



Outlook Web Access

To access your mailbox from outside PSI, you should follow these instructions:

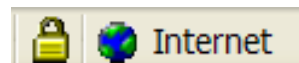
- Start any browser (Netscape, Internet Explorer).

The browser must support SSL transmission!

- Enter the URL address:

`https://mail.psi.ch`

The safe transmission of your data is shown in the status list with a closed lock symbol.



- In the **Log On** box which then appears, enter your mail address (smith_j) and confirm it by pressing the Enter key.

Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

user name:

Password:

Client (what's this?)

Premium

Basic

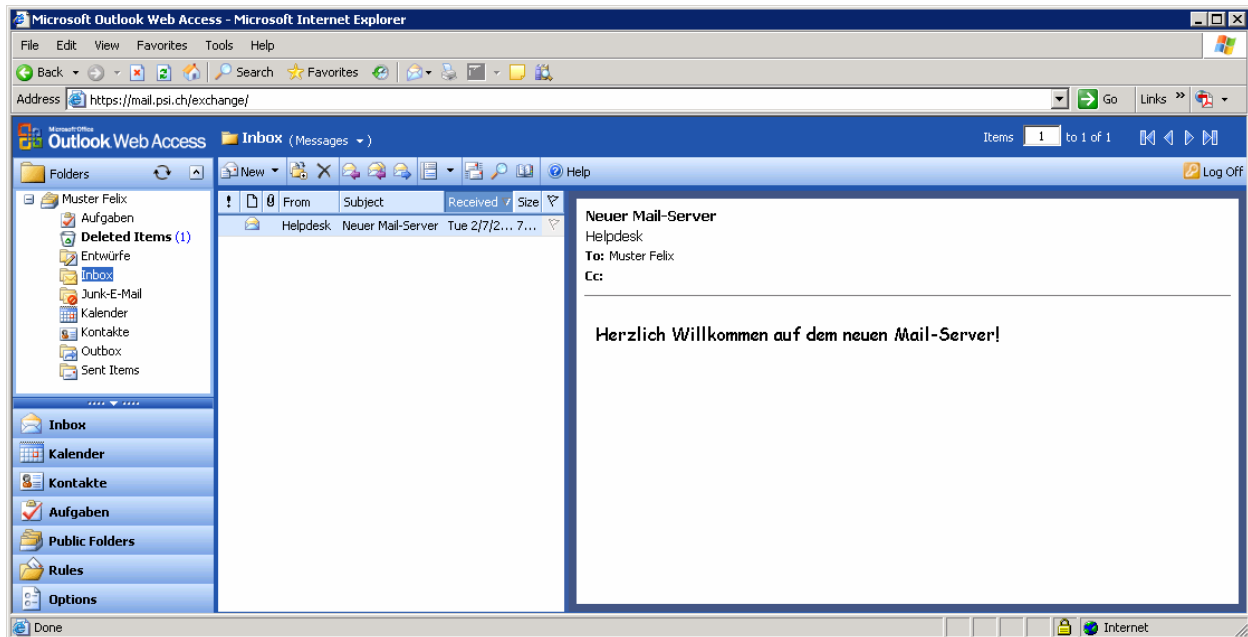
Security (what's this?)

Public or shared computer

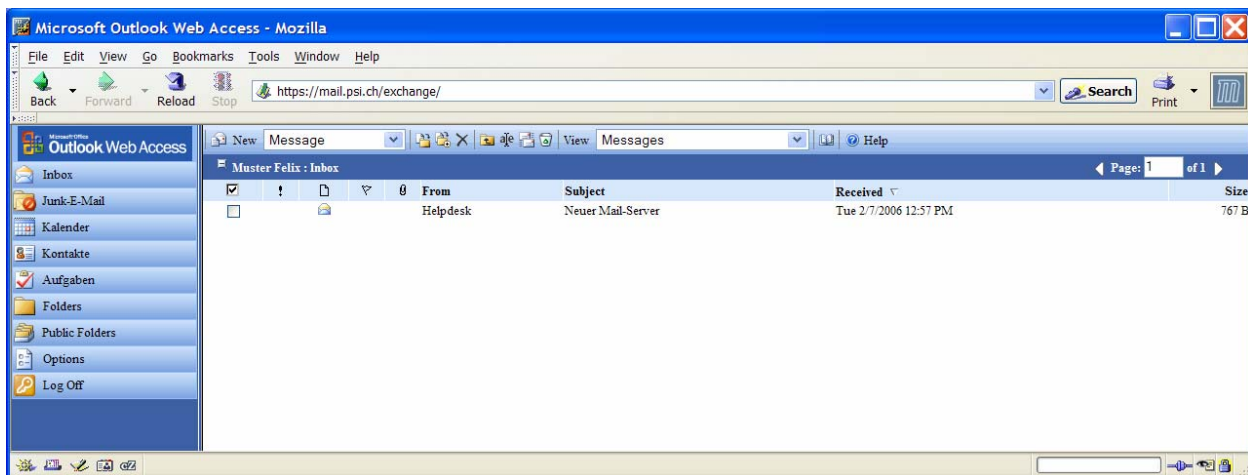
Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

If you are using the Internet Explorer you will get a view similar to the one of Outlook 2003.



