

## Remote Email with Outlook Web Access

With Outlook Web Access (OWA) you may view your email, contacts, calendar, and other folders from any computer an Internet connection. All you need is the correct Internet address and your SecurID token.

→ OWA does not include FileSite. Use Outlook via Citrix to access your Firm documents.

### Logging in to Outlook Web Access

To access OWA:

**Step 1:** While connected to the Internet, open **Internet Explorer** from your Desktop.

**Step 2:** Access <http://remote.whitecase.com> and select your region under **Remote Email** or simply enter the Web address for your region.

Americas:	<a href="http://ammail.whitecase.com/">http://ammail.whitecase.com/</a>
EMEA:	<a href="http://emmail.whitecase.com/">http://emmail.whitecase.com/</a>
Asia:	<a href="http://apmail.whitecase.com/">http://apmail.whitecase.com/</a>

The White & Case | Outlook Web Access window displays.

**Step 3:** Select the appropriate **Security** option for your computer type. See below for an explanation of these options.

**Step 4:** Select the **Use Outlook Web Access Light** check box if you are on a slow connection or using a Web browser with strict security settings.

→ The **Light** option provides fewer features and is sometimes faster. This option is automatically applied if you are using a Web browser other than Internet Explorer 6.0 or higher.

**Step 5:** In the **User name** field, type your user name (your standard network login ID).

**Step 6:** In the **Password** field, type your current network password.

**Step 7:** Enter your Passcode.

**Step 8:** Click **Log On**. Your Outlook Web Inbox displays.

### OWA Security Options

- **This is a public or shared computer**

Automatically logs you out after 15 minutes of inactivity. Use on public (e.g. Internet cafe) computers.

- **This is a private computer**

Allows up to 24 hours of inactivity before automatically logging you out. Use this option if the computer is only accessible by you!

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## Using Outlook Features

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### Viewing Outlook Folders

Outlook Web Access displays a list of icons on the left side of the screen. Click the icons in the Navigation pane to access your Outlook folders such as your Inbox. To view other folders, click **Folders** at the top of this pane.

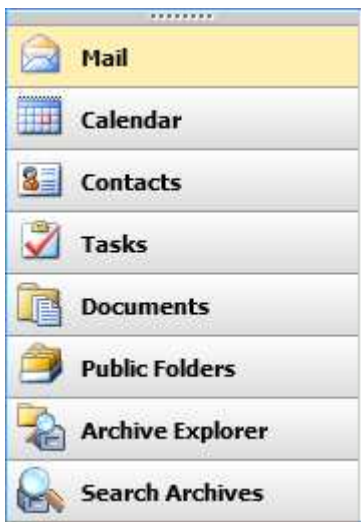
### Receiving Email

Email you receive after you've logged into OWA will not automatically appear in your Inbox. To display new email, click the **Check for New Messages** button on the toolbar as shown below.







### Using the Navigation Pane

Outlook Web Access displays a Navigation pane on the left side of the screen. Click the icons in the Navigation pane to access your Outlook folders, such as your Inbox.



### Viewing Email

Click **Options** in the Navigation pane to change the number of items that are displayed on one page. To view email that aren't displayed, use the following buttons on the toolbar to move between the pages of messages.

	First Page		Next Page
	Previous Page		Last Page

### Spell Checking

OWA 2007 permits you to spell check individual messages or to have all messages checked for spelling prior to sending. To turn on automatic spell checking, use the following steps:

- Step 1:** In the Toolbar, click **Options**.
- Step 2:** Click **Spelling** option in the Navigation pane.
- Step 3:** Select the **Always check spelling before sending** check box.
- Step 4:** Make any other selections as desired.

**Step 5:** Click **Save** at the top of the window.

## Attachments

Outlook Web Access only allows you to attach documents that have been saved locally (for example, to your C: drive).

→ OWA provides no access to iManage WorkSite documents. If you need to send WorkSite documents as attachments, export the documents to drive C: of your laptop prior to leaving the office or use Outlook and FileSite in Citrix.

**Step 1:** Create a new email message.

**Step 2:** Click the **Attachments** button under the **Subject** field. The Attachments dialog box displays.

**Step 3:** In the **Attachments** dialog box, click the **Browse** button.

**Step 4:** In the **Choose File** window, navigate to the drive on which your document has been saved (for example, the C: drive).

**Step 5:** Find the document you wish to attach and double-click it. The file path of the document then displays in the **Choose a File to Attach** field.

**Step 6:** Click **Attach** to add it to the Current file attachments section.

**Step 7:** Repeat steps 3-6 for any other documents you wish to attach and then click **Close**.

**Step 8:** Send the email when finished with attachments.

## Turning on your Out of Office Assistant

**How the Out of Office Assistant Works:** You may set up an automatic reply message in OWA. People who send mail to your account while the message is activated will receive an email reply with your custom message. The message is sent only once to each email address that sends mail to your account; subsequent mails from the same person do not trigger your automatic response.

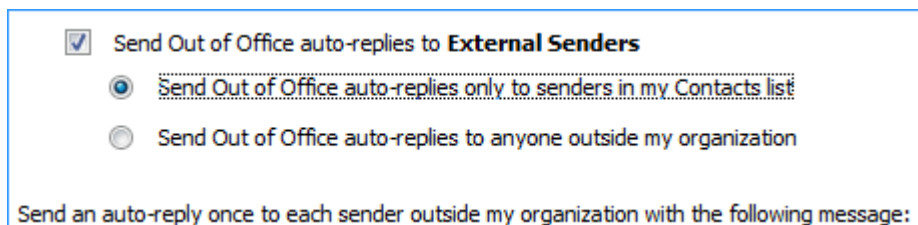
To turn on your Out of Office Assistant:

**Step 1:** In the Toolbar, click **Options**.

**Step 2:** Select the **Send Out of Office auto-replies** radio button.

**Step 3:** Type the text for your message in the **Send an auto-reply once to each sender inside my organization with the following message:** area.

→ You may send a different auto-reply message for external senders by enabling the **Send Out of Office auto-replies to External Senders** option.



**Step 4:** Click **Save** at the top to turn on auto-replies.

## Logging Off

To exit OWA, click **Log Off** in the top-right corner of the window.

If you access Outlook Web Access from a public computer, please be sure to close all Internet Explorer windows to ensure the greatest security.