

BGA WEBMAIL UPGRADED AND OVERHAULED

This is a brief guide to using BGA webmail.

At BGA we have two different ways to access our organizational information and email. On campus we use the full Microsoft Outlook program. Off campus we use Outlook Access for the Web, commonly referred to as OWA. The proceeding information is a guide to OWA.

Microsoft provides a great tutorial on OWA that pertains to our webmail system, but before you head to that site let me explain how best to use the site.

Below you will notice several screen shots that are taken from the OWA tutorial site. Here is a basic road map to using the site:

1. Information on OWA is presented in several video clips that contain audio as well. You can play, pause, or jump to different sections along the time line by clicking on the provided controls.



2. You can also use buttons below the timeline to go to different topics.



3. Full screen shot and address. Click the link to go to the OWA help site:
<http://www.microsoft.com/exchange/code/OWA/index.html>

