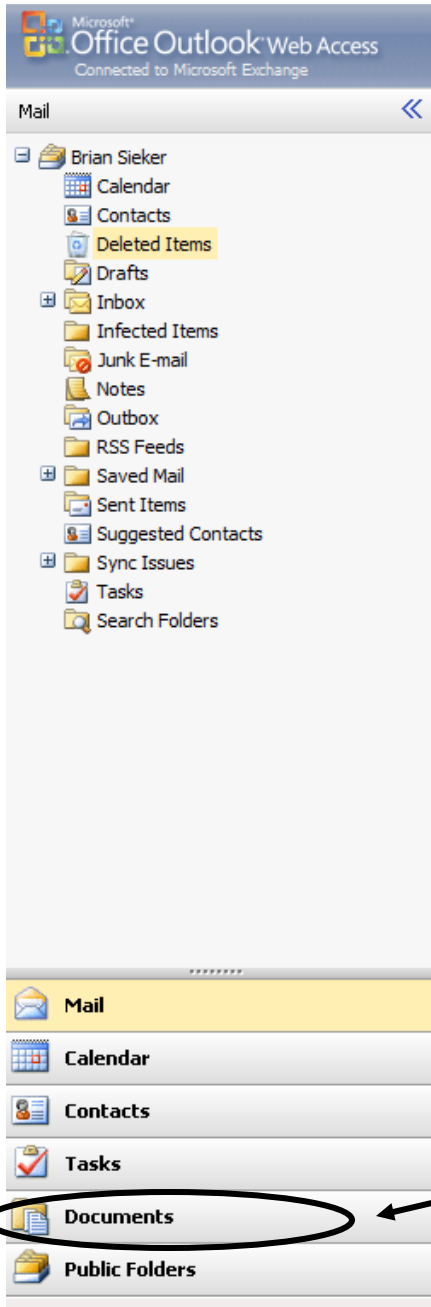


# How To Reach Your District 2 Files using Outlook Web Access

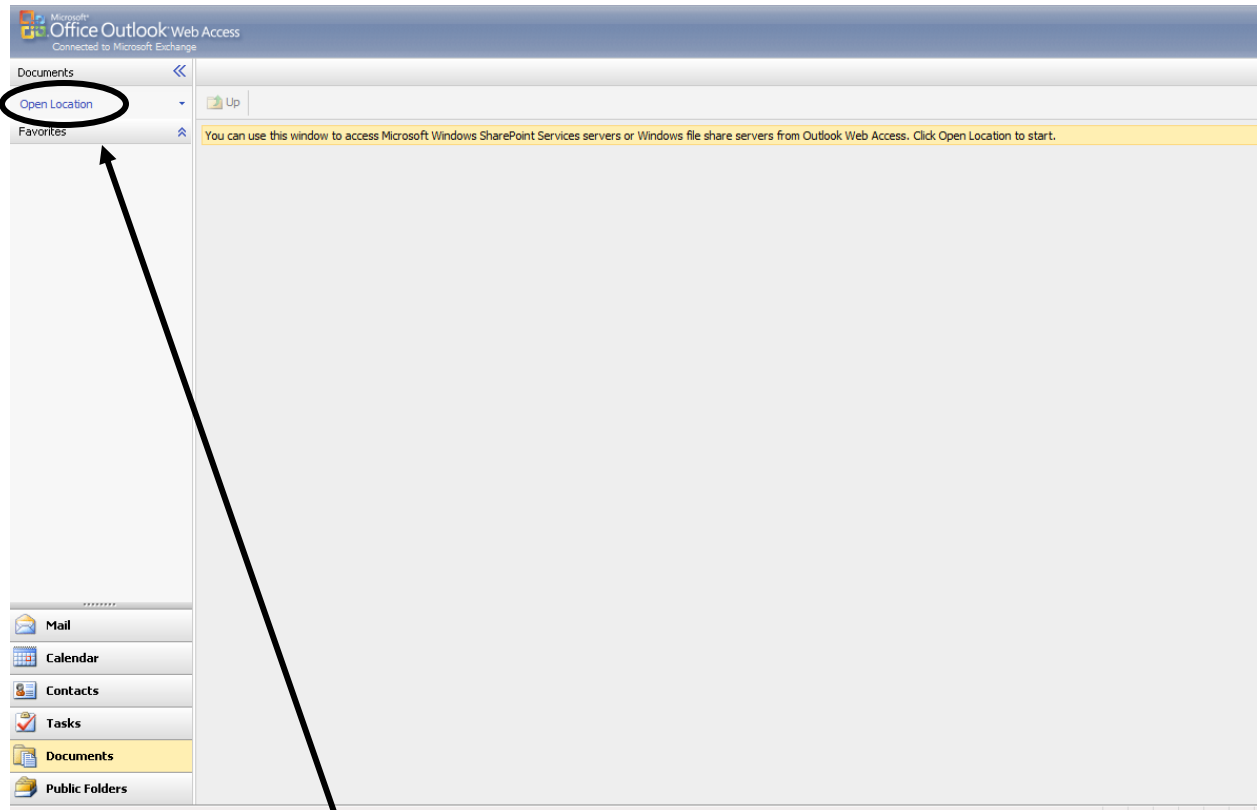


The email server that we use at District 2, Exchange 2007, has the ability to allow users to access files stored on our servers. While it is not a perfect solution, it can be handy to use. This document will show you how to configure this functionality in a few steps. Please take care to read my comments at the end of the tutorial for the limitations of accessing your files with this method.

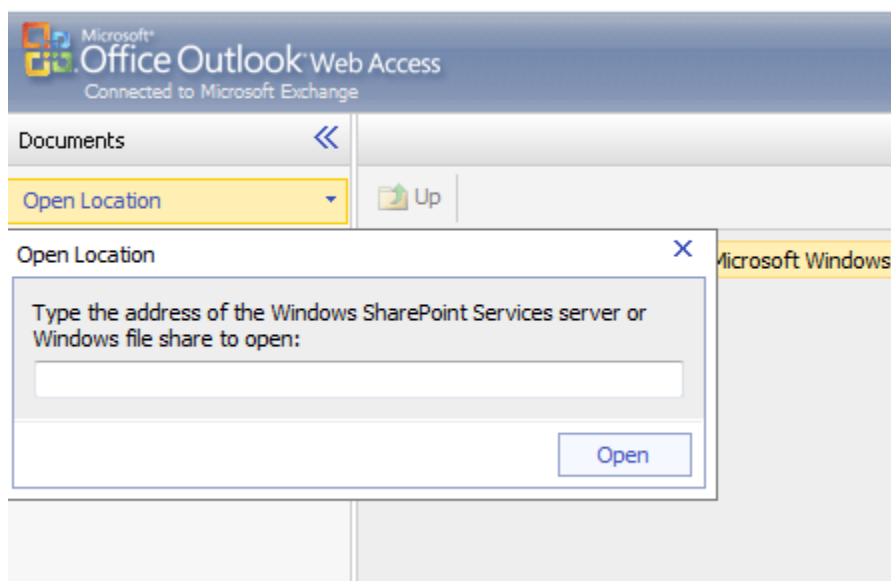
Step 1: Open your Outlook Web Mail, abbreviated OWA, in Internet Explorer (IE). **Other browsers will not work correctly with this tutorial.** The email system can be access via the District Technology web page, or directly by going to:

<https://mail.nsd2.com/owa>

Step 2: Click on the “Documents” tab located at the bottom left corner of the OWA browser window. When you do so, you will see the following screen.



Step 3: Find the “Open Location” link on the upper left-hand side of the Documents window. Click on the link once. A smaller window will open to allow you to type the path to your chosen folder location.



This is where the setup can become complicated. The path to your “H” drive is determined by the building at which you predominately work. Staff members that travel between buildings will need to contact the Technology Dept. to determine which building houses their files.

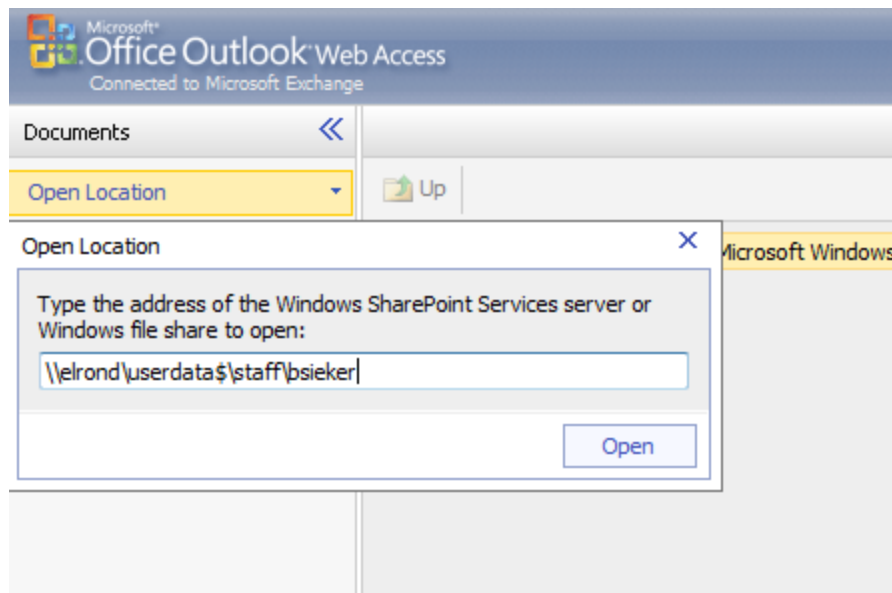
The “formula” for the path to your files is:

