



# ROSALIND FRANKLIN UNIVERSITY

OF MEDICINE AND SCIENCE

## Web Based Email- Outlook Web Access (OWA)- A introduction for Faculty and Staff

The purpose of this document is to provide an introduction to Microsoft Outlook Web Access, the web based version of Outlook. Outlook Web Access (OWA) is used to check your mail from any location that has internet access. Outlook Web Access (OWA) is seamlessly integrated with the full version of Outlook to provide immediate synchronization of changes made in both email clients.

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1. Logging In

a. To retrieve you email via the web click on the following link:

<http://www.rosalindfranklin.edu/DNN/Homepage/Email/tabid/371/Default.aspx>

## Email

CHANGE MY PASSWORD : [\(click here\)](#)

CHECK RFUMS EMAIL:

- Students
  - NEW myRFUMS email
  - RFUMS email
- Faculty & Staff ←

NEW: [Learn more about myRFUMS email](#)

Or it can be accessed by navigating to the following website:

[www.rosalindfranklin.edu](http://www.rosalindfranklin.edu)-> email->Faculty & Staff





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2. After clicking on the Faculty & Staff link the following screen will appear if you are using Internet Explorer as your browser:

This screenshot shows the Outlook Web Access login page in Internet Explorer. The page has a blue border and a Microsoft logo in the top right corner. The main heading is "Microsoft Office Outlook Web Access" with the subtext "Provided by Microsoft Exchange Server 2003". Below this, there are two input fields: "Domain\user name:" and "Password:". To the right of the password field is a "Log On" button. Underneath the password field, there are two sections: "Client (what's this?)" with radio buttons for "Premium" (selected) and "Basic"; and "Security (what's this?)" with radio buttons for "Public or shared computer" (selected) and "Private computer". At the bottom, a warning message states: "To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again."

3. After clicking on the Faculty & Staff link the following screen will appear if you are using any other browser besides Internet Explorer:

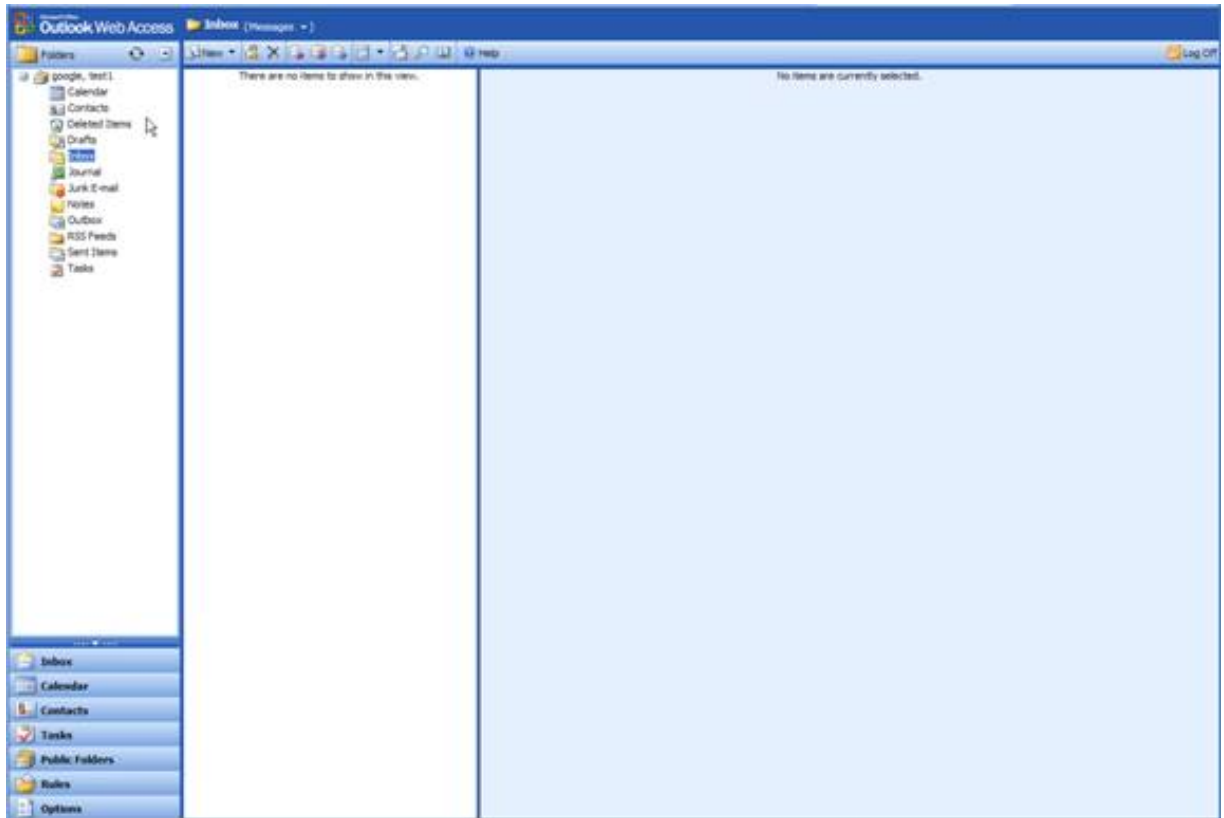
This screenshot shows the Outlook Web Access login page in other browsers. The layout is similar to the Internet Explorer version, but with more detailed security options. The "Domain\user name:" field contains "user.name" and the "Password:" field contains "\*\*\*\*\*". The "Log On" button is present. The "Security" section has two radio buttons: "Public or shared computer" (selected) and "Private computer". Below the "Private computer" option, there is explanatory text: "Select this option if you are the only person who uses this computer." and a red warning: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." At the bottom, the same warning message as in the Internet Explorer version is displayed.



