

# Outlook Web Access Quick Start

## 1.0 Overview

This document gives information on how to use Outlook Web Access to access Scapa Email from outside the organisation, whether on a home PC or Internet Café.

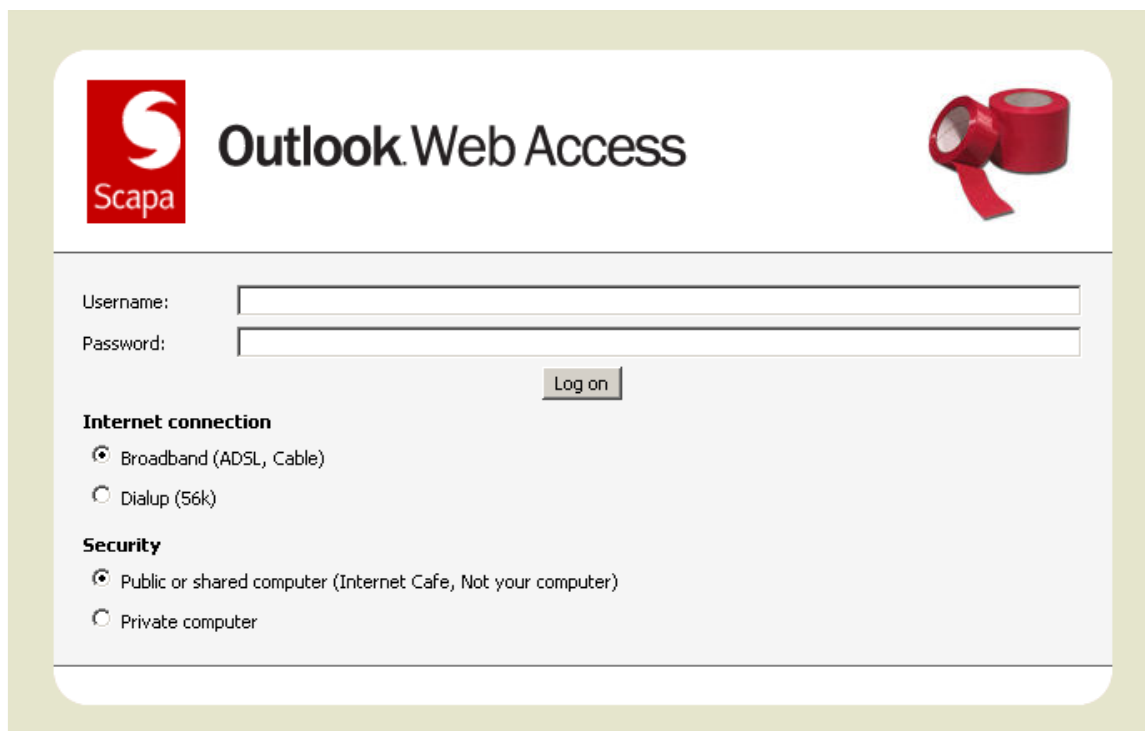
This document will detail how to logon to Outlook Web Access, send and receive mail, manage calendaring functions, manage contacts and other useful Outlook Web Access functions.

## 2.0 Connecting to Outlook Web Access from outside Scapa sites

If you want to view your mail from home (without having to use a VPN), Internet Café, or someone else's computer follow the instructions below

Open Internet Explorer, in the address bar type <https://owa.scapa.com>

The following page will be displayed:



In the username and password section of the log on box, your username can be entered in the following two ways:

Domain\Username e.g. SCAPA\jsmith

Email Address e.g. john.smith@scapa.com

The password is the password that you log on to the network with.

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log on"/>	

**Internet connection**

- ☒ Broadband (ADSL, Cable)  
☐ Dialup (56k)

**Security**

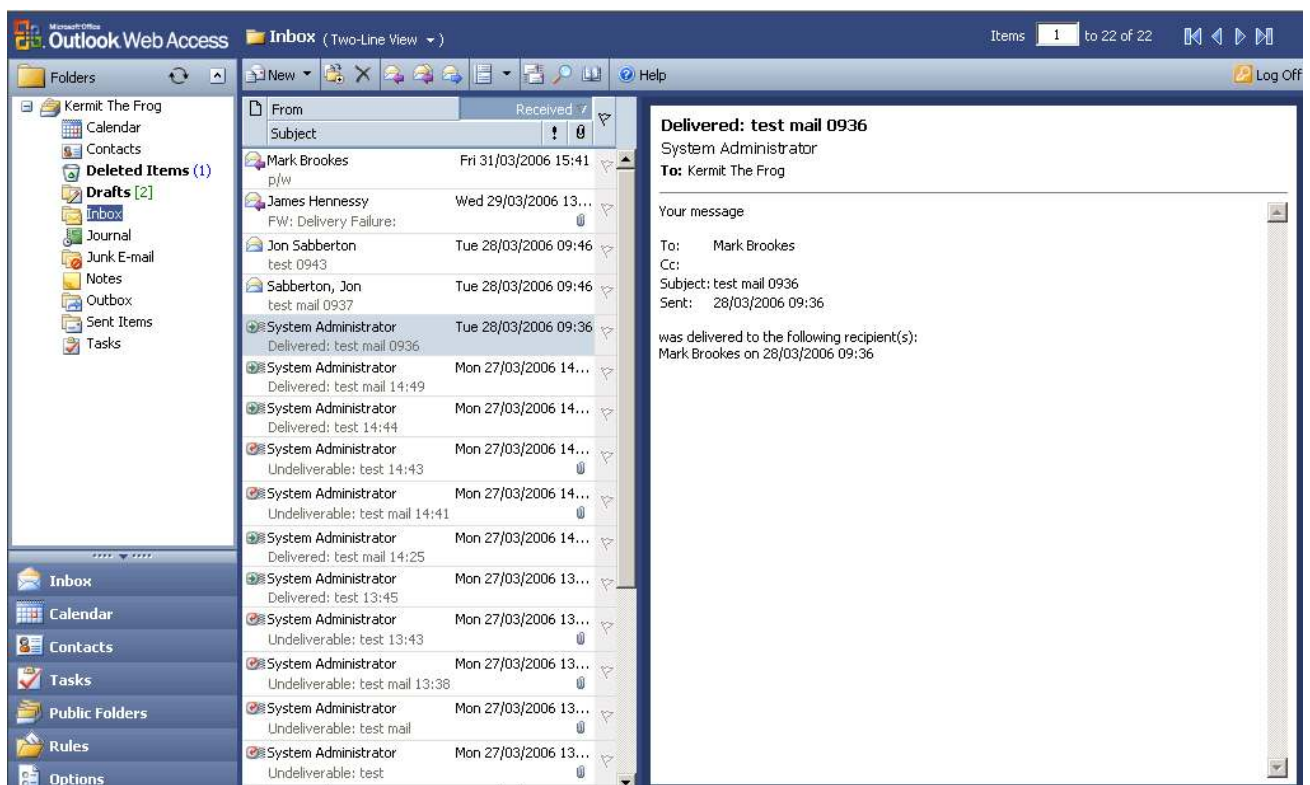
- ☒ Public or shared computer (Internet Cafe, Not your computer)  
☐ Private computer

Select the relevant options for your connection.

