



# OWA 2007 Access, Orientation & Navigation

## An Introduction to Outlook Web Access 2007

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### Introduction

Outlook Web Access, or **OWA** (pronounced "oh-wuh" by the syllabically frugal), is a web-based version of Microsoft's popular personal information manager, Outlook. Using OWA, you can work with your e-mail, calendar, tasks and other Outlook content while away from your desk, away from campus or away from home. Because OWA runs *within* your web browser, all you'll need is a computer and Internet access.

As you might expect, OWA works best within Microsoft's web browser, *Internet Explorer (IE)*, but even Mac and Linux users or those limited by slower connections can enjoy partial access via *OWA Light* (Fig 1,4).

In this publication, we will describe how to log on and off and we will overview the OWA desktop, modules and panes, and key navigation controls. Then, with the *next* publication in this series, we will start a detailed exploration of each module: Mail, Calendar, Contacts, Tasks, Documents and Public Folders. So, let's get started!

#### OWA Light

With half the calories and fat of regular OWA, *Outlook Web Access Light* can be invaluable if you find yourself working under less than ideal computing conditions.

When slow connections, seemingly incompatible browsers and unusually strict security settings threaten to thwart, *OWA Light* may save the day by providing limited access to your mail, calendar and contacts.

### Accessing OWA

#### To Log On

1. Open <https://mail.carrollk12.org> in Internet Explorer 6 or later. If IE is not available, use *OWA Light* as described below.
2. At the Log On page (Fig 1), enter your username and password.
3. Click the **Log On** button or press the Enter key to continue.

#### To Log On Using OWA Light

1. Open <https://mail.carrollk12.org> in your web browser (Firefox, Opera, Safari, etc.)
2. At the Log On page (Fig 1), enter your username and password.
3. Select the **Use Outlook Web Access Light** checkbox (Fig 1,4).
4. Click the **Log On** button or press the Enter key to continue.

#### To Log Off

1. Click **Log Off** (Fig 2,2) in the upper right corner of the OWA desktop.
2. Click the **Close Window** button on the confirmation page.

Figure 1

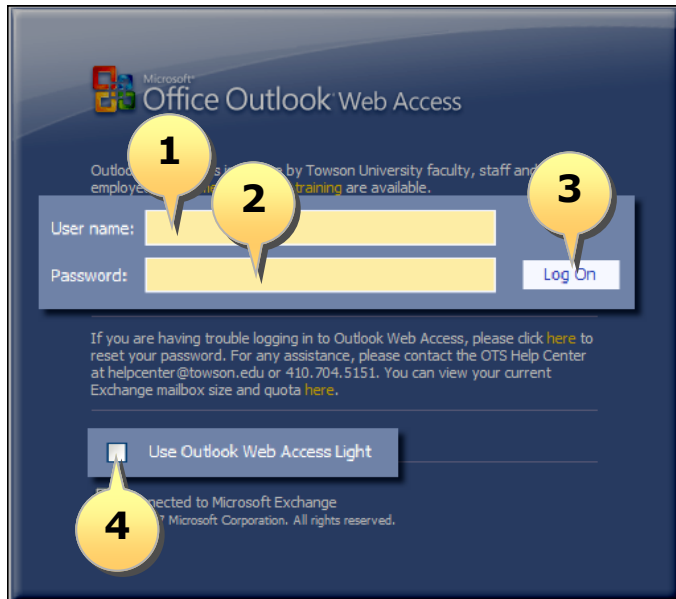
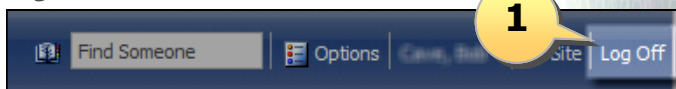


Figure 2



## Regarding OWA

### OWA Desktop

The OWA desktop is a collection of rectangular areas, referred to as bars and panes. Each area displays tools and/or information. As you switch between different *functional* areas (modules) in OWA, the location of the bars and panes remains constant so that you can find what you need fast.

