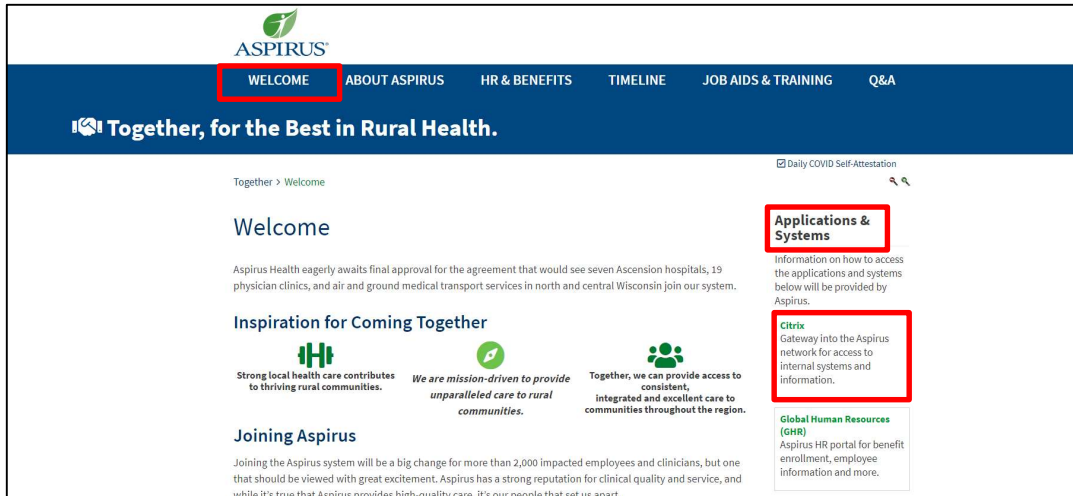
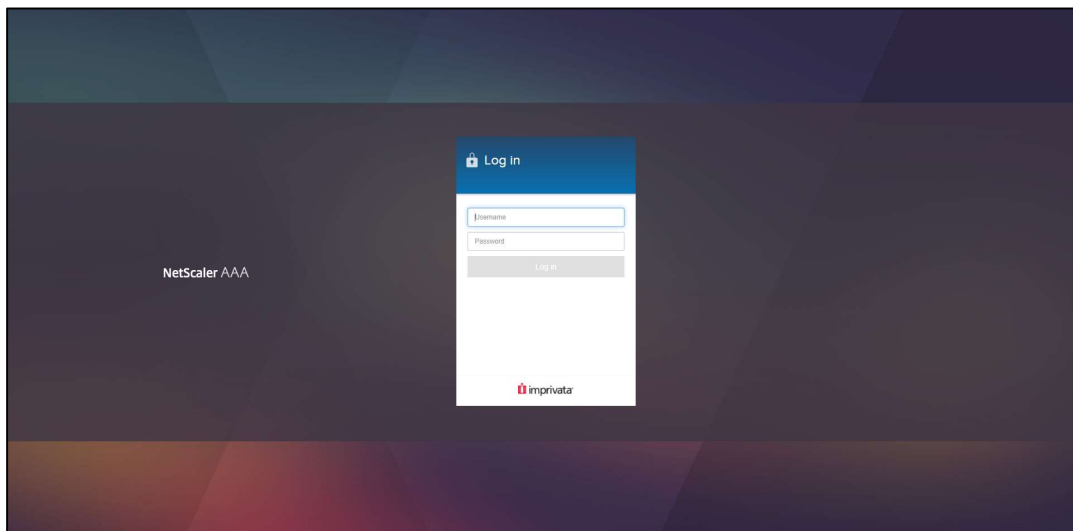


How to Access OWA

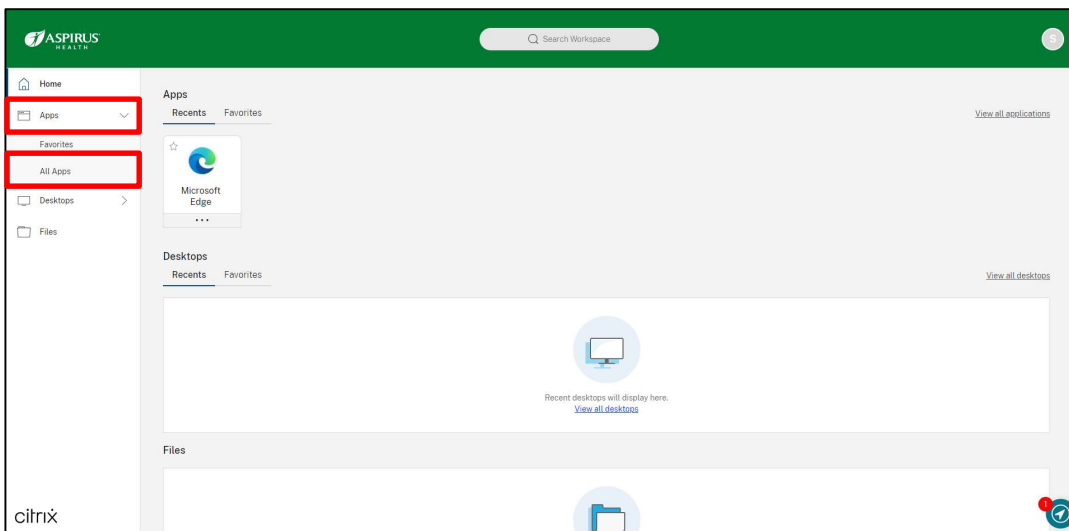
1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.



