

Replying to an email message in Outlook Web App (OWA)

Replying to an email message in OWA is very similar to replying in Outlook. Point your browser to NJCU's OWA login page (webmail.exchange.njcu.edu)¹ and sign on using your GothicNet credentials. You will be presented with your main OWA presentation page (figure 1).

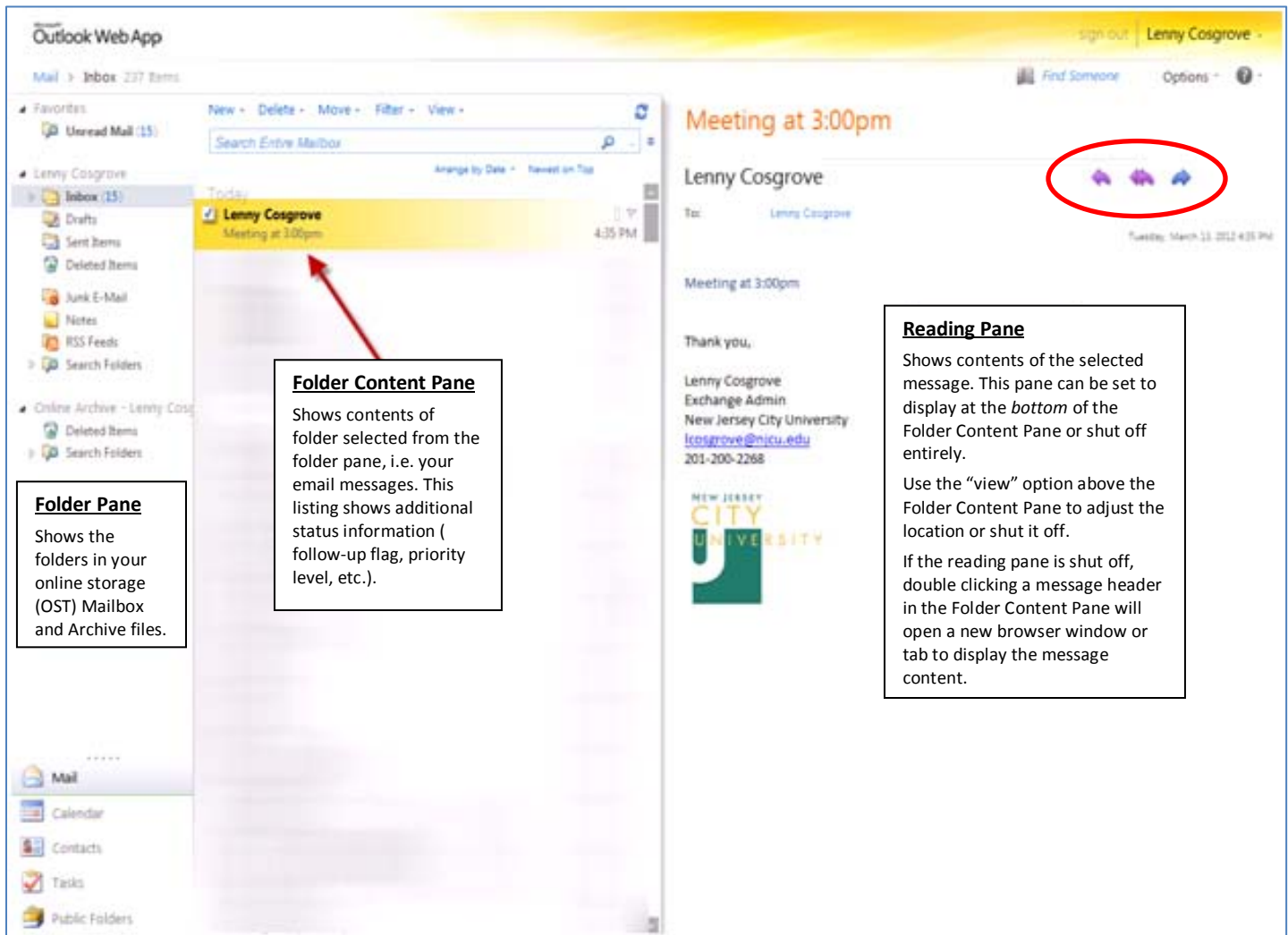
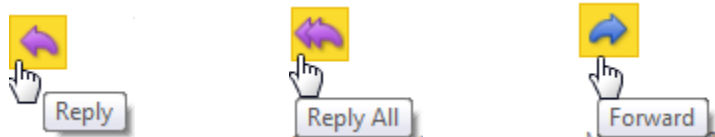


Figure 1. Main OWA presentation page

Select the email you would like to read. The contents of the message will be displayed in the Reading pane. In the upper right corner of the Reading pane you have 3 options (circled in red):



¹ Microsoft Internet Explorer, version 8, works best. Whatever browser you use, be sure to allow Pop-ups for this website.

