

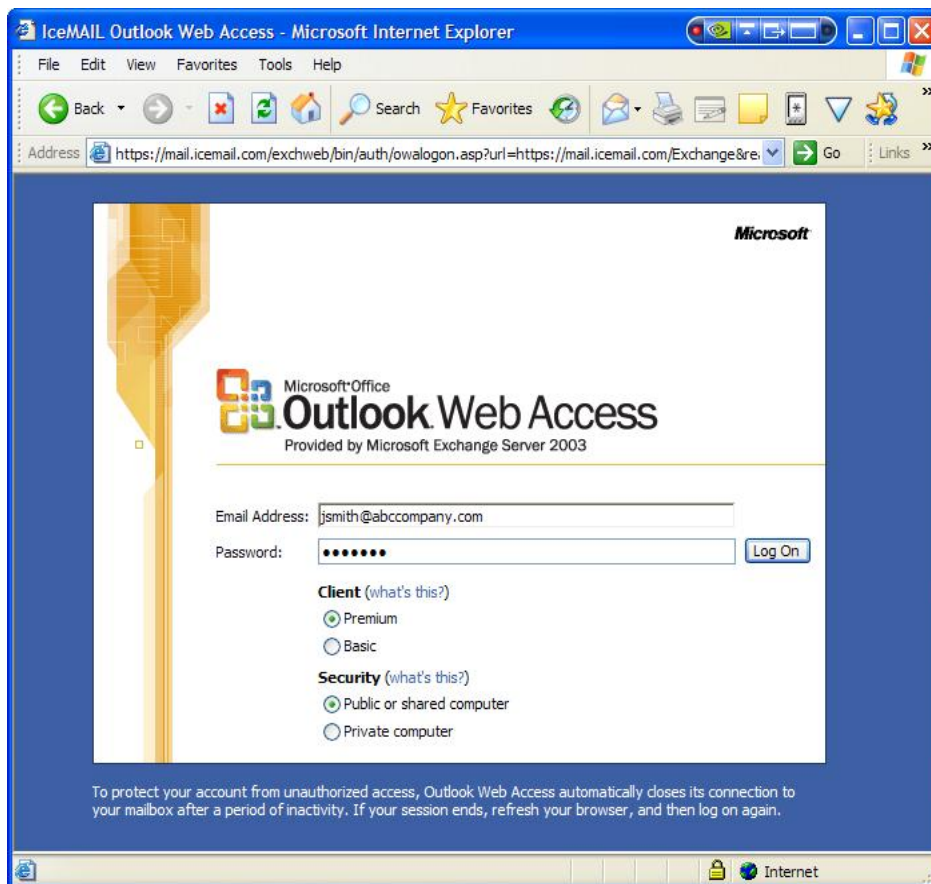
Connecting to Outlook Web Access (OWA)

Although Microsoft Outlook 2003 is the preferred email client software, the web-based version of Outlook, called Outlook Web Access (OWA), is great for occasional use when you are not at your own personal computer. OWA is accessible from any computer connected to the Internet and does not require any settings or installation of software—just an Internet web browser (Internet Explorer 5.5 recommended). Although OWA does not have every feature of the full Outlook 2003 software, it does provide 80% of the capabilities and looks very similar to the full Outlook 2003. OWA is perfect for use when traveling at a hotel, at a relative's home, or any computer that has an Internet connection and web browser.

IceMAIL has enabled OWA access for all users/mailboxes. You can access OWA by going to <http://mail.icemail.com> from within your web browser. You do not have to exit Outlook 2003 that might still be running back at your desktop PC in order to log into OWA. Basically, Outlook Web Access is simply a web “view” into your Outlook messages/data. If you are not using a web browser other than Internet Explorer version 5.5 or higher, you can still log into OWA but some features may not be accessible and may look different than the pictures shown below.

