How to access MABTS Student Email accounts with Outlook Web Access (OWA)

1) Open a web browser.
2) Navigate to mail.mabts.edu.
3) The OWA login page will appear.
4) Enter your network username and your network password and click on “Sign In”.
   a. **Students’ Network usernames are the same as Sonisweb ID** (example MC123456)
   b. Network password is the Sonisweb PIN
   c. Unless you are on a computer that no one else uses, leave the bullet selected next to “This is a public of shared computer”.
   d. If the box is checked next to “Use the light version of Outlook Web App”, you are probably using a browser like Safari. Preferred browsers to use with OWA are Internet Explorer, Firefox, and Chrome.

5) First time users of OWA will see a screen that prompts for a Language and Time Zone.
   a. The default time zone is EST. Be sure to click on the down arrow next to time zone and select the appropriate zone if needed.
   b. Visually impaired users may want to select the box next to “Use the blind and low vision experience” for optimal settings.
6) Click OK when finished.
7) A screen similar to the following will appear (unless you are using Safari). This is the main OWA screen.
   a. The left hand side of the screen is known as the Navigation pane.
   b. The middle of the screen is the results pane.
   c. The right hand side of the screen is the actions pane.
   d. Each pane can be resized by clicking and dragging the lines in between them.

FAQs

In general, using OWA is no different than using a regular Outlook email client. Here is a list of FAQs that should help.

Q: How do I send a new email?

- From the initial screen (after logging in), click on the “New” icon.
- A pop-up Window will appear (it may be necessary to modify pop-up blocker settings).
- Enter the email address or address in the TO or CC field. Alternatively, click on the TO field to display a list of MABTS names.
- Enter a subject and body for the email.
- When finished, click on the Send button.

Q: Why does the list of messages in my inbox look funny?

- By default, your messages will be displayed in Conversation View in the results pane.
- Conversation View keeps related emails grouped together so that you can easily review an email thread.
- Click on the arrow to the left of a group of messages to expand to a view of all emails in a conversation.
Q: How do I act on an existing email?

- Expand the conversation if necessary.
- Click on the desired message to display it in the actions pane.
- Click on one of the buttons above the message.
  - The single arrow pointing the left is the Reply button.
  - The double arrow pointing to the left so the Reply All button.
  - The single arrow pointing to the right is the Forward button.
  - Clicking on the Actions button will reveal more options.

- You can also double-click on the message to perform actions on it.
- Another option is to select the email in the results pane and clicking on one of the options above the results pane:

- New  Delete  Move  Filter  View

Q: Where are my contacts and calendar items?

- These are accessible by clicking on the appropriate item in the bottom left hand portion of the Navigation pane.
- From these screens, actions can be performed similar to those available on the Mail screen.
- To return to the Mail screen, simply click on the Mail icon in the Navigation pane.

Q: How do I search for items?

- At the top of the results pane on any screen (Mail, Contacts, Calendar, etc.) there is a Search field.

- Just type the desired search term and click on the Magnifying glass or press <enter>.
- Additional search options are available by clicking the drop-down arrow to the right of the search field.

Q: I've created folders within my inbox. Where are those?

- If there are subfolders available, click on the arrow to the left of the Inbox to expand the list of folders.
- Click on the desired folder to view the list of items within that folder.
Q: Can I change options in OWA?

- Yes. Click on the Options button at the top of the Actions pane.
  
  o You can set automatic replies.
  
  o You can change your password (if this option has been enabled).
  
  o You can create an inbox rule.
  
  o You can pick a theme to change your OWA experience.
  
  o For other options, click on “See All Options...”