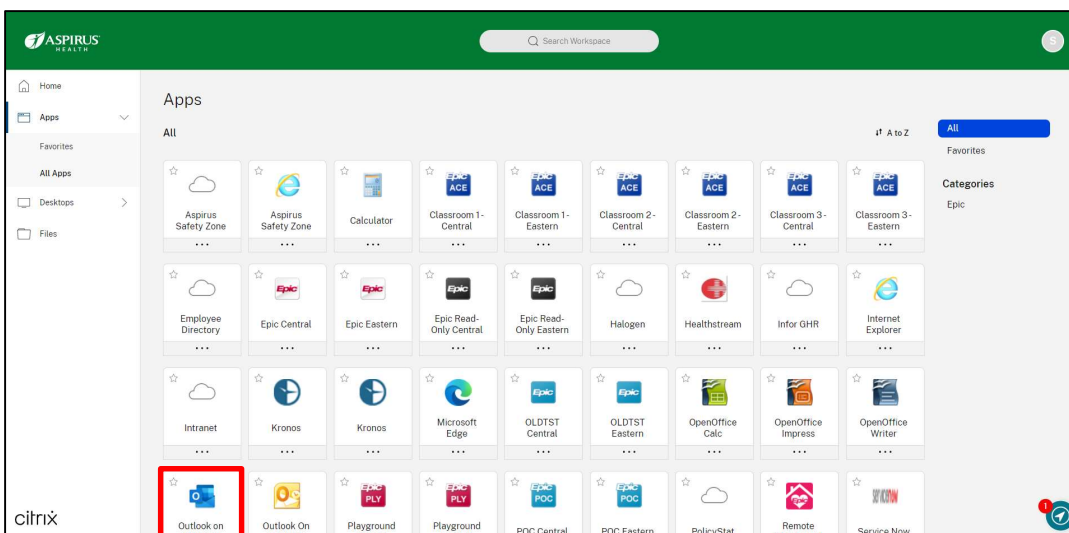
2. Log in using your network username and password.



