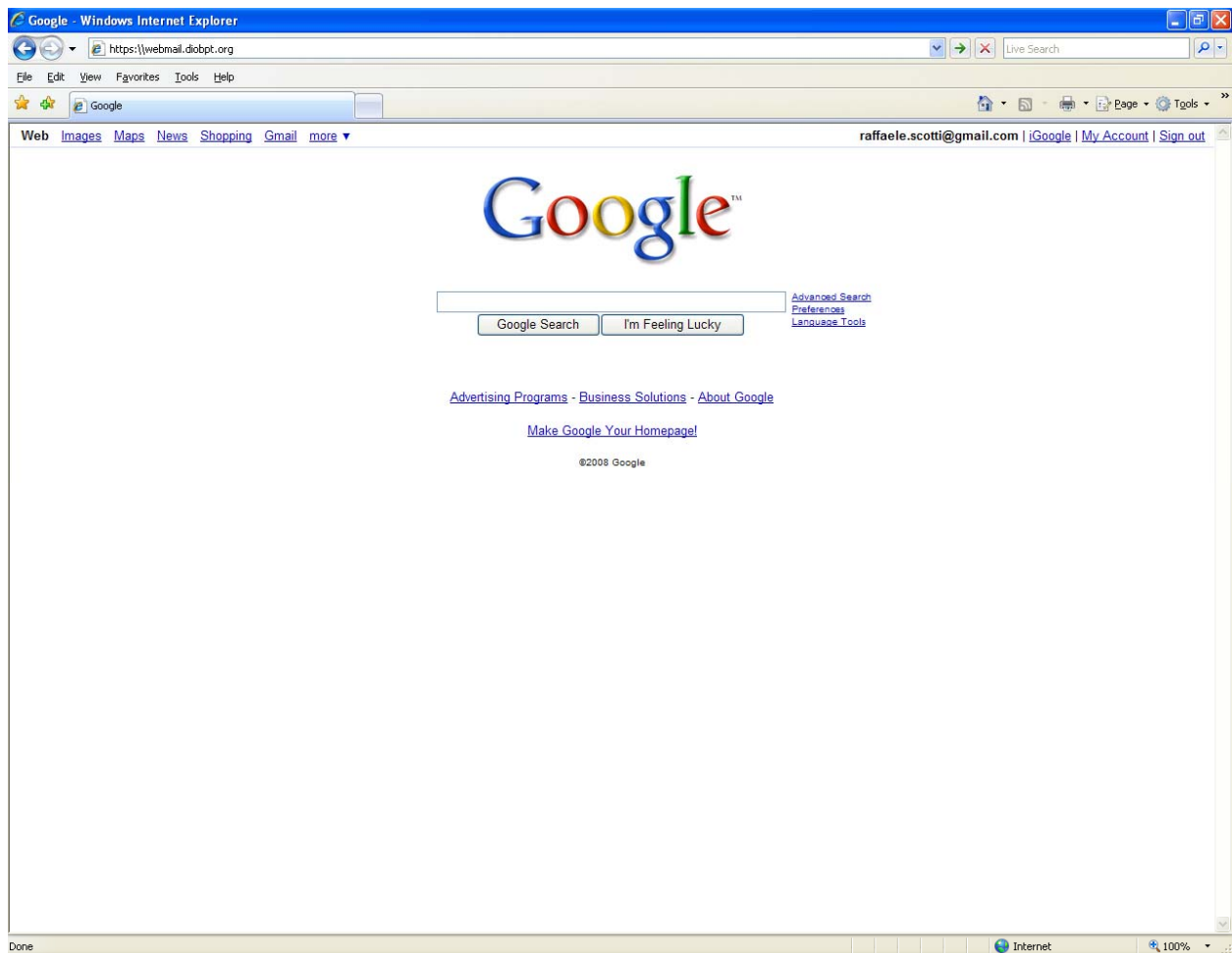


Instructions for accessing your E-mail using Outlook Web Access (OWA) in Microsoft Internet Explorer.

Outlook Web Access (OWA) is a simple solution for remote access to e-mail for our users who wish to check their email from home and away. OWA allows you to use your favorite web browser as a front-end to our e-mail server. Just log on from our OWA web page (Instructions Below) and you can check and send messages, find names from the Global Address List (GAL) and add Appoinments/Contacts to your Calendar/Contacts List.

Point your Web Browser (Microsoft Internet Explorer) to <https://webmail.diobpt.org>
(Be sure to use the SSL format which adds an “s” at the end of http:)



Type **User ID** (ex JSmith) in Domain\User Name Field.

Type **User Password** in Password Field.

Then Click on **Log On**.

