

Outlook 2007 via the Web

When you do not have access to your local drive on your computer, you can still access your Outlook e-mail via the Internet and via the Exchange 2007 Server. Please note that there are some differences in appearance and capabilities of the web-based Outlook depending upon the browser used and the view selected by the user.

Note: With the upgrade to Exchange Server 2007, you will have a new (increased) email quota of 500MB.

The following is a brief list of features that are not available via the Web-Access (Internet) version of Outlook:

- Tools, Options (the actual menu option is not available, but many of the options can be found in Options)
- Creation and usage of Delegates
- Personal Folders

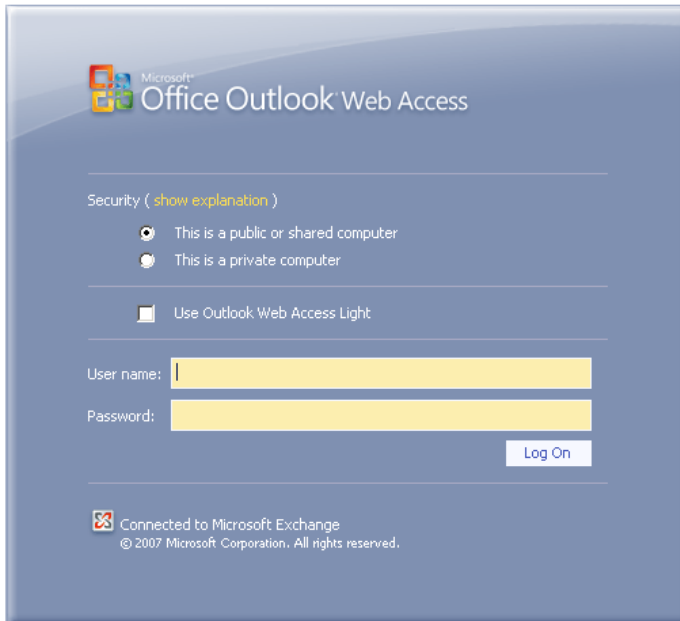
1. To reach the web-access version of Outlook begin by opening a browser. In the address field, enter:

<https://exchange.uakron.edu/exchange>



Note: You will only see this box the first time you log on to the Web Access.

2. Adjust the setting on this page as necessary. Click on the **OK** button.



Note: At the onset of the upgrade, you may see “uanet\” in the User name field. Enter your UAnet ID AFTER this entry.

3. Enter your UANET ID in the **User name** field as well as your **Password**.

Note: The options under **Security** are defined as this by Microsoft:

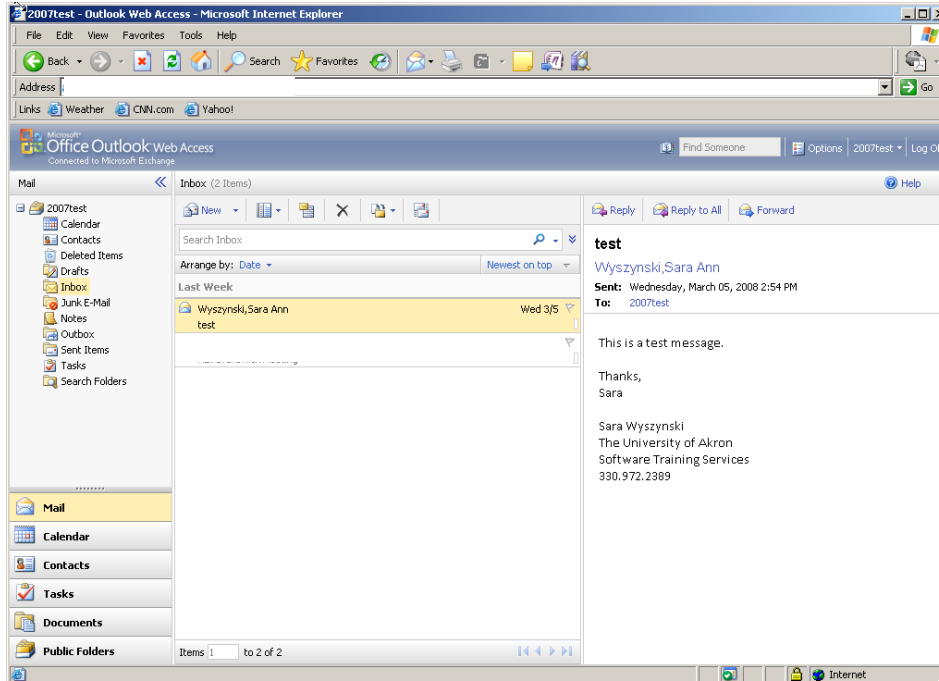
This is a public or shared computer: Select this option if you use Outlook Web Access on a public computer. Be sure to log off when you have finished using Outlook Web Access and close all windows to end your session.