The default color scheme is *Seattle Sky*. Three additional schemes—*Carbon Black*, *Xbox* and *Zune*—are also available (Fig 3), and there's a good chance that at least one will suit your taste. You can change your color scheme as follows:

1. Click **Options** in the upper right corner of the OWA desktop.
2. Click **General Settings** in the Option menu.
3. Choose a color scheme under the **Appearance** options.
4. Click **Save** in the toolbar at the top of the page. To see the effect of your change, you have to click on one of the module buttons (e.g., Mail) in the lower left corner of the desktop.

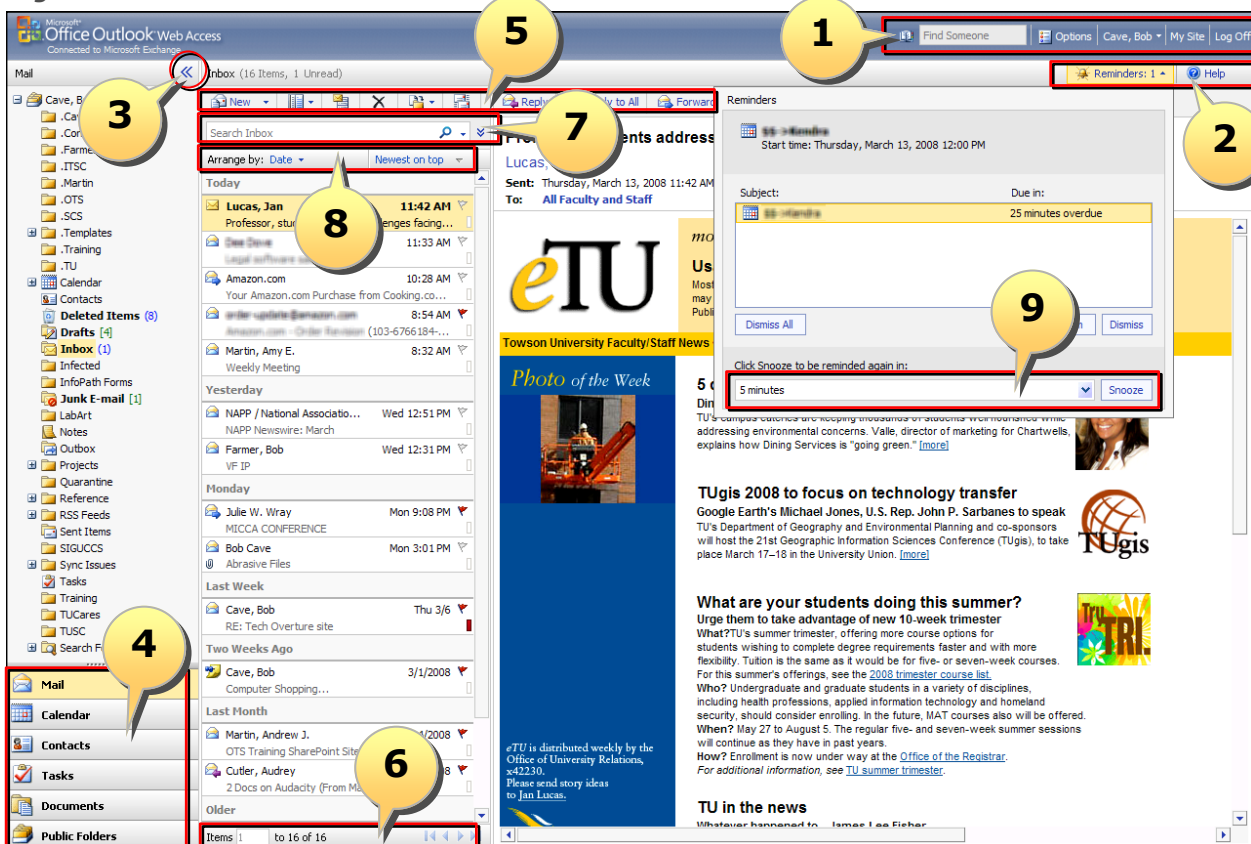
Figure 3



### OWA Controls

You control OWA using buttons, links, menus and text boxes. Some of these controls are available throughout all of the modules, others appear only where they are contextually appropriate. **Figure 4** identifies controls described on the next page.

