

## Exchange 2003 Outlook Web Access

Logon from CEIBS home page and click the link that points to the Webmail.

You will directly access the NEW Outlook Web Access (OWA).

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### CONNECT TO OUTLOOK FROM HOME

The good news is that the new Outlook Web Access client is much improved! It is much easier to use and offers more features than the previous OWA.



Microsoft

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

**Client** (what's this?)

Premium  
 Basic

**Security** (what's this?)

Public or shared computer  
 Private computer

#### Client

- Premium – high bandwidth or Internet Explorer 5.01 or higher, view graphics. Use this connection from Purdue offices.
- Basic – use for low-bandwidth connections or for those using Netscape and versions Internet Explorer prior to 5.01. No graphics will be viewed. There is less

functionality than in the Premium version – can't flag a message for follow-up for example. You will probably want to use this at home when connecting to OWA to allow for faster viewing.

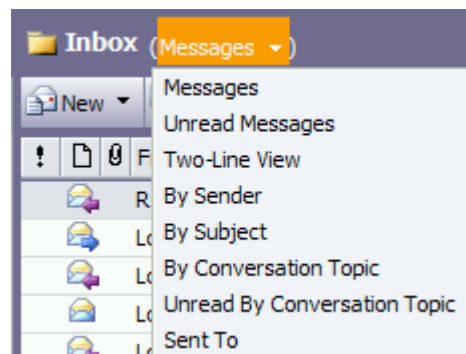
## Security

- c. Public or Shared computer – such as a kiosk. The log on time is less than on a private computer to assure greater security. This is in case you walk away from the computer and don't log off; it will time you out and clean off the cache.
- d. Private Computer should be used when at your office or at home.

Finish logging on.

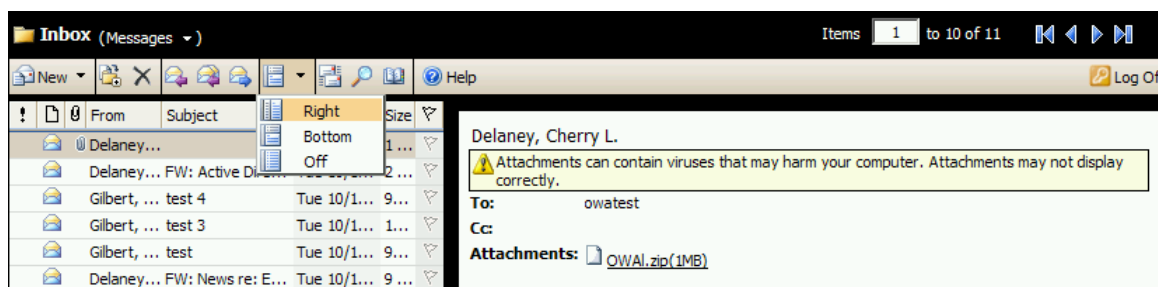
The first window to open will be the e-mail messages *Reader Pane*.

Navigate to view messages by using the drop down arrow next to Inbox text.



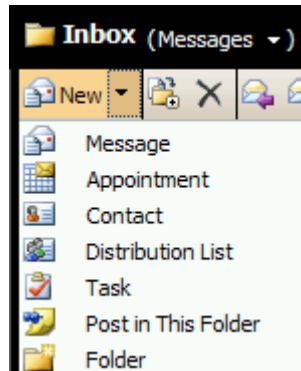
There are 3 different ways to view messages in the *Reader Pane* –

- on the right side
- at the bottom of the window
- or by opening each e-mail message in its own window

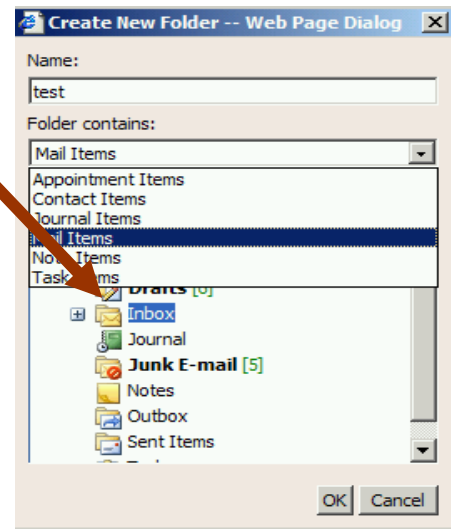
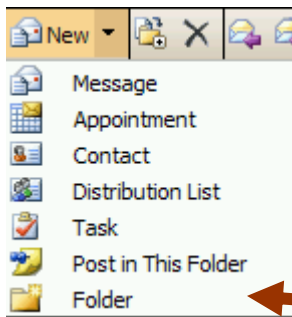


## New Features

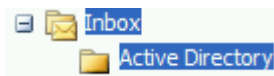
*New* button allows other options than just e-mail.



Add new folder to *Inbox* to organize messages:



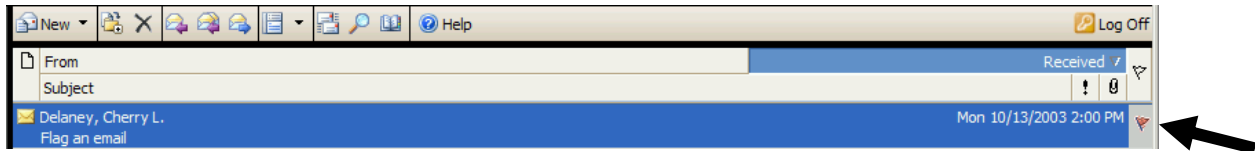
- Set the *Inbox* as the active folder to add a new folder for organizing e-mail messages. If you do not initially start in the *Inbox*, you will be prompted to select where the folder should be created.
- Type in the name of the folder in the *Name* box.
- Select the *Folder contains:* drop down arrow to select Mail Items.
- Users can *Drag and Drop* messages into folders by selecting a message from the *Inbox Reader Pane* and dragging it to the specific subfolder in the *Folder* list.



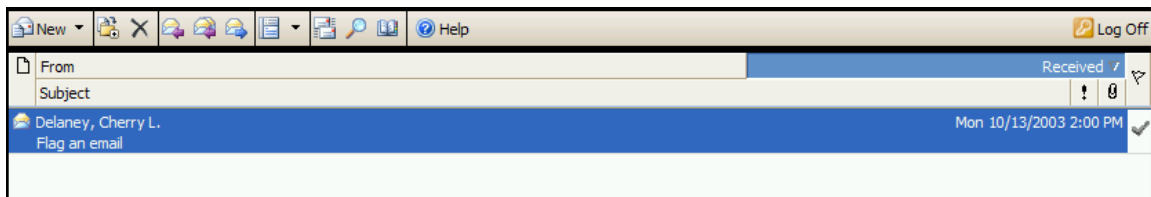
The *Inbox* has a negative sign on the left, indicating that the folder is open. The sub-folders within the *Inbox* can be viewed. Select a message from the *Inbox* in the *Reader Pane*. Return to the *Inbox* to view messages and drag to the desired subfolder. Drag the selected message in to the folder where you want to store it.

## Flag an E-mail Message

Once an e-mail has been received, a user may set up a follow-up *Flag*. From the *Reading pane*, where the messages are viewed, click the flag icon to the far right. This sets the message for follow-up by showing a red flag.