3. Select “Apps” and then “All Apps”.

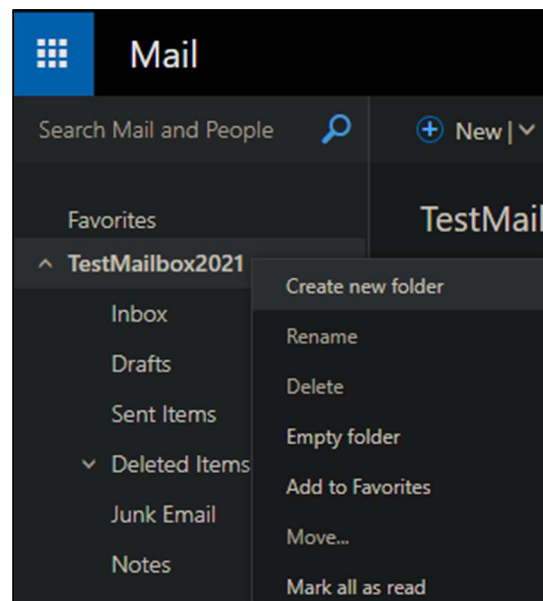


4. Select “Outlook on the Web”.



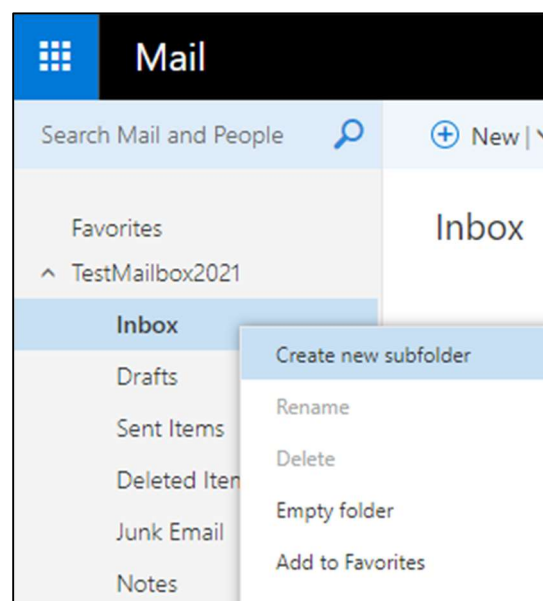
Creating Folders

1. Right click on your name.
 - a. Click “Create new folder”.
 - b. Type in the name.



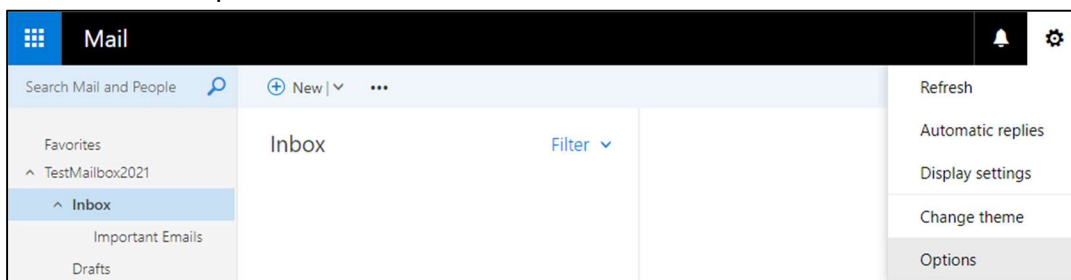
Creating Subfolders

2. Right click on the folder.
 - a. Click “Create new subfolder”.
 - b. Type in the name.

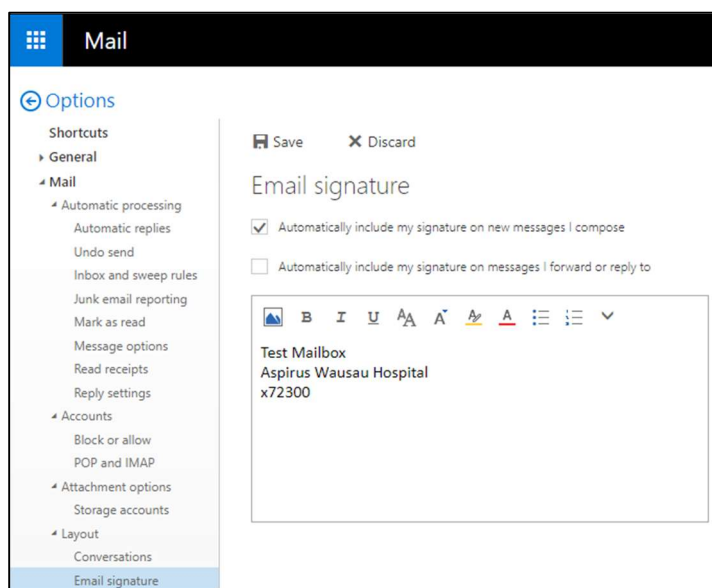


Creating an Email Signature

1. Click on the gear icon on the upper right part of your window.
 - a. Click “Options”.



2. Click “Email Signature” on the left-hand pane.



3. Standard Aspirus email signature:

Name Here, Credentials (ex. RN)