**\\(Your Server)\userdata\$\staff\Your Username)**

We have 3 file servers at District 2, one for each building. The names of these servers are:

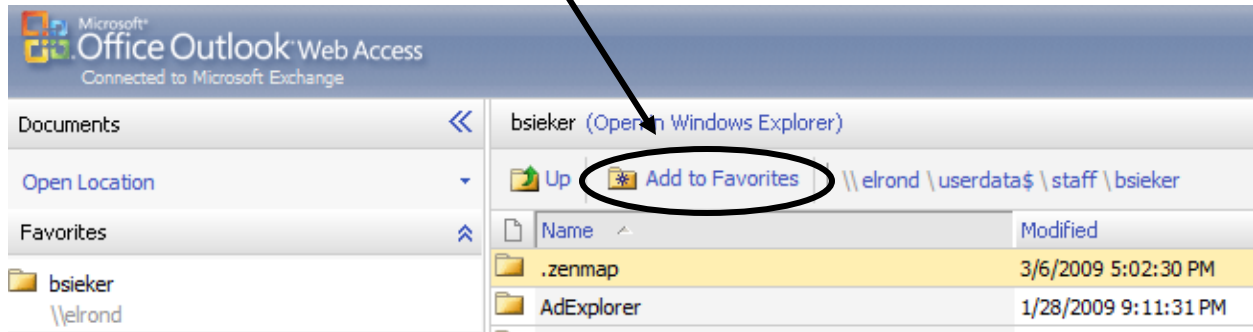
- **Nippersink Middle School = Elrond**
- **Spring Grove Elementary = Elros**
- **Richmond Grade School = Elwing**

Below I show the path to my “H” drive folder. My office is at NMS, so my files are housed on Elrond. My username is placed at the end of the path. Don’t worry about other users using this method to look at your files. They would not have the security rights to access the files.



Don't worry, we're almost there! ☺ If you typed in the path correctly, you will see your "H" drive files and folders listed in the Documents window. Now we need to save our work so that we don't have to type this path next time.

Step 4: To the right of the Up button at the top of the Documents window there is a button labeled "Add to Favorites". Click it. From now on the folder will appear as a link on the left hand Favorites bar.



More information can be found by clicking on the Help link at the top-right area of the email window.

#### Working with Document Folders

When you view document folders in Outlook Web Access, you can open documents for reading, navigate to subfolders, manage your favorites, and send documents as attachments in e-mail messages. The following table lists these tasks and how they can be accomplished.

Task	Procedure
Open a document	In an open folder, double-click the document, or right-click the document and then click <b>Open</b> . The document will be opened for reading.
Navigate document folders	In an open folder, double-click the subfolder you want to navigate to, or right-click the subfolder and then click <b>Open</b> . To navigate to the parent folder of the current folder, click <b>Up</b> on the Documents toolbar. You can also navigate to a parent folder by clicking the current folder path that is displayed on the Documents toolbar.
Add a favorite document folder	In an open folder, click <b>Add to Favorites</b> on the Documents toolbar. This document folder will be available in the <b>Favorites</b> list every time you log on to Outlook Web Access.
Remove a favorite document folder	Under Favorites in the navigation pane, right-click the folder that you want to remove from your favorites, and then click <b>Delete</b> .
Send a document in E-mail	In an open folder, right-click the document and then click <b>Send by E-mail</b> . This opens a new message form with the document included as an attachment. Add one or more recipients in the To or Cc boxes, type your message in the message form, and then click <b>Send</b> .
Open a folder in Windows Explorer	To open the current folder in a separate Windows Explorer window, click the (Open in Windows Explorer) link above the Documents toolbar. When you are using Outlook Web Access directly from your organization's internal network, this provides you with a mechanism for accessing the files with your full access permissions, rather than with read-only access. If you try to open the folder in Windows Explorer outside your organization's network, you may be unable to open it due to security policies.
Open a document library in Internet Explorer	To open the current Windows SharePoint Services document library folder in a separate Internet Explorer window, click the (Open in Internet Explorer) link above the Documents toolbar. When you are using Outlook Web Access directly from your organization's internal network, this provides you with a mechanism for accessing the files with your full access permissions, rather than with read-only access. If you try to open the folder in Internet Explorer outside your organization's network, you may be unable to open it due to security policies.
Open a document as a Web page	To open the document as a Web page in a separate Internet Explorer window, right-click the document, and then click <b>Open as Web Page</b> . This option is not available for all file types.

