

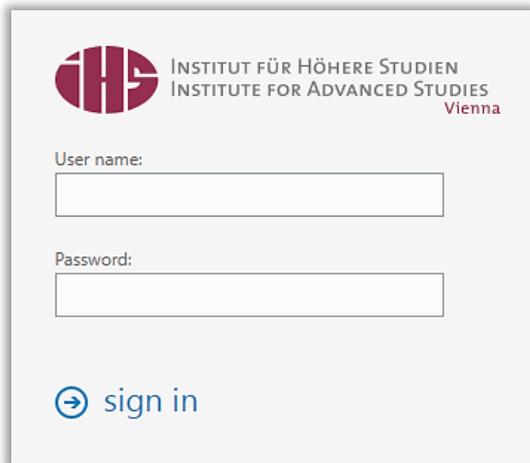
OWA Quick Guide

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

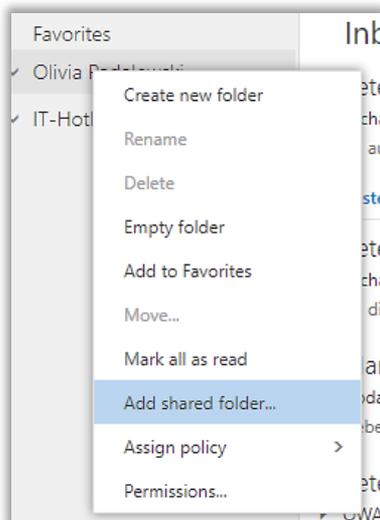


1. Login with your IHS **username** and your **password**.
2. Click **Sign in**.

Set your signature

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

Add a shared mailbox

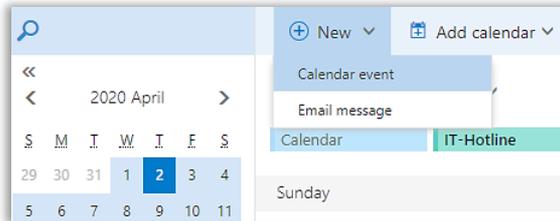


1. In the pane on the left, right click on your name (e.g. *Olivia Padalewski*) and select **Add shared folder...**
2. Type in the shared mailbox you want to add (e.g. *hotline*) and click **Search Directory**.
3. From the list of results, select the mailbox you want to add. (e.g. IT-Hotline, hotline@ihs.ac.at)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

Calendar

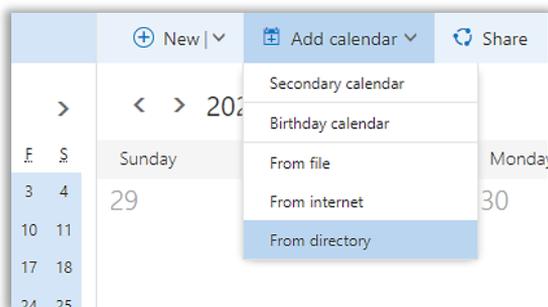
Switch to your Calendar by clicking  on the left side and selecting Calendar.

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



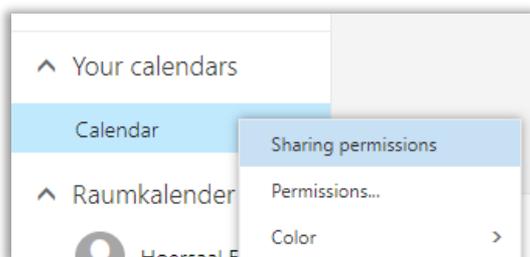
1. Click **Add calendar** and select **From directory**.
2. In the field **From directory**: type in the calendar you want to add (e.g. *hotline*) and click Search Directory.
3. It will automatically show you the result(s) (e.g. IT-Hotline). Select the one you want.
4. Click **Open**.

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

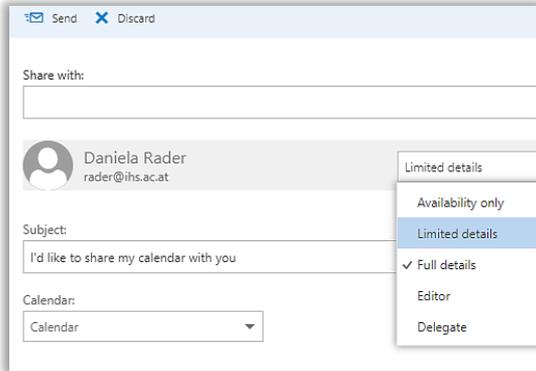
Share calendar – delegate access/ permissions

