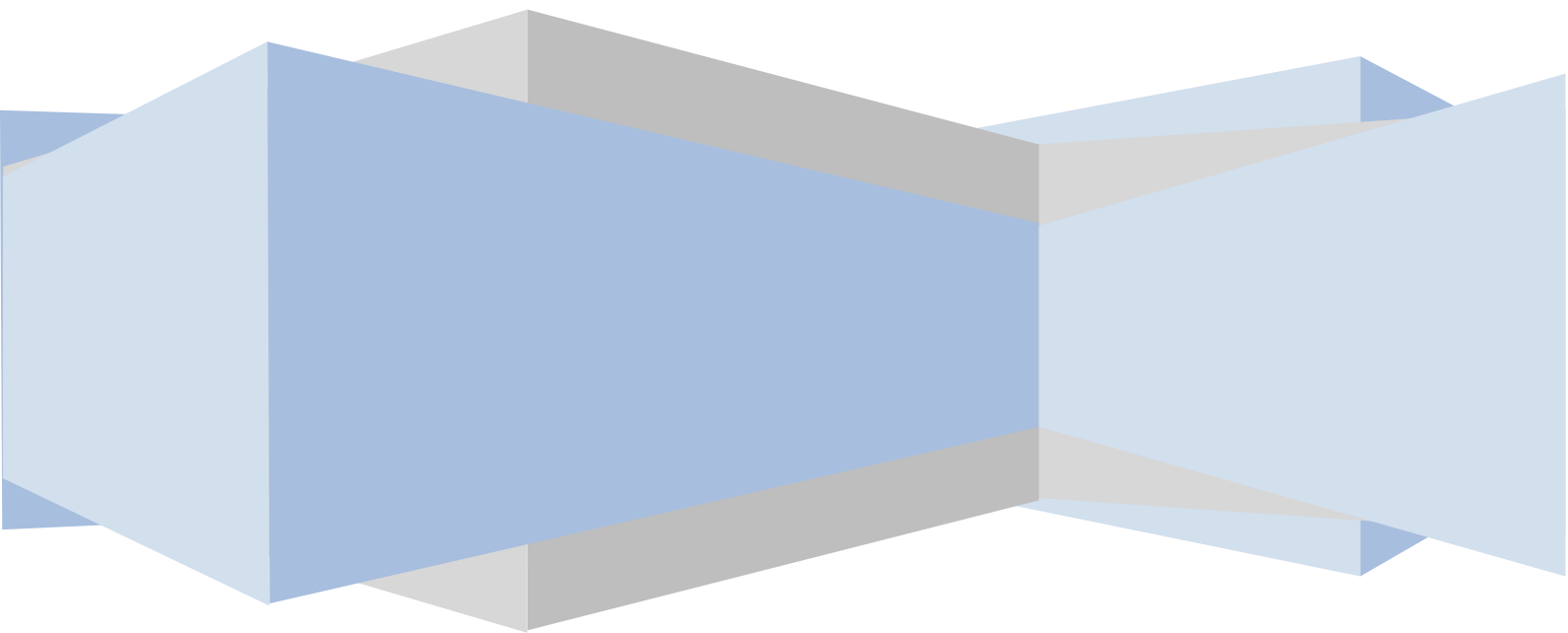


Outlook Web App (OWA) 2013 Quick Guide for MISC BERHAD



1) Login on to Outlook Web App (OWA) 2013

- a) Open your browser and browse to <https://mail.miscbhd.com/owa>.
- b) Press Enter and the logon screen appears as shown below.
- c) Enter your username and password, then click on **Sign in** button.



