

Tour of Outlook Web App (OWA)

How to navigate and use Outlook Web App. (On Exchange 2010 mailserver)

Operating System Tags:

- Windows XP
- Windows Vista/7
- MacOS X

Keyword Tags:

- Email
- Internet
- Exchange Email

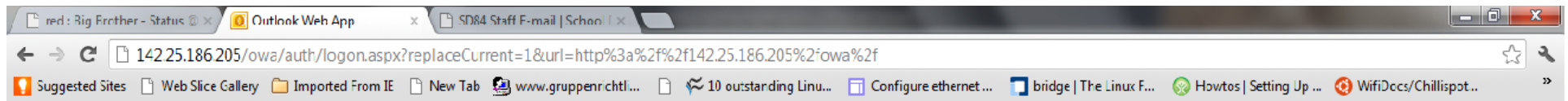
Welcome to the Outlook Web App tutorial!

Funfact: Outlook Web App was formerly known as Outlook Web Access!

Navigate to <http://www.sd84.bc.ca/>. --> Press 'Staff E-Mail'

You will be able to either use a "light" version or use the full version of OWA. In the case that your browser is not fully supported "light" will be mandatory. [Click here](#) for a guide for the light version.

Enter your Physics and Astronomy username and password to login.



Microsoft® Outlook® Web App

Security ([show explanation](#))

- ☐ This is a public or shared computer
- ☒ This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

☐ Use the light version of Outlook Web App

User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange

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After login you will be taken to your inbox. This is a fully functional web based Outlook application that responds in the same way as the actual desktop application. On the left is the folder pane, in the middle is the messages pane, and on the right is the message view pane. Each of these can be expanded or contracted to the desired size by grabbing the edge of the pane and dragging(approx. where the mouse is in the picture).

The screenshot displays the Outlook Web App interface in a web browser. The browser's address bar shows the URL `142.25.186.205/owa/`. The page header includes the "Outlook Web App" logo, a "sign out" link, and the user's name "Jason Hsia". Below the header, the "Mail" section shows the "Inbox" with 41 items. The left sidebar contains a "Favourites" section with "Inbox" and "Sent Items", and a "Jason Hsia" section with "Inbox", "Drafts", "Sent Items", "Deleted Items (3)", "Conversation History", "Junk E-mail", "Notes", "RSS Feeds", and "Search Folders". The main area shows a list of emails. The selected email is from "Stephan Richard" with the subject "Did my VP send you an email yesterday?". The email body contains a message about a demo on the "Kaseya IT Systems Management Solution" and a list of registration links. The bottom of the screen shows a Windows taskbar with various application icons and the system clock at 11:20 AM.

red : Big Brother - Status @ x Jason Hsia - Outlook Web x SD84 Staff E-mail | School | x

142.25.186.205/owa/

Suggested Sites Web Slice Gallery Imported From IE New Tab www.gruppenrichtli... 10 outstanding Linu... Configure ethernet ... bridge | The Linux F... Howtos | Setting Up ... WifiDocs/Chillspot...

Outlook Web App sign out Jason Hsia

Mail > Inbox 41 Items Find Someone Options

Favourites

- Inbox
- Sent Items

Jason Hsia

- Inbox
- Drafts
- Sent Items
- Deleted Items (3)
- Conversation History
- Conversation History
- Junk E-mail
- Notes
- RSS Feeds
- Search Folders

Contact List

- Other Contacts
- ex2010a
- ex2010b B
- Add contact...

New Delete Move Filter View

Search Entire Mailbox

Conversations by Date Newest on Top

Yesterday

- lync ca Jason_HT; Jason Hsia Thu 1:19 PM
- Did my VP send you an email yesterday? Stephan Richard Thu 9:45 AM

Wednesday

- Personal Invitation - Learn the IT cost and t... Alex Brandt Wed 9:25 AM

Tuesday

- July & August Purchase Card Statements -... Sheldon Lee SDBOC Tue 11:09 AM

Monday

- LOL [Scanned] munro30@hotmail.com Mon 3:53 PM
- IM284624 - Request modify GEMS gatewa... Jewer, David W LCTZ:EX Mon 11:55 AM

Last Week

- Transfer Website to our server [Scanned] Sean Cramb - Chameleon Creative; Sean Cramb Fri 24/08
- extrp Jason Hsia Fri 24/08

Did my VP send you an email yesterday?

To: Jason Hsia

August 30, 2012 9:45 AM

- To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, [click here](#).

I know you probably receive hundreds of emails daily so I will keep this short.

Our VP, Alex Brandt was supposed to send you an email yesterday inviting you to a demo on the **Kaseya IT Systems Management Solution** and I am checking to see if you received it. If you did not, I provided the registration links below:

[Thu, Aug 30, 2012 12:00 PM - 12:45 PM EDT](#)

[Thu, Aug 30, 2012 3:00 PM - 3:45 PM EDT](#)

[Wed, Sep 5, 2012 3:00 PM - 3:45 PM EDT](#)

[Thu, Sep 6, 2012 3:00 PM - 3:45 PM EDT](#)

Here is what our customers said about why they chose Kaseya:

- 82% Improved the quality of IT services they provide to their end users
- 60% Increased the productivity of their IT team

11:20 AM

In the message view pane you may perform more complex actions to the message by selecting the *Actions* dropdown.

