OYA Web Access for Exchange Email

If you are using this exchange access through a firewall you must have access to port 80. Your Internet Service Provider or Network administrator can help you with this situation. If you don't have a firewall then everything should work fine.

The following can be used from any machine that has access to the internet or the OYA network. Open the web browser either Internet Explorer or Netscape Communicator. Choose open new location from the file menu and type in www.oyamail.oregon.gov or www.oyamail.state.or.us Please do not give out those web addresses.

Beginning April 1, you will be prompted to accept the "security certificate" before entering your username and password.

On systems running Internet Explorer version 6, you will be prompted with a "Security Alert" window prompting to "Do you want to proceed?" Click "Yes" (See image below)

On systems running Internet Explorer version 7, you will be notified with the red shield that "There is a problem with this website's security certificate." Click "Continue to this website (not recommended)" (See below)
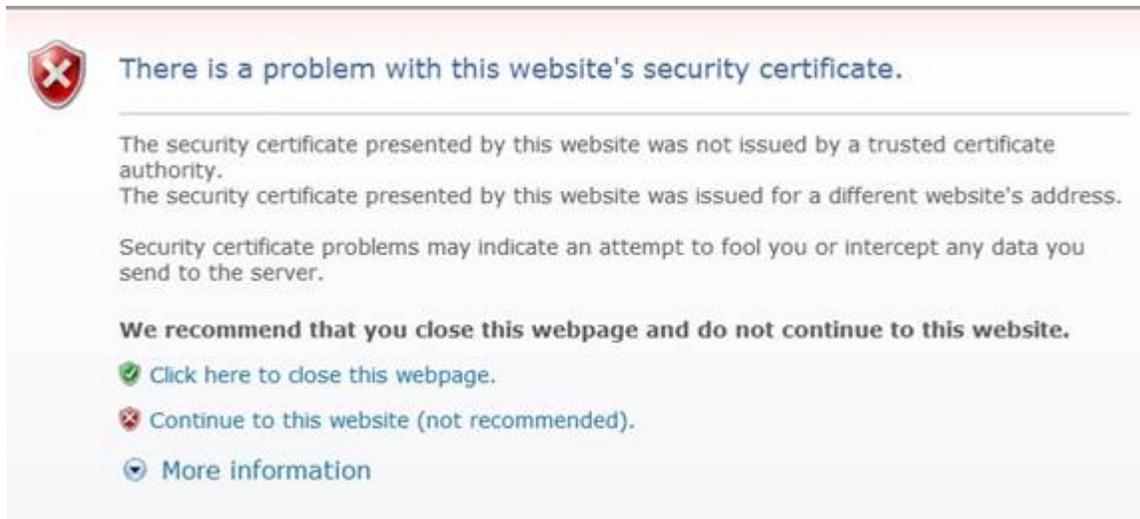
There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.
The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
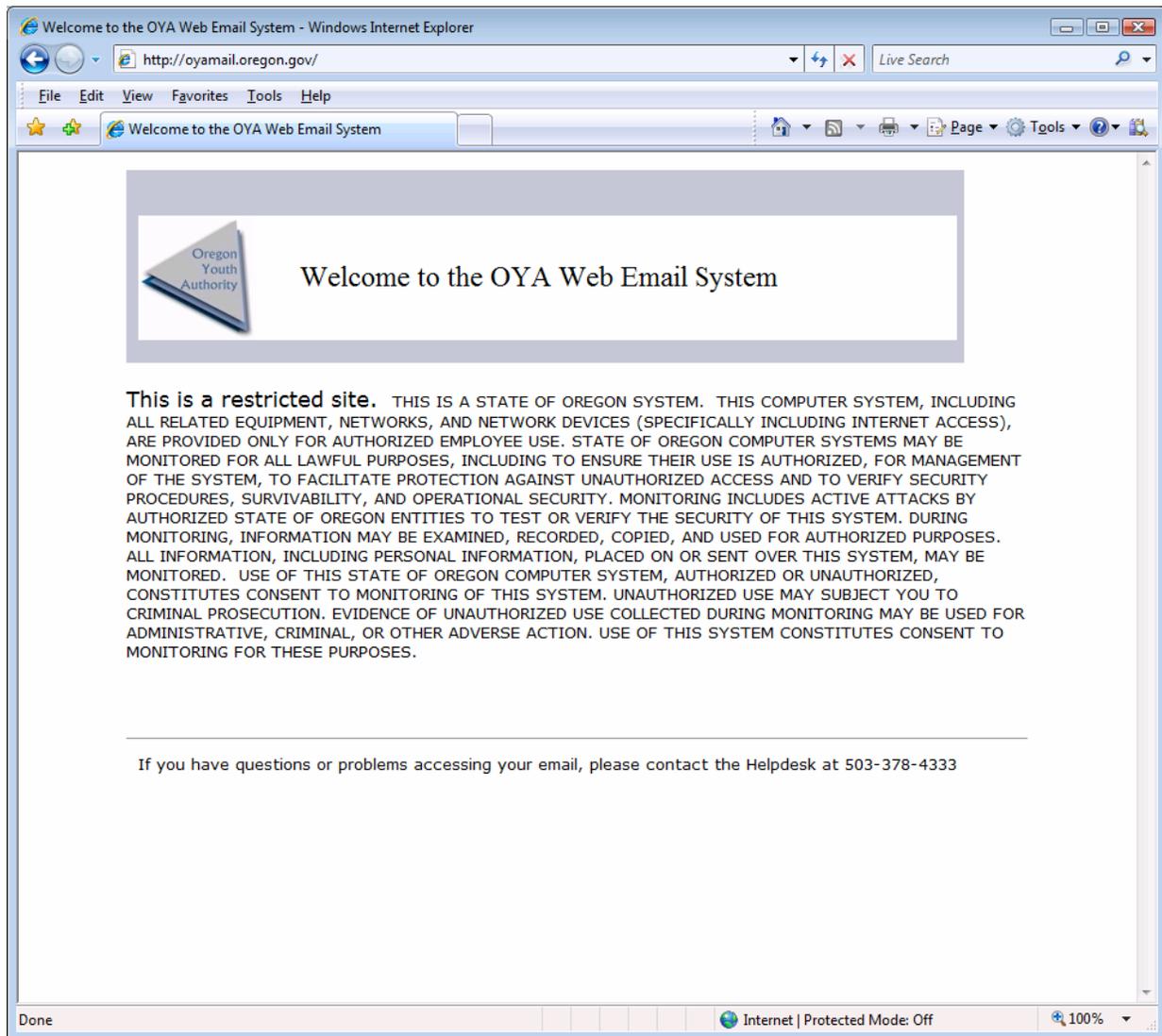
We recommend that you close this webpage and do not continue to this website.