Title – Department

Aspirus Health | aspirus.org

Address | City, State Zip

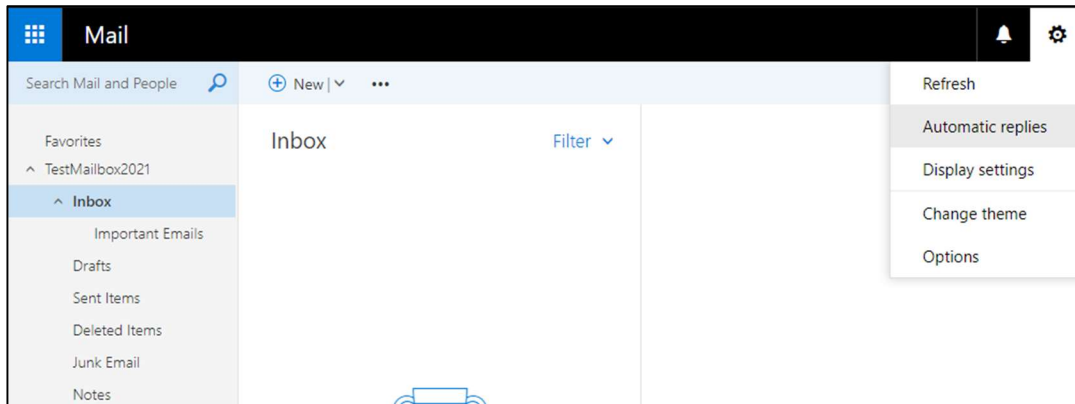
o: XXX.XXX.XXXX

m: XXX.XXX.XXXX

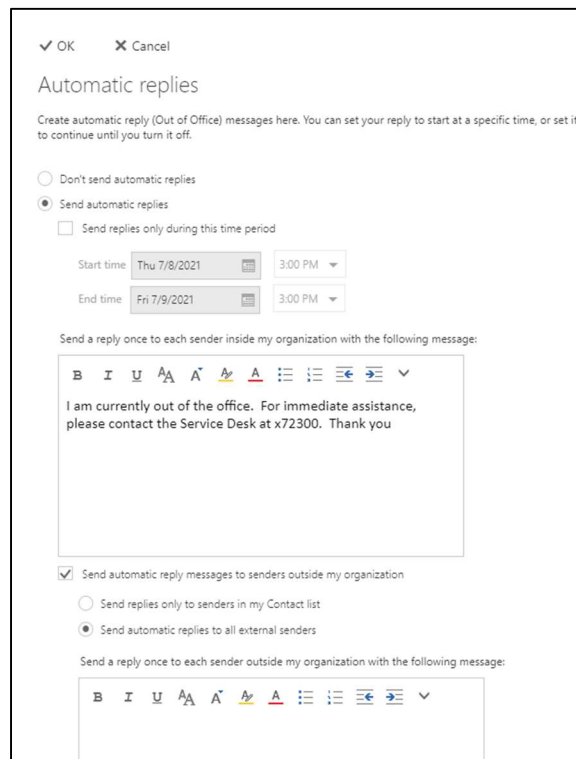
First.Last@aspirus.org

Setting up your Out of Office Message

1. Click on the gear icon on the upper right part of your window.
 - a. Click “Automatic replies”.



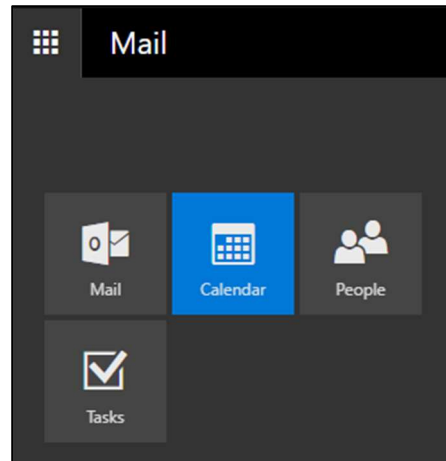
2. Select “Send automatic replies”.
 - a. Create your message in the text box provided.



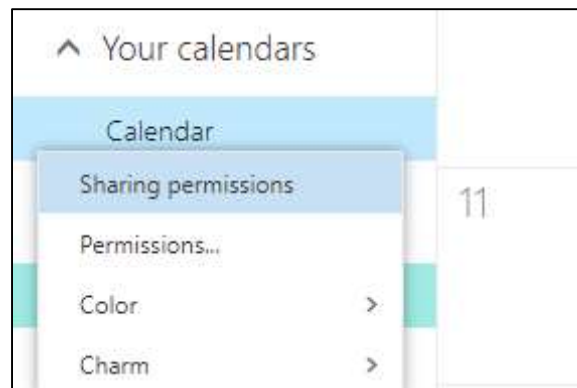
***You can also choose whether to send automatic replies to external senders or just to internal senders in your contact list.

Giving a Delegate Access to Your Calendar

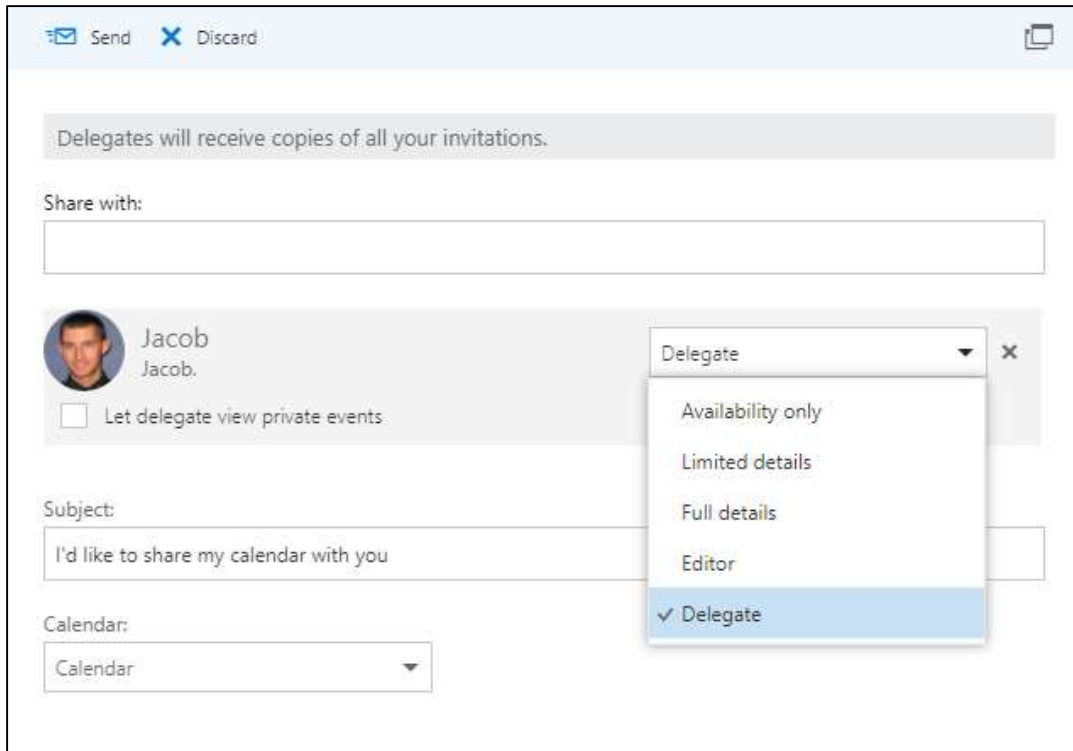
1. Click the blue waffle in the upper left next to "Mail".
 - a. Click "Calendar".



