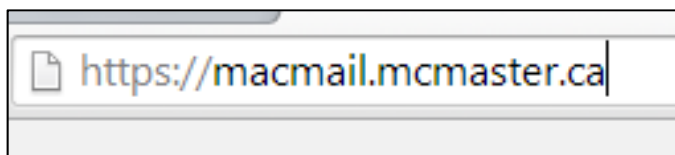


## Using MacMail(OWA)

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.

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



### Note:

- If you are using the Chrome browser, you will need to install the free Silverlight Plugin (see <http://www.microsoft.com/silverlight/> for download and instructions)
- With recent versions of Chrome, however, some features of OWA such as the Global Address Book and will not work even with Silverlight installed. Chrome users may wish to use another browser for some or all of their Webmail access.

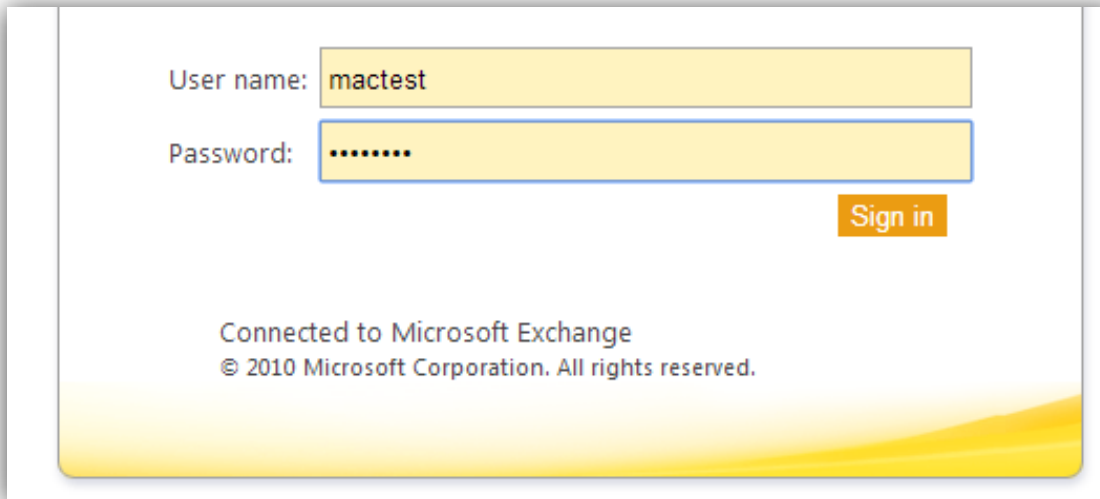
Set your security level by choosing public or private computer

A screenshot of the Microsoft Outlook Web App sign-in page. The page is titled "Microsoft Outlook Web App". Below the title, there is a "Security ( show explanation )" section with three radio button options: "This is a public or shared computer" (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." There are two yellow callout boxes with red arrows pointing to the security options. The left callout 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." The right callout 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."

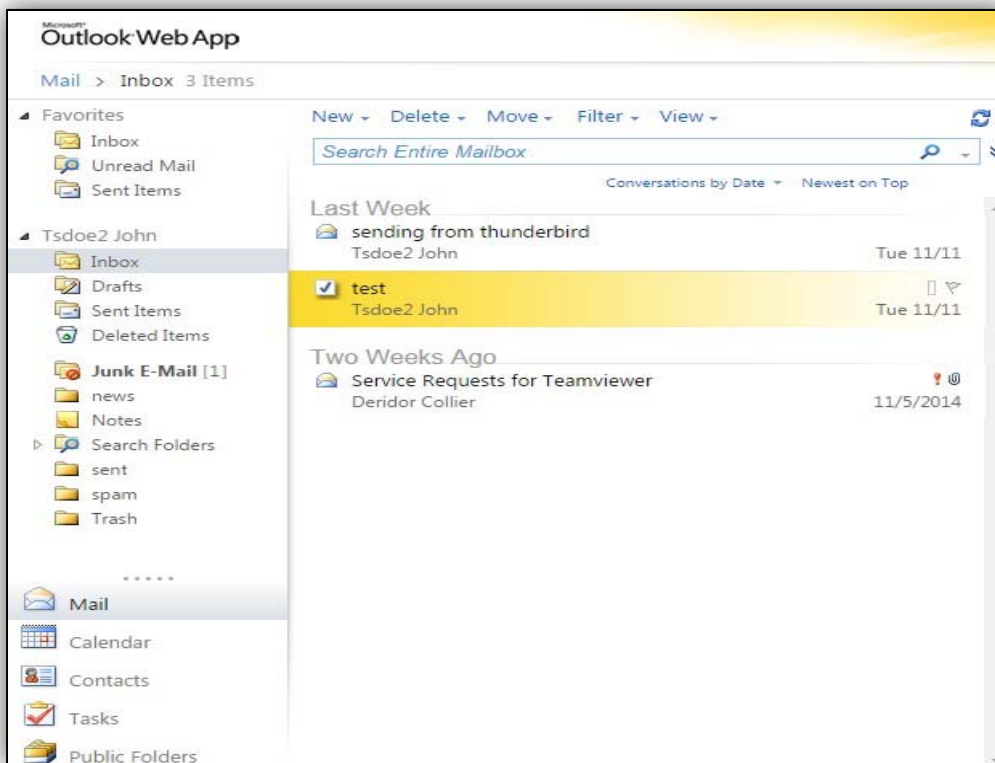
2. Login using your **MAC ID and password.**