### 3.0 Viewing Outlook Web Access for the very first time

Once you have logged on, your E-mail inbox will be rendered as a web page. Outlook Web Access on Exchange 2003 closely resembles Outlook 2003.

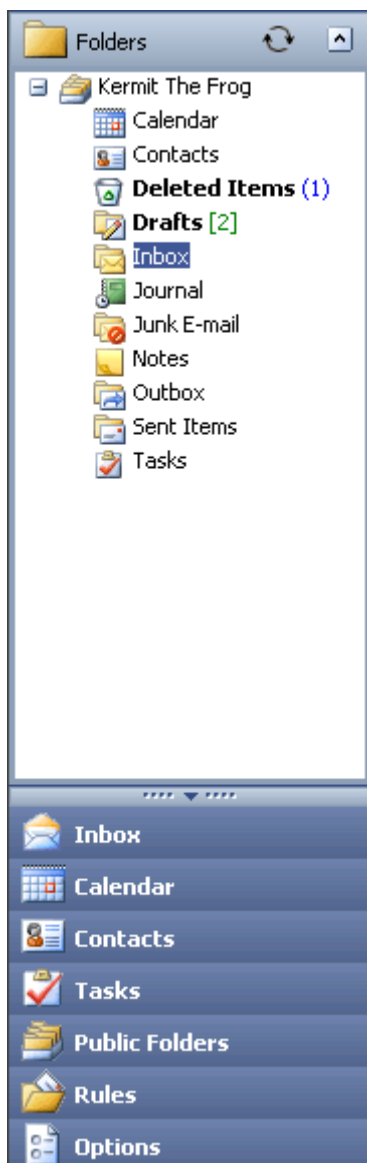
The initial page is rendered as follows:



The main page is split into three panes:

### 3.1 Navigation Pane

This pane allows you to navigate your inbox, calendar, contacts, tasks, Public Folders, Inbox rules and Outlook Web Access Options



### 3.2 Messages Pane

This pane lists your messages that are in your inbox or the folder within your inbox that you are currently viewing. This looks as follows:

From	Received	
Subject	!	0
Mark Brookes p/w	Fri 31/03/2006 15:41	
James Hennessy FW: Delivery Failure:	Wed 29/03/2006 13...	
Jon Sabberton test 0943	Tue 28/03/2006 09:46	
Sabberton, Jon test mail 0937	Tue 28/03/2006 09:46	
System Administrator Delivered: test mail 0936	Tue 28/03/2006 09:36	
System Administrator Delivered: test mail 14:49	Mon 27/03/2006 14...	
System Administrator Delivered: test 14:44	Mon 27/03/2006 14...	
System Administrator Undeliverable: test 14:43	Mon 27/03/2006 14...	
System Administrator Undeliverable: test mail 14:41	Mon 27/03/2006 14...	
System Administrator Delivered: test mail 14:25	Mon 27/03/2006 14...	
System Administrator Delivered: test 13:45	Mon 27/03/2006 13...	
System Administrator Undeliverable: test 13:43	Mon 27/03/2006 13...	
System Administrator Undeliverable: test mail 13:38	Mon 27/03/2006 13...	
System Administrator Undeliverable: test mail	Mon 27/03/2006 13...	
System Administrator Undeliverable: test	Mon 27/03/2006 13...	

### 3.3 Preview Pane

The preview pane displays the contents of the currently selected e-mail without opening the mail. This is displayed as follows:

**Delivered: test mail 0936**  
System Administrator  
**To:** Kermit The Frog

---

Your message

**To:** Mark Brookes  
**Cc:**  
**Subject:** test mail 0936  
**Sent:** 28/03/2006 09:36

was delivered to the following recipient(s):  
Mark Brookes on 28/03/2006 09:36

## 4.0 Outlook Web Access Toolbar Explained

The Outlook Web Access Toolbar has the following icons located above the messages pane



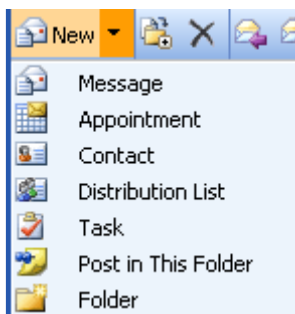
### 4.1 New Button



The “new button” when clicked on will open a new internet explorer window for you to compose your mail in:



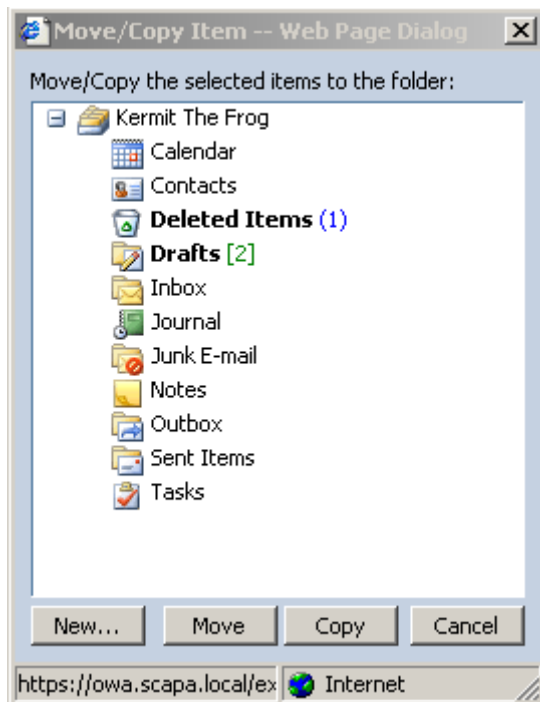
The “drop down” button when clicked will present other options for you to select as shown below:



### 4.2 Move/Copy Button



The “Move/copy” button will open an Internet Explorer dialog box asking you what you would like to move or copy as shown below:



The new button creates a new folder.

#### 4.3 Delete Button



Deletes the currently selected message.

#### 4.4 Reply Button



Replies to the currently selected message.

#### 4.5 Reply to All Button



Replies to all recipients listed in the selected message.

#### 4.6 Forward Button

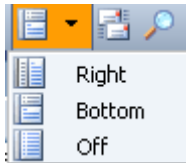


Forwards the selected message.

