

User Guide on Staff Email Upgrade – OWA

Outlook Web App (OWA) is a webmail service that enable you to access your email mailbox via the Internet browser (Internet Explorer, Firefox, Safari and Chrome). By login through UUM Portal, you can access your **email**, **calendar**, **contact** and **tasks**. Various **exciting features** are now available after the email upgrade.

The screenshot displays the Outlook Web App (OWA) interface. The top navigation bar includes links for Mail, Calendar, People, and Tasks, along with a dropdown for 'Exchange Test Acc 1'. The left sidebar shows the 'New mail' button and a list of folders: Favorites, Inbox (1353), Sent Items, Deleted Items (1), and Exchange Test Acc 1. The main inbox area lists several emails, with the selected email being from 'Unit Komunikasi Korporat' with the subject 'NAK MERASAI RASA SEBENAR MANAGER'S COFFEE KELUARAN UUM'. The right pane shows the details of this email, including the sender's profile, the subject, and the body text which mentions '18 JULAI 2016 / 13 SYAWAL 1437H' and 'UUM : UNIVERSITI PENGURUSAN TERKEMUKA (THE EMINENT MANAGEMENT UNIVERSITY)'. The email body also features the logos of 'Unit Komunikasi Korporat' and 'Universiti Utara Malaysia'.

Outlook Web App

Mail Calendar People Tasks Exchange Test Acc 1

New mail

Search mail and people

INBOX CONVERSATIONS BY SUBJECT

All Unread To me Flagged

Unit Komunikasi Korporat

Mon 7/18/2016 3:03 PM

Mark as read

To: UUM - All Staff; UUM - All Students;

This message was sent with high importance.

Unit Komunikasi Korporat

CORPORATE COMMUNICATION UNIT

Universiti Utara Malaysia

18 JULAI 2016 / 13 SYAWAL 1437H

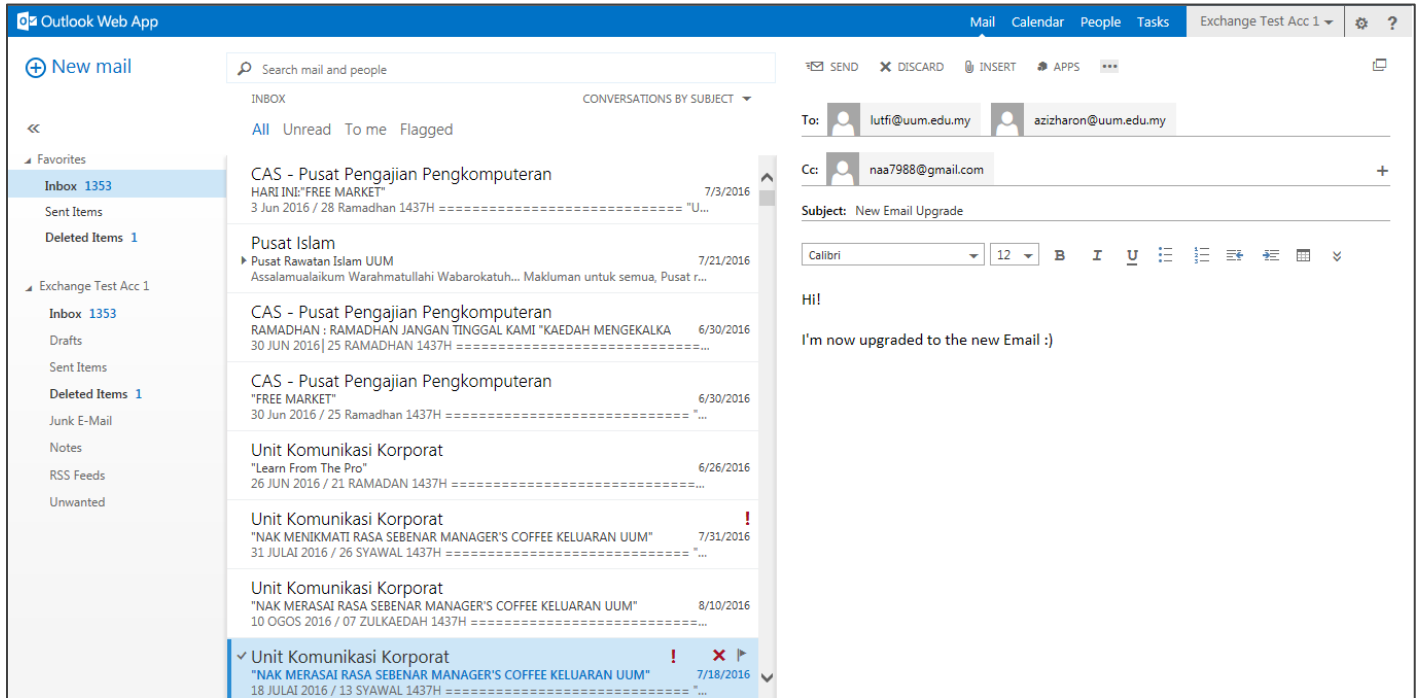
UUM : UNIVERSITI PENGURUSAN TERKEMUKA
(THE EMINENT MANAGEMENT UNIVERSITY)

