



Using Outlook Web Access

Outlook Web Access Instructions

To access your e-mail, calendar, task lists and more from a remote location, you can use Outlook Web Access. Use the following instructions for accessing and utilizing this program.

Step 1: Accessing the Outlook Web Access site

Open a web browser (Internet Explorer) and type in the following address into the URL bar.

[https://mail.\[yourdomain\]/exchange](https://mail.[yourdomain]/exchange)

*[yourdomain] is the last part of your company email address. For example, the domain for “info@k2technologies.net” would be “k2technologies.net” and the address to go to would be <https://mail.k2technologies.net/exchange>

IMPORTANT: Remember to add the “s” to http, or you will not get to the page

NOTE: It is possible that you will get a message that says: “There is a problem with this website’s security certificate” or something similar. Click “Continue to this website (not recommended)”. This is a site that you can trust, so the error is nothing to be worried about.

Step 2: Logging into the System

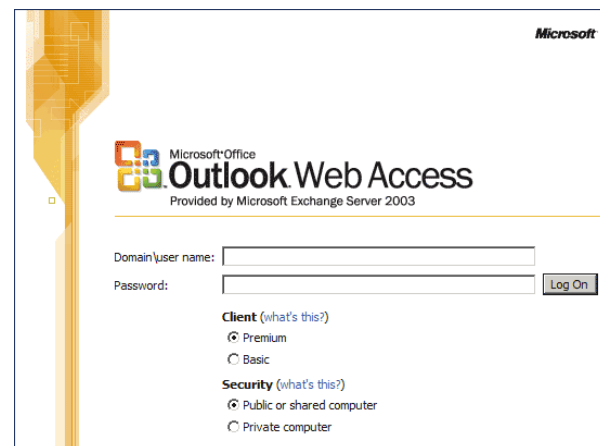
Once you open the page, you will see a window that looks like the one to the right.

Your login information is as follows:

Username:

Password:

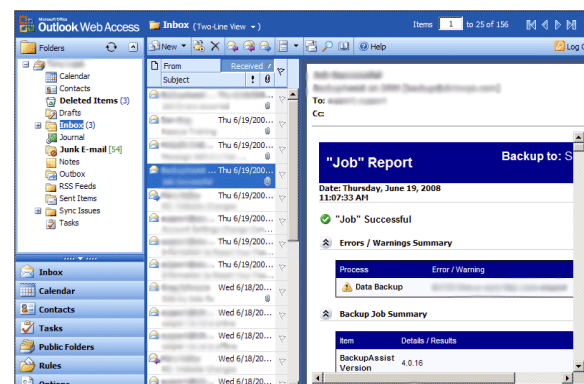
Make sure that you have “Premium” selected under the Client section and “Public or shared computer” under the Security section (as shown)



Click the “Log On” button after entering your username and password.

Checking E-Mail

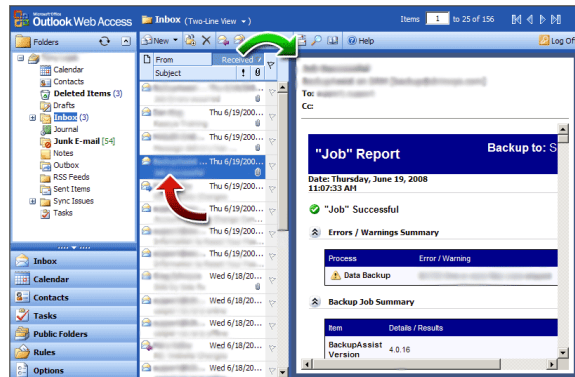
Upon logging into the system, you will see a window that looks like the one to the right.



The default window is your Inbox. From here, you can see your e-mails.

To view an e-mail, **click on the e-mail subject appearing in the middle pane**. The e-mail message will **display in the right pane**.

You can open a message up to the full screen by double clicking on the e-mail subject in the middle pane.



Creating and Sending a Message

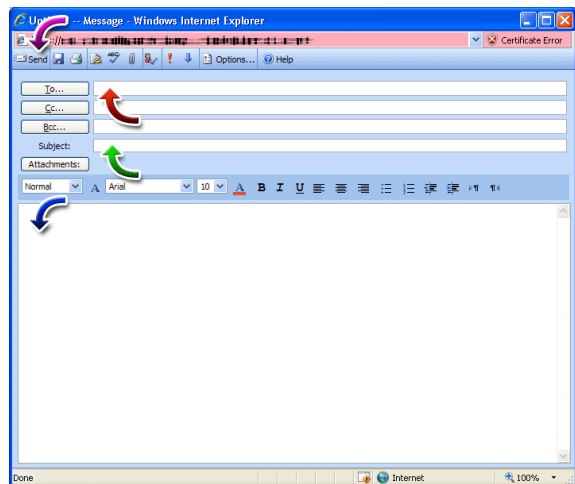
You can send an e-mail message by clicking on the “New” button above the middle pane (as shown). A new window will appear.

Fill in the e-mail address you would like to send to next to the “To” button.

Type in a subject in the box next to “Subject” and then type your message in the bottom box.

Type your message in the box on the bottom.

When you are ready to send, click on the “Send” button in the top left of the window.

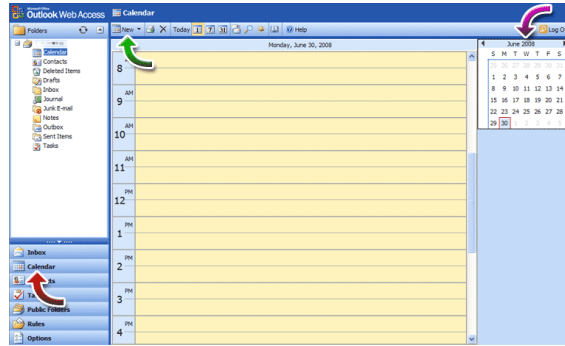


NOTE: You may see a message on the top bar that says “This website wants to run the following add-on: ‘Microsoft (R) Dynamic HTML Editing Control’ from ‘Microsoft Corporation....’” Click on that bar and select “Run ActiveX Control”. A new window will come up asking if you want to run the ActiveX control – click on the “Run” button. The page will reload and you will be ready to compose your e-mail.

Using the Calendar

To access the calendar, click on the “Calendar” button on the left pane.

You will see a listing of events similar to what you see from Outlook. Since we have no events at the moment, there is nothing listed here. If there is something listed, you can click on that event to view the details and add/edit notes.



On the right side, you can see a small calendar for the month. You can scroll through months by clicking on the arrows to the left and right of the month. If there is something scheduled on a specific day, it will appear in bold. You can click on the days to view what is happening on that day.

To create a new event, click on the “New” button above the center pane and enter in the information.