The screenshot displays the Outlook Web App interface in a web browser. The address bar shows the URL 142.25.186.205/owa/. The page title is "Outlook Web App". The navigation pane on the left shows the "Mail" section with "Inbox" containing 41 items. The "Jason Hsia" folder is expanded, showing "Inbox", "Drafts", "Sent Items", and "Deleted Items (3)". The "Inbox" is selected, showing a list of emails. The selected email is "Did my VP send you an email yesterday?" from "Stephan Richard" received on "Thu 9:45 AM". The email body shows the subject "Did my VP send you an email yesterday?" and the sender "Stephan Richard [stephan.richard@kaseya.com]". The email content includes a privacy notice, a message about receiving hundreds of emails daily, a reference to a demo on the "Management Solution", and a list of customer testimonials. The "Actions" dropdown menu is open, showing options like "View original message", "Oldest on Top", "Expand All", "Collapse All", "Reply", "Reply All", "Forward", "Chat", "Forward as Attachment", "Mark as Unread", "Create Rule...", "Junk E-Mail", "Delete", "Ignore Conversation", "Move to Folder...", "Copy to Folder...", and "Open Delivery Report".

red : Big Brother - Status @ x Jason Hsia - Outlook Web x SD84 Staff E-mail | School | x

142.25.186.205/owa/

Suggested Sites Web Slice Gallery Imported From IE New Tab www.gruppenrichtli... 10 outstanding Linu... Configure ethernet ... bridge | The Linux F... Howtos | Setting Up ... WifiDocs/Chillspot...

Outlook Web App sign out Jason Hsia Find Someone Options ?

Mail > Inbox 41 Items

Favourites

- Inbox
- Sent Items

Jason Hsia

- Inbox
- Drafts
- Sent Items
- Deleted Items (3)
- Conversation History
- Conversation History
- Junk E-mail
- Notes
- RSS Feeds
- Search Folders

Contact List

- Other Contacts
- ex2010a
- ex2010b B
- Add contact...

New Delete Move Filter View

Search Entire Mailbox

Conversations by Date Newest on Top

Yesterday

- lync ca Jason_HT; Jason Hsia Thu 1:19 PM
- Did my VP send you an email yesterday? Stephan Richard Thu 9:45 AM

Wednesday

- Personal Invitation - Learn the IT cost and ... Alex Brandt Wed 9:25 AM

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- extrp Jason Hsia Fri 24/08
- MOLD2 Jason Hsia Fri 24/08
- ROOT CA2 Jason Hsia Fri 24/08
- Exchange CA Jason Hsia Thu 23/08

Did my VP send you an email yesterday?

Stephan Richard [stephan.richard@kaseya.com]

To: Jason Hsia

- To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender, you can click here to re-enable the blocked features.

I know you probably receive hundreds of emails daily so I will keep this short.

Our VP, Alex Brandt was supposed to send you an email yesterday inviting you to a demo on the **Management Solution** and I am checking to see if you received it. If you did not, I provided the r

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- 60% Increased the productivity of their IT team
- 85% Reduced TCO by more than 10%
- 50% Discovered and inventoried all of their IT assets (never possible before)

Or if you prefer to discuss our solution one on one, please contact me at the phone # listed below.

View original message

Oldest on Top

Expand All

Collapse All

Reply

Reply All

Forward

Chat

Forward as Attachment

Mark as Unread

Create Rule...

Junk E-Mail

Delete

Ignore Conversation

Move to Folder...

Copy to Folder...

Open Delivery Report

11:21 AM

In the messages pane you can hide/expand the *Advanced Search* forms by clicking the double carrot icon next to the search box. These forms will allow greater filtering when looking for a specific email. Note: The searching will only look through the current selected folder in the folder pane.

The screenshot displays the Outlook Web App interface in a web browser. The address bar shows the URL 142.25.186.205/owa/. The page header includes the Outlook Web App logo and a navigation bar with links like "sign out" and "Jason Hsia".

The left sidebar contains a "Favourites" section with "Inbox" and "Sent Items", and a "Jason Hsia" section with "Inbox", "Drafts", "Sent Items", "Deleted Items (3)", "Conversation History", "Junk E-mail", "Notes", "RSS Feeds", and "Search Folders". Below this is a "Contact List" with "Other Contacts" and "ex2010a", "ex2010b B", and a link to "Add contact...".

The main content area is divided into two panes. The left pane shows a list of emails under the "Inbox" folder. The search bar at the top of this pane is set to "Search Entire Mailbox". The search results are filtered by "Results in: Subject and message body", "From: [empty]", and "Category: Blue Category". The list of emails includes:

- Yesterday: lync ca (Jason_HT; Jason Hsia, Thu 1:19 PM)
- Did my VP send you an email yesterday? (Stephan Richard, Thu 9:45 AM) - This email is selected.
- Wednesday: Personal Invitation - Learn the IT cost and ... (Alex Brandt, Wed 9:25 AM)
- Tuesday: July & August Purchase Card Statements ... (Sheldon Lee SDBOC, Tue 11:09 AM)
- Monday: LOL [Scanned] (munro30@hotmail.com, Mon 3:53 PM)
- IM284624 - Request modify GEMS gatewa... (Jewer, David W LCTZ:EX, Mon 11:55 AM)
- Last Week: Transfer Website to our server [Scanned] (Sean Cramb - Chameleon Creative; Sean Cramb, Fri 24/08)
- extrp (Jason Hsia, Fri 24/08)
- MOLD2 (Jason Hsia, Fri 24/08)

The right pane shows the preview of the selected email, "Did my VP send you an email yesterday?". The sender is "Richard [stephan.richard@kaseya.com]" and the recipient is "Jason Hsia". The date is "August 30, 2012 9:45 AM". The email body contains a privacy notice, a short message, a list of links, and a list of statistics.

The email body text is as follows:

Did my VP send you an email yesterday?

Richard [stephan.richard@kaseya.com]

August 30, 2012 9:45 AM

To help protect your privacy, some content in this message has been blocked. If you're sure this message is from a trusted sender and you want to re-enable the blocked features, [click here](#).

I know you probably receive hundreds of emails daily so I will keep this short.

