

# Accessing Outlook Web Access (OWA)

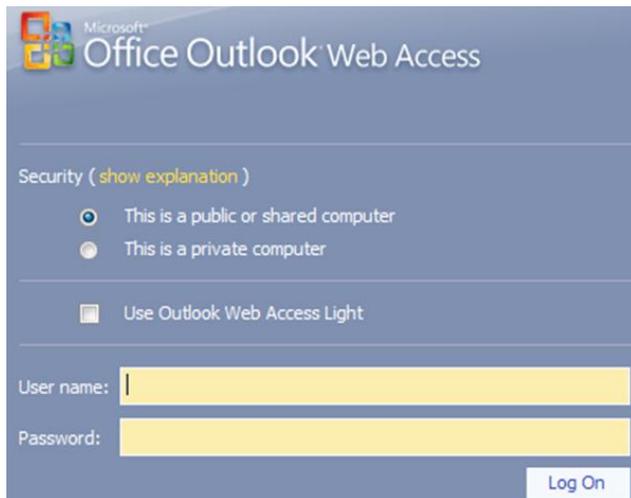
Microsoft Outlook Web Access (OWA) allows access to a user's Court e-mail Inbox directly through the internet, without having to access Remote Desktop Services (RDS). OWA does not have all of the features of the full Outlook program, but it can be a convenient method for quickly checking and responding to e-mail.

**Note:** OWA is accessible from any computer that has an internet connection.  
**An RDS connection is not required to access OWA.**

## Using Outlook Web Access

### Accessing Court e-mail through Outlook Web Access

1. Open an Internet Explorer session and enter the following in the address bar: <https://webmail.courts.state.mn.us/exchange>. Press Enter.
2. The Office Outlook Web Access screen will appear. Type your username and password in the appropriate fields and click "Log On".



3. The Outlook Inbox will display. From here the following Outlook features are accessible:
  - Mailbox:
    - Deleted Items, Inbox, Junk E-mail, Notes, Outbox, and Sent Items.
  - Calendar
  - Contacts
  - Tasks
  - Public Folders

**Note:** Any archive or Personal Folders will not be accessible through OWA. Only e-mails that have been stored in your Deleted Items, Inbox, Junk E-mail, Notes, Outbox, or Sent Items folders will be accessible.

Archive and Personal Folders can only be accessed through the full version of Outlook which can be accessed through RDS.

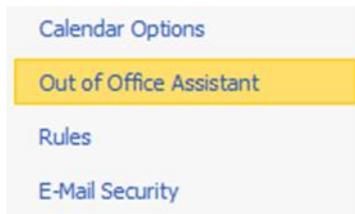
## Navigating through Outlook Web Access

OWA in most cases works just like the full version of Outlook. Some features are accessed in a slightly different manner in OWA.

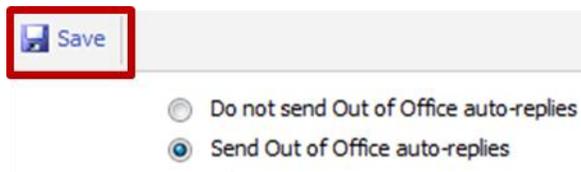
### Out of Office Assistant

The Out of Office Assistant can be accessed through OWA.

1. Click Options in the upper right-hand corner.
2. Select “Out of Office Assistant” from the left navigation menu.



3. Select “Send Out of Office auto-replies” and choose the effective dates the out of office message should be activated. Type the out of office message like you would normally.
4. Once the dates have been selected and the message has been completed, click the “Save” button to enable the out of office replies.



### Logging off OWA

When you are finished working in OWA, simply close the session by clicking the “Log Off” button on the top right-hand side of the page.

