

Outlook Web Access—OWA

Use **Internet Explorer**  to use **Outlook Web Access**

****Note:**

Internet Explorer (I.E.) provides “full” or “light” versions of OWA. (**Recommended for “full” features**)
Firefox & Safari provide a “light” version of OWA and will “time-out” while using.

Domain/user name and Private vs Public computer

Be sure to type: **smeal\abc123** (“abc123” being your user Id)

If you are on your own computer select “**This is a private Computer**”

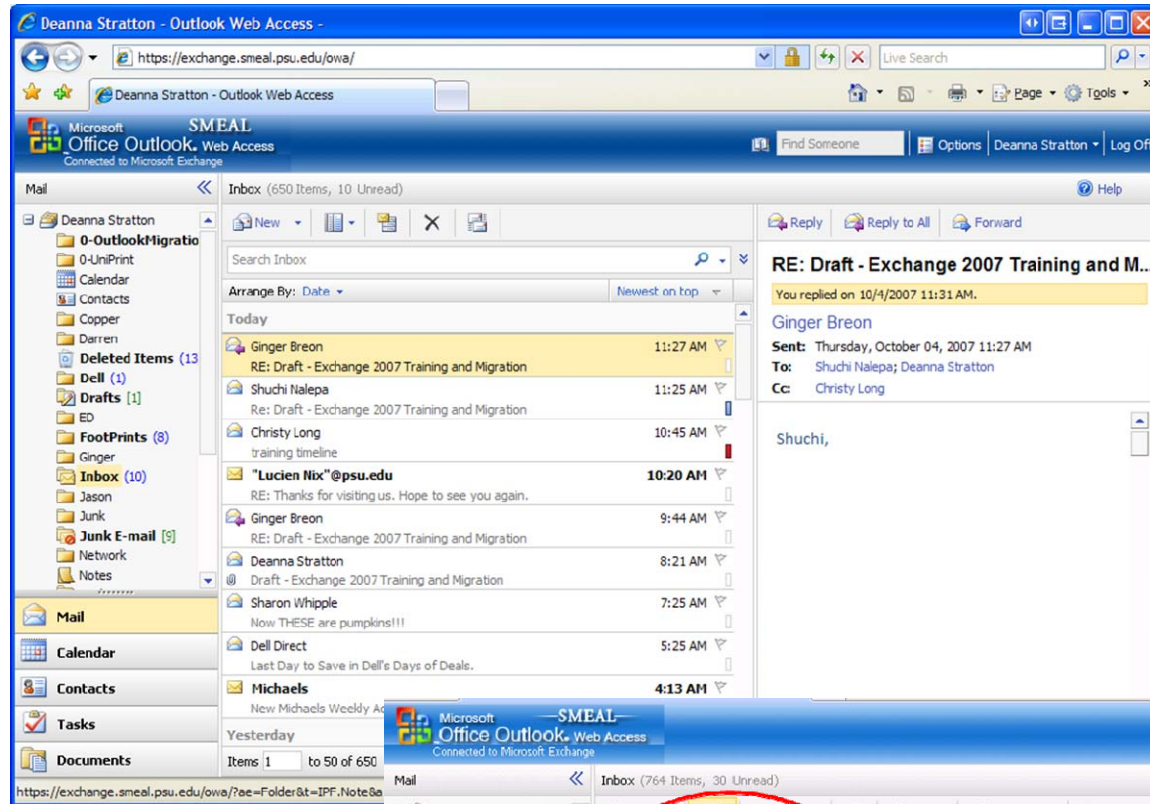
If you are in a hotel or a computer lab, select “**This is a public or shared computer**”



Outlook Web Access for Exchange
<https://exchange.smeal.psu.edu/owa>

Outlook Web Access—OWA

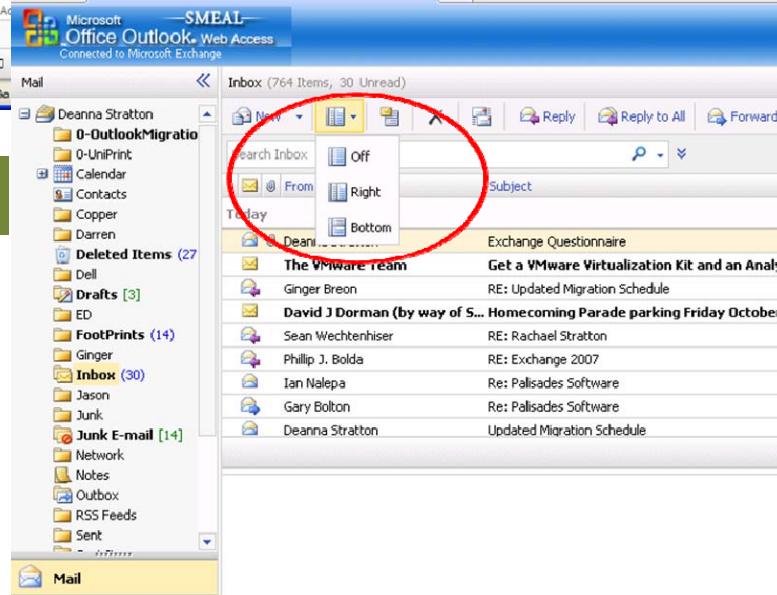
Default View of Outlook Web Access



Customize the View

Click the down-arrow next to the "Show/Hide Reading Pane"

Choose to turn "Off", display at "Right", or "Bottom".