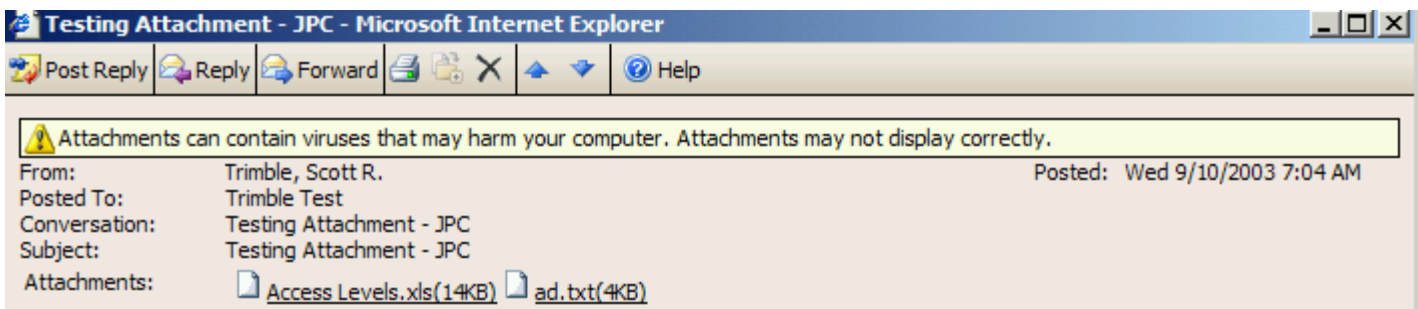


When you have completed follow up on an e-mail, select the flag icon again and a check mark appears, indicating you have followed up with the e-mail.



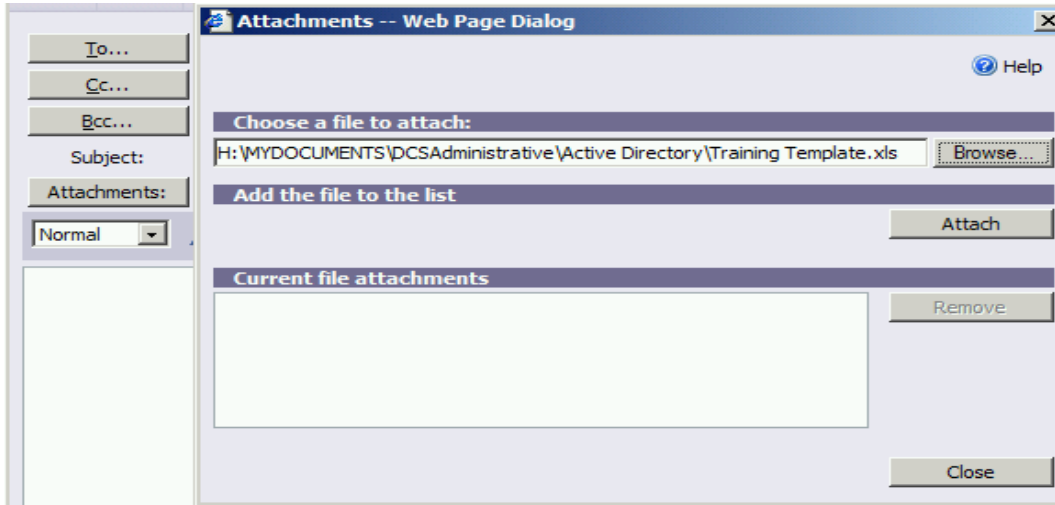
## Attachments

This e-mail shows attached files.



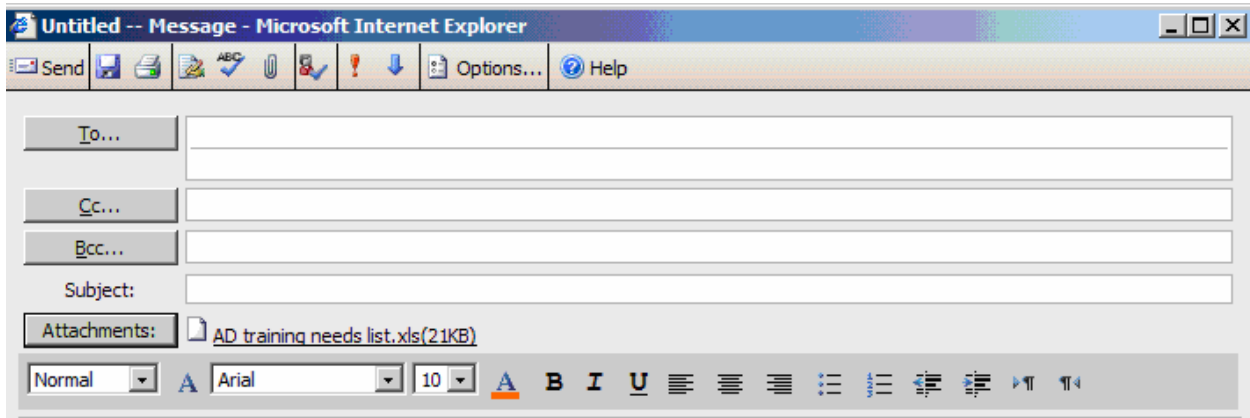
### To Add an Attached File

1. To add an attachment, open a new mail message and select the *Attachments: button*.
2. Locate the file to attach by clicking on the *Browse...* button.
3. Click the *Attach* button once the file is located then click *Close*.

