

New Features of Outlook Web Access

Have you ever used Outlook Web Access (OWA) and struggled to use the address book (Global Address List) to find email addresses for members of the Goucher community? Or, have you ever received a message that your mailbox was over its size limit and wondered how you could find out by how much you've exceeded your limit without logging on to a campus computer? Well, those days are over. Information Technology has improved the features of OWA to provide greater usability. We've added more options for spell check, a thesaurus, easier access to the Global address list and more. This document shows you how to utilize these new features.

Global Address List

The Global Address List (GAL) is a directory service within the Exchange email system. The GAL contains information for all email users, distribution groups, and Exchange resources at Goucher College. You can access the GAL by either clicking on the book (📖) icon in the toolbar or clicking on the **To...** button when creating a new message. The GAL has always been a feature in OWA but it never showed the full list of names like in Outlook. Now, you can view the entire Goucher community list in OWA's address book. Simply scroll through the list, put the first few letters of the last name, or use the A-Z buttons to search for names.

The screenshot displays the OWA Global Address List interface. At the top, a dropdown menu labeled "Show Names from the:" is set to "Global Address List". Below this is a row of buttons for navigating through the list: "Top", "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O", "P", "Q", "R", "S", "T", "U", "V", "W", "X", "Y", "Z".

The main area is titled "Type Name or Select from List:". A search input field contains the text "Jones". Below the search field is a scrollable list of names, all starting with "Jones":

- Jones, Heath, Lee
- Jones, Alice
- Jones, Andy
- Jones, Delia
- Jones, Dan
- Jones, David
- Jones, Dennis
- Jones, Elizabeth
- Jones, Elizabeth (2)
- Jones, Elizabeth
- Jones, Frank
- Jones, Ivan
- Jones, James
- Jones, Jackson

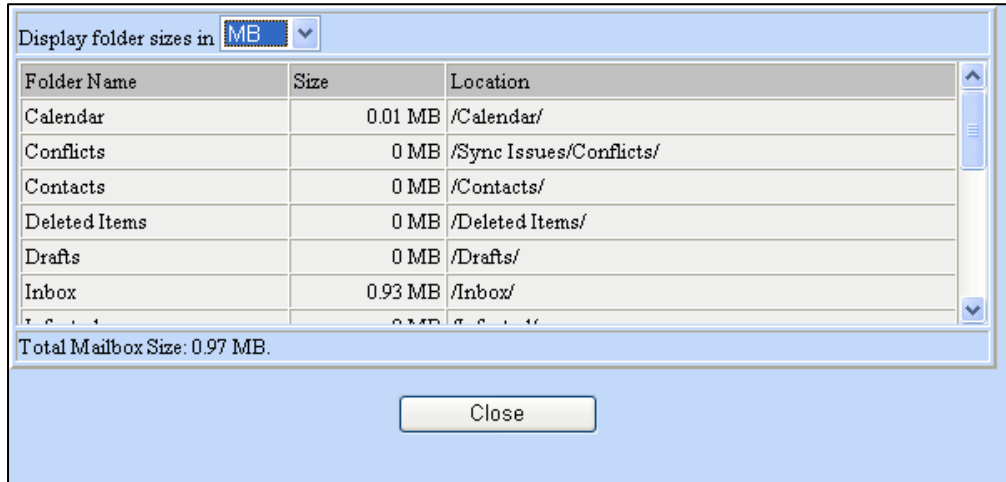
To the right of the list is the "Message Recipients:" section, which includes three input fields with buttons to add recipients:

- To ->
- Cc ->
- Bcc ->

At the bottom of the window are three buttons: "Properties", "Find Names...", and "Close".

Display Mailbox Size

Before the new feature was installed, the only way to view the current size of your mailbox was to log onto any computer on campus and launch the Outlook icon on the desktop. Now, you can view your mailbox size in OWA by clicking on the **Options** button in the lower left hand corner. Scroll down on the right hand pane and click on **Display Mailbox Size** button. You will then get a window that looks like this:



Folder Name	Size	Location
Calendar	0.01 MB	/Calendar/
Conflicts	0 MB	/Sync Issues/Conflicts/
Contacts	0 MB	/Contacts/
Deleted Items	0 MB	/Deleted Items/
Drafts	0 MB	/Drafts/
Inbox	0.93 MB	/Inbox/
...

Total Mailbox Size: 0.97 MB.

