

Using the Outlook Web App (OWA)

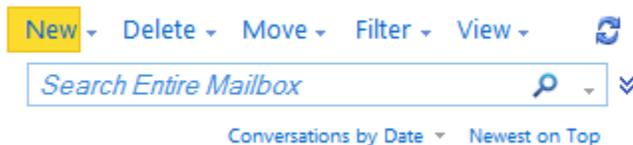
Accessing OWA - connect/exchange Email and Calendar

You can access OWA from any computer by navigating to <http://connect.uwaterloo.ca>. To log in, use the same username and password you would use for WatIAM/Quest/MyHRinfo.

Reading/Sending Mail

Reading mail using OWA is essentially the same as reading mail in Outlook. Your mail is listed on the left side and unread mail appears bold. To read an email, click on it and it will open in the reading pane on the right side of the page.

To send a new message, click on the **New** button above the search bar. This will open up a window where you can write and send your message.



Replying/Forwarding Mail

To **reply** to an email, click on the single purple arrow in the top right corner of the message. When you reply to an email your response will only be sent to the person who sent you the original message.

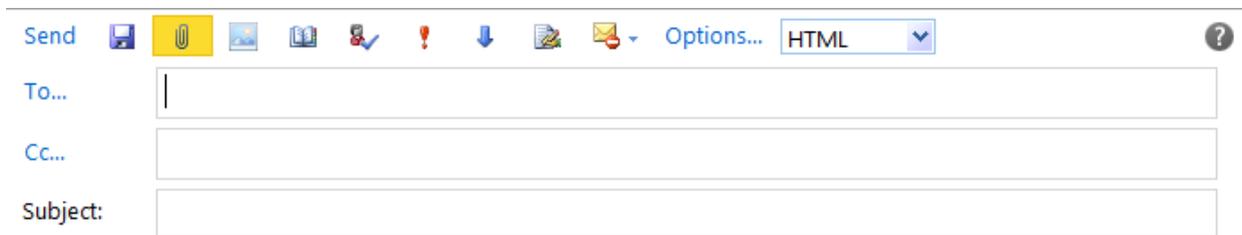
If an email is sent to multiple recipients, you can **'reply all'** by clicking the double purple arrow in the top right corner. When you 'reply all' your email will be sent to everyone who the original message was sent to.

To **forward** an email, click on the blue arrow in the top right corner.



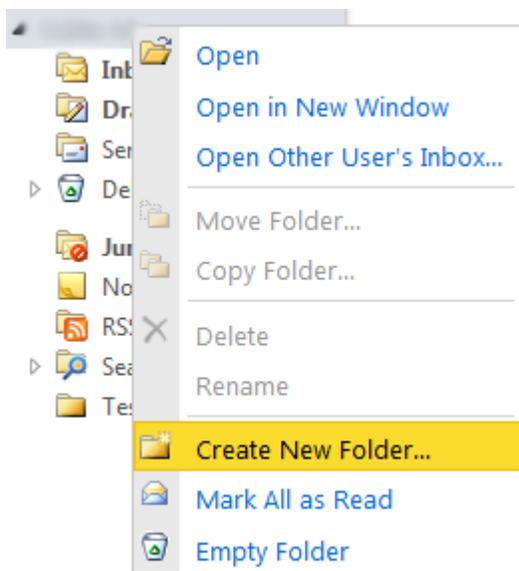
Adding Attachments

To add an attachment to an email, click on the paperclip icon at the top of the message. A new window will open that allows you to browse to the location of the file you want to attach. After you select the file, click on **Attach** at the bottom of the window.



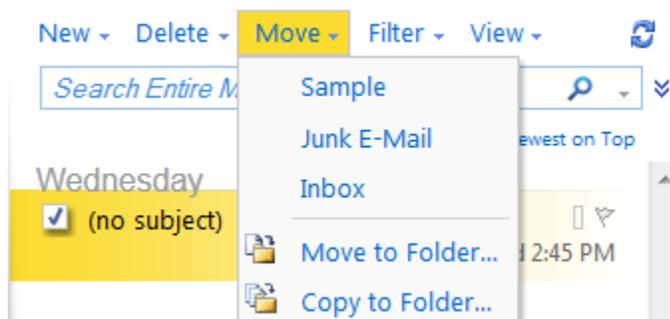
Creating Folders

On the left side of the page you will see the navigation pane. Here you can navigate between folders by clicking on the folder you want to move to. To create a new folder, right click on your account name and select **Create new folder**. The new folder will appear in the navigation pane. Note that you can also create subfolders. To do this, right click on the folder where you want the subfolder to go, and select **Create new folder**.



Moving Messages

You can move a message to another folder by selecting the message and then clicking on the **Move** button above the search bar. You can then pick the folder you want to move the message to. The folder may appear in the dropdown list, but if it doesn't, then select **Move to folder** and choose the desired folder. You can also move a message by dragging and dropping it into a folder in the navigation pane.



Automatic Reply (Vacation Message)

To set up an automatic reply, click on the **Options** button in the top right corner of the page and select **Set Automatic Replies**. Select the radio button next to **Send automatic replies**. To send automatic replies for a specific time period, check the box next to that option and set the start and end dates. This way, you can set up your automatic reply in advance and you don't have to remember to turn it off when you return. To finish, type the message you would like to be sent.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Thu 2/2/2012 11:00 AM

End time: Fri 2/3/2012 11:00 AM

If you want the automatic reply to go to off campus email addresses, select **Send automatic reply messages to senders outside my organization** and select the appropriate options and type the message you would like sent to off campus email addresses.

Click **Save** at the bottom of the page to save your automatic replies.

Searching Mail

OWA provides a search bar to make it easier to find specific messages. You can search for messages by sender, recipient, or content. By default, when you type something into the search bar your entire mailbox will be searched. You can search a specific folder by clicking on the dropdown menu for the search bar and selecting what you would like to be searched.