Our VP, Alex Brandt was supposed to send you an email yesterday inviting you to a demo on the **Kaseya IT Systems Management Solution** and I am checking to see if you received it. If you did not, I provided the registration links below:

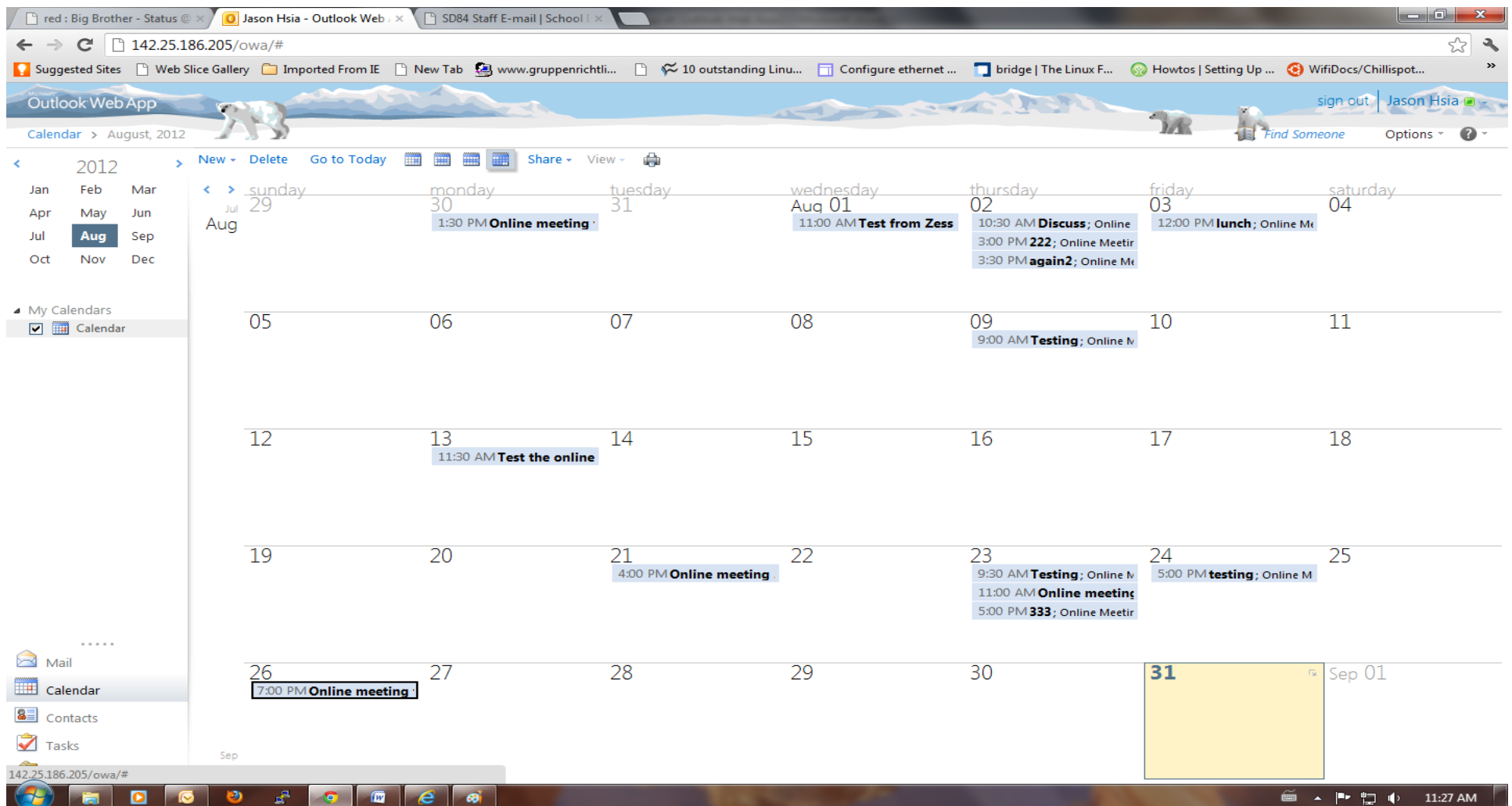
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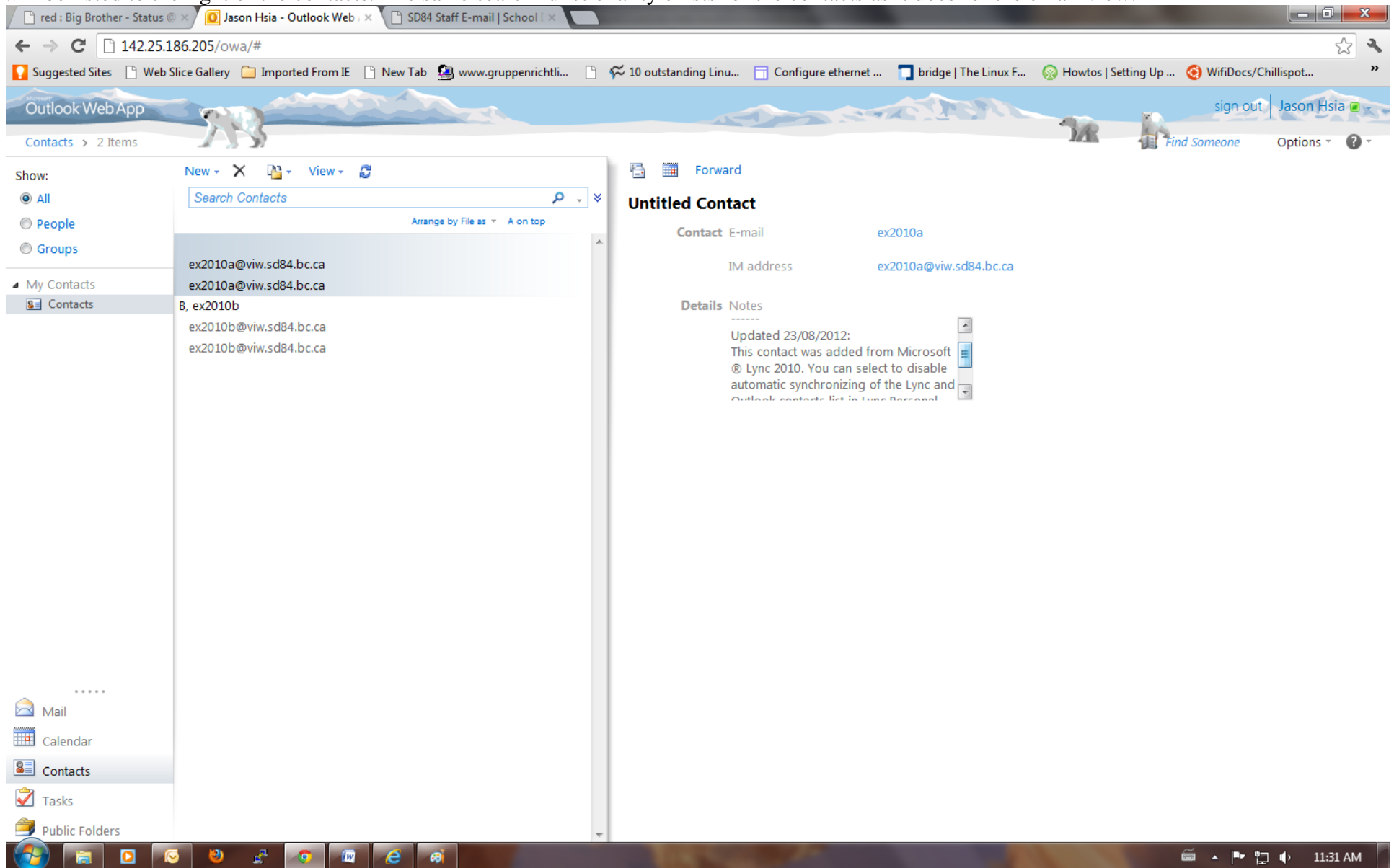
- 82% Improved the quality of IT services they provide to their end users
- 60% Increased the productivity of their IT team
- 85% Reduced TCO by more than 10%
- 50% Discovered and inventoried all of their IT assets (never possible before)