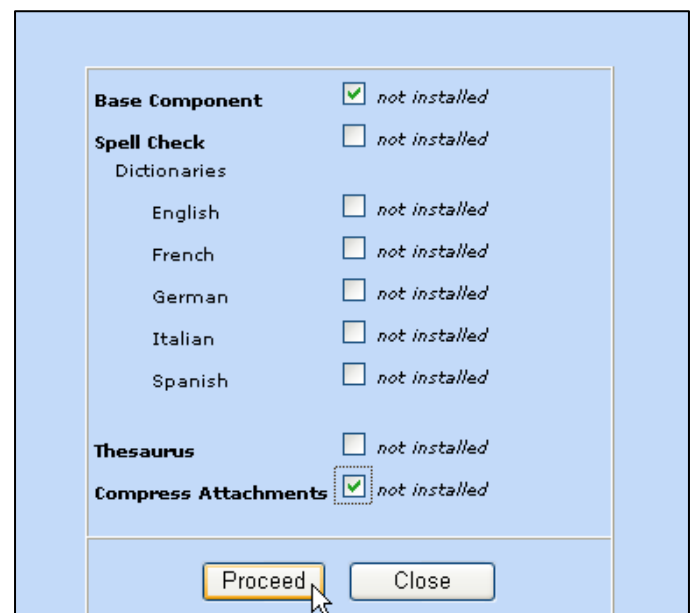
Close

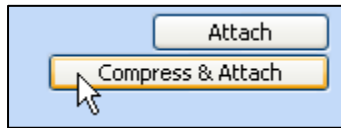
This window displays your total mailbox size and all the folders that are counted against your quota. Quota limit information can be found in Technology Handbooks and the Policies section of the [Information Technology](#) website.


Compress Attachments (Internet Explorer Premium Client Only)

Sometimes when sending an attachment you may get an immediate message from the System Administrator stating that you have exceeded your mailbox limit even if you haven't gone over your quota. You've received this message because you may have tried to send an email with an attachment larger than 6 MB. To avoid this problem, now you can compress attachments before sending them out. This feature allows you to compress all types of documents and images but you get the best rates when compressing documents, presentations and worksheets (60% to 85% in some cases). In order to use this feature, please follow these instructions on how to install the program:

- In **Options**, click on the **Setup** button in the Plus Pack (Version 6.6) section.
- Select **Compress Attachments** (Base Component will automatically be checked) and click the **Proceed** button.
- You will then go through the process of installing both components. You may be prompted to restart your computer to complete the installation.





Once the installation is complete, you can now utilize the Compress & Attach feature when you create a new message.  Please keep in mind that when the person receives a compressed attachment, they will need to extract the file using a program like WinZip. This

feature is only accessible using the Internet Explorer browser and logging into OWA with the Premium client.

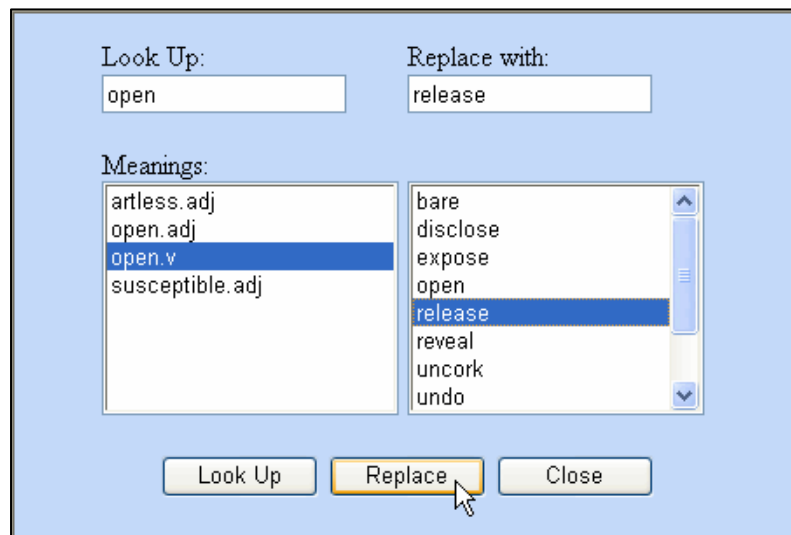
Spell Check & Thesaurus


Even though Spell Check is a feature that is already a part of OWA, its functionality was limited. For instance, in order to use spell check in the past, your computer needed to have Microsoft Office. Now, you can have access to spell check without needing a word processing program installed since it's stored on the server. If you find that the server version doesn't meet your needs, you still have the option to choose to use the Word program by selecting it in the Options menu. You also have the option to always check spelling before sending an email.

The Thesaurus is a new feature that does not need to be installed. It is ready to use and can be found next to the spell check button on the new message toolbar. To utilize this feature:



- In the new message window, highlight the word you would like to replace and click on the **THES** button on the toolbar.
- Select a meaning, then a replacement word then click on the **Replace** button.



 Please note that even though the thesaurus feature appears in most browsers like Firefox, Netscape and Safari, the best browser to utilize all the functionalities is Internet Explorer 5.5 or higher using the Premium client.