

# Using MacMail(OWA)

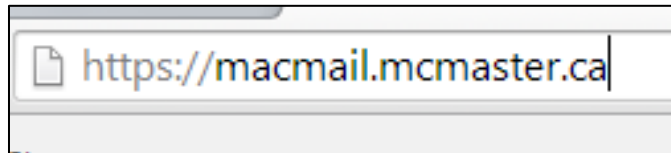
Easy access to MacMail via the web from any location.

Convenient and easy to use, this web-based app can be set up by following these brief instructions.



**Chrome is the preferred browser**

1. Open a browser and go to <https://macmail.mcmaster.ca>.



Set your security level by choosing public or private computer

The screenshot shows the Microsoft Outlook Web App interface. At the top, it says "Microsoft Outlook Web App". Below that, there is a "Security ( show explanation )" section with three radio button options: "This is a public or shared computer" (which is selected), "This is a private computer", and "Use the light version of Outlook Web App". Below the security options are input fields for "User name:" and "Password:", followed by a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved.".

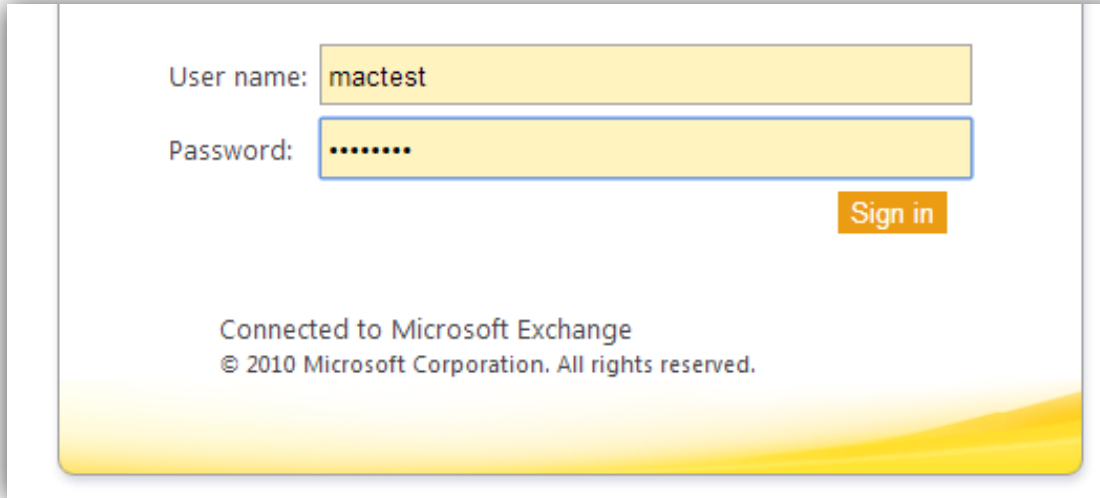
Two yellow callout boxes with red arrows pointing to the radio buttons provide instructions:

- The left callout box says: "Select this option if you use Outlook Web App on a public computer. Be sure to sign out when you've finished and close all windows to end your session." (This points to the "This is a public or shared computer" option).
- The right callout box says: "Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before signing you out." (This points to the "This is a private computer" option).

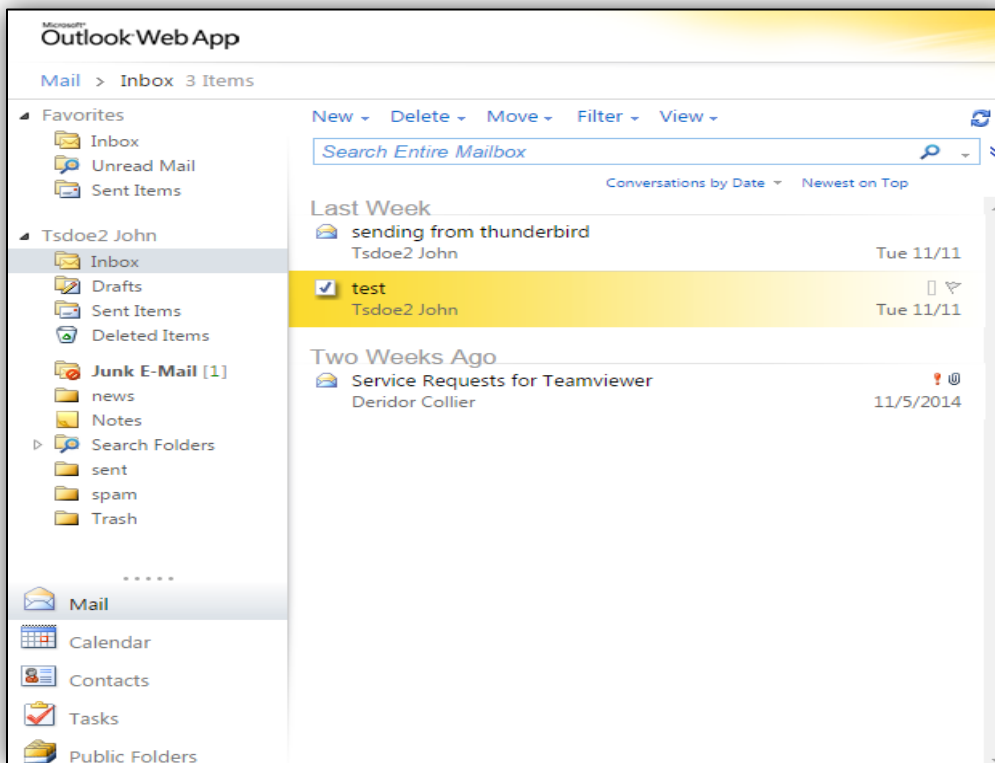
2. Login using your **MAC ID and password.**

