

Using Microsoft Outlook Web Access

Microsoft Outlook Web Access Provided by the College of Fine Arts

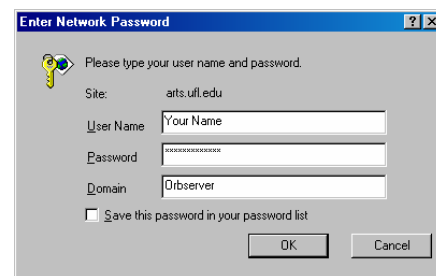
Microsoft Outlook Web Access is the web page that will serve as your Exchange/Outlook interface when you are off campus, on the road, or anywhere you have Internet access. To access your account when you are at an off campus location; (Please read the *italicized* section completely before logging in)

Connect to the Internet if not connected

Open a web browser (To ensure functionality, use Internet Explorer)

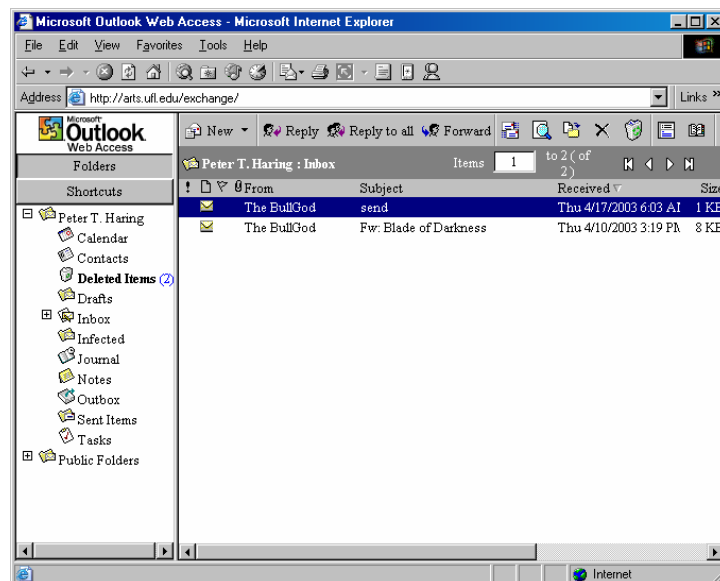
Direct the web browser to the College of Fine Arts Microsoft Outlook Web Access site by typing <http://arts.ufl.edu/exchange> in the address bar of your browser.

*When prompted, enter the username and password that was issued to you by the **College Of Fine Arts Tech Staff**. It is the same username and password you use to log into your workstation on campus. Type Orbsserver in the domain field. Then click O.K. or hit enter. **Do NOT use your Gatorlink username and password.***



Once logged in successfully, you should see all of your email, email folders, calendar, and contact information. You can navigate through your information via the frame on the left hand side of the page. If you are using a current Internet Explorer web browser (6.0 and up), you will receive pop up windows for new messages and appointment reminders.

**** Keep in mind that all the information you add or alter via the web interface is live in your Exchange account. That includes tasks, appointments, email, and contacts. What that means is, if you add an appointment via the web interface, it is dynamically added to your actual account. The next time you access your account with your machine on campus, all info will be reflected there. This means you can create new appointments and contacts anywhere you have web access.**



When you are done using MS Outlook Web Access, just close the browser, the server will automatically log you out in a brief amount of time.

If you have any questions or problems, please submit a Help Desk request via our web site @ <http://www.arts.ufl.edu/help>

**** MS Outlook Web access also provides an extensive help section. See the **Help** link at the top right hand side of the web page.**