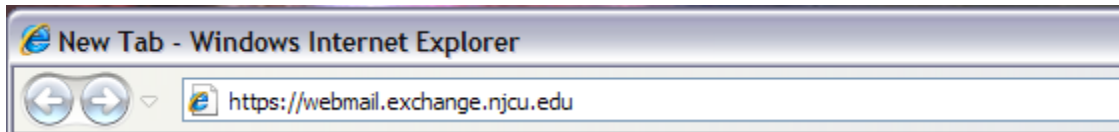
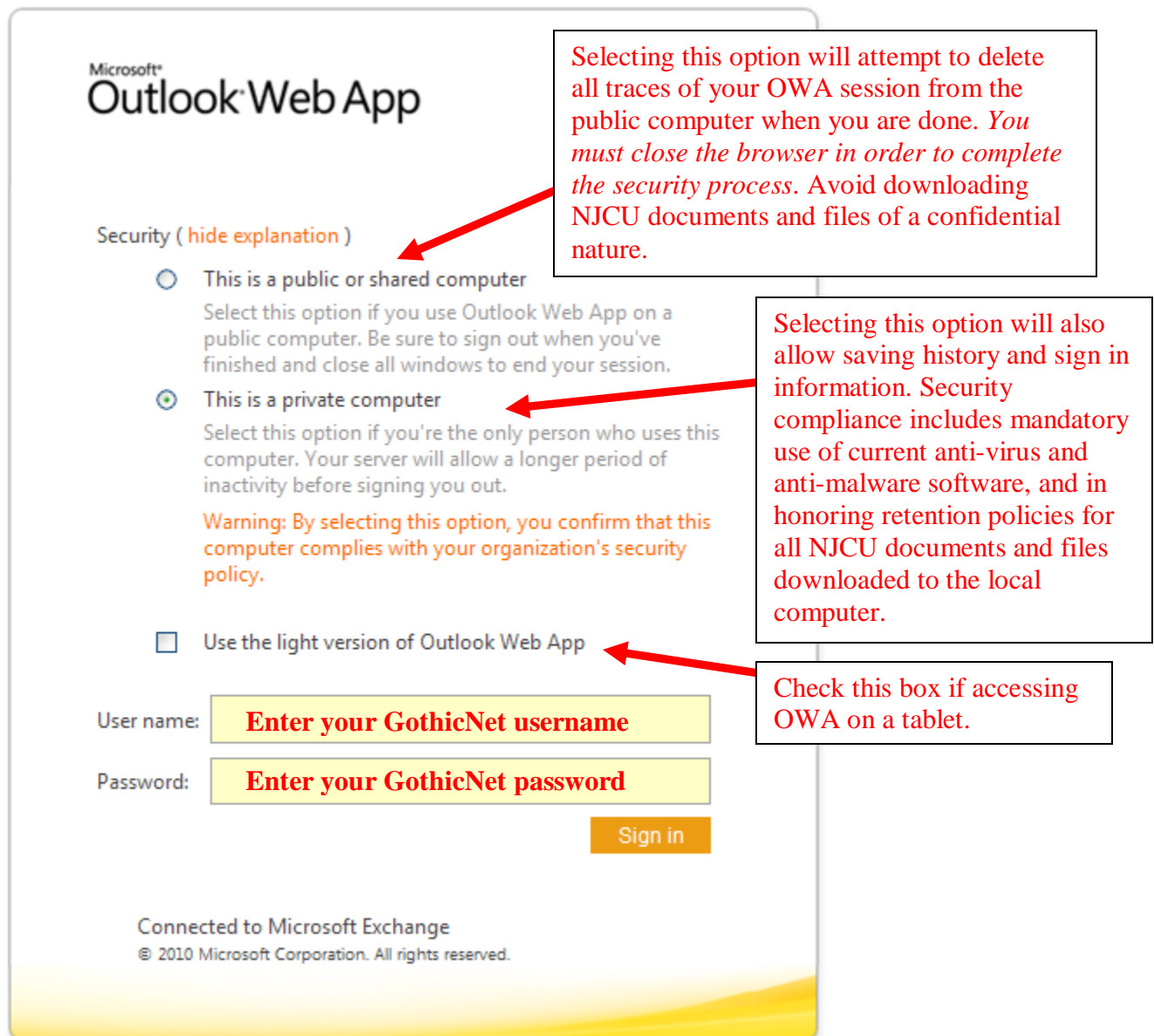


Accessing NJCU Exchange Email through a Web Browser

Step 1: Open a web browser and type webmail.exchange.njcu.edu in the address bar.¹



Step 2: Select an option and sign in to the NJCU Exchange Outlook Web Application (OWA).



Microsoft® Outlook® Web App

Security ([hide explanation](#))

- This is a public or shared computer
Select this option if you use Outlook Web App on a public computer. Be sure to sign out when you've finished and close all windows to end your session.
- This is a private computer
Select this option if you're the only person who uses this computer. Your server will allow a longer period of inactivity before signing you out.
Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.
- Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange
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Selecting this option will attempt to delete all traces of your OWA session from the public computer when you are done. You must close the browser in order to complete the security process. Avoid downloading NJCU documents and files of a confidential nature.

Selecting this option will also allow saving history and sign in information. Security compliance includes mandatory use of current anti-virus and anti-malware software, and in honoring retention policies for all NJCU documents and files downloaded to the local computer.

Check this box if accessing OWA on a tablet.

¹ The examples are screenshots from Microsoft Internet Explorer 8.

Step 3: Once logged in you will see the below screen. The far left pane allows you to navigate through your online folders (e.g. main mailbox OST and archive mailbox OST). The middle content pane displays a list of emails in the selected folder. The far right message content pane is where the email you have selected is displayed.

The screenshot displays the Outlook Web App interface. On the left is the Folder Pane, showing a tree view of folders like 'Unread Mail (15)', 'Lenny Cosgrove', and 'Inbox (15)'. The middle pane is the Folder Content Pane, showing a list of messages with one selected: 'Lenny Cosgrove Meeting at 3:00pm' at 4:35 PM. The right pane is the Reading Pane, showing the content of the selected message, which is a meeting invitation. Three callout boxes provide additional information: 'Folder Pane' (shows folders in online storage), 'Folder Content Pane' (shows contents of the selected folder with status info), and 'Reading Pane' (shows the contents of the selected message).

Folder Pane
Shows the folders in your online storage (OST) Mailbox and Archive files.

Folder Content Pane
Shows contents of folder selected from the left pane, i.e. your email messages. This listing shows additional status information (follow-up flag, priority level, etc.).

Reading Pane
Shows contents of the selected message. This pane can be set to display at the *bottom* of the Folder Content Pane or shut off entirely.
Use the "view" option above the Folder Content Pane to adjust the location or shut it off.
Double clicking a message header in the Folder Content Pane will open a new browser window or tab to display the message content.

Notes:

- ☆ In OWA you will *not* have access to your personal store (PST) files that reside on your work computer. You will only have access to email that is on the Microsoft Exchange server online storage files (OST).
- ☆ If access to messages in a PST is desired, move or copy these messages to a folder in the OST. Remember, however, that the OST files have a storage limitation of 2 GB.