# Outlook Web Access (OWA) with Exchange Server 2007
(Macintosh version)

1. Login into your Baylor email using your current Bear_ID and password via a web browser. The web URL is http://mail.baylor.edu/. Internet Explorer for the MAC is the recommended web browser, but OWA will work in "light" mode when using Safari or Fire Fox. However, you cannot access subfolders, recover deleted items, or use spell check in light mode.


2. Once you are logged in you will see the contents of your Inbox. **NOTE:** Although the Navigation pane still exists on the left, the Options button has moved to the top of the Outlook window next to the Address Book button.
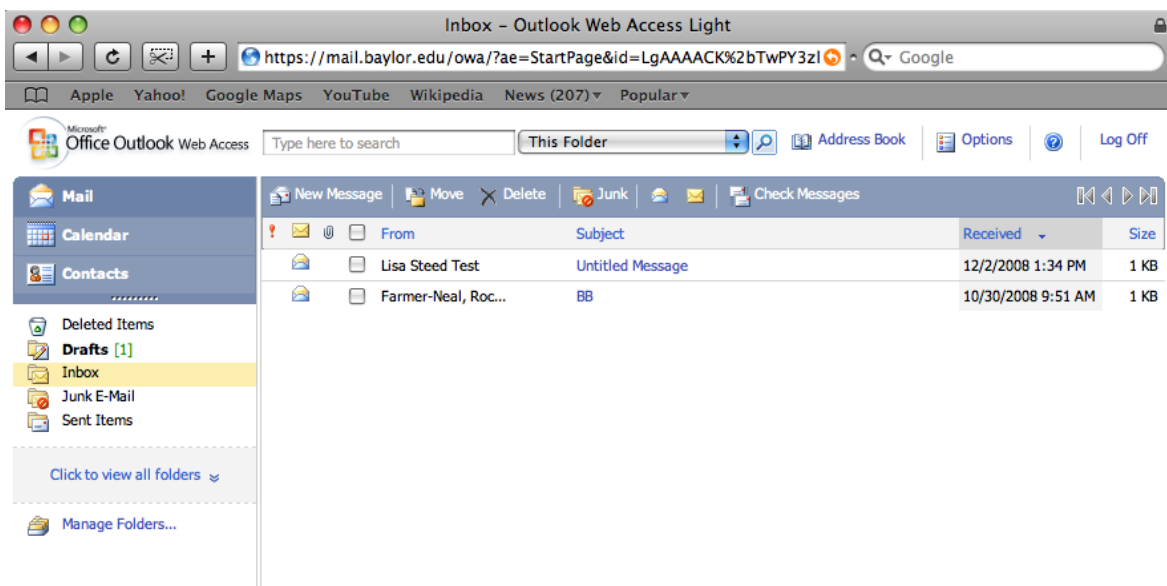

3. **To read an email message** all you need to do is click on the subject of that message to open it. After opening the message you can reply, forward, move, or delete the message.

