

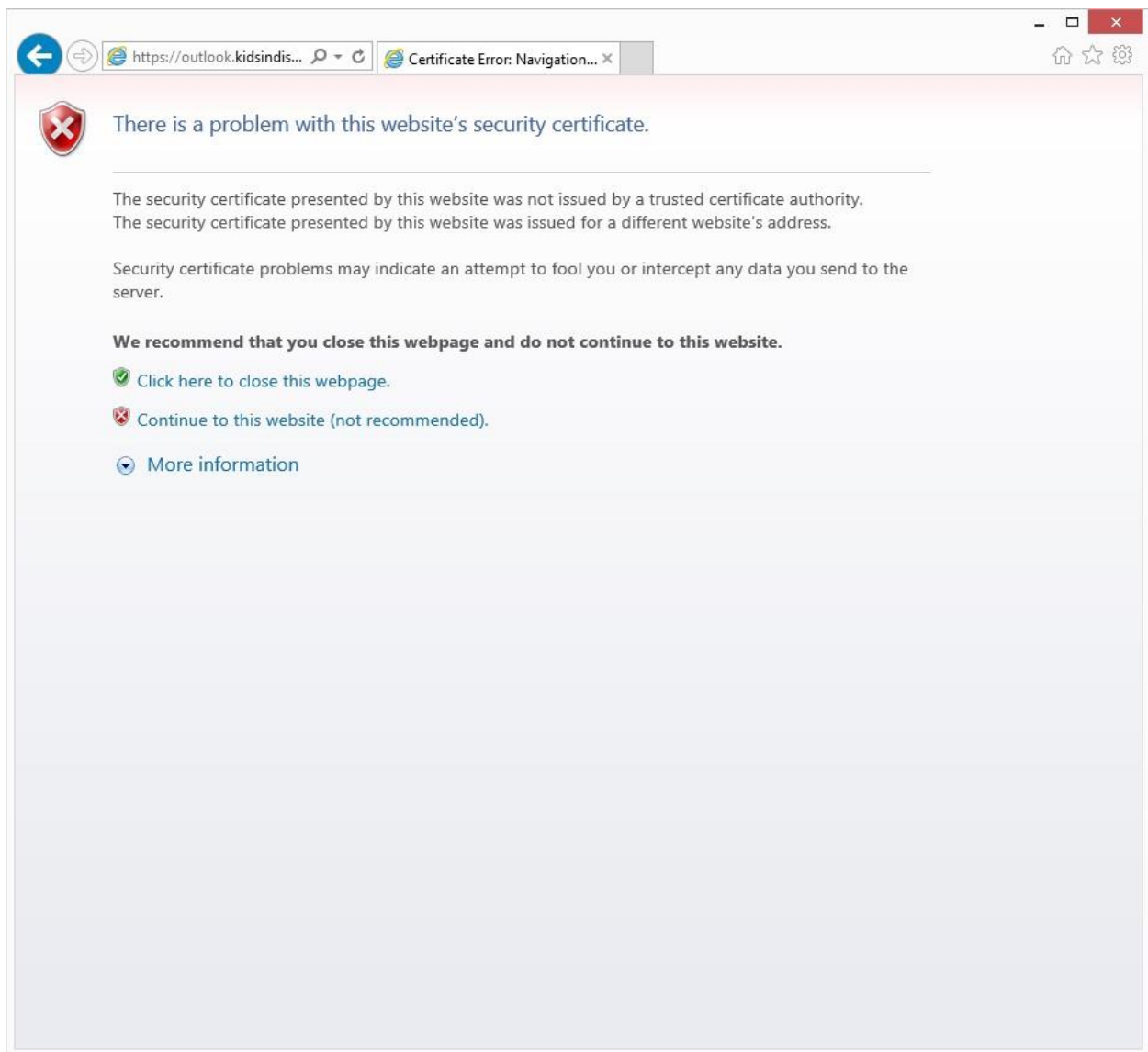
Welcome to Exchange 2013 Outlook Web Apps

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

Open your Internet Explorer and browse to

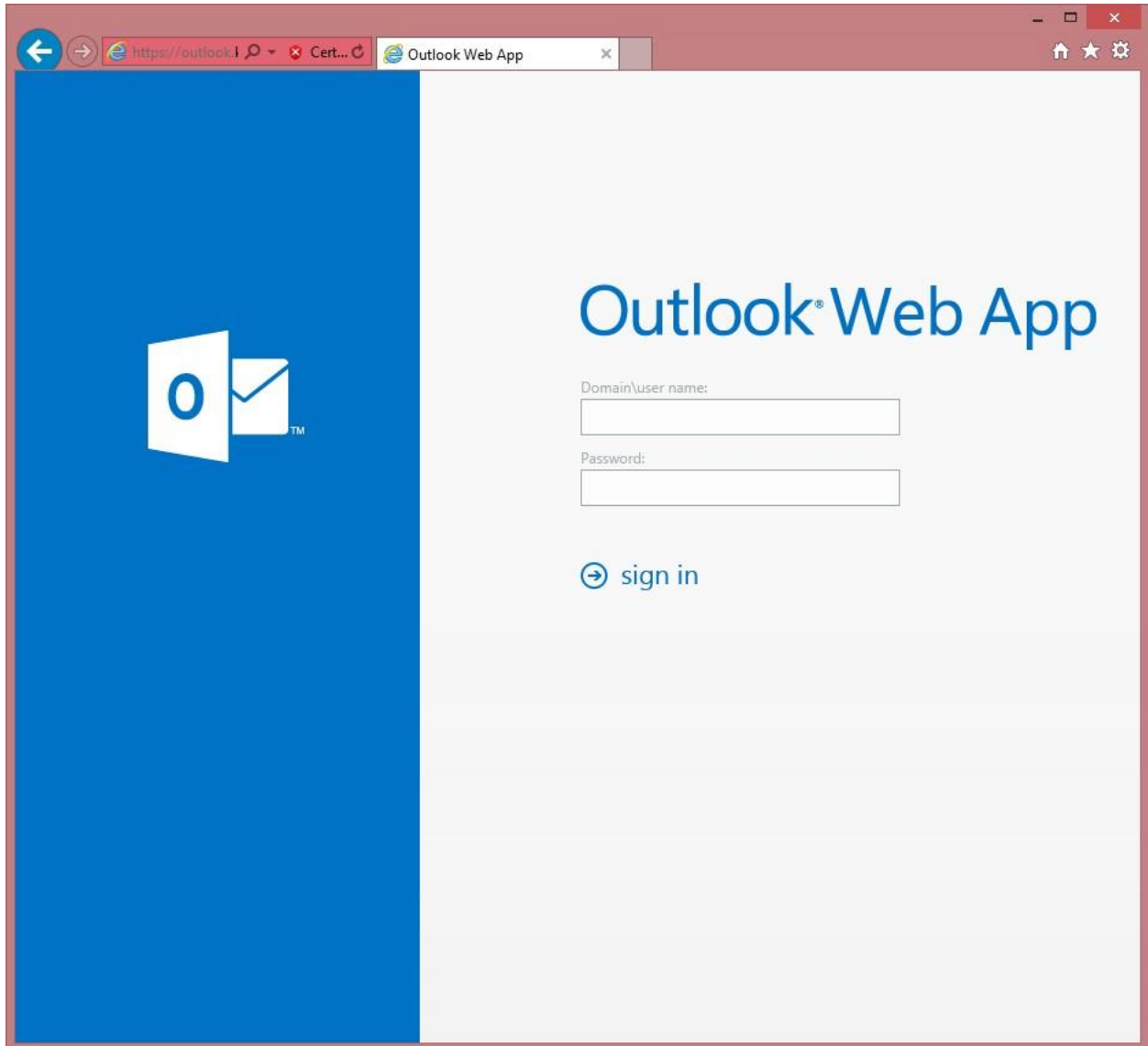
<https://outlook.kidsindistress.org/owa>

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:

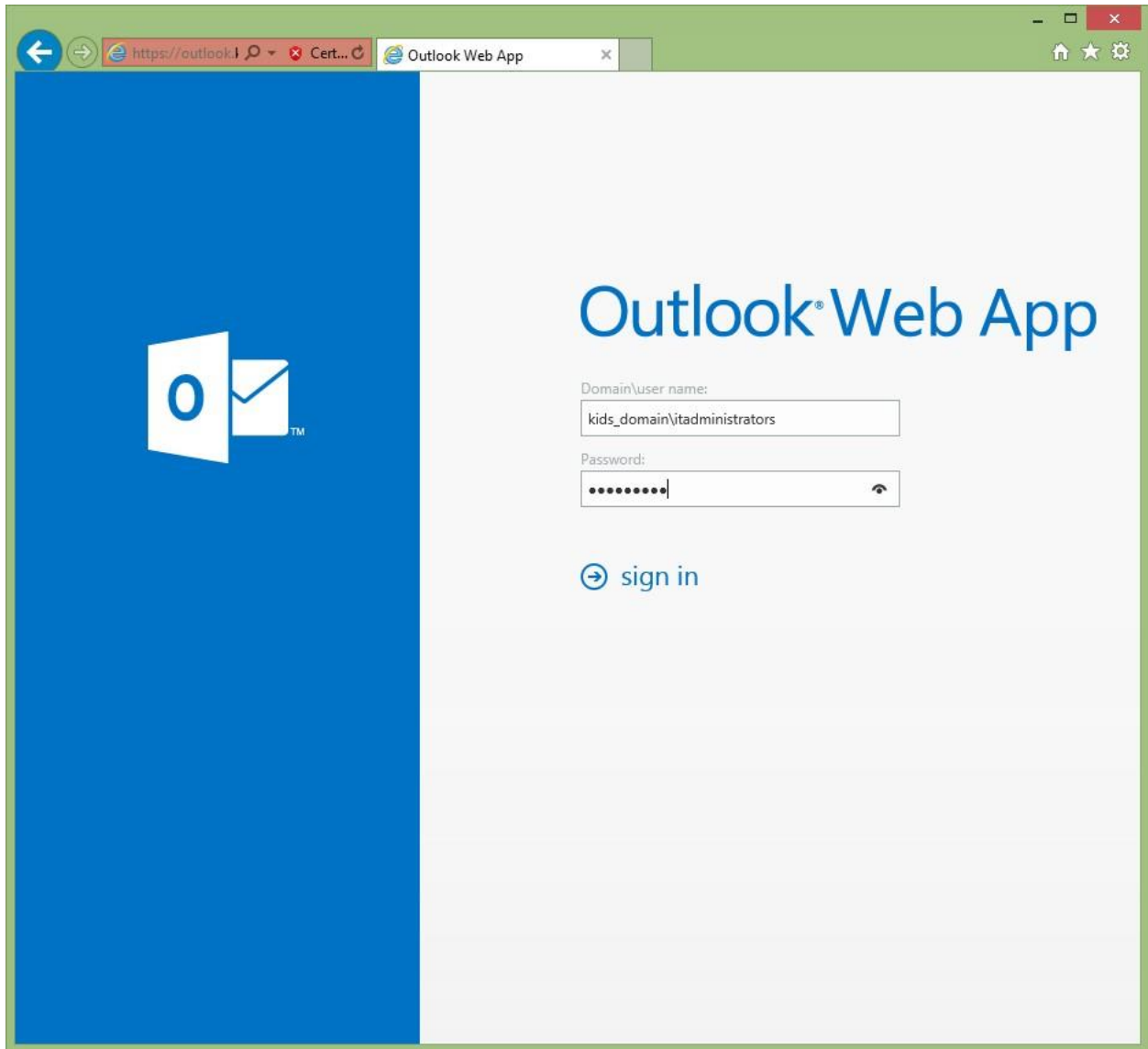


This is an indication of our certificate still being unknown to your computer, this message will appear every time you connect until we installed a new certificate, it does not affect the functionality, click on **Continue to this website (not recommended)**

