

# Microsoft Outlook Web Access 2007

## Introduction

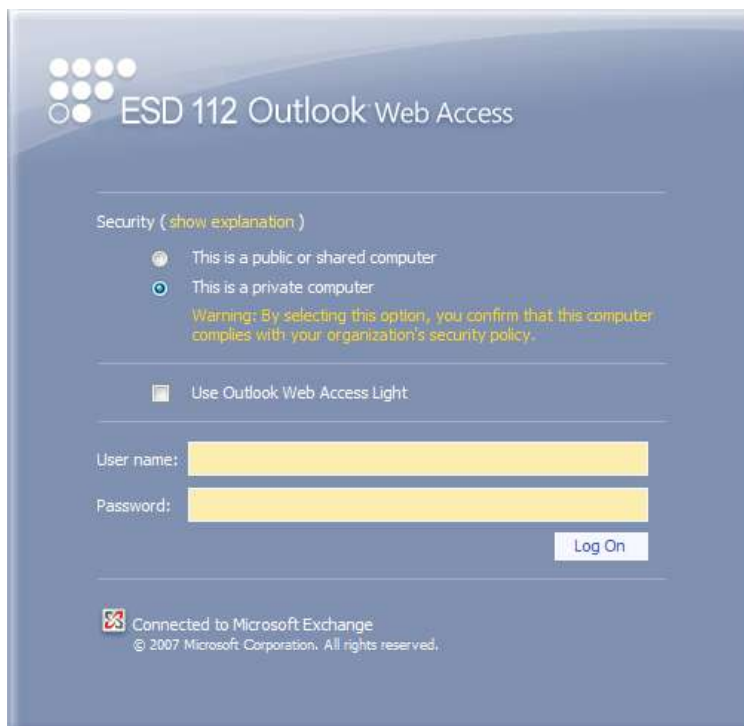
Using a web browser and the Internet, Outlook Web Access (OWA) provides access to your Exchange email account from anywhere in the world.

OWA allows access to email, scheduling (including group calendars), and contacts. Using Internet Explorer, OWA functions much like a standard version of Outlook. Other browsers can be used, however they may not be fully compatible. Please review Microsoft's compatibility list to see if your browser is compliant. ([Web Browser Comparisons](#))

## Accessing Your Exchange Account through OWA

To log into your Outlook Account through the Internet:

1. Launch your web browser (Internet Explorer is preferred)
2. Go to <http://www.esd112.org>
3. Click on employee Services
4. Click on Employee Email
5. Type in your email address and password



The screenshot shows the login interface for ESD 112 Outlook Web Access. At the top left is the Microsoft logo (a 3x3 grid of dots) and the text "ESD 112 Outlook Web Access". Below this is a "Security" section with a link "(show explanation)". There are two radio button options: "This is a public or shared computer" (unselected) and "This is a private computer" (selected). A warning message in yellow text states: "Warning: By selecting this option, you confirm that this computer complies with your organization's security policy." Below the radio buttons is a checkbox labeled "Use Outlook Web Access Light" which is currently unchecked. Underneath are two yellow input fields: "User name:" and "Password:". To the right of the password field is a "Log On" button. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

6. In the Password box type your Active Directory Password
7. Click on Log On or press Enter
8. The first time you log into the System, you'll see the following dialogue box one time:



### **In OWA, What's the difference between "Public or Shared computer" and "Private computer"?**

OWA 2007 has improved security for the login page. Your OWA session automatically logs you off after a certain amount of time. When you log into a public computer it will log you off after 30 minutes. If you log into Private (ESD computer) you will be logged off after one day.

### **What is the difference between "Outlook Web Access Premium" and "Outlook Web Access light?"**

Outlook Premium is best used by a broad band connection and Outlook light is best used by dial up connections.