UUM ONLINE:

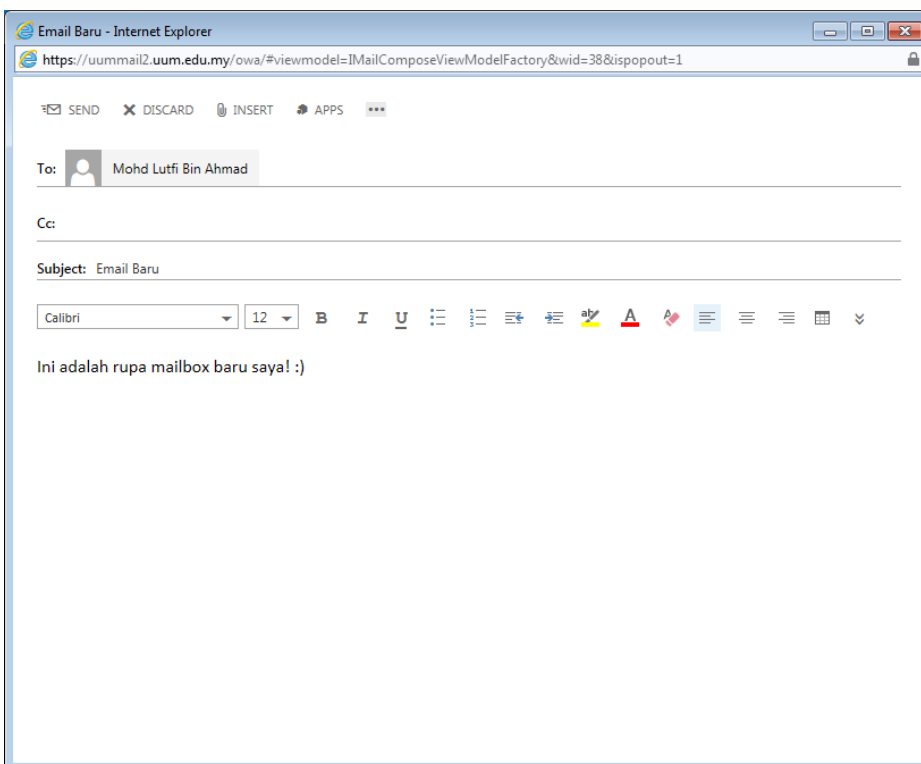
Top 10 New Features of OWA

#1 Inline Compose

Inline Compose allows you to quickly compose and/or reply to email **within** the same window (as shown below) or alternatively you can choose to open a new window.

