Outlook Web Access (OWA)

Webmail via www.green.ch ................................................................. 2
Webmail Login ...................................................................................... 3
Access options ..................................................................................... 4
Error messages ..................................................................................... 5
Webmail ................................................................................................ 6
The Help function ............................................................................... 7
The options ........................................................................................... 8
Webmail via www.green.ch

The link to Webmail is right on our start page www.green.ch under client service.

Client Service

Provider status
Status message for DSL, datacenter, telephony

Webmail
Outlook Web Access (OWA)

Webmail
Linux & Nexlink

my.green.ch
User administration for greenHosting (Windows) and greenDisk

When you click on Webmail, a browser window will open with the new Webmail Login.
Webmail Login

This page includes a link to the instructions. To call the Webmail Login directly from anywhere, you can include this page in your Favourites simply by clicking on "Add".

Welcome on the login-page to the new webmail from green.ch

As of now you will take advantage of the 4-level virus protection, of the spam-filter and more advantages of Outlook Web Access (OWA).

Find here an introduction on how to work with the spam-filter and the new webmail, as well as further hints and tricks:

- Video introduction
- PDF introduction
- Add this page to favourites

Username@Domain: yourusername@yourdomain.com
Password: ********

- Client (what's this?)
  - Free
  - Web
  - Public or shared computer
  - Private computer

To protect your account from unauthorized access the connection to your mailbox will be interrupted automatically after a brief period of inactivity. Refresh your browser and log-in again when your session has been terminated.

The complete functionality and all the features of Outlook Web Access are available with Internet Explorer from Version 5.01.
Access options

You can access your mailbox in several different ways. The **Premium Client** provides you with all the features of Outlook Web Access. The **Basic Client** provides fewer features than the Premium Client, but offers faster service. Use the Basic Client for slow connections. Under **Security** you can specify whether the computer is private or shared.

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Error messages

If an invalid code word is entered or if the computer is not touched for an extended time, you are returned to the Webmail Login and you must enter your information again.

You could not be logged on to Outlook Web Access. Make sure your domain/user name and password are correct, and then try again.

Username/Domain:
Password: [ ]

[ ] Log On

[ ] Premium
[ ] Work
[ ] Security (what's this?)
[ ] Public or shared computer
[ ] Private computer

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Webmail

The screenshot below is the main Webmail interface. The various functions appear in the bottom left corner. Your Webmail's folder structure is shown directly above these functions. On the far right is the "Log Off" button. Please note that you should always use this button to log out of Webmail. There is a "Help" button at the top of each menu, and we will consider this in detail first.
The Help function

Click on the "Help" button once.

The following popup menu will appear. You will notice that this Help function contains links to information on all Webmail functions.
The options

Now let’s look at the most important functions in the "Options" menu.

Webmail offers an "Out of Office Assistant" for the times when you are away from your desk or on holiday. Simply enter your "Out of office text" and select "I’m currently out of the office".

Out of Office Assistant

- I’m currently in the office
- I’m currently out of the office

Automatically only once to each sender with the following text:

I’m currently out of the office.

Kind regards,

John Doe
You will see a "Save and Close" button right at the top of the Webmail screen. Note that you must press the "Save and Close" button to save any changes you have made when you exit the program.

Now let's look at the Privacy and Junk E-Mail Prevention function. The Privacy and Junk E-Mail Prevention function is deactivated in the default settings. This means that even mail items that have been identified as spam by our anti-spam software will be forwarded directly to your Inbox.

In order to ensure that these spam messages are sent to your junk mail folder, you must activate the "Filter Junk E-Mail" option. Bear in mind that when POP3 is used to fetch the mail, the "Junk Mail" folder is not emptied automatically. This means that the folder must be emptied manually from time to time. If you want to manage Email lists yourself, click on "Manage Junk E-Mail Lists..."
Here you have the option to manage your own lists of Junk Email senders. You can choose between lists of trusted senders and recipients, and blocked senders. To add a new address, click on "Add". To save your settings, end by clicking on "OK".