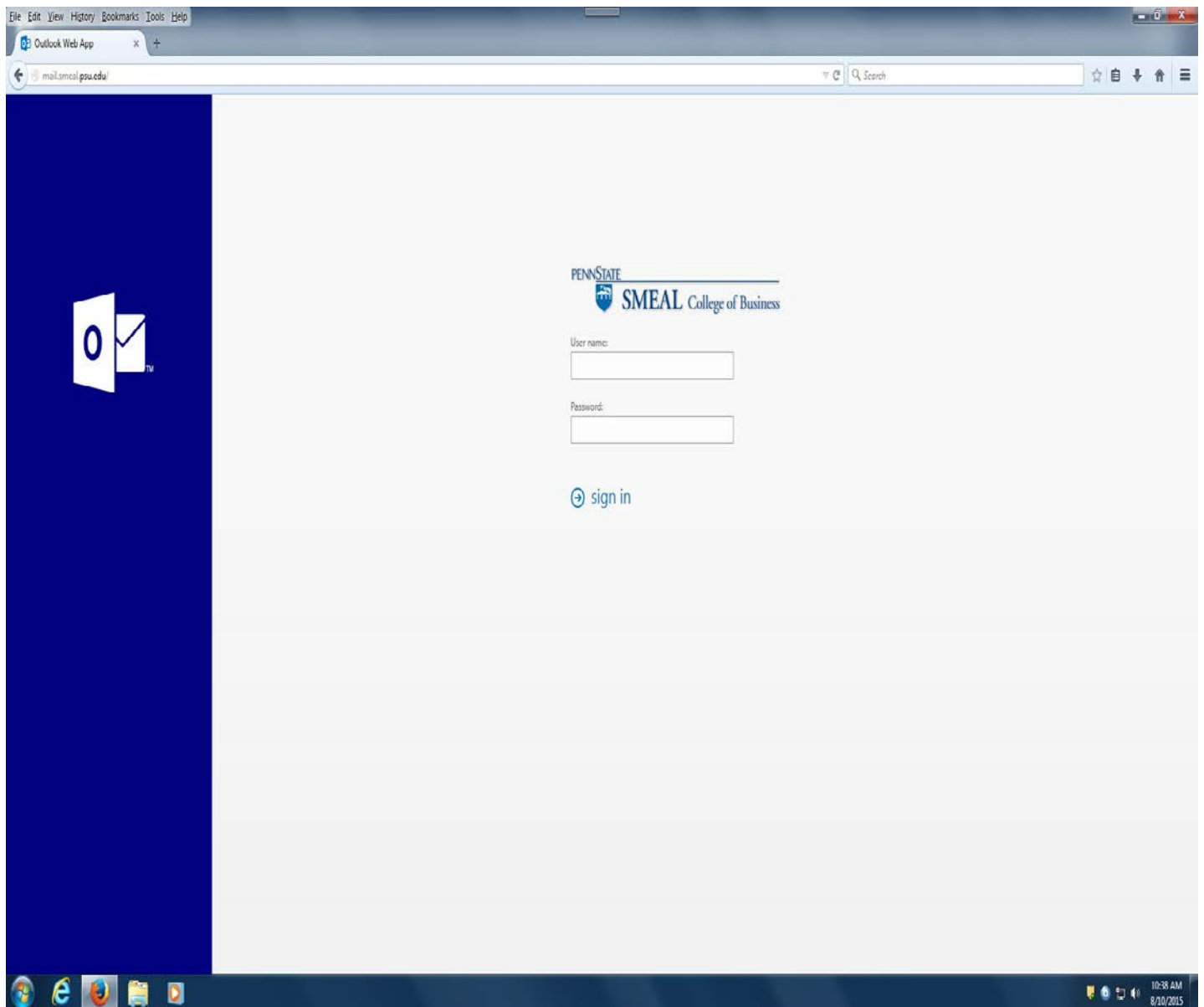


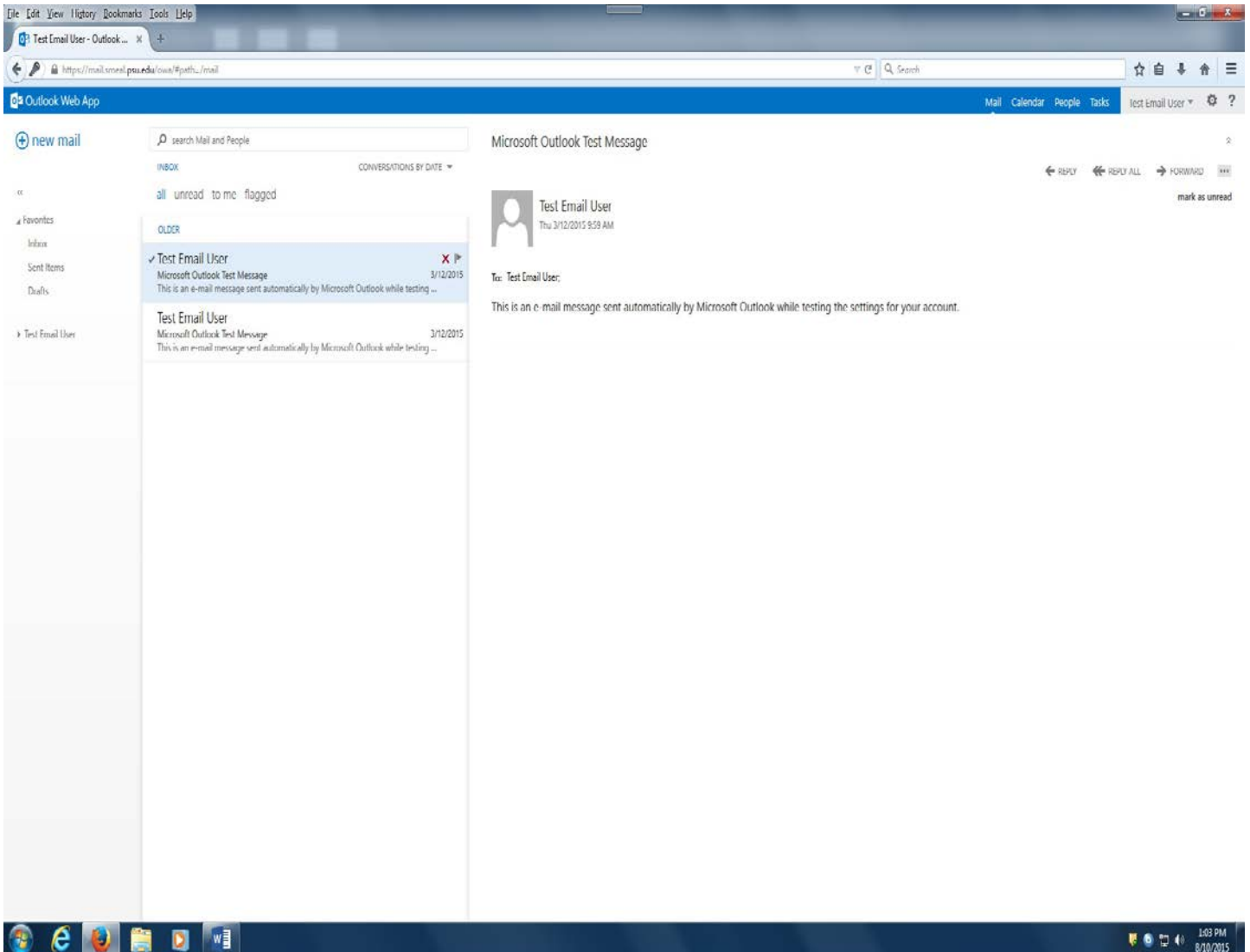
# Outlook Web Access----OWA

