






OWA Quick Reference Card

Log In	Enter http://www.jegmail.com in your web browser, and press Enter . At the OWA logon screen enter the beginning of your email address (up to the @), select your Domain (Jacobs.com, etc) and press Enter . Enter your user name and password in Domain\UserName format (i.e. JEG\jdoe). Click OK. If you do not know your username and password, contact your local IT support staff
Read E-Mail	Click on the name of the sender to read the message (or the underlined field).
Create New Items	Choose the item you wish to create from the Compose New drop down list, in the upper-right corner of the browser. 
Delete E-Mails	Click the check box in front of the item(s) to delete and click the Delete Marked Items button. 
Change Mailbox Pages	To view other pages of your inbox, click the Page buttons to move through the available inbox pages. 
Log Off	Log off at the end of your session, especially if someone else may use the computer after you. If you do not log off, it is possible for a person to press the Back button on the browser and be in your Inbox!
Change Calendar View	Change from daily to weekly views on your calendar with the drop-down list on the toolbar. 
Delete Calendar Entries	Click on the calendar entry to open it in a window, and then click the Delete button on the toolbar.
Out of Office Assistant	Click the Options button on the Outlook bar at the left edge of the browser and fill in the appropriate information.
Navigate Folders	Click on a folder to view the contents. To move out of the folder, click the Up one Level icon at the top of the folder list.
Update the View	Click the Update Page Address button to make OWA check for new mail. 
Clear the Cache!	When using a computer that other people may also be able to be sure to <i>clear the cache</i> of the browser if you are concerned about the privacy of your information.
Problems!	If OWA is not working like it should, please call your local Help Desk

**Accessing OWA via a modem is inherently slower than accessing Outlook via the network at your work desk.
Please be patient.**