4. **To create a new message** from OWA click on the "New Message" button (upper left on the toolbar). Enter a name/email address on the "To" line. If this person is part of Baylor University then all you need to do is enter their name(s) then click on the "Check names" button (head with blue check mark) on the toolbar. To find someone in the global address click on the "To" button and enter your search criteria (Ex: last names of the person) at the top of the window, next to the "Address Book" drop down list. After you type the name, press the return key and the results will show up in the "Message Recipients" window. To add someone to the "To" section, select the check box next to their name and then click on To, Cc, or Bcc to add them to your message. Click "Done" when finished addressing names.
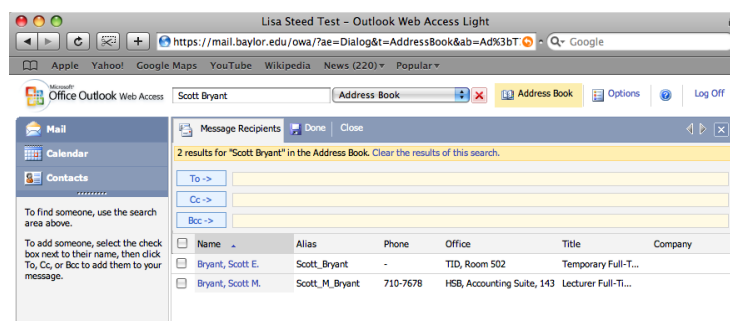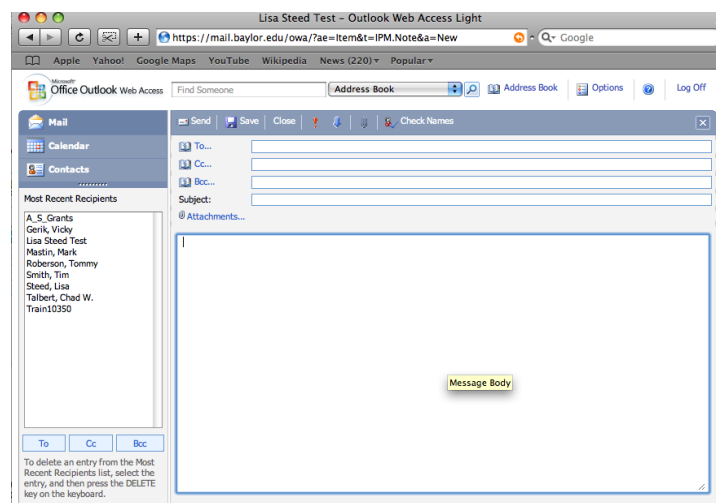
5. **To include an attachment** with your email message click on the paperclip icon from the toolbar or click on the word "Attachments" below the Subject field. Click on the "Choose File" button to find the desired file, and then you MUST click the "Attach" button to make the attachment(s) attach. Click on "Done" when you are through adding attachments. Remember attachments are limited to approximately 20MB per email message.
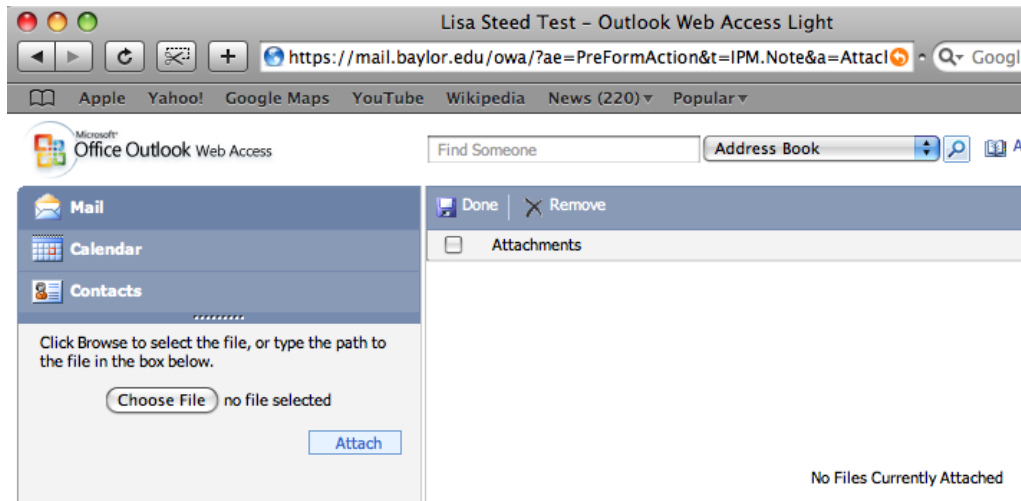
6. **To send an email to someone in your "Contacts" address book** click on the drop down arrow to switch to your Contacts address book. Enter the person that you wish to send an email message to, check the box, and click the TO button. Click done and continue composing the message you wish to send.
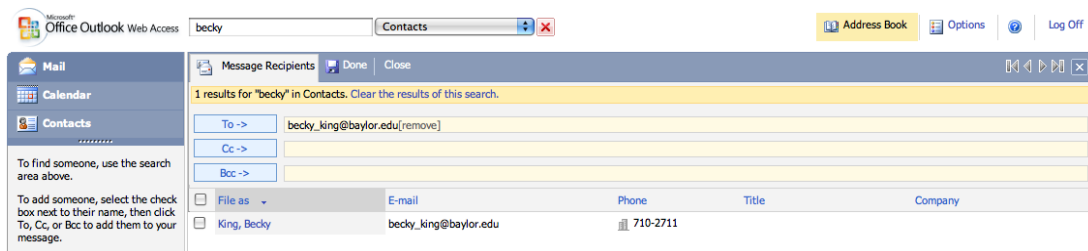
7. **To configure your options** in OWA, click on the "Options" button in the upper, right corner of the toolbar. Here you have several options to choose from including out of office assistant (on and off campus options), privacy & junk email protection, signatures, calendar options, contact options, etc…. Be sure to "Save" when done making any option changes.

If you need further assistance please contact the Help Desk at 254.710.4357