Outlook Web Access—OWA

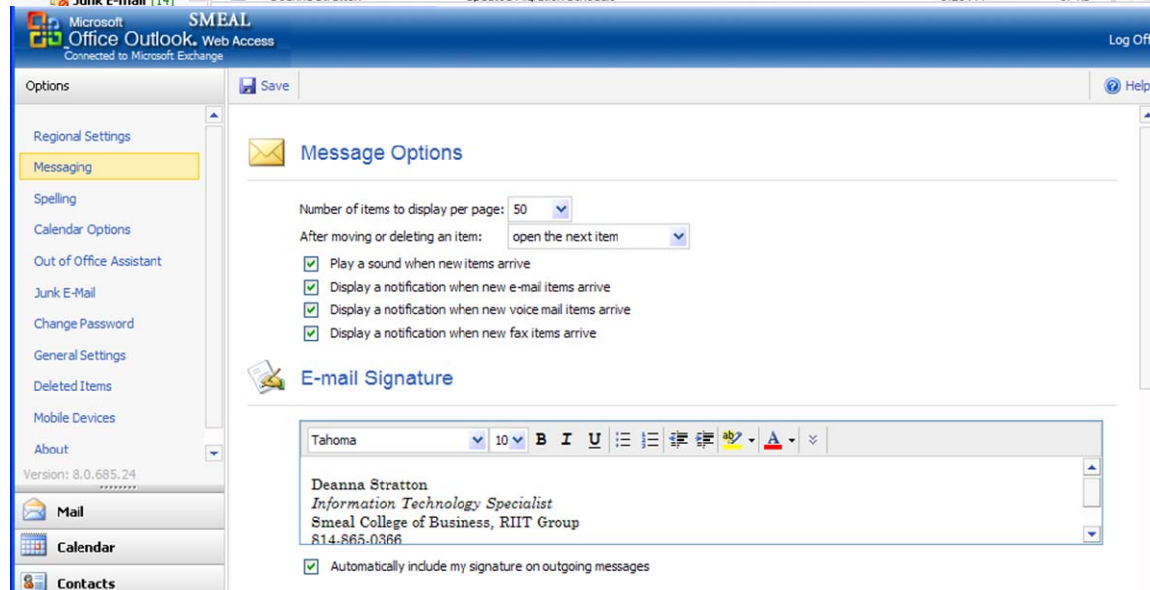
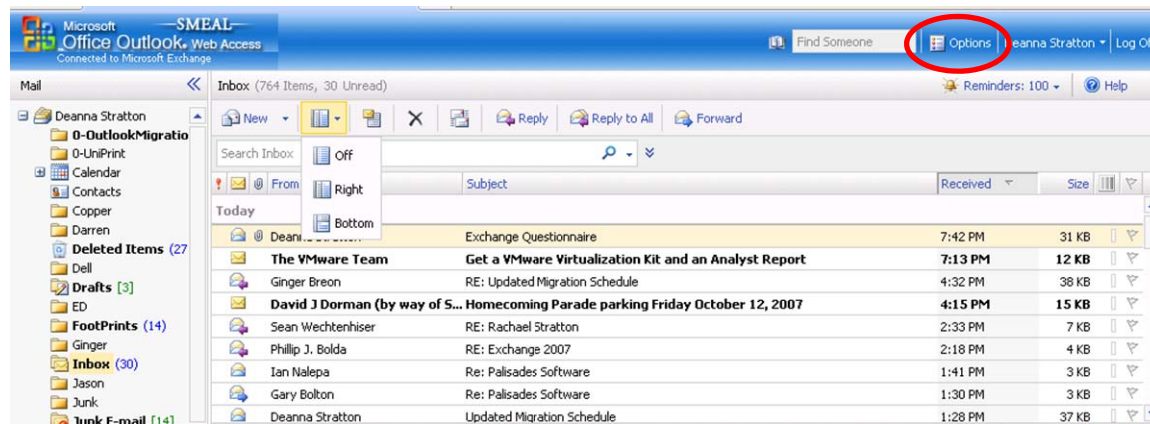
Create a Signature

Click, “Options”

Click, “Messaging”.

Under “E-mail Signature”, create and format your signatures text.

Click “Save”



Outlook Web Access—OWA

Change Password

Click “**Options**”

In the left pane, click “**Change Password**”

(New Password - Must have Upper case letter, lower case letter, number, and/or special character.)

Type in your Old password

Type your new password, and then confirm your new password.

Click, “**Save**”

Microsoft SMEAL
Office Outlook Web Access
Connected to Microsoft Exchange

Options Save

Regional Settings
Messaging
Spelling
Calendar Options
Out of Office Assistant
Junk E-Mail
Change Password
General Settings
Deleted Items
Mobile Devices
About

Version: 8.0.685.24

Mail
Calendar

Change Password

Enter your existing password, type a new password, and then type it again to confirm it.
After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your new password has been changed successfully.

Domain\user name: SMEAL\dms36

Old Password:

New Password:

Confirm New Password: