MS Outlook Web App (OWA) 2013
xch.csi.cuny.edu

1. The url to access the web version of MS Exchange is **xch.csi.cuny.edu**
2. Send a new message by clicking "new mail".
3. The **Mail Pane** provides a hierarchy structure to all of the folders that you create in your email account.

To create a folder, right click on the folder where you want the new folder to go.
Go to Create New Folder…

Type the name of the new folder in the text box and hit enter.

As you add new folders, a folder structure will be created similar to the one shown here.
Select Expand ⌄ to show the list or select Collapse ⌃ to hide it. In the Folders list,
select Show ▸ to expand a list or select Hide ◂ to collapse a list.
To delete a folder, right click on the folder and select Delete. **Caution:** The folder and *ALL* of its contents will be deleted. Be sure to remove any emails that you may need before deleting a folder.
Folders within the main folder are listed alphabetically. Only nested folders can be moved within the structure. To move a folder, left click and drag the folder to the new location.
Please note that the Inbox is a subfolder of the main folder.

4. The search box allows you to search your email box for a specific email. You can search by sender or by text within an email.
5. Displays the messages in the selected folder.
6. The Reading Pane displays the message you select. You can Reply, Reply All, Forward, Delete, Print, etc. an email from this pane. To view the message in its entirety select "Open in a separate window."
7. **Calendar**- Displays the Calendar. In Calendar, you can create and view calendars and appointments.
8. **People**- Allows you to search for individuals within your organization or contact list.
9. **Tasks**- Displays any flagged tasks/messages.
10. Allows you to Open another mailbox, sign out of your account and set your Instant Messaging settings.
11. Allows you to change the settings, including automatic replies, signatures and rules, within the account.
12. **Help**- The Help feature is very comprehensive. Use this area to obtain step by step directions on all the features built into Outlook Web Access 2013.
13. **Changing the Settings in Outlook Web Access 2013**

- **Set Automatic Replies**- Allows you to set the rules for the messages you would like to send out when you cannot view your emails.

Note: This feature allows you to send separate emails to members within the College and outside the College.
A message will be sent only once during the time it is turned on.
You must have a message typed in the text box in order for a message to be sent.

- **Display Settings**- Allows you to change the views within the Outlook Web App.
- **Manage Apps**- Allows you to add apps to Outlook. Here you can see a list of any apps you have installed, delete apps and obtain apps from the Office store.
- **Offline Settings**- Allows you to use the computer when it is not connected to the network.
- **Change Theme**- Allows you to change the visual appearance of your Outlook Web App.
- **Change Password**- Allows you to change your email password. Note: Changing your email password will also change your FLAS password (the password that you use to log into many of the computers on campus).
- **Options**- Provides access to additional settings within the Outlook Web App.

  - **Account**- Displays your mailbox space.
  - **Organize email**- Allows you to set your inbox rules, automatic replies and delivery reports.
  - **Groups**- Allows you to view information about groups within CSI.   This area allows you to join or leave a group.
  - **Site mailboxes**- Allows you to create and view shared information.
  - **Settings**- Allows you to configure the email, calendar and regional settings as well as change your password.
    - o Within the **mail settings** you can create an email signature, change the format of your emails, set read receipts, configure your message options and change the reading pane features.
    - o Within the **calendar settings** you can change the appearance of the calendars, set the reminders, automatic processing and text messaging notifications.
    - o Within the **regional settings** you can choose the language, the date and time formats to use and your time zone.
    - o Within the **password settings** you can change your password.
  - **Phone**- Displays any synched devices you have configured for email.
  - **Block or Allow**- Allows you to block senders and configure the junk mail settings.
  - **Apps**- Allows you to add apps to Outlook. Here you can see a list of any apps you have installed, delete apps and obtain apps from the Office store.
  - **Items by Date**- Allows you to customize the way in which you sort your emails as well as turn conversations on or off.