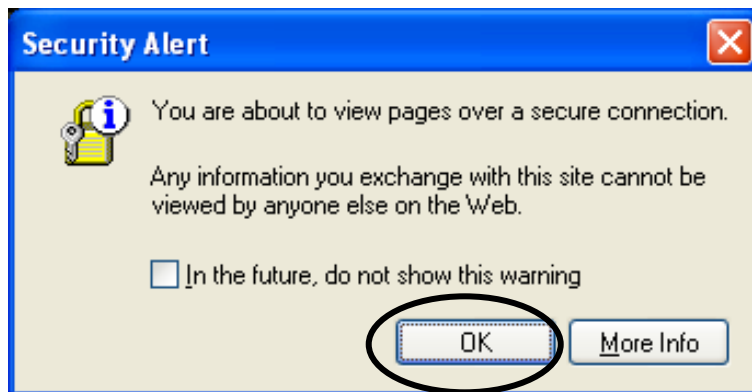


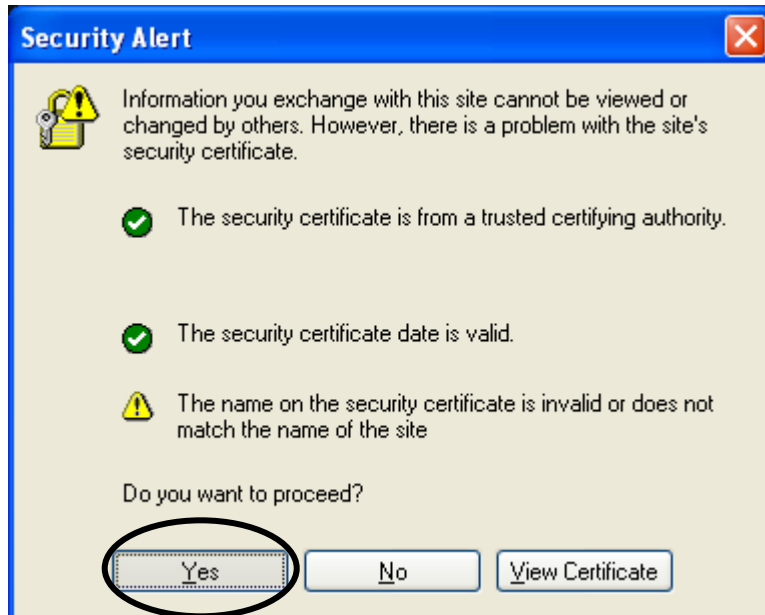
Accessing Exchange Outlook Web Access from Home

1. Connect to the Internet through **your** Internet service provider.
2. Using only **Microsoft Internet Explorer**, (must be version 4.0 and above) type in the following address:

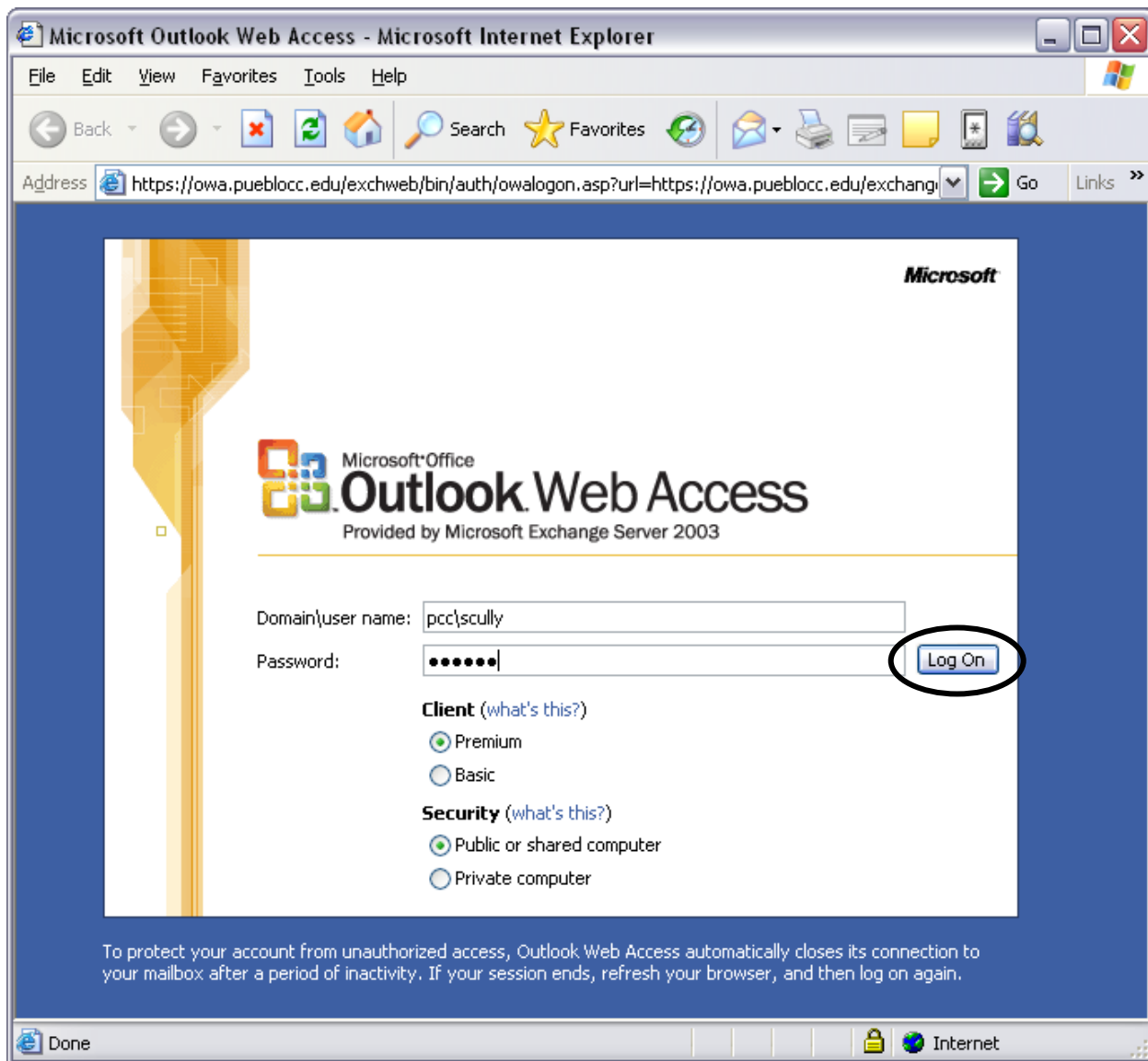
https://owa.cccs.edu



3. Acknowledge the secure connection by clicking on OK.



4. Please select Yes to accept the security certificate.

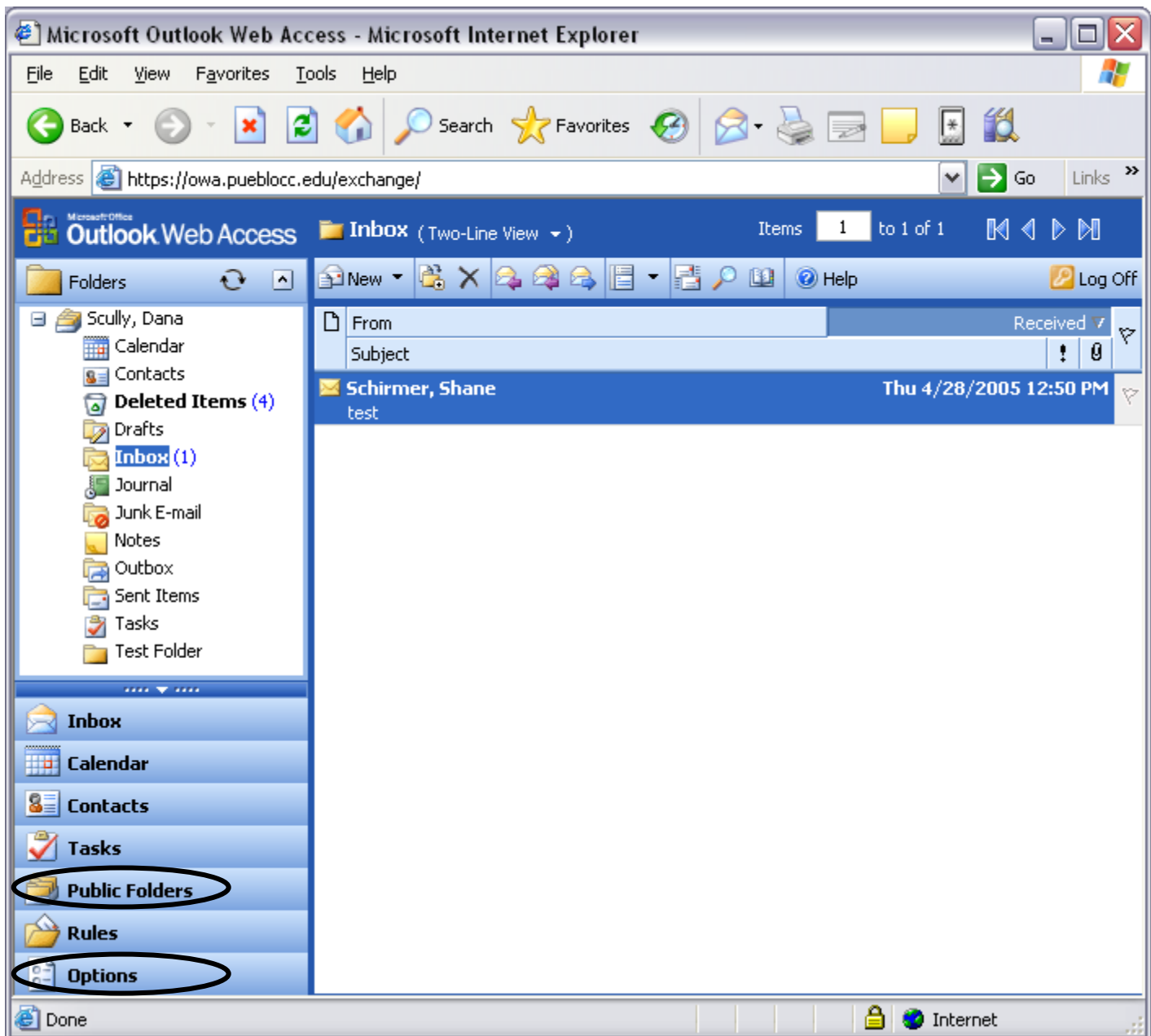


5. You are asked to enter your Domain\Username and Password. This is the same Username and Password used when logging into your desktop computer at PCC. You will need to include the domain in front of your username: Example:

User Name: PCC\Scully

Password: Your Network Logon Password

Click on the Log On button to enter the website.

