

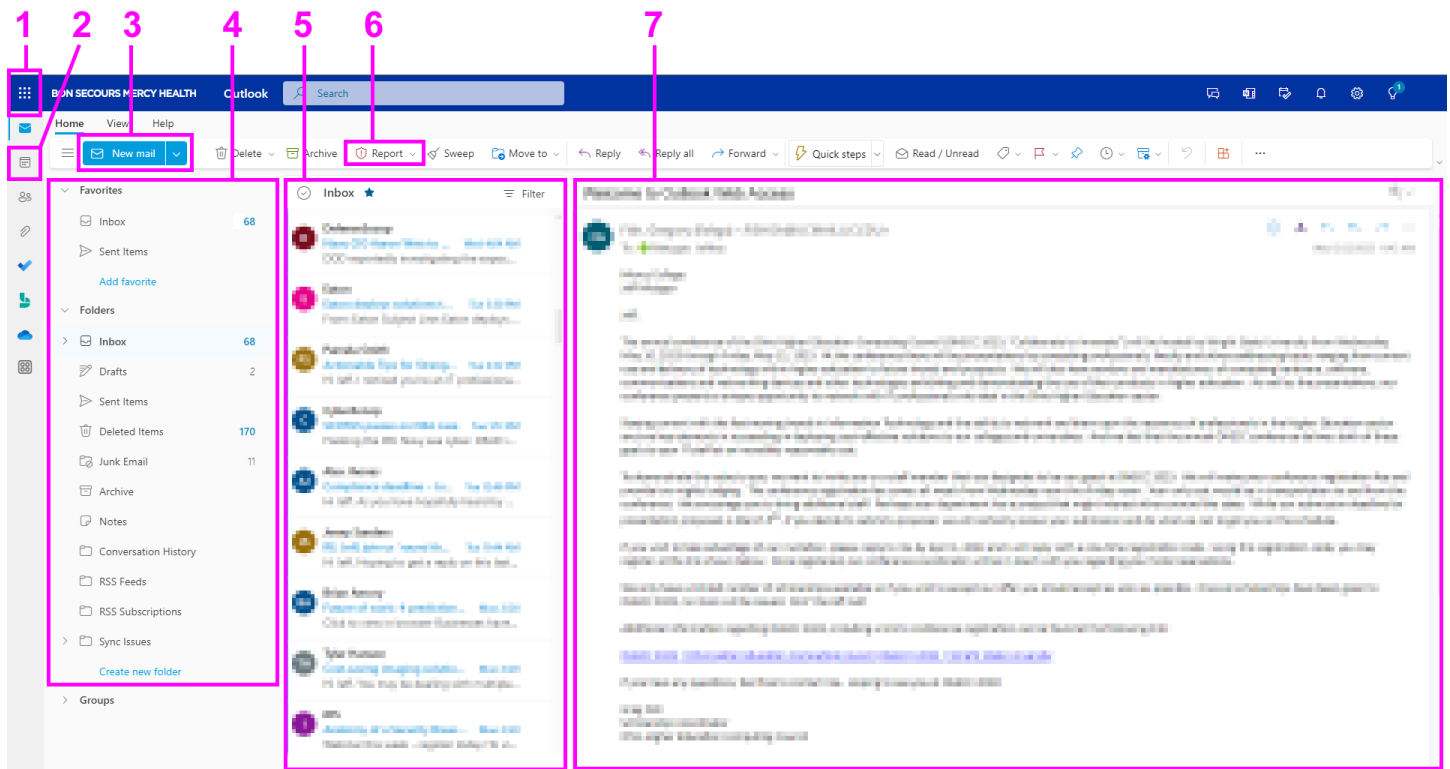
Outlook Web Access

Outlook Web Access (OWA) is the web version of Microsoft Outlook. It is available from any computer, phone, or tablet with a network connection. In this document you will find information on using the email and calendar features of Outlook Web Access.

