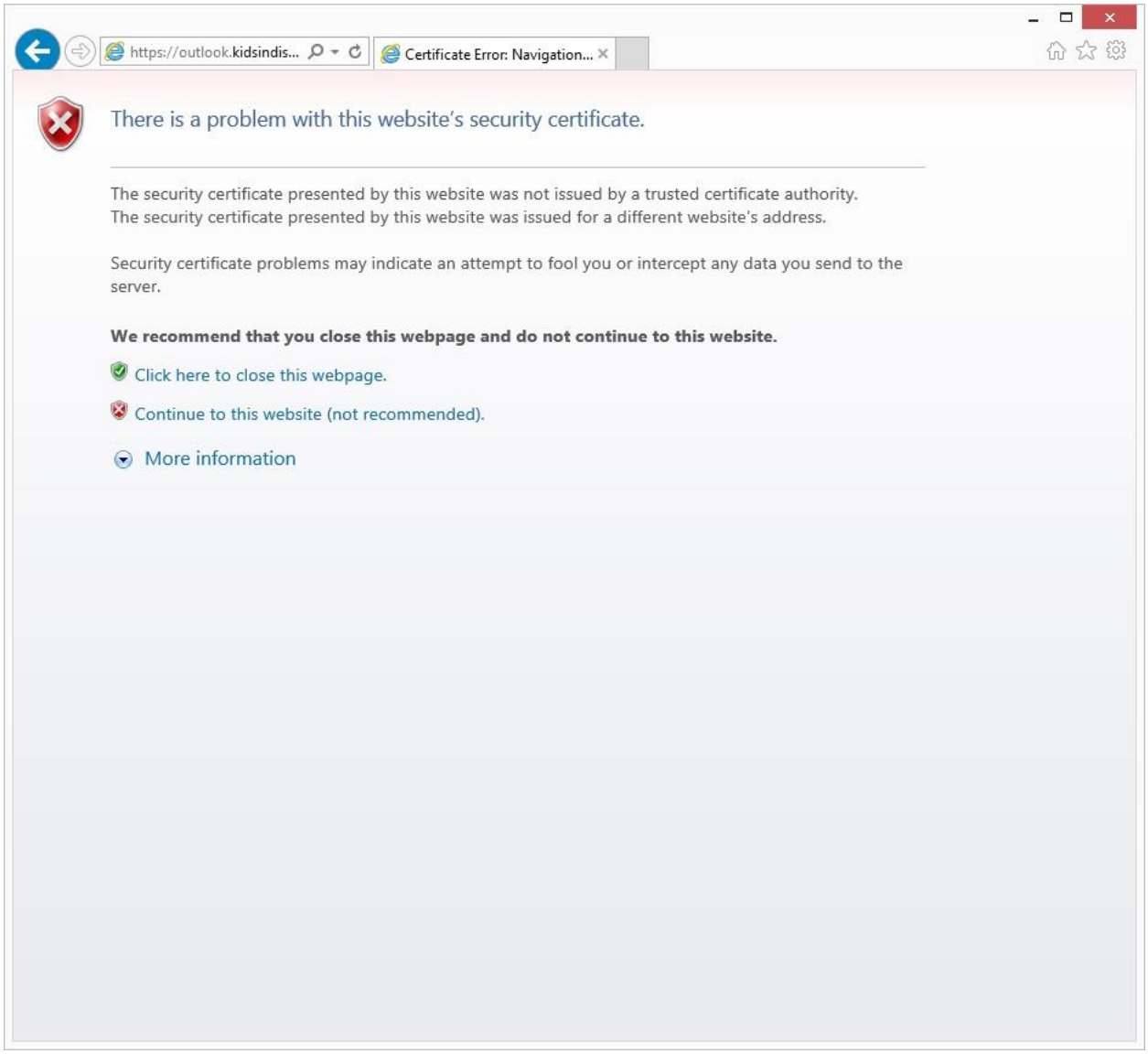
Welcome to Exchange 2013 Outlook Web Apps