At username enter **MAC ID**

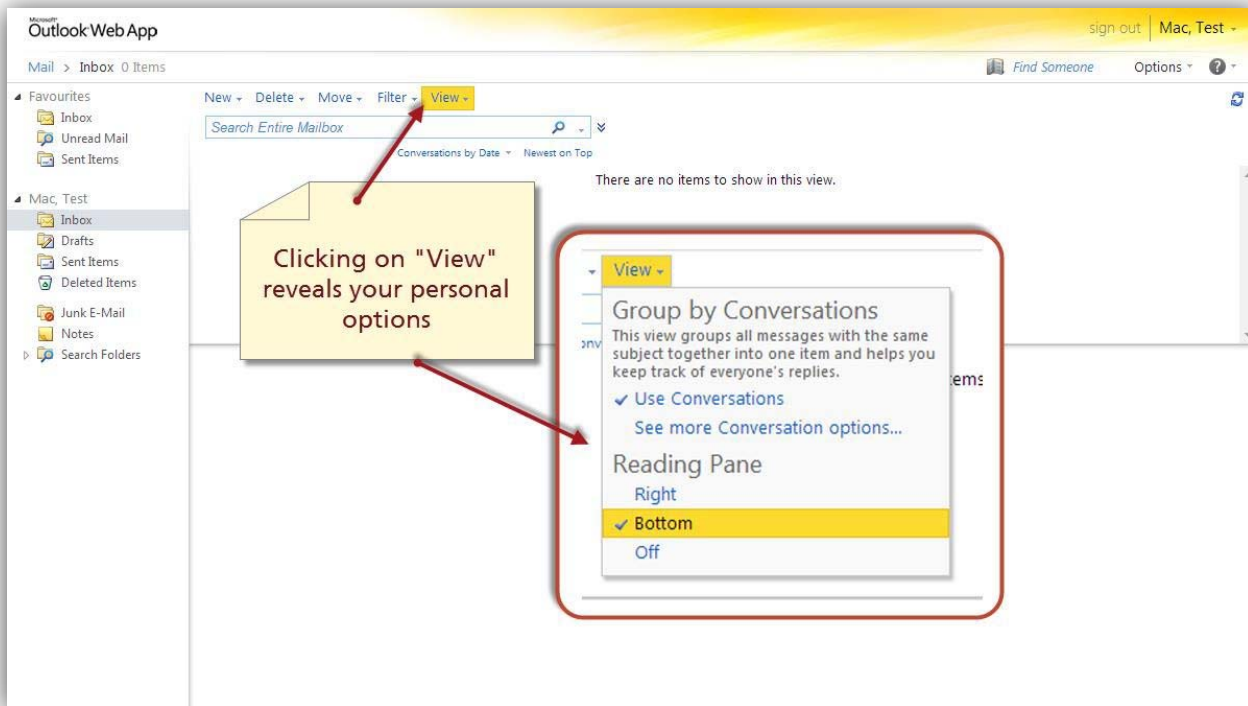
At password enter your **MAC ID password**



