

TWP Outlook Web Access – The Basics

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

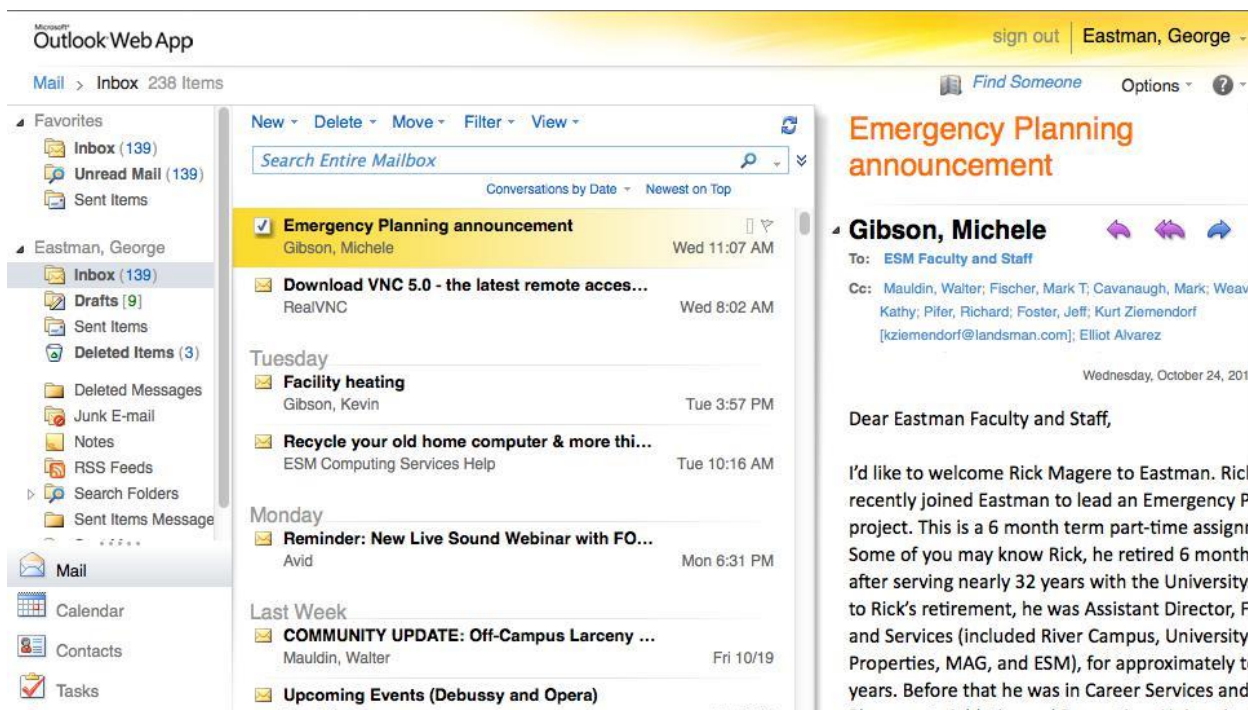
1. Browse to <https://sync.wellplan.com/owa/>
2. Choose your Security settings. If you are the only person who uses this computer, select **This is a private computer**, otherwise, select **This is a public or shared computer**. If you are on a slow connection, or have problems logging in, select **Use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

[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.




TWP Outlook Web Access – The Basics



The Mail tab in Outlook Web App

5. 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**.

