

Using Outlook Web Access Version 1.00

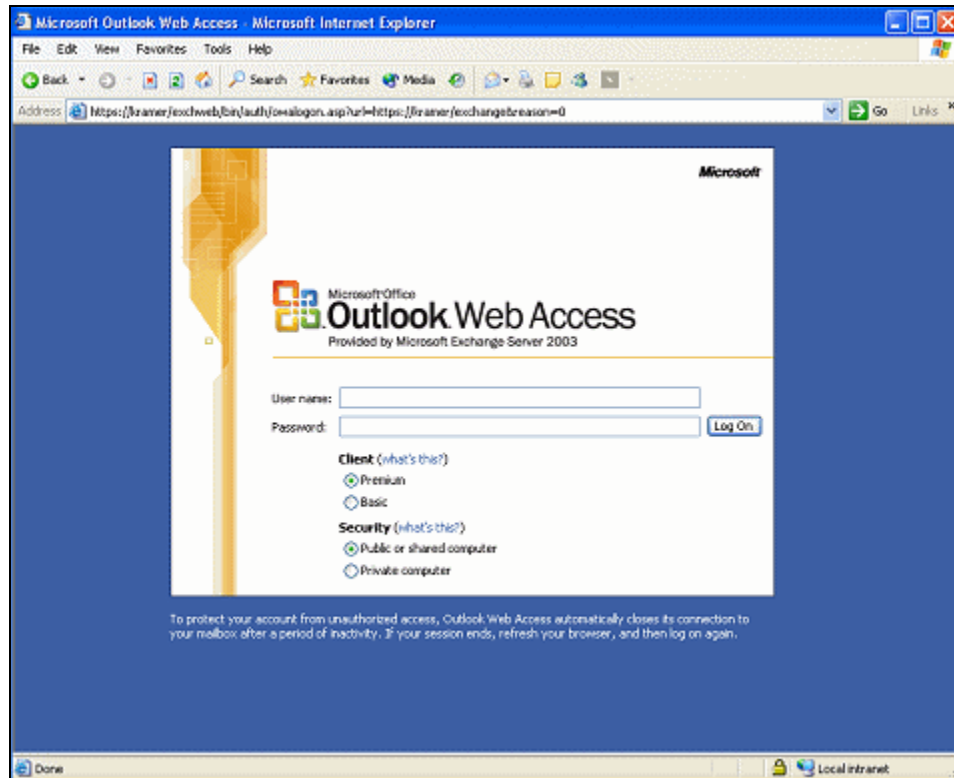
Outlook Web Access (OWA) allows you to access your Exchange email box through Small Business Server 2003 from a web browser. You can access all your emails, contacts and calendar events as well as send and receive emails all from a browser.

1. Connect to the Internet in your remote location as normal.
2. Open Internet Explorer web browser and type your Outlook Web Access address in. Normally this address will be <https://mail.companydomain.com.au/exchange>. Note that you must type **https** not http because you are connecting via a secure connection to the Small Business Server.
3. If everything is correctly configured you should now be asked to accept a security certificate from your Small Business Server like so :



The reason you see this certificate is that it was created by the Small Business Server and can't be verified online by people like Verisign. In this we don't need to worry, simply press the Yes button to accept the certificate.

