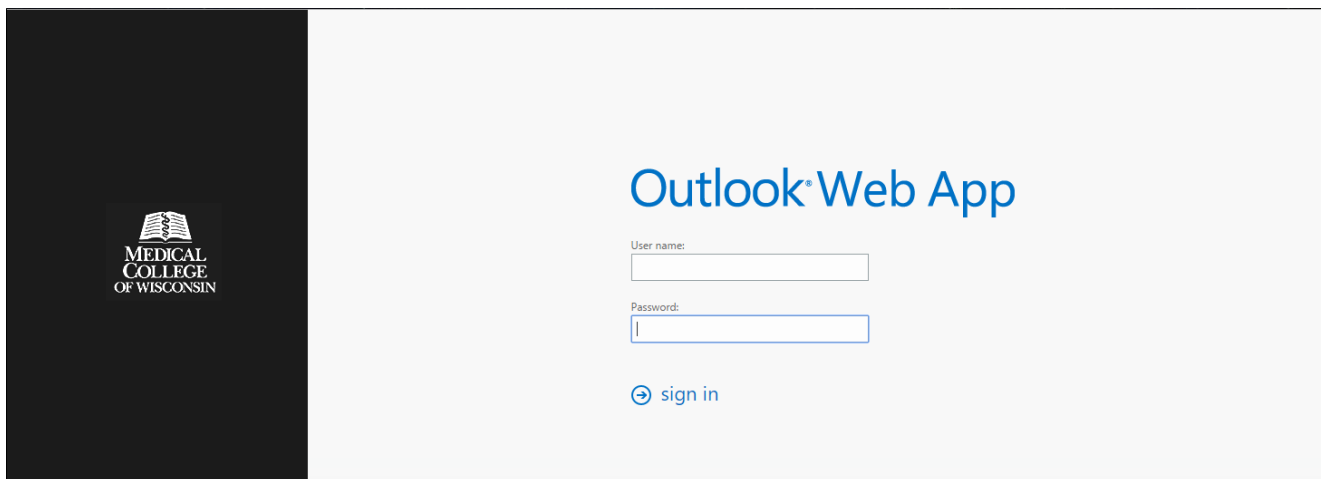


# MCW Outlook Web App User Guide

The Outlook Web App allows you to access MCW email, calendar, and contacts from any computer or mobile device with an Internet connection.

1. Open your device's Internet browser (Internet Explorer, Chrome, Safari, etc.) and navigate to <http://owamail.mcw.edu>.
2. Login using your MCW username and password.



# MCW Outlook Web App User Guide

1. **New Mail button** – use this to quickly start a new mail message
2. **Folder pane** – Navigate your folders
3. **Selected View pane** – All of the messages in the currently selected folder will appear here.
4. **Highlighted message** – the message you highlight in the Selected View pane will display in the Reading Pane (#6).
5. **Navigation Bar** – Change the display between your MCW email, calendar, contacts, and tasks.
6. **Reading Pane** – View the content of the selected message
7. **Tools** – Use the down arrow next to your name to log out, the gear icon to access settings (including changing the color theme), and the question mark for help. Under the ellipsis button you can find other options for the current message including **Print**.

The screenshot shows the Outlook Web App interface. The top navigation bar includes 'Mail', 'Calendar', 'People', 'Tasks', and the user name 'Lighttest4'. The left sidebar shows the folder pane with 'Inbox 24' selected. The main area displays a list of messages, with the top message from 'MCW-IS Service Desk' highlighted. The right pane shows the content of the selected message, which is a migration notice. A pop-up window from Microsoft Outlook is overlaid on the message content, displaying an error message: 'The Microsoft Exchange administrator has made a change that requires you quit and restart Outlook.' The numbered callouts are: 1. New mail button; 2. Folder pane; 3. Selected View pane; 4. Highlighted message; 5. Navigation Bar; 6. Reading Pane; 7. Tools.

Outlook Web App

New mail

Search mail and people

INBOX CONVERSATIONS BY DATE

All Unread To me Flagged

Lighttest4

MCW-IS Service Desk  
MCW Email, Calendar, and Contacts Migration Begins Nov. 20  
For the last few months, we have been preparing to upgrade Microsoft Exchange, the system that provides MCW email, contacts, and calendar.

mcwhelpdesk  
AirWatch User Activation - 11/7/2015  
AirWatch User Activation - 11/7/2015 Lighttest4 tes...

Cisco Unity Connection Messagin  
Message from Unknown sender (9172063434) 11/5/2015  
No preview is available.

Cisco Unity Connection Messagin  
Message from Unknown sender (9172063434) 11/3/2015  
No preview is available.

THREE WEEKS AGO

Cisco Unity Connection Messagin  
Message from Unknown sender (9172063434) 10/28/2015  
No preview is available.

Cisco Unity Connection Messagin  
Message from Unknown sender (9172063434) 10/27/2015  
No preview is available.

LAST MONTH

Cisco Unity Connection Messagin  
Message from Unknown sender (91303731473) 10/23/2015  
No preview is available.

Cisco Unity Connection Messagin  
Message from Unknown sender (9172063434) 10/13/2015  
No preview is available.

Cisco Unity Connection Messagin  
Message from Unknown sender (9130384748) 10/7/2015  
No preview is available.

Cisco Unity Connection Messagin  
Message from Unknown sender (91303731473) 10/1/2015  
No preview is available.

OLDER

Cisco Unity Connection Messagin

MCW Email, Calendar, and Contacts Migration Begins Nov. 20

MCW-IS Service Desk  
Thu 11/19/2015 11:28 AM

To: Lighttest4;

For the last few months, we have been preparing to upgrade Microsoft Exchange, the system that provides MCW email, contacts, and calendar.

We are now ready to migrate the mailboxes of MCW faculty, staff, and students to the new system. As we have nearly 12,000 mailboxes to move, we will be staggering the migration over the next few weeks, starting on Friday, November 20.

**What You Need to Know**

1. You will receive an email the day your mailbox will be migrated. We will only be moving mailboxes during regular business hours.
2. If you use a mobile device for MCW access, it may take up to 24 hours for your email, calendar, and contacts to properly re-sync with your smartphone or tablet. You can go to <http://owamail.mcw.edu> in your device's internet browser (i.e. Safari) on your migration day to still access email and calendar from your mobile device.

**When Your Mailbox Is Migrated**

If you have Microsoft Outlook open on your computer when your migration completes, you will receive the pop-up notice below. Click OK and then close Outlook. We recommend waiting up to 15 minutes before re-opening Outlook to allow time for the new connections to be made and email to load properly into your mailbox.

Microsoft Outlook

The Microsoft Exchange administrator has made a change that requires you quit and restart Outlook.

OK

**Individuals Who View or Manage Another's Mailbox or Calendar**

If you have Outlook open when another person's mailbox is migrated, you will receive the above pop-up. Click OK and restart Outlook. It may take up to 15 minutes for all shared connections to be restored.

Please contact us if you have any questions or concerns.

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MCW-IS Service Desk  
[help@mcw.edu](mailto:help@mcw.edu) | (414) 955-4357, option 8 | [servicedesk.mcw.edu](mailto:servicedesk.mcw.edu)  
System Status: [infoscope.mcw.edu/is/support/systemstatus.htm](http://infoscope.mcw.edu/is/support/systemstatus.htm)

Follow us on Twitter: [@MCW\\_IS](https://twitter.com/MCW_IS)