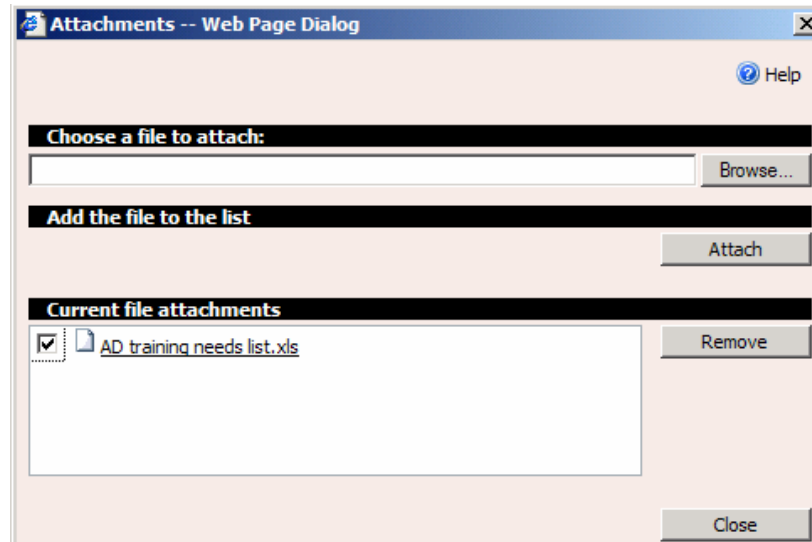


## To Remove an Attached File

1. To remove an attached file, have the e-mail message open.
2. Select the *Attachments:* button.



3. Click in the *check box* inside the *Current file attachments*.
4. Select the *Remove* button to delete the attached file.
5. Click *Close* and return to your e-mail message.

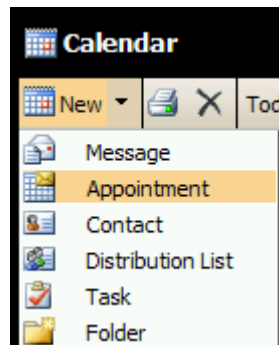


## Calendar

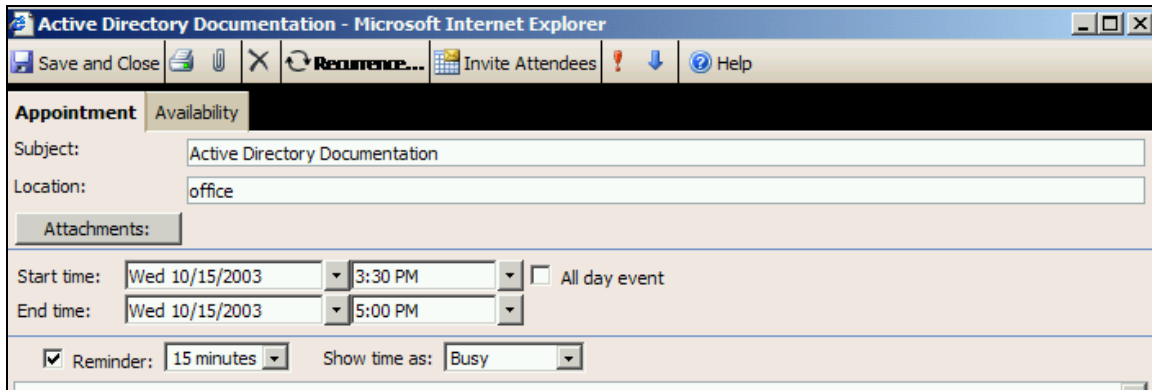
### Appointments/Meetings

Users can set an appointment or create a meeting from the same window.

Click on the *New* button, black arrow down and select the Appointment text.



Type in the *Subject* for the *Appointment* and the *Location*.  
Set the Start and End time and a Reminder: if you want it.  
Click Save and Close.