At username enter **MAC ID**

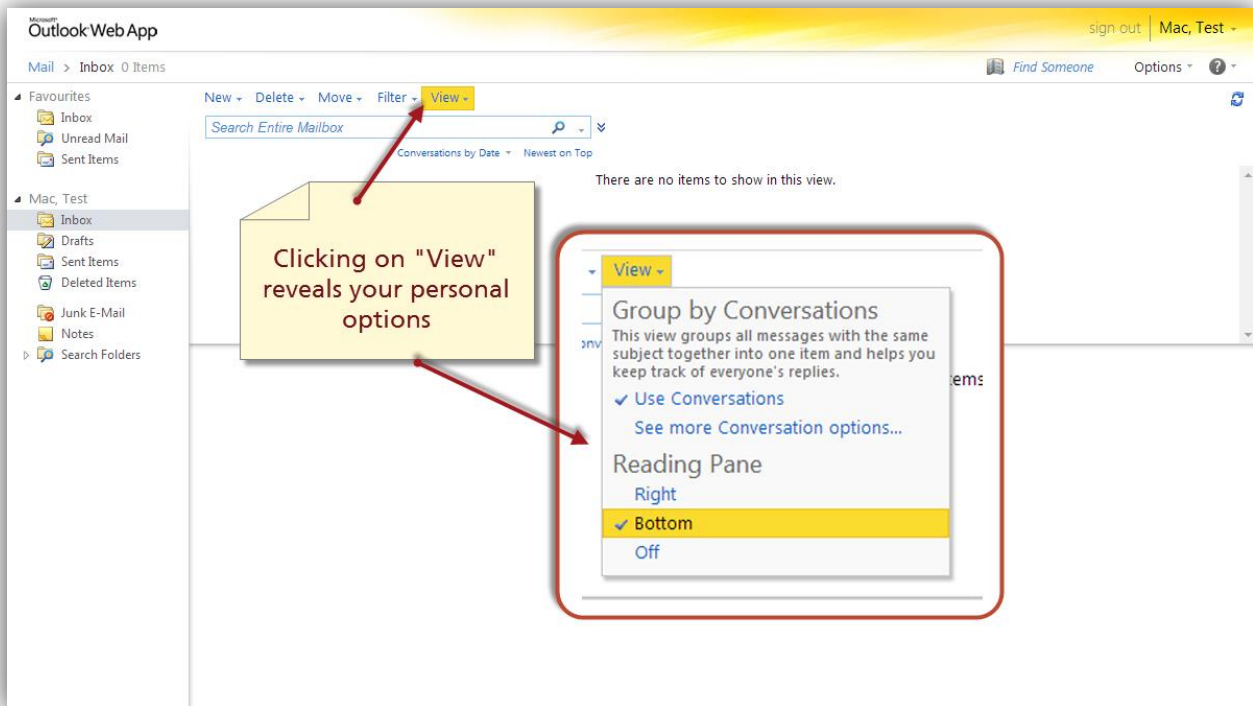
At password enter your **MAC ID password**



