



User's Guide: Outlook Web Access

Outlook Web Access (OWA) is the web-based version of Outlook, and it allows Buffalo State faculty and staff to access their e-mail account from any computer with an Internet connection. The new OWA interface looks very similar to the desktop version of Outlook 2007, and gives you all of the tools needed to organize and manage your e-mail messages.

Note For the best results, PC users should use Internet Explorer 6.0 or higher when checking mail with OWA; Safari is recommended for Macintosh users. You can use other browsers to check your mail, but the look will be different and some OWA features will not be available.

How do I logon to Outlook Web Access from home?

1. Open your browser and go to: www.buffalostate.edu.
2. Click the **MYBUFFSTATE** link and then select **Faculty and Staff**.
3. In the **Toolbox** on the left, click the **Faculty/Staff E-mail** link.
4. Follow the steps for your operating system below:

WINDOWS 98 users will see this OWA logon box...

User Name:

Password:

Domain:

WINDOWS 98 users should follow these steps:

- In the **User Name** box, enter your username.
- In the **Password** box, enter your NT password.
- In the **Domain** box, enter **bsclogon**, click **OK**.

WINDOWS XP users will see this OWA logon box...

User name:

Password:

Remember my password

WINDOWS XP users should follow these steps:

- In the **User name** box, type **bsclogon** followed by your username.
- In the **Password** box, enter your NT password, click **OK**.

MACINTOSH users will see this OWA logon box...

Name:

Password:

Remember this password in my keychain

MACINTOSH users should follow these steps:

- In the **Name** box, type **bsclogon** followed by your username.
- In the **Password** box, enter your NT password, click **Log In**.

Tip: After logging in, you may want to add this page to your Favorites/Bookmarks list for future use. Follow these steps:

- **Windows users:** Click **Favorites**, **Add to Favorites**, enter a name in the **Name** box, and click **ADD**.
- **Macintosh users:** Click **Bookmarks** and then **Add Bookmark**, enter a name, and click the **Add** button.

Note Internet Explorer may automatically fill-in the username box for you the next time you logon to OWA. IE always enters this information incorrectly, and places the @buffalostate.edu after your username (which you DO NOT want!). If this happens, make sure you retype your username using the convention shown in the picture above. Otherwise, you won't be able to log in, and you'll receive the "Error: Access is Denied" message.

How do I read my e-mail messages?

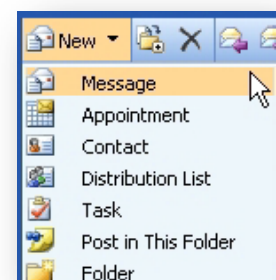
When you first logon to OWA you will be viewing the contents of your Inbox. The Inbox toolbar runs across the top of the screen (see picture below). This toolbar contains a number of clickable buttons which allow you to perform various tasks. From left to right, these buttons allow you to: compose a new message, move/copy messages, delete messages, reply, reply to all, forward, show/hide reading pane, search, open address book, and get help.



Unread messages appear in boldface. To read a message, double-click the mail item. This will open the message in a new window. Clicking once on a message will display the message in the Reading Pane to the right of the page. By default, the 25 most recent messages are displayed on the page in the order they were received (with the newest messages appearing at the top of the list and the older messages at the bottom). To change the order in which your messages are displayed, click one of the column headings (e.g. *From*, *Subject*, *Received*, *Size*) at the top of the Inbox window. Click once on a column to sort the messages in ascending order; click a second time to sort the messages in descending order. Use the arrows in the upper right-hand side of the window, above the toolbar, to advance to the next page and view the next 25 messages in your mailbox.

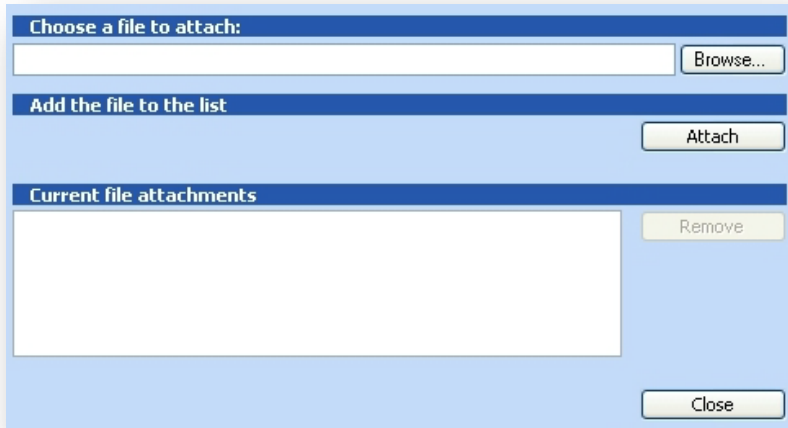
How do I send a new e-mail message?

To compose a new message, click the *New* button on the Inbox toolbar. Clicking the arrow to the right of the *New* button displays a drop-down menu with additional options (see picture). When the message window opens, enter the e-mail address(es) of the recipient(s) in the *To:*, *Cc:*, or *Bcc:* boxes. You can type the addresses in manually, or click the *To:*, *Cc:*, or *Bcc:* buttons to select an address from the Global Address List or Contacts folder. When you're finished composing the message click the *Send* button.



How do I send an attachment with an e-mail message?

