What is Outlook Web Access?

The Outlook Web Access (OWA) is a web-based solution to using Outlook from any computer with a web browser such as Internet Explorer. In order to access your account, you will want to use the following URL...https://mail.hmc.psu.edu/owa

Notice that the path is indicating a secure connection – you will need to log in with your epass ID and password just as you normally would from any workstation.

The Logon Screen...

When navigating to the OWA – you will be first presented with the logon screen (below).


1. Under **Security**, choose one of the following:
    1. ***This is a public or shared computer*** is the default setting. If you select this option, you will be automatically logged off after 15 minutes of inactivity. It goes to help protect against unauthorized access in your account.
    2. ***This is a private computer***. If you are the only person who uses the computer, select this

option. This will provide a 2-hour window in standby before being timed out.

2. Optional Choice: If you feel it may be necessary, select the "*Use the light version of Outlook Web App*." This provides a faster performance (albeit, fewer features). This setting is recommended for those on a dial-up connection.

3. Click the **Sign in** button.

The OWA User Interface

The Outlook Web Access (OWA) provides a familiar web environment so you can work and collaborate efficiently wherever you are. The window area includes a small menu bar toward the top of your screen, and a variety of tools for composing e-mails, meetings, appointments, tasks, and more.
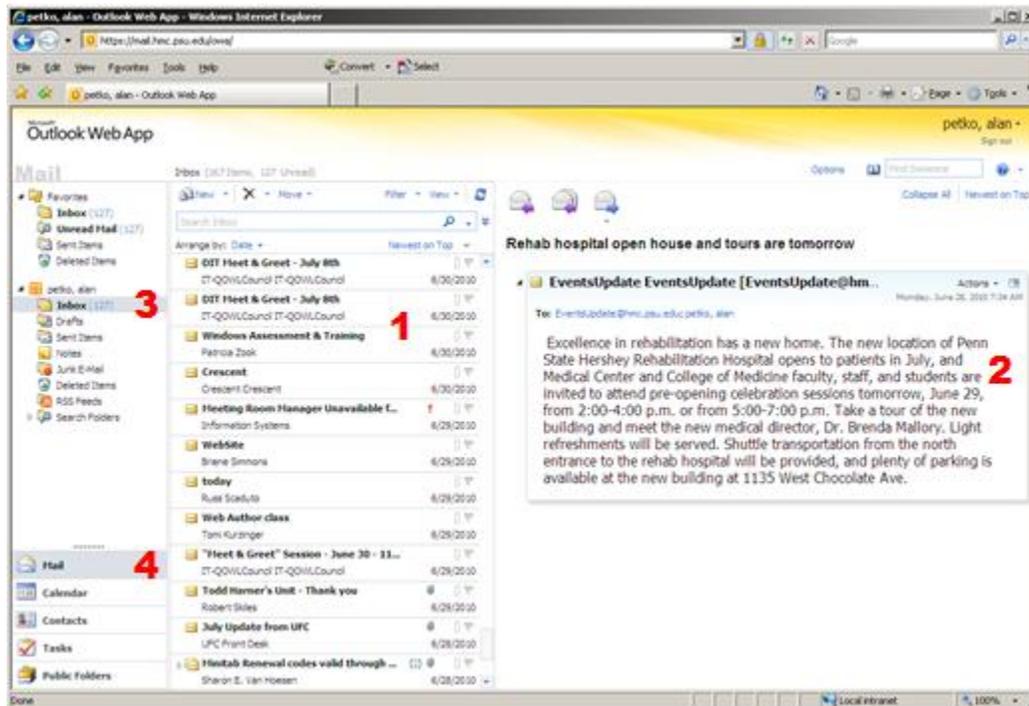
1. **Folder Viewing Pane**: This area is dedicated to display the items in the current

folder (default is your inbox). Unread items are displayed in bold.

2. **Reading Pane**: This area is used as a preview of the email that is currently selected.

3. **Folder List Pane**: Displays the list of your personal folders when in the Mail view. Clicking on the folder will display the contents by list in the Folder Viewing Pane.

4. **Navigation Pane**: This section allows you to switch between other areas of your Outlook account, such as your Inbox, Calendar, Address Book (Contacts), and a To-Do list