Choose your option of reply, reply all, and/or forward. In this example we selected Reply. You can add additional people by click on the To... or Cc... buttons. Type your message in the body of the email and click the send button.

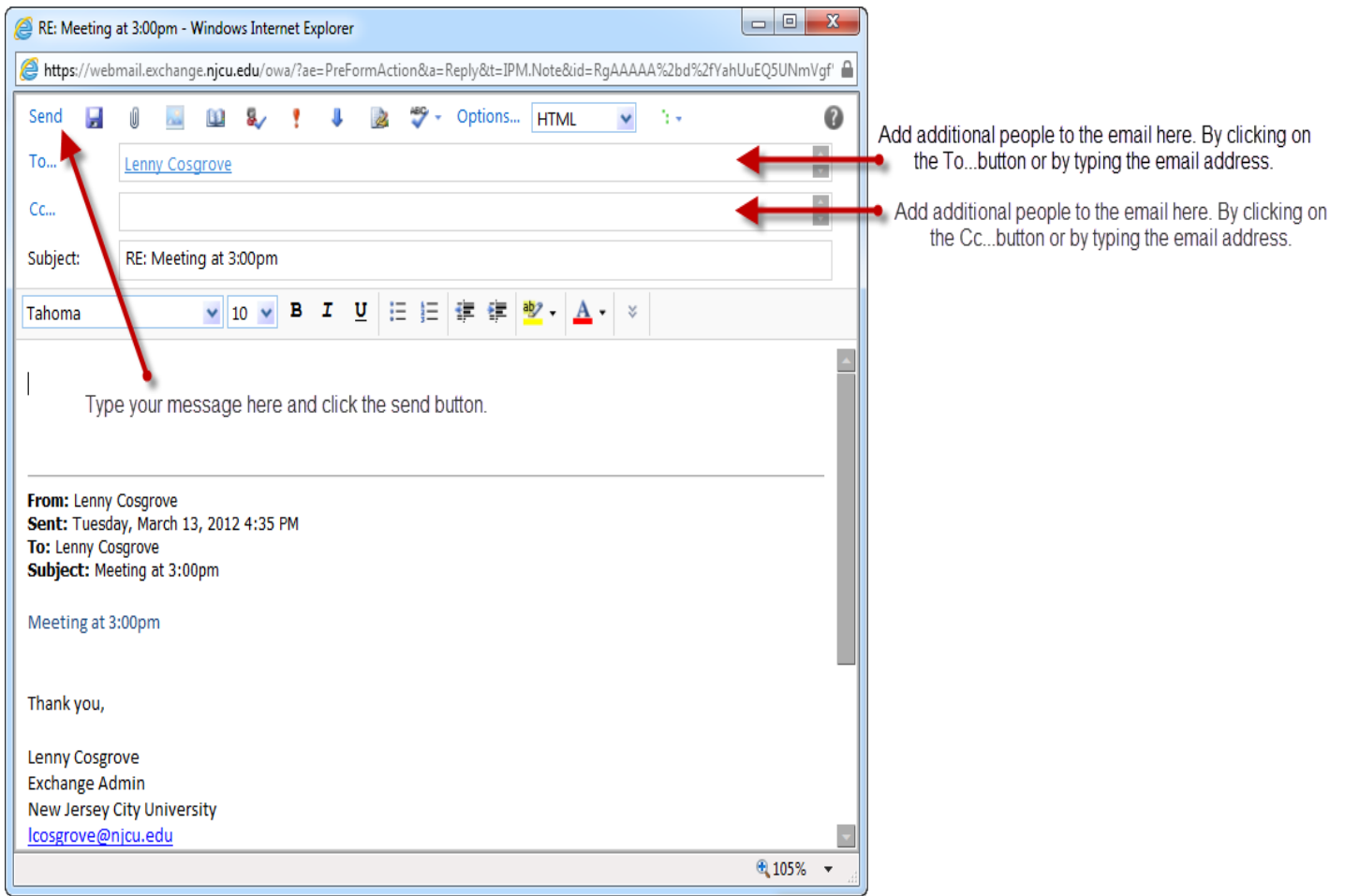


Figure 2. OWA new message page (pop up browser window)