

Using Outlook Web App

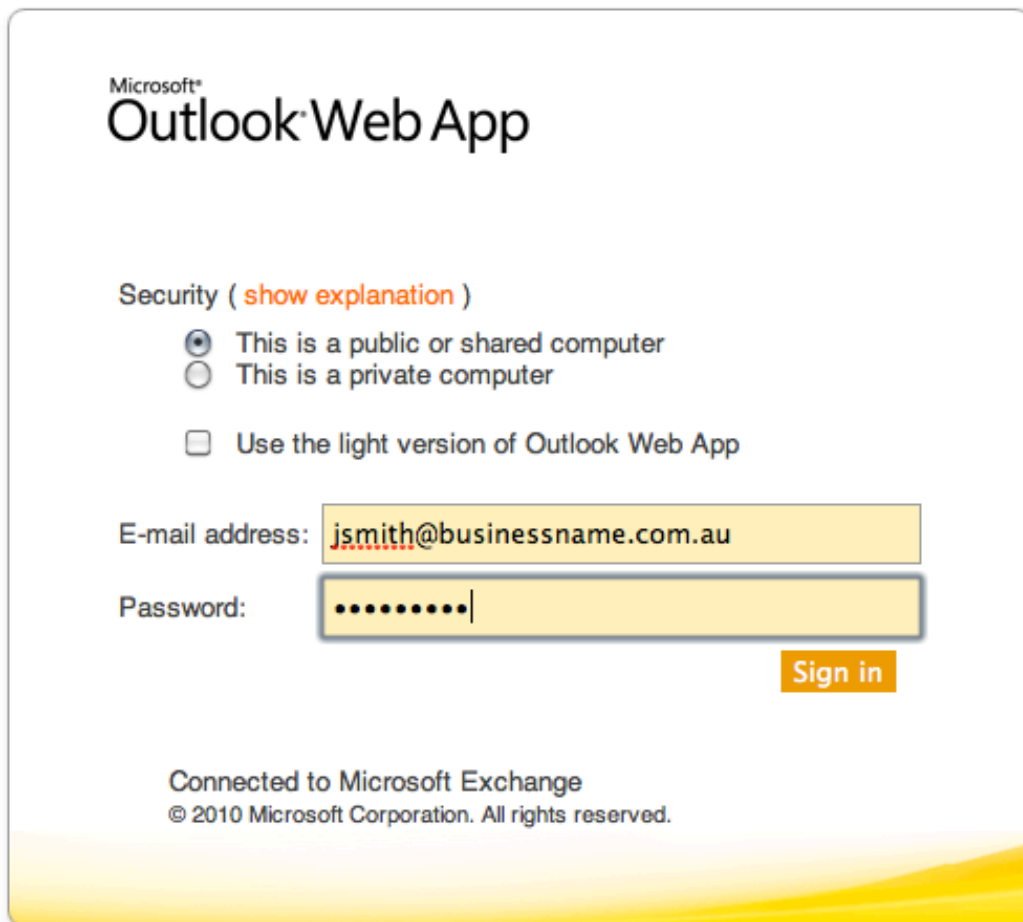
Logging On

The only thing you need to get off and running with Outlook Web App (OWA) is a computer with a connection to the Internet. To start, make sure you are connected to the Internet and then open up a web browser window. Internet Explorer is highly recommended for OWA as some browsers; such as Safari or AOL may not display correctly.

To access your business' OWA, visit:

mail.businessname.com.au

Enter your username and password and click Log On. Your username will be the same as your email on your local computer.

