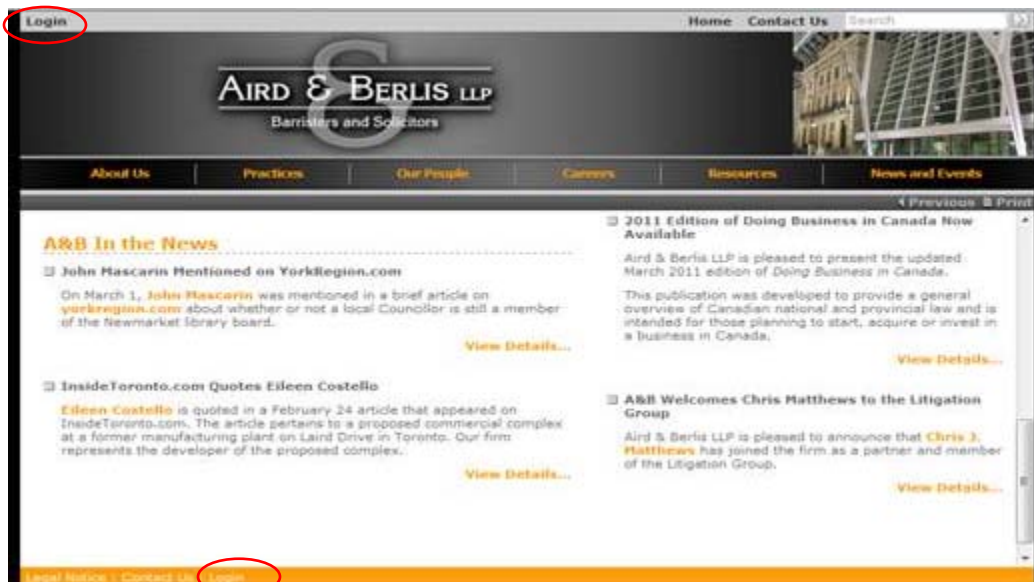


REMOTE ACCESS – OUTLOOK WEB ACCESS

Outlook Web Access

Outlook Web Access offers basic e-mail access. You will not be able to access any of your documents or launch any applications. This is beneficial if you are accessing the internet from a non-standard computer. (i.e., airport kiosk, hotel room, television service, etc.) where you cannot use Citrix.

1. Launch Internet Explorer and type the following into the address field: **www.airdberlis.com**
2. Click the **Login** button that appears at the top or the bottom left hand corner of the screen.



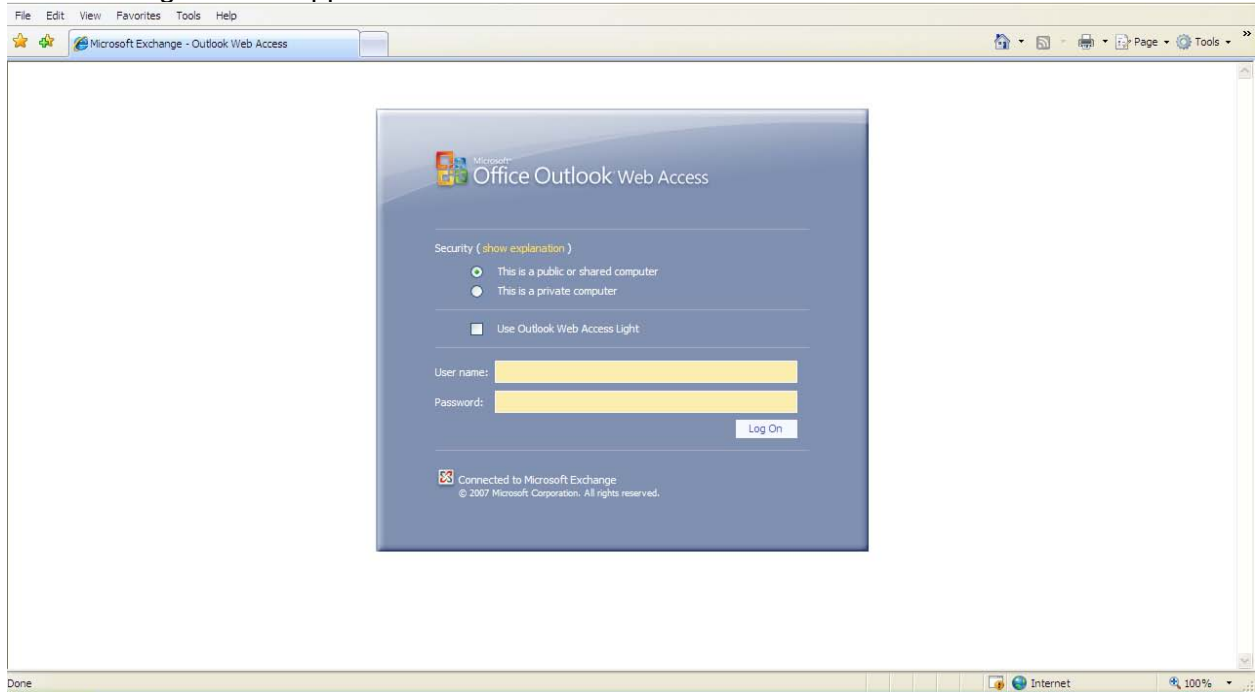
The following will now appear:

A screenshot of the RemoteAccess portal. The page is divided into several sections. At the top left, there is the Aird & Berlis LLP logo. To the right, the word 'RemoteAccess' is displayed in a large, bold font. Below this, there are four main sections: 1. 'GO! System Status' with a green circle and the text 'All systems are operational'. 2. 'Citrix' with a Citrix icon and the text 'For FULL ACCESS to FileSite and the Microsoft Suite'. 3. 'Outlook Web Access' with an Outlook icon and the text 'To access email from a public computer'. 4. 'RemoteSupport' with a play button icon and the text 'To allow a technical specialist to access your computer'. 5. 'Support Documentation & Downloads' with a question mark icon and the text 'All the 'How to' manuals to help you with Remote Access'. Below this section, there are two columns of links: 'Documentation' (Citrix Documentation, OWA Documentation) and 'Software' (Citrix Online Web Plugin).

REMOTE ACCESS – OUTLOOK WEB ACCESS

- To access Outlook Web Access, click on the “**Outlook Web Access**” link.

The following will now appear:



Security Options:

This is a public or shared computer

Select this option if you are using Outlook Web Access on a public computer. Be sure to log off when you have finished using Outlook Web Access and close all windows to end your session.

This is a private computer

Select this option if you are the only person who uses this computer. (Home system for example) Your server will allow a longer period of inactivity before logging you off.

