



How does the BGSU Exchange system work for Mac 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 Entourage installed on your home computer or a laptop, you will see the same two headings that you see in the office. However, information in the On My Computer folders (green box) is just on this home computer or laptop. It is not saved on the server, under the On My Computer heading on your office computer.

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.

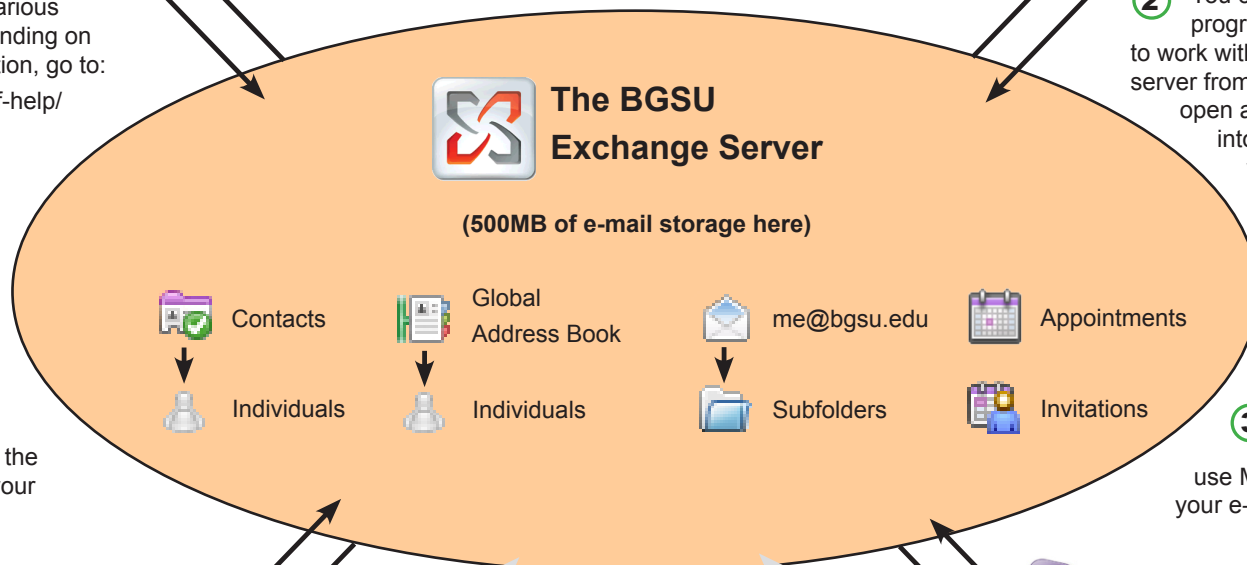
BGSUOWA
Outlook Web Access

On the Internet

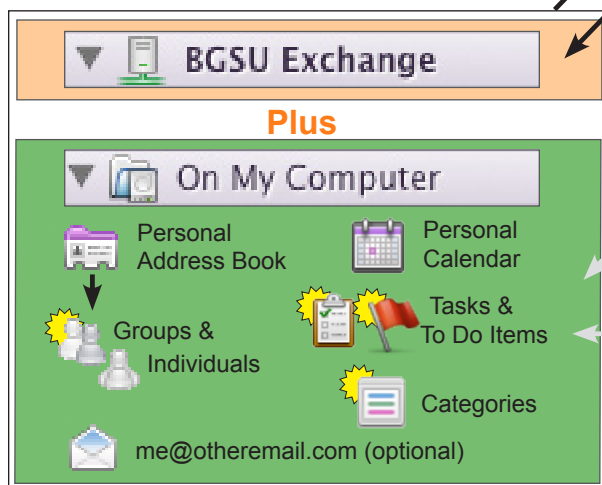


2 You can use the Internet and a program called Outlook Web Access to work with information stored on the server from anywhere in the world. Just open a browser, type *mail.bgsu.edu* into the address line, and enter your username and password. The black arrows show that everything you do online is saved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

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



On my home computer/laptop



4 In Entourage, folders under the heading BGSU Exchange (orange box) represent 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. Folders under the heading On My Computer (blue box) are saved *only on this office computer*. You can create address groups here, track tasks, and assign categories—which you can't do on Exchange. You can also keep a separate personal address book and personal calendar.

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 (grayed out arrows).

On my office computer