2. Right Click "Calendar".
 - a. Click "Sharing permissions".



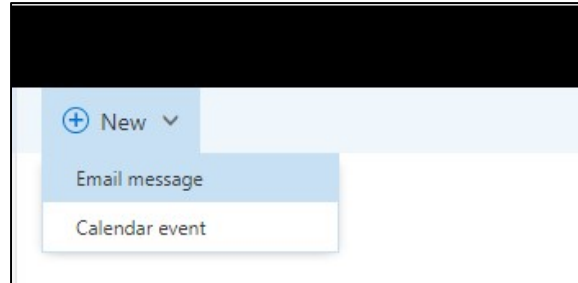
From here you type in the respective user you would like to share access with. After selecting them, you will be given a drop-down menu next to their name where you can select their access.



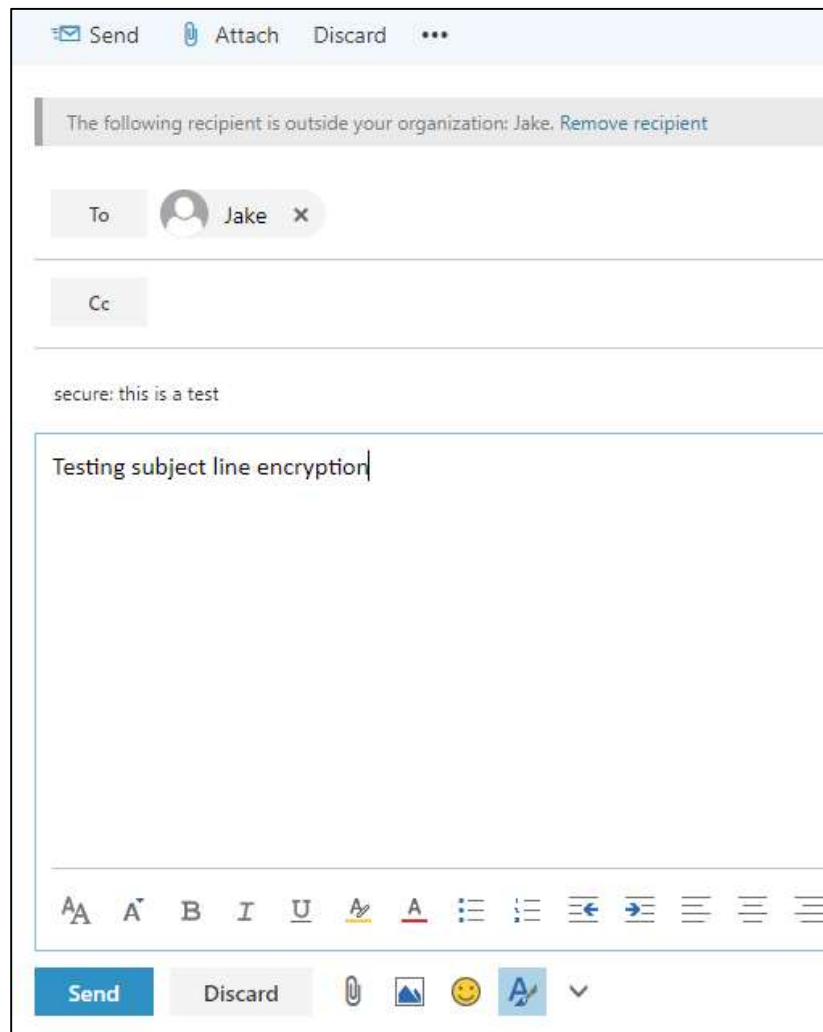
The screenshot shows the 'Share with' section of an Outlook on the Web (OWA) calendar. At the top, there are 'Send' and 'Discard' buttons. Below them is a grey box with the text 'Delegates will receive copies of all your invitations.' The 'Share with:' label is above a text input field. Below the input field is a card for a user named 'Jacob'. The card includes a profile picture, the name 'Jacob', and a checkbox labeled 'Let delegate view private events'. To the right of the card is a dropdown menu with 'Delegate' selected. The dropdown menu options are: 'Availability only', 'Limited details', 'Full details', 'Editor', and 'Delegate' (which is highlighted with a blue bar and a checkmark). Below the card is the 'Subject:' field with the text 'I'd like to share my calendar with you'. At the bottom is the 'Calendar:' dropdown menu with 'Calendar' selected.

