



ENTERPRISE MESSAGING

EXCHANGE 2007-OUTLOOK WEB ACCESS (OWA)

USER GUIDE

Version: 1.2

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Version History

Date	Version	Modified By / Approved By	Section(s)	Comment
3/05/2009	1.0	Daren McCormick	All	Initial Version
9/04/2009	1.1	C. Reber	All	Update to correct template and perform QA edits.
6/17/2014	1.2	C. Reber	All	Upd cover page

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1 Introduction

1.1 PURPOSE/BRIEF OVERVIEW

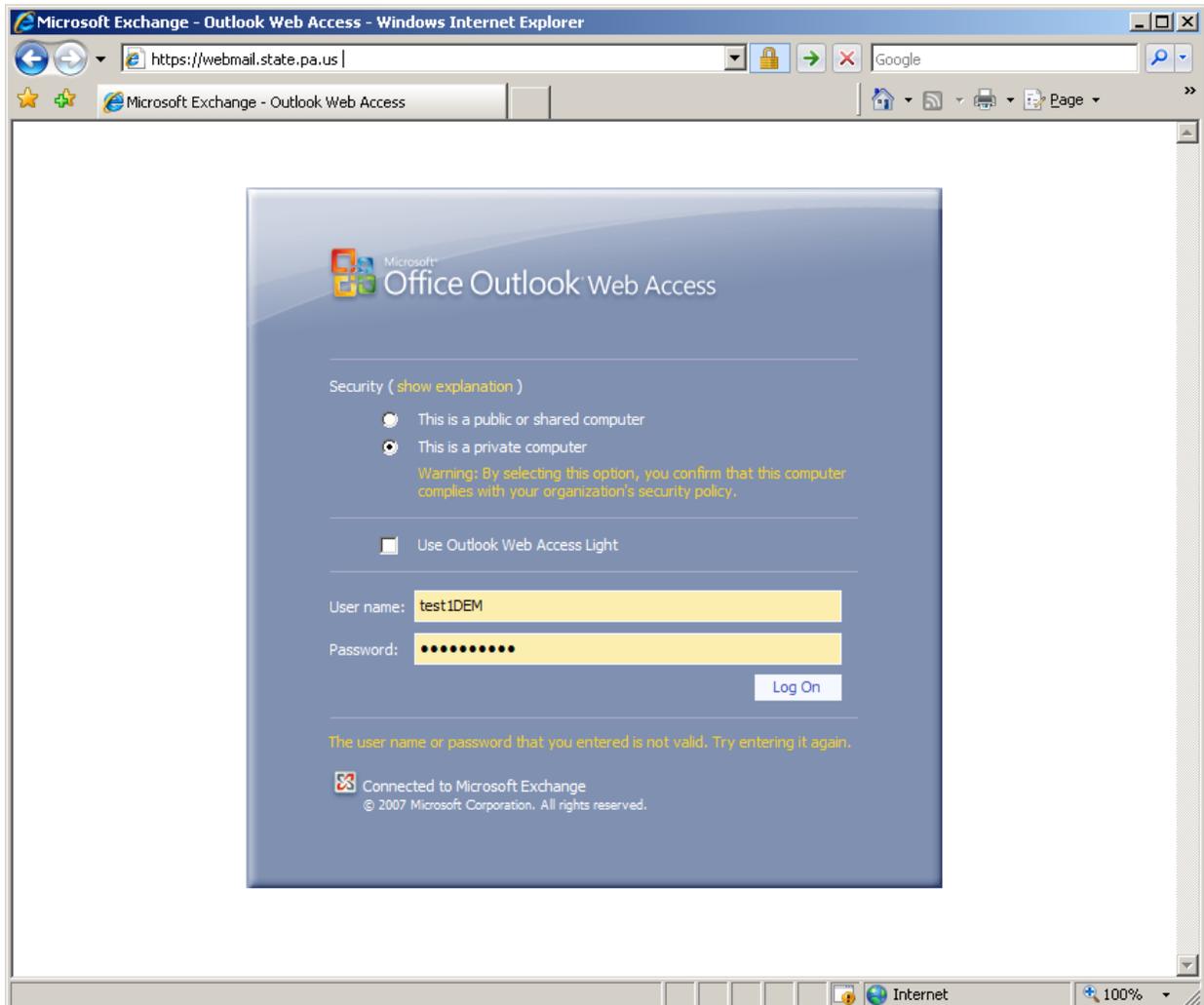
The scope of the Outlook Web Access (OWA) Users guide is for users who access their Exchange Mailbox through OWA. This document will focus on some of the unique functions of OWA.

