

Outlook Web Access – Quick Guide

Getting Started

Outlook Web Access (OWA) allows users to access their email from any web browser. The URL is:

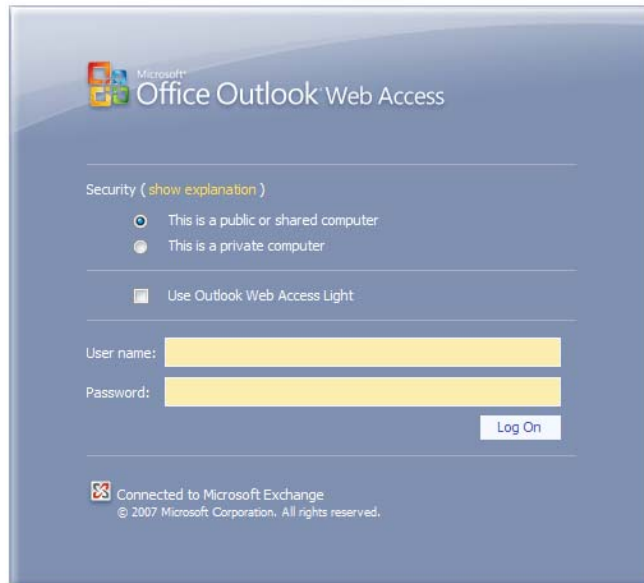
Outside County Network: <https://owa.co.cowlitz.wa.us/owa>

Inside County Network: <https://exchsrv3fe/owa>

NOTE: OWA is designed to run with Microsoft Internet Explorer 6 (IE 6). If you are using a different browser, the screens will look different and you may not have all of the available features. This Quick Guide is created using the screen shots from IE 6.

Logging In

1. Open your web browser and go to <https://owa.co.cowlitz.wa.us/exchange>
2. Type in the counties domain “Cowlitz\” followed by your county user id



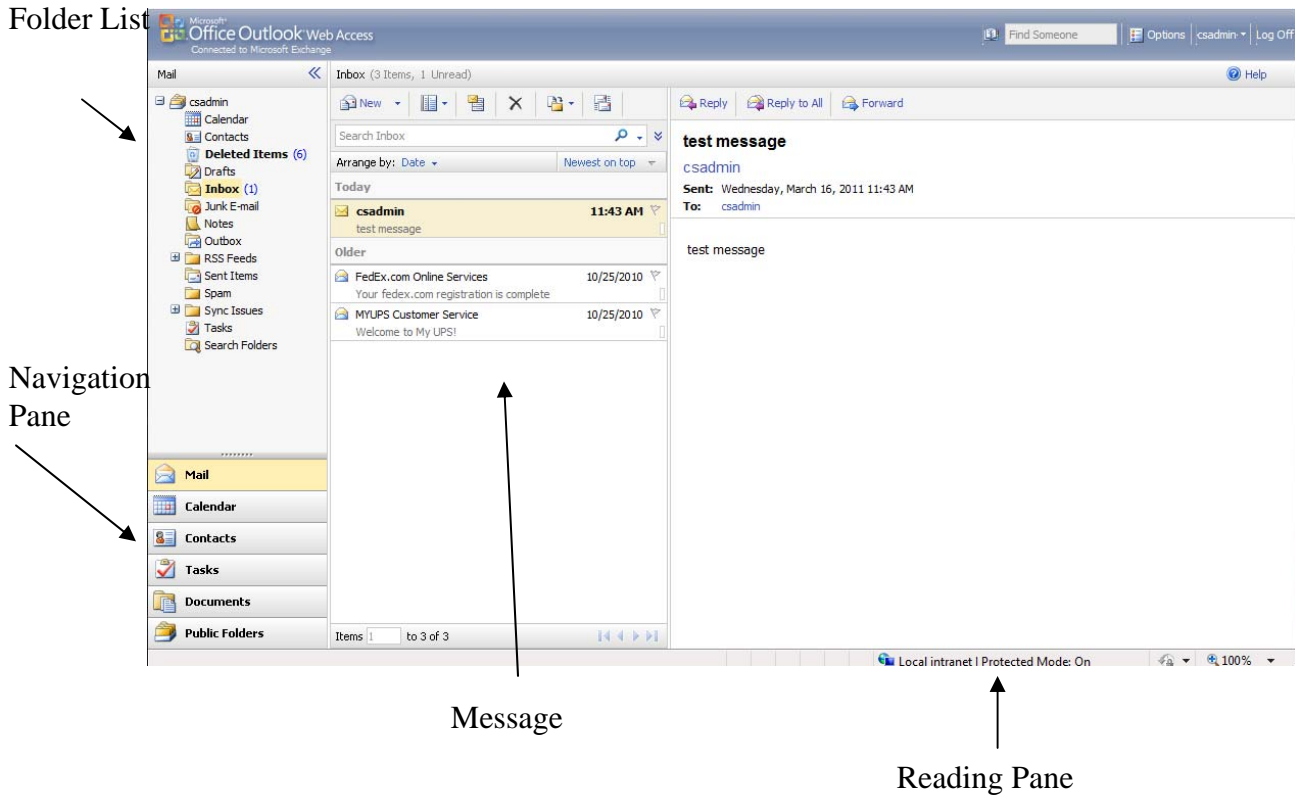
3. “Use Outlook Web Access Light” – Use this option if you have a slow Internet Connection
4. Security Choice
 - a. Public or Shared Computer
 - i. This option is intended for use at KIOSK machines (airports, conferences, etc)
 - ii. The session time, length of time to use the system before you have to log back onto OWA is limited
 - iii. You cannot save attachments to the “Host” computer

