NSW GOVERNMENT | Education

Webmail 2013 Update

As with any change, there are user interface changes between Outlook Webmail (OWA) 2007 which was previously used by schools and OWA 2013. A quick visual reference of the changes is on page 2.

With the migration of 180,000 accounts to the Exchange 2013 email platform, staff can familiarise themselves with the changes using these quick guides

OWA 2013 EMAIL FUNCTIONS

If you're looking for a quick guides on how the OWA 2013 interface works and what features it offers, look here:

- **OWA 2013 Email Basics**
- **Email options & settings**
- **Setting email Rules**
- **Setting an Out of Office automatic reply**

OWA 2013 CALENDAR FUNCTIONS

The Calendar function in the new email is far superior to the previous version. Various guides have been produced:

- **Calendar basics**
- **Calendar advanced**
- **Sharing calendars**

OWA 2013 CONTACTS / PEOPLE

With the new email system, what was previously called *Contacts*, is now called *People*. **This quick guide** explains the basics of adding contacts and creating groups. These also easily sync with your phone.

OWA 2013 DISTRIBUTION LISTS

Email distribution lists (DLs) offer a great way to organise email recipients into easily accessible groups that are used on a regular basis. The guides below will assist with the management of DLs using the webmail interface. There are two types of DLs available:

- **Personal DLs**
- **Enterprise DLs**

OWA 2013 ON YOUR MOBILE DEVICE

Setting up access to your work email using your smart phone or tablet *(Android or iOS)* is easy **using this simple guide**. If you previously had access to your work email on your mobile device and it's now not working, you should **adjust the settings** to resolve the connection issue.

THE SCHOOL EMAIL ACCOUNT

One of the biggest differences with the account migration has been the changing of the generic **School Email** and **School Admin** accounts into Shared mailboxes. Previously,

these were separate accounts with their own account names and passwords. Now, as Shared mailboxes, the principal can grant access to specific staff at the school to open, monitor and reply from these shared mailboxes using their own user credentials. Giving access to these two mailboxes to staff using their own logon is a process that needs to be completed by the principal by following the **steps outlined in this guide**.

ACCESSING THE SHARED MAILBOXES

Once access has been granted to the shared school mailbox and/or the admin mailbox, you need to **follow these steps** to view/use the mailbox under your webmail account.

TIP: Links to these and other Email guides can be found on the **ITD Intranet site here**.
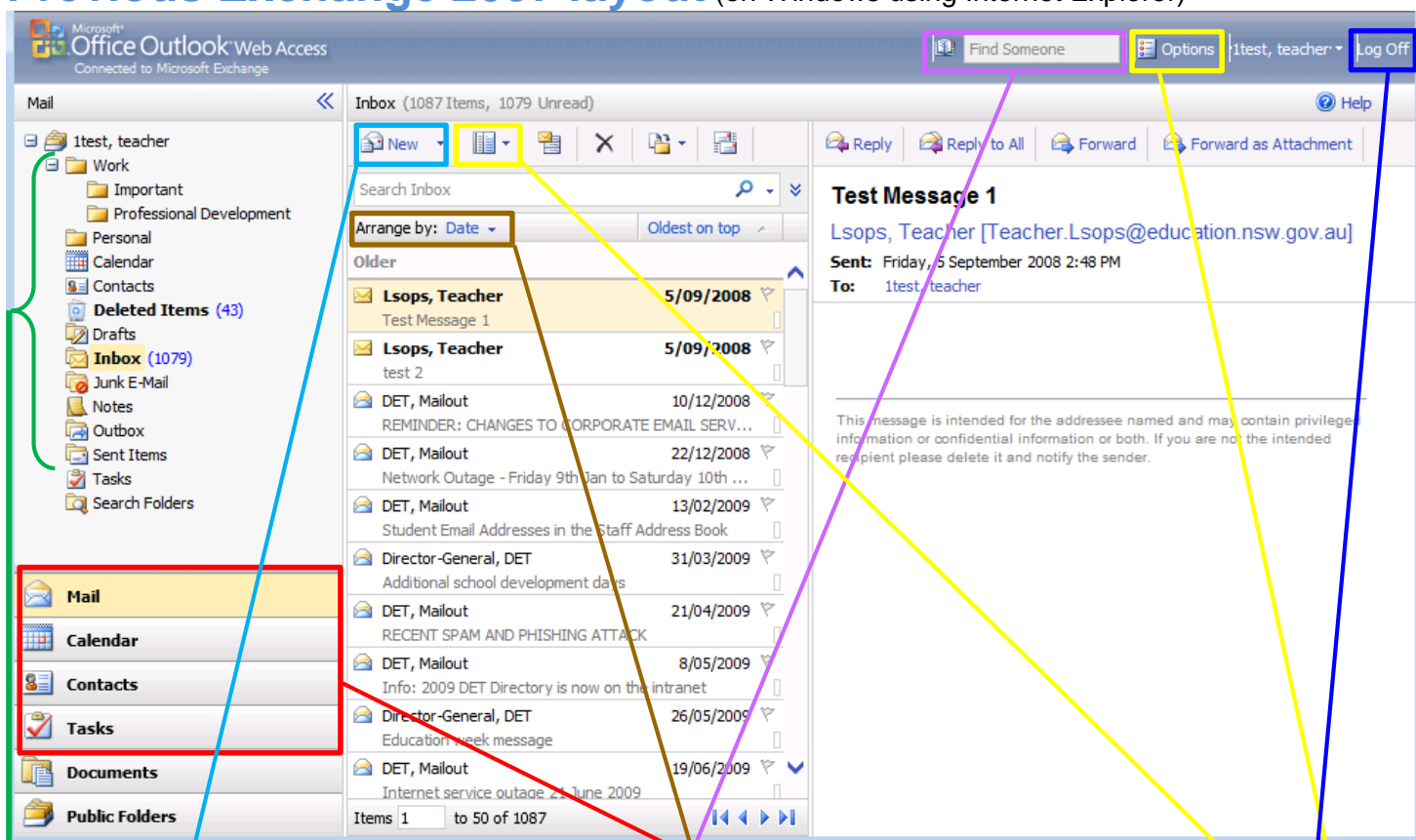
Further information