Sending a Secure Email

1. Click the “New” drop down.
 - a. Click “Email message”.



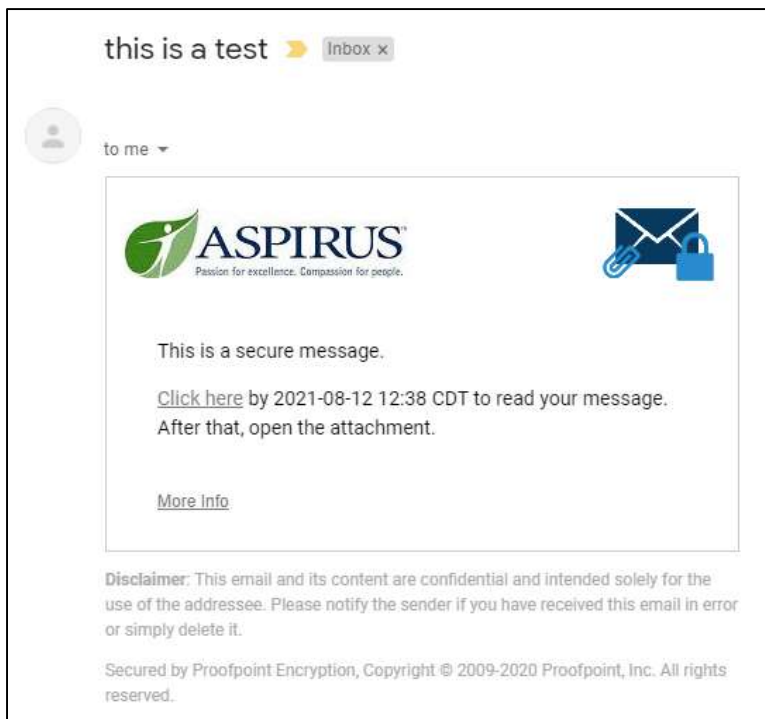
2. In the subject line type “secure:” without quotations.



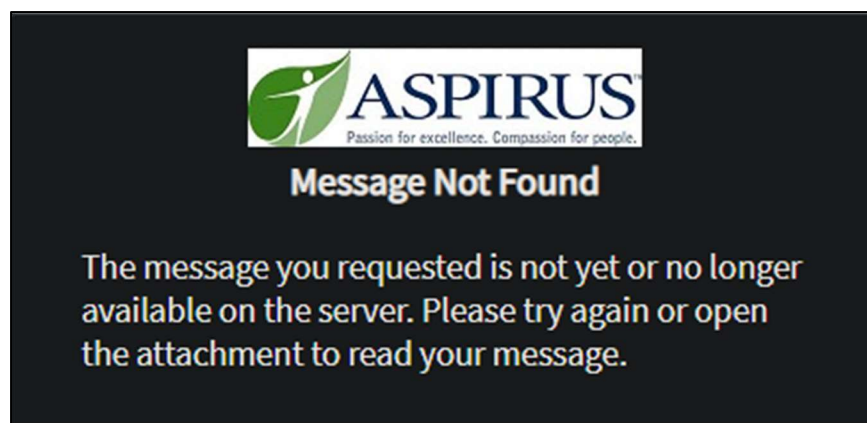
***This is only for external recipients.

