



Outlook Web Access Primer - for Mac

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What is Outlook Web Access?

Outlook Web Access allows you to check your e-mail, calendar, contacts, and much more from on and off-campus anywhere in the world. All you need is an Internet connection and a web browser.

Feature comparisons between Outlook 2000 and Outlook Web Access 2000

Feature	<i>Outlook 2000</i>	<i>Outlook Web Access 2000 - Mac</i>
Basic features		
E-mail	Yes	Yes
Calendaring	Yes	Yes
Contacts	Yes	Yes
Tasks	Yes	No
Access to embedded objects	Yes	Yes
Rich text	Yes	Yes
HTML	Yes	Yes
Drag-and-drop editing	Yes	Yes with Internet Explorer 5.0+
Shortcut menus	Yes	Yes with Internet Explorer 5.0+
Offline use	Yes	No
Journal	Yes	No
Printing templates	Yes	No
Advanced features		
Delegate access to mailbox	Yes	Yes (read-only)
Timed delivery	Yes	No
Expiration	Yes	No
Spelling checker	Yes	No
Reminders	Yes	No
Outlook rules	Yes	No
Single sign-on	Yes	Yes

Client Limitations

Despite improvements, Outlook Web Access in Exchange 2000 still has limitations in comparison to Outlook 2000. Outlook Web Access does not support working offline, spell checking, the ability to create Outlook rules, or to gain access to tasks and journal items. Messages cannot be sent for deferred delivery, or set to expire, and you cannot copy messages between public folders and mailbox folders. Also, you cannot create or manipulate digitally signed or encrypted messages, although these limitations are due to limitations in the current Web browser architecture.

Web Browser Support

To take full advantage of Outlook Web Access features, use [Internet Explorer 5.0+](#). Although any browser that supports HTTP version 3.2 also supports Outlook Web Access, certain features and functionality are only available with Internet Explorer 5.0+. Internet Explorer 5.0+ provides a user interface that is very similar to the full version of Outlook and includes functionality such as drag-and-drop editing between folders and a tree control to open or create new folders. Furthermore, when creating a message, Internet Explorer 5.0+ users can use rich-text editing features to add formatting to the text. Table 1 compares Internet Explorer 5.0+ to other browsers.

Table 1 Comparison between Internet Explorer 5.0+ and other browsers

Feature	Internet Explorer 5.0+	Other
HTML text composition	Yes	No
Drag-and-drop editing	Yes	No
Preview pane	Yes	No
Tree control	Yes	No

In other browsers, much of the functionality listed in Table 1 is lost because of the backward compatibility to browsers that do not support dynamic HTML and XML.

Accessing CSU Channel Island's implementation of Outlook Web Access

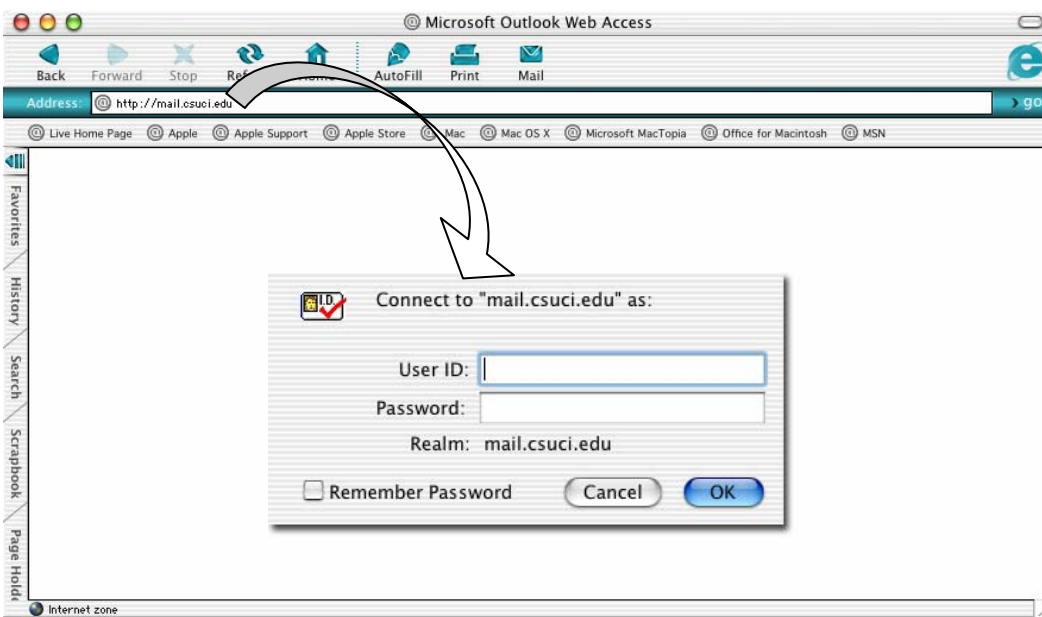
1. Type the following URL in Internet Explorer's 'Address Bar' and click 'Go':

