

Outlook Web Access 2003

Outlook Web Access (OWA) is a Microsoft Exchange web client that enables you to securely access your Microsoft Outlook mailbox from most computers with an Internet connection. This is sometimes referred to as WebMail or Malaspina WebMail. It is an easy way to access your Outlook mailbox when you are away from your office computer. You can check and respond to email, manage your calendar and see other Outlook items.

The OWA Web Client

There are two types of web client for OWA, Premium and Basic.

Premium	<ul style="list-style-type: none">• Includes all OWA features• Internet Explorer 5.1 or later is required (Internet Explorer 6.0 is required for some features)• Windows 98SE or later
Basic	<ul style="list-style-type: none">• Includes a sub-set of OWA features• Recommended if you have a slow Internet connection• Recommended Internet Explorer 5.1 or later, Netscape 4.7 or later or Firefox 1.0 or later• Windows 98SE or later, Apple OS 9.x + 10.1 or later

Outlook Web Access and Internet Explorer Compatibility:

<http://www.microsoft.com/exchange/evaluation/features/OWAandIE.aspx>

Browser Support for Outlook Web Access and various operating systems:

<http://www.microsoft.com/technet/prodtechnol/exchange/guides/E2k3ClientAccGuide/3316c76c-2527-4a78-8944-d17c075e9ab6.mspx?mfr=true>

OWA Security

There are two types of Security, Public and Private.

Public or shared computer	<ul style="list-style-type: none">• Select this option if you use Outlook Web Access on a public computer (this is the default setting).• Session Timeout is 15 minutes
Private computer	<ul style="list-style-type: none">• Select this option if you are the only person who uses this computer. Your Exchange server will allow a longer period of inactivity before logging you off.• Session Timeout is 24 hours.

How do I Access the OWA Web Client?

To access the web client, simply click on the link below or type this URL into your browser (no configuration required!):

<http://webmail.mala.bc.ca/>

Before the page loads, you will see the following logon window.

Malaspina WebMail

User name: jithelp

Password: ●●●●●●●●

Log On

Client (what's this?)

Premium

Basic

Security (what's this?)

Public or shared computer

Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

Enter your Network username and password then click the **Log On** button to authenticate your access to the Exchange server. Depending on which browser you are using, this window may look different. Netscape and Firefox users will not get a choice of client.

The OWA Web Client Interface

You will notice that the interface is quite similar to the Outlook 2003 program in your office. Although it may look similar, there are a few differences.

Here are some of the functions that are available:

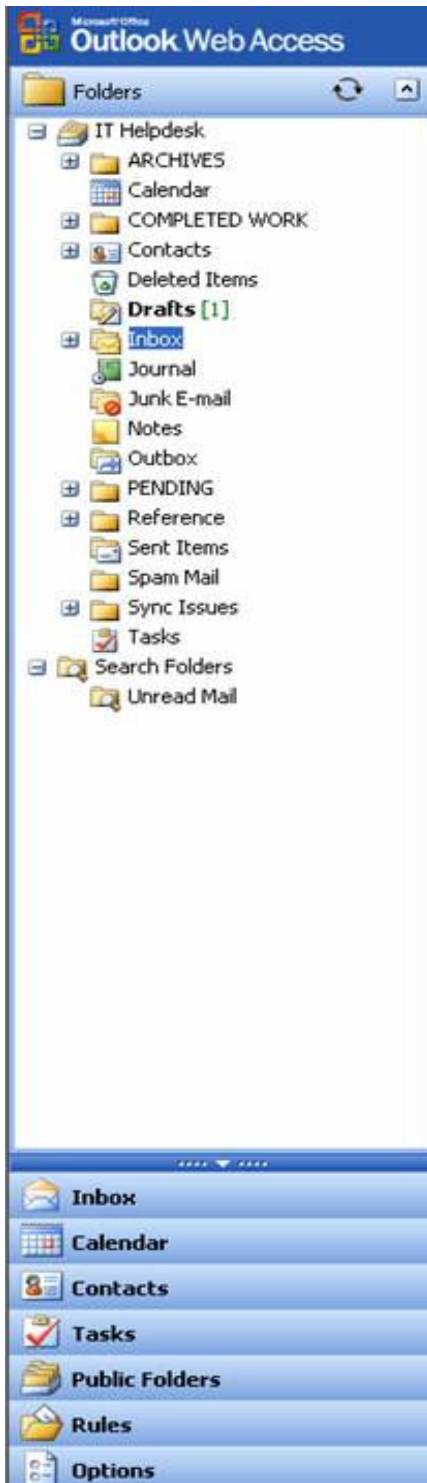
- Email
- Calendar
- Contacts
- Notes
- Public Folders
- Tasks

Here are some of the functions that are NOT available:

- Shared Folders (i.e. Calendars, Contacts, Tasks, etc).

For a full Feature Comparison between Outlook 2003 and Office Outlook Web Access:
http://www.microsoft.com/exchange/evaluation/OutlookVowa_1.msp

Premium OWA Interface



Basic OWA Interface



Inbox

The Inbox icon will give you access to all of your mail and mail folders that are stored on the Exchange server. You can read, send, reply to, forward and manage mail from your web browser.

Calendar

The Calendar Icon will allow you to view your personal calendar information. You can create new meetings and appointments, as well as delete and modify existing calendar entries.

Contacts

The Contacts icon will allow you to view, edit and add to your contacts.

Public Folders

The Public Folders icon will give you access to public folders on the Exchange server.

Options

The Options icon will allow you to set the options for your web client, including the Out of Office assistant

Log Off

Log Off is the most important icon! When you are finished working in the web client, you must click on this icon. If you do not log off, the next person to use the computer that you were working on may be able to see your emails and calendar and they may have full access to all of your resources.

The **Log Off** feature in the Premium client is located on the right-hand side of the window



How to end your OWA Web Client session...

Click the **Log Off** icon (Premium OWA Interface - top right, Basic OWA Interface - bottom left) in your browser window. Due to security enhancements in Exchange 2003, Outlook Web Access 2003 enables you to **log off** securely even if the browser is left open with a current session to the server. In previous versions of OWA you had to close the browser window to complete the log off process.

Once you have successfully logged off, you will see the following window.



The screenshot shows the Outlook Web Mail login page. At the top left, there is a logo for 'Malaspina WebMail'. Below the logo, a message states: 'You have logged off from Outlook Web Access. To log on again, type your domain\user name and password, and then click **Log On**.' There are two input fields: 'User name:' and 'Password:'. To the right of the 'Password:' field is a 'Log On' button. Below the input fields, there are two sections: 'Client (what's this?)' with radio buttons for 'Premium' (selected) and 'Basic'; and 'Security (what's this?)' with radio buttons for 'Public or shared computer' (selected) and 'Private computer'. At the bottom of the page, a small note reads: 'To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.'

The OWA Web Client and Pop-Up Blockers

Some Pop-Up blocker programs (including the pop-up blocker in Windows XP SP2) can interfere with the OWA Web Client. You may experience problems with any of the following:

- The New Folder action
- The **Attachments** dialog box
- The **New Message** button in the **Find Names** dialog box
- The **Send Mail to Contact** button on the Contact form
- Reminders and new e-mail notifications
- The following commands on the shortcut menu for mailbox items
 - Open
 - Reply
 - Reply All
 - Forward
 - Create Rule
 - Move/Copy

Depending on which type of Pop-Up blocker you are using, you may need to change it's settings to allow pop-ups from the Malaspina WebMail site.

Known issues with using Outlook Web Access on a Windows XP SP2-based computer
<http://support.microsoft.com/kb/883575/en-us>