

training



Outlook Web Access (OWA) – Accessing Email Remotely Reference Guide

[Click Here](#) to go to the DBR Remote Access site.

ACCESSING OUTLOOK WEB ACCESS (OWA)

Outlook Web Access (OWA) allows you to manage your email account while working outside of the office.

1. Open your web browser.
2. Enter the following address in the address bar: owa.dbr.com.
Note: Do not include **www.** in the web address.
3. The login dialog box will display. Enter your **Network Login ID** and **password** then click the **Sign In** button.
4. Your Outlook Account will display.


VIEWING EMAIL MESSAGES

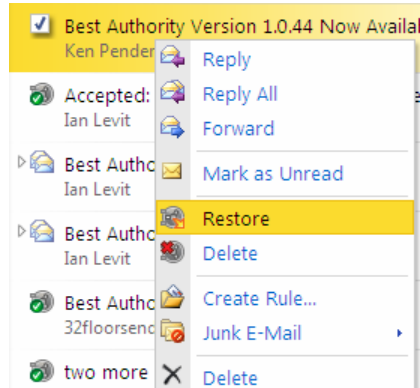
In the updated version of OWA you will notice that the message view looks different. By default, all messages pertaining to a conversation are grouped together using the Conversation View feature. This feature allows users to easily manage and keep track of a conversation in email among multiple individuals.

To deactivate the Conversation View, and display the messages as you are used to, click the **View** drop down menu and select **Use Conversations** to toggle off the checkmark to the left.

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VIEWING ARCHIVED MESSAGES

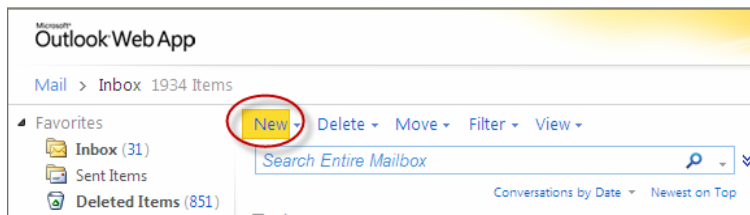
Email messages that are archived will display the following icon in OWA . To restore an archived message right-click the message and select **Restore**.



Handwritten note: Note: The Enterprise Vault toolbar is not available in OWA but instead the Archive Explorer and the Search Archive functions are available on the menu bar on the lower right hand side of the screen.

CREATING NEW MAIL MESSAGES

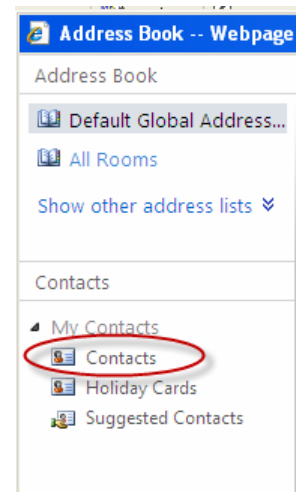
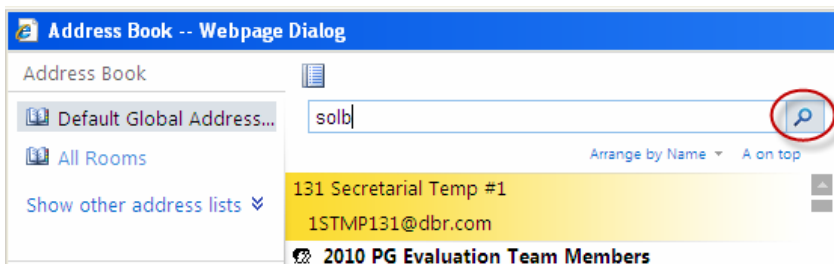
1. Click the **New** button to compose a new mail message. A blank message form is displayed.



2. Enter the recipient address in the **To** field or click the **To:** button. The Address Book will display defaulting to the Global Address List.

Note: To access your Contacts click your Contact List located under My Contacts.


3. To locate a contact, enter the last few letters of the recipients last name and click the **Find** button



4. Once the recipients name appears in the search results, double-click the name and click the **OK** button in the lower right hand side of the screen.
5. Tab to the **Subject** field and enter a subject.
6. Tab to the message area and type your message.
Note: General delivery and tracking options can be set by clicking the **Options** button.
7. Click **Send** when finished.

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ADDING ATTACHMENTS

1. Click the **Attachments** button  , located above the To: field. The Open dialog box will display.
2. Navigate to the location and where the attachment is saved then select the document.
3. Click the **Open** button.
4. The document will appear in the **Attached field**.
5. Complete the email message then click **Send**.

SETTING UP AN AUTOMATIC REPLY (OUT OF OFFICE ASSISTANT)

OWA allows you to set up an Automatic Reply (known as the Out of Office Assistant) to internal and external senders.

1. Select the **Options** menu (located in the upper right-hand corner of the screen) and choose **Set Automatic Replies**.
2. The Automatic Replies screen will display. Select the Send automatic replies radio button. Enter the out of office message as you see fit.

Note: You have the option to set start and end times for your Out of Office message and can create separate messages for internal and external senders. To set start and end times, check the box Send replies only during this time period.

3. Set the desired out of office message for internal and external recipients and click the **Save** button located at the lower right hand corner of the screen.

Automatic Replies

Create automatic reply (Out of Office) messages here. You can send replies to senders the whole time you're away or for a specific period of time.

Don't send automatic replies

Send automatic replies

Send replies only during this time period:

Start time: Tue 10/4/2011 11:00 AM

End time: Wed 10/5/2011 11:00 AM

Send a reply once to each sender inside my organization with the following message:

Tahoma 10 **B** **I** **U** abc                                   

I am currently out of the office and will return Monday, September 26th. If you need immediate assistance please contact the help desk at ext. 612-1111.
Thanks

LOGGING OUT OF OWA

1. When you are done using OWA click the Sign Out link located in the upper right hand corner of the screen.