

Signing into Exchange 2010 Outlook Web Access

This is to assist WITC staff in signing into Exchange 2010 Outlook Web Access otherwise called OWA.

Go to WITC's email page and click on the Enter 2010 Staff Email icon.

<http://www.witc.edu/email/>

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Outlook Live Email

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What is Outlook Live@edu?

Outlook Live@edu is email hosted by Microsoft. WITC will be using Live@edu to host student email. Outlook Live@edu provides students with a free 10GB email account, spam protection, 25GB online storage solution, collaboration, blogging, photo sharing, instant messaging tool and much more!

Using Outlook Live Email for the first time?
Just click the "Steps to Create My Account" button below and follow the easy step-by-step instructions.

STUDENT LOGIN **Steps to Create My Account** [learn more about Windows Live](#)

ATTENTION STUDENTS:
[Enter your old email account](#) to forward your saved emails to your new Outlook Live email account by **May 28, 2010**.

[Enter Staff Email \(read me file\)](#)

[Enter 2010 Staff Email](#)

[Employee Internet Use Policy & Procedures](#)
[Using Electronic Communication for Conducting Official College Business with Students Policies & Procedures](#)
[Style Guide to Using Electronic Email](#)

© Wisconsin Indianhead Technical College
505 Pine Ridge Drive ~ Shell Lake, WI 54871
1.800.243.WITC or 715.468.2815
Fax 715.468.2819 - TTY 888.261.8578

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The Outlook Web App sign on screen will be displayed.

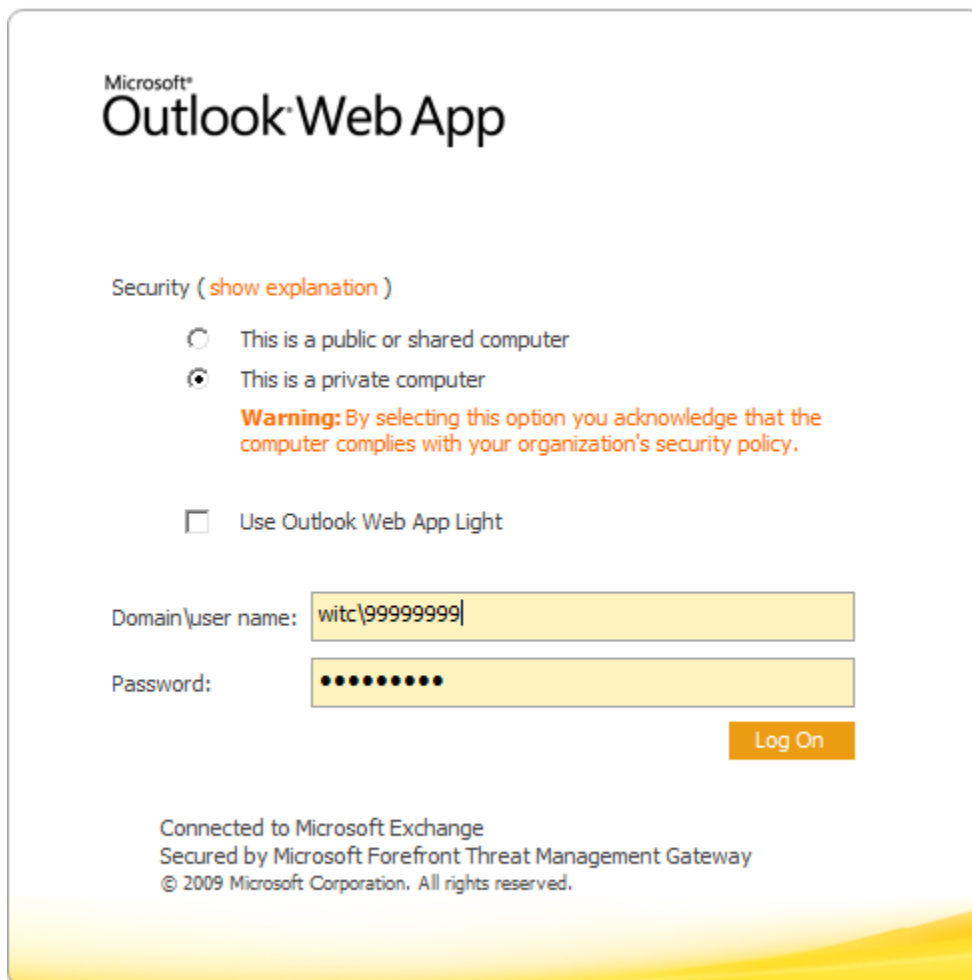
Select the proper computer under the Security selection. Select public or shared computer if you are using a public computer. Select private computer if this is your privately owned computer. Click on the (show explanation) to see more information concerning this selection.

Next enter domain\user name. The domain is WITC and the user name is your employee id. Your entry should look like this WITC\99999999

Enter your WITC network password.

The default for new accounts is the first two characters of your first name + the first two characters of your last name + the last four digits of your social security number.

Do not use the Outlook Web App Light as this will limit the functionality of OWA.



Microsoft®
Outlook™ Web App

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

Use Outlook Web App Light

Domain\user name:

Password:

Connected to Microsoft Exchange
Secured by Microsoft Forefront Threat Management Gateway
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