

# REMOTE ACCESS – OUTLOOK WEB ACCESS

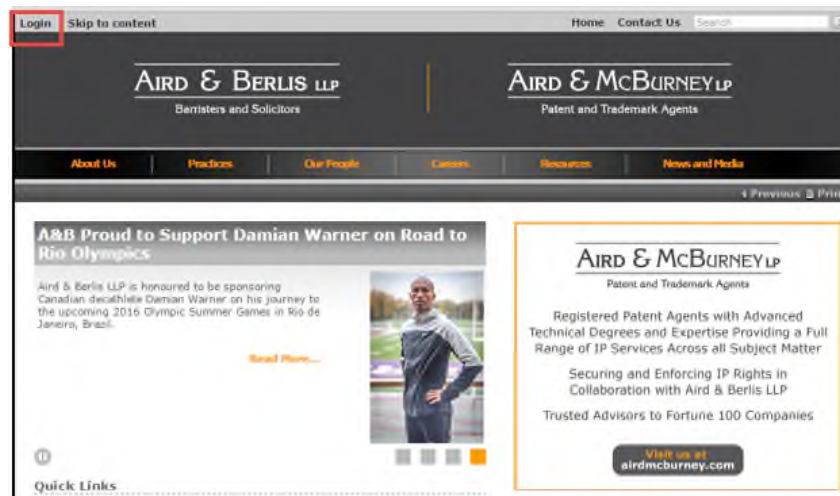
## Introduction

Outlook Web Access (Outlook Web) offers basic email, calendar and contact access. You will not be able to access any of your documents or launch any applications, but you will be able to access your email, calendar and contacts. This is beneficial if you are accessing office emails from an outside computer. (i.e. airport kiosk, hotel room, television service, etc.) where you cannot use Citrix.

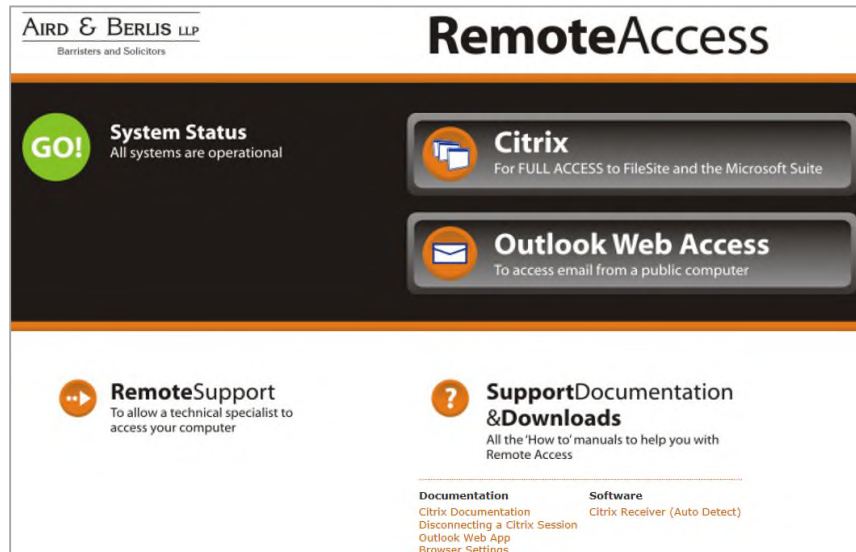
Because we use two-level Authentication, you must either download and configure the authentication app on your mobile device, or receive a Hard Token from Helpdesk before you can start using Outlook Web. Please contact Helpdesk for more info.

Once you have your Secure Token set up, you can access Outlook Web by following these steps:

1. Launch Internet Explorer and type [www.airdberlis.com](http://www.airdberlis.com) into the address field.
2. Click the **Login** button that appears at the top (or the bottom) left hand corner of the screen.



The following will now display:



- To access Outlook Web, click on the “**Outlook Web Access**” button.