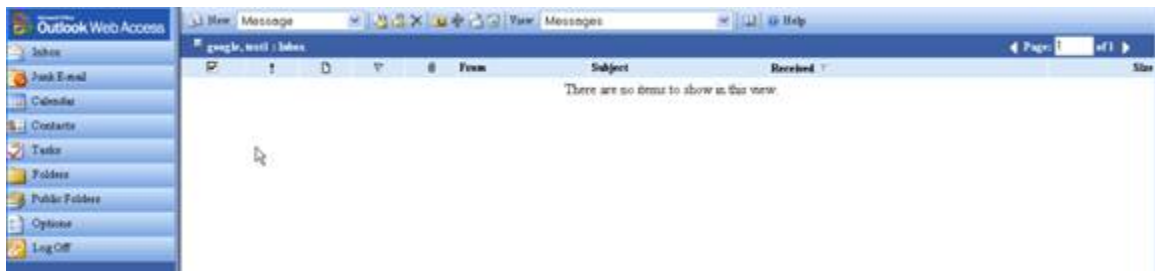
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- a. When using Internet Explorer the option to use the premium client versus the basic client is available. Non- Internet Explorer default to the basic version of OWA. The difference between the Premium client and the Basic Client is shown below:

## Premium Client



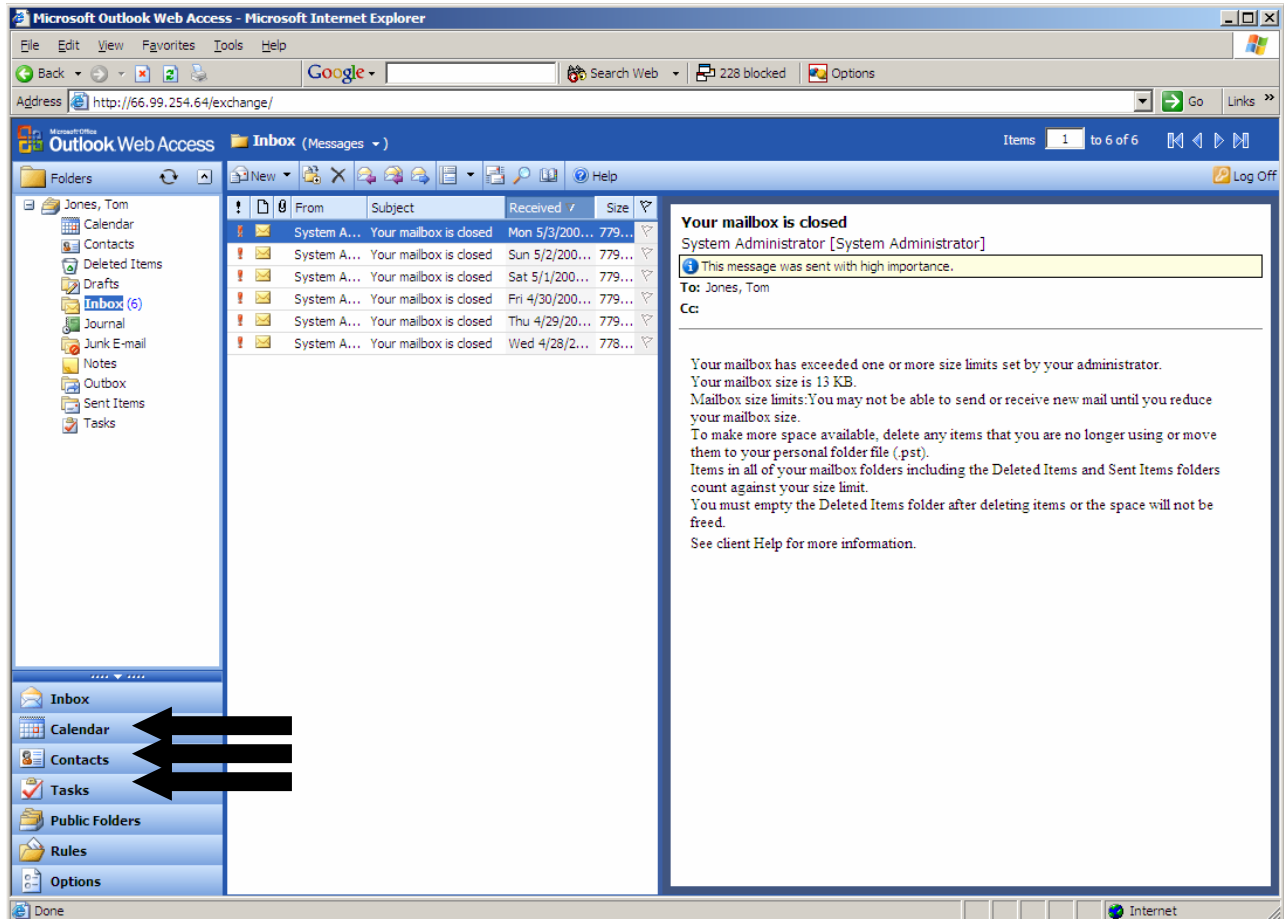
## Basic Client





## 4. OWA Premium Interface

Your calendar, tasks, and contacts will be synchronized with the full version of Outlook on your desktop; anything edited or sent will be reflected in Outlook.





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5. OWA allows users much of the same functionality that is included in the full version of Outlook. By clicking the options button you will be able to access the Out of Office Assistant, Spelling Options, Junk Mail, and Calendar options.

**Out of Office Assistant** ←

I'm currently in the office  
 I'm currently out of the office

AutoReply only once to each sender with the following text:

I will be out of the office Monday, March 31st. If there is an emergency and you need to reach someone immediately, please refer all of your requests to the helpdesk at ext. 8800 or

**Messaging Options**

Number of items to display per page: 25  
After moving or deleting an item: open the next item

Display a notification message when new mail arrives  
 Play a sound when new mail arrives  
 Automatically include my signature on outgoing messages.

Edit Signature...  
Mail editor font: 10 pt. Arial Choose Font...

**Reading Pane Options**

Mark item displayed in reading pane as read  
Wait 5 seconds before marking item as read  
