

Enabling or Disabling Mailbox Access Methods

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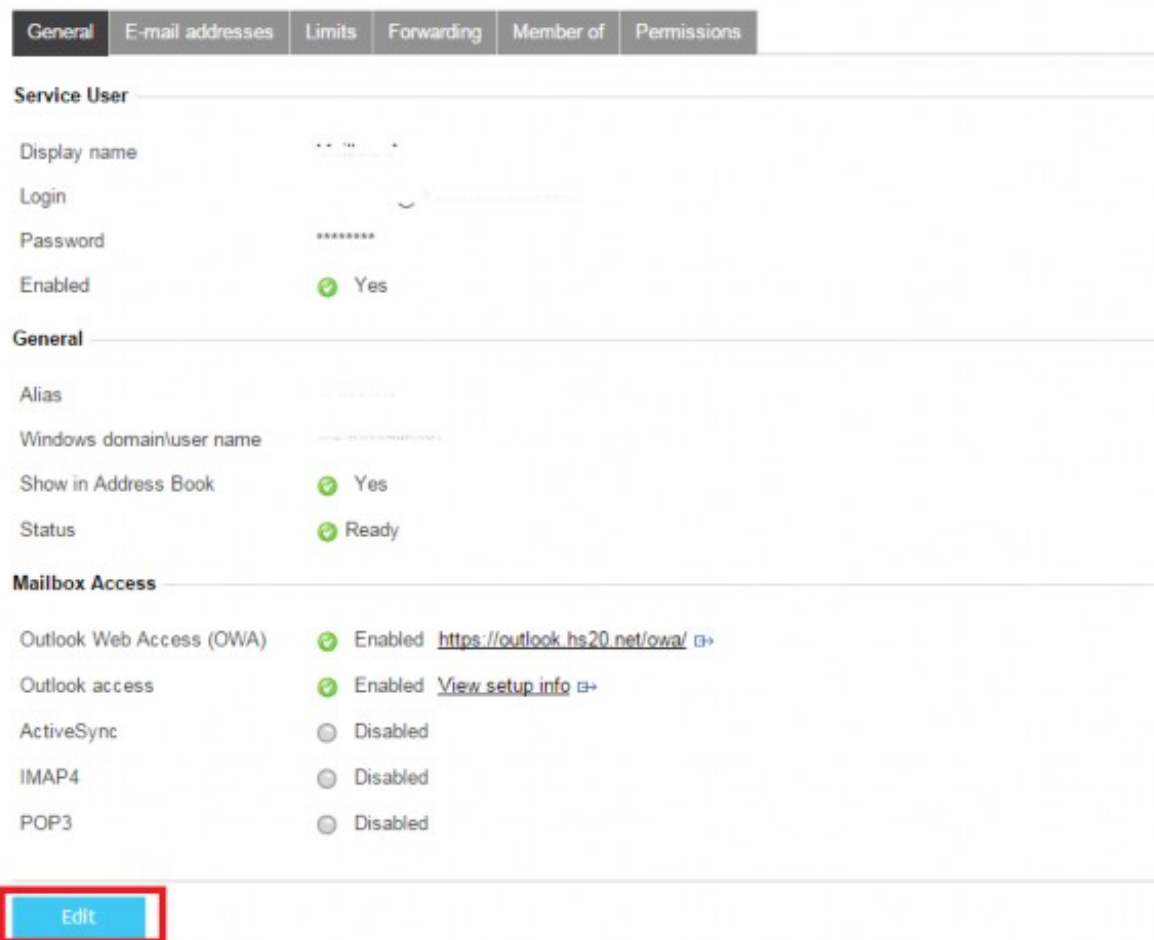
Enabling/Disabling Mailbox Access Methods

The access methods permit a user to access the mailbox in a variety of different ways. Prior to actually using them they need to be authorised in the Control Panel.

1. Log into the [Control Panel](#) and click Exchange.



2. Select the user you want to change the access methods for.
3. Scroll down and click Edit.

A screenshot of a user configuration page. At the top, there are tabs: 'General', 'E-mail addresses', 'Limits', 'Forwarding', 'Member of', and 'Permissions'. The 'General' tab is selected. Below the tabs, there are sections for 'Service User', 'General', and 'Mailbox Access'. The 'Mailbox Access' section contains a table of access methods with checkboxes and status indicators.

Access Method	Status	Link
Outlook Web Access (OWA)	<input checked="" type="checkbox"/> Enabled	https://outlook.hs20.net/owa/
Outlook access	<input checked="" type="checkbox"/> Enabled	View setup info
ActiveSync	<input type="checkbox"/> Disabled	
IMAP4	<input type="checkbox"/> Disabled	
POP3	<input type="checkbox"/> Disabled	

At the bottom of the page, there is a blue 'Edit' button highlighted with a red rectangular border.

4. Scroll down, under the Mailbox Access click the check boxes which you want

the user to have access to their mailbox. Please note not all mailboxes will have access to all the different access methods.

Mailbox Access

Outlook Web Access (OWA)	<input checked="" type="checkbox"/>
Outlook access	<input checked="" type="checkbox"/>
ActiveSync	<input type="checkbox"/>
IMAP4	<input type="checkbox"/>
POP3	<input type="checkbox"/>

5. Here is a quick breakdown of what the access methods are for:

Outlook Web Access (OWA): This will allow the user to access their mailbox in the Outlook Web Access using a web browser (Internet Explorer, Google Chrome, Mozilla Firefox, Safari etc)

Outlook access: This will allow the user to access their mailbox via Outlook on the PC or MAC as an Exchange account.

ActiveSync: This will allow the user to access their mailbox on a mobile device (smartphones and tablets)

IMAP4: This will allow a user to set up their mailbox as IMAP4. All emails are kept on the server.

POP3: This will allow a user to set up their mailbox as POP3. By default this will download all the emails onto the local machine.

6. Click submit.