This is a private computer: Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off.

Note: The option for **Use Outlook Web Access Light** is defined as this by Microsoft:

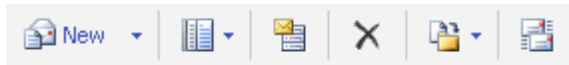
The Light client provides fewer features and it is sometimes faster. Use the Light client if you are on a slow connection or using a computer with unusually strict security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use Light client.

4. Click on the **Log On** button.

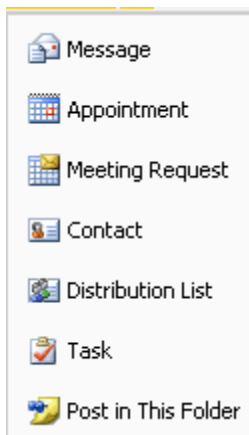


The default view, the Inbox, displays.

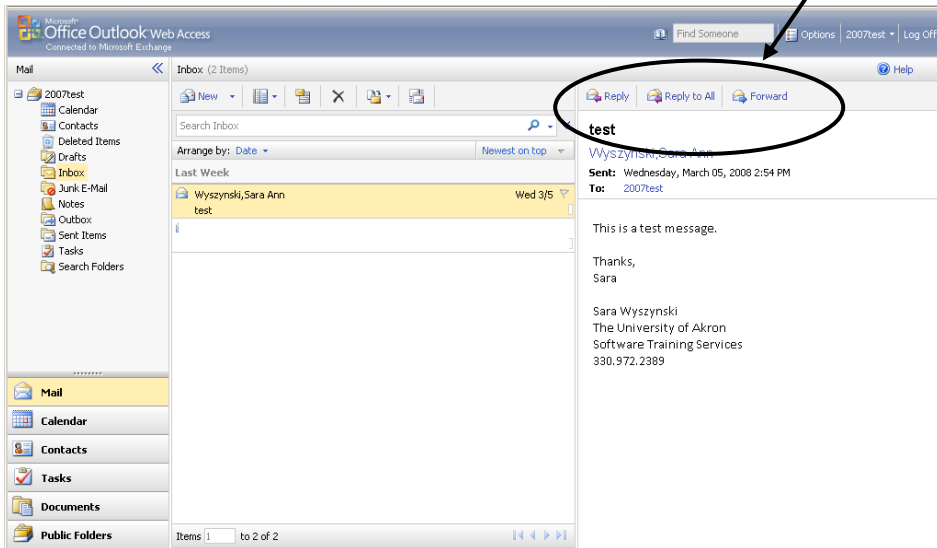
5. You can manage your messages using the toolbar above the Inbox. You have buttons that will allow you to create a new message, turn the Reading Pane on or off, make each message a single line to conserve space, delete, move a message, and check for new messages. If you have the Reading Pane turned off, you will also see options for **Reply**, **Reply to All**, and **Forward**.



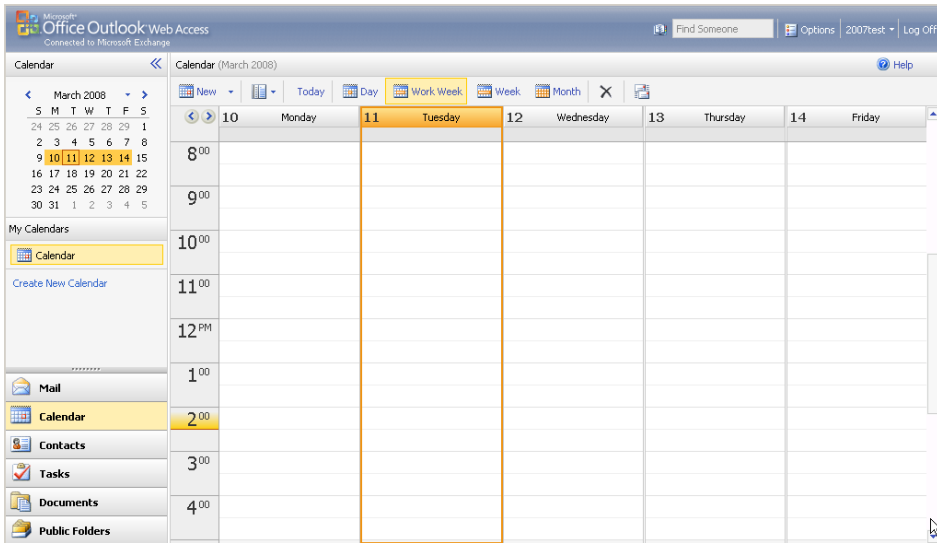
6. If you click on the **New** button, you will be able to add/create several Outlook items.



