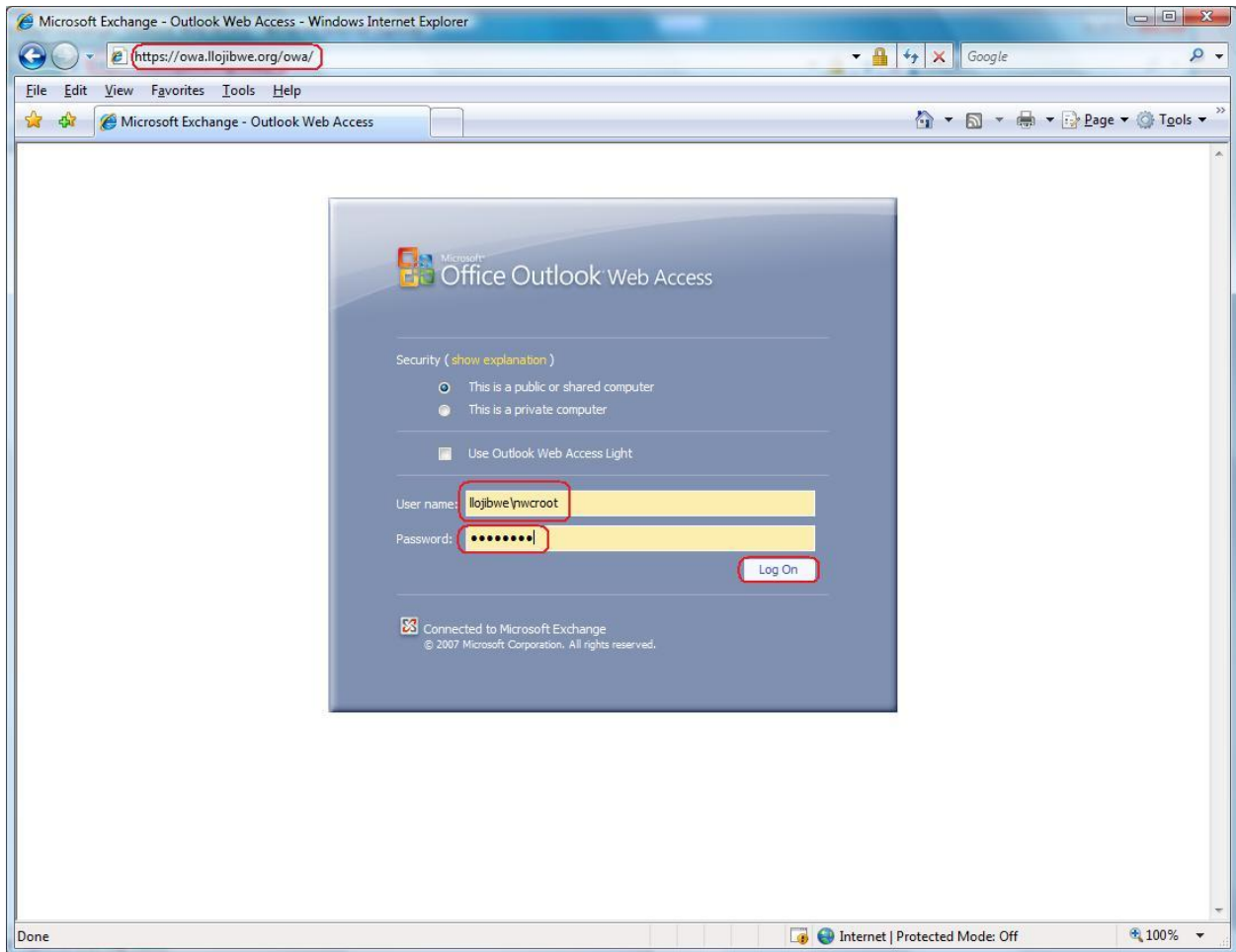


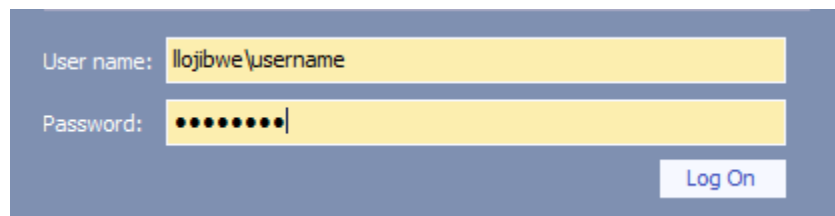
Accessing E-Mail through Internet Explorer (or other browser)