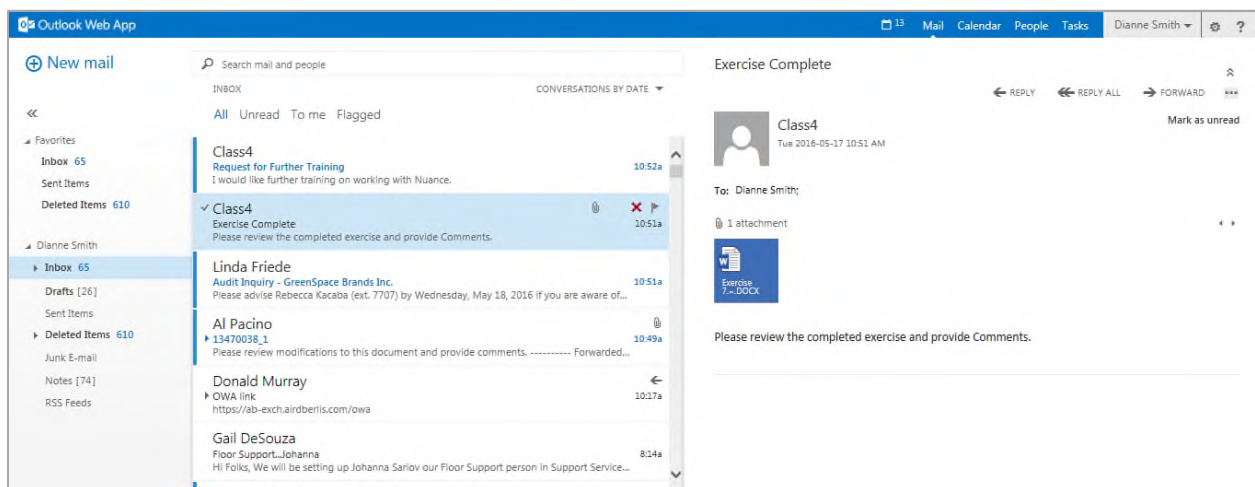


The following sign in screen displays:

 The sign-in screen for the Outlook Web App. At the top, the text "Outlook® Web App" is displayed in a large, blue, sans-serif font. Below this, there are three input fields: "Domain\user name:" with a white text box, "Password:" with a white text box, and "OTP:" with a white text box. At the bottom left, there is a blue circular icon with a white arrow pointing right, followed by the text "Sign in" in a blue, sans-serif font.

- Click in the **Domain\user name** field and type in your system user name. This is the same user name that you use to log into your computer when in the office.
- Click in the **Password** field and type your system password. This is the same password that you use to log into your computer when in the office.
- Click in the **OTP** field and enter either the One-time Password generated by your authentication app, or if you are using a hard token enter both your pin number and the authentication number generated by the hard token.
- Click **Sign in**.

You should now be logged in. The following is an example of what will display:



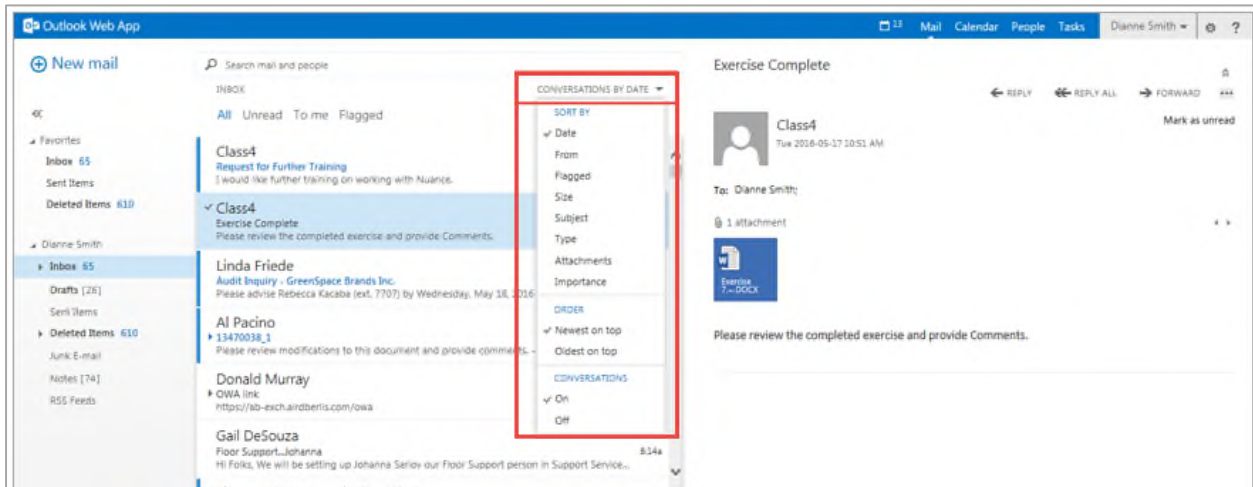
Outlook Web allows you to read and send email messages through a Web browser.

