

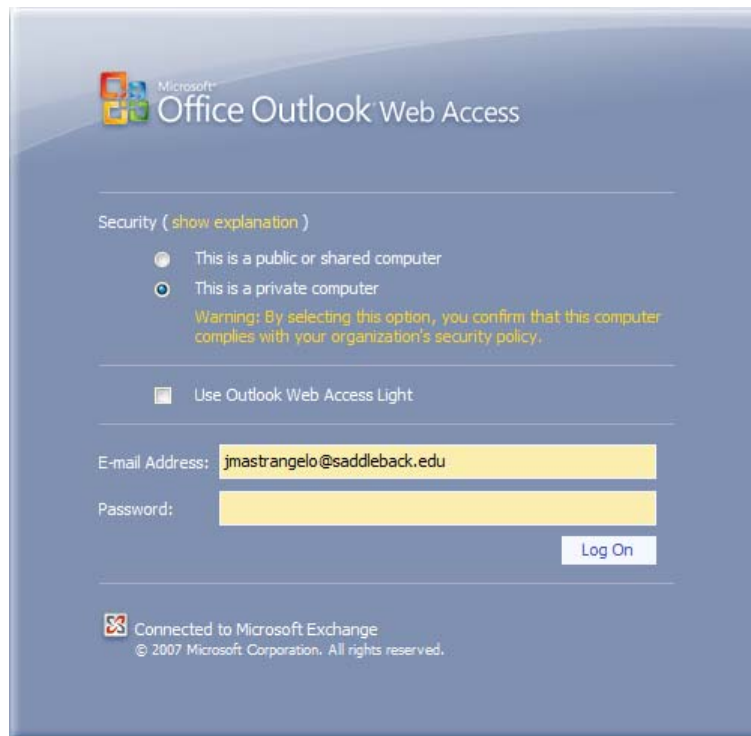
## To log onto your web mail using Outlook Web Access (OWA)

Go to the link below

<https://exchange.socccd.edu>

(Note that it is **https**)

Log on with your full email address as shown below. The password is the network password (**the one you use to log onto your computer**) Select - This is a private computer

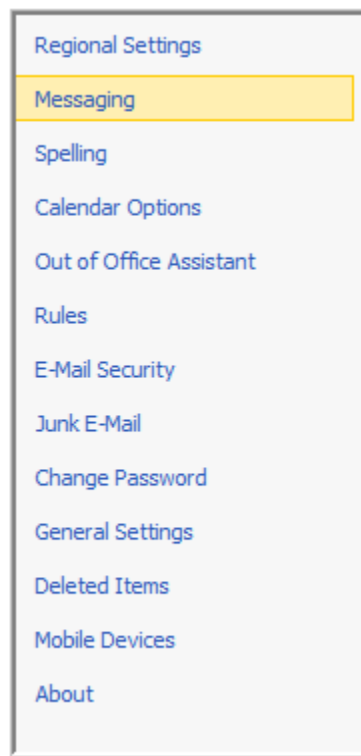


The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo. The main heading is "Office Outlook Web Access". Below this is a "Security" section with a link to "show explanation". There are two radio button options: "This is a public or shared computer" (unselected) and "This is a private computer" (selected). A warning message states: "Warning: By selecting this option, you confirm that this computer complies with your organization's security policy." Below the radio buttons is a checkbox for "Use Outlook Web Access Light", which is unchecked. The "E-mail Address:" field contains "jmastrangelo@saddleback.edu" and the "Password:" field is empty. A "Log On" button is located to the right of the password field. At the bottom left, there is a status bar that says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

Once your web email initiates, you can go to the upper right and select the Options button



From Options you will then have access to a menu where you can make modifications to your Signature, Out of Office Assistant, rules, Security and more. Options menu below.



Please contact ITC if you require further assistance.