Or if you prefer to discuss our solution one on one, please contact me at the phone # listed below.

In the bottom left corner of OWA is a view selector. You may choose to view email, the calendar, contacts, or tasks. The picture below shows the calendar view. You may add shared calendars to the view as well. Each new calendar added to the view will be shown in its own separate view. The calendar pane may also be expanded similarly to the mail view. Selected event details will appear to the right of the calendars. To change the detail view of the calendar select the icons above the calendars to change to day, weekday, week, and month views.



The picture below shows the contacts view. Individual contacts and groups will be listed in this view. When selected the group or individual details will be listed to the right of the contacts. The same search functionality exists for the contacts as it does for the email view.



The picture below shows the tasks view. All tasks completed or not completed will be shown in the tasks view. On the left you may select all flagged tasks or other lists of tasks that exist. When a task is selected it will show the details to the right. The same search functionality exists for the tasks as it does for the contacts and email views.

The screenshot displays the Outlook Web App interface. The browser window shows the URL `142.25.186.205/owa/#`. The page title is "Outlook Web App". The user is logged in as "Jason Hsia".

Left Navigation Pane:

- Tasks > Flagged Items and Tasks (2 items)
- My Tasks
 - Flagged Items and Tasks
 - Tasks
- Mail
- Calendar
- Contacts
- Tasks
- Public Folders

Task List (Center):

- Search: Search Flagged Items and Tasks
- Arrange by Due Date | Oldest on Top
- Type a new task | No due date
- None
- New Release! Join us for...
- Next Week
- RE: July & August Purcha... 07/09/2012

Task Detail (Right):

New Release! Join us for the Untangle 9.3 Community Webinar [Scanned]

Untangle [info@untangle.com]

To: Jason Hsia

August 9, 2012 10:35 AM

Flag for follow up

untangle

Untangle 9.3 Community Webinar
Please join Dirk Morris, VP Products and Co-Founder of Untangle 9.3.

Featuring:

- Full tunnel OpenVPN
- Performance improvements
- Enhanced reporting

Join us for a Webinar on August 16

REGISTER NOW

Space is limited.
Reserve your Webinar seat now at:

From any view(mail, calendar, contacts, and tasks) you may access the options menu in the top right corner of OWA. It has several quick links such as *Set Automatic Replies...*, *Change Your Password*, *Create an Inbox Rule*, and *See All Options*. It also contains a theme switcher of which I have had set to a greenish theme for this tour. You may switch these at any time and they will not affect any functionality. Note that the arrow next to the theme will show more themes than the first eight.

The screenshot displays the Outlook Web App (OWA) interface. The top navigation bar includes a search bar, a 'sign out' link, and the user's name 'Jason Hsia'. The left sidebar shows the 'Favourites' section with 'Inbox' and 'Sent Items', and the 'Jason Hsia' section with 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items (3)', 'Conversation History', 'Junk E-mail', 'Notes', 'RSS Feeds', and 'Search Folders'. The main content area shows a list of emails, with the 'New Release! Join us for the Untangle 9.3 Community Webinar' email selected. The 'Options' menu is open in the top right corner, displaying links for 'Set Automatic Replies...', 'Change Your Password...', 'Create an Inbox Rule...', and 'See All Options...', along with a 'Select a Theme' section showing various theme thumbnails.

New Release! Join us for the Untangle 9.3 Community Webinar

From: Untangle [info@untangle.com]
To: Jason Hsia

Flag for follow up

Untangle 9.3 Community Webinar

Please join Dirk Morris, VP Products and Co-Founder of Untangle, for a demonstration of Untangle 9.3.

Featuring:

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REGISTER NOW

For the rest of this tour the left pane will be called the *Options Pane* and the top tabbed interface will be referred to as the *Option Tab(s)*. The options menu is quite indepth. To start OWA shows your account information. This information maybe edited at anytime using the *Edit* button below the account information. You may also click the *Settings for POP, IMAP, and SMTP access...* link to view setup materials needed to connect your account to a external mail client such as Thunderbird.

