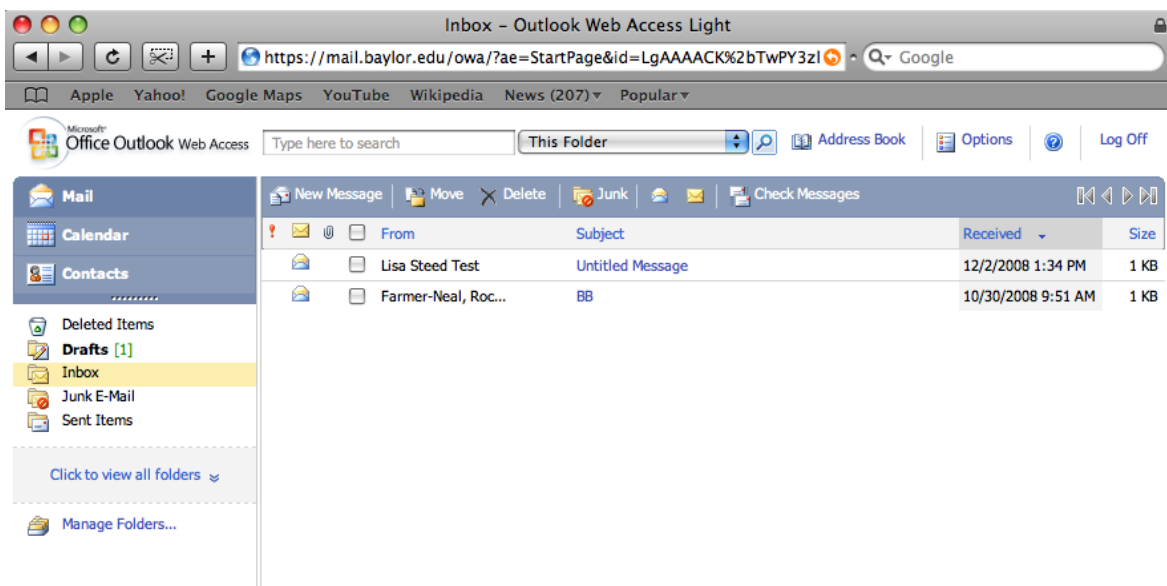


Outlook Web Access (OWA) with Exchange Server 2007 (Macintosh version)

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.**

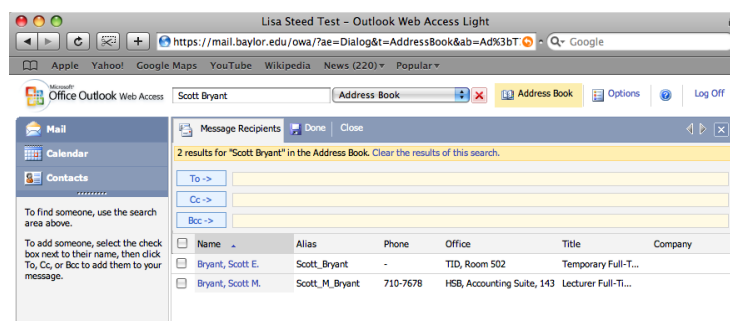
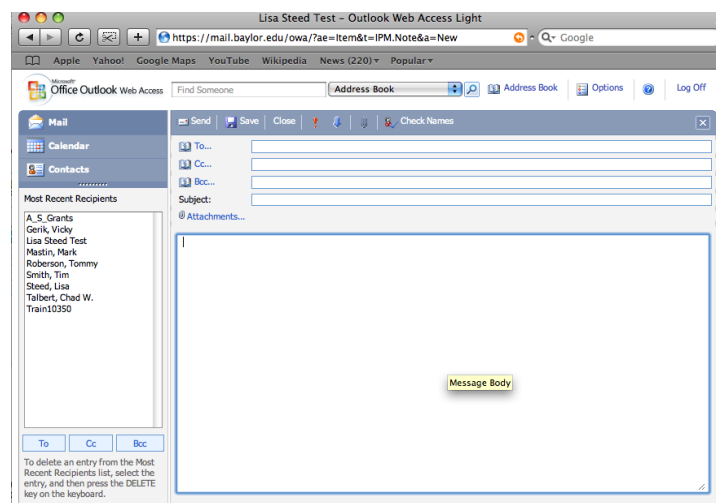
2. Once you are logged in you will see the contents of your Inbox. **NOTE:** Although the Navigation pane still exists on the left, the Options button has moved to the top of the Outlook window next to the Address Book button.



