

## Outlook Web Access (OWA)

Outlook Web Access (OWA) is a Microsoft product that allows you to view your GrizMail in a web-based version. This Quick Reference is for the OWA Premium Client that is seen when using Internet Explorer 7. OWA Basic offers fewer features.

To use OWA to view your GrizMail account, go to <http://grizmail.UMT.edu>. This will take you to a splash screen where you can reset your password, view important notifications and log in to GrizMail.

### The Logon Screen

To log in, click on the Log On button. You will now see a login screen where you will type in your domain\NetID (Missoula\ab123456) and password.

**Note:** If you have attempted twice to log into OWA, close the website window and wait 15 minutes prior to trying again. This resets your attempts and you can try again without running the risk of locking your account.

The type of browser you have will determine what other options are available to you on the login screen.



The first option is your Client type. The Premium client is not available to those with non-Internet Explorer browsers. There will be no Client options for non-Internet Explorer browsers. If you are an IE user, under Client, choose Basic if you have a slower internet

connection or if you are just doing a simple task. Choose **Premium** if you will be doing more complicated tasks.

The second option to consider is what type of security to use when logged in. Under **Security**, choose **Public** if you are on a campus or public computer. When using **Public**, your session will time out after 15 minutes of inactivity. Choose **Private** if you are the only person with access to the computer. **Private** sessions time out after 24 hours of inactivity.

### The OWA Navigation Bar

The OWA Navigation Bar is located on the left side of the screen. You see both the folders view at the top and the shortcuts view at the bottom.



The Update All Folders button will refresh the count of unread e-mails in the Inbox.



The Show/Hide Folders button is a toggle button that allows you to hide or unhide the folders. If hidden, the Folders Pane appears as blue space.



The shortcuts view at the bottom can be displayed in large or small buttons. By clicking on the down arrow above the Inbox, the buttons will be displayed as small buttons.



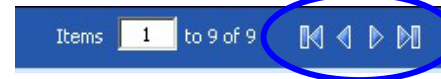
The above view is how the buttons now look. If you want to view them as large buttons again, just click on the up arrow.

### The OWA Inbox


By default, messages are displayed in order by the date, the most recent on top. By clicking on any column heading at the top of the screen (i.e. From, Subject, Received), you can sort by any field. The first click will display the column in ascending order. The second click will sort it by descending order. The arrow on the field will indicate which direction the column is sorted.





OWA limits the number of messages that can be viewed on the screen. Thus you can use the arrow buttons located on the top right-hand corner of your Inbox toolbar to view more screens.





If you view the left side of the Inbox Toolbar shown above, you will see toolbar buttons that will be useful for managing your Inbox. A screen tip will appear when you rest your mouse on one identifying what it will do.

 **New** - allows you to create a new e-mail or other OWA item.

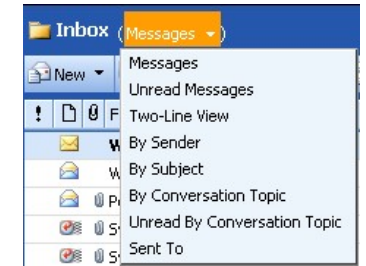
 **Move/Copy** - allows you to move/copy e-mails to specific folders.

 **Check For New Messages** - performs a manual update for new e-mails.

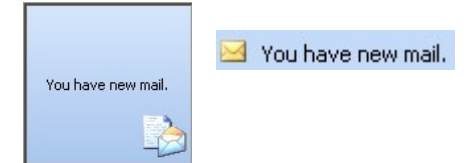
 **Show/Hide Reading Pane** - allows you to activate the Reading Pane

 **Search** - allows you to search for e-mails with specific text.

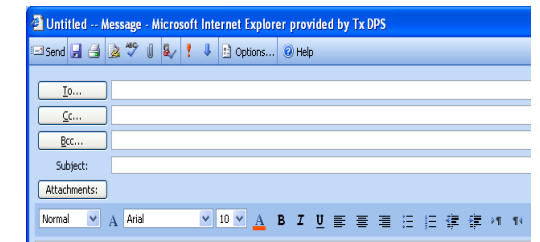
You can also use the Message option to change the Inbox on how you want to view your e-mail.



