Logging into OWA

There are several ways to log into the Outlook Web Application. You can open your browser (Internet Explorer, Mozilla Firefox, etc) and in the address bar simply enter exchange.canisius.edu or you can do so through the Canisius College Faculty Staff page just as before.

The login page with few exceptions will look very familiar to everyone who has used the web-based application before the upgrade to Exchange 2010. The first choice that needs to be made is Security. There are two choices:

- **This is a public or shared computer**—select this if you are logging into a public computer for example at a conference to check your e-mail. Make sure that you log off before leaving however if you forget the connection to your account will be severed after 20 minutes. Also, your username will not be preserved.
- **This is a private computer**—select this if you are working on your computer at home or the one the college has provided for you. The advantage here is that your connection will remain open for four hours and your username will always come up when you launch the application.
- If you click on **show explanations** each choice will be described as a reminder.

The next choice that needs to be made is whether you want to use OWA as **Standard** or **Light**. We encourage users to consider using the Standard version as it provides the greatest capabilities and will, once learned, make managing your calendars, e-mail, and tasks easier. The light version will provide you with the basic capabilities and a few additional capabilities and will suit basic needs.

New to the login page is the **Canisius Exchange Blog**. If you click on this link it will open a page to the change blog that ITS has created to announce changes as they occur. If, for example, you don’t want to view your messages in conversations the blog will show you how to change that. If you’d like a review in how to use basic e-mail and calendaring functions go to the entry entitled “Using the New Outlook Web Application” It will link you to a short video demonstrating basic use. It might be a good idea to clink on the blog link once in a while to see if anything has changed or if plans are being made to update or add capabilities to OWA.

Finally, you’ll also be able to change your Canisius College password at the very bottom. If you change your password here it will automatically change your password not only for e-mail but for ANGEL, our Learning Management System, and your Banner login.

Once you are logged in, you will, by default, be directed to your e-mail.