

Accessing your email with Outlook Web Access (OWA)

For those times when you're away from your office and you'd like to check your email, use OWA to access your mail and other data in a manner nearly the same to your working at your own desk.

Note that the screens described and displayed in this document show OWA as accessed via Internet Explorer 6 in Windows XP. Other browsers and platforms will work slightly different.

1. From a computer that has Internet access, open an Internet browser and type in the following address: <https://kroveserver.krove.com/exchange>
2. **Before the site opens, you will be prompted to enter your user name and password. For the user name, enter your domain user account.**
3. Then click **Log On**.

The OWA 2003 toolbar

After successfully logging on, your **Inbox** will be displayed. Use the toolbar along the top of your Inbox to manage your email messages.

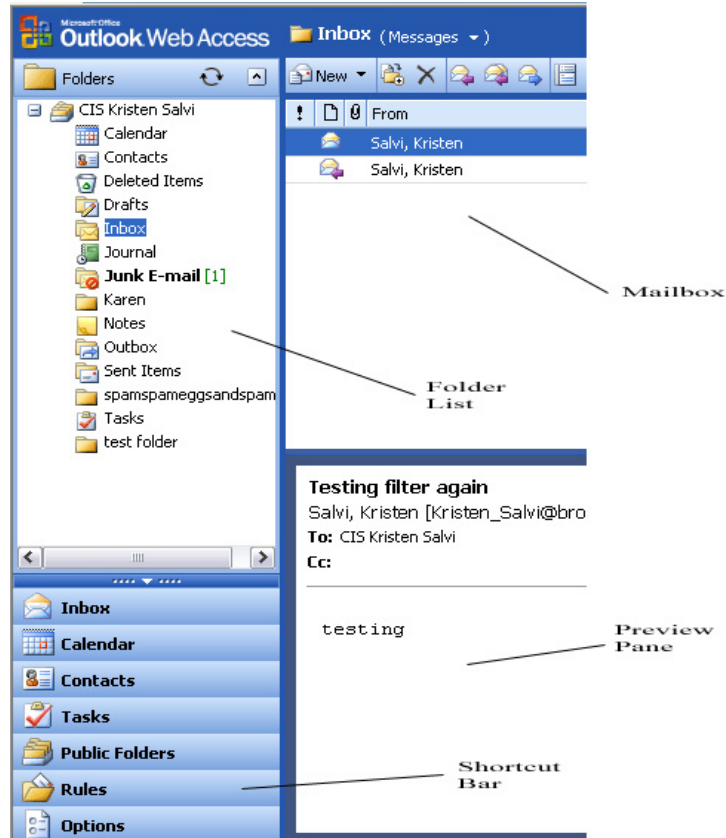


The OWA 2003 Screen

The look of OWA will be familiar to Outlook users, and it bears some similarity to Outlook Express. The left column can be used to navigate easily to your calendar, contacts and OWA settings and to display your mail folders. The OWA client allows you to create folders to hold both sent and received mail. For more detailed assistance using OWA, click on the "Help" link found in the middle of the horizontal toolbar.

You have the choice of selecting from your folder list, or from the shortcut bar beneath it, as shown in the image to the right.

When you are finished using OWA, click on the Log Off button in the upper right-hand corner, and close your browser window.



OWA Out of Office Assistant

Out of Office Assistant makes it easy to setup an automatic reply message. People who send mail to your account while the message is turned on will receive an email reply with whatever text you have written. The message is dispatched only once to each email address that sends mail to your account.

To Setup an "Out of Office" message:

1. Click on **Options** on the Shortcuts bar
2. Click on the radio button next to **"I'm currently out of the office"**
3. Type the text of your message in the box titled **AutoReply only once to each sender with the following text:**
4. Click the **Save and Close** button at the top.

