

Outlook® Web Access

Using Outlook Web Access

You can access your email and data any time, from any Internet-connected computer, via Outlook Web Access (OWA). OWA allows you to access your personal contact list, email folders, calendars, and public folders. It's like taking Outlook with you on the road.

There are two versions of OWA: Premium and Light. Premium is available whenever you log in using Internet Explorer 6 or higher. Light, which provides a subset of Premium's features, works with most other browsers, including those on Mac and Linux machines.

To locate the domain-specific login for OWA, the email administrator will need to log in to the administrative control panel and select [Support / Exchange](#). Locate and copy the link for [Outlook Web Access](#). Each user can log into OWA using his/her email address and password.

Viewing Shared Folders in OWA

If you have been given full access to a mailbox, you can open the shared mailbox via the [Open Other Mailbox](#) command box in OWA 2007.

If you have been given permission to view a user's shared calendar or other common folder, you can access them through the following URLs. Replace the "user@mydomain.com" with the user's full email address.

Calendar

<https://mex07a.emailsrvr.com/owa/user@mydomain.com/?cmd=contents&f=calendar>

Tasks

<https://mex07a.emailsrvr.com/owa/user@mydomain.com/?cmd=contents&f=tasks>

Notes

<https://mex07a.emailsrvr.com/owa/user@mydomain.com/?cmd=contents&f=notes>

Sent Items

<https://mex07a.emailsrvr.com/owa/user@mydomain.com/?cmd=contents&f=sent%20items>

Contacts

<https://mex07a.emailsrvr.com/owa/user@mydomain.com/?cmd=contents&f=contacts>

Inbox

<https://mex07a.emailsrvr.com/owa/user@mydomain.com/?cmd=contents&f=inbox>

Subfolder of the Inbox

<https://mex07a.emailsrvr.com/owa/user@mydomain.com/?cmd=contents&f=inbox%2fsubfolder>

Viewing Domain Public Folders in OWA

If you are using the Premium version of OWA, you can view public folders by clicking the Public Folder icon, located in the bottom left corner of the OWA window.