Point your browser to - <https://owa.llojbwe.org/owa>

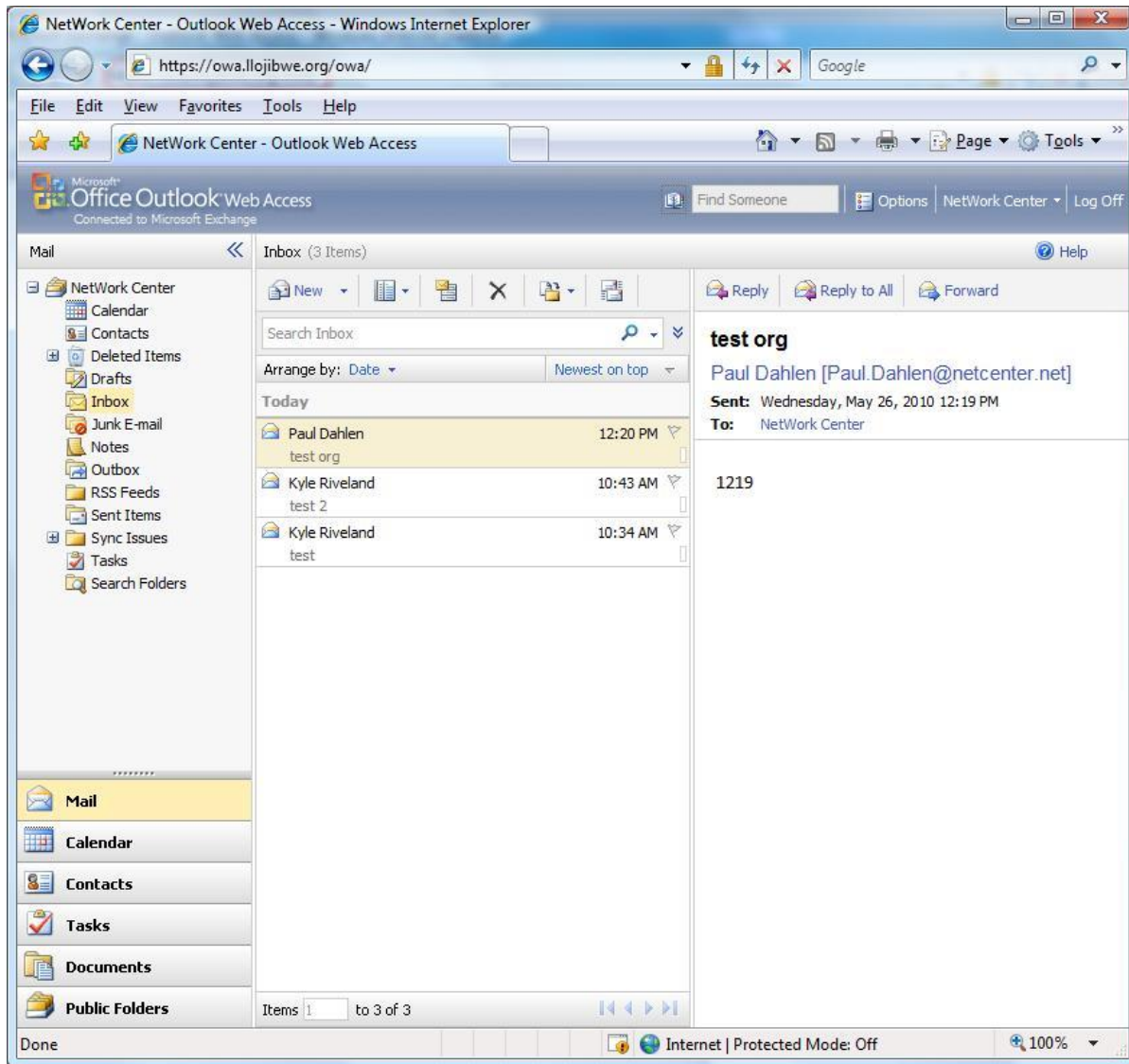


In the username field, type "llojbwe\" then your username (without any spaces).