b. Private Computer

- i. This option is intended to be used for your home computer or from a 'trusted' location.
- ii. The session time is longer than the Public option
- iii. You can save attachment to the local "Host" Computer

Main Screen

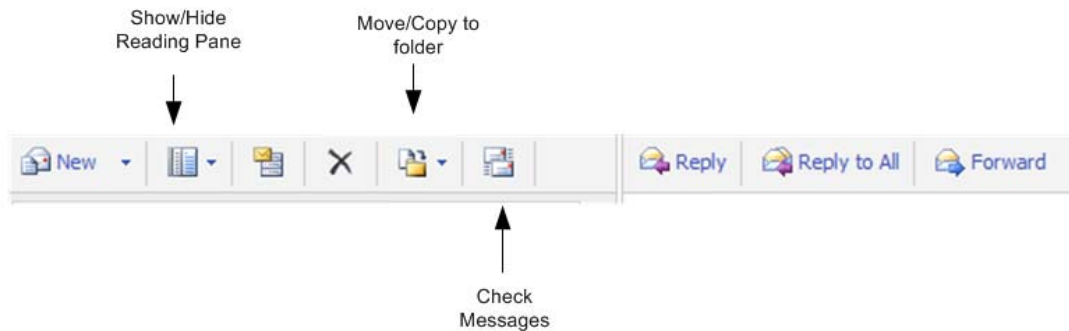
Once you have logged into OWA, you will see the following Screen



To change the Reading Panel, click on the button on the toolbar and select RIGHT, BOTTOM, or OFF



OWA Toolbar



Checking Your Inbox

All new mail will appear in your Inbox. To view the Inbox, click on the Inbox button in the Navigation Pane.

If you have the Reading Panel turned on, you can read new mail by selecting the items in the message area and the reading the email in the Reading Panel (right, bottom, etc.) You can also double click on message to read it in a separate window.

OWA will not automatically refresh the interface, to quickly refresh the screen, select the “Send/Receive” button on the Toolbar



Creating New Messages

To create a new email message, click on the NEW button on the toolbar. Type in the TO, SUBJECT and message and click on SEND when done.