Information Technology Directorate

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Previous Exchange 2007 layout (on Windows using Internet Explorer)

Microsoft Office Outlook Web Access
Connected to Microsoft Exchange

Find Someone   Options   1test, teacher ▾   Log Off

Mail

- 1test, teacher
  - Work
    - Important
    - Professional Development
  - Personal
  - Calendar
  - Contacts
  - Deleted Items (43)
  - Drafts
  - Inbox (1079)
  - Junk E-Mail
  - Notes
  - Outbox
  - Sent Items
  - Tasks
  - Search Folders

- Mail
- Calendar
- Contacts
- Tasks
- Documents
- Public Folders

Inbox (1087 Items, 1079 Unread)   Help

New ▾   ✕   📋 ▾

Search Inbox

Arrange by: Date ▾   Oldest on top ▾

Older

Lsops, Teacher	5/09/2008
Test Message 1	
Lsops, Teacher	5/09/2008
test 2	
DET, Mailout	10/12/2008
REMINDER: CHANGES TO CORPORATE EMAIL SERV…	
DET, Mailout	22/12/2008
Network Outage - Friday 9th Jan to Saturday 10th …	
DET, Mailout	13/02/2009
Student Email Addresses in the Staff Address Book	
Director-General, DET	31/03/2009
Additional school development days	
DET, Mailout	21/04/2009
RECENT SPAM AND PHISHING ATTACK	
DET, Mailout	8/05/2009
Info: 2009 DET Directory is now on the intranet	
Director-General, DET	26/05/2009
Education week message	
DET, Mailout	19/06/2009
Internet service outage 21 June 2009	

Items 1 to 50 of 1087

Reply   Reply to All   Forward   Forward as Attachment

Test Message 1

Lsops, Teacher [Teacher.Lsops@education.nsw.gov.au]

Sent: Friday, 5 September 2008 2:48 PM
To: 1test, teacher

This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please delete it and notify the sender.

New Exchange 2013 layout

Outlook Web App

Mail   Calendar   People   Tasks   Ex004, MB10 ▾   ⚙   ?

⊕ New mail

🔍 Search mail and people

INBOX   CONVERSATIONS BY DATE ▾

All Unread To me Flagged

«

▲ Favorites

Inbox 1

Sent Items

▲ Ex004, MB10

Inbox 1

Drafts [3]

Sent Items

▶ Deleted Items

▲ Work

Important

Professional Development

Junk E-Mail

Notes

Personal

THREE WEEKS AGO

✓ Ex004, MB10   ✕ ⚑
▶ test   26/06/2015
No preview is available.

LAST MONTH

Ex003, MB10   3/06/2015
▶ test email
Hello tarun 📱 Sent from my Sony Xperia™ smartphone…

test   ⌃

← REPLY   ⇐ REPLY ALL   → FORWARD   ⋯

Ex004, MB10
Fri 26/06/2015 11:12 AM
Inbox; Sent Items

Mark as unread

To: Ex004, MB10;

These little triangles are very important – they expand the group to show sub-folders and older messages in the conversation.

Only mail folders are displayed in this list. Other item types like contacts and calendars are now located under the quick links at the top.