

Using Outlook Web Access

Based on documentation developed at the University of Iowa State University

Revised for Iowa State University Extension

This material can also be found in 'Life After Eudora'

Your Outlook e-mail may be accessed from anywhere in the World if you have a computer with Internet access and web browser software.

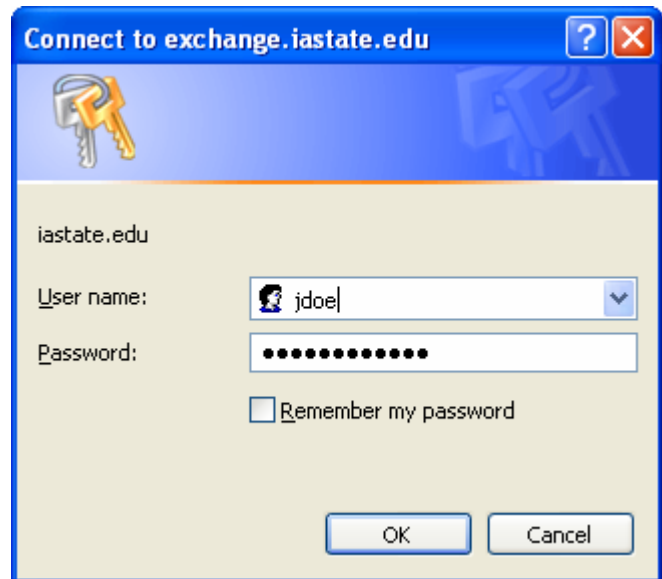
Logging on to Outlook via the Web

Launch your web browser

In the **Address** box, type:
`http://exchange.iastate.edu`

When the 'Connect to exchange.iastate.edu' window opens, type your **Net-ID** for **User name**: and your regular password for **Password**:

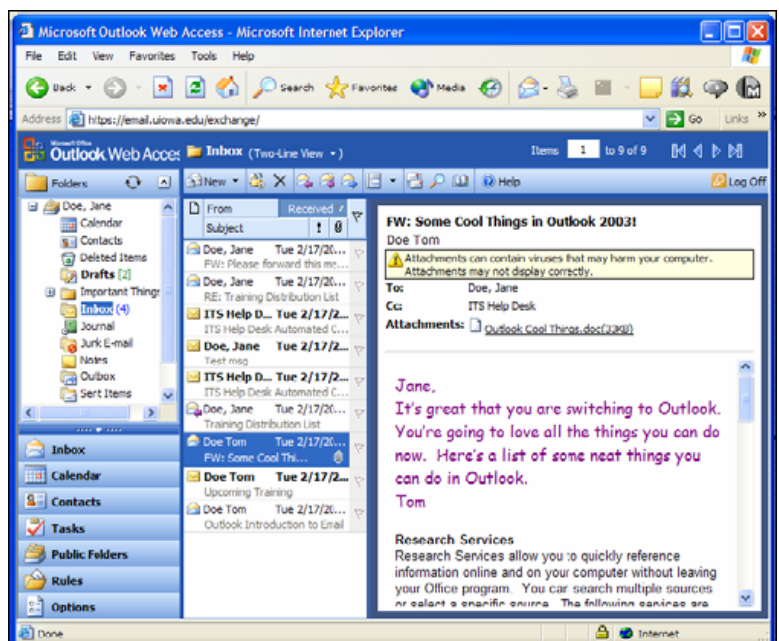
Click **OK**.

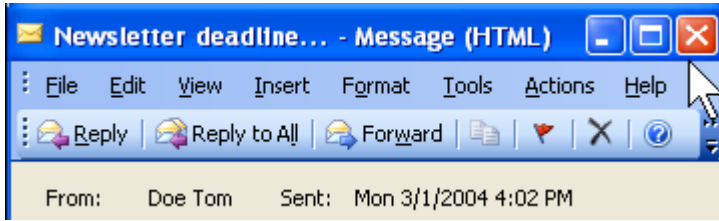


Reading your E-Mail

To open an e-mail message in your Inbox, double-click on the name of the sender.

NOTE: In the image to the right, messages can also be viewed in the Reading Pane, without opening the message.





To close a message after you read it, click on the Close ('X') button in the message window.

The OWA Inbox toolbar will look like:



To reply to the sender of a message while the message is open, click the **Reply** button.



To reply to all recipients of a message while the message is open, click the **Reply to all** button.



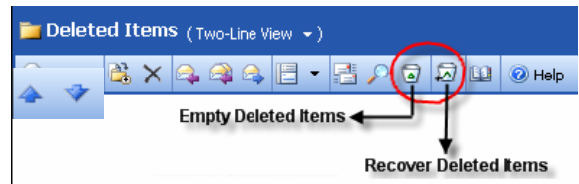
To forward a message while the message is open, click the **Forward** button.



