

TECHNOLOGY SUPPORT CENTER

Outlook Web Access

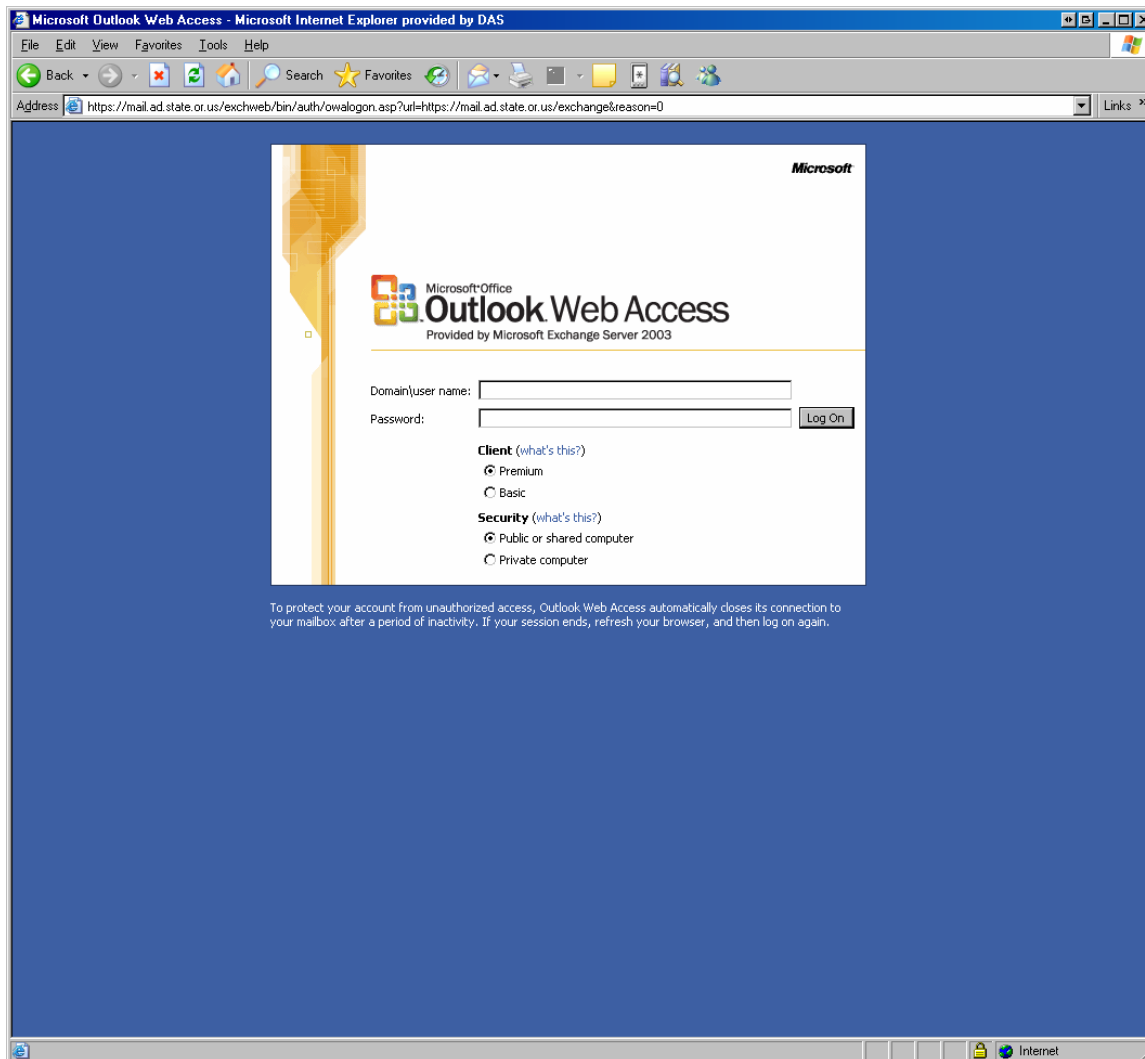
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PURPOSE

To outline the steps involved in accessing your email from home or other location remote from your workstation.

INSTRUCTIONS

1. Go to <http://outlook.das.state.or.us>



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2. In the **User Name** field, key ad\fllllll (f=first Initial, l-First six letters in last name).
3. Under **Client** select **Premium**; under **Security** make the appropriate selection.
4. Click the **Log On** key.
5. Your email will appear. When you are finished, be sure to click **Log Off** in the upper right corner.