The screenshot shows the Outlook Web App (OWA) interface. The top navigation bar includes a search bar, a 'sign out' button, and the user's name 'Jason Hsia'. The left sidebar contains a 'Favourites' section with 'Inbox' and 'Sent Items', and a 'Jason Hsia' section with 'Inbox', 'Drafts', 'Sent Items', 'Deleted Items (3)', 'Conversation History', 'Junk E-mail', 'Notes', 'RSS Feeds', and 'Search Folders'. Below this is a 'Contact List' with 'Other Contacts' including 'ex2010a' and 'ex2010b B', and an 'Add contact...' button. The main content area displays a list of emails in the inbox. The selected email is from 'Untangle [info@untangle.com]' with the subject 'New Release! Join us for the Untangle 9.3 Community Webinar'. The email body features the Untangle logo, the title 'Untangle 9.3 Community Webinar', a paragraph about joining Dirk Morris for a demonstration of Untangle 9.3, a 'Featuring:' section with a bulleted list of features (Full tunnel OpenVPN, Performance improvements, Enhanced reporting), and a 'Join us for a Webinar on August 16' link with a 'REGISTER NOW' button. An 'Options' menu is open in the top right corner, showing options like 'Set Automatic Replies...', 'Change Your Password...', 'Create an Inbox Rule...', and 'See All Options...'. The bottom status bar shows the time as 11:44 AM.

The *Organize E-Mail* section allows users to configure specific actions to be triggered upon certain events, such as arrival of a new message.

The *Inbox Rules* tab allows users to create rules and filters for incoming messages. These rules will be automatically run when a new message has been received.

Microsoft Outlook Web App

sign out Jason Hsia

Mail > Options: Manage Myself

My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Inbox Rules Automatic Replies Delivery Reports

Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

New... Details X [Icons]

On	Rule
<input checked="" type="checkbox"/>	BrowseReporter Report [Scanned]
<input checked="" type="checkbox"/>	Lawrence TARASOFF
<input checked="" type="checkbox"/>	Peter Skilton
<input checked="" type="checkbox"/>	Natalie NELSON
<input checked="" type="checkbox"/>	Stephen Larre
<input checked="" type="checkbox"/>	Maureen Larsen
<input checked="" type="checkbox"/>	Anne James
<input checked="" type="checkbox"/>	CMSTATE
<input checked="" type="checkbox"/>	GRState
<input checked="" type="checkbox"/>	ZCOPY
<input checked="" type="checkbox"/>	KESSDATA
<input checked="" type="checkbox"/>	CMCopy
<input checked="" type="checkbox"/>	GRCopy
<input checked="" type="checkbox"/>	ZDaily_backup
<input checked="" type="checkbox"/>	David Gledhill
<input checked="" type="checkbox"/>	VMware

1 selected of 21 total

The rule you've selected can't currently be viewed in Outlook Web App. Please use Outlook to view it.

142.25.186.205/ecp/?rfr=owa#

11:47 AM

The *Automatic Replies* tab allows the creation of messages to be sent back to the sender of new messages automatically. This feature is typically used for 'out-of-office' messages and can be set to be only active for a specific time frame.

red : Big Brother - Status @ x Automatic Replies - Outlook x SD84 Staff E-mail | School | x

142.25.186.205/ecp/?rfr=owa

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Microsoft Outlook Web App sign out Jason Hsia

Mail > Options: Manage Myself My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Inbox Rules Automatic Replies Delivery Reports

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.

☒ Don't send automatic replies

☐ Send automatic replies

☐ Send replies only during this time period:

Start time: Fri 31/08/2012 11:00 AM

End time: Sat 01/09/2012 11:00 AM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 B I U abc

☒ Send automatic reply messages to senders outside my organization

☐ Send replies only to senders in my Contacts list

☒ Send replies to all external senders

Send a reply once to each sender outside my organization with the following message:

Save

The *Delivery Reports* tab allows the user to generate statistics regarding sent or received messages currently in the mailbox over the lifetime of the mailbox.

Microsoft Outlook Web App

sign out Jason Hsia

Mail > Options: Manage Myself

My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Inbox Rules Automatic Replies **Delivery Reports**

Delivery Reports

Use Delivery Reports to search for delivery information about messages that you've sent or received. You can narrow the search to messages with certain keywords in the subject.

Search for messages I've sent to:

☒ [Select users...](#)

Search for messages that were sent to me from:

☐ [Select a user...](#)

Search for these words in the subject line:

Search for messages I've sent to

Select this option to find messages you sent. To find messages sent to anyone, leave this box blank.

[Learn More](#)

[Search](#) [Clear](#)

Search Results

[Details](#) [Refresh](#)

From	To	Subject	Sent Time
There are no items to show in this view.			

0 selected of 0 total

The *Groups* section in the options pane allows the user to view the details of groups they belong to. Users may also leave these groups as well as search for and join other groups. Exchange may require confirmation by the administrator of the group before a user's request has been accepted.

Microsoft Outlook Web App

sign out Jason Hsia

Mail > Options: Manage Myself

My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Public Groups

A public group is a collection of two or more people in an organization's shared address book. You can create groups, which will appear in the address book for others to use. Group owners can restrict membership. You can also join or leave an existing group.

Public Groups I Belong To

Join... Leave Details

Search groups

Display Name	E-Mail Address
Distance Learning SD84	DistanceLearningSD84@viw.sd84.bc.ca
District Technology Committee	TechnologyCommittee@viw.sd84.bc.ca
School Board Office	SBO@viw.sd84.bc.ca

1 selected of 3 total

Public Groups I Own

New... Details

Search groups

Display Name	E-Mail Address
There are no items to show in this view.	

0 selected of 0 total

The *Settings* section of the options pane gives the user personal control over their mailbox. This is also where the user may change their account password.

