Outlook Web Access 2007
Getting Starting...

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 tutorial, you will learn how to use OWA to access email, calendars, contacts, tasks, and other mailbox contents when access to the Microsoft Outlook desktop is unavailable.

Connecting

1. Access NLU’s OWA by typing this URL in your browser’s address bar: http://owa.nl.edu. You will be prompted for your username and password.

   The user interface will slightly differ depending upon the browser you are using. Outlook Web Access Premium supports all Internet Explorer (I.E) 6.0 browsers or above. If you utilize Firefox, Safari, Netscape or other browsers the Outlook Web Access Light will serve by default.

2. Provide your username and password for your email account, and click Log On.

   ![Login to your NLU Inbox](image)

   Outlook Web Access Premium
Outlook Web Access Light provides fewer enhanced features at the expense for faster speed, such as the ability to right-click on objects for actions and drag-and-drop functionality.

Yet, this client brings a rich experience to the user by offering new features in OWA 2007, including schedulable Out of Office messages (internal and external), Really Simple Syndication (RSS) subscriptions, and Managed E-Mail Folder access.
Main View and Preview Pane

When you have successfully logged in to OWA, your screen will look like this:

Outlook Web Access Premium

Outlook Web Access Light
If you wish, you can turn on/off the Preview Pane in Web Access Premium to facilitate viewing of e-mail. Locate the Preview Pane icon on the Toolbar and click on the black dropdown to the right of the icon. Choose whether you would like the preview pane to the right of your email item list or below it. With the Preview Pane turned on, you will see the text of your selected e-mail in the pane, without having to open the email in a new window.
Near the top of your screen you will find the OWA toolbar and options for viewing your mail.

**Outlook Web Access Premium**

![OWA toolbar](image)

Click on the drop-down arrow next to New to see options for creating new items such as appointments, meeting request, contact, distribution list, etc.

This drop-down menu is available at all times. Depending on what feature of OWA you are currently using, just clicking on New button will create an appropriate new item. For example, if you are in the Calendar folder, clicking New will create a new calendar item. If you are in Task Folder, clicking New will create a new task item.

**Outlook Web Access Light**

![OWA toolbar](image)

**Features:**  
- P – Premium Client only  
- L – Light Client only

- Click to compose a New Message
- Click drop-down menu to set Reading Pane to Off, Right, Bottom (P)
- The Single Line icon toggles between showing details in one line or more (P)
- Move selected item to Deleted Items folder
- Move (or copy with Premium client) selected item to another folder
- Check for new messages
- Set selected messages to Read (L)
- Set selected messages to Unread (L)
- Move between pages of e-mails
- Select before leaving OWA

Composing E-mail

Outlook Web Access Light

1. While in the Inbox, click on the **New Message** button.
2. The new email message window will open.
3. Type the e-mail address or addresses of the people you are sending the email to in the **To...** (or **Cc...**) areas. You may click on To... or Cc... to launch the address book. Separate multiple e-mail addresses with a semicolon (;).
4. To send a blind copy of the e-mail to another recipient(s), click **Options...** on the toolbar, check **Show Bcc** under Current Message Settings, and click **OK**. **Note:** A Bcc field exists by default in Light Client.
5. Type a subject for proper email etiquette in the **Subject:** field
6. Type your e-mail in the content area and click **Send** on the toolbar when you are finished.
Outlook Web Access Premium

In Premium client, a formatting toolbar allows you to modify the message appearance.

Standard Toolbars

Outlook Web Access Premium

- Save
- Address Book
- Spell Check
- High/Low Importance
- Message Options
- Message Format
- HTML
- Text
- Options...
- Bold
- Italic
- Underline
- Font
- Size
- Color
- Alignment
- List
- Bulleted
- Numbered
- Insert
- Signature
- Add an Attachment
- Send
- Close
- Help!
- Check Names

Outlook Web Access Light
Add an Attachment to An E-mail

1. To add an attachment to an e-mail, click on the add attachment icon.
2. The Attachments window will open.
3. Click on the Browse...button to find the file you want to attach.
4. Once you have selected the file you want to attach, click Attach.
5. Once the selected files shows in the Current file attachments window, you can add another attachment, or click on the Done (Light client) button to return to the compose e-mail window.
Finding An NLU Employee E-mail Address

1. To find the e-mail address of an NLU employee, faculty, adjunct, or student click on the Address Book icon when in your Inbox, or on any of the To... Cc... or Bcc... address fields when composing your email.

