

Outlook Web App

Logging in

Outlook Web App or **OWA** is a web-based version of Outlook which you can use to read your Sussex email from any computer with a web browser and internet access. Some web browsers work better than others - the most compatible are Internet Explorer 7 or 8 and Firefox 3.6 or later but you can also use Chrome, Safari or Opera.

If you use a different web browser, you can still use OWA but you may see a simplified version, called **OWA Light**. This still gives you access to your email and calendar but doesn't have all of the latest features.

Log on to OWA

- go to **exchange.sussex.ac.uk/owa/**
- enter your normal Sussex username (e.g. ano23) and password and click on **Log On**

You can tick the option for **private computer** at the top of the log on panel to stay logged in for longer (the public option will log you out after a few minutes if you have not been using it).

The first time you login, you will also be asked to confirm your preferred language and time zone – you can accept the pre-filled options and click **OK**.

Getting started

The standard settings in OWA mean that it looks a little bit different the first time you login. We suggest making a few minor adjustments to make life easier.

Click on the down arrow next to **View** (just at the top of the list of messages) and

- under **Reading Pane** choose **Bottom**
- click **Use Conversations** to deselect it (the tick should disappear)


then in the folders list on the left of the screen

- click on **Favourites** to hide the folders listed underneath it

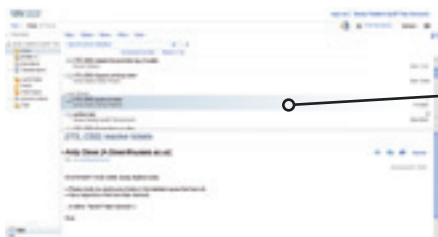
These changes should make the OWA window look more familiar with a list of email folders on the left, and your emails on the right. When you click on an email, you should see a preview of it in the window at the bottom.

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 Viewing messages in conversations

 Transferring contacts and address books

Reading and sending emails



click on a message to see a preview

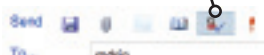
double-click to open in a new window

Send an email

- click on the **New** button above the list of messages and write your message in the window that pops up
- click on the **Send** button to post the message

Look up addresses for Sussex staff

- 1 type a few characters of a person's name in the **To** or **Cc** field
- 2 click the **Check Names** button
- 3 if a match is found, Outlook will fill in the rest of the address or let you choose from a list of similar names



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In Outlook, emails and meeting requests all go to your Inbox

🔗 How to filter meeting requests into a different folder

Deleting messages

Delete a message

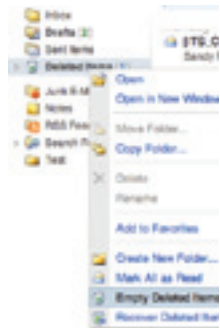
- 1 click the message in the message list to highlight
- 2 press the **Del** key on your keyboard or click on the **Delete** button at the top of the message list

When you delete a message, it is stored in the **Deleted Items** folder. This means that if you delete a message by mistake, you can easily retrieve it, but deleted items still count towards your mail quota. Emptying the **Deleted Items** folder is a quick way to make space for new messages.

Empty the Deleted Items folder

- right-click on the **Deleted Items** folder and choose **Empty Deleted Items**

*Make sure you act on warnings about your quota as you will be **unable to send or receive** until you reduce your email.*



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- 🔗 How to recover emails emptied from Deleted Items within the last 28 days

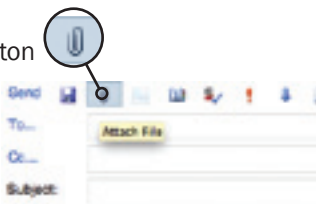
Attachments

On incoming emails, attachments are listed just above the main body of the message.

- click on the name of the file to open it
- right-click and **Save Target As** to save it
- right-click and **Print** the file without opening it.