Figure 4



1. The right end of the ever-present **OWA Title Bar** contains tools for searching the CCPS address list and your personal contacts, opening the Options control panel, opening a different mailbox (e.g., a department maildrop), opening your web site on Pages, and logging out.
2. The right end of the **Folder Title Bar** contains notification buttons for reminders (alarms) and new messages and a button for opening OWA Help information in a new window.
3. The rotated chevron (<<) appears at the top of panes that can be collapsed and expanded.
4. The six ever-present buttons (Fig 5) that occupy the lower left corner of the desktop represent the six OWA **Modules**; just click a button to open the corresponding module.
5. The **Module Toolbar** displays tools appropriate for the selected module.
6. The **List Pane controls** appear at the bottom of List Panes in the Mail, Contacts, Tasks and Public Folders modules.
7. The **Search Tools** appear at the top of List Panes in the Mail, Contacts, Tasks and Public Folders modules.
8. The List **Sorting and Grouping controls** appear at the top of List Panes in the Mail, Contacts, Tasks and Public Folders modules.
9. **Reminders** display at their set times in the upper right quadrant of the desktop. Buttons and lists allows you to select specific reminders and open, dismiss and snooze for the period you set.

### OWA Modules

The functions of Outlook Web Access 2007 are distributed among six modules, represented by the buttons (Fig 4,4) in the lower left corner for the desktop.

<b>Mail</b>	Read, compose, process and manage your e-mail messages.
<b>Calendar</b>	View and edit your calendar, create meetings and invite colleagues.
<b>Contacts</b>	Search and view contact information—including phone number, department, office address and schedule availability—for individuals and resources in the CCPS Global Address List and in your own Contacts folder.
<b>Tasks</b>	View and edit your tasks—including e-mail messages flagged as tasks—and filter your view to show All, Active, Overdue or Completed items.
<b>Documents</b>	View, edit and manage the folders and files in your Windows file shares, such as your H and O drives, or a SharePoint Document Library.
<b>Public Folders</b>	View the public folders and files organized by department and available to all CCPS Outlook users.

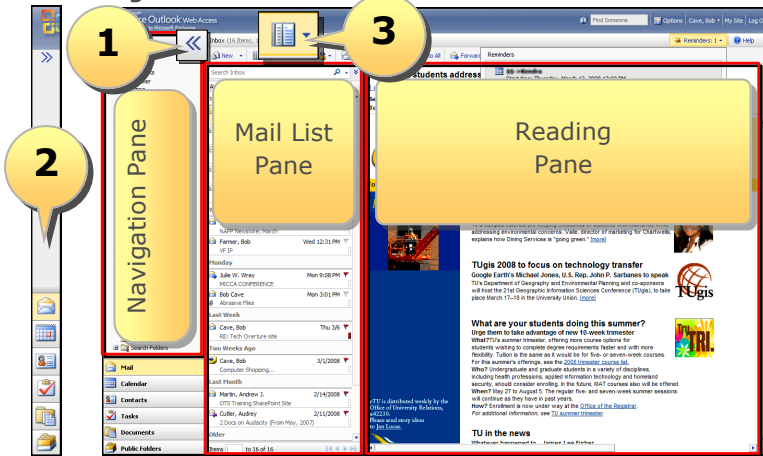
### OWA Panes

Each module's tools and information are organized into panes. Although panes vary somewhat from module to module, most perform the same or similar functions in all modules. Let's examine the **Mail** module (Fig 5) as a representative example.

Leftmost is the **Navigation Pane**. In the **Mail** and **Public Folders** modules, it displays a list of folders; click a folder to view its contents in the adjacent panes. In the **Calendar** module, it displays a date picker; and, in the **Contacts**, **Tasks** and **Documents** modules, it display controls for selecting and filtering content. Need more room for other panes? Click the chevron at the top of the Navigation Pane (Fig 5,1) to collapse it (Fig 5,2); click again to expand it.

Adjacent to the Navigation Pane is the **Mail List Pane**. In the **Mail**, **Contacts**, **Tasks** and **Public Folders** modules, it displays an index of the associated content. For example, in Mail it lists

Figure 5

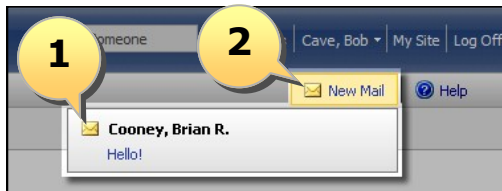


messages, while in Contacts it lists people and organizations. Click an listed item, and OWA opens it in the **Reading Pane**.

