

# Outlook Web Access

## What is Outlook Web Access (OWA)?

**Outlook Web Access (OWA)** is a “web mail” service of Microsoft Exchange Server which is used to securely access your Nifco UK Limited e-mail, calendars, contacts, etc whilst your out of the office from anywhere in the world using a standard web browser (i.e. Internet Explorer, Mozilla, Netscape Communicator, etc).

## How do I login to Outlook Web Access?

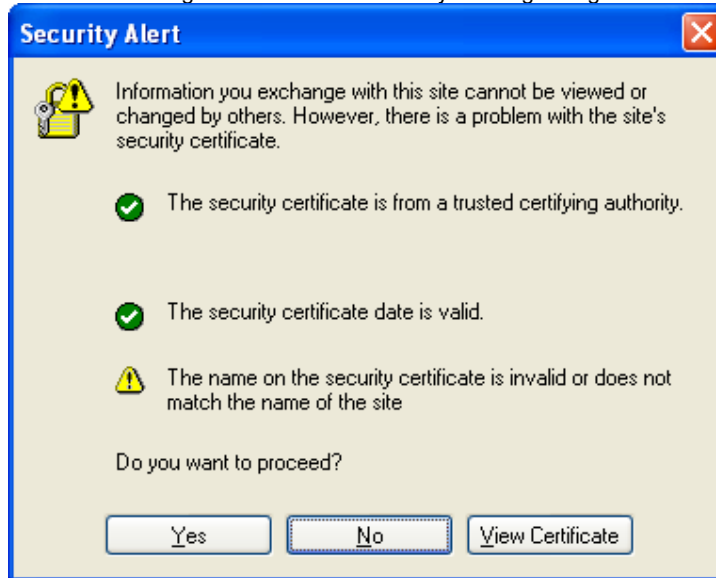
From any PC anywhere in the world! Open a web browser and navigate to the Nifco UK website ([www.nifcoeu.com](http://www.nifcoeu.com)) once the main page has loaded simply click the “WebMail” tab. (fig 1.)



Fig 1.

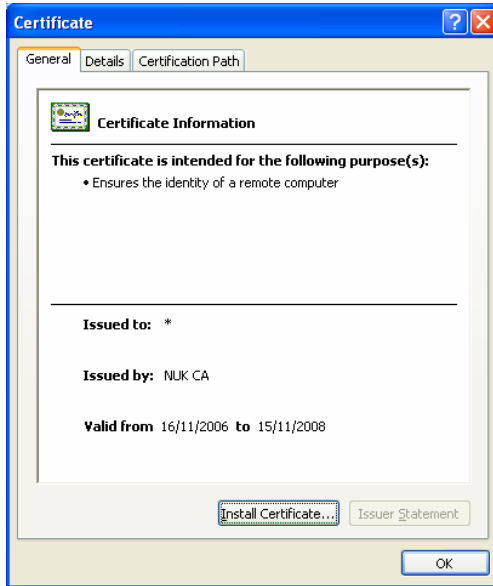
The web mail information screen will load; you can then use the “Click here” icon to be redirected to the web mail login screen.

Just before the login screen loads a security warning dialogue box will display as shown in (fig 2).



(fig 2.)

The warning box is asking you to confirm that you trust that the website is authentic and not pretending to be a fraudulent 3<sup>rd</sup> party. This can be confirmed by using the view certificate button to view the certificate details (fig 3).



(fig 3.)

The certificate details should show

- Issued to: \*
- Issued by: NUK CA

Click OK to return back to the security alert dialogue box, click Yes to accept the certificate & proceed to the login screen (as long as the certificate details above were correct, if not click No and contact the NUK IT Helpdesk immediately stating the issue).

You are now presented with the login screen (fig 4). There are a few options here that are worth noting which can affect your usage experience being:



**Client:**

- **Premium**
  - (Default) The premium client is a full featured version of outlook & acts much the same as the Outlook client installed with Microsoft Office 2003, this option should be used when you have a high speed internet connection.

(fig 4).

- **Basic**
  - The basic client is a slightly cut down version of the premium client offering nearly all of the same features but with a less graphically intensive view. The basic view should be used when you have a low speed internet connection (dial-up modem).

#### Security

- **Public or shared computer**
  - (Default) An inactivity time out period of 10 minutes is set before you are prompted to re-login again. You should use this option if the computer that you are using to access your mailbox from is an un-trusted PC i.e. this is **not** a Nifco UK owned PC.
- **Private computer**
  - An inactivity time out period of 120 minutes is set before you are prompted to re-login again. This option should **only** be used if the PC you are using to access your mailbox from is a trusted PC i.e. this **is** a Nifco UK owned PC.

Once you have selected the desired options as stated above, enter your normal windows network username and password in to the respective boxes & then click Login.

