

How to use OWA The Basics

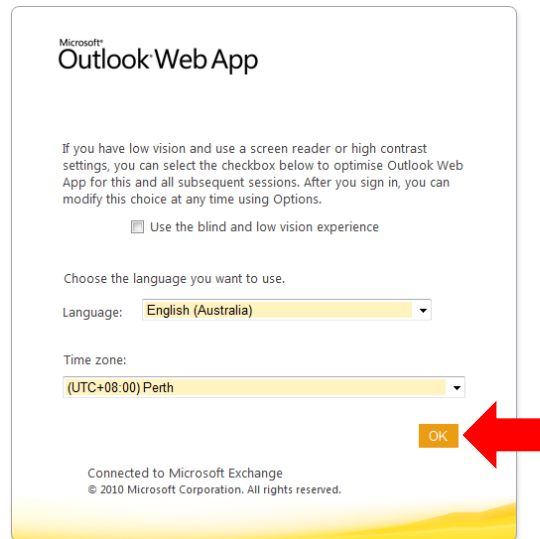
1 – Open the DC Two website at www.dctwo.com.au and click on the 'Webmail Login' as shown below, or go to <https://mail.dctwo.com.au/owa> in your web browser directly;



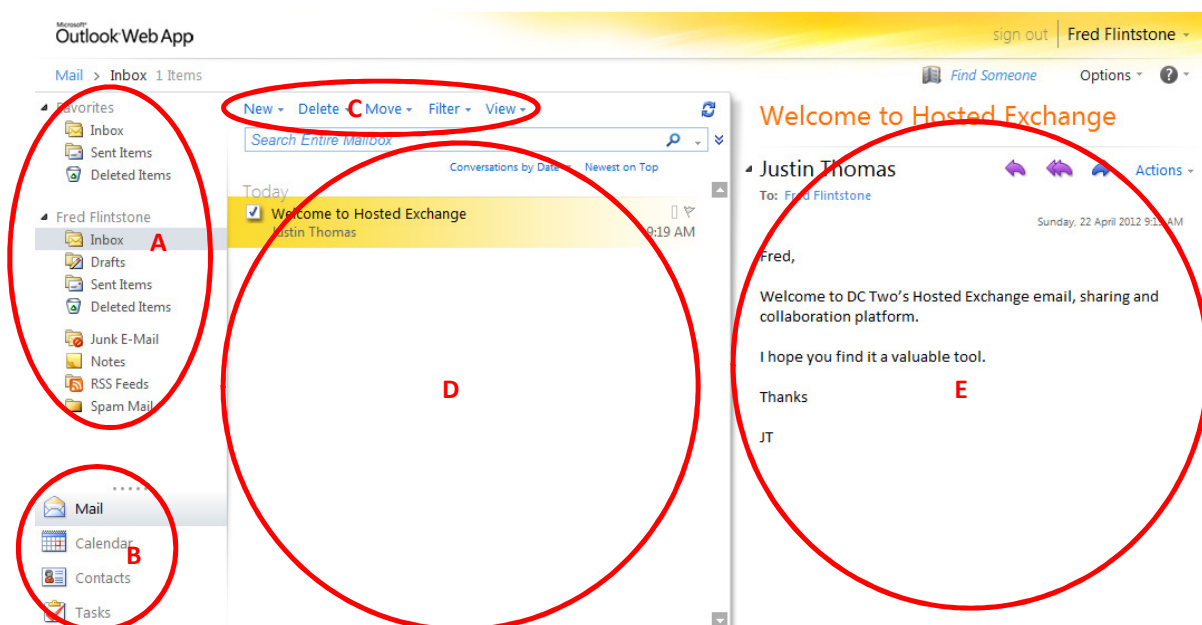
2 – The Hosted Exchange Outlook Web App login portal will then open in another window or tab. Enter your 'username' (which will most likely be your email address such as *user@mycompany.com.au*) and your password and click 'Sign in' as below.

A screenshot of the Microsoft Outlook Web App login portal. The title is 'Microsoft Outlook Web App'. Below the title is a 'Security (show explanation)' section with three radio buttons: 'This is a public or shared computer' (selected), 'This is a private computer', and a checkbox for 'Use the light version of Outlook Web App'. Below this are two input fields: 'E-mail address:' containing 'fred.flintstone@dc-two.com.au' and 'Password:' containing a series of dots. A 'Sign in' button is located to the right of the password field. Three red arrows point to the email address field, the password field, and the 'Sign in' button. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

3 – When you first login, you will be presented with language and time zone options, change if necessary, but otherwise, click on the OK button to continue.



4 – Basic Functions - Once you have logged in, you will find that the main screen is remarkably similar to the Outlook Application which you have on your desktop computer and whatever work you do in OWA (Outlook Web Application) will automatically flow to your desktop and any mobile devices you may be operating.



