Outlook Web Access (OWA) for Staff

**Note:** The full version runs on Internet Explorer (IE) and the Light version runs on all other browsers (Firefox, Safari, Chrome etc).

**Web access URL**

https://mail.campus.gla.ac.uk/

*note the ‘s’ after http – this means your connection is secured*

**Logging in**

You can access your email account via a web browser. The recommended browser for this is Internet Explorer 7 and above which will give access to the full feature set.

To login access the page

https://mail.campus.gla.ac.uk/

Enter your GUID and password

**Note the Security choices.**

On Public computers you should leave it as “**This is a public or shared computer**”

**Note: Non IE Browsers** will already have the “Use Outlook Web Access Light” radio button checked.

Public or shared = 15 minute timeout

Private = 24 hour timeout
Once logged in you will be taken to the default homepage for email. By default you are shown the last view when you logged out. In this case (and for most people) this is the default view shown above with the Inbox for new mail highlighted.

The folder view on the left, titled with your name, contains all your folders for mail, tasks, contacts and Calendar items.

Mail is organised into date order (today, yesterday, this week, older) and to view an email click on the entry in the folder list to display the message in the right hand pane (your view is customisable, see the Options sections for details). You can delete or move messages by right clicking on the message entry in the middle column and selecting the option from the menu. You can also highlight the message and use the icons above the “Search Inbox” field on the top right.
Other browsers

Windows

**Firefox 3.x** (there is no preview pane in Firefox)

- Folder view
- Email list
- Search box
- Icons

**Google Chrome** (there is no preview pane in Chrome)

- Folder view
- Email list
- Search box
- Icons
Sending an Email

To send an email select **New** from the main mail Page.

To browse the list of users on the system select **To**.

This displays the Address book page. You can search for other student webmail users using this interface. When found double click on the name of the user(s) you want to add to the “to” list for the email.

When complete press **OK** to return to the email with the names added.
Replies/Forwarding email
When viewing a message you can reply or forward by selecting the Reply or Forward icons at the top of the message. For messages with multiple recipients selecting Reply to All will ensure the reply goes to everyone who received the message, and not just the sender. If you select Reply to the current active mail in the example you see something like:

Sent items
Each email you send is automatically stored in your Sent Items folder.
Options
The system is highly configurable, with most options set from the Options Page, accessible via the Options button at the top right hand side of the screen beside your name.

Creating a signature
One of the most common options is creating a signature to add to the bottom of outgoing messages. This select the Options page as above select the Messaging section. Add the text you would like for your signature to the signature section. Check the box “Automatically include my signature on outgoing messages”.

Click Save to set your signature.

You can change your signature at any time by repeating this process.

Spell checking
Another popular option is so enable spell checking before sending a message. This is set in the Spelling section of the Options page. Select the “Always check spelling before sending” option box.
Calendar
To view the calendar select the Calendar button on the bottom left hand side of the main page. This defaults to showing the current date in single day view. You can view multiple days via the Work Week, Week and Month buttons along the top.

Making an appointment
To create an appointment, right click the relevant time section and enter the appointments details.
Sharing your Calendar

Your Calendar is by default private, but can be made public should you so wish.

Contacts list
You can create custom contacts and distribution lists.
To create a new contact select `New`, insert the relevant details then click `Save and close`. 
You can then refer to these contacts either via selecting To on the new mail dialogue and browsing to the user and selecting them from the list or by selecting this contact (click on people) then select the contact. See using address lists.

To create a distribution list, select Contacts from the main page, then select the small down arrow beside the New button, then select Distribution List.

Give your list a name, then add the relevant email address’s to the list one at a time using the Add to List button. You can browse for people in the global address list (GAL), or others in your contact list by selecting the Members button. See using address lists.
Using Address lists

By default selecting To displays the Global Address List (GAL). The GAL includes all staff at Glasgow, listed by their names. You may search the GAL for first name then last name. If the user you are looking for is in the GAL it will be highlighted, if not the system will offer the closest name in the list to the name you are searching for. Double clicking on the name adds it to the list of recipients. You can also select pre-created contacts from your local address book (created via the contacts menu on the main page) by selecting Contacts from the Address Book menu.

You can add users to the CC and BCC lists by highlighting the relevant contact or entry in the GAL and clicking CC or BCC.