



HOSTED EXCHANGE WEBMAIL (OWA)

INTRODUCTION: This is a brief user guide on how to connect to OWA (Outlook Web Access), also referred to as webmail. OWA is useful in situations where you want to quickly access your Hosted Exchange mailbox, or even in situations you don't have a copy of Outlook or any other type of mail app.

SYSTEM REQUIREMENTS: OWA works with all browsers

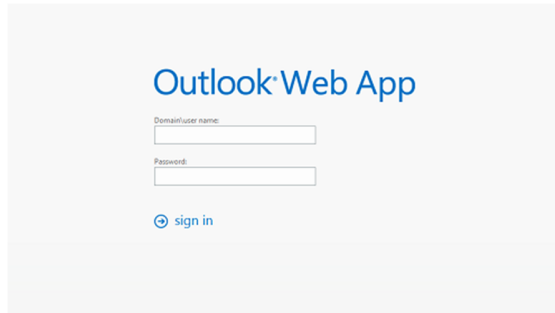
WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- An Internet connection
- Your Hosted Exchange username & password

STEP ONE

Open **Internet Explorer** or any other browser and go to the following website:
<http://owa.it-logik.com>


Enter **full username (email address) and password** and click on **sign-in**

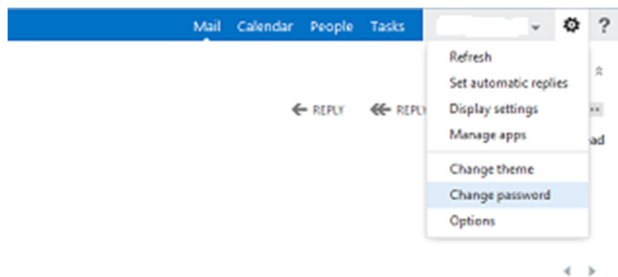


STEP TWO

Set your location preferences and once done you will have access to your mailbox.

STEP THREE

If you haven't done so already and this is the first time you are connecting, we would also recommend changing your password by clicking on the  symbol link to the top right of the page and selecting 'Change Password'



You can also configure your out of office and other mailbox specific settings.

For support please call +44 (0) 20 3740 1060, or email support@it-logik.com