

Microsoft
Exchange Server

**Outlook Web Access in Exchange 2000
Server**

White Paper

Belcom Corp. Internal Use
GUI version

August 2001

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Introduction

Outlook Web Access provides users access to e-mail, personal calendars, group scheduling, contacts, and collaboration applications by using a Web browser.

Limitations

Outlook Web Access is not a replacement for the full-featured Outlook messaging client. Outlook Web Access does not support the following features :

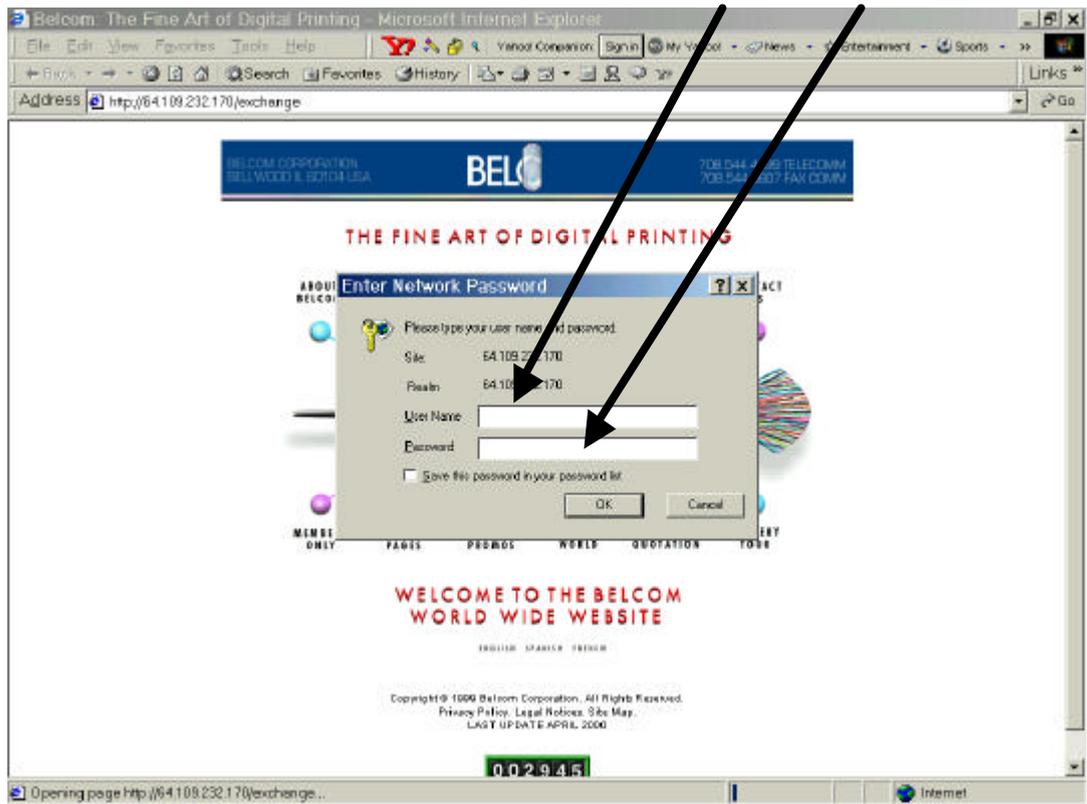
- Offline use
- Tasks
- Journal
- Printing templates
- Outlook rules
- Copying between public and mailbox folders
- Telephony options and user-defined fields when accessing contacts
- Mail features of spell checking, "Do not deliver before", and expiration options
- Reminders and the ability to type and edit directly in Calendar view

