

Webmail Upgrade Orientation

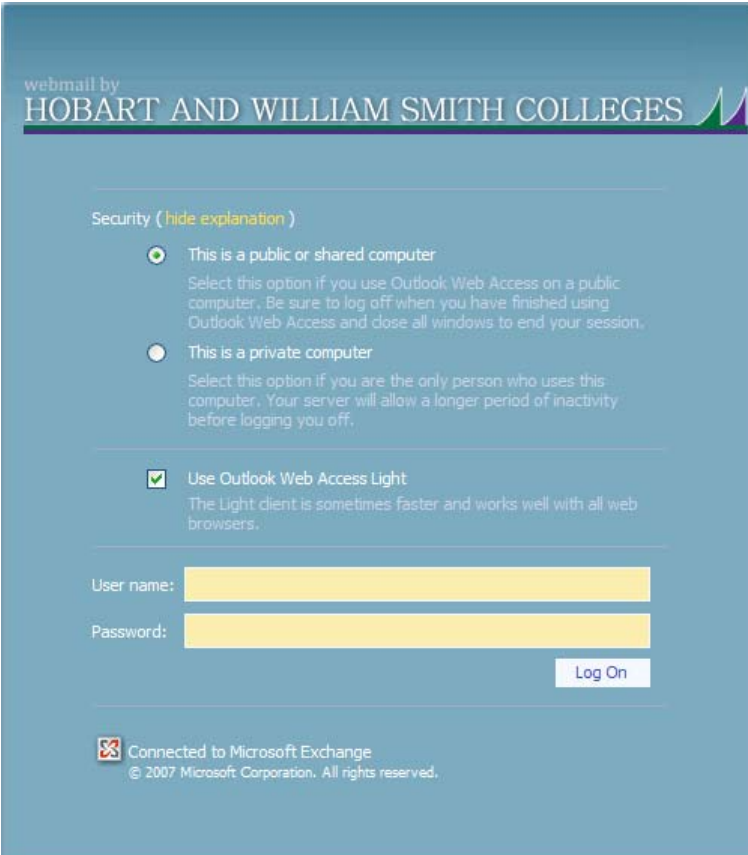
Log In

The login page for Webmail is <http://webmail.hws.edu> and is accessible from on or off campus.

To log in to Webmail, you simply need to type your HWS username and password into the fields and click Log On.

The available options when logging in include:

- **Are you on a public/shared or a private computer?** The Private option extends the inactivity time before automatic logout from Webmail. You can switch between these choices by choosing either corresponding radio button at the login screen.
- **Do you want to use the Full or Light version of Webmail?** The Light version is faster and runs on most Web browsers. The Full version has some additional features that are currently only supported by Internet Explorer. Both the Full and Light versions offer enhanced functionality over the previous version of Web mail. You can switch between these choices by checking or unchecking the “Use Outlook Web Access Light” check box.



webmail by
HOBART AND WILLIAM SMITH COLLEGES

Security ([hide explanation](#))


This is a public or shared computer
Select this option if you use Outlook Web Access on a public computer. Be sure to log off when you have finished using Outlook Web Access and close all windows to end your session.

This is a private computer
Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off.

Use Outlook Web Access Light
The Light client is sometimes faster and works well with all web browsers.

User name:

Password:

 Connected to Microsoft Exchange
© 2007 Microsoft Corporation. All rights reserved.

Inbox

After logging in to Webmail, you will see your Inbox. Depending on which browser you are in, the interface and available options differ.

Firefox

- To refresh the current mail box, click “Check Messages” in the top middle
- To compose a message, click “New message” in the top left
- To access all folders, click “Click to view all folders” on the left side and select the one you want from the drop-down menu
- To scroll through pages of messages, click the arrows in the bottom right corner
- To check or change options click “Options” in the top right corner
- To securely log out of Webmail, click “Log Off” in the top right corner

The screenshot shows the Outlook Web Access Light interface in a Firefox browser window. The browser's address bar displays the URL <https://webmail.hws.edu/owa/>. The interface includes a navigation pane on the left with folders such as Mail, Calendar, and Contacts. The main area displays a list of emails with columns for From, Subject, Received, and Size. Several elements are circled in red: 'New Message', 'Check Messages', 'Click to view all folders', 'Options', 'Log Off', and the pagination controls at the bottom right.

