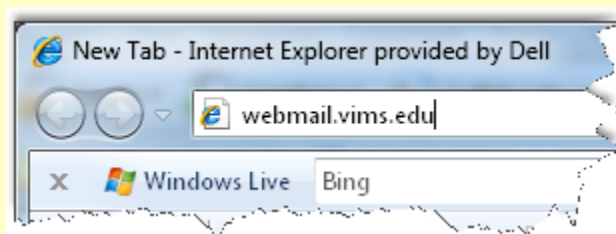


Accessing OUTLOOK WEB ACCESS (OWA)

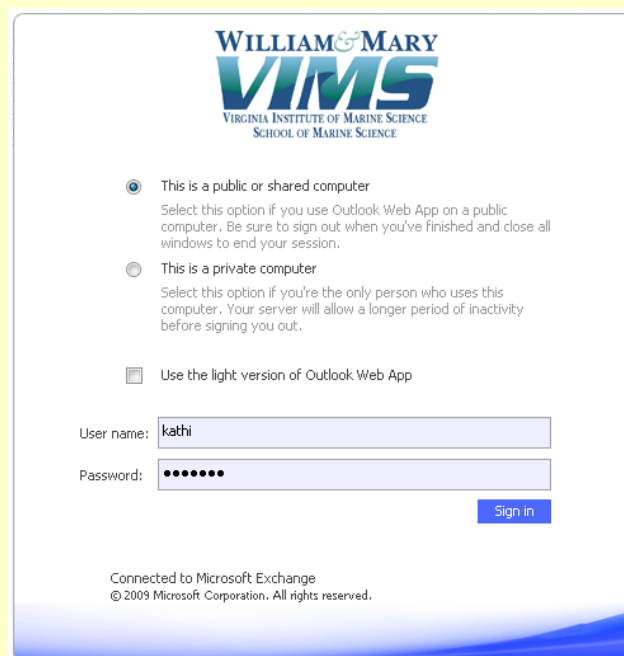
Outlook Web App (or more commonly known as OWA) allows you to access email, calendar, contacts, the VIMS global address list, and more—all in one place and through all major Web browsers. The first time you log into OWA, you will be required to set the Language and current time zone, and you should only need to do this once.

Try This Yourself:

- 1 In the browser address bar, type the address `webmail.vims.edu`



- 2 If you see a Security Alert pop up when you access the web connection, click OK to proceed.
- 3 Select **This is a public or shared computer**, if you are using a computer located in a library, lab, or public area. Important: Be sure to sign out when you are finished and close all windows to end your session. Only select **This is a private computer**, if you are the only person using the computer.

A screenshot of the Outlook Web App login page for VIMS. At the top, the logo for "WILLIAM & MARY VIMS VIRGINIA INSTITUTE OF MARINE SCIENCE SCHOOL OF MARINE SCIENCE" is displayed. Below the logo, there are three radio button options: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App". Below these options are two input fields: "User name:" with the text "kathi" and "Password:" with a masked password of seven dots. A blue "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange © 2009 Microsoft Corporation. All rights reserved."

- 4 Select **Use Outlook Web Access Light** if you have a slow connection, i.e. old modem. This option will not provide the same rich features as the full version.

Note: If you are using an older browser or if you are using an unsupported browser (other than Internet Explorer 7, Firefox 3, or Safari 3), you will automatically be connected to the Light version.

- 5 Enter your VIMS username and password.
- 6 Click **Sign In**