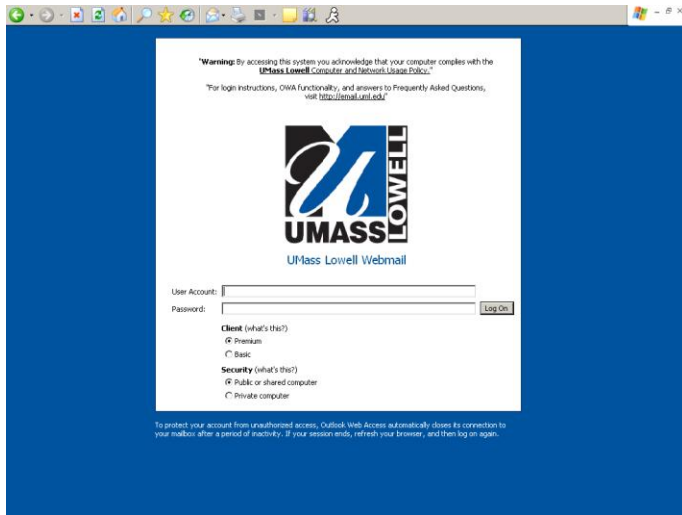




# Microsoft Outlook Web Access (OWA) Quick Reference Guide

## Getting Started

1. Open Internet Explorer.
2. Navigate to the appropriate page:
  - **Students:** <https://webmail.student.uml.edu/>
  - **Faculty and Staff:** <https://exchange.uml.edu/>
3. Bookmark this page for easy navigating in the future.



## Logging On

### First Time Only:

#### Students:

1. Enter your user account in the following format:  
**firstname\_lastname@student.uml.edu**
2. Your initial password is your ISIS User ID  
e.g. **(UMS01234567)**.


#### Faculty/Staff:

1. Enter your user account in the following format:  
**firstname\_lastname@uml.edu**.
2. Due to security restrictions, your initial password will be assigned to you by visiting the UML Lowell Help Desk or by calling the Help Desk line at 978-934-4357. Be prepared to provide some personal information to verify identity.

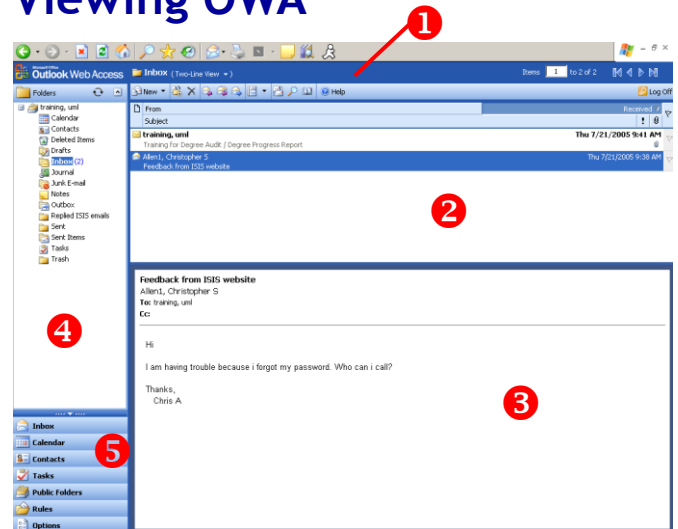
3. Click  and you will be prompted to change your password. Your new password must be at least 6 characters long and include both letters and numbers.

1. Enter your user account and password.
2. Leave the 'Client' and 'Security' settings on *Premium* and *Public*, respectively.
3. Click


## Logging Off

Always be sure to log off when you are done with your session. There is a  **Log Off** button in the top right corner of the interface.

## Viewing OWA



### 1 The Title Bar



This will tell you what folder you are viewing (Inbox is default). Use the  arrows to scroll through your emails.

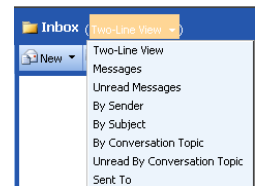
Use the  option to switch between inbox views.

### 2 Folder View Pane

This section shows you the items in the current folder (default is your Inbox). Unread items are **bold**.

The appearance of this view will depend on what you select for your Inbox view (see right).

You can use the buttons above the folder item list to sort the list by a specified field (From , Subject , etc).



Using the Toolbar at the top, you can create new items, delete items, forward items, etc.

### 3 Reading Pane

This section shows a preview of the email you selected.

### 4 Folder List Pane

This section shows a list of your personal folders when in Inbox view. Click on a folder to view the items.

### 5 Navigation Pane



# Microsoft Outlook Web Access (OWA) Quick Reference Guide

This allows you to switch between what you are viewing: Inbox (Email), Calendar, Contacts, Tasks, Public Folders, Rules, and Options.

