5/7/2012 Instructions for Trying Outlook Web Application (OWA) - Sandbox

- This is a demo system commonly referred to as a Sandbox. That means it is not connected to the outside world. 1. You will only be able to send e-mails or set up meetings with the fictional users listed below. They can be found in the Address Book.
- 2. Use your browser to go to: https://exchangetest.fhda.edu/owa. A screen with warnings will display. You can continue without a problem. (Some browsers may prevent you from continuing. Try FireFox.)
- 3. Check the "Light" box **only** if you are visually impaired or have a very old browser on your computer
- On the sign-in screen, select one of the user names listed below: 4.

AdamB	DieterZ	JeffP	MattB	TerryA
AlanB	EdB	JeroenC	MikeR	
AllisonB	FrankM	KathieF	NicoleH	
AnnB	GiorgioV	KevinC	OliverL	
BrianJ	HaoC	KimA	PedroG	
CarlosG	HugoG	KimR	RayC	
ClaireO	IsabelM	LisaM	ShyC	

- 5. Enter the password: "pass@word1" (without the quotes)
- 6. You will start with the inbox view of Mail. The "?" in the upper right will take you to online Help that includes videos and step-by-step instructions for all options. Don't be afraid to just play around, you can't break it.
- 7. This is not a live system. You can only send e-mails to and schedule meetings with the people on the list above (click on Find Someone to the left of the "?" to view contacts. including groups)
- 8. Click on Calendar, to view the Calendar options.
- 9. Try creating a meeting, task, e-mail and contact. Add attachments to your email and meeting requests. Reply to an e-mail. Most important of all - Have Fun (but keep it g-rated).
- 10. Click "Sign out" when you finish.

Outlook Web App sign out Adam Barr 🔳 🧃 Address Book I Find Someone Mail > Inbox 16 Items Options -0 Favorites Viewing New - Delete - Move - Filter - View -Help 🔁 Inbox (4) Search Entire Mailbox ≽ _ צ 🧕 Unread Mail Conversations by Date * Newest on Top 🔁 Sent Items Today 📲 🖂 This is a test for OWA Sending an e-mail 10 Adam Barr 🖂 Adam Barr 3:30 PM **و** ا 4 🔯 Inbox (4) Microsoft Outlook 2:46 PM 🧀 Personal Stuff . 🖌 Adam Barr Sent Items 🕴 🕘 🛛 1 8 Drafts 🔁 Sent Items Monday **Deleted Items** (3) 🖻 (no subject) Jeff Phillips Mon 3:50 PM 🐻 Junk E-Mail • Aqam barr T U 💵 Notes Inbox, Sent Items Thursday, May 03, 2012 3:30 PM 🔺 🧔 Search Folders Preview 📁 Unread Mail (4) Contact List Microsoft Out... Your message has been delivered to the followi... ? 2:46 PM Other Contacts No contacts in this group Adam Barr Actions -Allison Brown: Bob Kelly Add contact... To: Reply to to all Cc: Beth Gilchrist Attachments: mail2web.doc (276 KB) [Open as Web Page] Categories: Green Category; From Boss Thursday, May 03, 2012 2:45 PM Sent Dema - This message was sent with High importance. Select - You forwarded this message on 5/3/2012 3:30 PM. 🖂 Mail Accounts The Exchange Test System that Ryan installed came preloaded with a large number of 🛄 Calendar accounts already defined. Each of these accounts includes sample email messages and 🚨 Contacts calendar updates so that the employees can see first-hand what to expect for content. The employees can then create their own emails, calendar updates, and other functions and 🟹 Tasks

11. If you have any questions, please contact Susan Malmgren at 650-949-6133 (malmgrensusan@fhda.edu) or Kari Elliott at 650-949-6917 (elliottkari@fhda.edu).