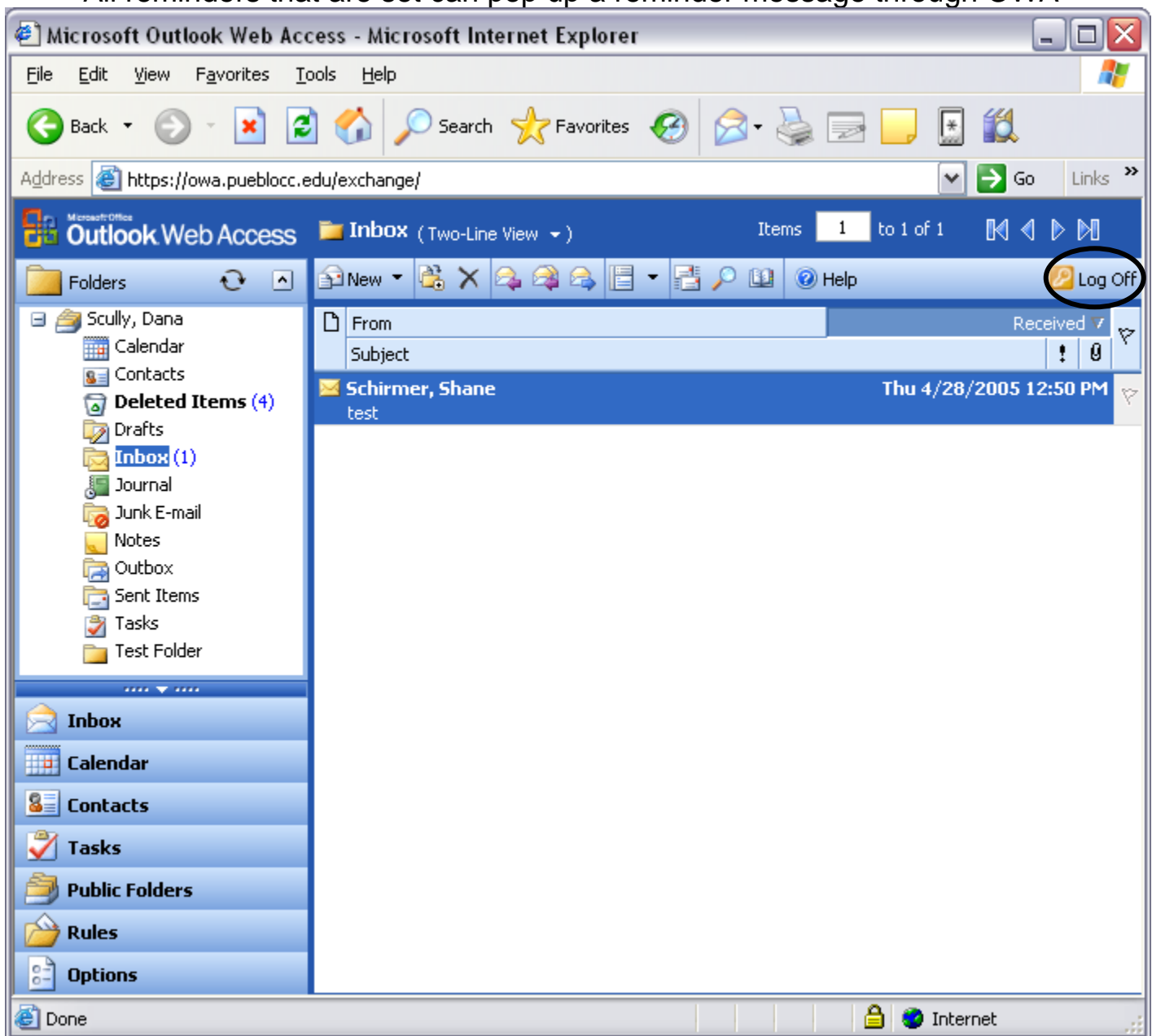


Once into the Outlook Web Access (OWA) site, it looks and functions like Outlook 2003. New features include:

- Hold the mouse over icon and it will show the function of the buttons
- Checks for new messages periodically without having to select Send/Receive
- Global Address List now available to lookup in new messages
- Public Folders are now available by clicking on the bottom left Public Folders icon

Under the Options icon on the bottom left you can change:

Out of Office Messages can be setup
New mail notifications to pop up while logged into OWA
Signature for OWA can be setup for outgoing messages
Spell check can be setup to check messages before sending
All reminders that are set can pop up a reminder message through OWA



Please make sure to select Log Off when finished before you close your browser window.