## Inbox

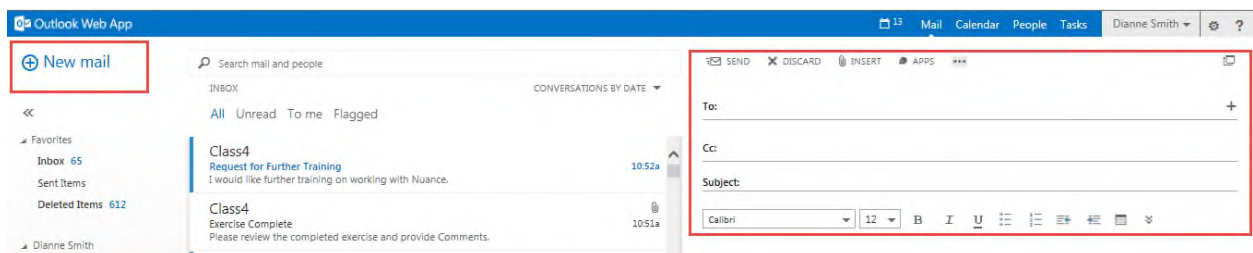
To view your Inbox click the Inbox link in your Favourites (or under your name) located in the navigation pane on the left.

The Inbox displays new messages in **boldface**. Once read, the messages will revert to normal type.

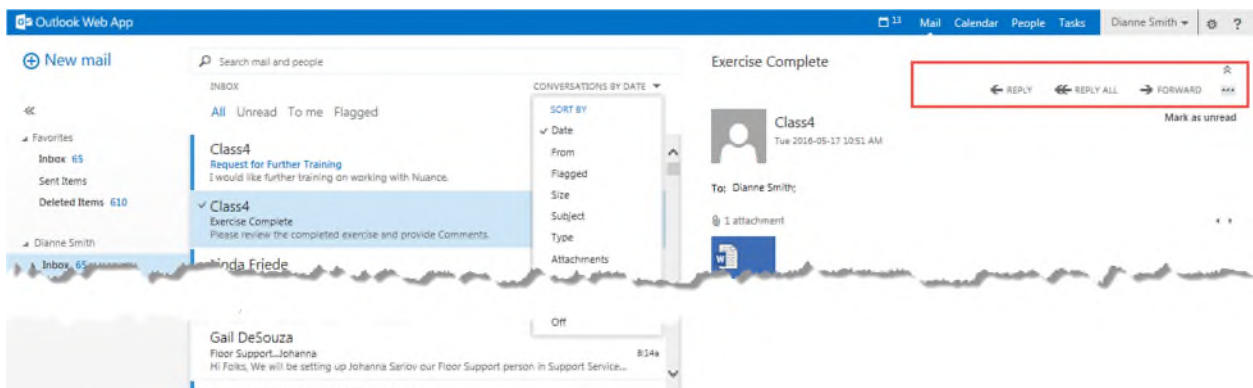
The default sort order of the Inbox is by date received. However, you can click the drop-down arrow by “**Conversations by Date**” and choose a different option.



You can send email messages by clicking the **New mail** option in the upper left area of your *Mail* window. You would then complete your message by typing information in the new email message that displays on the right side of your *Mail* window.

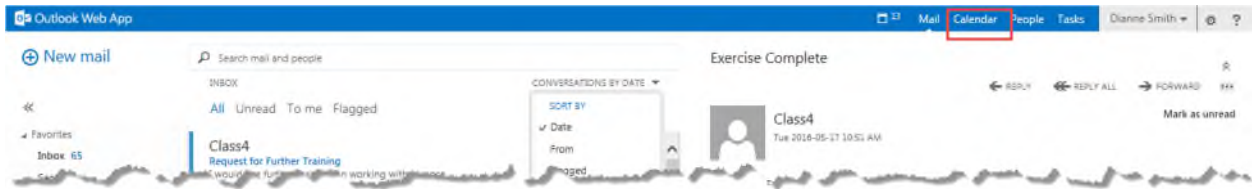


You can **REPLY**, **REPLY ALL** and **FORWARD** messages using the options located in the upper right area of your *Mail* window.



