Outlook Web App (OWA) is accessible from any compatible web browser, on or off campus. It is available to all users of the TWP's Exchange email service. These basic instructions will get you started.

Logging on

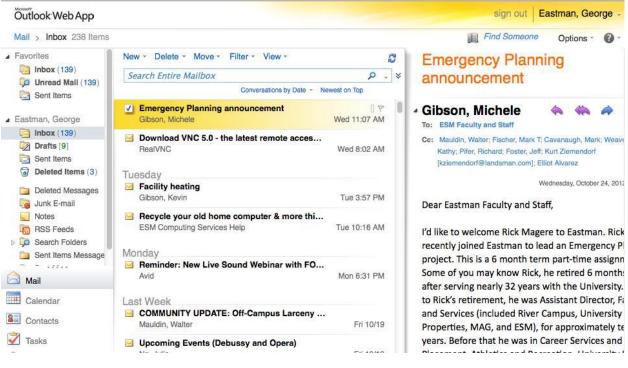
- 1. Browse to https://sync.wellplan.com/owa/
- Choose your Security settings. If you are the only person who uses this computer, select This is a private computer, otherwise, select This is a public or shared computer. If you are on a slow connection, or have problems logging in, select Use Outlook Web App Light.
- 3. Enter your TWP network username and password, and then click the Log On button.

Jutlook [.] V	Veb App
Security (show expla	nation)
	ublic or shared computer rivate computer
	ok Web App Light
Domain\user name:	
Password:	
	Log On
Connected to Mi	crosoft Exchange
Connected to Pin	

Outlook Web App logon page

Reading mail

- 1. At left is the folder list. It shows your email folders including your Inbox, Drafts, Sent Items, Notes, Junk E-Mail and Deleted Items. Right-click in this area to rename, delete or create new folders.
- 2. Switch between Mail, Calendar, Contacts and Tasks using the tabs beneath the folder list.
- 3. In the center is the message list. Above the message list are options to create a new message, delete a message, move a message, filter and change your view, and search.
- 4. On the right-hand side of the browser window is the Reading Pane. It displays email content, along with common options such as Reply or Forward. To disable the Reading Pane, select Reading Pane > Off from the View menu above the message list.



The Mail tab in Outlook Web App

 Conversation view allows you to see message threads grouped together. This can help to reduce the clutter in your mailbox. To disable Conversation view, select Conversations by... above the message list, and deselect Conversations.

Composing mail

- 1. Starting a new message, click the New link above the message list.
- 2. To select a recipient, start by typing a name in the **To:** field, then click the **Check Names** button.
 - a. To find common names or hard-to-find addresses, click the **Address Book** button to search the Global Address List.

8/

3. To add a signature for your messages, choose Options > See All Options at upper right. Click the

Settings tab at left, enter your signature, then click the **Save** button at lower right.

Setting up Out of Office

1. To add an automatic reply, choose **Options** > **See All Options** at upper right.

Mail > Options								
Account		4	sississ X?]				
Organize E-Mail	Inbox Rules Au	tomatic Replies	Delivery F	Reports				
Groups								
Settings	Automatic Replies							
Phone	Create automatic reply (Out of Office) messages here. You can send replies to							
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	Start time	: Mon 10/29/2012 -		2:00 PM ‡		1		
	End time	: Fri 11/2/2012	2 🗸	2:00 PM	\$))		
	Send a reply	once to each se	ender inside	my organiz	zation	with t	he follov	wing r
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	I'll be atte	nding a confer	ence the w	eek of Oc	tober	29. F	Please c	onta

Automatic Reply settings

- 2. Click the Organize E-Mail tab at left
- 3. Click the Automatic Replies tab at top center.
- 4. Select a time period and compose your message, then click the **Save** button at lower right.

Calendaring

- 1. To view your Eastman calendar, click the **Calendar** tab at lower left. **Day**, **Week**, and **Month** views are available via the buttons at the top.
- 2. To create an Appointment or Meeting Request, click the arrow to the right of the **New** link at the top.

Calendar > October, 201						A	Find Some	one Options -	0 -
October 2012 - >	New - Delete	Go to Today		Share	- View -		Importa	nt meeting	
S M T W T F S 30 1 2 3 4 5 6	< > 24 v	vednesday	_					nursday, October 25, 2012	318 P
7 8 9 10 11 12 13	0					-			
14 15 16 17 18 19 20	Importa	ant meeting					Wedn 9:00 /	M-10:00 AM.	
21 22 23 24 25 26 27							Where:		
28 29 30 31 1 2 3	10 AM					_	- This appointn	nent has already occu	rred.
4 5 6 7 8 9 10							Reminder:		
My Calendars	11 AM						Menninder.	15 minutes	•

The Calendar tab in Outlook Web App

3. To add another person's calendar for which you have permission, right-click the **My Calendars** heading at left and choose **Add Calendar**. Note: Calendar permissions cannot be changed using OWA; you must use the Outlook application on your Mac or PC.

Organizing personal Contacts

- 1. Click the **Contacts** tab at lower left to view and edit names and addresses that do not appear in the Global Address List.
- 2. To add a new Contact or Group, click the arrow to the right of the **New** link at the top.
- 3. Click on a Contact or Group to edit in the Reading Pane, or double-click to edit in a new window.
- To disable the Reading Pane, select Reading Pane > Off from the View menu above the contact list.

Contacts > 3 Items			
Show:	New - 🗙 🎦 - View - 🖉	Forwa	rd
• All	Search Contacts P - *	Test Group 1	
O People	Arrange by File as - A on top	Members	Name
Groups	Rakun, Faisal frakun@esm.rochester.edu		Rakun, Faisal
My Contacts	Test Group 1 Group		E Unterborn, Craig
Contacts	Unterborn, Craig cpunterborn@esm.rochester.edu		

The Contacts tab in Outlook Web App

Working with Tasks

- 1. Click the **Tasks** tab at lower left to manage a task list that will be synchronized with Outlook on your Mac or PC.
- 2. To add a new Task, click the **New** link at the top.
- 3. Click on a Task to edit in the Reading Pane, or double-click to edit in a new window.
- 4. To disable the Reading Pane, select **Reading Pane > Off** from the **View** menu above the contact list.

Outlook Web App		sign out Eastman, George -
Tasks > Flagged Items a	nd Tasks 2 Items	👫 👻 📗 Find Someone 🛛 Options * 🔞 *
Show: All	New * X 📑 * 💕 View * 🦉	Tasty task
Active	Search Flagged Items and Tasks P Arrange by Due Date + Oldest on	Top Status: Not started
Overdue		Priority: Normal % complete: 0
O Complete	None Tasty task	V Owner: Eastman, George
 My Tasks Flagged Items and Tasks 	Older	Reminder: None 8:00 AM
🛃 Tasks		

The Tasks tab in Outlook Web App