

Exchange Mail: 15 Things You Need to Know

1. Exchange email is separate from the Net ID system.
 - If you change your email password, your Net ID password will not change.
2. Your full email address is your user name in Outlook 2003 to access Exchange mail.
 - Therefore, your user name will be in this format: `firstname.lastname@ces.uwex.edu`
3. Be sure to check the “remember your password” box.
 - By checking the “remember your password” box, Outlook will remember your Exchange mail password until you close Outlook.
 - The next time you open Outlook, it will remember your user name, but you will need to enter your password again.
4. Your email is now being delivered to a new mailbox on the Exchange server.
 - This means that the master copy of your mailbox is on the Exchange server in Madison.
 - A “cached” copy is kept on your local computer. This copy is synchronized with the master copy.
5. Your old email is still in Outlook 2003 in your Personal Folders.
6. Your Exchange mailbox has a size limit.
 - If you want to save email, especially ones with big attachments, move them to your Personal Folders.
7. Exchange mail has a global address book that includes all the UWC and UWEX staff.
 - There are duplicate names in this big list (e.g. Johnson, Nathan) – check the business phone number
 - You can get a shorter list of Coop Extension folks by scrolling to that subfolder
8. Your Exchange mail is accessible from any computer with an internet connection
 - Use Internet Explorer and go to this web address: <http://owa.uwex.edu>
9. If you have Windows 2000, you will need to use the web client until your computer is upgraded to Windows XP.
10. The OWA web client is where you can change your email password.
 - Click on Options and scroll to the bottom of the page and click on Change Password
 - You will need to enter your old password before you can set a new one.
 - If you totally forget your password, call the Help Desk at 800-760-7610.
11. If you are getting a lot of junk mail, turn on the junk mail filters.
 - In the OWA web client, click on Options, scroll to Privacy and Junk E-mail Prevention. Check the box next to Turn on Junk Email Filter. Be sure to click Close and Save.

- In Outlook 2003, click Tools...Options...Junk Email. I have mine set to Low to reduce the risk of good email getting put in the Junk Email folder.
 - In Outlook 2003, you can also set a rule that puts email flagged as spam by the UWEX servers into your Junk Email folder (see the Technology Tip posted on our web site: <http://milwaukee.uwex.edu/tech/>).
12. Exchange mail will not be set to use the signature you set up earlier.
- In Outlook 2003, click Tools...Options...Mail Format tab. If you created a signature before the Exchange move, all you need to do is to select that signature for use with the Exchange server email account. Click the dropdown arrow next to Signature for new messages and highlight the signature that you want to use. Click OK. If you have never created a signature, see the Technology Tip posted on our web site: <http://milwaukee.uwex.edu/tech/>.
 - In the OWA web client, click the Options button and click on Edit Signature.
13. You can share your calendar with others through the Exchange server.
- Click the Calendar button on the lower left corner of your Outlook window. On the left side, click Share My Calendar.
 - Select the person you want to share your calendar from the Global Address Book. Click the Add button.
 - Set their permission level to Reviewer.
14. You can and probably should move your Contacts and Calendar to the Exchange server.
- If you already have your calendar in Outlook, see Nathan or me for help moving your Calendar to the Exchange server.
 - If you have never used Outlook for your calendar, click Calendar in the lower left corner of your Outlook window. Under My Calendars, make sure that there is a check next to Calendar (not Calendar in Personal Folders). Then start entering your appointments and meetings.
 - To move your Contacts, first click on the Folder list button at the very bottom of the left side of your Outlook window. Click the Contacts button in the lower left corner of your Outlook window. Then click Edit...Select all. Drag and drop your contacts into the Contacts folder under Mailbox – Lastname, Firstname.
15. Our new combined UWC-UWEX Help Desk has a web site with lots of interesting tips.
- Go to: <http://www.uwex.uwc.edu/outlook/tips/>