

# Initial Outlook Web App (OWA) Setup Guide for Waseda Mail (for faculty and staff)

## Revision History

Revision Date	Version	Reason for Revision	Revision Location(s)
2017/07/10	Ver. 1	Created first version	Created first version
2017/09/26	Ver. 1.1	Add information	About how to respond when the region and time zone screen setting screen is not displayed

Contents

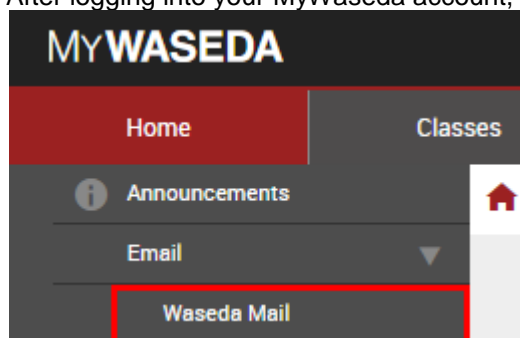
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## 1 First login settings (display language and time zone settings)

1-1 After logging into your MyWaseda account, click [Waseda Mail] under [Email] on the [Home] pane.



1-2. if you wish to access your email without using MyWaseda, access

<https://outlook.office365.com/waseda.jp>.

On the authentication page, enter your Waseda ID and MyWaseda login password and then click [Login].

A screenshot of the Waseda University login page. The title is 'Login'. Below it is the Waseda University logo and name. A note says '(\*: 必須: Required)'. There are two input fields: 'Login ID\*' and 'Password\*', both highlighted with red boxes. Below them is a 'Login' button, also highlighted with a red box.

*Entry / selection fields*

Field	Setting
Login ID	Your <b>WasedaID</b>
Password	Your <b>MyWaseda login password</b>

1-3 Select your display language and time zone and then click [保存].

The screenshot shows the Outlook settings page. At the top is the Outlook logo. Below it, the text reads: "以下で表示言語とホーム タイムゾーンを選択してください。" (Please select the display language and home time zone below). There are two dropdown menus: the first is labeled "言語:" (Language) and has "日本語 (日本)" (Japanese (Japan)) selected; the second is labeled "タイムゾーン:" (Time zone) and has "タイムゾーンを選択" (Select time zone) selected. At the bottom left, there is a button with a blue arrow icon and the text "保存" (Save).

*Entry / selection fields*

Field	Setting
Language	language of your choice
Time zone	(UTC +9:00) 大阪、札幌、東京 or another time zone of your choice Unless you have a special reason, please select 「(UTC+09:00)大阪、札幌、東京」.

\* If this screen does not appear, please refer to the next chapter and correct display language and time zone settings.

## 2 Modifying your initial settings

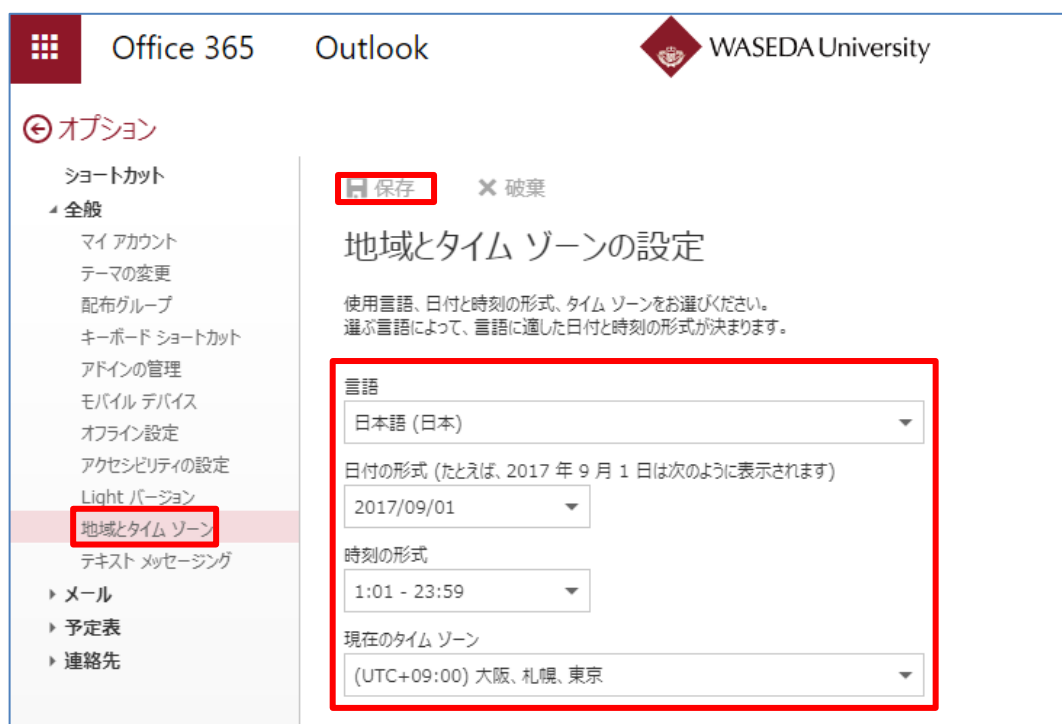
Follow the steps below if you wish to check or modify your initial display language and time zone settings.

2-1 Click the [設定] icon at the top right of the top page and then click [メール] under [個人用アプリの設定] at the bottom of the settings menu.

Note: You may have to scroll to the bottom of the menu depending on your computer.



2-2 Click [全般] > [地域とタイムゾーン]. After checking / modifying the settings, click [保存] .



### 3 Contact us

If you experience problems with this setup, please contact us at the following address.

Waseda Mail Contact Office

IT Help Desk

Email: [waseda-net@list.waseda.jp](mailto:waseda-net@list.waseda.jp)