

Saving OWA (Outlook Web Access) email to a folder on a PC desktop. Using Outlook Express. September 11, 2008 updated: October 21, 2008

Start Outlook Express

Choose Tools

Accounts

All tab

Add

Mail

Display Name: Jonas

Next

E-Mail address: jonas@omeresas.net

Next

My incoming mail server is: **IMAP ** very important to change from POP3**

Incoming mail server: exchange.omeresas.net

Outgoing mail server: omalp0.omeresas.net

Next

Account Name: Jonas

password (You may remove the check mark for security. You will have to type your password each time you access OE)

No need to leave a check mark in the SPA box.

Next

Finish

Close

Folders:

Would you like to download folders?

Yes

Enter your password.

(Folders should download)

OK

Note: If folders are not shown, do the following:

While in Outlook Express, choose the Tools pull-down menu

Choose IMAP Folders

Under Accounts, choose exchange.omeresa.net

On the right under folders, choose folders you want to be visible by clicking on them (highlighting them)

Choose show and click OK

You can also choose to hide certain folders.

Contacts:

You have to enter Contacts manually. I am searching for a possible add-on to OWA that will allow end users to export contact lists.

Open a folder in Outlook Express.

Double-click (open) a message that you wish to save to the hard drive.

Choose File Save As

Change the Save As type to:

.eml - need OE to read the file

.txt - any text editor can read the file

.html - sometimes necessary for email with Web-based data

Save to the hard drive folder of your choice.