To connect to your e-mail via Outlook Web Apps, follow the procedure below

Open your Internet Explorer and browse to

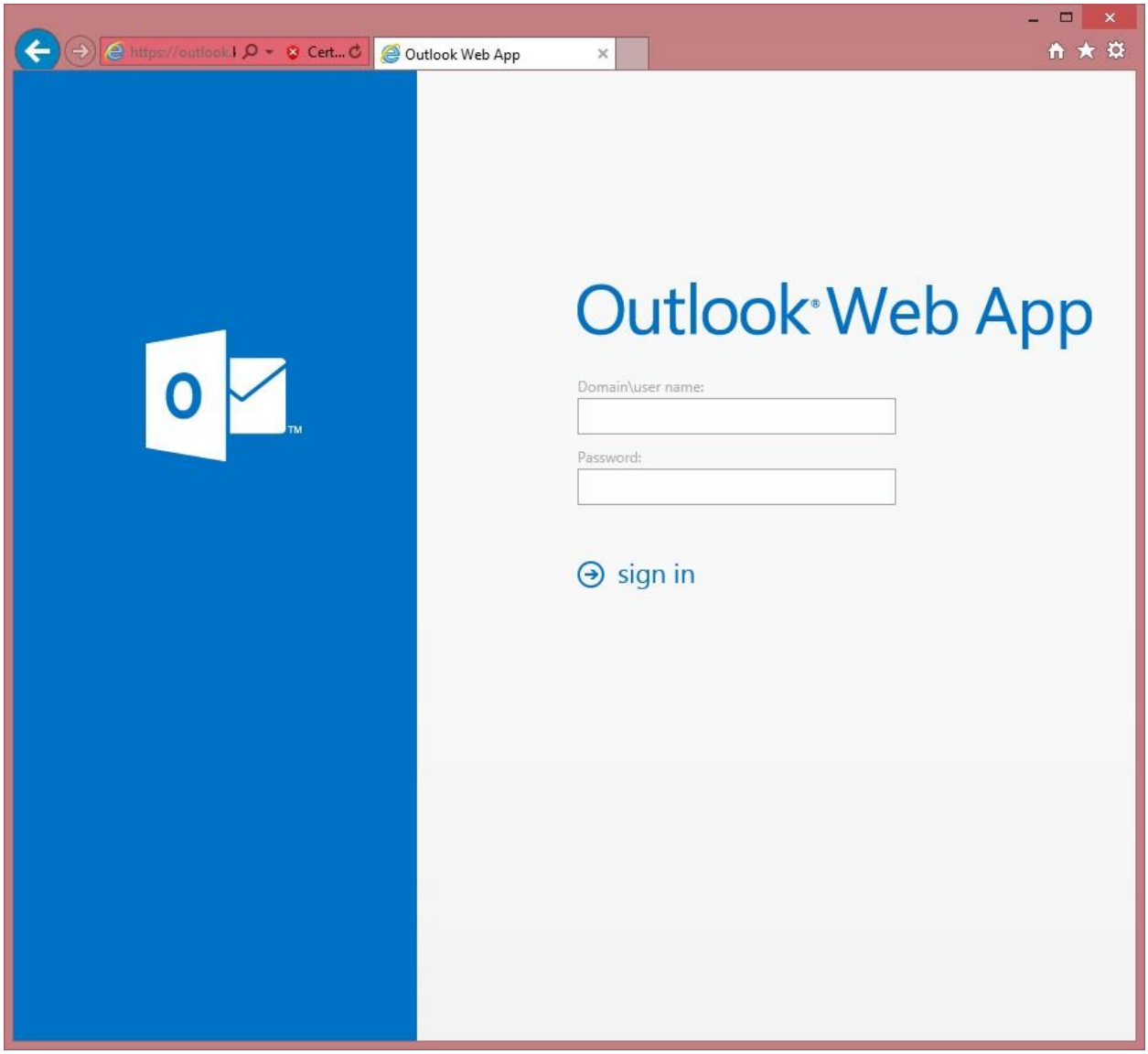
https://outlook.kidsindistress.org/owa

You can also visit the KISS page and follow the link that says 'Remote Access to E-mail' Once you get to the page you will a screen similar to this:

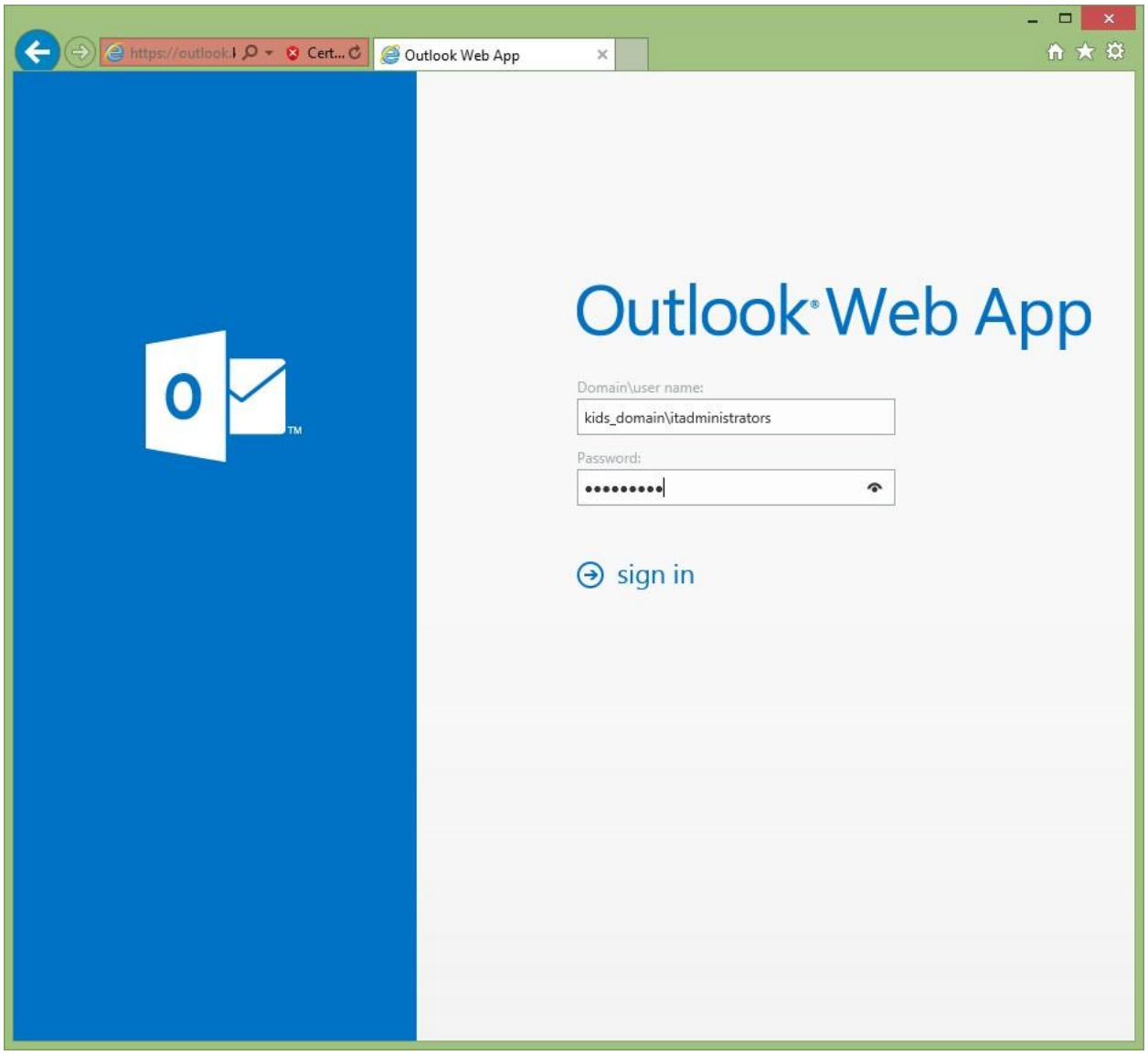


This is an indication of our certificate still being unknown to your computer, this message will appear every time you connect until we installed a new certificate, it does not affect the