From	Subject	Received	Size
HWSLAB1	test	6/24/2008 4:24 PM	508 B
Chris Gregory	test	6/24/2008 3:06 PM	598 B
DeVuyst, Jeff	test1 1:56	6/24/2008 1:54 PM	3 KB
Bartels, Frank	RE: WO # 65793 -	6/2/2008 3:39 PM	2 KB
Martini Student ...	Untitled Message	5/7/2008 11:39 AM	2 KB
WinZip Computing	Buy Mom flowers and we'll give y...	5/5/2008 9:35 PM	4 KB
DeVall, Ronnie	Out of Office AutoReply: phoneca...	4/28/2008 2:22 PM	723 B
Lyons, Andrew	Out of Office AutoReply: WO # 64...	4/23/2008 1:54 PM	576 B
McLaughlin, Kell...	Thank you	4/13/2008 10:25 PM	5 KB
SASAcademics_Ser...	Activate your account with SAS O...	4/10/2008 10:55 AM	1 KB
helpdesk@hws.edu	Password Station Enrollment Noti...	4/4/2008 11:22 AM	1 KB
helpdesk@hws.edu	NOTIFICATION: Password Station P...	4/4/2008 11:21 AM	738 B
helpdesk@hws.edu	Password Station Enrollment Noti...	4/4/2008 11:18 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	4/1/2008 10:22 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/31/2008 10:24 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/30/2008 10:28 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/29/2008 10:30 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/28/2008 10:32 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/27/2008 10:36 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/26/2008 10:46 AM	1 KB

Safari

- To refresh the current mail box, click “Check Messages” in the top middle
- To compose a message, click “New message” in the top left
- To access all folders, click “Click to view all folders” on the left side and select the one you want from the drop-down menu
- To scroll through pages of messages, click the arrows in the bottom right corner
- To check or change options click “Options” in the top right corner
- To securely log out of Webmail, click “Log Off” in the top right corner

The screenshot displays the Outlook Web Access Light interface in a Safari browser window. The browser's address bar shows the URL <https://webmail.hws.edu/owa/>. The interface includes a search bar, a folder list on the left, and a main message list. The message list has columns for From, Subject, Received, and Size. The following table represents the data visible in the message list:

From	Subject	Received	Size
HWSLAB1	test	6/24/2008 4:24 PM	508 B
Chris Gregory	test	6/24/2008 3:06 PM	598 B
DeVuyst, Jeff	test1 1:56	6/24/2008 1:54 PM	3 KB
Bartels, Frank	RE: WO # 65793 -	6/2/2008 3:39 PM	2 KB
Martini Student ...	Untitled Message	5/7/2008 11:39 AM	2 KB
WinZip Computing	Buy Mom flowers and we'll give y...	5/5/2008 9:35 PM	4 KB
DeVall, Ronnie	Out of Office AutoReply: phoneca...	4/28/2008 2:22 PM	723 B
Lyons, Andrew	Out of Office AutoReply: WO # 64...	4/23/2008 1:54 PM	576 B
McLaughlin, Kell...	Thank you	4/13/2008 10:25 PM	5 KB
SASAcademics_Ser...	Activate your account with SAS O...	4/10/2008 10:55 AM	1 KB
helpdesk@hws.edu	Password Station Enrollment Noti...	4/4/2008 11:22 AM	1 KB
helpdesk@hws.edu	NOTIFICATION: Password Station P...	4/4/2008 11:21 AM	738 B
helpdesk@hws.edu	Password Station Enrollment Noti...	4/4/2008 11:18 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	4/1/2008 10:22 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/31/2008 10:24 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/30/2008 10:28 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/29/2008 10:30 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/28/2008 10:32 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/27/2008 10:36 AM	1 KB
helpdesk@hws.edu	Reminder to Enroll in Password S...	3/26/2008 10:46 AM	1 KB

At the bottom of the interface, the status bar shows "Page: 1" and navigation arrows. The text "Connected to Microsoft Exchange" is visible in the bottom right corner.

Internet Explorer

- To refresh the current mail box, click “Check Messages” icon in the top middle
- To compose a message, click “New message” in the top left
- To scroll through pages of messages, click the arrows below the list of messages
- To check or change options click “Options” in the top right corner
- To securely log out of Webmail, click “Log Off” in the top right corner