#### 4.7 Preview Pane Configuration Button



Changes the location of the preview pane. The following options for the preview are selectable as follows:



#### 4.8 Check For New Messages Button

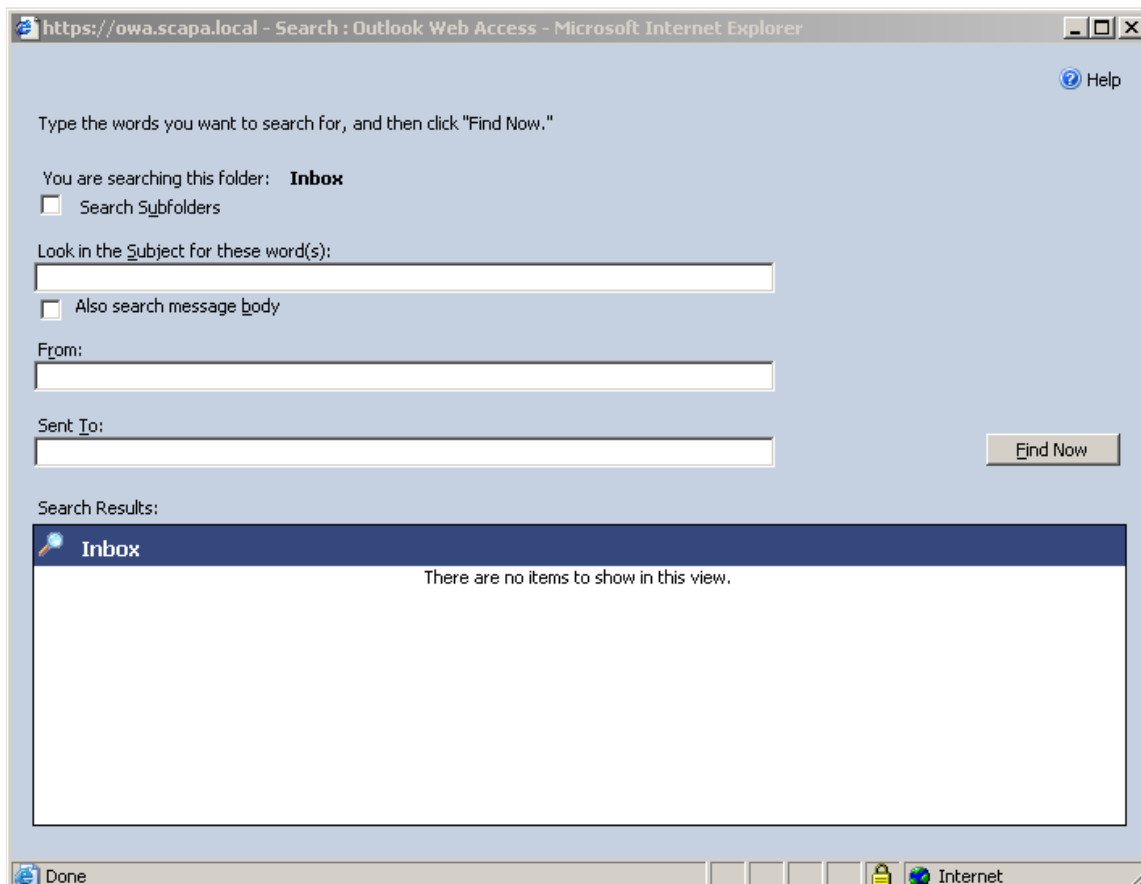


Checks for New Messages.

#### 4.9 Search Button



Launches the Search tool as shown on the following page:



The screenshot shows the Outlook Web Access Search tool interface in a Microsoft Internet Explorer browser window. The address bar displays 'https://owa.scapa.local - Search : Outlook Web Access - Microsoft Internet Explorer'. The page has a light blue background and a 'Help' link in the top right corner.

The main content area contains the following elements:

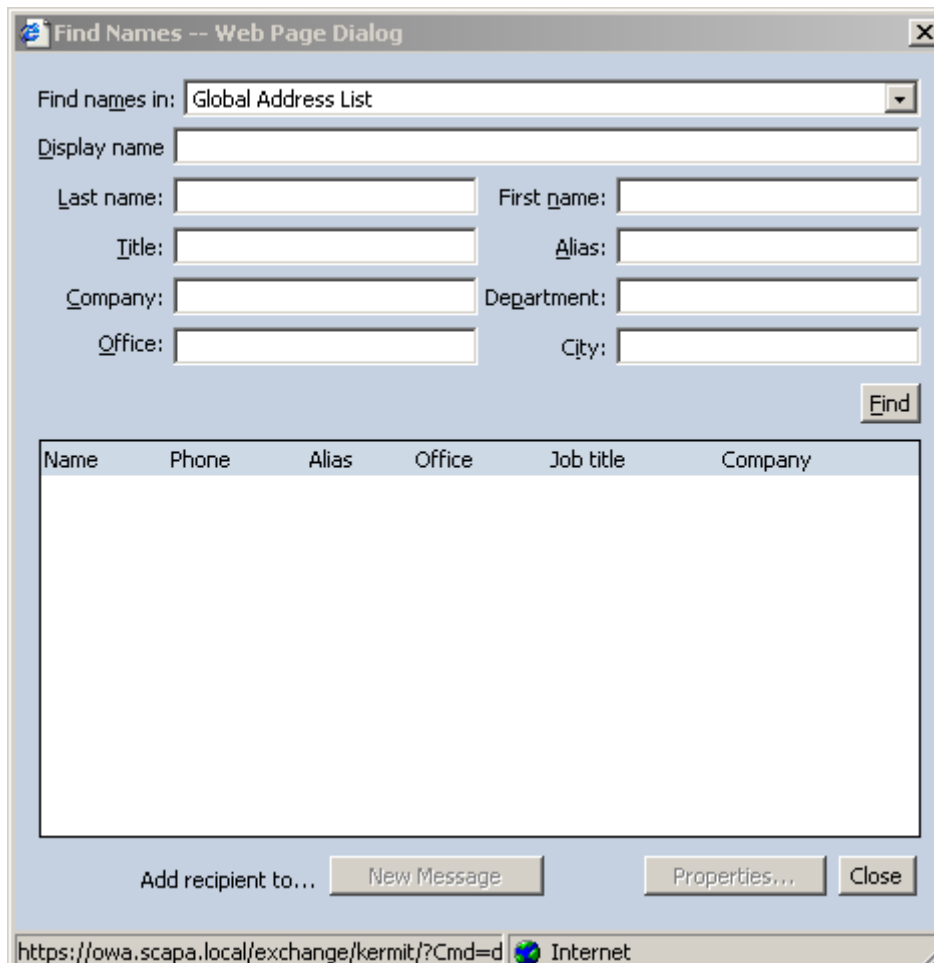
- A prompt: "Type the words you want to search for, and then click 'Find Now.'"
- A section titled "You are searching this folder: **Inbox**" with a checkbox labeled "Search Subfolders" (which is unchecked).
- A section titled "Look in the Subject for these word(s):" followed by a text input field.
- A checkbox labeled "Also search message body" (which is unchecked).
- A section titled "From:" followed by a text input field.
- A section titled "Sent To:" followed by a text input field.
- A "Find Now" button on the right side.
- A "Search Results:" section with a dark blue header bar labeled "Inbox".
- Below the header bar, a message states: "There are no items to show in this view."

The bottom of the browser window shows a status bar with a "Done" button and a "Internet" icon.

#### 4.10 Find Names Button



Launches the Find Names dialog box (shown on the following page). You can search for users in the Global Address List as well as in your Outlook Contacts.

