Microsoft Exchange is a system that provides a central location where a user can not only access e-mail but can utilize calendar information, tasks, notes, journals, and contacts. To access these features within an Exchange Server environment a user must use a program on their computers such as Microsoft Outlook. Alternatively, a web browser can be used to access Exchange by browsing to the Outlook Web Access (OWA) online application. This means access is available from anywhere through the World Wide Web.

Simply browse to http://mail.siu.edu and log in to your email with your SIU username and password.
Accessing email

To access email from the Office 365 main hub, click “Outlook” along the top banner.

Sending an email.

To send a new email, click “new mail” in the top left corner.

Enter information in each field and then click Send when done.
Using the global address book

Click “To:” to open up the address book.

Type in the person’s name and click on the “magnifying glass”
Replying and forwarding

To reply to an email or forward it, click “Reply”, “Reply All”, or “Forward” button located in the upper right hand corner of any open email.

Inbox and other email folders

To access folders in your email, there is a sidebar on the left hand side of the screen where you can view your sent mail, inbox, or junk / deleted mail.
Adding personal folders

To add new personal folder(s), right-click your username on the sidebar. This will bring up some options with the most common being “create new folder”, “empty”, and “mark all as read”.

![Image of right-click menu with create new folder highlighted]
Setup automatic reply

1. Click the Gear icon in the upper right corner of OWA.
2. Click on the Options item at the bottom.
3. Click on “Set up an automatic reply message” under the shortcuts at the right.
4. Fill in the options and click Save.
Sharing your calendar

Click the **Calendar** icon in the upper right of OWA to access the calendar.
Click on the *SHARE* button to share the calendar with someone.

Enter the email address of the person you want to share your calendar with and click *SEND.*
Adding people or groups to address book

Click the **People** icon in the upper right of OWA to access the address book.
Click on New to add a new Contact or Group
Creating a group

1. Enter group name.
2. Add members.
3. Click Save.
Flagged items and tasks

Click the Tasks to view flagged items and tasks

Click on New Task to create a new task.
Enter the task's details and click **SAVE**.