Use Outlook Web Access Light

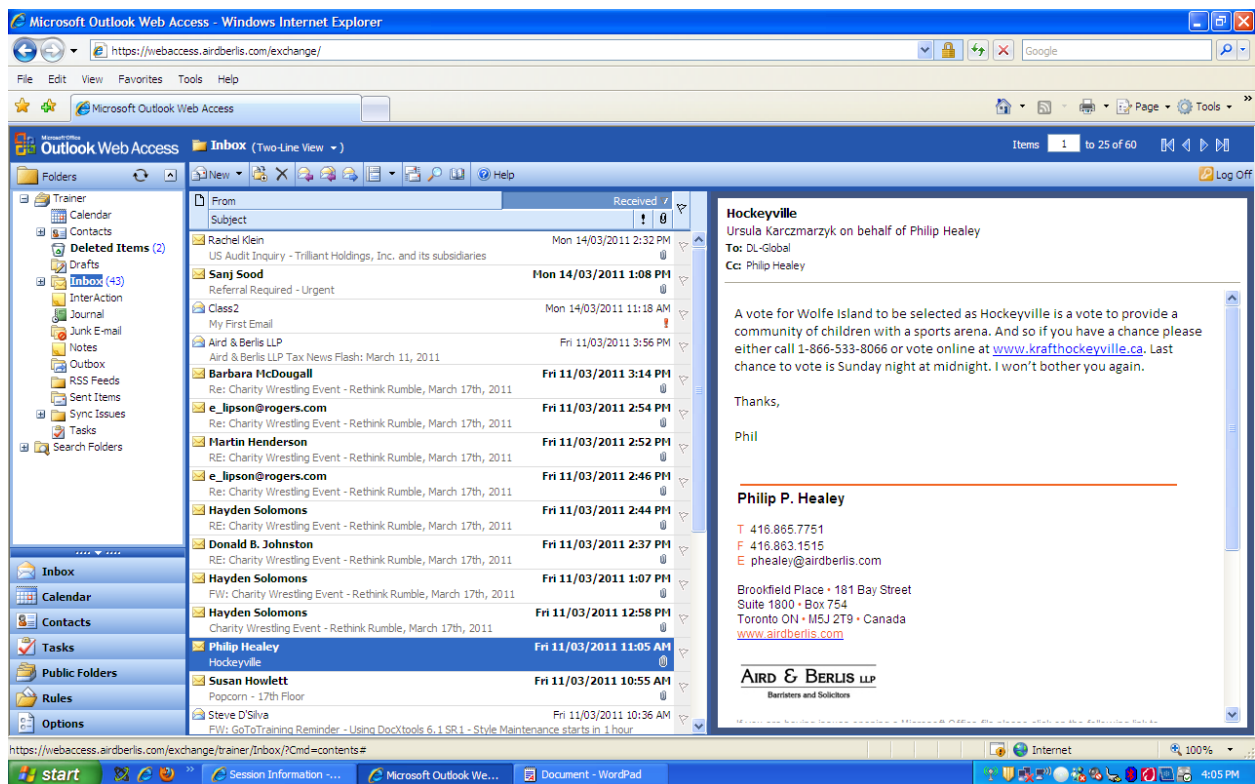
You can select this option if you have a slow connection or are using a computer with unusually strict browser security settings. If you are using a browser other than Internet Explorer 6 or later, you can only use the Light client.

Outlook Web Access Light has a slightly reduced feature set

- Click in the **User Name** field and type your username. This is the same username that you use to log onto the network when in the office.
- Click in the **Password** field and type your password. This is the same password that you use to log onto the network when in the office.
- Click **Log On**.

You should now be logged in and the following is an example of what should appear:

REMOTE ACCESS – OUTLOOK WEB ACCESS



Outlook Web Access allows you to read and send e-mail messages through a Web browser.

Inbox


To open your Inbox:

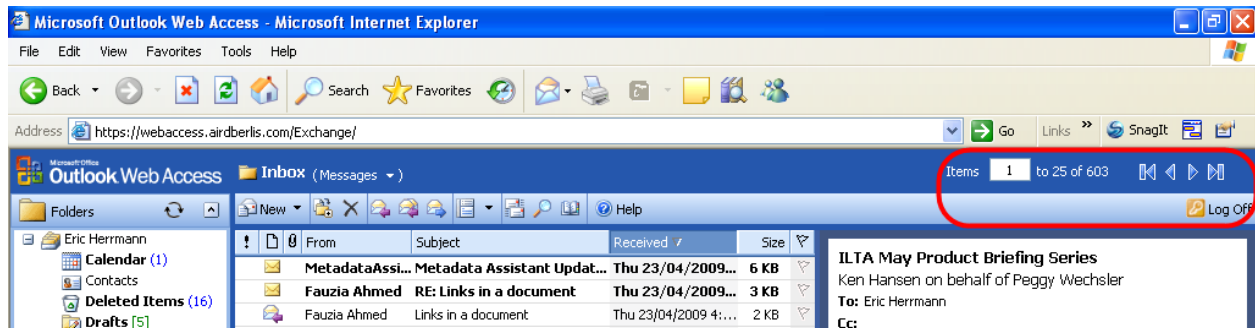
1. If you have Folders displayed on the Outlook Bar, click **Inbox**

OR

If you have Shortcuts displayed on the Outlook Bar, click the **Inbox** icon.

The Inbox displays new messages in boldface. Once read, the messages will revert to normal type.

