

## Microsoft Outlook Web Access 2003 Email Basics

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Outlook Web Access client (OWA) enables you to access your Exchange mailbox via any web browser. Exchange 2003 OWA has been designed to work best on Internet Explorer 6 (IE6). This help sheet aims to cover the very basics in using OWA for e-mailing.

### LOGGING ON

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You must first launch your Internet Explorer web browser. Then point your browser to the Mail link on your Intranet homepage. An **Enter Network Password** window will appear. Enter your User ID. Then enter your password accordingly and click **OK**. You will be brought to your **Inbox**. (To logoff, just close your web browser.)

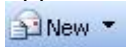
### COMMUNICATING VIA E-MAIL

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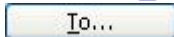
#### *Sending*

You are now ready to compose an e-mail message. To send an e-mail:

1. Click on the **New** icon on the left of the toolbar. A **New Message** window appears.



2. In the **To** box type in the address of the person you want to send to. You can even send to yourself. To send to more than one person, enter their address separated by semicolons (;). [Your e-mail address is normally [Firstname\\_Lastname@fmi.com](mailto:Firstname_Lastname@fmi.com)].



3. Fill in the **Subject** box with something suitable.
4. Type in your message in the blank area at the bottom of the window. You may also change the font, color and format of your text by using the formatting toolbar.
5. When you have finished with your message, click the **Send** button. Your message will be sent and the window closes. By default, the e-mails you sent are stored in the Sent Items folder.



To check your **Sent Items** folder, click on the **Sent Items** icon inside the **Folders** area on the left pane. You will be brought to your **Sent Items** folder.



### **Checking New E-mails**

New e-mails are placed in your **Inbox** by default and that is what you see every time you start up OWA. You can also click on the **Inbox** icon on the left pane window to go to your **Inbox**. Unread messages appear in bold type. If you want to check for new e-mails that are waiting on the server, but are not reflected on your screen, you can click on the **Check for New Messages** button.



### **Reading Pane**

You may preview your messages using the Reading Pane. To show the Reading Pane click on the **Show/Hide Reading Pane** button and select either **Right** or **Bottom**. The pane will appear on the lower half or the right half of the window depending on what you choose. Clicking on the **Off** will hide the pane.



### **Replying & Forwarding**

To read a message, simply double click on the message and the message window opens. To reply to it, click the **Reply** button found on the toolbar. This opens a **RE:** window where the **To** and **Subject** are already filled in. Notice that the original message automatically appears below. The **Reply to All** button replies to all recipients of the original message. If you want to pass-on a copy of a message you received to someone else, you can forward it. With the message open, just click on the **Forward** button and a **FW:** window opens. You may type in some comments and then send the message off as usual.



### **Deleting E-mails**

As your mailbox size has a limit, you should constantly delete unwanted e-mails in your **Inbox** and **Sent Items**. To delete a message, click to highlight the message. Then click on the **Delete** button on the toolbar. You may select more than one message at a time (hold down the **Ctrl** or **Shift** key). This moves the messages to your **Deleted Items** folder and you must also clear this folder. While you are in the **Deleted Items** folder, clicking on the **Empty Deleted Items** button on the toolbar will clear your **Deleted Items** folder.