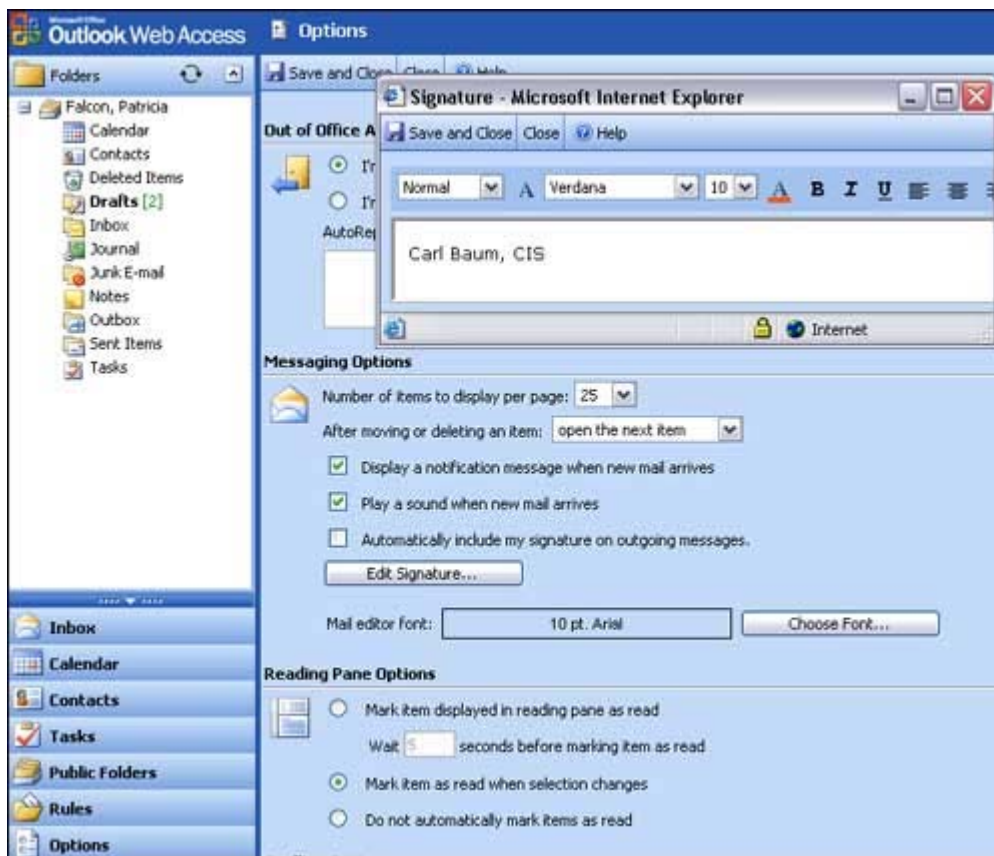
Creating a signature

To create a custom signature to each message you send:

1. In the Navigation Pane, click on **Options**.
2. In the **Messaging Options** section, click **Edit Signature**.
3. In the **Signature** window, type and format the signature you want to use. Note that you can select different fonts, sizes, and formatting.
4. Click **Save and Close**.

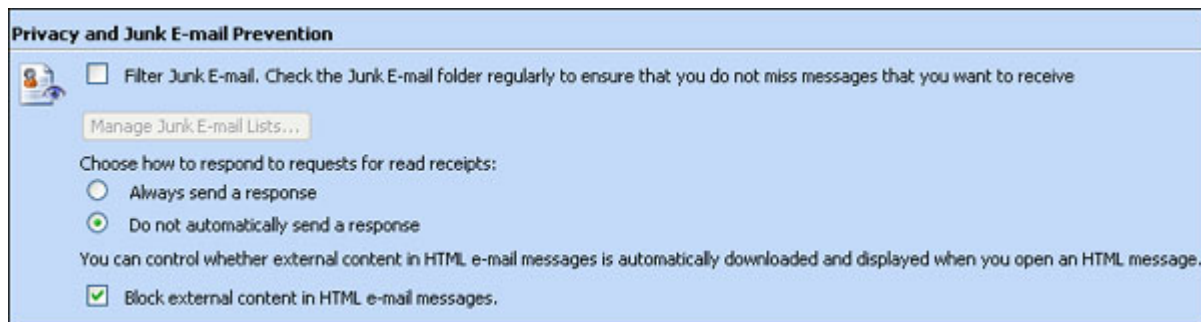
To automatically append your signature to each message you send:

1. Within Options, in the **Messaging Options** section, select the **Automatically include my signature on outgoing messages** check box.
2. Click **Save and Close**.