2 OWA User Guide

2.1 LOGGING INTO OWA

To log into OWA,

1. Access the following URL <https://webmail.state.pa.us/>
2. Select the appropriate **Security option**, enter your **User name** and **Password**, and then click **Log On**.



NOTES:

By clicking on “**show explanation**” in the Security section, you can access detailed information about each of the security options.

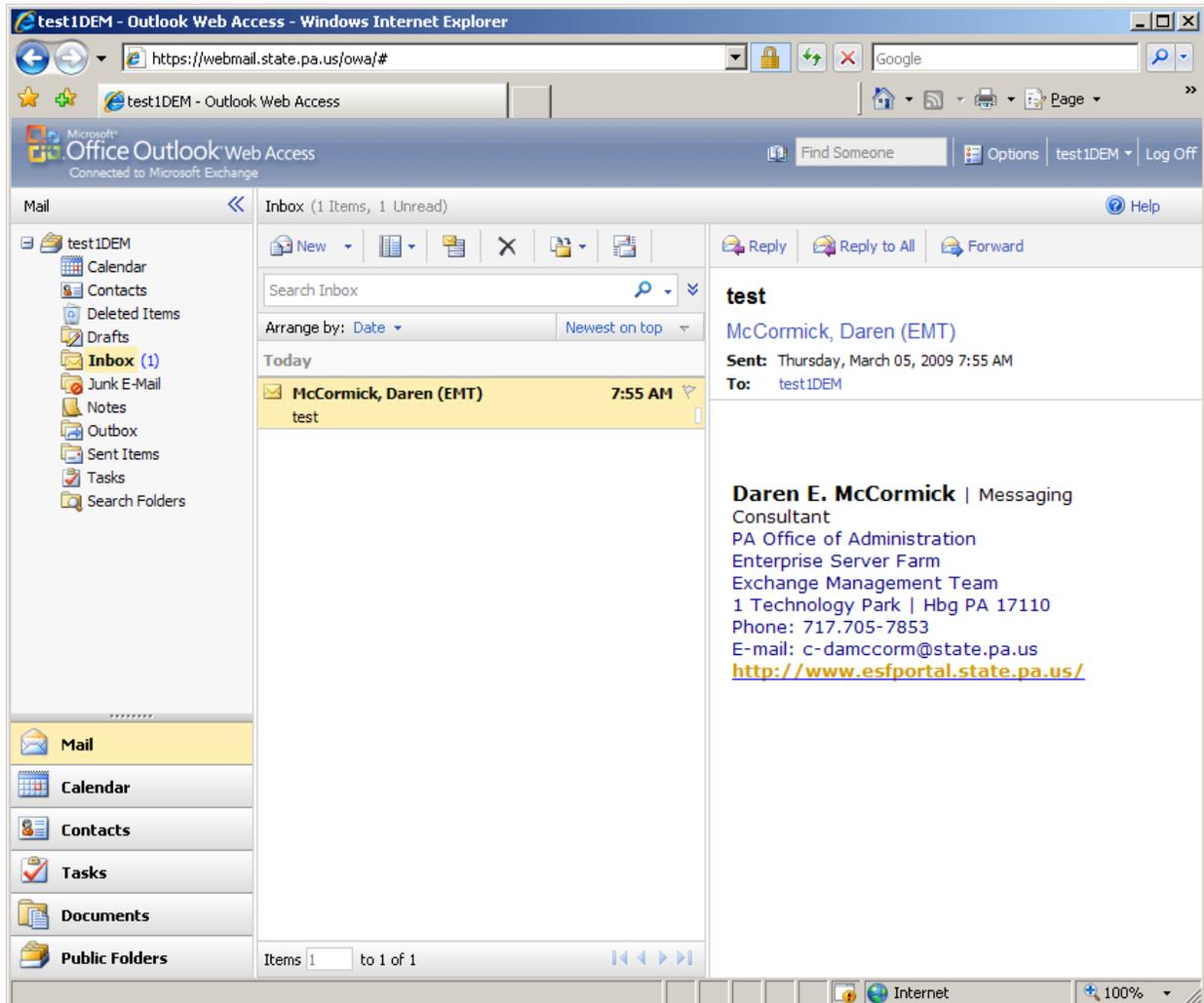
- **This is a public or shared computer** - Select this option if you are connecting from a public computer. Be sure to log off and close all browser windows to end your session. Read about the security risks of using a public computer.
- **This is a private computer** - Select this option if you are the only person using this computer. This option provides additional time of inactivity before automatically logging you off.
Warning: By selecting this option, you acknowledge that the computer complies with your organization's security policy.

