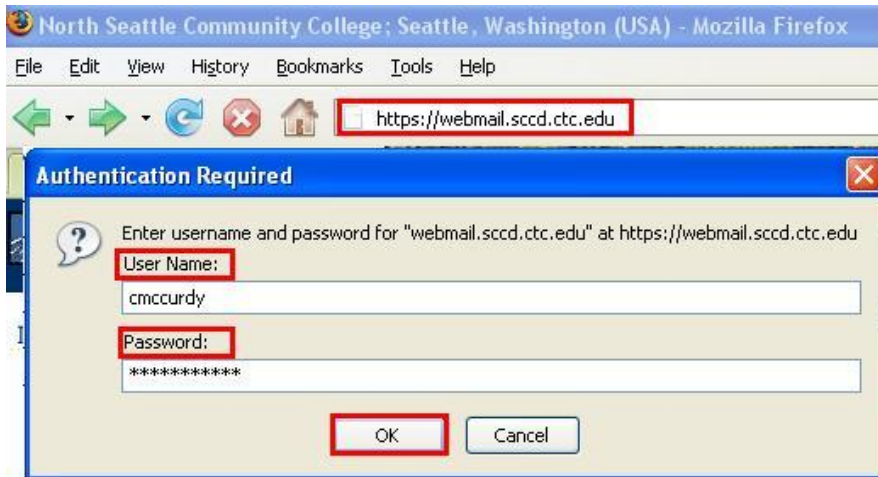


## Using Webmail

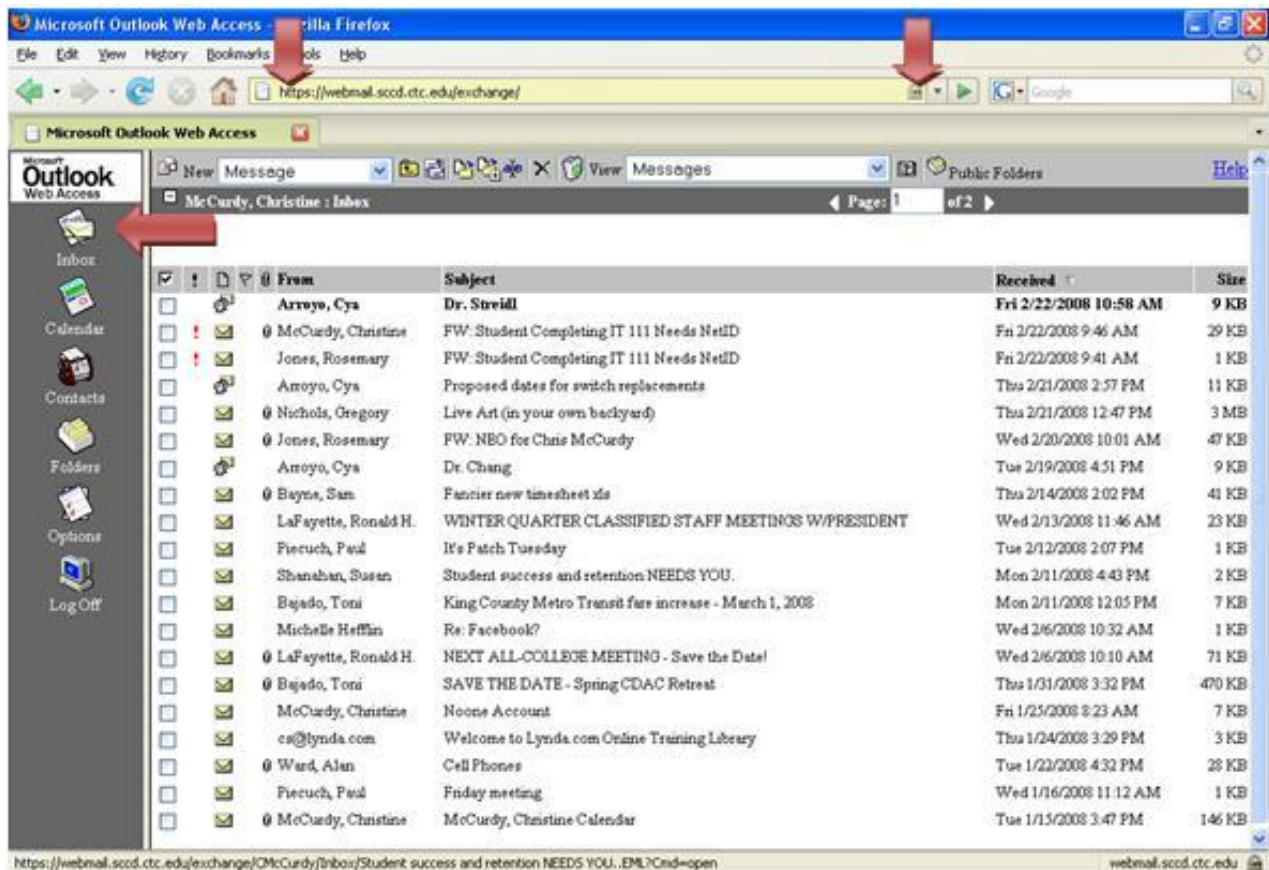
For this documentation the browser being used is **Mozilla Firefox**. You may use any browser that you like; the steps will be similar if not the same.

