Accessing your e-mail using a web browser

The web address for the PTS e-mail site is.  [http://mailserver.pts.edu](http://mailserver.pts.edu)  Type that web address in the address bar and press <Enter>.  The screen below appears

Next, type your **username** (first initial last name with no spaces) in the User Name box.

Use the <Tab> key or the mouse to position the cursor inside the Password box, and then type your **password**.  Asterisks will appear as you type, which keeps the password secure. (Note: the password is case sensitive.)  If it appears type nothing goes in the Domain field.  Then click the [OK] button.

The Microsoft Outlook Web Access Screen Appears.

To see further instructions for using the web-based e-mail program, click the question mark on the toolbar.

Click on the Arrows to see next page of emails.

Double click on the envelope to read the email.

Finally, always make certain you click **Log Off** on the Outlook toolbar when you have finished reading your mail.
Using Outlook Web Access (OWA) 2003

The upgrade to Exchange 2003 includes a new version of Outlook Web Access (OWA). OWA 2003 has a slightly different look and offers performance and feature enhancements such as a spell-checker, signature capability, junk mail filtering, the ability to block embedded external HTML content and to customize the OWA interface. This document introduces the new look and features.

- Accessing your email with Outlook Web Access (OWA)
- The OWA 2003 toolbar
- The OWA 2003 screen
- Using the OWA Out of Office Assistant
- Creating a signature

Accessing your email with Outlook Web Access (OWA)

For those times when you're away from campus and you'd like to check your email, use OWA to access your mail and other data in a manner nearly the same to working on campus.

Note that the screens described and displayed in this document show OWA as accessed via Internet Explorer 6 in Windows XP. Other browsers and platforms will work slightly different.

1. From a computer that has Internet access, open an Internet browser and type in the following address: http://mailserver.pts.edu
2. Before the site opens, you will be prompted to enter your user name and password.
The OWA 2003 toolbar

After successfully logging on, your **Inbox** will be displayed. Use the toolbar along the top of your Inbox to manage your email messages.
The OWA 2003 Screen

The look of OWA will be familiar to Outlook 2003 users. The left column can be used to navigate easily to your calendar, contacts and OWA settings and to display your mail folders. The OWA client allows you to create folders to hold both sent and received mail. For more detailed assistance using OWA, click on the "Help" link found in the middle of the horizontal toolbar.
OWA Out of Office Assistant

Out of Office Assistant makes it easy to setup an automatic reply message. People who send mail to your account while the message is turned on will receive an email reply with whatever text you have written. The message is dispatched only once to each email address that sends mail to your account.

To Setup an "Out of Office" message:

1. Click on Options on the Shortcuts bar
2. Click on the radio button next to "I'm currently out of the office"
3. Type the text of your message in the box titled AutoReply only once to each sender with the following text:
4. Click the Save and Close button at the top.

Creating a signature

To create a custom signature to each message you send:

1. In the Navigation Pane, click on Options.
2. In the Messaging Options section, click Edit Signature.
3. In the Signature window, type and format the signature you want to use. Note that you can select different fonts, sizes, and formatting.
4. Click Save and Close.
To automatically append your signature to each message you send:

1. Within Options, in the Messaging Options section, select the Automatically include my signature on outgoing messages check box.
2. Click Save and Close.