

## Outlook Web Access

### WHAT IS OWA?

Outlook Web Access (OWA) is used to access e-mail, calendars, contacts, tasks, and other mailbox content remotely, or when access to the Microsoft Outlook desktop application is unavailable.

If SerendipiTi have activated OWA on your Server, you are just a few steps away from accessing your mailbox from any internet-ready PC anywhere in the world – from internet-café's or from customer or supplier sites, or even from home.

Any emails you send, receive, or delete in OWA will be replicated back to the Exchange Server. When you next logon to Outlook from your usual PC, any changes you made in OWA will be visible.

### INSTRUCTIONS FOR USING OWA FROM A REMOTE COMPUTER

*[If you need to use OWA on a computer inside the network, see pg2]*

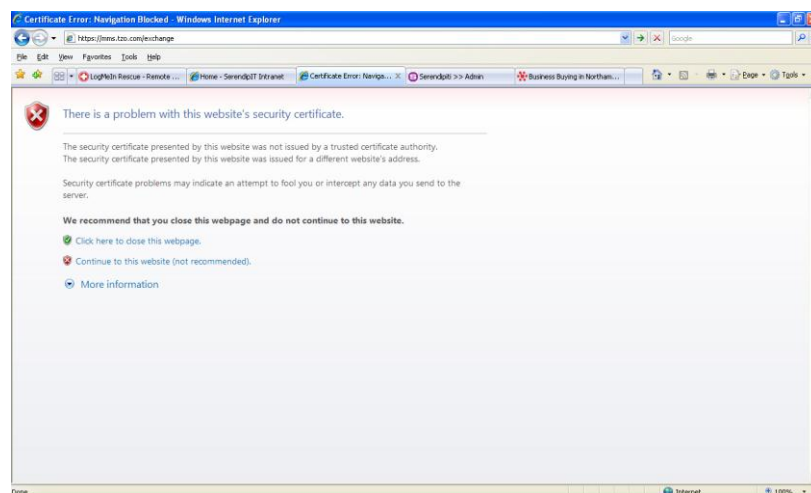
From your remote, internet-ready computer/laptop, open Internet Explorer.

In the address bar, enter the following (*nb. "www" not required*):

**yourexchangeserveraddress/owa** [ENTER]

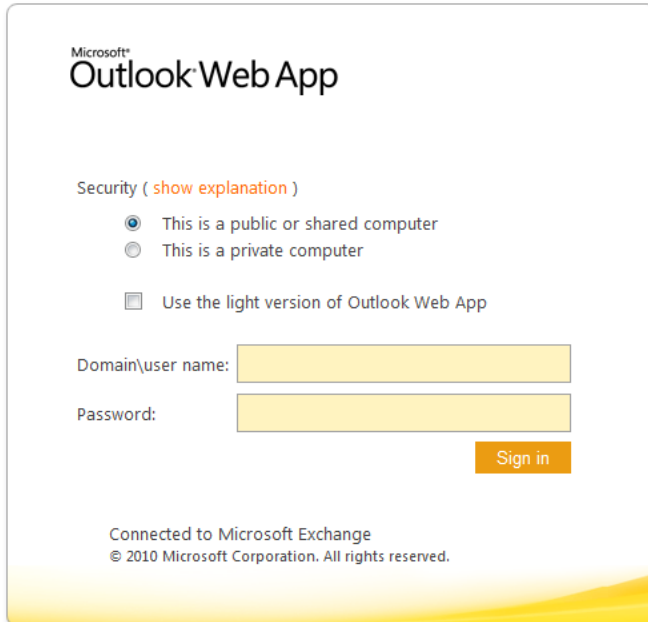
*If you do not know your Exchange Server address, contact SerendipiTi.*

The following screen will appear:



click "CONTINUE TO THE WEBSITE"

A screen resembling one of the following will appear:



Microsoft  
Outlook Web App

Security ( [show explanation](#) )

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

Use the light version of Outlook Web App

Domain\user name:

Password:

Connected to Microsoft Exchange  
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Microsoft

Microsoft Office  
Outlook Web Access  
Provided by Microsoft Exchange Server 2003

You could not be logged on to Outlook Web Access. Ensure that your user name and password are correct, and then try again.

User name:

Password:

Client (what's this?)

- Premium
- Basic

Security (what's this?)

- Public or shared computer
- Private computer

Enter your **Username** and **password** (*this is your usual NETWORK LOGIN username and password*)

Leave all other settings unchanged. Click LOGON to open your mailbox.

## USING OWA ON A PC INSIDE THE NETWORK

*If you are using a PC which is located at the same office as your Exchange Server, you can still access your mailbox by using OWA.*

From your network-ready PC, open Internet Explorer.

In the address bar, enter the following (*nb. "www" not required*):

**localhost/owa** [ENTER]

Now follow the instructions above to access OWA.

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**If you have any issues with OWA please do not hesitate to contact us on 01933 229133.**