



How does the BGSU Exchange system work for Windows users?

BGSUOWA
Outlook Web Access

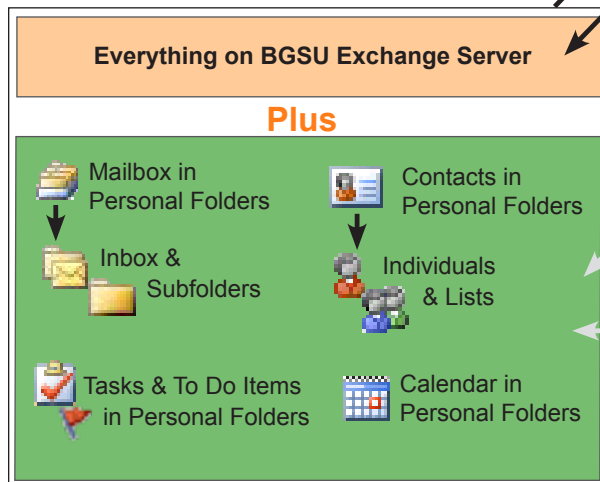
On my handheld



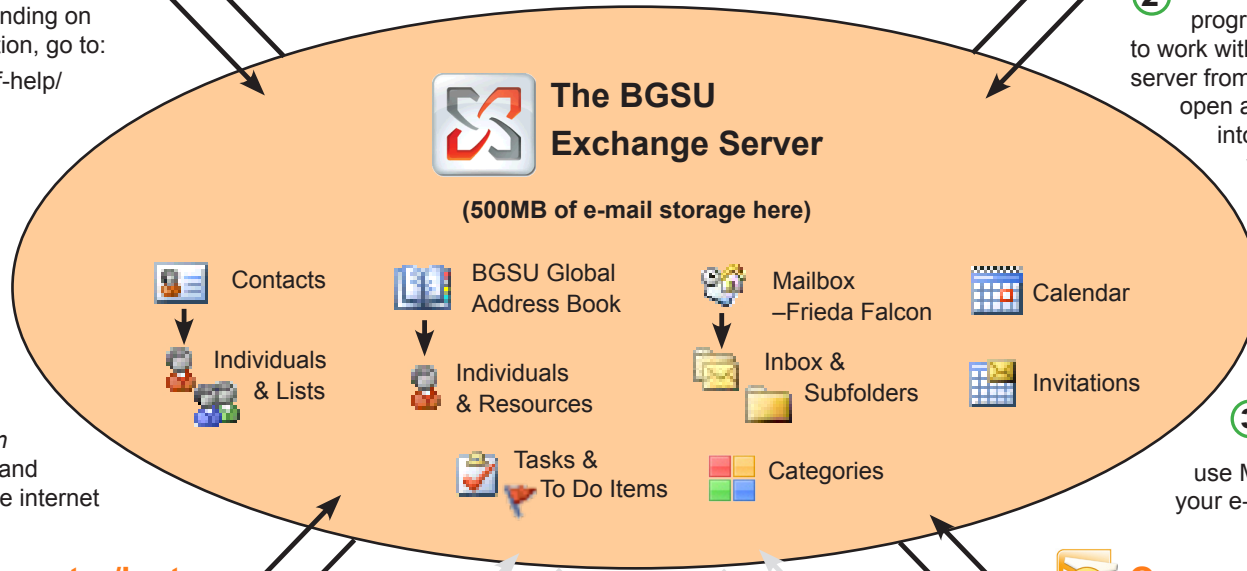
6 You can use OWA or various syncing options, depending on your device. For more information, go to: <http://www.bgsu.edu/its/tsc/self-help/page46342.html>.

5 If you have Outlook installed on your home computer or a laptop, you can see and use all the items saved on the BGSU Exchange server. You also have access to the personal folders shown in the green box. However items in these folders are saved *only on this home computer or laptop*, and are not accessible to you on the internet or another computer.

On my home computer/laptop



1 The BGSU Exchange server is the central storage place for your BGSU contacts, mail, and calendar. The orange oval below represents the server and the types of information stored on it.



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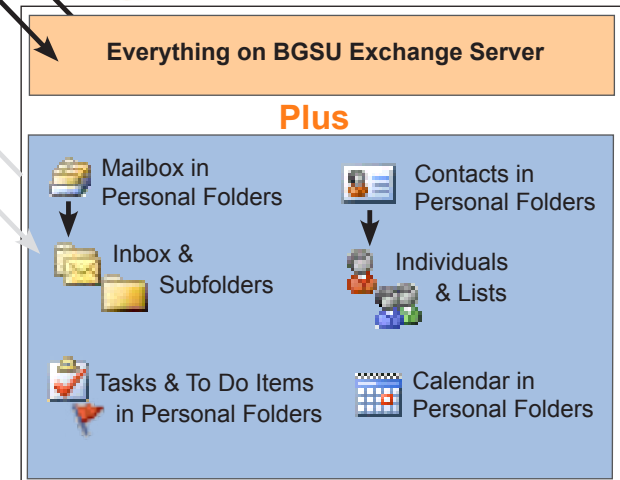
On the Internet



2 You can use the Internet and a program called Outlook Web Access to work with information stored on the server from anywhere in the world. Just open a browser, type *mail.bgsu.edu* into the address line, and enter your username and password. The black arrows show that everything you do online is saved on the server.

3 When you are working from your office, you can use Microsoft Outlook to access your e-mail, instead of the internet.

On my office computer



4 With Outlook, you can see and use all the items saved on the BGSU Exchange server. The black arrows show that when you are connected to the server, everything you do with these folders is saved on the server.

You also have access to the personal folders shown in the blue box, including a separate personal address book and personal calendar. Items in these folders are saved *only on this office computer*, and are not accessible to you on the internet or another computer.

Tip: Be careful not to put your BGSU appointments on your personal calendar. They won't be visible on your work calendar, and people with whom you share your calendar won't see them.