PAUL SCHERRER INSTITUT

PSI

AIT Information Technology Division
Section User Support

Outlook Web Access

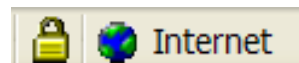To access your mailbox from outside PSI, you should follow these instructions:

- 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.

If you are using the Internet Explorer you will get a view similar to the one of Outlook 2003.
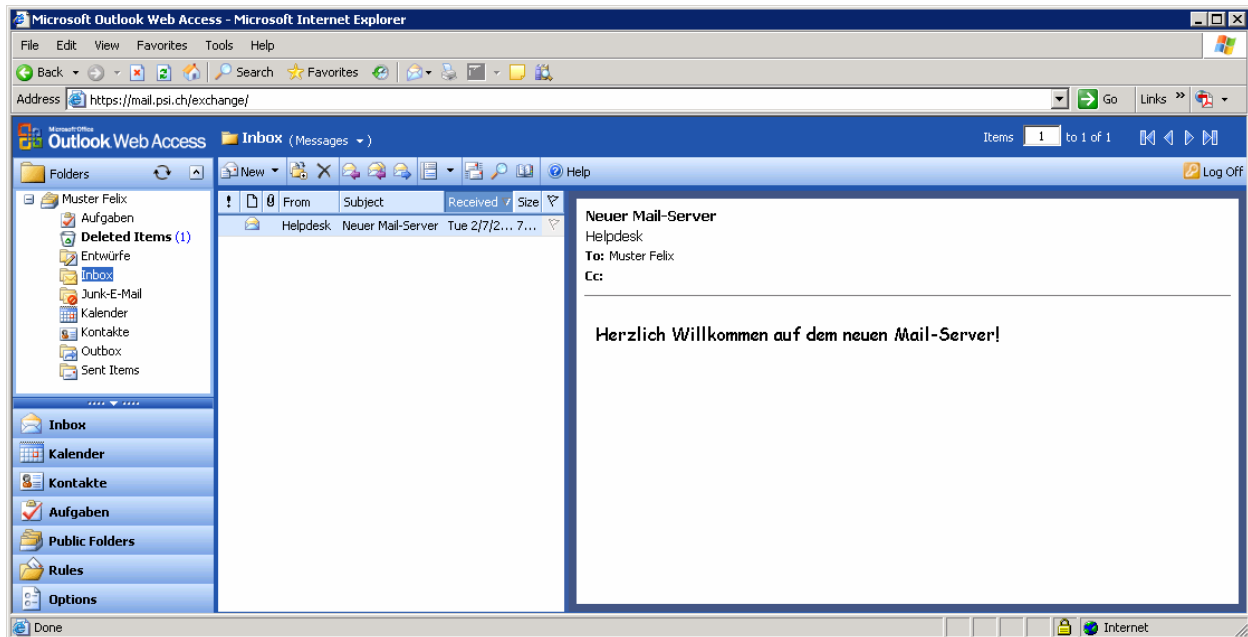
If you are using another browser, you will get the so called basic view.
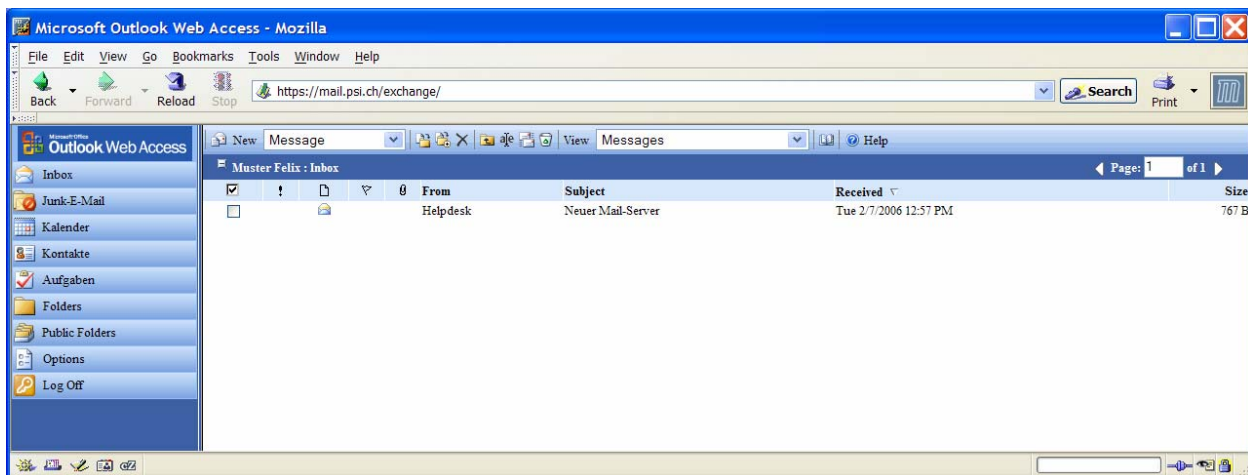
Out of Office Function

- 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**.

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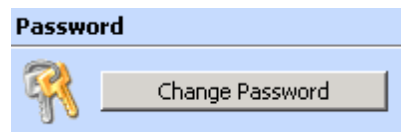
- In the appearing dialog box enter into the field Domain the domain name PSICH, in the field **Account** your Windows/Mail username, in the field **Old password** the old password and into **New password** and **Confirm new password** a new password.

  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:
    o capital letters (A - Z)
    o small letters (a - z)
    o numbers (0 - 9)
    o 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.

- Confirm your entry with [OK].

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Forwarding

Attention: You can only set a mail forward using Internet Explorer!
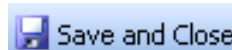
- Choose the button [Rules] and click on the button [New].


- 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!

- 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.
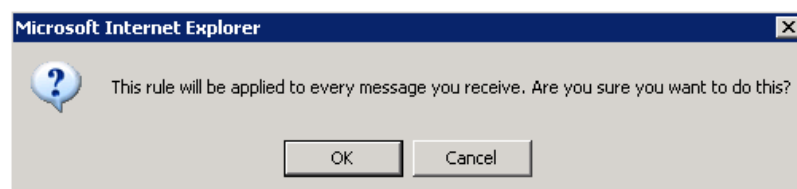
Terminate Web-Access

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