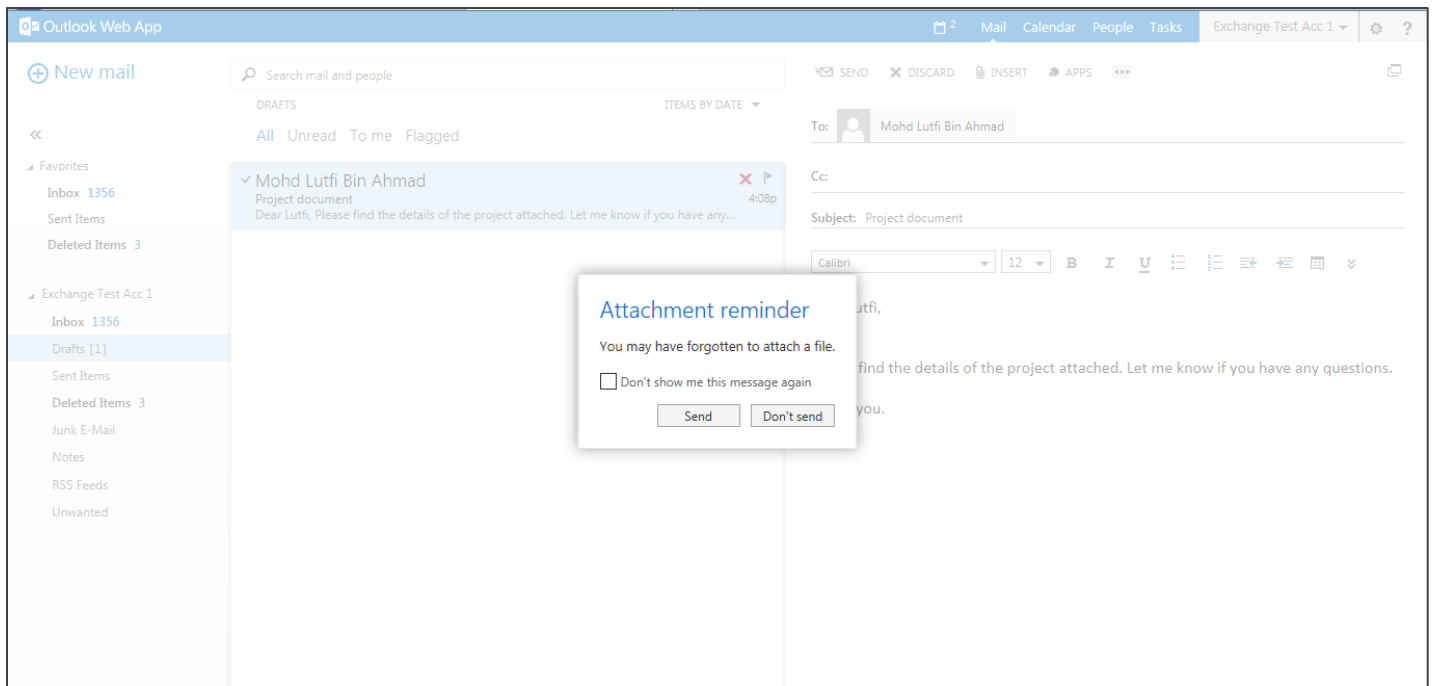


You can also do **formatting** on this email as follow:



