Accessing Outlook Web Access (OWA)

Reading / Preview Pane
The Reading Pane can be used to preview items in your Inbox without opening them. To display the text of an email in the Reading Pane, just click the message title in the Folder Contents area.

In the Reading Pane, you can also open attachments, follow a hyperlink, use voting buttons, and respond to meeting requests.

Folder Contents Pane
When you click a folder name in the Navigation Pane, you will see a list of all the email messages in that folder in the Folder Contents Pane. Click a message in Folder contents to view the entire message in the Reading Pane.

Navigation Pane
The Navigation Pane includes information such Mail Folders and links to other areas of Outlook, such as the Calendar or Notes.

Log into MyXU, the campus portal, to access Outlook Web Access (OWA). If you have never logged into the portal, click New User (see arrow) on the MyXU login page and follow the on-screen instructions.

You will need your Social Security Number and the last four digits of the middle number on your ALL Card. If you have problems logging in contact the Xavier HELP desk for assistance (513 745-4357).

Once logged in click the envelope icon in the top right corner of the MyXU homepage. You will be taken to your Xavier Outlook Web Access email account.

Using Outlook Web Access (OWA)
Delete a Message

1. In the Folder Contents Pane click the message to be deleted.
2. Click the **Delete** icon in the toolbar.
3. To select more than one message to delete, hold down the **Shift** key, for consecutive messages, or the **Ctrl** key, and click the messages you want to delete.

Reply to & Forward a Message

If you double-click a message in the Folder Contents Pane it opens the message in a new window where you can reply to, reply to all, forward or print the message.

1. If you click **Reply**, the reply message goes only to the person who originated the message.
2. If you click **Reply to All**, the reply message goes to everyone sent the original message.
3. Click **Forward** to send the message to someone new.
4. Click the **Print** icon to print the message.

Compose & Send a Message

1. On the toolbar, click **New**. A new message form is displayed.
2. In the **To** field, type the email of the user to whom you wish to address the message. Separate multiple recipients by a semicolon.
3. Click in the **Subject** field and enter a subject for your message.
4. Press **Tab** to move to the message body field.
5. Enter your message.
6. Click the **Send** button just above the **To** field to send the message.
7. Use the toolbar to change the font; bold, italicize and underline words; create bulleted and numbered lists; indent and outdent; and highlight text.
8. Click the **ABC** icon to spell-check your message.
9. To insert a link, highlight some text, click the down arrow at the end of the message toolbar and select the link icon.
10. In the resulting **Hyperlink** window, type or paste an Internet address in the **URL** textbox and click **OK**. You can also copy and paste links directly from your browser.