2.2 USING OUTLOOK WEB ACCESS LIGHT

The Light client provides fewer features and is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6.0 or later, you can only use the Light client.

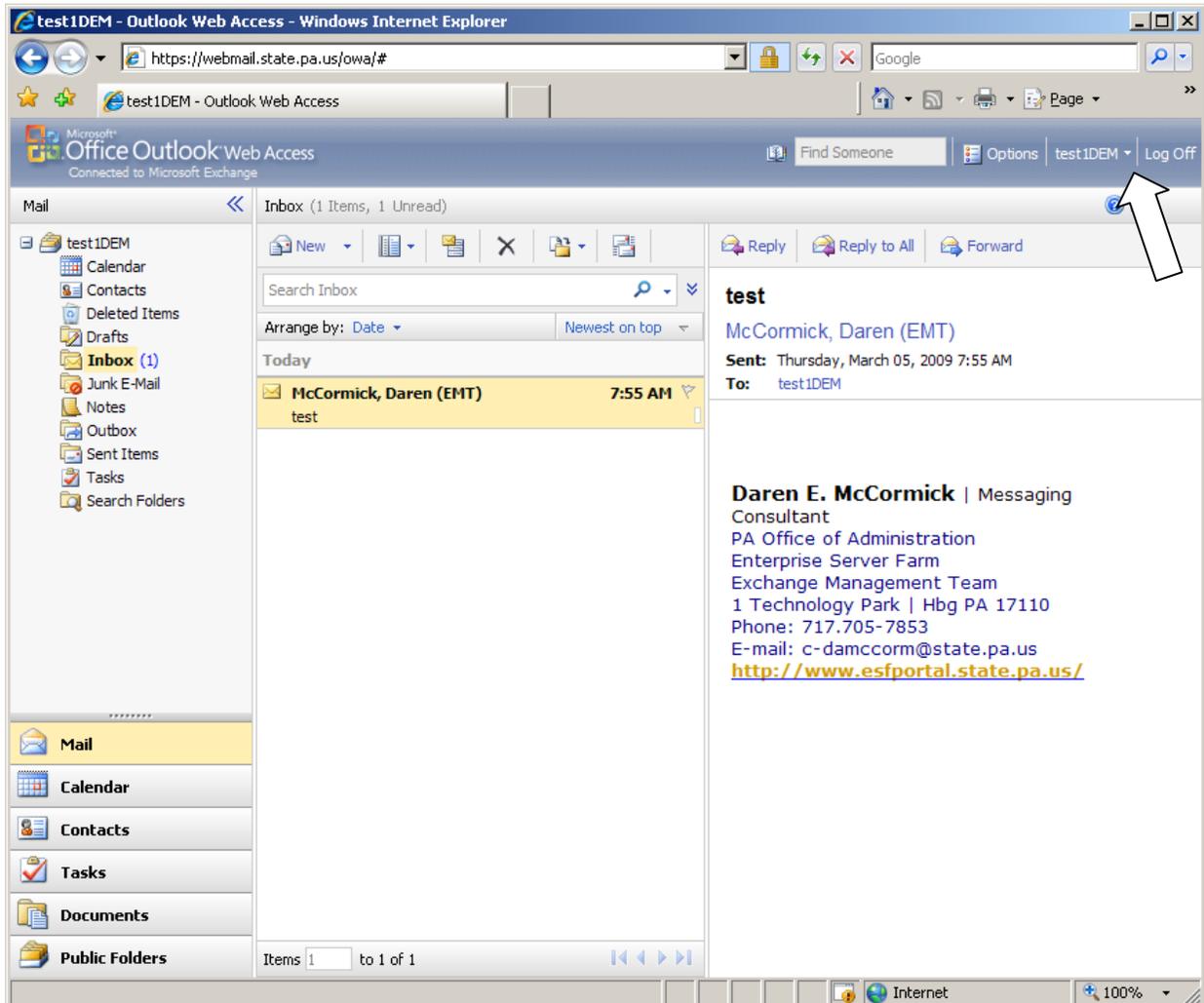
➤ Interface

The interface is similar to Outlook XP with different sets of reading panes that can be selected.



2.2.1 Options

Of special note are the options, which can be accessed clicking on the word “Options” in the upper right of the window.



➤ Out of Office Assistant

The Out of Office assistant can be accessed from the options list. An Out of Office Message set here will remain even if a different message is set through Outlook. If an Outlook message is set and an “old” message is still being sent, the message here must be turned off.

The screenshot shows the Outlook Web Access interface in Internet Explorer. The browser address bar displays <https://webmail.state.pa.us/owa/?ae=Options&opturl=Messaging>. The page title is "test1DEM - Outlook Web Access". The main content area is titled "Out of Office Assistant" and contains the following settings:

- Out of Office Assistant** (selected in the left navigation pane)
- Save** button
- Help** button
- Regional Settings**
- Messaging**
- Spelling**
- Calendar Options**
- Out of Office Assistant** (highlighted)
- Rules**
- E-Mail Security**
- Junk E-Mail**
- Change Password**
- General Settings**
- Deleted Items**
- About**

Version: 8.1.340.0

Mail

Calendar

Contacts

Tasks

Documents

Public Folders

Out of Office Assistant

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

- Do not send Out of Office auto-replies
- Send Out of Office auto-replies
 - Send Out of Office auto-replies only during this time period:
 - Start time: Thu 3/5/2009 8:00 AM
 - End time: Fri 3/6/2009 8:00 AM

Send an auto-reply once to each sender inside my organization with the following message:

Tahoma

Send Out of Office auto-replies to **External Senders**

- Send Out of Office auto-replies only to senders in my Contacts list
- Send Out of Office auto-replies to anyone outside my organization

