


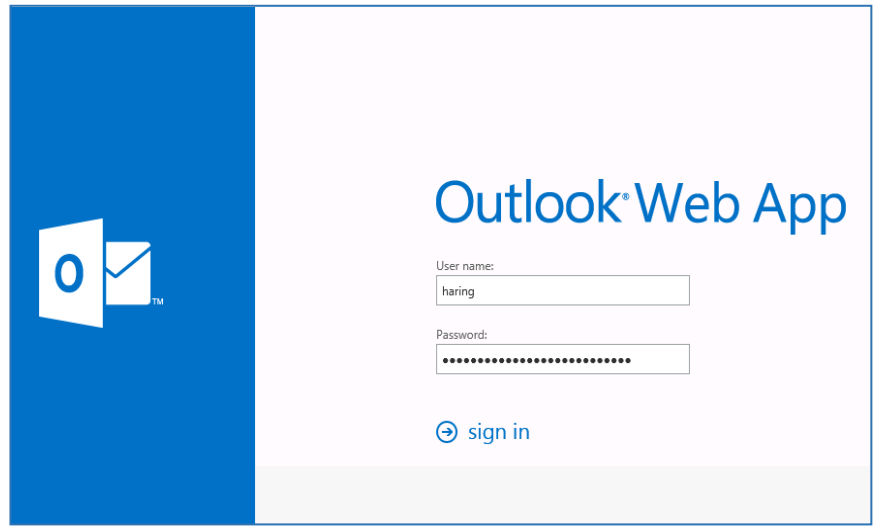
# Using Microsoft Outlook

## Web Access and services provided by UF Exchange

*Microsoft Outlook Web Access provided by the University of Florida, UF Exchange Team*

*Outlook Web Access* is the web page that will serve as your Exchange/Outlook interface when you are off campus, on the road, or anywhere you have Internet access. To access your account via the world wide web; (Please read the *italicized* section completely before logging in)

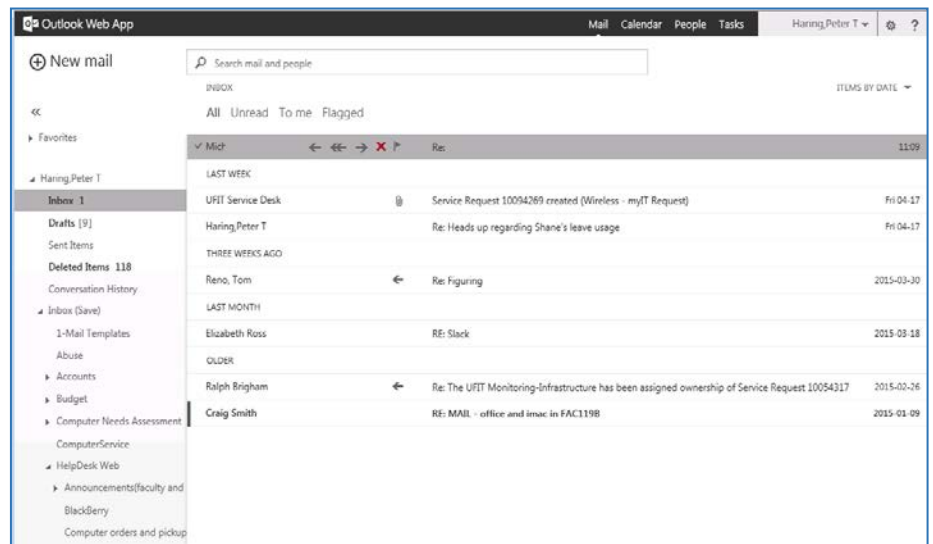
- *Connect to the Internet if not already connected*
- *Open a web browser*
- *Direct your web browser to UF's Outlook Web Access site by navigating to <http://mail.ufl.edu> and clicking on the  icon.*
- *When prompted, enter your **Gatorlink** username and password. This is the same username and password you use to log on to your workstation on campus, or in [my.ufl.edu](http://my.ufl.edu).*



Once you log in successfully, you will see all of your email, email folders, calendar, and contact information. You can navigate through your information via the frame on the left hand side of the page.

*You may need to allow pop ups in your browser for OWA to function correctly.*

\*\* Keep in mind that all the information you add or alter via the web interface is live in your Exchange account. That includes tasks, appointments, email, and contacts. If you add an appointment via the web interface, it is dynamically added to your actual Exchange account. The next time you access your account with your computer on campus, all info will be reflected there. This means you can create new appointments and contacts anywhere you have web access. When you are done using Outlook Web Access, click your name in the upper right hand corner, and choose Sign Out.



If you have any questions or problems, please see the UF Exchange web site @ <http://mail.ufl.edu>

\*\* *Outlook Web access also provides an extensive help section. Click the '?' link at the top right hand side of the tool bar.*

## **Helpful links and information pertaining to UF Exchange:**

For extended UF Exchange information, please review the following links:

Tutorials & How Tos:

<https://info.mail.ufl.edu/getting-help/tutorials-how-tos/>

Managing Mail

<http://info.mail.ufl.edu/managing-email/manage-and-retain-your-mail/>

\*\* It is very important that you review the link and information contained in the link above. It reviews the 3 year auto deletion policy. You must take action to retain email older than 3 years, or it will be automatically deleted.

Please contact the COTA helpdesk if you need assistance setting up folders to retain email longer than 3 years.

## **Proofpoint Spam Monitoring**

Proofpoint is a SPAM and Virus scanning system that scores incoming mail and either delivers the mail to your Inbox, or your Junk mail folder, or it quarantines the mail at quarantine.mail.ufl.edu, or it blocks the flagged email altogether. The default system settings deliver most mail to the Inbox or quarantine and block only the highest probability spam.

More information about Proofpoint can be found at the following URL:

<https://info.mail.ufl.edu/managing-email/managing-spam-for-proofpoint-users/>