4. You should now see the login to your Outlook Web Access on the screen like so :



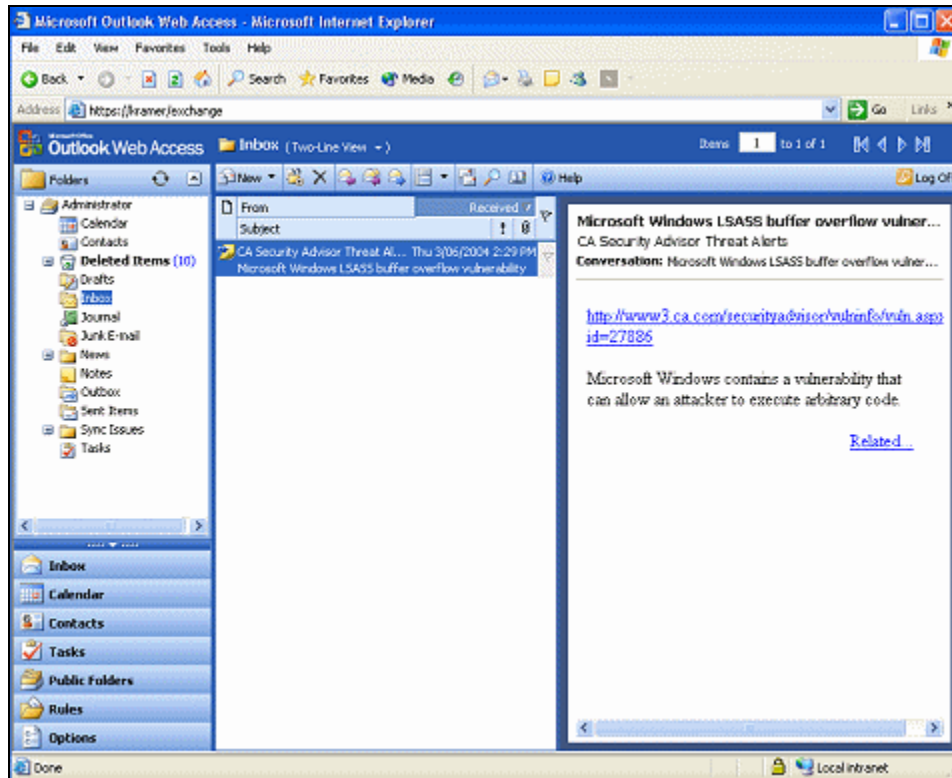
Now enter your normal network login and password as you do if you were connected to the Small Business Server in your office and press the “Log On” button.

Prior to logging in you can also select what sort of client you are using. By default the selection is for the *Premium* client. This will provide more features but slower performance. Use the *Basic* client when you are using a slow Internet connection.

Another option available prior to login is Security. This is normally set to *Public or Shared computer*. With this setting the Exchange server will only allow you a short period of inactivity before it automatically logs you off. This protects your email box in case you leave your screen for an extended period of time. If you know that you are operating in a secure environment then you can select the *Private computer* setting to enable longer timeout periods.

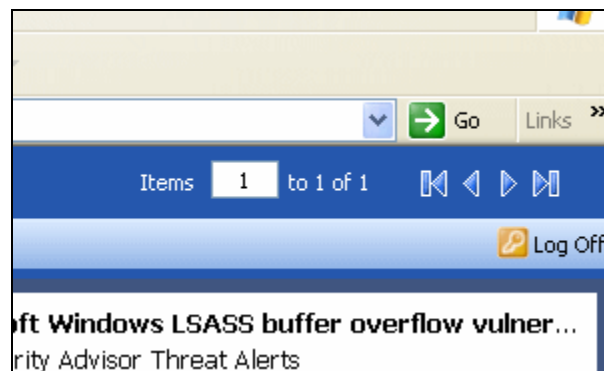
It is always recommended that you leave the default settings to provide the maximum functionality and security.

5. If you successfully logged in you should now see a screen like that below :



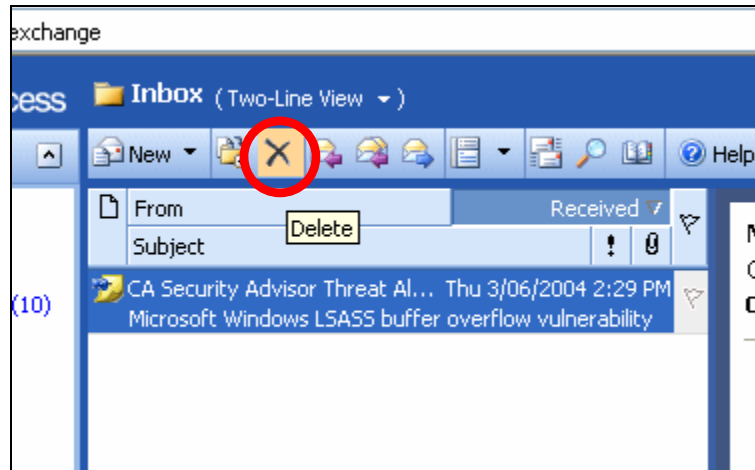
The web page displayed now appears very similar to Outlook 2003. On the left hand side you can see all the Exchange folders and the short cuts below. The middle pane display the emails in your inbox while the right hand pane provides details of the email you have selected.

