

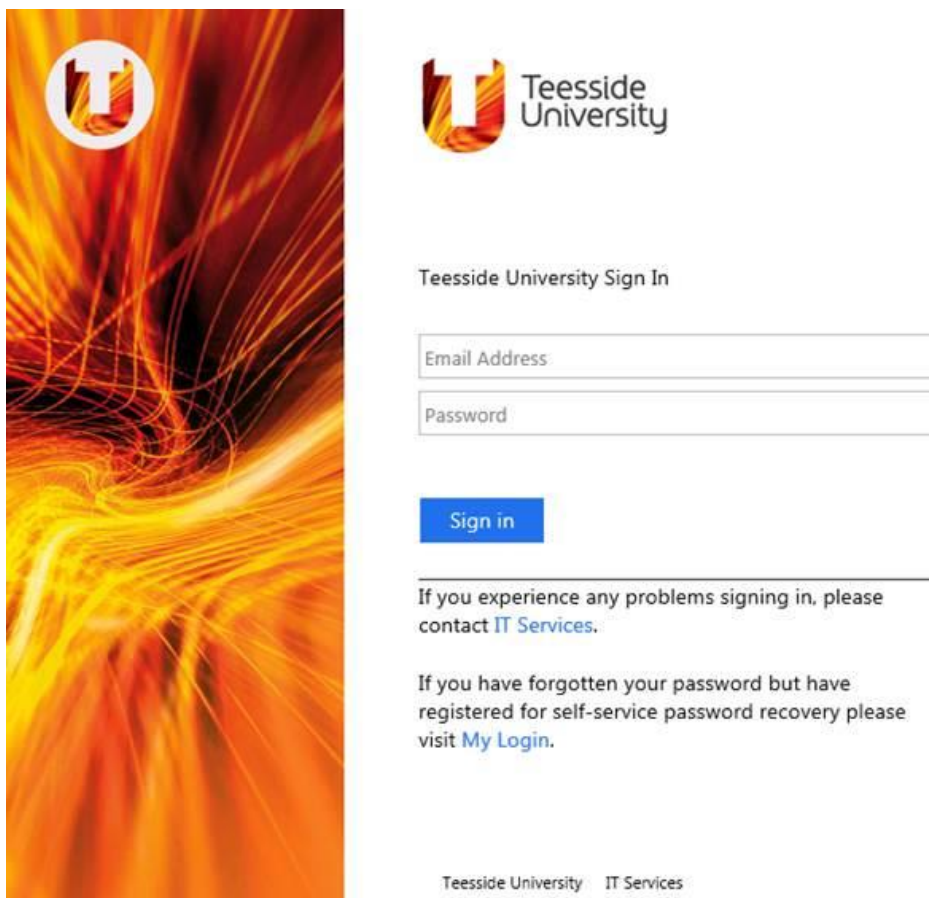
## How do I Email with Outlook Web Access (Stone)

### How can I access my emails externally? (Exchange 2013)

Whilst this is not intended in any way to replace the functionality of the Outlook client it will allow a user to access their mail, diary etc. anywhere in the world as long as they can access a web browser.

To log onto Outlook Web Access:

1. Open Internet Explorer (or similar browser software).
2. Go to page <https://stone.tees.ac.uk/> and the following authentication window will be displayed:



Teesside University Sign In

Email Address

Password

Sign in

If you experience any problems signing in, please contact [IT Services](#).

If you have forgotten your password but have registered for self-service password recovery please visit [My Login](#).

Teesside University IT Services

3. In the user name type your u or x number e.g. u0012345.
4. Enter your Outlook password in the password field.
5. There are two options client and security.

### *Security*

- Public or shared computer - Select this option if you use Outlook Web Access on a public computer.
  - Private computer - Select this option if you are the only person who uses this computer. Your Exchange server will allow a longer period of inactivity before logging you off.
6. Once you have selected the client and security options click on log on.

### **Features**

#### ***Nickname cache***

By storing the email addresses of recent recipients, the nickname cache helps to address email more quickly by providing a suggested name list as you type. The nickname cache combines all recent recipients of email while using Outlook Web Access

#### ***Conversation View***

By grouping messages from a single conversation together, the new Conversation View enables you to quickly identify your most recent messages and related responses. Conversation View is always preserved, even if individual email messages are located in different folders in your mailbox. By treating an entire group of messages as a single conversation, they can be managed, ignored, moved or deleted as a whole. New messages that are part of a conversation the user has chosen to mark as “ignore” are set straight to the deleted items folder.