- Click here to close this webpage.
- Continue to this website (not recommended).
- More information

Additionally, in Internet Explorer version 7, your address bar will be red with the message "Certificate Error".

You will next see a screen that warns you about using the internet email system.

The next screen asks for your windows user name and password.

In this example it would be smitht and then your normal password. Once you hit return you should be looking at your email. You can read below to find out how to operate the rest of the program.

Mailbox Overview

Changing the Viewer

The Mailbox Viewer is the main window in Outlook Web Access. It includes the folder list and the folder contents list. The folder list is the set of folders that appears on the left side of the Viewer (adjacent to the Outlook Bar).

 Folder List

Use the Outlook Bar to change the current viewer to either the Mailbox Viewer or the Public Folders Viewer. Other functions of the Outlook Bar enable you to find names in the Address Book, set user options, and log off your current Outlook Web Access session.

Creating and Sending New Messages

1. *In the **Compose New** message category list, select either **Mail Message** or **Post to this Folder**.*
2. *Click **Compose New**.*
3. *Type your message.*
4. *Click the **Send** button* *on the toolbar.*

Checking for New Mail

To check for new messages that have arrived since you opened your mailbox, click **Check for new mail** 🖥️ on the toolbar. Unread messages appear with bold titles. Once you read a message, its title appears in your user area in plain text.

Opening Messages

1. From the list of messages in the user area, locate the message you want to read.
2. Click the text of the first field that displays information. If a message has neither a sender nor a subject, click the time it was received.

The Read Message form is displayed.

Deleting Messages

There are three ways you can delete messages.

- To delete an open message, click the **Delete** button ✕ on the toolbar.
- To delete a message while viewing the Mailbox Viewer, select the check box adjacent to the sender's name, and then click **Delete marked messages**☑️.
- To delete multiple messages while viewing the Mailbox Viewer, select the check box adjacent to the sender's name for each message that you want to delete, and then click **Delete marked messages** ☑️. Deleted messages are sent to the Deleted Items folder. They are not removed permanently unless they are deleted from the Deleted Items folder.

