

## Outlook Web Access 2007 Email for New Staff

### A. Web site

Outlook Web Access (OWA) users can access their Outlook email on the Internet. Open Internet Explorer and go to the following address: <http://www.uky.edu/> and click on the **Exchange** link in the lower left hand corner.

The **domain** for your Exchange email account is **mc** and is used when you login. Your email address ends with **@email.uky.edu**.

### B. Changing Password

You will need to **change your password first** before you login to OWA for the first time!



1. From the UK Home page ([www.uky.edu](http://www.uky.edu/)), select **U-Connect** (bottom left of the screen).
2. Click the **Account Manager** tab.
3. Type your **User ID**.
4. Type your initial **Password** which is **u\$ and the last six digits of your UKID** (case sensitive).
5. Click **Login**.
6. Create your new password:
  - a) Type the current password: **u\$ and the last six digits of your UKID**.
  - b) Type the new password in the **New Password** and **Verify New Password** boxes; see the new password rules below.
  - c) Click **Submit Change**.

#### New Password Rules

1. Passwords **are case sensitive**, must be at least **8** characters in length, and expire every **90** days.
2. Passwords must use **3 of 4** allowable characters: **upper case letters, lower case letters, numbers, or symbols**. *Example: Doctors1*  
**Note:** Passwords cannot be the same as your name, email id, or the reverse of it.
3. You cannot reuse any of your last **8** passwords. If you have password problems, contact the **Help Desk** at **323-8586** (Open 24/7). If they have to reset the password, it may take 20 minutes for it to take effect.

**Password Tip:** Once you have a new password setup, when you change it again in 90 days, you only have to change 1 character. *Example: Doctors1 after 90 days can be changed to Doctors2*

### C. Logging On

1. Click the **Check Mail** link  Or the **Microsoft Outlook Web Access** link [Microsoft Outlook\(tm\) Web Access](#) with a single left click.
2. An **Outlook Web Access Log-On** screen opens.
3. In the **Domain\User Name** box type **mc\** and your Outlook **User Name**. Example: mc\ukcmc11  
**Note:** Your Outlook **User Name** is the front part of your Outlook email address; (for example: ukcmc11@email.uky.edu has the User Name of ukcmc11).
4. In the **Password** box type your **Outlook password**; click the **Log On** button. 

**Note:** The first time you log on to OWA, you will be prompted to select a language and a time zone.

### D. Logging Off

When ready to logoff OWA, on the toolbar sure to click the **Log Off** button at the right side of the toolbar.

**Note:** The **Log Off** button appears on the right side of the toolbar regardless of which folder you are using. After logging off, you will return to an OWA screen; click **Close Window** to close the browser when finished.

## E. Creating a Signature

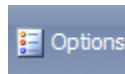
A signature is used to append information at the bottom of your messages. You may choose to automatically include the signature on all out-going messages or simply insert it on a message as you prefer. A signature contains such information as you decide. Suggested items include your name, work location, work phone, etc.

The following approved confidentiality statement should be included in your signature to meet **HIPAA** requirements:

*The contents of this email message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately **notify** the sender by reply email or phone and **delete** this message and its attachments, if any.*

If you would like to copy/paste this statement, it is available online at the following website:  
<http://www.mc.uky.edu/learningcenter/Manuals/Statement-of-confidentiality.htm>

### Inserting a Signature on all messages



1. On the toolbar, click the **Options** button.
2. It opens to the **Message Options** area, click in the **Email Signature** box.
3. Type and format the information you want included in the signature. Be sure to include the confidentiality statement in this section.
4. Click the check box beside **Automatically include my signature on outgoing messages**.
5. Click the **Save** button on the toolbar when finished to save the changes.



## F. Patient Confidentiality & Email Usage Reminders

### Patient Confidentiality reminders:

**Note:** Please remember you have signed a Patient Confidentiality agreement and you must keep all patient information confidential. Be sure to dispose of unneeded, printed patient information into a confidential destroy box/basket.

**“The communication of patient health information via email is prohibited outside the University network.”** (Hospital Policy 01-16)

### Email usage reminders:

Inappropriate use of Email: “Advertising and/or solicitation of non-University-sanctioned activities is also prohibited. Other inappropriate uses of email include chain letters, disseminating or printing copyrighted materials (including software and articles), abusive or objectionable language in either public or private messages, use of email for illegal activities, and any other activity that could cause congestion and/or disruption of networks & systems.” (Hospital Policy 01-16).

The complete Outlook Web Access 2007 manual is available on-line at the following website:  
[www.mc.uky.edu/learningcenter](http://www.mc.uky.edu/learningcenter).

If you have questions about using OWA, contact the **Help Desk** at **323-8586**.