

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.

Use Shared Resources in OWA

To access the following features, a Public Folder admin or another user must share these resources with your account. Sharing must be set up in Outlook.

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.

Viewing Shared Folders in OWA

If you have been given full access to another mailbox, you can open the shared mailbox by clicking your user name in the upper right corner. This accesses the [Open Other Mailbox](#) command box.

If you have been given permission to view a user's shared calendar or other common folder, you can access them through the following addresses.

1. Log into your User Control Panel at the following URL:

admin.emailsrvr.com/usercp

2. Under the [Client Setup](#) section, click the [Exchange Server](#) link. This will open the [Exchange Server Settings](#) window.
3. Use the following addresses for shared resources. Replace "<Outlook Web Access>" with the "Outlook Web Access" address listed in the [Exchange Server Settings](#) window. Replace "<user@mydomain.com>" with the user's full email address:

Calendar

https://<Outlook Web Access>/<user@mydomain.com>/?cmd=contents&f=calendar

Tasks

https://<Outlook Web Access>/<user@mydomain.com>/?cmd=contents&f=tasks

Notes

https://<Outlook Web Access>/<user@mydomain.com>/?cmd=contents&f=notes

Sent Items

https://<Outlook Web Access>/<user@mydomain.com>/?cmd=contents&f=sent%20items

Contacts

https://<Outlook Web Access>/<user@mydomain.com>/?cmd=contents&f=contacts

Inbox

https://<Outlook Web Access>/<user@mydomain.com>/?cmd=contents&f=inbox

Subfolder of the Inbox

https://<Outlook Web Access>/<user@mydomain.com>/?cmd=contents&f=inbox%2fsubfolder