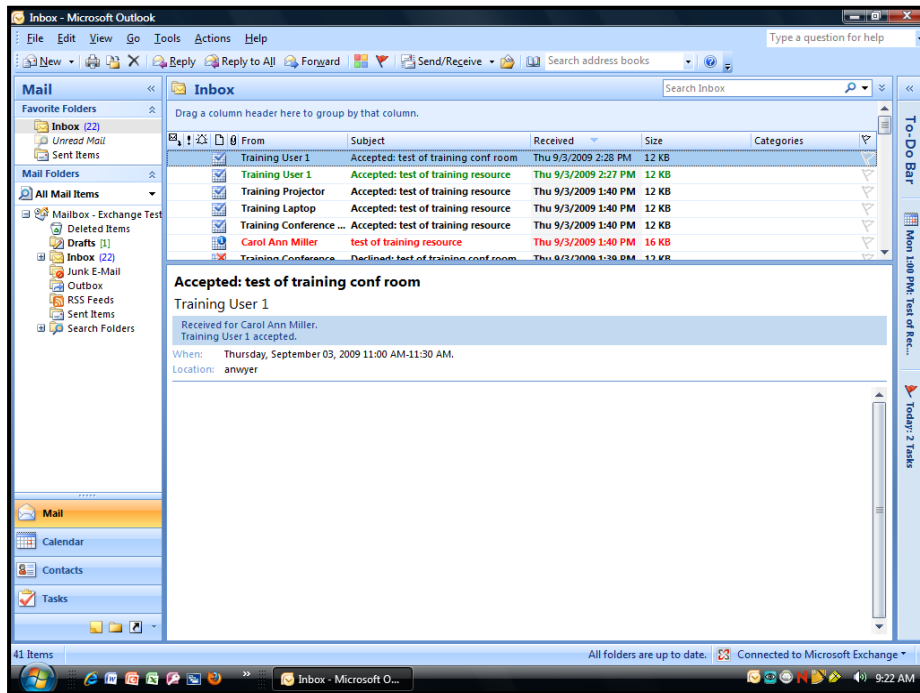


Outlook 2007 vs Outlook Web Access (OWA)

The **Outlook client** runs on your computer but the information is stored on the Exchange server. **Outlook Web Access** information is stored on the same Exchange server. When checking your e-mail your information is always accessible from the web. Use the Outlook client or OWA to check your **Mail, Calendar, and Contact**. Both systems are similar, but some of the differences are listed below.

Outlook 2007

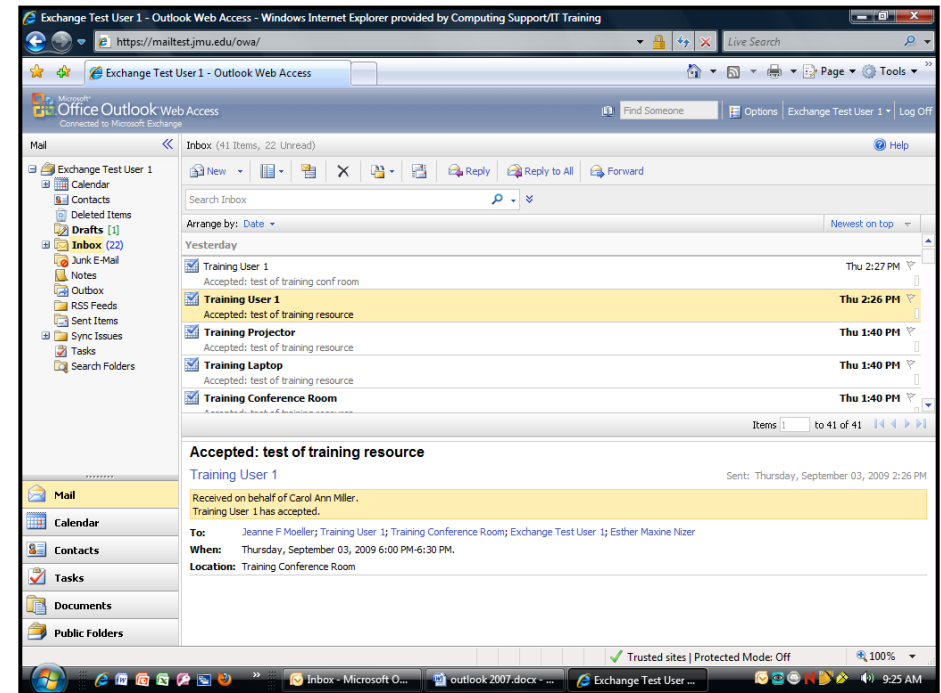


Access JMU Outlook 2007 through the desktop icon or go to **Start>Programs>Microsoft Office>Outlook 2007**

Menu – the standard Microsoft Office Menu bar is available: **File, Edit, View Go, Tools, Action, Help**

To-Do items are **Tasks** & appear in **Tasks** on the **Navigational Pane** in the **Calendar**, in **Mail** & the **To-Do Bar**.

Outlook Web Access (OWA)



Access JMU OWA through the web at: <https://exchange.jmu.edu/owa>

Menu - The only menus available are the browser menus. Use the **OWA buttons** instead. The **Options button** on the top right of the screen substitutes for the **Tools – Options** menu.

There is no **To-Do Bar** in OWA, but **Tasks** appear in **Tasks** on the **Navigational Pane** in the **OWA Calendar**.

Outlook 2007

The **Navigation Pane** contains **7 section** buttons: **Mail, Calendar, Contacts, Tasks, Notes, Folders List,** and **Shortcuts** and a **dropdown arrow** to customize the **Navigation Pane**.

Outlook Today is available to act as your “home page” when opening Outlook 2007. It will display a quick look at your appointments/meetings, incoming mail, and tasks all on one screen.

Out of Office Assistant is available from the **Tools** menu. It can be turned off/on in either **Outlook 2007** or **OWA**.

Signature is set up in **Tools>Options>Mail Format tab>Signatures**.

Recall or **Resend** a message by opening the message in the Sent Items folder, click on Other Actions button on the ribbon and select either Recall this message or Resend this message.

Calendar options are setup in **Tools>Options>Calendar Options**.

Calendars: There is a **Day, Work Week, Full Week** and **Month** view. Calendars can be share and other calendars can be viewed. Tasks are displayed along with appointments.

Use Outlook 2007 (client)

- If you use advanced functions in e-mail.
- If you check departmental mail boxes (called shared mail folders in Outlook 2007).
- If you share e-mail folders with others.
- If you use the calendar to book meetings with others.
- If you use calendar resources.
- If you are a designee for other users.

Outlook Web Access (OWA)

The **Navigation Pane** contains **6 section** buttons: **Mail, Calendar, Contacts, Tasks, and Documents** and **Shared Folders**.

There is **no Outlook Today** page available.

Out of Office Assistant is available from the **Options** button. It can be turn off/on in either **Outlook 2007** or **OWA**.

Signatures are set up from the **Options** button – **Messaging**.

Users cannot **Recall** or **Resend** a message in **OWA**.

Calendar Options are setup from the **Options** button> **Calendar Options**.

Calendars: There is a **Day, Work Week,** and **Week** view. You can see shared calendars, but cannot get into the options to share your calendar. *Tasks are not displayed on the calendar.*

Use Outlook Web Access (OWA)

- If you use Webmail (or any web-based e-mail) and do not use calendaring.
- If you use Webmail (or any web-based e-mail) and use calendaring for personal use.