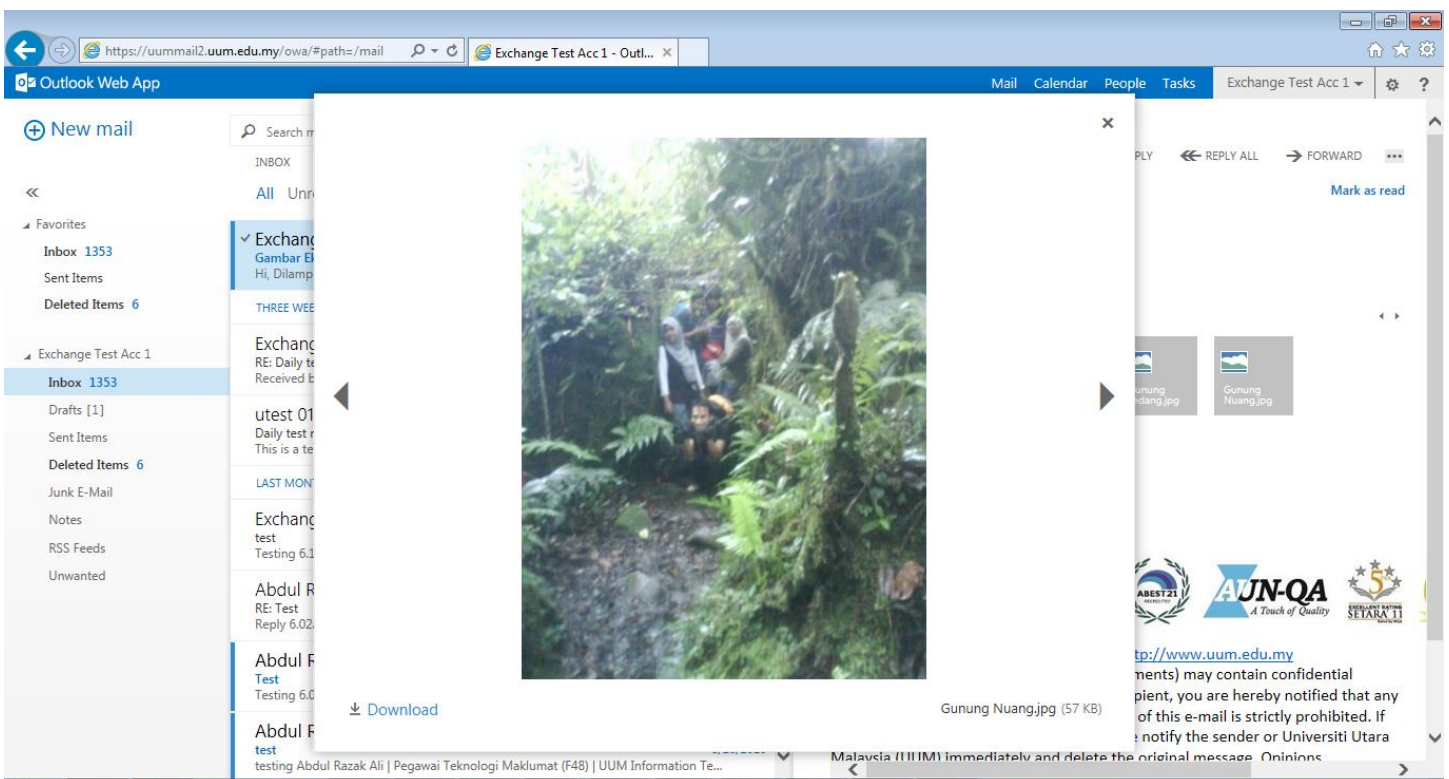
#2 Attachment Reminder

Another useful feature is the **Attachment Reminder** which detect if you intend to include an attachment (by interpreting the text you type) – *but you forget to add the file!* If you press “SEND” **without adding** an attachment, OWA will warn you (as depicted below).



