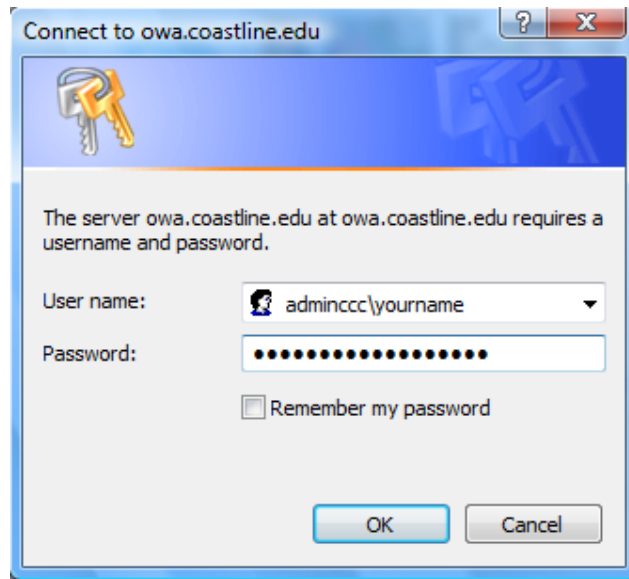


Logging on to Outlook Web Access

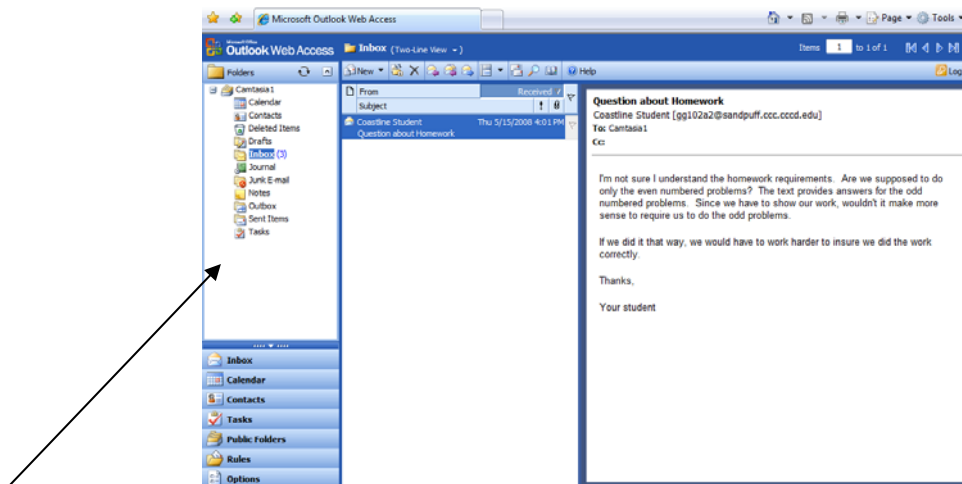


Step 1: Go to <http://coastline.edu/> (note: there is a link to owa on the main coastline web page).

Step 2: An authentication window will appear asking for your username and password. Enter **adminccc\yourname** where your name is your usual coastline network login name. Enter your usual coastline network password and click the OK button.



Step 3: Outlook Web Access will now access your e-mail box. The default screen is shown below.



The upper left pane shows your folders.

Below the folders pane is the shortcut bar. The shortcuts bar allows you navigate to the various sections of the Web Access application. For example clicking on **Calendar** will display the Calendar View.

Step 4: After you are finished with OWA, be sure to log out. The logout button is in the upper left above the preview window.