Add permissions

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



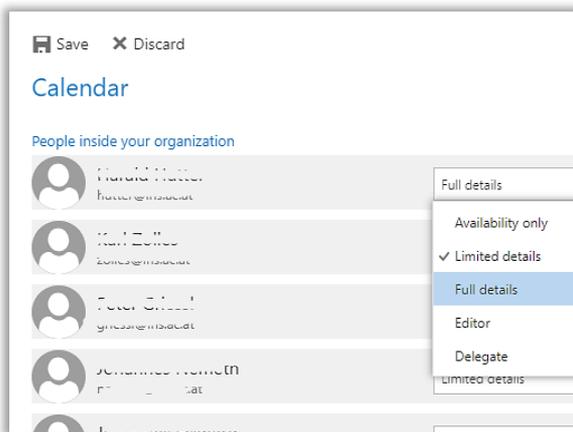
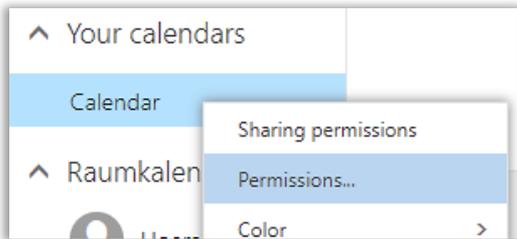
1. To share your calendar right-click on your calendar and then click on **Sharing permissions**. As an alternative you can also click on **Share** in the top menu.



2. The right-side pane opens where you can enter the person(s) in the **Share with:** field.
3. There are five types of permissions you can set: Availability only, Limited details, Full details, Editor, Delegate
4. Click **Send**.

Change sharing permissions

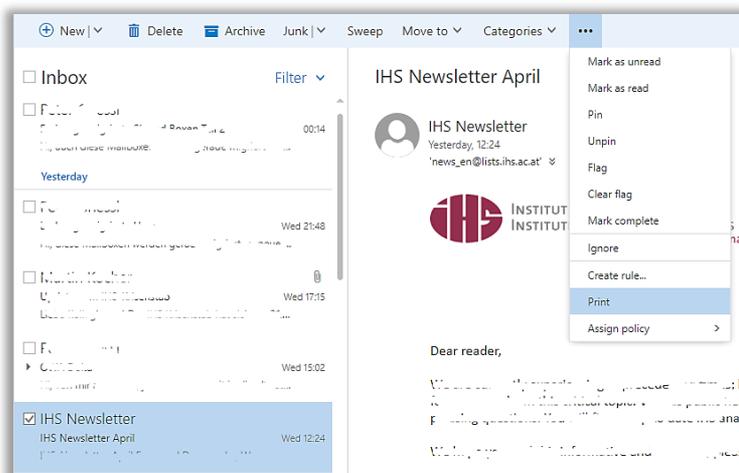
Once you have shared your calendar to someone you can change the permissions you have set.



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

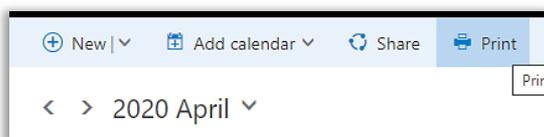
Printing an email



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 **CRTL + P** to open the printing screen.

Printing from the calendar

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



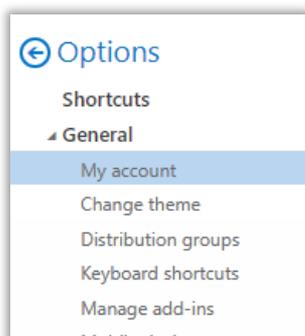
1. Click **Print**.
2. A new window opens and you may now select the calendar, the view (e.g. day, week, month), print from and print to.
3. Click **Print**.

More options

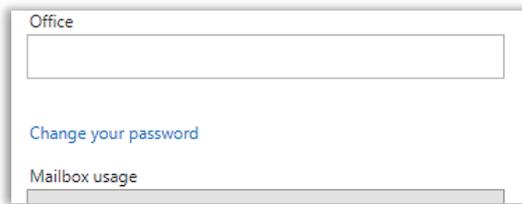
For creating your signature go to  **Settings** (on the right of the main site) and click **Options**.

Change your password

In OWA you may change your IHS password.