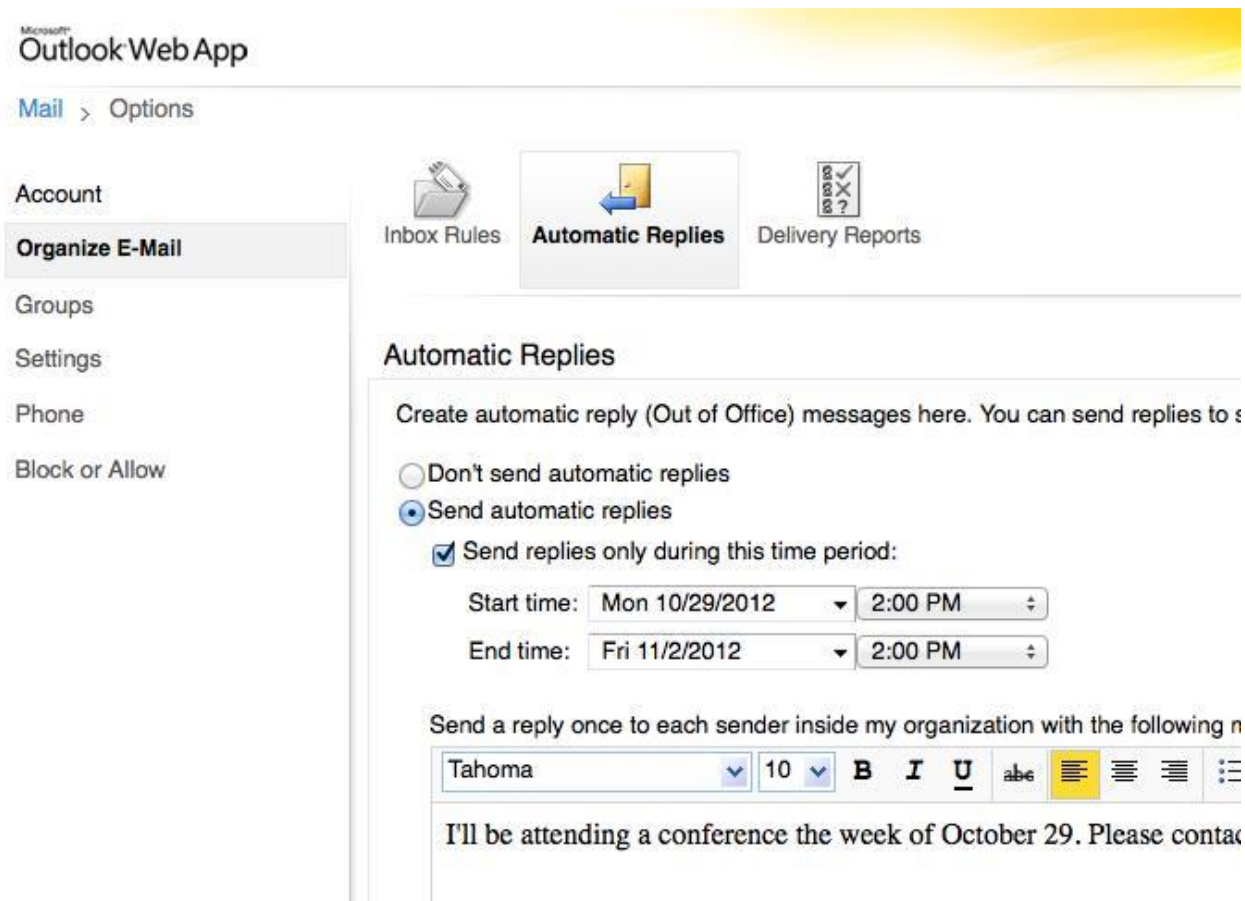
Composing mail

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.
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.

TWP Outlook Web Access – The Basics

Setting up Out of Office

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



Microsoft
Outlook Web App

Mail > Options

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Inbox Rules **Automatic Replies** Delivery Reports

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to:

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Mon 10/29/2012 2:00 PM

End time: Fri 11/2/2012 2:00 PM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 **B** **I** **U** abc [List icons]

I'll be attending a conference the week of October 29. Please contact me at [phone number] or [email address].

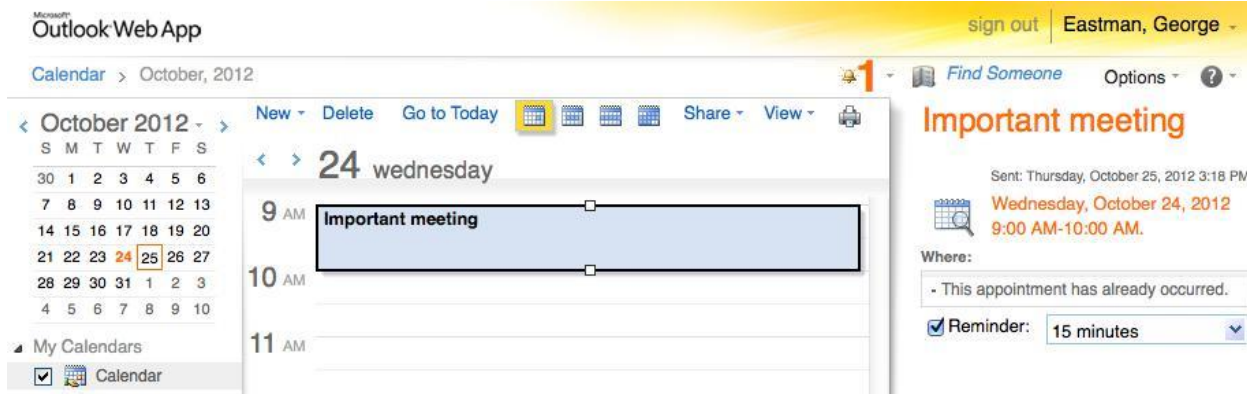
[Automatic Reply settings](#)

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.

