

# Email Clients Available at NTU

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## Microsoft Outlook Web Access 2000 on non-IE5: Email Basics

Outlook Web Access client (OWA) enables you to access your Exchange mailbox via any web browser. Exchange 2000 OWA has been designed to work best on Internet Explorer 5 (IE5) and above. This help sheet aims to cover the very basics in using OWA for emailing on non-IE5 browsers. For IE5 browser, please refer to *Microsoft Outlook Web Access 2000 on IE5: Email Basics*.

### Logging On

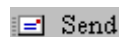
You must first launch a Java Script enabled web browser; most are. Then point your browser to <https://webmail.ntu.edu.sg/exchange>. In the *Username and password Required* window, enter your *User Name* in the format **student\username**, where *username* is your network Username<sup>1</sup>. Then enter your password accordingly and click *OK*. You will be brought to your Inbox.

### Communicating via Email

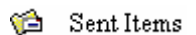
#### Sending

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

1. Click on the *New message* icon on the left of the toolbar. A *New Message* window appears.
2. In the *To* box type in the address of the person you want to send to. You can even send to yourself. To send to more than one person, enter their address separated by semicolons (;). [Your email address is normally *yourUsername@ntu.edu.sg*]
3. Fill in the *Subject* box with something suitable.
4. Type in your message in the blank area at the bottom of the window.
5. When you have finished with your message, click the *Send* button. Your message will be sent and the window closes. By default, the emails you sent are stored in the *Sent Items* folder.



To check your *Sent Items* folder, first click on the *Navigate Up One Folder* button on the toolbar. You will be shown all your folders in your mailbox. Next click on the *Sent Items* link and you will be brought to your *Sent Items* folder.



#### Checking New Emails

New emails are placed in your *Inbox* by default and that is what you see every time you start up OWA. You can also click on the *Inbox* icon on the Outlook Bar on the left of the window to go to your *Inbox*. Unread messages appear in **bold** type. If you want to check for new emails that are waiting on the server, but are not reflected on your screen, you can click on the *Check for new messages* button.



#### Replying & Forwarding

To read a message, simply click on the message and the message window opens. To reply to it, click the *Reply* button found on the toolbar. This opens a RE: window where the *To* and *Subject* are already filled in. Notice that the original message automatically appears 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.



#### Deleting Emails

As your mailbox size has a limit, you should constantly delete unwanted emails in your *Inbox* and *Sent Items*. To delete a message, click to tick the check box on the left of the message title. Then click on the *Delete* button on the toolbar. You may select more than one message at a time. This moves the messages to your *Deleted Items* folder and you must also clear this folder. Clicking on the *Empty Deleted Items Folder* button on the toolbar will clear your *Deleted Items* folder.



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<sup>1</sup> Staff should enter **staff\username**, Alumni should enter **assoc\username**