

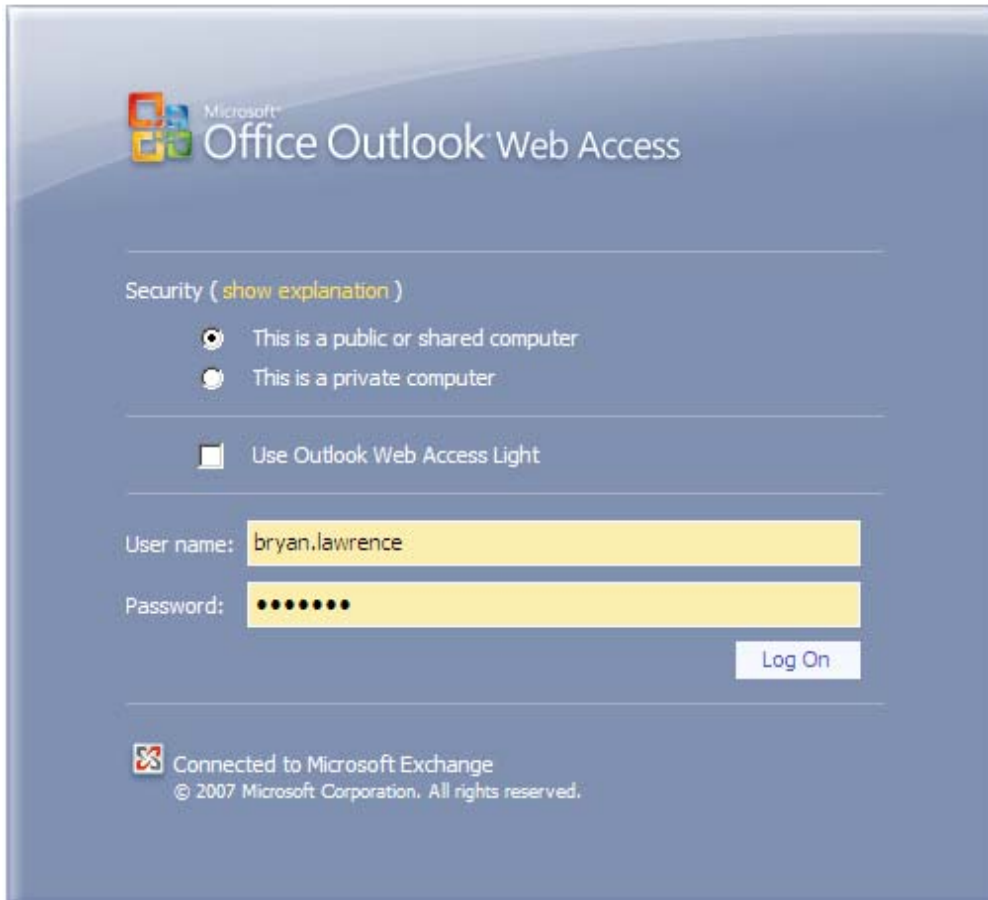
Webmail Instructions

Open Internet Explorer (or whichever browser you use) and navigate to

<https://webmail.hgroup.org/owa>

Once you get there you may be prompted to accept a security certificate. If you are, go ahead and accept it.

You should then see a login screen similar to the following....



The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo. The main heading is "Office Outlook Web Access". Below this is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below that is a checkbox for "Use Outlook Web Access Light". The "User name:" field contains "bryan.lawrence" and the "Password:" field is masked with dots. A "Log On" button is located to the right of the password field. At the bottom left, it says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

Put your normal windows login name in the "User Name" box and your normal password in the password box.

Once you get logged in you should have most of the functionality that you have when using Outlook from the office.

Bryan Lawrence - Outlook Web Access - Windows Internet Explorer

https://webmail.hgroup.org/owa/

File Edit View Favorites Tools Help

Bryan Lawrence - Outlook Web Access

Microsoft Office Outlook Web Access
Connected to Microsoft Exchange

Find Someone Options Bryan Lawrence Log Off

Mail << Inbox (1311 Items, 173 Unread) Help >>

Bryan Lawrence
Calendar
Contacts
Deleted Items (15)
Drafts [2]
Handheld Synchronization
Inbox (173)
Junk E-mail [49]
Notes
Outbox
RSS Feeds
Sent Items
Sync Issues
Tasks
Search Folders

Search Inbox

From Subject Received Size

Today

- Teresa Williams RE: projector 1:18 PM 11 KB
- Dustin Buschow RE: SigPlus 11:08 AM 49 KB
- Dustin Buschow RE: SigPlus 10:55 AM 43 KB
- Network World Security Alert IEEE program brings security vendors together 10:37 AM 29 KB
- Cyndi McGee
- TigerDirect.com
- Network World Daily
- Network World Daily

Yesterday

- Tracy Walsh
- Dustin Buschow
- Dustin Buschow
- Dustin Buschow
- Sophos Anti-Virus
- Network World Daily
- Network World Daily News Alert Microsoft planned to bury XML developer, says judge; Review: 4 large netbooks - better or just bigger? Mon 3:26 PM 32 KB
- cmeyer@spellx.com Spellx Software Maintenance Plan Reminder Mon 2:08 PM 4 KB
- Sophos Anti-Virus SAV message from: IC008883 Mon 1:37 PM 3 KB
- Sophos Anti-Virus SAV message from: MRN008253 Mon 12:59 PM 2 KB
- Sophos Anti-Virus SAV message from: WFO09504 Mon 12:55 PM 1 KB
- Sophos Anti-Virus SAV message from: MRN008884 Mon 12:52 PM 1 KB
- Sophos Anti-Virus SAV message from: MRN010673 Mon 12:44 PM 1 KB
- Sophos Anti-Virus SAV message from: IC007280 Mon 12:41 PM 1 KB
- Sophos Anti-Virus SAV message from: ICL Mon 12:39 PM 1 KB
- Sophos Anti-Virus SAV message from: IC009480 Mon 12:32 PM 1 KB
- Sophos Anti-Virus SAV message from: WFO09512 Mon 12:28 PM 1 KB
- Sophos Anti-Virus SAV message from: MRN008822 Mon 12:25 PM 1 KB
- Sophos Anti-Virus SAV message from: WFO08847 Mon 12:25 PM 1 KB
- Nicole Hudgens RE: Wednesday Mon 12:20 PM 2 KB
- Sophos Anti-Virus SAV message from: MRN041029 Mon 12:20 PM 1 KB
- Sophos Anti-Virus SAV message from: WFO41107 Mon 12:17 PM 1 KB
- Sophos Anti-Virus SAV message from: IC009545 Mon 12:17 PM 1 KB

Items 1 to 50 of 1311

Start | Internet | 100% | 1:31 PM

You will have access to...

- Your messages, folders, Calendar (not cmhc), and your contacts
- You can only view about 25 messages on your screen at a time so you can navigate through your messages with the buttons shown here. Left to right the are "first page"," previous page", "next page", and "last page"
- Don't forget to "log off" when you are finished.