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OWA 2003 has many added features which allow for improved performance, better security and a fresh new look. This document provides instructions on how to use Outlook Web Access 2003. Once the prerequisites are met on your home PC or Govt issued PC or Laptop the following procedures will guide you through accessing your email using CAC Enabled OWA:

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Many of your User Interface options are defaulted, but you can disable or select other options. (This section will be instructor led.) 1. Click on the File tab, and then click on Options. 2. The Outlook Options window will appear. B. Advanced . The Advance option enables you to customize work panes and set up options for multiple Outlook features.

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Outlook 2003 Setup for IMAP. 1. Open Outlook. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click Next. Then, on the E-mail Accounts page, click Next to set up an email account. - If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, click Tools, click E-mail Accounts. Now Click on View or change existing e-mail accounts, then click Next.

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Starting Outlook Mail 2003 Double click on the Microsoft Outlook icon on the Windows desktop (see right), or click-on the Start button in the lower left corner of the screen, then click-on Programs, and then click-on Microsoft Outlook. New Look The first thing you'll notice, if you have used Outlook mail previously (any version), is a whole new visual appearance. Gone is the Outlook Bar on the left with the various icons. You'll also

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In order to setup your email formatting in Outlook 2003 to comply with the guidelines in the IWU Visual Identity Manual, follow the instructions below. Email Signature Instructions Open the Outlook Signature Editor by choosing Options from the Tools menu.

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Whether you've just started using Microsoft Outlook, or need to brush up on your Outlook skills, this ultimate beginning guide to Microsoft Outlook email software will help. Outlook has many useful features too that will not only aid you composing and sending emails, but will help you use your email more effectively.

### **Microsoft Outlook Quick Reference - CustomGuide**

You can also manually back up and archive items, in addition to AutoArchive or as a replacement. Manual archiving provides flexibility, and allows you to specify exactly which folders are included in the archive, and which archive Outlook Data File (.pst) is used. To manually archive Outlook items, do the following: Click the File tab

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