

# OUTLOOK WEB APP

## Quick Reference Guide



### Use Outlook WEB App to Obtain E-mail from any Computer with Internet Access

It is possible to use an existing Internet Service Provider and your own personal account to access e-mail located on the CGA Exchange Server. This allows you the freedom to gain access from any 'public' access terminal that grants access to the Internet, whether it is intrastate, interstate, or international. If you use a Web browser that doesn't support the full feature set, Outlook Web App will open in the light version.

**Note:** The light version of Outlook Web App is optimized to support users who are blind or have low vision and supports older Web browsers. The light version provides fewer features and is faster for some operations. You can read and send messages, organize contacts, and schedule appointments and meetings.

1. To access Outlook Web App for the CT General Assembly, enter the following URL.

<https://owa.cga.ct.gov/owa>

The Outlook Web App screen displays.

2. Under **Security**, click the radio button for **This is a private computer**.
3. In the **Domain\user name** box, enter your 'WINDOWS' Domain and Username separated by a backslash (\), and enter your password in the **Password** box.

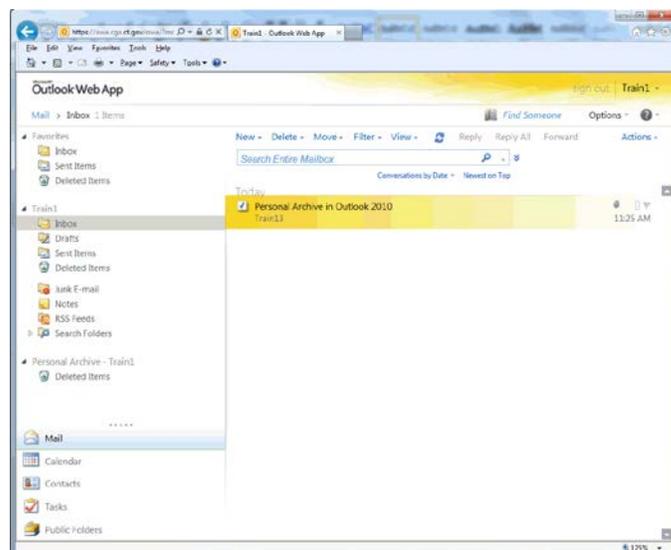
This would be =>

User name: **general\username**

Password: **\*\*\*\*\***

4. Click the **Sign in** button.

If you have entered the correct Domain\User name and Password, the **Outlook Web App** screen displays.

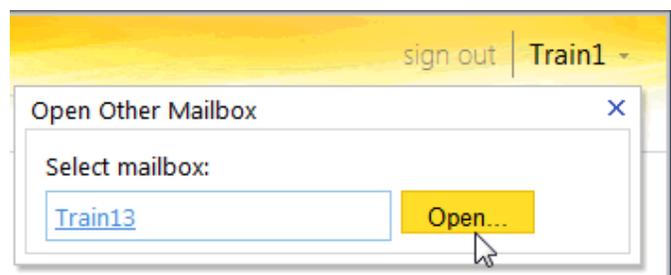


**Note:** By default, messages are grouped by conversation. Click the View option to turn off Use Conversations. All messages appear on one page with a scroll bar. OWA provides the ability to open another user's mailbox and a shared calendar and view it side by side with your own calendar. You will also have access to your personal e-mail archive.

### View Another Mailbox

If you have full access to another user's mailbox, you can use Outlook Web App to open that mailbox. To use this feature, you must already be signed in using your own account. This feature is only available in the standard version of Outlook Web App, not the light version.

1. Click your name in the upper right corner of the window to open the **Open Other Mailbox** dialog box.
2. Under **Select Mailbox**, enter the name of the mailbox you want to open and click **Open**. If more than one match is found, a list of possible matches will be displayed; click the name of the mailbox you want to open.



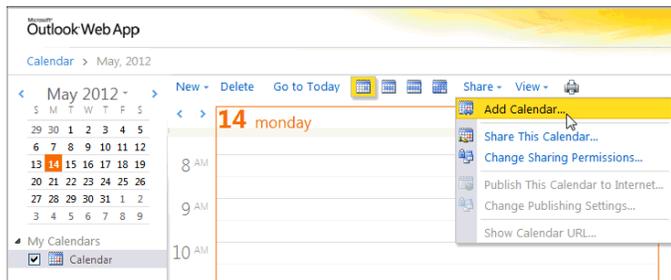
The mailbox opens in a new window.

