

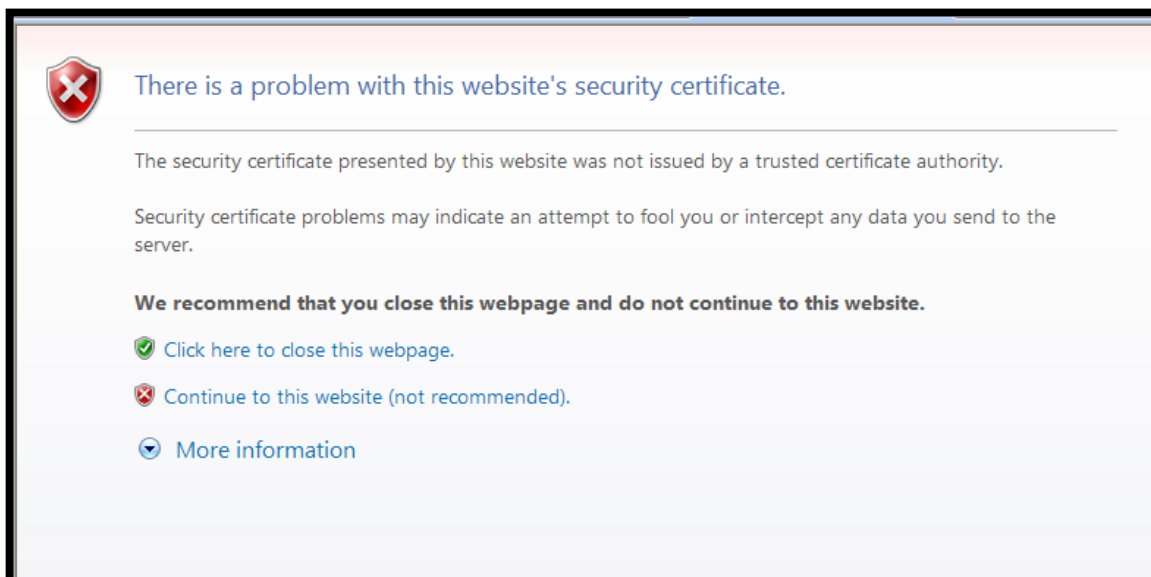


Using Outlook Web Access and Remote Web Workplace

Outlook Web Access, OWA

OWA is a way for users to check their company email from any computer. Here are the steps to follow:

- Open an Internet browser
- Type in the following url in the address bar:
https://_____/exchange
- If you are using Internet Explorer 7 you will see the following screen the first time the site is visited. Click “Continue to this website”



- You will be brought to a log-on screen. Enter your username and password and click 'Log On'.

Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

User name:

Password:

Client (what's this?)

Premium

Basic

Security (what's this?)

Public or shared computer

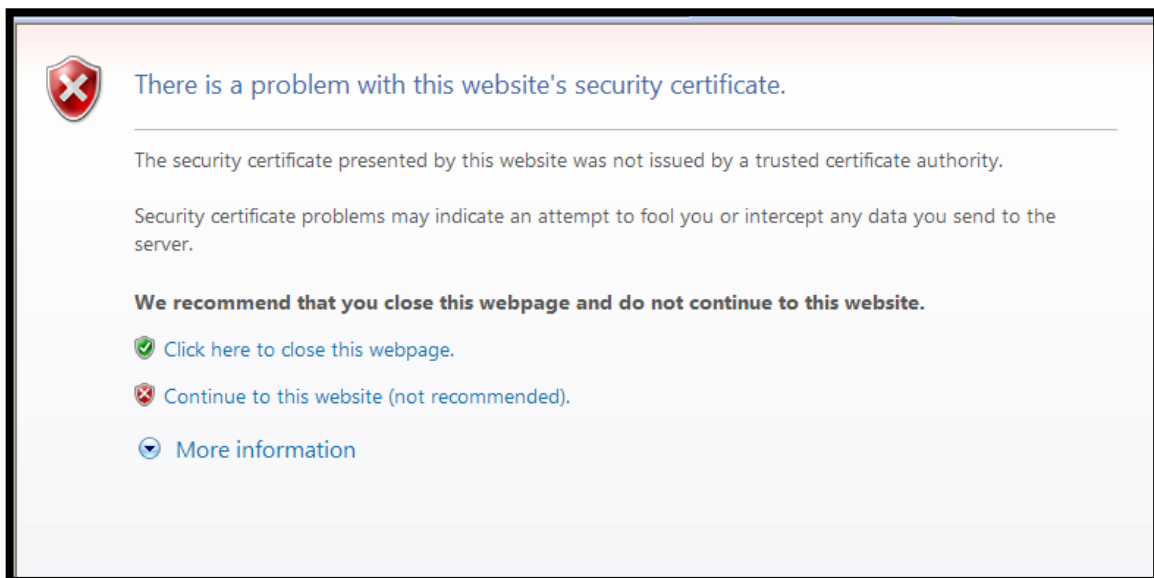
Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