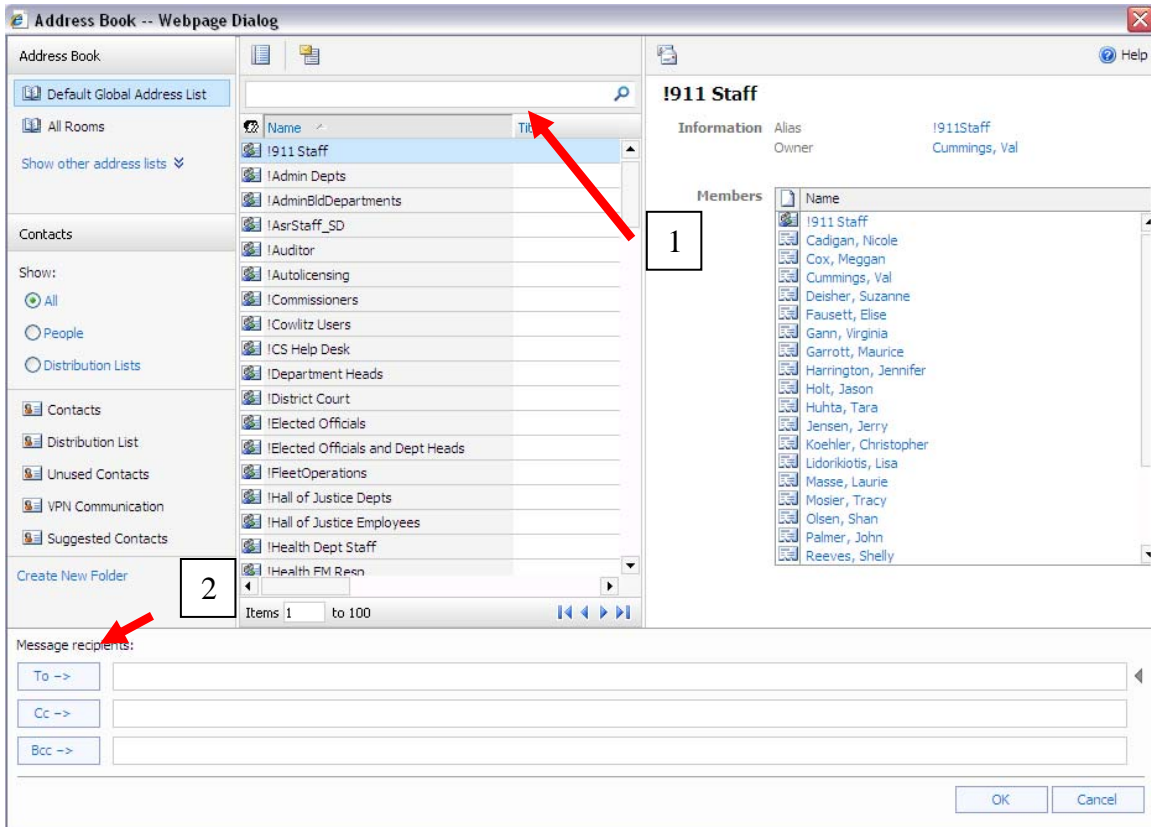


Using the Global Address Book (GAB)

To Query the OWA version of the GAB, is it very similar to desktop version of MS Outlook. Use the below steps to properly use the GAB.

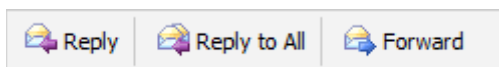
1. Click New in the tool bar, then click the “TO” of a new message form.

2. Once the address book appears, start typing the last name of the person you which to send the email to in the search txt box (1). Once you've typed enough information, hit enter or the magnifying glass just to the right of the text box
3. Highlight the person and click the appropriate method of sending (To, CC, BC) (2)
4. When you are done adding names, click the OK in the lower right corner.



Responding To Messages

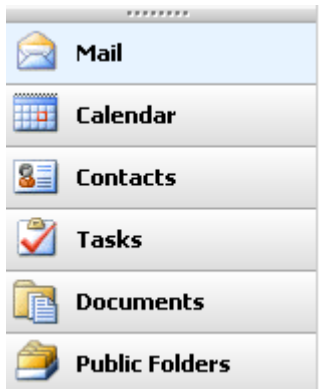
Responding to message is no different than at your work computer, you still have the same functionality such as REPLY, REPLY TO ALL and FORWARD



Switching Between Work Areas (Inbox, Calendar, etc.)

You can easily switch between your Inbox, Calendar, Contacts, etc by using the Navigation Pane (bottom left of your screen)

Just click on the button for the area you wish to view, and it will appear on the right side of your screen.



Logging Off

It is very important to remember to log off when you are done viewing your email and close all of your browser windows. This will prevent other from accessing your email account. The Log Off button is on the far right side of your toolbar

