

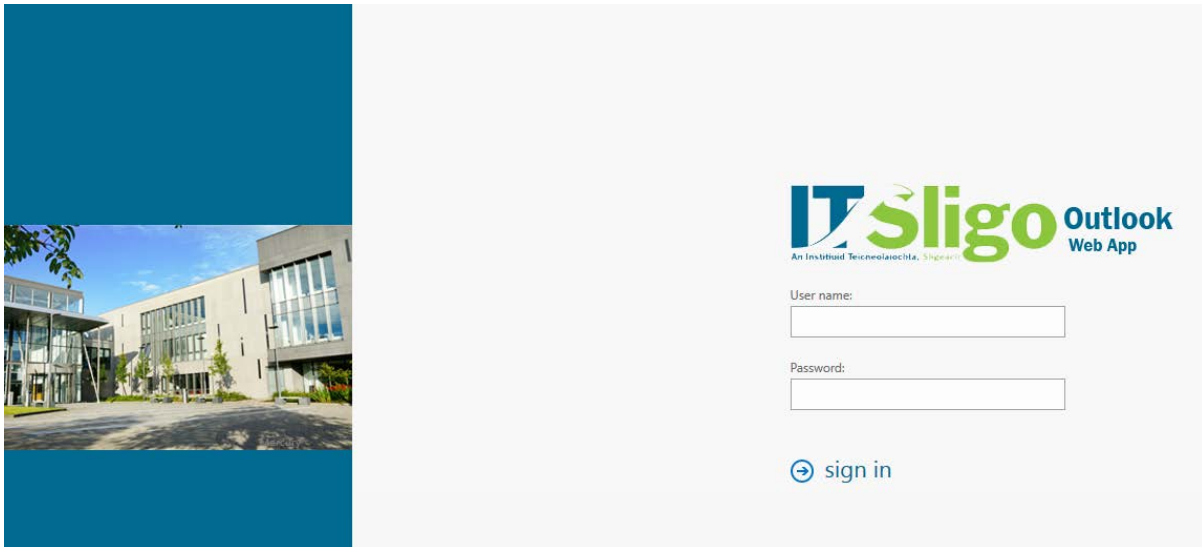
Guide to Outlook Web App (OWA) 2013

Microsoft Exchange 2013 mailboxes allows users to access and manage their email online through the all new and improved Outlook Web Access (OWA) 2013 interface. OWA provides a full functional Calendar with the ability to manage Contacts. OWA also allows users to create rules and set their out-of-office reply, amongst other great features.

To log in to Outlook Web Access for Exchange visit the following URL:
<https://outlook.itsligo.ie/>

Note: *If accessing off-campus you will need to sign in*

Enter your loginID text box, then enter the password you chose when you created the mailbox in the Password field.



Email

A new modern style has been applied to web interface to align it with the appearance of Microsoft Office 2013 programs. Here are some notable changes to the new OWA.

Inline Compose - Inline compose allows users to quickly compose and send messages without popping out a new window to do so.

Formatted Text - When composing or replying in HTML mode, basic formatting tools are available. To add more tools, click the double-down arrow icon next to the tools.

Draft Storage - Drafts of replies are now stored with the original message to make it easier to go back and revisit them (Drafts of new messages are still stored in the Drafts folder).

Quick Filters - one-click is all it takes to allow you to filter by all, unread, to me, and flagged.

Drag-and-Drop Attachments

Thumbnail View of Attached Images

People

Microsoft Exchange 2013 lets users manage their contacts through the OWA interface. Users have the ability to add new contacts, set categories and sort through contacts alphabetically, all while syncing to mobile device and email clients. Users will also have the ability to view their offline Address book and Resource Address list.


Calendar

Microsoft Exchange 2013 allows users to manage their appointments and meetings through the OWA interface. Users have the ability to share their calendar, create personal calendars, add shared calendars within their domain and publish a calendar online, all while syncing to mobile device and email clients.

Tasks

Microsoft Exchange 2013 allows users the ability to manage their tasks through the OWA interface. Users have the ability to create new tasks, manage their tasks and create task lists.

Account Options in Outlook Web App (OWA) 2013

Microsoft Web Access provides various options to manage their email account. While in the Webmail interface navigate to the top right hand corner and select  then **Options** to see a list of features and options available for users:

Account: My Account

- **Account Information** - This section allows you to update your personal information like display name and contact info.
- **Shortcuts** - This section allows users to setup your Out of Office notification and also access the auto configuration tool to setup your Outlook email client.

Organise Email

Organise Email: Inbox Rules

- **Inbox Rules** - This section allows you to create inbox rules for incoming mail. You have the ability to route email to specific folders in your inbox tree structure

Organise Email: Automatic Replies

- **Automatic Replies** - This section allows users to setup their Out of Office notifications for incoming email.

Organise Email: Delivery Reports

- Delivery Reports - Use Delivery Reports to search for delivery information about messages that you've sent or received. You can narrow the search to messages with certain keywords in the subject.

