

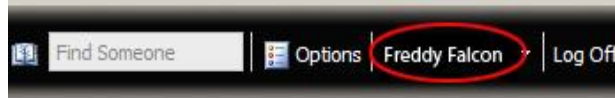
Opening a BGSU Office Account from Outlook Web Access (OWA)

Note: Someone in your department, office or group must first apply for an Office E-mail Account on the BGSU Exchange Server, be notified that the account is set up and ready for use and you must be included in the list of group members who can access the BGSU Office Account before you can use the procedure below.

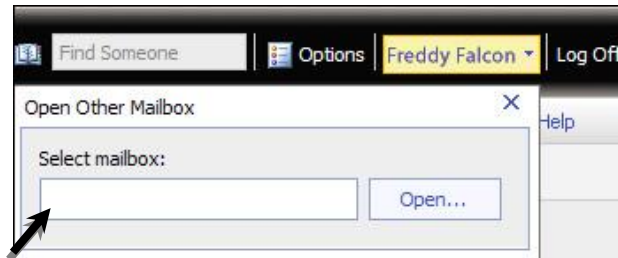
You can open a BGSU Office Account from both OWA Premium and OWA Light but the procedures for each application are different.

Opening an Office Account from OWA Premium

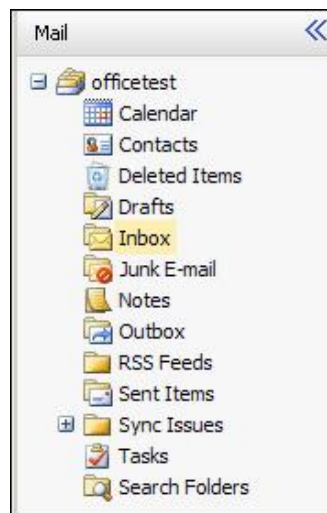
1. Login to your BGSU Exchange account by entering <http://mail.bgsu.edu> into an Internet Explorer browser window.
2. Click on your name in the horizontal navigation bar in the top right corner of the window.



3. Under 'Select Mailbox', type in your office account name and click **Open...**



Another Internet Explorer window will open that will contain your office account.



On that browser window, you will see your office account instead of your name on the horizontal navigation bar.

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There are two ways to switch between accounts.

- a. Click on the account's task bar button.

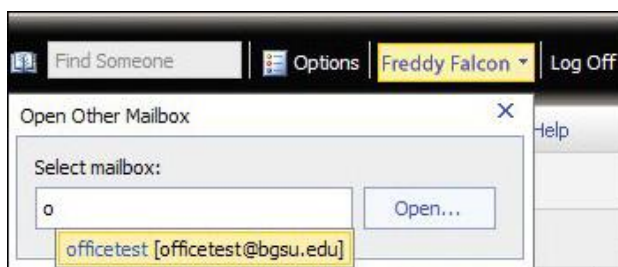
There will be one task bar button for each account open so you can click the account's task bar button to access the account.



- b. Open up a mailbox to your own account from your office account's window.

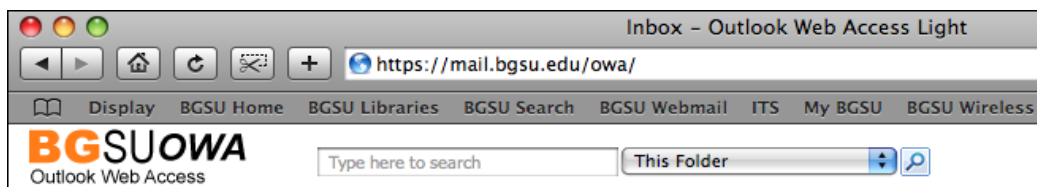
You can use the same procedure described above to open up a mailbox to your own account from the office account's window.

This access will only be available in your OWA account for your current login session. So that it is easy to make a new connection when you need it, you only have to type the first letter to see a list of your previous entries. Then click your office account to select it and click Open...

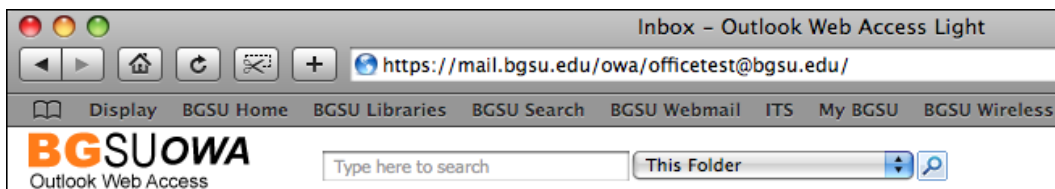


Opening an Office Account from OWA Light

1. Login to your BGSU Exchange account by entering <http://mail.bgsu.edu> using OWA Light.



2. To switch to your office account, add your office account e-mail address (e.g. *office-acct-name@bgsu.edu*) to the end of the URL in your browser window and press **Enter**.



3. To switch back to your personal account, remove your office account e-mail address (e.g. *office-acct-name@bgsu.edu*) from the URL in your browser window.

This access will only be available in your OWA account for your current login session.

Opening a BGSU Office Account from Outlook Web Access (OWA)

When you use OWA Light to access your office account, only one browser window will be open. When you logout of either account, you will be logged out of both.