- To read your emails simply click on the email in the middle pane and it will be displayed in the right hand pane. You can also navigate through the emails via the VCR navigation button in the upper right side of the browser window.

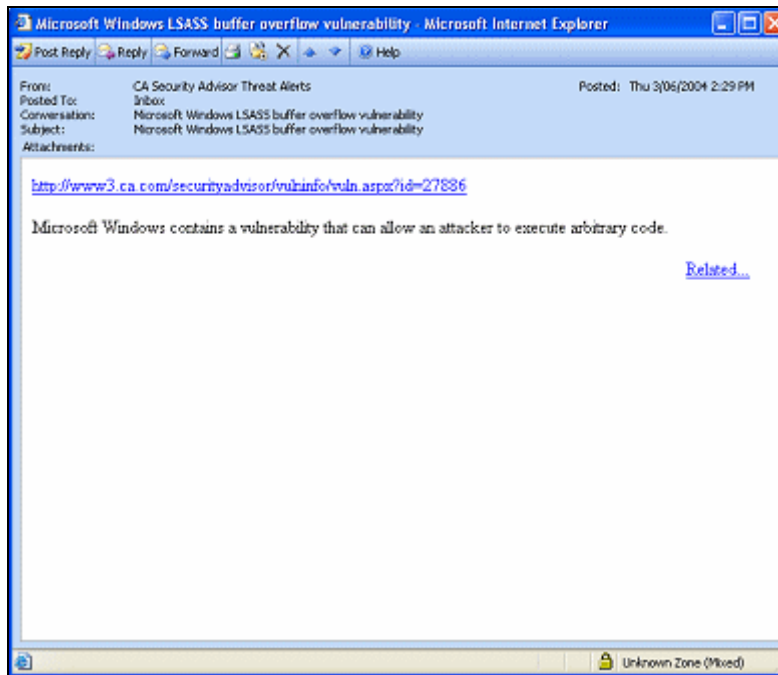


- To delete an email simply select it with the left mouse and press the *Delete* key. Another way is to simply select the message again with the left mouse

and then press the *Delete button* (the cross symbol) at the top of the middle pane, like so :