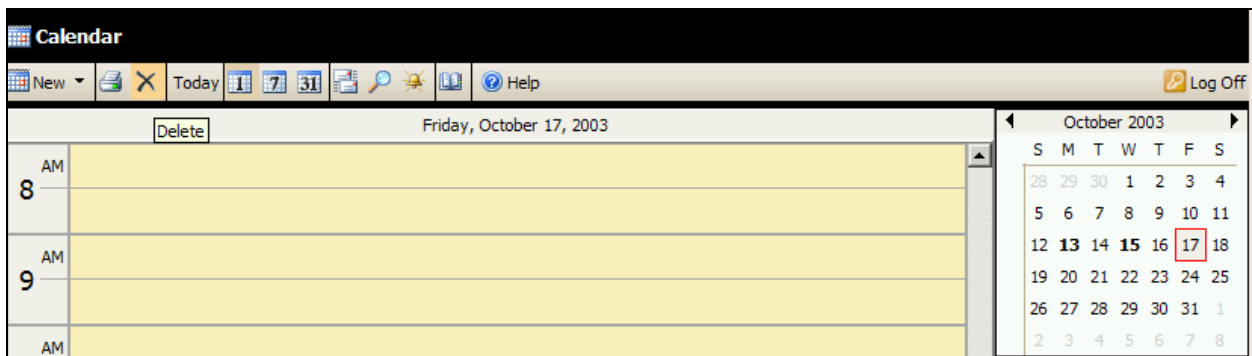


If this will be a recurring appointment or meeting, select the Recurrence icon and set the pattern option.

Change the setting for viewing by selecting view one day, seven days or the entire month.

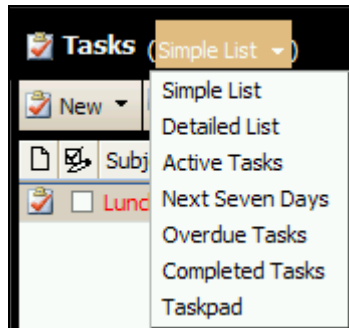


The Calendar only shows one month in the Navigator pane.

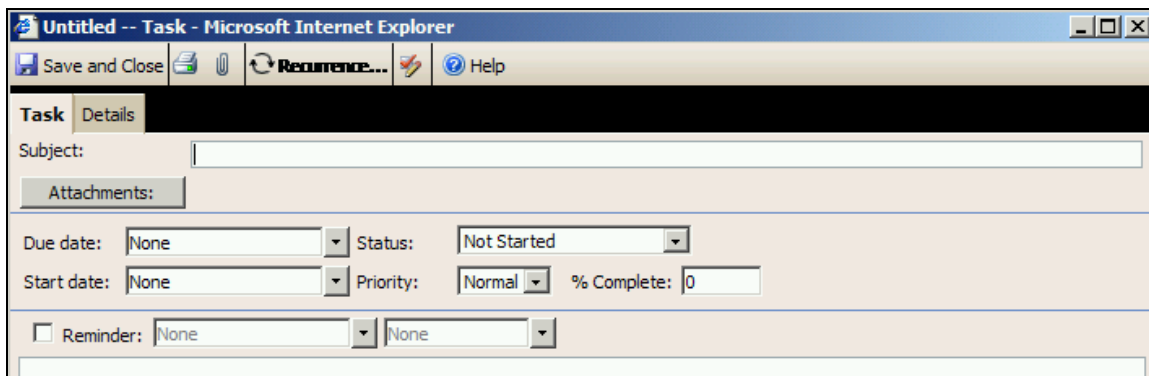


## Notes/Tasks

This feature was not supported in the previous version of OWA. Users can view *Tasks* in different ways.