Opening a Secure Email

1. The recipient will need to open the secure message by clicking the “Click here”.

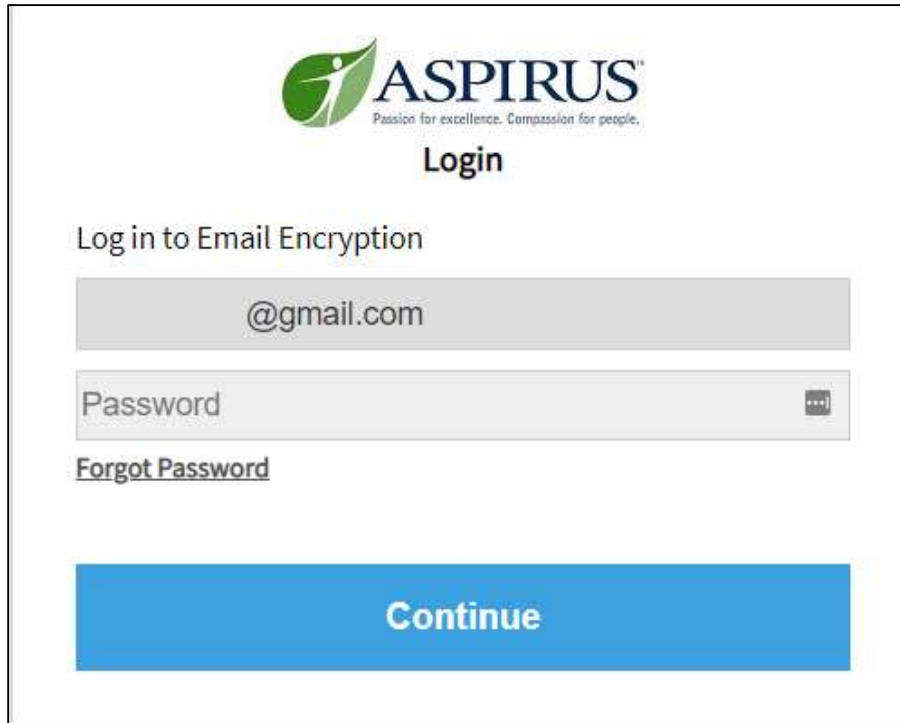


2. If you click “Click here” within the first few seconds of receiving the email, you may receive the following message.



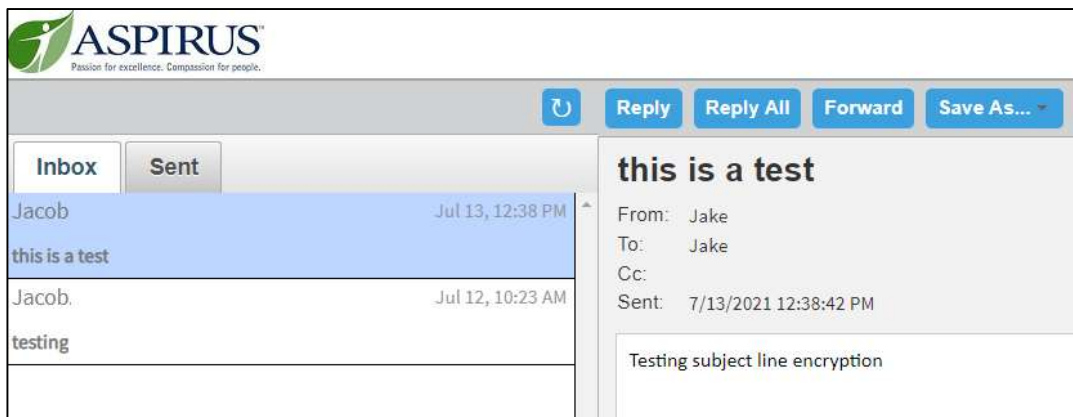
***If you receive this message please wait a few more seconds, then click “Click here” again.

3. If you do not have an account, you will be prompted to create one. After creating your account, you will be able to log in.



The screenshot shows the ASPIRUS login interface. At the top is the ASPIRUS logo with the tagline "Passion for excellence. Compassion for people." Below the logo is the word "Login". The main heading is "Log in to Email Encryption". There are two input fields: one for the email address (containing "@gmail.com") and one for the password (with a toggle for visibility). Below the password field is a link for "Forgot Password". At the bottom is a large blue "Continue" button.

4. Once logged in you will be able to reply/view you secured messages.



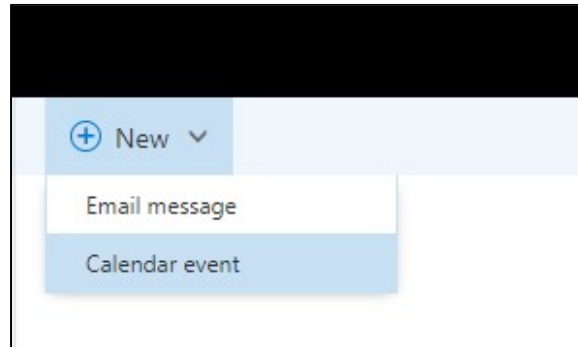
The screenshot shows the ASPIRUS Outlook interface. At the top left is the ASPIRUS logo. Below it are navigation tabs for "Inbox" and "Sent". To the right of the tabs are action buttons: "Reply", "Reply All", "Forward", and "Save As...". The main content area is divided into two sections. The left section shows a list of messages, with the top one selected. The right section shows the details of the selected message.