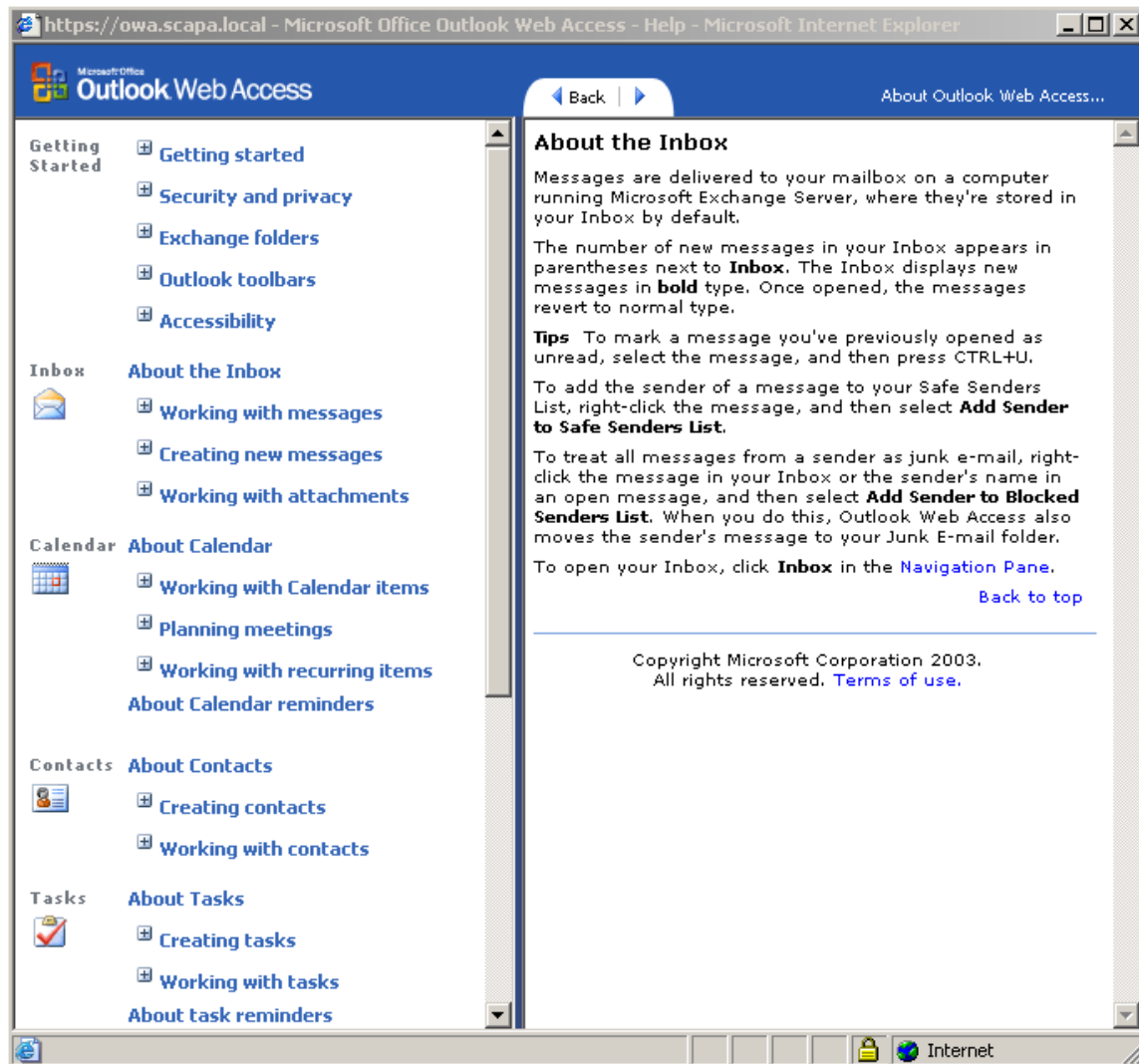
A screenshot of the 'Find Names -- Web Page Dialog' window. The window has a title bar with the text 'Find Names -- Web Page Dialog' and a close button. Inside, there is a dropdown menu labeled 'Find names in:' with 'Global Address List' selected. Below this are several input fields: 'Display name', 'Last name:', 'First name:', 'Title:', 'Alias:', 'Company:', 'Department:', 'Office:', and 'City:'. A 'Find' button is located to the right of the 'City:' field. Below the input fields is a table with columns: 'Name', 'Phone', 'Alias', 'Office', 'Job title', and 'Company'. The table is currently empty. At the bottom of the dialog, there are buttons for 'Add recipient to...', 'New Message', 'Properties...', and 'Close'. The status bar at the bottom shows the URL 'https://owa.scapa.local/exchange/kermit/?Cmd=d' and the text 'Internet'.