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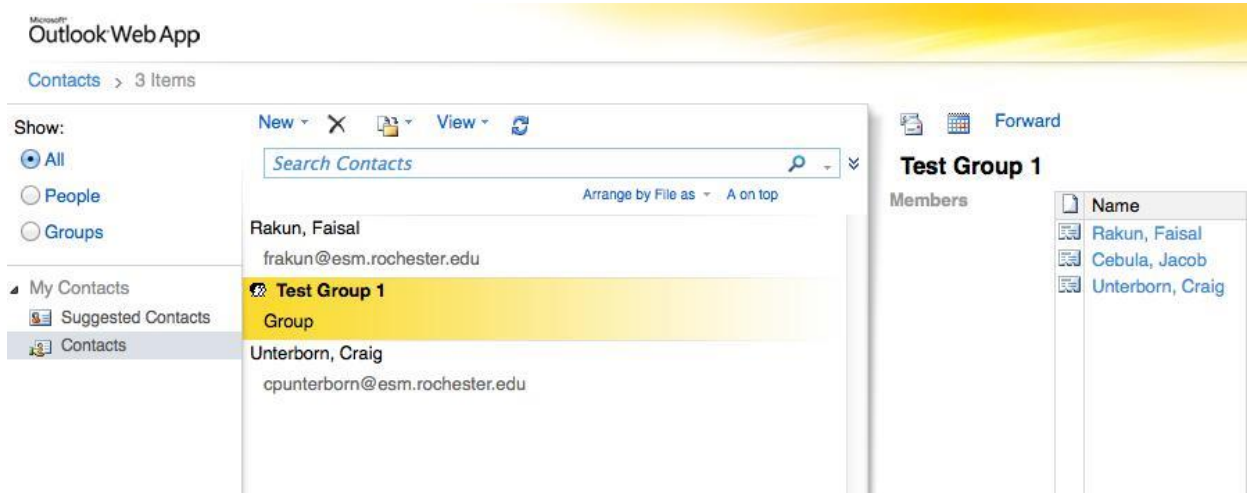


The Calendar tab in Outlook Web App

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.
4. To disable the Reading Pane, select **Reading Pane > Off** from the **View** menu above the contact list.

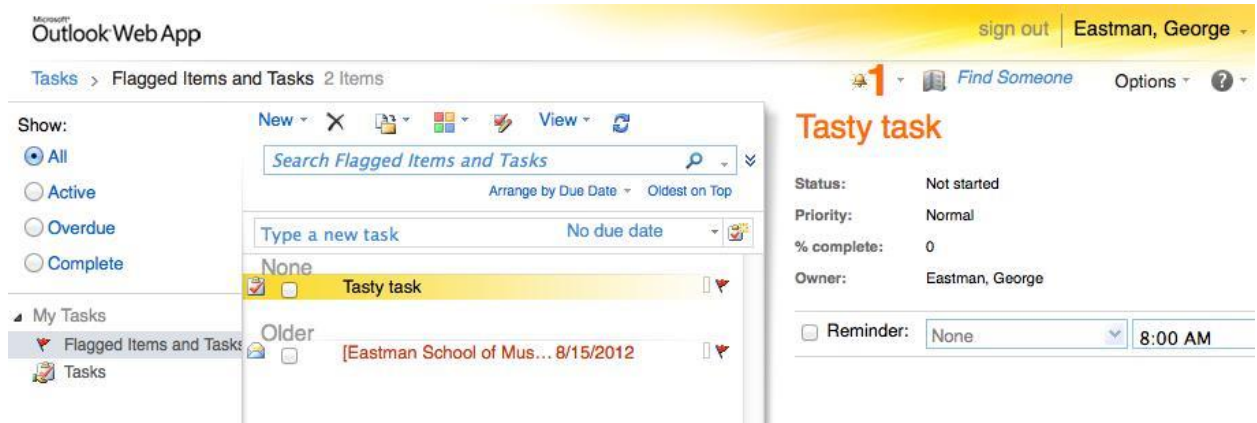


The Contacts tab in Outlook Web App

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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.



The Tasks tab in Outlook Web App