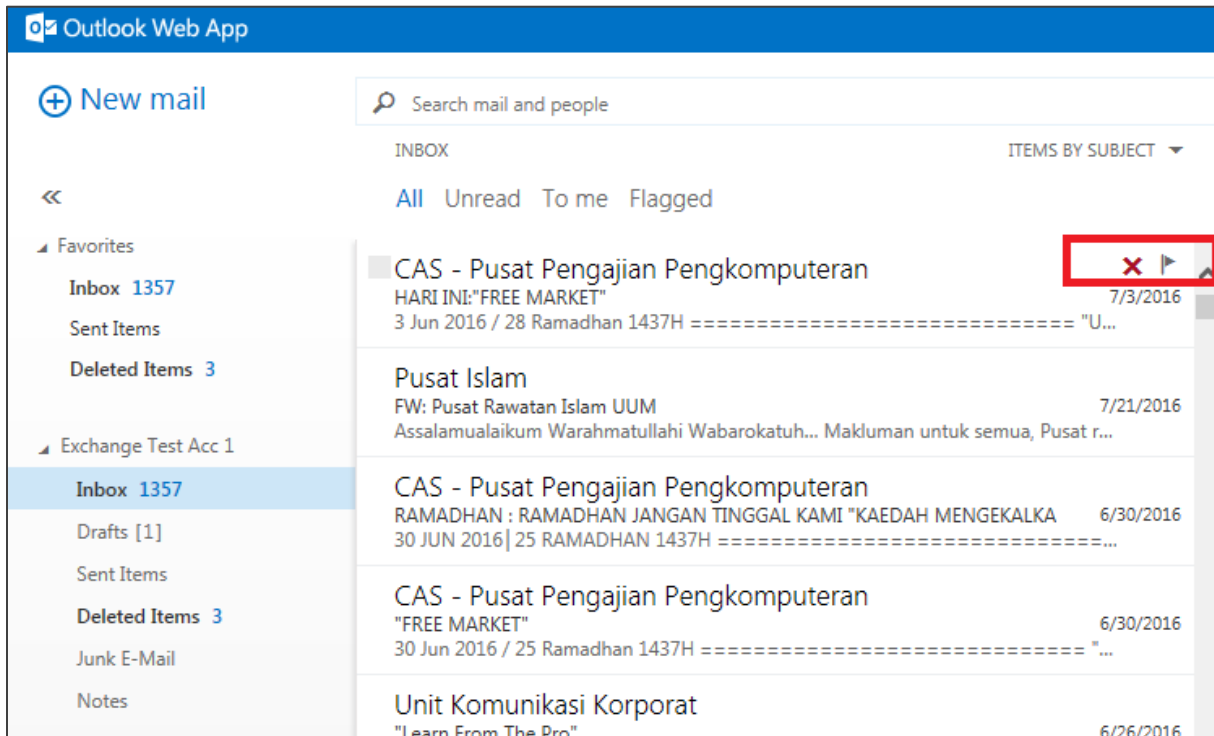
#3 Picture Preview

If you receive an email that contain images (as attachment), you can now **preview** the image under **Picture Preview**, without downloading the image to your computer.

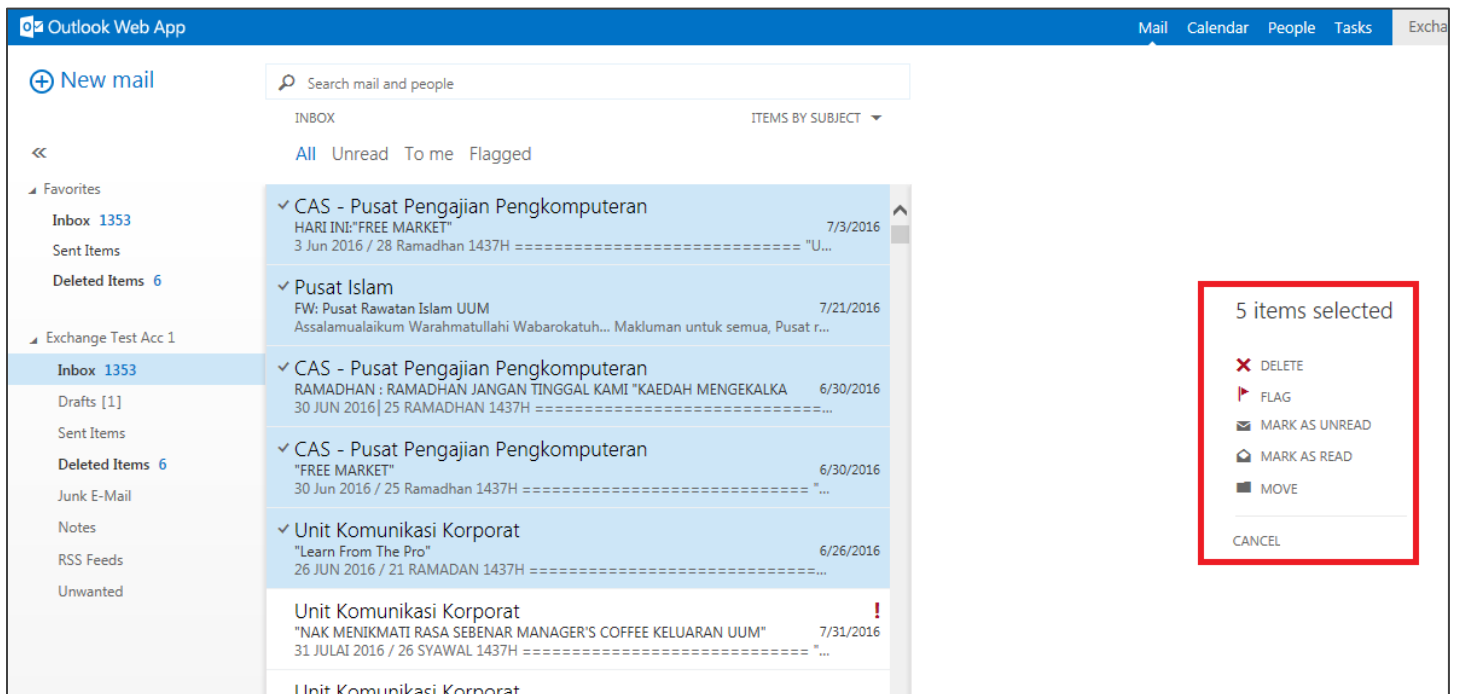


#4 Email Action

To **delete or flag** an email, you can hover your mouse over the intended email and you will see delete and flag **icons showing up** on the right-side of the email. You can easily delete or flag the email by clicking on the respective icon.

