

USING OUTLOOK WEB ACCESS: MACINTOSH & SAFARI

Exchange account holders using Safari can continue to access their email remotely using Outlook Web Access (OWA) Light. OWA Light requires fewer server resources, and is more streamlined. In addition, users on slow connections might find that OWA Light is faster.

This document contains general information about the features available in OWA Light.

LOGGING INTO OWA

To log into your email from a remote (off-campus) location, follow these steps:

1. Type the following address, **http://exchange.cabrini.edu**. From the new login screen choose one of the following options:

Public or Shared Computer: Use if you are logging into a computer in a public location, such as a library. Using this setting will provide more security, and will not permit the browser to remember your username or password.

Private Computer: This is the setting that you should use on your personal computer. It will provide full access to all of your account features and will allow users to save his or her login credentials.

Note that Safari users cannot deselect the User Outlook Web Access Light option.

2. Type your **Username** and **Password**. Then click on the **Log On** button.

OWA LIGHT FEATURES

OWA Light provides basic email functionality including sending, receiving, and sorting messages. For users who are quickly checking their email, particularly on a public computer, OWA Light might be the quickest and most secure option.

In addition to basic messaging, address book and calendar functionality, OWA Light has the following features:

- Accessibility for Blind and Low Vision users
- Calendar options: show week numbers; set the first day of the week; select days of the week; and set the day start and end time.
- Arrange messages by date, subject, sender and size.
- Access to Public Folders using the Click to View Folders option

A light blue button with a dashed border containing the text "Click to view all folders" and a small downward-pointing arrow icon.A button with a folder icon and the text "Manage Folders...".