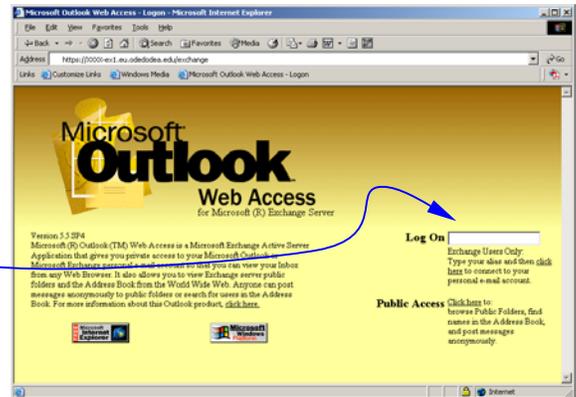


## MS Outlook2003: Logging into Outlook via the Internet (OWA)

With the change over from Novell to Windows 2003, we have had many growing pains. One of them is accessing our email from the internet. Here's how:

1. Type ***https://(server URL)/exchange*** into your web browser (i.e. Internet Explorer, Netscape). For instance, ***https://serv-ex1.eu.dodea.edu/exchange***. The 'S' is essential and must be manually typed in. It tells the browser that it is a 'secure' or 'encrypted' connection.
2. Press the enter key.
3. A screen similar to the one on the right will appear.
4. Enter one of the choices of logins from the box below. We find that the login for this box differs according to location. We have several ways you can try:

- A. Old login from last year i.e. WatsonC
- B. Firstname Lastname
- C. Firstname\_Lastname@eu.dodea.edu
- D. Firstname.Lastname@eu.dodea
- E. Lastname, Firstname
- F. Firstname.Lastname



5. Press <Enter>.
6. A pop-up window will appear.
5. Enter eu\firstname.lastname on the first line.
6. Press <Tab>
7. Enter your password.
7. Press <Enter>

