SaskTel Hosted Email & Collaboration

Hosted Exchange Outlook Web App (OWA) User Guide

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SaskTel

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Introduction

With Outlook Web App (OWA) you can use any Internet connection to access your email. **You will only have access to the email stored on the server**, which includes any new incoming messages. **You will not have access to email you have moved into Outlook's Personal Folders.**
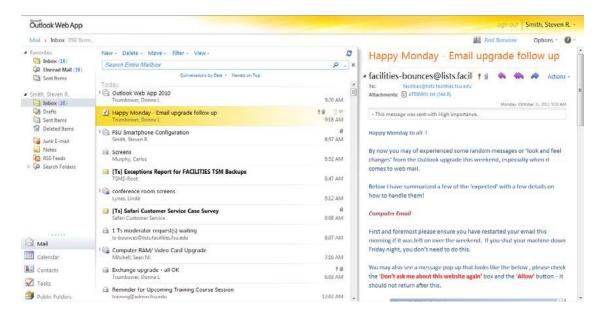
Accessing OWA

Open OWA by going to https://anywhere.exchserver.net/owa. Provide your user name and password.

- **Enter your user name**: This is your email address.

- **Enter your password**: This is the password you use to check your email.

- **Select a Security option and login:**

    - "**This is a Public or Shared Computer**" is used when you use Outlook Web App on a public computer. You will be logged out automatically after a short period of inactivity. Be sure to sign out when you've finished and closed all windows to end your session.
    - "**This is a Private Computer**" is used when you are the only person who uses this computer. Your Exchange server will allow longer period of inactivity before automatically signing you out. Click on the Sign In box.

- **Light version**: Check this box if you have a slow connection to the Internet. This version has fewer features but is less network intensive. If you have an unsupported web browser you will automatically be provided the light version. The light version will not be covered in this manual.

Mailbox

Similar to Outlook 2007 on a Windows computer, the Mailbox has a Navigation Pane on the left hand side, a main view and a reading pane on the right hand side.

At the top of the Main Window you have all of your action items like "**New**, **Delete**, **Move**, **Filter**, and **View**."

Under the navigation Pane is a list of all the Outlook Applications. Mail, Calendar, Contacts, and Tasks shortcuts can be used to access the different applications.

When initiating a new message, a pop-up window will appear and you can create your message complete with all the standard options and tools.
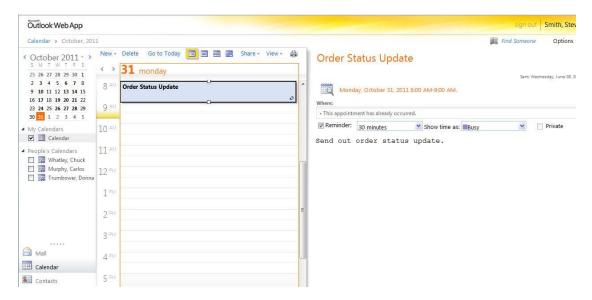
Note: Right clicking on a message (or any Outlook application) will also provide you with additional options when reading your messages.

Calendar

In the **Calendar** application, you can create, delete, and edit existing appointments/events.

The action buttons at the top of the screen include "Share" which allows you to share and set permissions to your calendar similar to your normal Outlook client on your computer.
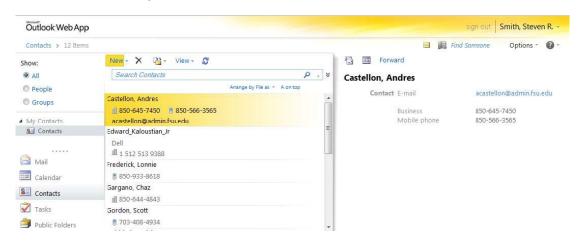
The Reading Pane gives a full explanation of any appointment and allows you to edit any reminders or "show time as" options.

Contacts

The **Contacts** application gives you a list of all of your account created contacts. These contacts are specific to each user, and are not the same as the **Global Address List**.

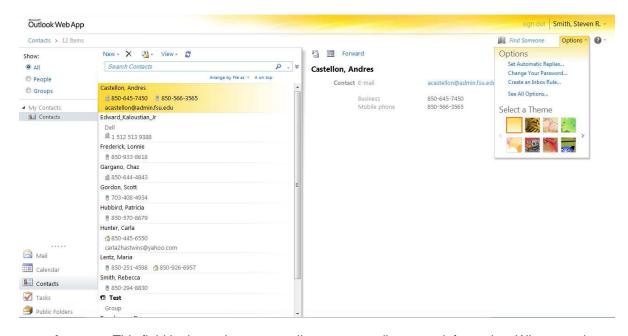From the action items menu you can create, edit, and delete selected contacts.

Options

On the upper right hand side above the **Reading Pane** is an options drop down menu.

Using this option button you can alter your OWA theme, set an out of the office message, change your password, and more.
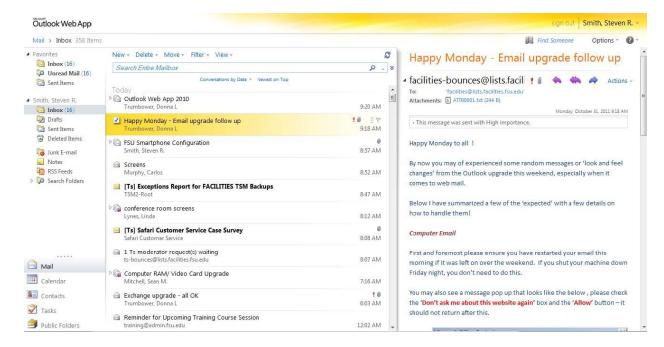
If you click **See All Options** in that menu you will be able to view all of them.

- **Account**: This field in the options menu allows you to edit contact information. Whatever changes you edit to your contact info is also updated on the exchange server and will be available for public viewing.

- **Organize email:** Here you can create inbox rules, automatic replies (out of the office message) and view delivery reports.

- **Settings:** Here you can create email signatures, edit spelling options, calendar options and change your password.

- **Phone:** This option allows you to see the details of a connected mobile phone using ActiveSync.

- **Block or allow:** Just like in Outlook, here you can allow safe or block unsafe emails in the Junk Email settings.

Sign out

When you are done using OWA make sure to click sign out in the upper right hand corner, especially if you are on a public work station that is not exclusive to you.

Requirements

Browser Requirements

- Internet Explorer 7 and up (recommended)
- Firefox 3.0.0+
- Safari 3.1+
- Chrome
- Opera

Bandwidth Requirements

Hosted Exchange requires 7kbps/user for a moderate user exchanging approximately 50 emails per day.