


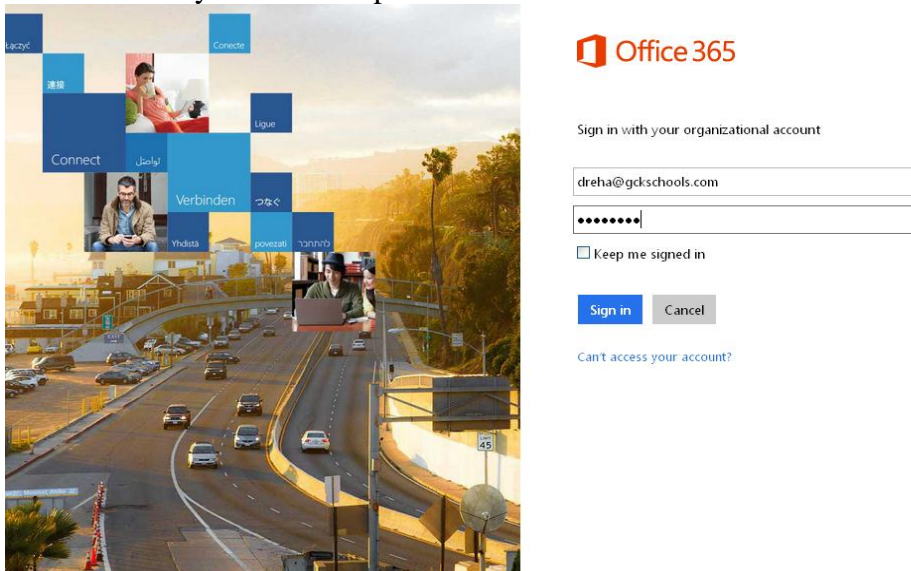
Outlook Web Access (OWA)

You can access OWA through many avenues:

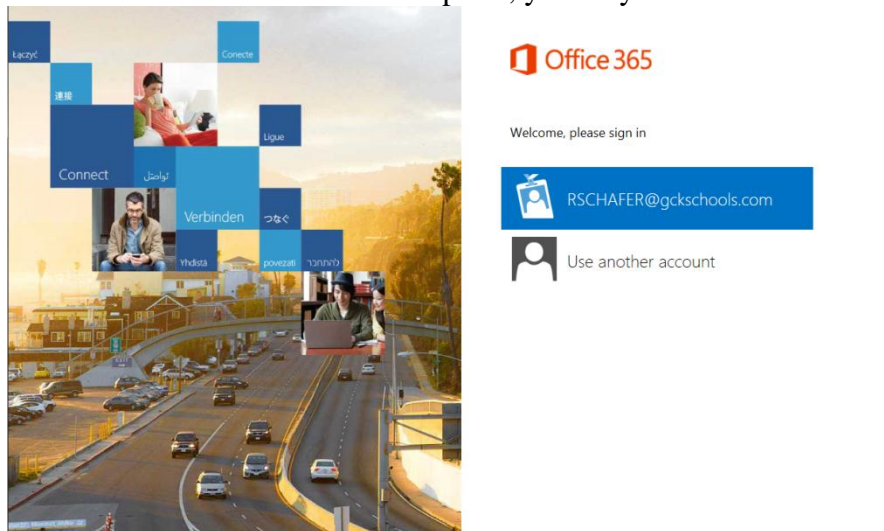
1. Through the Intranet
 - a. Log into the Intranet
 - b. Select Online Services
 - c. Select Staff Services
 - d. Select Office 365 Login
2. Double click on the  at the bottom of your screen
3. Use the following URL: <https://outlook.office365.com>

The following screen will be displayed

- a. Enter your e-mail address in the top box
- b. Enter your network password in the bottom box



If someone else has used this computer, you may see their e-mail address listed



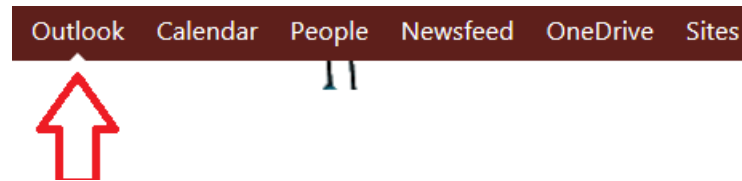
Select “use another account” and follow the instructions above

Do NOT select Keep me signed in.

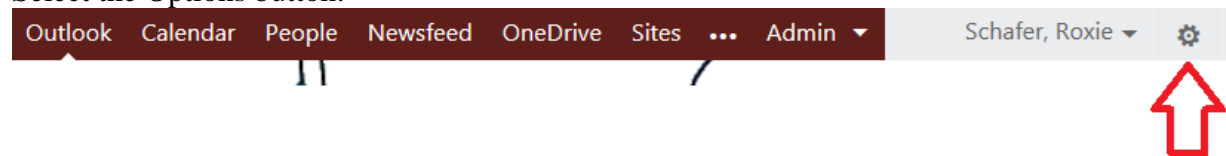
If you want the “somewhat” familiar version of OWA follow the steps below:

Login into OWA using the directions above

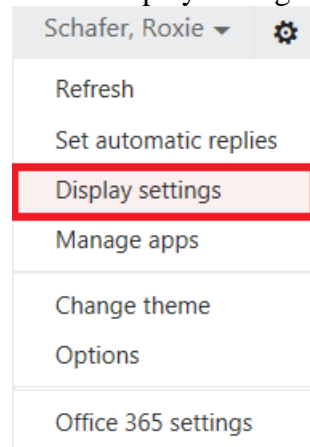
Select the Outlook Tab:



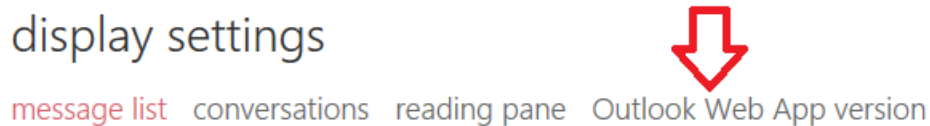
Select the Options button:



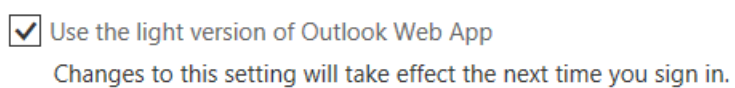
Select Display settings:



Select Outlook Web App version



Select Use the light version of Outlook Web App



Select OK

Log out and log back in.