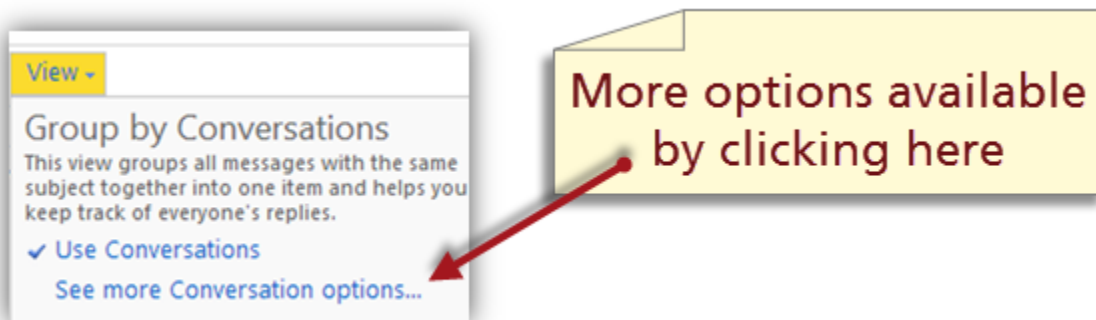
After logging in, you are brought to this page:



3. Click on **View** to:
- Change the location of your reading pane
  - Use conversations for grouping emails together



Click on **View**, See more Conversation options.....



This will help you personalize Outlook Web App. Here you can :

- Create an email signature file.
- Select Message format options
- Select Message options
- Select Read Receipts options
- Select Reading Pane options
- Select Conversation options

**Mail** Calendar General Sent Items Regional Password

### E-Mail Signature

Tahoma 10 B I U abc

Automatically include my signature on messages I send

### Read Receipts

Choose how to respond to requests for read receipts.

- Ask me before sending a response
- Always send a response
- Never send a response

### Reading Pane

Choose when items should be marked as Read.

- Mark the item displayed in the Reading Pane as Read  
Wait  seconds before marking the item as Read
- Mark the item as Read when the selection changes
- Don't automatically mark items as Read

### Message Format

Always show Bcc  
 Always show From

Compose messages in this format: HTML

Choose message font:

Tahoma 10 B I U A

Sample Text

### Conversations

Sort messages in the conversation Reading Pane in this order:

- Newest message on top
- Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.

- Match the sort order of the Reading Pane
- Show the conversation tree

Hide deleted items

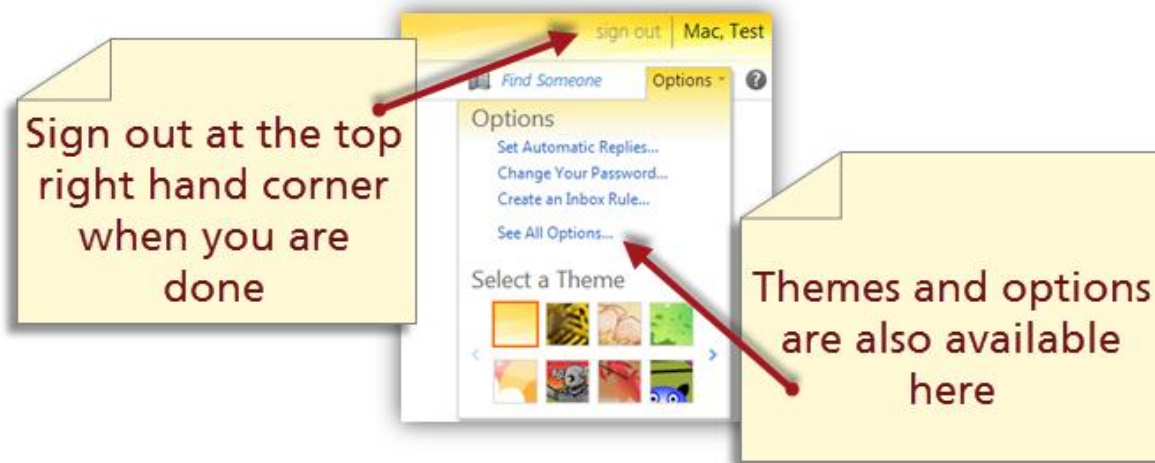
### Message Options

After moving or deleting an item: open the next item

- Play a sound when new items arrive
- Display a notification when new e-mail items arrive
- Display a notification when new voice mail items arrive
- Display a notification when new fax items arrive
- Empty the Deleted Items folder when I sign out

Click on **Save**.

To logout of the Outlook Web App, click on **Sign out**.



### Password Change

MAC ID password must be changed every 12 months.

Note: Before changing your MAC ID password see <http://www.mcmaster.ca/uts/macid/passwd.html>.

Click on **Options** and select **Change Your Password**.