The *Mail* tab contains signature configuration and OWA appearance along with other protocol handling options such as *Read Receipts*.

The *Calendar* tab gives the user control over how their calendar is displayed and how aspects such as reminders and auto processing requests/notifications are handled.

The screenshot shows the Outlook Web App interface in a web browser. The address bar displays the URL `http://snowdon.sd84.bc.ca/ecp/?rfr=owa`. The page title is "Calendar - Outlook Web App". The user is logged in as "Jason Hsia" and can click "sign out".

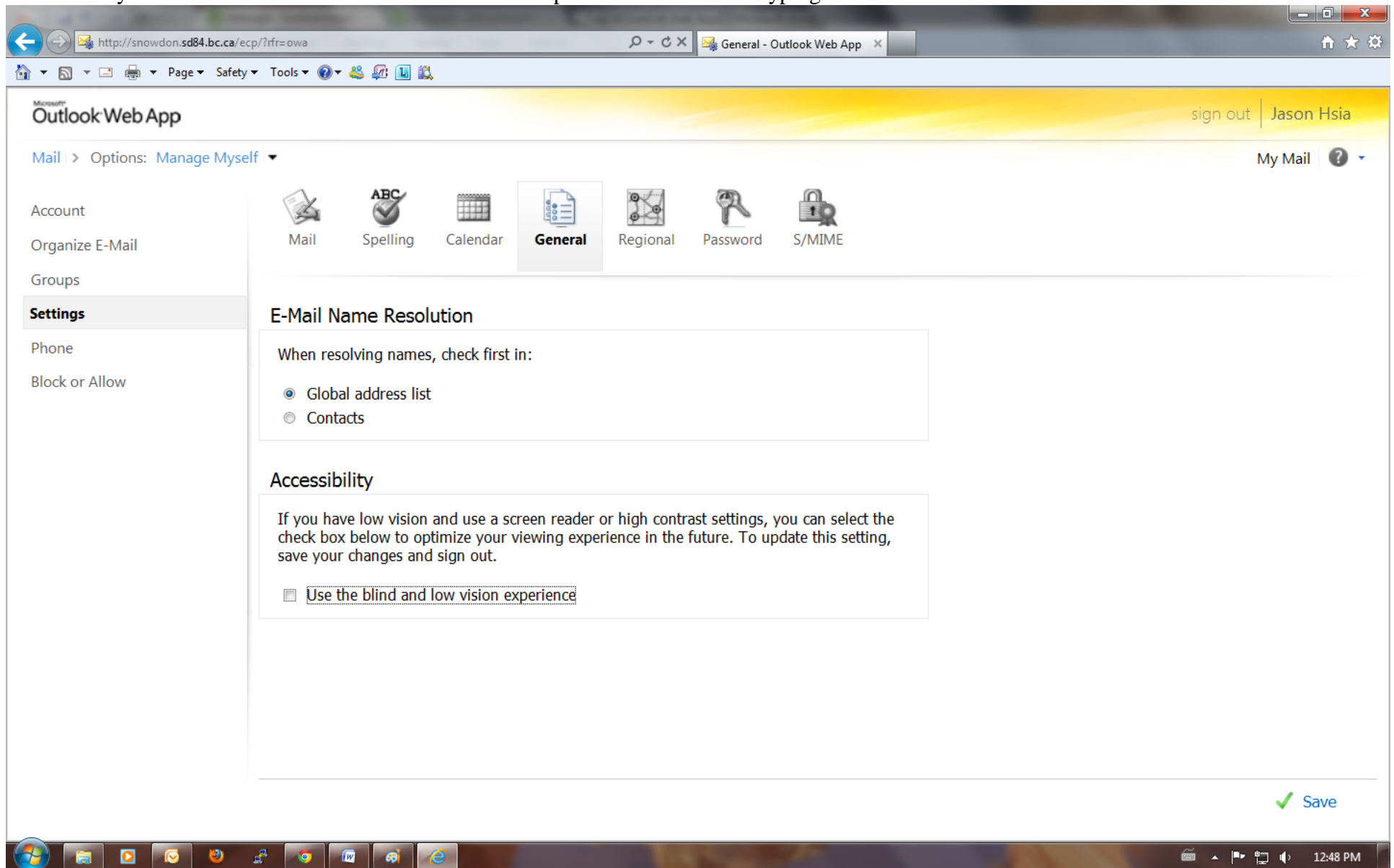
The left sidebar contains the following links: "Mail", "Options: Manage Myself", "Account", "Organize E-Mail", "Groups", "Settings" (highlighted), "Phone", and "Block or Allow".

The main content area is divided into three sections:

- Appearance**:
 - Choose how your calendar should look.
 - Show work week as: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat
 - Set your working hours:
 - Start time: 8:00 AM
 - End time: 5:00 PM
 - Note: Current time zone is Customized Time Zone
 - If you're going to remain in the (UTC-08:00) Pacific Time (US & Canada) time zone permanently, you can [change your work week to your current time zone](#).
 - ☐ Show week numbers in Month view
 - First day of week: Sunday
 - Show hours in:
 - ☐ 15-minute increments
 - ☒ 30-minute increments
- Reminders**:
 - Set your reminders.
 - ☒ Show reminder alerts
 - ☒ Play a sound when a reminder is due
 - Default reminder: 15 Minutes
- Automatic Processing**:
 - Control how meeting requests, responses, and notifications are handled.
 - ☒ Automatically place new meeting requests on my calendar, marked Tentative
 - ☒ Delete meeting requests and responses that have been updated
 - ☐ Automatically process requests and responses from external senders
 - ☐ Delete notifications about forwarded meetings
- Having trouble with your calendar?**:
 - Let us help you troubleshoot your calendar

A green "Save" button is located at the bottom right of the settings area.