Whenever you receive new e-mail, OWA will notify you with a "New Mail" icon appearing in the bottom right-hand corner of your screen. It will also appear at the bottom of your shortcuts.





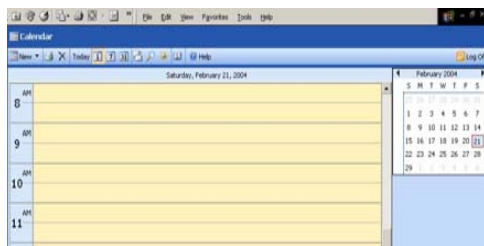
When you click on the New button to send an e-mail, a New Message window appears. You can send attachments, select options you want to apply, format the message, etc.



### OWA Calendar

By using the Calendar toolbar, you can choose those options you want. By default, the calendar is in current day view. You can change this to a weekly or monthly view by

choosing the  or  respectively. You can view existing appointments and meetings or create new ones.

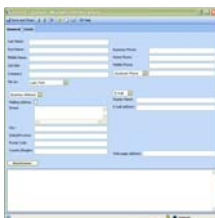


Click on the New icon or double click on a time in the Calendar to open a New Appointment window.

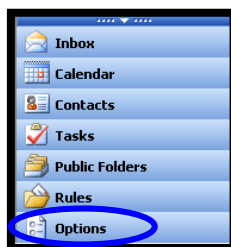
### OWA Contacts

The OWA Contacts allows you to view your existing contact list. You can also create new contacts or groups and add them to your list.

To add a contact click on the New icon on the toolbar. A new contact dialog box will open on your screen. Enter whatever information you require for this contact. When you are finished, select the Save and close button. The next time you select your Contacts shortcut or folder, you will see your new contact listed.



### OWA Options



OWA supplies you with several options on how you would like to customize your Outlook. The Options button is located at the bottom of your shortcuts view.

Some options include changing your Message options, Calendar options, Reading Pane options, setting up Out of Office Assistant, and Changing your Password.

### Changing your Password in OWA

You can change your NetID password in OWA by going to Options and selecting Change Password.

Your domain is UM and the Account is your NetID.

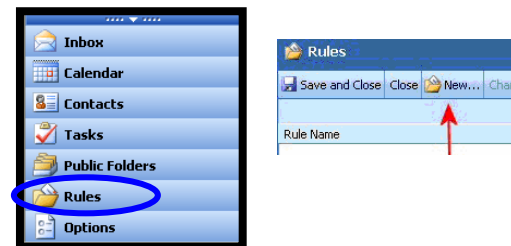


Remember this affects every NetID login: Blackboard, UM Wireless, IT computer labs & library remote resources.

### OWA Rules (Forwarding)

While the easiest way to receive electronic University communication is by using the University's e-mail service directly, an individual may choose to have their University e-mail forwarded to another e-mail address at his/her own risk. Having e-mail forwarded does not absolve a community member from the responsibilities associated with official communications sent to his or her University e-mail address.

You may forward your GrizMail account to another e-mail address by creating a Rule. Click on the New icon and a Rules window appears.



Please be advised that messages will show up in your personal account with a FW as they are forwarded, not redirected, from your GrizMail account. Clicking on Reply will use your GrizMail address as the intended recipient.

### Logging Off



When you are finished using OWA, it is very important that you log off properly so that no one can come behind you and access your account. You accomplish this by clicking on the Logoff button located in the top right-hand corner of the toolbar. Next you will see a screen instructing you to close out the browser window.



For additional assistance contact:

IT Central  
Social Science 120  
[ITCentral@umontana.edu](mailto:ITCentral@umontana.edu)  
406.243.HELP (x4357)

Please visit:

[GrizMail.umt.edu](http://GrizMail.umt.edu)

For e-mail notifications, FAQs, and up-to-date information on GrizMail

[www.umt.edu/it/itcentral](http://www.umt.edu/it/itcentral)

For additional questions regarding computing at the University of Montana



## Outlook Web Access (OWA) Quick Reference Guide