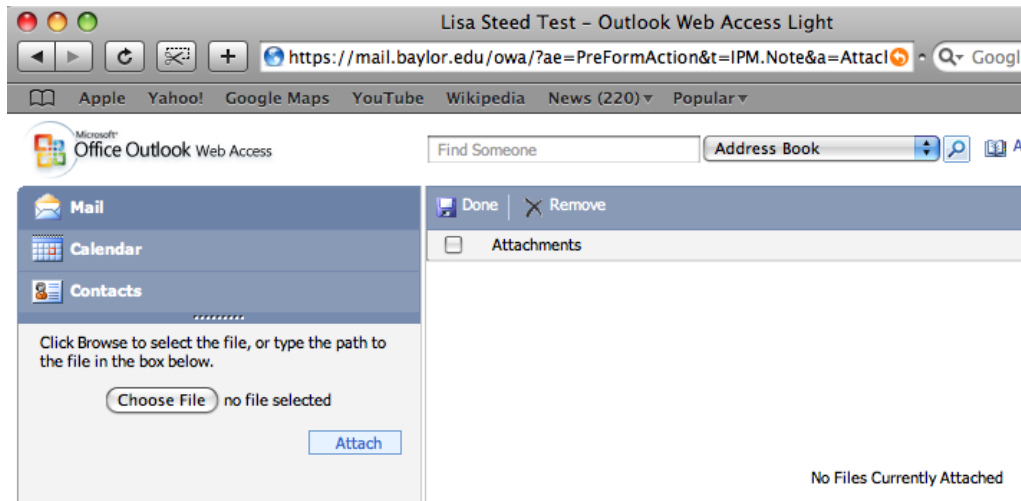
3. **To read an email message** all you need to do is click on the subject of that message to open it. After opening the message you can reply, forward, move, or delete the message.



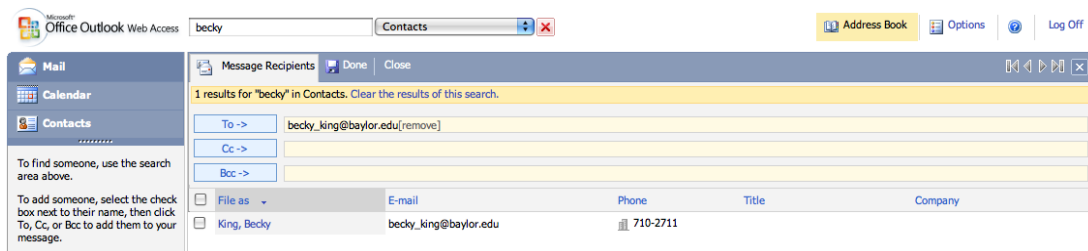
4. **To create a new message** from OWA click on the “New Message” button (upper left on the toolbar). Enter a name/email address on the “To” line. If this person is part of Baylor University then all you need to do is enter their name(s) then click on the “Check names” button (head with blue check mark) 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.

Office Outlook Web Access Find Someone Address Book Address Book Options Log Off

Mail Calendar Contacts

Regional Settings
Messaging
 Junk E-Mail
 Calendar
 Out of Office Assistant
 Change Password
 Accessibility
 Mobile Devices
 About

Save

Message Options

Number of items to display per page: 100
 After moving or deleting an item: open the next item

E-mail Signature

☐ Automatically include my signature on outgoing messages

Message Tracking Options

☒ Ask me before sending a response
☐ Always send a response
☐ Never send a response

E-mail Name Resolution

Office Outlook Web Access Find Someone Address Book Address Book Options Log Off

Mail Calendar Contacts

Regional Settings
 Messaging
Junk E-Mail
 Calendar
 Out of Office Assistant
 Change Password
 Accessibility
 Mobile Devices
 About

Save

Junk E-Mail

☐ Do not filter junk e-mail
☒ Automatically filter junk e-mail

Safe Senders List

E-mail from e-mail addresses in your Safe Senders List will never be treated as junk e-mail. You can include e-mail addresses or entire domain names in this list.

Add
 @baylor.edu Edit Remove

☐ Also trust e-mail from my Contacts

Blocked Senders List

E-mail from e-mail addresses or domain names on your Blocked Senders List will always be treated as junk e-mail.

Add
 Edit

Office Outlook Web Access Find Someone Address Book Address Book Options Log Off

Mail Calendar Contacts

Regional Settings
 Messaging
 Junk E-Mail
 Calendar
Out of Office Assistant
 Change Password
 Accessibility
 Mobile Devices
 About

Save

Out of Office Assistant

☒ 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: January 13, 2009 3:00 PM
 End time: January 14, 2009 3:00 PM

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

☒ 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

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