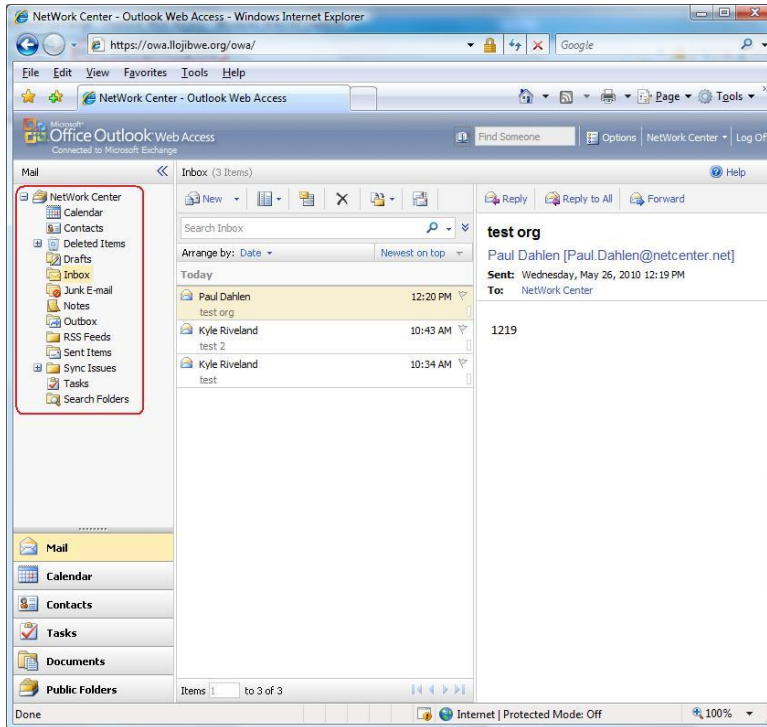
In the Password field, type your normal network password (the same one you use to log into your computer).



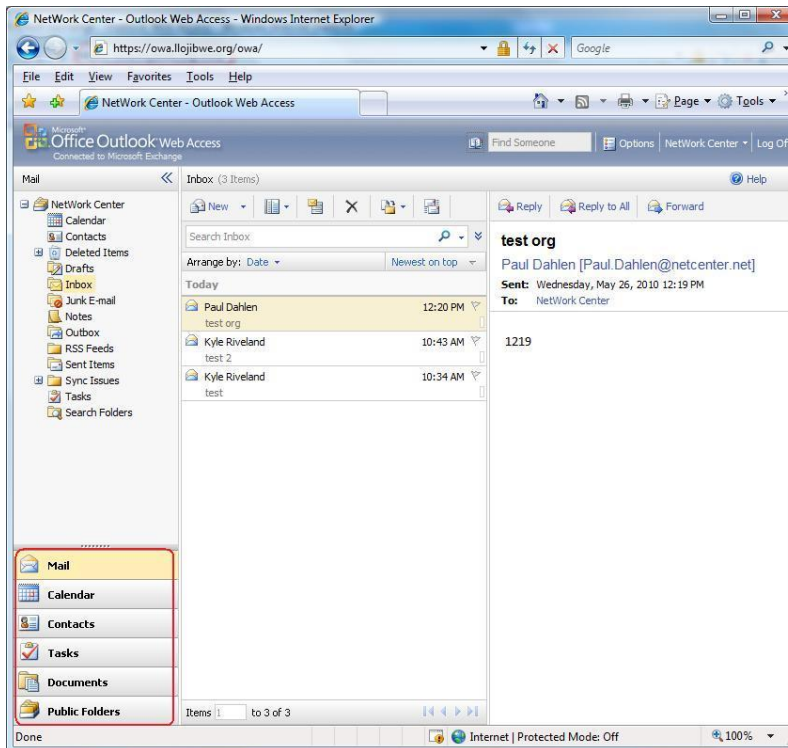
You are now logged into your Exchange mailbox. The window will appear like the following:



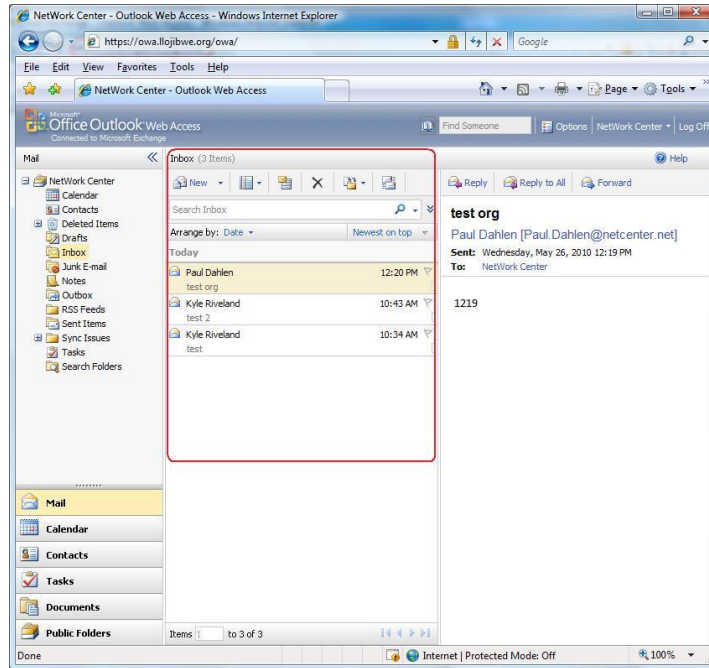
On the left side, you will find your folders.



