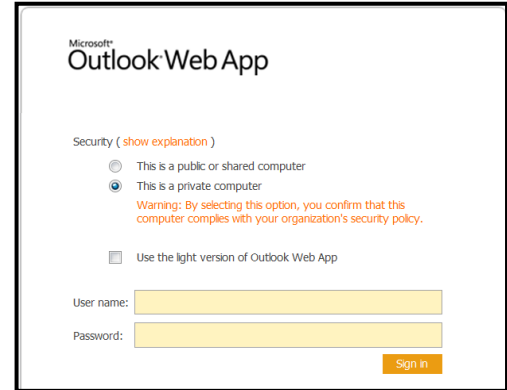


Outlook: Accessing a Departmental Mailbox through Web App

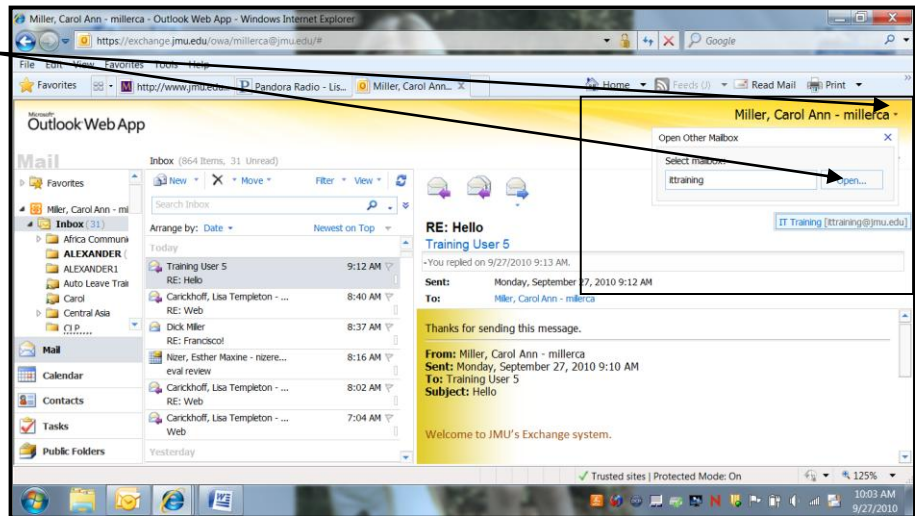
Accessing a Departmental Mailbox through Web App

1. Type the user's e-ID and password in the OWA login screen.



2. When Outlook Web App opens, click on the down arrow beside the user's name.

3. In the drop down box type the departmental mailbox name.



4. Click the open box to open the departmental mail box, open a message, send a message, review a folder etc.

5. Complete all the functions necessary in the departmental mail box.

6. To return to the user's mailbox click on the down arrow next to the departmental mailbox name.

7. In the drop down box, type the user's e-ID , or

8. Close the browser window when done.