If you are using another browser, you will get the so called basic view.



Out of Office Function

- To create a message which will automatically answer any incoming mails during your absence, click on the **Options** symbol and fill out the **Out of Office Assistant**.



Out of Office Assistant

I'm currently in the office
 I'm currently out of the office

AutoReply only once to each sender with the following text:

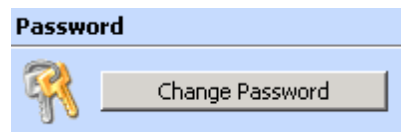
At the moment I am not at PSI. As soon as I am back at work, I will answer your e-mail.

- If the option **I'm currently out of the office** is activated, the message in the field below will be sent once to each sender of a mail.
- To save the changes click on the button [Save and Close].



Change Password

- To change your password, click on the **Options** symbol and in the section **Password** on [Change Password].



- In the appearing dialog box enter into the field **Domain** the domain name PSICH, in the field **Account** your Windows/Mail username, in the field **Old password** the old password and into **New password** and **Confirm new password** a new password.

Attention: Your password must satisfy the following criteria:

- must consist of at least 8 characters,
- may not be one of the previous 4 passwords,
- the password was not changed within the past 24 hours,
- may not contain your username, name or first name,
- must contain characters from at least 3 of the following 4 character groups:
 - capital letters (A - Z)
 - small letters (a - z)
 - numbers (0 - 9)
 - special characters (e.g. !, \$, #, %)

The password lifetime is 180 days, after this time your password is automatically set to expired. You will be given 20 days advance warning of your password expiration.

A dialog box titled "Internet Service Manager for Internet Information Server 6.0". It contains five input fields: "Domain" with "PSICH", "Account" with "muster_h", "Old password" with "*****", "New password" with "*****", and "Confirm new password" with "*****". At the bottom are three buttons: "OK", "Cancel", and "Reset".

- Confirm your entry with [OK].

Forwarding

Attention: You can only set a mail forward using Internet Explorer!

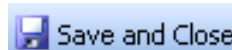
- Choose the button [Rules] and click on the button [New].



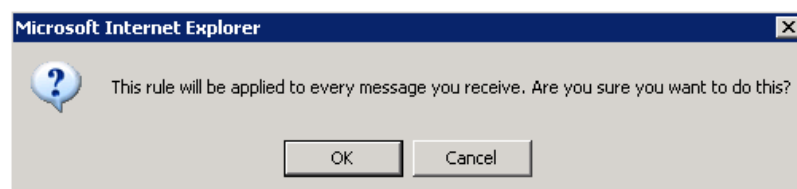
- In the field **Rule Name** enter a meaningful name for this forward setting. The rest of the fields you can leave blank.
- Check the option **Forward it** to and enter the mail address, to which the incoming mail should be forwarded to.
- Uncheck the option **Keep a copy in my Inbox!** Otherwise your mailbox will be filled despite the forward settings!

The screenshot shows the 'New Rule' dialog box in Outlook Web Access. At the top, there is a text field for 'Rule Name (optional)' containing 'forward to xy'. Below this, under the heading 'When a message arrives', there are three criteria fields: 'From field contains', 'Subject contains', and 'Importance is' (set to 'Any'). Under the heading 'Sent to', there is a 'People or Distribution List' field and a checkbox for 'Sent only to me'. Under the heading 'Then', there are four radio button options: 'Move it to the specified folder', 'Copy it to the specified folder', 'Delete it', and 'Forward it to'. The 'Forward it to' option is selected, and its corresponding text field contains 'helpdesk@psi.ch'. At the bottom, there is a checkbox for 'Keep a copy in my Inbox' which is unchecked.

- To save the forward settings, click on [Save and Close].



- You'll get a prompt warning you that this will affect all messages you receive. Just press [OK] to acknowledge this.



Terminate Web-Access

- To log off the Web Access, click on the **Log Off** symbol.