From	To	Cc	Sent
Jacob	Jacob		7/13/2021 12:38:42 PM

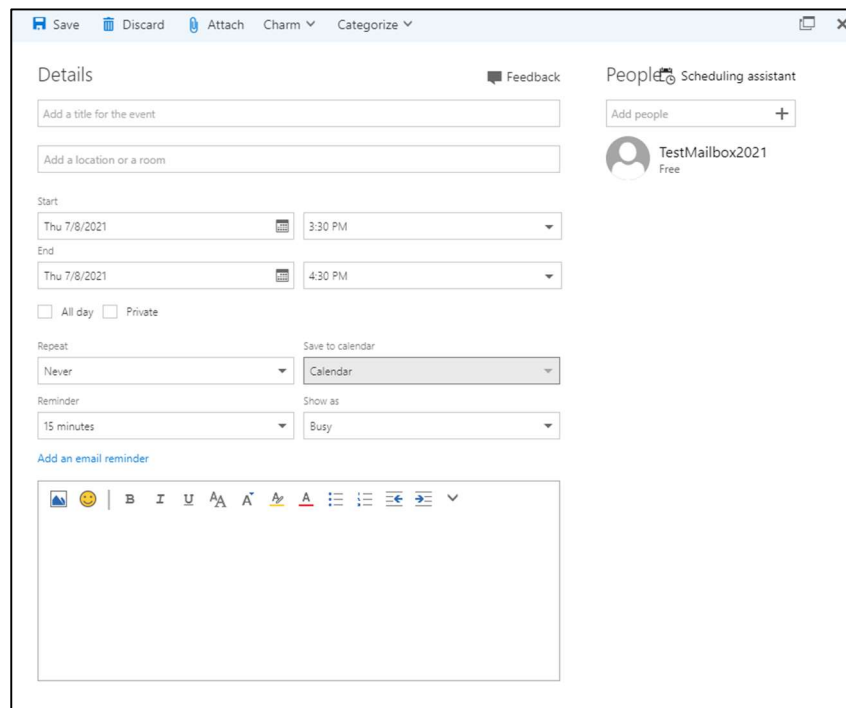
Testing subject line encryption

Scheduling a Meeting

1. Click the “New” to drop down.
 - a. Click “Calendar event”.

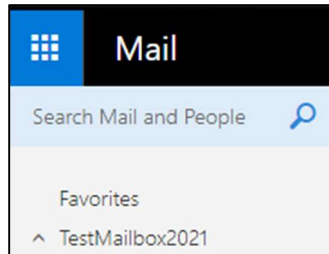


2. Populate the necessary fields.
 - a. To add people, type the recipients in the box to the right that says add people. As you type their name, a box will pop up that says “search directory” which will search the address book based upon the name you entered.

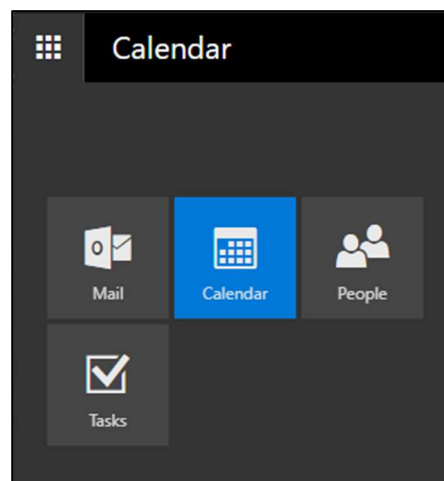


Viewing Another User's Calendar

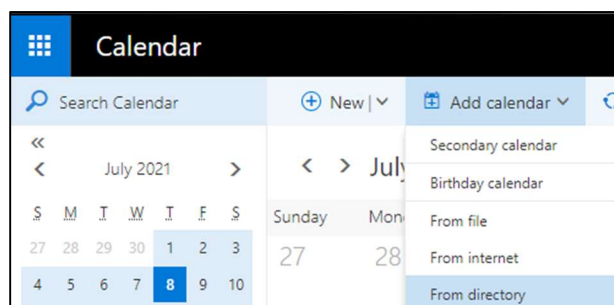
1. Click the blue waffle in the upper left next to "Mail".



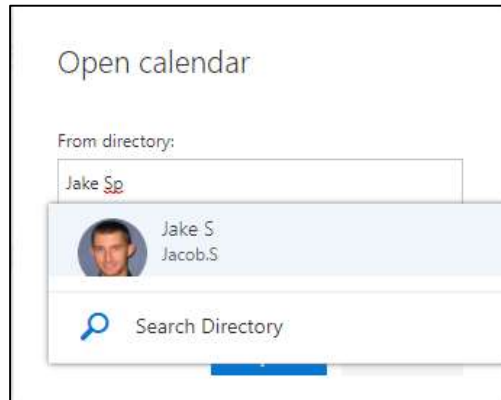
2. Click "Calendar".



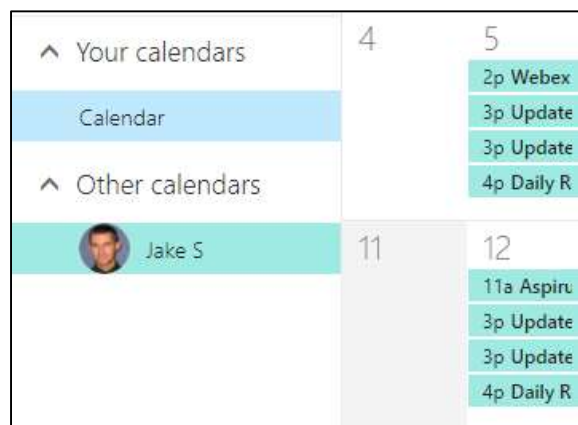
3. Click "Add Calendar"
 - a. Click "From directory".



- b. Type in the name and hit enter or use the “Search Directory” function.



4. Their calendar will then appear in the left-hand pane and if they are sharing their details with you, you will be able to see their meeting details.



***To share the details of your calendar with others follow the **Giving a Delegate Access to Your Calendar** steps above but select either “Availability only”, “Limited details”, or “Full details” in the dropdown.

If you have questions about this process or would like more information, please contact the Ascension Help Desk at 877-640-1416.