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Accessing OWA from Internet


- User will getting page beside if accessing OWA using existing on premise email server address URL https://mail.aet-tankers.com/owa
Accessing OWA from Internet

- User will be directed to page https://login.microsoftonline.com for authentication.

- Key-in full email address and new windows for authentication against local domain will appear.
Accessing OWA from Internet

- User will prompt for on premise domain authentication
- Key-in again with format below:
  - ID: navigator\UserID
  - Password: User email password
Self Service Password Reset Enrollment

- If user accessing the mailbox first time from OWA, they will be asked to complete the security question.

- This security question is used to reset user password at self-service password reset portal [https://passwordreset.microsoftonline.com/](https://passwordreset.microsoftonline.com/).
Self Service Password Reset Enrolment

- Select 5 out of 14 pre-defined question and supply it with your answer.

![Microsoft Self Service Password Reset Enrolment](image)
Self Service Password Reset Enrolment

- Click on “finish” to complete the enrolment process
- User still can change the security question by clicking “Change” link
Accessing OWA from Internet

- User need to select Language and Time Zone for first time logon
Email Message

- User will direct to Inbox once the authentication successful.
Email Message

- Click on New > Email Message to composing new email
To select the email recipient, click on To or CC icon to accessing global address book.
Email Message

- By default, your personal contact will be open once accessing the address book.

- Navigate to All Users to view complete list of users, contacts and resources.
Email Message

- User information will be displayed and click + sign to add user as email recipient.

- Click on Save to complete the process and back to compose email view.
Email Message

- Verify require information are complete and click Send to sending the email
Meeting & Calendar Event

- Click on New > Calendar event to start new meeting request or event
Meeting & Calendar Event

- View of Calendar event consists of 3 column, Details, People & Schedule
- Key-in title for the meeting/event of the first row
- Click on second row to select the meeting room or key-in location for the meeting/event
- Choose meeting/event properties such as date, time, repeat status, reminder, user status and any remark to this meeting/event
Meeting & Calendar Event

- On the meeting/event located on premise, please select AET Meeting Room to view list of available resource
Meeting & Calendar Event

- By default, Available rooms based on schedule will be show
- Click on All rooms to view full list of resource
Meeting & Calendar Event

- Select meeting/event attendees at People column
Meeting & Calendar Event

- User could use Scheduling assistance to view availability of the meeting/event attendees.
Meeting & Calendar Event

- Click OK once completed on the scheduling assistance and user could send the meeting/event invitation.
Configuring Office365 Email on Mobile Device

- Configuration could be vary based on mobile device OS type, model and email client application.

- Importance setting to change:
  - Email server: outlook.office365.com
  - SMTP server: smtp.office365.com

- Setup reference:
Thank You