#### 4.11 Help Button

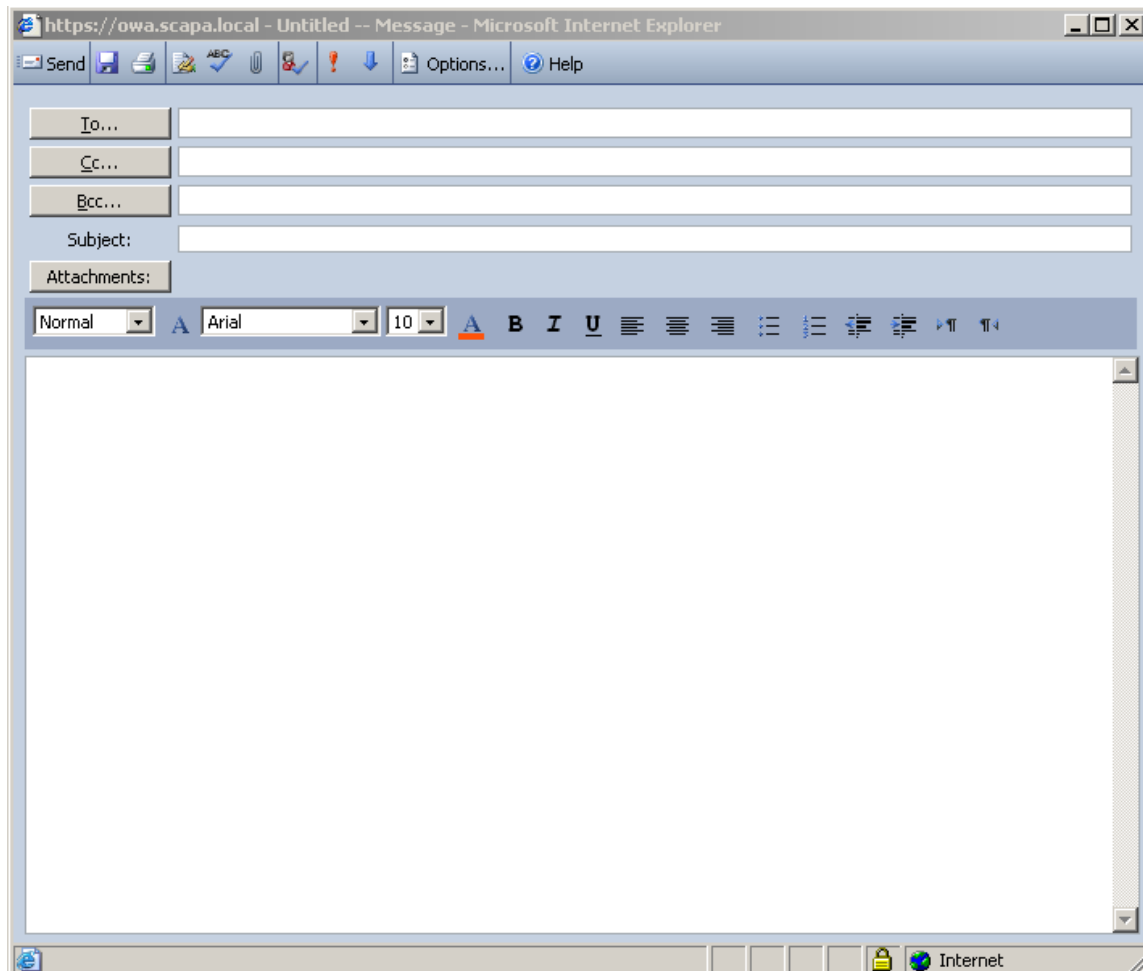


Launches a comprehensive Outlook Web Access help dialog box.



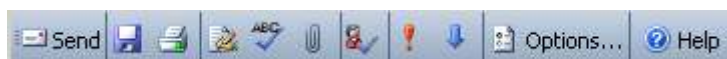
## 5.0 Composing and Addressing Messages

Click the new button to launch a new Internet Explorer page to compose your mail in.



### 5.1 Message Toolbar Explained

The message toolbar is shown below. The following sections explain each button.



#### 5.1.1 Send Button



Sends the message

#### 5.1.2 Save Button



Saves the message to the drafts folder

### 5.1.3 Print Button



Prints the displayed message.

### 5.1.4 Insert Signature Button



Inserts a pre-created signature

### 5.1.5 Spellcheck Button



Spellchecks the mail before sending it

### 5.1.6 Attachment Button



Attaches a file to a mail

### 5.1.7 Check Names Button



Verifies the names you've typed into the To: and cc: fields against the Global Address List and Contacts

### 5.1.8 Priority Buttons

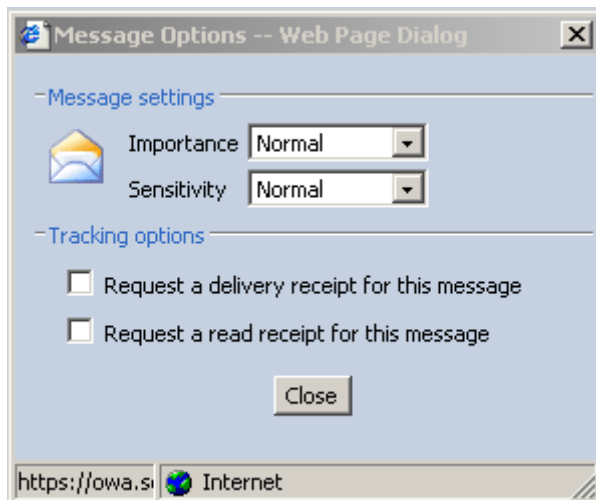


Assigns a priority to the message: Urgent:  Low: 

### 5.1.9 Options Button



The Options Button allows the following options to be applied to the message:



#### 5.1.10 Help Button




Provides Help on Outlook Web Access

## 5.2 Addressing Messages in Outlook Web Access.

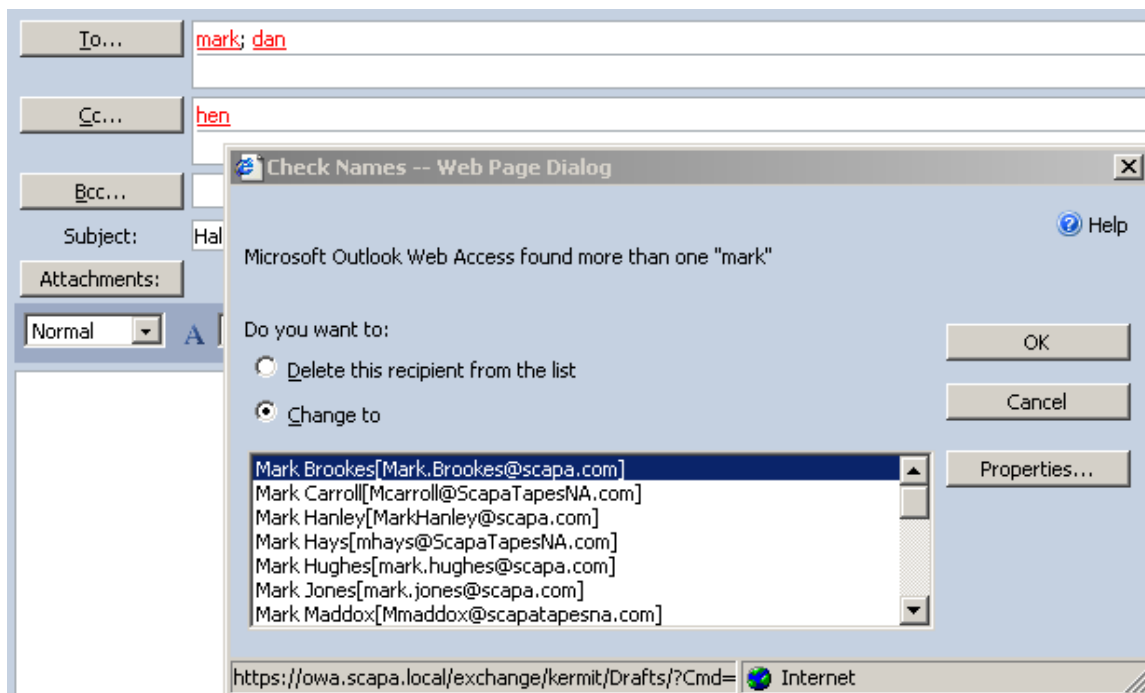
There are several ways of addressing messages in Outlook Web Access, this section will outline one of those ways.

