

Exchange 2007

Outlook Web Access

Login

The web address is <u>http://exchange.umich.edu</u>. Login with "UMROOT\" before your *uniqname*. Your password is your *Active Directory* password.



Set your Active Directory password through the Weblogin page: https://weblogin.umich.edu.

UNIVERSITY OF MICHIGAN WEBLOGIN

 AUTHENTICATED RESOURCES

 • Molection

 • Molection

 • Web-based interface to UM administrative systems with links to pages for new and prospective sudents, current students, parents/family of students, and employees.

 • mallumich.edu

 • web-based interface to the University's IMAP mail service. Read and manage your unich.edu mail from any computer with an Internet connection and a web browser.

 • Intercorverunich.edu

 • the web if enface to the University's Online directory. Manage groups, contact colleaouse, modifivour

 • Intercorverunich.edu

 • The web if enface to the Network of a participating in research with appropriate research studies.

 • OW: Conferencing on the Web' provides a simple, non-threaded discussion forum.

 • Debeased, charged-for printing service.

 • Meb-based, charged-for printing service.

 • Down with mail & file storage space you have left, how many pages you've printed, how many hours is claised-up, etc.

 • Dataset Contence Does Network privacy and your virtual identity; keep it secret, keep it safe.

 • Dataset Contence Does Network privacy and your virtual identity; keep it secret, keep it safe.

 • Dataset Privace Pained and an ulterheticated web resources, be sure to log out.

Log in with your uniquame and UMICH Kerberos password.

| UNIVERSITY OF MICHIGAN | | |
|----------------------------------|--|---|
| KPASSWD NOVEL | EDIRECTORY WINDOWS ACTIVE DIRECTORY | |
| CHANGE UMICH.EDU KERBEROS PASSWO | -0. | |
| uniqname: Current Password: | UNIVERSITY OF MICHIGAN WEBLO | GIN |
| New Password: | RE-AUTHENTICATION REQUIRED | Please Re-Authenticate. |
| Retype New Password: | To protect your personal information, you must verify your password. Please type your password and click the "Re- Authenticate" button to continue. If you are not unigname, you may <u>Switch Users</u> and log in as yourself. | Login ID uniqname [Switch User] Password MToken Re-Authenticate |
| | | Forgot your password? Login Help |

Create your password. A good password should be at least six characters long and contain MIxeD cAsE letters, numbers, and punctuation.

General Overview

A number of commands are available on the toolbar in the Mail window, such as creating new items, working with mail items and controlling the Reading Pane.

| Connected to Microsoft | OK'Web Access | | 😰 Find Someone |
|---|--|---|-------------------------|
| Mail | K Inbox (1768) | tems, 1 Unread) | |
| Smidt, Anjal Smidt, Anjal Calendar Contacts Con | Message Appointment Contact Distribution List Task | Copy to Folder p Copy to Folder p Bottom Kobert fee ty | Reply to All G, Forward |
| Mail | Dost in This Folder | ty tomorrow's Manager Meeting? | |
| Calendar | Gain Frazier, C | hris presentation | |
| Sontacts | Green, Da | n L GRADUATES - don't forget to take care of some IT resource | es before you go! |
| <u> T</u> asks | Yesterday | | |

Only a certain amount of messages can be viewed at one time. At the bottom of the Inbox are navigation buttons to move to each page of messages.

| Inbox (1768 Items) | | | | @ H | lelp |
|--|---------------------|----------------|-------------|---------------------------|-------------|
| 🔂 New 🔹 🛄 • 📲 🗙 🖓 • | Repl | y Reply to All | A Forward | | |
| 🟠 Archive 🛛 💰 Restore 🛛 🐞 Delete 🛛 📸 | Cancel 🔐 Help |) | | | |
| Search Inbox | | ₽ - × | | | |
| Arrange by: Date + arrange by: Date + Dugrade Your Ross VPN Client by Friday March | 1 20th at 4 AM | | | Newest on top 5/15/200 | - - - |
| Silver, Terry RE: VPN reminder | | | | 3/19/200 | 9 P [] |
| Garcia, Martin RE: MAP 2009 - we have technology tools for | your team's success | al. | | 3/19/200 | 9 ¥ |
| Research Relix RE: Move to Exchange 2007 message | | | | 3/19/200 | 9 V [] |
| Garcia, Martin RE: MAP 2009 - we have technology tools for | your team's success | :1 | | 3/19/200 | 9 🖗 |
| HELPDESK RE: Action Required Update your Cisco VPN | dient by March 20 | | | 3/19/200 | 9 V [] |
| Harrington, Anne RE: Action Required Update your Cisco VPN | dient by March 20 | | | 3/19/200 | 9 ¥ |
| King, Christy Bi-Weekly Timesheets are due | | | | 3/19/200 | 9 ¢ |
| HELPDESK RE: Action Required Update your Cisco V | Items 2 | 220 to 2 | 269 of 1768 | 3/18/200 | 9 P |
| | | | Items (2 | 20 10 269 07 1768 19 | |