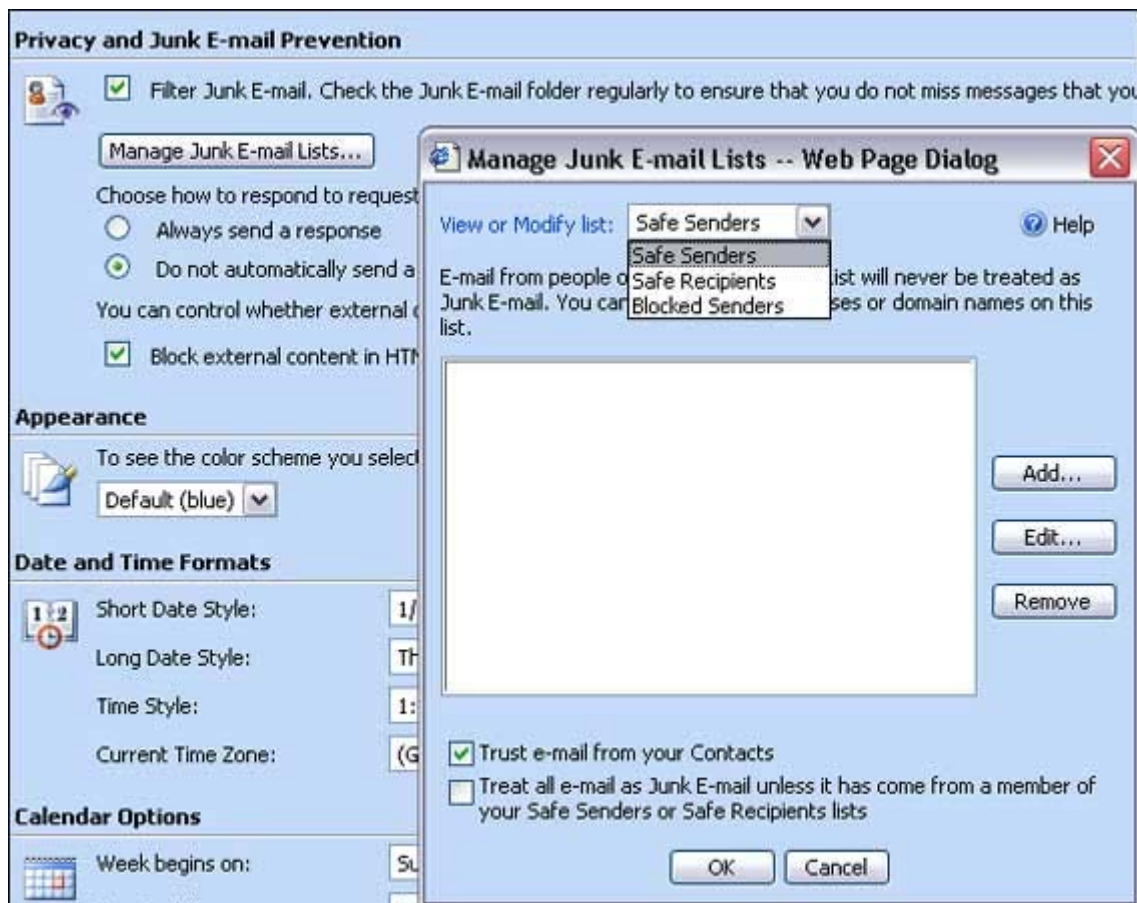
New security features

Content Blocking



OWA 2003 offers blocking of external content in HTML messages by default. To check or reset this configuration:

1. In the Navigation Pane, click on **Options**.
2. In the **Privacy and Junk E-mail Prevention** section, select "Block external content in HTML e-mail messages".
3. Click **Save and Close**.



Setting a Junk Email Filter

OWA 2003 permits some basic junk email filtering, sending any messages from "Blocked Senders" into your "Junk E-mail" folder.

To use:

1. In the Navigation Pane, click on **Options**.
2. In the **Privacy and Junk E-mail Prevention** section, select **Filter Junk E-mail**.
3. Click on "**Manage Junk E-mail Lists**."
4. In the **Manage Junk E-mail Lists dialog box**, select **Blocked Senders**, i.e., those addresses you don't want to receive messages from, then enter the email addresses.
5. Click on **Add...**
6. Type and email address or domain into the text box.
7. Click OK to close the **Manage Junk E-mail Lists** dialog box.
8. Click **Save and Close**.

You may also **Edit** existing entries or **Remove** them entirely.

Questions?

If you have further questions, please contact the Krove Help Desk 954-741-2972.