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/
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.