<http://mail.csuci.edu>

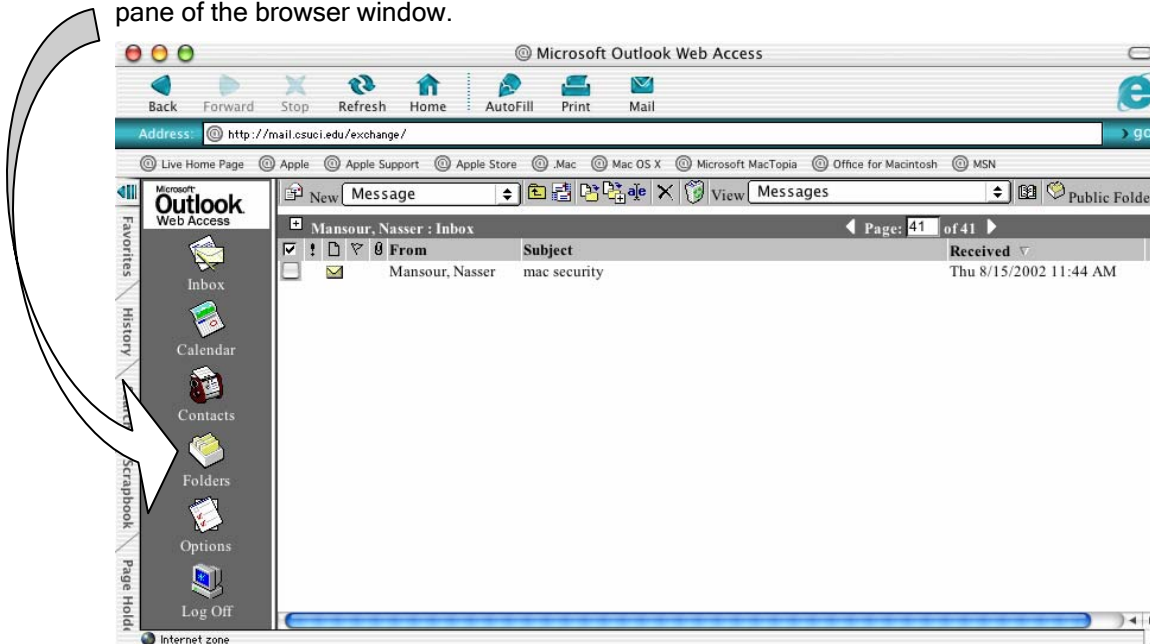
2. Once Internet Explorer loads the URL, the 'Connect to mail.csuci.edu as:' window appears. Please enter the following information and click 'OK':

User ID: *firstname.lastname*

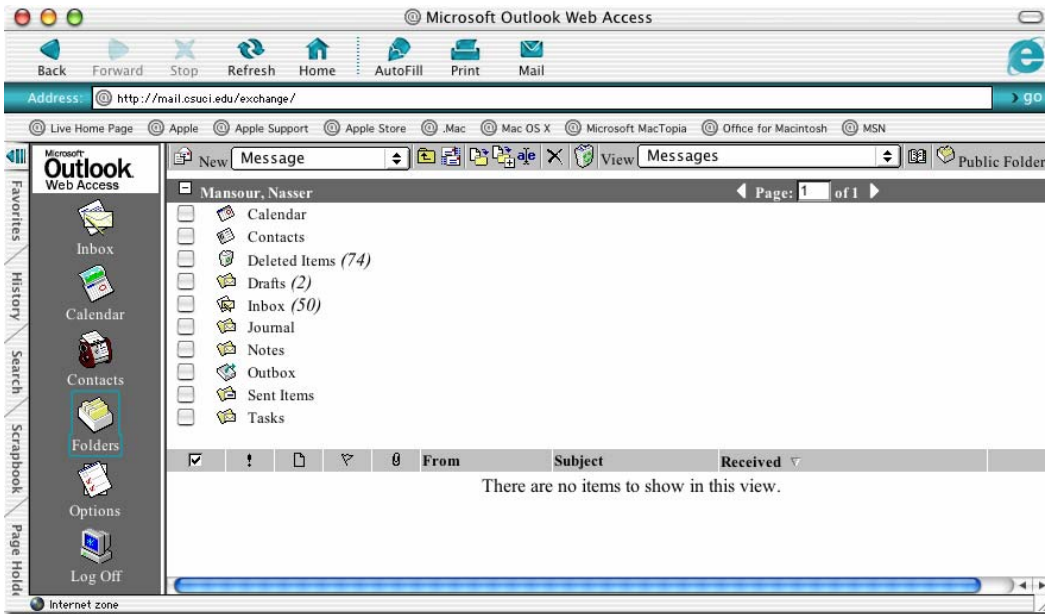
Password:



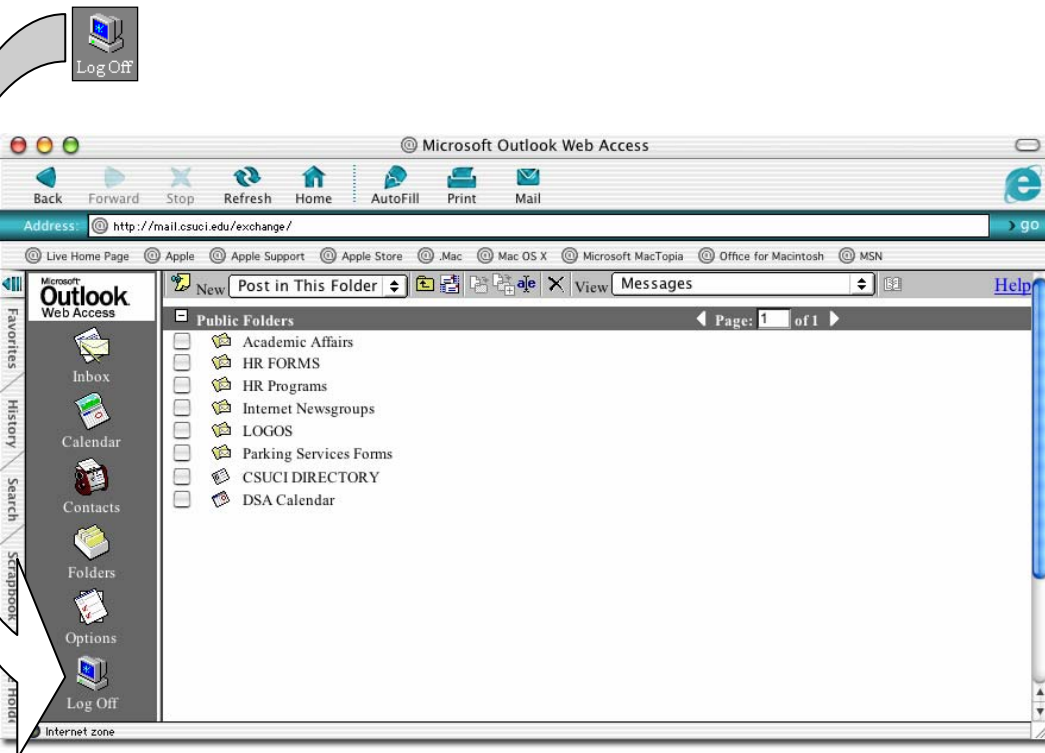
3. To switch between folders, tasks, notes, and other items, click on the 'Folders' icon located in the left pane of the browser window.



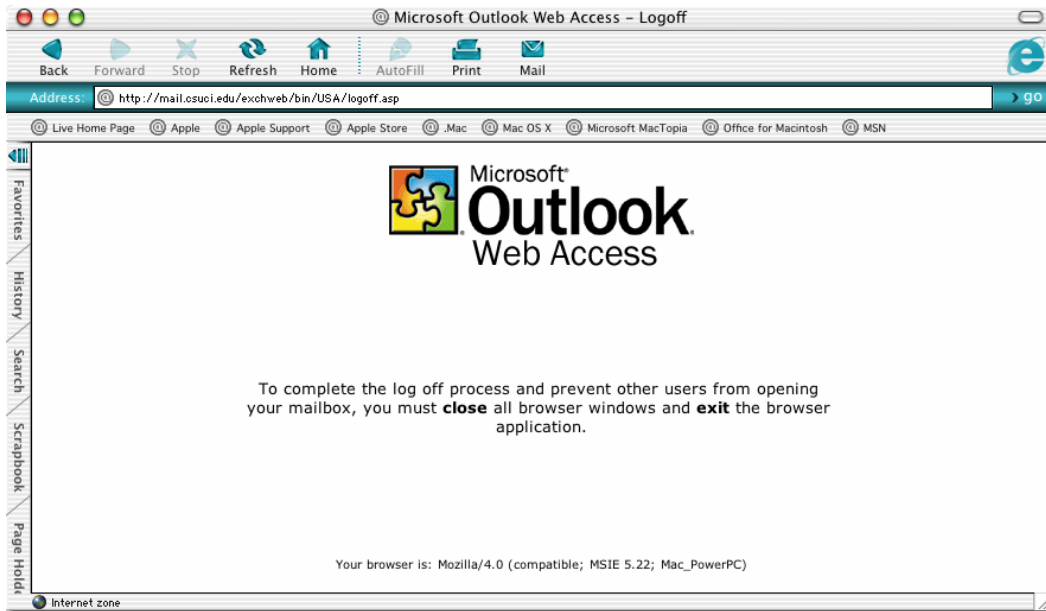
4. The following image shows what the 'Folders' view will look like. To view the 'Public Folders' click the 'Public Folders' link in the upper right corner of the browser window



5. The following image shows what the 'Public Folders' view will look like. To Log-off, click the 'Log Off' icon.



- To complete the log off process and prevent other users from opening your mailbox, you must close all browser windows and exit the browser application.



Reference:

<http://www.microsoft.com/exchange/techinfo/outlook/2000/OWA2000.asp>

<http://microsoft.com/downloads/details.aspx?FamilyId=911D42C0-17D0-4C31-BF66-9A95CFACF9BB&displaylang=en>