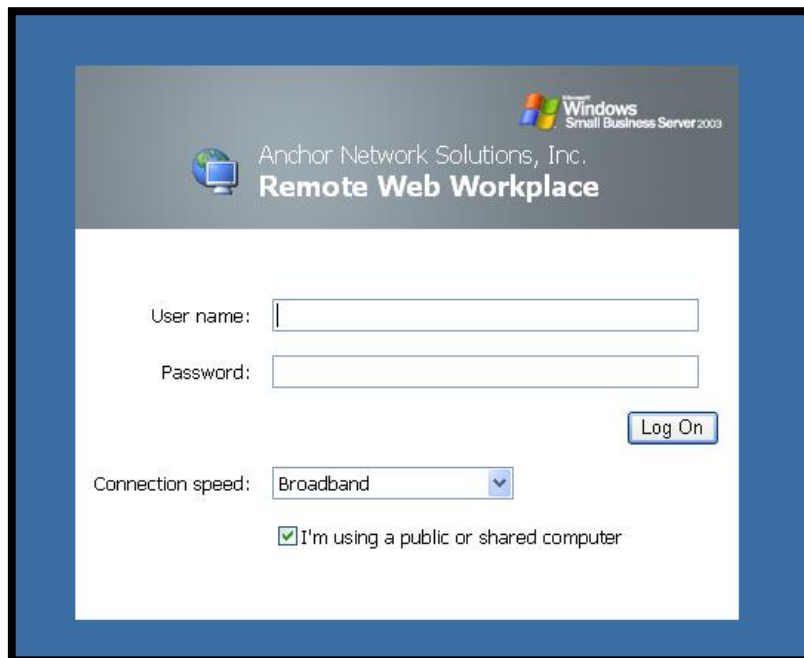
Remote Web Workplace, RWW

RWW is a program that allows a user to connect to their local desktop in the office. For this to work the computer *must* be turned on in the office. Here are the steps to follow:

- Open an Internet browser
- Type in the following url in the address bar:
`https://_____/remote`
- If you are using Internet Explorer 7, you will see the following screen the first time the site is visited. Click “Continue to this website”

