

Microsoft Exchange and Outlook

In May 2013, Loyola changed email providers from Novell Groupwise to Microsoft Exchange. This change implemented a host of feature changes and upgrades over the old system, namely an integrated Email, Instant Messaging, Calendar, Task List, and the cloud-based Office 365 for students.

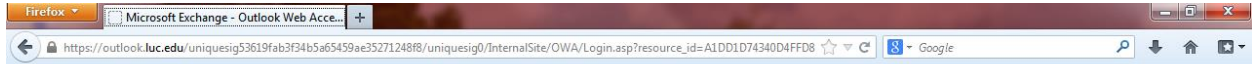
The new Microsoft Exchange service provides a greater ease of use, security, and stability over the old GroupWise System.

This document will provide instruction on accessing the new Microsoft Exchange and Outlook System.



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To Access the Outlook Web App, navigate to
<https://outlook.luc.edu>

A screenshot of the Microsoft Outlook Web App login page. The page title is "Microsoft Outlook Web App". There are three input fields: "User name:", "Password:", and "Authenticate using:". The "Authenticate using:" field has "ADMS" selected. Below the fields is a "Log On" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

The Outlook Web App is the single and easiest point of accessing Microsoft Exchange for all students, faculty and staff. While it does not have the complete functionality of the full Outlook 2013 Desktop Client, it requires no software download and is accessible anywhere.



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Alternatively, you can access the Outlook Web App via the luc.edu homepage by selecting “LINKS” and then “E-Mail”

The screenshot shows the Loyola University Chicago website. At the top left is the university logo with the text "LOYOLA UNIVERSITY CHICAGO". To the right of the logo is a navigation bar with links: "A-Z CONTACT DIRECTORIES LOCUS SUPPORT LUC". Below this is a search bar with the text "LINKS" and a magnifying glass icon. A dropdown menu is open from the search bar, listing various services. The "E-Mail" option is highlighted. Below the search bar is a navigation menu with links: "ABOUT ACADEMICS ADMISSION ALUMNI CAMPUS LIFE RES". The main content area features a large image of a man in a suit speaking, with the text "Weekend of Excellence" and "From research presentations to theater productions, Loyola students take center stage." Below this is a "READ MORE" link. At the bottom of the page is a dark red navigation bar with links: "APPLY NOW GET INFO COME VISIT DEGREE PROGRAMS". To the right of this bar are social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram.



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Faculty and Staff have the ability to access the Outlook 2013 Desktop Client. This client provides far more functionality than the Outlook Web Client, such as delegation permissions and the ability for operation of multiple email accounts simultaneously. To access Outlook 2013, select the shortcut on your workstation desktop.



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There are additional documentation and training resources available at: <http://www.luc.edu/its/exchange/index.shtml>

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Loyola Moves to Microsoft Exchange

Migration Brings New E-mail, Voicemail, and Collaboration Tools

In 2013, Loyola upgraded its email system from GroupWise to Microsoft Exchange. The change in platforms positions Loyola to take advantage of anytime, anywhere communication and provide for more collaborative interactions via email, messaging, conferencing, and other tools.

E-mail

Outlook is the e-mail and calendar client included with the Microsoft Office suite of programs. It can be used to send and receive email messages, schedule meetings, manage contacts and tasks, and much more. Loyola moved from GroupWise to Outlook as part of its recent email upgrade.

[More >](#)

IM, Conferencing, Collaboration

Microsoft Lync is a unified communications service that provides instant messaging along with web, voice, and video conferencing. Features also include presence, for real-time



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If you have any other questions in accessing Outlook or questions on its features, feel free to contact the ITS Helpdesk at:

Phone: (773) 508-4487

E-Mail: helpdesk@luc.edu

Twitter: @lucitshelpdesk

Facebook: LUCITSHELPDESK



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