

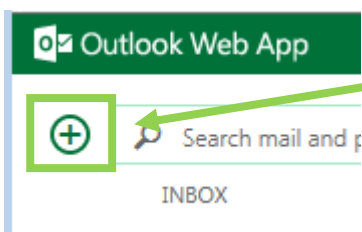
OWA 2013

Our mail server has been upgraded to the Exchange 2013 this has created some changes in our webmail environment.

Email

A new modern style has been applied to web interface to align it with the appearance of Microsoft Office 2013 programs. Here are some notable changes to the new OWA.

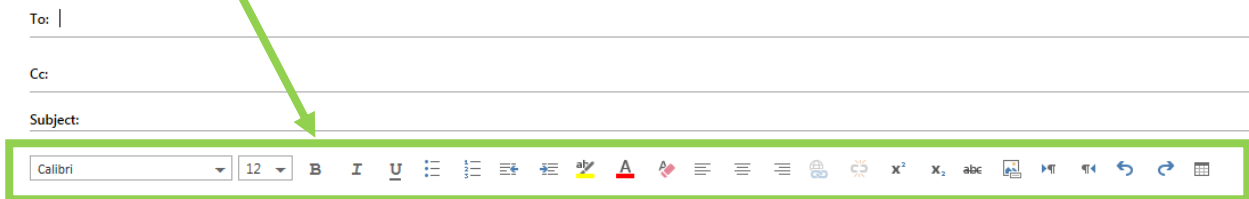
You can Compose emails Inline without popping out a new window. Press the  button



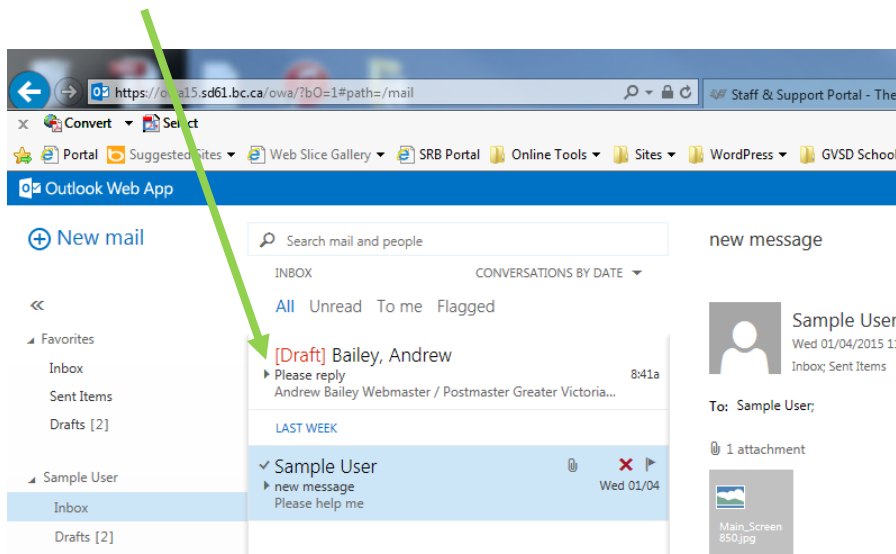
You can now Drag-and-Drop Attachments – drag a file into your email to send it as an attachment

You can see a Thumbnail View of Attached Images

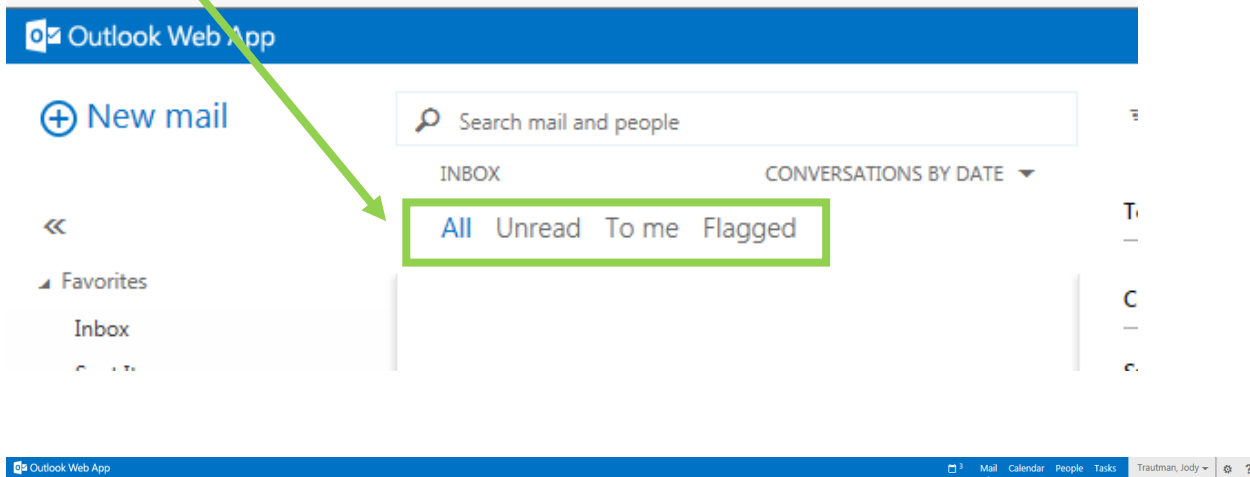
- **Formatted Text** - When composing or replying in HTML mode, basic formatting tools are available. To add more tools, click the double-down arrow icon next to the tools.