That will take you to the login screen



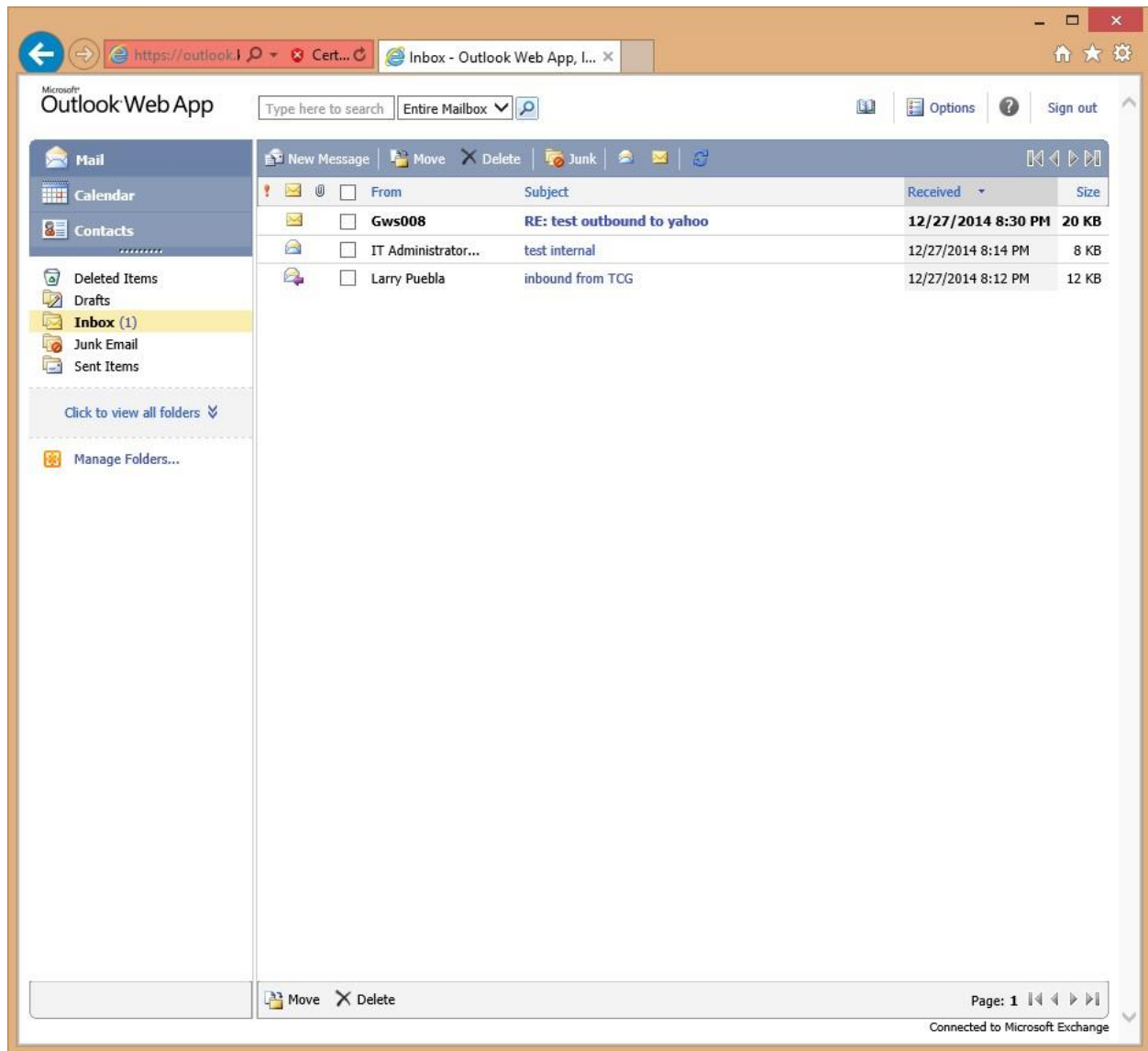
Enter our domain\username and your password (same password you use at your workstation)



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

The screenshot shows the Outlook Web App interface. The browser address bar displays 'https://outlook...' and the page title is 'Inbox - Outlook Web App, I...'. The Outlook interface includes a left sidebar with folders like 'Deleted Items', 'Drafts', 'Inbox (1)', 'Junk Email', and 'Sent Items'. The main area shows an email list with columns for 'From', 'Subject', 'Received', and 'Size'. The email list contains three entries:

From	Subject	Received	Size
Gws008	RE: test outbound to yahoo	12/27/2014 8:30 PM	20 KB
IT Administrator...	test internal	12/27/2014 8:14 PM	8 KB
Larry Puebla	inbound from TCG	12/27/2014 8:12 PM	12 KB

At the bottom, the browser developer tool is open, showing the 'Mode' section with the following settings:

- Document mode: 5 (Default)
- Browser profile: Desktop
- User agent string: Default
- Orientation: Landscape
- Resolution: Default