## Calendar

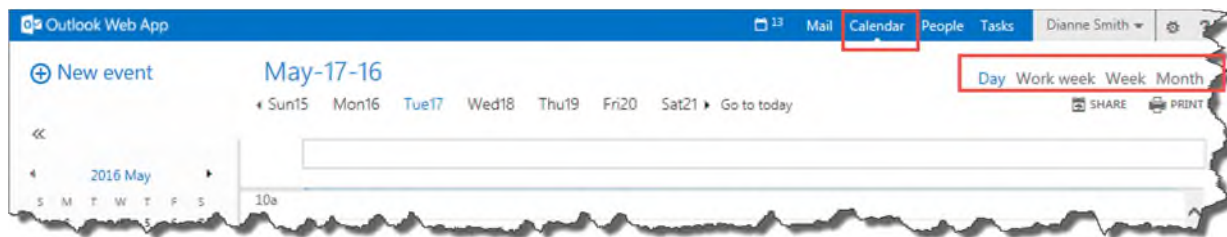
To open your Calendar click the **Calendar** link located in the upper right area of your *Outlook Web* window:



You can create Appointments or Meeting Requests by clicking the **New event** option located in the upper left area of your *Calendar* window:



Display your calendar by Day, Work Week, Week or Month by choosing the appropriate view from the choices located in the upper right area of your *Calendar* window:



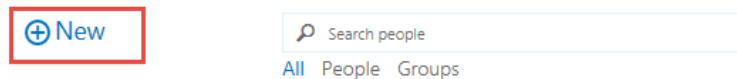
## Contacts

To open contacts click the **People** link located in the upper right area of your *Outlook Web* window:



To view your contacts, choose **Other contacts | Contacts** from the navigation pane on the left.

You can create new contacts or groups by clicking on the **New** option located in the upper left area of your *People* window:



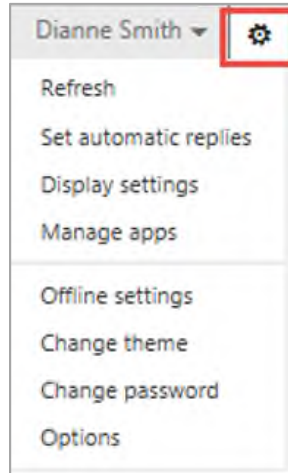
The following choices display:

What would you like to do?

## Settings

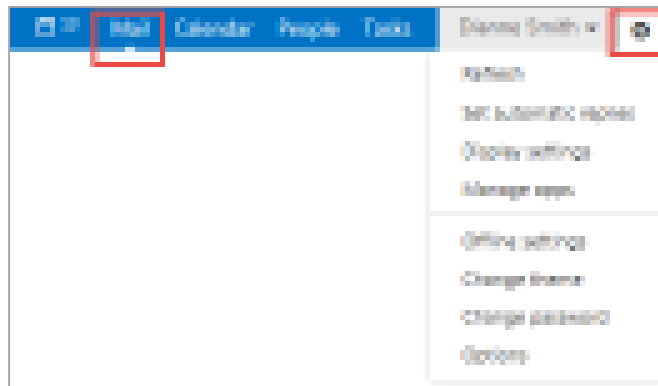
You can customize Outlook Web with features that can be performed automatically, such as telling people you're out of the office whenever they send you a message, or adjusting your appointments to local time while you are traveling.

The **Settings** option is located to the right of your name in the upper right corner of your *Outlook Web* window:



## Mail Options

To access settings for your Mail, click the **Mail** link located in the upper right area of your *Outlook Web* window, and then click the **Settings** button to the right of your name:

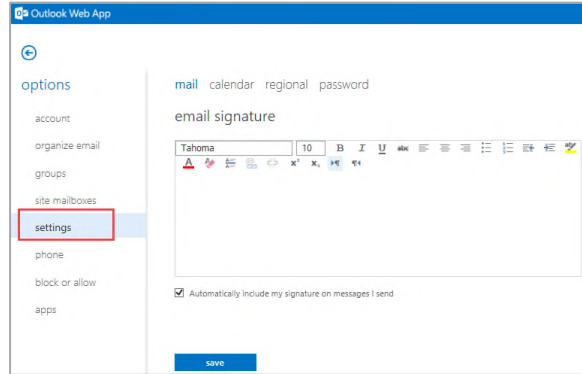


## Email Signature

As a default, messages sent from your Outlook Web will not contain an automatic signature. If you would like to setup a signature it will be necessary to copy your signature from an existing email, then click **settings** from the **Options** list and paste it in the email signature field.

