

How to Log In to Outlook 2003 Web Access

Starting Outlook Web Access 2003

In this Microsoft Web Access Outlook 2003 tutorial, we'll discuss a number of the basic procedures used in creating, editing, sending and receiving Outlook Web Access 2003 mail messages. In addition, we'll also introduce other features essential to managing Outlook Web Access 2003 mail messages.

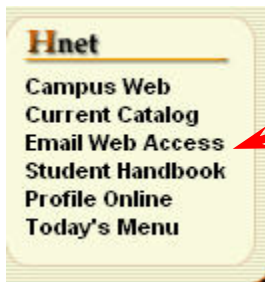
Loading Outlook 2003 Web Access Mail

First, you'll need to be in a **browser** such as **Microsoft Internet Explorer**. You can be in Netscape Communicator, Mozilla, or some other browser, but we have noticed that **ONLY Microsoft Internet Explorer (version 5.1 or higher)** allows you to see/use all of the features of Outlook Web Access 2003. Mac users will notice that several of the features covered in this tutorial are not available to them. However, the interface for both is very similar.

To access your Outlook web mail here at Hendrix, you'll need to **key in the Hendrix URL in the Address line:**

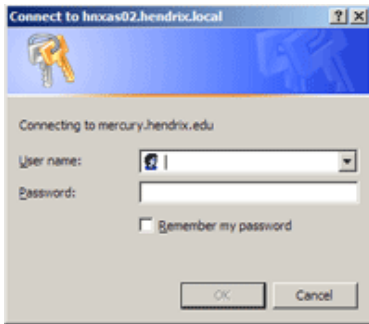


On the lower left corner of the screen, click on Email Web Access as shown here:



Logging-on to Outlook Web Access Mail

You should see the following dialog box:



- If you are a student: In the Username field, enter 'STUDENTS\yourusername' -- pay attention to which slash you are using, and replace 'yourusername' with your actual username. For example, Sally Ann Jones would enter 'STUDENTS\jonessa'. *If* there is anything in the 'Domain' field, delete it. NOTE: the \ used **MUST** be the back slash found under the backspace key.
- If you are a member of the faculty or staff: In the Username field, enter 'HENDRIX\yourusername' -- pay attention to which slash you are using, and replace 'yourusername' with your actual username. For example, Sally Ann Jones would enter 'HENDRIX\jonessa'. *If* there is anything in the 'Domain' field, delete it.
- Enter your password in the 'Password' field and click OK. Your inbox will appear.