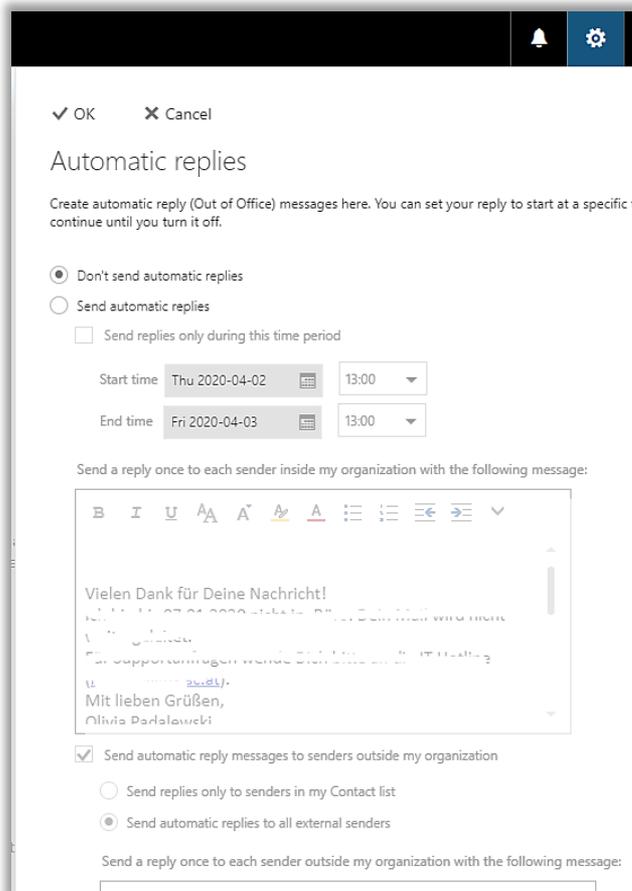
1. For changing your password go to  **Settings** (on the right of the main site) and click **Options**.
2. Switch to **General** and change onto the **My account** Tab.



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)

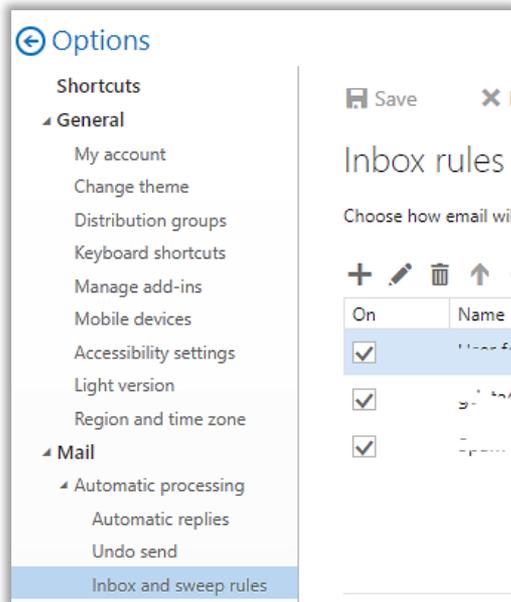
The Out of Office Assistant lets you automatically generate replies to incoming messages when you aren't in the office.



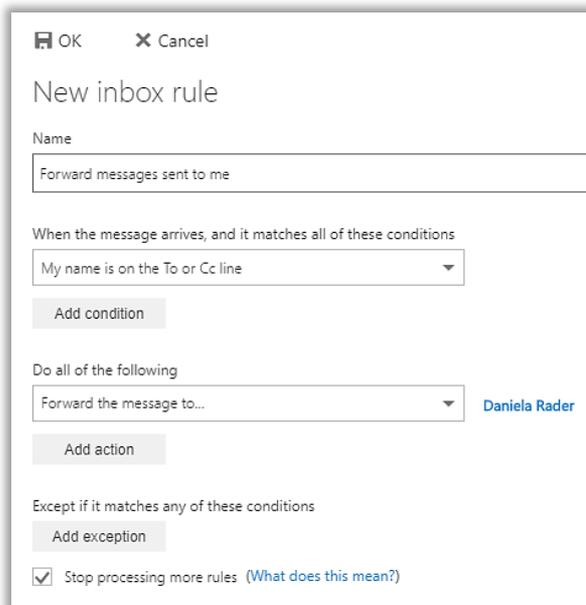
1. Click on  **Settings** (on the right of the main site) and select **Automatic Replies**.
2. Activate the service by clicking **Send Automatic Replies**.
3. Choose **Send replies only during this time period** and then set the **Start Time** and **End Time** to specify the date and time that you will 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  **Settings** (on the right of the main site) and click **Options**.
2. Within **Mail**, change onto the **Inbox and Sweep Rules** Tab.
3. Click on the **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 **OK**.