

About Webmail

Microsoft® Outlook Web App (OWA) provides secure access to your Outlook email, calendar, contacts, tasks, and Global Address List—via the Internet. OWA is called *Webmail* at Steer Davies Gleave. This guide explains how to log on to Webmail and use Webmail features.

Topics in this guide include:

- Webmail Features
- Find Your Webmail Address
- Log On to Webmail
- Set Webmail Options
- Security Tips for Using Public Terminals
- Access Email Remotely with Your Windows® Phone

Webmail Features

Webmail provides a rich Microsoft Outlook experience on the Web. This section discusses some of the useful Webmail features.

Conversation View

You can use Conversation view to organize your Inbox and other mail folders. When Conversations view is turned on, messages that share the same subject appear as conversations that can be expanded or collapsed. Expanded conversations provide a visual relationship between messages. By treating related messages as a single conversation, it's easier to manage email messages. You can delete or move an entire conversation at once.

Conversations are identified in the message list by an icon showing multiple items. The messages within each conversation are sorted with the newest message on top. When a new message is received, the whole conversation moves to the top of your message list. When you click a conversation header in the message list, the conversation is displayed in the Reading Pane with the newest message on top.

Single Page of Messages

Webmail no longer has pages. All messages are displayed on one page, so you can scroll through every message without having to advance through pages. This enables you to efficiently access messages and scan conversations to find specific messages.

Instant Messaging

Webmail includes Lync instant messaging (IM) within the Webmail client. By looking at the IM status indicator for another user, you can quickly decide if you should send email or a quick IM.

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MailTips

Like Outlook, Webmail supports MailTips, which alert you if you attempt to send email that violates company policy or email that could have unintended delivery. For example, MailTips will alert you if you are:

- About to Reply All to a message or send a message to a large group
- Sending email to someone who is Out of Office
- Sending a message to another user who has a full mailbox and therefore cannot receive messages

Your Webmail Address

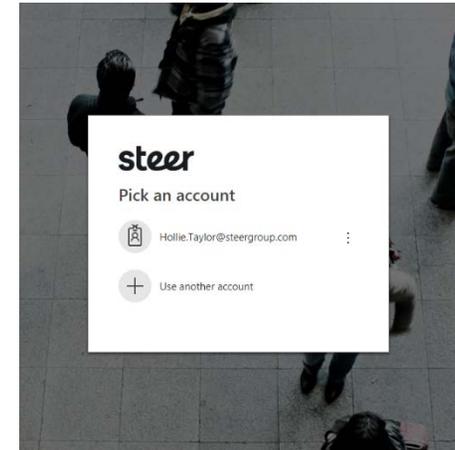
You can find Webmail anywhere on the internet by browsing to:

webmail.steergroup.com.

Log on to Webmail

- 1 In a Web browser, enter webmail.steergroup.com.

The Webmail page is displayed.



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- Under **Security**, click an option to specify whether it's a public or shared computer, or a private computer.
- If you have a dial-up connection, or if you have accessibility needs, select the **Use the light version of Webmail** check box.

Note

The light version of Webmail provides a faster log-in experience if you have a slow connection. This version is for users with accessibility needs (for example, people who use screen readers). If you are using a Web browser other than Internet Explorer®, Webmail uses the light version by default.

- Enter your **Domain\user name** and **password**, and then click **Sign in**.

Set Webmail Options

You can use the Webmail **Options** menu to perform common administrative tasks.

Access Webmail Options

- In the upper-right corner of the Webmail screen, click **Options**.
- If the option you want is listed, click it. If not, click **See All Options** to see a complete list of options.
- In the **Mail > Options** window, select a category on the left, and then click a tab. For example, to set an out-of-office message, click **Organize E-mail**, and then click **Automatic Replies**.

Options Reference

Use the following table to see which options are available in Webmail.

Category	Tab	Description
Account	My Account	Manage your personal information.
Organize E-Mail	Inbox Rules	Automatically sort messages as they arrive.
	Automatic Replies	Let people know when you are away and not answering email.
	Delivery Reports	Get delivery information about messages. Delivery reports can tell you if messages you sent were delivered and when.
Settings	Mail	Set options such as a signature, notifications for new messages, and Reading Pane options.
	Spelling	Change options for spell checking.
	Calendar	Change your work week, working hours, reminders, and other calendar-related options.
	General	Manage the appearance of Webmail.
	Regional	Select a default language, date and time format, and time zone.
	Password	Change your password.
	S/MIME	Make messages more secure.

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Category	Tab	Description
Phone	Mobile Phones	View details about the mobile phone or phones that connect to your account.
	Text Messaging	Set up your mobile phone to send and receive text messages through Webmail. When text messages are turned on, you can set up Calendar notifications and email notifications using an Inbox rule.
Block or Allow	Block or Allow	Manage your junk mail folder.

Security Tips for Using Public Terminals

Public terminals can contain software that steals account information and passwords. Webmail offers improved security at public terminals because the browser does not store logon credentials. You can take the following steps to further protect your corporate email account:

- Never leave a computer or terminal you are using unattended.
- Clear any check box that will store your password.
- Change your password frequently.
- Use a strong password.

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Note

Strong passwords are: 1) at least eight characters long; 2) a mix of digits, punctuation marks, and upper and lower-case characters; 3) not actual words in any language, slang, or dialect; 4) not words based on personal names or family names.

- When accessing email remotely, avoid using networks with questionable security, such as those in Internet cafes and other public places.
- Use Internet terminals that employ strong encryption.

You can locate your Internet terminal's encryption level—also known as cipher strength—in Internet Explorer by opening the Help menu and clicking **About Internet Explorer**. Strong encryption typically is 128-bit or greater.

- Always sign out when you finish your session.

Access Email Remotely with Your Windows Phone

You can also access email remotely from your smart phone. Smartphones use Exchange ActiveSync (EAS) to synchronize with your Exchange server. For more information on syncing your phone with your Exchange account, see [Can I Get My Email On My Mobile Phone](#).

For More Information

- **Microsoft Webmail**
<http://www.microsoft.com/exchange/en-us/outlook-web-app.aspx>

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