WHERE TO BEGIN – the Outlook Web Access (OWA)

Let us start by opening up an Internet Explorer Browser to the following address: http://owa.huc.edu
Login using your regular email login and password (Example: LOGIN: twilliams)
Follow the directions and set your time zone to -5 GMT Eastern Time Zone

You are now logged in, you will see your name in the upper right. As well as your options.

One can reset your options to change your password, change your theme, and set your out of office message, and with more options actually see the devices connected to your account.

OPENING OUTLOOK 2003/2010

Open up your copy of outlook on your PC. You will notice nothing new. All of your messages are there. You may have to “add your credentials or login” to outlook every time you open outlook. You should only have to log in once. IF IT ASKS MORE THAN ONCE, I have to setup your RPC settings manually. In the options bar, you will see the much larger mailbox and experience a much faster response time from the new server.

SETUP YOUR MOBILE DEVICE

Setup EXCHANGE

Auto discovery is turned on, so once you fill in your email and password it will try to fill in the settings automatically.

LOGIN NAME: yourname
Password: same as your PC or JSP login
SERVER: owa.huc.edu
Leave DOMAIN blank.
If DOMAIN is needed: HUC
Use SSL (use standard ports)
Authentication (Basic PASSWORD or PASSWORD)

NOTES

We have noticed that sometimes you may need to set a new Password in order for the Mobile device to actually be accepted by the new mail server (applies to all students).

Learn how to share Contacts, Calendar items, and Delegate Access by going to www.atomiclearning.com