What is Outlook Web Access?

Outlook Web Access (OWA) allows you to remotely access your UF or Shands Outlook account. You can use any web browser to work with your emails and calendars. OWA is useful whenever you are not using a workstation specifically setup to access your mailbox using Microsoft Outlook or other software. This could be via your SmartPhone or your home computer.

Signing On to Outlook Web Access

UF employees access OWA via the UF Exchange main page (http://mail.ufl.edu/). Sign on to OWA using your GatorLink Username and Password.

Shands employees can access OWA via the Shands Exchange page (https://mail.shands.ufl.edu/owa). Sign on using your Shands User name and Password.

The sign in page offers an option to run a "light" version of the OWA, this will not have all the features available, but will still allow you to work with your Outlook account. The “non light” version of OWA is the full-featured premium version, and will work best using the Microsoft Internet Explorer 7 (IE) Browser. You may want to select the “Outlook Web Access Light” version if you are using Safari, Firefox, Chrome, or an older version of Internet Explorer, or if you are at an Internet kiosk that runs locked down pop-up blocking. You may also want to use the light version for faster login times with slow connections or if you need additional accessibility features for reduced vision.

For security reasons, OWA has a 24-hour timeout incorporated when using a non-shared (private) computer and 20-minute timeout when using a shared (public) computer. If you are the only person who uses the computer, select “This is a Private Computer.”
Here’s a quick look at some basic features and tasks in an IE Browser:

**OWA Mail View**

- **Navigation Pane** includes all of the standard mail items found in Outlook 2010, including the Inbox, Drafts, Sent Items, Deleted Items, Junk E-mail, and folders you have created. The Calendar, Contacts, Tasks and Public Folders are also located in the Navigation Pane.

- **View Messages Pane** does not include the Ribbon, Toolbar, or Tabs found in the full version of Microsoft Outlook. Instead, OWA has basic functions or Mail Options grouped together in the View Messages Pane.

- **Reading Pane** includes the Reply, Reply All and Forward mail actions. To see all of the available actions, expand the Actions dialog drop down. You can turn off the Reading Pane from the View menu in the View Messages Pane.

Note: Turn off Conversations by unchecking that option in the Conversations by Date dropdown box.
**OWA Calendar View**

To view your calendar, click the Calendar icon in the Navigation Pane.

The standard Outlook calendar options are located in the View Calendar Pane.

The New, Share and View features can be expanded to show additional calendar options.
Learning More about Outlook Web Access


For a menu of topics related to the Shands Exchange project, visit their website:

https://my.portal.shands.ufl.edu/portal/page/portal/Exchange

The UF Exchange website has a menu with specific Exchange topics and links to more information:

http://www.mail.ufl.edu/