mail.smeal.psu.edu

Insert User ID and Password



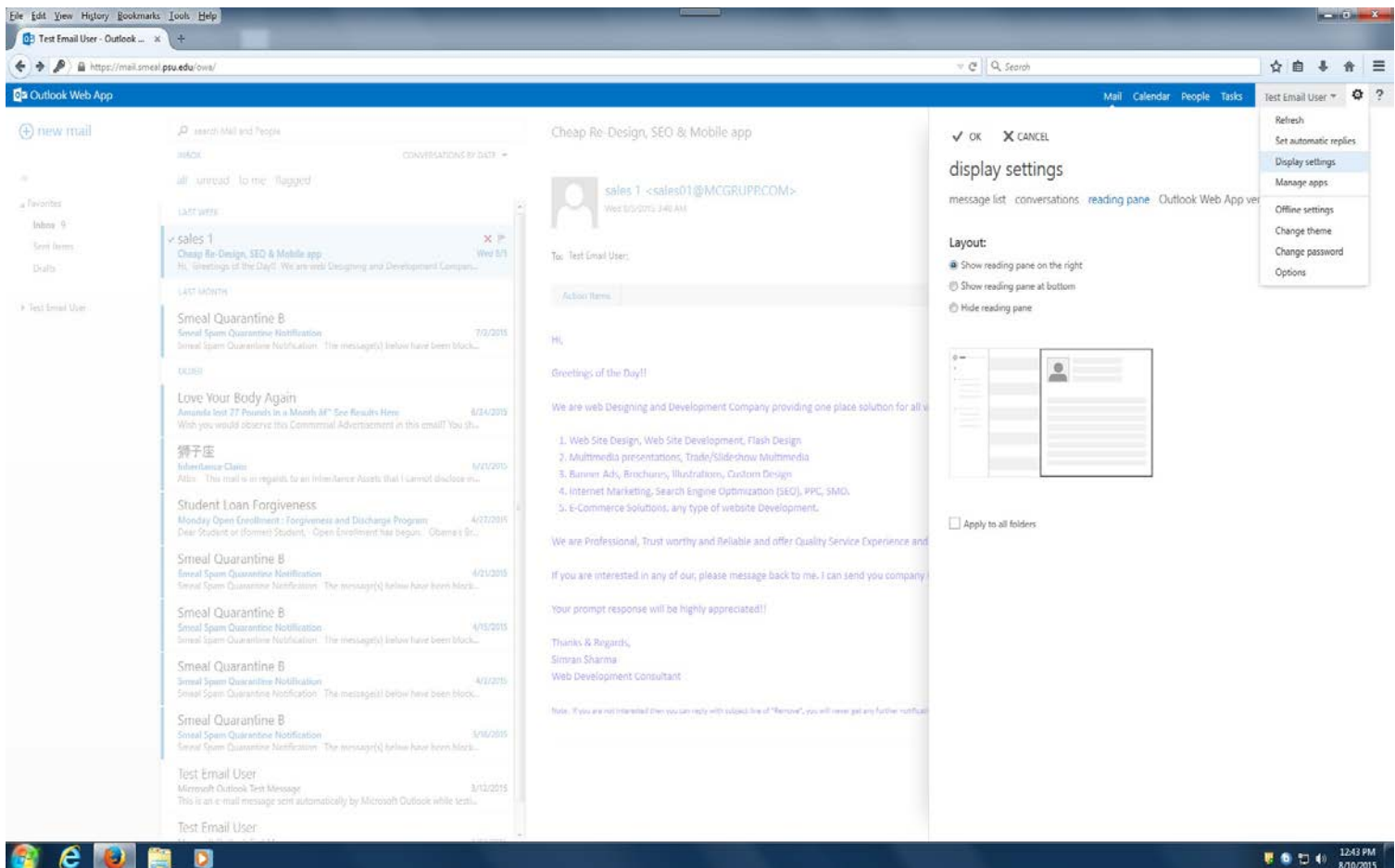
# Default View of Outlook Web Access




# How to customize the view of your Reading Pane

Click on the  and go to Display “Settings”

