

## What is Outlook Web Access?

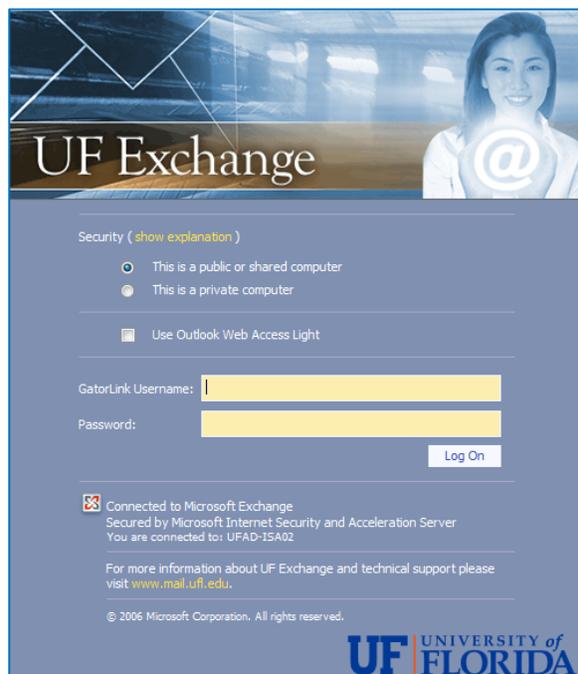
Outlook Web Access (OWA) allows you to remotely access your UF or Shands Outlook account. You can use any web browser to work with your emails and calendars. OWA is useful whenever you are not using a workstation specifically setup to access your mailbox using Microsoft Outlook or other software. This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

## Signing On to Outlook Web Access

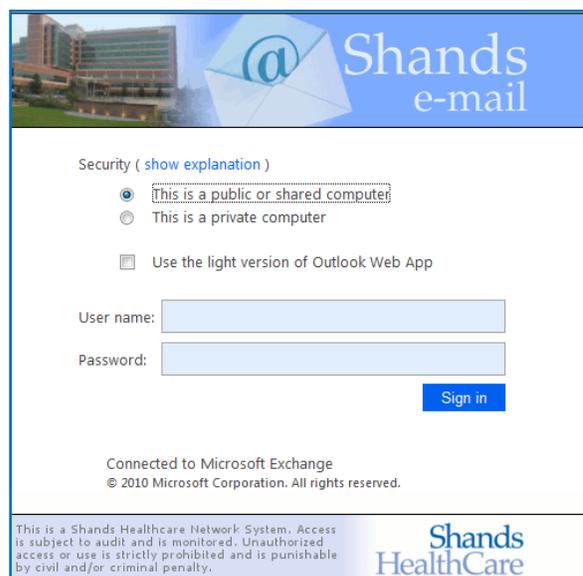
UF employees access OWA via the UF Exchange main page (<http://mail.ufl.edu/>). Sign on to OWA using your GatorLink Username and Password.

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.

### UF Exchange Sign On Page



### Shands Exchange Sign On Page



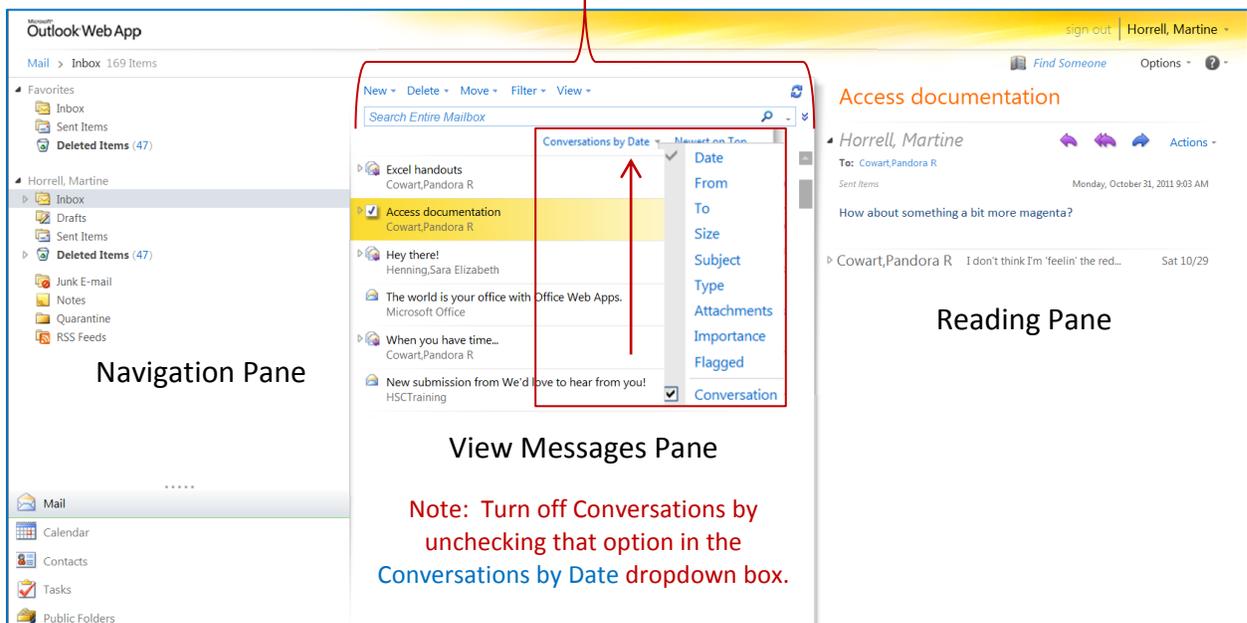
The sign in page offers an option to run a "light" version of the OWA, this will not have all the features available, but will still allow you to work with your Outlook account. The "non light" version of OWA is the full-featured premium version, and will work best using the Microsoft Internet Explorer 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."