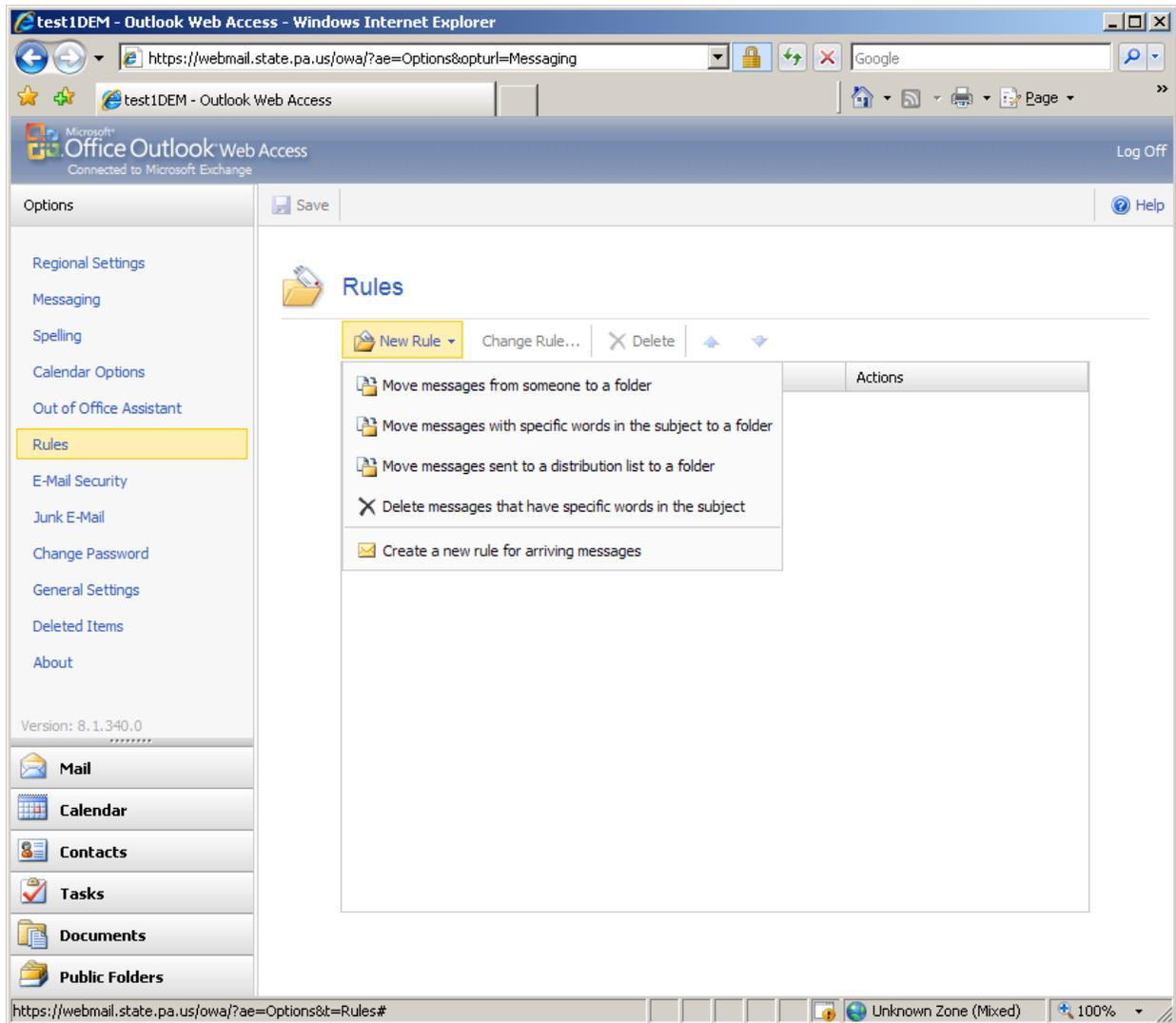
Send an auto-reply once to each sender outside my organization with the following message:

Tahoma

Unknown Zone (Mixed) 100%

➤ Rules

Rules can be set through OWA. These are not as detailed as the ones you can set through Outlook.