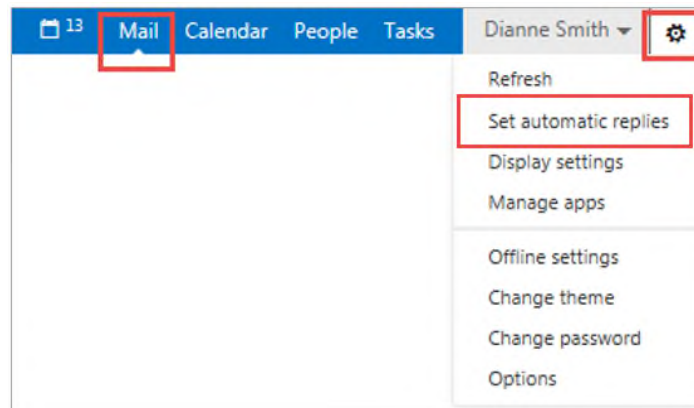


Add a checkmark to **Automatically include my signature on messages**, then click **Save**.

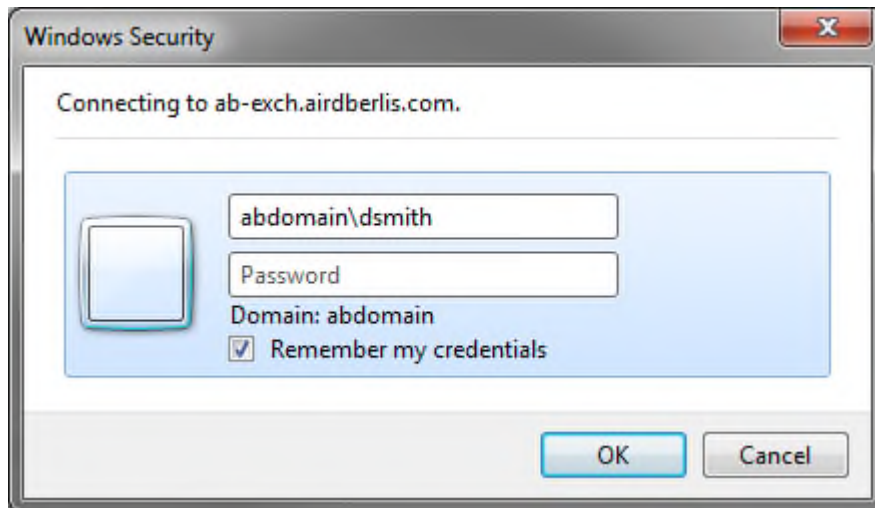


### Automatic Replies

To enable automatic replies, click **Set automatic replies** from the **Settings** menu:



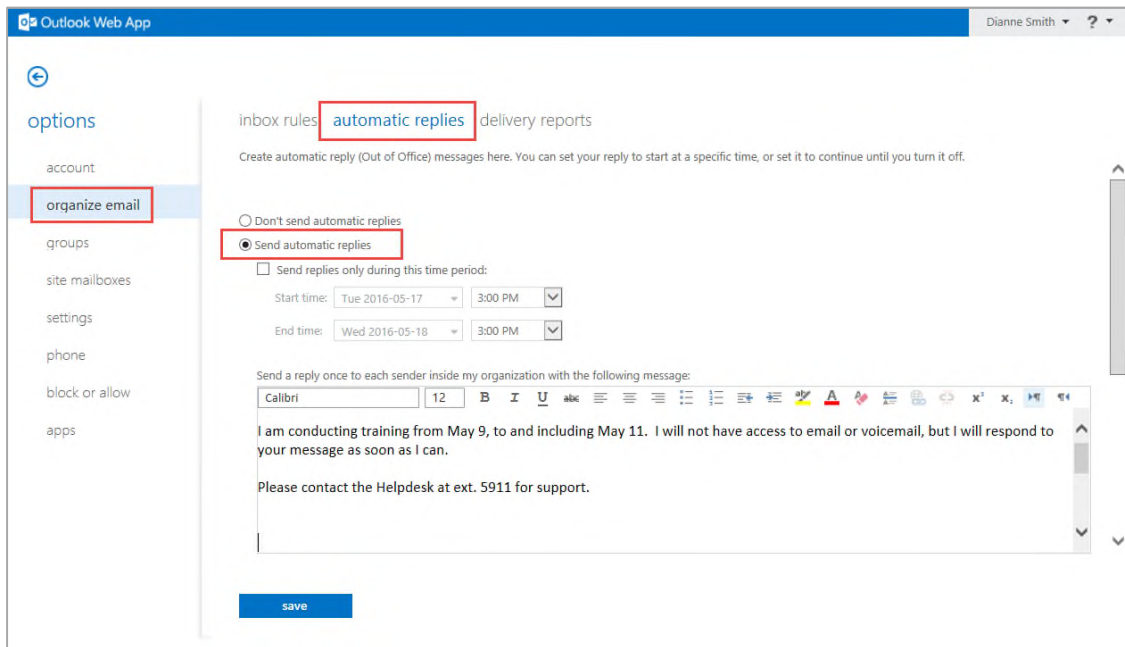
The first time you click on **Set automatic replies**, the following *Windows Security* displays:



In the User name field, type **abdomain\** followed by your system user name (i.e. **abdomain\dsmith**). Type your Password (this is the same password you would use when logging into your computer in the office) and add a checkmark to **Remember my credentials**.