Instead of the pop-up windows, you can view your active *Reminders* from the top menu bar.

| sms) | | 🚇 Reminders: | 1 🔺 🔞 Help |
|-----------------------|---|---|----------------|
| 🔲 - 😬 🗙 | Reminders | | |
| Restore 🐹 De | getting e-mails mailbox is Due: Friday, May 08, 2009 8:0 | full ISSUE=20956 PROJ=83 0 AM | |
| ate + | Subject: | Due in: | on top 👻 |
| | getting e-mails mailbox is full IS | SSUE=20956 PROJ 5 days overdue | |
| bert | | | 2:02 PM 👻 |
| ee | | | |
| у | | | 1:28 PM 👻 |
| | | | |
| tomorrow's Manager Me | Dismiss All | Open Item Dismiss | |
| is | | | 9:36 AM 🕅 |
| resentation | Click Snooze to be reminded again in | | |
| GRADUATES - don't for | 5 minutes | Snooze | 8:24 AM |
| | | | |
| | | | Mag 5,42 DM 12 |

Calendar

Even in a *Week* view, you can see your calendar items in their time slots. You can also use *Categories* to keep them organized.



Using the Reading Pane, you can view the details of any appointment.

| Calendar 🔍 | Calendar (April 2009) | Help |
|--|--|--|
| < April 2009 - > | New - Today Day | lork Week 🧱 Week 🎆 Month 🗙 📑 |
| <u>SMTWTFS</u> 29 30 31 1 2 3 4 5 6 7 8 9 10 11 | S B Wednesday | RTUG committee meeting Smidt, Anjal Sent: Wednesday, March 25, 2009 9:43 A |
| 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 | 900 | 7 attendees accepted, 0 tentatively accepted, 0 declined. This appointment has already occurred. |
| 3 4 5 6 7 8 9 | 10 ⁰⁰ RTUG committee meeting; K3341 | Required: Czarnecki, Adam; Dooley, Judy; Frazier, Chris; Huntington, Jennifer; Kopka, Paula; Lamparter, Patti |
| Calendar | 1100 | Optional: King, Christy When: Wednesday, April 08, 2009 10:00 AM-10:30 AM. Location: K3341 (conference room in CS) |
| Mail | 12 ^{PM} | Accepted: Czarnecki, Adam; Dooley, Judy; Frazier, Chris; Huntington, Jennifer; Kopka, Paula; Lamparter, Patti; King, Christy |
| 🔢 Calendar | 4.00 | Tentative: No attendees have tentatively accepted. Declined: No attendees have declined. |
| Contacts | 100 | Reminder: 15 minutes Show time as: Busy |
| 🞽 Tasks | 200 | Categories: RTUG |
| Documents | | Paula is out on the 6^{in} and luck is out on the 7^{in} . How about the 8^{in} ? |

Contacts

You can easily arrange and search your contacts. Use the *Reading Pane* to view the complete details.

From the toolbar, you can send an email or setup a meeting with the contact.



The *Search* field in the top menu bar will search not only your *Contacts* folder, but also the *Global Address List*.

| | Find Som | eone 🔰 🗐 Opt | ions Smidt, Anjal - My Site Lo |
|------------------------------|--------------|--------------|--------------------------------------|
| | | | 🥹 Help |
| 🗙 🐴 🗄 🖓 Reply | Reply to All | Rorward | |
| 😹 Delete 🛛 🛃 Cancel 🛛 🛃 Help | | | |
| ۶ | > - × | | |
| March March March | 1. All | Manana . | Newast of the |

Details about the person can be viewed in the *Reading Pane*. You can also check their availability for scheduling meetings.



When composing a message, you can view the details of the mail recipient, including availability, by right-clicking the name in the *To*... field, then choosing *Properties*.