If you prefer not to use Conversation View you can disable it. For more information click [here](#)

#### ***Filters***

Filters are now easier to apply from a convenient drop-down menu with common options.

#### ***Search***

Searching in Outlook Web Access can use searches such as “from:”, “to:”, “hasattachments:” and many others to specify filtering criteria and more quickly find the messages you are looking for.

Favorite searches can be saved and accessed at the click of a mouse, providing faster access to information.

### *Single page of messages*

Outlook Web Access no longer has pages. No matter how big the folder, all messages are on one page. You can scroll through every message without having to advance through pages, enabling them to more efficiently access messages and scan conversations to find the communications they are looking for.

### *MailTips*

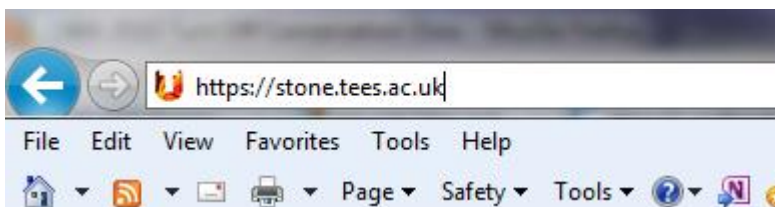
MailTips will warn you before you would perhaps do something you shouldn't, like sending a message outside the organisation, to a large distribution list, to someone who is out of the office, with attachments that are too big to deliver and so on—preventing embarrassment, saving time and reducing the possibility of compromising sensitive information. With MailTips, you can be more efficient and more professional in email communications.

### *Multiple browser support*

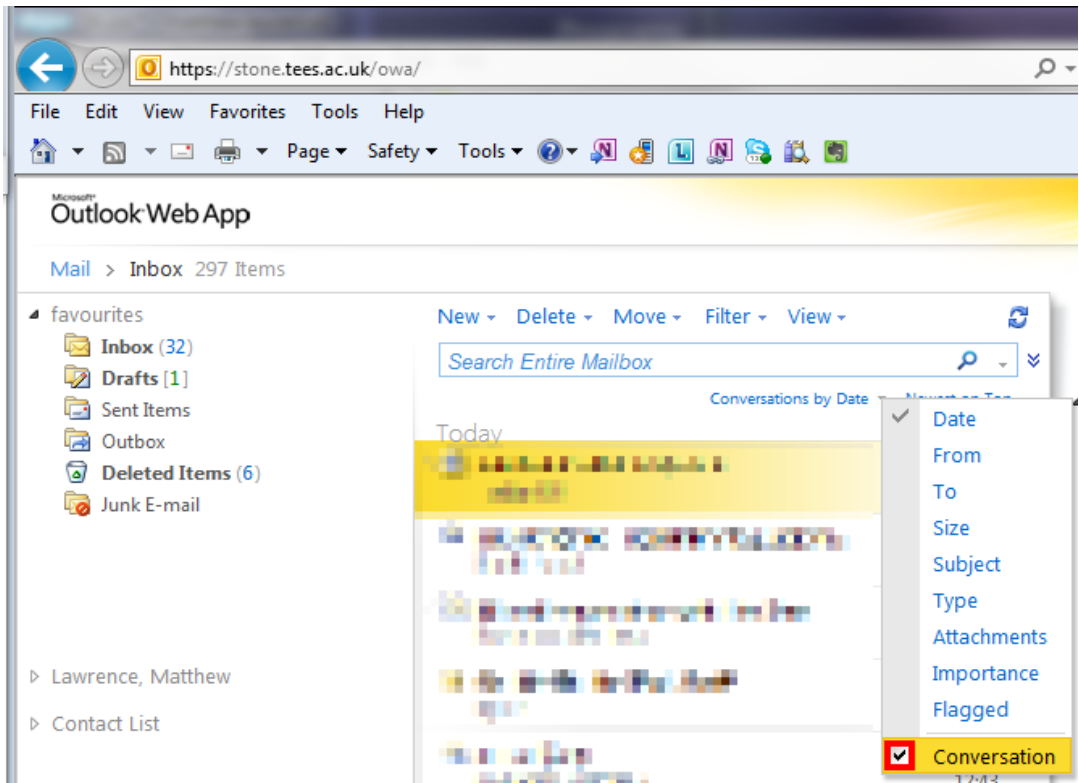
The Outlook Web Access experience is now fully supported within the latest versions of Firefox, Safari and Chrome. Previously Outlook Web Access had a very different look and feel when using browsers other than Internet Explorer 7 or greater.

