Outlook Web Access 2010

Basic Navigation

University of Winnipeg
Launching Outlook Web Access (OWA)

Public or private computer

Email address

Password

Click – Log On

e-mail.uwinnipeg.ca
OWA uses your browser which means you must be online to access your mail. OWA does not allow you to work “offline”
Layout Continued

![Outlook Web App interface]

- **Reading Pane**: Displays selected email messages.
- **Navigation Pane**: Contains menu options for different Outlook Web App sections.
To learn the icons, pause over the icon to reveal the TOOL TIP.

OWA uses icons and menus instead of the ribbon.
Sending a Email

Click the New dropdown

Click Message

A blank email will pop-up
Adding Attachments

To add an attachment, click on the paperclip icon.
Tip – Reusing Common Names

1. Type the name of the person you wish to email instead of using the “To…” button.
2. Select the “Check Names: names icon to find the email in the address book. If there are multiple names, you will be prompted to choose the correct one.
3. The next time you start typing the name in, it will give you the suggestions you have used in the past.
Reply or Forward Emails

Click the option that best suits your need

- Reply (just to sender);
- Reply to all (everyone included in the email, except bcc);
- Forward (to someone not included in the original thread).

Note – When you reply / reply all, attachments are not included. They are included when an email is forwarded.
Spell Check - OWA

1. Select the “Options” pull down menu

2. Select “See All Options…”

3. Set Spelling Options

4. Select “Save”
Click **Options**

Click **See All Options**

Click **Settings**
Signatures Continued

Click Mail

Type in your signature details and add appropriate options

Click Save
1. Open the email you wish to print

2. Select “Print”

4. Select printer and change any settings such as paper size as needed

5. Check print preview – you may have to move the print dialogue box over to see the preview

5. Select “Print”
Due to the exponential increase of incoming SPAM messages, the University has purchased a new, more customizable solution – IntelliReach’s MessageScreen.

The AntiVirus software will place your messages that are suspected of being spam in quarantine so they don’t get to your inbox. You can access your quarantined emails from anywhere with an internet connection.

To access MessageScreen - https://sg.uwinnipeg.ca/user

Click here to learn more on setting up MessageScreen