

Email Clients Available at NTU

Microsoft Outlook Mobile Access 2003: Email Basics

Outlook Mobile Access (OMA) enables you to access your NTUmail (Exchange mailbox) via any WAP or micro browser. Exchange 2003 OMA has been designed to work best on WAP 2.0 and above. This help sheet aims to cover the very basics in using OMA for emailing.

Logging On

You must first have access to the internet using your WAP phone or PDA. Point your browser to <https://webmail.ntu.edu.sg/oma>. A *logon* prompt will appear. (You are advised not to logon using a device other than your personal device. This is because the username and password may be stored in some devices over a period of time.)

1. Enter your *Username* in the format **studentusername¹**, where *username* is your network Username. Then enter your password accordingly. (The password is case sensitive.)
2. If you see a notice saying that your device is not supported, just click *Ok* to proceed. This is because only devices with WAP 2.0 are fully supported. Most other devices will work anyway.
3. You will see your *Inbox*, *Calendar*, *Contacts*, *Tasks* folders in the *Home* screen.

Communicating via Email

Sending

You are now ready to compose an email message. To send an email:

1. Click on the *Compose New* link, after that select *Email*.
2. Select the *To* link and enter the address of the person you want to send to in the box and click *Ok*. To send to more than one person, enter their address separated by semicolons (;).
3. Select the *Subject* link, type something suitable in the box and click *Ok*.
4. Select the *Message* link and enter your message in the box.
5. When you have finished with your message, click the *Send* link. Your message will be sent and the window closes. The emails you sent are stored in the *Sent Items* folder.

[Compose New](#)

[To: \[\]](#)

[Send](#)

Checking New Emails

New emails are placed in your *Inbox* by default and that is what you see every time you start up OMA. Unread messages have an asterisk (*) prefixed to the subject. The sender's name is shown in brackets. For very long emails, you may have to click on the *More* link to read additional lines. If you want to check for new emails that are waiting on the server, but are not reflected on your screen, you will have to refresh your device.

[Inbox \(3 new\)](#)

[More](#)

Replying & Forwarding

To read a message, simply click on *Inbox* followed by selecting the message. To reply to it, click the *Reply* link found at the bottom of the window. This opens a RE: window where the *To* and *Subject* are already filled in. The original message will be automatically appended below. The *Reply to All* button replies to all recipients of the original message. If you want to pass-on a copy of a message you received to someone else, you can forward it. With the message open, just click on the *Forward* button and a FW: window opens. You may type in some comments and then send the message off as usual.

[Reply](#)

Accessing other Folders

In order to access your other mail folders (eg. *Sent Items*), you will first have to go into your *Inbox* by selecting on *Inbox*. Scroll all the way down the *Inbox* window and select the *Folder Tree* link, followed by *Parent*. This will take you to the parent folder of your mailbox. Folders containing sub-folders are appended with a plus sign (+) and you may select them to expand the folder. You may open your *Sent Items* in this method.

[Folder Tree](#)

[Parent](#)

Deleting Emails

As your mailbox size is limited, you should constantly delete unwanted emails in your *Inbox* and *Sent Items*. To delete a message, click to open the message. Then click on the *Delete* link on the bottom of the message window. This moves the messages to your *Deleted Items* folder and you must also clear this folder using Outlook client or Webmail (Outlook Web Access).

[Delete](#)

¹ Staff should use **staffusername**, Alumni should use **assocusername**