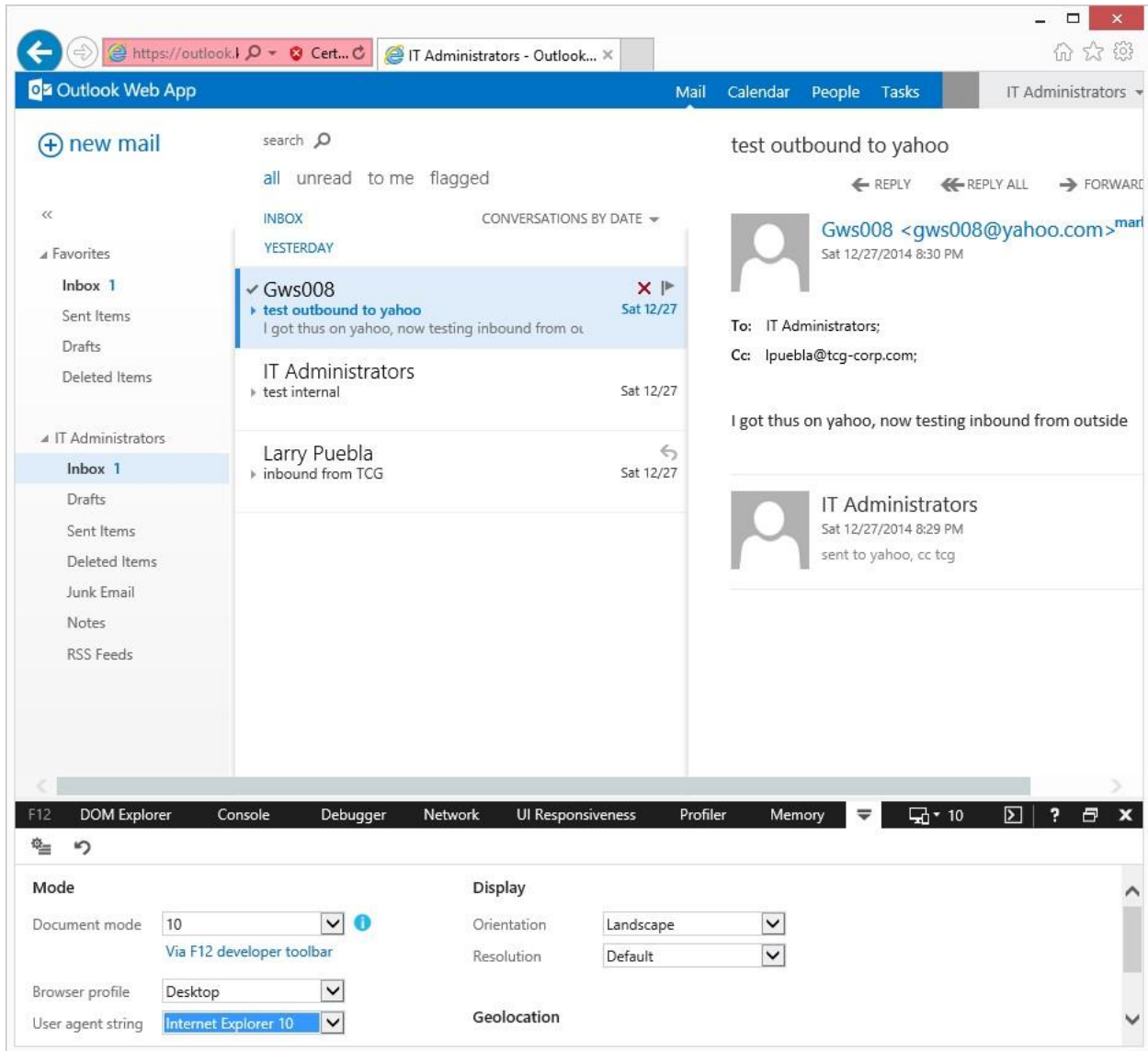
Mode

Document mode: ⓘ
 Via X-UA-compatible meta tag

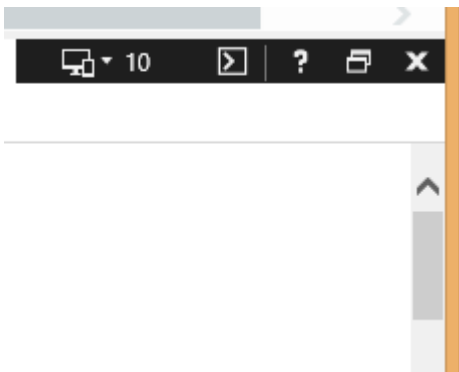
Browser profile:

User agent string:

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



Browser window: <https://outlook.l...> 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

- ✓ **Gws008** Sat 12/27
 - ▶ **test outbound to yahoo**
I got thus on yahoo, now testing inbound from outside
- IT Administrators Sat 12/27
 - ▶ test internal
- Larry Puebla Sat 12/27
 - ▶ inbound from TCG

test outbound to yahoo

REPLY REPLY ALL FORWARD

Gws008 <gws008@yahoo.com> marked
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