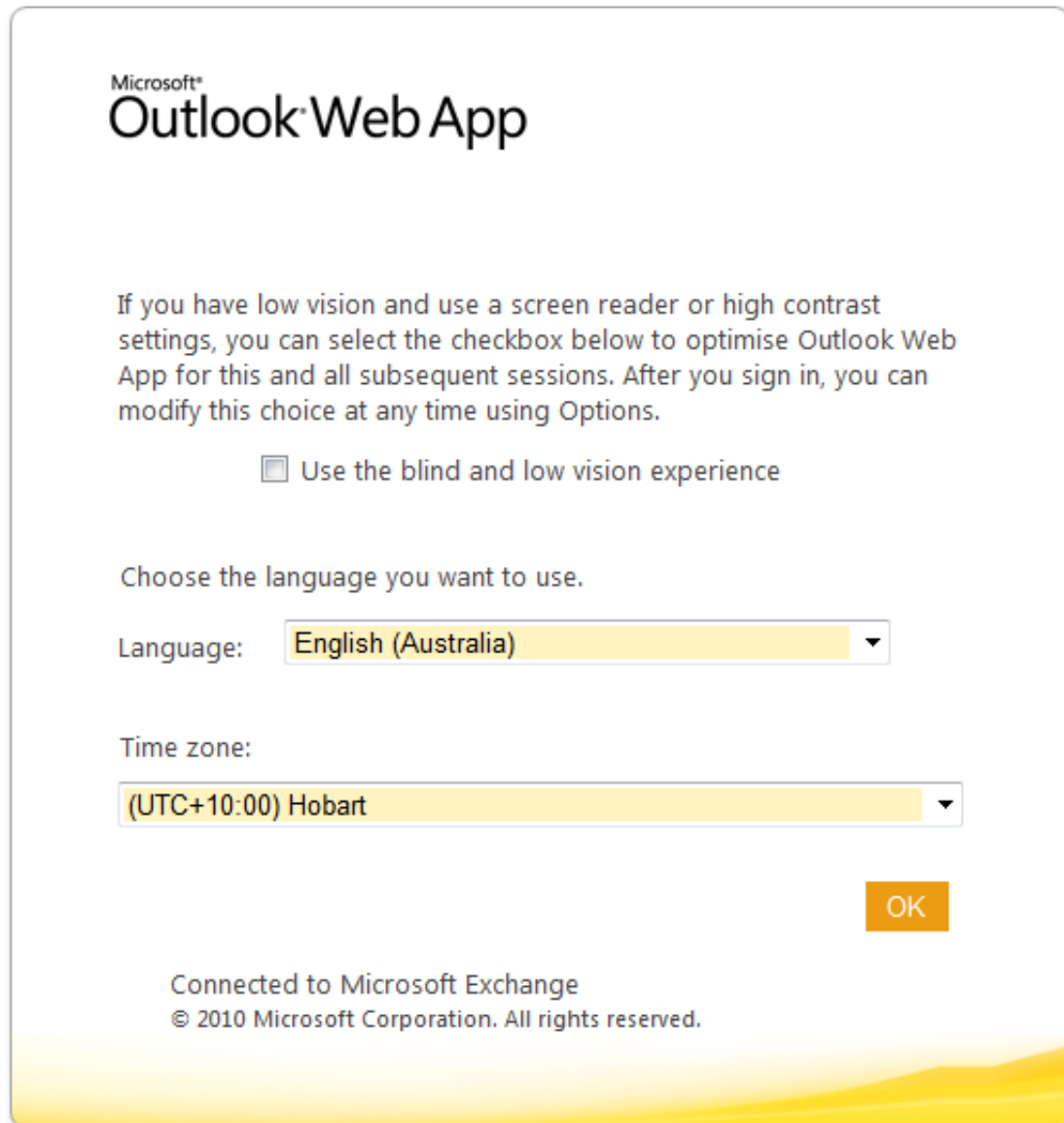


The screenshot shows the Microsoft Outlook Web App login interface. At the top left is the Microsoft logo and the text "Outlook Web App". Below this is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the security options are two input fields: "E-mail address:" containing "jsmith@businessname.com.au" and "Password:" containing a masked password ".....". A "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

Your default password is set as a default value, you will need to change this later.

If you do not have the details of the default password, please contact your IT manager, or a member of the Techquity staff.

On your first login you will need to select your language and timezone options.



The screenshot shows a settings dialog box for the Microsoft Outlook Web App. At the top left is the Microsoft logo and the text "Outlook Web App". Below this is a paragraph of text explaining that users with low vision can optimize the app by selecting a checkbox. The checkbox is currently unchecked. Below the checkbox is a prompt to choose a language, followed by a dropdown menu set to "English (Australia)". Below that is a prompt to choose a time zone, followed by a dropdown menu set to "(UTC+10:00) Hobart". An orange "OK" button is located to the right of the time zone dropdown. At the bottom of the dialog, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved." The bottom of the dialog has a yellow gradient background.

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Outlook Web App

If you have low vision and use a screen reader or high contrast settings, you can select the checkbox below to optimise Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (Australia) ▼

Time zone:
(UTC+10:00) Hobart ▼

OK

Connected to Microsoft Exchange
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You will now see the following in your browser.

