



Checking Your Exchange Mail via the Web

Your Exchange OWA email account can be accessed with any web browser from the UTHSC Home Page or <http://exchange.utmem.edu>.

Your New Exchange Password

The first time that you attempt to access Exchange Mail you will be required to change the default password created for the move to the new email server.

1. At the login screen, enter your **NetID** (username) and your **default exchange password** (First 2 letters of your birth month - 1st letter capitalized; last 2 digits of your birth year; last 4 digits of your social security number. EX: *Mr839999*)
2. Change Your Password. The new password must meet the UT Secure Password Standard listed in the window.

Change Your Exchange Password

Domain:

NetID:

Old password:

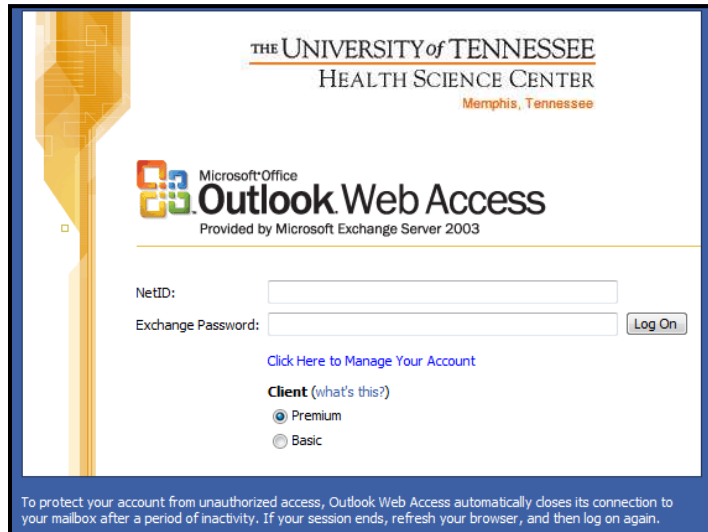
New password:

Confirm new password:

- Please note that the new password must:**
- be a minimum length of 8 characters
 - contain some combination of uppercase, lowercase, punctuation and numbers (at least three of these categories must be used)
 - not be a reuse of any of your last 10 passwords
 - the password cannot resemble your name in any way-user name or proper name

OK Cancel Clear

Exchange (OWA) Quick Reference



Creating Messages with Contacts

Select the **New** from the toolbar. OWA displays the Untitled Message window. In the **To:**, **Cc:**, and **Bcc:** boxes, do one of the following:

- Type the address (es) of the recipient (s) of the message. Use the addressing conventions of your e-mail application.
- Use the **Global Address** button to select an address from UTHSC address book. (You will need to search on the recipient's last name)
- Compose your message and click send. If composing a long message click the message's **save** button to keep from losing any work.

Add people to your contacts by double-clicking the message and right click the individuals name then choose add to contacts.

Viewing a Message

OWA has a reading pane which allows you to quickly read and respond to messages

To Change the Reading Pane location click the arrow to the right of the Show/Hide Reading Pane button

If you choose to Hide the Reading Pane, you will need to double click the message to open the message in a separate window.

Replying to Messages

To send a reply to the sender of a message that you are viewing, use the **Reply** button.

To send a reply to the message sender and all of the original message recipients, use the **Reply All** button.

Attaching a File

From the "Untitled Message" window, Click the Attach icon.

- Click Browse to select the file you want to attach.
- Select the file you want to attach.
- Click Open to select the file.
- Click Add to attach the file to your email. You can attach multiple files to your message
- Click Remove to delete a file selected for attachment.

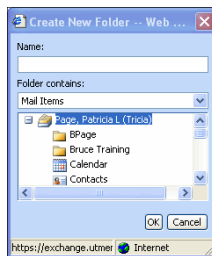
The Attach file dialog box closes, and the name of the file you attached appears in the Attachment field in the Untitled Window.

Exchange Mail Outlook Web Access
Information Technology Services
University of Tennessee, Memphis
(901)448-2222

Creating a Folder

You can create folders and file messages in any folder. For example, you may want to create a Project folder and file all associated email messages in that folder. Create a folder :

- Right Click your mailbox name.
- Select the "New Folder" from the shortcut menu.
- In the "New Folder" dialog box, type a name for the new folder. Click OK.



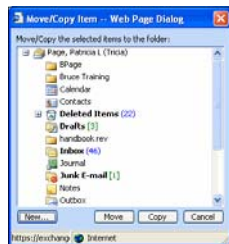
Filing a Message

From the Inbox

- Open the message click the move/copy button to move to another folder
- Choose the folder location and click move



From the "Move/Copy Item window, select the folder in which you want your message to be filed.

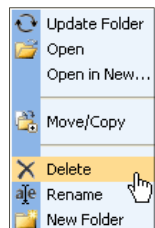


OR

Drag the message from the inbox to the folder location

Deleting a Folder

- Right Click the Folder.
- From the Shortcut menu click Delete
- Click OK to confirm the delete.



Quota Management

Quota for Faculty and Staff is 250mb for Students 100mb. You can check your quota before you login to Exchange mail by clicking the **Click Here to Manage Your Account** link.

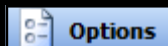
Viewing & Saving Attachments

In the message, click the name of the attached file, next to Attachments in the header section of the message. You can view the file from its current location without downloading it.

Save the attachment into a selected folder.

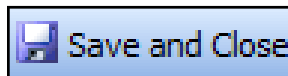
- Use the Save As function of your browser to save the attachment.
- Or Right click the name of the attached file, in the message header next to Attachments (In the case of GIF or JPEG files, which are displayed inline, you will need to right-click on the image).
- A menu appears.
- From the menu, choose Save Link As. The "Save Target As" dialog box appears.
- In the File Name field enter the name of the attachment to be saved.
- Click Save.

Customizing Exchange Mail

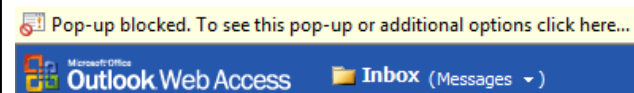


1. Messaging Options
 - Change the number of items to display per page
 - Create signature to include with outgoing messages
 - After moving or deleting an item open the next item
2. Reading Pane, Spelling, Calendar, Change Password and Contact Options
3. Privacy and Junk E-mail Prevention (NOTE: If you allow Exchange Mail to Filter Junk E-mail. You will need to check the Junk E-mail folder often to ensure that you do not miss messages that you want to receive.)

After customizing your settings click the Save and Close button to save the settings.



Allow Popup within Exchange Mail



Groups/Distribution List

If you regularly send e-mail messages to a group of people, you can create a distribution list to simplify addressing messages and meeting requests. After a distribution list is created, you can send a message or meeting request to multiple recipients at the same time. Distribution lists can include anyone with a valid e-mail address.

1. On the main toolbar, click the arrow next to New, and then click Distribution List.
2. In the new distribution list window, in the List Name text box, type the name of your new distribution list.
3. To add a member of your organization to your distribution list, click Find Names. Use the Find Names dialog box to locate the person in your organization's global address list or your contacts, and then click Add recipient to...Distribution List. Repeat this step for each person you want to add.

Note You can also type the e-mail addresses or aliases for the people you want to add in the Add to Distribution List text box.

4. To add a personal contact or person outside of your organization to your distribution list, type the contact's name or the person's e-mail address in the Add to Distribution List text box, and then click Add. Repeat this step for each person you want to add.

Ending the Exchange OWA Session

Use the **Log Off** in order to logoff.



For Security reasons OWA will timeout after 15 minutes of inactivity the session will timeout.