Accessing Your Mailbox

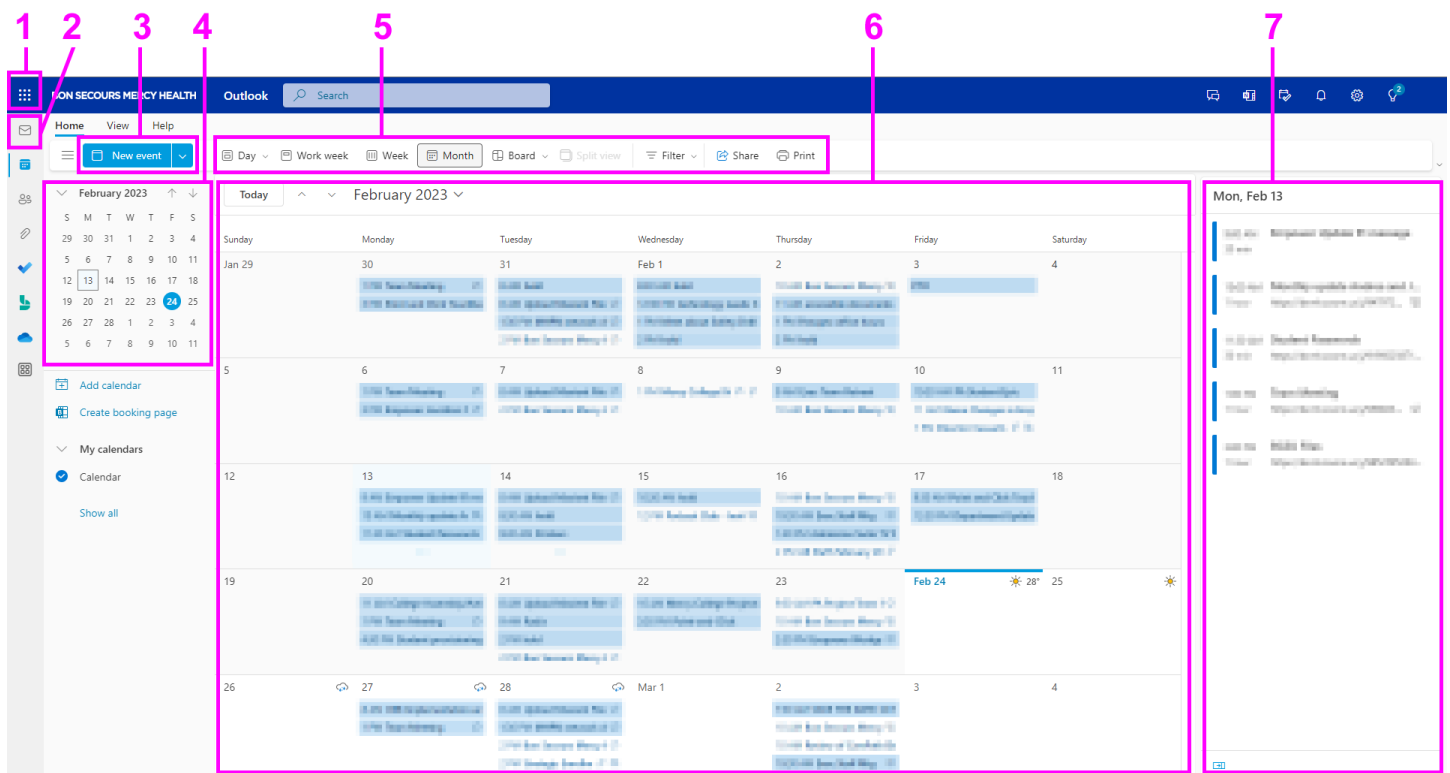
1. Open the web browser of your choice (preferably Google Chrome).
2. In the address bar enter <https://outlook.com/mercycollege.edu>
3. You will see a Bon Secours Mercy Health sign in screen. Enter your mercycollege.edu email address and click “Next”.
4. Enter your email password and click “Sign In”.
5. If prompted, perform the Symantec VIP two-factor authentication.
6. Once you have successfully signed in, your Outlook mailbox will open.

Mailbox Basics



1. The **Office Apps** menu contains links to other Office Online apps such as Word, Excel, PowerPoint, and OneDrive.
2. Click the **calendar** icon to access your Outlook calendar. (See more information in the section below.)
3. Create a new message by clicking **New Mail**.
4. The **folder list** includes folders in your mailbox such as Inbox, Drafts, Sent Items, and Deleted Items.
5. This is the **list of messages** in the current folder. Each entry shows the sender, subject, and date. Click on an item to view the message/conversation in the reading pane to the right.
6. Use the **Report** button to report a suspicious message to the Cybersecurity team for investigation.
7. The **reading pane** shows the full text of a message/conversation. Use the icons in the upper right or the icons in the menu above to reply, forward, delete, and take other actions.

Calendar Basics



1. The **Office Apps** menu contains links to other Office Online apps such as Word, Excel, PowerPoint, and OneDrive.
2. Click the **email** icon to access your Outlook mailbox. (See more information in the section above.)
3. Create a new appointment, meeting, or all-day event by clicking **New Event**.
4. Use the **calendar** to navigate from one date to another. The date you have selected will be highlighted and the current date will be indicated with darker shading.
5. Select from different **calendar views** or print your calendar.
6. The **main calendar window** displays the events for each day.
7. The **daily summary** shows the events of the selected date in more detail.