on the toolbar and select **Right** or **Bottom** from the resulting menu.

To view Mail or Task items on a single line, click the **Single Line** button on the toolbar.

To view Mail, Contact, or Task items on other pages, click the **First Page**, **Previous Page**, **Next Page**, or **Last Page** button at the bottom of the **View** pane.

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### Working with Mailbox Quotas

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Your administrator will set the quota for your mailbox. To display your mailbox quota, place your mouse pointer over your mailbox name in the **Navigation Pane** and a box will appear to show you how much space you have left in the mailbox.

Note: You will get a notification when the mailbox is close to being full.

### Logging In

The login screen will appear when you access Outlook Web Access.


1. Do one of the following:
  - To open the session on a computer used by more than one person, select. **This is a public or shared computer.**
  - To open the session on a private computer, select **This is a private computer.**
2. *Optional:* To open a faster, less secure Outlook Web Access client, check the **Use Outlook Web Access Light box.**
3. Enter your user name in the **Domain/user name box.**
4. Enter your password in the **Password box.**
5. Click the **Log On** button.

Note: If you are using a web browser that is not Internet Explorer 6.0 or later you must log into the Outlook Web Access Light client.


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## Categories



### Assigning a Category to a Mail or Task Item

1. Click the **Category**  button next to the item in the View pane.
2. Check the box next to the category or categories you want to assign to the item.

### Assigning a Category to a Calendar or Contact Item

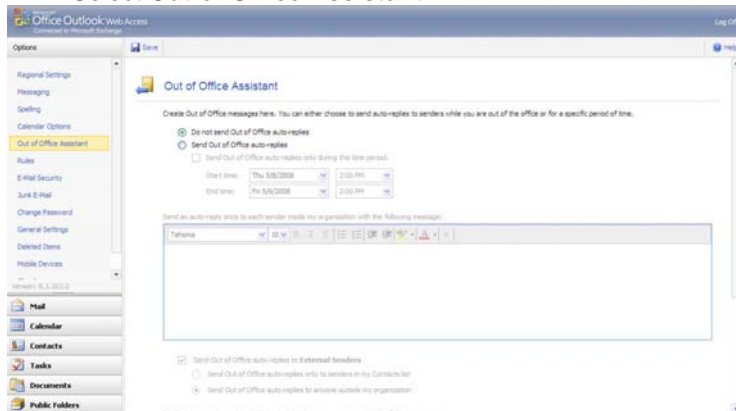
1. Double-click the item to open it.
2. Click the **Categories**  button on the toolbar.
3. Check the box next to the category or categories you want to assign to the item.

### Creating a New Category

1. Click the **Category**  button next to the item in the **View** pane or click the **Categories**  button on the toolbar of an open item.
2. Select **Manage Categories** from the resulting menu.
3. Click the **Create New Category** shortcut.
4. Click the arrow on the **Color** box and select a color from the resulting color palette.
5. Enter a name for the category in the **Category Name** box.
6. Click the **OK** button to close the remaining open windows.

### Creating an Out of Office Reply

1. Click the **Options** button right above Help.
2. Select **Out of Office Assistant**



Here you will setup the date and time along with the message.

To view more detailed instructions on using web access follow the link below.

<http://www.microsoft.com/exchange/code/OWA/index.html>

**Contact University Computing & Information Services at 910.521.6260 DF Lowry Building room 110**