The username format can be any of the following:

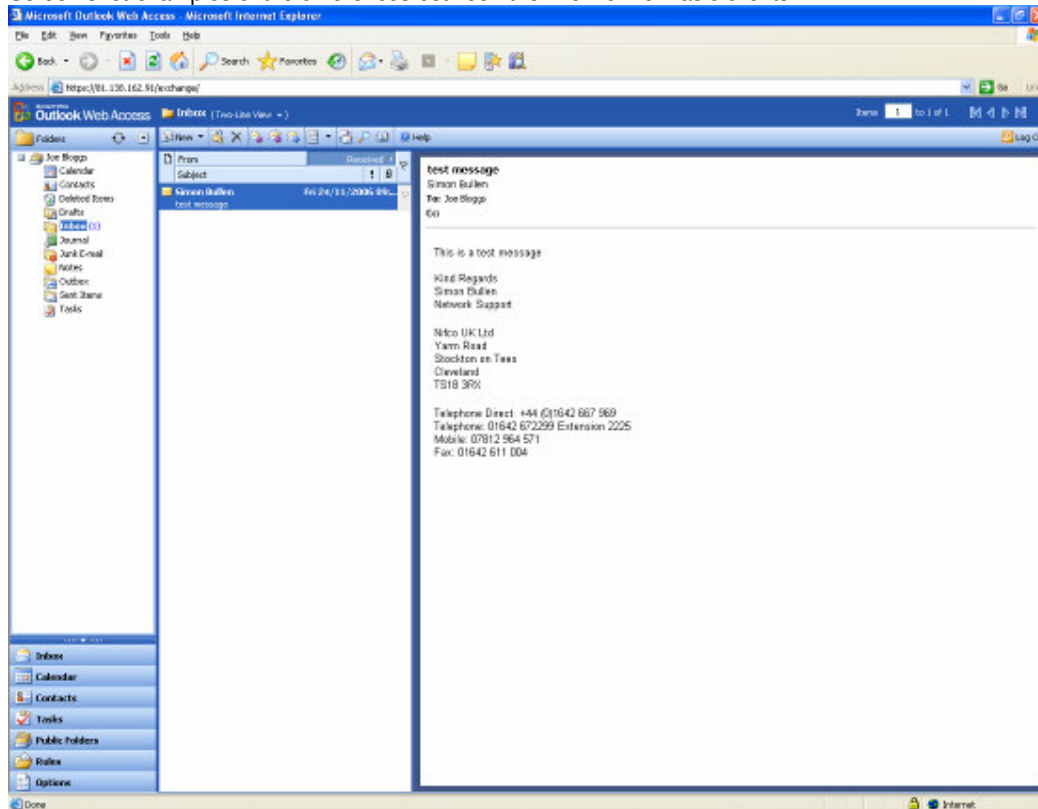
*Domain name\username* i.e. ELTDOM01\bloggsj

Username i.e. bloggsj

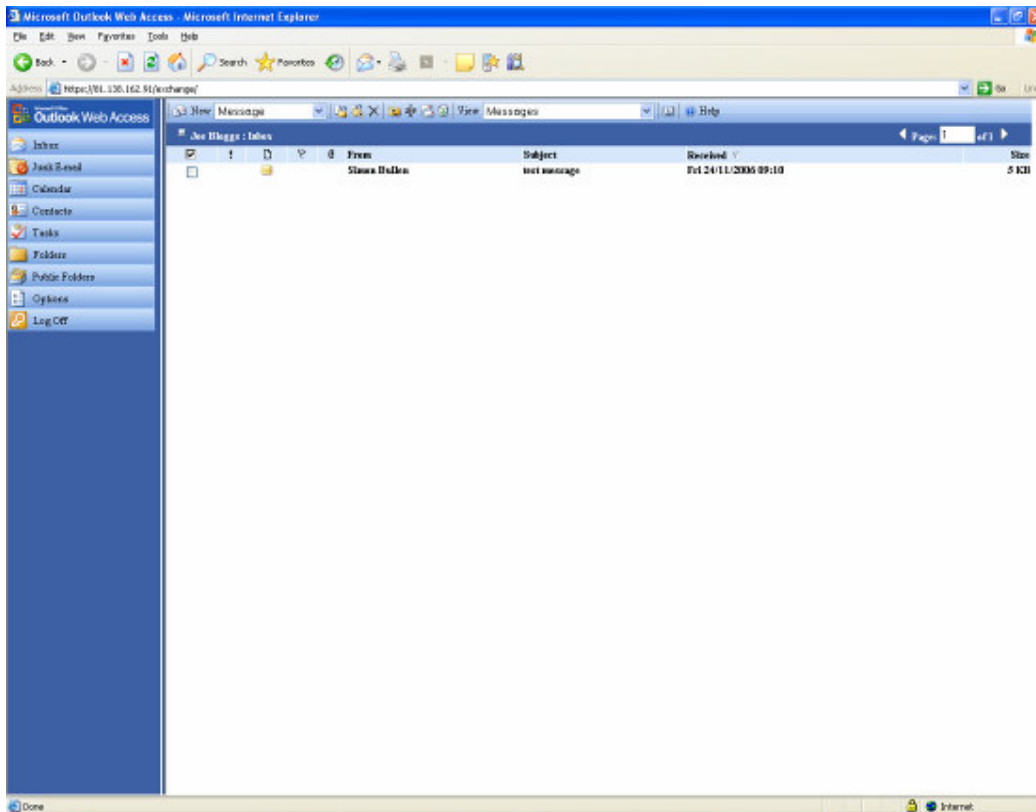
e-mail address i.e. bloggsj@nifcoeu.com

The Web-Mail client will now load.

Screen shot examples of the differences between the Premium & Basic clients.



(Fig 5.) The OWA premium client



(Fig 6.) *The OWA basic client*

The graphic user interface is very intuitive and straight forward to use with very little difference between the Microsoft Outlook 2003 client installed with Microsoft Office and the OWA client, such that this document does not cover the navigation of the OWA client. If you do require assistance using the OWA client please contact the NUK IT Helpdesk.

### ***How do I logout of Outlook Web Access***

Simply click the “Logoff” button from the Outlook Web Access client main screen to end the session; you will then be returned back to the OWA login screen at which point you can either close your web browser or navigate to another website.