You can delete open messages from the open message forms or from the Mailbox Viewer using **Delete marked messages**.

Working with Folders

Your mailbox contains folders with specific functions: Deleted Items, Inbox, Outbox, and Sent Items. You can create additional folders to organize messages in different categories, such as Urgent, Alpha Project, or Personal. Folders that you create reside on the same level as your existing (default) folders, or you can create subfolders within existing folders. The folder contents list for the currently selected folder appears on the right side of the Mailbox Viewer in the user area. To display the contents of a folder, click it. To view the contents of a higher-level folder, click **Up one folder** 🔼. Outlook Web Access provides the following default folders:

🗑️ **Deleted Items**
Stores messages that you delete. You can view or permanently delete messages in the **Deleted Items** folder.

📥 **Inbox**
Stores new mail that is delivered. To view the contents of the **Inbox** folder, click **Inbox** in the folder list on the left side of the Mailbox Viewer. Items that you have not yet opened are displayed in bold type in the folder contents list on the right side of the Mailbox Viewer.

📤 **Outbox**
Holds mail until it is sent. To view the items in your Outbox, click **Outbox** in the folder list on the left side of the Mailbox Viewer.

📁 **Sent Items**
Stores a copy of each message that you send. To add the current folder view to your list of favorites (or bookmarks) in your Web browser, click **Update page address** 📄. If your Web browser is Microsoft Internet Explorer, from the **Favorites** menu, choose **Add To Favorites**. If your Web browser is Netscape Navigator, from the **Bookmarks** menu, choose **Add Bookmark**.

Creating, Deleting, Moving, and Copying Folders

You can organize your messages into a hierarchical file system, and continue to adjust it as your needs change. For example, you can have a folder called My Team with subfolders for each person on your team. If someone leaves your team, you can delete the folder. If someone moves to another team, you can move the folder to that team folder.

- *To create a new folder, click **Create a new folder** , type a name for the new folder, and then click **OK**. To cancel the operation, click **Cancel**.*
- *To delete a folder, click the name of the folder in the user area to open it, and then click **Delete the current folder** . When you do so, the following message appears: "Are you sure you want to delete the current folder and its subfolders?" To delete the folder, click **OK**. To cancel the operation, click **Cancel**.*
- *To move a folder, click the name of the folder in the user area to open it, and then click **Move/Copy Folder** . In the list of names of all the current folders, click the name of the destination folder. Click **Move**. To cancel the operation, click **Close**.*
- *To move or copy a folder to a different folder, click **Move/Copy Folder** . A new window opens, displaying the names of all available folders.*
- *To copy a folder, click the name of the folder to open it, and then click **Move/Copy Folder** . A new window opens, displaying the names of all the current folders. Click where you want to copy the destination folder, and then click **Copy**. To cancel the operation, click **Close**.*

Changing Pages

*The **Page** box is located on the toolbar, lists the total number of pages of messages that are in the current folder, and indicates which page is currently displayed. The list of messages is longer than can be displayed on one page of the viewer at once.*
To display a different page, do one of the following:

- *To display a specific page, click the first number (in the **Page** box), type the page number, and then click **Page**.*
- *To display the previous page, click **Previous Page** .*
- *To display the next page, click **Next Page** .*

Customizing the Message List

You can change the message list to display messages that have related information. You can also change the message list to display messages sent by the same person or that have the same title.
*To change the message list display, choose a command in the **View** box. You can select any of these categories:*

- ***Messages** displays messages as they are received, starting with the most recent message at the top of the list.*
- ***Unread Messages** displays only unread messages.*
- ***By Sender** groups messages sent by the same person. All messages in the folder are grouped alphabetically by sender.*
- ***By Subject** groups messages according to text that appears in the **Subject** box. All messages in the folder are grouped alphabetically by the subject.*
- ***By Conversation Topic** groups messages according to text that appears in the **Conversation** box. Each conversation group is displayed in the order received, starting with the most recent message at the top of the group. If there is no **Conversation** box in a message, the message is grouped by text that appears in the **Subject** box. If the message has neither a conversation nor a subject, the item is grouped under an empty heading.*
- ***Unread Messages by Conversation Topic** groups unread messages by text that appears in the **Conversation** box. If there is no **Conversation** box in an unread message, the message is grouped by text that appears in the **Subject** box.*