functionality, click on **Continue to this website (not recommended)**

That will take you to the login screen



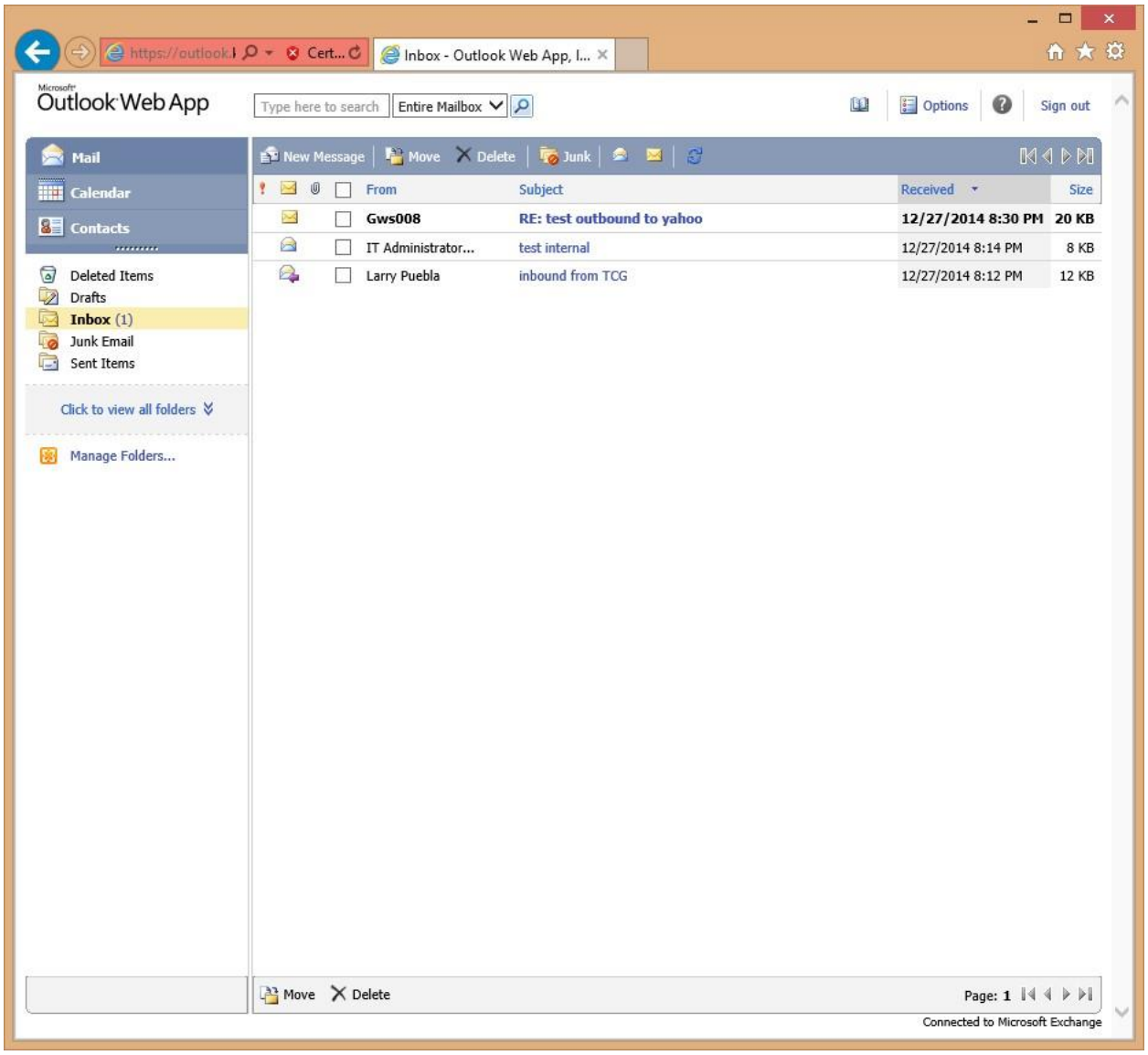
Enter our domain\username and your password (same password you use at your workstation)



