

# Logging on to Outlook Web Access

This guide demonstrates how to log into Outlook Web Access (OWA). For the purposes of these guides, we will be using Microsoft Internet Explorer.

Requirements: Internet Explorer 5.5, Internet Explorer 6, or Internet Explorer 7

**Note:** You can use other web browsers, but with decreased functionality

## Section 1: Public vs. Private

This section covers the different in the security options of OWA.

Microsoft Office Outlook Web App

Security ( show explanation )

This is a public or shared computer

This is a private computer

Use Outlook Web Access Light

If you are a student, click [here](#) to access your email.

Domain\user name:

Password:

Connected to Microsoft Exchange  
Secured by Microsoft Internet Security and Acceleration Server  
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1A) If you choose "This is a public or a share computer" your E-mail session will log you out after a couple minutes of inactivity.

1B) If you choose "This is a private computer" your E-mail session will log you out after about 8 hours of inactivity.

This option will also remember your "Domain\user name" when you log out of OWA

If you do not share your computer with anyone else, you can select this option

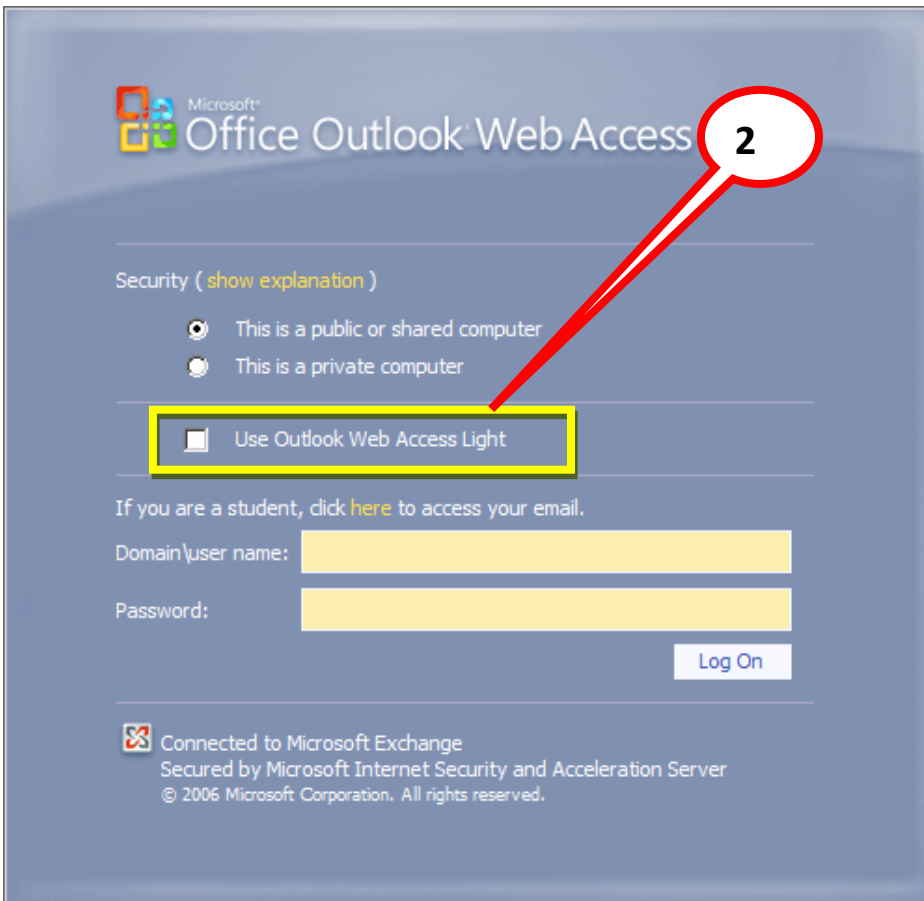
## Section 2: Outlook Web Access Light

This section covers the “Use Outlook Web Access Light” option. For the purposes of this guide, we will leave the box unchecked.

2) If you click the check box “Use Outlook Web Access Light” this will give you decreased functionality of OWA

**Note 1:** Do not check this box

**Note 2:** This option is automatically checked if you use any browser other than Internet Explorer 5.5 and up.



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## Section 3: User name and Password

This section covers typing your user name and password. You will need to know what your Active Directory password is for this step.

1) This is where you type in your AU username

2) This is where you type in your Active Directory password

3) Once you type your user name and password, click on the "Log On" button

The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo and the text "Office Outlook Web Access". Below this, there are several options: "Show explanation)", "This is a public or shared computer" (selected), "This is a private computer", and "Use Outlook Web Access Light". A yellow box highlights the login fields: "Domain\user name:" with a text input field, "Password:" with a password input field, and a "Log On" button. Three red circles with numbers 1, 2, and 3 are overlaid on the page. Circle 1 points to the "Domain\user name:" field. Circle 2 points to the "Password:" field. Circle 3 points to the "Log On" button. At the bottom, there is a status bar with text: "Connected to Microsoft Exchange", "Secured by Microsoft Internet Security and Acceleration Server", and "© 2006 Microsoft Corporation. All rights reserved."