Tasks

The *Tasks* folder works like a To-Do list. You can see all of your tasks and emails that you've flagged in one list. Use the *Reading Pane* to see the details of each item.

| Tasks | K Flagged I | tems and Tasks (59 Items) | | | | | | | | Help |
|----------------------------|-------------|------------------------------|-------------|-----|-----|----------------|----------------|----------------|----------------|---------------|
| Show: | 🛃 New | • 🗐 • 🛛 🗙 🛛 🚿 📔 | 8 | | | 🛃 Edit 🛛 🙈 | Reply 🛛 🚑 | Reply to All | Rerward | 1 |
| () All | Search F | lagged Items and Tasks | | P | - × | Archive | 🛃 Restore | 🐹 Delete | Cancel | 🛃 Help |
| Active | 2 🗹 🕈 | Ø Subject | Due Date 🔝 | | 8 | Update vi | deo link o | on Currer | tPresent | tation.htm |
| O Overdue | Type a r | new task | No due dat | e v | 3 | Due in 13 days | 5. | | | |
| O Complete | Two We | eks Away | | | * | Due date: | Starts on 5/2 | 25/2009, due d | on 5/25/2009. | |
| Flagged Items and Tasks | 80 | Update video link on Current | t 5/25/2009 | 0 | ٣ | Status: | Not started | | | |
| 3 Tasks | 2 | RTUG reminder email | 5/25/2009 | 0 | ٣ | % complete: | Normal 0 | | | |
| | Next We | ek | | | | Recurrence: | Repeat the t | ask every mor | nth on the fou | rth Monday of |
| reate New Folder | 2 | OWA & Vaulting RTUG mater | 1 5/22/2009 | 0 | ٣ | 0 | effective 4/2 | 7/2009. | | |
| | 2 | Send RTUG email | 5/18/2009 | | ٣ | Owner: | Smilut, Arijai | | | |
| 🛐 Mail | Friday | | | | | Reminder: | Mon 5/25/20 | 009 💉 | 8:00 AM | × 🗆 |
| Galendar | 🇞 🗆 | Update Project Manager Too | d 5/15/2009 | | ٣ | Catagoriagi | Потис | | | |
| | Thursda | Y. | | | | Categories. | I RIUG | | | |
| Contacts | 3 1 | Timesheet Due | 5/14/2009 | | ٣ | | | | | |
| 🞽 Tasks | Tomorro | w | | | | | | | | |
| | 2 | Bug Visel for webcast link | 5/13/2009 | 0 | ٣ | | | | | |

SharePoint My Site

You can connect the documents in your iMpact *My Site* folders into your webmail, so you don't have to have both sites open to work with your documents and emails.

Click *My Site* in the top menu bar. Enter the url for your webspace:

| | https://websp | ace.bus.umich.edu/pers | onal/uniqname/ | |
|---|--|--|--|---|
| Connected to Microsoft Exchange | | Find Someone | 🛛 😰 Options Smidt, Anjal 🕶 My Site Log O | off |
| Documents | | | Help | |
| Open Location 🔹 🖄 Up | | | | |
| Open Location | × Vicrosoft Wind | dows SharePoint Services servers or Windows file | share servers from Outlook Web Access, Click Open | |
| Type the address of the Windows SharePoint Windows file share to open: | Services server or | | | |
| Type the address of the Windows SharePoint Windows file share to open: https://webspace.bus.umich.edu/personal/ur | Services server or ligname/ Open webspa | sce.bus.umich.edu (Open in Internet Explorer) | | Help |
| Type the address of the Windows SharePoint : Windows file share to open: https://webspace.bus.umich.edu/personal/ur | Services server or higname/ Open Webspa | sce.bus.umich.edu (Open in Internet Explorer) | | @ Help |
| Type the address of the Windows SharePoint : Windows file share to open: https://webspace.bus.umich.edu/personal/ur | Services server or ilgname/ Open Webspa 2 Up D Nam | ace.bus.umich.edu (Open in Internet Explorer) Image: Add to Favorites adkeiser Image: Compared to the second | iption | Count Modified |
| Type the address of the Windows SharePoint : Windows file share to open: https://webspace.bus.umich.edu/personal/ur | Services server or ilgname/ Open webspa 2 Up Nam 5 Form | ace.bus.umich.edu (Open in Internet Explorer) Image: Add to Favorites adkeiser 1e ^ Descr n Templates This lit | iption brary contains administrator-approved form templa | (@ Help Count Modified 0 4/15/2009 7:32:05 AM |
| Type the address of the Windows SharePoint Windows file share to open: Windows file share to open: https://webspace.bus.umich.edu/personal/ur | Services server or igname/ Open webspa Up Nam Pers Pers | ace.bus.umich.edu (Open in Internet Explorer) Add to Favorites adkeiser re ^ Descr nTemplates This lit onal Documents Use the set of | iption brary contains administrator-approved form templa his document library for documents that you want t | (20 Help (20 Count Modified (4/15/2009 7:32:05 AM 2 5/12/2009 6:40:36 AM |
| Type the address of the Windows SharePoint : Windows file share to open: https://webspace.bus.umich.edu/personal/un | Services server or igname/ Open Webspa Up Nam Pers Shar | ace.bus.umich.edu (Open in Internet Explorer) Add to Favorites adkeiser be | iption brary contains administrator-approved form templa is document library for documents that you want t his document library to store your documents. Docu | Count Modified 0 4/15/2009 7:32:05 AM 2 5/12/2009 6:40:36 AM 0 4/15/2009 7:32:11 AM |

