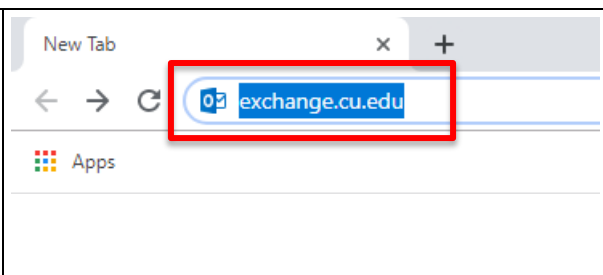
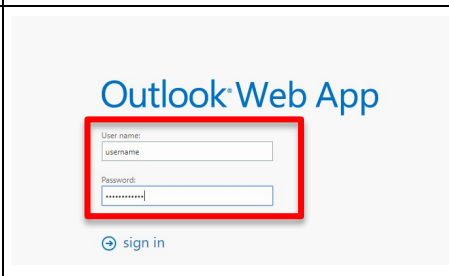
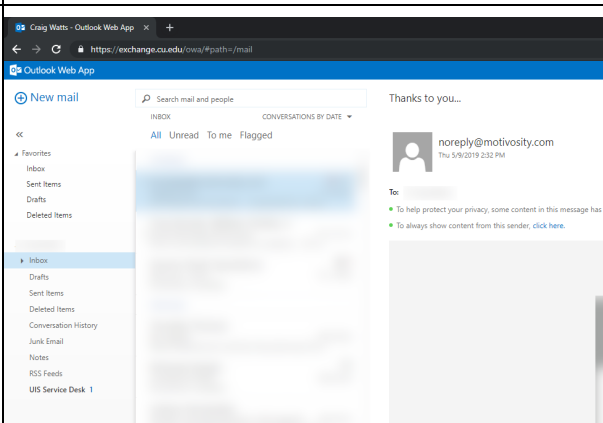


Using and configuring Outlook Web App

PURPOSE: How to use and navigate the Outlook Web App

- How to login to the Outlook Web App (OWA)
- How to view your calendar in OWA
- How to view another mailbox in OWA

HOW TO LOGIN TO OUTLOOK WEB APP:

Open up a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Internet Explorer) and navigate to exchange.cu.edu. Note: this guide is shown using Google Chrome.	
Login to this page using your CU Username and Password.	
The webmail view will now display emails from your @cu.edu account.	

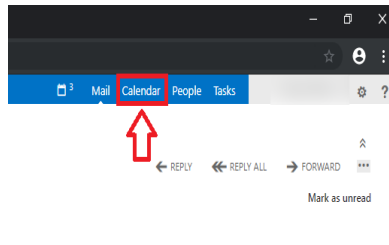


UIS SERVICE DESK

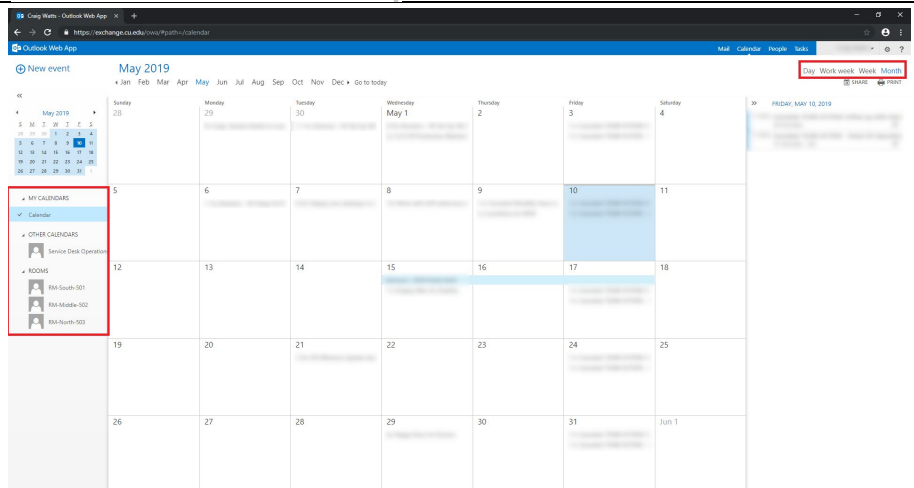
EMAIL & CALENDARS

HOW TO VIEW YOUR CALENDAR IN OUTLOOK WEB APP:

The calendar can be accessed from the top right section of the webpage.



The calendar view is organized to have the calendars you are allowed access to on the left underneath “My Calendars” and “Other Calendars” and some other names like “Rooms” depending upon the type of calendars you have access to. You can change the view type from the default of “Month” by going to the top right.



