


TO Remote Users **MEMORANDUM**

FROM Cassels Brock – Information Technology

RE Connecting to the Firm’s Email using Outlook Web Access (OWA)

Purpose of Document: This document walks you through how to connect to the Outlook Web Access (OWA) system that allows you to access the main Outlook email functions via a web browser outside the office. Please note that this version of Outlook will not provide access to the firms Document Management System (DMS) or any other add-on functionality that may be available from inside the office.

Outlined below are the steps to install the required Citrix software.

Double click on the Internet Explorer  icon on your desktop to start Internet Explorer. If there is no icon on your desktop, you will need to click on the Start menu button and select Internet Explorer

- 1) Click once in the web browser address bar, and type <http://remote.casselsbrock.com> and press the enter key.
- 2) Click on the “Outlook Web Access” button.
- 3) You will be redirected to the Outlook Web Access (OWA) page.



In the field labelled ‘Domain\user name’, enter the user name you use to log into the network when you are in the office. In the ‘Password’ field, enter the corresponding

password you use to log into the network when you are in the office.

- 4) The options below these fields asking you to select between the type of client you wish to run and what type of computer you are on can be left as default.

If you find that the performance of this Outlook Web Access software is slow for you due to a slow internet connection or a slow computer that you are using, you can choose to run the Basic Client rather than the Premium client.

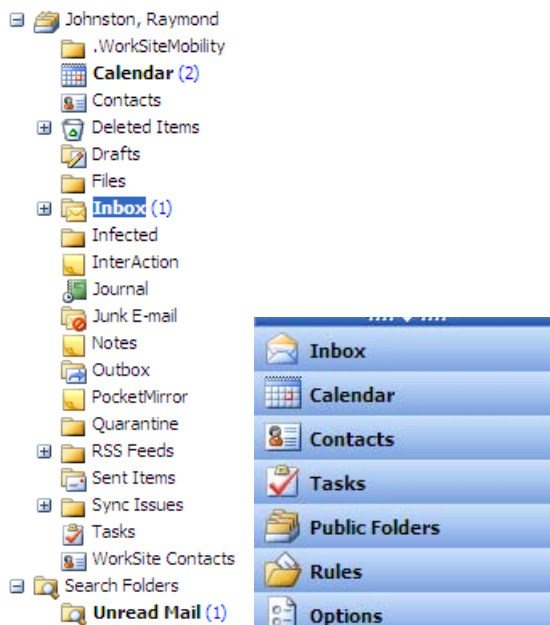
If you are accessing the system from your own private computer and it is ok for the system to leave copies of some emails on your hard disk for slightly better performance, select Private Computer.

- 5) Click **Log On**.

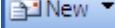
Note: You do not need to adjust the options in **Client** and **Security** areas at the bottom of the log on screen.

NAVIGATING YOUR MAILBOX

- 1) You can select any folder in the **Folder List** to move to your **Calendar** or **Contacts**. You can also select the particular item from the shortcut list beneath your mailbox folders.

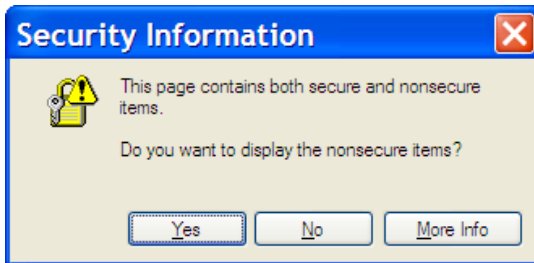


TO COMPOSE A NEW EMAIL

- 1) From the toolbar, select the **New**  icon to create a new e-mail message.



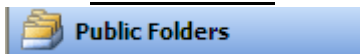
You may receive the following internet security message:



Select **Yes** to display all the items in the e-mail including any images.

ACCESSING PUBLIC FOLDERS

- 1) Select **Public Folders** from the Outlook shortcut list.



- 2) You will be able to access **Public Folders** including the **Bulletin Board** and **Firm Contacts**.
Note: This may open in a separate browser window.