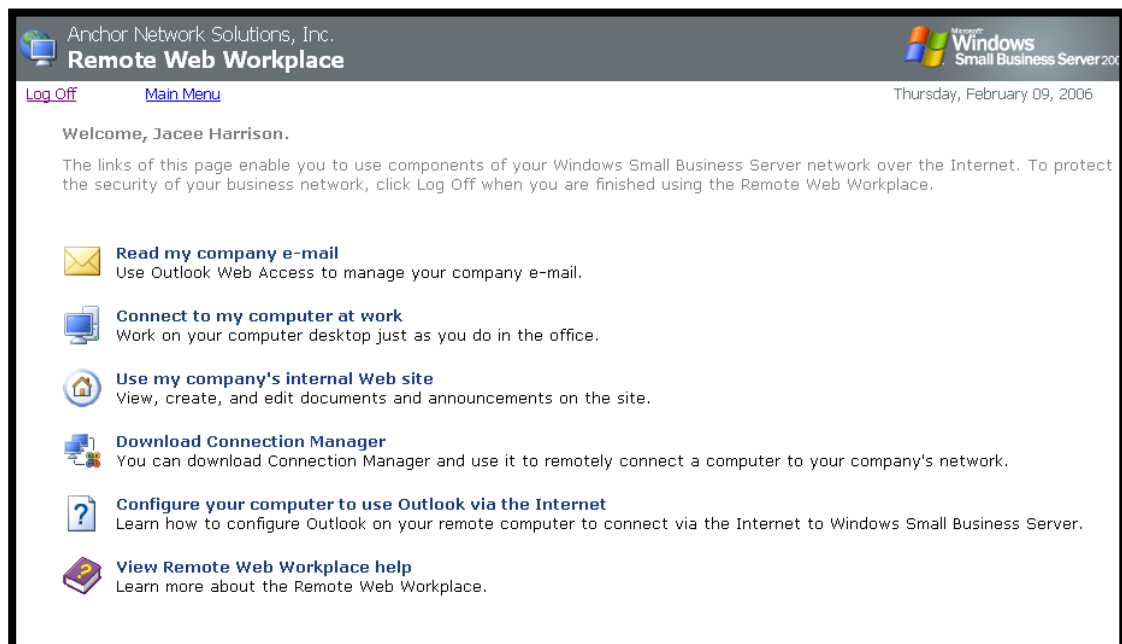


- You will be brought to the following log-on screen. Enter your username and password and click ‘Log On’.









The screenshot shows the log-on interface for Anchor Network Solutions, Inc. Remote Web Workplace. At the top right, there is a logo for Microsoft Windows Small Business Server 2003. The main heading is "Anchor Network Solutions, Inc. Remote Web Workplace". Below this, there are two input fields: "User name:" and "Password:". To the right of the password field is a "Log On" button. Below the input fields, there is a "Connection speed:" dropdown menu currently set to "Broadband". At the bottom, there is a checked checkbox labeled "I'm using a public or shared computer".

- Click on “Connect to my computer at work”



The screenshot shows the dashboard of the Remote Web Workplace. At the top, there is a header with the Anchor Network Solutions, Inc. logo and the text "Remote Web Workplace". To the right of the header is the Microsoft Windows Small Business Server 2003 logo. Below the header, there are links for "Log Off" and "Main Menu". The date "Thursday, February 09, 2006" is displayed in the top right corner. The main content area starts with a welcome message: "Welcome, Jacee Harrison." followed by a paragraph: "The links of this page enable you to use components of your Windows Small Business Server network over the Internet. To protect the security of your business network, click Log Off when you are finished using the Remote Web Workplace." Below this, there are six links, each with an icon and a brief description:

-  **Read my company e-mail**
Use Outlook Web Access to manage your company e-mail.
-  **Connect to my computer at work**
Work on your computer desktop just as you do in the office.
-  **Use my company's internal Web site**
View, create, and edit documents and announcements on the site.
-  **Download Connection Manager**
You can download Connection Manager and use it to remotely connect a computer to your company's network.
-  **Configure your computer to use Outlook via the Internet**
Learn how to configure Outlook on your remote computer to connect via the Internet to Windows Small Business Server.
-  **View Remote Web Workplace help**
Learn more about the Remote Web Workplace.

- You will then see a list of the available computers on your network.
- Choose your computer name. (If you do not know this, right-click on My Computer on your *office computer* and go to Properties. The second tab on the top is Computer Name. It will list your full computer name. You only need the first portion.)
- Click “Connect”
- You will then see a screen take over your monitor. You will need to log in once more with your username and password.
- You are now looking at your computer desktop in the office and will be able to use all your programs, printers, and documents.
- When you are done working go to Start->Log Off

**At the beginning page of RWW, there is an option to ‘Read my company email’. This link will also bring you OWA and allow you to check only email without logging onto your office computer.