Instructions for Trying Outlook Web Application (OWA) - Sandbox

1. This is a demo system commonly referred to as a Sandbox. That means it is not connected to the outside world. 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

4. On the sign-in screen, select one of the user names listed below:

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 e-mail 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.

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).