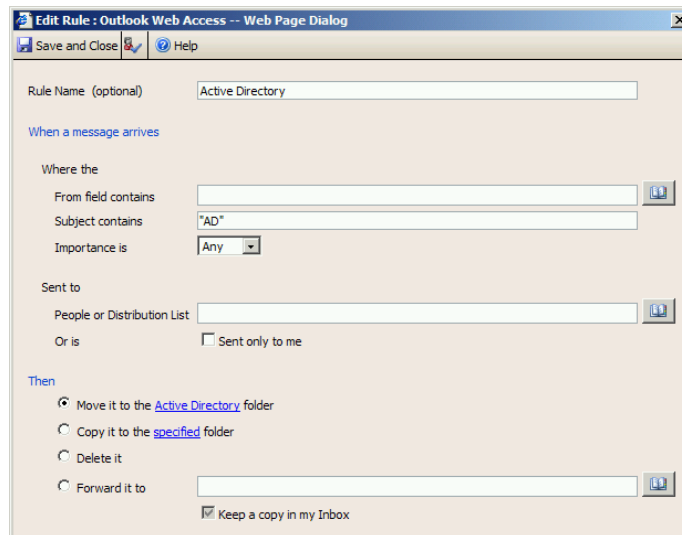


Users can set it to remind you of *Task*. *Recurrence* can also be set by selecting the Recurrence icon and setting the recurrence pattern.



## Rules

These are server side rules.





You can manage your e-mail messages by using rules to automatically perform actions on incoming messages. After you create a rule, Outlook Web Access applies the rule to messages that arrive in your *Inbox*. For example, you can automatically forward all messages with AD in the title to the Active Directory folder when they arrive in your *Inbox*.

To view your rules, click *Rules* in the *Navigation Pane*.

**Notes:** A rule in **gray type** can't be modified by Outlook Web Access because its' conditions can not be interpreted or it does not specify an action to perform.

A rule in **red type** contains an error related to the folder you want the rule to move or copy the message to. Select the rule, click **Change Rule**, and then correct the rule.

When you choose to create or modify a rule, Outlook Web Access checks your Microsoft Exchange server for rules you created using Microsoft Outlook.

If you use rules in your client Outlook at your office or home, Outlook Web Access may interpret them differently depending on the version of Outlook you used to create them. In fact, some rules created with earlier versions of Outlook are incompatible with Outlook Web Access.

Following are specific limitations to creating and using rules between Outlook Web Access and Outlook 2000 or Outlook 2002.

- If you create, modify, or delete rules in Outlook Web Access, any rules you disabled in Outlook 2000 or Outlook 2002 will be deleted.
- If you open the Outlook 2000 or Outlook 2002 Rules Wizard after creating or modifying rules in Outlook Web Access, you will be warned about a client-server conflict. To preserve the rules you created in Outlook Web Access, select **Server** in the message box.

## Options

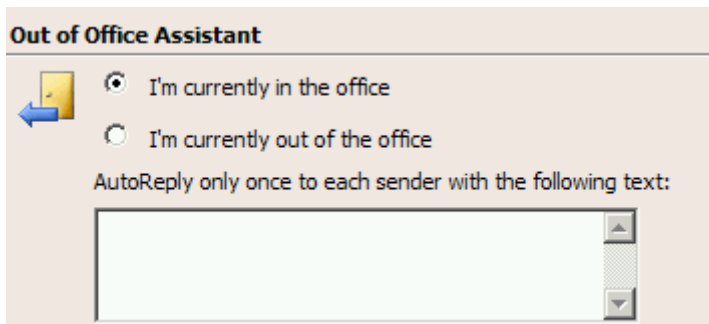
More options are available than before. Make sure to *Save and Close* once applying new settings.

- Out of Office
- Messaging Options
- Reading Pane Options
- Spelling Options
- E-mail Security
- Privacy and Junk E-mail Prevention – block external content in HTML e-mail messages – indicate safe senders/domains, then block senders/domains
- Date & Time Formats
- Calendar Options
- Reminder Options
- Contact Options

