<u>Outlook Web Access (OWA)</u>

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
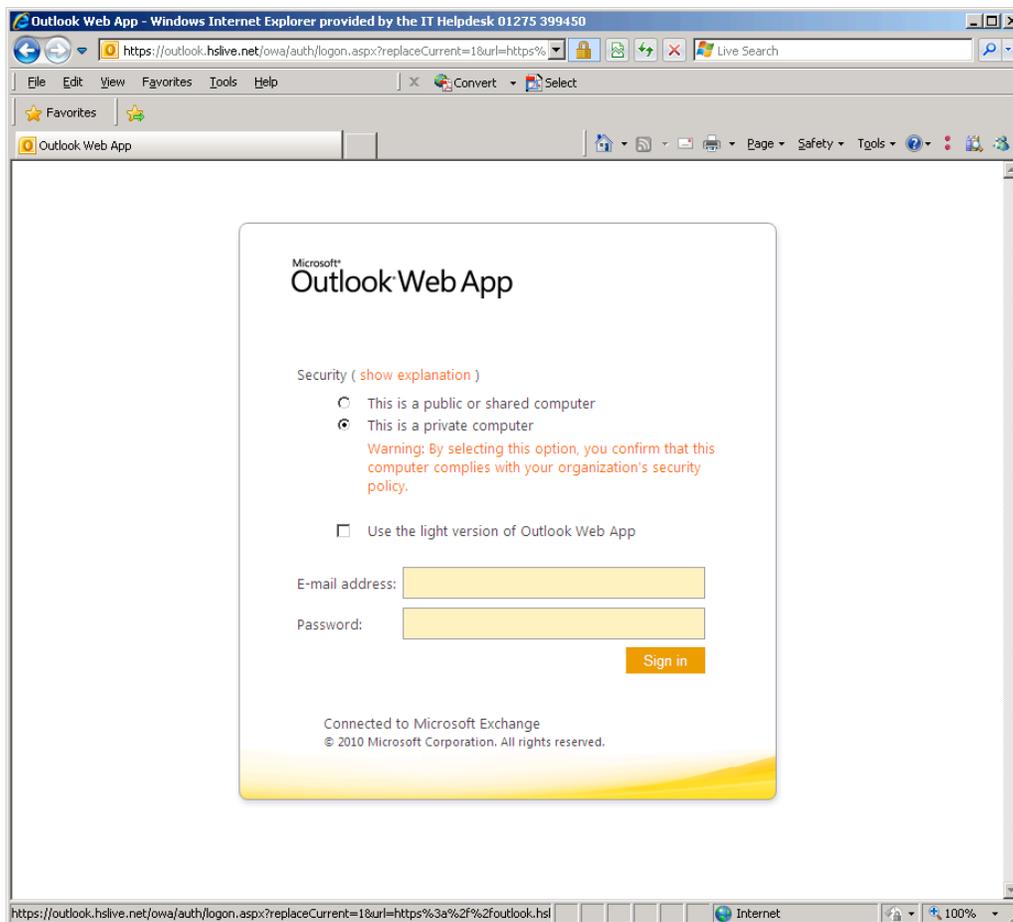
You will notice 3 security options they are explained below.

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**
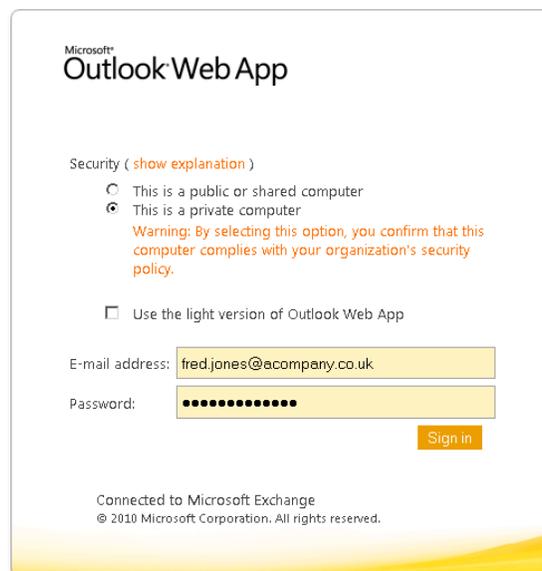
If this is the first time you have used OWA you will the see the following screen, check the Language is English (United Kingdom) and the Time Zone is London as below then click **OK**
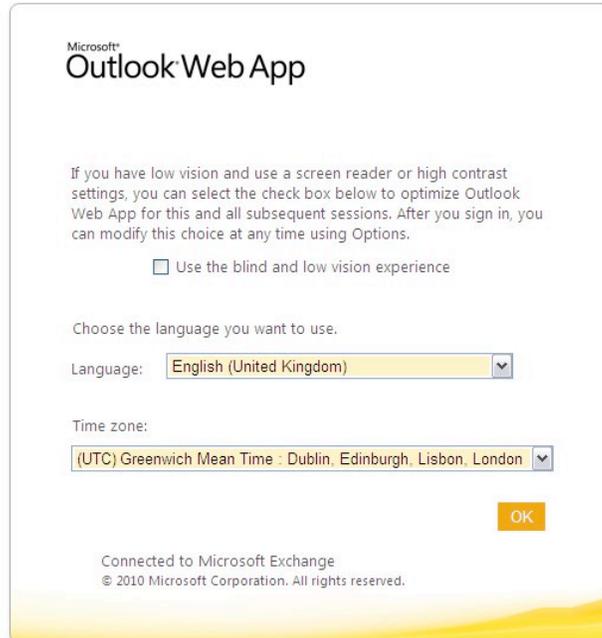
You will then be able to use your email you will have most of the options you get when using the Outlook client on your PC.

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

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