⚠ It is advisable to not have your default browser remember your password(s).

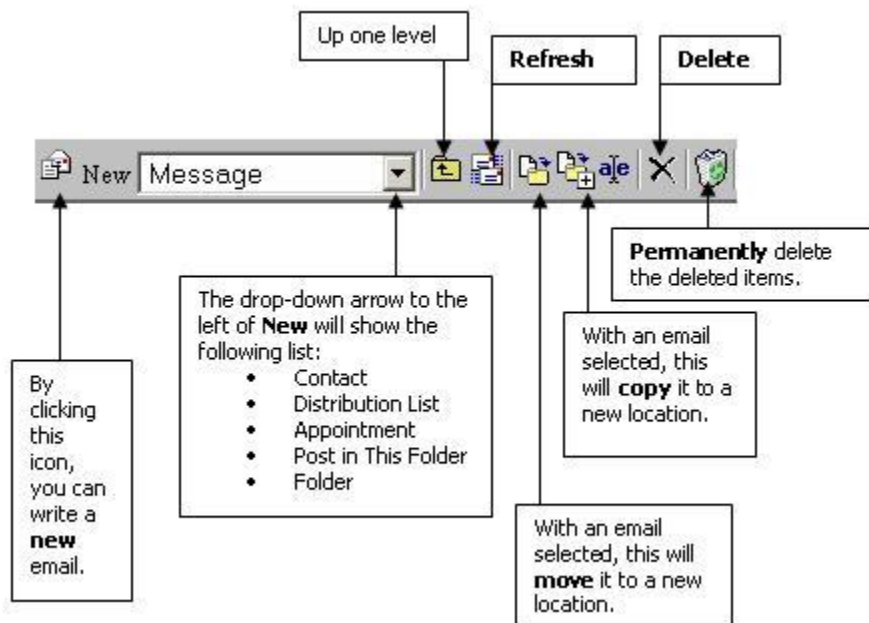
1. Open your favorite browser and in the address bar enter <https://webmail.sccd.ctc.edu/> as shown below. As soon as you key Enter/Go, you will be prompted to enter your Outlook **User Name:** and **Password:**, then click **OK**.



2. After you have authenticated to the Exchange server, you will be taken to your Inbox. Notice that you are logging into a secure website by the "https" and the "padlock" indicators.



3. The following diagram shows the top toolbar of Outlook Web Access and what icons do what.



4. The side toolbar provides access to your Inbox, Calendar, Contacts, Folders, Options and Log Off. The **Options** icon will allow you to change the following items:



- Change the **Out of Office Assistant** to **I'm currently in the office** or **I'm currently out of the office**, providing space for a brief message.
- Change the **Current Time Zone**.
- Change **Date and Time Formats**.
- Change **Calendar Options** (changing the day your week begins or the day start and end time).
- Change your **Password** (must be at least 8 characters).