- Password
- Recover Deleted Items 30 day limit

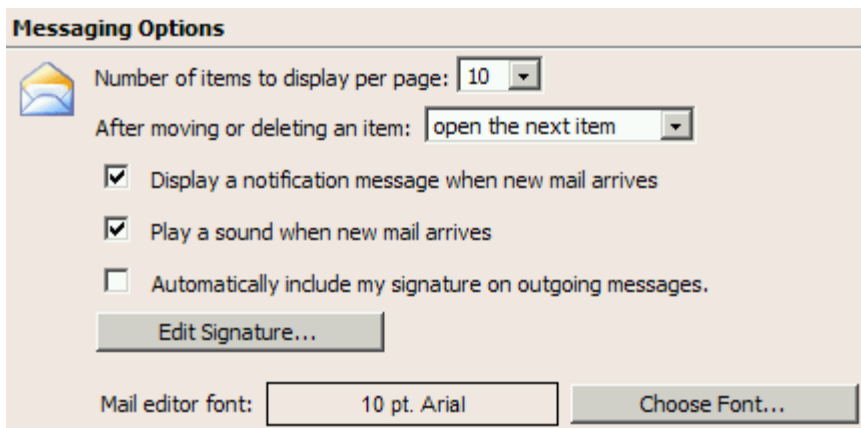
## Out of Office Option

This feature allows you to automatically reply to incoming email messages that you are currently out of the office and inform them of when you may return. When you return to work, or access your email while away, a message will pop up alerting you that *Out of Office* is currently set and asking if you want to turn it off. You may leave information about whom to contact while you are away. Remember to *Save and Close* the new settings.



## Messaging Option

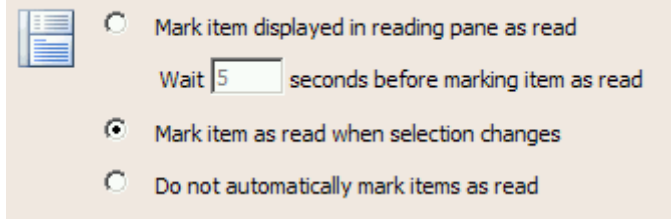
This allows you to customize how many items to display per page and whether you want a notification to slide up from the task bar indicating you have new mail. A sound may also sound when new mail arrives, if this option is selected. Set your Signature here. This signature resides on the server. Font size and style can be set here. Remember to *Save and Close* the new settings.



## Reading Pane Options

This sets how you want to mark items in the *Inbox Reading Pane*. Remember to *Save and Close* the new settings.

### Reading Pane Options



Mark item displayed in reading pane as read  
Wait  seconds before marking item as read

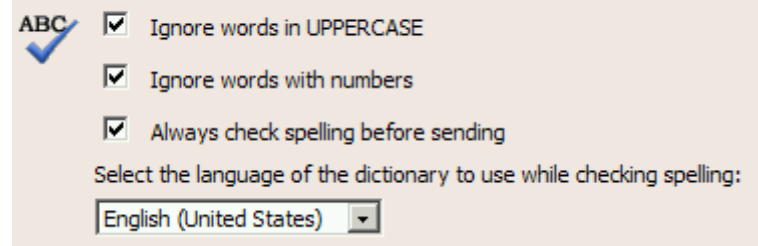
Mark item as read when selection changes

Do not automatically mark items as read

## Spelling Options

This feature is new with Exchange 2003. Spell check can be set to automatically review each email message before it is sent out. Remember to *Save and Close* the new settings.

### Spelling Options



ABC  Ignore words in UPPERCASE

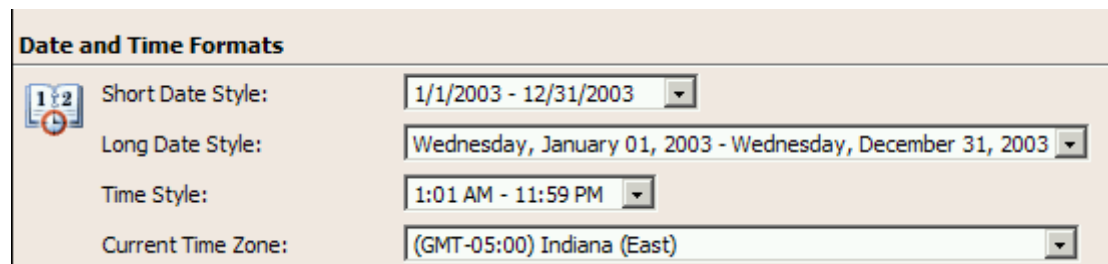
Ignore words with numbers

Always check spelling before sending

Select the language of the dictionary to use while checking spelling:

## Date and Time Formats

This option allows you to set the Date style, Time zone to suit your location. Remember to *Save and Close* the new settings.



