



Microsoft®

Outlook Web App 2010



Outlook Web App (OWA), is a powerful email, scheduling, and contact management program you can access via a web browser from any personal computer connected to Exchange Server 2010. OWA 2010 contains many of the features of Outlook, making it possible to switch easily between the online and standalone editions of the software, or to use OWA exclusively to handle your mail messages, calendars and meetings. OWA 2010 includes the new Conversation

View (highlighting strung-together email messages), enhanced Filters and Search options, and multiple browser support, and now allows for Calendar Sharing with people outside your organization.

Search box. See [Searching for Items](#), page 6.

Appointment, Meeting and Task Notifications. See [Scheduling Appointments](#), page 4.

Click for additional OWA options.

Navigation pane

Folder list. See [The Navigation Pane](#), page 2.

Navigation buttons. Click any button to view the corresponding work area. See [The Navigation Pane](#), page 2.

Click to open the Address Book. See [Creating and Managing Contacts](#), page 5.

Context menu for Category options. Check the box to select each category you want to apply. See [Using Categories](#), page 6.

Reading Pane with selected Inbox message displayed.

★ Conversation View. See [Conversation View](#), page 2.

The Inbox in OWA 2010 now displays all messages in a single pane. Simply scroll down to view older messages

Logging On

- Open your Web browser and load the OWA portal (e.g. <https://mail.server.com/owa>). When the logon screen appears, click the desired option in the **Security** area:
 - This is a public or shared computer:** when selected, OWA is set to log out automatically after a short period of inactivity, protecting your account should you leave your computer unattended.
 - This is a private computer:** allows for a longer period of inactivity before OWA automatically signs you out.
 - Use the light version of Outlook Web App:** provides less features and can be faster, which might be a better option if you're on a slower connection.
- Enter your username and password, then click **Sign in**.

Personalizing OWA's functions and Appearance

OWA has a wide range of display and mail handling options that you can set and save as part of your profile.

Click **Options** in the top-right corner of the window, and choose an option from the menu (e.g. a new theme), or click **See all options** for advanced mail, calendar, and other settings. When finished, click **My Mail** to return to the mail screen, if needed.

Signing Out

Signing out helps to keep your account secure, especially if you use OWA on public workstations. Click **sign out** above the toolbar, then click **Close Window** to close all browser windows.

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