

Outlook Web Access (OWA)

What is Outlook Web Access (OWA)?

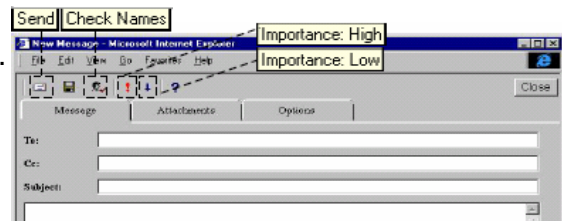
OWA is simply email that is sent through a web browser. OWA provides you with a method of accessing your mailbox any time, any place, anywhere if you have a web browser. Not only does OWA allow you to send, receive and organize your email messages, you can also maintain you schedule, keep track of personal contacts and share information with other people.

Accessing your Personal Mailbox

1. Access www.ucsfmedicalcenter.org/exchange
2. On the UCSF Medical Center Outlook Web Access screen, click **YES**.
3. In the dialog box, type your username and password.
4. Press the **Enter** key or click the **OK** button.

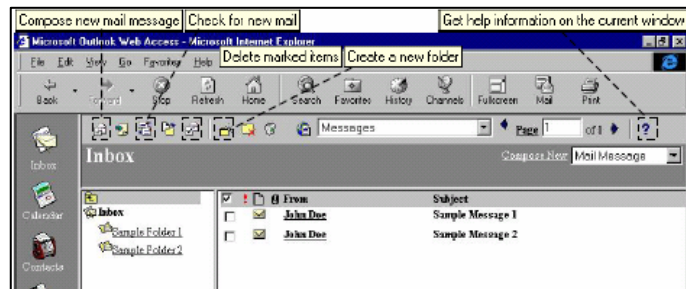
Creating and Sending New Email Messages

1. Click the New button.
2. Type the recipient's email address in the 'To' field.
3. Type the relevant subject in the Subject field.
4. Type the relevant text in the white free-text field.
5. When you are satisfied with your email, click the Send button.



Reading Email Messages

1. Locate the appropriate email in the right-hand frame and click on the sender's name.
2. OWA opens the email and lists any attachments at the bottom of the message. To save an attachment, right-click on the attachment and select 'Save as. . .' from the drop-down menu.



Creating New Folders to Store Messages

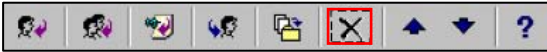
1. To create additional folders in which to store your messages, move to the folder in which you want to store your messages and click the 'Create a New Folder' button. Name the new folder and click the OK button.



Outlook Web Access (OWA)

Deleting Email Messages

1. To delete an open email, click the 'Delete' button on the toolbar.



2. Alternatively, from the mailbox view, you can select the check box to the left of the message that you want to delete, then click the 'Delete Marked Items' button on the mailbox toolbar.



3. When you delete message from your mail folders, OWA moves the deleted messages to the 'Deleted Items' folder. Periodically empty this folder either by deleting each item individually or by using the 'Empty Deleted Items Folder' button.

Moving/Copying Messages to Other Folders

1. To move or copy a message between folders, open the appropriate folder and click the 'Move/Copy' button. OWA displays your folder list. Move or copy the selected message to the appropriate folder.

Contacts and Directory Services

OWA allows you to store information about contacts (Examples: phone numbers, addresses, email addresses, job titles, Web pages and notes).

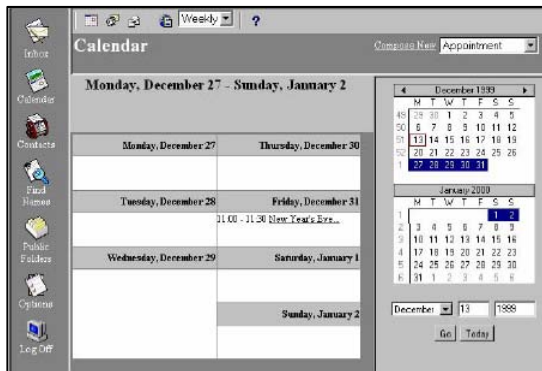
You can sort contacts by first or last name for quick access to phone numbers, addresses, and other information. You can also move or copy a contact to a different folder, attach a file (Example: a Word document) to a contact and keep related information together.

To search for an email address in the Global Address Book, use the 'Find Names' feature.



Calendar Overview

The calendar allows you to create and track appointments, meeting requests, and events. Each of these functions can be set as recurring or repeating over time. You can view your calendar by day, week, or month



Logging Out

Remember to always log out of the OWA system by clicking Log Off.



Additional Training

Visit the IT Learning Services Training Website for additional training materials and to sign up for a class. The address is: <http://training.ucsfmedicalcenter.org>