Outlook Web Access 2000 (email)

Requirements

- a personal computer connected to the internet (through your internet service provider) with Windows 98, Windows 2000, or Windows XP operating system
- Internet Explorer 5 or above
- a Philadelphia University network account and password (if you have questions about your account, visit the Technology Help Desk on the 2nd floor of Search Hall, send email to HelpDesk@PhilaU.edu or call 215 951 4648)

Outcomes

This documentation will assist you in accessing and using your University email account from any location on the internet. It will also describe some of the new features of Outlook Web Access 2000, available summer 2003.

Log in

1. Connect your computer to the internet and launch Internet Explorer
2. In the address bar, type: mail.PhilaU.edu and press <enter>; click on the "student" or "facstaff" email link
3. In the login box, type your info as follows:

   ![Enter Network Password dialog box]

   - Site: studentmail.philaU.edu
   - Realm: studentmail.philaU.edu
   - User Name: CORSE2
   - Password: ********
   - Save this password in your password list

4. Click OK
Email inbox
After logging in, you’ll see a window displaying your Inbox:

To read a message
1. Double-click anywhere on its line

To create a new message
1. Click the New button
2. Type an internet email address into the "To" field, or click the To button to search the University’s global address list
3. Type a subject and text in the body of the message
4. Click the Send button

To view folders
1. Click the Folders button at the top left corner of screen
2. Click plus sign to expand folder
3. Click on folder name to view contents
4. Right-click on folder name to manage folders

To retrieve new messages
1. Just wait! This new version of OWA will notify you when new mail is delivered. Leave your OWA browser window open in the background, then click on the notification button to read new message.
2. If you’re impatient, you can still click the “Check for New Messages” button on the toolbar

To select multiple messages
1. Hold down the <control> key and click to select messages individually; OR
2. Hold down the <shift> key and click the first and last message to select a range
New Features in OWA 2000

- Access and use personal distribution lists stored in your Contacts. Change default address look-up to your personal Contacts rather than the global address list.
- Access contacts and calendar items in public folders.
- Embed audio and video clips in messages

Advanced features available only with IE5 & above:
- Preview pane: Allows you to preview a message prior to opening it.
- Drag and drop functionality: Allows you to manage the messages within your mailbox by providing the ability to move documents between folders within the mailbox.
- HTML text editing: Provides you the ability to change font size, style, and color within the browser when sending or replying to messages.
- Right-click menu options: Provides easy management in the folder hierarchy.

Logging off

Important! When you’re finished with your email, don’t forget to close your connection to the server by clicking the “Log Off” icon at the bottom of the task bar on the left of your window. You must then close your browser window to complete the log off process.

Finding Help

OWA2k includes some useful help files. Click on the “Help” link at the far right of the toolbar for information on any Outlook Web Access procedure. When working in a small browser window, it may be necessary to scroll to the right to see the Help button.

If you have any difficulty with this document, send email to HelpDesk@PhilaU.edu or call the Technology Help Desk at x4648 (4OIT).