










OUTLOOK WEB APP (OWA)

Do you check email from different computers during your workday or log in to computers that are shared with others in your department? This guide provides tips for accessing your Partners mailbox using Outlook Web App.

<p>OUTLOOK WEB APP</p> 	<p>Outlook Web App (OWA) provides web-based access to your Partners mailbox. It allows you to do a quick check of email yet still have complete access to all mailbox items, including folders, calendar and contacts.</p>				
<p>WHY USE OWA?</p> 	<p>Some benefits of using OWA, include:</p> <ul style="list-style-type: none"> • provides a consistent user experience when working in your mailbox • it's available anytime, anywhere • improved performance for those who used shared computers 				
<p>HOW TO ACCESS OWA</p> 	<p>You can access OWA at work or from any computer with an internet connection.</p> <table border="1" data-bbox="451 863 1432 1050"> <thead> <tr> <th data-bbox="451 863 1036 934">On a Partners Computer</th> <th data-bbox="1036 863 1432 934">Over the Internet</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 934 1036 1050">  Go to Partners Applications > Microsoft Outlook Web Express </td> <td data-bbox="1036 934 1432 1050"> https://outlook.office.com </td> </tr> </tbody> </table>	On a Partners Computer	Over the Internet	 Go to Partners Applications > Microsoft Outlook Web Express	https://outlook.office.com
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<p>SETTINGS</p> 	<p>For the best experience working in OWA, take the time to customize your views and other settings.</p> <p>Tip! Change the settings once, and they travel with you no matter where you log on.</p>				
<p>KEEP IT SAFE & SECURE</p> 	<p>To protect your work, always ...</p> <ol style="list-style-type: none"> Sign Out of OWA and Lock your device 				
<p>MOBILE DEVICES</p> 	<p>Secure access to Partners email on an iOS or Android device requires that you enroll and install in MobileIron. Please contact the IS Service Desk for more information.</p>				

NEED HELP? Get a copy of this guide in IS Service Desk article [KB0014714](#). Contact the IS Service Desk. View phone numbers or open a ticket at www.partners.org/isservicedesk.