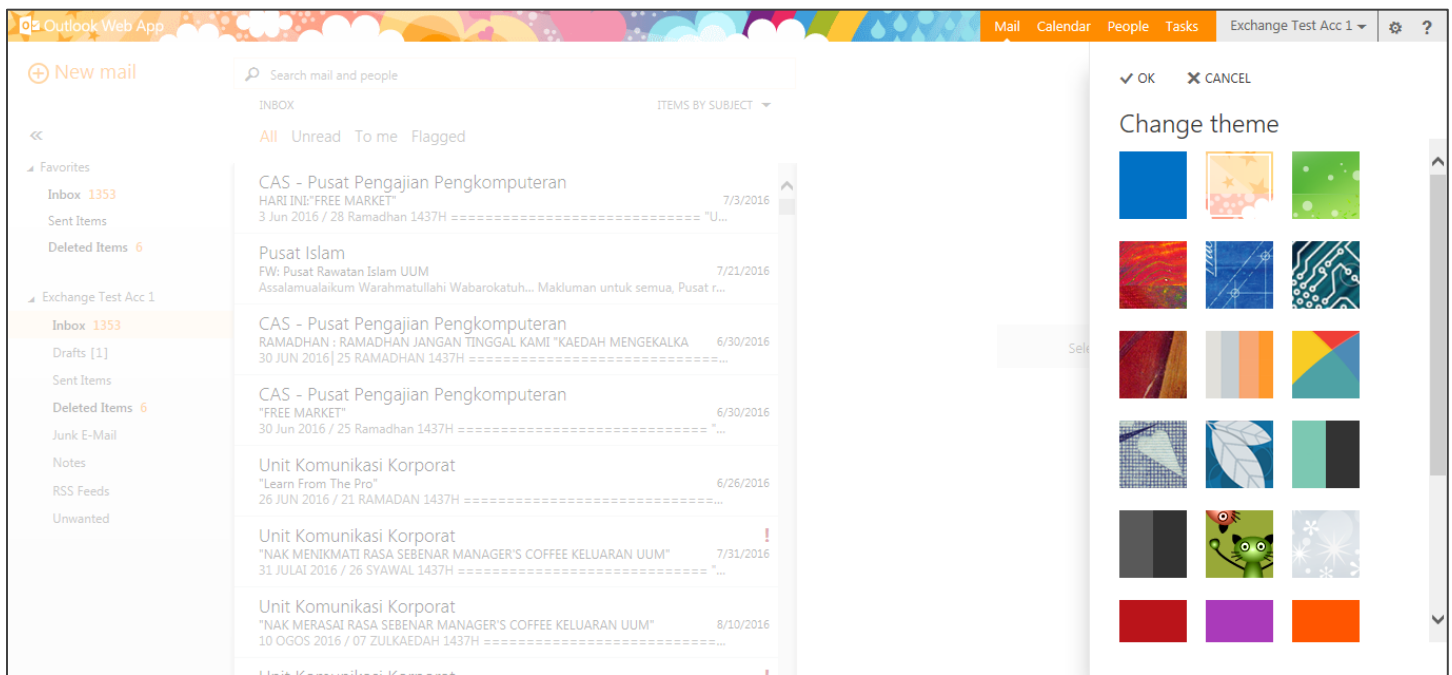


If you select **multiple emails**, you can access to other **Email Action** icons as shown below.



