

Using Webmail (Outlook) to Access Email

Quick Reference Guide

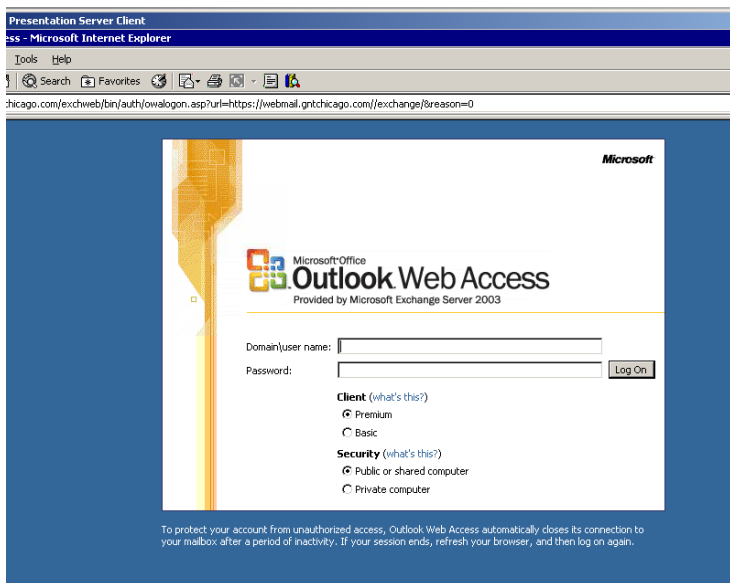
Outlook Web Access (OWA) allows a user to access their email from any computer that has an internet connection and a recent version of an Internet Browser such as Internet Explorer, Netscape, Mozilla, etc. *However*, depending on the browser, not all features of Outlook may be available in OWA.

1. Open an Internet Browser and enter the following webmail address in the address field

<https://webmail.techpro.com>

2. Press **Enter** key or click **Go**. The address field will change to something like the following and display the **Outlook Web Access** dialog as shown.

<https://webmail.techpro.com/exchweb/bin/auth/owalogon.aspx?url=https://webmail.techpro.com/exchange/&reason=0>



3. **Domain\user name** field= **full email address**. (This field is **NOT** case sensitive).

Example: jdoe@medical.com

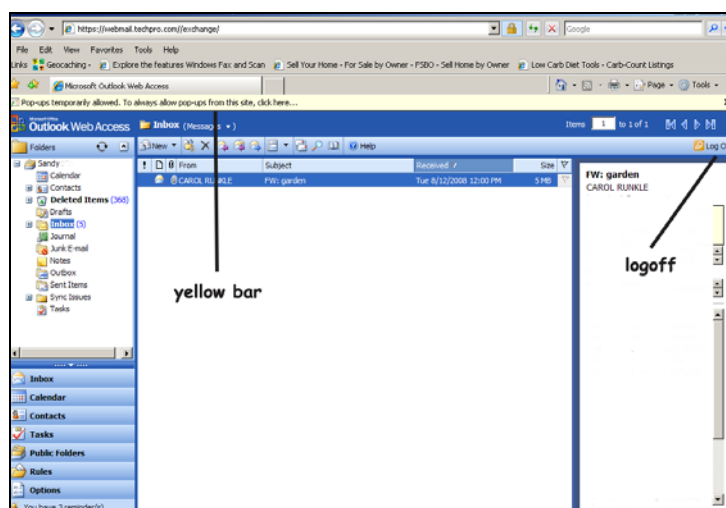
4. Enter **same Password** that you use to log on to the network in the office.

5. Do not make any changes to the **“Client”** and **“Security”** choices.

6. Hit **Enter** key or click **Log On** button.

7. You will see the **Outlook Web Access** version of Outlook open on your screen with your mailbox and folders.

8. If you use Calendar appointments, you may wish to allow popups to see the current appointment popup. You will be prompted to click the **“yellow” bar** and select **“Always allow popups from this site”**.



9. Be sure to **LogOff** (see arrow) so the next user of the remote workstation cannot access your email.

NOTE: OWA is set to timeout during lengthy periods of inactivity and you may need to log back in.