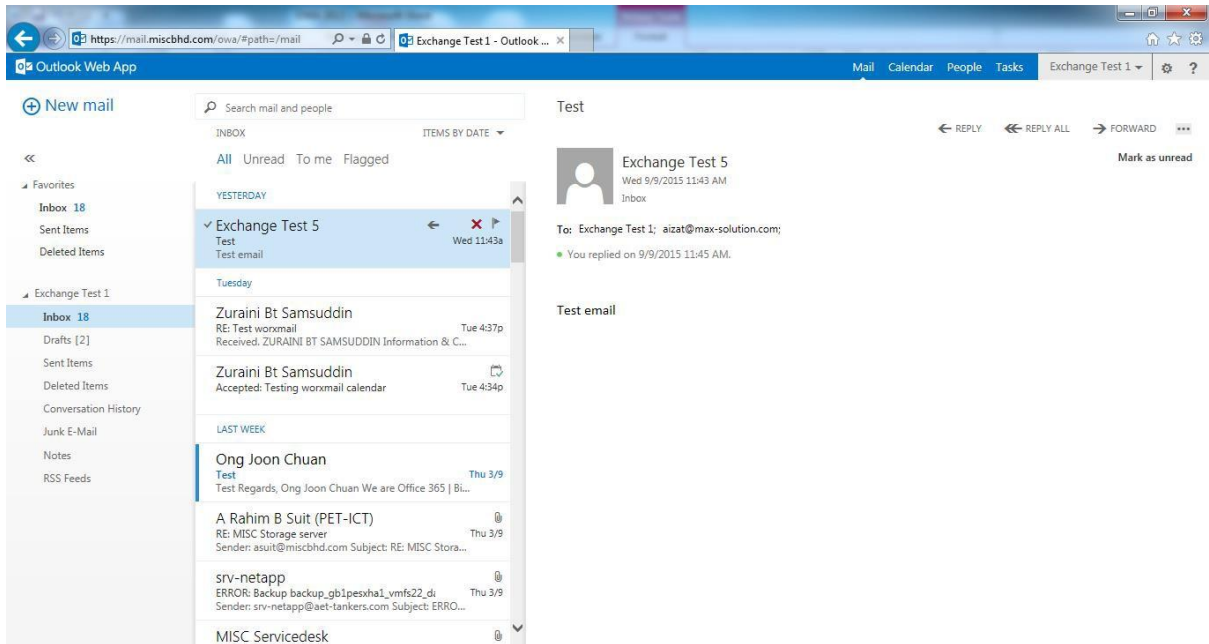
2) Outlook Web App (OWA) 2013 New Interface

New Email **Search Email** **Replying Email** **Options Button to change settings**

Navigation Pane **Inbox** **Reading Pane**

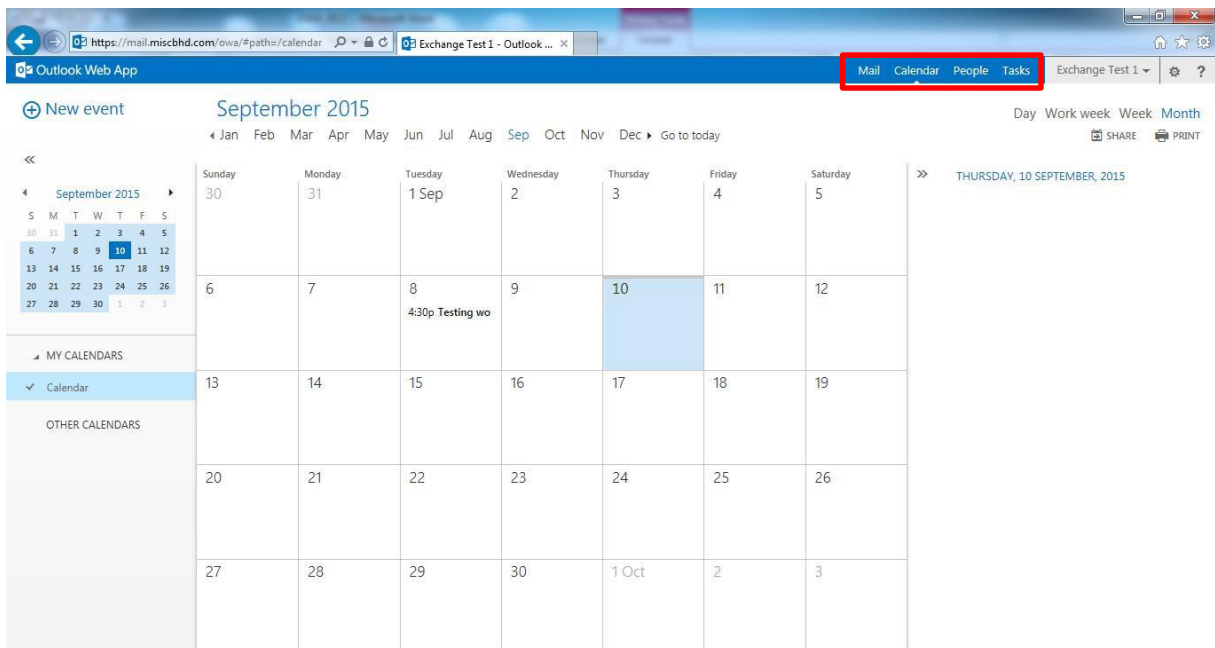
3) Opening Message in OWA 2013

a) To open a message in the preview pane, single click the message in the centre message listing.