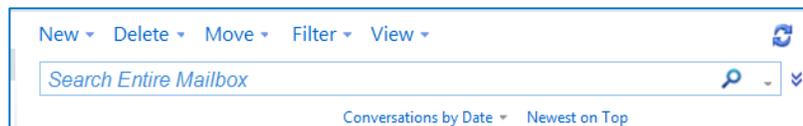
Here's a quick look at some basic features and tasks in an IE Browser:

## OWA Mail View

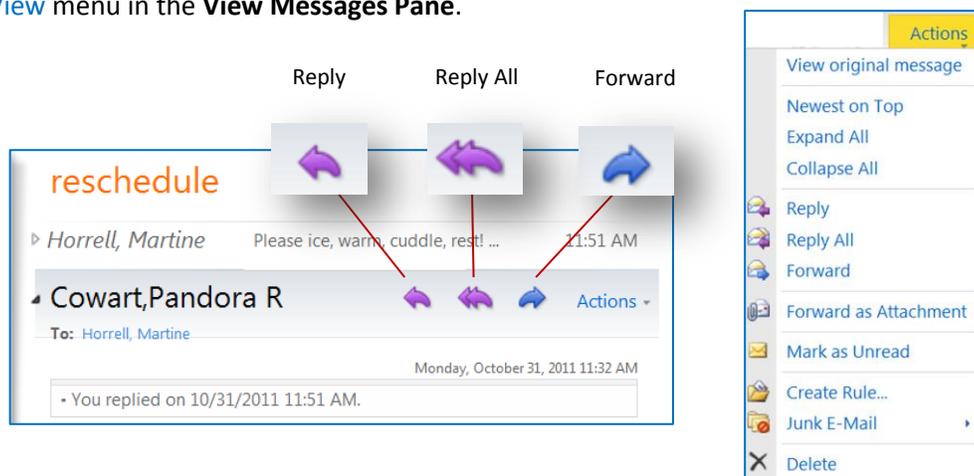
## Mail Options



- The **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.
- The **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.

