

Outlook Web Access Quick Reference

Microsoft Outlook Web Access (OWA) is a program that lets you get access to your email, calendar and contact list from any computer/device with a secure internet connection.

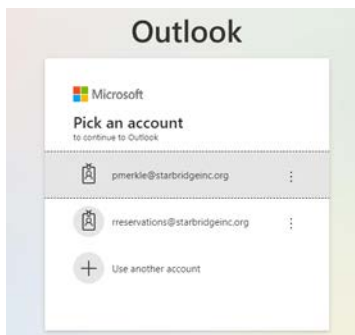
This internet browser-based email system is the **ONLY** authorized method of retrieving Starbridge Email on any personal computer or mobile device that is not owned and configured by Starbridge. Refer to the Mobile and Remote Access Policy for additional information.

Excerpt from Acceptable Use of Electronic Resources Policy –

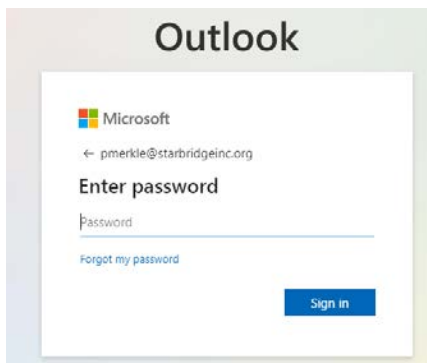
Electronic Mail Usage: Agents of Starbridge are required to use e-mail appropriately. It is important to note that electronic mail is not a secure transmission method. Confidential data must be encrypted using Starbridge E-Mail Encryption instructions when e-mailing to addresses outside the agency. Only email sent between xxx@starbridgeinc.org email addresses are confidential and secured by our network without encryption. All electronic mail messages are property of Starbridge.

Logging On to OWA

1. Open a Web browser
2. Go to address <http://outlook.com/owa/starbridgeincorg.mail.onmicrosoft.com>
3. The login screen will display. Select your email address or click “Use another account” if your email is not listed

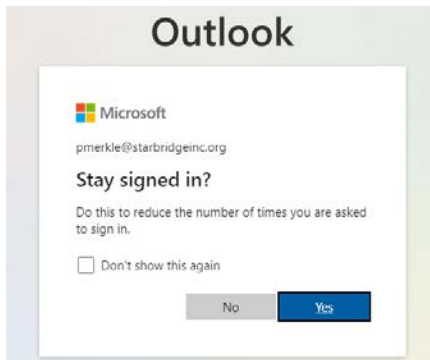


4. Enter your password and click Sign In



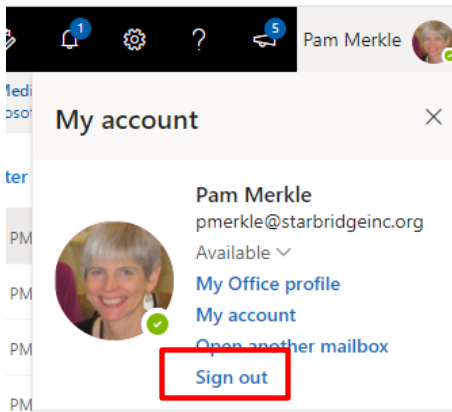
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5. When prompted, answer NO to the option to Stay signed in



Logging Off

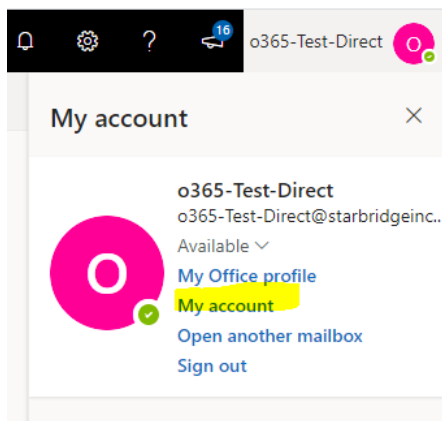
Click your name located in upper right corner of the Outlook window and then click Sign Out



This will log you out of Microsoft Outlook. When you get the confirmation screen that you have logged off successfully, you should shut down your web browser.

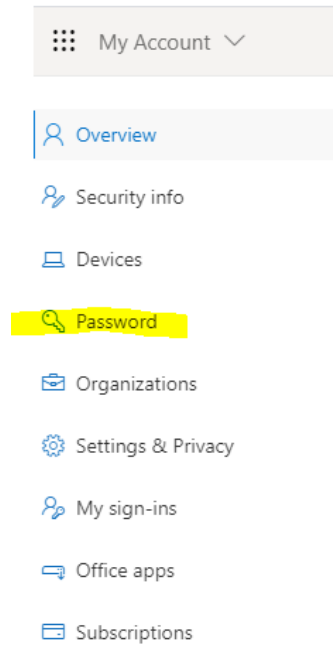
Changing Your Password

1. Click on your name in the upper right corner of the email screen then select My Account

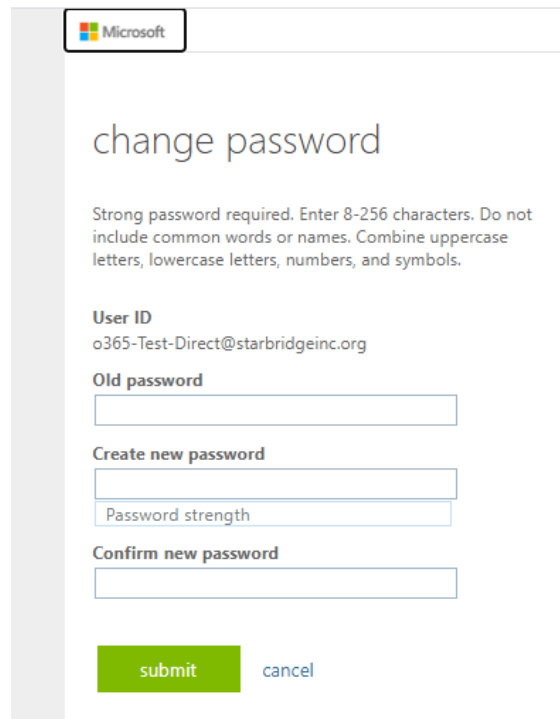


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2. In the right-hand pane, click Password



3. Then, enter your old password, your new password, confirm your new password, and click submit

A screenshot of the Outlook Web Access 'change password' form. The form is titled 'change password' and includes a Microsoft logo in the top left corner. Below the title, there is a message: 'Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.' The form contains the following fields: 'User ID' (o365-Test-Direct@starbridgeinc.org), 'Old password' (text input), 'Create new password' (text input), 'Password strength' (text input), and 'Confirm new password' (text input). At the bottom of the form, there are two buttons: 'submit' (green) and 'cancel' (grey).