Please notice the format of the login DOMAIN\USERNAME

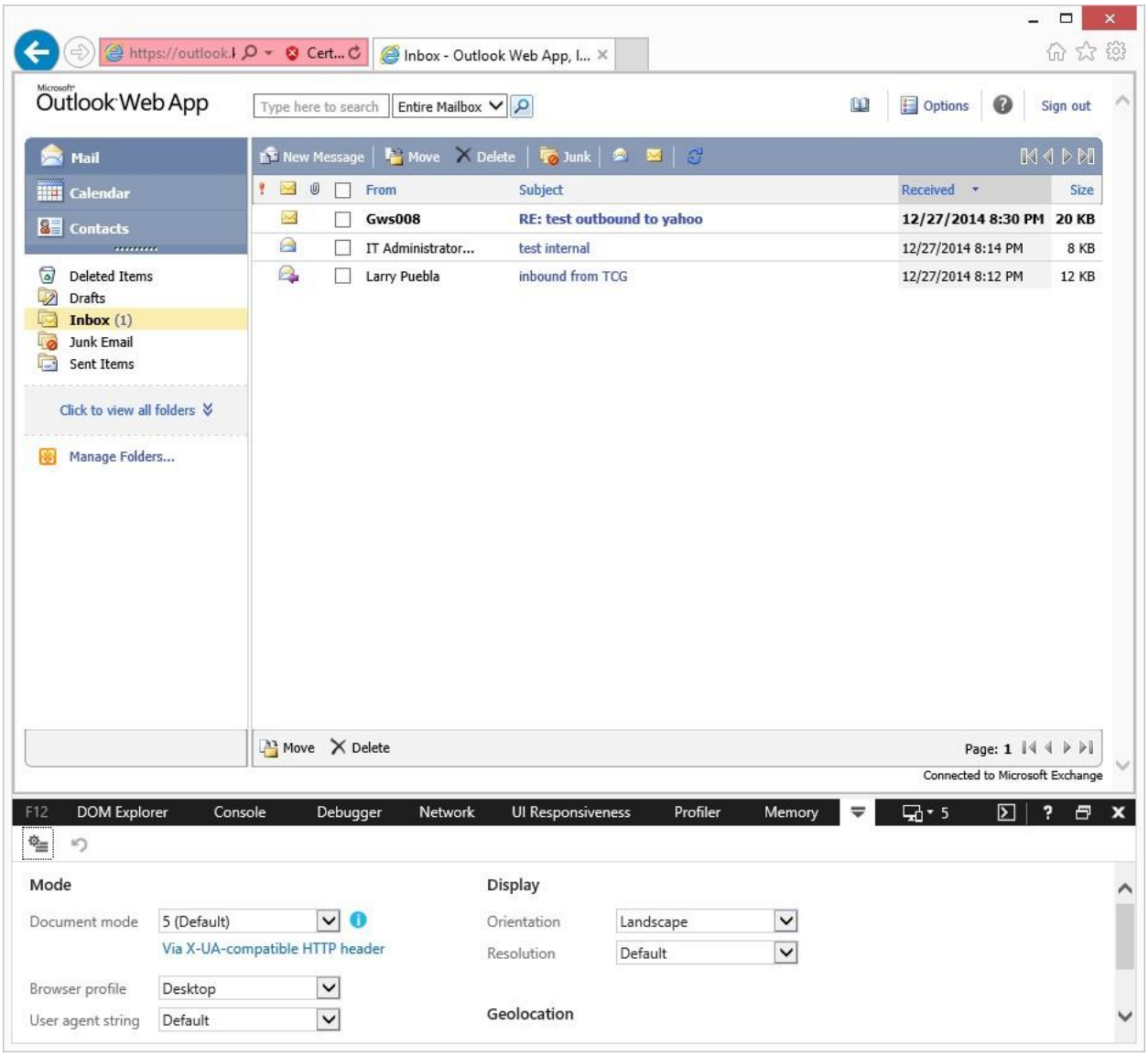
The first time you login you may be ask to select and accept the time zone you are in, if so make sure the time zone is set to EST and click save, that will bring you to the main screen