- If you have the Reading Pane turned on, you will have the **Reply**, **Reply to All**, and **Forward** buttons available directly in the Reading Pane Preview, therefore, there is no need to formally open a message to reply to the sender.

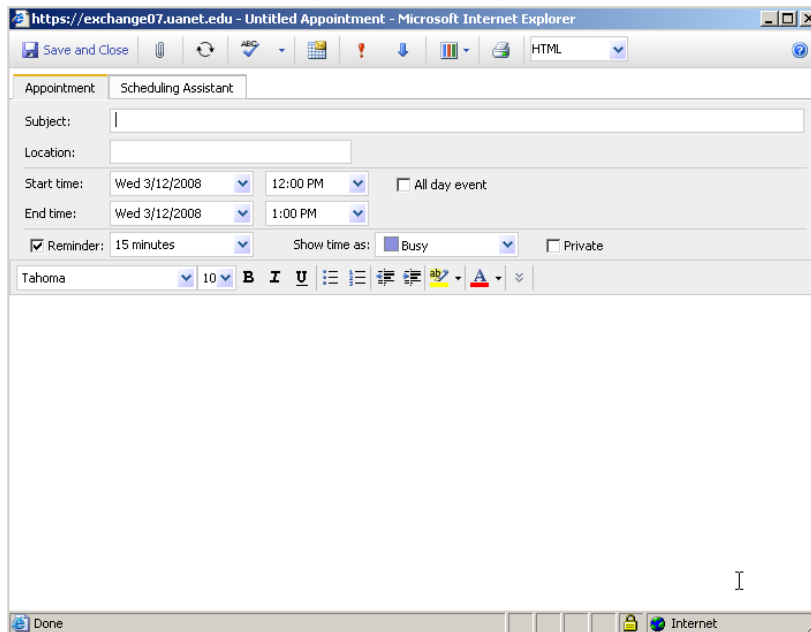


- If you click on the Calendar banner in the Navigation Pane, you will advance to your Outlook Calendar.

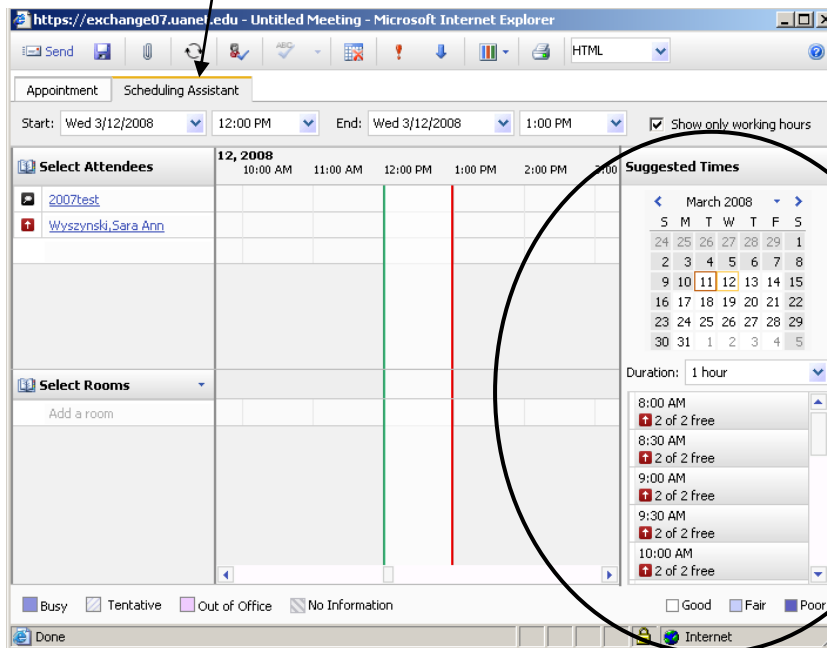


New to Exchange 2007, is a slightly modified Calendar view, with the Date Navigator in the Navigation Pane (on the left) and slightly modified Calendar Views (Day, Work Week, Week, and Month.)

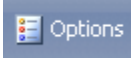
9. If you create a meeting, the Meeting Form opens.