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

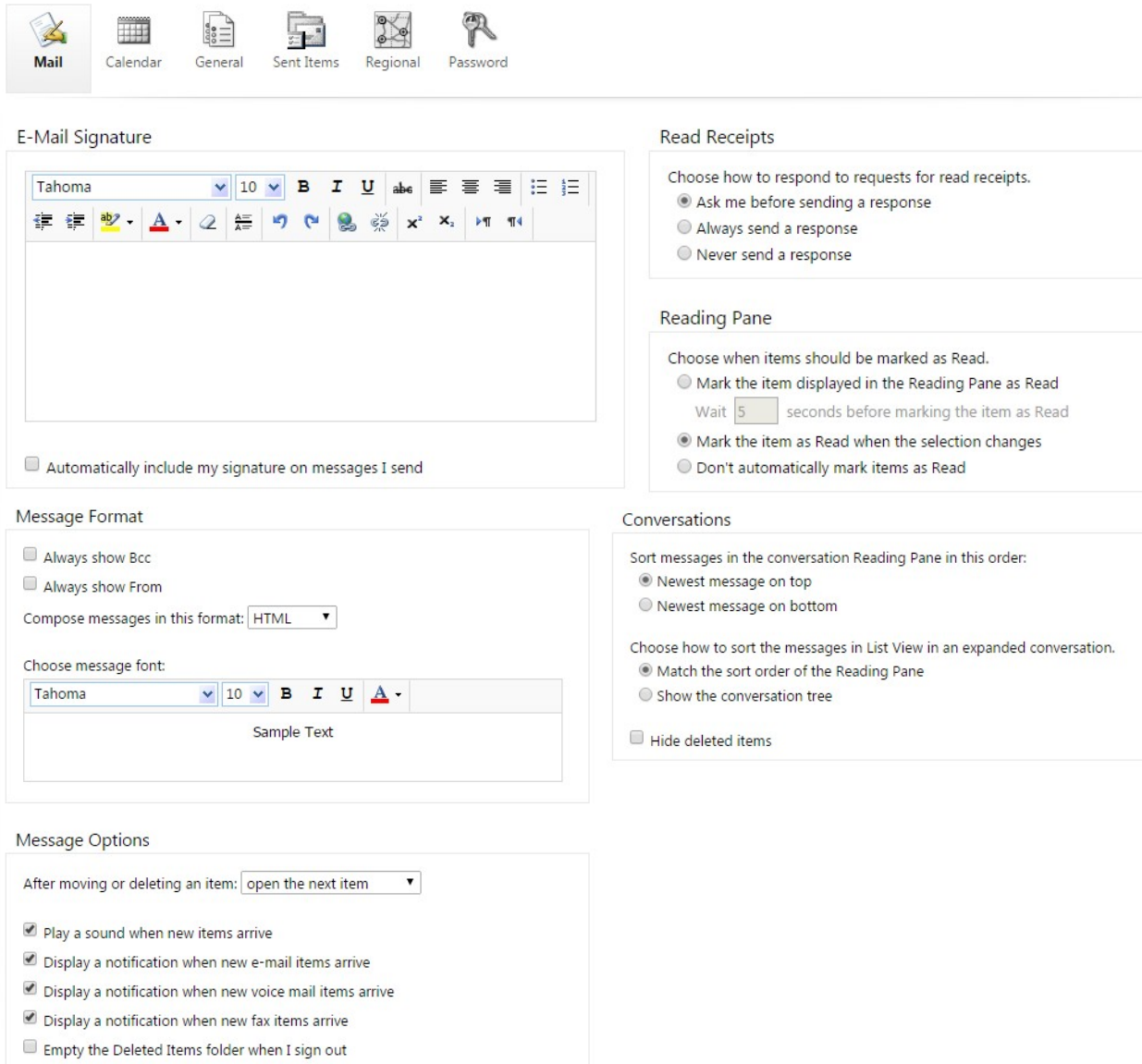


Click on **View**, See more Conversation options.....



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



The screenshot shows the Outlook Web App settings page. At the top, there is a navigation bar with icons for Mail, Calendar, General, Sent Items, Regional, and Password. Below this, the settings are organized into several sections:

- E-Mail Signature:** Includes a rich text editor with a font dropdown (Tahoma), size dropdown (10), and various formatting options (bold, italic, underline, text color, background color, link, unlink, insert image, insert video, insert audio, insert document, insert table, insert table of contents, insert index, insert table of figures, insert table of objects, insert table of links, insert table of pictures, insert table of tables, insert table of text, insert table of video, insert table of audio, insert table of document, insert table of links, insert table of pictures, insert table of tables, insert table of text, insert table of video, insert table of audio, insert table of document). There is a checkbox for "Automatically include my signature on messages I send".
- Read Receipts:** Includes a heading "Choose how to respond to requests for read receipts." with three radio button options: "Ask me before sending a response" (selected), "Always send a response", and "Never send a response".
- Reading Pane:** Includes a heading "Choose when items should be marked as Read." with three radio button options: "Mark the item displayed in the Reading Pane as Read" (selected), "Mark the item as Read when the selection changes", and "Don't automatically mark items as Read". There is also a "Wait" field with the value "5" and the text "seconds before marking the item as Read".
- Message Format:** Includes two checkboxes: "Always show Bcc" and "Always show From". Below these is a dropdown menu for "Compose messages in this format:" set to "HTML". There is also a "Choose message font:" section with a rich text editor showing "Sample Text".
- Conversations:** Includes a heading "Sort messages in the conversation Reading Pane in this order:" with two radio button options: "Newest message on top" (selected) and "Newest message on bottom". Below this is a heading "Choose how to sort the messages in List View in an expanded conversation." with two radio button options: "Match the sort order of the Reading Pane" (selected) and "Show the conversation tree". There is also a checkbox for "Hide deleted items".
- Message Options:** Includes a dropdown menu for "After moving or deleting an item:" set to "open the next item". Below this are five checkboxes: "Play a sound when new items arrive" (checked), "Display a notification when new e-mail items arrive" (checked), "Display a notification when new voice mail items arrive" (checked), "Display a notification when new fax items arrive" (checked), and "Empty the Deleted Items folder when I sign out" (unchecked).

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**.