

# Accessing College of Dentistry email using Outlook Web Access (OWA)

## Dear College of Dentistry Faculty and Staff:

This document provides a brief description of the changes being implemented on the College of Dentistry's Exchange server on Tuesday, 8/11/2009, with regard to Outlook Web Access (OWA). This notice applies only to users of Dentistry's email server. UIC Webmail users are not affected.

The web address for OWA remains the same: <http://dentistry.uic.edu/exchange>. However, the new login process now presents a webpage to login to OWA (Figure 1), instead of the old login window that used to prompt the user to enter a username and password (Figure 2).

## To login to Outlook Web Access

**Username:** Enter the username (UIC NetID) here, simply as *username*. (not *den\username* like before)

**Password:** Enter your Dentistry password here (please refer to the figures below)

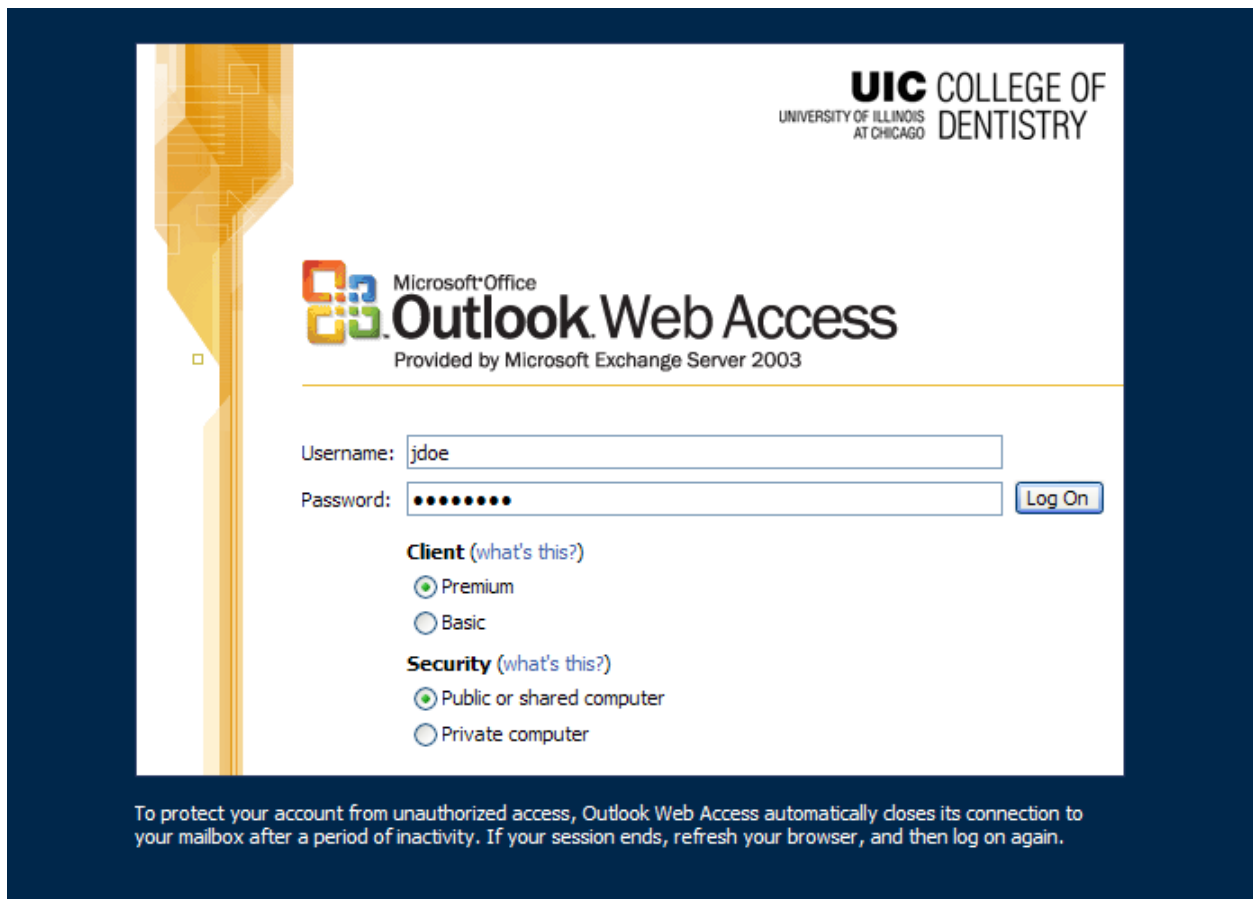


Figure 1: New OWA login webpage

## Other options on the OWA webpage are as follows:

### Client

**Premium:** The premium client provides full OWA features to users of Internet Explorer 6 or higher. Other browsers, such as Firefox, Safari, Google Chrome, etc. can only utilize basic features of OWA.

**Basic:** This option is for non-Internet Explorer browsers and for users on slow internet connections.

## Security

**Public or shared computer:** Select this option if you are logging in to OWA from an internet café or a shared computer. This option disconnects the OWA session after a few minutes of inactivity.

**Private computer:** This option allows a longer period of inactivity before logging you off.

**Note:** In most cases, using the default selections of **Premium** and **Public or shared computer** works for most users.

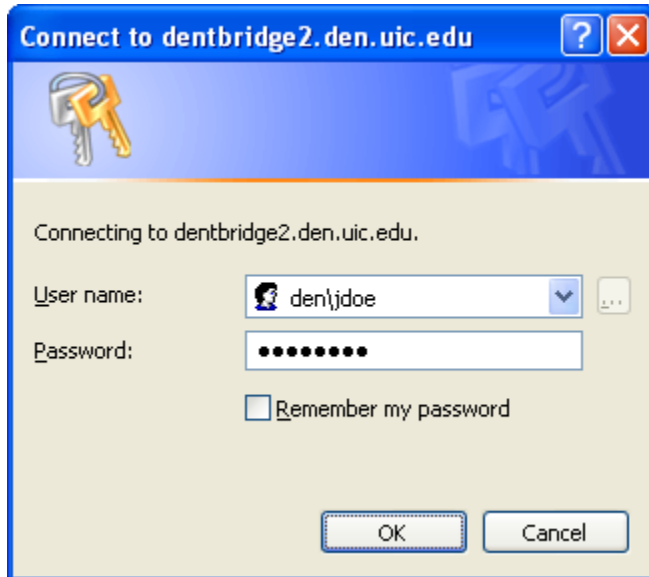


Figure 2: Old OWA login window

### How the change affects different email clients:

1. Microsoft Outlook:  
Most users of Dentistry email use Microsoft Outlook within the building. They will not notice any difference; Outlook on the desktop will continue to run the way it does now.
2. MAC/Entourage:  
Because of the way Entourage interacts with Exchange, a special gateway is being setup temporarily for Entourage clients to connect after the change. Users will not need to take any action on their end. If for any reason Entourage fails to connect on Wednesday morning, please use Outlook Web Access temporarily and inform the IT department immediately.
3. iPhone:  
If iPhone's fail to sync on Wednesday, please use a computer with Outlook (or Outlook Web Access) temporarily and inform the IT department immediately.
4. Blackberry:  
Blackberry devices will not be affected as Blackberry's connect to Exchange via a separate Blackberry Enterprise Server at Dentistry.

Thank you.

UIC College of Dentistry  
IT Department