Choose “Reading Pane” and choose whichever layout you like best

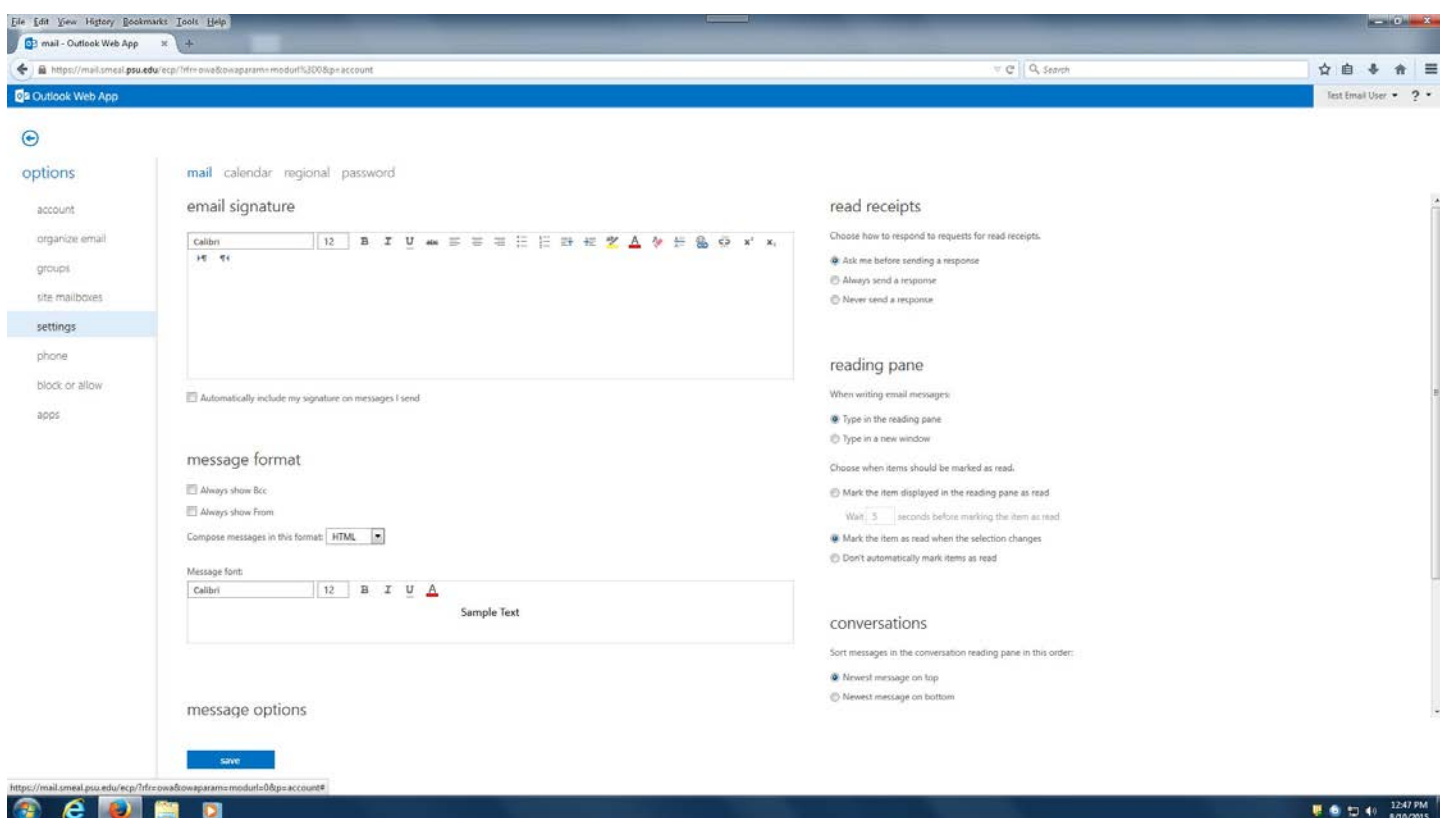


# How to Create a Signature

Click on  and go to “Options”


On the left hand side of the pane choose “Settings”

Under “Settings” fill in your email signature of your choice



The screenshot shows the Outlook Web App interface. On the left, a navigation pane lists options: account, organize email, groups, site mailboxes, settings (highlighted), phone, block or allow, and apps. The main content area is titled 'options' and includes sub-sections for 'mail', 'calendar', 'regional', and 'password'. The 'email signature' section is active, showing a text area with a font dropdown set to 'Calibri' and a size of '12'. Below the text area is a checkbox labeled 'Automatically include my signature on messages I send'. The 'message format' section has checkboxes for 'Always show Bcc' and 'Always show From', and a dropdown for 'Compose messages in this format' set to 'HTML'. The 'message options' section is partially visible at the bottom. On the right, other settings like 'read receipts', 'reading pane', and 'conversations' are visible. The 'read receipts' section has radio buttons for 'Ask me before sending a response', 'Always send a response', and 'Never send a response'. The 'reading pane' section has radio buttons for 'Type in the reading pane' and 'Type in a new window'. The 'conversations' section has radio buttons for 'Newest message on top' and 'Newest message on bottom'. A 'save' button is located at the bottom of the 'email signature' section. The browser's address bar shows the URL: https://mail.smeal.psu.edu/epc/iframeowa&owaparams=modurl%3D00&pa=account. The system tray at the bottom right shows the time as 12:47 PM on 8/10/2015.

# How to change your Smeal Password

Click on the  and go to “Change Passwords”

Insert your “current” password

Create a new password & confirm password

Select “Save” and it should log you out of OWA