2. The Address Book dialog box will open.
3. Enter as much information as you have about the person you are trying to find. This will work with partial first or last names. The search results will display in the dialog box of the Address Book.
4. To add a name in the results to your e-mail, click the name, and then click on To, CC, or Bcc.
5. After adding all desired recipients, click OK (P) or Done (L) to exit the Address Book dialog box.
Contacts

Use Contacts to store the e-mail address, street address, phone numbers, and other information that relates to the contact. This can include attachments, web pages, IM addresses, fax, and mobile phone numbers. To print contact information, the contact must be opened. To open a contact, double-click on the contact name.

To **Add an Address** from a received e-mail to your **Contacts**.

In Outlook Web Access Light (L):

1. Double-click on the email that contacts the contact you would like to add.
2. The e-mail will open.
3. Double-click on the name of the person you would like to add to your contacts.
4. Click the **Add to Contacts** icon and the contacts properties will open.
5. Enter the contacts information, and **Save and Close**.

In Outlook Web Access Premium (P):

1. Double-click on the email that contains the contact you would like to add.
2. The e-mail will open in a new window.
3. Double-click on the name of the person you would like to add to your contacts.
4. The Address Properties dialog box will open in new window.
5. Click Add to Contact... icon to add this person to your list of contacts.
6. Enter as much information as desired as there are no requirements on what you have to enter.
7. Click Save and Close icon on the toolbar to exit.

To Create a New Contact:

1. While in the Contacts folder, click on **New Contact** (L) or **New** (P) button.
2. The New Contact window will open.
3. Enter as much information as desired as there are no requirements on what you have to enter.
4. When you are finished, click on the **Save and Close** button on the toolbar.
Calendar

The Outlook Web Access Calendar allows you to create and track appointments. You can also organize and schedule meetings with co-workers, then update or modify the information (time, location, attendees) as required. When you use Calendar to keep track of your meetings and appointments, co-workers can check your availability for their own scheduling purposes (they cannot see the details of your appointments – only that you are “Busy”, “Out of the Office,” or “Free”). To view your calendar, click on the Calendar folder or Calendar shortcut on the left of the OWA window (Navigation pane).

Outlook Web Access Premium

Available Views

To Create a Calendar appointment you can double-click on the date/time that you want to create the appointment, or you can

1. In your calendar folder, click on the New to create a new appointment.
2. The appointment window will open.
3. Enter information on the Subject and Location
4. Enter a start date and time and end date and time
5. Choose options for setting a reminder
6. Click the Save and Close button to finish adding the appointment to your calendar.

You can also create recurring appointments, or invite other attendees to your appointments by clicking on the Recurrence and Invite Attendees on the appointment window toolbar.
Other Folders and Tools

Deleted Items

The deleted items folder stores messages that you delete. You can view deleted messages by clicking on the Deleted Items folder. Once you delete a message from this folder, it will be permanently removed from your mailbox. You need to regularly empty the Deleted folder to clear up space in your e-mail account.

Drafts

In the Drafts folder you will find any uncompleted items such as contacts, e-mails, and/or appointments. Items that you are not ready to send can be saved in the Drafts folder.

Journal

The OWA Journal can automatically record e-mail messages, meeting requests, meeting responses, meeting cancellations, task requests and responses in a timeline format. This feature is also available in the full version of Outlook. However, we recommend this feature NOT BE TURNED ON since it can take up a great deal of space and cause problems with e-mail quotas.

Junk E-Mail

You may periodically find that junk e-mail and spam have been automatically routed to your junk e-mail folder. You should check and empty this folder periodically.
Notes

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on notepaper. Notes are also useful for storing bits of information you may need later—such as directions or text you want to reuse in other items or documents.

Outbox

The Outbox stores e-mail until it is sent.

Sent Items

The Sent Items folder stores a copy of each message that has been sent. You should regularly clean out this folder to stay within your e-mail quota.

Tasks

The Tasks folder provides access to your Outlook tasks. You can view existing tasks, as well as create new and recurring tasks. You may keep track of your to do list.
Options

You can set more options for enhancing and customizing your use of Outlook Web Access. To access the options, click on the Options icon in the toolbar of your OWA window.

Options that you can control include:

- Setting the Out of Office Assistant
- Changing the number of messages displayed per page
- New message notification
- E-mail Signature creation
- Changing default font used for messages
- When to mark items as read
- Spelling Check settings
- Privacy and Junk – Email Prevention
- Appearance
- Date, Time, and Calendar options
- Calendar Appointment reminder options
- Recover Deleted Items (for 15 days)

After you have changed any options, be sure to click and Save icon at the top of your screen.

Outlook Web Access Premium
Outlook Web Access Light
Remote Document 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\kimberly.augustin$`) 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.
4. Type the desired link location:
   - (i.e. For OIT I: drive `\ca-laguna.nl.edu\OIT`)
   - For H: drive `\ca-laguna.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**.
7. The link is created to directly access the directory under **Favorites**.
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