➤ Junk E-Mail

Junk Email filters can also be set through OWA; these filters may not be accessible through Outlook.

testIDEM - Outlook Web Access - Windows Internet Explorer

https://webmail.state.pa.us/owa/?ae=Options&opturl=Messaging

Microsoft Office Outlook Web Access
Connected to Microsoft Exchange

Options Save Help

Regional Settings
Messaging
Spelling
Calendar Options
Out of Office Assistant
Rules
E-Mail Security
Junk E-Mail
Change Password
General Settings
Deleted Items
About

Junk E-Mail

Do not filter junk e-mail
 Automatically filter junk e-mail

[Manage Safe Senders List](#)
E-mail from e-mail addresses in your Safe Senders List will never be treated as junk e-mail. You can include e-mail addresses or entire domain names in this list.

Safe Senders	Add	Edit	Remove
--------------	-----	------	--------

Also trust e-mail from my Contacts

[Manage Blocked Senders List](#)
E-mail from e-mail addresses or domain names on your Blocked Senders List will always be treated as junk e-mail.

Blocked Senders	Add	Edit	Remove
-----------------	-----	------	--------

[Manage Safe Recipients List](#)
E-mail that is sent to e-mail addresses or domain names in your Safe Recipients List will never be treated as junk e-mail. Never include your own e-mail address in this list.

Safe Recipients	Add	Edit	Remove
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Version: 8.1.340.0

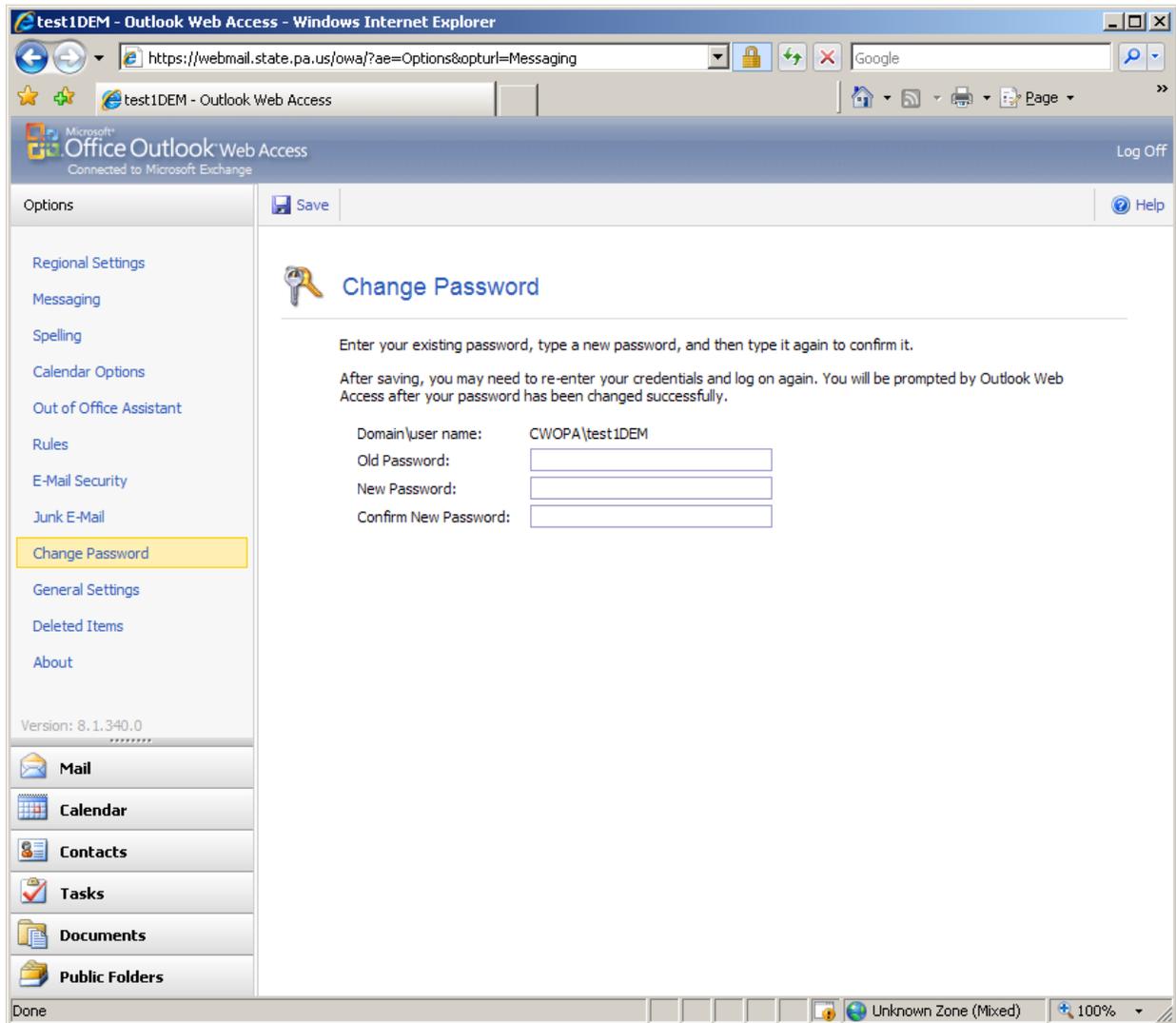
Mail
Calendar
Contacts
Tasks
Documents
Public Folders

