Accessing Outlook (2007-2013) From The Internet (using the Outlook Web App)
Quick Reference Guide
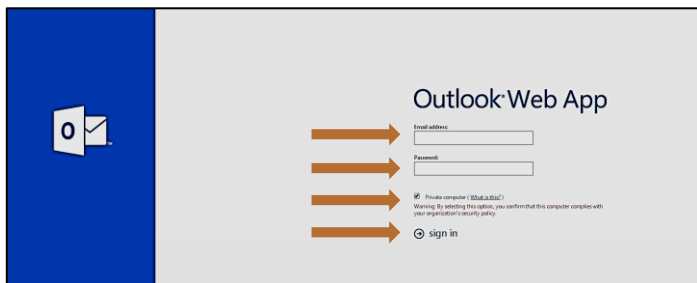
TECHPRO
MAKING IT WORK

These instructions show you how to access your TechPro Exchange Outlook (2007-2013) email from any internet connection assuming it is via a recent version of an Internet browser such as Internet Explorer, Firefox, Mozilla, etc. (However, depending on the browser, not all features of Outlook may be available.)

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

https://mail.techpro.com

2. Press **Enter.** The address field will change to the following and display the **Outlook Web App** dialog as shown.

https://mail.techpro.com/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.techpro.com%2f

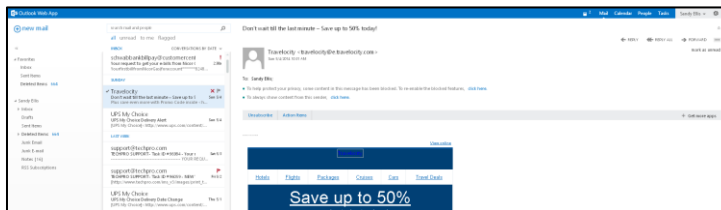**3.** **Email address** = **full email address** (this field is NOT case sensitive).

Example: **jdoe@medical.com**

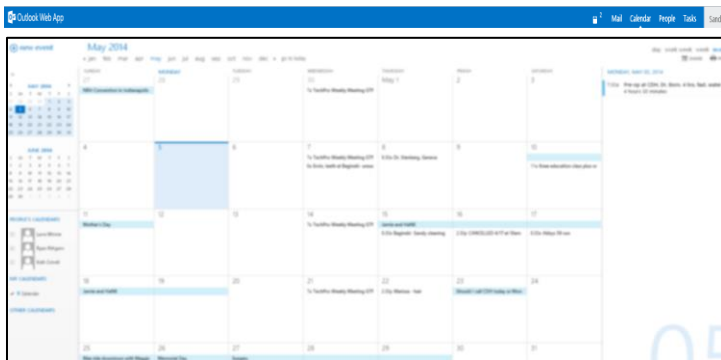**4.** Enter **same password that you use to log on to the network in the office**.

5. Leave checkmark next to **Private computer**.
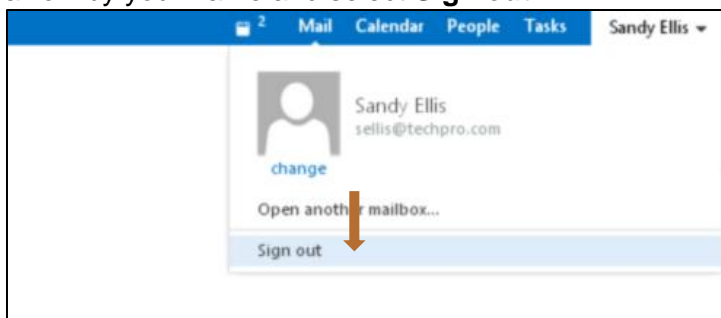
6. Click **Sign in.**

7. The **Outlook Web App** opens with your mailbox and folders. Notice the **blue** bar at the top.

8. If you wish to access your **Calendar** or **Contacts (people)**, select from the **blue bar**.

9. To log out of Outlook Web App, click the down arrow by your name and select **Sign out.**

10. There are several more options to explore when you click the small dots following the Reply/Reply All/Forward options.