#5 Themes

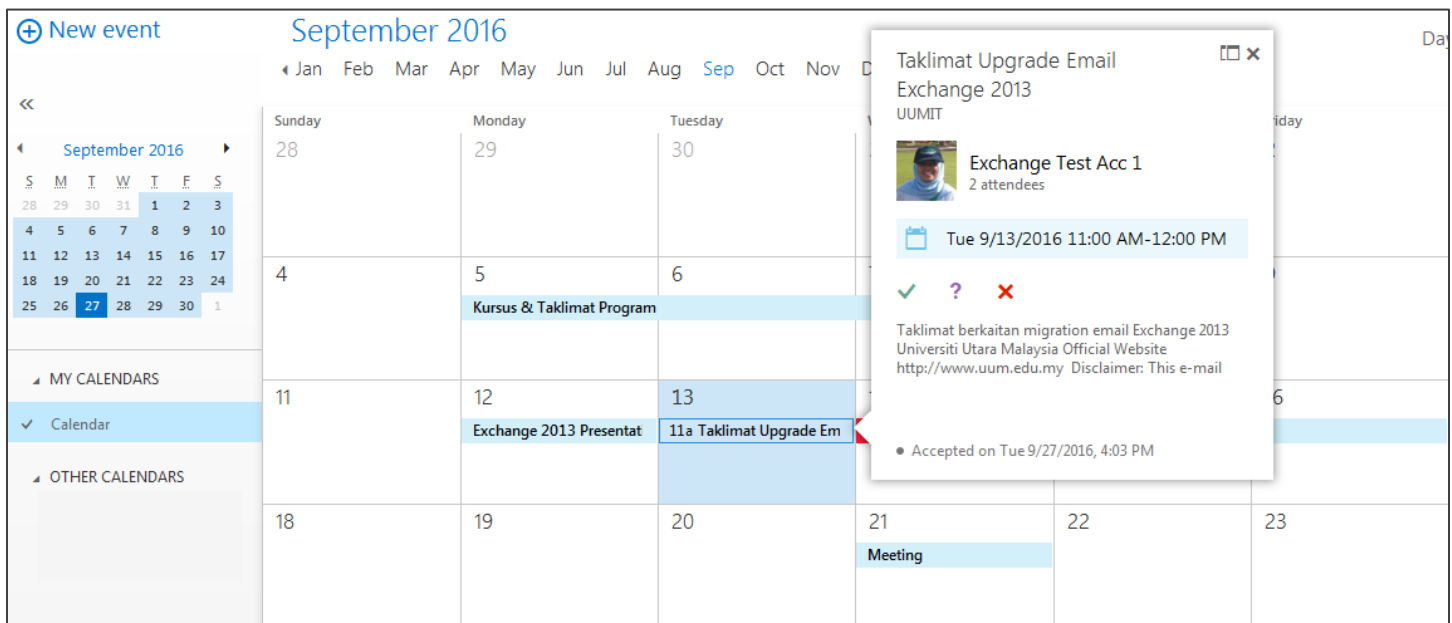
You may also choose colorful **theme** for your mailbox!



#6 Calendar Details

In calendar, clicking on any appointment will bring a pop-up box with detail event, allowing users to easily:

- accept or decline meeting
- edit or delete appointment




#7 View Mailbox Quota

Email upgrade --> Bigger mailbox size! You can now check your new **mailbox quota** from OWA.

my account

Photo



General

Display name: Exchange Test Acc 1

Email address: exchtest1@uum.edu.my

Mailbox Usage


716.62 MB used. At 2.5 GB you won't be able to send mail.

#8 Add Photo

You can now **add** your **photo** in your Email Account under Options and your photo can be seen by your colleagues!

Mail Calendar People Tasks

Exchange Test Acc 1



Exchange Test Acc 1
exchtest1@uum.edu.my

Change

Open another mailbox...

Sign out

#9 Conversation View

Conversation View is a new feature which group your emails according to email subject.

Outlook Web App interface showing Conversation View. The left sidebar displays folders like Inbox (1312), Sent Items, Deleted Items (5), and Exchange Test Acc 1. The main pane shows a list of emails grouped by subject. The selected email is from Jabatan Keselamatan, dated Mon 7/4/2016 8:48 AM, with the subject "LANGKAH-LANGKAH KESELAMATAN SEMASA MUSIM PERAYAAN". The email content includes a PDF attachment "Borang Meni-.pdf" and a logo for Jabatan Keselamatan, Universiti Utara Malaysia.

#10 Merge Calendar

You can view your colleague's calendar with **merge** calendar view (As shown below). Another option is to split the Calendar view.

Outlook Web App interface showing Merge Calendar view. The left sidebar displays folders like New event, Calendar, Exchange Test Acc 6, MY CALENDARS, and OTHER CALENDARS. The main pane shows a calendar view for Monday, September 26, 2016. The calendar displays events from Exchange Test Acc 6 (pink) and Exchange Test Acc 1 (blue). The events include Pendaftaran Pelajar Baru UUMIT, Hardware arrival - and checking Datacenter, Setup networking Pusat Inovasi, and HERO Meeting UUMIT.