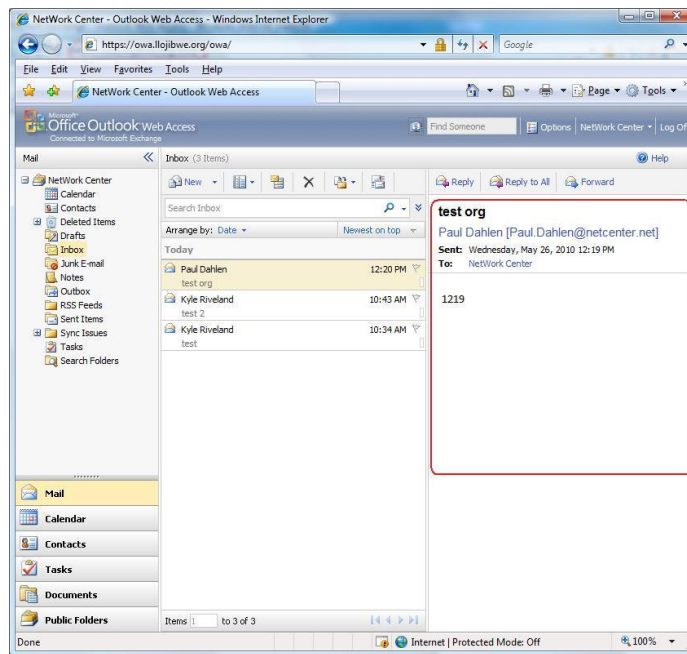
In the lower left corner, you will find your calendar, contacts, etc.



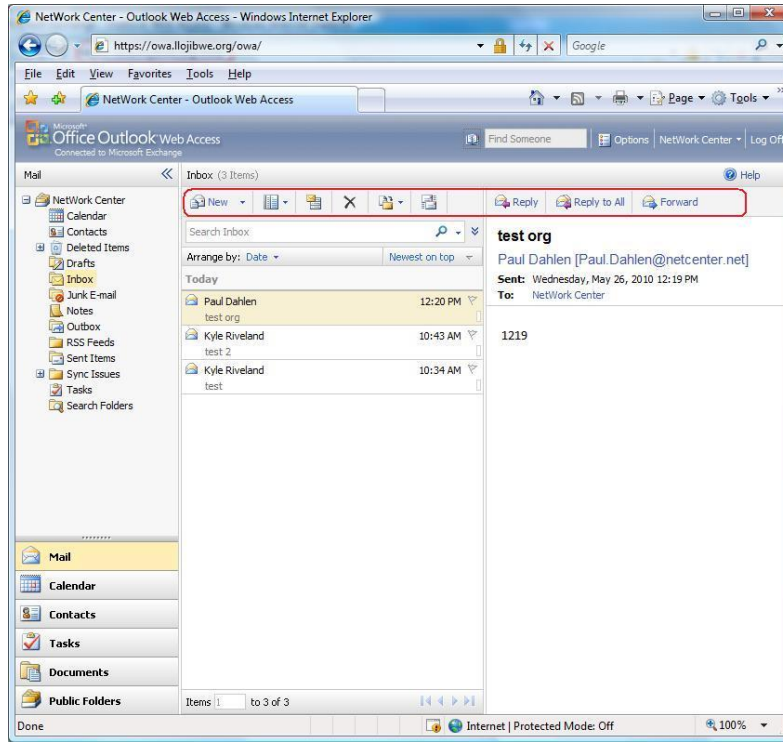
In the center, you will find the view of emails in whichever folder you have selected.



On the right, you will find a preview of the individual email you have currently selected.



Along the top, there is a toolbar to create new emails, delete emails, forward/reply, or send emails.



When finished, please log off using the button in the upper right corner.