**Date and Time Formats**

Short Date Style:

Long Date Style:

Time Style:


Current Time Zone:

## Calendar Options

You can customize what the Calendar view will show. What day your work week begins and what time can be selected.

Remember to *Save and Close* the new settings.

**Calendar Options**

 Week begins on:

Day start time:

Day end time:

First week of year:


## To display specific dates in one view

1. In the daily view, locate the first day in the date selector, and then click it.
2. Press CTRL, and then click up to six additional days from any month or year.

## Reminder Options

By default, *Reminder Options* are enabled. To turn these off, deselect or uncheck the options you want disabled. Remember to *Save and Close* the new settings.

**Reminder Options**

 To view reminders, you must use Microsoft Internet Explorer 5 or later.

Enable reminders for Calendar items

Enable reminders for Task items

Play a sound when a reminder is due

Default reminder:

## To dismiss a reminder

- In the reminder, select one or more items, and then click **Dismiss**. To dismiss all items, click **Dismiss All**.

To view the details of an item, select it, and then click **Open Item**.

If you don't want to dismiss a reminder, you can set it to snooze. Snoozing closes the current reminder temporarily. After a period of time that you designate (the default is five minutes), the reminder opens again.

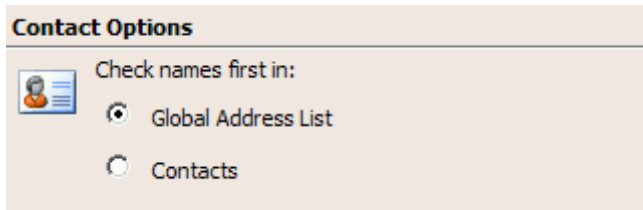
## To set a reminder to snooze

1. In the reminder, select the item you want to snooze.
2. Under **Click Snooze to be reminded again in**, use the drop-down list to specify when you want to receive another reminder.
3. Click **Snooze**.

## Contact Options

The default contact options can be selected here. Remember to *Save and Close* once a change is made. Two options are available. The *Global Address List* will show all Purdue Employees who have accounts with Outlook. This does not currently include *all* Purdue employees.

The *Contacts* list includes any individuals whose email address and personal information you have saved in your *Contacts* list. Remember to *Save and Close* the new settings.



**Contact Options**

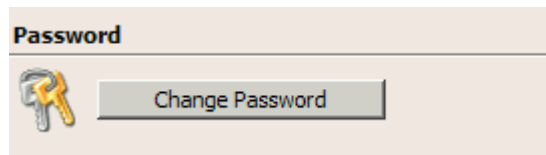
Check names first in:

Global Address List


Contacts

## Password

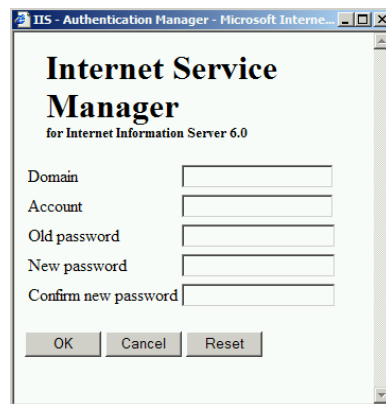
Select the *Password* icon to change your password. This will change your CEIBS account password.



**Password**



The following dialog window will appear. Remember to *Save and Close* the new settings.



IIS - Authentication Manager - Microsoft Internet...

**Internet Service Manager**  
for Internet Information Server 6.0

Domain

Account

Old password


New password

Confirm new password

## Recover Deleted Items

Click *View Items* to view and recover items that were recently emptied from your *Deleted Items* folder. Recovered items will be moved back to your *Deleted Items* folder. Restoration of deleted emails will only be available for the previous 30 days.

**Recover Deleted Items**

 Click *View Items* to view and recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to your Deleted Items folder.

[View Items](#)

Recover Deleted Items -- Web Page Dialog

Recover Deleted Items Items 1 to 3 of 3

Recover Permanently Delete Close Help

Subject	Deleted On	From	Received
TEst2	Tue 10/14/2003 11:25 AM		
Test	Tue 10/14/2003 11:25 AM		
New	Tue 10/14/2003 11:25 AM		