Send an attachment

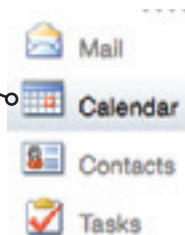
- 1 Click on the **Attach** button
- 2 Choose the file you want and click **Open** (click **Browse** if you don't see a list of files)
- 3 A list of the files you have chosen will then appear in a new window beneath the **Subject**
- 4 If you change your mind and want to delete an attachment, click on the small **X** next to its name



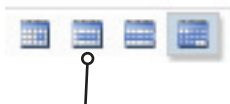
Some of the processes in OWA may differ slightly depending on the web browser you are using.

Opening the calendar

Click on the calendar button in the bottom left corner to open your calendar



You can then change the layout of the page to show a daily, weekly or monthly view.

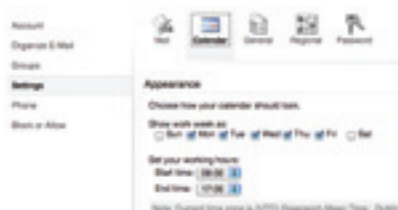


Working week

The Working week view is often useful and you can change the days of the working week to match your working patterns:

- 1 choose **Options**, then **See all options**
- 2 click on **Settings** and choose **Calendar**
- 3 set your working days and hours in the **Appearance** section
- 4 click on **Save**

Click on **My Mail** (top right) to close the settings page



Appointments and events

As with the desktop version of Outlook, there are four types of activity that you can add to your calendar: appointments, events, meetings and tasks (see p26).

Add an appointment

- 1 double-click on the intended day and time in your calendar
- 2 enter a name for the appointment and a location if appropriate
- 3 click on **Save and Close**

Change the details

- click on the square handles to change the duration
- click and drag to move to a different time
- double-click to edit the name and location details
- right-click to delete or mark the time as free/busy

Convert to an event

In Outlook, an event is an activity which does not occur at a particular time and is therefore referred to as an **all day event**:

- double-click on an appointment to edit
- tick the **all day event** box
- click on **Save and Close**

Reminders

When you set up a new appointment or event, a reminder is automatically set to alert you before it starts. To change the reminder time:

- double-click to open an activity and choose a time from the drop-down list next to the word **Reminder**

Change status to free or busy

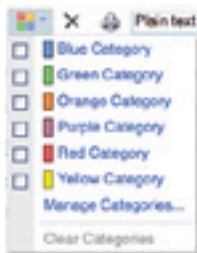
- 1 right-click on the activity and choose **Show time as**
- 2 choose the appropriate option

New appointments and meetings are automatically set to *busy* and events to *free*.


Categorise with colours

- 1 double-click on an activity
- 2 click the Categories icon and select a colour

You can also click on **Manage Categories** to set up your own colours and definitions.



Create a recurring calendar item

- 1 double-click an event or appointment
- 2 click on the recurrence icon 

Meetings

In Outlook, a meeting is an appointment with attendees.

Set up a meeting

- 1 double-click on the intended day and time
- 2 enter the basic details for the meeting
- 3 click on the **Invite attendees** icon and then type their names in the **To** box
- 4 alternatively click on **Scheduling Assistant** to check the availability of colleagues at Sussex



Share your calendar

- 1 click on **Share** and choose **Share This Calendar**
- 2 put the names of the people with whom you want to share in the **To** field and click on **Send**
- 3 change permissions at any time by choosing **Share** and then **Change Sharing Permissions**

View the calendar of a colleague

- 1 click on **Share** and choose **Add Calendar**
- 2 click **Name** to see a list of calendars you can add
- 3 click a name to choose it and then click **OK**

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🔗 Advanced options for sharing your calendar with colleagues and assistants

Additional calendars

Outlook enables you to have more than one calendar and switch between seeing each one separately or a combined view of all your calendars.

Create an additional calendar

- 1 right-click **My Calendars** in the left-hand panel and choose **Create New Calendar**
- 2 enter a name for the new calendar and press **enter**

Show or hide calendars

- 1 in the left-hand panel, tick the boxes for the calendars you want to see or un-tick to hide
- 2 calendars are shown side-by-side



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- 🔗 Organising calendars into groups
- 🔗 Customising your calendar