

How to Sync Outlook Through OWA

by Steve McDonnell



Outlook Web Access, or OWA, enables you to use a browser to send and receive email hosted on a Microsoft Exchange server. OWA also enables you to synchronize your email with the Microsoft Outlook email client. To sync Outlook through OWA, you need to know the name of your Exchange server and the address of the OWA website. After you set up Outlook, you can use either Outlook or OWA to manage your email.

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1. Create a new mail profile in Outlook by clicking "Start | Control Panel | Mail | Show Profiles."

2. Click "Add" to add a profile. Enter a name for the profile and click "OK."

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3. Click the check box at the bottom of the screen labeled "Manually configure server settings or additional server types."

4. Click the radio button labeled "Microsoft Exchange" and click "Next."

5. Enter the name of your Exchange server and check the box labeled "Use Cached Exchange Mode." Type your full username into the box for your account, for example, "tomjones@example.com." Click the "More Settings..." button.

6. Click the "Connection" tab, click to check the box labeled "Connect to Microsoft Exchange Using HTTP" and click the "Exchange Proxy Settings..." button.

7. Type the address of your OWA server, for example, "webmail.example.com." Click to check both the "On fast networks..." box and the "On slow networks..." box. Choose "Basic Authentication" for the proxy authentication services and click "OK."

8. Click "Check Name," enter your Exchange server email password at the prompt and click "OK." Click "Next" to continue and "Finish" to complete the setup.

9. Launch Outlook to automatically sync your email and tasks through OWA.