Internet Access to Outlook Web Access on the Exchange Servers

Go to the college web site, <u>www.swccd.edu</u>, and click on Outlook Web Access under E-Tools on the front page. If you have a mailbox (which most do) click on the Email and Public Folders link. If you have your email forwarded to an off-campus account, click on the Public Folders only link.

We are now encrypting all email via OWA, therefore, first thing you may get is a popup window that says Security Alert. It depends on your browser, location, etc., as to WHY you got it. Click Yes to proceed.

Security Alert		
P	Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.	
<u>r</u>	The security certificate is from a trusted certifying authority.	
	The security certificate date is valid.	
	The name on the security certificate is invalid or does not match the name of the site	
	Do you want to proceed?	
	Yes No Yiew Certificate	

You will get the following login window (this is Internet Explorer running on XP. Yours may look different but the required information is the same):

Connect to owa.swccd.edu		
	GA	
owa.swccd.edu		
<u>U</u> ser name:	🔮 jjaguar 🛛 👻	
<u>P</u> assword:	••••••	
	Remember my password	
	OK Cancel	

Enter your user id and network password. Hit OK. You're in!