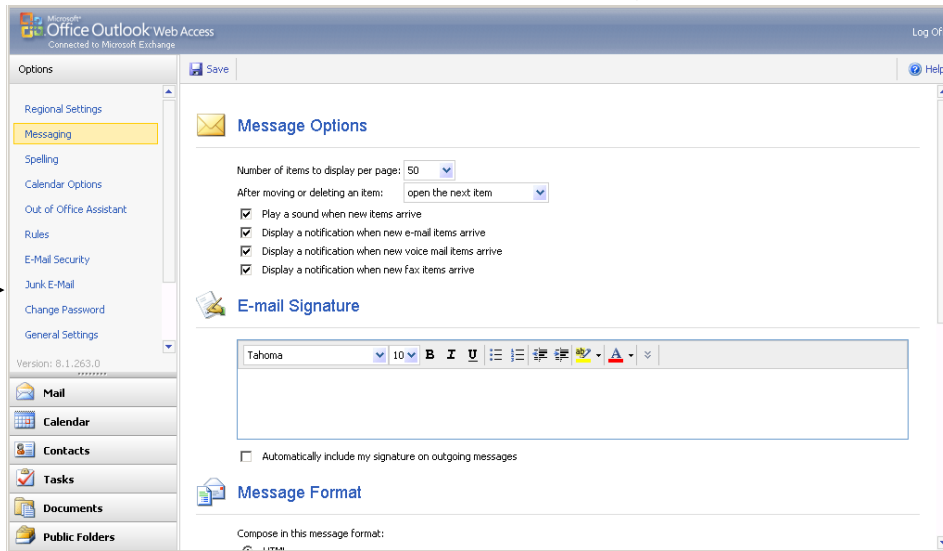


When you need to determine a good time for all attendees, you can use the Scheduling Assistant (**New to Exchange 2007.**) Click on the **Scheduling Assistant** tab.



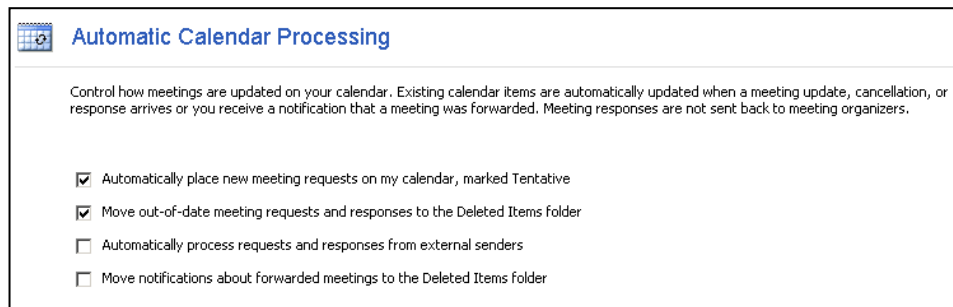
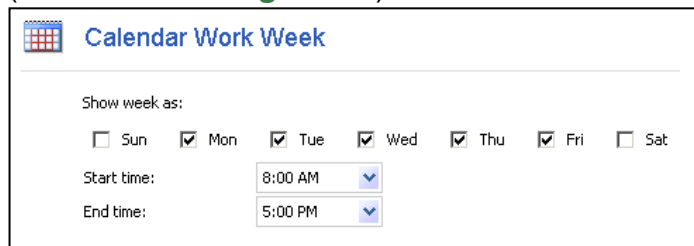
You can adjust the time using the green and red bars, but you can also use the right side pane, which provides a list of times that are good and the number of attendees that the time works for. You can click on any of the time slots to select.

10. You also have the ability to make some changes to how your Outlook Web Access works. In the blue banner at the top of the Outlook Web window, click on the button for **Options**  in the top right corner.



In the Navigation Pane, you have several Options to click on that will present new options in the right frame. Some of the features you have available are:

- **Messaging:** Signatures, Message Format, Message Tracking, and Reading Pane Options.
- **Spelling:** Spelling Options and Language Settings
- **Calendar Options:** Calendar Options, Reminder Options, Calendar Work Week (**New for Exchange 2007**), and Automatic Calendar Processing (**New for Exchange 2007**).



- **Out of Office Assistant:** Create a reply for inside the organization and a different reply for outside the organization (**New to Exchange 2007**).

Inside the Organization

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

Do not send Out of Office auto-replies
 Send Out of Office auto-replies
 Send Out of Office auto-replies only during this time period:

Start time: Tue 3/11/2008 1:00 PM
 End time: Wed 3/12/2008 1:00 PM

Send an auto-reply once to each sender inside my organization with the following message:

Tahoma 10 B I U [Rich Text Editor]

Outside the Organization

Send Out of Office auto-replies to **External Senders**
 Send Out of Office auto-replies only to senders in my Contacts list
 Send Out of Office auto-replies to anyone outside my organization


Send an auto-reply once to each sender outside my organization with the following message:

Tahoma 10 B I U [Rich Text Editor]

- **Rules:** Create new rules or edit existing rules. (**New to Exchange 2007** is an easier to follow step by step process for creating rules.)
- **Junk E-Mail:** Manage Safe Sender and Block Sender Lists.
- **Deleted Items:** Empty Deleted Items at Sign-off and Recover Deleted Messages.

11. Click on the **Mail** banner to return to the Inbox.

12. When you are finished using Outlook on the web, log off. To log off, click on the

Log Off  button in the top right corner of the Outlook Web window.