You can view the next or previous screen of messages by clicking the directional arrows to view them.  The following is an example:



REMOTE ACCESS – OUTLOOK WEB ACCESS

The default sort order of the Inbox is by date received, however, you can click the drop-down arrow by View and choose a different option. You can manage the e-mail messages by creating, sending, reading, replying to, forwarding and moving messages using the toolbar.

Calendar

To open your Calendar:

1. If you have Folders displayed on the Navigation Pane, click **Calendar**

OR

If you have Shortcuts displayed on the Navigation Pane, click the **Calendar** icon.

Contacts

To open Contacts:

1. If you have Folders displayed in the Navigation Pane, click **Contacts**

OR

If you have Shortcuts displayed in the Navigation Pane, click the **Contacts** icon.

Options

You can customize Outlook Web Access with features that can be performed automatically, such as telling people you're out of the office whenever they send you a message, or adjusting your appointments to local time while you are traveling.

To set Outlook Web Access Options:

1. On the Navigation Pane, click the **Options** icon. It may be necessary to first click the Navigation Pane's Shortcuts tab.
 - **Out of Office Assistant**

To enable the Out of Office Assistant, click **I'm currently out of the office**, and then in the text box, type a message people will receive when they send you e-mail while you're away.

To disable the Out of Office Assistant, click **I'm currently in the office**.

- **Download** – Used to enable voice and video messaging on your computer, under E-mail. This will install the necessary components on your computer from an Exchange server. Once you perform this action, you will no longer see the E-mail field.
- **Date and Time Formats** - Use the following drop-down menus to select your preferred format for various time and date displays. Also use this section to configure Outlook Web Access for the local time zone.

Note: The **Options** provided in this section may vary, depending on the language configured for Internet Explorer. Outlook Web Access uses the browser language setting to provide region-specific **Options**.

REMOTE ACCESS – OUTLOOK WEB ACCESS

- **Calendar Options** - Use the Week begins on drop-down menu to set the day your calendar will display at the beginning of the week. Use the Day start time and Day end time drop-down menus to set the times Outlook Web Access will display for each business day.
- **Contact Options** - Select Global Address List to use your organization's address book as the first place to search, such as when you are looking for names in the Find Names dialog box. Select Contacts to use your personal contacts.
- **Password** - If you want to change your Windows password. You will be directed to a Web site set up by an Administrator in your organization for this purpose. Contact an Administrator for more information.

Outlook Web Access is not a replacement for Outlook, and although OWA supports many features of Outlook, it does not support every feature.

Specifically, OWA does not support:

- Journals
- Copying between public and private folders
- Voicemail and other telephony options
- Spelling checker, calendar editing and other advanced options
- Timed delivery and expiration of messages
- Printing templates

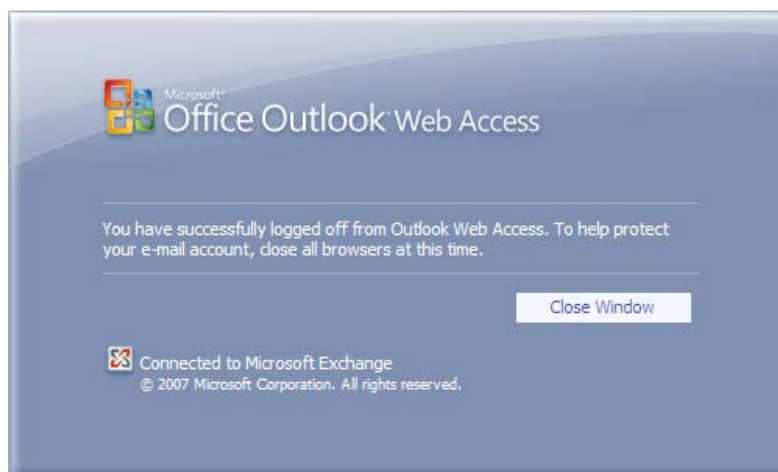
Logging Off of Outlook Web Access

It is **imperative** that you follow these steps when you are finished using Outlook Web Access.

Click the **Log Off** button that appears on the far right hand side of the toolbar, as noted below:



You will now be logged off of Outlook Web Access:



You may now **close/exit** out of Internet Explorer.