What is the Outlook Web App (OWA)?

Outlook Web App is a companion product to our mail server. It allows web-based access to your Crown email account from any Internet connected PC. It allows you to see the contents of your mailbox from non-company computers.

Logging On

1. Go to http://www.crownpack.com/outlook

2. Click the "Click Here to open the Outlook Web App" link

3. You are presented with the screen shown above.

   Your username is the part of your email address before the @ sign (e.g. **mwilliams**)
   Our Domain is **cpnt1**

   To log in above, you need to enter your username as domain\username.
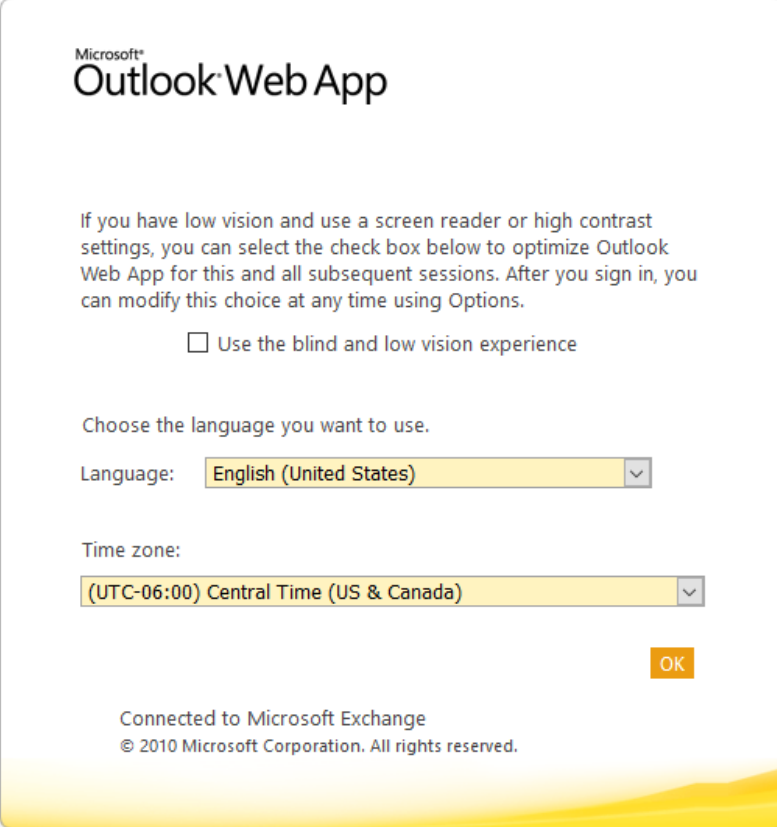   Example: **cpnt1\mwilliams**

   Your password is the password you use to log into your Crown computer (not your JDE password)

4. Enter your login information as shown above and click Log On

First-Time Use

The first time you log onto OWA, you will be prompted for your time zone.

Select the correct time zone from the list and click OK.

How do I use the Outlook Web App?

Using OWA is easy. OWA closely resembles your normal Outlook screen and offers a lot of the functionality you normally have.

What do I need to use the Outlook Web App?

- You will need a Crown email account.
- You will need a computer that is connected to the internet.
- You will need an internet browser. Your best choice for use with OWA is Microsoft Internet Explorer.

What can I do with the Outlook Web App?

- Send and receive emails
- View and edit your Inbox, Calendar, Contacts, Tasks, Notes
- Set your Out of Office reply message remotely
- Access the Public Folders
- Access Personal Folders
- Configure your Out of Office Message (Under the Options menu)