Settings

Settings: Mail

- Email Signature - the ability to add a new signature and assign it to your outgoing email.
- Read Receipts - choose how to respond to requests for read receipts.
- Reading Pane - The ability to choose how your email will be displayed and how email should be marked after reading.
- Conversations - choose how to sort messages in your reading pane and conversation lists.
- Message Options - The ability to change the notifications that appear when a new email has arrived, also allowing you to empty the Deleted Items folder when signed out.

The screenshot shows the Outlook settings interface. On the left is a navigation pane with 'options' selected, and 'settings' is highlighted. The main content area is titled 'mail' and includes sub-sections for 'calendar', 'regional', and 'password'. The 'email signature' section is active, displaying a rich text editor with a signature for 'Mr Chris Phillips', a Support Technician, with contact information. Below the editor is a checkbox for 'Automatically include my signature on messages I send'. To the right, the 'read receipts' section is visible, with options to 'Ask me before sending a response', 'Always send a response', or 'Never send a response'. The 'reading pane' section is also partially visible, with options for 'Type in the reading pane' or 'Type in a new window'. A 'save' button is located at the bottom of the signature section.

Settings: Calendar

- Appearance - choose how your calendar should be displayed by choosing your work week, setting your work hours and first day of the week.

- Reminders - the ability to choose how you should be alerted for new calendar events as well as alert times.
- Automatic Processing - Control how meeting requests, responses, and notifications are handled.

The screenshot shows the Outlook settings interface. On the left is a navigation pane with 'options' selected, and 'settings' is highlighted. The main content area is divided into three sections: 'appearance', 'reminders', and 'automatic processing'. The 'appearance' section includes options for work week (Mon-Fri), working hours (08:00-17:00), and first day of the week (Monday). The 'reminders' section has checkboxes for 'Show reminder alerts' and 'Play a sound when a reminder is due', with a default reminder of 15 minutes. The 'automatic processing' section has checkboxes for deleting meeting requests and notifications about forwarded meetings.

Settings: Regional

- Regional Settings - The ability to set your preferred language, time and current time zone.

Settings: Password

- Change password - The ability to change the password logged in as.

Phone

- Phone: Mobile Devices - Use Mobile Phones to remove a phone from the list below, access your device recovery password, initiate a remote device wipe or block your phone if lost.

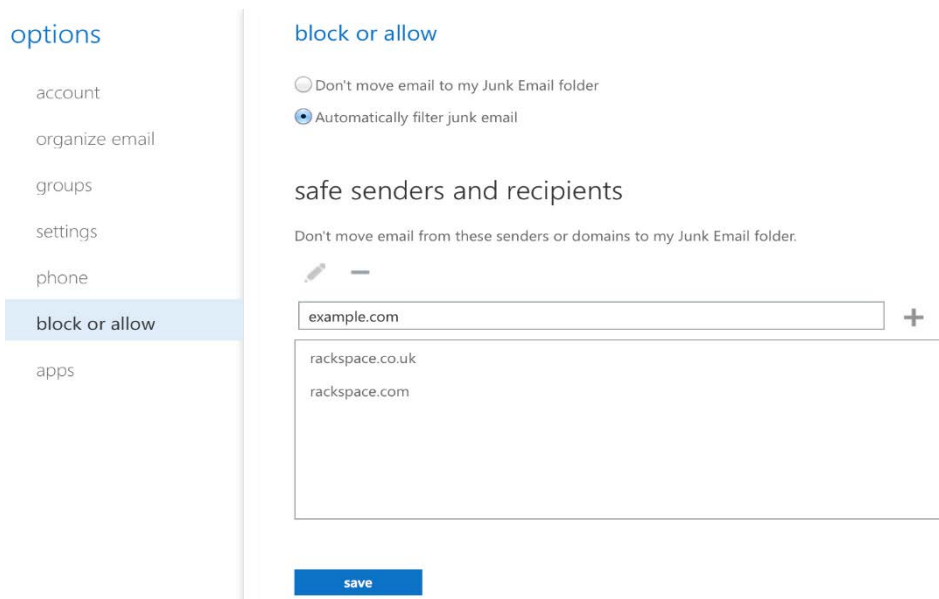
mobile devices text messaging

These are the mobile devices that are synchronizing with your mailbox. You can remove a mobile device, access your device recovery password, initiate a remote device wipe, or block your phone if you lose it. To add a new device, [set up the device to synchronize with Microsoft Exchange](#).

| Device | Phone number | Last sync time | Status |
|--------|--------------|------------------|--------|
| iPhone | | 06/04/2014 17:41 | OK |

Block or Allow:

- Junk Email Settings - The ability to automatically filter Junk Email or move to the junk folder monitoring and setup safelists and blacklists for incoming email.



Offline Access Setting in Outlook Web App (OWA) 2013

You can now launch OWA 2013 in the browser and start working even if there is no network connectivity. The work you do while disconnected is automatically synchronised the next time connectivity is restored. It's important to note that most e-mail and calendar actions such as sending e-mails and calendar invites, deleting e-mails, getting reminders, declining meetings, flag and categorise messages, etc. work while in offline mode is on. Only the last 3 days or 150 e-mails (whichever is larger) are available and only on your Inbox, Drafts or any folder viewed within the last few days The previous month and future year of your calendar are available

