

Using Outlook Web Access 2003 (OWA) to gain access to your email while away from school.

The upgrade to Exchange 2003 includes a new version of Outlook Web Access (OWA). OWA 2003 offers features such as a spell-checker, signature capability, junk mail filtering, the ability to block embedded external HTML content and to customize the OWA interface. This document shows how to gain access to the school Outlook e-mail from your home computer. OWA is not exactly the same as the school Outlook but you should not have any difficulty in using it. If you have any questions on using this facility please contact the IT Department for assistance. (ithelpdesk@bedales.org.uk).

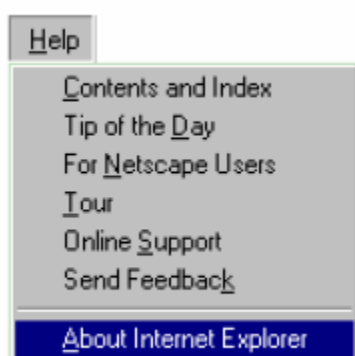
Minimum System Requirements on your home computer

An internet connection must be installed

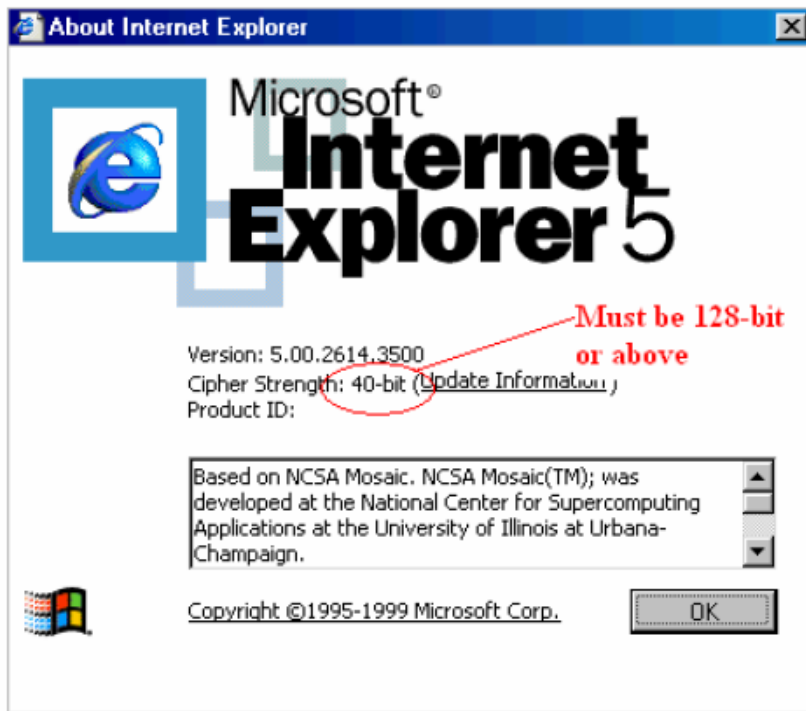
- The Outlook Web Access screens described and displayed in this document show OWA as access via Internet Explorer 6 in Windows XP.
 - Earlier versions of internet explorer will only work with OWA, if the cipher strength is 128-bit.
 - Internet Explorer 5 (with high encryption pack) or above must be installed.
- (If you can browse the internet you will be able to check your email using OWA).
- School laptops/desktops are already configured to use

To check whether you have the correct encryption pack installed on your home computer

1. Open **Internet Explorer**.
2. From the **Help** menu, choose **About Internet Explorer**.



3. If your **Cipher Strength** is 40-bit or 56-bit, note the **Version** number listed and click the **OK** button.



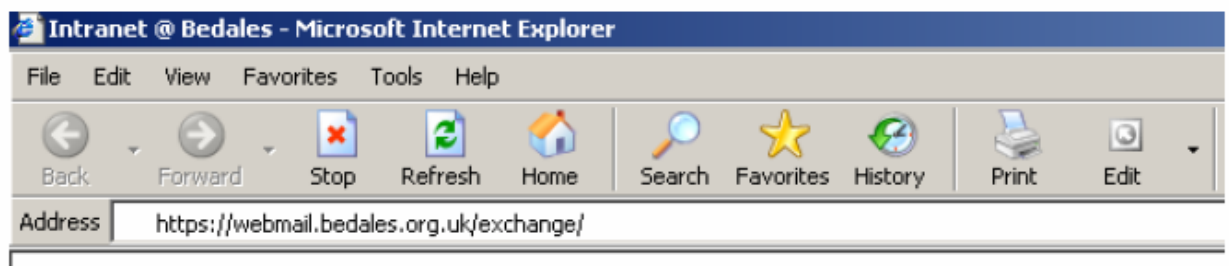
4. If your **Cipher Strength** is 128-bit, you will be able to begin using Outlook Web Access. If it is not then you will need to install the High Encryption Pack from Microsoft. You can download the high encryption pack and installation instructions at the following URL. Alternatively please contact IT Department for advice.

<http://www.microsoft.com/windows/ie/downloads/recommended/128bit/default.msp>

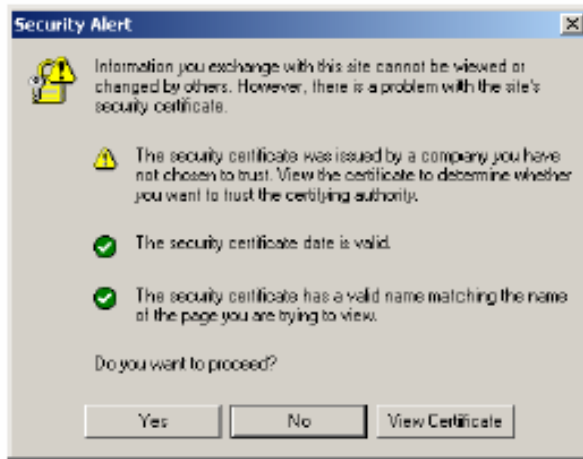
Accessing your email with Outlook Web Access (OWA)

For those times when you're away from school and you'd like to check your email, use OWA to access your mail and other outlook data in a similar manner to working on the school network.

1. Open internet explorer and type the following address and Press Return.
<https://webmail.bedales.org.uk/exchange/>. Please note the **HTTPS://** not **HTTP://**



2. You will after a time be asked to accept the Secure Certificate.



3. Click Yes and the OWA login screen will appear. Enter your **SCHOOL** user name (jsmith or smithj) and password and click Log On