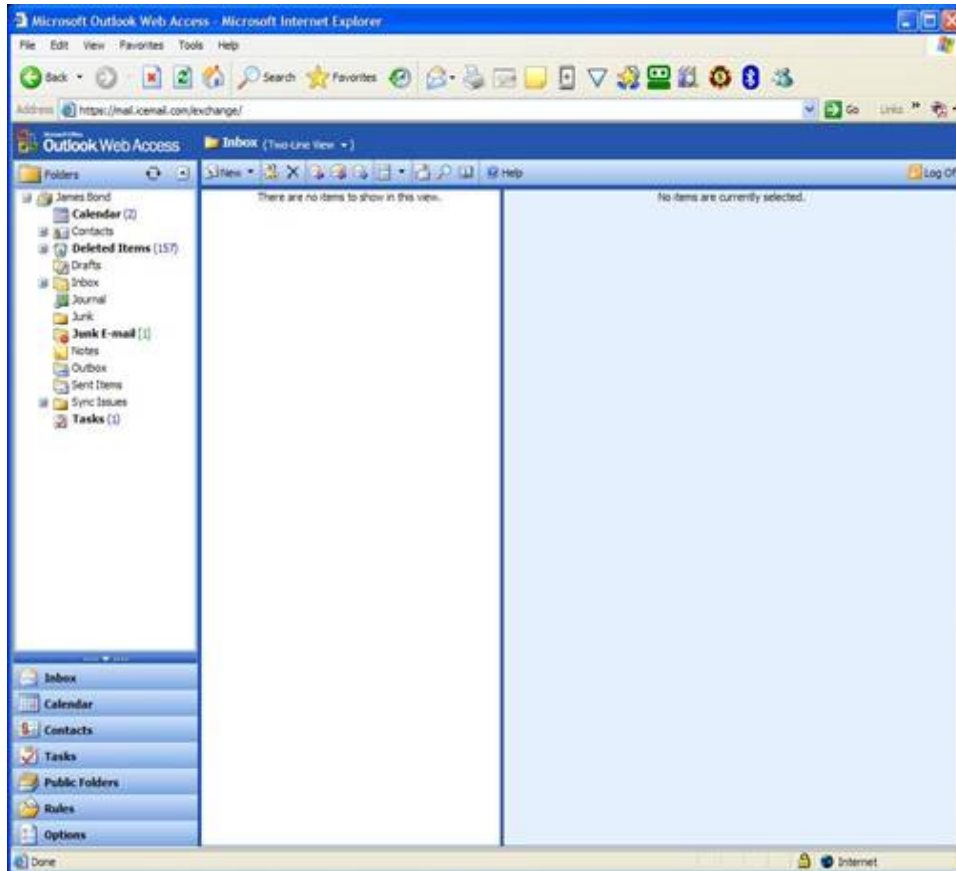
Logging into Outlook Web Access (OWA)

- 1) If necessary, connect to the Internet via your dial-up provider, broadband DSL/cable modem, or corporate network.
- 2) Enter <http://mail.icemail.com> from your web browser. You can also bookmark this page so you don't have to manually enter the web address each time.



3) **Enter your email address** (e.g. jsmith@abccompany.com) where prompted for User Name. You may have several email addresses or aliases configured for your account but your primary email address should be entered here.

4) **Enter your password** where prompted and click the **Log On button**. The mail OWA screen will open to your Inbox and look similar to the picture below. As you can see, this looks and runs very similar to the full Outlook 2003 software.



5) You can navigate to your calendar, contacts, tasks, notes, or other features just as you would in the full Outlook 2003 software. Although most features you expect will work within OWA, some of the screens and navigation is slightly different.

6) There are numerous options that can adjust from within OWA by clicking on the Options button (shown in the bottom left of the picture above). Also note that ***you should enable/allow pop-up windows for mail.icemail.com*** within your web browser. Otherwise you will not see certain appointment reminders or notifications when new email arrives.

7) Make sure you **Log Off** by pressing the button in the top right of your browser to ensure the next user of the PC you are using cannot press the "back" button and get into your IceMAIL account.