

Outlook Web Access

1. Login
2. Change Reading Pane
3. Deactivate Conversations

1. Login:

- Open your Internet Browser (e.g. Internet Explorer) and enter <https://mailXchange.dr fz.de/owa>
- (For your information: Via <https://mailbox.dr fz.de/owa/> you are able to connect to the mail server inside the DRFZ!)
- You will see the login window:

The image shows the Outlook login page. At the top is the Outlook logo. Below it are two input fields: "E-Mail-Adresse:" and "Kennwort:". At the bottom is a blue button with a right-pointing arrow and the text "Anmelden".

Outlook

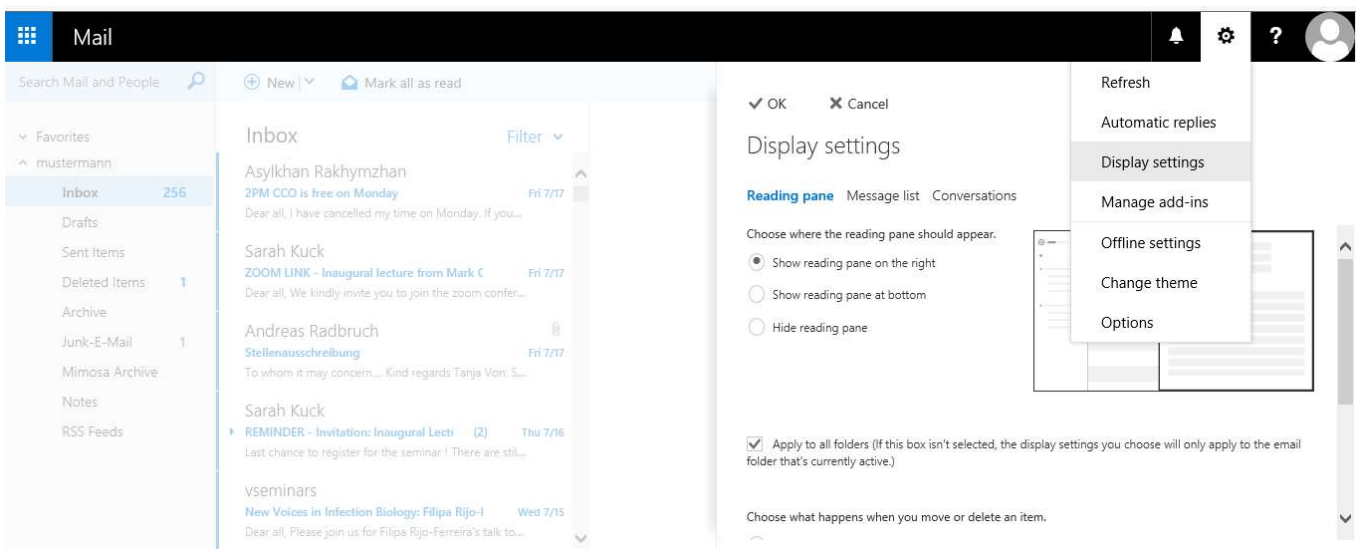
E-Mail-Adresse:

Kennwort:

➔ Anmelden

- Type the DRFZ-domain and your username (**drfz.de\username** or **username@drfz.de**) and your password

2. Change Reading Pane:

The image shows the Outlook Web Access interface. On the left is a sidebar with a "Favorites" section containing "mustermann" and "Inbox" (with 256 items). The main area shows an "Inbox" with several email entries. On the right, a "Display settings" menu is open, showing options for "Reading pane", "Message list", and "Conversations". The "Reading pane" section has three radio button options: "Show reading pane on the right" (selected), "Show reading pane at bottom", and "Hide reading pane". There are also checkboxes for "Apply to all folders" and "Choose what happens when you move or delete an item".

Mail

Search Mail and People

New | Mark all as read

✓ OK ✕ Cancel

Display settings

Reading pane Message list Conversations

Choose where the reading pane should appear.

☒ Show reading pane on the right

☐ Show reading pane at bottom

☐ Hide reading pane

☒ Apply to all folders (If this box isn't selected, the display settings you choose will only apply to the email folder that's currently active.)

Choose what happens when you move or delete an item.

Refresh

Automatic replies

Display settings

Manage add-ins

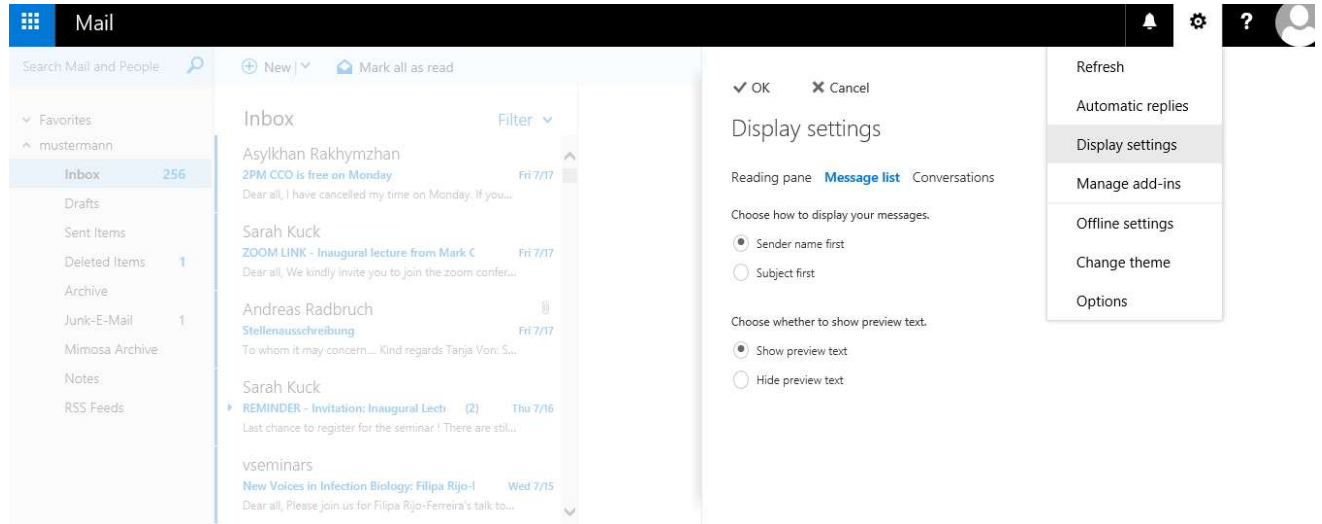
Offline settings

Change theme

Options

3. Deactivate Conversations (Groups all messages with the same subject together):

Activate Message list instead of Conversations



4. To log off please click on the icon in the upper right corner

5. To complete the log off process, please close the window of your internet browser.