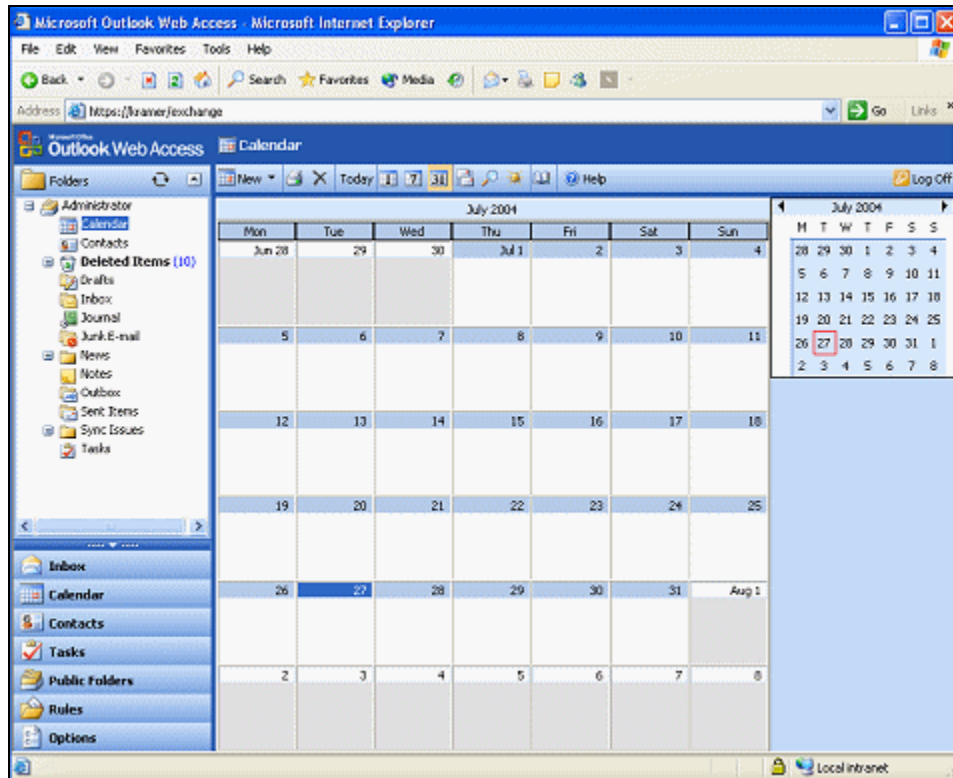


8. You can display a message in a new window simply by double clicking on it. Doing so should display the message like :



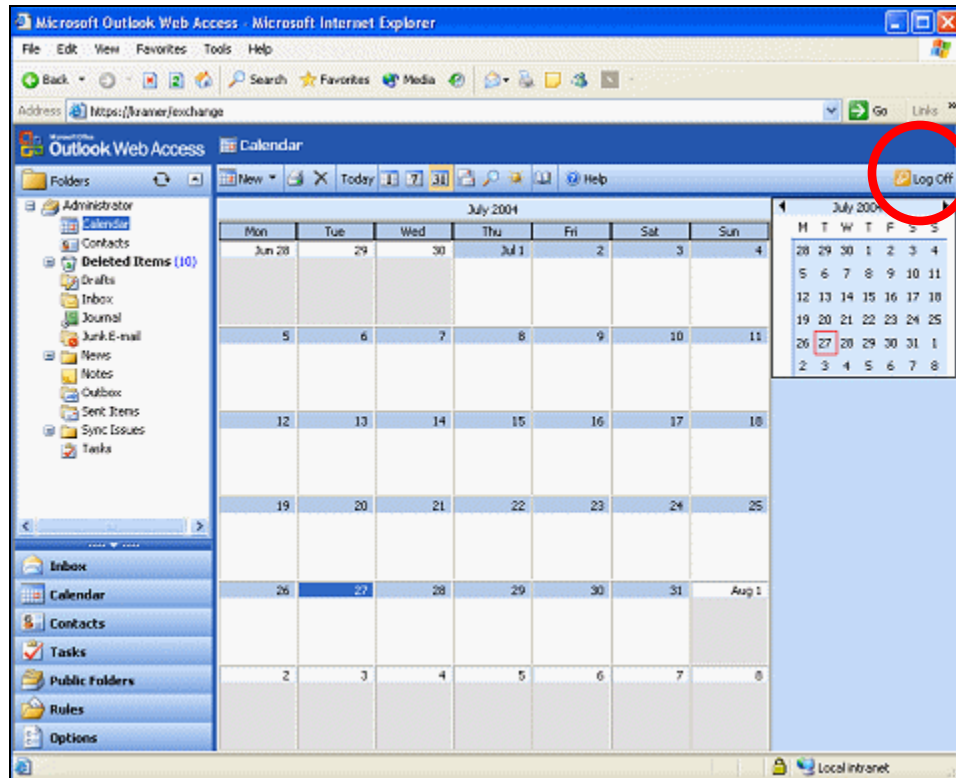
The buttons along the top of the message window will allow you to Reply, Forward, Print and so on. Once you have finished with the message simply close the Windows to return to the Outlook web page.

9. Not only can you access your inbox but also your calendar. To do this simply click to the Calendar bar at the lower left of the screen. Once selected the screen should appear like :



You can change your calendar view by simply selecting the buttons at the top of the Window (just above the calendar). The options allow you to view the calendar per day, per week and per month. This button bar will also allow you to create new appointments just like you would in Outlook.

10. When you have finished your session press the logout button which appears in the upper right of the Outlook Screen. You may also simply close the browser window, but logging off if possible is better.



11. After you have logged off you will be returned to the Outlook Web Access login screen.

