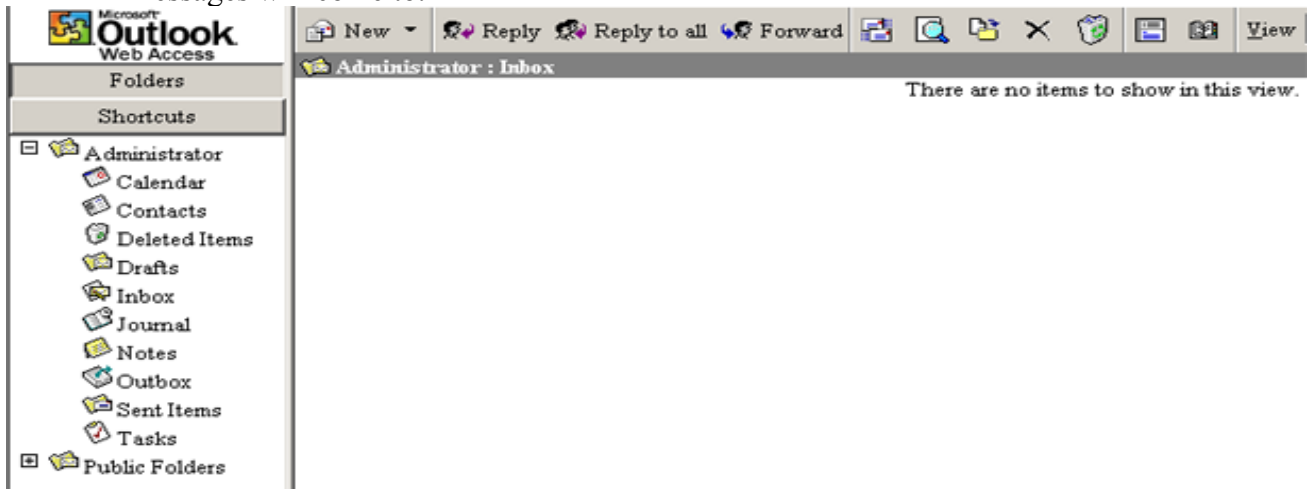
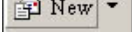
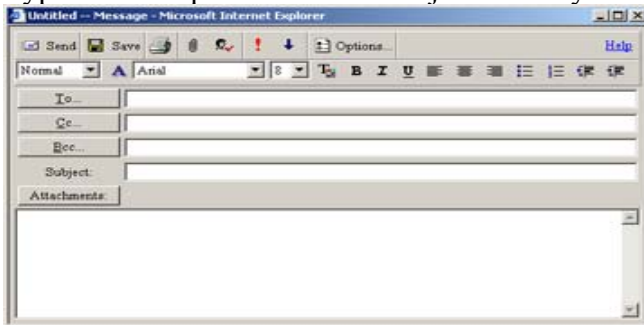


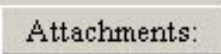
Using Outlook Web Access

- ◆ Once you log in the default screen you see will be your Inbox, this is where all of your new messages will come to.



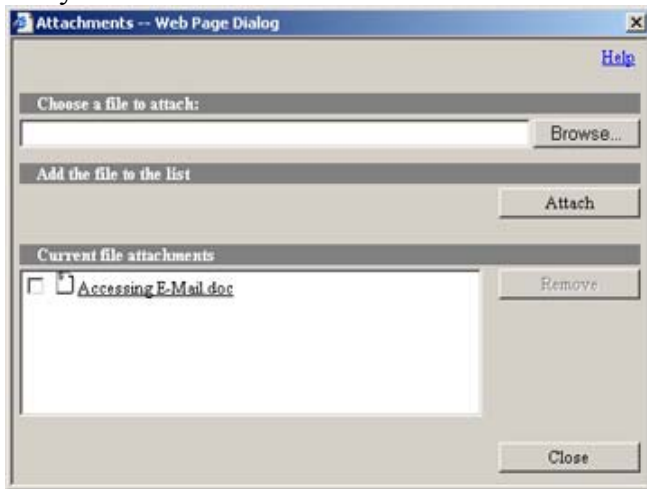
- ◆ To send a new message choose 
- ◆ Type in the required information just like any other e-mail program




- ◆ To send an attachment with you e-mail click on 
- ◆ Click on Browse and choose the file you want.



- ◆ Once the file is listed in the top line click Attach. The file will now show up in the bottom box and you can click close.



- ◆ When you are finished click on  Send