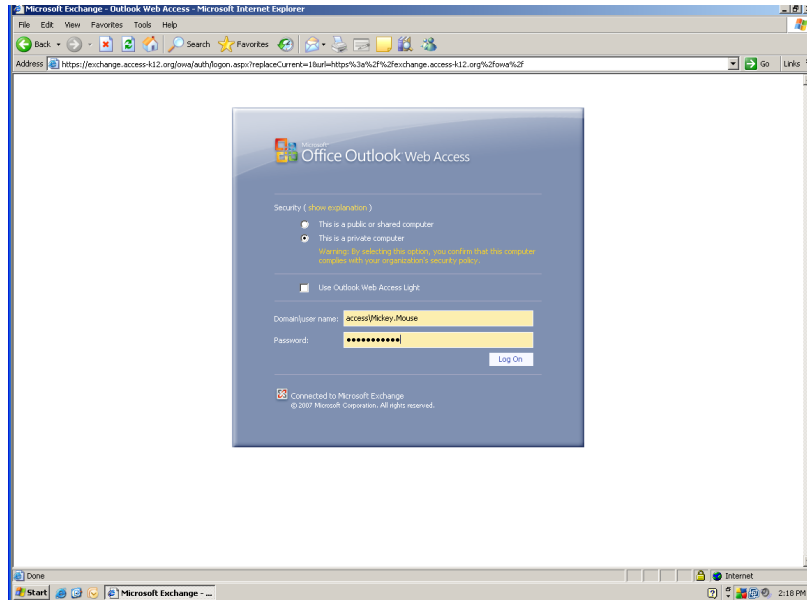
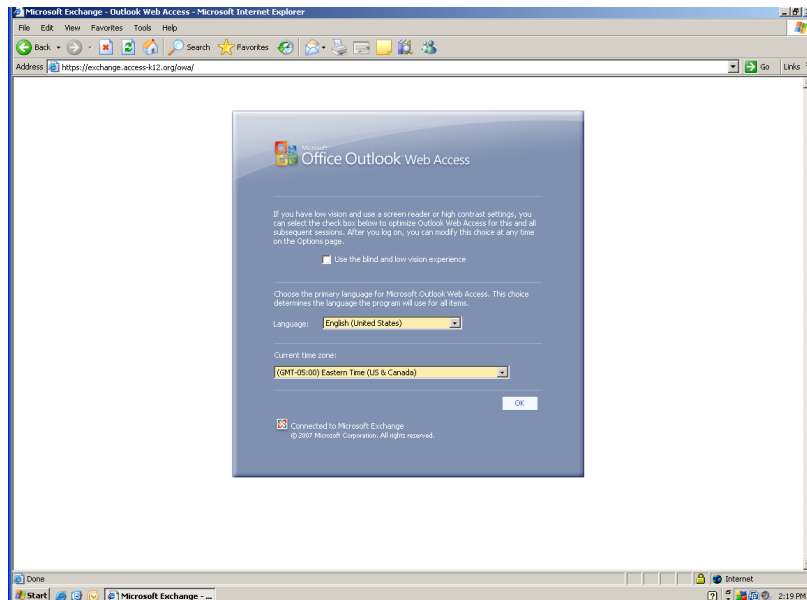


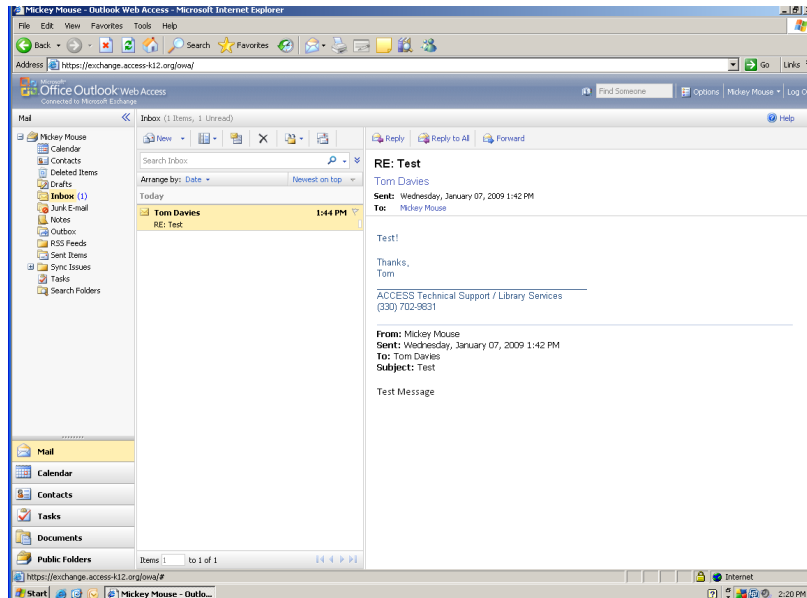
Outlook Web Access (OWA)

You may also use the web-based version of Outlook by opening your web browser (Internet Explorer preferred) and going to <http://exchange.access-k12.org>. You will login with the same username and password that you use when opening Outlook 2007.



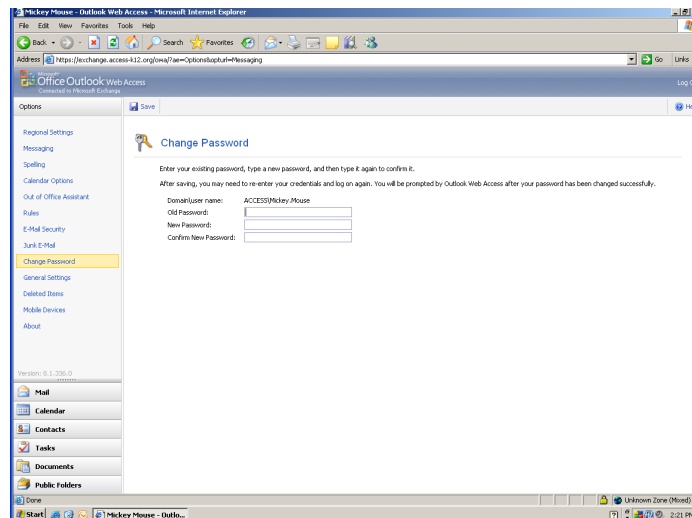
The first time you use the web-based Outlook (also known as OWA) you'll be asked to specify your language and the time zone. This should already be defaulted to English and Eastern Time, so click the OK button.





When OWA opens, it looks just like Outlook 2007 and works much the same way.

One nice feature of OWA is that you can use it to change your password. Click on the Options button in the upper right corner. Then click Change Password on the left-hand side of the window.



You're asked for your old password first, then type in your new password twice. Remember your email password MUST be at least 8 characters long, and MUST contain at least 1 capital letter AND 1 number. So "briefcase" is not going to work, but "Briefcase9" is acceptable. You could also mix it up a little such as "brief6Case" or "LetMeIn2". Be creative. Make your password unique but easy for you to remember. Also remember that your password cannot contain spaces or punctuation.

When you're done choosing a password, click the Save button near the top of the window. When you're finished, you can click the Log Off button in the upper right corner, then close Internet Explorer.