

Outlook Web Access 2007 New Feature Direct File Access...

The Office of Information Technology @ National-Louis University

Introduction

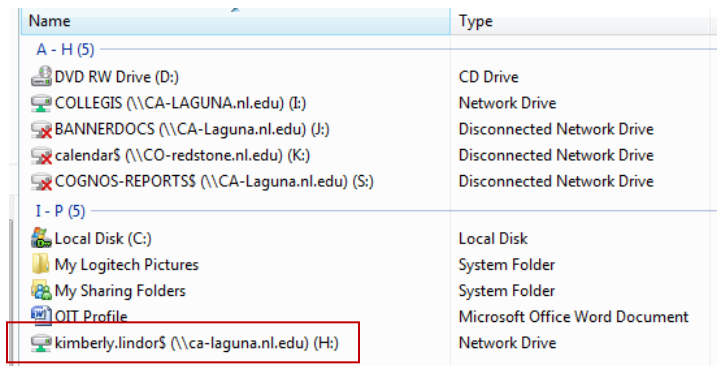
If you are familiar with Outlook Web Access (OWA) 2003, you will immediately notice the many improvements and new features in OWA 2007. In this version, OWA met the goal of closely matching the functionality of its desktop counterpart, Outlook 2007. In this document, you will learn how to use OWA to access files on your shared network drives when access to the Microsoft Outlook desktop is unavailable.

Direct File Access

OWA 2007 includes a new feature that supports direct access to documents and document libraries on Windows SharePoint services and Windows file shares. As user, you can provide a link (i.e. \\ca-laguna.nl.edu\User.Name\$) to a Windows SharePoint Services site or file share while working remotely using OWA. The Exchange Server 2007 uses Link Access to retrieve and display the document without the requirement of VPN (virtual private network) or tunnel.

To obtain direct access to your H: drive (ex. kimberly.lindor\$), and save as a Favorite:

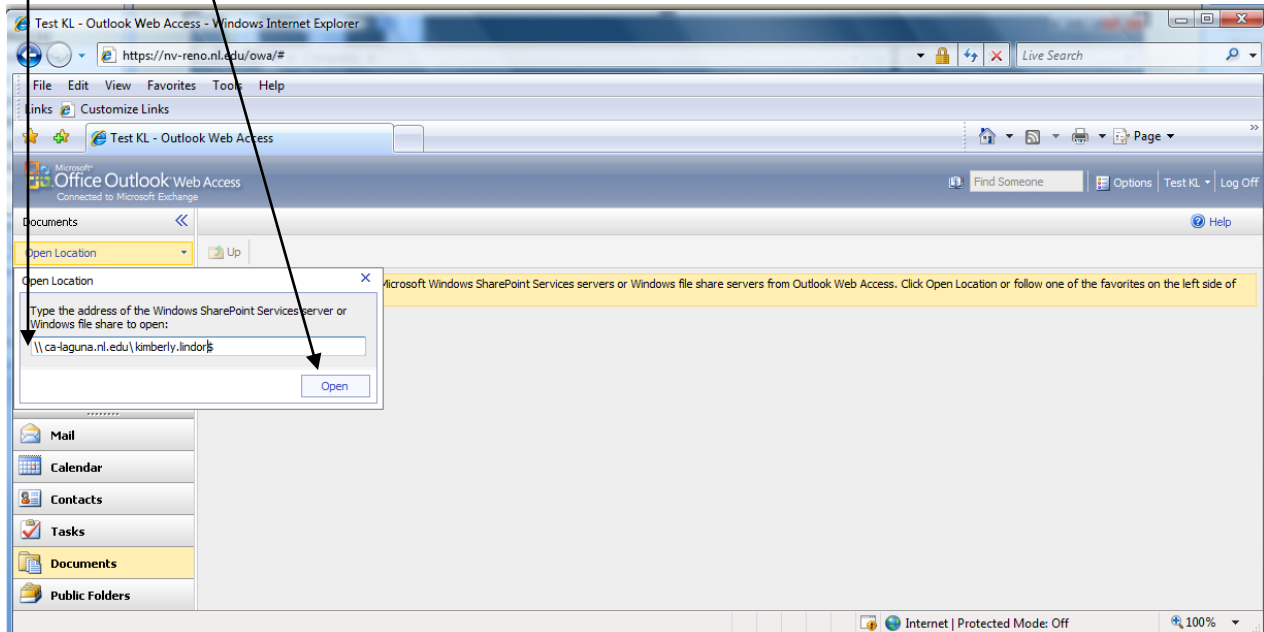
1. Click **Documents** (in Navigation Pane).
2. Click **Open Location**.
3. The Open Location dialog box will open



Name	Type
A - H (5)	
DVD RW Drive (D:)	CD Drive
COLLEGIS (\\CA-LAGUNA.nl.edu) (I:)	Network Drive
BANNERDOCS (\\CA-Laguna.nl.edu) (J:)	Disconnected Network Drive
calendar\$ (\\CO-redstone.nl.edu) (K:)	Disconnected Network Drive
COGNOS-REPORTSS (\\CA-Laguna.nl.edu) (S:)	Disconnected Network Drive
I - P (5)	
Local Disk (C:)	Local Disk
My Logitech Pictures	System Folder
My Sharing Folders	System Folder
OOT Profile	Microsoft Office Word Document
kimberly.lindor\$ (\\ca-laguna.nl.edu) (H:)	Network Drive

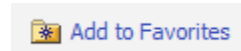
4. Type the desired link location:

(i.e. For OIT I: drive [\\ca-laguana.nl.edu\OIT](https://ca-laguana.nl.edu/OIT) For H: drive [\\ca-laguana.nl.edu\kimberly.augustin\\$](https://ca-laguana.nl.edu/kimberly.augustin$)), and click **Open**.



5. The directory will open and display all your documents and files in the preview pane.

6. In the toolbar within the directory, click **Add to Favorites**.



Favorites.

7. The link is created to directly access the directory under

Help!

Please contact our helpdesk at helpdesk@nl.edu, ext. 4357, or (866)813-1177 if you need any assistance.

Additional Resource on the Web

To view a multimedia presentation on new OWA features, visit the following link:

<http://www.microsoft.com/EXCHANGE/CODE/OWA/INDEX.HTML>