 Mark item as read when selection changes  
 Do not automatically mark items as read

**Spelling Options** ←

Ignore words in UPPERCASE  
 Ignore words with numbers  
 Always check spelling before sending

Select the language of the dictionary to use while checking spelling:  
English (United States)

**E-mail Security**

Click here to install the latest version of the S/MIME Control. When the file download dialog appears, choose Open.  
Download

**Privacy and Junk E-mail Prevention** ←

Filter Junk E-mail. Check the Junk E-mail folder regularly to ensure that you do not miss messages that you want to receive  
Manage Junk E-mail Lists...

Choose how to respond to requests for read receipts:  
 Always send a response  
 Do not automatically send a response

You can control whether external content in HTML e-mail messages is automatically downloaded and displayed when you open an HTML message.  
 Block external content in HTML e-mail messages.

**Appearance**

To see the color scheme you select, you may need to refresh your browser after saving your changes.  
Default (blue)

**Date and Time Formats**

Short Date Style: 1/1/2008 - 12/31/2008  
Long Date Style: Tuesday, January 01, 2008 - Wednesday, December 31, 2008  
Time Style: 1:01 AM - 11:59 PM  
Current Time Zone: (GMT-06:00) Central Time (US & Canada) ←

**Calendar Options**

Week begins on: Sunday  
Day start time: 8:00 AM  
Day end time: 5:00 PM  
First week of year: Do not display week numbers



## 6. Logging Out

To ensure no one else can access your email, you **MUST** log off after every session. Note: Closing the browser is not the same as logging out. For security reasons, always log off when you are done checking your email.