https://webmail.state.pa.us/owa/?ae=Options&opturl=Messaging#

Unknown Zone (Mixed) 100%

➤ Change Password

CWOPA Passwords can be changed through OWA so users who don't access the network can reset their passwords.



The screenshot shows the Outlook Web Access interface in a Windows Internet Explorer browser window. The address bar displays the URL: `https://webmail.state.pa.us/owa/?ae=Options&opturl=Messaging`. The page title is "test1DEM - Outlook Web Access". The main content area is titled "Change Password" and includes the following text:

Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.

Below the text are three input fields:

- Domain\user name: CWOPA\test1DEM
- Old Password:
- New Password:
- Confirm New Password:

The left sidebar contains a navigation menu with the following items: Regional Settings, Messaging, Spelling, Calendar Options, Out of Office Assistant, Rules, E-Mail Security, Junk E-Mail, Change Password (highlighted), General Settings, Deleted Items, and About. At the bottom of the sidebar, there are icons for Mail, Calendar, Contacts, Tasks, Documents, and Public Folders. The status bar at the bottom of the browser shows "Done", "Unknown Zone (Mixed)", and "100%".

➤ Deleted Items

Deleted Items can be recovered through Options.

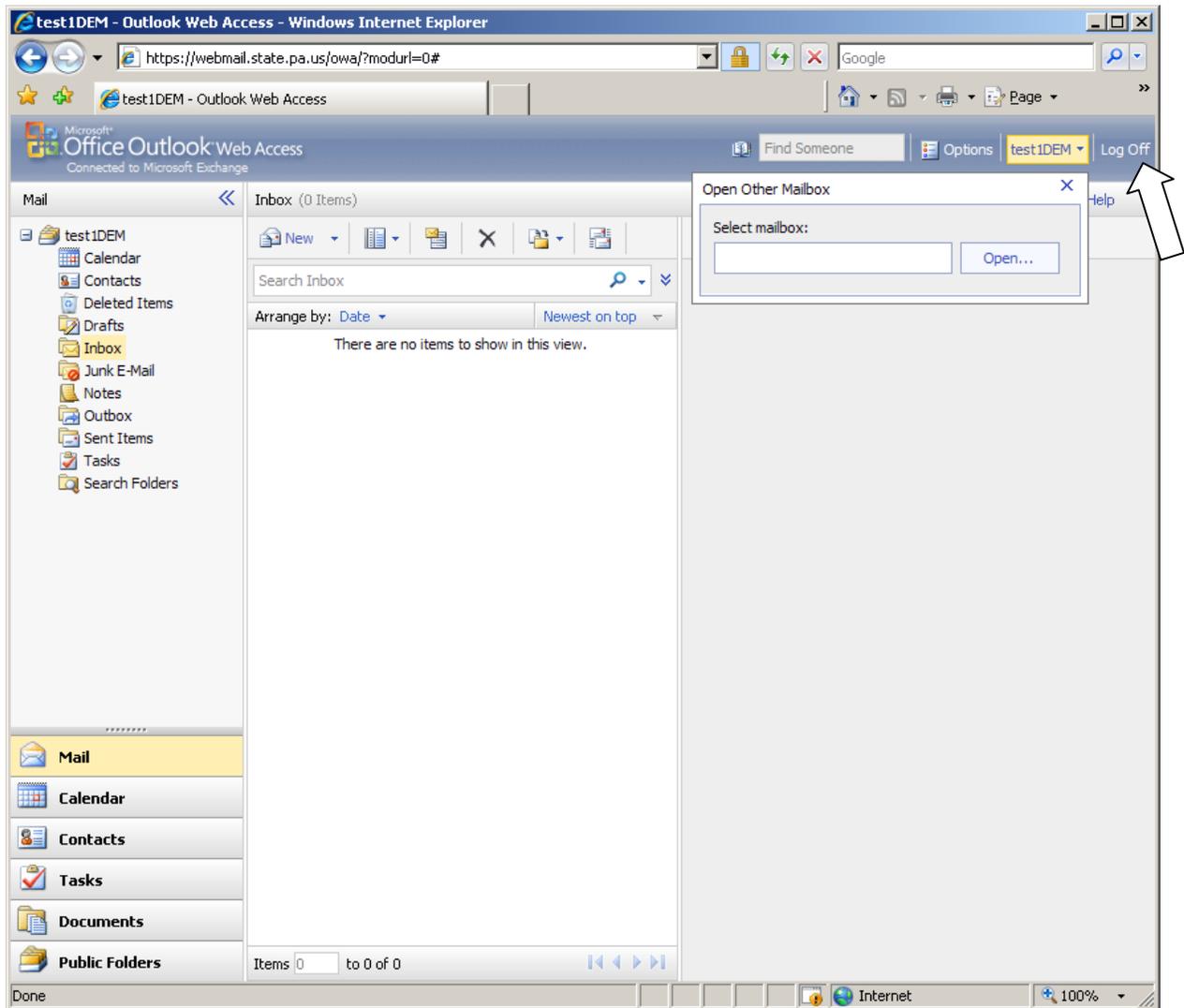
Items that were deleted up to 5 days ago will be available through the Recover Deleted Items Option.

