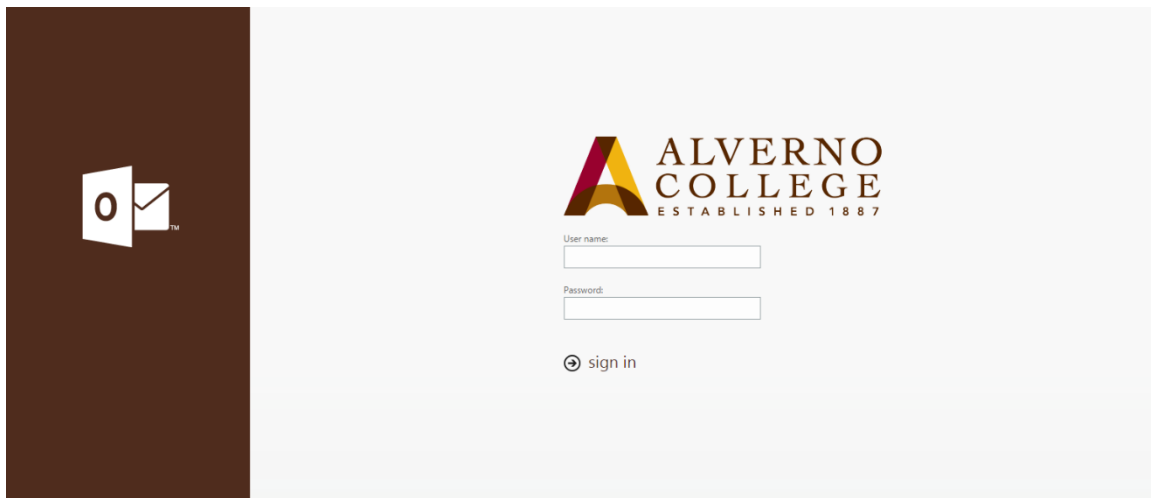


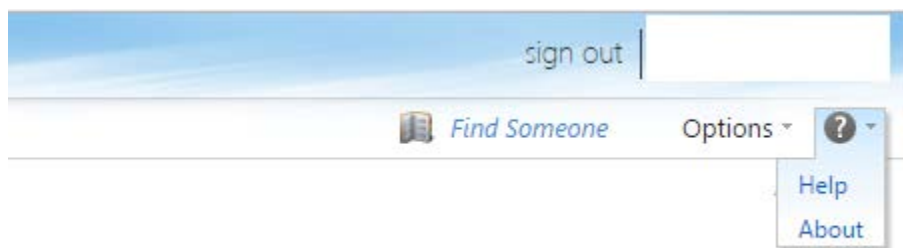
## USING OUTLOOK WEB ACCESS(OWA) TO ACCESS YOUR EMAIL

Outlook Web App, or OWA for short, provides a method for connecting to your Exchange mailbox and calendar through any Internet browser (e.g. Internet Explorer, Firefox, Chrome, Safari). OWA allows you to send/receive mail, view/modify your calendar, access public folders, etc. from any computer that is connected to the internet WITHOUT the need to setup an e-mail profile with an e-mail client.

To access your mail/calendar through OWA, type <https://exchange.emp.alverno.edu/owa> in the address bar of your browser. A login page will appear (shown below). Type in your username and password and click on the arrow beside Sign in. Once you have been authenticated, your mailbox will open.



OWA allows you access to your calendar, contacts, inbox, drafts, etc. as well as the Public Folders. If you need help navigating the program, you can click on the small question mark located in the upper right hand corner of the window and choose Help.



**IMPORTANT:** After you finish using Outlook Web Access, be sure to log off. If you do not, there is no guarantee that your session is closed, and someone else may be able to access your mailbox. Please contact the Help Desk at 414-382-6700 or email [helpdesk@alverno.edu](mailto:helpdesk@alverno.edu) if you have any questions.