3. Click the back arrow button to return to view your own Mailbox.

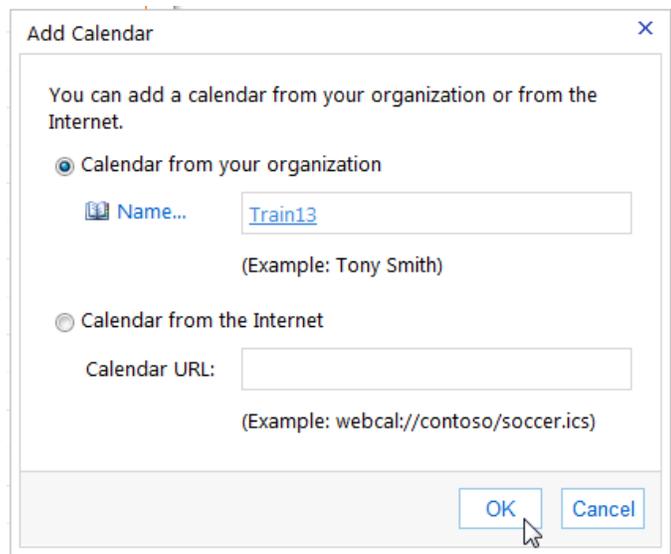
## Open Another Calendar

To view a calendar that someone else has shared with you:

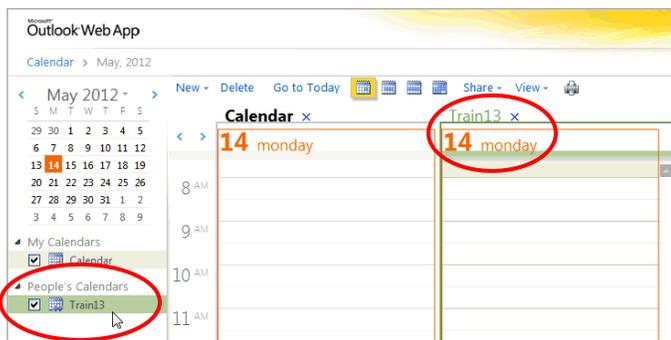
1. Click **Calendar** on the Navigation Pane.
2. Click **Share** on the Calendar tool bar, and then click **Add Calendar**.



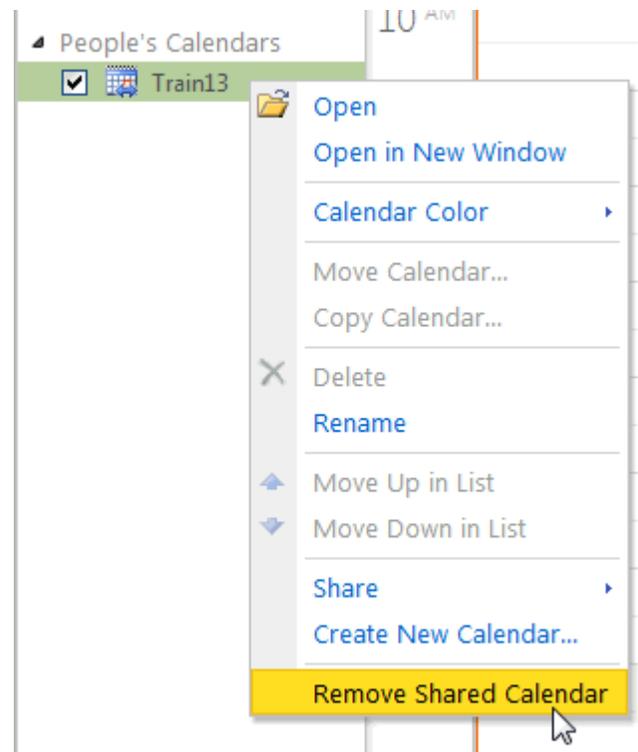
3. If the person whose calendar you want to open is in your organization, enter their name, and then click **OK**.



The shared Calendar opens next to your Calendar. The shared Calendar is added to the Navigation Pane.

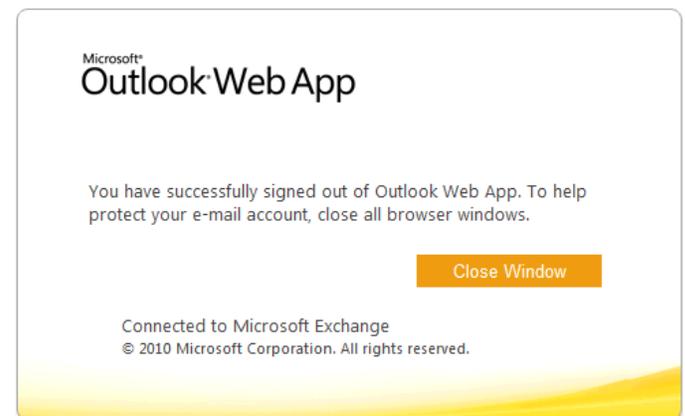


To remove the shared Calendar, right-click the Calendar in the Navigation Pane, and click **Remove Shared Calendar**.



## Closing Outlook Web App

1. When you are finished using Outlook Web App, click the **sign out** option at the top right-hand side of the window.
2. Click the **Close Window** button.



3. Click **Yes** to close the browser window.