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Double Click on any empty space within the calendar to open up a new task.

Within this view you can set the name of the event, set a location which can be attached to a room by using the “Change room” button to the right, and invite attendees.

You can view a list of all contacts or search all CU Systems contacts by clicking the plus icon on the right of the “Invite Attendees” box.

The rest of the event is managed through drop down menus, allowing you to change the day, time/duration, reminder settings, which calendar this event will be assigned to, and if you would like to repeat the event.

After the checkbox to mark the event as private, you can type a description of the event.

Click send at the top once you have completed event creation.

The screenshot displays the 'SCHEDULING ASSISTANT' window. At the top, there are buttons for 'SEND' (highlighted with a red box), 'DISCARD', and 'SCHEDULING ASSISTANT'. Below these, a green dot indicates 'This event occurs in the past.' The 'Event:' section includes a 'Location:' field set to 'RM-Boulder-609' and a 'Change room' button (highlighted with a red box). The 'Attendees:' section shows 'RM-Boulder-609' with a plus icon to invite more (highlighted with a red box). The 'Start:' field is 'Fri 5/31/2019' and 'Duration:' is 'All day'. The 'End:' field is 'Fri 5/31/2019' and 'Reminder:' is 'None'. The 'Show as:' field is 'Free'. The 'Calendar:' field is 'Calendar'. The 'Repeat:' field is 'Never'. There are checkboxes for 'Mark as private' and 'Request responses' (checked). At the bottom, there is a text area for the event description, a font color selector (set to 'Calibri'), a font size selector (set to '12'), and various text formatting icons (bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, link icon, and a dropdown arrow).



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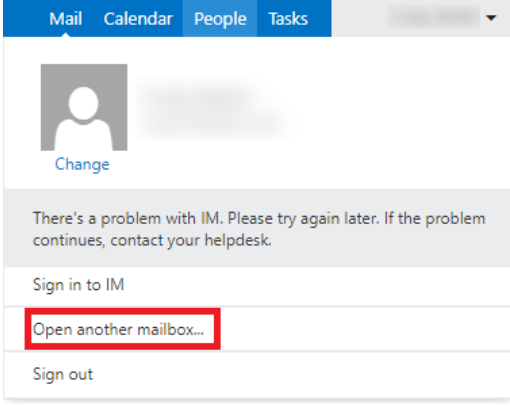
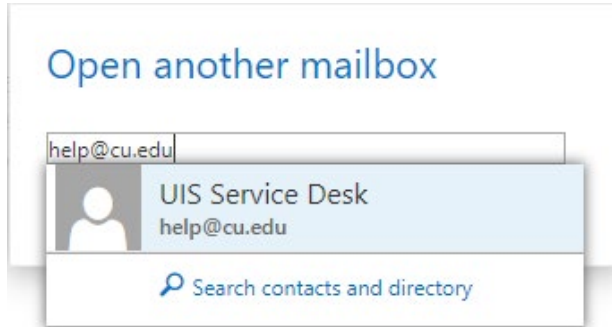
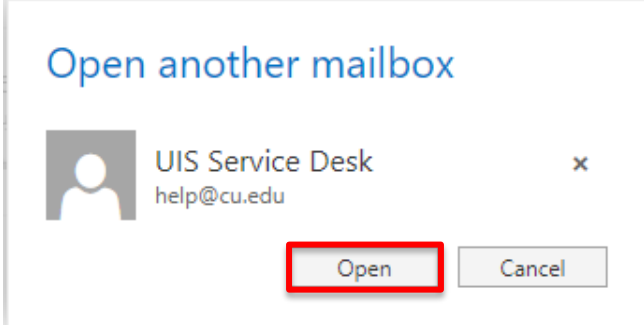
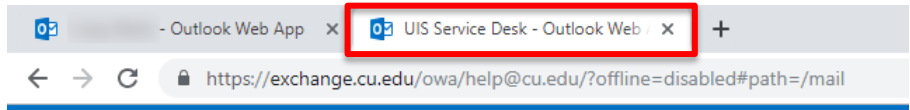
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EMAIL & CALENDARS

HOW TO VIEW ANOTHER MAILBOX IN OUTLOOK WEB APP:

In the top right corner where you name is click the drop down arrow, and select "Open another mailbox..."	
This will open a prompt with a search box. Type in the name of the mailbox you are trying to access. For this example, we will use the "UIS Service Desk" mailbox. If you have added it before it may auto populate within the drop down, if not select the "search contacts and directory" button.	
If the mailbox name is specific, it should automatically select the correct mailbox to connect to. Select "Open" once you have found the correct mailbox.	
This will open the mailbox selected in a new tab.	



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