Accessing a mailbox over the Internet

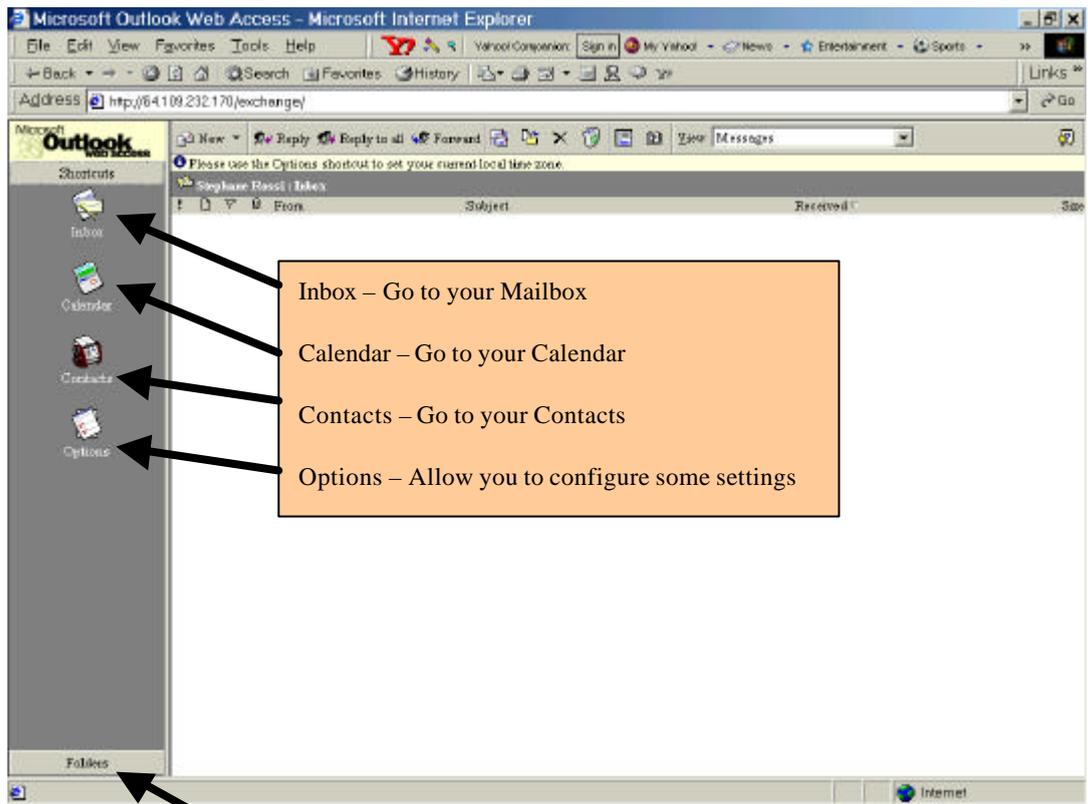
Users must type the following address in a Web browser to access their mailboxes over the Internet.

<http://servername.domain.com/exchange>

An authentication window will open, just type your login and password :

