

Welcome to Faculty/Staff Exchange and Outlook Web Access (pobox)

Microsoft Exchange is the preferred method of communication for Faculty and Staff. Your Department Secretary can assist you in setting up your Exchange account. Microsoft Outlook and/or Entourage will be installed on your University owned computer to access your e-mail on campus. Advantages to using Microsoft Exchange include:

- BU Global Address lists including All Users (Faculty, Staff and Students), Departments, Courses, Majors and Public Folders
- Calendar and scheduling features:
 - Appointments, meetings and events
 - Group schedules
 - Calendar sharing

With *Microsoft Office Outlook Web Access (pobox)*, you can use a Web browser to access your Microsoft Exchange mailbox from any computer with an Internet connection. In fact, you can do many of the same things you can do with Microsoft Outlook, such as read and send messages, organize contacts, create tasks and rules, schedule appointments, and access public folders. You will not, however, be able to access your personal folders located on your computer.

To access pobox, simply open your web browser and go to <http://pobox.bradley.edu>. Internet Explore is the preferred browser as it offers more features than Firefox or other browsers. You will need your BUnetID information in order to log into pobox.

Visit the pobox website and you will see that it is very similar to Microsoft Outlook. The 'help' feature is very useful and will assist you in understanding your web access client. If you have questions or problems, please contact the HelpDesk at ext. 2964