The **Reading Pane** displays the content of the item selected in the list: the actual e-message, meeting details, contact information, or task specifications, for example. And whenever the Reading Pane appears, you can hide it or move it using the **Reading Pane tool** (Fig 5,3).

The 2007 version of OWA is the first to include Reading Panes in the Calendar, Contacts and Tasks modules.

Figure 6



In most cases, you can now get all of the information you need without ever having to open an additional window.

OWA Reminders & Notifications

If a new message arrives for you while you are logged on, OWA will notify you immediately by displaying a notice (Fig 6,1) beneath the Folder Title Bar—no matter

what module you are working in. Click on the notice to open the message right away if you like. Otherwise, after five seconds, the box will fade; but, a **New Mail** button (Fig 6,2) will appear next to the Help button until you have opened the message. If you wish, you may click the New Mail button to return to the Mail module.

In this *same* area beneath the Folder Title Bar, OWA will display the reminders (Fig 7) you have set for appointments, meetings, tasks or e-mail messages.

- You can temporarily hide reminders by clicking the **Reminders** button (Fig 7,1)
- You can dismiss all listed reminders, by clicking the **Dismiss All** button (Fig 7,2)
- You can select a *specific* item from the list (Fig 7,3) and then **open** it for editing (Fig 7,4) or **dismiss** it (Fig 7,5)
- You can also select a **time** delay (Fig 7,6) and **snooze** (Fig 7,7)

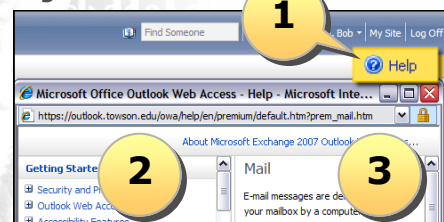
Figure 7



OWA Help

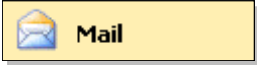



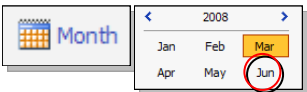
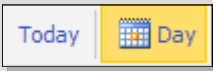

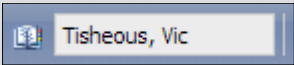
We will concede the *possibility* that from time to time you *might* have questions about OWA, even after memorizing all of our documentation and eating fish (or some other brain food) daily. Fortunately, help is as close as the upper right corner of your desktop. When you click the **Help** button (Fig 8,1), OWA opens a new window divided into Navigation (Fig 8,2) and Reading (Fig 8,3) frames. Select a topic of interest on the left, and then read all about it on the right.

Figure 8



## Navigating OWA

Although we have largely addressed general navigation techniques in describing the OWA interface and tools, the topic bears summarizing here in a more pointed fashion.

Desired Operation or Outcome	Appropriate Tool or Action	
Select a specific area (module) of OWA in which to work	Module buttons in the lower left corner of the desktop	
Hide the Navigation Pane in order to increase the size of the remaining panes	Collapse tool at the top of the Navigation Pane	
Restore the Navigation Pane in order to use its tools	Expand tool at the top of the collapsed Navigation Pane	
View and hide subfolders in the Navigation Pane (Mail and Public Folders modules only)	Expand and Collapse buttons adjacent to folders that contain subfolders	
Display your June 2008 calendar	Open the Calendar module, click <b>Month</b> on the module toolbar, and then click <b>Jun</b> in date picker at the top of the Navigation Pane	
Display your schedule for today	Open the Calendar module, click <b>Today</b> and then <b>Day</b> on the module toolbar	
Create a new message, appointment, meeting request, contact, distribution list, task or note from almost anywhere	Click the list button ▼ next to the <b>New</b> button on the left end of the module toolbar, and then select from the drop-down list	
Check a CCPS colleague's general availability for today	Enter the colleague's name in the <b>Find Someone</b> box in the upper right corner of the desktop and press Enter	
Review your overdue tasks	Open the <b>Tasks</b> module and click the <b>Overdue</b> radio button at the top of the Navigation pane	