If the users you are addressing mail to are defined in the Global Address list you can type part

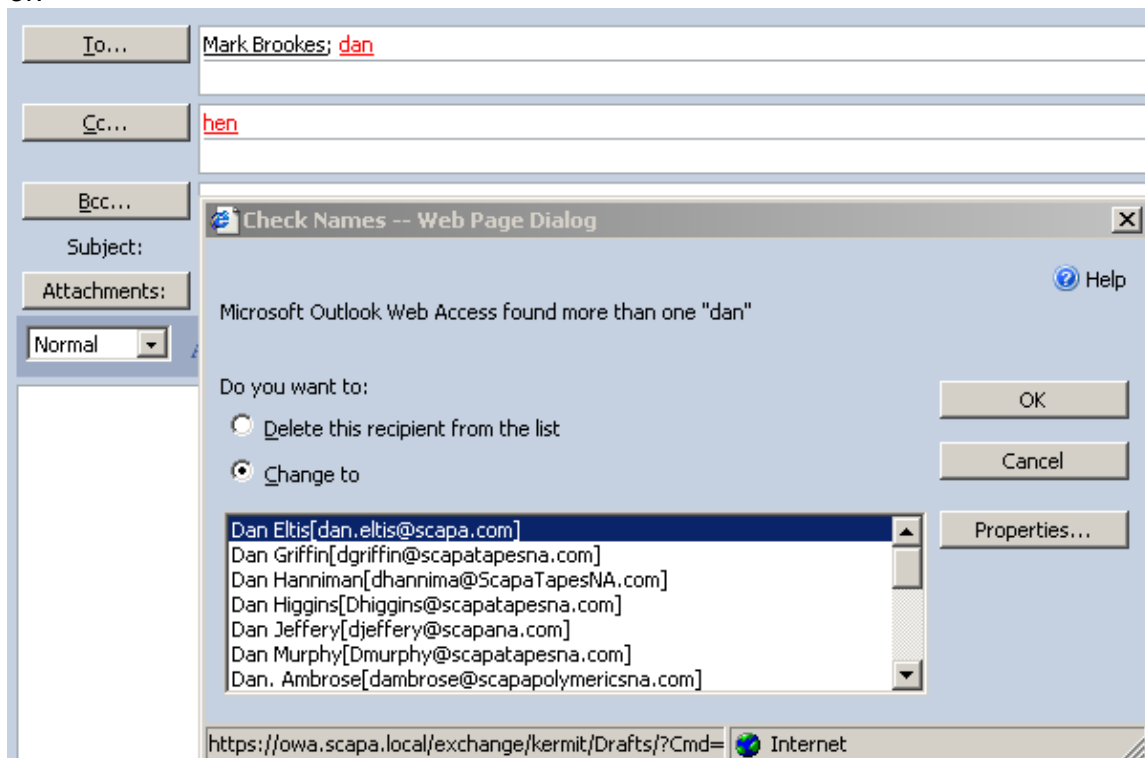
of their name and click the check name button . Names must be separated By the “;” symbol. Names not listed in the global address list must be either selected from contacts (method 2) or their full e-mail address typed out e.g. mark.brookes@scapa.com

To...	mark;dan
Cc...	hen
Bcc...	
Subject:	Hallo from Kermit!

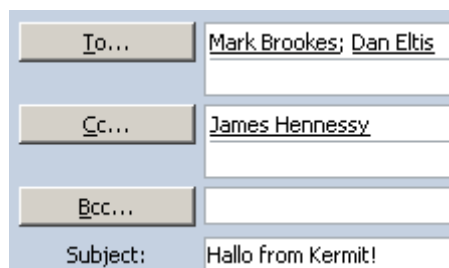
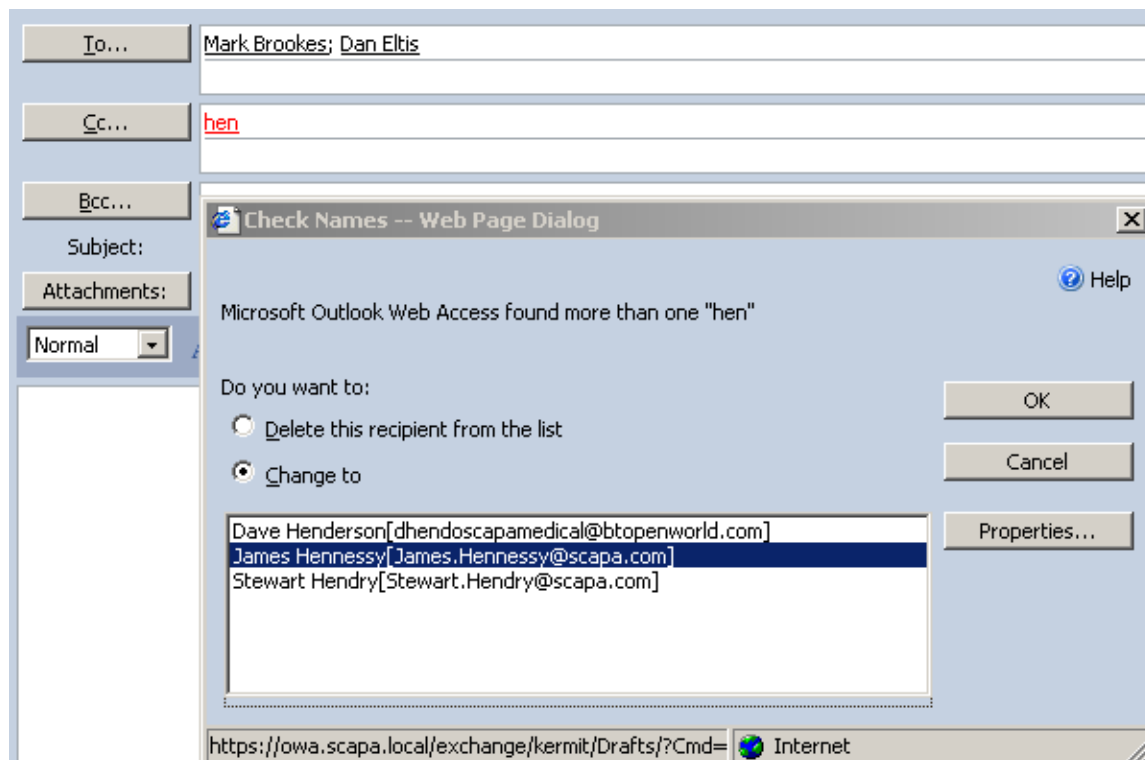
When the “check name button” is checked Outlook Web Access queries the Global Address List for all names beginning with Mark, Dan and that have the word hen in them. These are prompted by using separate dialog boxes as shown below:



Choose the correct recipient (in this case Mark Brookes) and click OK



Repeat for the other recipients



The addressed (internal) mail should look similar to that shown above.

To add entries from your Outlook Contacts click the relevant button (To, CC, BCC), the following screenshots will give an example of adding a contact into the To field.

Click the "To" button and from the Find Names dialog box you can choose Global Address list or Contacts. You cannot click the find button without entering some information to search for. Outlook Web Access requires some information to search against.

Find names in: Contacts

Display name: Global Address List  
Contacts

Last name: First name:

Title: E-mail:

Company: Department:

Office: City:

Find

Name	Phone	E-mail	Office	Job title	Company
------	-------	--------	--------	-----------	---------

Add recipient to... To Cc Bcc Properties... Close

https://owa.scapa.local/exchange/kermit?Cmd=dialog&te Internet

Find names in: Contacts

Display name:

Last name: piggy First name:

Title: E-mail:

Company: Department:

Office: City:

Find

Name	Phone	E-mail	Office	Job title	Company
Piggy, Miss		piggy@muppetworld.com			

Add recipient to... To Cc Bcc Properties... Close

https://owa.scapa.local/exchange/kermit?Cmd=dialog&te Internet

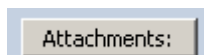
Select the relevant field you want to add the contact to (To, CC, BCC), then click close.

