

Instructions for Reading E-Mail in Outlook Web Access

Your mailbox is located on the Microsoft Exchange Server computer where your e-mail is delivered. Messages are stored in your Inbox by default.

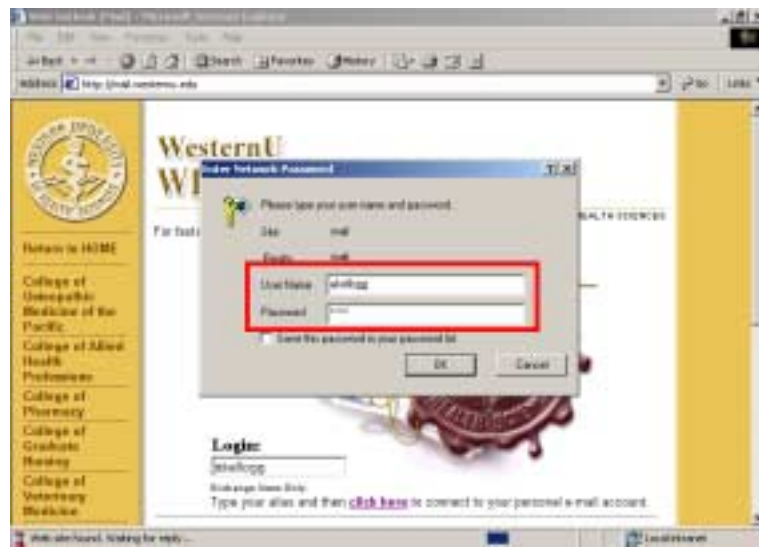
1. To view your Inbox using Microsoft Outlook Web Access™, launch your browser and type the following into the Address field:

mail.westernu.edu

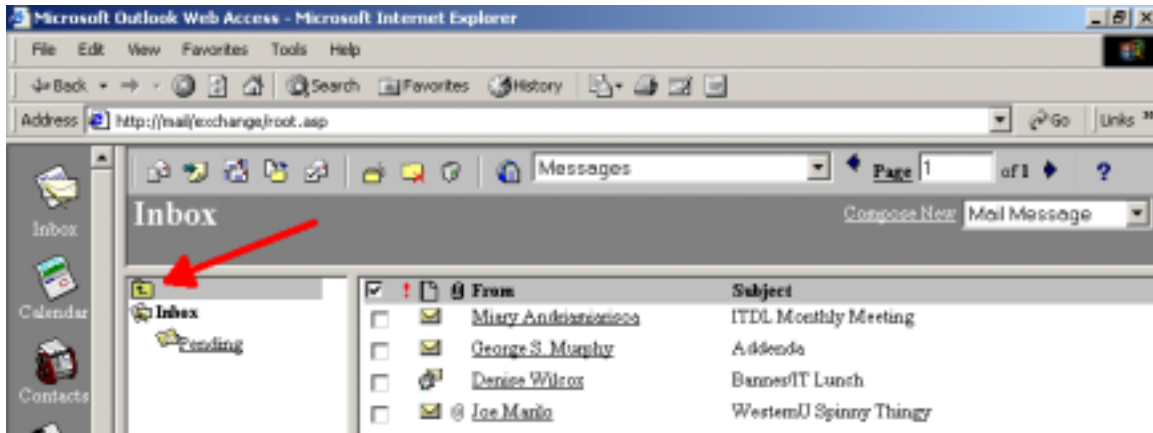
2. In the **Log On** box, type your WesternU network username.
3. Press **ENTER** or click the term **click here** below the Log On box.



4. In the **Username** box, type your WesternU network username.
5. Press TAB to move to the **Password** box, and type your password.
6. Click **OK**.