- **Draft Storage** - Drafts of replies are now stored with the original message to make it easier to go back and revisit them (Drafts of new messages are still stored in the Drafts folder).



- **Quick Filters** - one-click is all it takes to allow you to filter by all, unread, to me, and flagged.



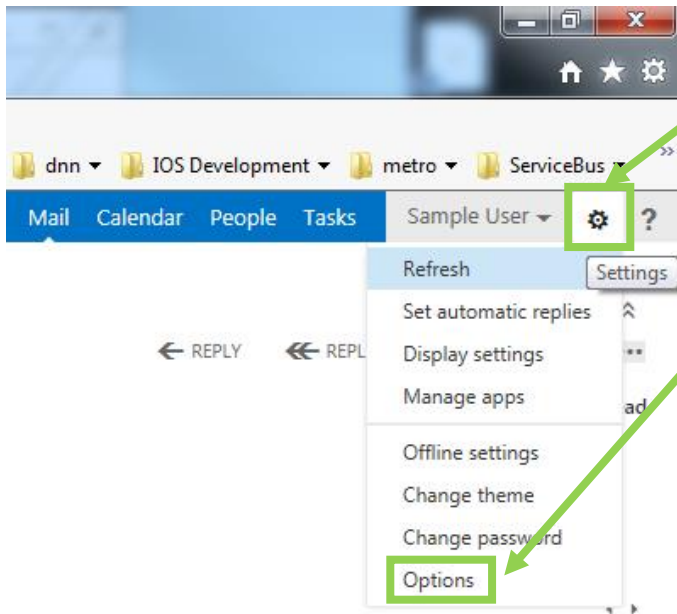
People / Calendar / Tasks



Microsoft Exchange 2013 through the OWA interface lets users create new contacts, appointments, meetings, and tasks; manage existing contacts, appointments, meetings, and tasks; and create lists of contacts or tasks.

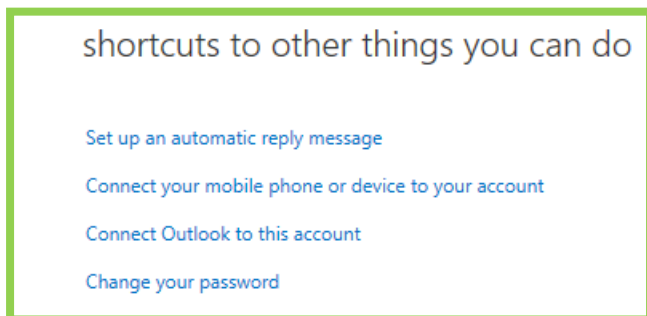
Account Options in Outlook Web App (OWA) 2013

While in the Webmail interface, navigate to the top right hand corner and select, then Options to see a list of features and options available for users:



Options: Account: My Account

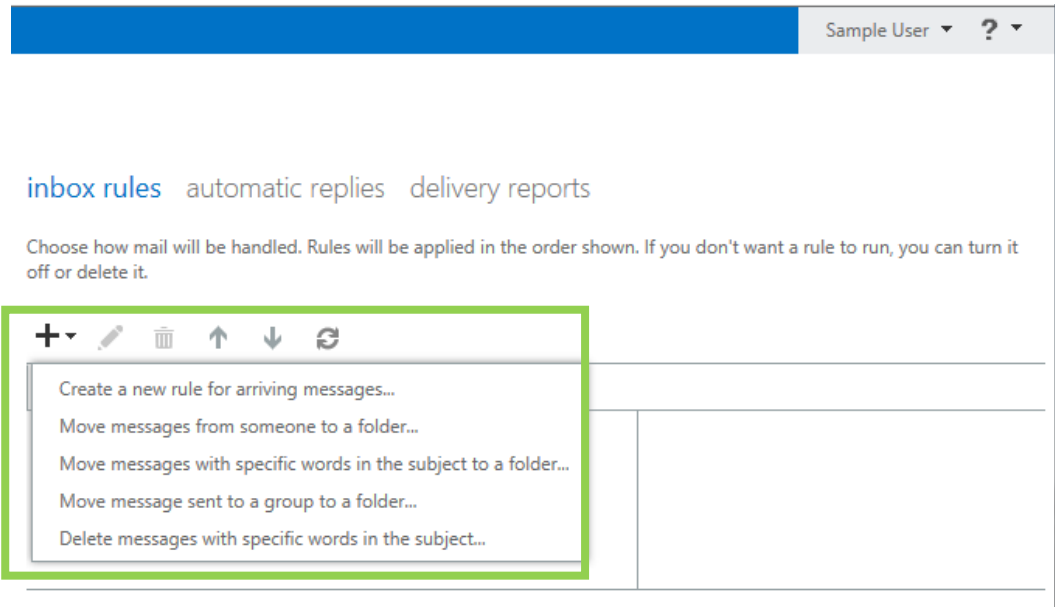
- **Shortcuts** - This section allows users to setup your Out of Office notification and also access the auto configuration tool to setup your Outlook email client.



Options: Organize Email

Organize Email: Inbox Rules

- **Inbox Rules** - This section allows you to create inbox rules for incoming mail. You have the ability to send email to specific folders in your inbox tree structure.

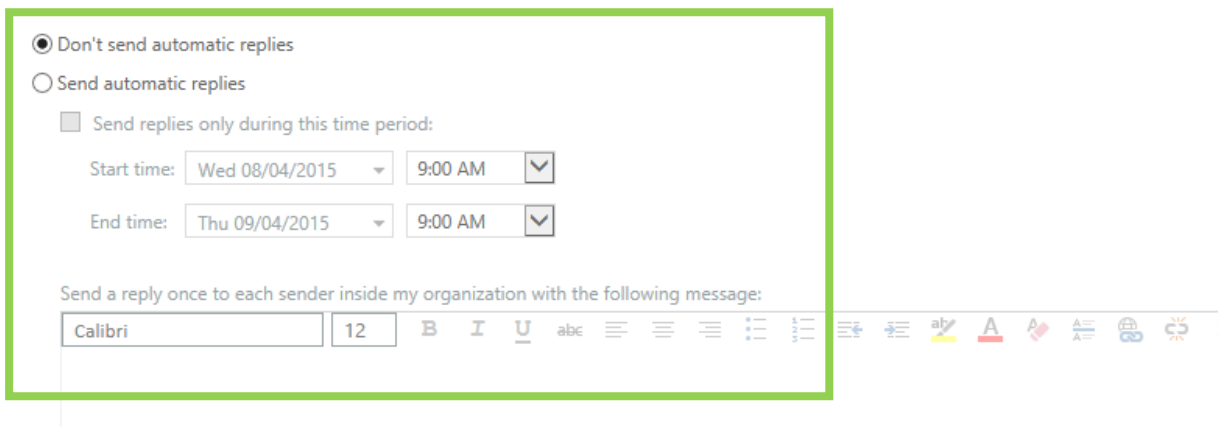


Organize Email: Automatic Replies

- **Automatic Replies** - This section allows users to setup their Out of Office notifications for incoming email.

inbox rules **automatic replies** delivery reports

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.



Organize Email: Delivery Reports

- **Delivery Reports** - Use Delivery Reports to find information about email that you've sent or received. You can search messages for keywords in the subject or particular users that you have sent mail to or received mail

[inbox rules](#) [automatic replies](#) [delivery reports](#)

Use delivery reports to search for delivery information about messages that you've sent or received. You can narrow the search to messages with certain keywords in the subject.

Search for messages I've sent to:

Search for messages that were sent to me from:

Search for these words in the subject line:

Select this option to find messages you sent. To find messages sent to anyone, leave this box blank.

search results



From	To	Subject
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There are no items to show in this view.