The screenshot shows the Outlook Web Access Options page for Deleted Items. The browser address bar shows the URL: <https://webmail.state.pa.us/owa/?ae=Options&opturl=Messaging>. The page title is "test1DEM - Outlook Web Access". The main content area is titled "Deleted Items" and includes a checkbox for "Empty the Deleted Items folder on logoff" which is currently unchecked. Below this is the "Recover Deleted Items" section, which contains a table of items that can be recovered. The table has columns for Subject, Deleted On, From, and Received. One item is listed with the subject "test", deleted on "Thu 3/5/2009 8:16 AM", and received on "Thu 3/5/2009 7:55 AM". The table also includes links for "Recover to Deleted Items Folder" and "Permanently Delete". The left sidebar shows various settings options, with "Deleted Items" selected. The bottom of the page shows the status bar with "Done" and "Unknown Zone (Mixed)".

Subject	Deleted On	From	Received
test	Thu 3/5/2009 8:16 AM	McCormick,...	Thu 3/5/2009 7:55 AM

➤ Opening Other Mailboxes

You can open other user or resource mailboxes through OWA. Click the little down arrow next to your logged on name in the upper right corner of the main window. Then type in the name of the mailbox you wish to access. You will only be able to open mailboxes to which you have permissions.



3 Appendix A – Resources & References

Refer to the Microsoft OWA interface document below for additional details:

<http://www.microsoft.com/exchange/code/OWA/index.html>