Access Your CCU Exchange Mailbox with Outlook Web Access

Outlook Web Access (OWA) allows access to your Exchange Mailbox from any computer with an Internet connection and a Web browser.

- In the browser enter the address “https://outlook.coastal.edu”.
- Click show explanation to determine appropriate security level.

- Select appropriate security level.
• Click **Use Outlook Web Access** to determine if OWA Light is appropriate. Note that with a browser other than Internet Explorer 6 or later, you can only use the OWA Light.

• Enter **User Name** and **Password** and click **Log On**.
• The first time OWA is logged onto on a computer you are presented with options for vision settings, language and time zone. Adjust as necessary and click OK.

• A screenshot of OWA Premium…
• The interface is very Outlook-like with access to most features of your Exchange Mailbox.
• To access a Public Calendar click on **Public Folders** then on the Public calendar desired.

A screenshot of OWA Light…
• **Public Folders** are not accessible with OWA Light.
• For more information on OWA visit [Client Features in Outlook Web Access](#), refer to Table 2 for a comparison of Outlook Web Access Light and Outlook Web Access Premium.
• Please be sure to log off of OWA and close all Web browsers.