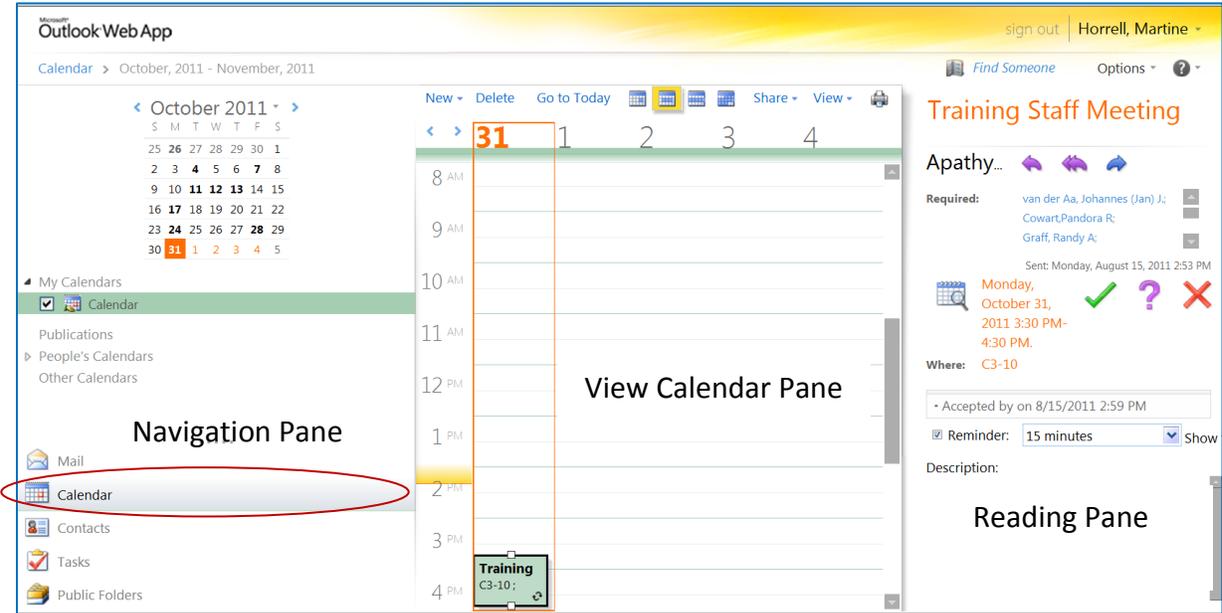


- The **Reading Pane** includes the Reply, Reply All and Forward mail actions. To see all of the available actions, expand the **Actions** dialog drop down. You can turn off the **Reading Pane** from the **View** menu in the **View Messages Pane**.



**OWA Calendar View**

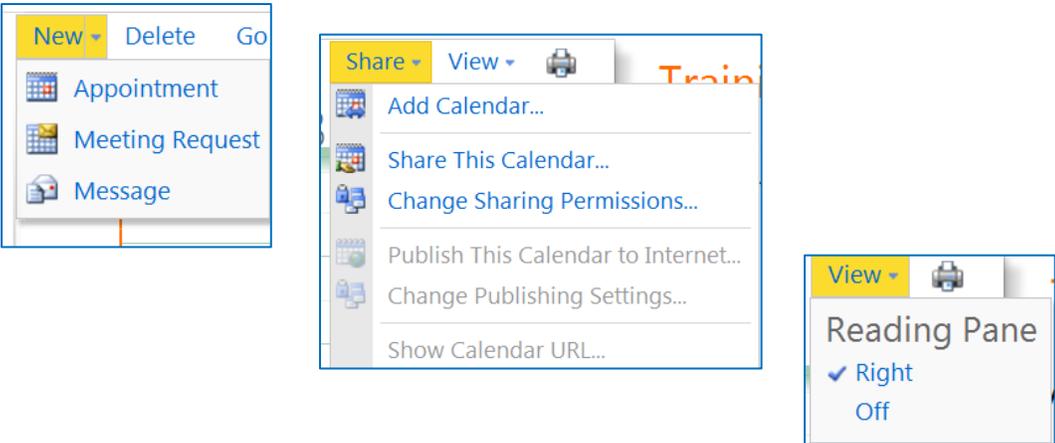
To view your calendar, click the **Calendar**  icon in the **Navigation Pane**.



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 more thorough overview of the new features in Outlook Web Access, see [Microsoft Office Outlook Web Access](http://www.microsoft.com/exchange/en-us/outlook-web-app.aspx) (<http://www.microsoft.com/exchange/en-us/outlook-web-app.aspx>).



The screenshot shows the top section of the Shands e-mail website. It features a blue header with a building image on the left, a large '@' symbol in the center, and the text 'Shands e-mail' on the right. Below the header is a vertical navigation menu with the following items: Home, Timeline, Moving to Outlook, Email Management, Connecting to E-mail, Mobile Device Setup, Training, and Getting Help. To the right of the menu, there is a text block that reads: 'For a menu of topics related to the Shands Exchange project, visit their website:' followed by the URL <https://my.portal.shands.ufl.edu/portal/page/portal/Exchange>.



The screenshot displays the UF Exchange website home page. The top navigation bar includes the 'UF | UF Exchange' logo, a dropdown menu set to 'UF Exchange Home', and a search box. The main content area is divided into a left sidebar with four expandable sections: 'About UF Exchange' (listing Service Specifications, Units in UF Exchange, UF Exchange Advisory Committee Phase II, Governance Structure, Support Structure, and More...), 'Connecting to Email' (listing About Outlook Web Access, Software Settings, Outlook 2007, Outlook 2010, Outlook 2010:Outlook Anywhere, Outlook 2011, Thunderbird 3 (PC), Windows Mail, and More...), 'Managing Email' (listing Manage and Retain Your Mail Basics, Managing Spam for Proofpoint Users, ProofPoint Spam Settings & Scoring, Mail Quotas, About Email Forwarding, Mail-Meter, and Creating SCL Rule, and More...), and 'Mobile Devices' (listing Synchronization Service Definition, iPhone, iPhone 3G, iPhone OS 4, iPad, iPad2 VPN Set Up, iPad2 Exchange, Blackberry, Active Sync, and More...). The right side of the page features a large banner image of a woman holding a glowing '@' symbol, with the text 'UF Exchange' overlaid.

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

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