To delete a message in the **Inbox**, click the **Delete** button. Once deleted, messages are moved to the **Deleted Items** folder.



To read opened messages in a sequence, click the **Previous Item** or **Next Item** button.

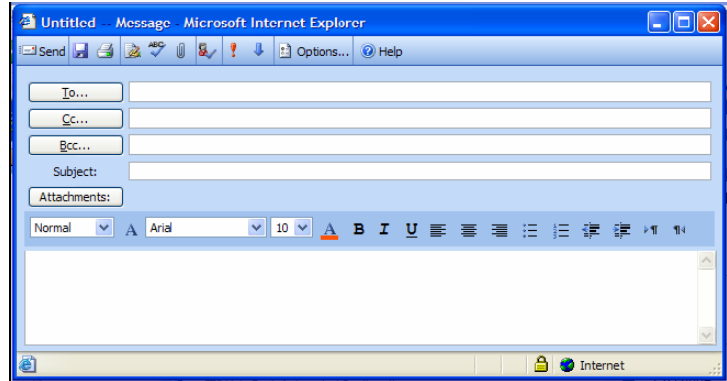


Creating and Sending a Message

With the Inbox displayed, click the **New** button.



When the new message form appears, enter an e-mail address in the **To:** field, an address in the **Cc:** field (if needed), a subject, and your message.



After addressing and composing your message, click the **Send** button to send your message.

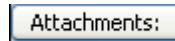


Sending Attachments

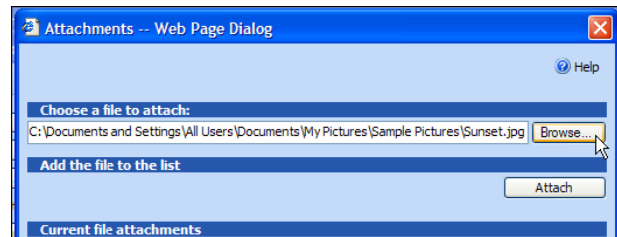
With the Inbox displayed, click the **New** button.



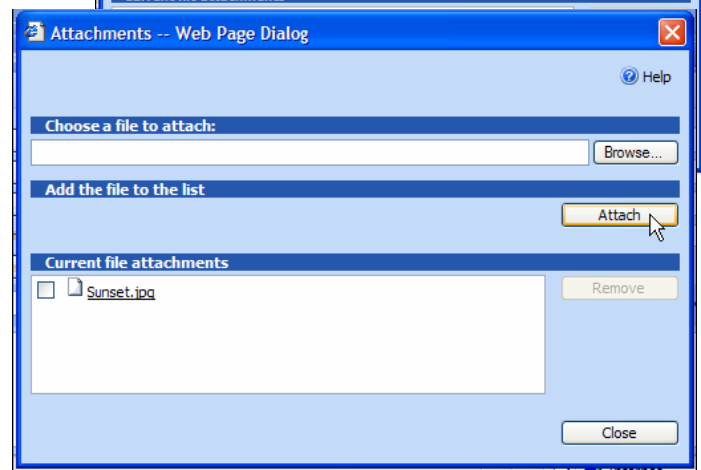
Follow the instructions above for **Creating and Sending a Message**. To attach a file to the message you've just created, click the **Attachments** button or paper clip icon.



In the **Attachments--Web Page Dialog** window, click the **Browse** button to locate the file you want to attach.



Once you've selected the file, the pathname for the file's storage location will appear in the **Choose a file to attach** box.

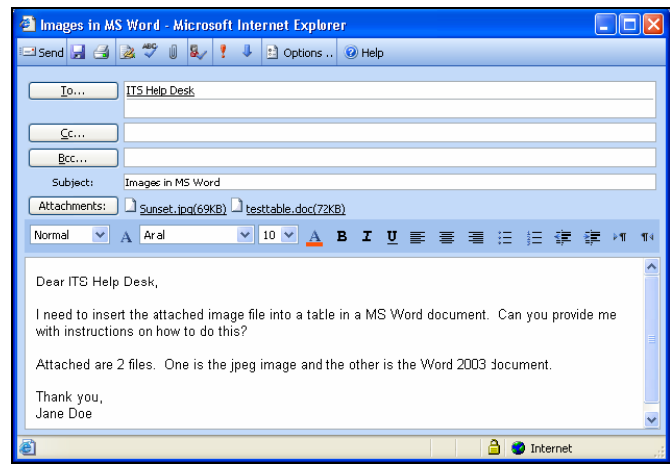


Click the **Attach** button under **Add the file to the list**.

The file name(s) will appear in the **Current file attachments** box.

Click the **Close** button to complete the attachment process.

Once the Attachments dialog box is closed, the attachment name(s) will appear beside the **Attachments** button in the **Message** window.



After addressing and composing your message, click the **Send** button to send the message.



Exiting the Outlook Web Access Client

Click the **Log Off** button on the right portion of the screen.

