OWA Quick Guide

Where to start

Open your Web-browser (Internet Explorer, Mozilla Firefox or something else) and go to the following website:

http://owa.ihs.ac.at

Login

1. Login with your IHS username and your password.
2. Click Sign in.

Set your signature

See documentation here: https://ihs.ac.at/it, Email and Calendar, “Set up your IHS signature”

Add a shared mailbox

1. In the pane on the left, right click on your name (e.g. Olivia Padalewski) and select Add shared folder....
2. Type in the shared mailbox you want to add (e.g. hotline) and click Search Directory.
3. From the list of results, select the mailbox you want to add. (e.g. IT-Hotline, hotline@ihs.ac.at)
4. Click Add.
Calendar

Switch to your Calendar by clicking on the left side and selecting Calendar.

Create a calendar event

1. Click New and select Calendar Event.
2. Fill in all the details like event title, location, date, message, etc.
3. You may also set a reminder, add people, categorize the event or add an attachment.

Add an existing calendar

1. Click Add calendar and select From directory.
2. In the field From directory: type in the calendar you want to add (e.g. hotline) and click Search Directory.
3. It will automatically show you the result(s) (e.g. IT-Hotline). Select the one you want.
4. Click Open.

To show/ hide the calendar you have added, click on the name of the new calendar (e.g. IT-Hotline).

Share calendar – delegate access/ permissions

Add permissions

Switch to your Calendar by clicking on the left side and selecting Calendar.

1. To share your calendar right-click on your calendar and then click on Sharing permissions. As an alternative you can also click on Share in the top menu.
1. Right-click on your calendar and then click on Permissions....

2. The right-side pane will open and you may change the permissions per person by clicking on the dropdown. You may also delete permission by clicking on the X per person.

3. Click Save.
Printing

Printing an email

1. Select the email you want to print.
2. Click on the three dots above, select Print and the familiar printing screen opens.
3. As an alternative you may press CTRL + P to open the printing screen.

Printing from the calendar

Switch to your Calendar by clicking on the left side and selecting Calendar.

1. Click Print.
2. A new window opens and you may now select the calendar, the view (e.g. day, week, month), print from and print to.
3. Click Print.

More options

For creating your signature go to Settings (on the right of the main site) and click Options.

Change your password

In OWA you may change your IHS password.

1. For changing your password go to Settings (on the right of the main site) and click Options.
2. Switch to General and change onto the My account Tab.
3. On the right bottom, click on the blue link **Change your password**.

4. A right-side pane opens where you may set your **new password** and confirm with **Save**.

### Set automatic replies (Out of Office)

The Out of Office Assistant lets you automatically generate replies to incoming messages when you aren’t in the office.

1. Click on **Settings** (on the right of the main site) and select **Automatic Replies**.

2. Activate the service by clicking **Send Automatic Replies**.

3. Choose **Send replies only during this time period** and then set the **Start Time** and **End Time** to specify the date and time that you will be out of office.

4. Now you have two choices for the Auto-Reply:

   - **“Inside My Organization”** is the first field. There you can write a message for the people inside your organization. The auto-reply will only be sent once to each sender.

   - If you check “Send automatic reply message to senders outside my organization” tab, and then specify the message that you want sent to people outside your organization.

5. Click **OK**.
Create an inbox rule

You may create inbox rules like “Forwarding incoming messages to another IHS account”.

1. For creating a new rule go to \(\textbf{Settings}\) (on the right of the main site) and click \textbf{Options}.

2. Within \textbf{Mail}, change onto the \textbf{Inbox and Sweep Rules} Tab.

3. Click on the \textbf{Plus symbol} to add a new rule.

4. Fill out the following:
   - When the message arrives, and it matches all of these conditions (e.g. My name is on the To or Cc line)
   - Do all the following (e.g. Forward the message to Daniela Rader)
   - You may also add more conditions and/or actions.

5. Click \textbf{OK}.