

Outlook Web Access (OWA)

Please Note: In order to get the full set of features you need to use Microsoft Internet Explorer

The Outlook Web App (OWA) interface enables you to access your email account from anywhere with an internet connection. Open Internet Explorer and enter the following URL into the address bar.

https://outlook.hslive.net/owa/

The following web page will appear

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You will notice 3 security options they are explained below.



This is a public or shared computer

Select this option if you use Outlook Web App on a public computer. Be sure to sign out when you've finished and close all windows to end your session.

This is a private computer

Select this option if you're the only person who uses this computer. Your server will allow a longer period of inactivity before signing you out, and you will be able to receive attachments.

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use the light version of Outlook Web App

The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection.

Enter your email address in the box provided

Enter your email password in the box provided (this is the password you use to login to your email not the password to log into your PC)

Click Sign in

Outlo	ook Web App
Security ((show explanation)
0 0	This is a public or shared computer This is a private computer Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.
	Use the light version of Outlook Web App
E-mail ad	ldress: fred.jones@acompany.co.uk
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If this is the first time you have used OWA you will the see the following screen, check the Language is English (United Kingdom) and the Time Zone is London as below then click **OK**

Outloc	ok Web App
If you have l settings, you Web App fo can modify	ow vision and use a screen reader or high contrast u can select the check box below to optimize Outlook r this and all subsequent sessions. After you sign in, you this choice at any time using Options.
	Use the blind and low vision experience
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Time zone:	
(UTC) Gree	nwich Mean Time : Dublin, Edinburgh, Lisbon, London 💌
Connec © 2010 M	OK ted to Microsoft Exchange dicrosoft Corporation. All rights reserved.

You will then be able to use your email you will have most of the options you get when using the Outlook client on your PC.

When you have finished click **Sign Out** in the top right corner of your mailbox

Then click **Close Window** on the following screen.