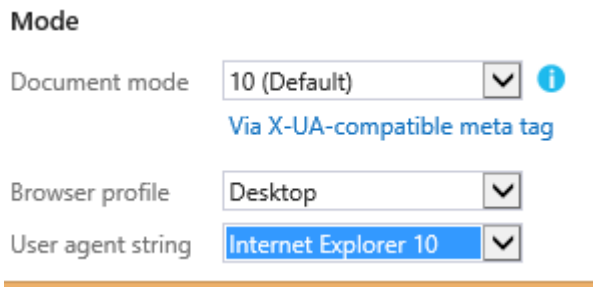
It is possible you first will see the main screen like this



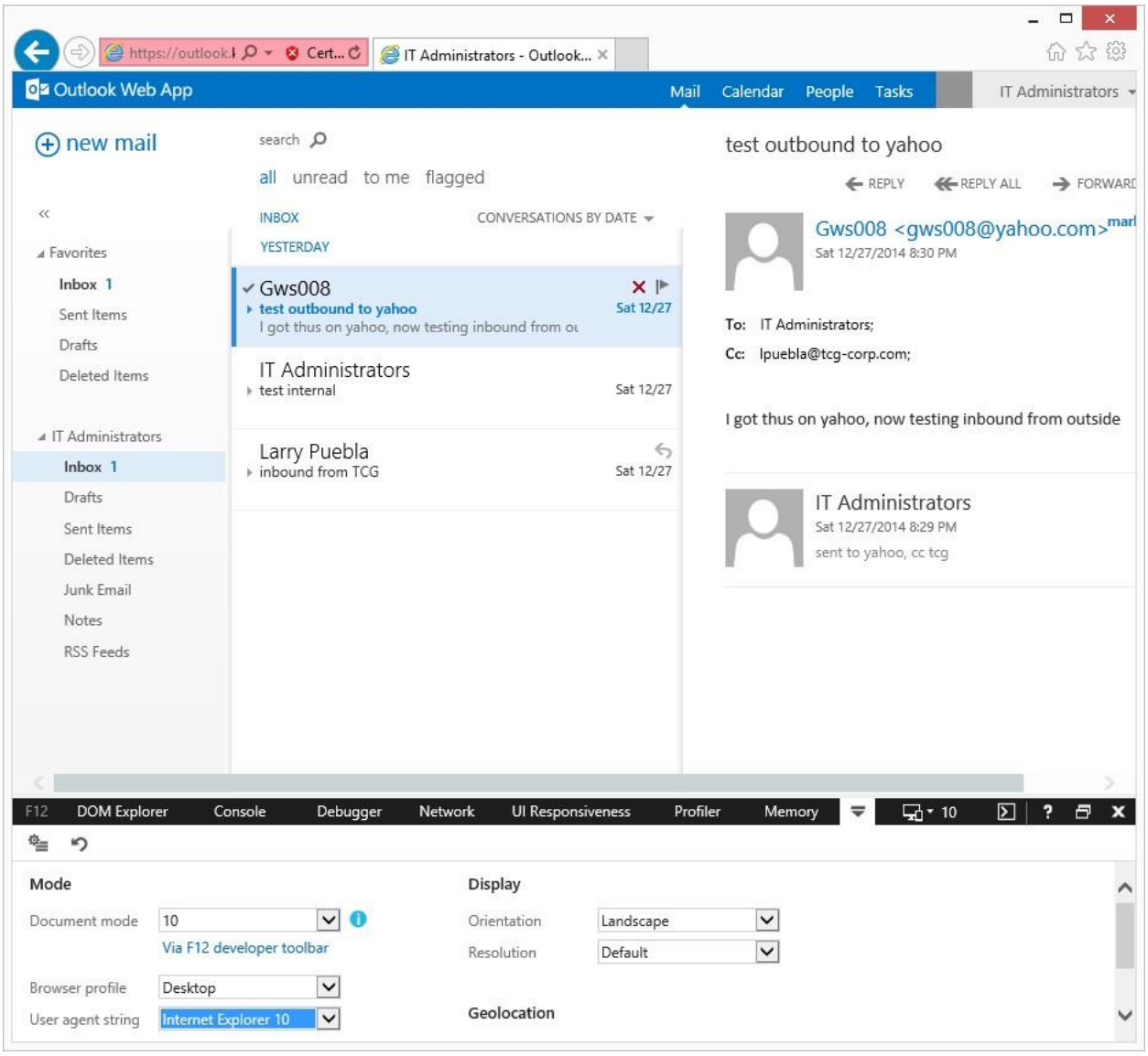
This is very similar to the outlook 2003 you have been using so far and should make it easier for you to navigate, if you want to try the new look hit the F12 key at the top of your keyboard (some laptops require you to press the FN key and F12 simultaneously