You can attach almost any type of file to your e-mail message. This includes pictures, Word documents, Excel spreadsheets, and PowerPoint presentations. Follow the steps below to attach a file to your message:

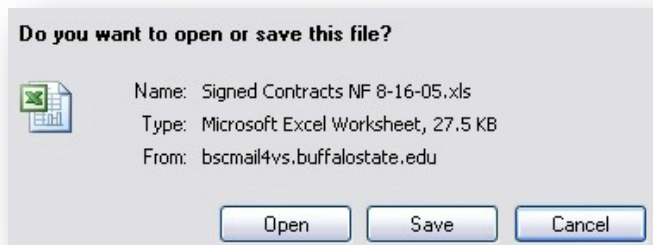


1. Click the **Attachment** button.
2. Click the **Browse** button to locate the file.
3. After locating the file, click **Open**.
4. Click the **Attach** button to add the file to the **Current file attachments** list.
5. Repeat steps 2 and 3 to attach additional files.
6. When finished click the **Close** button.

Note Each time you send e-mail, a copy of the message is saved in your Sent Items folder. Over time this can add up, and may eventually contribute to your mailbox to becoming full. If you send lots of attachments, you should get in the habit of cleaning out your Sent Items folder on a regular basis, and only keep your important messages.

How do I open or save an attachment that I received from someone else?

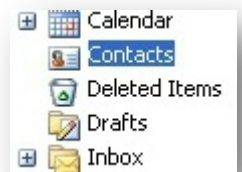
1. Open the e-mail message that contains the attachment.
2. Click on the attachment name.
3. When the **File Download** window opens:



- Click **Open** to open the attachment in the browser window.
- Click **Save** to download a copy of the file to your computer.

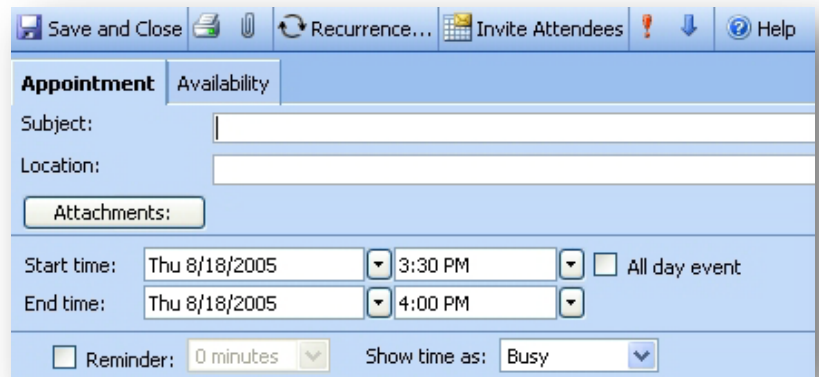
How do I add contacts to my Contacts list?

If you e-mail someone on a regular basis, you may want to add them to your Contacts list. To add a contact, select Contacts from the folder list on the left, and then click the *New* button on the toolbar at the top. Fill in the *Last Name*, *First Name*, and *E-mail Address* boxes. The other details are optional. When finished click the *Save and Close* button at the top of the window to add the contact. To edit an existing contact entry, double-click the user's name from your Contacts list to display the contact details. After editing the user's information, click the *Save and Close* button to save the information.



How do I add appointments to my Calendar?

To add an appointment, select Calendar from the folder list on the left, and then click the *New* button on the toolbar at the top. When the new appointment window opens, fill in the *Subject* box, choose a date, and pick a start and end time. To set a reminder, check the *Reminder* box, and select a time from the drop-down box. The other details are optional. When finished click the *Save and Close* button at the top of the window to add the appointment.



The screenshot shows the Outlook Appointment window. At the top, there is a toolbar with buttons for 'Save and Close', 'Recurrence...', 'Invite Attendees', and 'Help'. Below the toolbar, the window has two tabs: 'Appointment' (selected) and 'Availability'. The 'Appointment' tab contains the following fields: 'Subject:' (text box), 'Location:' (text box), 'Attachments:' (button), 'Start time:' (date and time dropdowns), 'End time:' (date and time dropdowns), 'All day event' (checkbox), 'Reminder:' (checkbox), '0 minutes' (dropdown), and 'Show time as:' (dropdown set to 'Busy').

How much storage space do I get for e-mail?

All faculty and staff are currently allotted 100MB of mailbox storage space. Your mailbox includes all of the items in the following folders: Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Notes, Sent Items and Tasks. If the total size of all the items in these folders exceeds 100MB, your mailbox will automatically close, and you will no longer be able to send or receive e-mail. When this happens you will begin receiving automated e-mail notifications from the System Administrator informing you that your mailbox is full. Your mailbox will remain closed until you clean out the items in these folders and get under the 100MB limit.

What are the differences between Outlook and Outlook Web Access?

You can do almost everything with the web-based version of Outlook that you can do with the desktop version, but there are a few exceptions. Personal Folders and Archive Folders are only accessible using the desktop version of Outlook. If you use Personal Folders and/or Archive Folders in Outlook, these will not be available using OWA. Unfortunately, OWA and Entourage for Macintosh do not have features that allow users to check current mailbox usage (i.e. Folder Sizes). The ability to check Folder Sizes is only available using the desktop version of Outlook.

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For more help on this subject contact: 878-HELP,
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