



Outlook Web Access Primer - for Windows



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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</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

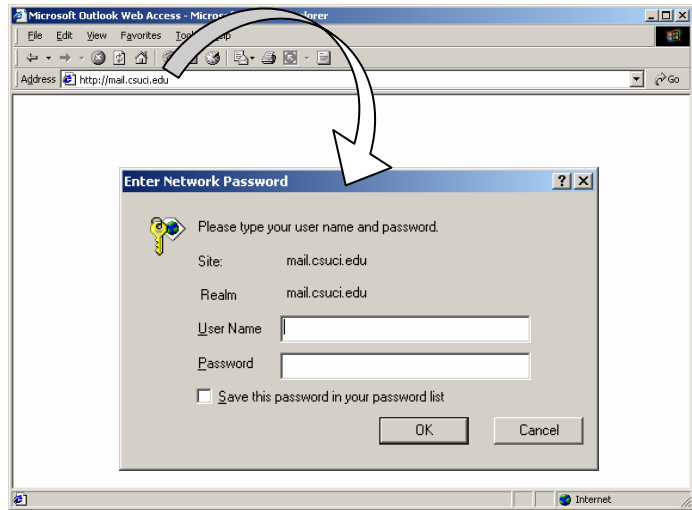
1. Type the following URL in Internet Explorer's 'Address Bar' and click 'Go':

<http://mail.csuci.edu>

2. Once Internet Explorer loads the URL, the 'Enter Network Password' window appears. Please enter the following information and click 'OK':

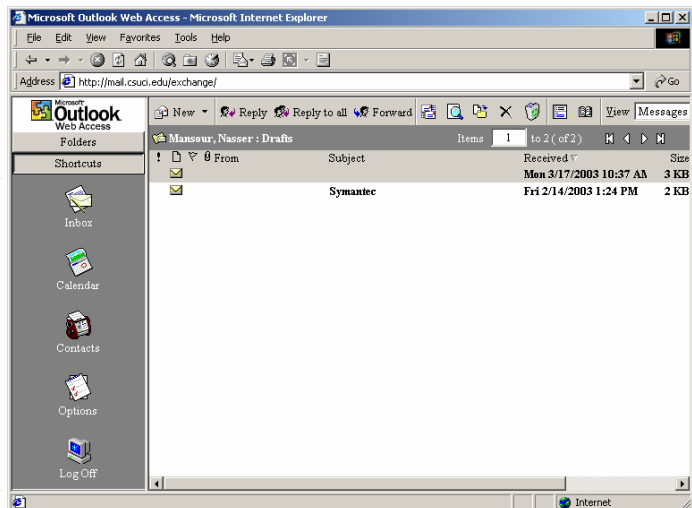
User Name: *firstname.lastname*

Password:



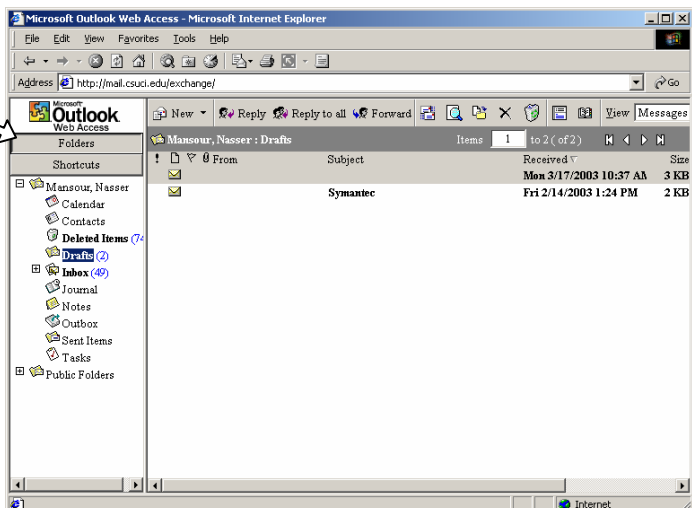
3. Once logged on you will notice that the default view for the left pane is the 'Shortcuts' view.

Shortcuts



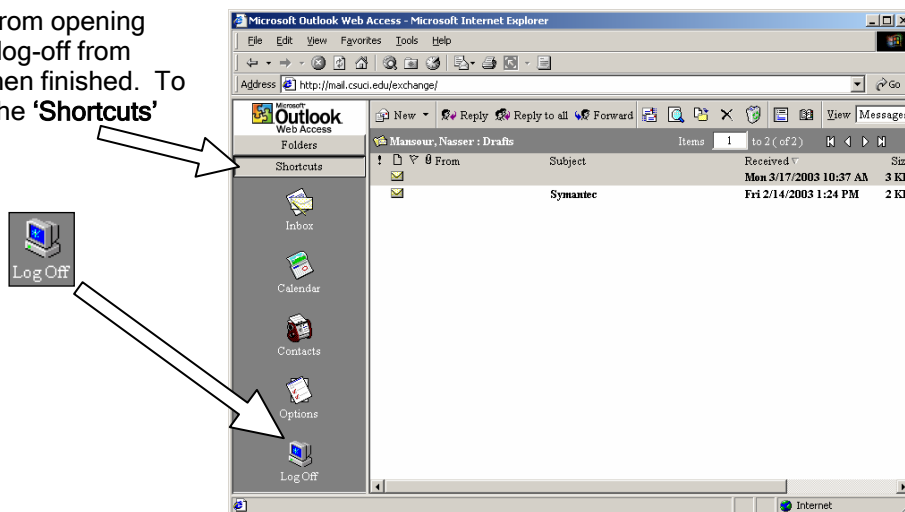
4. To switch between folders, tasks, notes, public folders, and user created folders, click on the 'Folders' button located in the upper left corner of the browser window.

Notice that there is now a tree view of your mailbox.



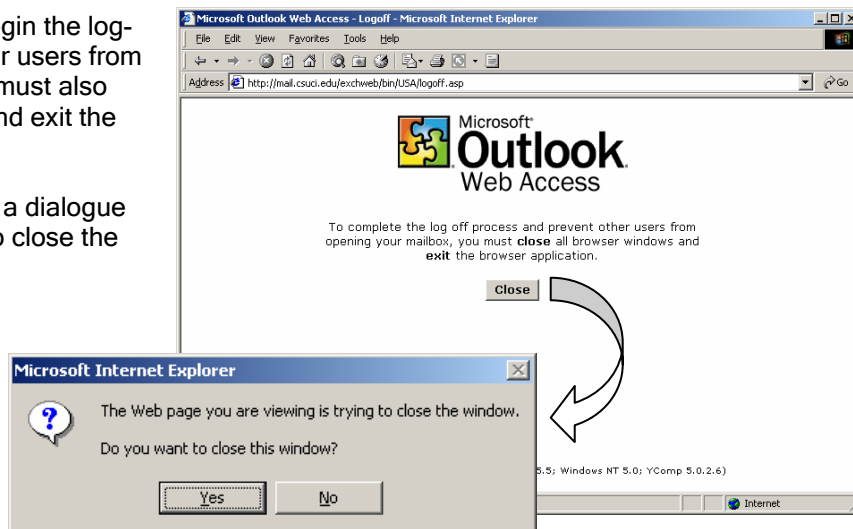
5. To prevent other users from opening your mailbox, you must log-off from Outlook Web Access when finished. To do this, you must be in the **'Shortcuts'** view.

Click the **'Log Off'** icon



6. Click the **'Close'** button to begin the log-off process and prevent other users from opening your mailbox. You must also close all browser windows and exit the browser application.

Internet Explorer will display a dialogue box asking you if you want to close the window, click **'Yes'**.



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>