The next time you click the option to **Set automatic replies**, it will only be necessary to type your system password.

The following option to **organize email** for **automatic replies** displays:



Click **Send automatic replies** and set desired options, type a message to send an automatic reply once to each sender inside the firm. Scroll down in your window to **type a message to send an automatic reply to external recipients** and then click **Save**.

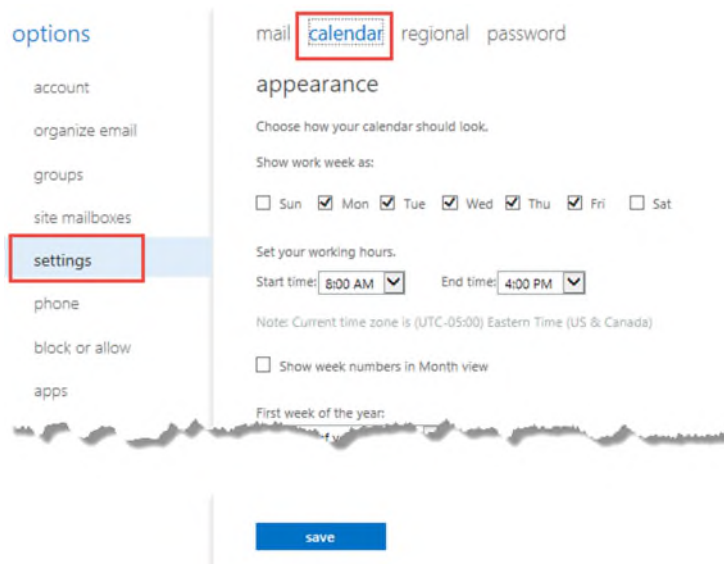
To disable automatic replies, click **Don't send automatic replies** followed by **Save**.

### **Calendar Options**

Through your Calendar settings you can adjust your appointments to local time while you are traveling.

To access your calendar settings, do one of the following:

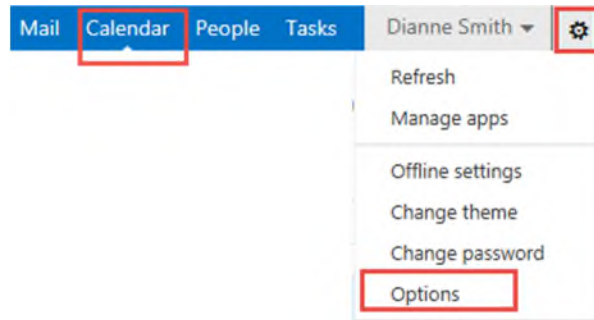
1. If you are in your settings window already, go to the navigation pane on the left and choose **Settings**, followed by **calendar** on the right side of your window.



OR,

2. If you were not already in your Settings, do this:

- (a) Click the **Calendar** link located in the upper right area of your *Outlook Web* window, and then click the **Settings** button to the right of your name, followed by **Options**.



- (b) Go to the navigation pane on the left and choose **Settings** followed by **calendar** on the right side of your window.

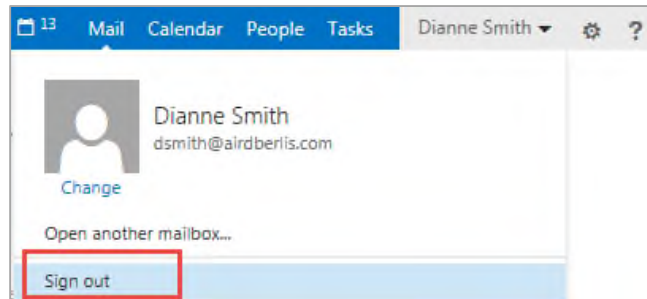
### Returning to the Main Window

Return to the main *Outlook Web* window by clicking the drop-down arrow to the right of your name and choosing **My mail**.



### Logging off Outlook Web

When you are finished using Outlook Web it is imperative that you log off properly by clicking the drop-down arrow to the right of your name and choosing **Sign out**.



You will now be logged off and can close your web browser.