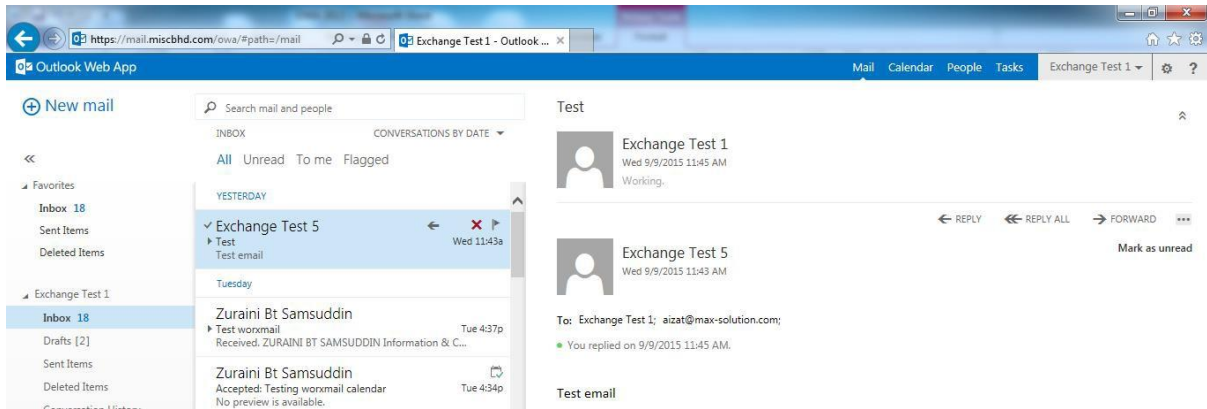
4) Calendar in OWA 2013

a) To open a calendar in OWA 2013, click on the Calendar button at the top bar on the right hand corner (highlighted below).

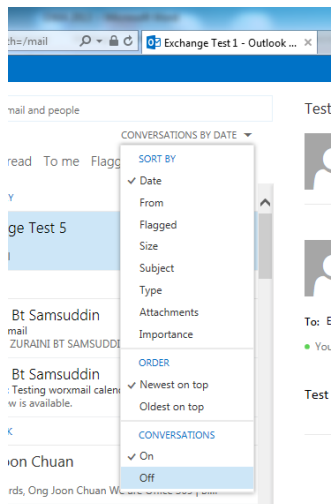


5) Conversation View in OWA 2013

a) Conversation view is a new way of viewing email in webmail that allows you to see message threads grouped together to help reduce the clutter in your mailbox.



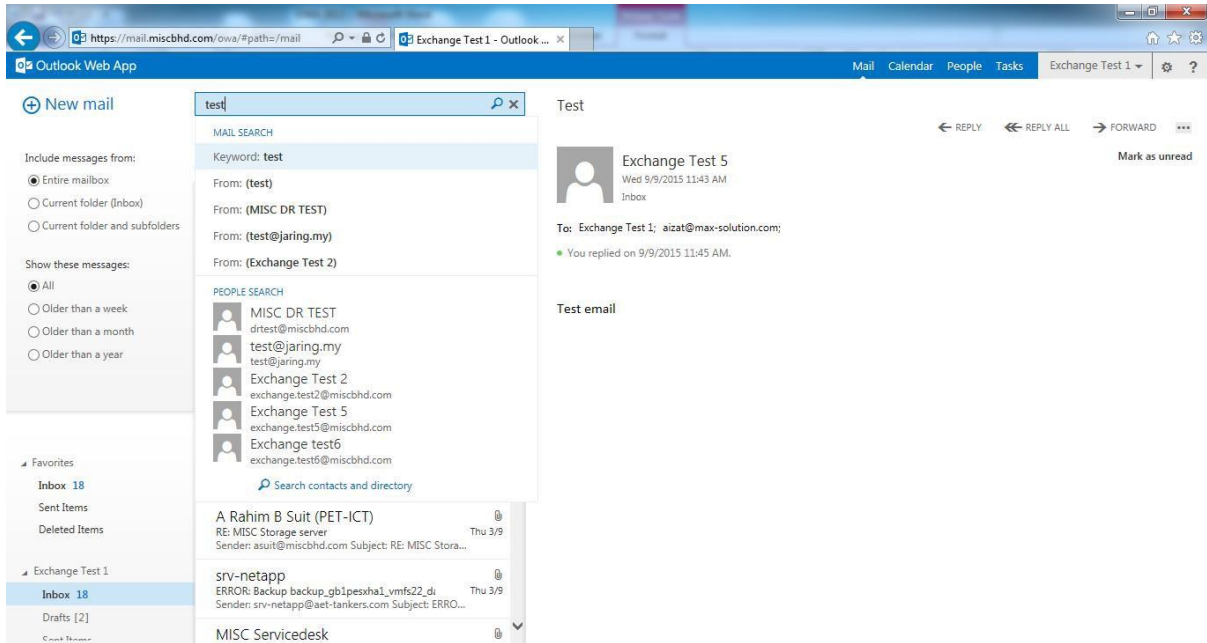
b) To switch off the conversation view, click Arrange By and under Converstion, click Off.



6) Searching your Mailbox

a) You can search your mailbox using the powerful search facility built into Outlook Web App 2013.

b) To access the search functionality, enter any search term you wish to find in your mailbox in the search box as shown below.



7) Checking your Mailbox Quota

a) To check your quota at any time, go to Options and click on account to view your mailbox quota.