Double-click to open any of the *My Site* folders to view its contents. Click *Add to Favorites* to keep it available anytime you open your webmail.

| Connected to Microsoft | OK We Exchang | e Access | | Find Someone | 🚰 Options Sm |
|------------------------|------------------|--|---|------------------|-----------------------|
| Documents | « | Personal Documents (Open in Internet Exp | lorer) | | |
| Open Location | | Dur Add to Favorites adkeise | r / Personal Documents | | |
| Favorites | * | 🗅 Name 🕜 | Modified | Modified By | Checked Out 1 |
| Shared Documents | | OWA.docx | 5/12/2009 2:31 | :07 Smidt, Anjal | |
| adkeiser | | Waulting.docx | 5/12/2009 2:40 | :36 Smidt, Anjal | |
| | | Add to Favorites | Web Access added the location(s) t list. | to your | |
| | | | | ОК | |
| Calendar | | | | | |
| Contacts | | | | | |
| Plante at | | | All and and and and and | | and the second second |

Options

Open a list of *Options* from the top menu toolbar.

dara for a starter

1.00

The various options are separated into categories in the Navigation Page.

| Options | 🚽 Save | 0 |
|-----------------------------|---|------------|
| Regional Settings Messaging | Message Options | |
| Spelling | Number of items to disolay per page: 50 | |
| Calendar Options | After moving or deleting an item: open the next item | 1 |
| Out of Office Assistant | Play a sound when new items arrive | |
| Rules | Display a notification when new e-mail items arrive | 1 |
| E-Mail Security | Display a notification when new voice mail items arrive Display a notification when new fax items arrive | - E |
| Junk E-Mail | | |
| Change Password | 🙀 E-mail Signature | - 2 |
| General Settings | | _1 |
| Version: 8.1.340.0 | Tahoma 💙 10 🕶 B I U 注 註 詳 譯 🥙 - 🗛 - 🗧 | |
| 📄 Mail | ųJ | 1 |
| 🛄 Calendar | | - - |
| Contacts | | |

Connect any *Mobile Devices* to your Exchange email account.



Newest of

The Out of Office Assistant allows you to schedule when your message will begin and end. You can set up your vacation message ahead of time so you won't forget!



If you are using *HTML* format for your messages, you can choose font styles for your outgoing messages and your signature.



Brightmail

Keep the Junk email out of your Inbox by setting up the Brightmail Rule.

Choose Rules from the Options side menu.

Click the *New Rule* then choose "*Create a new rule for arriving messages*". A window will open warning about compatibility between rules in webmail and Outlook. Click "*Delete Disabled Rules*".



Under "After the message arrives", select "If the message includes specific words..." then place a check next to "In the message header" in the dropdown.

In the *Rule Description*, click "specific words" then type the following phrase <u>EXACTLY</u> as shown:

X-Spam-Flag: YES

Click Add then OK.

Under "Do the following", select "Move, copy, or delete..." and then check "Move the message to the specified folder".

In the *Rule Description*, click "specified folder" then select the *Junk E-mail* folder.







| Rule Description | After the message arrives |
|---|---|
| Apply this rule after the message arrives with <u>X-Spam-Flag: YES</u> in the message header move it to the <u>Junk E-mail</u> folder | If my name is If the message was sent or received If the message includes specific words If the message is marked with If the message is If the message size or date range Do the following Forward or redirect Move, copy, or delete Perform other actions Exceptions ¥ |
| Name: "X-Spam-Flag: YES" | Save Cancel |