

Outlook Web Access

Outlook Web App, or OWA for short, provides a method for connecting to your Exchange mailbox and calendar through Microsoft Internet Explorer*. OWA allows you to send/receive mail, view/modify your calendar, access public folders, etc. from any computer that is connected to the internet **WITHOUT** the need to setup an e-mail profile with an e-mail client. This should be great news for those who travel off campus frequently and need e-mail/calendar access.

To access your mail/calendar through OWA, type <https://exchange.emp.alverno.edu/owa> in the address bar of your browser. A login dialog box will pop up. Type in your username and password and click Sign in.



The screenshot shows the login interface for the Alverno College Microsoft Outlook Web App. At the top left is the Alverno College logo. To its right, it says "Microsoft Outlook Web App". Below the logo, there is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (which is selected) and "This is a private computer". Below that is a checkbox for "Use the light version of Outlook Web App". There are two input fields: "User name:" and "Password:". To the right of the password field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

OWA will allow you access to your calendar, contacts, inbox, drafts, etc., and the public folders. There is a Help link on the right side which will provide an overview of OWA and assistance finding “how to” information, such as turning Out-of-Office Assistant on.

Once you have been authenticated, your mailbox will open.

IMPORTANT: After you finish using Outlook Web Access, be sure to close the browser. If you do not exit, there is no guarantee that your session is closed, and someone else may be able to access your mailbox.

* We strongly recommend using Internet Explorer to access OWA. Access is available through other browsers (i.e., Firefox, Opera, etc.) but functionality is decreased and support is not available.

Please contact the Help Desk at 414-382-6700 or email helpdesk@alverno.edu if you have any questions.