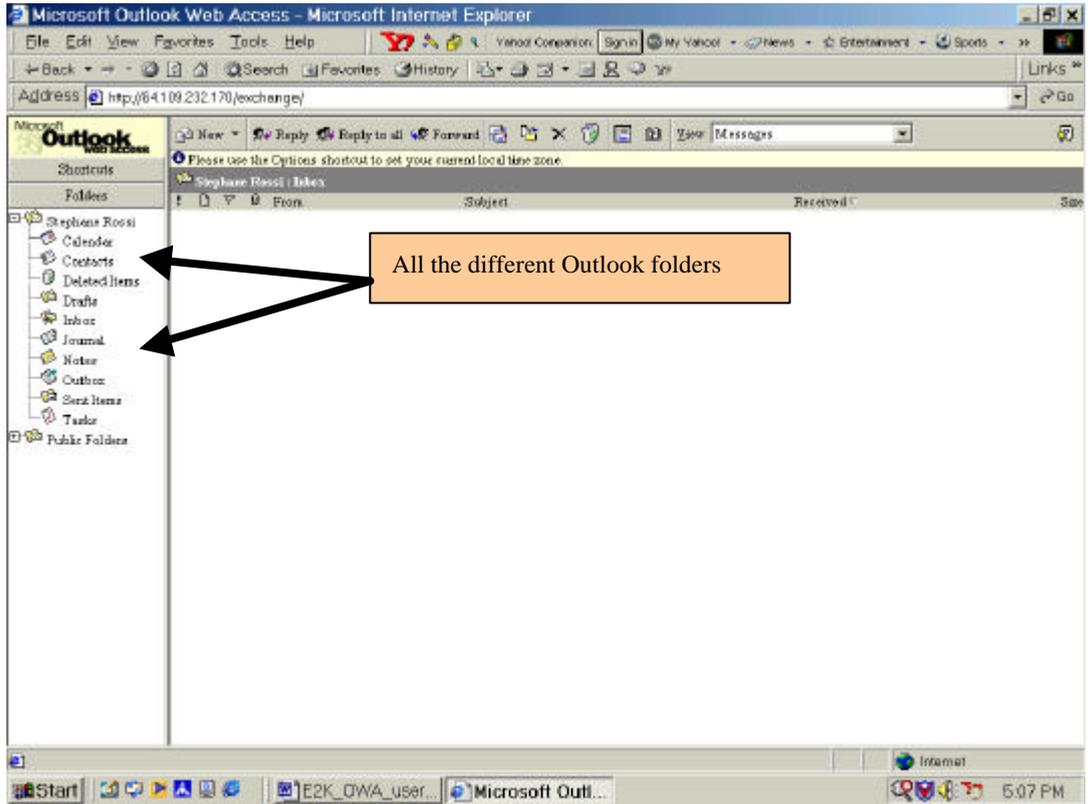


Now, you are log into your mailbox, just Click the item that you want:

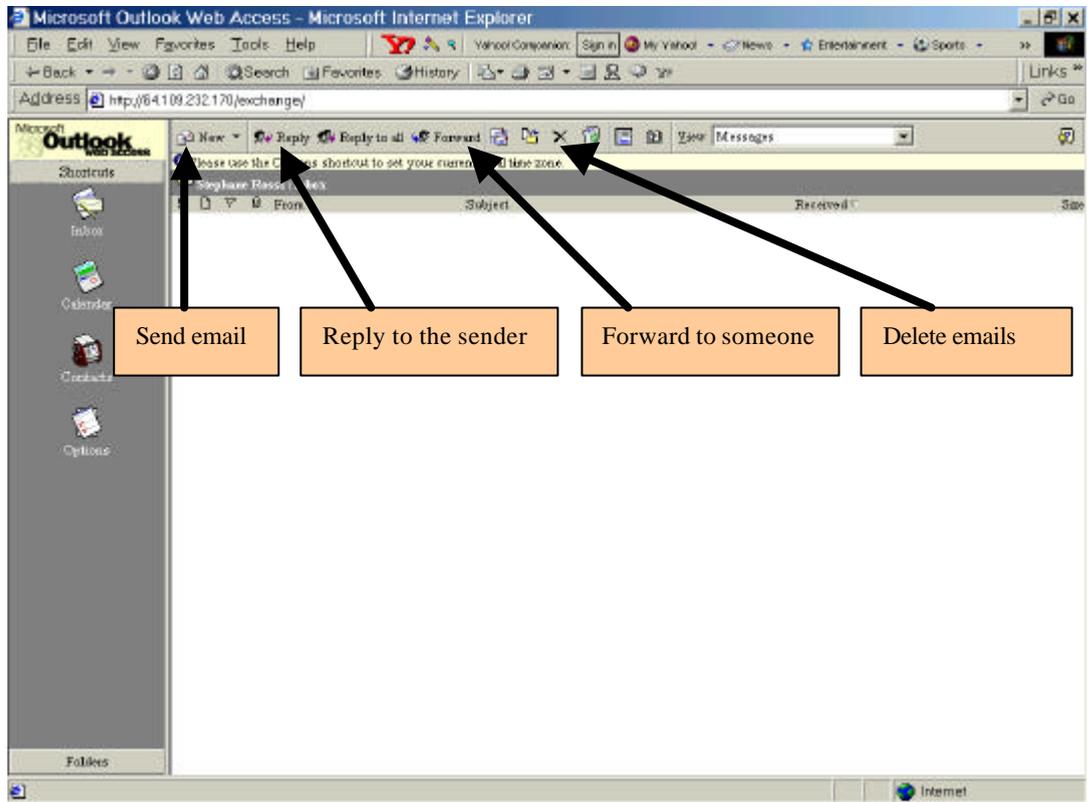


By clicking on the Folder item, you can have a general view of all your folder, plus the public ones.

As before, you just need to click on an item to go his related folder.



Send, reply, transfer and delete emails



You can notice that these items are the same in Outlook Full version and on Outlook Express.

Log off from the Outlook Web Access Interface

Outlook Web Access doesn't have a log off button, you must close your browser window to totally log off and end your session.