

## Accessing your email via the web using Outlook Web Access (OWA)

Outlook Web Access gives access to an Outlook account from any computer with internet access. This is available in two editions: Premium or Light.

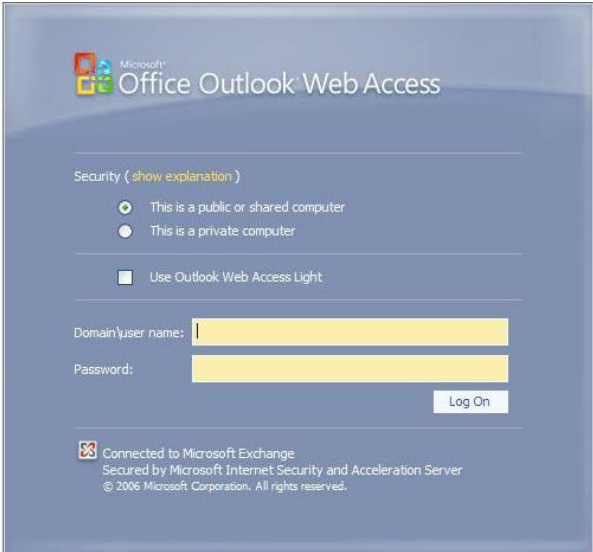
The Premium edition requires Internet Explorer version 6. When you access the web version in University it will be the Premium edition. Outside the university network, Premium edition can be used on a broadband connection.

The Light edition, which provides a subset of Premium's features, works in all other browsers including Mac and Linux machines. If accessing Outlook Web Access on a dial up connection select Light.

Regardless of which version you use you will still be able to access all of your data.

### Opening Outlook Web Access

- Open a web browser
- Type in the address **<https://owa.canterbury.ac.uk/>**  
A Username and password dialog box will open.
- Type in **cc\** followed by your **University User Name** (e.g. jd148)
- Type in your University password
- Click on **OK**



**Hint:** There is a link on the University web site to Outlook Web Access. This is located from the webmail link on the footer of University web pages.

## **Features available in both Premium and Light modes**

### ***Interface***

- Help
- Shortcuts

### ***Messaging***

- Navigate hyperlinks in messages
- Insert hyperlinks in message text
- Send and receive attachments
- Request read or delivery receipt
- Receive HTML mail
- Set message importance
- Multiple views, Group items
- Public folders
- Sort message list by standard fields
- Display custom views
- Recover deleted messages
- Messages saved to Drafts folder
- Drafts folder
- Address Book
- Access to general GAL properties

### ***Calendaring and Meeting Management***

- Calendar views of different time periods
- Calendar preferences
- View other user's free and busy information
- Invoke calendar from meeting request to see full schedule
- Include attachments in appointments and meeting requests
- Use Address Book to pick attendees
- Free and busy view
- Forward or reply to a meeting request

### ***Contact management***

- View by company
- Multiple addresses in Contacts items
- Add and edit contacts
- Send new message to contact

### ***Task management***

- Create and manage tasks
- Simple and detailed task views
- View by active/completed/overdue status

### ***Other features***

- Out of Office Assistant
- Read-only Delegate Access to messages and other information
- Junk Email folder

- Trusted Senders and Trusted Recipients lists
- Block external content & attachments
- Automatic logging off after inactive period
- Integration with Microsoft SharePoint Portal Server

## **Features available in Premium mode only**

### ***Interface***

- Reading mode layout
- Get address properties from Reading Pane
- Reminder window

### ***Messaging***

- Folder hierarchy in Navigation Pane
- Attachments can be opened from Reading and Preview Panes
- Information Bar available in Preview and Reading Panes, Spell check,
- Create messages from Address Book
- HTML editing, Insert signature on demand
- Message sensitivity
- Default font for new messages
- New mail notification
- Search capabilities (including folder search)
- Quick Flags and message flags
- Drag and drop messages
- For Follow-Up folder
- Mark message as read or unread
- Calendaring & Meeting Management: Meeting reminders

### ***Contact Management***

- Use email properties to add Contacts data, View contacts by follow-up flag

### ***Task Management***

- Task reminders

### ***Other features***

- Digital signatures & encryption
- Single sign-on