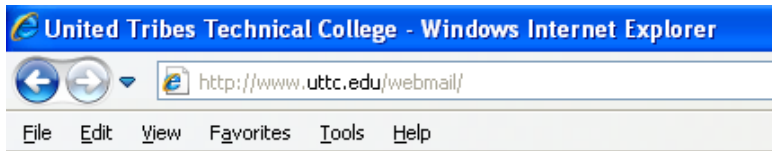
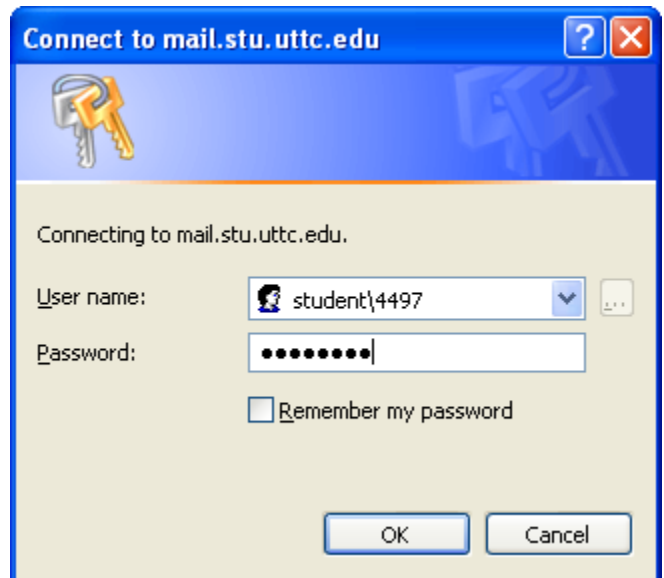


How to Use Microsoft Outlook Web Access

1. Open the **Internet**.
2. In the **address bar**, type <http://www.uttc.edu/webmail> - Press **Enter**.



3. Click on the **UTTC Student Email Login** link
4. A gray box will then appear. In this box, type **“student\”** (without the quotes) and your **username** (your student ID number from your student ID card) into the User Name box, and your **email password** into the Password box.
5. **Microsoft Outlook Web Access** should now appear on your screen. You will be able to read your mail and reply or forward. You can use the **Find Names** function to find an email address on the **Global Address List**.



6. When you are finished using the email program, make sure that you **always** click the **“Log Off”** button in the upper right corner of the page to log out of the email system. This helps ensure that other users will not be able to access your account.
7. If you need assistance with web mail, or just want to change your password, do one of the following:
 - a. Check the instruction sheets at: <http://www.uttc.edu/webmail/>
 - b. Ask your student advisor for help
 - c. Send an email message to it@uttc.edu