## **How do I turn off OWA 2010 Conversation View?**

1) Using your preferred web browser, open OWA (stone) by navigating to <https://stone.tees.ac.uk/>



2) Click Conversations by Date to display the sort dropdown menu and untick Conversation (as below).



This will only affect the view of the current folder e.g. Inbox.

3) Where required, repeat step 2 for each mail folder e.g. Sent, Junk etc.

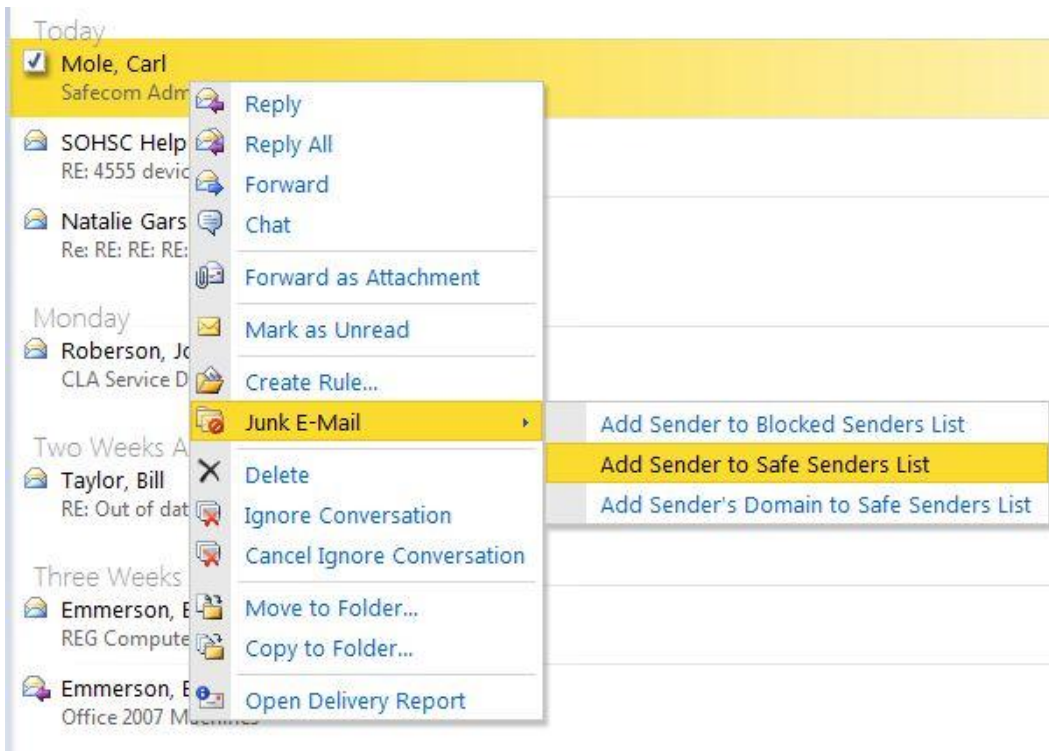
Conversation View may be turned back on by ticking conversation.

### **How do I Add a Safe Sender to my mailbox using Outlook Web Access (Stone)**

First you must log onto stone at the following address:

<https://stone.tees.ac.uk/>

Then go into your Junk E-mail folder via the folders list on the left. You then need to right click on the message that shouldn't be in there and select add sender to safe senders list from the menu, this is shown below.



After you have clicked on this any subsequent emails from that email address will go into your junk folder, you will have to manually move that message to your inbox however.

If you want to look at your list of safe senders via stone you will need to go to the options screen then click on the Junk E-Mail button. From there you can manually update your safe senders list. This is shown below, if you make any changes you will need to click 'Save and Close' at the top of the window afterwards.