	Inbox	Receive and read emails.
	Calendar	View your schedule.
	Contacts	View your address book.
	Tasks	View your to-do list.
	Public Folders	Manage your public folders.
	Rules	Make rules for your email.
	Options	Customize the OWA interface.

## Using Your Inbox

### The Inbox Toolbar



### Reading Messages

Click on the message you wish to view in the folder view pane. A preview of the email will appear in the reading pane. Double-click the email to view it in a new window.

### Composing a Message

1. Click
2. Type an email address into the **To** field.
3. Type a subject line into the subject field.
4. Write the text of the email.
5. To include an attachment:
  - a. Click **Attachments** button.
  - b. Click the **Browse** button.
  - c. Locate the file you want to attach.
  - d. Click **OK**.
  - e. Click **Attach**.
  - f. When filename appears in the box labeled **Current file attachments**, click **Close**.
6. Click **Send**.

### Replying/Forwarding a Message

1. Select the email you want to forward or reply to.
  - a. Reply button. : This will send an email back to the sender, with the original text of their email.
  - b. Reply All button. : This will send an email back to all people on the sent list.
  - c. Forward button. : This will email the selected email to another person.
2. Click **Reply** button or the **Forward** button.
3. Type the text you wish to send.
4. Click **Send**.

### Moving a Message to Another Folder

1. Select the email you want to move.
2. Right click on the email, and select **Move/Copy to Folder**.
3. Select the folder you want and click **Move**.

### Deleting a Message

*Note: This process moves the item to the **Deleted Items** folder. To permanently delete items, you must delete them from this folder.*

1. Select the email you want to delete.
2. Click the **Delete** button.

### Deleting Items Permanently

1. Select the **Deleted Items** icon in the left column.
2. Click the **Empty Deleted Items** icon.
3. Click **OK**.

### Formatting Text

1. Select the **Options** icon in the lower left.
2. Under **Messaging Options**, click **Chose Font** button.
3. Chose the options you wish.
4. Click **OK**.

### Changing the Reading Pane

1. Select the **Reading Pane** icon.
2. Select Right, Bottom, or Off.

## Contacts

### Adding a Contact

1. Select **Contacts** on the lower left.
2. Click the **New** icon.
3. Fill in the information.
4. Click **Save and Close**.

### Modifying a Contact

1. Select **Contacts** on the lower left.
2. Double click the contact you wish to modify.
3. Change the information.
4. Click **Save and Close**.

### Deleting a Contact

*Note: This process moves the item to the **Deleted Items** folder. To permanently delete items, you must delete them from this folder.*

1. Select **Contacts** on the lower left.
2. Click the **Delete** button.







# Microsoft Outlook Web Access (OWA)



## Quick Reference Guide

## Calendar

### Adding an Appointment / Recurring Appointment



1. Select **Calendar**. 
2. Click the **New** icon. 
3. Fill in the information you need.
4. Click **Save and Close**.
5. For recurring appointments, click **Recurrence** button. 
6. Select the parameters you want, then click **OK**.
7. Click **Save and Close**. 

### Modifying an Appointment





1. Select **Calendar**. 
2. Double click on the appointment you want to modify.
3. Change the information accordingly.
4. Click **Save and Close**. 

### Deleting an Appointment



*Note: This process moves the item to the Deleted Items folder. To permanently delete items, you must delete them from this folder.*

1. Select **Calendar**. 
2. Select the appointment you want to delete.
3. Click the **Delete** button. 




### Changing View

1. Select **Calendar**. 
2. Select the view you wish to have.
  - a.  for day view
  - b.  for week view
  - c.  for month view

### Inviting Attendees to Meetings

1. Select **Calendar**. 
2. Double click the appointment you want.
3. Click the **Invite Attendees** button. 
4. Put email addresses into the required, optional, and resources fields as necessary.
5. Click **Send**.



### Setting a High Importance

1. Select **Calendar**. 
2. Double click the appointment you want.
3. Click on the **Importance: High** button. 
4. Click **Save and Close**. 



## Options

### Setting a Vacation Message



*Note: When activated, this function automatically replies, with your customized message, to nay emails you receive.*

1. Select **Options**. 
2. Under **Out of Office Assistant**, select "I'm currently out of the office".
3. Type the text you want to have, automatically sent ,in the box directly below.
4. Click **Save and Close**. 


### Calendar Options

1. Select **Options**. 
2. Under **Calendar Options** make the appropriate changes to:
  - a. Week begins on
  - b. Day start time
  - c. Day end time
  - d. First week of year
3. Click **Save and Close**. 

### Windows Appearance

1. Select **Options**. 
2. Under **Appearance**, use the pull down tab to select the color you want.
3. Click **Save and Close**. 

### Change Your Password

1. Select **Options**. 
2. Under **Password**, click the **Change Password** button.
3. Fill in the appropriate data into all fields.
4. Click **OK**.