

2.

# Outlook Web Access

1. Use any browser to go to <http://owa.ivytech.edu> or just click on the email link in Campus Connect (<http://cc.ivytech.edu>)

3.

User name:

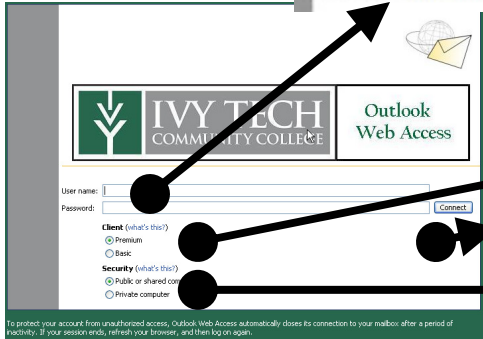
Password:

2. Once there, you will have to sign into the Outlook Web Access to get your email. (Yes, you will have to sign in again even if you use Campus Connect)

3. The user name and password are the same user name and password you use for campus connect.

4. For now, if your browser gives you a choice of client (premium or basic), please select basic. Premium will give you more options that will be used later once we give you more information.

5. Select the appropriate security for the computer that you are using.



4. Client (what's this?)
- Premium
  - Basic
6. Security (what's this?)
- Public or shared computer
  - Private computer

5.

9.



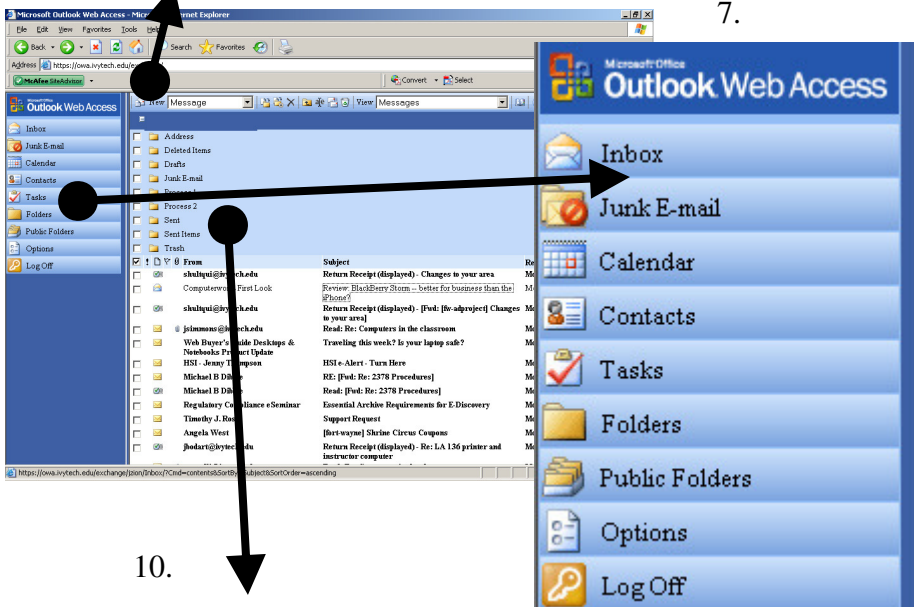
7.

6. Click 'connect' to get into your email.

7. On the screen, you can read your email, delete email, and create emails.

8. Just like in Squirrel Mail, there is a limit to the amount of emails you can have. Most users will have only 50 MB in Squirrel Mail where OWA will allow you to keep and store 300 MB.

9. To create a message, click "New" on top of the folders area. When you click on a message, you can reply or forward messages by clicking on buttons at the top of the message.



10.

- Address
- Deleted Items
- Drafts
- Junk E-mail
- Process 1
- Process 2
- Sent
- Sent Items
- Trash

10. A list of the different folders can be seen above the area of your emails. User created folders (like Process 1 and Process 2) also show up alongside of the default folders.