Once you do that you should see something like this

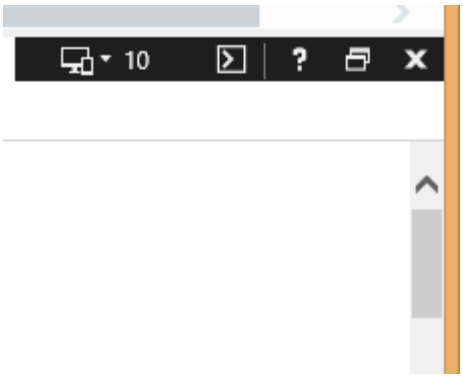


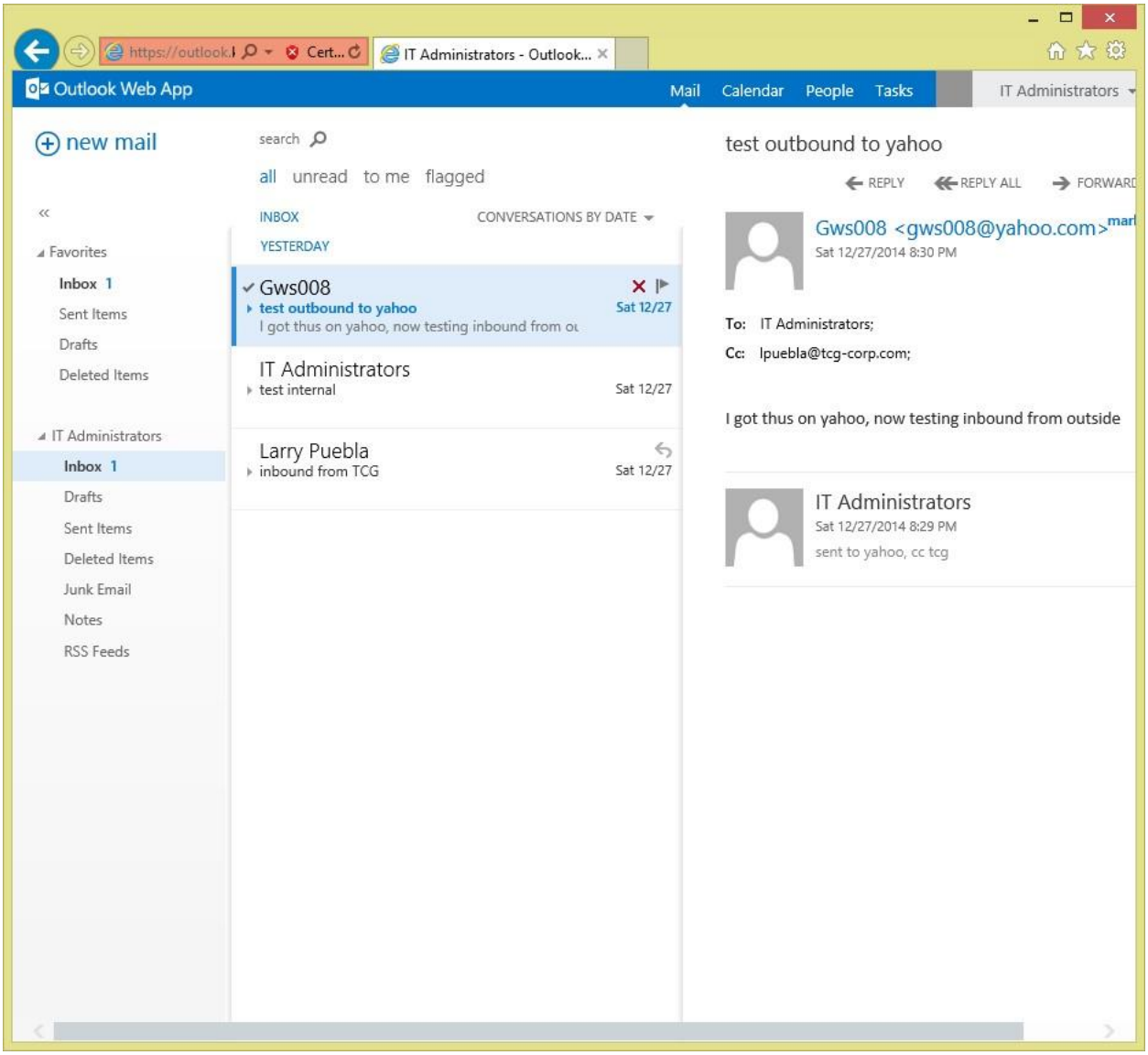


In the bottom part of the page change the document mode to 10 and the user agent string to Internet Explorer 10, viola your new outlook web apps should now be visible



You can now close the bottom part of the screen by clicking the X and the browser will remain in Outlook Web app mode




https://outlook
Cert...
IT Administrators - Outlook...
Outlook Web App
Mail
Calendar
People
Tasks
IT Administrators
new mail
search
all
unread
to me
flagged
INBOX
CONVERSATIONS BY DATE
YESTERDAY
Favorites
Inbox 1
Sent Items
Drafts
Deleted Items
IT Administrators
Inbox 1
Drafts
Sent Items
Deleted Items
Junk Email
Notes
RSS Feeds
Gws008
test outbound to yahoo
I got thus on yahoo, now testing inbound from ou
Sat 12/27
IT Administrators
test internal
Sat 12/27
Larry Puebla
inbound from TCG
Sat 12/27
test outbound to yahoo
REPLY
REPLY ALL
FORWARD
Gws008 <gws008@yahoo.com>
Sat 12/27/2014 8:30 PM
To: IT Administrators;
Cc: lpuebla@tcg-corp.com;
I got thus on yahoo, now testing inbound from outside
IT Administrators
Sat 12/27/2014 8:29 PM
sent to yahoo, cc tcg