A – Shows the folders that make up your mailbox

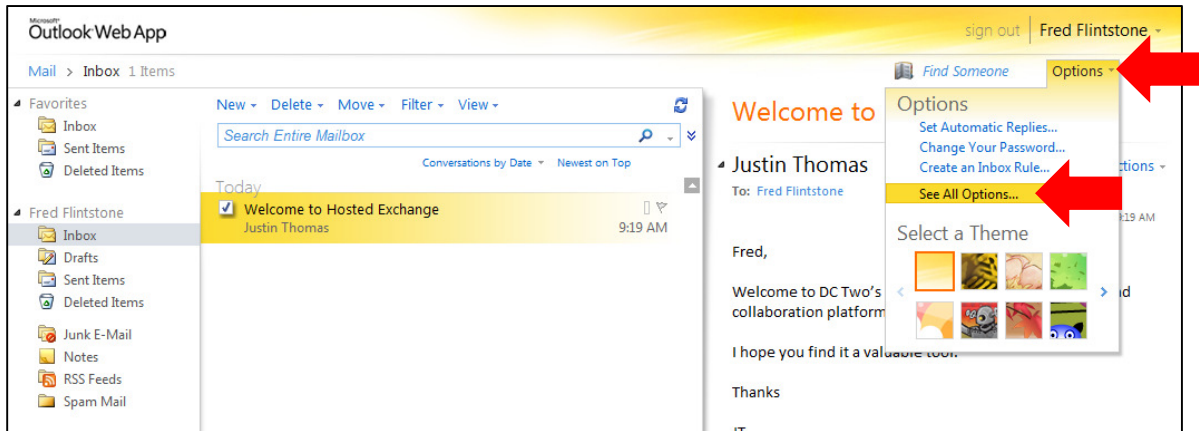
B – Shows the different OWA modules such as Mail, Calendar, Contacts and Tasks

C – Enables you to manage and use the OWA modules by adding, editing, deleting and otherwise controlling the individual mail, calendar, contacts or tasks items.

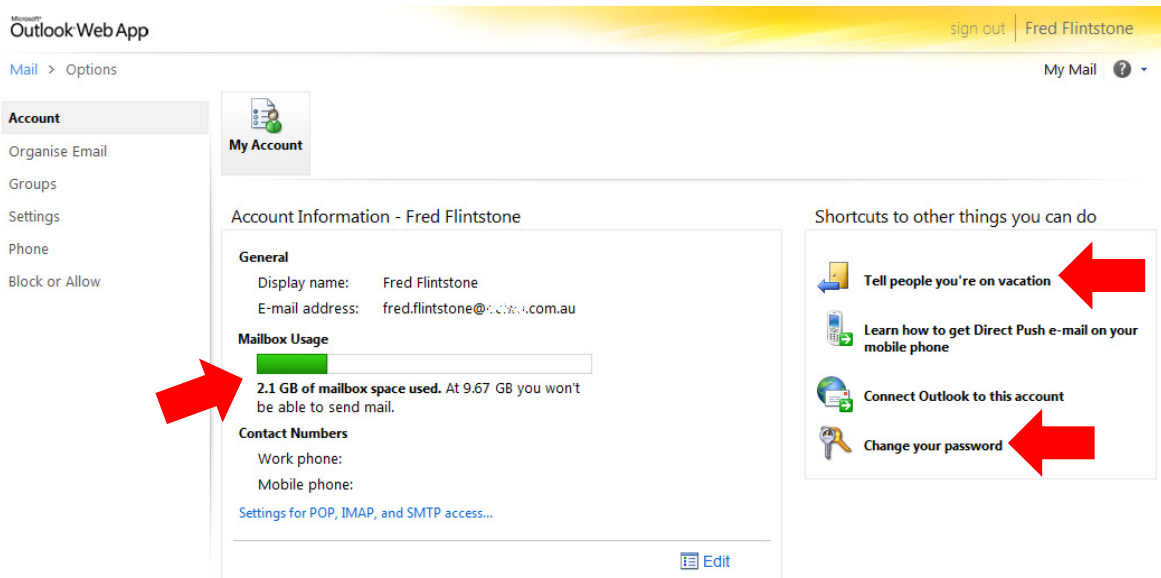
D – Shows a list of the items in the OWA module you are currently in

E – Is the Reading Pane, which shows you the detail of the selected item such as the content of an email as shown above.

5 – User Account Options – To access the ‘Options’ or administrative functions of your email account, select the ‘Options’ drop down box and then click on ‘See All Option...’ as shown below.



6 – The Option administration section opens up to a ‘dashboard’ screen showing you how much space you have left in your mailbox and giving you some quick shortcuts to ‘Change your password’ or to ‘Tell people you’re on vacation’



If you have any problems, issues or additional requirements with how to use the Outlook Web App portal, please do not hesitate to contact DC Two support via email support@dctwo.com.au or on 08 6141 1011.