



***Using Outlook Web Access***

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## Using Outlook Web Access

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**O**utlook Web Outlook Web Access (OWA) is an online program that allows you to check your campus email account and access contacts and your personal calendar from any Internet-enabled computer. You must have an Internet connection to use OWA.

To access your UTS OWA account,:

1. Establish an Internet connection and then open your **Web browser**. We recommend using Microsoft Internet Explorer.
2. Click in the address field of your Web browser, enter [www.utsweb.net](http://www.utsweb.net) and then press **Enter**.
3. Click the **Outlook Web Access link** located at the top right corner of the Share-Point UTS Team Web Site. The OWA login window will appear.
4. Enter your UTS network **user name and password**.  
Your user name **MUST** be preceded by: **uts\**  
For security purposes, do not check the box beside Remember my password.
5. Click **OK** to submit your user name and password.

You will be redirected to the main screen of Outlook Web Access upon successful login. From this screen you have access to your Inbox, Calendar, Contacts, Options, and Personal Folder sections of Outlook.

The OWA Toolbar provides buttons for managing your mailbox.



To log out of OWA, click the Log Off button in the top right corner of the OWA window.



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