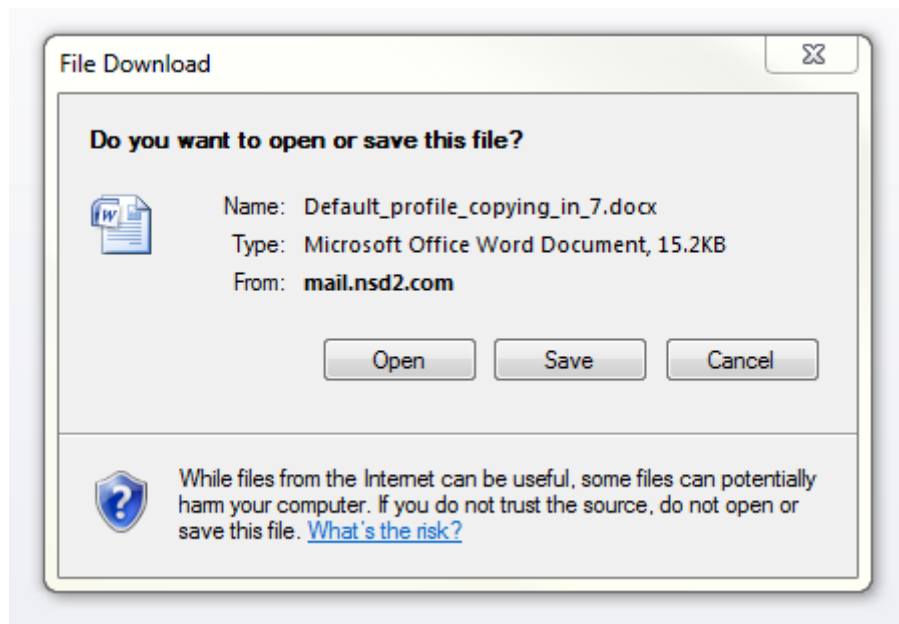
For more information about how to open document folders, see [Open a Document Location](#).

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## Using the files you can now access

So what's the catch?

You can open folders by double-clicking on them. To exit the folder, click the "Up" button on the top toolbar. Files are also opened by double-clicking on a file name. Opening a file using the email system will download the file to the local computer you are using. **This means that to work on files using this method, you must have appropriate software installed on your local computer.** For example, if you double-click a Microsoft Word file you will see the following:



Clicking "Open" will download the Word document to your computer and automatically open the document in your default document application (probably Microsoft Word, but perhaps WordPad, Open Office etc.). Clicking "Save" will download the file similarly to any other download from the internet. Using this method will allow you to save it to a location of your choosing, and to open the file at a later time using a program of your choosing.

The caveat of this process comes when you would like to save your work. Obviously, if you only need to view a document this is not an issue. However, you cannot simply click the "Save" button to update the file on the District 2 server. **Please note the following carefully, as it is important.**

- If you had chosen to “Open” the desired file, it was downloaded to what is called a temporary folder on your local computer. This location is difficult to find. To save the document, you will need to do a “Save As” in Microsoft Word, and choose a location on your local computer (Desktop, Documents etc.).
- If you had chosen to “Save” the desired file, it was downloaded to the location you chose at that time. Clicking to save your work will overwrite this local version of the document.

So how do you save your work back to your “H” drive? There is no easy way to do so, and that is the limitation of this method. I can recommend the following strategies:

- **You could email the file to your work account and save it to your “H” drive when you come back in to work.**
- **You could copy the file to a flash drive, bring the flash drive to work, and copy the file over to your “H” drive when you are back at District 2.**