The address will look as shown below.

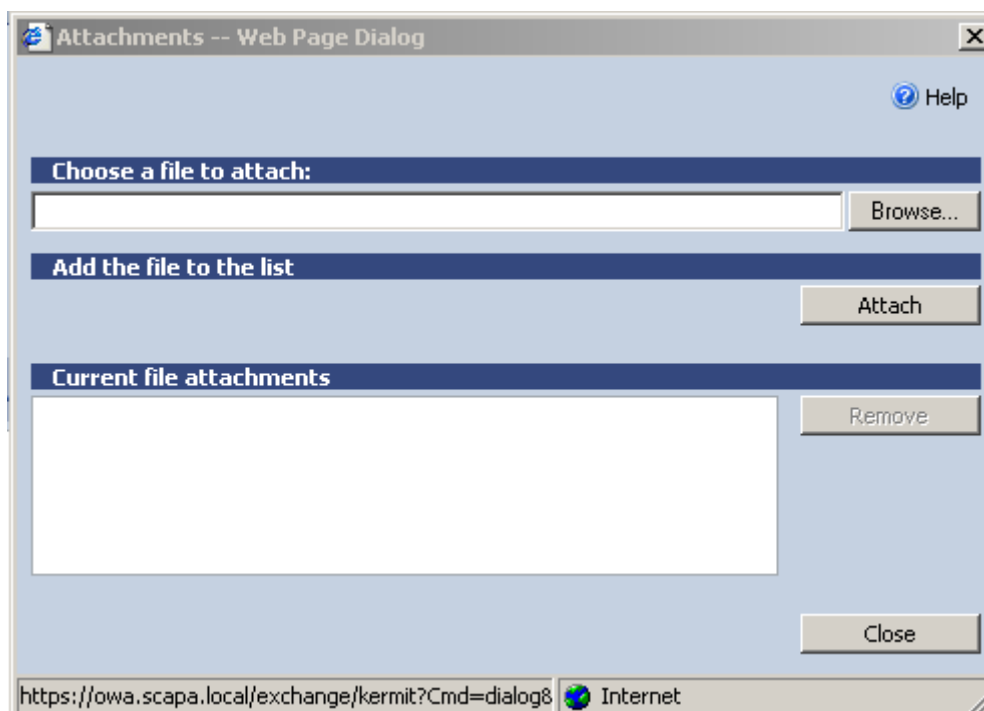
To...	Mark Brookes; Dan Eltis; piggy@muppetworld.com
Cc...	James Hennessy
Bcc...	
Subject:	Hallo from Kermit!

### 5.3 Adding Attachments to your message

To add an attachment to your message click the attachment button

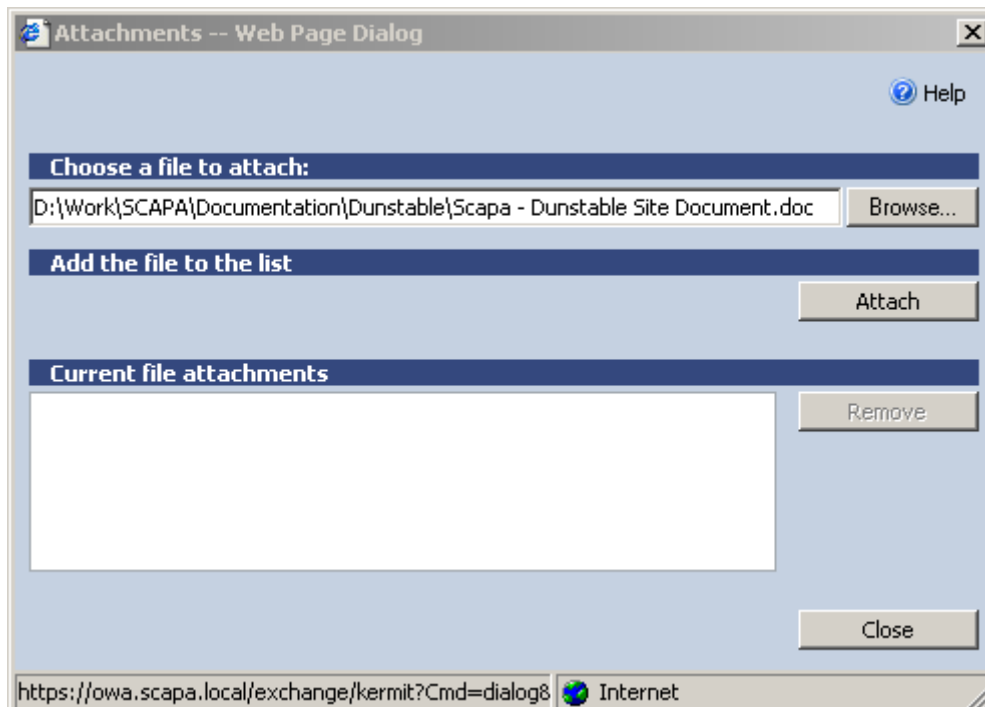


Once clicked the attachment button will display the following dialog box:

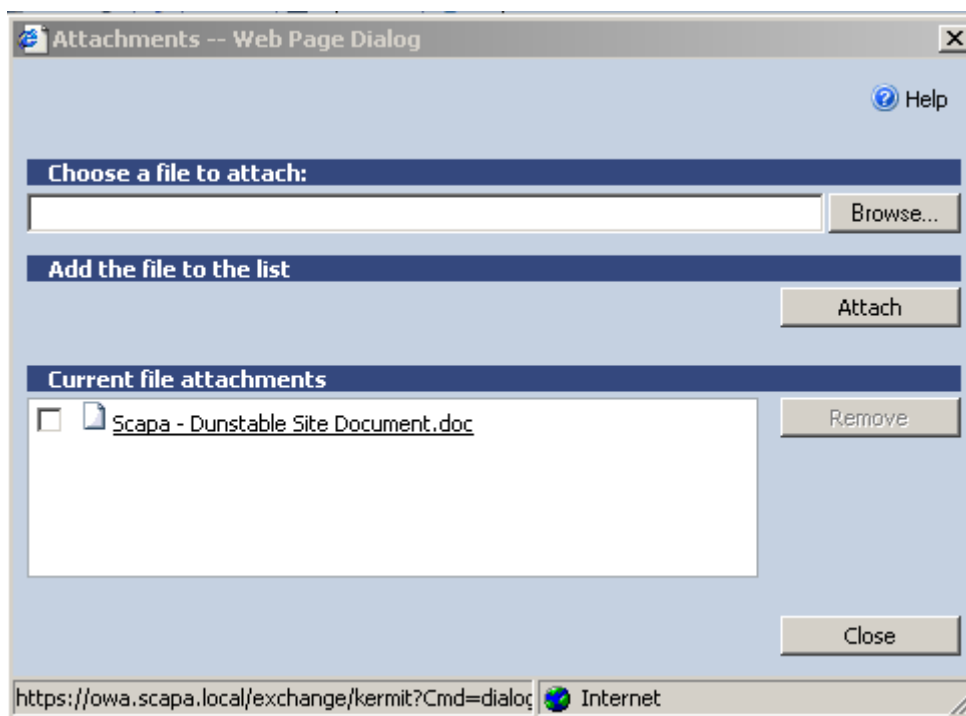


Click the browse button to choose the file you want to attach.

