

Overview of the OWA Settings for Mac Users

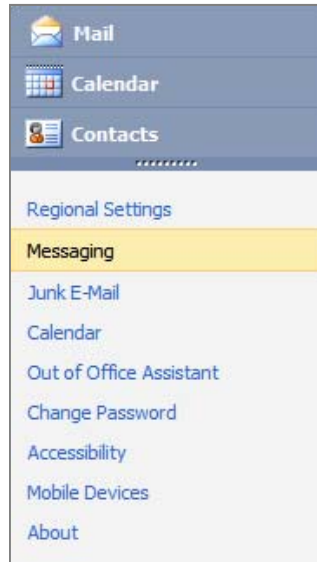
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Accessing the OWA Settings

You can customize Outlook Web Access by controlling features such as language settings and message and calendar options and by performing maintenance tasks such as changing your password or managing your mobile device. To modify these types of settings, click on the **Options** button at the top, right-hand corner of the screen. This will bring up the Options dialog box.

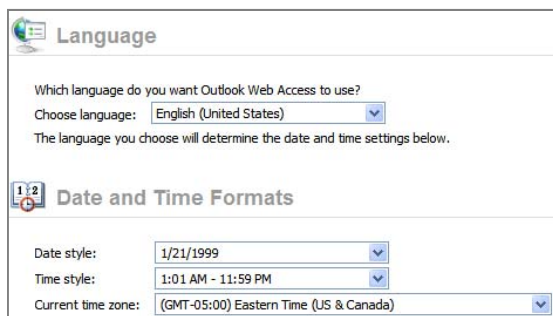
There are eight different categories of settings within the Options dialog box. The category that is displayed when you first click on the **Options** button depends on what you were doing in OWA at the time. For example, if you click on **Options** while you are reading, responding to, or creating messages in your mailbox, it will open the **Messaging** Options window. If you are working in a calendar, clicking on the **Options** button will bring up the **Calendar** Options window. You can switch to a different Options window by clicking on the desired option



Regional Settings



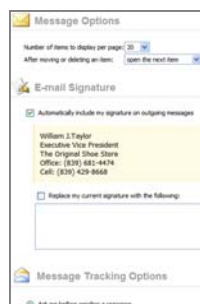
On this page you can choose between the languages and the date and time formats that are available. The language that you select auto-



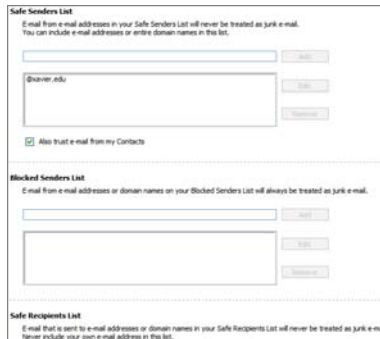
matically adjusts the date and time settings.

Messaging

These options let you set individual message parameters such as your e-mail signature, message tracking options, or how you want OWA to resolve names that you enter as recipients of e-mail messages or calendar items.



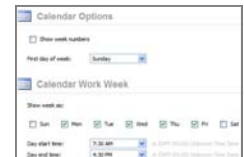
Junk E-Mail



The **Junk E-Mail** settings help you control unwanted and un-solicited messages by allowing you to manage and create lists of trusted and untrusted e-mail addresses and domains.

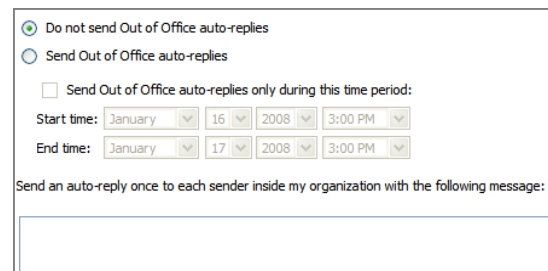
Calendar

The Calendar settings allow you to define your work week....



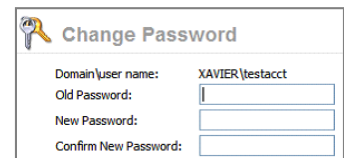
Out of Office Assistant

You can set up the Out of Office Assistant to automatically respond to incoming mail during times you are unavailable....




Change Password

Use this page to reset the password that you use to access your Microsoft Windows network and Outlook Web Access.



Accessibility

These settings support functions that allow OWA to be more easily accessed by all people, including those with disabilities.  Use the blind and low vision experience

Mobile Devices

You can use these settings to manage mobile devices by removing the partnership your device has with the Exchange server or remotely deleting all data from the device.