The *General* tab contains options for Accessibility and options on name resolution handling for contacts. Name resolution is the feature that automatically fills in the name and e-mail address of a recipient while the user is typing it in the 'Send To' field.



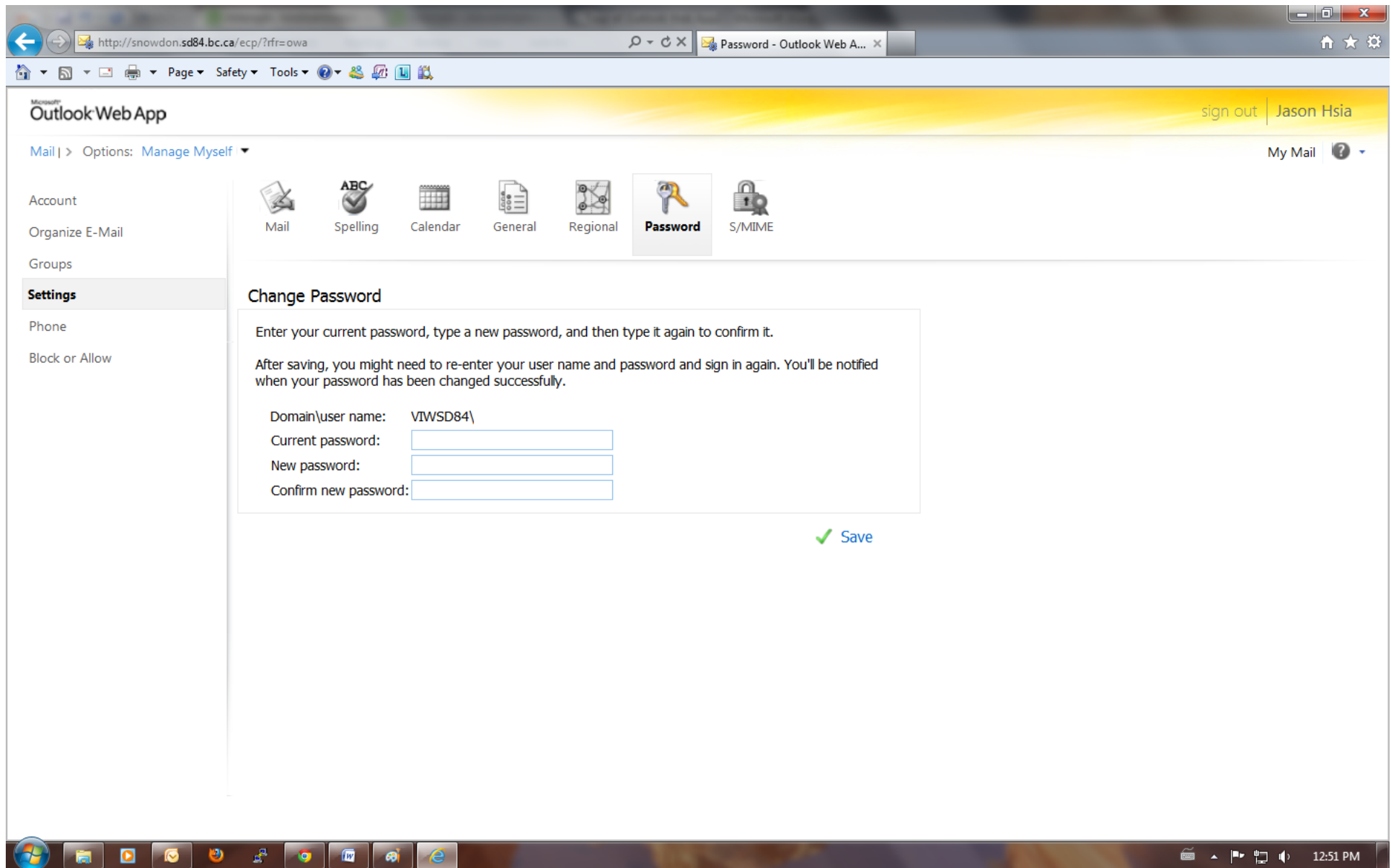
The *Regional* tab contains current time and location information used in message timestamps and in the calendar. If a client was working out of, for example, Vancouver, BC then their *Current time zone*: field would have to be changed to "(UTC-08:00) Central Time (US & Canada)"

The screenshot shows the Outlook Web App interface in a web browser. The address bar displays the URL `http://snowdon.sd84.bc.ca/ecp/?rfr=owa`. The browser tab is titled "Regional - Outlook Web App". The page header includes the "Outlook Web App" logo, a "sign out" link, and the user's name "Jason Hsia". Below the header, there is a navigation bar with "Mail" and "Options: Manage Myself". A sidebar on the left lists various settings categories: "Account", "Organize E-Mail", "Groups", "Settings" (which is highlighted), "Phone", and "Block or Allow". The main content area is titled "Regional Settings" and contains the following elements:

- A heading: "Choose your language, the date and time formats to use, and your time zone."
- A "Language:" section with a dropdown menu set to "English (Canada)".
- A checkbox labeled "Rename default folders so their names match the specified language", which is currently unchecked.
- A note: "The language you choose will determine the date and time formats below."
- A "Date format:" section with a dropdown menu set to "01/09/2010".
- A "Time format:" section with a dropdown menu set to "1:01 AM - 11:59 PM".
- A "Current time zone:" section with a dropdown menu set to "(UTC-08:00) Pacific Time (US & Canada)".
- A note at the bottom: "Besides changing your current time zone, you can also go to the [Calendar](#) tab to change the start and end times of your work week to match your time zone."
- A green checkmark icon and a "Save" button at the bottom right of the settings area.

The Windows taskbar at the bottom of the screen shows the Start button and several application icons, including Internet Explorer, File Explorer, and various utility programs. The system clock in the bottom right corner indicates the time is 12:50 PM.

The *Password* tab allows a user to change their account password. Just enter the old password followed by a new one and click *Save*! Note: The new password will have to meet the administrator set password settings for Exchange.