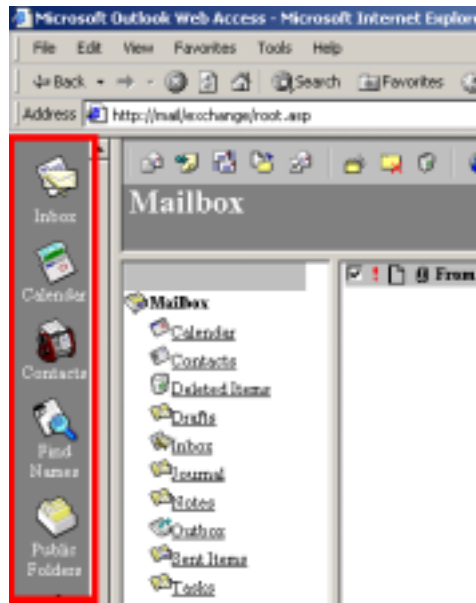


After logging in, Outlook Web Access automatically opens your **Inbox**. To see all the folders in your Mailbox, click on the folder with the up arrow located above the Inbox icon.




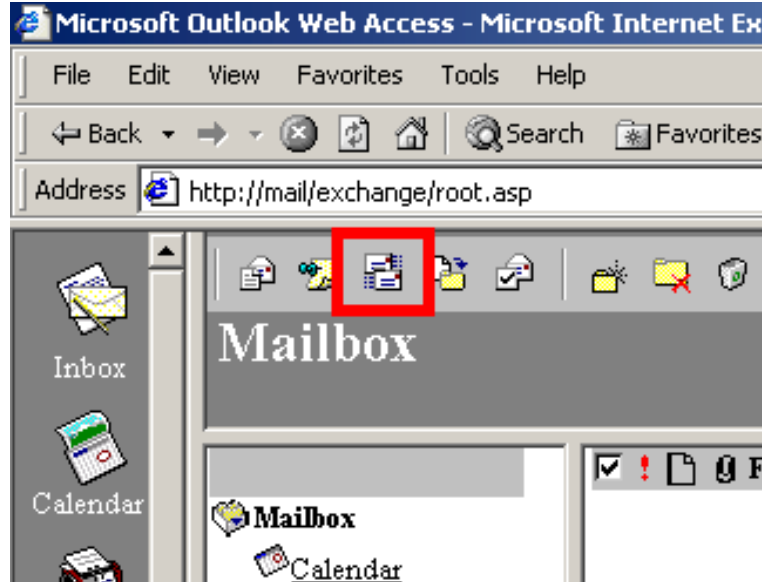
Note: If you normally use a mail client like Outlook or Outlook Express, the contents of your folders will probably look different in Outlook Web Access. The reason for this is that the default setting in most mail clients removes the copy of the message from the server after you have received it. Therefore, you will only see new mail in the Outlook Web Access Inbox.

To the left of the Folders List is the **Outlook Bar**. Use the **Outlook Bar** to switch between views to see your Inbox, Calendar, Contacts, or Public Folders. Other functions of the Outlook Bar enable you to find names in the Address Book, set user options, and log off your current Outlook Web Access session.



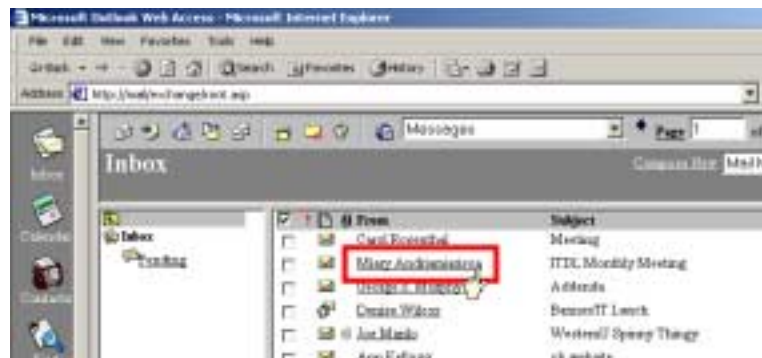
Checking for New Messages

1. To check for new messages that have arrived since you opened your Inbox, click **Check for new mail** button  on the toolbar. Unread messages appear with **Bold** titles. Once you read a message, its title changes to plain text.



Opening New Messages

1. To open a new message, locate the message you want to read from the list of messages in the user area.
2. Click the text of the first field that displays information. If a message has neither a sender nor a subject, click the size. The Read Message form is displayed.



Please contact techsupport@westernu.edu or 909-469-5432 if you have any questions regarding this procedure.