Outlook Web App – The Basics

Outlook Web App (OWA) is accessible from any compatible web browser, on or off campus. It is available to all users of the UR Exchange 2010 email service. These basic instructions will get you started.

Logging on
1. Browse to https://email.ur.rochester.edu/owa/
2. Choose your Security settings. If you are the only person who uses this computer, select **This is a private computer**, otherwise, select **This is a public or shared computer**. If you are on a slow connection, or have problems logging in, select **Use Outlook Web App Light**.
3. Enter your UR NetID and email password, and then click the **Log On** button.

   ![Outlook Web App logon page](image)

Reading mail
1. At left is the folder list. It shows your email folders including your Inbox, Drafts, Sent Items, Notes, Junk E-Mail and Deleted Items. Right-click in this area to rename, delete or create new folders.
2. Switch between **Mail, Calendar, Contacts** and **Tasks** using the tabs beneath the folder list.
3. In the center is the message list. Above the message list are options to create a new message, delete a message, move a message, filter and change your view, and search.
4. On the right hand side of the browser window is the Reading Pane. It displays email content, along with common options such as Reply or Forward. To disable the Reading Pane, select **Reading Pane > Off** from the **View** menu above the message list.
Outlook Web App – The Basics

5. Conversation view allows you to see message threads grouped together. This can help to reduce the clutter in your mailbox. To disable Conversation view, select Conversations by... above the message list, and deselect Conversations.

Composing mail

1. Starting a new message, click the New link above the message list.

2. To select a recipient, start by typing a name in the To: field, then click the Check Names button.

   a. To find common names or hard-to-find addresses, click the Address Book button to search the Global Address List.

3. To add a signature for your messages, choose Options > See All Options at upper right. Click the Settings tab at left, enter your signature, then click the Save button at lower right.
Setting up Out of Office

1. To add an automatic reply, choose **Options > See All Options** at upper right.

2. Click the **Organize E-Mail** tab at left.
3. Click the **Automatic Replies** tab at top center.
4. Select a time period and compose your message, then click the **Save** button at lower right.

Calendaring

1. To view your Eastman calendar, click the **Calendar** tab at lower left. **Day, Week, and Month** views are available via the buttons at the top.
2. To create an Appointment or Meeting Request, click the arrow to the right of the **New** link at the top.
Outlook Web App – The Basics

3. To add another person’s calendar for which you have permission, right-click the **My Calendars** heading at left and choose **Add Calendar**. Note: Calendar permissions cannot be changed using OWA; you must use the Outlook application on your Mac or PC.

**Organizing personal Contacts**

1. Click the **Contacts** tab at lower left to view and edit names and addresses that do not appear in the Global Address List.
2. To add a new Contact or Group, click the arrow to the right of the **New** link at the top.
3. Click on a Contact or Group to edit in the Reading Pane, or double-click to edit in a new window.
4. To disable the Reading Pane, select **Reading Pane > Off** from the **View** menu above the contact list.
Outlook Web App – The Basics

Working with Tasks

1. Click the **Tasks** tab at lower left to manage a task list that will be synchronized with Outlook on your Mac or PC.
2. To add a new Task, click the **New** link at the top.
3. Click on a Task to edit in the Reading Pane, or double-click to edit in a new window.
4. To disable the Reading Pane, select **Reading Pane > Off** from the **View** menu above the contact list.