Settings: Mail

- **Email Signature** - the ability to add a new signature and assign it to your outgoing email.

email signature

Calibri 12 **B** **I** **U** abc ☰ ☷ ☹

☰ ☷ ☹ ↩ ↪ ✎ A A A A A x² x₂ ▶◀ ◀▶

Automatically include my signature on messages I send

- **Message Options** - The ability to change the notifications that appear when a new email has arrived, also allowing you to empty the Deleted Items folder when signed out.

message options

After moving or deleting an item: ▼

- Play a sound when new items arrive
- Display a notification when a new email message arrives
- Display a notification when a new voice message arrives
- Display a notification when a new fax arrives
- Empty the Deleted Items folder when I sign out
- Warn me when I send a message that may be missing an attachment

- **Read Receipts** - choose how to respond to requests for read receipts.

read receipts

Choose how to respond to requests for read receipts.

- Ask me before sending a response
- Always send a response
- Never send a response

- **Reading Pane** - The ability to choose how your email will be displayed and how email should be marked after reading.

reading pane

When writing email messages:

- Type in the reading pane
- Type in a new window

Choose when items should be marked as read.

- Mark the item displayed in the reading pane as read

- **Conversations** - choose how to sort messages in your reading pane and conversation lists.

conversations

Sort messages in the conversation reading pane in this order:

Newest message on top

Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.

Match the sort order of the reading pane

Show the conversation tree

Hide deleted items

Settings: Calendar

- **Appearance** - choose how your calendar should be displayed by choosing your work week, setting your work hours and first day of the week.

appearance

Choose how your calendar should look.

Show work week as:

Sun Mon Tue Wed Thu Fri Sat

Set your working hours.

Start time: End time:

Note: Current time zone is (UTC-08:00) Pacific Time (US & Canada)

Show week numbers in Month view

First week of the year:

First day of the week:

Show hours in:

15-minute increments

30-minute increments

- **Text Messaging Notifications** – The ability to send text messages to your phone for: Calendar updates, Meeting reminders, or Daily calendar agendas.

text messaging notifications

Text messaging notifications aren't set up for you yet.

Send my phone:

- Notifications when my calendar is updated in the next days
 - Only during working hours
- Notifications for meeting reminders
 - Only during working hours
- Daily Calendar agendas
 - Send at:

- **Reminders** - the ability to choose how you should be alerted for new calendar events as well as alert times.

reminders

Set your reminders.

- Show reminder alerts
 - Play a sound when a reminder is due

Default reminder:

- **Automatic Processing** - Control how meeting requests, responses, and notifications are handled.

Control how meeting requests, responses, and notifications are handled.

- Delete meeting requests and responses that have been updated
- Delete notifications about forwarded meetings

Settings: Password

change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name:

Current password:

New password:

Confirm new password:

Phone: Mobile Devices

- Use Mobile Phones to remove a phone from the list below, access your device recovery password, initiate a remote device wipe or block your phone if lost.
- You will see listed all the mobile devices that are synchronizing with your mailbox.

Device	Phone number	Last sync time	Status
Outlook		2/26/2015 9:03 AM	OK
WindowsMail		7/4/2014 6:05 AM	OK

Phone: Text Messaging

- Use Text Messaging to set up text message notifications to be sent to your mobile device.

text messaging

Choose the locale and mobile operator for your mobile phone.

Locale:

Mobile operator:

[I don't see my locale or mobile operator...](#)

When text messaging notifications are turned on, you can set up:

[Calendar notifications...](#)

[Voice mail notifications...](#)

[Email notifications using an Inbox rule...](#)

block or allow

Junk Email Settings - The ability to automatically filter Junk Email or move to the junk folder monitoring and setup safelists and blacklists for incoming email.



Don't move email to my Junk Email folder

Automatically filter junk email

- **Safe Senders** – List of email addresses that are never sent to the junk mail folder

safe senders and recipients

Don't move email from these senders or domains to my Junk Email folder.

enter a sender or domain here

mirth1@gmail.com

newsletter@mailero.infoq.com

tkadatz@shaw.ca



list.ms2d2.com

Trust email from my contacts

- **Blocked Senders** – List of email addresses to always send to the junk mail folder

blocked senders

Move email from these senders or domains to my Junk Email folder.

enter a sender or domain here

gustavo_hernandez21@hotmail.com

landry_bc@hotmail.com

Don't trust email unless it comes from someone in my Safe Senders &