In recent years with the increase in popularity of smart phone devices such as the iPhone, Android, and Windows Phone 7 platforms has also generated greater support for Microsoft Exchange on mobile devices.

In the *Phone* section of the options pane all devices used to connect to the users account are displayed along with specific phone information. Here we can see that for the current user an iPhone had logged into the account last on 7/7/2010 at 10:51 PM. For each phone you have the option to view the details, start logging connection details about the phone, show the phone's exchange security code, and even wipe all data from the remote device completely.

The *Show Recovery Password* option applies to any device that has extra security access measure to access the mail once the phone is unlocked. This is common for high profile or high security email accounts in corporations/businesses. The *Wipe Device* option is generally used when the device has

been lost and contains sensitive data that cannot be shared. This option **cannot** be undone. All data will be **lost**!

Microsoft Outlook Web App

sign out Jason Hsia

Mail > Options: Manage Myself

My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Cell Phones Text Messaging

Cell Phones

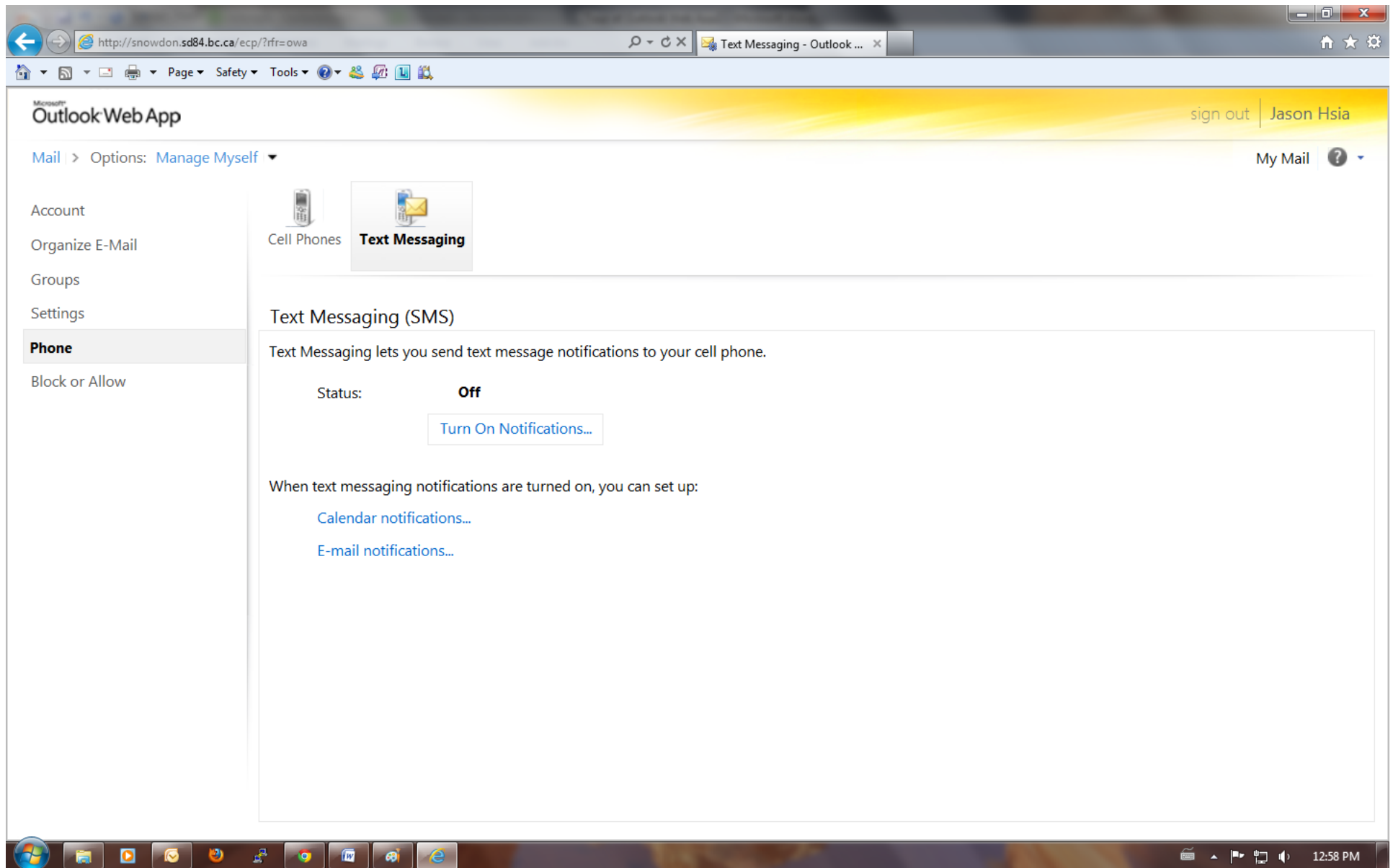
Use Cell Phones to remove a phone from the list below, access your device recovery password, initiate a remote device wipe or block your phone if you lose it. To add a new phone to the list below, [configure the phone to synchronize with Microsoft Exchange](#).

[Details](#) [Wipe Device](#) [Show Recovery Password](#) [Start Logging](#) [X](#) [Refresh](#)

Device	Phone Number	Last Sync Time	Status
Android	Not Available	31/08/2012 12:52 PM	OK
iPod	Not Available	31/08/2012 12:22 PM	OK
iPad	Not Available	18/08/2012 10:25 AM	OK
iPad	Not Available	16/08/2012 12:42 PM	OK
Android	Not Available	Not Available	OK

1 selected of 5 total

In the *Text Messaging* tab gives the user options to have exchange notify via text message on a new e-mail or on calendar notifications.



The *Block or Allow* section in the options pane allows users to whitelist (allow) or blacklist (deny) all mail from specific email addresses as well as extra options to handle personal contacts. Users can add or remove addresses to the list.