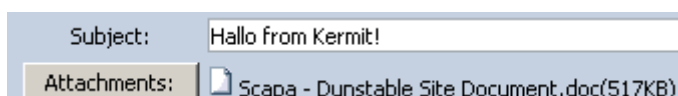




Click the attach button

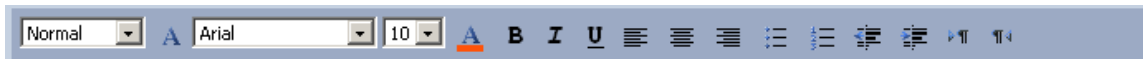


Click Close. The Attachment will then appear attached to the message.



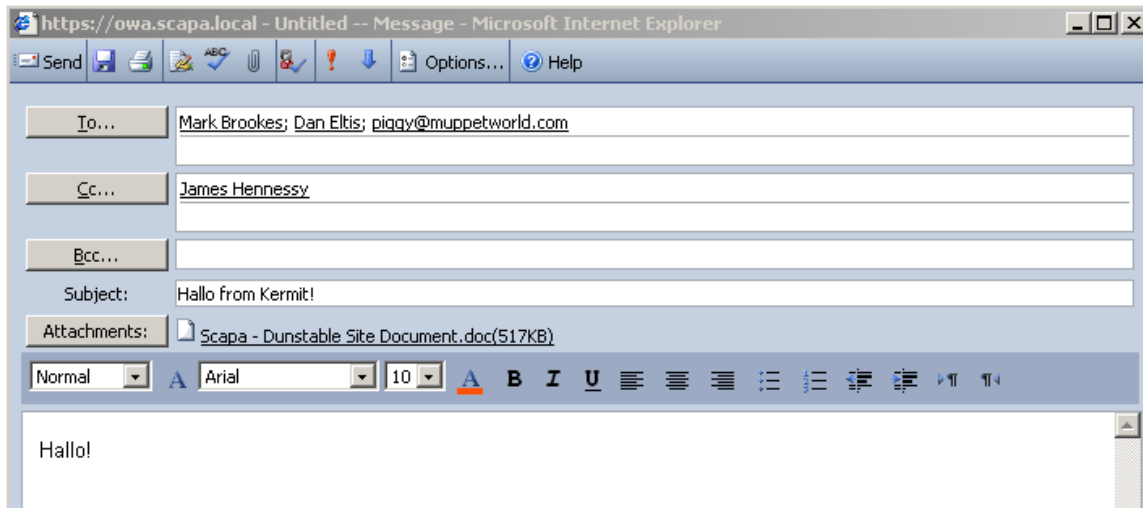
## 5.4 Typing Your Message

There are different fonts, colours and formatting that can be used within your message; these are chosen from the following toolbar:

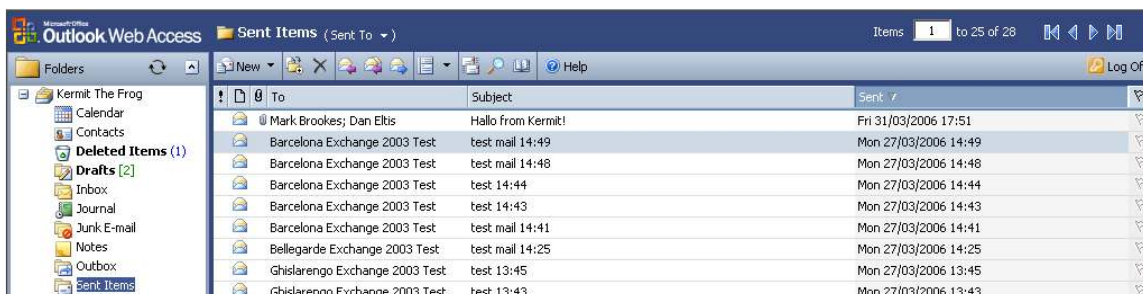


## 5.5 Sending Your Message

Once your message has been typed, click the send button.

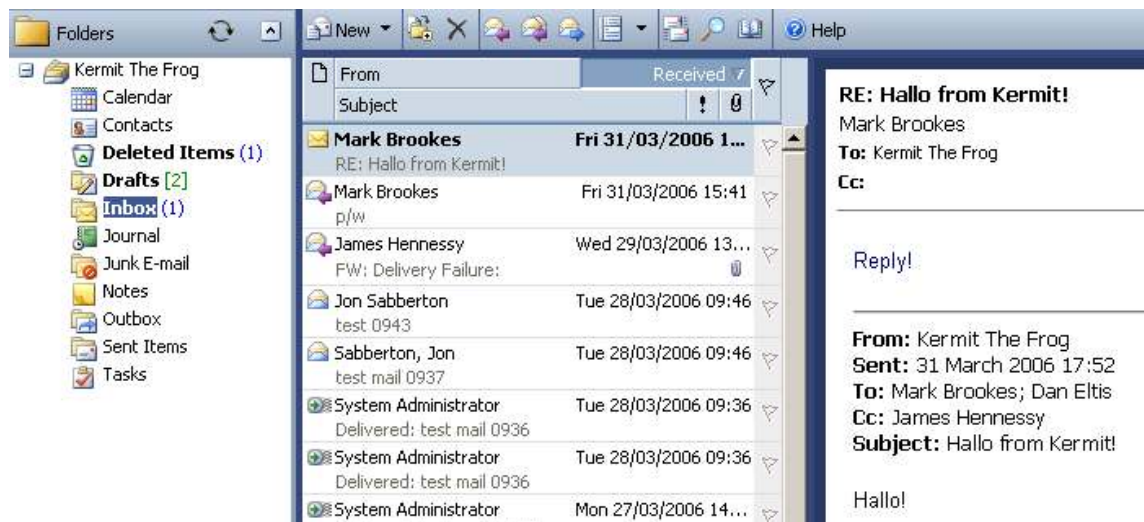


The message should appear in your Sent Items folder.



## 6.0 Receiving Mail in Outlook Web Access

When new mail has been received, Outlook Web Access will pop up a notification at the bottom of the screen to notify you. If you click the pop up the web page will update automatically. You can also press the refresh button on Internet Explorer to refresh the page.



The new mails will appear in bold with an unread number displayed in your navigation pane. Once you have read your mail either in the preview pane or by double clicking the mail the page should refresh. If it doesn't just click the refresh button.

